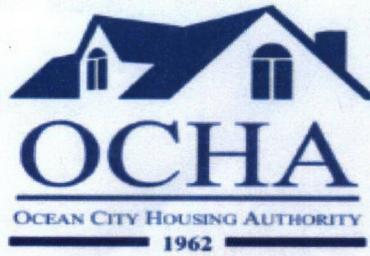


Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patrick Mumman, Commissioner
Patricia Miles-Jackson, Commissioner
Brian Broadley, Commissioner



204 4th Street
Ocean City, New Jersey 08226

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

Jacqueline S. Jones, Executive Director

November 14, 2019

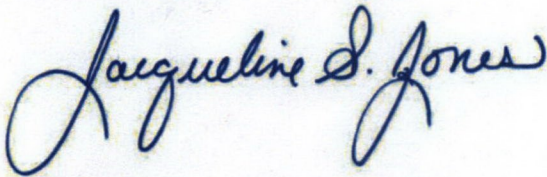
The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, November 19, 2019, at 5:00 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,



Jacqueline S. Jones
Executive Director

Ocean City Housing Authority

AGENDA

Tuesday, November 19, 2019
Administrative Offices – 204 4th 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 October 15, 2019
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:
 - # 2019-51 Approval of Monthly Expenses
 - # 2019-52 Revision of 2019 Capital Fund Budget

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

October 15, 2019 – 5:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on October 15, 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	<i>(Arrived 5:02 p.m.)</i>
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	<i>(Absent)</i>
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.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from September 17, 2019. A motion was made by Commissioner Broadley 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)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the twelve months ended September 30, 2019. Ms. Cavallo stated this is the year-end report, but some year-end adjustments will be made before the report is final. 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)

Executive Director's Report

Mrs. Jones stated there is not much to update on her written report. The OCHA is in a holding pattern waiting for the State to give a final approval on the construction "loan" for Speitel. Mrs. Jones reported the RAD financial package was filed with HUD. Consultant, Rick Ginnetti anticipates a February/March settlement. Sometimes the HUD items take a lot longer. Mr. Gabage will be involved with the HUD attorney as we work towards the settlement. Prior to settlement the Board will need to pass a resolution authorizing the Executive Director to sign off on the necessary documents.

Mrs. Jones discussed the Community Development Block Grant (CDBG) funding from the City. Every 5 years the City must write their plan. The City completes an annual plan and a 5-year plan. They invited Mrs. Jones to a planning meeting regarding the plan. They asked her what the Housing Authority needs. Mrs. Jones stated the OCHA needs some assistance with behavioral health services. After several months, Mrs. Jones received an email from Christine Gunderson who manages the CDBG funding for the City. The email stated the City had approved funding for behavioral health services for the Authority's residents. Mrs. Jones will be collaborating with the City CDBG staff to determine the best way to implement this program with the funding allocated. Mrs. Jones would also like to use an agency because of diversification skill sets. Mrs. Jones would like to issue a Request for Proposal for behavioral health services. The Board agreed to issuing an RFP for behavioral health services.

Mrs. Jones reviewed the Program Statistics Report discussing each line item.

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

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

Committee Reports – None

Old Business – None.

New Business – Chairman Barr thanked the St. John Lutheran Church for providing necessity kits to the Senior residents.

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

Resolution #2019-45 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$67,607.83. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones stated there isn't anything out of the ordinary on the bill list. 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)

Resolution #2019-46
Accounts Receivable Decried as Uncollectible

Chairman Barr called for a motion to approve Resolution #2019-46. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones these are residents that have moved out for various reasons over the past year and this is part of the clean-up for year end. 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)

Resolution #2019-47
Authorizing Contract with National Contract Vendors
and
Resolution #2019-48
Authorizing Contract with State Contract Vendors

Chairman Barr called for a motion to approve Resolution #2019-47 & #2019-48. Mrs. Jones explained these two resolutions that are required at the beginning of each fiscal year that provides the Authority with flexibility to utilize some of the "contract" vendors if the needed arises. A motion was made by Commissioner McCall; 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-49
Authorizing Utilization of Vineland Housing Authority Maintenance Staff to Supplement
the Ocean City Housing Authority Maintenance Staff

Chairman Barr called for a motion to approve Resolution #2019-49. A motion was made by Commissioner Broadley; seconded by Commissioner McCall. Mrs. Jones stated this is the same resolution that is being presented quarterly in advance of the Vineland Housing Authority staff performing maintenance services. 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)

Resolution #2019-50
Authorizing a Shared Services Agreement with the Vineland Housing Authority

Chairman Barr called for a motion to approve Resolution #2019-50. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones stated the shared services agreement between the Vineland Housing Authority and the Ocean City Housing Authority would be effective retroactive October 1, 2019. This will be a 2-year agreement. As always it has a 30 day out clause on either side. Commissioner Henry stated the cooperation of the Vineland Housing Authority has been tremendous to the OCHA. Commissioner Henry asked what is included in the \$75,000. Mrs. Jones explained the \$75,000 is the initial contract to cover all management services. The original shared services agreement and resolution includes Attachment "A" listing additional services as needed/if needed. This current agreement and resolution include Attachment "A" as well. Commissioner Henry asked why Resolution #2019-49 is not part of this resolution. Mrs. Jones understands it seems redundant, but when HUD visited last year they asked about the Shared Services Agreement in detail. Mrs. Jones explained that she wanted to ensure that all services were documented with authorization. The following vote was taken:

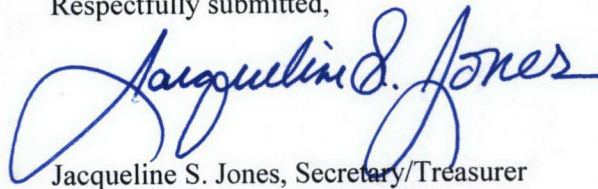
Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

No public comments. Commissioner Henry stated the Authority is coming to the stretch in regard to the closings and wanted to know if the Board is anticipating any resistance from any parties and/or people. Mrs. Jones stated the OCHA has received OPRA requests in the last 2 years in regard to various subjects and the OCHA has responded to them. Mrs. Jones has not heard anything lately. The OCHA is moving forward with the current projects. Commissioner Henry asked if the commissioner should carry a list of talking points in case they are asked. It was suggested by various Board Members that if anyone from the public has questions to suggest they attend a Board Meeting.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:36 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE ONE MONTH ENDED OCTOBER 31, 2019

	ANNUAL BUDGET	BUDGET THRU OCTOBER	ACTUAL THRU OCTOBER	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
<u>INCOME</u>					
DWELLING RENTAL	573,780	47,815	45,917	(1,898)	This represents actual rent received from Tenants to date.
OTHER TENANT-EXCESS UTILITIES	5,170	431	1,094	663	This represents actual excess utilities income to date.
TOTAL TENANT REVENUE	578,950	48,246	47,011	(1,235)	
 HUD OPERATING SUBSIDY	 332,380	 27,698	 30,210	 2,512	 This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	181,840	15,153	15,153	0	Accrued income year-to-date.
TOTAL HUD FUNDING	514,220	42,851	45,363	2,512	
 INVESTMENT INCOME-UNRESTRICTED	 120	 10	 14	 4	 Actual income is more than expected.
NONDWELLING RENTAL INCOME	13,200	1,100	1,100	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	8,360	697	1,221	524	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	4,300	358	0	(358)	This represents actual amount received in fiscal year.
 OTHER INCOME-MISCELLANEOUS	 13,690	 1,141	 1,026	 (115)	 Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
TOTAL INCOME	1,132,840	94,403	95,735	1,332	Overbudget due to late charges, legal fees paid and Gov Deals.
<u>EXPENSES</u>					
AUDIT FEES	9,000	750	750	0	Accrued expense year-to-date.
ADVERTISING	1,000	83	0	(83)	No expense was paid in October.
<u>OFFICE EXPENSES</u>					
COMPUTER SERVICES	7,000	583	803	220	Accrued Yardi (\$488 a mo) plus actual expense (\$315)
CONSULTANTS-RAD CONVERSION	35,000	2,917	743	(2,174)	Actual expenses are less than budgeted.
COPIER	3,500	292	200	(92)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,000	83	185	102	Actual expenses are higher than budgeted.
OFFICE SUPPLIES	2,000	167	0	(167)	No expense was paid in October.
PHONE & INTERNET	10,000	833	812	(21)	Actual expenses are less than budgeted.
POSTAGE	1,000	83	80	(3)	Actual expenses are less than budgeted.
LEGAL	15,000	1,250	0	(1,250)	No expense was paid in October.
LEGAL-RAD	20,000	1,667	0	(1,667)	No expense was paid in October.
TRAVEL	500	42	0	(42)	No expense was paid in October.
TRAINING	2,000	167	712	545	Actual expenses are higher than budgeted.
ACCOUNTING	17,500	1,458	1,458	(0)	This represents actual amount paid in fiscal year.
MANAGEMENT FEES	162,130	13,511	13,624	113	Actual expenses are higher than budgeted.
MISCELLANEOUS-SUNDRY	13,000	1,083	194	(889)	Actual expenses are less than budgeted.
	299,630	24,969	19,561	(5,408)	

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE ONE MONTH ENDED OCTOBER 31, 2019

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU OCTOBER</u>	<u>ACTUAL THRU OCTOBER</u>	<u>VARIANCE FROM BUDGET (+OVER/ & -UNDER)</u>	<u>NOTES:</u>
OTHER TENANT SERVICES	9,700	808	200	(608)	Actual expenses are less than budgeted.
WATER/SEWER	93,470	7,789	6,319	(1,470)	Actual expenses are less than budgeted.
ELECTRIC	105,000	8,750	5,838	(2,912)	Actual expenses are less than budgeted.
GAS	60,000	5,000	1,741	(3,259)	Actual expenses are less than budgeted.
	<u>258,470</u>	<u>21,539</u>	<u>13,898</u>	<u>(7,641)</u>	
MAINTENANCE LABOR	63,390	5,283	2,164	(3,119)	Actual expenses are less than budgeted.
MAINT. MATERIALS	39,500	3,292	2,736	(556)	Actual expenses are less than budgeted.
MAINT. CONTRACT COSTS	150,000	12,500	9,237	(3,263)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS	35,470	2,956	2,156	(800)	Actual expenses are less than budgeted.
	<u>288,360</u>	<u>24,031</u>	<u>16,293</u>	<u>(7,738)</u>	
INSURANCE	95,900	7,992	7,964	(28)	Actual expenses are less than budgeted.
BAD DEBTS	5,000	417	417	0	Accrued expense year-to-date
COMPENSATED ABSENCES	5,500	458	458	(0)	Accrued expense year-to-date
PAYMENT IN LIEU OF TAXES	31,750	2,646	2,646	0	Accrued expense year-to-date
PENSION	22,000	1,833	1,596	(237)	Actual expenses are less than budgeted.
RETIREE BENEFITS	25,780	2,148	910	(1,238)	Actual expenses are less than budgeted.
PH CAPITAL FUNDS FOR RAD CONVERSION	75,000	6,250	6,250	0	Accrued expense year-to-date.
	<u>260,930</u>	<u>21,744</u>	<u>20,241</u>	<u>(1,503)</u>	
TOTAL EXPENDITURES	<u>1,117,090</u>	<u>93,091</u>	<u>70,193</u>	<u>(22,898)</u>	
PROFIT (LOSS)	<u>15,750</u>	<u>1,312</u>	<u>25,542</u>	<u>24,230</u>	

Ocean City Housing Authority

Administrative Report

DATE: November 13, 2019

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for October 2019)

PERIOD: October 7, 2019 to November 12, 2019

Peck's Beach/Speitel Manor – 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: The 3rd expense draw was submitted to the NJHMFA on 9/19/19 as listed below. Below payments have not been received at 11/13/19;

Pre-Development Funds - NJHMFA for Peck's Beach/Speitel Commons - #2986					
Pre-Development Uses	Approved Budget	Adjusted Budget	Previously Disbursed	This Transaction 9/19/2019	Balance of Funds
HUD Approvals Inventory					
Removal/Title Search	\$ 27,500	\$ 35,648	\$ 843	\$ 34,805	\$ -
Architect	\$ 90,000	\$ 90,000	\$ 90,000	\$ -	\$ -
Site Engineer	\$ 66,000	\$ 66,000	\$ 44,874	\$ 13,979	\$ 7,147
Energy Star Review	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000
Environmental Consulta	\$ 18,500	\$ 18,500	\$ 2,473	\$ -	\$ 16,028
Geo Tech Consultant	\$ 12,500	\$ 18,287	\$ -	\$ 18,287	\$ -
Survey	\$ 7,500	\$ 7,500	\$ 4,620	\$ -	\$ 2,880
Attorney	\$ 36,000	\$ 36,000	\$ 6,885	\$ 2,805	\$ 26,310
Consulting Fees	\$125,000	\$125,000	\$ 56,815	\$ 28,313	\$39,872
5% Contingency	\$ 19,175	\$ 5,240	\$ -	\$ -	\$ 5,240
Totals	\$403,175	\$ 403,175	\$ 206,510	\$ 98,189	\$ 98,476

Year-Ending September 30, 2019

The Authority's fiscal year-ended on September 30, 2019. Staff and accountants continue to work on the year-end "close-out." The Financial Data Statement (FDS) will be filed with HUD by the November 30, 2019 due date.

Resident Wellness Program

A Request for Proposal (RFP) was issued for a provider for the newly created Resident Wellness Program. The Authority staff has been collaborating with the City's Community Development Block Grant (CDBG) staff to make this program possible. The RFP responses are due in December with the intent to award this contract at the December board meeting.

Peck's Beach/Speitel Manor and Rental Assistance Demonstration Program (RAD)

The New Jersey Housing and Finance Agency (NJHMFA) board approved the subsidy mortgage loan commitment for the construction of Speitel Commons at Bayview Manor.

The RAD application has been submitted to HUD. The Authority staff and consultant continue to communicate with the HUD RAD team to review the OCHA RAD conversion.

A March closing date is anticipated for the NJHMFA construction funds and the RAD closing.

Board of Commissioners –Rutgers Training Program Status

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Brian Broadley	In Process
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	In Process

Program Statistics Report	10/2018 - 10/2019	2019 OCT	2019 SEPT	2019 AUGUST
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor		4	0	0
<u>Tenant Relations</u>				
Total number of units to be inspected in fiscal year		121	121	121
Number of inspections completed this mo. - all sites (include BB		0	60	0
Total number of units inspected year-to-date - all sites		730	730	670
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		63	30	30
Annual Unit Turnaround Time (For Fiscal Year)		63	55	52
Monthly - Number of Vacancies Filled (this month)		1	1	1
Monthly - Average unit turnaround time in days for Lease up		52	10	10
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		11	20	20
PIC Score		99%	94%	94%
<u>Vacancies - At end of Month</u>				
Bay View Manor		2	2	2
Peck's Beach Senior		1	1	1
Peck's Beach Family		0	0	0
Total		3	3	3
Occupancy Rate		97.52%	97.52%	97.52%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
		1	2	1
Total Hours		TBD	64.00	16.00
Average Hours per Vacancy (Br. Sizes 0 thru 4)		TBD	36.69	37.32
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled		\$ 20,316	\$ 20,057	\$ 20,057
Peck's Beach - Elderly/Disabled		\$ 7,255	\$ 7,255	\$ 7,255
Peck's Beach - Family		\$ 18,345	\$ 18,837	\$ 20,133
Total Rent Roll		\$ 45,916	\$ 46,149	\$ 47,445
<u>Public Housing Waiting List Applicants</u>				
Families - Ocean City Preference		12	12	12
Families - No Ocean City Preference		158	158	158
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		34	34	34
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		216	216	216
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		2.24	3.13	9.84
Total Tenant Generated Work Orders		19	32	23
Number of routine work orders written this month		109	4	16
Number of outstanding work orders from previous month		72	72	72
Total number of work orders to be addressed this month		200	108	111
Total number of work orders completed this month		124	36	39
Total number of work orders left outstanding		76	72	72
Number of emergency work orders written this month		0	0	1
Total number of work orders written year-to-date		128	1,186	1,150
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,		0	0	0

Program Statistics Report 10/2018 - 10/2019**2019
OCT****2019
SEPT****2019
AUGUST**

<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68
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 October 31, 2019

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 10/31/2019 \$255,071.50

Add: A/R-Tenants 9/2019	Current	\$	2,385.55	\$5,680.05
	Past		3,294.50	

PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA (10 bills)- Craig Test Boring (3), NJDEP, Marathon Engineering (3), State Treas, Cape Atlantic Conserv Dist, Cape May Cty Treas

\$64,591.03

Less: Bill List payments - Nov 2019 (\$58,462.94)

Accrued Expenses - Total from detail below (\$11,512.50)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	95,900.00	1	7,991.67
Bad Debt	5,000.00	1	416.67
Comp Absences	5,500.00	1	458.33
P.I.L.O.T.	31,750.00	1	2,645.83
Net Accrual	138,150.00		11,512.50

Net Cash Balance

\$255,367.14

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 70,193	3.63	Months
Per Day	\$ 2,340	109	Days

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

**RESOLUTION NO. 2019-51
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 **\$58,462.94**.

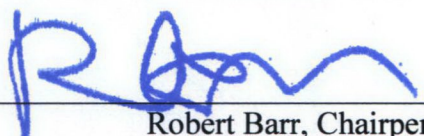
NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: November 19, 2019

VOTE:

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

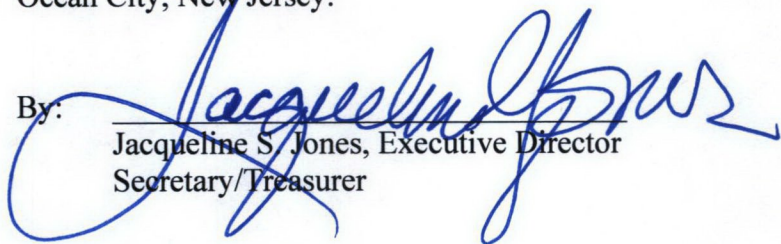
OCEAN CITY HOUSING AUTHORITY

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 November 19, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - NOV 2019**

Check #	Vendor	Invoice Notes	Total Amount
1973	ADVANCED CABINETRY & STORAGE SYSTEM	Counter top	330.00
1974	ATLANTIC CITY ELECTRIC	Electric - Oct. 2019	5,838.32
1975	AT & T	Elevator phone - October 2019	112.78
1976	LINDA AVENA	Nov 2019 Accounting Svcs	1,458.33
1977	BOYAR'S FOOD MARKET	Resident Holiday Party 12/17/19	825.00
1978	BROOKE GROUP LLC	Consulting Svcs - 9/2019	870.00
1979	CALL EXPERTS	Answering Svc - 11/2019	56.12
1980	CLEAN SWEEP SERVICES	BVM Cleaning - Oct. 2019	1,975.00
1981	COMCAST	Internet services - October 2019	252.97
1982	COPIER PLUS, INC.	Copier overage - Oct 2019	10.06
1983	THE DAILY JOURNAL OF NJ	Ad - Synopsis of 2018 Audit Report	201.60
1984	DELTA DENTAL	Dental - 12/2019	174.02
1985	DRAIN DOCTOR	Plumbing Svcs	715.00
1986	FLORENCE DRISCOLL	Tenant Services-November 2019	200.00
1987	ERNIE'S MAGIC CARPET	Carpet Installation	1,083.59
1988	FEDERAL EXPRESS	Postage	103.00
1989	FREEDOM TITLE & ABSTRACT OF OCEAN CITY	Title search-RAD conversion	743.00
1990	EISENSTAT, GABAGE & FURMAN	Legal Svcs - 10/19	375.00
1991	GEN X ELECTRICAL CONTRACTORS LLC	Maint Contract - Electrical	875.00
1992	GLEN O. STULL	10/2019 & 11/2019 RX reimb;11/2019 Medicare B Reimb	527.65
1993	ROBERT HARRIS	11/2019 Trash Room Cleaning	200.00
1994	HD SUPPLY FACILITIES MAINTENANCE, LTD.	Maint Supplies	712.70
1995	HUMANA INSURANCE COMPANY OF NY	Retiree Prescription Coverage-12/2019	24.40
1996	JC'S CUSTOM PAINTING	Maint Contract - Painting	475.00
1997	JOHN J. SPITZ	10/19 RX reimb; 11/2019 Medicare B Reimb J& P Spitz	396.66
1998	JACQUELINE S. JONES	Reimb for expenses FYE 9/30/19	250.27
1999	LANDI POOLS AND GAMES	Calcium chloride pellets	667.20
2000	LENEGAN PLUMBING & HEATING, LLC	Maint Contract - HVAC	360.00
2001	MAIN ACCESS SYSTEMS, INC.	Maint Contract - Bldg Repairs	478.75
2002	MAX COMMUNICATIONS, INC.	Cloud Services license fee-10/1/19-9/30/2020	315.00
2003	NATIONAL TENANT NETWORK	Tenant Screening - 10/2019	125.00
2004	NJ AMERICAN WATER	Water -10/2019	6,318.54
2005	OCHA PETTY CASH (W HUGHES)	Petty Cash replenishment - FYE 9/30/19	119.38
2006	OMEGA PEST MANAGEMENT	10/2019 pest maintenance;Bed bug treatments	1,402.00
2007	PDQ SUPPLY, INC.	Maint Supplies	279.32
2008	PUBLIC HSING AUTHORITIES DIRECTORS ASSOC.	Membership renewal PHADA	185.00
2009	ROBERT L. ROWELL	Maintenance Labor-Grounds- 11/2019	200.00
2010	RPM LANDSCAPE CONTRACTOR	10/19 & 11/19 Landscape Svcs	1,180.00
2011	SHERWIN WILLIAMS	Maint Supplies - Paint	140.35
2012	SOUTH JERSEY GLASS & DOOR	Maint Contract/supplies - Bldg Repairs	522.60
2013	SOUTH JERSEY GAS	Gas - 10/2019	1,740.52
2014	SUPERIOR VISION	Vision benefits - 12/2019	19.71
2015	TRIAD ADVISORY SERVICES, INC.	Prep and completion of the ERR's - RAD Conversion	1,750.00
2016	TRIAD ADVISORY SERVICES, INC.	Prep and completion of the ERR's - Speitel Commons	1,750.00
2017	US BANK EQUIPMENT FINANCE	Copier contract - 10/2019 & 11/2019	370.02
2018	VECTOR SECURITY	Security camera	1,470.00
2019	VERIZON DSL	Fax - 10/2019	134.33
2020	VERIZON WIRELESS	Cell phone maintenance - 10/2019 & 11/2019	110.62
2021	VINELAND HOUSING AUTHORITY	10/2019 postage, office staff reimb, purchases; Mgmt svc - 11/2019	13,861.99
2022	WALLACE HARDWARE	Maint Supplies	14.36
2023	W.B. MASON CO., INC.	Office Supplies	90.01
183614787310	HORIZON BCBS OF NJ	11/2019 Health Benefits Premium	2,340.85
6946607191	COMCAST	8/19 & 9/19 - Internet Svc	485.94
	TOTAL NOV DISBURSEMENTS		\$ 55,216.96
	PAYROLL - 10/2019		\$ 2,232.61
	PAYROLL TAXES - 10/2019		\$ 699.15
	ADP PAYROLL PROCESSING FEES - 10/2019		\$ 132.72
	PENSION -10/2019		\$ 117.60
	PNC BANK FEE -10/2019		\$ 63.90
	TOTAL BILL LIST - NOV 2019		\$ 58,462.94

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

**RESOLUTION NO. 2019-52
A Resolution Approving the Revision of 2019 Capital Fund Budget**

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 \$190,366 through the Department of Housing and Urban Development;

WHEREAS, the 2019 Capital Fund Budget has been revised and is attached to this resolution;

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

Section 1. The Authority hereby approves the revised 2019 Capital Fund Budget in an amount totaling **\$190,366** as determined necessary, desirable and convenient by the Authority Treasurer, Authority Chairman, or other authorized representative of the Authority (the "Authorized Officers").

Section 2. All actions previously taken by the Authorized Officers in connection with the Selection Process are hereby ratified and approved.

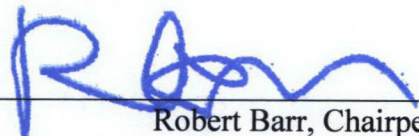
Section 3. This resolution shall take effect immediately.

ADOPTED: November 19, 2019

VOTE:

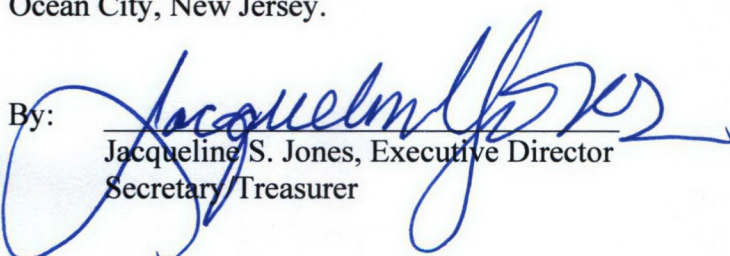
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

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 November 19, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Part I: Summary					
PHA Name: Ocean City Housing Authority		Grant Type and Number Capital Fund Program Grant No. NJ39P05350119 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1) <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 ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)(3)	\$189,416.00	\$190,366.00		
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

Part I: Summary					
PHA Name: Ocean City Housing Authority		Grant Type and Number Capital Fund Program Grant No. NJ39P05350119 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1)					
<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 ⁽¹⁾	
		Original	Revised ⁽²⁾	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	\$190,366.00		

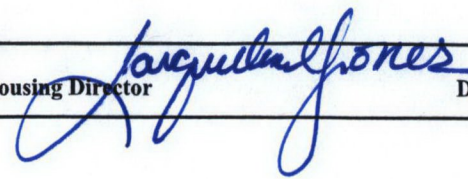
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PHA Name: Ocean City Housing Authority		Grant Type and Number Capital Fund Program Grant No. NJ39P05350119 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1) <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 ⁽¹⁾	
		Original	Revised ⁽²⁾	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 /S/ MUL338	Date 11/14/2019	Signature of Public Housing Director 	Date 11/25/19
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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 ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
NJ053000001 - BAY VIEW MANOR	Operations (Operations (1406))	1406		\$189,416.00	\$190,366.00			
	Total:			\$189,416.00	\$190,366.00			

(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					
PHA Name: Ocean City Housing Authority					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	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.