

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

July 16, 2019 – 5:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on July 16, 2019, at 5:00 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday
Commissioner Patrick Mumman
Commissioner Beverly McCall
Commissioner Robert Henry
Commissioner Patricia Jackson
Chairman Robert Barr

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.

Solicitor Gabage swore in new Commissioner Brian Broadley.

Chairman Barr congratulated Commissioner Broadley and requested another roll call.

Commissioner Robert Halliday

Commissioner Patrick Mumman
Commissioner Beverly McCall
Commissioner Robert Henry
Commissioner Patricia Jackson
Commissioner Brian Broadley
Chairman Robert Barr

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from June 18, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Jackson. The following vote was taken:

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

Chairman Barr requested a motion to approve the Special Meeting minutes from June 25, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the nine months ended June 30, 2019. Commissioner Henry stated almost every single expense item is ahead of budget with three months to go can the Authority and use the money for some other purpose. Mrs. Jones stated the goal is to pay the funds due to the City by the end of this fiscal year so being ahead of budget will assist with that to be able to happen. Mrs. Jones explained further by reviewing the Cash Report. Mrs. Jones discussed the operating subsidy line item on the financial statement. The Authority often does not know what the funding will be from HUD. Mrs. Jones tends to budget conservatively because of that. There is nothing concrete from HUD in regard to funding and Washington is very unpredictable. Commissioner Henry is surprised that someone so conservative would make a guess that next year would be higher than this year. Mrs. Jones stated she can only create a budget based on current information from Washington and 40 years of experience. If someone has more experience than that and can offer more information, she is open to listen to it. She has been pretty successful with her approach in the past. Mrs. Jones is giving the best she's got and cannot explain it any better than that. Brief discussion on utilities. Brief discussion regarding maintenance labor line item. Mrs. Jones stated maintenance labor was budgeted for a full-time maintenance employee at 40 hours a week and a part-time employee. It is difficult to find a skilled part-time maintenance employee and this is why it is not filled. It was not filled this year but is being budgeted for next year in the event a qualified person is found. Commissioner Jackson asked if the Authority was advertising for a part-time position. Mrs. Jones stated not at this time. Mrs. Jones explained that the Authority currently stipends two residents that are assisting maintenance. 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 Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones stated the budget will be presented tonight and discussed in the resolution section of the meeting. The revised office and phone coverage schedule began this week. Phone coverage is from 8:30 a.m. to 4:30 p.m. every day. At least three days a week the OCHA office will be staffed.

Mrs. Jones discussed the (REAC) Real Estate Assessment Center inspections. REAC is an inspection protocol that housing authorities have to abide by. The Authority was waiting for its date for the inspection. The Authority has not heard anything to date. Mrs. Jones read that when a housing authority applies for Rental Assistant Demonstration (RAD) conversion the Authority is put on hold so there will not be an inspection at this time. The intention is to convert to RAD and hopefully the closing will happen by the end of this year. Once the Authority is converted to RAD there will never be another HUD REAC inspection here. If the RAD conversion does not go through then inspections will be held.

The Audit FYE 9/30/2019 was filed. Mrs. Jones will be speaking with the Auditor to possibly schedule the audit to be presented to the Board next month. Mrs. Jones recalled that last year there were some issues with having a quorum due to vacations in August. If there are any commissioners unable to attend the August meeting, Mrs. Jones asks they let her or Chairman Barr know. The Audit will be provided to the Board to enable them to review it prior to the meeting. All commissioners will have the opportunity to ask the auditor questions and a resolution will be presented stating all commissioners have reviewed the audit, which is required by the State of NJ. Mrs. Jones stated there were no findings and no issues are anticipated.

In regard to RAD, the Authority is still actively on phone calls with HUD to move this towards a closing date. A closing date is really a conversion from Operating Subsidy to a Housing Assistance Payment Contract. Commissioner Henry asked what is being discussed with HUD. Mrs. Jones explained that this conversion is more complicated due to the redevelopment of Peck's Beach Village. There are questions surrounding the funding from the NJHMFA and City and how the pieces will fit together. Often the conference calls result in additional questions that the HUD Transaction Manager does not have answers to and they have to refer to Washington. The biggest open issue right now is to nail down the exact amount of rental income that the Authority is going to receive. The Authority's consultant, Rick Ginnetti of the Brooke Group, is trying to maximize the income for the project as best he can. It is a long process and there are a lot of forms and documents that must be uploaded to the RAD website. Once all of the required documents are uploaded the HUD attorney reviews the documents and another series of phone calls and emails continues to respond to HUD's questions. Once all items are agreed upon, the settlement date is scheduled.

In regards to Pecks Beach, the last update meeting with NJHMFA was last month. The Authority is working through a "closing" checklist. There will be a closing with NJHMFA for the construction funds. NJHMFA was waiting for the Authority's contract with the builder, which was approved last month. Next week the Authority is meeting with the contractor to work toward finalizing the figures. Mrs. Jones needs the personal questionnaires completed by all board members. They were previously completed but have timed out.

Mrs. Jones reported there is an updated cash report, which Wendy updated based on the most current bill list. During the resolution section the budget will be reviewed.

Commissioner Henry asked how the contract with builder Gardner is coming along. Mrs. Jones stated they will be meeting with them next week as mentioned previously. Mrs. Jones stated the Speitel contract with Gardner is connected to the NJHMFA funding. The NJHMFA funding is part of the funding that will build Speitel. Commissioner Halliday_ asked if predevelopment funds can be rolled over. Mrs. Jones stated yes. The Authority believes anything left on the pre-development budget can be rolled over to the construction budget. The less spent on pre-development there will be more funds available for construction and that much less the Authority would need from the City.

With no further discussion, motion to accept the Executive Director'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 Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Committee Reports – None

Old Business – None.

New Business – None.

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

Resolution #2019-27
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$48,908.86. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2019-28
Resolution Awarding Exterminating Services Contract

Chairman Barr called for a motion to approve Resolution #2019-28. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the contract was put out for quotation, not for bid because it is under the threshold. The contract is being awarded to Omega who is currently the authority's contractor of record. The following vote was taken:

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

Commissioner Patricia Jackson stepped out of the meeting to take a phone call, was not present for Resolutions # 2019-29 and 2019-30 roll call.

Resolution #2019-29
Approval of Operating Budget 2019-2020
&
Resolution #2019-30
Approval of State 2019-2020

Chairman Barr called for a motion to approve Resolution #2019-29 & 2019-30. A motion was made by Commissioner Halliday; seconded by Commissioner McCall.

Mrs. Jones stated Resolution 2019-29 and 2019-30 contain the same information. Resolution 2019-30 is prepared with the State forms. The Authority passes an operating budget resolution, which is a simpler format and consolidated for easier review.

The budget was written based on the Authority's current funding situation as a Public Housing Authority. Mrs. Jones explained the different column headings on the Operating Budget. Mrs. Jones reviewed the significant variances in the budget by line item. The budget expenses are up a little bit up from last year's budget, but this is offset by the administrative salaries and health benefits that are no longer in the budget. In addition, there will not be a separate billing for annual recertifications by Vineland staff because this will be done while Vineland staff are at the Ocean City office and this is

included in the management number. Commissioner Jackson stated she is still not in agreement with eliminating staff and not including them in the budget. Although there is a phone coverage plan, she believes the resident will want to see a person 5 days a week when they have an issue. She believes the phone coverage plan was on a trial basis. She does not understand if the budget indicates a zero amount for these eliminated positions how can the Authority look to fill the positions if there is a need. Mrs. Jones stated the budget can be amended if needed. She believes the budget will be amended after the RAD conversion when there are solid numbers based on the conversion. Commissioner Mumman stated money from management fees can be moved to administrative salaries. Chairman Barr stated the maintenance staff is not being eliminated. Commissioner Jackson stated the Authority is not looking for a part-time maintenance staff. Chairman Barr stated it is in the budget for when the Authority finds someone. Mrs. Jones explained currently the Vineland staff is assisting the OCHA maintenance staff whether to fill in for vacation or for unit turnovers. It is very difficult to find skilled people and at a part-time basis it is even more difficult. If a person is found the money is available in the budget, but if no one is found it is covered under the Management Services Contract with the VHA to provide service and repairs.

Commissioner Jackson stated in her opinion she believes someone is needed in the office and would not want to talk to someone over the phone. She knows there were problems with the phones before and knows they have been fixed. She would want to speak to someone face to face about the issues. Chairman Barr stated at this time the Board has agreed it will try the new phone coverage plan. Commissioner Jackson understands it is a trial and is just voicing her opinion. Mrs. Jones stated there are five different VHA staff who are trained to come to OCHA and cover the office. A day has not been missed. This past week Mrs. Jones was speaking to one of the residents who complimented the Vineland staff as being very helpful and knowledgeable. The resident is very happy with the services. Mrs. Jones stated we will see how it goes. The staff we have now covering the office are experienced in housing and Mrs. Jones feels we are providing the best coverage we can provide along with quality of service within the budget. There have not been any complaints.

Commissioner Henry stated the revenue part of the budget is assuming there is no RAD. Mrs. Jones stated RAD is supposed to be HUD budget neutral, which means operating subsidy, tenant rent and capital fund. HUD is saying you will not get anything less than that. The Authority is trying to get more. Commissioner Broadly questioned the insurance line item being relatively the same. Mrs. Jones explained there are two major items with the insurance. There is flood insurance and NJ Public Housing Authority Joint Insurance Fund (NJPHA JIF). The JIF insurance remains relatively flat. Flood insurance has been pretty even the last two years. However, when Speitel is built and Peck's Beach North is demolished and redeveloped, the Authority should see the flood insurance cost drop.

The Board waiting a few minutes for Commissioner Jackson to return. Having not returned the following vote was taken:

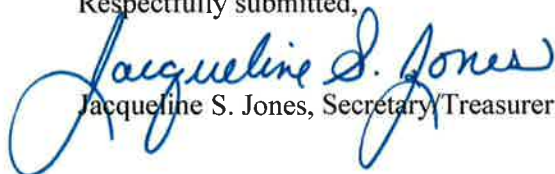
Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

Public Comments: No public present. No further comments from any Board Commissioners.

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 5:53 p.m.

Respectfully submitted,


Jacqueline S. Jones, Secretary/Treasurer