

*Board of Commissioners*  
Robert Barr, Chairperson  
Scott Halliday, Vice-Chairperson  
Beverly McCall, Commissioner  
Robert Henry, Commissioner  
Patrick Mumman, Commissioner  
Patricia Miles-Jackson, Commissioner  
Brian Broadley, 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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August 14, 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, August 20, 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

# **REVISED**

## **Ocean City Housing Authority AGENDA**

Tuesday, August 20, 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 June 18, 2019
  - b. Regular Meeting on July 16, 2019
6. Fee Accountant’s Report
7. Executive Director’s Report
8. Committee Reports
9. Old Business
10. New Business:
  - Audit Presentation, Mike Garcia & Leon Costello, Ford-Scott & Associates, LLC
  - Ethics Presentation, Charles W. Gabage, Esq.
11. Resolutions:

# 2019-31	Approval of Monthly Expenses
# 2019-32	Certifying the 2018 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board
# 2019-33	2018 Capital Fund Budget
# 2019-34	2019 Capital Fund Budget
# 2019-35	Authorizing Final Payment to the City of Ocean City for Repayment of Hurricane Sandy Funds
# 2019-36	Authorizing the Execution of an Amendment to the Shared Services Agreement with the City of Ocean City for Construction of Thirty-Two (32) Affordable Senior Rental Units at Speitel Commons at Bayview Manor, Demolition at Peck’s Beach Village, North and the Rehabilitation of Bayview Manor
# 2019-37	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 – 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 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 4<sup>th</sup> 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 NJHFMA 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:

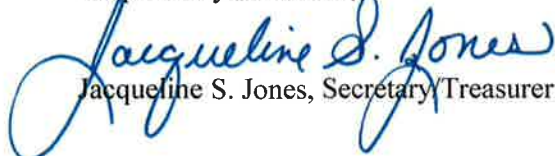
Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

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

**THE OCEAN CITY HOUSING AUTHORITY**  
**INCOME & EXPENSE STATEMENT-REVISED**  
**FYE SEPTEMBER 30, 2019**  
**FOR THE TEN MONTHS ENDED JULY 31, 2019**

	<b><u>ANNUAL BUDGET</u></b>	<b><u>BUDGET THRU JULY</u></b>	<b><u>ACTUAL THRU JULY</u></b>	<b><u>VARIANCE FROM BUDGET (+OVER/ &amp; -UNDER)</u></b>	<b><u>NOTES:</u></b>
<b><u>INCOME</u></b>					
DWELLING RENTAL	\$ 573,780	\$ 478,150	\$ 476,685	\$ (1,465)	This represents actual rent received from Tenants to date.
OTHER TENANT-EXCESS UTILITIES	4,200	3,500	4,705	1,205	This represents actual excess utilities income to date.
TOTAL TENANT REVENUE	\$ 577,980	\$ 481,650	\$ 481,390	\$ (260)	
HUD OPERATING SUBSIDY	\$ 306,330	\$ 255,275	\$ 296,728	\$ 41,453	This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	172,800	144,000	144,000	0	Accrued this income year-to-date.
TOTAL HUD FUNDING	\$ 479,130	\$ 399,275	\$ 440,728	\$ 41,453	
INVESTMENT INCOME-UNRESTRICTED	\$ 150	\$ 125	\$ 90	\$ (35)	Actual income is less than expected.
NONDWELLING RENTAL INCOME	13,200	11,000	11,000	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	7,400	6,167	6,393	226	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	5,000	4,167	0	(4,167)	This represents actual amount received in fiscal year.
OTHER INCOME-MISCELLANEOUS	5,580	4,650	11,336	6,686	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
TOTAL INCOME	\$ 1,088,440	\$ 907,034	\$ 950,937	\$ 43,903	Overbudget due to late charges, legal fees paid and Gov Deals.
<b><u>EXPENSES</u></b>					
ADMINISTRATIVE SALARIES	\$ 32,500	\$ 27,083	\$ 15,162	\$ (11,921)	This represents actual salaries to date-salary thru 3/8/19 when employee left employment.
AUDIT FEES	9,000	7,500	7,500	0	Accrued expense year-to-date.
ADVERTISING	3,200	2,667	529	(2,138)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS-ADMIN	29,040	24,200	13,438	(10,762)	Actual expenses are less than budgeted due to employee left employment on 3/8/19.
OFFICE EXPENSES					Accrued actual fees: Yardi (\$488 a mo) & Prorated Convxserv (\$95 a mo) for 10 mos.
COMPUTER SERVICES	9,000	7,500	5,830	(1,670)	Actual expenses are less than budgeted.
COPIER	3,500	2,917	2,065	(852)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,500	1,250	514	(736)	Actual expenses are less than budgeted.
OFFICE SUPPLIES	2,500	2,083	1,178	(905)	Actual expenses are less than budgeted.
PHONE & INTERNET	11,000	9,167	9,178	11	Actual expenses are higher than budgeted.
POSTAGE	2,000	1,667	634	(1,033)	Actual expenses are less than budgeted.
LEGAL	15,000	12,500	9,121	(3,379)	Actual expenses are less than budgeted.
TRAVEL	450	375	0	(375)	Actual expenses are less than budgeted.
TRAINING	4,200	3,500	1,201	(2,299)	Actual expenses are less than budgeted.
ACCOUNTING	15,000	12,500	12,500	0	
MANAGEMENT FEES	130,000	108,333	125,129	16,796	Actual expenses are more than budgeted.
MISCELLANEOUS-SUNDRY	12,000	10,000	5,610	(4,390)	Actual expenses are less than budgeted.
	\$ 279,890	\$ 233,242	\$ 209,589	\$ (23,653)	



**THE OCEAN CITY HOUSING AUTHORITY**  
**INCOME & EXPENSE STATEMENT-REVISED**  
**FYE SEPTEMBER 30, 2019**  
**FOR THE TEN MONTHS ENDED JULY 31, 2019**

	<b><u>ANNUAL BUDGET</u></b>	<b><u>BUDGET THRU JULY</u></b>	<b><u>ACTUAL THRU JULY</u></b>	<b><u>VARIANCE FROM BUDGET (+OVER/ &amp; -UNDER)</u></b>	<b><u>NOTES:</u></b>
<b>OTHER TENANT SERVICES</b>	\$ 3,030	\$ 2,525	\$ 2,940	\$ 415	Includes \$200 a month (totaling \$2,000.00) and Christmas party (\$940).
<b>WATER/SEWER</b>	\$ 105,000	\$ 87,500	\$ 70,167	\$ (17,333)	Represents actual Oct-June bills and estimated July using 7/2018 amount.
<b>ELECTRIC</b>	110,000	91,667	79,077	(12,590)	Represents actual Oct-June bills and estimated July using 7/2018 amount.
<b>GAS</b>	56,000	46,667	38,770	(7,897)	Represents actual Oct-June bills and estimated July using 7/2018 amount.
	<u>\$ 271,000</u>	<u>\$ 225,834</u>	<u>\$ 188,014</u>	<u>\$ (37,820)</u>	
<b>MAINTENANCE LABOR</b>	\$ 59,860	\$ 49,883	\$ 32,322	\$ (17,561)	Actual expenses are less than budgeted.
<b>MAINT. MATERIALS</b>	50,000	41,667	24,860	(16,807)	Actual expenses are less than budgeted.
<b>MAINT. CONTRACT COSTS</b>	130,000	108,333	116,376	8,043	Actual expenses are higher than budgeted.
<b>EMPLOYEE BENEFITS</b>	35,440	29,533	25,887	(3,646)	Actual expenses are less than budgeted.
	<u>\$ 275,300</u>	<u>\$ 229,416</u>	<u>\$ 199,445</u>	<u>\$ (29,971)</u>	
<b>INSURANCE</b>	\$ 110,000	\$ 91,667	\$ 79,644	\$ (12,023)	Actual expenses are less than budgeted.
<b>BAD DEBTS</b>	5,000	4,167	4,167	0	Accrued expense year-to-date
<b>COMPENSATED ABSENCES</b>	5,500	4,583	4,583	(0)	Accrued expense year-to-date
<b>PAYMENT IN LIEU OF TAXES</b>	30,280	25,233	25,233	(0)	Accrued expense year-to-date
<b>PENSION</b>	21,000	17,500	15,895	(1,605)	Actual expenses are less than budgeted.
<b>RETIREE BENEFITS</b>	25,000	20,833	21,869	1,036	Actual expenses are higher than budgeted.
					This represents all payments made in fiscal year. \$5,000 per month & \$50,000
<b>DUE TO CITY OF OCEAN CITY</b>	60,000	50,000	100,000	50,000	
	<u>\$ 256,780</u>	<u>\$ 213,983</u>	<u>\$ 251,391</u>	<u>\$ 37,408</u>	additional payment made in January.
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,086,000</u>	<u>\$ 905,000</u>	<u>\$ 851,379</u>	<u>\$ (53,621)</u>	
<b>PROFIT (LOSS)</b>	<u>\$ 2,440</u>	<u>\$ 2,034</u>	<u>\$ 99,558</u>	<u>\$ 97,524</u>	Paid Accrued PILOT for 2015, 2016 & 2017 in the amount of \$72,461 not reflected in expenses.

# Ocean City Housing Authority

## Administrative Report

**DATE:** August 13, 2019

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

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

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

**PERIOD:** July 11, 2019 to August 12, 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.

**Update: Another expense draw is being prepared for submission to the NJHMFA. This submission will reimburse the Authority approximately \$53,000 in expenses paid for this project.**

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

## **Audit – Year Ending 9/30/2018**

The auditor, Mike Garcia, Ford-Scott Associates, will attend the August meeting to present the audit to the board for the year-ending 9/30/2018. The audit is included in this packet. The auditor will be available to answer questions presented by the board. There will be a resolution for approval by the board to certify the 2018 Annual Audit. This resolution is required by the New Jersey Local Finance Board.

## **Funds due the City of Ocean City**

Per the audit for the year-ending 9/30/2016, the Authority owed the City of Ocean City for several years of PILOT payments and also owed the City funds paid to assist the Authority for repairs to residents' units for damage due to Hurricane Sandy.

Approximately \$73,000 due was for three years of PILOT payments and \$252,434, was due for reimbursement for Hurricane Sandy repairs. The total due to the City was \$324,895.

In April 2018, the board authorized the payment of the PILOT taxes for the years ending 2015, 2016 & 2017. Beginning in October 2018, the board authorized repayment to the City of the Hurricane Sandy funds to begin on a monthly basis.

Please find in this packet, on the Bill List for this meeting as well as a resolution to authorize the payment of the balance due to the City of Ocean City in the amount of \$152,434.

## **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.

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

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 Authority has received confirmation that additional rental income for the Bayview Manor/Speitel Commons site has been verbally approved. This change in rental income is due to a provision in the RAD conversion rules that will allow the Authority to received a HUD published Fair Market Rent for 25% of the units, which is a higher rent than what was authorized under the CHAP.**

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

**Update: We are now scheduled for weekly update calls with the NJHMFA staff as we move toward finalizing documents for the “closing” process.**

## **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>Brian Broadley</b>	In Process
<b>Robert Henry</b>	Completed
<b>Beverly McCall</b>	Completed
<b>Patricia Miles-Jackson</b>	Completed
<b>Patrick Mumman</b>	In Process

<b>Program Statistics Report</b>	<b>10/2018 - 07/2019</b>	<b>2019 JULY</b>	<b>2019 JUNE</b>	<b>2019 MAY</b>
<b><u>Tenant Accounts Receivable</u></b>				
Number of "non-payment of rent" cases referred to the solicitor	2	5	4	
<b><u>Tenant Relations</u></b>				
Total number of units to be inspected in fiscal year	121	121	121	
Number of inspections completed this mo. - all sites (include BB	61	61	182	
Total number of units inspected year-to-date - all sites	670	609	548	
<b><u>Occupancy</u></b>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	51	75	46	
Annual Unit Turnaround Time (For Fiscal Year)	54	54	52	
Monthly - Number of Vacancies Filled (this month)	3	2	1	
Monthly - Average unit turnaround time in days for Lease up	24.33	31.5	22	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	26.66	21	24	
PIC Score	100%	100%	100%	
<b><u>Vacancies - At end of Month</u></b>				
Bay View Manor	1	1	3	
Peck's Beach Senior	0	2	1	
Peck's Beach Family	1	0	0	
Total	2	3	4	
Occupancy Rate	98.35%	97.52%	97.52%	
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>				
Total Hours	Completed When	3 110.00	1	72.75
Average Hours per Vacancy (Br. Sizes 0 thru 4)	Billed	40.29		41.38
<b><u>Rent Roll</u></b>				
Bay View Manor - Elderly/Disabled	\$ 20,062	\$ 19,992	\$ 20,715	
Peck's Beach - Elderly/Disabled	\$ 6,668	\$ 6,992	\$ 7,310	
Peck's Beach - Family	\$ 19,998	\$ 19,998	\$ 19,556	
Total Rent Roll	\$ 46,728	\$ 46,982	\$ 47,581	
<b><u>Public Housing Waiting List Applicants</u></b>				
Families - <b>Ocean City Preference</b>	5	5	5	
Families - No Ocean City Preference	128	128	123	
Elderly (Seniors - 62+)/Disabled - <b>Ocean City Preference</b>	83	83	80	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	338	338	293	
<b><u>Maintenance Department</u></b>				
Average work order turnaround time in days - Tenant Generated	0.25	0.25	0.68	
Total Tenant Generated Work Orders	40	27	21	
Number of routine work orders written this month	37	5	59	
Number of outstanding work orders from previous month	60	74	74	
Total number of work orders to be addressed this month	137	106	154	
Total number of work orders completed this month	65	46	80	
Total number of work orders left outstanding	72	60	74	
Number of emergency work orders written this month	0	0	0	
Total number of work orders written year-to-date	1,111	1,034	1,002	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	

Program Statistics Report      10/2018 - 07/2019		2019 JULY	2019 JUNE	2019 MAY
<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 July 31, 2019**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 07/31/2019				\$115,361.34
Capital 2018 Cash-Drawn down from HUD eLOCCS - 8/2019				\$182,217.00
Capital 2019 Cash-Pending for draw down from HUD eLOCCS				\$189,416.00
Add: A/R-Tenants 7/2019	Current	\$	990.54	\$7,607.99
	Past		6,617.45	

PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA (4 bills)- Craig Test Boring, NJDEP, Marathon Engineering	\$52,920.00
--	-------------

Less: Bill List payments - Aug 2019 (\$278,990.77)

Accrued Expenses - Total from detail below (\$22,693.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	110,000.00	10	(11,290.33)
Bad Debt	5,000.00	10	4,166.67
Comp Absences	5,500.00	10	4,583.33
P.I.L.O.T.	30,280.00	10	25,233.33
Net Accrual	150,780.00		22,693.00

Net Cash Position Before Amounts Due City of Ocean City \$245,838.56

Less: Accrued P.I.L.O.T - Year-End 9/30/2018-Audited \$34,039.00  
Less: Due to City of Ocean City for Storm Sandy FEMA per 9/30/2016 Audit \$0.00

Net Cash Balance \$211,799.56

**Summary of Payments to the City of Ocean City**

		<u>Total Paid</u>	<u>Balance</u>
Due to City of Ocean City for Storm Sandy FEMA per 9/30/2016 Audit		\$	(252,434)
PAYMENTS:			
OCT - DEC 2018	\$ 15,000	\$ 15,000	\$ (237,434)
JAN - JUL 2019	\$ 85,000	\$ 100,000	\$ (152,434)
AUG 2019	\$ 152,434	\$ 252,434	\$ -

	<u>Average Expenses*</u>	<u>Cash Available**</u>	
Per Month	\$ 65,395	3.76	Months
Per Day	\$ 2,180	113	Days

\*Average Expenses Net of Add'l Payment to City of OC.

\*\*Cash Available Before Amounts due to City of OC.

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

**RESOLUTION NO. 2019-31  
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 **\$278,990.77**.

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

**ADOPTED:** August 20, 2019

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

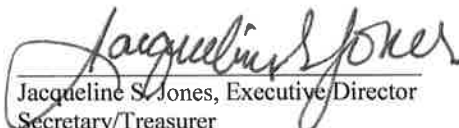
BY: \_\_\_\_\_

  
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 August 20, 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 - JULY 2019**

Check #	Vendor	Invoice Notes	Total Amount
1838	DAVIDSON	Security Deposit Return	68.39
1839	GHEYSSENS	Security Deposit Return	209.56
1840	DELGADO	Security Deposit Return	85.32
1841	ACE PLUMBING	Maint Supplies	128.00
1842	ATLANTIC CITY ELECTRIC	July 2019 Electric	6,816.19
1843	AT&T	July & August 2019 Elevator phone	217.38
1844	LINDA AVENA	Aug 2019 Accounting Services	1,250.00
1845	BROOKE GROUP	June 2019 Consulting Services	450.00
1846	CALL EXPERTS	Aug 2019 Answering Svc	318.44
1847	CITY OF OCEAN CITY	Balance owed for FEMA/Sandy	152,434.00
1848	CLEAN SWEEP	July 2019 BVM Cleaning	1,975.00
1849	COMCAST	July 2019 Internet Svc	242.97
1850	CONVEXSERV TECHNOLOGY SOLUTIONS	Computer/Internet Svc	747.50
1851	COPIER PLUS	July 2019 copier lease/overage	12.71
1852	DELTA DENTAL	Sept 2019 dental benefits	172.84
1853	FLORENCE DRISCOLL	Tenant Services for Aug 2019	200.00
1854	EISENSTAT, GABAGE & FURMAN	Legal svcs - June 2019	920.00
1855	GLEN O. STULL	July 2019 Prescription Reimb & Aug 2019 Medicare B Reimb	294.36
1856	ROBERT HARRIS	Trash Room cleaning for Aug 2019	200.00
1857	HD SUPPLY	Maint Supplies	1,294.14
1858	HOME DEPOT CREDIT	Maint Supplies	198.64
1859	HOME DEPOT PRO	Maint Supplies	248.15
1860	HUMANA INSURANCE COMPANY OF NY	Sept 2019 Retiree prescription coverage	24.40
1861	JC'S CUSTOM PAINTING	Unit turnover painting	2,698.00
1862	JOHNSON CONTROLS FIRE PROTECTION	Annual Alarm Monitoring & Sprinkler Inspection	1,053.00
1863	JOHN J. SPITZ	Aug 2019 Medicare B & prescription Reimb	417.74
1864	MAX COMMUNICATIONS	Aug 2019 service license fee	35.00
1865	NATIONAL TENANT NETWORK	July 2019 Criminal Checks	100.00
1866	NFIP DIRECT SERVICING AGENT	2019-2020 Flood Insurance	36,726.00
1867	NICKELS ULTRA DRY CARPET CLEANING	Maint contract - unit turnover carpet cleaning	100.00
1868	NJ AMERICAN WATER	July 2019 - Water	6,394.25
1869	OMEGA PEST MANAGEMENT	July 2019 Pest control	4,209.00
1870	THE PRESS OF ATLANTIC CITY	Special Mtg & Bid ads	219.04
1871	ROBERT L. ROWELL	Aug 2019 Maint grounds labor	200.00
1872	RPM LANDSCAPE CONTRACTOR	July 2019 Landscaping	1,455.00
1873	RUTGERS CENTER FOR GOV'T SVC	Commissioner Training - Broadley	1,203.00
1874	SHERWIN WILLIAMS	Paint	1,133.60
1875	SHOEMAKER LUMBER	Maint Supplies	48.27
1876	SOUTH JERSEY GAS	Gas - July 2019	932.72
1877	SUPERIOR VISION	Sept 2019 vision benefits	19.71
1878	THYSSENKRUP ELEVATOR	Elevator Repair	652.50
1879	US BANK EQUIPMENT FINANCE	Aug 2019 Copier Contract	185.01
1880	VERIZON DSL	July 2019 - BVM fax and phone line	139.49
1881	VERIZON WIRELESS	Aug 2019 Maint Cell Phone	55.22
1882	VINELAND HOUSING AUTHORITY	Aug 2019 mgmt fees; postage & supplies reimb; Maint staff Apr-Jun; Office staff Apr-Jul	45,386.81
1883	WALLACE HARDWARE	Maint Supplies	94.76
181639397310	HORIZON BCBS OF NJ	Aug 2019 Health Benefits	2,340.85

<b>TOTAL AUG DISBURSEMENTS</b>		<b>\$ 274,306.96</b>
<b>PAYROLL - JULY 2019</b>		<b>\$ 3,201.26</b>
<b>PAYROLL TAXES - JULY 2019</b>		<b>\$ 1,012.20</b>
<b>ADP PAYROLL PROCESSING FEES - JULY 2019</b>		<b>\$ 172.02</b>
<b>PENSION - JULY 2019</b>		<b>\$ 234.08</b>
<b>PNC BANK FEE - JULY 2019</b>		<b>\$ 64.25</b>
<b>TOTAL BILL LIST - AUG 2019</b>		<b>\$ 278,990.77</b>

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

**RESOLUTION NO. 2019-32**

**Certifying the 2018 Fiscal Year Annual Audit as Prescribed  
by the New Jersey Local Finance Board**

**WHEREAS**, N.J.S.A. 40A:5A-5 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

**WHEREAS**, the annual audit report for the fiscal year ended September 30, 2018 has been completed and filed with the Ocean City Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

**WHEREAS**, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the section of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Ocean City Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2018, and specifically has reviewed the sections of the audit report entitled: "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED**, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON AUGUST 20, 2019.

**ADOPTED:** August 20, 2019

**VOTE:**

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

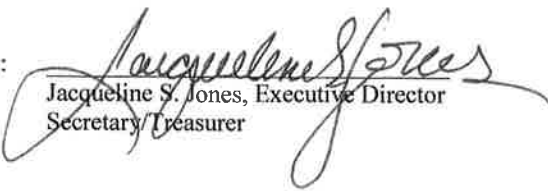
OCEAN CITY HOUSING AUTHORITY

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 August 20, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**Affidavit: Local Authorities  
Fiscal Control Law (L.1983,C313)  
as per FY End Audit: 9/30/2018**

**Local Authorities Group Affidavit Form**

**Prescribed by  
The New Jersey Local Finance Board**

**Audit Review Certificate**

We, the members of the governing body of the Housing Authority of the City of Ocean City, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly appointed members of the Housing Authority of the City of Ocean City.
2. We certify, pursuant to *N.J.S.A. 40A:5A-17*, that we have each reviewed the annual Audit Report for the Fiscal Year Ending September 30, 2018 and, specifically, the sections of the Audit Report entitled, "General Comments" and "Recommendations."

**NAME**

**SIGNATURE**

Robert Barr

Robert Halliday

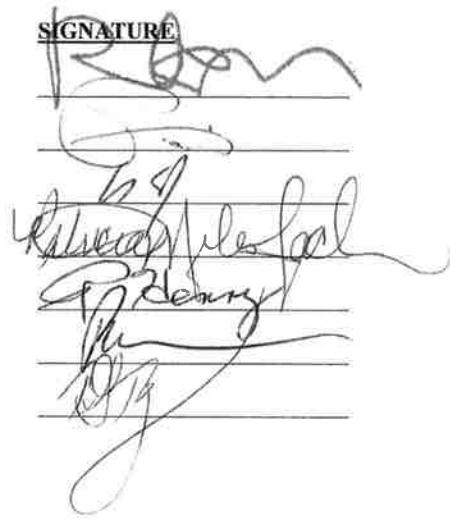
Beverly McCall

Patricia Miles-Jackson

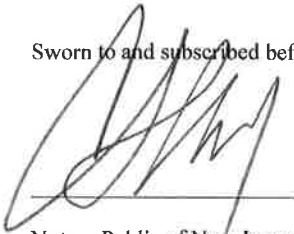
Robert Henry

Patrick Mumman

Brian Broadley



Sworn to and subscribed before me this 20<sup>th</sup> day of August, 2019.

  
Notary Public of New Jersey

Charles W. Gabage  
Atty at Law at NJ

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

**RESOLUTION NO. 2019-33**

**Ocean City Housing Authority 2018 Capital Budget**

**WHEREAS**, the 2018 Capital Budget for the Ocean City Housing Authority has been presented before the Members of the Ocean City Housing Authority at its open public meeting of August 20, 2019; and

**WHEREAS**, the Authority is funded under the Capital Fund Appropriations Program through the Department of Housing and Urban Development; and,

**WHEREAS**, under the Capital Fund Appropriations Program, all Capital Fund Budgets shall be made only with Board approval and,

**WHEREAS**, the 2018 Capital Fund has been allocated \$182,217 through the Department of Housing and Urban Development;

**WHEREAS**, the Authority certifies that all of the work items in the Budget Line Items are included in the Annual Statement/Budget and are from the most recent Five-Year Action Plan approved by HUD.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Ocean City as follows:

**The Authority hereby approves the 2018 Capital Fund Budget in an amount totaling \$182,217 as determined necessary, desirable and convenient by the Authority Treasurer, Authority Chairman, or other authorized representative of the Authority (the "Authorized Officers").**

**ADOPTED:** August 20, 2019

**VOTE:**

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

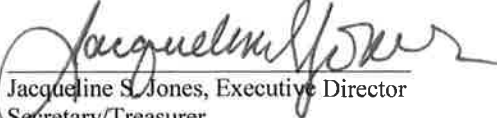
OCEAN CITY HOUSING AUTHORITY

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 August 20, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

<b>Part I: Summary</b>					
<b>PHA Name:</b> Ocean City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. NJ39P05350118 Replacement Housing Factor Grant No. Date of CFFP:		<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:       ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)(3)	\$182,217.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 20)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

<b>Part I: Summary</b>					
<b>PHA Name:</b> Ocean City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. NJ39P05350118 Replacement Housing Factor Grant No. Date of CFFP:		<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling equipment				
14	1480 General Capital Fund				
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18a	1499 Development Activities (4)				
18ba	1501 Collateralization or Debt Service paid by the PHA				
19	9000 Collateralization or Debt Service paid via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant: (sum of lines 2-20)	\$182,217.00			

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

<b>Part I: Summary</b>					
<b>PHA Name:</b> Ocean City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. NJ39P05350118 Replacement Housing Factor Grant No. Date of CFFP:		<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director <i>/s/ MUL338</i> Date 07/31/2019	Signature of Public Housing Director Date
---	---

- (1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations  
 (4) RHF funds shall be include here



Part II: Supporting Pages								
PHA Name: Ocean City Housing Authority		Grant Type and Number Capital Fund Program Grant No. NJ39P05350118 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work
				Original	Revised <sup>(1)</sup>	Funds Obligated	Funds Expended	
NJ053000001 - BAY VIEW MANOR	Operations ( Operations (1406) )	1406		\$182,217.00				
	Total:			\$182,217.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
<b>PHA Name:</b> Ocean City Housing Authority					<b>Federal FFY of Grant:</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>(1)</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

**RESOLUTION NO. 2019-34**

**Ocean City Housing Authority 2019 Capital Budget**

**WHEREAS**, the 2019 Capital Budget for the Ocean City Housing Authority has been presented before the Members of the Ocean City Housing Authority at its open public meeting of August 20, 2019; and

**WHEREAS**, the Authority is funded under the Capital Fund Appropriations Program through the Department of Housing and Urban Development; and,

**WHEREAS**, under the Capital Fund Appropriations Program, all Capital Fund Budgets shall be made only with Board approval and,

**WHEREAS**, the 2019 Capital Fund has been allocated \$189,416 through the Department of Housing and Urban Development;

**WHEREAS**, the Authority certifies that all of the work items in the Budget Line Items are included in the Annual Statement/Budget and are from the most recent Five-Year Action Plan approved by HUD.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Ocean City as follows:

**The Authority hereby approves the 2019 Capital Fund Budget in an amount totaling \$189,416 as determined necessary, desirable and convenient by the Authority Treasurer, Authority Chairman, or other authorized representative of the Authority (the "Authorized Officers").**

**ADOPTED:** August 20, 2019

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
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 August 20, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

<b>Part I: Summary</b>					
<b>PHA Name:</b> Ocean City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. NJ39P05350119 Replacement Housing Factor Grant No. Date of CFFP:		<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (Revision No:        )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)(3)	\$189,416.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 20)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment-Nonexpendable				

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

<b>Part I: Summary</b>					
<b>PHA Name:</b> Ocean City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. NJ39P05350119 Replacement Housing Factor Grant No. Date of CFFP:		<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (Revision No:        )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling equipment				
14	1480 General Capital Fund				
15	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18a	1499 Development Activities (4)				
18ba	1501 Collateralization or Debt Service paid by the PHA				
19	9000 Collateralization or Debt Service paid via System of Direct Payment				
20	1502 Contingency (may not exceed 8% of line 20)				
21	Amount of Annual Grant: (sum of lines 2-20)	\$189,416.00			

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

<b>Part I: Summary</b>					
<b>PHA Name:</b> Ocean City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. NJ39P05350119 Replacement Housing Factor Grant No. Date of CFFP:		<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director <i>Laquisha J. Jones</i> Date 07/31/2019	Signature of Public Housing Director Date
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(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations  
 (4) RHF funds shall be include here

Part II: Supporting Pages								
PHA Name: Ocean City Housing Authority		Grant Type and Number Capital Fund Program Grant No. NJ39P05350119 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work
				Original	Revised <sup>(1)</sup>	Funds Obligated	Funds Expended	
NJ053000001 - BAY VIEW MANOR	Operations ( Operations (1406) )	1406		\$189,416.00				
	Total:			\$189,416.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
<b>PHA Name:</b> Ocean City Housing Authority					<b>Federal FFY of Grant:</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>(1)</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



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

**RESOLUTION NO. 2019-35  
Resolution Authorizing Final Payment to the City of Ocean City for Repayment  
of Hurricane Sandy Funds**

**WHEREAS**, the Ocean City Housing Authority (OCHA) experienced significant damage to its properties as a result of Hurricane Sandy; and

**WHEREAS**, the City of Ocean City (City) provided assistance to the OCHA with the necessary repairs for the rental units; and

**WHEREAS**, the OCHA reimbursed the City with insurance proceeds for the repairs to the rental units; and

**WHEREAS**, the current balance due to the City is \$152,434; and

**WHEREAS**, the OCHA wishes to make a final payment of \$152,434 to the City.

**NOW, THEREFORE BE IT RESOLVED ON THIS 20<sup>th</sup> DAY OF AUGUST, 2019**, that the Board of Commissioners of the Ocean City Housing Authority hereby authorizes the Executive Director to execute a final payment to the City of Ocean City for repayment of funds due for repairs made to Ocean City Housing Authority units that were damaged during Hurricane Sandy.

**ADOPTED:** August 20, 2019

***VOTE:***

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
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 August 20, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

9/17/2019

Re: Resolution # 2019-36

Note:

See attached portion of Regular Board of Commissioner Meeting Minutes dated 9/17/2019 regarding Resolution #2019-36 stating vote change for Chairman Barr.

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

### **Regular Board of Commissioner Meeting Minutes September 17, 2019 – 5:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on September 17, 2019, at 5:00 p.m. at the Administrative Offices – 204 4<sup>th</sup> 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	(Absent)
Commissioner Brian Broadley	
Chairman Robert Barr	

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

Chairman Barr stated he needed to rescind his vote from last month on Resolution #2019-36 regarding the Shared Services Agreement. For the record, he is changing his vote to an abstention. He voted on the agreement and he is also on City Council therefore, he should have abstained.

#### **Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from August 20, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. 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)

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

Ms. Cavallo reviewed the Financial Report for the eleven months ended August 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 Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

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

**RESOLUTION NO. 2019-36**

**Resolution Authorizing the Execution of an Amendment to the Shared Services Agreement with the City of Ocean City for Construction of Thirty-Two (32) Affordable Senior Rental Units at Speitel Commons at Bayview Manor, Demolition at Peck's Beach Village, North and the Rehabilitation of Bayview Manor**

**WHEREAS**, on or about October 11, 2018 and pursuant to Resolution 18-54-373 adopted by the City of Ocean City City Council, the City of Ocean City ("the City") and pursuant to Resolution 2018-45 adopted by the Ocean City Housing Authority ("the Authority") entered into a Shared Services Agreement ("SSA#1") for the funding and construction of 34 units in the proposed Speitel Building, and rehabilitation of Bayview Manor and the demolition of the existing housing units at Peck's Beach Village North (PBVn), the cost of which was projected to be \$6,400,000; and

**WHEREAS**, subsequent to entering into SSA#1, the Authority made a presentation to the Ocean City Planning Board for 32 units in the proposed Speitel Building; and,

**WHEREAS**, the Authority's projected costs for this project have been revised to the following:  
Speitel Building & Demolition of PBVn: \$8,278,893  
(Authority: \$4,424,950; City: \$3,853,943); and,  
Rehabilitation of Bayview Manor: \$2,750,000 (City); and;

**WHEREAS**, the City's contribution to this phase of its affordable housing plan is projected to be \$6,603,943;

**WHEREAS**, the City and the Authority wish to amend SSA #1 to reflect the revision to the Speitel project and the revised cost projection;

**WHEREAS**, the City and the Authority have agreed that partnering in shared agreements for the improvement of existing affordable rental units and the creation of new affordable rental units in Ocean City on land owned by the Authority, and using grants and other financing obtained by the Authority, supplemented by funds for which the City will issue bonds to raise the funds to contribute to the construction and demolition costs, benefits each local unit; and,

**WHEREAS**, the City and the Authority, by resolutions duly adopted by their respective governing bodies, wish to enter into a shared service agreement pursuant to which the Authority will act as lead agency for the procurement of the contractors, related materials and project administration in accordance with N.J.S.A. 40A:11-1 *et seq.*; and,

**WHEREAS**, the Authority's Board of Commissioners believes that this is in the best interests of the Ocean City Housing Authority's residents and the residents of the City to create affordable housing units in cooperation with the City;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Ocean City as follows:

1. The recitals set forth above are incorporated herein as if set forth at length.
2. The Authority accepts and approves the Amended Shared Services Agreement attached hereto to be entered into with the City of Ocean City as approved by City Resolution 19-55-222, a true copy of which is on file at the Authority's Administrative office; and
3. The Executive Director is hereby authorized to execute any and all necessary documents in order to implement this Resolution.

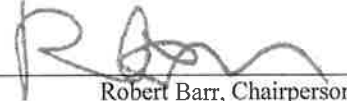
**ADOPTED:** August 20, 2019

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner <u>Broadley</u>	✓				✓	
Vice Chairman Halliday	✓					
Commissioner McCall	✓					✓
Commissioner <u>Munman</u>	✓					
Commissioner Jackson				✓		
Commissioner Henry	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

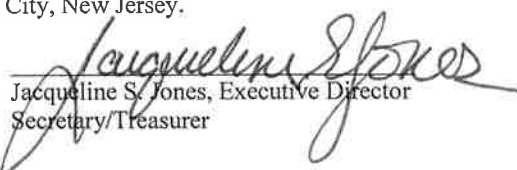
BY: \_\_\_\_\_

  
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 August 20, 2019 at Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

CITY OF OCEAN CITY  
CAPE MAY COUNTY, NEW JERSEY

**RESOLUTION**

19-55-222

**AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE SHARED SERVICES AGREEMENT WITH THE OCEAN CITY HOUSING AUTHORITY FOR CONSTRUCTION OF AFFORDABLE SENIOR RENTAL UNITS IN THE SPEITEL BUILDING, DEMOLITION AT PECK'S BEACH VILLAGE, NORTH AND THE REHABILITATION OF BAYVIEW MANOR**

**WHEREAS**, on or about October 11, 2018 and pursuant to Resolution 18-54-373 adopted by the Ocean City City Council, the City of Ocean City ("the City") and the Ocean City Housing Authority ("the Authority") entered into a Shared Services Agreement ("SSA#1") for the funding and construction of 34 units in the proposed Speitel Building, the rehabilitation of Bay View Manor and the demolition of the existing housing units at Peck's Beach Village North (PBVn), the cost of which was projected to be \$6,400,000; and,

**WHEREAS**, subsequent to entering into SSA#1, the Authority made a NJSA 40:55D-31 presentation to the Ocean City Planning Board for 32 units in the proposed Speitel Building; and,

**WHEREAS**, the Authority is prepared to issue revised bid documents for the construction of a 32-unit Speitel Building and the demolition of PBVn, and for the rehabilitation of Bay View Manor; and,

**WHEREAS**, the Authority's projected costs for this project have been revised to the following:

Speitel Building & Demolition of PBVn: \$8,278,893  
(Authority: \$4,424,950; City: \$3,853,943); and,  
Rehabilitation of Bay View Manor: \$2,750,000 (City); and,

**WHEREAS**, the City's contribution to this phase of its affordable housing plan is projected to be \$6,603,943;


**WHEREAS**, the City and the Authority wish to amend SSA#1 to reflect the revision to the Speitel project and the revised cost projection;

**WHEREAS**, the City's City Council believes that it is in the best interests of the Ocean City residents and taxpayers to create affordable housing unit in cooperation with the Authority;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ocean City, County of Cape May, New Jersey as follows:

1. The recitals set forth above are incorporated herein as if set forth at length.
2. The City accepts and approves the Amendment to Shared Services Agreement attached hereto to be entered into with the Ocean City Housing Authority, a true copy of which is on file at the office of the Clerk of Ocean City and can be reviewed by the public during normal business hours; and
3. The Mayor, Business Administrator and City Clerk are hereby authorized to execute any and all necessary documents in order to implement this Resolution.

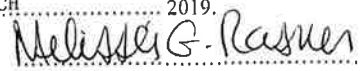
The above resolution was duly adopted by the City Council of the City of Ocean City, New Jersey, at a meeting of said Council duly held on the 14th day of March 2019.

  
Peter V. Madden, Council President

Offered by COUNCILMAN BARR Seconded by COUNCILMAN DEVLIEGER

The above resolution was duly adopted by the City Council of the City of Ocean City, New Jersey, at a meeting of said Council duly held on the 14th day of MARCH, 2019.

NAME	AYE	NAY	ABSENT	ABSTAINED
Barr	X			
Bergman	X			
DeVlieger	X			
Hartzell			X	
Madden	X			
McClellan	X			
Wilson	X			

  
City Clerk



CITY OF OCEAN CITY  
AMERICA'S GREATEST FAMILY RESORT  
**AMENDMENT TO SHARED SERVICES AGREEMENT**

This agreement, made as of this 14<sup>th</sup> day of March, 2019 by and between the City of Ocean City, a municipal corporation of the State of New Jersey with principal offices located at the City Hall, 861 Asbury Ave., Ocean City, NJ 08226 (hereafter, the **City**) and the Ocean City Housing Authority with offices located at 204 Fourth Street, Ocean City, NJ 08226 (hereafter, the **Authority**).

**WITNESSETH:**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., empowers municipalities, authorities and local units to enter into agreements to provide or receive any service; and,

WHEREAS, on or about October 11, 2018, the **City** and the **Authority** entered into a Shared Services Agreement ("SSA#1") for the funding and construction of 34 units in the proposed Speitel Building, the rehabilitation of Bay View Manor and the demolition of the existing housing units at Peck's Beach Village North (PBVn), the cost of which was projected to be \$6,400,000; and,

WHEREAS, subsequent to entering into SSA#1, the **Authority** made a NJSA 40:55D-31 presentation to the Ocean City Planning Board for 32 units in the proposed Speitel Building; and,

WHEREAS, the **Authority** is prepared to issue revised bid documents for the construction of a 32-unit Speitel Building and the demolition of PBVn, and for the rehabilitation of Bay View Manor; and,

WHEREAS, the **Authority's** projected costs for this project have been revised to the following:

Speitel Building & Demolition of PBVn: \$8,278,893 (**Authority**: \$4,424,950; **City**: \$3,853,943); and,  
Rehabilitation of Bay View Manor: \$2,750,000 (**City**)

WHEREAS, the **City's** contribution to this phase of its affordable housing plan is projected to be \$6,603,943;

WHEREAS, the **City** and the **Authority** wish to amend SSA#1 to reflect the revision to the Speitel project and the revised cost projection;

NOW, THEREFORE, in consideration as set forth herein and with the parties understanding and intending to the covenants contained in this Agreement and set forth below, the parties do hereby agree as follows:

1. **Recitals Incorporated:** The above recitals are incorporated into this Agreement as is more fully set forth at length herein.
2. **Services to be performed:** The Shared Services Agreement between the **City** and the **Authority** (SSA#1) is hereby amended to provide for 32 units in the Speitel Building. As set forth in SSA#1, the **Authority** shall perform all requirements for the design, solicitation of bids, award of contracts, management of construction and demolition, invoice review and payment for the construction of the Speitel Building, rehabilitation work at the Bayview Manor property and the demolition at Peck's Beach Village north. The **City** shall provide financing pursuant to a draw schedule which the **City**

and the **Authority** shall create upon receipt of acceptable bids, it being understood that the **Authority**'s funds will be expended in full so that any cost savings which might be realized would reduce the **City**'s contribution to the project.

3. **Consideration:** The **City** shall provide funding in an amount not to exceed \$6,604,000 and the **Authority** shall provide the land, funding and project management in order to create affordable public housing as set forth herein to benefit both local units. Any additional funding shall require an amendment to SSA#1, approved by resolution of the **City**'s governing body.
4. **Bond Ordinance Contingency:** The **City**'s obligation to provide funding as set forth herein is contingent upon the adoption and effective passage of the bond ordinance(s) necessary to raise the funds to be contributed by the **City**.
5. **Duration of the Agreement:** The **City** and the **Authority** shall be bound by this agreement for the duration of the project for the construction of the Speitel Building and the subsequent demolition of the existing units at Peck's Beach Village north, and the rehabilitation of Bay View Manor. If the projects or either of them is shutdown or abandoned, consideration shall be as mutually agreed upon by both parties.
6. **Severability:** Should any of the provisions of this Agreement be held invalid or unenforceable by a Court of competent jurisdiction, said provisions shall be severed from the entire Agreement and the remaining provisions of the Agreement shall remain in full force and effect.
7. **Entire Agreement:** This Agreement represents the entire Agreement between the parties and this Agreement may not be altered, modified or changed in any manner except upon a duly executed and authorized writing signed between the parties. Any future joint project, other than the rehabilitation of Bayview Manor, the construction of the Speitel Building and the demolition of the existing units at PBVn shall require a separate Shared Services Agreement and approval thereof by resolution of each of the parties hereto.
8. **Governing Law:** This Agreement shall be governed and construed pursuant to the laws of the State of New Jersey and any litigation brought in relation to this Agreement shall be brought in the Superior Court of New Jersey in Cape May County.
9. **Default:** Either party has any and all rights pursuant to law if the other party defaults pursuant to this Agreement. A party shall be considered in default if they have not honored any of the terms or conditions as set forth in this Agreement. Prior to any default being declared, a party must receive at least fourteen (14) days advance notice of said default.
10. **Waiver:** The parties understand and agree that any action or inaction concerning any of the terms or conditions of this Agreement by either party shall not be considered a waiver of any rights by said party including the right to allege such action or inaction, if not corrected, is a default pursuant to terms of this Agreement.
11. **City & Authority Employees:** **City & Authority** employees are given full permission by this Agreement to visit the Project site at any time. Appropriate representatives of the **City** will work in conjunction with the **Authority** staff and project manager to make sure that all the terms of this Agreement are satisfactorily performed.

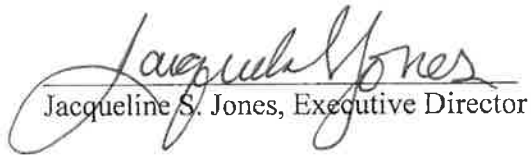


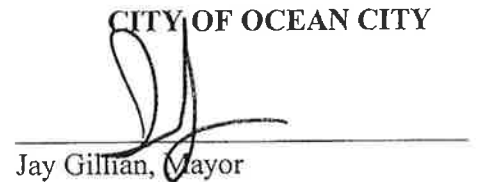
12. **Indemnification by the Authority:** The Ocean City Housing Authority agrees to protect, defend, indemnify and save harmless the **City** and the **City's** officers, agents and employees from any and all losses, claims, actions, costs, expenses and judgments arising out of the sole negligence of the **Authority** or any employees, agents or officers thereof or acting on said parties behalf, related to the performance of the work contemplated by this Agreement.
13. **Copies To Be Used As Originals:** Any copies of this Agreement once signed may be deemed to be originals for any purposes.

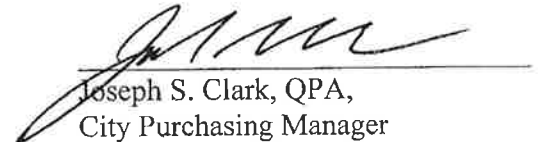
**IN WITNESS WHEREOF**, the parties have set their hands and seals the day and year set forth above.

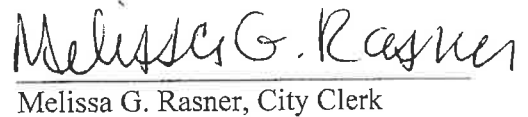
**ATTEST:**

**OCEAN CITY HOUSING AUTHORITY**

  
Jacqueline S. Jones, Executive Director

**CITY OF OCEAN CITY**  
  
Jay Gillian, Mayor

  
Joseph S. Clark, QPA,  
City Purchasing Manager

  
Melissa G. Rasner, City Clerk

Amending SSA#1

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

**RESOLUTION NO. 2019-37**

**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 #2019-17 on May 21, 2019; 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 \$12,416.25, 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 for the period beginning April 1, 2019 through June 30, 2019 and,

**WHEREAS**, there is a need to authorize additional funds for maintenance repairs for the period beginning July 1, 2019 through September 30, 2019; and,

**WHEREAS**, in the interest of efficiency the Ocean City Housing Authority authorizes 225 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 \$12,375, for the period beginning July 1, 2019 through September 30, 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,

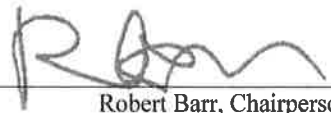
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Ocean City Housing Authority approves the payment of \$12,416.25, for maintenance repairs for the period April 1, 2019 through June 30, 2019, and approves the amount not to exceed of \$12,375, for maintenance repairs for the period July 1, 2019 through September 30, 2019.

**ADOPTED:** August 20, 2019

**VOTE:**

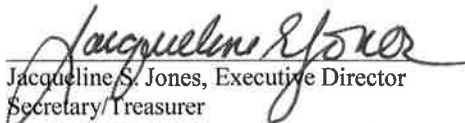
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Commissioner Broadley	✓					
Vice Chairman Halliday	✓					✓
Commissioner Henry	✓					
Commissioner Jackson				✓		
Commissioner McCall	✓				✓	
Commissioner Mumman	✓					
Chairman Barr	✓					

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 August 20, 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 #

**For Unit Turnover,Bulk Trash Pick-Up & General Maint Services**

Period 4/1/2019 - 6/30/2019  
OCHA Maintenance Billing

Rate = \$55.00 per hour

Name	Date	Task	Hours	Amount
Michael Sladky	4/8/2019	Bayview Manor Unit Turnover 401	8	\$ 440
Michael Sladky	4/9/2019	Bayview Manor Unit Turnover 401	8	\$ 440
Edwin Gomez	4/10/2019	Pecks Family - spread topsoil and fix rutting	5	\$ 275
Pablo Rodriguez	4/10/2019	Pecks Family - spread topsoil and fix rutting	5	\$ 275
Pablo Rodriguez	4/25/2019	Bulk Trash	8	\$ 440
Pablo Rodriguez	5/1/2019	Move boxes out of unit at Bayview and transport to Library	4	\$ 220
Rafael Flores	5/1/2019	Move boxes out of unit at Bayview and transport to Library	4	\$ 220
Pablo Rodriguez	5/9/2019	Bayview Manor Unit Turnover 306 - remove carpet\trash	5	\$ 275
Giovanni Rosado	5/20/2019	Bayview Manor Unit Turnover 306	8	\$ 440
Giovanni Rosado	5/21/2019	Bayview Manor Unit Turnover 306	8	\$ 440
Giovanni Rosado	5/22/2019	Bayview Manor Unit Turnover 306	8	\$ 440
Edwin Gomez	5/29/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Giovanni Rosado	5/29/2019	Bayview Manor Unit Turnover 306	7.75	\$ 426
Giovanni Rosado	5/31/2019	Bayview Manor Unit Turnover 306	8	\$ 440
Edwin Gomez	6/3/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Edwin Gomez	6/4/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Edwin Gomez	6/5/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Edwin Gomez	6/6/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Edwin Gomez	6/7/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Edwin Gomez	6/10/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Leroy James	6/10/2019	Bayview Manor Unit Turnover 214	8	\$ 440
Giovanni Rosado	6/10/2019	Bayview Manor Unit Turnover 306	8	\$ 440
Edwin Gomez	6/11/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Giovanni Rosado	6/11/2019	Bayview Manor Unit Turnover 306	8	\$ 440
Pablo Rodriguez	6/11/2019	Pecks Senior Unit Turnover 335 & 342 - powerwash exterior	5	\$ 275
Giovanni Rosado	6/12/2019	Bayview Manor Unit Turnover 306	8	\$ 440
Edwin Gomez	6/12/2019	Pecks Senior Unit Turnover 335	8	\$ 440
Michael Sladky	6/19/2019	Pecks Senior Unit Turnover 342	6	\$ 330
Michael Sladky	6/20/2019	Pecks Senior Unit Turnover 342	8	\$ 440
Michael Sladky	6/21/2019	Pecks Senior Unit Turnover 342	8	\$ 440
Michael Sladky	6/27/2019	Pecks Senior Unit Turnover 342	8	\$ 440

Authorized by Resolution 2019-04

**Total \$ 12,416**

Charge to 4173-00-000

HOURS	DAYS
225.75	28.21875