

*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 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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

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December 7, 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 **Wednesday, December 13, 2023 at 4:00 pm at Administrative Offices – 204 4<sup>th</sup> 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**

Wednesday, December 13, 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 November 21, 2023
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports – Election of Officers
9. Old Business:
10. New Business:
11. Resolutions: (cash report included)
  - # 2023-72 Approval of Monthly Expenses (updated)
  - # 2023-73 Approve 2024 Board Meeting Dates
  - # 2023-74 Appoint JIF Fund Commissioner
  - # 2023-75 Appoint Risk Management Consultant

*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**

**November 21, 2023 – 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held November 21, 2023, at 4:00 p.m. at the Administrative Offices – 204 4<sup>th</sup> 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	(Arrived 4:24 p.m.)
Commissioner Brian Broadley	
Chairperson Robert Barr	

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

**Minutes** – Approval of minutes were tabled.

#### **Treasurer's Report**

Linda Cavallo reviewed the Financial Report for the one month ending October 2023. **Motion to approve the Treasurer'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	(Absent)
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 reported there was a small fire at Bayview on the 3<sup>rd</sup> floor on October 26<sup>th</sup>. It was confined to a single unit and no injuries were reported. There was very minimal fire damage to the unit, mostly water damage due to fire sprinkler activation. The fire was started by a cigarette in a trash can. All residents are back in the building. The two tenants that were affected by the damage have been relocated to the 1<sup>st</sup> floor temporarily. Work has already been started to restore the two units. AllRisk is working on the units. The units will be offline for a few months. Once the units are completed, the tenants will return to their original units. Smoking is not allowed at any public housing authority property per the no smoking policy. The Authority is following the tenants lease and working with counsel in regard to the matter. The tenant has been notified in writing regarding their rent increase based on their lease and the Authority can pursue the insurance deductible. It will eventually lead to an eviction proceeding. The actual eviction is up to the judge. Mrs. Jones stated in her opinion, it was a reckless act to throw a cigarette in a trash can which puts everyone's life at risk. This needs to be dealt with and there is an issue in housing in general and insurance

in general for these types of situations. The insurance company is following this ck closely and they want to make sure the Authority is following and enforcing the policies. There will be a general notice sent to everyone in the building, as well as for all the housing authority agencies.

The renovation on the 1<sup>st</sup> and 5<sup>th</sup> floors - The general contractor essentially turned over the 1<sup>st</sup> and 5<sup>th</sup> floor community spaces. There are a few ancillary items to be completed. The punch list is to be completed. The next phase will be the elevators. The elevators are scheduled to ship in December or early January. It is expected that work to start early April – May 2024. There has not been a final inspection as there is only one permit on the entire project. The electrical inspection passed.

Regarding Pecks Beach Redevelopment, as discussed last month the bid package is under review at the Office of the State Comptroller. The Authority has sent its comments back to the Office of the State Comptroller and the Authority is waiting to hear back from them.

Mrs. Jones reported that Ron and his team are very good at handling fire emergencies. They did a great job and the Ocean City Fire and Police were awesome. Relocating residents is not especially easy in an emergency situation and the team did an excellent job.

Mrs. Jones stated Bayview project is going very well and informed the Commissioners when they walk into the lobby to be prepared to be wowed. It is very impressive on how it turned out. The furniture is on order for the community space upstairs, boardroom and office space. It is expected to be delivered in December, but after Christmas. Mrs. Jones would like to suggest an open house in January. Ron has the IT items moving forward and hopefully the building will be ready for the January Board Meeting. Possibly have an open house inviting the Mayor and Council.

Traditionally the Board has authorized Mrs. Jones to process gift cards for the residents for the Holidays and she will continue to do that unless there are any objections. The Holiday cards are signed from the Commissioners and Staff.

There is a need to move the December meeting from Tuesday, December 19<sup>th</sup> to Wednesday, December 13<sup>th</sup>. An email will be sent out to all Commissioners and Professionals to confirm everyone is available.

**Motion to approve the Executive Director’s Report** 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

**Committee Reports** – Chairman Barr stated the nomination committee has been formed for the officers for next year to include Commissioners Mumman, Halliday and himself. They will be in touch with everyone with their recommendations.

**Old Business** – None.

**New Business** – Brief discussion on Program Stats Reports in regard to work orders.

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

**Resolution #2023-68**  
**Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$478,598.69. A motion was made by Commissioner Halliday; seconded by Commissioner Broadley. 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

**Resolution #2023-69**  
**Resolution Authorizing Payment of Draw 39**

Chairperson Barr called for a motion to approve Resolution #2023-69. A motion was made by Commissioner Broadley; seconded by Commissioner Mumman. Mrs. Jones reviewed the draw. The following vote was taken:

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

**Resolution #2023-70**  
**Authorizing Management Agreement between the Ocean City Housing Authority  
and the Ocean City Community Development Corporation**

Chairperson Barr called for a motion to approve Resolution #2023-70. A motion was made by Commissioner Mumman; seconded by Commissioner Broadley. Mrs. Jones provided an explanation stating this agreement is for the Ocean City Housing Authority to manage properties for the Ocean City Community Development Corporation (OCCDC). This same resolution will be presented in the OCCDC meeting. This is a somewhat standard agreement through NJHMFA. The fee is set by NJHMFA and is approximately \$7,000 for the year. There are also fees for service. The following vote was taken:

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

***Commissioner Jackson arrived (4:24 p.m.)***

**Resolution #2023-71**  
**Approval to Adopt Personnel Policy and Employee Manual**

Chairperson Barr called for a motion to approve Resolution #2023-71. A motion was made by Commissioner Mumman; seconded by Commissioner Halliday. Michael Watson of Brown and Connery explained this resolution is to update the Authority's employee manual and personnel policies. The Authority combines these into one document. The Authority's insurance recommends and incentivized the Authority to update every 2 years. Mr. Watson briefly summarized and explained the changes. 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)

Chairman Barr stated since Commissioner Jackson has arrived he will return to the Approval of the Minutes.

Chairperson Barr requested a motion to approve the Regular Meeting minutes from October 17, 2023. Motion made by Commissioner Halliday and seconded by Commissioner Jackson. The following vote was taken:

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

Chairperson Barr requested a motion to approve the Regular Meeting minutes from August 15, 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	(Abstain)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Abstain)
Chairperson Robert Barr	(Yes)

No need for Executive Session.

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, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Mumman; 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 4:30 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Nov 2023



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU November</b>	<b>ACTUAL THRU November</b>	<b>VARIANCE THRU November</b>
<b><u>INCOME</u></b>				
<b>DWELLING RENTAL</b>	\$ 632,140	\$ 105,356	\$ 114,695	\$ 9,339
<b>TOTAL TENANT REVENUE</b>	\$ 632,140	\$ 105,356	\$ 114,695	\$ 9,339
<b>HUD OPERATING SUBSIDY</b>	\$ 200,000	\$ 33,334	\$ 28,113	\$ (5,221)
<b>PBV HAP SUBSIDY</b>	357,240	59,540	60,989	1,449
<b>HUD CAPITAL FUNDS-OPERATIONS</b>	200,000	33,334	-	(33,334)
<b>CDBG INCOME</b>	39,100	6,518	-	(6,518)
<b>TOTAL HUD FUNDING</b>	\$ 796,340	\$ 132,726	\$ 89,102	\$ (43,624)
<b>INVESTMENT INCOME- UNRESTRICTED</b>	\$ 120	\$ 20	\$ 122	\$ 102
<b>NONDWELLING RENTAL INCOME</b>	62,400	10,400	-	(10,400)
<b>OTHER INCOME-LAUNDRY</b>	5,300	884	-	(884)
<b>OTHER INCOME-FRAUD RECOVERY</b>	3,000	500	-	(500)
<b>OTHER INCOME-MISCELLANEOUS</b>	5,050	846	370	(476)
<b>TOTAL INCOME</b>	\$ 1,504,350	\$ 250,732	\$ 204,289	\$ (46,443)
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATIVE SALARIES</b>				
<b>ADMINISTRATIVE SALARIES</b>	\$ 42,390	\$ 7,066	\$ 5,285	\$ (1,781)
<b>PAYROLL TAXES - ADMIN</b>	3,820	638	441	(197)
<b>HEALTH BENEFITS - ADMIN</b>	25,000	4,166	-	(4,166)
<b>TOTAL ADMINISTRATIVE SALARIES</b>	\$ 71,210	\$ 11,870	\$ 5,727	\$ (6,143)
<b>AUDIT FEES</b>	\$ 15,000	\$ 2,500	\$ 2,500	\$ -
<b>ADVERTISING</b>	1,500	252	-	(252)
<b>OFFICE EXPENSES</b>				
<b>COMPUTER SERVICES</b>	\$ 3,000	\$ 502	\$ -	\$ (502)
<b>CONSULTANTS-RAD CONVERSION</b>	11,030	1,838	-	(1,838)
<b>COPIER</b>	2,660	444	-	(444)
<b>DUES &amp; PUBLICATIONS</b>	730	122	210	88
<b>OFFICE SUPPLIES</b>	600	102	198	96
<b>PHONE &amp; INTERNET</b>	15,080	2,512	2,317	(195)
<b>POSTAGE</b>	2,100	350	361	11
<b>LEGAL</b>	19,200	3,198	5,257	2,059
<b>CRIMINAL BACKGROUND CHECKS</b>	1,200	200	159	(41)
<b>LEGAL-RAD</b>	4,000	666	-	(666)
<b>TRAVEL</b>	70	12	-	(12)
<b>TRAINING</b>	2,000	334	725	391

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Nov 2023



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU November</b>	<b>ACTUAL THRU November</b>	<b>VARIANCE THRU November</b>
<b>ACCOUNTING</b>	30,000	5,000	5,000	-
<b>MANAGEMENT FEES</b>	180,000	30,000	22,924	(7,076)
<b>MISCELLANEOUS-SUNDRY</b>	13,920	2,316	2,599	283
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$ 373,300	\$ 62,218	\$ 47,976	\$ (14,242)
<b>OTHER TENANT SERVICES</b>	\$ 5,000	\$ 832	\$ 400	\$ (432)
<b>TENANT SVCS - BEHAVIORAL HEALTH</b>	39,100	6,518	-	(6,518)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 44,100	\$ 7,350	\$ 400	\$ (6,950)
<b>WATER/SEWER</b>	\$ 106,000	\$ 17,668	\$ 19,213	\$ 1,545
<b>ELECTRIC</b>	112,060	18,680	13,095	(5,585)
<b>GAS</b>	57,230	9,538	4,951	(4,587)
<b>GARBAGE/TRASH REMOVAL</b>	-	-	108	108
<b>TOTAL UTILITY EXPENSES</b>	\$ 275,290	\$ 45,886	\$ 37,366	\$ (8,520)
<b>MAINTENANCE LABOR</b>	\$ 107,550	\$ 17,924	\$ 9,940	\$ (7,984)
<b>MAINT. MATERIALS</b>	104,860	17,490	5,343	(12,147)
<b>MAINT. CONTRACT COSTS</b>	226,440	37,744	18,761	(18,983)
<b>EMPLOYEE BENEFITS</b>	88,820	14,806	6,831	(7,975)
<b>TOTAL MAINTENANCE</b>	\$ 527,670	\$ 87,964	\$ 40,875	\$ (47,089)
<b>INSURANCE</b>	\$ 100,940	\$ 16,822	\$ 16,544	\$ (278)
<b>FLOOD INSURANCE</b>	42,150	7,024	5,781	(1,243)
<b>BAD DEBTS</b>	5,930	988	988	-
<b>COMPENSATED ABSENCES</b>	1,500	252	252	-
<b>PAYMENT IN LIEU OF TAXES</b>	35,680	5,946	5,946	-
<b>PENSION</b>	10,690	1,782	1,782	-
<b>RETIREE BENEFITS</b>	16,000	2,666	1,356	(1,310)
<b>TOTAL OTHER EXPENSES</b>	\$ 212,890	\$ 35,480	\$ 32,649	\$ (2,831)
<b>TOTAL EXPENDITURES</b>	\$ 1,433,250	\$ 238,898	\$ 159,266	\$ (79,632)
<b>Replacement Reserve</b>	\$ 45,890	\$ 7,648	\$ 7,663	\$ 15
<b>PROFIT</b>	\$ 25,210	\$ 4,186	\$ 37,360	\$ 33,174



Commissioner's Report - Property Detail

Month Ending: Nov 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
<b>INCOME</b>												
DWELLING RENTAL	\$ 195,920	\$ 32,654	\$ 33,162	\$ 508	\$ 162,220	\$ 27,036	\$ 28,215	\$ 1,179	\$ 274,000	\$ 45,666	\$ 53,318	\$ 7,652
TOTAL TENANT REVENUE	\$ 195,920	\$ 32,654	\$ 33,162	\$ 508	\$ 162,220	\$ 27,036	\$ 28,215	\$ 1,179	\$ 274,000	\$ 45,666	\$ 53,318	\$ 7,652
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 33,334	\$ 28,113	\$ (5,221)
PBV HAP SUBSIDY	167,110	27,852	28,347	495	190,130	31,688	32,642	954	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	200,000	33,334	-	(33,334)
CDBG INCOME	15,500	2,584	-	(2,584)	10,400	1,734	-	(1,734)	13,200	2,200	-	(2,200)
TOTAL HUD FUNDING	\$ 182,610	\$ 30,436	\$ 28,347	\$ (2,089)	\$ 200,530	\$ 33,422	\$ 32,642	\$ (780)	\$ 413,200	\$ 68,868	\$ 28,113	\$ (40,755)
INVESTMENT INCOME-UNRESTRICTED	\$ -	\$ -	\$ 71	\$ 71	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 20	\$ 51	\$ 31
NONDWELLING RENTAL INCOME	62,400	10,400	-	(10,400)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	384	-	(384)	-	-	-	-	3,000	500	-	(500)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	500	-	(500)
OTHER INCOME-MISCELLANEOUS	930	158	90	(68)	-	-	100	100	4,120	688	180	(508)
TOTAL INCOME	\$ 444,160	\$ 74,032	\$ 61,670	\$ (12,362)	\$ 362,750	\$ 60,458	\$ 60,957	\$ 499	\$ 697,440	\$ 116,242	\$ 81,662	\$ (34,580)
<b>EXPENSES</b>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ 11,870	\$ 1,978	\$ 1,480	\$ (498)	\$ 7,630	\$ 1,272	\$ 951	\$ (321)	\$ 22,890	\$ 3,816	\$ 2,854	\$ (962)
PAYROLL TAXES - ADMIN	1,070	178	124	(54)	690	116	79	(37)	2,060	344	238	(106)
HEALTH BENEFITS - ADMIN	5,500	916	-	(916)	4,500	750	-	(750)	15,000	2,500	-	(2,500)
TOTAL ADMINISTRATIVE SALARIES	\$ 18,440	\$ 3,072	\$ 1,603	\$ (1,469)	\$ 12,820	\$ 2,138	\$ 1,031	\$ (1,107)	\$ 39,950	\$ 6,660	\$ 3,092	\$ (3,568)

# Commissioner's Report - Property Detail

Month Ending: Nov 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
AUDIT FEES	\$ 4,200	\$ 700	\$ 700	\$ -	\$ 2,700	\$ 450	\$ 450	\$ -	\$ 8,100	\$ 1,350	\$ 1,350	\$ -
ADVERTISING	420	70	-	(70)	270	46	-	(46)	810	136	-	(136)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 84	\$ -	\$ (84)	\$ 500	\$ 84	\$ -	\$ (84)	\$ 2,000	\$ 334	\$ -	\$ (334)
CONSULTANTS-RAD	500	84	-	(84)	530	88	-	(88)	10,000	1,666	-	(1,666)
CONVERSION												
COPIER	740	124	-	(124)	480	80	-	(80)	1,440	240	-	(240)
DUES & PUBLICATIONS	170	28	59	31	200	34	38	4	360	60	113	53
OFFICE SUPPLIES	200	34	55	21	200	34	36	2	200	34	107	73
PHONE & INTERNET	4,260	710	636	(74)	6,220	1,036	453	(583)	4,600	766	1,227	461
POSTAGE	600	100	101	1	400	66	65	(1)	1,100	184	195	11
LEGAL	5,000	832	2,252	1,420	2,600	434	590	156	11,600	1,932	2,415	483
CRIMINAL BACKGROUND	300	50	78	28	300	50	-	(50)	600	100	81	(19)
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	666	-	(666)
TRAVEL	20	4	-	(4)	10	2	-	(2)	40	6	-	(6)
TRAINING	500	84	-	(84)	500	84	-	(84)	1,000	166	725	559
ACCOUNTING	8,400	1,400	1,400	-	5,400	900	900	-	16,200	2,700	2,700	-
MANAGEMENT FEES	30,400	5,066	5,343	277	32,400	5,400	3,435	(1,965)	117,200	19,534	14,146	(5,388)
MISCELLANEOUS-	4,280	716	999	283	3,540	586	383	(203)	6,100	1,014	1,217	203
SUNDRY												
TOTAL ADMINISTRATIVE EXPENSES	\$ 78,930	\$ 13,158	\$ 13,227	\$ 69	\$ 69,070	\$ 11,512	\$ 7,381	\$ (4,131)	\$ 225,300	\$ 37,548	\$ 27,369	\$ (10,179)
OTHER TENANT SERVICES	\$ 2,500	\$ 416	\$ 400	\$ (16)	\$ 1,200	\$ 200	\$ -	\$ (200)	\$ 1,300	\$ 216	\$ -	\$ (216)
TENANT SVCS - BEHAVIORAL HEALTH	15,500	2,584	-	(2,584)	10,400	1,734	-	(1,734)	13,200	2,200	-	(2,200)
TOTAL OTHER TENANT SERVICES	\$ 18,000	\$ 3,000	\$ 400	\$ (2,600)	\$ 11,600	\$ 1,934	\$ -	\$ (1,934)	\$ 14,500	\$ 2,416	\$ -	\$ (2,416)

Commissioner's Report - Property Detail

Month Ending: Nov 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
WATER/SEWER	\$ 20,750	\$ 3,458	\$ 3,051	\$ (407)	\$ 17,490	\$ 2,916	\$ 4,887	\$ 1,971	\$ 67,760	\$ 11,294	\$ 11,275	\$ (19)
ELECTRIC	80,460	13,410	9,929	(3,481)	14,930	2,490	932	(1,558)	16,670	2,780	2,233	(547)
GAS	-	-	-	-	6,780	1,130	583	(547)	50,450	8,408	4,368	(4,040)
GARBAGE/TRASH	-	-	108	108	-	-	-	-	-	-	-	-
REMOVAL												
TOTAL UTILITY EXPENSES	\$ 101,210	\$ 16,868	\$ 13,088	\$ (3,780)	\$ 39,200	\$ 6,536	\$ 6,402	\$ (134)	\$ 134,880	\$ 22,482	\$ 17,876	\$ (4,606)
MAINTENANCE LABOR	\$ 30,110	\$ 5,018	\$ 2,783	\$ (2,235)	\$ 19,360	\$ 3,226	\$ 1,789	\$ (1,437)	\$ 58,080	\$ 9,680	\$ 5,368	\$ (4,312)
MAINT. MATERIALS	18,000	3,004	2,629	(375)	64,700	10,788	859	(9,929)	22,160	3,698	1,855	(1,843)
MAINT. CONTRACT COSTS	88,290	14,718	10,425	(4,293)	56,850	9,476	3,619	(5,857)	81,300	13,550	4,717	(8,833)
EMPLOYEE BENEFITS	24,870	4,146	1,913	(2,233)	15,980	2,664	1,230	(1,434)	47,970	7,996	3,689	(4,307)
TOTAL MAINTENANCE	\$ 161,270	\$ 26,886	\$ 17,750	\$ (9,136)	\$ 156,890	\$ 26,154	\$ 7,497	\$ (18,657)	\$ 209,510	\$ 34,924	\$ 15,629	\$ (19,295)
INSURANCE	\$ 28,580	\$ 4,764	\$ 4,236	\$ (528)	\$ 23,500	\$ 3,916	\$ 3,241	\$ (675)	\$ 48,860	\$ 8,142	\$ 9,067	\$ 925
FLOOD INSURANCE	4,720	786	781	(5)	4,430	738	716	(22)	33,000	5,500	4,284	(1,216)
BAD DEBTS	2,500	416	416	-	930	156	156	-	2,500	416	416	-
COMPENSATED ABSENCES	500	84	84	-	500	84	84	-	500	84	84	-
PAYMENT IN LIEU OF TAXES	9,470	1,578	1,578	-	12,300	2,050	2,050	-	13,910	2,318	2,318	-
PENSION	3,000	500	500	-	2,430	406	406	-	5,260	876	876	-
RETIREE BENEFITS	4,480	746	380	(366)	2,880	480	244	(236)	8,640	1,440	732	(708)
TOTAL OTHER EXPENSES	\$ 53,250	\$ 8,874	\$ 7,975	\$ (899)	\$ 46,970	\$ 7,830	\$ 6,897	\$ (933)	\$ 112,670	\$ 18,776	\$ 17,777	\$ (999)
TOTAL EXPENDITURES	\$ 412,660	\$ 68,786	\$ 52,440	\$ (16,346)	\$ 323,730	\$ 53,966	\$ 28,177	\$ (25,789)	\$ 696,860	\$ 116,146	\$ 78,650	\$ (37,496)
Replacement Reserve	\$ 27,760	\$ 4,626	\$ 4,641	\$ 15	\$ 18,130	\$ 3,022	\$ 3,022	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 3,740	\$ 620	\$ 4,590	\$ 3,970	\$ 20,890	\$ 3,470	\$ 29,758	\$ 26,288	\$ 580	\$ 96	\$ 3,012	\$ 2,916

# **Ocean City Housing Authority**

## **Administrative Report**

**DATE:** December 7, 2023

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for November 2023)

**PERIOD:** November 15, 2023, to December 6, 2023

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### **Bayview Manor – Fire**

*On October 26, 2023, a small fire occurred in one unit on the 3<sup>rd</sup> 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.*

**Please see the next page for Bayview Renovation Projects:**

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## 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: 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Floors - new common area flooring is complete and handrails have been refinished; The 5<sup>th</sup> 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 5<sup>th</sup> 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 1<sup>st</sup> & 5<sup>th</sup> floors; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1<sup>st</sup> floor; Work is scheduled to resume about May 18, 2023;

June update: ACM work and monitoring in the 5<sup>th</sup> 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 5<sup>th</sup> floor; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1<sup>st</sup> floor; Work is scheduled to be completed on the 5<sup>th</sup> floor on or about June 28, 2023; Ceiling anchors will be installed on the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 is in the setup phase; not all pieces have been received. The address for the Housing Authority is currently in process of formally being changed to Bayview Manor.*

## **Bayview – Renovation Projects (continued)**

<b>Bayview Manor Landscaping Project</b>	<b>Project Specifications are being developed for hopeful Fall plantings;</b>	<p><b>August Update: A meeting with the landscape architect is being scheduled;</b></p> <p><b>September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work;</b></p> <p><b>October Update: Specifications for this project are in review; This work will likely be completed in the spring;</b></p> <p><b>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;</b></p> <p><b>December update: New plantings are planned for April 2023;</b></p> <p><b>January update: New plantings are planned for April 2023;</b></p> <p><b>February update: New plantings are planned for April 2023;</b></p> <p><b>March update: This project has been placed on hold pending the outcome of the needed funds for to complete the Bayview Manor renovations;</b></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"><b>Design Phase of the Redevelopment of Peck's Beach Family</b></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 1<sup>st</sup>; 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 2<sup>nd</sup>; The second resident meeting was held on March 7<sup>th</sup>; 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 5<sup>th</sup> meeting;</p>	<ul style="list-style-type: none"> <li>June 2021- Award Special Architectural and Engineering (Electrical &amp; Mechanical) Services</li> <li>Award Special Engineering (Civil) Services</li> </ul> <p><b>April update: The presentation to the Planning Board was held on April 5<sup>th</sup>. The presentation was well received with votes for approval of the plan;</b></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 is 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 &amp; Geo-Technical field work has been completed; reports are still pending.</p>	<p><b>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.</b></p> <p><b>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.</b></p> <p><b>September update: Bids were received on September 12, 2023 &amp; were rejected due to over budget; are being evaluated by the Project Team.</b></p> <p><b>October update: Bids were rejected for being over budget; Bidding is expected to begin in November 2023;</b></p> <p><b>November update: The bid package is under review with the OCHA team and is gathering responses to the Comptroller's office;</b></p> <p><i>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 are working diligently to resolve the remaining issues.</i></p>

## **Board of Commissioners –Rutgers Training Program Status**

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



**Program Statistics Report**
**10/2023 - 9/2024**
**2023  
NOV**
**2023  
OCT**

<b><u>Tenant Accounts Receivable</u></b>		
Number of “non-payment of rent” cases referred to the solicitor	<b>0</b>	<b>2</b>
<b><u>Unit Inspections</u></b>		
Total number of units to be inspected in fiscal year	<b>119</b>	<b>119</b>
Number of inspections completed this month - all sites (include BB insp.)	<b>119</b>	<b>0</b>
Total number of units inspected year-to-date - all sites	<b>238</b>	<b>119</b>
<b><u>Occupancy</u></b>		
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	<b>325</b>	<b>110</b>
Annual Unit Turnaround Time (For Fiscal Year)	<b>868</b>	<b>219</b>
Monthly - Number of Vacancies Filled (this month)	<b>2</b>	<b>2</b>
Monthly - Average unit turnaround time in days for Lease up	<b>240</b>	<b>28</b>
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	<b>68</b>	<b>77</b>
PIC Score	<b>92.50%</b>	<b>95.50%</b>
<b><u>Vacancies - At end of Month</u></b>		
Bay View Manor	<b>2</b>	<b>3</b>
Speitel Commons	<b>0</b>	<b>0</b>
Peck's Beach Family	<b>0</b>	<b>1</b>
Total	<b>2</b>	<b>4</b>
Occupancy Rate	<b>98.35%</b>	<b>96.69%</b>
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>		
Total Hours (Summarized Quarterly)		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	<b>4.58</b>	<b>0.02</b>
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	<b>2.30</b>	<b>0.02</b>
<b><u>Rent Roll</u></b>		
Bay View Manor - Elderly/Disabled	<b>\$15,187</b>	<b>\$16,376</b>
Speitel Commons - Elderly/Disabled	<b>\$13,654</b>	<b>\$14,063</b>
Peck's Beach - Family	<b>\$33,355</b>	<b>\$32,762</b>
Total Rent Roll	<b>\$62,196</b>	<b>\$63,201</b>
<b><u>Waiting List Applicants - (0,1,4 bedroom lists open 11/8-12/6)</u></b>		
Families - <b>Ocean City Preference</b>	<b>13</b>	<b>13</b>
Families - No Ocean City Preference	<b>177</b>	<b>177</b>
Elderly (Seniors - 62+)/Disabled - <b>Ocean City Preference</b>	<b>5</b>	<b>4</b>
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	<b>151</b>	<b>142</b>
<b><u>Maintenance Department</u></b>		
Average work order turnaround time in days - Tenant Generated	<b>0.08</b>	<b>0.15</b>
Total Tenant Generated Work Orders	<b>25</b>	<b>11</b>
Number of routine work orders written this month	<b>105</b>	<b>146</b>
Number of outstanding work orders from previous month	<b>742</b>	<b>731</b>
Total number of work orders to be addressed this month	<b>878</b>	<b>889</b>
Total number of work orders completed this month	<b>160</b>	<b>147</b>
Total number of work orders left outstanding	<b>718</b>	<b>742</b>
Number of emergency work orders written this month	<b>6</b>	<b>1</b>
Total number of work orders written year-to-date	<b>294</b>	<b>158</b>
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	<b>0</b>	<b>0</b>
<b><u>Real Estate Assessment Center (REAC) Scores</u></b>		
Year-End 2018 - Audited - Remains static due to RAD Application	<b>68</b>	<b>68</b>

**Ocean City Housing Authority**  
**Cash Report**  
**As of November 30, 2023**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 11/30/2023	\$1,137,772.65
<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 11/2023	
	Current \$12,644.83
	Past \$3,027.36

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$6,933.44
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$225,421.72
Reimbursement for Pecks Family Redevelopment - City of OC	\$0.00

Less: Bill List payments - Dec 2023 (\$327,936.94)

Accrued Expenses - Total from detail below (\$31,033.33)

<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	2	23,848.33
Bad Debt	5,930.00	2	988.33
Comp Absences	1,500.00	2	250.00
P.I.L.O.T.	35,680.00	2	5,946.67
Net Accrual	186,200.00		31,033.33

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

Net Cash Balance \$1,127,014.73

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 79,633	14.29	Months
Per Day	\$ 2,654	425	Days

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

RESOLUTION NO. 2023-72  
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 \$327,936.94.

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: December 13, 2023

VOTE:

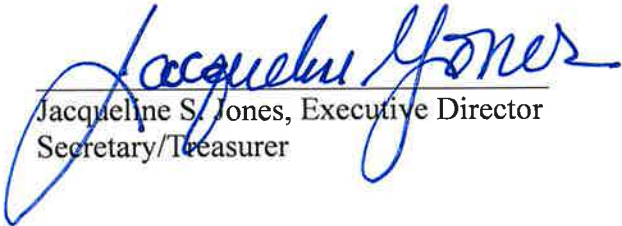
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall				✓		
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

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 December 13, 2023 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

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

**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
EFT #7	ACE PLUMBING	Maintenance supplies	\$ 15.00
EFT #8	SOUTH JERSEY GLASS & DOOR	BVM building repairs	\$ 527.00
1618	JACQUELINE JONES	FYE 9/30/2023 expenses	\$ 3,281.44
1619	PETTY CASH	FYE 9/30/2023 expenses	\$ 182.95
1620	CDW GOVERNMENT	Computer parts	\$ 403.13
1621	DRAIN DOCTOR	Plumbing svc - PBF	\$ 465.00
1622	HD SUPPLY	Maintenance supplies	\$ 763.34
1623	THE HOME DEPOT PRO	Maintenance supplies	\$ 2,801.12
1624	VERIZON	Office phones - 10/11-11/10/23	\$ 272.47
1625	VERIZON WIRELESS	Cell phones - Oct 2023	\$ 263.13
1626	WB MASON	Office supplies	\$ 43.01
1629	COMCAST	Speitel Internet 10/27-11/26/23	\$ 44.00
1630	SOUTH JERSEY CULLIGAN WATER	Nov 2023 water cooler	\$ 10.00
1639	WALLACE HARDWARE	Maintenance supplies	\$ 8.99
	ADVANCED ENVIRO SYS	Dumpster/compactor repair	\$ 1,401.38
	ATLANTIC CITY ELECTRIC	Nov 2023 electric svc	\$ 11,610.98
	LINDA AVENA	December 2023 accounting svcs	\$ 2,500.00
	CALL EXPERTS	Dec 2023 answering svc	\$ 233.58
	CARAHSOFT TECHNOLOGY	Monthly svc fee	\$ 29.98
	CHUTE MASTER	Trash chute cleaning	\$ 590.00
	CLEAN SWEEP SVCS	BVM/Sp building cleaning	\$ 3,110.00
	COMCAST	Speitel Internet 11/27-12/26/23	\$ 166.21
	CUSTOM GRAPHICS	Maint sweatshirts/t-shirts	\$ 473.96
	FLORENCE DRISCOLL	Dec 2023 Tenant services	\$ 200.00
	ELDER PEST CONTROL	Extermination svcs	\$ 2,431.00
	FEDERAL EXPRESS	Nov 2023 package delivery	\$ 19.41
	WW GRAINGER	Uniform pants	\$ 270.80
	ASHLEY HARRIS	Dec 2023 BVM/Speitel cleaning	\$ 200.00
	ROBERT HARRIS	Dec 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
	HD SUPPLY	Maint supplies	\$ 251.87
	THE HOME DEPOT PRO	Maint supplies	\$ 3,709.36
	JOHN J SPITZ	Nov/Dec 2023 copay reimb; Dec 2023 medicare reimb	\$ 310.20
	MAX COMMUNICATIONS	Wiring for office & conference rm space	\$ 2,528.65
	NATIONAL TENANT NETWORK	Applicant background checks	\$ 134.00
	NJ AMERICAN WATER	Nov 2023 water/sewer svc	\$ 9,202.49
	ROBERT L ROWELL	Dec 2023 maint contract grounds services	\$ 200.00
	SHOEMAKER LUMBER	Maint supplies	\$ 2.80
	SOUTH JERSEY GAS	Nov 2023 gas	\$ 444.42
	TK ELEVATOR	BVM elevator repair & Dec svc contract	\$ 2,709.36
	VERIZON CONNECT	Dec 2023 vehicle tracking	\$ 36.40
	VERIZON	Nov 2023 telephone svc	\$ 148.38
	VINELAND HOUSING AUTHORITY	Additional mgmt fee fye 9/2023; Nov 2023 office/maint svcs & postage; Dec 2023 mgmt fee	\$ 29,242.41
	WALLACE HARDWARE	Maint supplies	\$ 65.97
	WATSON REGENCY CONDO	Hotel stay for residents of fire damaged units	\$ 3,293.00
	WEAVER'S EQUIPMENT	Maint supplies	\$ 69.00
ACH	ADP	12/1/23 payroll & taxes	\$ 6,145.12
ACH	ADP	12/1/23 payroll invoice	\$ 91.07
ACH	NJ DIV OF PENSIONS & BENEFITS	Nov 2023 pension deductions	\$ 338.68
ACH	OCEAN CITY HOUSING AUTHORITY	Reserve account deposit for Dec 2023	\$ 3,824.00
ACH	VERIZON	BVM elevator telephone svc	\$ 248.72
ACH	PNC BANK FEE - NOV 2023		\$ 68.00
	<b>TOTAL DEC DISBURSEMENTS COCC (cocstur)</b>		<b>\$ 102,515.22</b>
	<b>TOTAL DEC DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)</b>		<b>\$ -</b>
	<b>TOTAL DEC DISBURSEMENTS CONSTR ACCT (sturcons)</b>		<b>\$ 225,421.72</b>
	<b>TOTAL DEC DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)</b>		<b>\$ -</b>
	<b>TOTAL BILL LIST - DEC 2023</b>		<b>\$ 327,936.94</b>

**BANK: BAYVIEW/SPEITEL OPERATING (rad\_bayview & rad\_speitel)**

Check/Wire #	Vendor	Invoice Notes	Total Amount
	<b>TOTAL DEC DISBURSEMENTS (sturbvm)</b>		<b>\$ -</b>

**BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad\_bayview & rad\_speitel)**

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

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 ReDECations; pymt app #11, Draw #39	216,944.36
	THE BROOKE GROUP	Inv #OCHA-09-23	8,225.00
	<b>TOTAL DEC DISBURSEMENTS (sturcons)</b>		<b>\$ 225,421.72</b>

**BANK: PBFAMILY GENERAL FUND (pbfamily)**

Check/Wire #	Vendor	Invoice Notes	Total Amount
	<b>TOTAL DEC DISBURSEMENTS (sturgen)</b>		<b>\$ -</b>



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

RESOLUTION NO. 2024-73

A Resolution Approving Dates for 2024 Board Meetings

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority officially meets on the third Tuesday of each month at 4:00 p.m. unless noted below; and,

WHEREAS, the list of dates below identifies those Tuesday throughout the year, 2024, on which Board meetings have been scheduled; and,

Tuesday, January 16, 2024  
Tuesday, February 20, 2024  
Tuesday, March 19, 2024  
Tuesday, April 16, 2024  
Tuesday, May 21, 2024  
Tuesday, June 18, 2024  
Tuesday, July 16, 2024  
Tuesday, August 20, 2024  
Tuesday, September 17, 2024  
Tuesday, October 15, 2024  
Tuesday, November 19, 2024  
Tuesday, December 17, 2024

WHEREAS, this list will be forwarded to the City of Ocean City’s Clerk and will be published in *The Press of Atlantic City and the Daily Journal – Vineland Edition* well in advance of the January 2024 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the schedule of dates as listed above for the year 2024.

ADOPTED: December 13, 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 December 13, 2023 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

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

RESOLUTION NO. 2023-74  
Resolution Appointing Jacqueline Jones as the Housing Authority of Ocean City’s Fund  
Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF)  
for the Fund Year 2024

WHEREAS, the Housing Authority of the City of Ocean City is a member of the New Jersey Public Housing Joint Insurance Fund; and,

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its’ representative to said Fund; and


NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby appoints Jacqueline S. Jones as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2024.

ADOPTED: December 13, 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 December 13, 2023 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

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

**RESOLUTION NO. 2023-75  
Appointing Risk Management Consultant**

**WHEREAS**, the Ocean City Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund, and;

**WHEREAS**, the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds require that each municipality appoint a Risk Management Consultant to perform various professional services as detailed in the By-laws; and;

**WHEREAS**, the bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditures represents reasonable compensation for the services required and was included the cost considered by the governing body, and;

**WHEREAS**, NJSA 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service and;

**WHEREAS**, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Ocean City does hereby appoint Thomas H. Heist Insurance Agency as its Risk Management Consultant for the calendar year 2024 in accordance with 40A:11-5; and

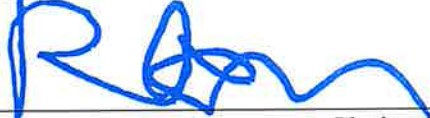
**BE IT FURTHER RESOLVED** that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA:11-5(1), (a), (i).

**ADOPTED:** December 13, 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 December 13, 2023 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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



## **RISK MANAGEMENT CONSULTANT'S AGREEMENT**

***THIS AGREEMENT*** entered into this 1st day of January, 24 between the Housing Authority of the City of Ocean City (hereinafter referred to as the AUTHORITY) and Thomas H. Heist Insurance Agency (hereinafter referred to as the CONSULTANT).

**WHEREAS**, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

**WHEREAS**, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on December 13, 2023 and;

**NOW, THEREFORE**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
  - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
  - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
  - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
  - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
  - f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
  - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
  - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
  - i. Perform any other risk management related services required by the FUND's bylaws.

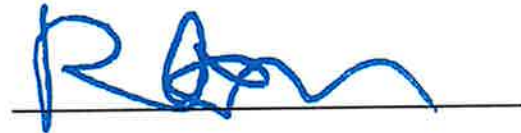
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
  - a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
  - b. For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
  - c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \$100 per hour, in addition to actual expenses incurred.
3. The of this Agreement shall be one (1) year beginning on 1st day of January 2024 and ending on 31st day of December, 2024. However, this agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

**ATTEST:**


  
ATTEST:

  
\_\_\_\_\_

**AUTHORITY:**

  
\_\_\_\_\_

**CONSULTANT:**

  
\_\_\_\_\_

Kevin Kreiser, Production Manager  
THH Heist an Alera Group Agency

**Note:** This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action language, etc.