

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

**Regular Board of Commissioner Meeting Minutes  
April 16, 2019 – 5 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on April 16, 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 read the Sunshine Law.

Upon roll call those present were:

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

Chairman Barr requested everyone rise for the Pledge of Allegiance.

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

**Minutes**

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

Commissioner Robert Halliday           (Yes)  
Commissioner Patrick Mumman           (Yes)  
Commissioner Michael Dattilo           (Yes)  
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 six months ended March 31, 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 Patrick Mumman           (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. The audit is ongoing and is going much smoother than last year due to the auditor having access to the OCHA's financial information on-line as well as the tenant files online. The auditor

mentioned last week that he will need to wait for the State of New Jersey for the pension information regarding post-employment benefits to be able to complete the audit. The audit is due to HUD by June 30<sup>th</sup>. Commissioner Henry asked if there is any requirement of the Board once the audit is completed. Mrs. Jones explained once the audit is completed the auditor will give a presentation to the Board and the Board will be able to ask the auditors questions regarding the audit. The Board will be provided a copy of the entire audit prior to the presentation. Each Commission will need to certify they have read and reviewed the audit via a signed resolution.

The 2018 filing of financial disclosures statements (FDS) are due by April 30, 2019. Commissioners were asked to contact the City Clerk if they need assistance with their log in. There is a \$100 fine if the FDS are not completed by April 30, 2019.

Regarding the Rental Assistance Demonstration (RAD), it is an ongoing process and meetings continue monthly with the RAD transaction manager through HUD keeping them abreast of what is going on locally. The Authority is preparing to advertise the specifications for Speitel Commons and bids are due back May 30, 2019. Specifications for Bayview Manor are in process.

The pilot payment for 2015, 2016 and 2017 is included in the bill list. The 2018 pilot payment will be made once the audit is complete. For the balance of the funds due to the City, it is fair to say the Authority has the intention to pay that balance off by the end of this fiscal year – 9/30/2019. Chairman Barr stated the ability to get the payments to the City is a testament to Mrs. Jones and her team. Mrs. Jones thanked him. Chairman Barr stated the Authority is in a better condition due to the great work from Mrs. Jones, her staff, cooperation with the City, the Board and Authority accountant.

There will be an addition made to the Shared Services Agreement between the OCHA and the Vineland Housing Authority (VHA). This only has to do with the fact that Mary Ragland resigned from her position as mentioned at last month's meeting. There has been coverage at the OCHA office since Mary's departure. The OCHA office is open Monday through Thursday. The VHA is covering the office with a staff member from the VHA being rotated by 6-7 different people. Training is in process. Mrs. Jones will present a plan at the next meeting for on-going coverage of the office. The OCHA is being billed quarterly for the maintenance turn overs. This will be billed next month as well as the annual recertification billing.

Mrs. Jones provided a quick update on the infestation situation. The infestation is down to 3-4 units and all have been treated. Re-inspections are scheduled. Mrs. Jones briefly explained a new process using receptacles for bed bugs including inspections by the dogs and human visual inspections. Most residents are cooperating with the exception of one resident. There are a few residents that need assistance due to hoarding situations. More frequent unit inspections will be held by the authority's inspector to try to avoid some of the hoarding that is going on. Residents who have had bed bugs in the past will be monitored closely. Chairman Barr asked how often common areas can be sprayed. Ron Miller stated legally in the State of NJ you can not spray chemicals without the presence of an infestation.

Brief discussion regarding crimes within the Authority. The Authority has to file a report with the Department of Community Affairs (DCA) once a year in January.

REAC inspections were discussed. Mrs. Jones stated in the past the Authority would receive a few months' notice of the inspections. The new rule that HUD has implemented recently states they will provide a 14-day notice. In general, the OCHA sites and buildings are in good shape. She is not sure they are a 90, but hoping they are at least high 70's to 80. The Authority is focusing on staying on top of the buildings, the grounds and any public spaces because those are the areas where most points are deducted.

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 Patrick Mumman	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)

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

**Committee Reports** – None.

**Old Business** – Chairman Barr reiterated that Sean Scarborough is no longer a commissioner and thanked him for his services. He welcomed new Commissioner Patrick Mumman and the Board looks forward to working with him.

**New Business** – None.

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

**Resolution #2019-15**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$174,529.30. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated the monthly amount is higher than normal due to the City of Ocean City payment, the annual PERS contribution as well as the boring testing cost. Chairman Barr wanted to make sure the minutes reflected that Mrs. Jones is commended with how far the OCHA has come in the past 2 years.

The following vote was taken:

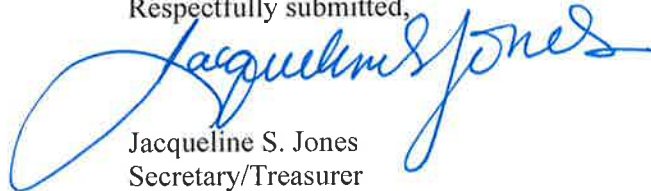
Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Michael Dattilo	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

No further comments from the Commissioners and there are no members of the public in attendance.

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 5:38 p.m.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary/Treasurer