

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

January 11, 2024

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, January 16, 2024 at 4:00 pm at Administrative Offices – 635 West Avenue, 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, January 16, 2024
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 December 13, 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)
 - # 2024-01 Approval of Monthly Expenses (updated)
 - # 2024-02 Designating Official Newspapers
 - # 2024-03 Designate Public Agency Compliance Officer (P.A.C.O.)
 - # 2024-04 Authorizing Payment of Draw 11 Pecks Beach Family Redevelopment
 - # 2024-05 Adoption of EFT Policy

Executive Session if required

Comments from the press and/or public – Limited to 5 minutes for each speaker

12. Comments from Board Members

The Board may act upon or discuss any other matters or resolutions deemed necessary to carry out Authority operations or required by law.

13. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes December 13, 2023 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held December 13, 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 Chairperson Barr. Chairperson Barr requested everyone to rise for the Pledge of Allegiance.

Chairperson Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	(Absent)
Commissioner Robert Henry	
Commissioner Patricia Jackson	
Commissioner Brian Broadley	(Arrived at 4:02 p.m.)
Chairperson Robert Barr	

Also, present were Jacqueline Jones, Executive Director, Ron Miller, Director of Affordable Housing, Michael Watson, Esquire – Solicitor, Linda Cavallo – Accountant (*arrived at 4:05 p.m.*) and Gloria Pomales, Executive Assistant.

Minutes – Chairperson Barr requested a motion to approve the Regular Meeting minutes from November 21, 2023. Motion made by Commissioner Halliday and seconded by Commissioner Mumman. The following vote was taken:

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

Treasurer's Report

Mrs. Jones reviewed the Financial Report for the two months ending November 2023. **Motion to approve the Treasurer's report** made by Commissioner Mumman and seconded by Commissioner Broadley. The following vote was taken:

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

Executive Director's Report

Mrs. Jones asked Ron Miller to provide an update on the construction projects.

Ron Miller updated the board on the construction projects. Mike Watson updated the board on the status of the Peck's Beach bid documents as it relates to working with the State on the requirements for the project.

Mrs. Jones briefly spoke about the incident that happened on Friday. Obviously, there is an ongoing active investigation. She explained how the incident was managed by the OCHA and how the residents were cared for during that time. This happened at approximately 4 p.m. on Friday. Mike Harris, the Authority's site manager does not work on Friday, but he came in at Ron's request. Ron also reported to the scene as well as maintenance. Mike and Ron were extremely helpful in the situation and they received a lot of praise for how the matter was managed. They were able to find a critical incident counselor. The next morning the counselor met with the residents. All of the residents of Speitel were invited to attend the session. About seven residents attended. Mrs. Jones believes it was helpful and the residents were appreciative of the sessions. The Authority will provide counseling through this process for as long as it takes. A counseling session with Acenda will begin tomorrow for the residents to attend. They have been notified. Whoever needs one on one counseling will be provided as needed. The Authority is going to start on some activities on Tuesday. As Ron mentioned, the community space is just about finished. There will be some activities such as games and whatever the residents would like to do. The Authority would like to keep this as an ongoing process to get them involved to see each other more often. In general, the tenants are doing well considering the incident that took place.

Brief comment regarding police patrolling open spaces. Mrs. Jones that conversation has not happened yet. This is still an ongoing process and everyone is trying to digest what happened. Nothing is off the table. Ocean City is a very safe town and the buildings are the safest depending on who you let in. The residents are behind a locked door with a guard chain and a peep hole. One of the things the Authority will talk to the residents about is not opening their doors to people they do not know and locking their doors. Mrs. Jones heard some residents leave their doors unlocked and some even leave their door open. This will be conveyed to residents. Mrs. Jones feels the police department would not be opposed to doing a community patrol check and the Authority can certainly discuss this possibility with them.

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

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

Committee Reports – Chairperson Barr turned the meeting over to Commissioner Mumman. The nomination committee met and discussed the current state of the Authority in particular with all the project going on. The recommendation would be that Bob Barr stay in his current position as Chairperson and Scott Halliday stay in his current position as Vice Chair for the next year term. All the commissioners were solicited for feedback and there was a consensus of agreement. Solicitor Watson stated the first position that is up for nomination is for the Chair. He requested nominations for the Chair. Recommendation was made for Bob Barr, motion by Commissioner Mumman and seconded by Commissioner Henry with no other nominations the following roll call was taken:

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

Chairperson Robert Barr (Yes)

Solicitor Watson requested nominations for Vice Chair. Chairperson Barr motioned to recommend Scott Halliday and seconded by Commissioner Broadley with no other nominations the following roll call was taken:

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

By State Statute the Secretary/Treasurer is the Executive Director, Jacqueline Jones and there is no need for a vote.

Old Business – None.

New Business – Brief discussion regarding emergency work orders. Emergency work orders can take up to 6 hours to be addressed, but generally speaking they are addressed within 1 hour. Outstanding work orders do not have anything to do with life safety. Ron discussed the different work order types. Mrs. Jones mentioned a second maintenance employee was hired at the end of October and hopefully outstanding work orders will dwindle. Discussion on total number of residents.

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

Resolution #2023-72
Resolution to Approve Monthly Expenses

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$327,936.94. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed the bill list and specifically discussed the Atlantic City Electric invoice. The following vote was taken:

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

Resolution #2023-73
Approve 2024 Board Meeting Dates

Chairperson Barr called for a motion to approve Resolution #2023-73. A motion was made by Commissioner Mumman; seconded by Commissioner Broadley. All meetings are scheduled for the third Tuesday of the month. The following vote was taken:

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

Resolution #2023-74
Appoint JIF Fund Commissioner

Chairperson Barr called for a motion to approve Resolution #2023-74. A motion was made by Commissioner Mumman; seconded by Commissioner Jackson. Mrs. Jones provided a brief explanation. The following vote was taken:

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

Resolution #2023-75
Appoint Risk Management Consultant

Chairperson Barr called for a motion to approve Resolution #2023-75. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. Mrs. Jones provided a brief explanation. Last year the consultant provided a presentation last year. Currently being worked on is placing the OCCDC scattered site home under the JIF policy because it is more economical. It is very expensive to insure coastal properties, especially rental coastal properties. The following vote was taken:

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

No need for Executive Session.

Chairperson Barr requested comments from the public. Daughter, Yolanda Henry of resident Ruth Williams who resides at Speitel apartment #2081. Ruth Williams has an issue with her rent and feels she is getting the run around. She has received notices of being behind on her rent and threatened with eviction. Needs answers. Mrs. Jones apologized for the difficulty Ms. Williams is having and it will be straightened out. Mrs. Jones will contact the tenant, Ms. Williams, to sort out the matter. Ron Miller will make copies for Mrs. Jones of the documents Ms. Williams has in her possession.

Chairperson Barr requested comments from Board Commissioners and/or Administration. No further comments.

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; 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 4:41 p.m.

Respectfully submitted,

Jacqueline S. Jones, Secretary/Treasurer



Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Dec 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
<u>INCOME</u>				
DWELLING RENTAL	\$ 632,140	\$ 158,034	\$ 173,806	\$ 15,772
TOTAL TENANT REVENUE	\$ 632,140	\$ 158,034	\$ 173,806	\$ 15,772
HUD OPERATING SUBSIDY	\$ 200,000	\$ 50,001	\$ 42,153	\$ (7,848)
PBV HAP SUBSIDY	357,240	89,310	89,808	498
HUD CAPITAL FUNDS-OPERATIONS	200,000	50,001	-	(50,001)
CDBG INCOME	39,100	9,777	-	(9,777)
TOTAL HUD FUNDING	\$ 796,340	\$ 199,089	\$ 131,961	\$ (67,128)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 30	\$ 180	\$ 150
NONDWELLING RENTAL INCOME	62,400	15,600	-	(15,600)
OTHER INCOME-LAUNDRY	5,300	1,326	-	(1,326)
OTHER INCOME-FRAUD RECOVERY	3,000	750	-	(750)
OTHER INCOME-MISCELLANEOUS	5,050	1,269	398	(871)
TOTAL INCOME	\$ 1,504,350	\$ 376,098	\$ 306,345	\$ (69,753)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ 42,390	\$ 10,599	\$ 10,665	\$ 66
PAYROLL TAXES - ADMIN	3,820	957	884	(73)
HEALTH BENEFITS - ADMIN	25,000	6,249	-	(6,249)
TOTAL ADMINISTRATIVE SALARIES	\$ 71,210	\$ 17,805	\$ 11,549	\$ (6,256)
AUDIT FEES	\$ 15,000	\$ 3,750	\$ 3,750	\$ -
ADVERTISING	1,500	378	-	(378)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,000	\$ 753	\$ 1,449	\$ 696
CONSULTANTS-RAD CONVERSION	11,030	2,757	-	(2,757)
COPIER	2,660	666	-	(666)
DUES & PUBLICATIONS	730	183	210	27
OFFICE SUPPLIES	600	153	198	45
PHONE & INTERNET	15,080	3,768	4,969	1,201
POSTAGE	2,100	525	681	156
LEGAL	19,200	4,797	5,413	616
CRIMINAL BACKGROUND CHECKS	1,200	300	371	71
LEGAL-RAD	4,000	999	-	(999)
TRAVEL	70	18	-	(18)
TRAINING	2,000	501	725	224
ACCOUNTING	30,000	7,500	7,500	-
MANAGEMENT FEES	180,000	45,000	40,995	(4,005)
MISCELLANEOUS-SUNDRY	13,920	3,474	4,436	962
TOTAL ADMINISTRATIVE EXPENSES	\$ 373,300	\$ 93,327	\$ 82,246	\$ (11,081)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Dec 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
OTHER TENANT SERVICES	\$ 5,000	\$ 1,248	\$ 3,893	\$ 2,645
TENANT SVCS - BEHAVIORAL HEALTH	39,100	9,777	-	(9,777)
TOTAL OTHER TENANT SERVICES	\$ 44,100	\$ 11,025	\$ 3,893	\$ (7,132)
WATER/SEWER	\$ 106,000	\$ 26,502	\$ 28,930	\$ 2,428
ELECTRIC	112,060	28,020	31,568	3,548
GAS	57,230	14,307	13,214	(1,093)
GARBAGE/TRASH REMOVAL	-	-	108	108
TOTAL UTILITY EXPENSES	\$ 275,290	\$ 68,829	\$ 73,820	\$ 4,991
MAINTENANCE LABOR	\$ 107,550	\$ 26,886	\$ 23,409	\$ (3,477)
MAINT. MATERIALS	104,860	26,235	10,739	(15,496)
MAINT. CONTRACT COSTS	226,440	56,616	39,853	(16,763)
EMPLOYEE BENEFITS	88,820	22,209	7,288	(14,921)
TOTAL MAINTENANCE	\$ 527,670	\$ 131,946	\$ 81,289	\$ (50,657)
INSURANCE	\$ 100,940	\$ 25,233	\$ 24,816	\$ (417)
FLOOD INSURANCE	42,150	10,536	8,672	(1,865)
BAD DEBTS	5,930	1,482	1,967	485
COMPENSATED ABSENCES	1,500	378	378	-
PAYMENT IN LIEU OF TAXES	35,680	8,919	8,919	-
PENSION	10,690	2,673	2,673	-
RETIREE BENEFITS	16,000	3,999	2,091	(1,908)
TOTAL OTHER EXPENSES	\$ 212,890	\$ 53,220	\$ 49,516	\$ (3,704)
TOTAL EXPENDITURES	\$ 1,433,250	\$ 358,347	\$ 290,764	\$ (67,583)
Replacement Reserve	\$ 45,890	\$ 11,472	\$ 11,494	\$ 22
PROFIT	\$ 25,210	\$ 6,279	\$ 4,088	\$ (2,191)

Commissioner's Report - Property Detail
Month Ending: Dec 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
<u>INCOME</u>												
DWELLING RENTAL	\$ 195,920	\$ 48,981	\$ 50,440	\$ 1,459	\$ 162,220	\$ 40,554	\$ 42,285	\$ 1,731	\$ 274,000	\$ 68,499	\$ 81,081	\$ 12,582
TOTAL TENANT REVENUE	\$ 195,920	\$ 48,981	\$ 50,440	\$ 1,459	\$ 162,220	\$ 40,554	\$ 42,285	\$ 1,731	\$ 274,000	\$ 68,499	\$ 81,081	\$ 12,582
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 50,001	\$ 42,153	\$ (7,848)
PBV HAP SUBSIDY	167,110	41,778	40,585	(1,193)	190,130	47,532	49,223	1,691	-	-	-	-
HUD CAPITAL FUNDS- OPERATIONS	-	-	-	-	-	-	-	-	200,000	50,001	-	(50,001)
CDBG INCOME	15,500	3,876	-	(3,876)	10,400	2,601	-	(2,601)	13,200	3,300	-	(3,300)
TOTAL HUD FUNDING	\$ 182,610	\$ 45,654	\$ 40,585	\$ (5,069)	\$ 200,530	\$ 50,133	\$ 49,223	\$ (910)	\$ 413,200	\$ 103,302	\$ 42,153	\$ (61,149)
INVESTMENT INCOME- UNRESTRICTED	\$ -	\$ -	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 30	\$ 75	\$ 45
NONDWELLING RENTAL INCOME	62,400	15,600	-	(15,600)	-	-	-	-	-	-	-	-
OTHER INCOME- LAUNDRY	2,300	576	-	(576)	-	-	-	-	3,000	750	-	(750)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	750	-	(750)
OTHER INCOME- MISCELLANEOUS	930	237	163	(74)	-	-	45	(45)	4,120	1,032	280	(752)
TOTAL INCOME	\$ 444,160	\$ 111,048	\$ 91,293	\$ (19,755)	\$ 362,750	\$ 90,687	\$ 91,463	\$ 776	\$ 697,440	\$ 174,363	\$ 123,589	\$ (50,774)
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE	\$ 11,870	\$ 2,967	\$ 2,986	\$ 19	\$ 7,630	\$ 1,908	\$ 1,920	\$ 12	\$ 22,890	\$ 5,724	\$ 5,759	\$ 35

Commissioner's Report - Property Detail
Month Ending: Dec 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
PAYROLL TAXES - ADMIN	1,070	267	<u>248</u>	(19)	690	174	<u>159</u>	(15)	2,060	516	<u>477</u>	(39)
HEALTH BENEFITS - ADMIN	5,500	1,374	-	(1,374)	4,500	1,125	-	(1,125)	15,000	3,750	-	(3,750)
TOTAL ADMINISTRATIVE SALARIES	\$ 18,440	\$ 4,608	\$ 3,234	\$ (1,374)	\$ 12,820	\$ 3,207	\$ 2,079	\$ (1,128)	\$ 39,950	\$ 9,990	\$ 6,236	\$ (3,754)
AUDIT FEES	\$ 4,200	\$ 1,050	\$ <u>1,050</u>	\$ -	\$ 2,700	\$ 675	\$ <u>675</u>	\$ -	\$ 8,100	\$ 2,025	\$ <u>2,025</u>	\$ -
ADVERTISING	420	105	-	(105)	270	69	-	(69)	810	204	-	(204)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 126	\$ <u>1,449</u>	\$ 1,323	\$ 500	\$ 126	\$ -	(126)	\$ 2,000	\$ 501	\$ -	(501)
CONSULTANTS-RAD	500	126	-	(126)	530	132	-	(132)	10,000	2,499	-	(2,499)
CONVERSION												
COPIER	740	186	-	(186)	480	120	-	(120)	1,440	360	-	(360)
DUES & PUBLICATIONS	170	42	<u>59</u>	17	200	51	<u>38</u>	(13)	360	90	<u>113</u>	23
OFFICE SUPPLIES	200	51	<u>55</u>	4	200	51	<u>36</u>	(15)	200	51	<u>107</u>	56
PHONE & INTERNET	4,260	1,065	<u>1,397</u>	332	6,220	1,554	<u>1,358</u>	(196)	4,600	1,149	<u>2,215</u>	1,066
POSTAGE	600	150	<u>191</u>	41	400	99	<u>123</u>	24	1,100	276	<u>368</u>	92
LEGAL	5,000	1,248	<u>2,408</u>	1,160	2,600	651	<u>590</u>	(61)	11,600	2,898	<u>2,415</u>	(483)
CRIMINAL BACKGROUND CHECKS	300	75	<u>290</u>	215	300	75	-	(75)	600	150	<u>81</u>	(69)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	999	-	(999)
TRAVEL	20	6	-	(6)	10	3	-	(3)	40	9	-	(9)
TRAINING	500	126	-	(126)	500	126	-	(126)	1,000	249	<u>725</u>	476
ACCOUNTING	8,400	2,100	<u>2,100</u>	-	5,400	1,350	<u>1,350</u>	-	16,200	4,050	<u>4,050</u>	-
MANAGEMENT FEES	30,400	7,599	<u>9,476</u>	1,877	32,400	8,100	<u>6,092</u>	(2,008)	117,200	29,301	<u>25,427</u>	(3,874)

Commissioner's Report - Property Detail
Month Ending: Dec 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
MISCELLANEOUS- SUNDRY	4,280	1,074	<u>1,705</u>	631	3,540	879	<u>597</u>	(282)	6,100	1,521	<u>2,135</u>	614
TOTAL ADMINISTRATIVE EXPENSES	\$ 78,930	\$ 19,737	\$ 23,413	\$ 3,676	\$ 69,070	\$ 17,268	\$ 12,937	\$ (4,331)	\$ 225,300	\$ 56,322	\$ 45,897	\$ (10,425)
OTHER TENANT SERVICES	\$ 2,500	\$ 624	\$ <u>3,893</u>	\$ 3,269	\$ 1,200	\$ 300	\$ -	\$ (300)	\$ 1,300	\$ 324	\$ -	\$ (324)
TENANT SVCS - BEHAVIORAL HEALTH	15,500	3,876	-	(3,876)	10,400	2,601	-	(2,601)	13,200	3,300	-	(3,300)
TOTAL OTHER TENANT SERVICES	\$ 18,000	\$ 4,500	\$ 3,893	\$ (607)	\$ 11,600	\$ 2,901	\$ -	\$ (2,901)	\$ 14,500	\$ 3,624	\$ -	\$ (3,624)
WATER/SEWER	\$ 20,750	\$ 5,187	\$ <u>5,618</u>	\$ 431	\$ 17,490	\$ 4,374	\$ <u>4,287</u>	\$ (87)	\$ 67,760	\$ 16,941	\$ <u>19,025</u>	\$ 2,084
ELECTRIC	80,460	20,115	<u>24,030</u>	3,915	14,930	3,735	<u>3,917</u>	182	16,670	4,170	<u>3,620</u>	(550)
GAS	-	-	-	-	6,780	1,695	<u>1,215</u>	(480)	50,450	12,612	<u>11,999</u>	(613)
GARBAGE/TRASH REMOVAL	-	-	<u>108</u>	108	-	-	-	-	-	-	-	-
TOTAL UTILITY EXPENSES	\$ 101,210	\$ 25,302	\$ 29,757	\$ 4,455	\$ 39,200	\$ 9,804	\$ 9,419	\$ (385)	\$ 134,880	\$ 33,723	\$ 34,644	\$ 921
MAINTENANCE LABOR	\$ 30,110	\$ 7,527	\$ <u>6,554</u>	\$ (973)	\$ 19,360	\$ 4,839	\$ <u>4,214</u>	\$ (625)	\$ 58,080	\$ 14,520	\$ <u>12,641</u>	\$ (1,879)
MAINT. MATERIALS	18,000	4,506	<u>3,930</u>	(576)	64,700	16,182	<u>1,222</u>	(14,960)	22,160	5,547	<u>5,587</u>	40
MAINT. CONTRACT COSTS	88,290	22,077	<u>21,634</u>	(443)	56,850	14,214	<u>11,205</u>	(3,009)	81,300	20,325	<u>7,015</u>	(13,310)
EMPLOYEE BENEFITS	24,870	6,219	<u>2,041</u>	(4,178)	15,980	3,996	<u>1,312</u>	(2,684)	47,970	11,994	<u>3,936</u>	(8,058)
TOTAL MAINTENANCE	\$ 161,270	\$ 40,329	\$ 34,159	\$ (6,170)	\$ 156,890	\$ 39,231	\$ 17,952	\$ (21,279)	\$ 209,510	\$ 52,386	\$ 29,178	\$ (23,208)
INSURANCE	\$ 28,580	\$ 7,146	\$ <u>6,354</u>	\$ (792)	\$ 23,500	\$ 5,874	\$ <u>4,861</u>	\$ (1,013)	\$ 48,860	\$ 12,213	\$ <u>13,601</u>	\$ 1,388
FLOOD INSURANCE	4,720	1,179	<u>1,172</u>	(7)	4,430	1,107	<u>1,074</u>	(33)	33,000	8,250	<u>6,425</u>	(1,825)

Commissioner's Report - Property Detail

Month Ending: Dec 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December	ANNUAL BUDGET	BUDGET THRU December	ACTUAL THRU December	VARIANCE THRU December
BAD DEBTS	2,500	624	624	-	930	234	719	485	2,500	624	624	-
COMPENSATED ABSENCES	500	126	126	-	500	126	126	-	500	126	126	-
PAYMENT IN LIEU OF TAXES	9,470	2,367	2,367	-	12,300	3,075	3,075	-	13,910	3,477	3,477	-
PENSION	3,000	750	750	-	2,430	609	609	-	5,260	1,314	1,314	-
RETIREE BENEFITS	4,480	1,119	585	(534)	2,880	720	376	(344)	8,640	2,160	1,129	(1,031)
TOTAL OTHER EXPENSES	\$ 53,250	\$ 13,311	\$ 11,979	\$ (1,332)	\$ 46,970	\$ 11,745	\$ 10,841	\$ (904)	\$ 112,670	\$ 28,164	\$ 26,696	\$ (1,468)
TOTAL EXPENDITURES	\$ 412,660	\$ 103,179	\$ 103,200	\$ 21	\$ 323,730	\$ 80,949	\$ 51,149	\$ (29,800)	\$ 696,860	\$ 174,219	\$ 136,415	\$ (37,804)
Replacement Reserve	\$ 27,760	\$ 6,939	\$ 6,961	\$ 22	\$ 18,130	\$ 4,533	\$ 4,533	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 3,740	\$ 930	\$ (18,868)	\$ (19,798)	\$ 20,890	\$ 5,205	\$ 35,781	\$ 30,576	\$ 580	\$ 144	\$ (12,825)	\$ (12,969)

Ocean City Housing Authority

Administrative Report

DATE: January 10, 2024

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for December 2023)

PERIOD: December 7, 2023, to January 9, 2024

Bayview Manor – Fire

On October 26, 2023, a small fire occurred in one unit on the 3rd floor of Bayview Manor. Several residents were temporarily displaced from the building and re-housed at a local hotel. Currently all tenants have been returned to the building, two residents were temporarily relocated within the building so that repairs can be made to their units. The remaining affected occupants are being notified of pending restoration and cleaning work in their units on a case-by-case basis. There were no injuries reported and most of the damage in the building was due to water from the building sprinkler system. We're working with the insurance adjuster and emergency services contractor to resolve the issues that remain in the building and hope to have all units restored promptly. The residents were and are being kept informed of the progress on a frequent basis.

December Update: selective demolition has been completed in the two impacted units. Further progress is currently on hold pending permitting and approvals for ACM work in both units. Two residents remain temporarily relocated to other units in the building.

January Update: A meeting with the contractor and the State regarding the ACM removal is imminent; Rehabilitation of both units will continue after this meeting;

Please see the next page for Bayview Renovation Projects:

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, except for the elevator.

August update: ACM work has been completed; The Community Room kitchenette, flooring, lighting, and painting are completed. Work on the first floor continues to make progress, mailboxes have been installed, new fire-sprinkler work has been completed, electrical, plumbing, and drywall all continue to make progress. Electrical issues throughout the project have caused delays, this continues and is being addressed by our professional team. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.

September update: Drywall work is being completed in the office, conference, and mail rooms. Finishes in other areas of the building are ongoing including the lobby renovation. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.

October update: Drywall & painting has been completed in the office, conference, and mail room. Finishes in other areas of the building are ongoing including lobby renovation. Flooring work is scheduled to begin on the 1st floor within the next week. New ceiling installation on the first floor has started. Lobby renovation is underway & with some inconvenience; Tenants are being kept informed;

November update: Punch list is scheduled with architect except for the elevator; elevator refurbishment will continue into 2024; All other work is expected to be completed very shortly;

December update: Work is currently in the final punch list stage for the office, conference room, community room, and mail room. Keys were distributed to the residents for the new mailboxes. Elevator work remains to be completed; parts currently remain back ordered for this portion of the project. Access control for residents and staff entry remain pending; additional equipment setup must first be completed. Furnishings for the spaces have begun to be delivered and are in the setup phase; not all pieces have been received. The address for the Housing Authority is currently in the process of formally being changed to Bayview Manor.

January update: The office, conference/board room and community room are complete. The elevator equipment has been delivered.

Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	<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>February update: New plantings are planned for April 2023;</p> <p>March update: This project has been placed on hold pending the outcome of the needed funds for to complete the Bayview Manor renovations;</p> <p><i>No Status Change on this Project;</i></p>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
<p align="center">Design Phase of the Redevelopment of Peck's Beach Family</p> <p>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;</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>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;</p>	<ul style="list-style-type: none"> June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services Award Special Engineering (Civil) Services <p>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;</p> <p>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.</p> <p>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 are expected to be awarded once final proposals have been received.</p> <p>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.</p>	<p>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.</p> <p>August update: The project team has completed design work and put this project out to public bid. A pre-bid meeting has been scheduled; bids are being received in early September.</p> <p>September update: Bids were received on September 12, 2023 & were rejected due to over budget; are being evaluated by the Project Team.</p> <p>October update: Bids were rejected for being over budget; Bidding is expected to begin in November 2023;</p> <p>November update: The bid package is under review with the OCHA team and is gathering responses to the Comptroller's office;</p> <p>December update: This project remains under review at the Office of the State Comptroller. The project team has been in communication with the OSC and is working diligently to resolve the remaining issues.</p> <p><i>January update: The project team continues to communicate with the OSC on this project. A verbal status update will be provided at the 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 10/2023 - 10/2024

2023
DEC

2023
NOV

2023
OCT

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	0	0	2
<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	238	238	119
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	598	325	110
Annual Unit Turnaround Time (For Fiscal Year)	1517	868	219
Monthly - Number of Vacancies Filled (this month)	1	2	2
Monthly - Average unit turnaround time in days for Lease up	477	240	28
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	121	68	77
PIC Score	92.50%	92.50%	95.50%
<u>Vacancies - At end of Month</u>			
Bay View Manor	2	2	3
Speitel Commons	0	0	0
Peck's Beach Family	2	0	1
Total	4	2	4
Occupancy Rate	96.69%	98.35%	96.69%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	4.60		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	4.58	0.02
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.30	2.30	0.02
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$17,696	\$15,187	\$16,376
Speitel Commons - Elderly/Disabled	\$14,070	\$13,654	\$14,063
Peck's Beach - Family	\$37,651	\$33,355	\$32,762
Total Rent Roll	\$69,417	\$62,196	\$63,201
<u>Waiting List Applicants - (0,1,4 bedroom lists open 11/8-12/6)</u>			
Families - Ocean City Preference	14	13	13
Families - No Ocean City Preference	190	177	177
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	7	5	4
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	183	151	142
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.08	0.08	0.15
Total Tenant Generated Work Orders	8	25	11
Number of routine work orders written this month	103	105	146
Number of outstanding work orders from previous month	719	742	731
Total number of work orders to be addressed this month	830	878	889
Total number of work orders completed this month	86	159	147
Total number of work orders left outstanding	744	719	742
Number of emergency work orders written this month	0	6	1
Total number of work orders written year-to-date	405	294	158
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 December 31, 2023

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 12/31/2023	\$964,426.03
<i>2021 Capital Fund available for PH (pbfamily)</i>	\$558.00
<i>2022 Capital Fund available for PH (pbfamily)</i>	\$149,280.00
<i>2023 Capital Fund available for PH (pbfamily)</i>	\$150,347.00
Add: A/R-Tenants 12/2023	
	Current \$20,787.83
	Past \$2,994.36

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$11,150.23
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$44,365.60
Less: Bill List payments - Jan 2024	(\$266,242.35)

Accrued Expenses - Total from detail below \$13,450.00

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	143,090.00	3	(24,227.50)
Bad Debt	5,930.00	3	1,482.50
Comp Absences	1,500.00	3	375.00
P.I.L.O.T.	35,680.00	3	8,920.00
Net Accrual	186,200.00		(13,450.00)

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

Net Cash Balance \$891,116.70

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 96,921	9.95	Months
Per Day	\$ 3,231	276	Days

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

RESOLUTION NO. 2024-05
A Resolution Approving an Electronic Funds Transfer Policy

WHEREAS, the Housing Authority of the City of Ocean City ("Housing Authority"), a public entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development ("HUD"), and the laws of the State of New Jersey, has determined that it is in need of adopting an Electronic Funds Transfer Policy; and

WHEREAS, the Housing Authority determined that it needs to strengthen its best banking practices for various forms of electronic funds transfer; and

WHEREAS, an Electronic Funds Transfer Policy is needed due to the increased wire fraud activity and whitewashing of checks; and

WHEREAS, the Municipal Excess Liability Joint Insurance Fund has developed a best banking practices for various forms of electronic funds transfer; and

WHEREAS, these best banking practices have also been incorporated into the Cyber Joint Insurance Fund's Cybersecurity Framework (cyber risk management); and

WHEREAS, passing this policy provides opportunity for reduced deductibles for Cyber insurance; and

WHEREAS, the Board of Commissioners has determined that approving the Electronic Funds Transfer Policy is in the best interest of the Housing Authority to improve its best banking practices;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby approves an Electronic Funds Transfer Policy, effective January 16, 2024.

ADOPTED: January 16, 2024

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:

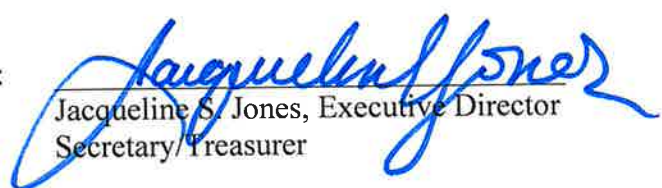


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on January 16, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By:



Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Ocean City Housing Authority

Electronic Funds Transfer Policy

A. Resolution Number, Date of Adoption and Effective Date of Implementation

Resolution Number: 2024-05
Adoption Date: January 16, 2024
Effective Date of Implementation: February 1, 2024

B. Introduction

An Electronic Funds Transfer Policy is needed due to the increased wire fraud activity and whitewashing of checks. The Municipal Excess Liability Joint Insurance Fund has developed a best banking practices for various forms of electronic funds transfer. These best banking practices have also been incorporated into the Cyber Joint Insurance Fund's Cybersecurity Framework (cyber risk management). Passing this policy provides opportunity for reduced deductibles for Cyber insurance.

C. Application of Policy and Responsibilities

1: Housing Authority Responsibilities

- a) The Ocean City Housing Authority's Chief Financial Officer is responsible for ensuring that the internal controls for electronic fund transfers are being adhered to.
- b) The Executive Director, who is not under the authority of the Chief Financial Officer, is designated to authorize an electronic funds transfers initiated by the Chief Financial Officer.
 - a. Electronic funds transfer initiation is password protected.
- c) Activity reports on transactions involving electronic funds transfers are not password protected.
 - a. Reviewed weekly by the Chief Financial Officer or Property Accountant Supervisor, who is under the Chief Financial Officer's supervision.
 - b. Monitored by Compliance Manager, who is not under the Chief Financial Officer's supervision.

2: Technology Verification

- a) Financial institution providers of electronic funds transfer technologies must submit satisfactory proof of internal control.
 - a. Financial Institutions must submit a copy of their Electronic Funds Transfer Policy to the Housing Authority annually.
 - i. Submitted policy is reviewed and approved by the Housing Authority's Chief Financial Officer.
- b) Each bill list must reference the type of technology and a tracking mechanism to provide an adequate audit trail.
 - a. Technology types include: check, wire, online/phone
 - b. Tracking mechanisms include: Yardi BillPay analytics report, check list, wire/online/phone payment confirmation, Positive Pay

3: Wire Transfers

- a) An Electronic Funds Transfer and Indemnification Agreement must be in place with all banking institutions authorized to access authority bank accounts for the purpose of conducting wire transfers.
- b) Positive Pay is used for all wire transfers.
- c) Users initiating a wire transfer must check the amounts and receipts against a register displaying wire transfer payments.
- d) Each edit to vendor information is approved by a separate individual and logged showing the user editing the data, date stamp, IP address.

4: Electronic Funds Transfers through a Clearing House

- a) An Electronic Funds Transfer and Indemnification Agreement must be in place with all banking institutions authorized to access authority bank accounts for the purpose of conducting electronic transfers through ACH.
- b) Positive Pay is used for all ACH transmissions.
- c) Users uploading an ACH file must check the amounts and receipts against a register displaying ACH payments.
- d) Users that can generate an ACH file are neither given upload rights nor given access that permits editing of a vendor routing number or vendor account number.
- e) Each edit to vendor ACH information is approved by a separate individual and logged showing the user editing the data, date stamp, IP address.
- f) Plain text ACH files are not stored on a local computer past the time the file is transmitted to a bank.

5: Electronic Funds Transfers through a Charge Card/Account:

- a) Charge Cards
 - a. Housing Authority does not use charge cards (defined as a credit card)
- b) Charge Accounts
 - a. Charge Accounts are vendor-specific accounts to which purchases may be charged by authorized individuals.
 - b. Charge accounts are to be limited to specific vendors
 - c. No blanket POs will be issued
 - d. Charge account balances are to be paid in full each month
- c) Authorized Users
 - a. Only authorized users are permitted to use charge accounts
 - b. Authorized users are:
 - i. Senior Maintenance Repairer
 - ii. Maintenance Supervisor
 - iii. Operations Assistant
 - iv. Operations Manager
 - v. Executive Staff
- d) Employee Training and Responsibility
 - a. All authorized users are to be trained on the established policies and procedures for the use of charge accounts
 - b. All authorized users must sign a contract of understanding that includes financial responsibility for misuse

- c. All authorized users must, by signature, acknowledge the company Ethics Policy which includes expectations regarding use of Housing Authority funds.
- e) Supervision
- a. Maintenance Supervisor and Operations Manager to reconcile all charge accounts monthly.

6: Use of Procurement Card

- a) Procurement cards are limited-use cards used by authorized personnel to charge specific types of goods and services.
- b) Procurement cards are used in compliance with NJAC 5:30-9A
- c) A Qualified Purchasing Agent is to serve as program manager
- d) Authorized Users
 - a. Only authorized users are permitted to use procurement cards
 - b. Authorized users are:
 - i. Senior Maintenance Repairer
 - ii. Maintenance Supervisor
 - iii. Operations Assistant
 - iv. Operations Manager
 - v. Executive Staff
- e) Employee Training and Responsibility
 - a. All authorized users are to be trained on the established policies and procedures for the use of procurement cards
 - b. All authorized users must sign a contract of understanding that includes financial responsibility for misuse
 - c. All authorized users must, by signature, acknowledge the company Ethics Policy which includes expectations regarding use of Housing Authority funds.
- f) Supervision
 - a. Maintenance Supervisor and Operations Manager to reconcile all procurement card accounts monthly.

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

RESOLUTION NO. 2024-04
Resolution Authorizing Payment of Draw #11
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 #11 in the amount of \$44,365.60 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: January 16, 2024

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 January 16, 2024 at the Administrative Offices – 635 West Avenue, 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

January 10, 2024

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 11 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$44,365.60. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering	137 S. New York Ave. Ste #2 Atlantic City, NJ 08401	\$2,483.10
Underwood Engineering	1 Keystone Ave. Ste #300 Cherry Hill, NJ 08003	\$16,350.00
The Brooke Group LLC	209 E Egnor Drive Galloway, NJ 08205	\$25,532.50*
	TOTAL	\$44,365.60

***Amount includes permit fee application payments in the amount of \$1,850.00**

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #11

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. 2024-03

Resolution Appointing Ronald Miller as the Ocean City Housing Authority’s
Public Agency Compliance Officer (P.A.C.O.)

WHEREAS, the Ocean City Housing Authority as a Public Agency is required by law to designate a Public Agency Compliance Officer (P.A.C.O.) every year; and,

WHEREAS, the individual designated to serve as the P.A.C.O. will be the point of contact for all matters concerning the implementation and administration of the legal requirements of the Equal Opportunity Monitoring Program; and,

WHEREAS, the P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment regarding both the Public Agency and its service providers; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority hereby appoints Ronald Miller as its Public Agency Compliance Officer (P.A.C.O.).

ADOPTED: January 16, 2024

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 January 16, 2024 at the Administrative Offices – 635 West Avenue, 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. 2024-02
A Resolution Designating an Official Newspaper S

WHEREAS, the Housing Authority of City of Ocean City must by statutory law publish various items in order to comply with said requirements of statutory law; and

WHEREAS, it is the desire of the City of Ocean City Housing Authority to designate an official newspaper for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ocean City desires to designate the Atlantic City Press and the Daily Journal of Vineland as the official newspapers for this this purpose.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City hereby designates the Atlantic City Press and the Daily Journal of Vineland as its official newspapers for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items pursuant to New Jersey statues, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publication.

ADOPTED: January 16, 2024

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 January 16, 2024 at the Administrative Offices – 635 West Avenue, 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. 2024-01
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 \$266,242.35.

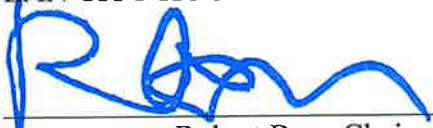
NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: January 16, 2024

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 January 16, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - JAN 2024**

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1445	ACENDA	June 2023 Resident Wellness Svcs	\$ 1,800.00
1570	ACENDA	Aug/Sept 2023 Resident Wellness Svcs	\$ 5,133.44
	ACENDA	July 2023 Resident Wellness Svcs	\$ 1,800.00
	ACENDA	Oct 2023 Resident Wellness Svcs	\$ 1,600.08
	ACENDA	Nov 2023 Resident Wellness Svcs	\$ 200.01
	ACENDA	Dec 2023 Resident Wellness Svcs	\$ 616.70
1648	CUSTOM GRAPHICS	Maint sweatshirts/t-shirts - ck voided & reissued	\$ (473.96)
1679	AIRTUG LLC	Trash compactor maintenance/repair	\$ 450.00
1680	CDW GOVERNMENT	Computer parts	\$ 496.59
1681	SOUTH JERSEY GAS	Pecks Beach Family gas - 11/2023	\$ 3,631.33
1682	VERIZON WIRELESS	Cell phone service - 12/2023	\$ 154.98
1683	CUSTOM GRAPHICS	Maint sweatshirts/t-shirts - reissue of ck #1648	\$ 473.96
	AMBIENT COMFORT	Heater service - pbfamily	\$ 360.00
	ATLANTIC CITY ELECTRIC	Dec 2023 electric svc	\$ 1,185.85
	LINDA AVENA	Jan 2024 accounting svcs	\$ 2,500.00
	BROWN & CONNERY	Legal svcs	\$ 5,487.58
	CALL EXPERTS	Jan 2024 answering svc	\$ 120.40
	CARAHSOFT TECHNOLOGY	Monthly svc fee	\$ 14.99
	CLEAN SWEEP SVCS	Dec 2023 BVM/Sp building cleaning	\$ 2,860.00
	COMCAST	Internet 12/2023	\$ 390.58
	SOUTH JERSEY CULLIGAN WATER	Dec 2023 water cooler	\$ 10.00
	FLORENCE DRISCOLL	Jan 2024 Tenant services	\$ 200.00
	ELDER PEST CONTROL	Extermination svcs	\$ 1,440.00
	FRANK MAZZA	BVM Elevator carpet install	\$ 552.45
	GENSERVE	Generator svc/preventative maint - BVM/Speitel	\$ 460.00
	GLOBAL	BVM furniture - office/board rm/community rm	\$ 58,549.02
	ASHLEY HARRIS	JAN 2024 BVM/Speitel cleaning	\$ 200.00
	ROBERT HARRIS	JAN 2024 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
	HUBER LOCKSMITHS	Masterkey system integration - BVM	\$ 2,596.00
	INTEGRATED SYSTEMS ASSOC	Voyager implementation	\$ 48.75
	JC'S CUSTOM PAINTING	Painting of vacant unit - BVM	\$ 665.00
	JOHN SPITZ	Jan 2024 Medicare/copay reimb	\$ 219.70
	LINWOOD GULF	Vehicle repair	\$ 25.00
	MAX COMMUNICATIONS	Office phone system/Telephone IP license fee 11/2023-1/2024	\$ 647.86
	NATIONAL TENANT NETWORK	Resident screening - 12/2023	\$ 78.00
	NJ AMERICAN WATER	Dec 2023 water/sewer svc	\$ 10,514.63
	NJ JOINT INSURANCE FUND	OCHA Insurance - 1st installment estimate	\$ 60,000.00
	PRESTIGE WORLDWIDE	Cleanup svcs - Speitel	\$ 3,731.88
	THE PRESS OF ATLANTIC CITY	Board meeting notices	\$ 84.04
	ROBERT L ROWELL	JAN 2024 maint contract grounds services	\$ 200.00
	SOUTH JERSEY GAS	Dec 2023 gas	\$ 5,052.79
	VERIZON	Dec 2023 telephone svc	\$ 395.49
	VERIZON CONNECT	Dec 2023 vehicle tracking	\$ 36.40
	VINELAND HOUSING AUTHORITY	Dec 2023 office/maint svcs & postage; Jan 2024 mgmt fee	\$ 19,532.83
ACH	ADP	12/15/23 payroll & taxes	\$ 7,049.44
ACH	ADP	12/15/23 payroll invoice	\$ 91.07
ACH	ADP	12/29/23 payroll & taxes	\$ 6,044.93
ACH	ADP	12/29/23 payroll invoice	\$ 87.85
ACH	ADP	1/12/2024 payroll & taxes	\$ 5,885.67
ACH	NJ DIV OF PENSIONS & BENEFITS	Dec 2023 pension deductions	\$ 387.06
ACH	NJ SHBP	Jan 2024 employee premium	\$ 3,737.35
ACH	NJ SHBP	Jan 2024 retiree premium	\$ 459.01
ACH	OCEAN CITY HOUSING AUTHORITY	Reserve account deposit for Jan 2024	\$ 3,824.00
ACH	PNC BANK FEE - DEC 2023		\$ 68.00
	TOTAL JAN DISBURSEMENTS COCC (coccstur)		\$ 221,876.75
	TOTAL JAN DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL JAN DISBURSEMENTS CONSTR ACCT (sturcons)		\$ -
	TOTAL JAN DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 44,365.60
	TOTAL BILL LIST - JAN 2024		\$ 266,242.35

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - JAN 2024**

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL JAN DISBURSEMENTS (sturbvm)		\$ -

BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL JAN DISBURSEMENTS (sturcons)		\$ -

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	UNDERWOOD ENGINEERING	Geotech - Pre-Dev Draw #11	16,350.00
	SCIULLO ENGINEERING	Inv #1882 - Pre-Dev Draw #11	1,152.00
	SCIULLO ENGINEERING	Inv #1917 - Pre-Dev Draw #11	1,331.10
	THE BROOKE GROUP	July - Nov 2023 invoices & reimbursements - Pre-Dev Draw #11	25,532.50
	TOTAL JAN DISBURSEMENTS (sturgen)		\$ 44,365.60