

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



635 West Avenue
Ocean City, New Jersey 08226

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

Jacqueline S. Jones, Executive Director

April 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, April 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, April 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 March 19, 2024
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: **(cash report included)**
 - # 2024-17 Approval of Monthly Expenses **(updated)**
 - # 2024-18 Authorizing Payments of Draw #43 Speitel/Bayview
 - # 2024-19 Authorizing Payments of Draw #13 Pecks Beach
 - # 2024-20 Award Janitorial Cleaning Services Contract
 - # 2024-21 Authorizing entering into a Contract agreement with GOGO Security

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

March 19, 2024 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held March 19, 2024, at 4:00 p.m. at the Administrative Offices – 635 West Avenue, 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	(Absent)
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	
Commissioner Brian Broadley	(Absent)
Chairperson Robert Barr	

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

Minutes – Chairperson Barr requested a motion to approve the Regular Meeting minutes from February 20, 2024. Motion made by Commissioner McCall and seconded by Commissioner Jackson. The following vote was taken:

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

Treasurer's Report

Linda Cavallo the Financial Report for the five months ending February 2024. Brief discussion regarding the shortfall income. **Motion to approve the Treasurer's report** made by Commissioner McCall and seconded by Commissioner Jackson. The following vote was taken:

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

Executive Director’s Report

Mrs. Jones asked Ron Miller to provide an update on the construction projects. Ron Miller stated regarding the fire at Bayview, the asbestos abatement contract was awarded for the two units involved. Permits are being obtained and work is expected to begin in the middle of April. It should only take about 2 weeks to complete. Once this is completed then the restoration company can finish rehabbing the units.

In regard to the Bayview renovations, the elevators are still under construction. They are still working on car #2. They should be switching cars in the next few weeks. The State has to inspect it before it can be put into service.

Ron Miller turned the meeting over to Mr. Watson for an update on Pecks Beach Redevelopment. 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 in regard to the OSE approval. He believes he has the document narrowed down to 21 “punch items” that need to be completed. The goal is to send the documents out on Friday to the OSE for final overview.

Mrs. Jones reported that the City of Ocean City is looking for some office space for their social worker. She is currently housed in the police department and there are planned renovations for that space. The City asked OCHA about the Pecks Beach office over on 4th Street. Ron and Mrs. Jones met with the social worker and the department head at the Pecks Beach office just before this meeting and the OCHA believes it can accommodate them based on the approval of the Board. The City attorney will prepare a shared services agreement, which will be presented to the Board for approval. The Pecks Beach office is still open and it will remain open until it is no longer there. The social worker will also be able to take walk-ins and she also has an emergency food pantry that we can accommodate.

Mrs. Jones informed the Board that a Site Manager for OCHA has been hired. Her name is Jacqueline Watson. She is from Egg Harbor Township and she has a lot of experience in housing. Her start date is Tuesday. The Authority is excited to have her and she is also excited to start. Ron has a training schedule for her. She will be in Vineland for several days training with some of the staff and she will also be at the OCHA for training. She will permanently be at the OCHA office. Mrs. Jones stated she will most likely have Ms. Watson attend the Board Meetings in case there is anything she can offer to the Board.

Commissioner Jackson stated she is happy the 4th Street office will remain open and asked if the conference room be available for family activities. Mrs. Jones stated yes it will be kept open and there is a need for space to be able to meet with the families during this redevelopment process as there are required meetings along with other meetings that are not required. It will also be important for relocation counseling and consultation.

Commissioner Henry asked if the Board would start seeing a statistics report for the Scattered Sites in the future. Mrs. Jones stated she can start including one in the OCCDC board packet.

Commissioner Jackson asked how many family units there are and how many in total there will be. Mrs. Jones stated there are 40 family units and eventually there will be a total of 60.

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

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2024-12
Resolution to Approve Monthly Expenses

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$261,720.81. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed the bill list. The following vote was taken:

Commissioner Robert Halliday	(Absent)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes with exception of Acenda invoices)
Commissioner Brian Broadley	(Absent)
Chairperson Robert Barr	(Yes)

Resolution #2024-13
Awarding Pest Control Services

Chairperson Barr called for a motion to approve Resolution #2024-13. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Ron Miller provided a brief explanation regarding the bidding and contract. The following vote was taken:

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

Resolution #2024-14
Authorizing Payment of Draw 42 – Speitel/Bayview

Chairperson Barr called for a motion to approve Resolution #2024-14. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones reviewed the draw. The following vote was taken:

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

Resolution #2024-15
Authorizing Payment of Draw 12 Pecks Beach

Chairperson Barr called for a motion to approve Resolution #2024-15. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones reviewed the draw. The following vote was taken:

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

Resolution #2024-16
Awarding Special Legal Services – Landlord/Tenant

Chairperson Barr called for a motion to approve Resolution #2024-16. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller stated the Landlord/Tenant counsel contract was awarded back in September of 2023 for a one-year period and technically the contract should still be valid. Unfortunately, the counsel that was working at that firm left the firm and the firm did not have anyone to represent landlord/tenant matters. Brown and Connery stepped in in the interim. The Authority put an RFP out for a new term April 1, 2024 through March 31, 2025. There was only one response from Robinson and Robinson, LLC of Millville, NJ. This firm has experience with other Housing Authorities in landlord/tenant matters. The following vote was taken:

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

No need for Executive Session.

Chairperson Barr requested comments from the public. No Comments.

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 McCall; seconded by Commissioner Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:22 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
<u>INCOME</u>				
DWELLING RENTAL	\$ 632,140	\$ 316,068	\$ <u>343,193</u>	\$ 27,125
OTHER TENANT-EXCESS UTILITIES	-	-	<u>284</u>	284
TOTAL TENANT REVENUE	<u>\$ 632,140</u>	<u>\$ 316,068</u>	<u>\$ 343,477</u>	<u>\$ 27,409</u>
HUD OPERATING SUBSIDY	\$ 200,000	\$ 100,002	\$ <u>82,663</u>	\$ (17,339)
PBV HAP SUBSIDY	357,240	178,620	<u>182,933</u>	4,313
HUD CAPITAL FUNDS-OPERATIONS	200,000	100,002	<u>50,000</u>	(50,002)
CDBG INCOME	39,100	19,554	<u>5,817</u>	(13,737)
TOTAL HUD FUNDING	<u>\$ 796,340</u>	<u>\$ 398,178</u>	<u>\$ 321,413</u>	<u>\$ (76,765)</u>
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 60	\$ <u>294</u>	\$ 234
NONDWELLING RENTAL INCOME	62,400	31,200	-	(31,200)
OTHER INCOME-LAUNDRY	5,300	2,652	<u>1,313</u>	(1,339)
OTHER INCOME-FRAUD RECOVERY	3,000	1,500	-	(1,500)
OTHER INCOME-MISCELLANEOUS	5,050	2,538	<u>14,213</u>	11,675
TOTAL INCOME	<u>\$ 1,504,350</u>	<u>\$ 752,196</u>	<u>\$ 680,709</u>	<u>\$ (71,487)</u>
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ 42,390	\$ 21,198	\$ <u>14,899</u>	\$ (6,299)
PAYROLL TAXES - ADMIN	3,820	1,914	<u>1,238</u>	(676)
HEALTH BENEFITS - ADMIN	25,000	12,498	-	(12,498)
TOTAL ADMINISTRATIVE SALARIES	<u>\$ 71,210</u>	<u>\$ 35,610</u>	<u>\$ 16,136</u>	<u>\$ (19,474)</u>
AUDIT FEES	\$ 15,000	\$ 7,500	\$ <u>7,500</u>	-
ADVERTISING	1,500	756	<u>164</u>	(592)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,000	\$ 1,506	\$ <u>2,034</u>	\$ 528
CONSULTANTS-RAD CONVERSION	11,030	5,514	-	(5,514)
COPIER	2,660	1,332	-	(1,332)
DUES & PUBLICATIONS	730	366	<u>210</u>	(156)
OFFICE SUPPLIES	600	306	<u>564</u>	258
PHONE & INTERNET	15,080	7,536	<u>9,952</u>	2,416
POSTAGE	2,100	1,050	<u>1,674</u>	624
LEGAL	19,200	9,594	<u>12,595</u>	3,001
CRIMINAL BACKGROUND CHECKS	1,200	600	<u>515</u>	(85)
LEGAL-RAD	4,000	1,998	-	(1,998)
TRAVEL	70	36	-	(36)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
TRAINING	2,000	1,002	<u>725</u>	(277)
ACCOUNTING	30,000	15,000	<u>15,000</u>	-
MANAGEMENT FEES	180,000	90,000	<u>108,926</u>	18,926
MISCELLANEOUS-SUNDRY	13,920	6,948	<u>13,922</u>	6,974
TOTAL ADMINISTRATIVE EXPENSES	\$ 373,300	\$ 186,654	\$ 189,917	\$ 3,263
OTHER TENANT SERVICES	\$ 5,000	\$ 2,496	\$ <u>4,493</u>	\$ 1,997
TENANT SVCS - BEHAVIORAL HEALTH	39,100	19,554	<u>5,817</u>	(13,737)
TOTAL OTHER TENANT SERVICES	\$ 44,100	\$ 22,050	\$ 10,310	\$ (11,740)
WATER/SEWER	\$ 106,000	\$ 53,004	\$ <u>57,744</u>	\$ 4,740
ELECTRIC	112,060	56,040	<u>75,623</u>	19,583
GAS	57,230	28,614	<u>28,530</u>	(84)
GARBAGE/TRASH REMOVAL	-	-	<u>108</u>	108
TOTAL UTILITY EXPENSES	\$ 275,290	\$ 137,658	\$ 162,005	\$ 24,347
MAINTENANCE LABOR	\$ 107,550	\$ 53,772	\$ <u>44,486</u>	\$ (9,286)
MAINT. MATERIALS	104,860	52,470	<u>19,491</u>	(32,979)
MAINT. CONTRACT COSTS	226,440	113,232	<u>81,654</u>	(31,578)
EMPLOYEE BENEFITS	88,820	44,418	<u>21,796</u>	(22,622)
TOTAL MAINTENANCE	\$ 527,670	\$ 263,892	\$ 167,426	\$ (96,466)
INSURANCE	\$ 100,940	\$ 50,466	\$ <u>49,632</u>	\$ (834)
FLOOD INSURANCE	42,150	21,072	<u>17,343</u>	(3,729)
BAD DEBTS	5,930	2,964	<u>3,449</u>	485
COMPENSATED ABSENCES	1,500	756	<u>756</u>	-
PAYMENT IN LIEU OF TAXES	35,680	17,838	<u>17,838</u>	-
PENSION	10,690	5,346	<u>5,346</u>	-
RETIREE BENEFITS	16,000	7,998	<u>4,265</u>	(3,733)
TOTAL OTHER EXPENSES	\$ 212,890	\$ 106,440	\$ 98,629	\$ (7,811)
TOTAL EXPENDITURES	\$ 1,433,250	\$ 716,694	\$ 628,286	\$ (88,408)
Replacement Reserve	\$ 45,890	\$ 22,944	\$ <u>22,981</u>	\$ 37
PROFIT	\$ 25,210	\$ 12,558	\$ 29,442	\$ 16,884

Commissioner's Report - Property Detail

Month Ending: Mar 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
INCOME												
DWELLING RENTAL	\$ 195,920	\$ 97,962	\$ <u>104,866</u>	\$ 6,904	\$ 162,220	\$ 81,108	\$ <u>82,605</u>	\$ 1,497	\$ 274,000	\$ 136,998	\$ <u>155,722</u>	\$ 18,724
OTHER TENANT-EXCESS	-	-	-	-	-	-	<u>14</u>	14	-	-	<u>269</u>	269
UTILITIES												
TOTAL TENANT REVENUE	\$ 195,920	\$ 97,962	\$ <u>104,866</u>	\$ 6,904	\$ 162,220	\$ 81,108	\$ <u>82,619</u>	\$ 1,511	\$ 274,000	\$ 136,998	\$ <u>155,991</u>	\$ 18,993
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 100,002	\$ <u>82,663</u>	\$ (17,339)
PBV HAP SUBSIDY	167,110	83,556	<u>84,380</u>	824	190,130	95,064	<u>98,553</u>	3,489	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	200,000	100,002	<u>50,000</u>	(50,002)
CDBG INCOME	15,500	7,752	<u>1,629</u>	(6,123)	10,400	5,202	<u>1,047</u>	(4,155)	13,200	6,600	<u>3,141</u>	(3,459)
TOTAL HUD FUNDING	\$ 182,610	\$ 91,308	\$ <u>86,008</u>	\$ (5,300)	\$ 200,530	\$ 100,266	\$ <u>99,600</u>	\$ (666)	\$ 413,200	\$ 206,604	\$ <u>135,804</u>	\$ (70,800)
INVESTMENT INCOME-UNRESTRICTED	\$ -	\$ -	\$ <u>167</u>	\$ 167	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 60	\$ <u>126</u>	\$ 66
NONDWELLING RENTAL INCOME	62,400	31,200	-	(31,200)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	1,152	<u>130</u>	(1,023)	-	-	<u>765</u>	765	3,000	1,500	<u>419</u>	(1,081)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	1,500	-	(1,500)
OTHER INCOME-MISCELLANEOUS	930	474	<u>1,133</u>	659	-	-	<u>3,988</u>	3,988	4,120	2,064	<u>9,092</u>	7,028
TOTAL INCOME	\$ 444,160	\$ 222,096	\$ <u>192,304</u>	\$ (29,792)	\$ 362,750	\$ 181,374	\$ <u>186,972</u>	\$ 5,598	\$ 697,440	\$ 348,726	\$ <u>301,433</u>	\$ (47,293)
EXPENSES												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ 11,870	\$ 5,934	\$ <u>4,172</u>	\$ (1,762)	\$ 7,630	\$ 3,816	\$ <u>2,682</u>	\$ (1,134)	\$ 22,890	\$ 11,448	\$ <u>8,045</u>	\$ (3,403)
PAYROLL TAXES - ADMIN	1,070	534	<u>346</u>	(188)	690	348	<u>223</u>	(125)	2,060	1,032	<u>668</u>	(364)
HEALTH BENEFITS - ADMIN	5,500	2,748	-	(2,748)	4,500	2,250	-	(2,250)	15,000	7,500	-	(7,500)

Commissioner's Report - Property Detail

Month Ending: Mar 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
TOTAL ADMINISTRATIVE SALARIES	\$ 18,440	\$ 9,216	\$ 4,518	\$ (4,698)	\$ 12,820	\$ 6,414	\$ 2,905	\$ (3,509)	\$ 39,950	\$ 19,980	\$ 8,714	\$ (11,266)
AUDIT FEES	\$ 4,200	\$ 2,100	\$ <u>2,100</u>	\$ -	\$ 2,700	\$ 1,350	\$ <u>1,350</u>	\$ -	\$ 8,100	\$ 4,050	\$ <u>4,050</u>	\$ -
ADVERTISING	420	210	<u>46</u>	(164)	270	138	<u>30</u>	(109)	810	408	<u>88</u>	(320)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 252	\$ <u>1,612</u>	\$ 1,360	\$ 500	\$ 252	\$ <u>105</u>	\$ (147)	\$ 2,000	\$ 1,002	\$ <u>316</u>	\$ (686)
CONSULTANTS-RAD	500	252	-	(252)	530	264	-	(264)	10,000	4,998	-	(4,998)
CONVERSION												
COPIER	740	372	-	(372)	480	240	-	(240)	1,440	720	-	(720)
DUES & PUBLICATIONS	170	84	<u>59</u>	(25)	200	102	<u>38</u>	(64)	360	180	<u>113</u>	(67)
OFFICE SUPPLIES	200	102	<u>137</u>	35	200	102	<u>39</u>	(63)	200	102	<u>388</u>	286
PHONE & INTERNET	4,260	2,130	<u>2,632</u>	502	6,220	3,108	<u>3,295</u>	187	4,600	2,298	<u>4,025</u>	1,727
POSTAGE	600	300	<u>469</u>	169	400	198	<u>301</u>	103	1,100	552	<u>904</u>	352
LEGAL	5,000	2,496	<u>3,939</u>	1,443	2,600	1,302	<u>2,637</u>	1,335	11,600	5,796	<u>6,019</u>	223
CRIMINAL BACKGROUND	300	150	<u>335</u>	185	300	150	<u>99</u>	(51)	600	300	<u>81</u>	(219)
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	1,998	-	(1,998)
TRAVEL	20	12	-	(12)	10	6	-	(6)	40	18	-	(18)
TRAINING	500	252	-	(252)	500	252	-	(252)	1,000	498	<u>725</u>	227
ACCOUNTING	8,400	4,200	<u>4,200</u>	-	5,400	2,700	<u>2,700</u>	-	16,200	8,100	<u>8,100</u>	-
MANAGEMENT FEES	30,400	15,198	<u>25,380</u>	10,182	32,400	16,200	<u>16,314</u>	114	117,200	58,602	<u>67,232</u>	8,630
MISCELLANEOUS-	4,280	2,148	<u>8,348</u>	6,200	3,540	1,758	<u>1,371</u>	(387)	6,100	3,042	<u>4,203</u>	1,161
SUNDRY												
TOTAL ADMINISTRATIVE EXPENSES	\$ 78,930	\$ 39,474	\$ 53,775	\$ 14,301	\$ 69,070	\$ 34,536	\$ 31,183	\$ (3,353)	\$ 225,300	\$ 112,644	\$ 104,958	\$ (7,686)
OTHER TENANT SERVICES	\$ 2,500	\$ 1,248	\$ <u>4,493</u>	\$ 3,245	\$ 1,200	\$ 600	\$ -	\$ (600)	\$ 1,300	\$ 648	\$ -	\$ (648)
TENANT SVCS - BEHAVIORAL HEALTH	15,500	7,752	<u>1,629</u>	(6,123)	10,400	5,202	<u>1,047</u>	(4,155)	13,200	6,600	<u>3,141</u>	(3,459)
TOTAL OTHER TENANT SERVICES	\$ 18,000	\$ 9,000	\$ 6,122	\$ (2,878)	\$ 11,600	\$ 5,802	\$ 1,047	\$ (4,755)	\$ 14,500	\$ 7,248	\$ 3,141	\$ (4,107)
WATER/SEWER	\$ 20,750	\$ 10,374	\$ <u>12,963</u>	\$ 2,589	\$ 17,490	\$ 8,748	\$ <u>8,820</u>	\$ 72	\$ 67,760	\$ 33,882	\$ <u>35,961</u>	\$ 2,079
ELECTRIC	80,460	40,230	<u>59,182</u>	18,952	14,930	7,470	<u>8,748</u>	1,278	16,670	8,340	<u>7,693</u>	(647)
GAS	-	-	-	-	6,780	3,390	<u>2,364</u>	(1,026)	50,450	25,224	<u>26,166</u>	942

Commissioner's Report - Property Detail

Month Ending: Mar 2024



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU March</i>	<i>ACTUAL THRU March</i>	<i>VARIANCE THRU March</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU March</i>	<i>ACTUAL THRU March</i>	<i>VARIANCE THRU March</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU March</i>	<i>ACTUAL THRU March</i>	<i>VARIANCE THRU March</i>
GARBAGE/TRASH REMOVAL	-	-	<u>108</u>	108	-	-	-	-	-	-	-	-
TOTAL UTILITY EXPENSES	\$ 101,210	\$ 50,604	\$ 72,253	\$ 21,649	\$ 39,200	\$ 19,608	\$ 19,933	\$ 325	\$ 134,880	\$ 67,446	\$ 69,820	\$ 2,374
MAINTENANCE LABOR	\$ 30,110	\$ 15,054	\$ <u>12,456</u>	\$ (2,598)	\$ 19,360	\$ 9,678	\$ <u>8,007</u>	\$ (1,671)	\$ 58,080	\$ 29,040	\$ <u>24,022</u>	\$ (5,018)
MAINT. MATERIALS	18,000	9,012	<u>8,441</u>	(571)	64,700	32,364	<u>1,903</u>	(30,461)	22,160	11,094	<u>9,146</u>	(1,948)
MAINT. CONTRACT COSTS	88,290	44,154	<u>40,675</u>	(3,479)	56,850	28,428	<u>19,832</u>	(8,596)	81,300	40,650	<u>21,148</u>	(19,502)
EMPLOYEE BENEFITS	24,870	12,438	<u>6,103</u>	(6,335)	15,980	7,992	<u>3,923</u>	(4,069)	47,970	23,988	<u>11,770</u>	(12,218)
TOTAL MAINTENANCE	\$ 161,270	\$ 80,658	\$ 67,675	\$ (12,983)	\$ 156,890	\$ 78,462	\$ 33,666	\$ (44,796)	\$ 209,510	\$ 104,772	\$ 66,085	\$ (38,687)
INSURANCE	\$ 28,580	\$ 14,292	\$ <u>12,708</u>	\$ (1,584)	\$ 23,500	\$ 11,748	\$ <u>9,723</u>	\$ (2,025)	\$ 48,860	\$ 24,426	\$ <u>27,201</u>	\$ 2,775
FLOOD INSURANCE	4,720	2,358	<u>2,344</u>	(14)	4,430	2,214	<u>2,148</u>	(66)	33,000	16,500	<u>12,851</u>	(3,649)
BAD DEBTS	2,500	1,248	<u>1,248</u>	-	930	468	<u>953</u>	485	2,500	1,248	<u>1,248</u>	-
COMPENSATED ABSENCES	500	252	<u>252</u>	-	500	252	<u>252</u>	-	500	252	<u>252</u>	-
PAYMENT IN LIEU OF TAXES	9,470	4,734	<u>4,734</u>	-	12,300	6,150	<u>6,150</u>	-	13,910	6,954	<u>6,954</u>	-
PENSION	3,000	1,500	<u>1,500</u>	-	2,430	1,218	<u>1,218</u>	-	5,260	2,628	<u>2,628</u>	-
RETIREE BENEFITS	4,480	2,238	<u>1,194</u>	(1,044)	2,880	1,440	<u>768</u>	(672)	8,640	4,320	<u>2,303</u>	(2,017)
TOTAL OTHER EXPENSES	\$ 53,250	\$ 26,622	\$ 23,980	\$ (2,642)	\$ 46,970	\$ 23,490	\$ 21,212	\$ (2,278)	\$ 112,670	\$ 56,328	\$ 53,437	\$ (2,891)
TOTAL EXPENDITURES	\$ 412,660	\$ 206,358	\$ 223,804	\$ 17,446	\$ 323,730	\$ 161,898	\$ 107,040	\$ (54,858)	\$ 696,860	\$ 348,438	\$ 297,442	\$ (50,996)
Replacement Reserve	\$ 27,760	\$ 13,878	\$ <u>13,915</u>	\$ 37	\$ 18,130	\$ 9,066	\$ <u>9,066</u>	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 3,740	\$ 1,860	\$ (45,415)	\$ (47,275)	\$ 20,890	\$ 10,410	\$ 70,866	\$ 60,456	\$ 580	\$ 288	\$ 3,991	\$ 3,703

Ocean City Housing Authority

Administrative Report

DATE: April 9, 2024

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for March 2024)

PERIOD: March 14, 2023, to April 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 are 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;

February Update: Selective demolition has been completed in the two impacted units; The Authority has requested quotes from contractors to complete the ACM work in both units; Once the proposals are received, the quotes will be evaluated in conjunction with the adjuster; The ACM contract will then be awarded and the required permits will be obtained. Two residents are temporarily housed in apartments within the building;

March Update: The Authority selected the lowest apparent quote for ACM remediation work in both units. The proposals were evaluated in conjunction with the adjuster, award of a contract for the ACM work, and application for required permits is pending. Two residents remain temporarily relocated to other housing units.

April Update: Selective demolition has been completed in the two impacted units; ACM permits have been issued by the State of New Jersey; work will be underway to complete the abatement work within the next two weeks; Two residents remain temporarily relocated to other housing units;

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;

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.

February update: Work is currently in the final punch list stage for the office, conference, community room, and mail room. Keys were distributed to the residents for the new mailboxes. Elevator modernization work is underway at the building, car #2 has been removed from service and is anticipated to be under renovation for 10 weeks. Once car #2 is completed work will begin on car #1 for an additional 10 weeks. The address for the Ocean City Housing Authority was officially changed to 635 West Avenue. Residents have been notified of both the elevator work and the change in address.

March update: Work remains in the final punch list stage for the office, conference, community room, and mail room. Elevator modernization work is underway at the building; Car #2 has been removed from service and is anticipated to be under renovation for 10 weeks. Once car #2 is completed, work will begin on car #1 for an additional 10 weeks.

April update: Work remains in the final punch list stage for the office, conference, community room, and mail room. Elevator modernization work continues at the building, car #2 received a preliminary inspection and requires additional work before final inspection and being placed into service. Once car #2 is completed work will begin on car #1 for an additional 10 weeks.

Bayview – Renovation Projects (continued)

<p>Bayview Manor Landscaping Project</p>	<p>Project Specifications are being developed for hopeful Fall plantings;</p>	<p>August Update: A meeting with the landscape architect is being scheduled;</p> <p>September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work;</p> <p>October Update: Specifications for this project are in review; This work will likely be completed in the spring;</p> <p>November update: Some shrubs have been removed; The land has been graded and grass seed has been planted; New plantings are planned for April 2023;</p> <p>December update: New plantings are planned for April 2023;</p> <p>January update: New plantings are planned for April 2023;</p> <p>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 style="text-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>January update: The project team continues to communicate with the OSC on this project. A verbal status update will be provided at the meeting.</p> <p>February update: This project is under review for a possible change in approach.</p> <p>March update: Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.</p> <p><i>April update: Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.</i></p>

Board of Commissioners –Rutgers Training Program Status

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

Program Statistics Report 10/2023 - 10/2024

**2024
MAR**

**2024
FEB**

**2024
JAN**

Tenant Accounts Receivable			
Number of "non-payment of rent" cases referred to the solicitor	6	0	0
Unit Inspections			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	19	3	119
Total number of units inspected year-to-date - all sites	379	360	357
Occupancy			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	70	57	76
Annual Unit Turnaround Time (For Fiscal Year)	1345	1275	1218
Monthly - Number of Vacancies Filled (this month)	1	1	1
Monthly - Average unit turnaround time in days for Lease up	6	45	20
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	58	6	44
PIC Score	92.50%	92.50%	92.50%
Vacancies - At end of Month			
Bay View Manor	1	1	1
Speitel Commons	2	1	2
Peck's Beach Family	0	0	0
Total	3	2	3
Occupancy Rate	97.52%	97.83%	97.52%
Vacancy Turnovers by VHA Maintenance Staff			
Total Hours (Summarized Quarterly)	21.57		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	14.66	0.92	49.13
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	11.55	10.93	13.43
Rent Roll			
Bay View Manor - Elderly/Disabled	\$18,676	\$18,301	\$17,231
Speitel Commons - Elderly/Disabled	\$13,561	\$13,278	\$13,884
Peck's Beach - Family	\$30,198	\$32,499	\$34,132
Total Rent Roll	\$62,435	\$64,078	\$65,247
Waiting List Applicants - (all lists closed)			
Families - Ocean City Preference	14	14	14
Families - No Ocean City Preference	190	190	190
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	13	11	8
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	197	218	185
Maintenance Department			
Average work order turnaround time in days - Tenant Generated	0.09	0.15	0.08
Total Tenant Generated Work Orders	39	48	25
Number of routine work orders written this month	39	6	82
Number of outstanding work orders from previous month	711	769	714
Total number of work orders to be addressed this month	789	864	821
Total number of work orders completed this month	67	153	52
Total number of work orders left outstanding	722	711	769
Number of emergency work orders written this month	0	41	0
Total number of work orders written year-to-date	526	448	353
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
Real Estate Assessment Center (REAC) Scores			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority
Cash Report
As of March 31, 2024**

Net Cash Position:

Cash Balance per Reconciled Bank Statement at 03/31/2024	\$722,028.96
<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>	\$150,820.00
Add: A/R-Tenants 03/2024	
	Current \$20,164.17
	Past \$6,383.31

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$12,750.31
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$101,526.66
Less: Payments -Mar 2024 bill list	(\$295,146.37)
Accrued Expenses - Total from detail below	(\$28,085.00)

<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	6	6,530.00
Bad Debt	5,930.00	6	2,965.00
Comp Absences	1,500.00	6	750.00
P.I.L.O.T.	35,680.00	6	17,840.00
Net Accrual	186,200.00		28,085.00

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

Net Cash Balance \$640,280.04

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 104,714	6.90	Months
Per Day	\$ 3,490	183	Days

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

**RESOLUTION NO. 2024-17
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 \$295,146.37.

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: April 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 April 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 - MAR 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
1712	ACENDA	July 2023 Resident Wellness Svcs	\$ 1,800.00
1712	ACENDA	Oct 2023 Resident Wellness Svcs	\$ 1,600.08
1712	ACENDA	Nov 2023 Resident Wellness Svcs	\$ 200.01
1712	ACENDA	Dec 2023 Resident Wellness Svcs	\$ 616.70
1730	ACENDA	Jan 2024 Resident Wellness Svcs	\$ 1,066.72
1783	ACENDA	Feb 2024 Resident Wellness Svcs	\$ 533.36
1813	ASHLEY HARRIS	Apr 2024 BVM/Speitel cleaning	\$ 200.00
1814	ROBERT HARRIS	Apr 2024 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1815	JC'S CUSTOM PAINTING	PBF unit painting	\$ 755.00
1816	NJ AMERICAN WATER	Mar 2024 Water/sewer service - PBF	\$ 5,680.39
1817	NJ AMERICAN WATER	Mar 2024 Water/sewer service - BVM fire svc	\$ 242.58
1818	NJ AMERICAN WATER	Mar 2024 Water/sewer service - BVM	\$ 2,123.90
1819	NJ AMERICAN WATER	Mar 2024 Water/sewer service - Speitel	\$ 1,518.06
1820	NJ AMERICAN WATER	Mar 2024 Water/sewer service - Speitel fire svc	\$ 119.61
1821	ROBERT L ROWELL	Apr 2024 maint contract grounds services	\$ 200.00
	ACE PLUMBING	Maint Supplies	\$ 61.60
	ADVANCED ENVIRO SYSTEMS	Dumpster repair - BVM	\$ 351.51
	AMBIENT COMFORT	HVAC svc - Speitel	\$ 910.00
	ATLANTIC CITY ELECTRIC	Mar 2024 electric svc	\$ 12,207.35
	BOWMAN & COMPANY	FYE 2023 audit - progress pymt	\$ 12,000.00
	CDW GOVERNMENT	Check scanner	\$ 825.38
	COMCAST	Apr 2024 Internet svc - Admin Ofc/Speitel	\$ 169.41
	DRAIN DOCTOR	Plumbing svc - PBF	\$ 185.00
	EISENSTAT GABAGE & FURMAN	Landlord/Tenant legal svc - Feb/Mar 2024	\$ 1,608.00
	ELDER PEST CONTROL	Pest control svc - Feb 2024	\$ 1,100.00
	EZ PASS	Opening deposit & vehicle tags	\$ 127.00
	FLORENCE DRISCOLL	Apr 2024 tenant svcs	\$ 200.00
	GLOBAL INDUSTRIES	Balance for board room furniture	\$ 12,928.50
	JOHN SPITZ	Apr 2024 Medicare & Mar 2024 co-pay reimb	\$ 229.60
	LENEGAN PLUMBING & HEATING	Gas leak repair - PBF	\$ 15,003.00
	LINDA AVENA	Apr 2024 accounting svcs	\$ 2,500.00
	MASTEC PROFESSIONAL SERVICES	Gas master meter annual certification - PBF	\$ 5,300.00
	NAHRO	Membership renewal	\$ 218.60
	SOUTH JERSEY GAS	Mar 2024 gas svc - PBF & Speitel	\$ 4,730.95
	THE HOME DEPOT PRO	Maint Supplies	\$ 3,352.14
	VERIZON DSL	Mar 2024 Phone svc - Office phones/ Speitel elevator	\$ 482.71
	VERIZON WIRELESS	Mar 2024 Cellphone svc	\$ 244.98
	VINELAND HOUSING AUTHORITY	Mar 2024 postage; Mar 2024 office/maint svcs & postage; Apr 2024 mgmt fee; 10/23-02/24 expenses reimb	\$ 36,532.81
	WALLACE HARDWARE	Maint Supplies	\$ 163.05
ACH	ADP	03/22/24 payroll & taxes	\$ 2,131.42
ACH	ADP	03/22/24 payroll invoice	\$ 81.43
ACH	ADP	04/05/24 payroll & taxes	\$ 2,955.56
ACH	ADP	04/05/24 payroll invoice	\$ 84.64
ACH	NJ DIV OF PENSIONS & BENEFITS	2024 Employer's Annual Pension Appropriations	\$ 1,127.00
ACH	NJ DIV OF PENSIONS & BENEFITS	Mar 2024 pension deductions	\$ 460.94
ACH	NJ SHBP	Apr 2024 employee premium	\$ 3,737.35
ACH	NJ SHBP	Apr 2024 retiree premium	\$ 459.01
ACH	OCEAN CITY HOUSING AUTHORITY	Apr 2024 reserve account deposit	\$ 3,824.00
ACH	PNC BANK	Mar 2024 bank fee	\$ 68.00
	TOTAL APR DISBURSEMENTS COCC (coccestur)		\$ 150,150.79
	TOTAL APR DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ 1,608.67
	TOTAL APR DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 41,860.25
	TOTAL APR DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 101,526.66
	TOTAL BILL LIST - APR 2024		\$ 295,146.37

OCEAN CITY HOUSING AUTHORITY

BILL LIST - MAR 2024

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)

Check/Wire #	Vendor	Invoice Notes	Total Amount
125	MARYANN SCOTT	Security Deposit Return	1,129.38
126	DAVE BOSTON	Security Deposit Return	479.29
	TOTAL APR DISBURSEMENTS (sturbvm)		\$ 1,608.67

BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	LEVY CONSTRUCTION	Pymt app #15 BVM 1st & 5th Fl Renovations - Draw #43	36,261.50
	THE BROOKE GROUP	Inv #OCHA-01-2024 & reimb of HSS Environmental testing fees - Draw #43	5,598.75
	TOTAL APR DISBURSEMENTS (sturcons)		\$ 41,860.25

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	MCMANIMON, SCOTLAND & BAUMANN LLC	Inv #218228 - Pre Dev Draw #12	845.50
	BROWN & CONNERY LLP	Inv #332280 - Pre-Dev Draw #12	1,785.07
	DONOVAN ARCHITECTS	Inv #21-022-03 - Pre-Dev Draw #12	80,967.97
	THE BROOKE GROUP	Inv #OCPB12-2023 - Pre-Dev Draw #12	2,320.00
	SCIULLO ENGINEERING	Inv #1989 - Pre Dev Draw #13	1,746.58
	SCIULLO ENGINEERING	Inv #2019 - Pre-Dev Draw #13	6,078.40
	THE BROOKE GROUP	Inv #OCPB01-2024 - Pre-Dev Draw #13	580.00
	MCMANIMON SCOTLAND & BAUMANN	Inv #220955 - Pre-Dev Draw #13	147.50
	BROWN & CONNERY	Inv #333811 - Pre-Dev Draw #13	7,055.64
			\$ 101,526.66

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

**RESOLUTION NO. 2024-18
Resolution Authorizing Payment of Draw 43**

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

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

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

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

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

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

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

WHEREAS, **Project Draw #43 in the amount of \$41,860.25** is attached for approval of this payment process; and

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: April 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 April 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

April 8, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #43

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$41,860.25**. That amount will be paid entirely from OCHA funds. The Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$36,261.50
The Brooke Group LLC	209 E Egnor Dr., Galloway, NJ 08205	\$5,598.75*
	TOTAL	\$41,860.25

***Includes reimbursement for \$1,550 in testing fees**

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #43 Submission

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. 2024-19
Resolution Authorizing Payment of Draw #13
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 #13 in the amount of \$15,608.12 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: April 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 April 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

April 9, 2024

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 13 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$15,608.12. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering	137 S. New York Ave., Suite 2 Atlantic City, NJ 08401	\$7,824.98
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2nd Floor Roseland, NJ 07068	\$147.50
Brown & Connery LLP	360 Haddon Ave., PO Box 539 Westmont, NJ 08108	\$7,055.64
The Brooke Group LLC 209 E Egnor Dr Galloway, NJ 08205	209 E Egnor Drive Galloway, NJ 08205	\$580.00
	TOTAL	\$15,608.12

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #13

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. 2024-20
A Resolution Awarding Janitorial Cleaning Services Contract**

WHEREAS, the Ocean City Housing Authority recognizes the need to have janitorial cleaning services; and

WHEREAS, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority received one quote for janitorial cleaning services; and,

WHEREAS, **Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ** provided the lowest most responsible rates; and,

WHEREAS, Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ has completed and submitted a Political Contributions Disclosure form which certifies that Clean Sweep Services has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Clean Sweep Services from making any reportable contributions through the term of the contract, and

WHEREAS, funds are available for the purpose of entering into a contract not to exceed \$44,000 (see attached certification); and,

WHEREAS, the Authority recommends the award of contract be made to **Clean Sweep Services**; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for janitorial cleaning services and approves the expenditure of funds in the amount not to exceed \$44,000 to **Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ**.

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

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

CERTIFICATION

Funding is available for:

JANITORIAL CLEANING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-10-000.

Wendy Hughes
Certifying Financial Officer

Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

CLEANING SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	UNIT PRICE (each service)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
CLEAN-A-BAYVIEW	Provide price to clean Bayview Manor - A-SCHEDULE (Defined in specification above)	300	52	\$ 15,600.
CLEAN-B-BAYVIEW	Provide price to clean Bayview Manor - B-SCHEDULE (Defined in specification above)	175	52	\$ 9,100
CLEAN-A-SPEITEL	Provide price to clean Speitel Commons - A-SCHEDULE (Defined in specification above)	165	52	\$ 8,528
CLEAN-B-SPEITEL	Provide price to clean Speitel Commons - B-SCHEDULE (Defined in specification above)	75	52	\$ 3,900

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 37,128.00

Thirty seven thousand one hundred twenty eight

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Clean Sweep Services, BY: Rose Balic

Firm Name
1221 West Ave 1st Fl Ocean City NJ 08226

Street, Town, State, Zip Code

Telephone 609-398-6446 Fax _____

Signature of proposer if the proposer is an individual Rose Balic Sworn to and subscribed before me on 22 day of March 2024

Signature of partner if proposer is a partnership _____ Notary Public

Signature of officer if the proposer is a corporation Rose Balic Title President (SEAL)

BRANDI R DUBOSE
Notary Public - State of New Jersey
My Commission Expires Jun 1, 2026

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

RESOLUTION NO. 2024-21

Resolution Authorizing entering into a National Cooperative Contract Agreement for Security Equipment, Products, and Services

WHEREAS, there is a need for the Authority to support security equipment at Speitel Commons and Bayview Manor; and,

WHEREAS, it may be necessary for the Ocean City Housing Authority to purchase security equipment for Speitel Commons and Bayview Manor; and,

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services as-needed utilizing national cooperative contracts; and

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 52:34-6.2(b)(3), may by resolution and without advertising for bids, join national cooperative purchasing agreements; and

WHEREAS, the Ocean City Housing Authority is a registered member agency with Sourcewell with the identification code 163572; and

WHEREAS, the Ocean City Housing Authority intends to enter into an open ended Sourcewell Contract with GOGO Security (#101223-IPRO) through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts; and

WHEREAS, the Ocean City Housing Authority finds it to be in the best interests of said Authority to enter into contracts as-needed with GOGO Security (#101223-IPRO) total expenditure amount not to exceed \$20,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the expenditure of funds for the above referenced support and equipment from GOGO Security, 37 Old Stirling Road, Warren, NJ 07059.

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

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

CERTIFICATION

Funding is available for:

SECURITY EQUIPMENT, PRODUCTS & SERVICES

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-08-000.

Wendy Hughes
Certifying Financial Officer

Date