

## Housing Authority of the City of Ocean City

### Regular Board of Commissioner Meeting Minutes January 16, 2018 – 5 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on January 16, 2018, at 5:00 p.m. at Administrative Office – 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	<i>(arrived 5:10 p.m.)</i>
Commissioner Paula McFarland	<i>(absent)</i>
Commissioner Patricia Jackson	
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, VHA Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant, Ron Miller, VHA Assistant Asset Manager – Operations and Sandy Velez, VHA Assistant Asset Manager – Occupancy and Patrick McNamera and Bob McNeil, Alternate Commissioners.

#### Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from December 19, 2017. A motion was made by Commissioner Halliday 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	(Absent)
Commissioner Paula McFarland	(Absent)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

#### Treasurer's Report

Linda Cavallo reviewed the Financial Report for the three months ended December 31, 2017. Commissioner Scarborough asked what was the operating year for the Authority? Ms. Cavallo stated it ends September 30<sup>th</sup>, 2018. The operating year is from October 1<sup>st</sup> through September 30<sup>th</sup>. Commissioner Scarborough questioned the additional revenue. Ms. Jones stated the additional revenue is due to the re-certifications of all the residents that were completed and became effective October 1, 2018. When the budget was written, the resident rental income was based on historical data. Commissioner Scarborough asked if anything has come back from water company in regards to the water and the sewer. Mrs. Jones reported not yet and it needs to be looked at closer. Motion to approve the Treasurer's Report made by Commissioner Scarborough and seconded by Commissioner Halliday. The following vote was taken:

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

**Executive Director's Report** *(Commissioner McFarland arrived.)*

Mrs. Jones reported the Authority is currently under a continuing resolution for funding from Washington, which expires on Friday. It is likely there will be a government shut-down. As for the Authority, this does not mean anything until the 1<sup>st</sup> of February. The Authority has received its subsidy for the month and has money to operate for a few months. As long as Washington can figure it out in a few months, the Authority will be okay to pay the bills.

Mrs. Jones referenced to her written report regarding the Federal Emergency Management Agency (FEMA). The OCHA owes FEMA \$52,459.41 from Hurricane Sandy issues. At this point, it looks as though the OCHA does owe them this money. If this changes, the Board will be informed.

The Finance Committee had a meeting with Mayor, Administrator and the Finance Director to discuss the funds that are owed the City for the non-reimbursement of the money the City paid out on behalf of the Authority to complete some repairs due to Hurricane Sandy and also three years of PILOT payment. The OCHA is in discussion with the City about this and nothing is firmed up yet. Mrs. Jones will come back to the Board with additional information when there is an update.

At the same meeting the OCHA had a conversation with the City regarding some improvements at Bayview Manor. There are two resolutions this evening that are on the updated agenda in regards to improvements at Bayview Manor.

There is also resolution tonight for the annual re-certifications of the tenant files. Back in June there was a resolution passed for the Vineland staff to work on the interim certifications that were effective October 1<sup>st</sup>. This current process is for the resident's annual re-certifications. At the OCHA all the residents are re-certified once a year and are effective May 1<sup>st</sup>. It is anticipated that this process will be a lot easier and a lot smoother than the last time.

Mrs. Jones indicated the Board was provided an updated Cash Report and updated Bill List.

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

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

**Committee Reports** – Chairman Barr called for a report from the Development Committee. Commissioner Halliday stated the project at 6<sup>th</sup> and West Avenue. The application was presented to the Planning Board. The project was passed unanimously by the Planning Board. Chairman Barr stated there will not be a Development Committee this Thursday.

**Old Business** – None.

**New Business** – None.

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

**Resolution #2018-01**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$83,677.67. 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 Paula McFarland	(Absent)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2018-02**  
**Resolution Approving REVISED Dates for the 2018 Board Meetings**

Chairman Barr called for a motion to approve Resolution #2018-02. A motion was made by Commissioner McCall; seconded by Commissioner Scarborough. Mrs. Jones stated the meeting dates were actually passed last month, but they did not include the locations of the meeting. The following vote was taken:

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

**Resolution #2018-03**  
**Resolution Designating Official Newspapers**

Chairman Barr called for a motion to approve Resolution #2018-03. A motion was made by Commissioner Halliday; 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 Paula McFarland	(Absent)

Commissioner Patricia Jackson (Yes)  
Chairman Robert Barr (Yes)

**Resolution #2018-04**

**Resolution Appointing Ron Miller as Purchasing Agent for the Ocean City Housing Authority**

Chairman Barr called for a motion to approve Resolution #2018-04. Ron Miller stated the State of the New Jersey clarifies that if you have a QPA on staff you can extend you bid threshold from \$17,500 to \$40,000. This is a resolution authorizing him as a licensed holder of a Qualified Purchasing Agent. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

**Resolution #2018-05**

**Resolution Approving Fee for Interim Re-certifications for all OCHA Residents**

Chairman Barr called for a motion to approve Resolution #2018-05. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained this is for the Vineland Housing Authority staff to assist the OCHA staff for the re-certification of all OCHA residents in the amount not to exceed \$7,200. The following vote was taken:

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

**Resolution #2018-06**

**Resolution Approving Bayview Manor Improvements**

Chairman Barr called for a motion to approve Resolution #2018-06. A motion was made by Commissioner McCall; seconded by Commissioner Scarborough. Mrs. Jones discussed the list of improvements needed at Bayview Manor. This list was also reviewed with the City. Commissioner Dattilo asked if the Authority had current pricing for painting. Ron Miller explained how the pricing for painting was calculated. Mrs. Jones explained how the painting program works. Every three years the Authority is required by the State statute to offer re-painting of the resident's units. The Authority must offer it and document it, but the tenant does not have to accept it. The State statute does not apply to carpet. If the tenant would like to have their unit painted they must participate by removing items from the walls and place the furniture in the middle of the room. Commissioner Dattilo stated a lot of the residents are not going to have the ability to deal with the furniture, wall hangings etc. and whether it could be bid in such a way as an option to have the painters deal with the removing of furniture and personal belongings. Ms. Jones stated it would become very expensive to do it that way. In some cases, if a resident agrees to have their unit painted their family may assist them with the preparation. It is also a liability issue to handle the residents' belongings. The only alternative is to get the price for removal of

furniture, but then the number of people the Authority can service is reduced. The Authority can request further information from the painter in regards to furniture removal and there will be further discussion with the Board on its findings. The following vote was taken:

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

**Resolution #2018-07**

**Resolution Approving Painting for (2) Two Stair Towers at Bayview Manor**

Chairman Barr called for a motion to approve Resolution #2018-07. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones stated the two stair towers are in much need of painting. Ron Miller reviewed the cost for labor and materials. This will help with the odor in the building. It will seal the cinder block and be cleaner. The following vote was taken:

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

There is no need for Executive Session tonight.

Chairman Barr requested comments from the public. No public present.

Chairman closed the public comments portion of the meeting.

Chairman requested any questions and/or comments from any of the Board Members at this time.

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 Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:38 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer