

Housing Authority of the City of Ocean City

**Regular Board of Commissioner Meeting Minutes
January 21, 2020 – 5:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on January 21, 2020, 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.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	<i>(Absent)</i>
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	
Commissioner Brian Broadley	<i>(Absent)</i>
Chairman Robert Barr	

Chairman Barr read the Sunshine Law.

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, VHA 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 December 17, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Treasurer's Report

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

Executive Director’s Report

Mrs. Jones informed the Board the resident wellness program will be getting underway very soon, which was approved last month.

Mrs. Jones reported the OCHA received a verbal approval for the financial plan for RAD, which will trigger the approval letter for RAD and the Authority can move towards settlement. There is a resolution tonight authorizing the execution of the RAD Conversion Commitment including executing all required HUD and NJHMFA documents. The commitments from HUD are not in writing yet but should be received within the next week or two. The HUD documents give permission to move forward and HUD will assign an attorney from the Newark Field Office for the OCHA closing. This is the attorney Mr. Gabage and Rick Ginnetti will be working with to get the Authority to settlement. Settlement may be 2-3 months from now. Weekly phone calls are being held with NJHMFA to review the checklist of needed items for closing and there are approximately 5 items left on the checklist. Everything is coming together slowly, but it is encouraging. Commissioner Halliday asked about any possible conditions on the commitment letter. Mr. Gabage stated the whole set of documents is approximately a couple hundred pages. Usually it is proforma. If the same attorney Mr. Gabage dealt with previously is assigned, she went over every piece of paper and was very thorough. Commissioner Henry asked if a closing checklist has been issued. Mrs. Jones stated it has not but, Rick Ginnetti has completed many of these deals and he is working ahead on his own to enable the Authority to get the documents that are needed to move quickly through the process. The Authority requested a priority closing from HUD due to the funding from NJHMFA. Commissioner Henry asked if the Authority has any commitments from contractors and/or service providers that will expire if the Authority does not have settlement in time. Mrs. Jones stated there is meeting tomorrow with the contractor. The contractor understands the HUD process as they have experience with affordable housing settlements. The price must not change because the Authority’s financing plan has been approved. Next week on January 29th there is a scheduled meeting with the construction officials in Ocean City to review the plans to prepare to apply for permits.

A groundbreaking on Saturday, April 4th, is being planned for Speitel Manor.

Mrs. Jones stated the family units are not converting to RAD, but at the same time of the RAD conversion the Authority is working on developing (10) ten scattered sites with the City of Ocean City. There are some preliminary drawings. Once the scattered sites are more defined, they will be presented to the City for review.

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

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
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 #2020-01
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$101,595.44. Mrs. Jones stated there was some additions to the Bill List since the Board Packet was sent out, namely the insurance premium. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2020-02
Resolution Designating an Official Newspaper

Chairman Barr called for a motion to approve Resolution #2020-02. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this is the annual resolutions designating the two official newspapers the Authority will use in the coming year. The following vote was taken:

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

Resolution #2020-03
Resolution Approving Fee for Annual Re-Certifications for all OCHA Residents

Chairman Barr called for a motion to approve Resolution #2020-03. Mrs. Jones stated this resolution is for the annual recertification process effective May 1st. This fee is for the VHA staff to recertify the OCHA Residents. This will be the last year for this. Next year, the VHA will be compensated by the Administrative Fee from HUD based on the units that have converted to RAD. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2020-04

Resolution Authorizing Utilization of VHA Maintenance Staff to Supplement the OCHA Maintenance Staff

Chairman Barr called for a motion to approve Resolution #2020-04. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones stated this is the same resolution that is completed every quarter to authorize funds for the vacancy turnovers. The billing is up to date through December, which is reflected in the financial statement. The vacancies have seemed to slow down the last couple of months. The VHA only bills for the hours that are used. The following vote was taken:

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

Resolution #2020-05

Resolution to Authorize the Executive Director to Execute the RAD Conversion Commitment (RCC) for Bayview Manor/Speitel Commons and to take all Actions Necessary to Complete the RAD/Section 18 Blend Conversion including Executing Required HUD Documents and NJHMFA Documents Consistent with the Terms and Conditions Set Forth in the RCC

Chairman Barr called for a motion to approve Resolution #2020-05. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2020-06

Resolution Awarding Architectural and Engineering Services Contract

Chairman Barr called for a motion to approve Resolution #2020-06. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Ron Miller reported the Authority received (3) three Request for Proposals. They were reviewed and ranked with the staff. Haley Donovan LLC was recommended to be the Architectural and Engineering of record commencing February 1, 2020 through January 31, 2021. This service contract must be awarded every 12 months. Haley Donovan LLC is currently working on the scattered site and Bayview Manor/Speitel projects. The following vote was taken:

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

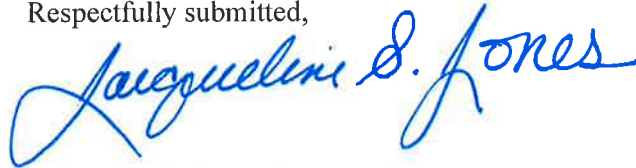
Mrs. Jones wanted to remind the Board that the waiting list is going to close January 31, 2020. All applications must be post marked by January 31, 2020.

Mrs. Jones asked Ron Miller to provide an update on the air handler at Bayview Manor. Ron Miller reported the design documents are completed. The plan is to put this out for pricing this month and hopefully be awarded at the February meeting. Commissioner Barr asked for a ballpark figure. Ron Miller stated it should be less than \$40,000.

There is no need for Executive Session tonight. No additional comments from any Board Members at this time. No public comments.

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 McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:24 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer