

*Board of Commissioners*  
Robert Barr, Chairperson  
Scott Halliday, Vice-Chairperson  
Michael Dattilo, Commissioner  
Beverly McCall, Commissioner  
Robert Henry, Commissioner  
Patricia Miles-Jackson, 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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April 11, 2019

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, 2019, at 5:00 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

# Ocean City Housing Authority

## **AGENDA**

Tuesday, April 16, 2019  
Administrative Offices – 204 4<sup>th</sup> Street  
5:00 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, 2019
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:
  - # 2019-15 Approval of Monthly Expenses

*Executive Session if required*

12. Comments from the press and/or public – Limited to 5 minutes for each speaker
13. Comments from Board Members
14. Adjournment

**Housing Authority of the City of Ocean City**

**Regular Board of Commissioner Meeting Minutes  
March 19, 2019 – 5 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on March 19, 2019, at 5:00 p.m. at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr and began with the Pledge of Allegiance. Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday  
Commissioner Sean Scarborough  
Commissioner Michael Dattilo  
Commissioner Beverly McCall  
Commissioner Robert Henry  
Commissioner Patricia Jackson *(Absent)*  
Chairman Robert Barr

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant, Ron Miller, VHA Assistant Asset Manager – Operations and Patrick Mumman, Alternate Commissioner

**Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from February 19, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Scarborough. The following vote was taken:

Commissioner Robert Halliday (Yes)  
Commissioner Sean Scarborough (Yes)  
Commissioner Michael Dattilo (Abstain)  
Commissioner Beverly McCall (Yes)  
Commissioner Robert Henry (Yes)  
Commissioner Patricia Jackson (Absent)  
Chairman Robert Barr (Yes)

**Treasurer’s Report**

Ms. Cavallo reviewed the Financial Report for the five months ended February 28, 2019. Motion to approve the Treasurer’s Report made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday (Yes)  
Commissioner Sean Scarborough (Yes)  
Commissioner Michael Dattilo (Yes)  
Commissioner Beverly McCall (Yes)  
Commissioner Robert Henry (Yes)  
Commissioner Patricia Jackson (Absent)  
Chairman Robert Barr (Yes)

**Executive Director’s Report**

Mrs. Jones updated the Board on her written report. She has reached out to the auditor via email and has also left a message by phone today to schedule a date to complete the audit by the deadline. Mrs. Jones has not heard back and she has been trying to reach him for several months. She will continue to try to contact him.

Mrs. Jones reported that Mary Ragland put in her resignation a couple of weeks ago. Her last day was last Thursday. The office is being covered by Vineland staff. Mrs. Jones will come back to the Board with some suggestions on how to cover the office going forward.

Several months ago there was discussion regarding a bed bug issue at Bayview Manor. Mrs. Jones provided an update and frustrations on this issue to the Board. Almost 2 years ago when the VHA started working with the OCHA, there wasn't any indication that there were bed bug issues at the high rise and then we received a couple of calls here and there about the presence of bed bugs. At that time, an inspection of every unit was conducted. There were some severely infected units that were unreported. Those units are under control. However, there are other units that have popped up over the last 18 months. The process consists of an inspection every month by the exterminator with the bed bug dog. The bed bug dog detects bed bugs that the human eye can't see. There have been a few issues with getting this issue under control. One of the issues is residents not reporting the bed bugs and the other one is residents are not preparing the unit for the treatment. There is a list of items that have to be done by the resident to prepare for the treatment. Some residents are reportedly self-treating for bed bugs, which is a problem because this counter-productive with the exterminator's treatment as well as masks the smell of the bed bugs therefore the dog cannot detect them. The exterminator waits 30 days after the treatment to bring the dog back to see if the bed bugs are still present. There were 5 units treated in March. It was a lot worse than that 18 months ago. There is one resident currently who is not cooperating at all. The resident is not letting us in to treat. Attempts will be made again. If the attempt fails, a legal action may be necessary. Some residents will not admit that they have bed bugs. Another issue is infected furniture or clothing that is being removed from the unit that is not wrapped and contained properly causing the spread of bed bugs down the hall and into somebody's unit easily. The Authority gives instructions in writing and verbally and instruction are repeatedly ignored. Early detection of bed bugs is also key. Treatment methods were briefly discussed. Hoarding and clutter makes it difficult to treat the units. Mrs. Jones believes that some of the residents are in need of Social Services. Unlike roaches, bed bugs does not necessarily mean someone is dirty.

Commissioner Halliday thanked Mrs. Jones for the summary of payments to the City report and the cash on hand information.

With no further discussion, motion to accept the Executive Director's Report made by Commissioner McCall and seconded by Commissioner Scarborough. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Committee Reports** – Mr. Ginnetti stated the bid package for Speitel Manor is scheduled to go out on the street April 24<sup>th</sup> with a due date for responses of May 30<sup>th</sup>. It is anticipated this project will be over 5 million dollars. The statute will require the Authority to select the lowest qualified bidder and sit down with the bidder to evaluate the project. Every dollar that is saved in “value engineering” is distributed with half going to the general contractor and the other half to the housing authority. From the HUD side, the needs assessment has been received on Bayview Manor. The number seems to line up with the Authority's estimated budgets for rehabbing that building. HUD has agreed to allow Bayview and Speitel to be one project separate from the family site with the family site coming in at a later date. The Authority has received a substantial rental increase for the RAD conversion based on the notice that came out on January 2<sup>nd</sup>.

**Old Business** – None.

**New Business** – None.

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

**Resolution #2019-08**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$66,315.75. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2019-09**  
**Resolution Appointing Risk Management Consultant**

Chairman Barr called for a motion to approve Resolution #2019-09. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2019-10**  
**Resolution to Dispose of Furniture & Equipment Utilizing the Disposition Policy**

Chairman Barr called for a motion to approve Resolution #2019-10. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reported this is for the disposal of old dumpsters. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2019-11**  
**Resolution Amending the Personnel Policy & Employee Manual**

Chairman Barr called for a motion to approve Resolution #2019-11. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this policy was discussed last month and the changes made were additions to comply with the State of New Jersey law to provide sick time for part-time employees. The Authority currently does not have any part-time employees. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)

Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2019-12**  
**Resolution Awarding Janitorial Cleaning Services Contract**

Chairman Barr called for a motion to approve Resolution #2019-12. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2019-13**  
**Resolution Awarding Landscaping Services Contract**

Chairman Barr called for a motion to approve Resolution #2019-13. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Ron Miller reported the landscaping services contract is awarded to the same vendor as last year with the same price as last year. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2019-14**  
**Resolution Approving Operating Subsidy 2019**

Chairman Barr called for a motion to approve Resolution #2019-14. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained this is a formality. HUD fills out most of the form for the Authority regarding its subsidy. Mrs. Jones reviewed the subsidy for this year. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Sean Scarborough	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

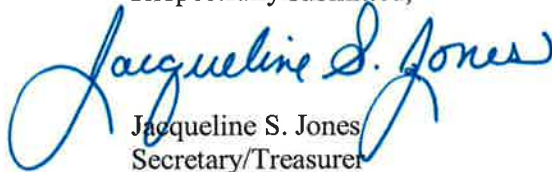
Chairman Barr requested comments from the public. Richard Garrish of Bayview Manor #306 wanted to address the Board in regards to the bed bug issues. He feels Administration is chasing these bed bugs from one unit to another. A meeting was held some time ago with Western Pest Services. Mr. Garrish stated one of the guys told him that by the way the Authority is treating the bed bugs they will never get rid of them. Mr. Garrish was informed by a neighbor that their unit

was going to be treated. Mr. Garrish stated no one from the Authority informed him. Chairman Barr stated he understands Mr. Garrish's concern and the Authority is diligently working on the issue.

No further comments from the Commissioners. Chairman Barr stated that tonight is Commissioner Scarborough's last meeting as a Board Member and thanked him for his service to the Housing Authority on behalf of all the Board.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:37 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive style with a large initial "J".

Jacqueline S. Jones  
Secretary/Treasurer

**THE OCEAN CITY HOUSING AUTHORITY**  
**INCOME & EXPENSE STATEMENT**  
**FYE SEPTEMBER 30, 2019**  
**FOR THE SIX MONTHS ENDED March 31, 2019**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU MARCH</b>	<b>ACTUAL THRU MARCH</b>	<b>VARIANCE FROM BUDGET (+OVER/ &amp; -UNDER)</b>	<b>ACTUAL THRU MARCH 2018</b>	<b>VARIANCE FROM PREV YEAR (+OVER/ &amp; -UNDER)</b>
<b>INCOME</b>						
DWELLING RENTAL	573,780	286,890	288,252	1,362	290,017	(1,765)
OTHER TENANT-EXCESS UTILITIES	4,200	2,100	2,389	289	1,938	451
<b>TOTAL TENANT REVENUE</b>	<b>577,980</b>	<b>288,990</b>	<b>290,641</b>	<b>1,651</b>	<b>291,955</b>	<b>(1,314)</b>
HUD OPERATING SUBSIDY	306,330	153,165	158,825	5,660	124,360	34,465
HUD CAPITAL FUNDS-OPERATIONS	172,800	86,400	86,400	0	58,760	27,640
<b>TOTAL HUD FUNDING</b>	<b>479,130</b>	<b>239,565</b>	<b>245,225</b>	<b>5,660</b>	<b>183,120</b>	<b>62,105</b>
INVESTMENT INCOME-UNRESTRICTED	150	75	55	(20)	149	(94)
NONDWELLING RENTAL INCOME	13,200	6,600	6,600	0	6,800	(200)
OTHER INCOME-LAUNDRY	7,400	3,700	4,432	732	3,506	926
OTHER INCOME-FRAUD RECOVERY	5,000	2,500	0	(2,500)	3,500	(3,500)
OTHER INCOME-MISCELLANEOUS	5,580	2,790	7,009	4,219	5,545	1,464
					0	0
<b>TOTAL INCOME</b>	<b>1,088,440</b>	<b>544,220</b>	<b>553,962</b>	<b>9,742</b>	<b>494,575</b>	<b>59,387</b>
<b>EXPENSES</b>						
ADMINISTRATIVE SALARIES	32,500	16,250	15,162	(1,088)	14,995	167
AUDIT FEES	9,000	4,500	4,500	0	4,500	0
ADVERTISING	3,200	1,600	404	(1,196)	1,022	(618)
EMPLOYEE BENEFITS-ADMIN	29,040	14,520	13,683	(837)	13,817	(134)
<b>OFFICE EXPENSES</b>						
COMPUTER SERVICES	9,000	4,500	4,620	120	4,246	374
COPIER	3,500	1,750	1,212	(538)	1,079	133
DUES & PUBLICATIONS	1,500	750	514	(236)	207	307
OFFICE SUPPLIES	2,500	1,250	451	(799)	1,471	(1,020)
PHONE & INTERNET	11,000	5,500	4,936	(564)	5,533	(597)
POSTAGE	2,000	1,000	443	(557)	1,052	(609)
LEGAL	15,000	7,500	5,373	(2,127)	6,236	(863)
TRAVEL	450	225	0	(225)	0	0
TRAINING	4,200	2,100	1,201	(899)	0	1,201
ACCOUNTING	15,000	7,500	7,500	0	7,500	0
MANAGEMENT FEES	130,000	65,000	45,833	(19,167)	29,250	16,583
MISCELLANEOUS-SUNDRY	12,000	6,000	3,105	(2,895)	4,206	(1,101)
	279,890	139,945	108,937	(31,008)	95,114	13,823
<b>OTHER TENANT SERVICES</b>	<b>3,030</b>	<b>1,515</b>	<b>2,140</b>	<b>625</b>	<b>1,575</b>	<b>565</b>
WATER/SEWER	105,000	52,500	45,760	(6,740)	53,955	(8,195)
ELECTRIC	110,000	55,000	57,035	2,035	60,612	(3,577)
GAS	56,000	28,000	32,623	4,623	33,093	(470)
	271,000	135,500	135,418	(82)	147,660	(12,242)
MAINTENANCE LABOR	59,860	29,930	18,929	(11,001)	18,054	875
MAINT. MATERIALS	50,000	25,000	15,416	(9,584)	15,721	(305)
MAINT. CONTRACT COSTS	130,000	65,000	78,847	13,847	47,038	31,809
EMPLOYEE BENEFITS	35,440	17,720	15,382	(2,338)	15,518	(136)
	275,300	137,650	128,574	(9,076)	96,331	32,243
INSURANCE	110,000	55,000	47,786	(7,214)	50,386	(2,600)
BAD DEBTS	5,000	2,500	2,500	0	1,250	1,250
COMPENSATED ABSENCES	5,500	2,750	2,750	0	2,750	0
PAYMENT IN LIEU OF TAXES	30,280	15,140	15,140	0	10,420	4,720
PENSION	21,000	10,500	9,382	(1,118)	10,942	(1,560)
RETIREE BENEFITS	25,000	12,500	12,033	(467)	11,069	964
DUE TO CITY OF OCEAN CITY	60,000	30,000	80,000	50,000	0	80,000
	256,780	128,390	169,591	41,201	86,817	82,774
<b>TOTAL EXPENDITURES</b>	<b>1,086,000</b>	<b>543,000</b>	<b>544,660</b>	<b>1,660</b>	<b>427,497</b>	<b>117,163</b>
<b>PROFIT (LOSS)</b>	<b>2,440</b>	<b>1,220</b>	<b>9,302</b>	<b>8,082</b>	<b>67,078</b>	<b>(57,776)</b>



# Ocean City Housing Authority

## Administrative Report

**DATE:** April 10, 2019

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

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

**SUBJECT:** Monthly Report (Stats for March 2019)

**PERIOD:** March 13, 2019 to April 9, 2019

### **Peck's Beach – New Jersey Housing and Mortgage Finance Agency (NJHMFA) Pre-Development Funds – [No change from March 2019](#)**

Below is a summary of the expenses that have been submitted and paid by NJHMFA for the pre-development cost for Peck's Beach Village – Speitel Manor. These expenses are paid directly from NJHMFA to the vendor. This update will be included in this report through the end of the pre-development phase.

<b>Pre-Development Funds - NJHMFA for Peck's Beach - #2986</b>				
<b>Pre-Development Uses</b>	<b>Approved Budget</b>	<b>Previously Disbursed</b>	<b>This Transaction - 10/18/18</b>	<b>Balance of Funds</b>
<b>HUD Approvals-Inventory Removal/Title Search</b>	\$ 27,500.00	\$ 743.00	\$ 100.00	\$ 26,657.00
<b>Architect</b>	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -
<b>Site Engineer</b>	\$ 66,000.00	\$ 28,772.64	\$ 16,101.66	\$ 21,125.70
<b>Energy Star Review</b>	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>Environmental Consultant</b>	\$ 18,500.00	\$ 2,472.50	\$ -	\$ 16,027.50
<b>Geo Tech Consultant</b>	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00
<b>Survey</b>	\$ 7,000.00	\$ 4,620.00	\$ -	\$ 2,380.00
<b>Attorney</b>	\$ 36,000.00	\$ 5,895.00	\$ 990.00	\$ 29,115.00
<b>Consulting Fees</b>	\$ 125,000.00	\$ 37,273.00	\$ 19,542.45	\$ 68,184.55
<b>VHA - \$6,977 TO DATE</b>				\$ -
<b>5% Contingency</b>	\$ 19,175.00	\$ -	\$ -	\$ 19,175.00
<b>Totals</b>	<b>\$ 402,675.00</b>	<b>\$ 79,776.14</b>	<b>\$ 126,734.11</b>	<b>\$ 196,164.75</b>

## **HUD Budget for FY 2019**

Congress passed the budget for FY 2019 on February 15, 2019. There are indications that FY 2019 will be funded at a similar level as FY 2018. To date, we have not received any official notification from HUD as to what the amount of the Operating Subsidy and Capital Fund amounts will be.

**Update: There is no official information from HUD regarding the amount of Operating Subsidy and Capital Fund that will be received.**

## **Real Estate Assessment Center (REAC)**

HUD's division of REAC is responsible for the physical inspection of the Authority's property. The property is due for an inspection, but we have not been notified of a date of the inspection as of this writing.

**Update: An inspection of the Authority properties has not been scheduled by REAC inspectors.**

## **Audit – Year Ending 9/30/2018**

The firm of Ford-Scott Associates began the audit for the year ending 9/30/18, on Monday, April 8<sup>th</sup>. The audit will continue for a few weeks. The auditor will need the post-employment figures for Pension from the State of NJ-Division of Pensions. The audit must be filed with HUD by the end of June 2019.

## **Financial Disclosure Statements for 2019**

The Financial Disclosure Statements are due to be filed by April 30, 2019, or within 30 days of appointment. The login information for the FDS website is distributed by the City Clerk. The FDS website link is located here: <https://www.nj.gov/dca/divisions/dlgs/resources/fds.html>

## **Rental Assistance Demonstration Program (RAD)**

The RAD application has been submitted to HUD. The Authority staff and consultant are in communication with the HUD RAD team to review the options for the OCHA RAD conversion.

There are monthly update calls with the Authority's RAD Transaction Manager for HUD and the Authority's consultant. There are many moving parts regarding the RAD conversion along with the redevelopment of Peck's Beach. A variety of factors including timing, regulations and funding are involved making this a complicated transaction.

The update calls with the HUD Transaction Manager continue. A request was made to HUD to remove the existing CHAP (Commitment to enter into a Housing Assistance Payment) contract, which was based on YE 2016 funding and replace it with a CHAP based on YE 2018 funding. The request was granted and the new CHAP dated February 7, 2019, was received with the new funding figures.

**Update: The update calls with the HUD Transaction Manager are continuing as scheduled with a call scheduled for Thursday, April 11, 2019.**

### **Peck's Beach – NJHMFA Pre-Development**

An update on the progress of the Peck's Beach Re-development will be given at the board meeting.

#### **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>Mike Dattilo</b>	In Process
<b>Robert Henry</b>	In Process
<b>Beverly McCall</b>	Completed
<b>Patricia Miles-Jackson</b>	Completed
<b>Vacant</b>	

**Program Statistics Report 10/2018 - 03/2019**

**2019 2019 2019**  
**MAR FEB JAN**

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	2	4	4
<b>Tenant Relations</b>			
Total number of units to be inspected in fiscal year	121	121	121
Total number of units to be inspected this month	61	61	61
Number of inspections actually completed this month - all sites	61	61	61
Total number of units inspected year-to-date - all sites	305	244	183
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	54	54	54
Annual Unit Turnaround Time (For Fiscal Year)	72	72	72
Monthly - Number of Vacancies Filled (this month)	0	0	1
Monthly - Average unit turnaround time in days for Lease up	4	4	4
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	50	50	50
PIC Score	100%	100%	100%
<b>Vacancies - At end of Month</b>			
Bay View Manor	2	0	1
Peck's Beach Senior	0	0	0
Peck's Beach Family	1	1	1
Total	3	1	2
Occupancy Rate	97.52%	99.17%	98.35%
<b>Vacancy Turnovers by VHA Maintenance Staff</b>			
Total Hours	55.90	29.96	41.48
Average Hours per Vacancy (Br. Sizes 0 thru 4)	18.63	31.10	32.25
<b>Rent Roll</b>			
Bay View Manor - Elderly/Disabled	\$20,352	\$20,620	\$20,927
Peck's Beach - Elderly/Disabled	\$6,637	\$6,637	\$6,484
Peck's Beach - Family	\$18,976	\$19,397	\$20,037
Total Rent Roll	\$45,965	\$46,654	\$47,448
<b>Public Housing Waiting List Applicants</b>		<b>153</b>	
Families - Ocean City Preference	5	5	8
Families - No Ocean City Preference	123	123	119
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	80	83	81
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	293	294	285
<b>Maintenance Department</b>			
Average work order turnaround time in days - Tenant Generated	0.5	3.5	1.31
Total Tenant Generated Work Orders	52	63	51
Number of routine work orders written this month	82	44	81
Number of outstanding work orders from previous month	36	10	12
Total number of work orders to be addressed this month	170	117	144
Total number of work orders completed this month	151	118	134
Total number of work orders left outstanding	36	36	10
Number of emergency work orders written this month	0	0	0
Total number of work orders written year-to-date	581	447	340
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0

**Program Statistics Report      10/2018 - 03/2019**

**2019  
MAR**

**2019  
FEB**

**2019  
JAN**

<b><u>Real Estate Assessment Center (REAC) Scores</u></b>			
Year-End 2018 - TBD			
Year-End 2017 - Audited	68	68	68
Year-End 2016 - Audited	85	85	85
Year-End 2015 - Audited	88	88	88
Year-End 2014 - Audited	86	86	86
Year-End 2013 - Audited	97	97	97
Year-End 2012 - Audited	100	100	100
Year-End 2011 - Audited	100	100	100



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

RESOLUTION NO. 2019-15  
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 \$174,529.30.

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


ADOPTED: April 16, 2019

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

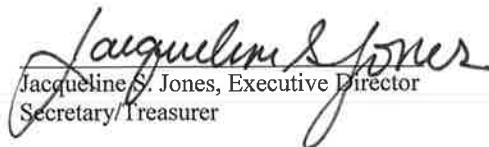
BY:

  
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, 2019 at 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 - APRIL 2019**

Check#	Vendor	Invoice Notes	Total Amount
1671	ADVANCED ENVIRO SYSTEMS	Site Survey and Delivery	4,900.00
1672	ALL ENVIRONMENTAL, INC.	RAD Physical Needs Assessment, Level II Energy Audits and preparation of CNA Etool	6,475.00
1673	HD SUPPLY FACILITIES MAINTENANCE, LTD.	MAINT SUPPLIES	1,173.75
1674	OMEGA PEST MANAGEMENT	MAR 2019 PEST CONTROL	575.00
1675	SUPPLY WORKS	MAINT SUPPLIES	492.71
1676	AETNA HEALTH & LIFE INSURANCE CO.	RETIREE HEALTH BENEFITS MAY-AUG 2019	2,750.19
1677	ATLANTIC CITY ELECTRIC	Mar 2019 - electric	9,208.58
1678	BROOKE GROUP, LLC.	DEVELOPMENT CONSULTING	600.00
1679	CALL EXPERTS	Answering service for April	367.96
1680	CITY OF OCEAN CITY	April 2019-due to OC for FEMA-	77,461.00
1681	CLEAN SWEEP SERVICES	MAR 2019 BVM CLEANING	1,550.00
1682	COPIER PLUS, INC.	3/2019 INTERNET SVC	18.33
1683	CRAIG TEST BORING CO, INC.	BVM TEST BORINGS, NJDEP	8,625.00
1684	FLORENCE DRISCOLL	Apr 2019 -Tenant services	200.00
1685	ERNIE'S MAGIC CARPETS	FLOORING	1,400.55
1686	FEDERAL EXPRESS	POSTAGE	26.23
1687	EISENSTAT, GABAGE & FURMAN	LEGAL SVCS	1,080.50
1688	GLEN O. STULL	Apr 2019 Medicare B Reimb & Mar prescriptiong reimb	369.63
1689	ASHLEY HARRIS	ONE TIME PYMT FOR BB PREP	200.00
1690	ROBERT HARRIS	APR 2019 - BVM TRASH RM MAINT	200.00
1691	HUMANA INSURANCE COMPANY OF NY	MAY 2019 - RETIREE	24.40
1692	JOHN J. SPITZ	Mar 2019 prescription re-imburement	607.93
1693	NJ AMERICAN WATER	MAR 2019 - WATER	5,912.75
1694	OMEGA PEST MANAGEMENT	APR 2019 PEST CONTROL	2,830.50
1695	PAPER MART, INC.	OFFICE SUPPLIES	151.50
1696	ROBERT L. ROWELL	4/2019 Maint Labor-Grounds	200.00
1697	SHERWIN-WILLIAMS CO.	PAINT SUPPLIES	327.20
1698	SOUTH JERSEY GAS	Mar 2019 Gas usage	5,767.89
1699	SUPPLY WORKS	MAINT SUPPLIES	18.64
1700	THYSSENKRUPP ELEVATOR CORPORATION	Elevator repair	870.00
1701	VECTOR SECURITY, INC.	1 yr svc agreemt - camera sys 204 4th	707.04
1702	VERIZON WIRELESS	APR 2019 MAINT CELL PHONE	54.63
1703	VINELAND HOUSING AUTHORITY	Apr 2019 Mgmt fees & postage reimb	6,364.30
1704	WALLACE HARDWARE INC	MAINT SUPPLIES	37.87
1705	W.B. MASON CO., INC.	OFFICE SUPPLIES	49.85
178220801110	HORIZON BCBS OF NJ	APR 2019 HEALTH BENEFITS	4,347.13
	STATE OF NJ PERS	ANNUAL EMPLOYER	19,151.00

<b>TOTAL MAR DISBURSEMENTS</b>	<b>\$ 165,097.06</b>
<b>PAYROLL -MAR 2019</b>	<b>\$ 6,328.44</b>
<b>PAYROLL TAXES -MAR 2019</b>	<b>\$ 2,137.54</b>
<b>ADP PAYROLL PROCESSING FEES -MAR 2019</b>	<b>\$ 113.66</b>
<b>PENSION - MAR 2019</b>	<b>\$ 783.10</b>
<b>PNC BANK FEE - MAR 2019</b>	<b>\$ 69.50</b>
<b>TOTAL BILL LIST -APR 2019</b>	<b>\$ 174,529.30</b>