

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



204 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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

*Jacqueline S. Jones, Executive Director*

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January 9, 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, January 15, 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, January 15, 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 December 18, 2018
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2019-01	Approval of Monthly Expenses
# 2019-02	Designating Official Newspapers
# 2019-03	Approving Fee for Annual Re-Certifications for all OCHA Residents
# 2019-04	Authorizing Utilization of Vineland Housing Authority Maintenance Staff to Supplement the Ocean City Housing Authority Maintenance Staff
- Executive Session if required*
12. Comments from the press and/or public
13. Comments from Board Members
14. Adjournment

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

### **Regular Board of Commissioner Meeting Minutes December 18, 2018 – 5 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on December 18, 2018, 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	<b>(Absent)</b>
Commissioner Michael Dattilo	
Commissioner Beverly McCall	<b>(arrived at 5:01)</b>
Commissioner Robert Henry	
Commissioner Patricia Jackson	
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, VHA Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Sandra Velez, VHA Assistant Asset Manager – Occupancy, 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 November 20, 2018. A motion was made by Commissioner Halliday and seconded by Commissioner Henry. The following vote was taken:

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

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

Mrs. Jones reviewed the Financial Report for the two months ended November 30, 2018. Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

## **Executive Director's Report**

Mrs. Jones referred to the summary of Peck's Beach – NJHMFA Pre-Development Loan. Commissioner Halliday had requested this a few months ago. Mrs. Jones will update this summary on her Director's report accordingly for the Board.

Mrs. Jones discussed the repayment of the funds owed to the City of Ocean City referring to the Cash Report. The budgeted amount is \$5,000 per month beginning October 1, 2018 to repay the City. Discussion was had regarding an additional payment to the City. The Board agreed to a \$50,000 one-time payment. Resolution #2018-53 authorizing a one-time payment of \$50,000 to the City of Ocean City. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Commissioner Henry asked for an explanation of the Development Fund. Mrs. Jones explained the Pre-Development Funds are from the NJHMFA grant for the redevelopment of Peck's Beach.

Mrs. Jones reported a meeting was held today with Peck's Beach residents to update them on the status of the new building – Speitel Manor. There was also a meeting at Bayview Manor today providing residents an update on the status of building improvements. A Holiday Luncheon was also provided for the residents today.

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

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

**Committee Reports** – Commissioner Halliday updated the Board on the Planning Board presentation last week in regards to the new design concept. It was approved unanimously with many positive comments from the Planning Board.

**Old Business** – None.

**New Business** – Chairman Barr requested Solicitor Gabage to present for the Election of Officers. Mr. Gabage opened nominations for Chairman. The following vote was taken for Robert Barr to continue as Chairman.

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

Mr. Gabage opened nominations for Vice Chairman. The following vote was taken for Robert Halliday to continue as Vice Chairman.

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

Mr. Gabage stated the Authority is required by law to elect a Secretary/Treasurer and this position is always held by the Executive Director. The following vote was taken for Jacqueline Jones to continue as Secretary/Treasurer.

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

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

**Resolution #2018-47**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$63,130.92. A motion was made by Commissioner Halliday; seconded by Commissioner Dattilo. Commissioner Halliday requested for an analysis from last year to this year. The following vote was taken:

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

**Resolution #2018-48**

**Resolution to Appoint Joint Insurance Fund Commissioner for the Fund Year 2019**

Chairman Barr called for a motion to approve Resolution #2018-48. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

**Resolution #2018-49**

**Resolution Appointing Risk Management Consultant**

Mrs. Jones explained Thomas H. Heist Insurance Agency has represented the OCHA as their risk management consultant. The risk management consultant is compensated through NJPHA JIF with no increase to the Authority's premium. This resolution is for the year 2018. Chairman Barr called for a motion to approve Resolution #2018-49. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

**Resolution #2018-50**

**Resolution Approving Dates for 2019 Board Meeting**

Chairman Barr called for a motion to approve Resolution #2018-50. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Chairman Barr stated all the meetings will be held at the Administrative Building located at 204 4<sup>th</sup> Street, Ocean City, NJ. The following vote was taken:

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

**Resolution #2018-51**

**Resolution Adopting State Budget – October 1, 2018 to September 30, 2019**

The Authority approved this Budget several months ago. The State has approved it and the Authority now has to adopt the budget. Chairman Barr called for a motion to approve Resolution #2018-51. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

**Resolution #2018-52**

**Resolution Executing Choice Mobility Letter Agreement with the Vineland Housing Authority**

Chairman Barr called for a motion to approve Resolution #2018-52. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Rick Ginnetti, The Brooke Group, stated the OCHA has been approved to participate in the RAD Program, which changes the Authority's funding platform from a Public Housing funding platform to a Section 8 platform. The OCHA is approved for Project Based Voucher rental assistance. He explained the Choice Mobility Letter Agreement and explained the VHA's role. Commissioner Henry stated he finds this material to be very complex and would like additional information to review this subject. The following vote was taken:

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

**Resolution #2018-53**

**Resolution Authorizing One-Time Payment to the City of Ocean City for Repayment of Hurricane Sandy Funds**

The Board agreed to a \$50,000 one-time payment. Chairman Barr called for a motion to approve Resolution #2018-53. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman closed the public comments portion of the meeting.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:56 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive, flowing style.

Jacqueline S. Jones  
Secretary/Treasurer



**THE OCEAN CITY HOUSING AUTHORITY**  
**INCOME & EXPENSE STATEMENT**  
**FYE SEPTEMBER 30, 2019**  
**FOR THE THREE MONTHS ENDED DECEMBER 31, 2018**

	ANNUAL BUDGET	BUDGET THRU DECEMBER	ACTUAL THRU DECEMBER	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	ACTUAL THRU DECEMBER 2017	VARIANCE FROM PREV YEAR (+OVER/ & -UNDER)
<b>INCOME</b>						
DWELLING RENTAL	573,780	143,445	147,735	4,290	146,613	1,122
OTHER TENANT-EXCESS UTILITIES	4,200	1,050	2,369	1,319	1,918	451
TOTAL TENANT REVENUE	577,980	144,495	150,104	5,609	148,531	1,573
HUD OPERATING SUBSIDY	306,330	76,583	84,920	8,337	65,500	19,420
HUD CAPITAL FUNDS-OPERATIONS	172,800	43,200	43,200	0	29,380	13,820
TOTAL HUD FUNDING	479,130	119,783	128,120	8,337	94,880	33,240
INVESTMENT INCOME-UNRESTRICTED	150	38	18	(20)	108	(90)
NONDWELLING RENTAL INCOME	13,200	3,300	3,300	0	3,400	(100)
OTHER INCOME-LAUNDRY	7,400	1,850	2,181	331	1,805	376
OTHER INCOME-FRAUD RECOVERY	5,000	1,250	0	(1,250)	2,013	(2,013)
OTHER INCOME-MISCELLANEOUS	5,580	1,395	4,248	2,853	2,247	2,001
TOTAL INCOME	1,088,440	272,111	287,971	15,860	252,984	34,988
<b>EXPENSES</b>						
ADMINISTRATIVE SALARIES	32,500	8,125	6,875	(1,250)	7,500	(625)
AUDIT FEES	9,000	2,250	2,250	0	0	2,250
ADVERTISING	3,200	800	71	(729)	34	37
EMPLOYEE BENEFITS-ADMIN	29,040	7,260	6,616	(644)	5,513	1,103
OFFICE EXPENSES						
COMPUTER SERVICES	9,000	2,250	1,145	(1,105)	1,075	70
COPIER	3,500	875	808	(67)	443	365
DUES & PUBLICATIONS	1,500	375	180	(195)	207	(27)
OFFICE SUPPLIES	2,500	625	164	(461)	723	(559)
PHONE & INTERNET	11,000	2,750	2,557	(193)	3,525	(968)
POSTAGE	2,000	500	169	(331)	228	(59)
LEGAL	15,000	3,750	3,165	(585)	3,750	(585)
TRAVEL	450	113	0	(113)	0	0
TRAINING	4,200	1,050	725	(325)	0	725
ACCOUNTING	15,000	3,750	3,750	0	3,750	0
MANAGEMENT FEES	130,000	32,500	18,750	(13,750)	14,625	4,125
MISCELLANEOUS-SUNDRY	12,000	3,000	850	(2,150)	869	(19)
	279,890	69,973	48,075	(21,898)	42,242	5,833
OTHER TENANT SERVICES	3,030	758	1,540	782	600	940
	3,030	758	1,540	782	600	940
WATER/SEWER	105,000	26,250	21,549	(4,701)	24,504	(2,955)
ELECTRIC	110,000	27,500	24,931	(2,569)	20,387	4,544
GAS	56,000	14,000	12,064	(1,936)	9,114	2,950
	271,000	67,750	58,544	(9,206)	54,005	4,539
MAINTENANCE LABOR	59,860	14,965	8,331	(6,634)	9,113	(782)
MAINT. MATERIALS	50,000	12,500	9,259	(3,241)	4,298	4,961
MAINT. CONTRACT COSTS	130,000	32,500	34,641	2,141	21,203	13,438
EMPLOYEE BENEFITS	35,440	8,860	7,540	(1,320)	6,011	1,529
	275,300	68,825	59,771	(9,054)	40,625	19,146
INSURANCE	110,000	27,500	23,893	(3,607)	26,637	(2,744)
BAD DEBTS	5,000	1,250	1,250	0	625	625
COMPENSATED ABSENCES	5,500	1,375	1,375	0	1,375	0
PAYMENT IN LIEU OF TAXES	30,280	7,570	7,570	0	5,210	2,360
PENSION	21,000	5,250	4,691	(559)	5,471	(780)
RETIREE BENEFITS	25,000	6,250	5,373	(877)	5,049	324
DUE TO CITY OF OCEAN CITY	60,000	15,000	15,000	0		15,000
	256,780	64,195	59,152	(5,043)	44,367	14,785
TOTAL EXPENDITURES	1,086,000	271,501	227,082	(44,419)	181,839	45,243
PROFIT (LOSS)	2,440	610	60,889	60,279	71,145	(10,256)

# Ocean City Housing Authority

## Administrative Report

**DATE:** January 10, 2019

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

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

**SUBJECT:** Monthly Report (December 2018)

**PERIOD:** December 11, 2018 – January 9, 2019

### **Peck's Beach – New Jersey Housing and Mortgage Finance Agency (NJHMFA) Pre-Development Funds**

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>	<b>\$ 27,500.00</b>	<b>\$ 743.00</b>	<b>\$ 100.00</b>	<b>\$ 26,657.00</b>
<b>Architect</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>
<b>Site Engineer</b>	<b>\$ 66,000.00</b>	<b>\$28,772.64</b>	<b>\$ 16,101.66</b>	<b>\$ 21,125.70</b>
<b>Energy Star Review</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>
<b>Environmental Consultant</b>	<b>\$ 18,500.00</b>	<b>\$ 2,472.50</b>	<b>\$ -</b>	<b>\$ 16,027.50</b>
<b>Geo Tech Consultant</b>	<b>\$ 12,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,500.00</b>
<b>Survey</b>	<b>\$ 7,000.00</b>	<b>\$ 4,620.00</b>	<b>\$ -</b>	<b>\$ 2,380.00</b>
<b>Attorney</b>	<b>\$ 36,000.00</b>	<b>\$ 5,895.00</b>	<b>\$ 990.00</b>	<b>\$ 29,115.00</b>
<b>Consulting Fees</b>	<b>\$125,000.00</b>	<b>\$37,273.00</b>	<b>\$ 19,542.45</b>	<b>\$ 68,184.55</b>
<b>VHA - \$6,977 TO DATE</b>				<b>\$ -</b>
<b>5% Contingency</b>	<b>\$ 19,175.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,175.00</b>
<b>Totals</b>	<b>\$ 402,675.00</b>	<b>\$ 79,776.14</b>	<b>\$ 126,734.11</b>	<b>\$ 196,164.75</b>

## **Government Shutdown and HUD**

Housing Authorities have been informed that HUD has the authority to fund programs through February 28, 2019; these arrangements were made prior to the shutdown; the operating subsidy is deposited monthly in eLOCCS for Authority staff to draw down. However, if the shutdown continues through March 1, 2019, the certainty of monthly funding from HUD is unknown. Should the monthly funding stop on March 1, 2019, the Authority has approximately 6 months of funding to continue operations.

## **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.

## **Audit – Year Ending 9/30/2018**

The firm of Ford-Scott Associates will perform the audit, which must be filed with HUD by the end of June 2019. The auditor has been contacted to schedule a start date for the audit.

## **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.

Update: 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.

Updates regarding the status of the RAD application will be given to the board as they occur.

### **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>Sean Scarborough</b>	In Process

# Program Statistics Report 10/2017 - 12/2018

2018  
DEC

2018  
NOV

2018  
OCT

<b><u>Tenant Accounts Receivable</u></b>			
Number of “non-payment of rent” cases referred to the solicitor	3	3	4
<b><u>Tenant Relations</u></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	0
Number of inspections actually completed this month - all sites	61	61	0
Total number of units inspected year-to-date - all sites	122	61	0
<b><u>Occupancy</u></b>			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	90	63.00	0.00
Annual Unit Turnaround Time (For Fiscal Year)	77	63.00	0.00
Monthly - Number of Vacancies Filled (this month)	3	1	0
Monthly - Average unit turnaround time in days for Lease up	33	24	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	40	39	0
PIC Score	100%	100%	100%
<b><u>Vacancies - At end of Month</u></b>			
Bay View Manor	0	1	2
Peck's Beach Senior	1	1	0
Peck's Beach Family	2	3	2
Total	3	5	4
Occupancy Rate	87.52%	95.87%	96.69%
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>	<b>5</b>	<b>October thru December Summary in Dec 2018</b>	
Total Hours	152		
Average Hours per Vacancy (Br. Sizes 0 thru 4)	30		
<b><u>Rent Roll</u></b>			
Bay View Manor - Elderly/Disabled	\$20,825	\$21,285	\$19,985
Peck's Beach - Elderly/Disabled	\$6,875	\$7,336	\$7,422
Peck's Beach - Family	\$20,019	\$20,253	\$20,822
Total Rent Roll	\$47,719	\$48,874	\$48,229
<b><u>Public Housing Waiting List Applicants</u></b>			
Families - <b>Ocean City Preference</b>	11	10	10
Families - No Ocean City Preference	117	112	112
Elderly (Seniors - 62+)/Disabled - <b>Ocean City Preference</b>	81	72	72
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	273	243	243
<b><u>Maintenance Department</u></b>			
Average work order turnaround time in days - Tenant Generated	2	2.25	2.38
Total Tenant Generated Work Orders	27	36	41
Number of routine work orders written this month	56	36	89
Number of outstanding work orders from previous month	25	27	29
Total number of work orders to be addressed this month	108	88	118
Total number of work orders completed this month	96	115	91
Total number of work orders left outstanding	12	25	27
Number of emergency work orders written this month	0	0	0
Total number of work orders written year-to-date	208	125	89
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0

Program Statistics Report      10/2017 - 12/2018		2018 DEC	2018 NOV	2018 OCT
<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**  
**Cash Report**  
**As of December 31, 2018**

**Net Cash Position:**

<b>Cash Balance per Reconciled Bank Statements at 12/31/2018</b>	<b>\$ 282,135.63</b>
<b>Capital 2018 Cash-Pending for draw down from HUD eLOCCS</b>	<b>\$ 182,217.00</b>

<b>Add: A/R-Tenants</b>	<b>Current</b>	<b>\$</b>	<b>5,992.70</b>	<b>\$ 10,672.69</b>
	<b>Past</b>	<b>\$</b>	<b>4,679.99</b>	

<b>Less: Bill List payments</b>	<b>\$ (153,719.82)</b>
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<b>Accrued Expenses - Total from detail below</b>	<b>\$ (37,695.00)</b>
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<u>Accrued Expenses</u>	<u>Annual</u> <u>Budget</u>	<u>No. of</u> <u>Months</u>	<u>Amount</u> <u>Accrued</u>
Insurance-Property/Flood	110,000	3	27,500
Bad Debt	5,000	3	1,250
Comp Absences	5,500	3	1,375
P.I.L.O.T.	30,280	3	7,570
<b>Total Accrual</b>	<b>150,780</b>		<b>37,695</b>

<b>Net Cash Position Before Amounts Due to City of Ocean City</b>	<b>\$ 283,610.50</b>
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<b>Due to Other Governments per 9/30/2016 Audit - City of Ocean City</b>	<b>\$ (254,895.00)</b>
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<b>Accrued P.I.L.O.T - Year-End 9/30/2015</b>	<b>\$ (24,008.00)</b>
<b>Accrued P.I.L.O.T - Year-End 9/30/2016</b>	<b>\$ (25,848.00)</b>
<b>Accrued P.I.L.O.T - Year-End 9/30/2017</b>	<b>\$ (22,605.00)</b>
<b>Accrued P.I.L.O.T - Year-End 9/30/2018-Unaudited</b>	<b>\$ (34,038.00)</b>

<b>Due to City of Ocean City for Storm Sandy FEMA per 9/30/2016 Audit</b>	<b>\$ (182,434.00)</b>
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<b>Net Cash Balance</b>	<b>\$ 28,715.50</b>
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**Ocean City Housing Authority  
County of Cape May  
State of New Jersey**

**RESOLUTION NO. 2019-01  
A Resolution Approving Regular Monthly Expenses**

**WHEREAS**, the Housing Authority of the City of Ocean City incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

**WHEREAS**, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Bill List in the amount of **\$153,719.82.**

**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:** January 15, 2019

***VOTE:***

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo					✓	
Vice Chairman Halliday						✓
Commissioner McCall	✓					
Commissioner Scarborough				✓		
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 January 15, 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 - JANUARY 2019			
Check#	Vendor	Description	Amount
1548	FLORENCE DRISCOLL	REIMB FOR DRY CLEANING BVM TABLECLOTHS	\$ 214.00
1549	LENEGAN PLUMBING & HEATING, LLC	GAS METER REPAIR PBF #413	\$ 672.00
1550	AMBIENT COMFORT, LLC.	Resid Comprehensive Diagnostic & pilot cleaning	\$ 239.00
1551	ATLANTIC CITY ELECTRIC	DEC 2018 ELECTRIC	\$ 8,761.29
1552	LINDA AVENA	JAN 2019 ACCTG SVCS	\$ 1,250.00
1553	BROOKE GROUP, LLC.	NOV 2018 CONSULTING SVCS	\$ 390.00
1554	CALL EXPERTS	JAN 2019 CALL CENTER SVCS	\$ 240.53
1555	CDW GOVERNMENT	COMPUTER	\$ 656.70
1556	CITY OF OCEAN CITY	1/2019 - DUE TO OCEAN CITY FOR FEMA & ADDIT'L PYMT	\$ 55,000.00
1557	CLEAN SWEEP SERVICES	DEC 2018 BVM Cleaning	\$ 2,125.00
1558	COPIER PLUS, INC.	DEC 2018 COPIER OVERAGE	\$ 24.89
1559	THE DAILY JOURNAL OF NJ	ADVERTISING	\$ 120.62
1560	DELTA DENTAL OF NEW JERSEY INC.	JAN 2019 DENTAL COVERAGE	\$ 345.68
1561	DRAIN DOCTOR	SEWER LINE CLEANING	\$ 285.00
1562	FLORENCE DRISCOLL	JAN 2019 TENANT SVCS	\$ 200.00
1563	EISENSTAT, GABAGE & FURMAN	NOV-JAN LEGAL SVCS	\$ 1,422.00
1564	GENSERVE INC	GENERATOR SVC	\$ 200.00
1565	GLEN O. STULL	DEC/JAN RETIREE BENEFIT REIMB	\$ 611.98
1566	HD SUPPLY FACILITIES MAINTENANCE, LTD.	MAINT SUPPLIES	\$ 1,821.80
1567	HUMANA INSURANCE COMPANY OF NY	FEB 2019 - RETIREE PRESCRIP COVERAGE	\$ 24.40
1568	JOHN J. SPITZ	DEC/JAN RETIREE BENEFIT REIMB	\$ 990.26
1569	NJ AMERICAN WATER	11/2018 WATER	\$ 6,274.73
1570	NJ PUBLIC HOUSING AUTHORITY JIF	2019 JIF PAYMENT- 1ST INSTALLMENT	\$ 33,115.50
1571	OMEGA PEST MANAGEMENT	Jan 2019 PEST CONTROL	\$ 4,219.00
1572	PDQ SUPPLY, INC.	MAINT SUPPLIES	\$ 100.87
1573	THE PRESS OF ATLANTIC CITY	ADVERTISING	\$ 118.74
1574	ROBERT L. ROWELL	Jan 2019 - Maint Labor-Grounds	\$ 200.00
1575	RUTGERS CENTER FOR GOVERNMENT SERVICE	COMMISSIONER TRAINING	\$ 476.00
1576	SHERWIN-WILLIAMS CO.	PAINT SUPPLIES	\$ 435.71
1577	SHORE GUYS HEATING & AIR CONDITIONING, LLC.	P-TAC UNIT REPLACEMENT	\$ 1,350.00
1578	SOUTH JERSEY GAS	DEC 2018 GAS	\$ 6,007.36
1579	SUPERIOR VISION OF NJ, INC.	FEB 2019 VISION COVERAGE	\$ 39.42
1580	US BANK EQUIPMENT FINANCE	JAN 2019 COPIER LEASE	\$ 185.01
1581	VECTOR SECURITY, INC.	ALARM SVC	\$ 275.00
1582	VERIZON DSL	DEC 2018- FAX/PHONE	\$ 131.78
1583	VERIZON WIRELESS	JAN 2019 MAINT CELL PHONE	\$ 54.75
1584	VINELAND HOUSING AUTHORITY	01/2019 MGMT FEES; MAINT REIMB; POSTAGE REIMB	\$ 14,685.56
1585	WALLACE HARDWARE INC	MAINT SUPPLIES	\$ 154.32
174362148910	HORIZON BCBS OF NJ	JAN 2019 HEALTH BENEFITS	\$ 4,347.13

TOTAL JAN DISBURSEMENTS	\$ 147,766.03
PAYROLL - DEC 2018	\$ 3,980.40
PAYROLL TAXES - DEC 2018	\$ 1,198.41
ADP PAYROLL PROCESSING FEES - DEC 2018	\$ 108.62
PENSION - DEC 2018	\$ 605.76
PNC BANK FEE - DEC 2018	\$ 60.60
<b>TOTAL BILL LIST - JAN 2019</b>	<b>\$ 153,719.82</b>

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

**RESOLUTION NO. 2019-02  
A Resolution Designating an Official Newspaper**

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

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

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

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

**ADOPTED:** January 15, 2019

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

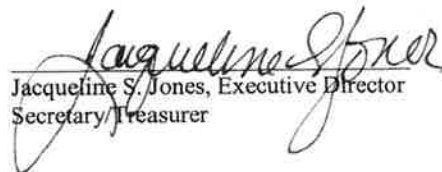
BY:

  
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 January 15, 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  
County of Cape May  
State of New Jersey**

**RESOLUTION NO. 2019-03**

**Resolution Approving Fee for Annual Re-Certifications for all OCHA Residents**

**WHEREAS**, the Ocean City Housing Authority is required to follow federal regulations in determining rent calculations based on the Code of Federal Regulations (CFR) known as 24 CFR Part 5, Subparts E and F; 24 CFR 960, Subpart C; and,

**WHEREAS**, the Ocean City Housing Authority is required to perform an Annual Re-certification on each resident household at least once per year; and,

**WHEREAS**, the Ocean City Housing Authority historically conducts an Annual Re-certification for each resident with an effective date of May 1<sup>st</sup>; and,

**WHEREAS**, the Authority has limited staff to accomplish the Annual Re-certifications of all 121 residents in a timely manner and will therefore will require assistance; and,

**WHEREAS**, the Vineland Housing Authority (VHA) will perform the above-mentioned tenant rent re-certifications as an extension of its Shared Services Agreement with the Ocean City Housing Authority; and,

**WHEREAS**, the VHA has agreed to perform the tenant rent re-certifications for an amount not to exceed \$7,800; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Ocean City Housing Authority approves the re-certifications of the tenant rent calculations by the Vineland Housing authority for an amount not to exceed \$7,800.

**ADOPTED:** January 15, 2019

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Dattilo	✓					
Vice Chairman Halliday					✓	
Commissioner McCall						✓
Commissioner Scarborough				✓		
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 January 15, 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  
County of Cape May  
State of New Jersey**

**RESOLUTION NO. 2019-04**

**Resolution Authorizing Utilization of Vineland Housing Authority Maintenance Staff  
to Supplement the Ocean City Housing Authority Maintenance Staff**

**WHEREAS**, the Ocean City Housing Authority (OCHA) has a limited maintenance staff and budget; and,

**WHEREAS**, it is essential to efficiently and promptly make repairs to units to be able to house low-income applicants as rapidly as possible; and,

**WHEREAS**, the Vineland Housing Authority has a capable maintenance staff to assist the Ocean City Housing Authority to prepare vacant units for leasing and to make other needed maintenance repairs; and,

**WHEREAS**, in the interest of efficiency the Ocean City Housing Authority authorized 200 hours for the preparation of vacant units for leasing and other needed maintenance repairs of Vineland Housing Authority Maintenance time in an amount not to exceed \$11,000 by Resolution #2018-42 on October 1, 2018; and,

**WHEREAS**, the funds approved for the preparation of vacant units for leasing and other needed maintenance repairs are utilized on an "as needed" basis and invoiced based on actual hours worked at the Ocean City Housing Authority by Vineland Housing Authority maintenance personnel; and,

**WHEREAS**, this resolution provides approval of the amount of \$8,333 for the preparation of vacant units for leasing and other needed maintenance repairs per the attached invoice based on **actual hours worked** at the Ocean City Housing Authority by Vineland Housing Authority maintenance personnel; and,

**WHEREAS**, there is a need to authorize additional funds for maintenance repairs for the period beginning January 1, 2019 through March 31, 2019; and,

**WHEREAS**, in the interest of efficiency the Ocean City Housing Authority authorizes 200 hours for the preparation of vacant units for leasing and other needed maintenance repairs of Vineland Housing Authority Maintenance time in an amount not to exceed \$11,000 for the period beginning January 1, 2019 through March 31, 2019; and,

**WHEREAS**, the funds approved for the preparation of vacant units for leasing and other needed maintenance repairs will be utilized on an "as needed" basis and invoiced based on actual hours worked at the Ocean City Housing Authority by Vineland Housing Authority maintenance personnel; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Ocean City Housing Authority approves the payment of \$8,333 for maintenance repairs for the period October 1, 2018 through December 31, 2018, and approves the amount not to exceed of \$11,000 for maintenance repairs for the period January 1, 2019 through March 31, 2019.

**ADOPTED:** January 15, 2019

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

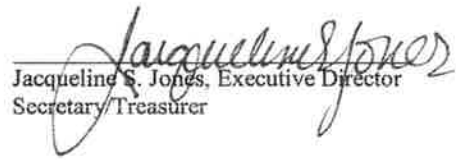
BY:

  
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 January 15, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**Vineland Housing Authority**  
**191 W. Chestnut Avenue**  
**Vineland, NJ 08360**

Invoice #2019-1

For Unit Turnover and Bulk Trash Pick-Up

Period 10/1/2018 - 12/31/2018

OCHA Maintenance Billing

Rate = \$55.00 per hour

VHA Employee	Date	Task	Hours	Amount
Pablo Rodriguez	10/2/2018	Bulk Trash Pickup & Tree Removal PBF	5	\$ 275
Eddie Gomez	10/2/2018	Bulk Trash Pickup & Tree Removal PBF	5.5	\$ 303
Leroy James	10/15/2018	Unit Turnover - BVM 202	8	\$ 440
Pablo Rodriguez	10/17/2018	Unit Turnover - BVM 307 - trash & carpet removal	4	\$ 220
Rafael Flores	10/17/2018	Unit Turnover - BVM 307 - trash & carpet removal	4	\$ 220
Leroy James	10/30/2018	Unit Turnover - BVM 307	8	\$ 440
Eddie Gomez	11/7/2018	Unit Turnover - PBF 405	8	\$ 440
Eddie Gomez	11/8/2018	Unit Turnover - PBF 405	8	\$ 440
Leroy James	11/8/2018	Unit Turnover - PBF 405	2	\$ 110
Eddie Gomez	11/9/2018	Unit Turnover - PBF 405	8	\$ 440
Eddie Gomez	11/13/2018	Unit Turnover - PBF 405	8	\$ 440
Pablo Rodriguez	11/8/2018	Bulk Trash Pickup	4	\$ 220
Michael Sladky	11/29/2018	Unit Turnover - PBF 415	8	\$ 440
Pablo Rodriguez	11/30/2018	Unit Turnover - PBS 330	7	\$ 385
Michael Sladky	11/30/2018	Unit Turnover - PBF 415	8	\$ 440
Michael Sladky	12/10/2018	Unit Turnover - PBF 415	8	\$ 440
Michael Sladky	12/11/2018	Unit Turnover - PBF 415	8	\$ 440
Michael Sladky	12/12/2018	Unit Turnover - PBF 415	8	\$ 440
Michael Sladky	12/13/2018	Unit Turnover - PBF 415	8	\$ 440
Michael Sladky	12/14/2018	Unit Turnover - PBF 415	8	\$ 440
Michael Sladky	12/17/2018	Unit Turnover - PBF 415	8	\$ 440
Michael Sladky	12/18/2018	Unit Turnover - PBF 415	8	\$ 440

<b>Total</b>	<b>\$ 8,333</b>
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<b>HOURS</b>	<b>DAYS</b>
<b>151.5</b>	<b>18.9375</b>