

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

July 12, 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, July 18, 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, July 18, 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 June 20, 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)
 - # 2023-36 Approval of Monthly Expenses (updated)
 - # 2023-37 Annual Plan 2023-2024
 - # 2023-38 Budget 2023-2024 (updated)
 - # 2023-39 Authorizing Payments of Draw # 35 Speitel/Bayview
 - # 2023-40 Authorizing Payment of Draw # 7 Pecks Beach Family Redevelopment
- Executive Session if required*

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

June 20, 2023 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held June 20, 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
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 and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from May 16, 2023. A motion was 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	(Abstain)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Treasurer's Report

Linda Cavallo reviewed the Financial Report for the eight months ending May 2023. **Motion to approve the Treasurer's report** made by Commissioner McCall 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones reported the Audit FYE 2022 is in motion and will be completed by June 30, 2023. There are no issues to report. She also stated she has no further information regarding the Audit FYE 2021 issue discussed a couple of months ago. Next month Mrs. Jones will bring to the Board the Admissions and Continued Occupancy Policy also known as the ACOP. This policy governs how the public housing programs are run. This will be a larger update including a lot of the new changes in the HUD regulations. Mrs. Jones reported the waiting list will be opened very soon.

Ron Miller stated the Bayview work continues and the ACM work is wrapping up. The 5th Floor is starting to be reopened and new flooring will be installed by Friday this week. The laundry room will be reopened as well as getting the tenants that were relocated back to their apartments. All the ceiling anchors were installed on the first floor. Mrs. Jones stated the Community space is still in motion. Once all the ACM work is completed, the community space can be painted and be put back together. Furniture for the community space will depend on the budget. The Authority is working with the contractor to clean up the credits for the change orders. It will take some time to get the furniture, but the Authority has some tables and chairs to put in there temporarily until the new furniture is ordered and delivered.

The Pecks Family Redevelopment Project team met for approximately 4 hours recently to review the plans. A lot was accomplished, and it is anticipated 90% plans will be available towards the end of July. Progress is being made on the plans. Changes are being made due to energy code requirements from NJHMFA.

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 Bradley	(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 #2023-33 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$392,184.84. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed the bill list. Commissioner Henry asked how much the Authority pays the Brooke Group. Mrs. Jones stated it is an hourly charge. She would have to get detailed information for Commissioner Henry. 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 #2023-34
Resolution Authorizing Payment of Draw 34

Chairman Barr called for a motion to approve Resolution #2023-34. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reviewed the draw. 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 #2023-35
Resolution Authorizing Payment of Draw #6 Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-35. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained the draw. 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)

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. 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 Broadley. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:16 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jun 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 427,410	\$ <u>473,303</u>	\$ 45,893
TOTAL TENANT REVENUE	\$ 569,880	\$ 427,410	\$ 473,303	\$ 45,893
HUD OPERATING SUBSIDY	\$ 287,240	\$ 215,433	\$ <u>149,431</u>	\$ (66,002)
PBV HAP SUBSIDY	388,360	291,276	<u>263,863</u>	(27,413)
HUD CAPITAL FUNDS-OPERATIONS	71,000	53,253	<u>121,578</u>	68,325
CDBG INCOME	23,300	17,478	<u>713</u>	(16,766)
TOTAL HUD FUNDING	\$ 769,900	\$ 577,440	\$ 535,585	\$ (41,856)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 90	\$ <u>359</u>	\$ 269
NONDWELLING RENTAL INCOME	54,000	40,500	-	(40,500)
OTHER INCOME-LAUNDRY	6,900	5,175	<u>2,608</u>	(2,567)
OTHER INCOME-FRAUD RECOVERY	2,500	1,872	<u>6,987</u>	5,115
OTHER INCOME-MISCELLANEOUS	11,540	8,658	<u>6,055</u>	(2,603)
TOTAL INCOME	\$ 1,414,840	\$ 1,061,145	\$ 1,024,897	\$ (36,248)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>19,488</u>	\$ 19,488
PAYROLL TAXES - ADMIN	-	-	<u>1,627</u>	1,627
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 21,115	\$ 21,115
AUDIT FEES	\$ 12,000	\$ 8,991	\$ <u>9,000</u>	\$ 9
ADVERTISING	740	558	<u>1,871</u>	1,313
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 2,781	\$ <u>300</u>	\$ (2,481)
CONSULTANTS-RAD CONVERSION	11,030	8,271	<u>2,500</u>	(5,771)
COPIER	2,660	1,998	-	(1,998)
DUES & PUBLICATIONS	730	549	<u>571</u>	22
OFFICE SUPPLIES	790	603	<u>333</u>	(270)
PHONE & INTERNET	13,780	10,341	<u>9,378</u>	(963)
POSTAGE	1,640	1,224	<u>1,774</u>	550
LEGAL	16,020	12,015	<u>5,892</u>	(6,123)
CRIMINAL BACKGROUND CHECKS	360	270	<u>700</u>	430
LEGAL-RAD	4,000	2,997	-	(2,997)
TRAVEL	70	54	-	(54)
TRAINING	440	333	-	(333)
ACCOUNTING	26,540	19,908	<u>31,430</u>	11,522
MANAGEMENT FEES	266,880	200,160	<u>139,747</u>	(60,413)
MISCELLANEOUS-SUNDRY	13,660	10,233	<u>15,690</u>	5,457
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 281,286	\$ 240,302	\$ (40,984)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jun 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June
OTHER TENANT SERVICES	\$ 3,900	\$ 2,925	\$ <u>1,800</u>	\$ (1,125)
TENANT SVCS – BEHAVIORAL HEALTH	39,100	29,331	<u>6,938</u>	(22,394)
TOTAL OTHER TENANT SERVICES	\$ 43,000	\$ 32,256	\$ 8,738	\$ (23,519)
WATER/SEWER	\$ 104,350	\$ 78,264	\$ <u>76,020</u>	\$ (2,244)
ELECTRIC	98,360	73,773	<u>82,998</u>	9,225
GAS	50,180	37,638	<u>42,845</u>	5,207
GARBAGE/TRASH REMOVAL	-	-	<u>55</u>	55
TOTAL UTILITY EXPENSES	\$ 252,890	\$ 189,675	\$ 201,918	\$ 12,243
MAINTENANCE LABOR	\$ 65,000	\$ 48,753	\$ <u>42,198</u>	\$ (6,555)
MAINT. MATERIALS	139,800	104,904	<u>37,467</u>	(67,437)
MAINT. CONTRACT COSTS	220,100	165,096	<u>103,276</u>	(61,820)
EMPLOYEE BENEFITS	37,530	28,143	<u>21,947</u>	(6,196)
TOTAL MAINTENANCE	\$ 462,430	\$ 346,896	\$ 204,889	\$ (142,007)
INSURANCE	\$ 110,490	\$ 82,881	\$ <u>73,350</u>	\$ (9,531)
FLOOD INSURANCE	29,140	21,852	<u>22,408</u>	556
BAD DEBTS	13,230	9,927	<u>9,923</u>	(5)
COMPENSATED ABSENCES	1,260	945	<u>945</u>	-
PAYMENT IN LIEU OF TAXES	29,770	22,329	<u>22,327</u>	(2)
PENSION	10,690	8,019	<u>7,043</u>	(976)
RETIREE BENEFITS	28,260	21,195	<u>10,245</u>	(10,950)
TOTAL OTHER EXPENSES	\$ 222,840	\$ 167,148	\$ 146,241	\$ (20,907)
TOTAL EXPENDITURES	\$ 1,356,200	\$ 1,017,261	\$ 802,087	\$ (215,174)
Replacement Reserve	\$ 44,550	\$ 33,417	\$ <u>33,450</u>	\$ 33
PROFIT	\$ 14,090	\$ 10,467	\$ 189,360	\$ 178,893

Commissioner's Report - Property Detail

Month Ending: Jun 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June
<u>INCOME</u>												
DWELLING RENTAL	\$ 161,730	\$ 121,302	\$ 140,905	\$ 19,603	\$ 161,150	\$ 120,861	\$ 120,386	\$ (475)	\$ 247,000	\$ 185,247	\$ 212,012	\$ 26,765
TOTAL TENANT REVENUE	\$ 161,730	\$ 121,302	\$ 140,905	\$ 19,603	\$ 161,150	\$ 120,861	\$ 120,386	\$ (475)	\$ 247,000	\$ 185,247	\$ 212,012	\$ 26,765
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 215,433	\$ 149,431	\$ (66,002)
PBV HAP SUBSIDY	198,510	148,887	127,714	(21,173)	189,850	142,389	136,149	(6,240)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	53,253	121,578	68,325
CDBG INCOME	6,500	4,878	128	(4,750)	4,200	3,150	200	(2,951)	12,600	9,450	385	(9,065)
TOTAL HUD FUNDING	\$ 205,010	\$ 153,765	\$ 127,842	\$ (25,923)	\$ 194,050	\$ 145,539	\$ 136,349	\$ (9,191)	\$ 370,840	\$ 278,136	\$ 271,394	\$ (6,742)
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 27	\$ 156	\$ 129	\$ 30	\$ 27	\$ 3	\$ (24)	\$ 50	\$ 36	\$ 201	\$ 165
NONDWELLING RENTAL INCOME	54,000	40,500	-	(40,500)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	2,097	830	(1,267)	1,200	900	770	(131)	2,900	2,178	1,009	(1,170)
OTHER INCOME-FRAUD RECOVERY	-	-	3,891	3,891	-	-	-	-	2,500	1,872	3,096	1,224
OTHER INCOME-MISCELLANEOUS	3,090	2,322	993	(1,329)	1,100	828	977	149	7,350	5,508	4,085	(1,423)
TOTAL INCOME	\$ 426,670	\$ 320,013	\$ 274,617	\$ (45,396)	\$ 357,530	\$ 268,155	\$ 258,484	\$ (9,671)	\$ 630,640	\$ 472,977	\$ 491,796	\$ 18,819
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 5,457	\$ 5,457	\$ -	\$ -	\$ 3,508	\$ 3,508	\$ -	\$ -	\$ 10,524	\$ 10,524
PAYROLL TAXES - ADMIN	-	-	456	456	-	-	293	293	-	-	879	879
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 5,912	\$ 5,912	\$ -	\$ -	\$ 3,801	\$ 3,801	\$ -	\$ -	\$ 11,402	\$ 11,402
AUDIT FEES	\$ 3,520	\$ 2,637	\$ 2,646	\$ 9	\$ 2,620	\$ 1,962	\$ 1,962	\$ -	\$ 5,860	\$ 4,392	\$ 4,392	\$ -
ADVERTISING	170	126	509	383	200	153	328	175	370	279	1,035	756
OFFICE EXPENSES												

Commissioner's Report - Property Detail

Month Ending: Jun 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	June	June	June	June	June	June	June	June	June	June	June	June
COMPUTER SERVICES	\$ 500	\$ 378	\$ <u>84</u>	\$ (294)	\$ 1,200	\$ 900	\$ <u>54</u>	\$ (846)	\$ 2,000	\$ 1,503	\$ <u>162</u>	\$ (1,341)
CONSULTANTS-RAD	500	378	<u>700</u>	322	530	396	<u>450</u>	54	10,000	7,497	<u>1,350</u>	(6,147)
CONVERSION												
COPIER	740	558	-	(558)	480	360	-	(360)	1,440	1,080	-	(1,080)
DUES & PUBLICATIONS	170	126	<u>160</u>	34	200	153	<u>103</u>	(50)	360	270	<u>308</u>	38
OFFICE SUPPLIES	200	153	<u>87</u>	(66)	200	153	<u>56</u>	(97)	390	297	<u>190</u>	(107)
PHONE & INTERNET	4,260	3,195	<u>2,376</u>	(819)	5,630	4,221	<u>3,641</u>	(580)	3,890	2,925	<u>3,361</u>	436
POSTAGE	420	315	<u>497</u>	182	400	297	<u>320</u>	23	820	612	<u>958</u>	346
LEGAL	3,000	2,250	<u>1,806</u>	(444)	1,880	1,413	<u>757</u>	(657)	11,140	8,352	<u>3,330</u>	(5,023)
CRIMINAL BACKGROUND	40	27	<u>64</u>	37	20	18	<u>219</u>	201	300	225	<u>416</u>	191
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	2,997	-	(2,997)
TRAVEL	20	18	-	(18)	10	9	-	(9)	40	27	-	(27)
TRAINING	140	108	-	(108)	200	153	-	(153)	100	72	-	(72)
ACCOUNTING	6,500	4,878	<u>8,800</u>	3,922	4,540	3,402	<u>5,657</u>	2,255	15,500	11,628	<u>16,972</u>	5,344
MANAGEMENT FEES	57,840	43,380	<u>31,614</u>	(11,766)	52,040	39,033	<u>20,324</u>	(18,709)	157,000	117,747	<u>87,809</u>	(29,938)
MISCELLANEOUS-	4,740	3,564	<u>3,536</u>	(28)	3,720	2,772	<u>2,202</u>	(570)	5,200	3,897	<u>9,951</u>	6,054
SUNDRY												
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 62,091	\$ 58,792	\$ (3,299)	\$ 73,870	\$ 55,395	\$ 39,874	\$ (15,521)	\$ 218,410	\$ 163,800	\$ 141,637	\$ (22,163)
OTHER TENANT SERVICES	\$ 1,400	\$ 1,053	\$ <u>1,800</u>	\$ 747	\$ 1,200	\$ 900	\$ -	\$ (900)	\$ 1,300	\$ 972	\$ -	\$ (972)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	11,628	<u>1,943</u>	(9,686)	10,400	7,803	<u>1,249</u>	(6,554)	13,200	9,900	<u>3,746</u>	(6,154)
TOTAL OTHER TENANT SERVICES	\$ 16,900	\$ 12,681	\$ 3,743	\$ (8,939)	\$ 11,600	\$ 8,703	\$ 1,249	\$ (7,454)	\$ 14,500	\$ 10,872	\$ 3,746	\$ (7,126)
WATER/SEWER	\$ 21,540	\$ 16,155	\$ <u>14,533</u>	\$ (1,622)	\$ 15,000	\$ 11,250	\$ <u>10,780</u>	\$ (470)	\$ 67,810	\$ 50,859	\$ <u>50,706</u>	\$ (153)
ELECTRIC	86,520	64,890	<u>59,706</u>	(5,184)	2,600	1,953	<u>12,081</u>	10,128	9,240	6,930	<u>11,211</u>	4,281
GAS	-	-	-	-	5,040	3,780	<u>3,635</u>	(145)	45,140	33,858	<u>39,210</u>	5,352
GARBAGE/TRASH REMOVAL	-	-	-	-	-	-	-	-	-	-	<u>55</u>	55
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 81,045	\$ 74,239	\$ (6,806)	\$ 22,640	\$ 16,983	\$ 26,496	\$ 9,513	\$ 122,190	\$ 91,647	\$ 101,182	\$ 9,535

Commissioner's Report - Property Detail

Month Ending: Jun 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June
MAINTENANCE LABOR	\$ 18,000	\$ 13,500	\$ 11,816	\$ (1,684)	\$ 14,000	\$ 10,503	\$ 7,596	\$ (2,907)	\$ 33,000	\$ 24,750	\$ 22,787	\$ (1,963)
MAINT. MATERIALS	16,800	12,618	8,458	(4,160)	100,440	75,348	6,766	(68,582)	22,560	16,938	22,243	5,305
MAINT. CONTRACT COSTS	84,390	63,306	49,069	(14,237)	56,930	42,696	25,863	(16,833)	78,780	59,094	28,344	(30,750)
EMPLOYEE BENEFITS	11,240	8,424	6,145	(2,279)	6,900	5,175	3,950	(1,225)	19,390	14,544	11,852	(2,692)
TOTAL MAINTENANCE	\$ 130,430	\$ 97,848	\$ 75,487	\$ (22,361)	\$ 178,270	\$ 133,722	\$ 44,176	\$ (89,546)	\$ 153,730	\$ 115,326	\$ 85,226	\$ (30,100)
INSURANCE	\$ 30,820	\$ 23,121	\$ 19,349	\$ (3,772)	\$ 24,600	\$ 18,450	\$ 13,992	\$ (4,458)	\$ 55,070	\$ 41,310	\$ 40,009	\$ (1,301)
FLOOD INSURANCE	4,000	2,997	3,864	867	4,500	3,375	3,626	251	20,640	15,480	14,918	(563)
BAD DEBTS	1,500	1,125	1,125	-	930	702	702	-	10,800	8,100	8,096	(5)
COMPENSATED ABSENCES	420	315	315	-	420	315	315	-	420	315	315	-
PAYMENT IN LIEU OF TAXES	5,370	4,032	4,023	(9)	11,920	8,937	8,944	7	12,480	9,360	9,360	-
PENSION	3,000	2,250	1,976	(274)	2,430	1,827	1,605	(222)	5,260	3,942	3,462	(480)
RETIREE BENEFITS	7,900	5,922	2,869	(3,053)	5,460	4,095	1,844	(2,251)	14,900	11,178	5,532	(5,646)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 39,762	\$ 33,520	\$ (6,242)	\$ 50,260	\$ 37,701	\$ 31,030	\$ (6,671)	\$ 119,570	\$ 89,685	\$ 81,691	\$ (7,994)
TOTAL EXPENDITURES	\$ 391,160	\$ 293,427	\$ 245,781	\$ (47,646)	\$ 336,640	\$ 252,504	\$ 142,824	\$ (109,680)	\$ 628,400	\$ 471,330	\$ 413,482	\$ (57,848)
Replacement Reserve	\$ 26,950	\$ 20,214	\$ 20,247	\$ 33	\$ 17,600	\$ 13,203	\$ 13,203	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,560	\$ 6,372	\$ 8,589	\$ 2,217	\$ 3,290	\$ 2,448	\$ 102,457	\$ 100,009	\$ 2,240	\$ 1,647	\$ 78,314	\$ 76,667

Ocean City Housing Authority
Administrative Report

DATE: July 10, 2023

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for June 2023)

PERIOD: June 14, 2023 to July 10, 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;

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;

April update: ACM testing and monitoring continues; There will be a change order presented for the ACM testing & scope of work; Additional work may be needed depending on the ACM testing results;

May update: ACM testing & monitoring continues; A change order is on the Agenda for the ACM removal on the 5th Floor (community room floor & ceiling); this work is required under NJAC 5:28-8 (Sub-Chapter 8); Additional work may be needed pending proposals for additional ACM work on the 1st & 5th floors; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1st floor; Work is scheduled to resume about May 18, 2023;

June update: ACM work and monitoring in the 5th Floor Community Room has been completed. Additional abatement of flooring in the Laundry began on June 14, 2023, after abatement is completed new flooring has been scheduled to be installed on the 5th floor; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1st floor; Work is scheduled to be completed on the 5th floor on or about June 28, 2023; Ceiling anchors will be installed on the 1st floor which will allow work to resume, all trades are being scheduled to return and complete work on the remainder of the project.

July update: ACM work has been completed; The Laundry Room was re-opened ahead of schedule; Community Room is in the process of having new kitchenette, flooring, and painting completed. Notifications and updates are continuing to keep the residents informed of the project; Two residents that were temporarily relocated to the 1st floor have been moved back to their apartments; Work on the first floor continues to make good progress; mailboxes have been installed & new fire-sprinkler work has been completed; electrical, plumbing, and drywall all continue to make good progress. Elevator submittals have been received and are currently under review. Work is anticipated to be completed on or around August 31, 2023, with the exception of the elevator.

Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	August Update: A meeting with the landscape architect is being scheduled; September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work; October Update: Specifications for this project are in review; This work will likely be completed in the spring; 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; December update: New plantings are planned for April 2023; January update: New plantings are planned for April 2023; February update: New plantings are planned for April 2023; March update: This project has been placed on hold pending the outcome of the needed funds for to complete the Bayview Manor renovations; <i>No Status Change on this Project;</i>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family September '22 update – NJHMFA has received the application. A further update will be given at the board meeting; October update – NJHMFA has received the application. A further update will be given at the board meeting; 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." 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; January update: The design is being readied for submission to the Planning Office by the end of January. 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;	• June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2nd; 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; The site plans for the project are ready for presentation to the Planning Board for the April 5th meeting; April update: The presentation to the Planning Board was held on April 5th. The presentation was well received with votes for approval of the plan; The Authority's consultants, The Brooke Group, applied for funding known as the Affordable Housing Protection Funds through the NJHMFA. At this writing, the NJHMFA has indicated the application for the \$4M grant is complete. We understand the next step is NJHMFA board approval.	May update: The project team continues to meet regularly in anticipation of bid packet completion. Geo-Technical testing services have been ordered. Phase II Environmental Review requirements are pending and is expected to be awarded once final proposals have been received. June update: The project team met and reviewed the 50% plans in detail. Follow-up meetings continue; the next plan review of 90% drawings is scheduled for early July. Bidding is anticipated in August. Phase II & Geo-Technical field work has been completed; reports are still pending. <i>July update: The project team continues to meet regularly in anticipation of putting together a public bid package, the project team is currently reviewing 90% plans. Geo-Technical testing services – a preliminary report of the findings has been issued. Phase II Environmental Review remains pending, field work has been started, but reports have not yet been issued.</i>

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
JUN**
**2023
MAY**
**2023
APR**

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	3	1	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	0
Total number of units inspected year-to-date - all sites	480	480	361
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	121	121	123
Annual Unit Turnaround Time (For Fiscal Year)	138	138	142
Monthly - Number of Vacancies Filled (this month)	1	1	1
Monthly - Average unit turnaround time in days for Lease up	22	22	111
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	99	99	12
PIC Score	94.59%	94.59%	94.59%
<u>Vacancies - At end of Month</u>			
Bay View Manor	2	2	2
Speitel Commons	1	1	1
Peck's Beach Family	1	3	3
Total	4	6	6
Occupancy Rate	96.69%	95.04%	95.04%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	98.43		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	28.26	39.92	30.25
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	26.55	26.34	24.40
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$16,273	\$16,166	\$15,996
Speitel Commons - Elderly/Disabled	\$14,146	\$13,824	\$14,949
Peck's Beach - Family	\$33,296	\$25,691	\$23,353
Total Rent Roll	\$63,715	\$55,681	\$54,298
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 3/31/2023</u>			
Families - Ocean City Preference	13	14	14
Families - No Ocean City Preference	185	185	192
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	8	8	8
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	184	185	182
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.15	0.12	0.13
Total Tenant Generated Work Orders	24	27	30
Number of routine work orders written this month	79	81	70
Number of outstanding work orders from previous month	673	660	669
Total number of work orders to be addressed this month	777	770	769
Total number of work orders completed this month	131	97	109
Total number of work orders left outstanding	646	673	660
Number of emergency work orders written this month	1	2	0
Total number of work orders written year-to-date	970	866	756
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 June 30, 2023

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 06/30/2023	\$1,064,782.84
<i>2022 Capital Fund available for PH (pbfamily)</i>	\$148,746.00
<i>2023 Capital Fund available for PH (pbfamily)</i>	\$150,347.00
Add: A/R-Tenants 06/2023	\$11,362.33
Current	\$4,087.55
Past	

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$4,200.00
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$249,463.43
Reimbursement for Pecks Family Redevelopment - City of OC	\$33,642.02

Less: Bill List payments - June 2023 (\$370,280.55)

Accrued Expenses - Total from detail below (\$34,358.50)

<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	9	1,163.50
Bad Debt	13,230.00	9	9,922.50
Comp Absences	1,260.00	9	945.00
P.I.L.O.T.	29,770.00	9	22,327.50
Net Accrual	183,890.00		34,358.50

Committed to Bayview Manor renovations **(\$200,000)**

Net Cash Balance \$1,061,992.12

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 89,121	11.95	Months
Per Day	\$ 2,971	357	Days

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

RESOLUTION NO. 2023-36
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 \$370,280.55.

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: July 18, 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 July 18, 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 - JULY 2023**

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1404	ACENDA	April 2023 Resident Wellness Svcs	\$ 2,400.00
1445	ACENDA	June 2023 Resident Wellness Svcs	\$ 1,800.00
1446	ACE PLUMBING	Supplies - Maint/Repairs	\$ 243.00
1447	ADVANCEC ENVIRO SYSTEMS	Dumpster repair - BVM	\$ 266.37
1448	AQUARIUS CAPITAL	Actuary roll over report for GASB 75	\$ 1,500.00
1449	ATLANTIC CITY ELECTRIC	June 2023 electric	\$ 5,248.49
1450	ATLANTIC COAST ALARM	Annual fire monitoring svc contract 7/23-6/24 - Speitel	\$ 480.00
1451	LINDA AVENA	June 2023 accounting svcs	\$ 2,211.67
1452	BOWMAN & CO	Final pymt 9/21 audit & Audit progress billing fye 9/2022	\$ 13,000.00
1453	CALL EXPERTS	June 2023 answering svc	\$ 143.99
1454	CDW GOVERNMENT	Computer parts	\$ 281.46
1455	CLEAN SWEEP SERVICES	June 2023 cleaning BVM/Speitel	\$ 3,110.00
1456	COMCAST	June 2023 Internet	\$ 386.38
1457	COPIER PLUS INC.	June 2023	\$ 199.00
1458	SOUTH JERSEY CULLIGAN WATER	Drinking water - Admin Ofc	\$ 40.96
1459	FLORENCE DRISCOLL	June 2023 Tenant services	\$ 200.00
1460	ELDER PEST CONTROL	Pest Control - July 2023	\$ 575.00
1461	EISENSTAT GABAGE & FURMAN	June 2023 general legal	\$ 730.00
1462	W.W. GRAINGER INC	Supplies - Maint/Repairs	\$ 255.49
1463	ASHLEY HARRIS	June 2023 BVM/Speitel cleaning	\$ 200.00
1464	ROBERT HARRIS	June 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1465	HD SUPPLY	Supplies - Maint/Repairs	\$ 163.50
1466	HOME DEPOT PRO	Supplies - Maint/Repairs	\$ 425.71
1467	JC'S CUSTOM PAINTING	Painting svcs.	\$ 1,180.00
1468	JOHN SPITZ	June 2023 medicare reimb	\$ 164.90
1469	LENEGAN PLUMBING	Plumbing services	\$ 442.00
1470	NATIONAL TENANT NETWORK	Tnt background check	\$ 185.00
1471	NJ AMERICAN WATER	June 2023 water/sewer	\$ 9,111.45
1472	ROBERT ROWELL	June 2023 maint contract grounds services	\$ 200.00
1473	SCHINDLER ELEVATOR CORP	Annual elevator svc contract 7/23 - 6/24 - Speitel	\$ 5,467.79
1474	SOUTH JERSEY GAS	June 2023 gas	\$ 1,271.22
1475	TK ELEVATOR	Elevator monitoring & svc - BVM	\$ 810.50
1476	VERIZON CONNECT	Vehicle tracking - June 2023	\$ 17.45
1477	VERIZON	June 2023 phone svc	\$ 143.20
1478	VERIZON WIRELESS	Cell phone svc - June 2023	\$ 103.01
1479	VINELAND HOUSING AUTHORITY	June 2023 office/maint coverage, postage; July 2023 mgmt fee (awaiting adj for office/maint coverage billing)	\$ 17,530.58
1480	WALLACE HARDWARE	Supplies - Maint/Repairs	\$ 55.19
ACH	ADP	6/30/23 payroll & taxes	\$ 3,939.95
ACH	ADP	6/30/23 payroll invoice	\$ 87.85
ACH	ADP	7/14/23 payroll & taxes	\$ 4,119.22
ACH	ADP	7/14/23 payroll invoice	\$ 87.85
ACH	NJ STATE HEALTH BENEFITS PROGRAM	July 2023 employee/retiree health benefits	\$ 3,844.73
ACH	NJ DIV OF PENSIONS & BENEFITS	June 2023 pension deductions	\$ 403.20
ACH	OCEAN CITY HOUSING AUTHORITY	Deposit for July 2023	\$ 3,713.00
ACH	VERIZON	June 2023 phone svc	\$ 165.02
	PNC BANK FEE -JUNE 2023		\$ 70.97
	TOTAL JULY DISBURSEMENTS COCC (cocctur)		\$ 87,175.10
	TOTAL JULY DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 249,463.43
	TOTAL JULY DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 33,642.02
	TOTAL BILL LIST - JULY 2023		\$ 370,280.55

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

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD bayview)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	87.90
	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #6; Draw #34	117,034.86
	THE BROOKE GROUP	Reimb for construction related testing fees; Consulting Services - BVM 1st & 5th Floor Renovations; Draw #34	19,950.00
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #7; Draw #35	109,026.21
	THE BROOKE GROUP	Reimb for construction related testing fees; Draw #35	3,200.00
	TOTAL JULY DISBURSEMENTS (sturcons)		\$ 249,463.43

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	SCIULLO ENGINEERING	Engineering services - Peck's Family Development; Pre Dev Draw #6	3,624.11
	CARTER GEOSCIENCE LLC	Engineering services - Peck's Family Development; Pre Dev Draw #6	11,300.00
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #6	4,924.41
	THE BROOKE GROUP	Reimb for permit fees - NJAWC & Cape Atlantic Construction District; Pre Dev Draw #6	10,645.00
	CARTER GEOSCIENCE LLC	Engineering services - Peck's Family Development; Pre Dev Draw #7	3,000.00
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #7	148.50
	TOTAL JULY DISBURSEMENTS (sturgen)		\$ 33,642.02

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

**RESOLUTION NO. 2023-37
PHA Certifications of Compliance
with the PHA Annual Plan (2023-2024) and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman, I approve the submission of the **Annual Plan (2023-2024)** for PHA fiscal year beginning October 1, 2023, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing & Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

- ☐ 903.7a Housing Needs
- ☐ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
- ☐ 903.7c Financial Resources
- ☐ 903.7d Rent Determination Policies
- ☐ 903.7h Demolition and Disposition
- ☐ 903.7k Homeownership Programs
- ☐ 903.7r Additional Information
 - ☐ A. Progress in meeting 5-year mission and goals
 - ☐ B. Criteria for substantial deviation and significant amendments
 - ☐ C. Other information requested by HUD
 - ☐ 1. Resident Advisory Board consultation process
 - ☐ 2. Membership of Resident Advisory Board
 - ☐ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.

6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for

Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.

- 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
- 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).
- 23. The PHA plan includes the RAD requirements as stated in PIH 2012-32 (HA) H-2017-3 Rev 3 and any successor notices.

ADOPTED: July 18, 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 July 18, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 10/1/2023 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Ocean City Housing Authority
PHA Name

NJ053
PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Jacqueline S. Jones

Name of Board Chairperson: Robert Barr

Signature

Date

7/18/23

Signature

Date

7/18/23

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements. Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

RESOLUTION NO. 2023-38
2023 HOUSING AUTHORITY BUDGET RESOLUTION
FISCAL YEAR: FROM OCTOBER 1, 2023 TO SEPTEMBER 30, 2024

WHEREAS, the Annual Budget and Capital Budget for the Ocean City Housing Authority for the fiscal year beginning October 1, 2023 and ending September 30, 2024 has been presented before the Members of the Ocean City Housing Authority at its open public meeting of July 18, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,504,350, Total Appropriations, including any Accumulated Deficit if any, of \$1,479,140 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$117,500 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Members of the Ocean City Housing Authority, at an open public meeting held on July 18, 2023 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning October 1, 2023 and ending September 30, 2024 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 19, 2023.

DATED: July 18, 2023

VOTE:

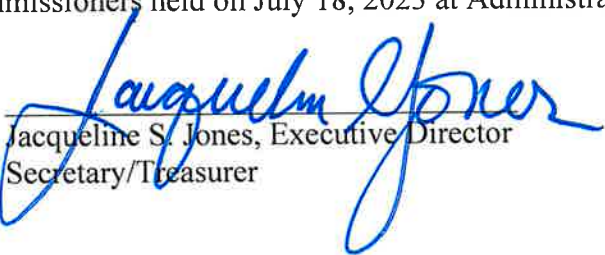
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	☒	☐	☐	☐	☐	☐
Commissioner McCall	☒	☐	☐	☐	☒	☐
Commissioner Jackson	☐	☐	☐	☒	☐	☐
Commissioner Henry	☒	☐	☐	☐	☐	☐
Commissioner Mumman	☐	☐	☐	☒	☐	☐
Commissioner Broadley	☒	☐	☐	☐	☐	☒
Chairman Barr	☒	☐	☐	☐	☐	☐

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 July 18, 2023 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

Ocean City Housing Authority
ALL BUDGETS

Budget Comparison 2024-2023

Account Number	Account Name	2023 Budget	2024 Budget	Variance	Variance %
3100-00-000	TENANT INCOME				
3110-00-000	Rent Income-Gross Potential	-	-	-	
3111-00-000	Tenant Rent	569,880	632,140	62,260	11%
3111-00-001	Other Rental Inc - Mkt Rate	54,000	62,400	8,400	16%
3112-02-000	PBV HAP Subsidy	388,360	357,240	(31,120)	-8%
3119-00-000	Total Rental Income	1,012,240	1,051,780	39,540	4%
3120-00-000	Other Tenant Income				
3120-01-000	Laundry and Vending	6,900	5,300	(1,600)	-23%
3120-03-000	Damages	2,500	1,300	(1,200)	-48%
3120-04-000	Late Charges	3,120	1,400	(1,720)	-55%
3120-05-000	Legal Fees - Tenant	3,900	2,020	(1,880)	-48%
3120-06-000	NSF Charges	100	30	(70)	-70%
3120-09-000	Misc.Tenant Income	1,620	300	(1,320)	-81%
3120-10-000	CDBG Income	23,300	39,100	15,800	68%
3129-00-000	Total Other Tenant Income	41,440	49,450	8,010	19%
3199-00-000	NET TENANT INCOME	1,053,680	1,101,230	47,550	5%
3400-00-000	GRANT INCOME				
3401-00-000	HUD PHA Operating Grants/Sul	287,240	200,000	(87,240)	-30%
3420-00-000	Capital Fund Grants	71,000	200,000	129,000	182%
3499-00-000	TOTAL GRANT INCOME	358,240	400,000	41,760	12%
3600-00-000	OTHER INCOME				
3610-00-000	Investment Income - Unrestrictc	120	120	-	0%
3640-00-000	Fraud Recovery	2,500	3,000	500	20%
3699-00-000	TOTAL OTHER INCOME	2,620	3,120	500	19%
3999-00-000	TOTAL INCOME	1,414,540	1,504,350	89,810	6%
4000-00-000	EXPENSES				
4100-00-000	ADMINISTRATIVE				
4100-99-000	Administrative Salaries				
4110-00-000	Administrative Salaries	-	42,390	42,390	100%
4110-05-000	Health Benefits-Admin	-	25,000	25,000	100%
4110-04-000	Payroll Taxes-Admin	-	3,820	3,820	100%
4110-99-000	Total Administrative Salaries	-	71,210	71,210	100%
4130-00-000	Legal Expense				
4130-02-000	Criminal Background Checks	360	1,200	840	233%
4130-03-000	Tnt/Empl Screening	550	550	-	0%
4130-04-000	General Legal Expense	6,520	8,900	2,380	37%
4130-05-000	Special Investigations	1,000	1,000	-	0%
4130-06-000	Legal Exp - RAD	4,000	4,000	-	0%
4130-07-000	Legal Exp - Eviction	8,500	9,300	800	9%
4131-00-000	Total Legal Expense	20,930	24,950	4,020	19%

Ocean City Housing Authority
ALL BUDGETS

Budget Comparison 2024-2023

Account Number	Account Name	2023 Budget	2024 Budget	Variance	Variance %
4139-00-000	Other Admin Expenses				
4140-00-000	Board/Staff Training	440	2,000	1,560	355%
4150-00-000	Travel	70	70	-	0%
4170-00-000	Accounting Fees	26,540	30,000	3,460	13%
4171-00-000	Auditing Fees	12,000	15,000	3,000	25%
4173-00-000	Management Fee	266,880	180,000	(86,880)	-33%
4182-00-000	Consultants	11,030	11,030	-	0%
4182-01-000	IT Consultants	3,700	3,000	(700)	-19%
4189-00-000	Total Other Admin Expenses	320,660	241,100	(79,560)	-25%
4190-00-000	Miscellaneous Admin Expenses				
4190-01-000	Membership and Fees	730	730	-	0%
4190-03-000	Advertising	740	1,500	760	103%
4190-04-000	Office Supplies	790	600	(190)	-24%
4190-06-000	Computer Parts	590	590	-	0%
4190-07-000	Telephone	8,100	8,600	500	6%
4190-08-000	Postage	1,640	2,100	460	28%
4190-09-000	Software License Fees	8,420	9,600	1,180	14%
4190-10-000	Copiers	2,660	2,660	-	0%
4190-11-000	Printer Supplies - Toner	160	160	-	0%
4190-13-000	Internet	4,960	5,360	400	8%
4190-15-000	Cell Phones/Pagers	720	1,120	400	56%
4190-15-001	GPS Vehicle Tracking	240	240	-	0%
4190-20-000	Bank Fees	380	300	(80)	-21%
4190-22-000	Other Misc Admin Expenses	2,160	2,160	-	0%
4190-27-000	Coffee Supplies	160	160	-	0%
4190-28-000	Paper	160	160	-	0%
4191-00-000	Total Miscellaneous Admin Expens	32,610	36,040	3,430	11%
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	374,200	373,300	(900)	0%
4200-00-000	TENANT SERVICES				
4220-01-000	Other Tenant Svcs.	3,900	5,000	1,100	28%
4220-02-000	Tenant Svcs - Behavioral Health	39,100	39,100	-	0%
4299-00-000	TOTAL TENANT SERVICES EXPENSES	43,000	44,100	1,100	3%
4300-00-000	UTILITIES				
4310-00-000	Water	104,350	106,000	1,650	2%
4320-00-000	Electricity	97,840	111,460	13,620	14%
4320-01-000	Electricity-Vacant Units	520	600	80	15%
4330-00-000	Gas	50,180	57,230	7,050	14%
4399-00-000	TOTAL UTILITY EXPENSES	252,890	275,290	22,400	9%
4400-00-000	MAINTENANCE AND OPERATIONS				
4400-99-000	General Maint Expense				
4410-00-000	Maintenance Salaries	65,000	107,550	42,550	65%
4410-04-000	Payroll Taxes-Maint.	4,420	9,680	5,260	119%
4410-05-000	Health Benefits-Maint.	33,110	79,140	46,030	139%
4411-00-000	Maintenance Uniforms	500	970	470	94%
4413-00-000	Vehicle Gas, Oil, Grease	900	900	-	0%
4419-00-000	Total General Maint Expense	103,930	198,240	94,310	91%

Ocean City Housing Authority
ALL BUDGETS

Budget Comparison 2024-2023

Account Number	Account Name	2023 Budget	2024 Budget	Variance	Variance %
4420-00-000	Materials				
4420-01-000	Supplies-Grounds	3,500	3,500	-	0%
4420-01-001	Supplies-Snow Removal	810	810	-	0%
4420-02-000	Supplies-Appliance	5,810	5,810	-	0%
4420-03-000	Supplies-Decorating	50,760	50,760	-	0%
4420-04-000	Supplies-Electrical	3,450	3,450	-	0%
4420-05-000	Supplies-Exterminating	710	710	-	0%
4420-06-000	Supplies-Janitorial/Cleaning	11,750	4,750	(7,000)	-60%
4420-07-000	Supplies-Maint/Repairs	39,190	10,890	(28,300)	-72%
4420-08-000	Supplies-Plumbing	5,590	5,590	-	0%
4420-09-000	Supplies-Tools and Equipment	4,540	4,540	-	0%
4420-11-000	Supplies-Paint	3,670	3,670	-	0%
4420-12-000	Supplies-Paint Supplies	1,000	1,000	-	0%
4420-13-000	Supplies-HVAC	2,640	2,640	-	0%
4420-14-000	Supplies - Alarm/Extinguishers	2,460	2,350	(110)	-4%
4420-15-000	Supplies - Flooring	2,520	2,520	-	0%
4429-00-000	Total Materials	138,400	102,990	(35,410)	-26%
4430-00-000	Contract Costs				
4430-01-000	Contract-Alarm/Extinguisher	5,000	3,620	(1,380)	-28%
4430-03-000	Contract-Building Repairs	17,500	13,500	(4,000)	-23%
4430-04-000	Contract-Carpet Cleaning	120	120	-	0%
4430-05-000	Contract-Decorating/Painting	16,500	16,500	-	0%
4430-06-000	Contract-Electrical	1,550	1,550	-	0%
4430-07-000	Contract-Pest Control	11,620	11,620	-	0%
4430-07-001	Contract-Bedbugs-Pest Control	11,800	11,800	-	0%
4430-08-000	Contract-Floor Covering	14,000	14,000	-	0%
4430-09-000	Contract-Grounds	30,050	30,050	-	0%
4430-09-001	Contract - Grounds - tnt svcs	2,400	4,800	2,400	100%
4430-10-000	Contract-Janitorial/Cleaning	34,580	35,480	900	3%
4430-11-000	Contract-Plumbing	10,200	11,200	1,000	10%
4430-13-000	Contract-HVAC	4,800	5,500	700	15%
4430-14-000	Contract-Vehicle Maintenance	1,100	1,100	-	0%
4430-15-001	Contract - Equip Repair	330	330	-	0%
4430-16-000	Contract-Maint Consultants	-	5,500	5,500	100%
4430-17-000	Contract-Elevator Monitoring	13,190	13,750	560	4%
4430-18-000	Contract-Alarm Monitoring	4,100	4,100	-	0%
4430-20-000	Contract - Trash Compact Main	1,300	1,300	-	0%
4430-22-000	Contract - Garbage/Trash Remc	360	360	-	0%
4430-24-000	Contract - Generator	2,100	2,100	-	0%
4430-99-000	Contract - VHA Maint SSA	32,000	32,660	660	2%
4430-99-001	Contract - Other Maint SSA	11,000	5,500	(5,500)	-50%
4439-00-000	Total Contract Costs	225,600	226,440	840	0%
4499-00-000	TOTAL MAINTENANCE EXPENSES	467,930	527,670	59,740	13%
4500-00-000	GENERAL EXPENSES				
4510-01-000	Insurance-Property	65,540	69,140	3,600	5%
4510-02-000	Insurance-Gen. Liab.	37,840	20,170	(17,670)	-47%
4510-03-000	Insurance-WC	7,110	11,630	4,520	64%
4510-04-000	Flood Insurance	29,140	42,150	13,010	45%
4520-00-000	Payments in Lieu of Taxes	29,770	35,680	5,910	20%
4531-00-000	Pension - Annual Pymt	10,690	10,690	-	0%
4532-00-000	Compensated Absences	1,260	1,500	240	19%

Ocean City Housing Authority
ALL BUDGETS

Budget Comparison 2024-2023

Account Number	Account Name	2023 Budget	2024 Budget	Variance	Variance %
4533-00-000	Retiree Health Benefits	28,260	16,000	(12,260)	-43%
4570-00-000	Bad Debt-Tenant Rents	13,230	5,930	(7,300)	-55%
4599-00-000	TOTAL GENERAL EXPENSES	222,840	212,890	(9,950)	-4%
8000-00-000	TOTAL EXPENSES	1,360,860	1,433,250	72,390	19%
9000-00-000	NET INCOME	53,680	71,100	17,420	-13%
2807-04-000	Replacement Reserve	(44,550)	(45,890)	(1,340)	3%
	CASH FLOW	9,130	25,210	16,080	176%

OCHA - Capital Expenditures - 2023-24

Property	Description	Amount
All	Administrative Vehicle	\$ 40,000
All	Maintenance Vehicle	\$ 60,000
All	Snow Blower	\$ 2,500
Bayview Man	Grounds Improvements - Grass, Trees, Etc	\$ 10,000
All	Maintenance Tools\Equip	\$ 5,000
Total		\$ 117,500

Budget Worksheet

ALL OCHA

2024 Budget

Account	Account	RAD	RAD	Peck's
Number	Name	Bayview	Speitel	Family
CASH FLOW				
2999-99-999	Revenue & Expenses			
3000-00-000	INCOME			
3100-00-000	TENANT INCOME			
3101-00-000	Rental Income			
3111-00-000	Tenant Rent	195,920	162,220	274,000
3111-00-001	Other Rental Inc - Mkt Rate	62,400		
3112-02-000	PBV HAP Subsidy	167,110	190,130	-
3119-00-000	Total Rental Income	425,430	352,350	274,000
3120-00-000	Other Tenant Income			
3120-01-000	Laundry and Vending	2,300		3,000
3120-03-000	Damages	500		800
3120-04-000	Late Charges	200		1,200
3120-05-000	Legal Fees - Tenant	200		1,820
3120-06-000	NSF Charges	30		-
3120-09-000	Misc.Tenant Income	-		300
3120-10-000	CDBG Income	15,500	10,400	13,200
3129-00-000	Total Other Tenant Income	18,730	10,400	20,320
3199-00-000	NET TENANT INCOME	444,160	362,750	294,320
3400-00-000	GRANT INCOME			
3401-00-000	HUD PHA Operating Grants/Subsidy			200,000
3420-00-000	Capital Fund Grants			200,000
3499-00-000	TOTAL GRANT INCOME	-	-	400,000
3600-00-000	OTHER INCOME			
3610-00-000	Investment Income - Unrestricted			120
3640-00-000	Fraud Recovery			3,000
3699-00-000	TOTAL OTHER INCOME	-	-	3,120
3999-00-000	TOTAL INCOME	444,160	362,750	697,440
4000-00-000	EXPENSES			
4100-00-000	ADMINISTRATIVE			
4100-99-000	Administrative Salaries			
4110-00-000	Administrative Salaries	11,870	7,630	22,890
4110-05-000	Health Benefits-Admin	5,500	4,500	15,000
4110-04-000	Payroll Taxes-Admin	1,070	690	2,060
4110-06-000	Pension Benefits-Admin	-	-	-
4110-99-000	Total Administrative Salaries	18,440	12,820	39,950
4130-00-000	Legal Expense			
4130-02-000	Criminal Background Checks	300	300	600
4130-03-000	Tnt/Empl Screening	150	100	300
4130-04-000	General Legal Expense	2,500	1,800	4,600
4130-05-000	Special Investigations	-	-	1,000
4130-06-000	Legal Exp - RAD	-	-	4,000
4130-07-000	Legal Exp - Eviction	2,500	800	6,000
4131-00-000	Total Legal Expense	5,450	3,000	16,500
4139-00-000	Other Admin Expenses			
4140-00-000	Board/Staff Training	500	500	1,000
4150-00-000	Travel	20	10	40
4170-00-000	Accounting Fees	8,400	5,400	16,200
4171-00-000	Auditing Fees	4,200	2,700	8,100
4173-00-000	Management Fee	30,400	32,400	117,200
4182-00-000	Consultants	500	530	10,000
4182-01-000	IT Consultants	500	500	2,000

Budget Worksheet

ALL OCHA

2024 Budget

Account	Account	RAD	RAD	Peck's
Number	Name	Bayview	Speitel	Family
4189-00-000	Total Other Admin Expenses	44,520	42,040	154,540
4190-00-000	Miscellaneous Admin Expenses			
4190-01-000	Membership and Fees	170	200	360
4190-02-000	Publications	-	-	-
4190-03-000	Advertising	420	270	810
4190-04-000	Office Supplies	200	200	200
4190-06-000	Computer Parts	100	300	190
4190-07-000	Telephone	3,100	3,500	2,000
4190-08-000	Postage	600	400	1,100
4190-09-000	Software License Fees	3,000	2,100	4,500
4190-10-000	Copiers	740	480	1,440
4190-11-000	Printer Supplies - Toner	20	100	40
4190-13-000	Internet	960	2,500	1,900
4190-15-000	Cell Phones/Pagers	200	220	700
4190-15-001	GPS Vehicle Tracking	70	40	130
4190-20-000	Bank Fees	100	100	100
4190-22-000	Other Misc Admin Expenses	800	600	760
4190-27-000	Coffee Supplies	20	100	40
4190-28-000	Paper	20	100	40
4191-00-000	Total Miscellaneous Admin Expenses	10,520	11,210	14,310
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	78,930	69,070	225,300
4200-00-000	TENANT SERVICES			
4220-01-000	Other Tenant Svcs.	2,500	1,200	1,300
4220-02-000	Tenant Svcs - Behavioral Health	15,500	10,400	13,200
4299-00-000	TOTAL TENANT SERVICES EXPENSES	18,000	11,600	14,500
4300-00-000	UTILITIES			
4310-00-000	Water	20,750	17,490	67,760
4320-00-000	Electricity	80,260	14,730	16,470
4320-01-000	Electricity-Vacant Units	200	200	200
4330-00-000	Gas	-	6,780	50,450
4399-00-000	TOTAL UTILITY EXPENSES	101,210	39,200	134,880
4400-00-000	MAINTENANCE AND OPERATIONS			
4400-99-000	General Maint Expense			
4410-00-000	Maintenance Salaries	30,110	19,360	58,080
4410-04-000	Payroll Taxes-Maint.	2,710	1,740	5,230
4410-05-000	Health Benefits-Maint.	22,160	14,240	42,740
4411-00-000	Maintenance Uniforms	200	150	620
4413-00-000	Vehicle Gas, Oil, Grease	200	200	500
4419-00-000	Total General Maint Expense	55,380	35,690	107,170
4420-00-000	Materials			
4420-01-000	Supplies-Grounds	1,500	1,500	500
4420-01-001	Supplies-Snow Removal	200	240	370
4420-02-000	Supplies-Appliance	2,500	830	2,480
4420-03-000	Supplies-Decorating	260	50,000	500
4420-04-000	Supplies-Electrical	970	620	1,860
4420-05-000	Supplies-Exterminating	200	130	380
4420-06-000	Supplies-Janitorial/Cleaning	900	3,000	850
4420-07-000	Supplies-Maint/Repairs	4,000	3,000	3,890
4420-08-000	Supplies-Plumbing	1,800	790	3,000
4420-09-000	Supplies-Tools and Equipment	870	2,000	1,670
4420-11-000	Supplies-Paint	1,030	660	1,980
4420-12-000	Supplies-Paint Supplies	280	180	540
4420-13-000	Supplies-HVAC	1,200	360	1,080
4420-14-000	Supplies - Alarm/Extinguishers	690	440	1,220
4420-15-000	Supplies - Flooring	1,200	600	720
4429-00-000	Total Materials	17,600	64,350	21,040

Budget Worksheet

ALL OCHA
2024 Budget

Account		RAD		Peck's
Number	Name	Bayview	Speitel	Family
4430-00-000	Contract Costs			
4430-01-000	Contract-Alarm/Extinguisher	2,400	220	1,000
4430-03-000	Contract-Building Repairs	2,000	3,500	8,000
4430-04-000	Contract-Carpet Cleaning	120	-	-
4430-05-000	Contract-Decorating/Painting	3,500	4,000	9,000
4430-06-000	Contract-Electrical	750	200	600
4430-07-000	Contract-Pest Control	5,000	4,020	2,600
4430-07-001	Contract-Bedbugs-Pest Control	9,000	2,000	800
4430-08-000	Contract-Floor Covering	11,000	3,000	-
4430-09-000	Contract-Grounds	4,300	8,000	17,750
4430-09-001	Contract - Grounds - tnt svcs	1,200	1,200	2,400
4430-10-000	Contract-Janitorial/Cleaning	23,000	12,480	-
4430-11-000	Contract-Plumbing	2,000	1,000	8,200
4430-13-000	Contract-HVAC	1,500	1,000	3,000
4430-14-000	Contract-Vehicle Maintenance	300	300	500
4430-15-001	Contract - Equip Repair	100	100	130
4430-16-000	Contract-Maint Consultants	-	-	5,500
4430-17-000	Contract-Elevator Monitoring	7,850	5,900	-
4430-18-000	Contract-Alarm Monitoring	2,200	1,000	900
4430-20-000	Contract - Trash Compact Maint/Repairs	750	550	-
4430-22-000	Contract - Garbage/Trash Removal	160	80	120
4430-24-000	Contract - Generator	1,200	900	-
4430-99-000	Contract - VHA Maint SSA	8,960	5,900	17,800
4430-99-001	Contract - Other Maint SSA	1,000	1,500	3,000
4439-00-000	Total Contract Costs	88,290	56,850	81,300
4499-00-000	TOTAL MAINTENANCE EXPENSES	161,270	156,890	209,510
4500-00-000	GENERAL EXPENSES			
4510-01-000	Insurance-Property	21,100	18,410	29,630
4510-02-000	Insurance-Gen. Liab.	4,940	3,190	12,040
4510-03-000	Insurance-WC	2,540	1,900	7,190
4510-04-000	Flood Insurance	4,720	4,430	33,000
4520-00-000	Payments in Lieu of Taxes	9,470	12,300	13,910
4531-00-000	Pension - Annual Pymt	3,000	2,430	5,260
4532-00-000	Compensated Absences	500	500	500
4533-00-000	Retiree Health Benefits	4,480	2,880	8,640
4570-00-000	Bad Debt-Tenant Rents	2,500	930	2,500
4599-00-000	TOTAL GENERAL EXPENSES	53,250	46,970	112,670
8000-00-000	TOTAL EXPENSES	412,660	323,730	696,860
9000-00-000	NET INCOME	31,500	39,020	580
2807-04-000	Replacement Reserve	(27,760)	(18,130)	-
	CASH FLOW	3,740	20,890	580

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

**RESOLUTION NO. 2023-39
Resolution Authorizing Payment of Draw 35**

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 #35 in the amount of \$112,226.21** 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: July 18, 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

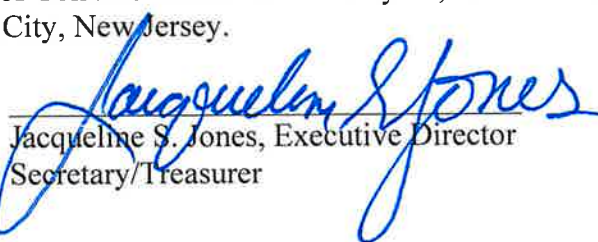
BY: _____


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 July 18, 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

July 13, 2023

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #35

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$112,226.21. 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	\$109,026.21
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$3,200.00*
	TOTAL	\$112,226.21

***Note payment to The Brooke Group is a reimbursement of \$3,200.00 of construction-related testing fees**

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #35 Submission to Ocean City

If you have any questions please feel free to contact Holly Ginnetti 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. 2023-40
Resolution Authorizing Payment of Draw #7
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 #7 in the amount of \$3,148.50 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: July 18, 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 July 18, 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

July 13, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 7 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$3,148.50. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Carter Geoscience LLC	227 S. White Horse Pike, Suite A Audubon, NJ 08106	\$3,000.00
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2nd Floor Roseland, NJ 07068	\$148.50
	TOTAL	\$3,148.50

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #7

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