

Housing Authority of the City of Ocean City

**Regular Board of Commissioner Meeting Minutes
February 18, 2020 – 5:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on February 18, 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
Commissioner Beverly McCall
Commissioner Robert Henry
Commissioner Patricia Jackson *(Absent)*
Commissioner Brian Broadley
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 January 21, 2020. 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 (Absent)
Commissioner Brian Broadley (Abstain)
Chairman Robert Barr (Yes)

Note: Commissioner Mumman was absent at the January meeting. Minutes will need to be approved again.

Treasurer’s Report

Ms. Cavallo reviewed the Financial Report for the four months ended January 31, 2020. Commissioner Halliday questioned the maintenance line item. Mrs. Jones stated the budget was written under the assumption that RAD may not occur. Additional funds were placed in the maintenance line item for repairs in the event the RAD conversion did not happen. 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 a resolution tonight for a Public Agency Compliance Officer (P.A.C.O.). This is a requirement from the State of New Jersey. It is something that has been around but never enforced until recently. Mrs. Jones recommends, Ron Miller, who is the Authority's qualified purchasing agent be designated the Authority's P.A.C.O.

Last month the air handler at Bayview Manor was discussed. There is a resolution to award the contract for the replacement of the air handler tonight for \$34,703. The replacement of the air handler will take place relatively quickly.

Mrs. Jones stated Rick Ginnetti will discuss the Section 3 Action Plan as well as provide an update on the Speitel Manor / Bayview Manor development progress.

Commissioner Halliday questioned the predevelopment expenses as to any projections regarding whether the balance is going to be used and if it is not used is it going towards construction.

Mr. Ginnetti stated the predevelopment budget is part of the overall budget. Any money that is left over in the predevelopment budget is rolled into the construction budget.

With no further discussion, motion to accept the Executive Director's Report 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Committee Reports – Commissioner Halliday reported for the Development Committee. A meeting was held with the City regarding the building plans for Speitel Manor. They reviewed a number of items as far as requirements to make sure all priority items were in order. It was made clear to the professionals what is needed. Plans would be forwarded to each technical department (zoning, electrical, building and fire) for a preliminary review to expedite the permit process. It was a good productive meeting.

Old Business – Chairman Barr wanted to remind everyone that the groundbreaking for Speitel Manor is Saturday, April 4th at noon. He asked that the Board make sure their calendar is clear and are able to attend. The City's local elected officials will be in attendance.

New Business – Rick Ginnetti provided a quick recap of the progress of Speitel and Bayview. Building permits were submitted today. The architects and engineers received written reports from the City of what they wanted. They turned the plans around and it is now submitted for permits. The process went well. As the Board may recall, the original commitment was received from HUD on the 22nd of January as well as the approval for the disposition of 20 units. On January 30th an application for the tenant protection vouchers was submitted to the HUD field office that will turn into project-based vouchers. Also submitted to the HUD field office attorney was the package that is required for the closing. The only thing outstanding that is out of the Authority's control is regarding an additional Part 58 Environmental Review that the DCA in NJ requires. One was already done, but the DCA wants a new one. There was meeting held on Friday with the architects in reference to Bayview. This was the final review of the plans for to go out to bid for the roof, windows, HVAC, and electrical panels.

There is a resolution tonight to approve the Section 3 Action Plan. HUD requires every housing authority to have a Section 3 Action Plan. In this particular transaction the NJHMFA is requiring the OCHA to have a plan as if the Authority is the developer. Usually, the Authority is the one requiring the Section 3 Plan from the contractor. This time it is being required by the Authority. Mr. Ginnetti drafted the plan for the OCHA that is compliant with all HUD regulations. Essentially, what Section 3 does is require that the Authority provide best efforts for outreach to residents who are low income and/or public housing residents to have preference in obtaining jobs on this project. It also gives a preference to contractors who will run work on this site who are Section 3 compliant. The OCHA has put this requirement on the General Contractor. The Authority created a market piece and application to go out to all the residents. Closer to when construction starts this will also be advertised in the paper for Ocean City and Cape May county residents to get people interested as well as a public meeting. At the public meeting, contractors and sub-contractors will be present to have on-site interviews. Next Friday, there will be contractors meeting to discuss outreach. Mr. Ginnetti stated the Section 3 Action Plan for OCHA has the outreach and hiring requirements required from the contractors that is more than what HUD requires. The plan also requires a monthly report on the contractor's hiring activities to enable the OCHA to be compliant with the NJHMFA.

Commissioner Henry asked if any commissioner had referrals where should they refer them to? Mr. Ginnetti stated if it is a business they can attend next Friday between 9 – 11 a.m. or they can give Mr. Ginnetti a call at this office. Section 3 Action Plan hiring goals were discussed. There is no consequence as long as it can be shown the Authority gave its best efforts. Chairman Barr asked how many of these types of businesses exist that are Section 3 compliant and if there aren't that many will it tend to delay the project. Mr. Ginnetti stated the project will not be delayed. The OCHA will move forward but reach out to everyone they can. The bigger contractors may subcontract smaller contractors. The Section 3 Action Plan spells out all of the criteria. The plan preference was briefly discussed. The goal is to get local people to participate.

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

Resolution #2020-07
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$38,816.64. A motion was made by Commissioner McCall; 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)

Resolution #2020-08
Resolution Designating Public Agency Compliance Officer (P.A.C.O.)

Chairman Barr called for a motion to approve Resolution #2020-08. A motion was made by Commissioner Halliday; 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)

Resolution #2020-09
Resolution Adopting Section 3 Action Plan

Chairman Barr called for a motion to approve Resolution #2020-09. 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2020-10
Resolution Approving Expenditure for Replacement of Air Handler at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2020-10. Mrs. Jones stated this project was discussed last month and the cost of replacement is not to exceed \$34,703 and being awarded to Ambient Comfort LLC. The OCHA did not want to wait until renovations began to replace the air handler as this is a quality of life condition with circulating fresh air in the building. The replacement will take place in the next couple of weeks. 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 #2020-11
Resolution to Approve 2020 Operating Subsidy

Chairman Barr called for a motion to approve Resolution #2020-11. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the Operating Subsidy came after the packet was sent out to the Commissioners, so it was added to the agenda. Every year HUD sends out an email that the operating subsidy forms are ready to be completed. The accountants complete the forms. Most of the information on the forms are pre-filled but the accountants add certain information. The operating subsidy this calendar year 2020 is about \$100,000 less than last year. Mrs. Jones was expecting this at some point because the Authority's expenses are lower than previous year's and the tenant rents have increased. Both factors will lower the operating subsidy. Mrs. Jones stated she is not worried about the reduction in subsidy the Authority will be fine financially. Brief discussion regarding the vouchers the Authority should be receiving as well as the RAD conversion as it related to funding. 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 Barr requested any commissioners with outstanding classes to please complete them. He also reported that Linda Avena's father has passed away and offered condolences to Mrs. Avena and her family. Mrs. Avena thanked the Board for their condolences as well as the flowers sent to her father's services.

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 Broadley. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:31 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive style with a large initial "J".

Jacqueline S. Jones, Secretary/Treasurer