

Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patrick Mumman, Commissioner
Patricia Miles-Jackson, Commissioner
Brian Broadley, Commissioner



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
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Jacqueline S. Jones, Executive Director

March 15, 2023

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, March 21, 2023 at 4:00 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, March 21, 2023
4:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on February 21, 2023
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: *(cash report included)*
 - # 2023-13 Approval of Monthly Expenses *(updated)*
 - # 2023-14 Authorizing Payments of Draw #31 Speitel/Bayview
 - # 2023-15 Authorizing Payment of Draw #3 Pecks Beach Family Redevelopment
 - # 2023-16 Transfer of Vehicle Ownership from VHA to OCHA
 - # 2023-17 Amendment to SSA with City of Ocean City for the Redevelopment of Affordable Housing Units at Pecks Beach Village
 - # 2023-18 Dispose of Furniture & Equipment Utilizing the Disposition Policy
 - # 2023-19 **Executive Session**
 - # 2023-20 **Change Order #1 Bayview Manor 1st and 5th Floor Renovations**
- Comments from the press and/or public – Limited to 5 minutes for each speaker
12. Comments from Board Members
13. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes February 21, 2023 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held February 21, 2023, at 4:00 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday
Commissioner Patrick Mumman
Commissioner Beverly McCall (Arrived @ 4:04 p.m.)
Commissioner Robert Henry
Commissioner Patricia Jackson
Commissioner Brian Broadley
Chairman Robert Barr

Also present were Jacqueline Jones, Executive Director, Ron Miller, Director of Affordable Housing, Harry Furman, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from January 17, 2022. A motion was made by Commissioner Mumman and seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday (Yes)
Commissioner Patrick Mumman (Yes)
Commissioner Beverly McCall (Yes)
Commissioner Robert Henry (Yes)
Commissioner Patricia Jackson (Abstain)
Commissioner Brian Broadley (Yes)
Chairman Robert Barr (Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the four months ending January 2023. Brief discussion on the Financial Report. **Motion to approve the Treasurer's report** made by Commissioner Henry and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday (Yes)
Commissioner Patrick Mumman (Yes)
Commissioner Beverly McCall (Abstain)
Commissioner Robert Henry (Yes)
Commissioner Patricia Jackson (Abstain)
Commissioner Brian Broadley (Yes)
Chairman Robert Barr (Yes)

Executive Director’s Report

Mrs. Jones provided an update to her written report. In regard to Bayview Manor, painting of the hallways has begun as well as floor replacement. The fourth floor is complete and the 3rd floor is in process. Ron Miller will provide an update on change orders of some unforeseen items at Bayview as well the elevator refurbishment and the cost associated with this and purchasing implications.

Ron Miller reported there is an “unforeseen conditions” package out with the general contractor. It is a fairly substantial set of changes due to obviously not being able to see through the walls, ceilings and floors. A meeting was held internally today to review the changes and are being sent back to the mechanical, electrical and plumbing professionals to review with the contractor. There is nothing to present yet, but we expect to have a Special Meeting to discuss, review and approve the changes. The Authority is still working with a professional team in regard to the elevators. Mrs. Jones will be reaching out to the Board in regard to scheduling a Special Meeting.

There is a meeting in early March with the planning committee to discuss the Pecks Beach Family plans. The Authority will be working on the financial close with NJHMFA and HUD. This project will need to go out to bid. The second resident meeting will be held in early March to keep the residents up to date with what is going on and show them the elevations as well as floor plans.

The Authority was awarded Capital Funds for FY 2023 in the amount of \$150,347 for Pecks Beach Family. This is typically put into operations. If needed it is drawn down and if it is not needed it will go toward the RAD projects.

Ron Miller provided a quick update on the unit, which recently had a fire. He spoke to the insurance adjustor this morning. It is anticipated the unit will be back online by the end of March.

Motion to approve the Executive Director’s Report made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Committee Reports – None.

Old Business – None.

New Business – None

With no other discussion on related matters the Chairman moved to the Resolutions.

Resolution #2023-10
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$146,300.65. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones briefly reviewed the bill list. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-11
Resolution Awarding Pest Control Services Contract

Chairman Barr called for a motion to approve Resolution #2023-11. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller stated the Pest Control Services Contract was initially awarded by the Board in June for a one-year period. The Authority had some challenges with the company, (Omega), the contract was awarded to. This company was subsequently purchased by two other companies (Terminix, Rentokill). Ron has been working with Mr. Furman on this issue for the past few months. An agreement with the vendor and its subsequent purchasers could not be made and the contract was ended. Quotes for a new vendor were received. The Authority is recommending they award the contract to Elder Pest Control. Brief discussion on the issues with the subsequent purchasers of Omega Pest Control. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-12
Executive Session

Chairman Barr called for a motion to approve Resolution #2023-12. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones stated the Board will go into Executive Session to discuss a contract with Ford-Scott & Associates, LLC regarding invoices FY 2021. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Regular Meeting closed for Executive Session at 4:27 p.m.
Regular Meeting re-opened at 4:48 p.m.

The Board is now back in open session having concluded the Executive Session and can proceed with business.

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. Commissioner Broadley suggested the Authority get better internet services for the meetings. No further comments.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall ; seconded by Commissioner Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:50 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Feb 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 237,450	\$ <u>249,153</u>	\$ 11,703
TOTAL TENANT REVENUE	\$ 569,880	\$ 237,450	\$ 249,153	\$ 11,703
HUD OPERATING SUBSIDY	\$ 287,240	\$ 119,685	\$ <u>107,353</u>	\$ (12,332)
PBV HAP SUBSIDY	388,360	161,820	<u>147,337</u>	(14,483)
HUD CAPITAL FUNDS-OPERATIONS	71,000	29,585	<u>121,578</u>	91,993
CDBG INCOME	23,300	9,710	<u>713</u>	(8,998)
TOTAL HUD FUNDING	\$ 769,900	\$ 320,800	\$ 376,981	\$ 56,181
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 50	\$ <u>179</u>	\$ 129
NONDWELLING RENTAL INCOME	54,000	22,500	-	(22,500)
OTHER INCOME-LAUNDRY	6,900	2,875	<u>2,608</u>	(267)
OTHER INCOME-FRAUD RECOVERY	2,500	1,040	<u>1,548</u>	508
OTHER INCOME-MISCELLANEOUS	11,540	4,810	<u>2,761</u>	(2,049)
TOTAL INCOME	\$ 1,414,840	\$ 589,525	\$ 633,229	\$ 43,704
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>4,350</u>	\$ 4,350
PAYROLL TAXES - ADMIN	-	-	<u>363</u>	363
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 4,713	\$ 4,713
AUDIT FEES	\$ 12,000	\$ 4,995	\$ <u>5,000</u>	\$ 5
ADVERTISING	740	310	<u>1,192</u>	882
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 1,545	\$ <u>300</u>	\$ (1,245)
CONSULTANTS-RAD CONVERSION	11,030	4,595	<u>2,500</u>	(2,095)
COPIER	2,660	1,110	-	(1,110)
DUES & PUBLICATIONS	730	305	<u>571</u>	266
OFFICE SUPPLIES	790	335	<u>158</u>	(177)
PHONE & INTERNET	13,780	5,745	<u>4,895</u>	(850)
POSTAGE	1,640	680	<u>753</u>	73
LEGAL	16,020	6,675	<u>1,875</u>	(4,800)
CRIMINAL BACKGROUND CHECKS	360	150	-	(150)
LEGAL-RAD	4,000	1,665	-	(1,665)
TRAVEL	70	30	-	(30)
TRAINING	440	185	-	(185)
ACCOUNTING	26,540	11,060	<u>14,583</u>	3,523
MANAGEMENT FEES	266,880	111,200	<u>64,283</u>	(46,917)
MISCELLANEOUS-SUNDRY	13,660	5,685	<u>7,467</u>	1,782

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Feb 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 156,270	\$ 108,290	\$ (47,980)
OTHER TENANT SERVICES	\$ 3,900	\$ 1,625	\$ <u>1,000</u>	\$ (625)
TENANT SVCS – BEHAVIORAL HEALTH	39,100	16,295	<u>713</u>	(15,583)
TOTAL OTHER TENANT SERVICES	\$ 43,000	\$ 17,920	\$ 1,713	\$ (16,208)
WATER/SEWER	\$ 104,350	\$ 43,480	\$ <u>41,540</u>	\$ (1,940)
ELECTRIC	98,360	40,985	<u>49,917</u>	8,932
GAS	50,180	20,910	<u>26,926</u>	6,016
TOTAL UTILITY EXPENSES	\$ 252,890	\$ 105,375	\$ 118,383	\$ 13,008
MAINTENANCE LABOR	\$ 65,000	\$ 27,085	\$ <u>21,972</u>	\$ (5,113)
MAINT. MATERIALS	138,900	57,900	<u>11,907</u>	(45,993)
MAINT. CONTRACT COSTS	220,100	91,720	<u>51,553</u>	(40,167)
EMPLOYEE BENEFITS	37,530	15,635	<u>8,115</u>	(7,520)
TOTAL MAINTENANCE	\$ 461,530	\$ 192,340	\$ 93,547	\$ (98,793)
INSURANCE	\$ 110,490	\$ 46,045	\$ <u>40,262</u>	\$ (5,783)
FLOOD INSURANCE	29,140	12,140	<u>12,699</u>	559
BAD DEBTS	13,230	5,515	<u>5,513</u>	(3)
COMPENSATED ABSENCES	1,260	525	<u>525</u>	-
PAYMENT IN LIEU OF TAXES	29,770	12,405	<u>12,404</u>	(1)
PENSION	10,690	4,455	<u>4,455</u>	-
RETIREE BENEFITS	28,260	11,775	<u>6,638</u>	(5,137)
TOTAL OTHER EXPENSES	\$ 222,840	\$ 92,860	\$ 82,496	\$ (10,364)
TOTAL EXPENDITURES	\$ 1,355,300	\$ 564,765	\$ 404,429	\$ (160,336)
Replacement Reserve	\$ 44,550	\$ 18,565	\$ <u>18,581</u>	\$ 16
PROFIT	\$ 14,990	\$ 6,195	\$ 210,219	\$ 204,024

Commissioner's Report - Property Detail

Month Ending: Feb 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
INCOME												
DWELLING RENTAL	\$ 161,730	\$ 67,390	\$ <u>76,372</u>	\$ 8,982	\$ 161,150	\$ 67,145	\$ <u>64,742</u>	\$ (2,403)	\$ 247,000	\$ 102,915	\$ <u>108,039</u>	\$ 5,124
TOTAL TENANT REVENUE	\$ 161,730	\$ 67,390	\$ <u>76,372</u>	\$ 8,982	\$ 161,150	\$ 67,145	\$ <u>64,742</u>	\$ (2,403)	\$ 247,000	\$ 102,915	\$ <u>108,039</u>	\$ 5,124
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 119,685	\$ <u>107,353</u>	\$ (12,332)
PBV HAP SUBSIDY	198,510	82,715	<u>72,019</u>	(10,696)	189,850	79,105	<u>75,318</u>	(3,787)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	29,585	<u>121,578</u>	91,993
CDBG INCOME	6,500	2,710	<u>128</u>	(2,582)	4,200	1,750	<u>200</u>	(1,551)	12,600	5,250	<u>385</u>	(4,865)
TOTAL HUD FUNDING	\$ 205,010	\$ 85,425	\$ <u>72,147</u>	\$ (13,278)	\$ 194,050	\$ 80,855	\$ <u>75,518</u>	\$ (5,338)	\$ 370,840	\$ 154,520	\$ <u>229,316</u>	\$ 74,796
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 15	\$ <u>77</u>	\$ 62	\$ 30	\$ 15	\$ <u>1</u>	\$ (14)	\$ 50	\$ 20	\$ <u>100</u>	\$ 80
NONDWELLING RENTAL INCOME	54,000	22,500	-	(22,500)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	1,165	<u>830</u>	(335)	1,200	500	<u>770</u>	270	2,900	1,210	<u>1,009</u>	(202)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	2,500	1,040	<u>1,548</u>	508
OTHER INCOME-MISCELLANEOUS	3,090	1,290	<u>(63)</u>	(1,353)	1,100	460	<u>44</u>	(416)	7,350	3,060	<u>2,780</u>	(280)
TOTAL INCOME	\$ 426,670	\$ 177,785	\$ <u>149,363</u>	\$ (28,422)	\$ 357,530	\$ 148,975	\$ <u>141,074</u>	\$ (7,901)	\$ 630,640	\$ 262,765	\$ <u>342,792</u>	\$ 80,027
EXPENSES												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>1,218</u>	\$ 1,218	\$ -	\$ -	\$ <u>783</u>	\$ 783	\$ -	\$ -	\$ <u>2,349</u>	\$ 2,349
PAYROLL TAXES - ADMIN	-	-	<u>102</u>	102	-	-	<u>65</u>	65	-	-	<u>196</u>	196
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>1,320</u>	\$ 1,320	\$ -	\$ -	\$ <u>848</u>	\$ 848	\$ -	\$ -	\$ <u>2,545</u>	\$ 2,545
AUDIT FEES	\$ 3,520	\$ 1,465	\$ <u>1,470</u>	\$ 5	\$ 2,620	\$ 1,090	\$ <u>1,090</u>	\$ -	\$ 5,860	\$ 2,440	\$ <u>2,440</u>	\$ -

Commissioner's Report - Property Detail

Month Ending: Feb 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
ADVERTISING	170	70	<u>319</u>	249	200	85	<u>205</u>	120	370	155	<u>667</u>	512
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 210	\$ <u>84</u>	\$ (126)	\$ 1,200	\$ 500	\$ <u>54</u>	\$ (446)	\$ 2,000	\$ 835	\$ <u>162</u>	\$ (673)
CONSULTANTS-RAD	500	210	<u>700</u>	490	530	220	<u>450</u>	230	10,000	4,165	<u>1,350</u>	(2,815)
CONVERSION												
COPIER	740	310	-	(310)	480	200	-	(200)	1,440	600	-	(600)
DUES & PUBLICATIONS	170	70	<u>160</u>	90	200	85	<u>103</u>	18	360	150	<u>308</u>	158
OFFICE SUPPLIES	200	85	<u>44</u>	(41)	200	85	<u>28</u>	(57)	390	165	<u>85</u>	(80)
PHONE & INTERNET	4,260	1,775	<u>1,079</u>	(696)	5,630	2,345	<u>2,333</u>	(12)	3,890	1,625	<u>1,482</u>	(143)
POSTAGE	420	175	<u>211</u>	36	400	165	<u>136</u>	(29)	820	340	<u>407</u>	67
LEGAL	3,000	1,250	<u>525</u>	(725)	1,880	785	<u>338</u>	(448)	11,140	4,640	<u>1,013</u>	(3,628)
CRIMINAL BACKGROUND	40	15	-	(15)	20	10	-	(10)	300	125	-	(125)
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	1,665	-	(1,665)
TRAVEL	20	10	-	(10)	10	5	-	(5)	40	15	-	(15)
TRAINING	140	60	-	(60)	200	85	-	(85)	100	40	-	(40)
ACCOUNTING	6,500	2,710	<u>4,083</u>	1,373	4,540	1,890	<u>2,625</u>	735	15,500	6,460	<u>7,875</u>	1,415
MANAGEMENT FEES	57,840	24,100	<u>17,999</u>	(6,101)	52,040	21,685	<u>11,571</u>	(10,114)	157,000	65,415	<u>34,713</u>	(30,702)
MISCELLANEOUS-	4,740	1,980	<u>1,392</u>	(588)	3,720	1,540	<u>887</u>	(653)	5,200	2,165	<u>5,188</u>	3,023
SUNDRY												
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 34,495	\$ <u>29,386</u>	\$ (5,109)	\$ 73,870	\$ 30,775	\$ <u>20,669</u>	\$ (10,106)	\$ 218,410	\$ 91,000	\$ <u>58,236</u>	\$ (32,764)
OTHER TENANT SERVICES	\$ 1,400	\$ 585	\$ <u>1,000</u>	\$ 415	\$ 1,200	\$ 500	\$ -	\$ (500)	\$ 1,300	\$ 540	\$ -	\$ (540)
TENANT SVCS -	15,500	6,460	<u>200</u>	(6,261)	10,400	4,335	<u>128</u>	(4,207)	13,200	5,500	<u>385</u>	(5,115)
BEHAVIORAL HEALTH												
TOTAL OTHER TENANT SERVICES	\$ 16,900	\$ 7,045	\$ <u>1,200</u>	\$ (5,846)	\$ 11,600	\$ 4,835	\$ <u>128</u>	\$ (4,707)	\$ 14,500	\$ 6,040	\$ <u>385</u>	\$ (5,655)
WATER/SEWER	\$ 21,540	\$ 8,975	\$ <u>8,198</u>	\$ (777)	\$ 15,000	\$ 6,250	\$ <u>5,749</u>	\$ (501)	\$ 67,810	\$ 28,255	\$ <u>27,593</u>	\$ (662)
ELECTRIC	86,520	36,050	<u>36,807</u>	757	2,600	1,085	<u>7,468</u>	6,383	9,240	3,850	<u>5,642</u>	1,792
GAS	-	-	-	-	5,040	2,100	<u>2,025</u>	(75)	45,140	18,810	<u>24,900</u>	6,090
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 45,025	\$ <u>45,005</u>	\$ (20)	\$ 22,640	\$ 9,435	\$ <u>15,242</u>	\$ 5,807	\$ 122,190	\$ 50,915	\$ <u>58,136</u>	\$ 7,221
MAINTENANCE LABOR	\$ 18,000	\$ 7,500	\$ <u>6,152</u>	\$ (1,348)	\$ 14,000	\$ 5,835	\$ <u>3,955</u>	\$ (1,880)	\$ 33,000	\$ 13,750	\$ <u>11,865</u>	\$ (1,885)

Commissioner's Report - Property Detail

Month Ending: Feb 2023



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
<i>MAINT. MATERIALS</i>	16,600	6,925	<u>2,427</u>	(4,498)	100,240	41,775	<u>2,101</u>	(39,674)	22,060	9,200	<u>7,379</u>	(1,821)
<i>MAINT. CONTRACT COSTS</i>	84,390	35,170	<u>24,096</u>	(11,074)	56,930	23,720	<u>12,050</u>	(11,670)	78,780	32,830	<u>15,406</u>	(17,424)
<i>EMPLOYEE BENEFITS</i>	11,240	4,680	<u>2,272</u>	(2,408)	6,900	2,875	<u>1,461</u>	(1,414)	19,390	8,080	<u>4,382</u>	(3,698)
TOTAL MAINTENANCE	\$ 130,230	\$ 54,275	\$ 34,948	\$ (19,327)	\$ 178,070	\$ 74,205	\$ 19,567	\$ (54,638)	\$ 153,230	\$ 63,860	\$ 39,032	\$ (24,828)
<i>INSURANCE</i>	\$ 30,820	\$ 12,845	\$ <u>10,877</u>	\$ (1,968)	\$ 24,600	\$ 10,250	\$ <u>7,510</u>	\$ (2,740)	\$ 55,070	\$ 22,950	\$ <u>21,875</u>	\$ (1,075)
<i>FLOOD INSURANCE</i>	4,000	1,665	<u>2,147</u>	482	4,500	1,875	<u>2,265</u>	390	20,640	8,600	<u>8,288</u>	(313)
<i>BAD DEBTS</i>	1,500	625	<u>625</u>	-	930	390	<u>390</u>	-	10,800	4,500	<u>4,498</u>	(3)
<i>COMPENSATED ABSENCES</i>	420	175	<u>175</u>	-	420	175	<u>175</u>	-	420	175	<u>175</u>	-
<i>PAYMENT IN LIEU OF TAXES</i>	5,370	2,240	<u>2,235</u>	(5)	11,920	4,965	<u>4,969</u>	4	12,480	5,200	<u>5,200</u>	-
<i>PENSION</i>	3,000	1,250	<u>1,250</u>	-	2,430	1,015	<u>1,015</u>	-	5,260	2,190	<u>2,190</u>	-
<i>RETIREE BENEFITS</i>	7,900	3,290	<u>1,859</u>	(1,431)	5,460	2,275	<u>1,195</u>	(1,080)	14,900	6,210	<u>3,585</u>	(2,625)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 22,090	\$ 19,167	\$ (2,923)	\$ 50,260	\$ 20,945	\$ 17,519	\$ (3,426)	\$ 119,570	\$ 49,825	\$ 45,809	\$ (4,016)
TOTAL EXPENDITURES	\$ 390,960	\$ 162,930	\$ 129,706	\$ (33,224)	\$ 336,440	\$ 140,195	\$ 73,125	\$ (67,070)	\$ 627,900	\$ 261,640	\$ 201,598	\$ (60,042)
<i>Replacement Reserve</i>	\$ 26,950	\$ 11,230	\$ <u>11,246</u>	\$ 16	\$ 17,600	\$ 7,335	\$ <u>7,335</u>	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,760	\$ 3,625	\$ 8,411	\$ 4,786	\$ 3,490	\$ 1,445	\$ 60,614	\$ 59,169	\$ 2,740	\$ 1,125	\$ 141,194	\$ 140,069

Ocean City Housing Authority
Administrative Report

DATE: March 14, 2023
TO: Board of Commissioners, Ocean City Housing Authority
FROM: Jacqueline S. Jones, Executive Director
SUBJECT: Monthly Report (Stats for February 2023)
PERIOD: February 15, 2023 to March 13, 2023

Please see the next page for Bayview Renovation Projects:

Interior Renovations

- a. Renovate Lobby;
- b. Addition of Mail Room;
- c. Renovate Community Room;
- d. Renovate Community Bathrooms;
- e. Renovate Laundry Room;
- f. New Flooring in Common Areas;
- g. All Common Areas painted;
- h. Maintenance Shop;
- i. Office & Conference Room;
- j. New Handrails throughout Common hallways;
- k. Elevator renovation;

Project Specifications have been advertised for bids to be received in early August; Anticipate September Contract Award

August update: Proposals for the Interior Renovations were received August 10, 2022; Documents will be reviewed by staff and attorney with a possible August contract award;

September update: Contract was awarded in August 2022 to Levy Construction Co, Inc; Project is in submittal phase;

October update: Project is in submittal phase; Possible supply chain issues are being evaluated;

November update: Interior construction has begun; submittals are still in process; some change orders are anticipated;

December update: Same as November;

January update: Change Orders are anticipated for office, board room and lobby due to changes needed to move electrical conduits;

Hallway painting has begun; Floors will be replaced after painting is complete; Each floor will be done independently;

Elevators renovations – Need one more quote for elevator renovation; this project could be a change order to existing contractor or may be a separate bid; working with elevator consultant on this project;

February update: Change orders are being finalized; Hallway painting and hallway floor replacement continues; 4th floor is complete; 3rd floor in process; Elevator quotes are being finalized;

March update: 2nd, 3rd & 4th Floors - new common area flooring is complete and handrails have been refinished; The 5th floor Community Room is under renovation – a new kitchen, flooring, lighting, & painting are in progress; Floor tile was found under the Community Room carpet & is being tested for ACM – Asbestos Containing Material; A 5 week completion is expected for this room; The office & conference room is progressing with framing electrical, plumbing & HVAC work underway; Lastly, the unforeseen conditions change order is expected to be complete in the next few days; Recommendation letters are needed from Donovan Architects & Lerch Bates (elevator consultant) to complete the change order process;

Bayview – Renovation Projects (continued)

<p>Bayview Manor Landscaping Project</p>	<p>Project Specifications are being developed for hopeful Fall plantings;</p>	<p>August Update: A meeting with the landscape architect is being scheduled;</p> <p>September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work;</p> <p>October Update: Specifications for this project are in review; This work will likely be completed in the spring;</p> <p>November update: Some shrubs have been removed; The land has been graded and grass seed has been planted; New plantings are planned for April 2023;</p> <p>December update: New plantings are planned for April 2023;</p> <p>January update: New plantings are planned for April 2023;</p> <p><i>February update: New plantings are planned for April 2023;</i></p>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
<p style="text-align: center;">Design Phase of the Redevelopment of Peck's Beach Family</p> <p>Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete.</p> <p>October '21 update: The architect is completing the "massing" of the Family development for presentation to the board.</p> <p>November '21 update: The Architect will present "massing" ideas of the Family development to board at the November meeting.</p> <p>December '21 update: Work continues on the "massing" for the Family development; More progress is expected in January 2022.</p> <p>January '22 update: Massing for the Family development continues; Update to be given at board meeting.</p> <p>February '22 update: Further progress has been made on the massing for the family development; Updates to be shared at the meeting with the board regarding a preliminary design.</p> <p>March update: The preliminary design for the project is complete; Discussions are in process with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;</p> <p>April update: Discussions continue with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;</p> <p>May update – Finalizing discussions with NJHMFA for funding options; Next step will be to obtain investor commitment for tax credit proposal;</p> <p>June update – Board presentation will occur at the June meeting; Next steps are investor commitment and file tax credit application with the NJHMFA.</p> <p>July update – NJHMFA application is in process;</p> <p>August update – NJHMFA has received the application.</p>	<ul style="list-style-type: none"> • June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services <p>September update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>October update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward "closing."</p> <p>December update: The official approval letter (Declaration of Intent) for the financing from the NJHMFA was received in November. Design details are in process. An informal meeting with the Planning Office is to be scheduled prior to the Planning Board presentation, which is anticipated for February 2023;</p>	<p>January update: The design is being readied for submission to the Planning Office by the end of January.</p> <p>February update: The design is being readied for submission to the Planning Office. Next steps – finalize construction plans, prepare bid documents; put out for bid; work toward financial closing with HMFA and HUD; the 2nd Resident meeting is scheduled for March;</p> <p><i>March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2nd;</i></p> <p><i>The second resident meeting was held on March 7th; The consultant, architect and Authority staff were in attendance; Residents were presented with the plans, asked a lot of questions and were very pleased with the presentation;</i></p> <p><i>Th site plans for the project are ready for presentation to the Planning Board for the April 5th meeting;</i></p>

Board of Commissioners –Rutgers Training Program Status

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Brian Broadley	Completed
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	Completed

Program Statistics Report	10/2022 - 10/2023	2023 FEB	2023 JAN	2022 DEC
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor		2	5	3
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year		119	119	119
Number of inspections completed this month - all sites (include BB insp.)		0	119	1
Total number of units inspected year-to-date - all sites		242	242	123
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		N/A	126	176
Annual Unit Turnaround Time (For Fiscal Year)		N/A	149	160
Monthly - Number of Vacancies Filled (this month)		0	2	1
Monthly - Average unit turnaround time in days for Lease up		N/A	122	2
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		N/A	4	174
PIC Score		97.30%	97.30%	82.50%
<u>Vacancies - At end of Month</u>				
Bay View Manor		2	2	3
Speitel Commons		1	1	3
Peck's Beach Family		3	3	3
Total		6	6	9
Occupancy Rate		93.39%	93.39%	91.74%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)				83.67
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)		0.00	1.52	70.00
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)		21.30	21.30	27.89
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled		\$15,862	\$15,728	\$15,609
Speitel Commons - Elderly/Disabled		\$13,664	\$12,524	\$12,524
Peck's Beach - Family		\$22,321	\$22,321	\$22,512
Total Rent Roll		\$51,847	\$50,573	\$50,645
<u>Waiting List Applicants - All Waiting Lists are OPEN until March 31, 2023</u>				
Families - Ocean City Preference		18	15	15
Families - No Ocean City Preference		168	142	142
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		6	4	6
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		188	162	161
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		0.13	0.12	0.13
Total Tenant Generated Work Orders		27	27	36
Number of routine work orders written this month		90	85	88
Number of outstanding work orders from previous month		672	664	653
Total number of work orders to be addressed this month		790	776	779
Total number of work orders completed this month		131	104	115
Total number of work orders left outstanding		659	672	664
Number of emergency work orders written this month		1	0	2
Total number of work orders written year-to-date		571	453	341
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)		0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application		68	68	68

**Ocean City Housing Authority
Cash Report
As of February 28, 2023**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 02/28/2023	\$1,101,204.75
<i>2021 Capital Fund Balance for PH (pbfamily) - drawn down 2/2023</i>	\$0.00
<i>2022 Capital Fund Balance for PH (pbfamily)</i>	\$148,746.00
Add: A/R-Tenants 02/2023	
Current	\$5,264.84
Past	\$323.91

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$4,773.87
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$158,344.14
Reimbursement for Pecks Family Redevelopment - City of OC	\$51,465.00

Less: Bill List payments - March 2023 (\$302,044.08)

Accrued Expenses - Total from detail below (\$22,693.83)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	139,630.00	5	4,252.17
Bad Debt	13,230.00	5	5,512.50
Comp Absences	1,260.00	5	525.00
P.I.L.O.T.	29,770.00	5	12,404.17
Net Accrual	183,890.00		22,693.83

Committed to Peck's Senior Demolition (\$200,000)

Net Cash Balance \$945,384.60

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 80,886	13.61	Months
Per Day	\$ 2,696	351	Days

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-13
A Resolution Approving Regular Monthly Expenses**

WHEREAS, the Housing Authority of the City of Ocean City incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Bill List in the amount of \$302,044.08.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - March 2023**

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1040	ACENDA	June 2022 Resident Wellness Svcs	\$ 1,490.12
1075	ACENDA	Aug 2022 Resident Wellness Svcs	\$ 1,146.25
1149	ACENDA	Sept/Oct 2022 Resident Wellness Svcs	\$ 2,137.50
1303	ACU-PRINT	Foam cores	\$ 43.50
1304	ATLANTIC CITY ELECTRIC	Feb 2023 electric	\$ 10,863.33
1305	LINDA AVENA	Feb/Mar 2023 accounting services	\$ 4,423.34
1306	CALL EXPERTS	Mar 2023 answering service	\$ 89.12
1307	CDW GOVERNMENT	MicroSoft Surface computer/keyboard	\$ 1,743.20
1308	CLEAN SWEEP SERVICES	Feb 2023 Bldg cleaning BVM/Speitel	\$ 2,660.00
1309	COMCAST	Mar 2023 internet - Admin Ofc/Speitel	\$ 396.38
1310	FLORENCE DRISCOLL	Mar 2023 tenant services	\$ 200.00
1311	ELDER PEST CONTROL	Mar 2023 extermination	\$ 765.00
1312	FEDERAL EXPRESS	Feb/Mar 2023 delivery services	\$ 56.51
1313	EISENSTAT GABAGE & FURMAN	Feb 2023 general legal & landlord/tenant services	\$ 1,380.00
1314	GEN X ELECTRICAL CONTRACTORS	Electrical services - PBF	\$ 285.00
1315	GENRON	Fire extinguisher certifications	\$ 276.50
1316	ASHLEY HARRIS	Mar 2023 BVM/Speitel cleaning	\$ 200.00
1317	ROBERT HARRIS	Mar 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1318	THOMAS HEIST INSURANCE	Speitel Flood Insurance - 4/1/2023-3/31/2024	\$ 4,295.00
1319	THE HOME DEPOT PRO	Maint supplies	\$ 839.96
1320	JOHN SPITZ	Mar 2023 Medicare/RX copay reimbursement	\$ 448.81
1321	MAX COMMUNICATIONS	Phone system repair	\$ 50.63
1322	NJ AMERICAN WATER	Feb/Mar 2023 water/sewer	\$ 15,079.95
1323	NJMVC	Title transfer for 2012 Ford E-350 Econoline Van	\$ 60.00
1324	THE PRESS OF ATLANTIC CITY	A/E Svcs RFP ad	\$ 45.60
1325	ROBERT ROWELL	Mar 2023 maint contract grounds services	\$ 200.00
1326	SHERWIN WILLIAMS	Paint supplies	\$ 127.38
1327	SHOEMAKER LUMBER	Maint supplies	\$ 76.62
1328	SOUTH JERSEY WEB DESIGN	Feb 2023 website changes	\$ 150.00
1329	SOUTH JERSEY GAS	Feb 2023 gas	\$ 5,197.58
1330	TK ELEVATOR	Annual maintenance contract; BVM & PBF	\$ 2,784.33
1331	VECTOR SECURITY	Fire system monitoring 3/1/23-5/31/23	\$ 384.12
1332	VERIZON CONNECT FLEET USA INC	Mar 2023 Vehicle tracking	\$ 17.45
1333	VERIZON	Feb/Mar 2023 phone service	\$ 473.96
1334	VERIZON WIRELESS	Mar 2023 cell phone service	\$ 103.07
1335	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Feb 2023;Mar 2023 mgmt fee;	\$ 17,097.87
1336	WALLACE HARDWARE	Maint supplies	\$ 18.56
ACH	ADP	2/22/23 payroll & taxes	\$ 4,104.25
ACH	ADP	2/22/23 payroll invoice	\$ 83.69
ACH	ADP	3/8/23 payroll & taxes	\$ 4,103.69
ACH	ADP	3/8/23 payroll invoice	\$ 83.69
txfr	OCHA REPLACEMENT RESERVE	Mar 2023 repl reserve deposit - BVM/Speitel	\$ 3,713.00
ACH	NJ STATE HEALTH BENEFITS PROGRAM	Mar 2023 employee/retiree health benefits	\$ 4,269.01
	PNC BANK FEE - MAR 2023		\$ 70.97
	TOTAL MAR DISBURSEMENTS COCC (cocstur)		\$ 92,234.94
	TOTAL MAR DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 158,344.14
	TOTAL MAR DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)		\$ 51,465.00
	TOTAL BILL LIST - MAR 2023		\$ 302,044.08

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	87.90
149	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #3; Draw #31	140,445.00
	DONOVAN ARCHITECTS	A/E Services - BVM 1st & 5th Floor Renovations; Inv 21-005-04; Draw #31	4,928.50
	THE BROOKE GROUP	Consulting Services - BVM 1st & 5th Floor Renovations; Inv OCHA-11-22; OCHA-12-22; OCHA-01-23; Draw #31	12,718.28

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - March 2023**

	TOTAL MAR DISBURSEMENTS (sturcons)		\$ 158,344.14
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	SCIULLO ENGINEERING	Engineering services - Site Plans & City Planning Board submission - Peck's Family Development; Inv #01505; Pre Dev Draw #3	13,240.00
	GRUCCIO, PEPPER, DESANTO & RUTH	Legal Fees - Land Use - Peck's Family Development; Inv #69330 & 69550; Pre Dev Draw #3	1,225.00
	TREASURER, STATE OF NJ	CAFRA permit fee - Peck's Family Development; Pre Dev Draw #3	36,000.00
	NJHMFA	AHPF subsidy application - OCHA Pecks Beach; Pre Dev Draw #3	1,000.00
	TOTAL MAR DISBURSEMENTS (sturgen)		\$ 51,465.00

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-14
Resolution Authorizing Payment of Draw 31**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for construction of four-story residential apartment building consisting of three stories of wood frame residential over one-story of reinforced concrete frame parking/utility to be known as Speitel Commons at Bayview Manor; and

WHEREAS, the Ocean City Housing Authority is committed to renovations at Bayview Manor, which is located next to Speitel Commons;

WHEREAS, the funding for the construction of Speitel Commons at Bayview Manor is partly through the New Jersey Housing and Mortgage Finance Agency and partly through the City of Ocean City;

WHEREAS, the funding for the renovations at Bayview Manor is through the City of Ocean City; and

WHEREAS, the funding through the City of Ocean City is via a partnership established through a Shared Services Agreement with the Ocean City Housing Authority; and

WHEREAS, the payments to the vendors for the construction of Speitel Commons at Bayview Manor and the renovations at Bayview Manor will be paid by the Ocean City Housing Authority through “Project Draws” funded by the City of Ocean City; and

WHEREAS, the attached Project Draws will be processed and the vendors paid upon receipt of the funds from the City of Ocean City; and

WHEREAS, **Project Draw #31 in the amount of \$158,091.78** are attached for approval of this payment process;

THEREFORE, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

March 14, 2023

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #31

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$158,091.78. Once the City has approved the request it will send the funds to the Housing Authority. Once those funds have been obtained, the Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$158,091.78
Donovan Architects	9 Tanner St Ste# 201, Haddonfield, NJ 08053	\$4,928.50
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$12,718.28
	TOTAL	\$158,091.78

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #31 Submission to Ocean City

If you have any questions please feel free to contact Holly Ginnett of The Brooke Group, LLC at (609) 652-7788 or by email at hollyf@brookegroupllc.com.

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-15
Resolution Authorizing Payment of Draw #3
Pecks Beach Family Redevelopment**

WHEREAS, the Ocean City Housing Authority through a Shared Services Agreement with the City of Ocean City have committed to the redevelopment of an Authority property known as Peck’s Beach Family; and

WHEREAS, the Ocean City Housing Authority is committed to redeveloping the Peck’s Beach Family property; and

WHEREAS, the funding for the redevelopment Peck’s Family Redevelopment is through a combination of funding through the Ocean City Housing Authority, the City of Ocean City and a tax credit investor;

WHEREAS, the payment to the vendors for this pre-development expense of Peck’s Beach Family will be paid by the Ocean City Housing Authority through “Project Draws” funded by the City of Ocean City; and

WHEREAS, the attached Project Draws will be processed and the vendors paid upon receipt of the funds from the City of Ocean City; and

WHEREAS, Project Draw #3 in the amount of \$51,465 is attached for approval of this payment process;

THEREFORE, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

March 14, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 3 from OCHA Funds

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$51,465.00. Note: the CAFRA Permit and NJ Housing and Mortgage Finance Agency (NJHMFA) application fees must be **paid by check**. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering Services LLC	137 S. New York Ave., Atlantic City, NJ 08401	\$13,240.00
Gruccio, Pepper, DeSanto & Ruth	817 E Landis Ave., PO Box 1501 Vineland, NJ 08360	\$1,225.00
Treasurer, State of New Jersey	TBD (will be delivered by The Brooke Group LLC)	\$36,000.00
NJ Housing and Mortgage Finance Agency	TBD (will be delivered by The Brooke Group LLC)	\$1,000.00
	TOTAL	\$51,465.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #3

If you have any questions please feel free to contact Holly Ginnett of The Brooke Group, LLC at (609) 652-7788 or by email at hollyf@brookegroupllc.com.

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-16
Transfer Ownership of Authority Owned Vehicle**

WHEREAS, the Ocean City Housing Authority has expressed interest in obtaining a vehicle for use at the Authority; and

WHEREAS, the Vineland Housing Authority owns and operates a fleet of vehicles; and

WHEREAS, the Vineland Housing Authority possesses a 2012 Ford E-350 Econoline – VIN# 1FTSS3EL4CDA12687 with the current mileage of 30,468; and

WHEREAS, the transfer of said vehicle is considered in the best interest of both public entities to further the usefulness of public property; and

WHEREAS, it is the desire of the Ocean City Housing Authority to obtain ownership of said vehicle from the Vineland Housing Authority in the amount of \$16,000; and

WHEREAS, N.J.S.A 40A:11-36.2 allows for the transfer of property to another contracting unit without the need for bids; and

WHEREAS, the 2012 Ford E-350 Econoline – VIN# 1FTSS3EL4CDA12687 vehicle to be transferred shall be in an “As Is” condition with no warranties or representations as to their use or condition; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby approves the purchase and transfer of ownership of a 2012 Ford E-350 Econoline – VIN# 1FTSS3EL4CDA12687 from the Vineland Housing Authority in the amount of \$16,000.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer



2012 Ford E350 Super Duty Cargo Pricing Report

Style: Extended Van 3D

Mileage: 30,468

KBB.com Consumer Rating: 4.4/5

Vehicle Highlights

Fuel Economy: N/A

Engine: V8, Flex Fuel, 5.4 Liter

Transmission: Automatic, 5-Spd w/Overdrive

Drivetrain: RWD

Country of Assembly: United States

Country of Origin: United States

EPA Class: Vans, Cargo Type

Max Seating: 5

Doors: 3

Body Style: Extended Van

Trade in to a Dealer

Trade-in Range
\$18,465 - \$20,534
Trade-in Value
\$19,500



Valid for ZIP code 08360 through 03/08/2023

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Exterior Color

✓ White

Engine

V8, Flex Fuel, 5.4 Liter

Transmission

✓ Automatic, 5-Spd w/Overdrive

Drivetrain

RWD

Accessory Packages

Handling Pkg

Braking and Traction

AdvanceTrac

ABS (4-Wheel)

Comfort and Convenience

Air Conditioning

Power Windows

Power Door Locks

Cruise Control

Steering

Power Steering

Tilt Wheel

Entertainment and Instrumentation

AM/FM Stereo

CD/MP3 (Single Disc)

Sirius Satellite

SYNC

Safety and Security

Dual Air Bags

Cargo and Towing

✓ Towing Pkg

Wheels and Tires

Steel Wheels

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-17
RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN
AMENDMENT TO THE SHARED SERVICES AGREEMENT WITH THE CITY OF
OCEAN CITY FOR THE REDEVELOPMENT OF AFFORDABLE HOUSING UNITS
AT PECK’S BEACH VILLAGE**

WHEREAS, the City of Ocean City (hereinafter, the” City”) and the Ocean City Housing Authority (hereinafter, the ”Housing Authority”) entered into a Shared Services Agreement dated May 27, 2021 for the design and construction of affordable housing units on the Housing Authority’s property known as Peck’s Beach Village; and,

WHEREAS, the City’s financial commitment under the said Shared Services Agreement is \$9,370,250; and,

WHEREAS, the Housing Authority has a potential opportunity to obtain funding for the Peck’s Beach Village project through the Affordable Housing Production Funds (“AHPF”) program, which would allow Ocean City to reduce its contribution to the current Peck’s Beach Village project by \$3,500,000; Ocean City would then utilize the \$3,500,000 saved on this project in a future affordable housing development project on the portion of the Peck’s Beach Village site which is not part of the current development plan; and,

WHEREAS, in the event the Housing Authority does not receive AHPF funds, the City would honor its original commitment in the original amount; and,

WHEREAS, the City and the Housing Authority, by resolutions duly adopted by their respective governing bodies, wish to amend the May 27, 2021 Shared Services Agreement to reduce the City’s financial commitment to the Peck’s Beach Village reconstruction by \$3,500,000.

NOW, THEREFORE, be it resolved that the Commissioners of the Ocean City Housing Authority authorize the Executive Director to enter into an Amendment to the Shared Services Agreement with the City of Ocean City in substantially the form as attached.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer



CITY OF OCEAN CITY
AMERICA'S GREATEST FAMILY RESORT
SHARED SERVICES AGREEMENT

This agreement, made as of this ____ day of ____ 2023 by and between the City of Ocean City, a municipal corporation of the State of New Jersey with principal offices located at the City Hall, 861 Asbury Avenue, Ocean City, NJ 08226 (hereinafter, the “**City**”) and the Ocean City Housing Authority with offices located at 204 Fourth Street, Ocean City, NJ 08226 (hereinafter, the “**Authority**”).

WITNESSETH:

WHEREAS, the **City** and the **Authority** are parties to a Shared Services Agreement dated May 27, 2021 (hereinafter, the “SSA”) for the design and construction of affordable housing units on the **Authority**'s property known as Peck's Beach Village in Ocean City, N.J; and,

WHEREAS, based upon the cost projections for the redevelopment of Peck's Beach Village as set forth in Exhibit A attached to the SSA, the **City** agreed to provide funding for the Peck's Beach Village project in an amount of \$9,370,250, contingent upon the adoption and effective passage of one or more bond ordinances authorizing the sale of bonds in that amount; and,

WHEREAS, the **Authority** may qualify for funding for the Peck's Beach Village project through Affordable Housing Production Funds (hereinafter, “AHPF”); and,

WHEREAS, in the event the **Authority** receives AHPF the **City** would reduce its contribution to the current Peck's Beach Village project by the amount of AHPF received by the **Authority** and reserve the funds not needed for the current Peck's Beach Village project for future affordable housing development project on the portion of the Peck's Beach Village site which is not part of the current development; and,

WHEREAS, the **City** and the **Authority**, by resolutions duly adopted by their respective governing bodies, wish to enter into an amendment to the SSA adjusting the amount of the **City**'s contribution to the current Peck's Beach Village Project in order to qualify the said current project for an award of AHPF;

NOW, THEREFORE, in consideration as set forth herein and with the parties understanding and intending to the covenants contained in this Agreement and set forth below, the parties do hereby agree as follows:

1. **Recitals Incorporated:** The above recitals are incorporated into this Agreement as is more fully set forth at length herein.
2. **Amendment to Shared Services Agreement:**
 - a. The Shared Services Agreement between the City of Ocean City and the Ocean City Housing Authority dated May 27, 2021 is hereby amended to reduce the amount of Ocean City's contribution by \$3,500,000.
 - b. In the event the **Authority** receives Affordable Housing Production Funds, thereby reducing the **City**'s contribution to the current Peck's Beach Village project, the **City** shall utilize the funds saved on the current project for a future affordable housing development project at Peck's Beach Village.
 - c. In the event the **Authority** does not receive Affordable Housing Production Funds in the amount of \$4,000,000, the May 27, 2021 Shared Services Agreement shall be further amended to

increase the City's contribution by \$3,500,000.

3. **Severability:** Should any of the provisions of this Agreement be held invalid or unenforceable by a Court of competent jurisdiction, said provisions shall be severed from the entire Agreement and the remaining provisions of the Agreement shall remain in full force and effect.
4. **Entire Agreement:** This Agreement, together with the Shared Services Agreement dated May 27, 2021 which is amended hereby, represents the entire Agreement between the parties regarding the design and construction of the sixty (60) affordable family units at Peck's Beach Village and this Agreement may not be altered, modified or changed in any manner except upon a duly executed and authorized writing signed between the parties. Any future joint project shall require a separate Shared Services Agreement and approval thereof by resolution of each of the parties hereto.
5. **Governing Law:** This Agreement shall be governed and construed pursuant to the laws of the State of New Jersey and any litigation brought in relation to this Agreement shall be brought in the Superior Court of New Jersey in Cape May County.
6. **Default:** Either party has any and all rights pursuant to law if the other party defaults pursuant to this Agreement. A party shall be considered in default if they have not honored any of the terms or conditions as set forth in this Agreement. Prior to any default being declared, a party must receive at least fourteen (14) days advance notice of said default.
7. **Waiver:** The parties understand and agree that any action or inaction concerning any of the terms or conditions of this Agreement by either party shall not be considered a waiver of any rights by said party including the right to allege such action or inaction, if not corrected, is a default pursuant to terms of this Agreement.
8. **Copies To Be Used As Originals:** Any copies of this Agreement once signed may be deemed to be originals for any purposes.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year set forth above.

OCEAN CITY HOUSING AUTHORITY

CITY OF OCEAN CITY

Jacqueline S. Jones, Executive Director

Jay Gillian, Mayor

Joseph S. Clark, QPA,
City Purchasing Manager

Melissa G. Rasner, City Clerk

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

RESOLUTION NO. 2023-18

**Resolution to Dispose of Furniture and Equipment
Utilizing the Disposition Policy**

WHEREAS, it is necessary from time to time for the Ocean City Housing Authority of the Ocean City to dispose of surplus property; and

WHEREAS, the Authority owns furniture and equipment (a complete list of same is attached as Exhibit “A”), which is obsolete; and

WHEREAS, the Authority no longer has use for the aforesaid furniture and equipment; and

WHEREAS, the Authority wishes to dispose of the aforesaid furniture and equipment by public sale utilizing the Authority’s Disposition Policy; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City that the Executive Director is directed to dispose of the aforesaid furniture and equipment by public sale utilizing the Authority’s Disposition Policy.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-19
A Resolution Authorizing Executive Session**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Ocean City Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Ocean City Housing Authority has determined that 2 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on March 21 , 2023 at P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees

of the public body” The collective bargaining contract(s) discussed are between the Board and _____

_____;

“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are Bayview Manor 1st and 5th Floor Renovations Project and Professional Auditing Services and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is potential contract amendment for unforeseen conditions changes to the project and Audit Contract Negotiations _____;

“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are _____

_____;

“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for

confidentiality is _____

 _____;

WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting of the Ocean City Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately be discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE OCEAN CITY HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON March 21, 2023.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
 Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
 Jacqueline S. Jones, Executive Director
 Secretary/Treasurer

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2023-20
Resolution Approving Change Order for Bayview Manor 1st and 5th Floor Renovations**

WHEREAS, the Ocean City Housing Authority solicited Invitation for Bids for the Bayview Manor 1st and 5th Floor Renovations Project; and

WHEREAS, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

WHEREAS, the lowest responsible bidder for this project was **Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107** with a bid amount of **\$1,106,600**; and

WHEREAS, the contract for construction was awarded to **Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107 with Resolution 2022-43 at the August 16, 2022 board meeting**; and

WHEREAS, Change Order #1 (\$602,722.63) is necessary for unforeseen condition changes; and

WHEREAS, the aforementioned change orders are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the change order of \$602,722.63 for the Bayview Manor 1st and 5th Floor Renovations Project.

ADOPTED: March 21, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: _____
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 21, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
21-005 OCHA Bayview Manor
635 West Ave and Sixth St
Ocean City, NJ 08226

CONTRACT INFORMATION:
Contract For: General Construction
Date: 08/17/2022

CHANGE ORDER INFORMATION:
Change Order Number: 01
Date: 03/16/2023

OWNER: *(Name and address)*
Ocean City Housing Authority
204 4th St
Ocean City, NJ 08226

ARCHITECT: *(Name and address)*
Donovan Architects, LLC
9 Tanner Street, Suite 20
Haddonfield, NJ 08033

CONTRACTOR: *(Name and address)*
Levy Construction Company, Inc.
800 Newton Ave.
Oaklyn, NJ 08107

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

03/16/2023 - Unforeseen Conditions encountered at Bayview Manor following major extensive demolition not included in bid documents. Refer to backup information attached with itemised pricing and a Justification Letter.

The original Contract Sum was	\$	<u>1,106,600.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>1,106,600.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>602,722.63</u>
The new Contract Sum including this Change Order will be	\$	<u>1,709,322.63</u>

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

~~NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.~~

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Donovan Architects, LLC
ARCHITECT *(Firm name)*

SIGNATURE

Michael R. Donovan, Principal
PRINTED NAME AND TITLE

03/16/2023
DATE

Levy Construction Company, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE

Simon Levy, President
PRINTED NAME AND TITLE

03/16/2023
DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE

Jacqueline Jones, Executive Director
PRINTED NAME AND TITLE

DATE



March 16, 2023

Jacqueline Jones, Executive Director
Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

Re: Ocean City Housing Authority
Bayview Manor 1st and 5th Floor Renovations
Change Order #01 for Unforeseen Conditions

Dear Ms. Jones,

Donovan Architects LLC is assisting the Ocean City Housing Authority with document preparation, bid coordination and construction observation services for the subject renovations project in Ocean City, Cape May County, New Jersey. The subject renovations contract was awarded to Levy Construction Company Inc. through a competitive bidding process outlined in our previous letter to you dated August 12, 2022. Part of the scope of the project is renovation of the entry lobby, elevator interior finishes, a few 1st floor units, and renovation of the 5th floor common toilet, and Community room, and other improvements. The scope of the renovation included in the bid documents was based on existing drawings, done some years ago, and, without a major extensive demolition, a building walk survey of buildings existing conditions.

The initial scope of work was based on what was containing on existing building drawings and what was observable at the time of the survey, on behalf of the Housing Authority.

donovan
a r c h i t e c t s

9 TANNER ST. | SUITE 201
HADDONFIELD NJ 08033
donovanarchitects.com

Survey work was completed when the walls were not demolished. As such, complete survey to locate every unforeseen condition was not possible without a major extensive demolition, based on available information included in the bid documents. The unforeseen conditions are as follows:

- The contractor started work for the elevator upgrade discovered that the elevator cab structure is in such degraded condition that was not foreseen when the bid documents were prepared and therefore not included in the original scope of work. The current elevator cab structure was not visible without further specialized investigation per elevator contractor while preparing for elevator interior renovations. Upon discovery of the new findings, an elevator consultant was included in the team for confirmation that the elevator is required to have a new cab structure.
- The contractor started work for interior demolition and demolition of interior walls. It was discovered that much of the electrical work was under slab and was deteriorated. To accommodate the new layout, new electrical work needed to be re-run above ceiling. Additionally, the discovery of risers within the interior walls that were not foreseen when the bid documents were prepared and therefore not included in the original scope of work. The existing risers were visible upon demolition of existing interior walls and further investigated the purpose of each. The new design had to provide new ceiling and lighting layouts and soffits work to re-route the electrical wires back to their panels. Upon discovery of the new findings, the design team had to come up with an updated design, involving all consultants to upgrade the design to include new soffits, new mechanical work, electrical upgrades at 1st floor rooms.
- Other items included in the work for entry lobby that the existing electrical ceiling boxes, ceiling piping and fire protection devices that required to be readily accessible and adjusted to the new design, as well as the surveillance upgrade included in the scope work comprising of visible ceiling conduits throughout the 1st floor corridor ceiling. Upon realization of this fact, the design team came up with an updated design lobby ceiling design and dropped ceilings at required locations.

The additional unforeseen scope is critical to completion of the scope of work and must be completed in compliance with applicable regulatory standards. As outlined in the enclosed change order documents, the estimated additional cost is \$602,722.63. The contract awarded to Levy Construction Company Inc. was for a total of \$1,106,600.00. The change order constitutes an additional cost of 54.5% of the original contract value, which exceeds the typical New Jersey Local Public Contracts Law at NJSA 40A:11 and NJAC 5:34 order limitation of 20%.

New Jersey Local Finance Board Regulations at NJAC 5:30-11.9 Procedures for change orders which exceed 20 percent limitation states:

- (a) General provisions regarding the procedures for change orders which exceed the 20 percent limitation are as follows:
 - 1. The procedures in this section shall only be followed when a particular change order on any type of contract, except professional and extraordinary unspecifiable service contracts, will cause the total amount of change order executed for the particular contract to exceed the originally awarded contract price by more than 20 percent. The purpose of the procedures is to allow for such a change only in limited instances. Such a change shall not be permitted when the factual circumstances make it reasonably possible to execute a new contract for the additional work. Such a change may be allowed, for example, when an unforeseen circumstance or differing site condition is combined with a situation which renders execution of a new contract an unreasonable interference with the efficient completion of the work.
 - 2. Generally such change orders are not justifiable and the ready issuance of them by contracting units would constitute an abuse of these rules.
- (b) A written certification justifying the performance of the work or the furnishing of the services which would necessitate issuance of such a change order shall be filed by the contractor with the chief executive officer or designee. This certification shall include an explanation of the factual circumstances which necessitate issuance of the change order; a statement indicating why these circumstances could not have been foreseen; a statement indicating why issuance of the change order would be in the best interests of the contracting unit and would not constitute an abuse of these rules; and, if the nature of the change order is technical, the certification shall include a certified statement from the contractor's appropriate expert, such as an engineer or architect. This statement shall explain in detail the factual circumstances which necessitate issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.
- (c) The governing body approval process for change orders which exceed the 20 percent limitation is as follows:
 - 1. The chief executive officer or his or her designee shall file a request for the change order with the governing body. This request shall include a statement indicating why the proposed change may be allowed under this subchapter. A copy of the certification required under (b) above must also be attached to the request.
 - 2. If the certification required pursuant to (b) above includes a certified statement from an engineer or other expert as required by (b) above, the request to the governing body shall also include a statement from the contracting unit's engineer or an official or employee with the appropriate expertise. This statement shall explain in detail the factual circumstances which justify issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.

d

Please accept this letter as the certification required in (b) above. The need for this change order is due to an unforeseen site condition as stated above it would interfere with completion of the rest of the contract to bid this specific piece of work since it is integral to the full building renovation currently under contract. A rebid of the work would increase the base bid of this additional work considering the updated of the elevator scope of work amount require Based on our experience and current market conditions a rebid of the entire project would surely cost the Ocean City Housing Authority more than this original contract and change order.

It is my professional opinion that execution of this change order, although greater than 20% above the original contract amount, meets the requirements of NJAC 5:30- 11.9(a), it not an abuse of this regulatory provision, and is in the best interest of the Ocean City Housing Authority. Should you have any questions or require additional information, please feel free to contact me at 856-203-6061 ext. 201 or mdonovan@donovanarchitects.com.

Sincerely,



Michael R. Donovan, AIA

donovan
a r c h i t e c t s

9 TANNER ST. | SUITE 201
HADDONFIELD NJ 08033
donovanarchitects.com



CO #01 Backup

Project: <u>Bayview Manor 1st & 5th Floor Renovations</u>	
Owner: <u>Ocean City Housing Authority</u>	GC: <u>Levy Construction Company Inc</u>
Item	Cost
Elevator Upgrades: South Jersey Elevator	\$ 244,010.69
Levy Construction: machine room door & labor	\$ 4,100.00
Levy Construction: construct machine room wall	\$ 4,095.78
Elevator Upgrades: Shunt Trip Breaker (NTE)	\$ 25,000.00
Elevator Upgrades: light switch, relocate (2) fire alarm detectors in machine room (NTE)	\$ 7,000.00
Elevator Upgrades: shaft remove louver grill and fire caulk (NTE)	\$ 4,000.00
Office: Add outlets and data ports (NTE)	\$ 4,000.00
Electric Upgrades: Leeway Electric	\$ 101,972.22
Changes to the door schedule from architect's review: Joffe Millwork	\$ 523.40
HVAC Upgrades: West Jersey Air Conditioning (NTE)	\$ 10,000.00
Thin Brick Changes-thin brick material only & waterproofing (NTE)	\$ 5,000.00
Remove 5 th floor wall & reinstall, tape, spackle for new toilets	\$ 4,483.25
ACM Removal 5th Floor & Installation of ceiling anchors (NTE)	\$ 35,000.00
ACM Testing-Indoor Environmental Concepts (NTE)	\$ 6,000.00
Acoustic ceilings 1 st floor lobby & ½ of first floor corridor: Erco Ceilings	\$ 8,925.00
Plumbing upgrades: LGB Mechanical	\$ 7,083.30
New toilets-5 th floor-chair carriers	\$ 2,552.26

donovan

architects

Item	Cost
Changes to management office & conference room- receptacles on interior face of exterior walls	\$ 8,905.12
Changes to the management office-new soffits & ceilings in bathroom, and ceilings in management office	\$ 42,256.55
Changes/new plans for fire sprinkler work: Fire Tech Automatic Sprinkler	\$ 14,340.00
Concrete Patching 1 st floor for plumber as per the 5 th revision of plans	\$ 1,710.20
Sound isolation clips for conference room & management office (eliminated at lobby ceiling)	\$ 1,792.00
Fire Alarm work above\below acoustic ceiling (NTE)	\$ 10,000.00
Wall railings and brackets on all floors, except the first floor corridors	\$ (8,131.83)
Mail package lockers-Package Concierge	\$ (8,890.00)
Lobby drywall ceiling eliminated-for an acoustic ceiling	\$ (15,339.41)
Elimination of flooring on 1 st floor storage room: NuFloors	\$ (338.72)
Additional submittals, shop drawings	\$ 4,734.53
LEVY CONSTRUCTION	\$ 72,069.76
1% Bond Cost	\$ 5,868.53
	\$ 602,722.63

MEMORANDUM

To: Ron Miller

From: Bill Lippman

Subject: Bayview Manor, Ocean City, New Jersey: Elevator Modernization Project, Elevators 1 and 2
Levy Construction/South Jersey Elevator Proposal

Date: March 17, 2023

Ron,

Please accept this letter as Lerch Bates' recommendation to award the elevator modernization project as referenced above to Levy Construction and South Jersey Elevator in the amount of \$288, 206.46.

This represents a full modernization of both elevators 1 and 2 plus other building work required to be completed and brought up to code as part of the elevator modernization.

Please accept this letter as my approval to award.



William Lippman, Regional Manager

Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patrick Mumman, Commissioner
Patricia Miles-Jackson, Commissioner
Brian Broadley, Commissioner



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

March 14, 2023

Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

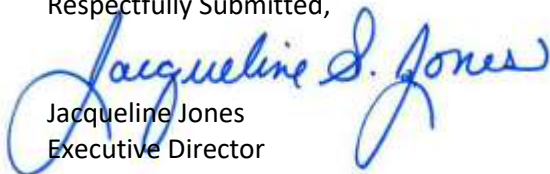
To: Member of the Board of Commissioners

I would recommend the Member of the Board of Commissioners take action to approve Resolution #2023-20 for the reasons presented in the Certification provided by Donovan Architects and Lerch Bates.

To my knowledge the bid documents and relevant pre-planning inspections were prepared in accordance with all applicable industry standards. The Housing Authority professional team concurs with Levy Construction in the need to complete unforeseen carpentry, electrical, plumbing, and HVAC changes throughout the first floor. In addition, elevator modernization work previously planned must be expanded due to existing conditions in the building.

In order to expeditiously complete the contract, I recommend the Board approve Resolution #2023-20.

Respectfully Submitted,


Jacqueline Jones
Executive Director