

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

June 16, 2020 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on June 16, 2020, at 3:00 p.m. via tele-conference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

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
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, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from May 19, 2020. A motion was made by Commissioner Jackson 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	(Yes)
Chairman Robert Barr	(Yes)

Treasurer’s Report

Ms. Cavallo reviewed the Financial Report for the eight months ended May 31, 2020. Ms. Cavallo explained the new format of the report. Commissioner Henry asked when the final RAD expenses will clear. Mrs. Jones stated all RAD expenses are cleared in this report. Motion to approve the Treasurer’s Report made by Commissioner Halliday 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	(Yes)
Chairman Robert Barr	(Yes)

Executive Director’s Report

Mrs. Jones mentioned the work on the financial report took several months with internal staff and a consultant hired who is experienced with the Authority’s software and property management as well as being accountants. Adjustments will be made as needed to the report.

Mrs. Jones imagines that all the Commissioners have all been able to drive by the site of Speitel Commons construction and have seen the activity going on. The good news is everything is running on schedule. The elevator pits have been dug. Ron Miller stated they should be starting on the foundation work within the next week and half. There will be more concrete work happening in the next 60 days.

The Authority is still in the same operating status as it has been the last couple of months due to COVID-19. The Authority will continue to operate as is or the foreseeable future. The Authority has no reports of anyone with COVID-19 although the residents are not obligated to report this information to the Authority.

The Bayview Manor renovations are on hold. Especially the renovations pertaining to the interior of the building. The Authority may pursue some projects such as the roofs or anything that has to do with the outside the building. The goal is to eliminate contact between the residents and the contractors during this time of the pandemic.

Mrs. Jones reported the air handler project that was scheduled is complete. Ron Miller stated the operation, testing and final inspection will be on Thursday. This will bring fresh air into the building through hallways and into the apartments.

In the New Business part of the meeting, the Board will review the By-Law recommended revisions. The Bill List will also be discussed at the resolution section of the meeting regarding the second page added for the inter-company reconciliation.

Commissioner Henry asked if construction goes well what is the earliest occupation date. Mrs. Jones stated the projected construction period is 12 months. May 1st is when the notice to proceed was given to the contractor. As of right now, the construction is on schedule. Commissioner Henry asked if any reports need to be filed with creditors. Mrs. Jones stated the Authority does not have any creditors for this project. Mrs. Jones explained there is a monthly draw meeting when the contractors submit their expenses to the State for payment. Commissioner Henry asked if an independent engineer is watching over the work. Mrs. Jones stated there are inspectors from the State as well as inspections by the City. Commissioner Halliday requested clarification regarding the payments the NJHMFA is making. Mrs. Jones stated none of the funding for Speitel goes through the housing authority. The draws are submitted directly to NJHMFA and paid directly from NJHMFA to the contractors.

Motion to approve the Executive Director’s Report 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 (Yes)
- Commissioner Brian Broadley (Yes)
- Chairman Robert Barr (Yes)

Committee Reports – None.

Old Business – None.

New Business – Mr. Gabage reviewed and discussed revisions of the By-Laws. He was asked to review the By-Laws with a specific purpose regarding remote meetings on a regular basis. Unfortunately, after conducting his research the answer is no. Mr. Gabage explained the Open Public Meetings Act. Meetings need to be made available to the public and having meetings remotely this would not be possible. In March the legislator passed an amendment to the Open Public Meetings Act consistent with the pandemic so that there could be remote meetings. The wording of the statute states that it is only in a case of publicly declared emergency by municipality, county or by the State of New Jersey. Once the State of Emergency is over the Authority will have to go back to public meetings. There is language added to the By-Laws to make it consistent with the 2020 amendment which, allowed for remote meetings. As Mr. Gabage was reviewing the By-Laws, he noticed some issues that were inconsistent. Mr. Gabage reviewed these inconsistencies and explained the revisions to the Board.

Remote meeting will not be allowed once the emergency is over unless legislation amends it further. Once the emergency is over the meetings will need to be held as a physical meeting. The biggest problem with the remote meetings is the public must be able to join in and might not have the equipment to join in.

Mrs. Jones discussed the seven days written notice requirement to be given to all Board Members before a change in the By-Laws it is brought to the Commissioners for a vote. Chairman Barr recommends that for these purposes the Board take a vote to waive the seven-day requirement. Mr. Gabage suggested for the Board to take a vote a waive the seven-day requirement and can also take a vote to amend the By-Laws.

Chairman Barr called for a motion to waive the 7-day requirement for this one occasion. A motion was made by Commissioner Halliday; 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	(Yes)
Chairman Robert Barr	(Yes)

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

Resolution #2020-18
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$113,640.15. Mrs. Jones explained the JIF bill is being paid this month as well as a builder’s risk policy for the Speitel project that is included in the JIF bill, which will be reimbursed by the NJHMFA. Therefore, the bill list this month is higher. The second page of the bill list is a new attachment. which the Board will be seeing monthly. This is part of the intercompany reconciliation so that each property can pay back the Central Office Cost Center monthly for its expenses. Mrs. Jones reviewed the new report. Commissioner Halliday ask if the auditors should be made aware of this new report. Mrs. Jones stated the audit for 2019 has not begun yet due to the extension given until December 31, 2020 due to COVID-19. Once the auditor comes on site to audit last year, the Authority will review this report with him. 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 #2020-19
Resolution Updating Public Bidding Threshold

Chairman Barr called for a motion to approve Resolution #2020-19. Ron Miller explained the State of New Jersey authorized a bid threshold increase to \$44,000 to agencies having a licensed QPA on staff. Ron is appointed as the Authority's QPA. The previous threshold is \$40,000 by a QPA. \$17,500 is the pay to play threshold. 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 #2020-20
Resolution of Compliance (Board of Commissioners & Executive Director)

Chairman Barr called for a motion to approve Resolution #2020-20. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated this is an annual resolution to confirm the Board of Commissioners and Executive Director have completed their classes through the Rutgers Program. There are two commissioners that are in progress to complete their classes. Because they have not reached the expiration date of the timeframe to complete the classes they are considered compliant. Both Commissioners will be completing their classes within the timeframe. 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 #2020-21
Resolution Amending the Ocean City Housing Authority By-Laws

Chairman Barr called for a motion to approve Resolution #2020-21. A motion was made by Commissioner Broadley; 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	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

No public comments. No additional comments from Board Members.

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 3:45 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