

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



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Ocean City, New Jersey 08226

Phone: 609-399-1062
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Jacqueline S. Jones, Executive Director

May 13, 2020

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, May 19, 2020, via tele-conference at 3:00 pm from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.**

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,

A handwritten signature in blue ink that reads 'Jacqueline S. Jones'. The signature is written in a cursive, flowing style.

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, May 19, 2020
3:00 p.m.

Via Tele-Conference

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 April 21, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:
 - # 2020-16 Approval of Monthly Expenses
 - # 2020-17 Establishing New Bank Accounts and New Accounting Structure
- 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 April 21, 2020 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on April 21, 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 explained and gave instructions on how the tele-conference meeting would be managed. He stated that he will be moving old business and new business to the end of the meeting.

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, Gloria Pomales, Executive Assistant and from the press, Donald Wittkowski - *OCNJDaily*.

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 Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Abstain)
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 Regular Meeting minutes from February 18, 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	(Abstain)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the six months ended March 31, 2020. Motion to approve the Treasurer's Report made by Commissioner Jackson 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 gave a brief overview of the Authority's COVID-19 operating status submitted in her written report. She stated the goal is to keep the residents and staff safe at this time. The Authority is doing this by written communication and signage throughout the buildings. It has been an education process, specifically in the beginning of the "Stay at Home Order" to make sure the residents were taking the situation seriously. Mrs. Jones believes the Authority has good compliance from the residents at this point. The Authority's communication also consists of the residents making the Authority aware if they need any assistance. The phone is being answered "live" between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. All phone calls are being received at the Vineland office and are answered live. At night, weekends and on holidays the answering service is receiving the calls, which is the same system that has been used for several years now. Overall, there is good compliance.

Mrs. Jones reported on the settlement for Speitel. The Speitel building settlement will be with NJHMFA and at the same time the RAD conversion will be happening for Bayview Manor. It has been a coordination of efforts over the last few years. Mrs. Jones stated with some confidence that the settlement is going to happen beginning this week and flowing into next week. It is going to take a couple days to get the paperwork passed around from person to person because of pandemic situation. As of right now what we do know is that the paperwork was approved by HUD and being signed off by HUD. It will go to NJHMFA and then it will come to the OCHA. Tomorrow afternoon there is another update call with NJHMFA and they will explain on the call how the closing process will proceed. The Authority is ready to go with the contractor and we hope the construction will start the beginning of May. Since this is Affordable Housing we are permitted to begin construction and are not violating any rules set by the Governor.

Commissioner Henry asked if all the terms that had been described to the Board previously are still in place regarding settlement for Speitel. Mrs. Jones stated yes. Commissioner Halliday welcomed the good news regarding closing. He would like to make a proposal regarding the operating status of the pandemic. He has done some research and realized the Authority does not have a pandemic policy in place. He would like to propose that the Authority convert the operating status report to include a pandemic preparation policy. Mrs. Jones stated the Authority will put together a policy for the board to review. It may not be ready for the May meeting but will try to get it ready for the June meeting.

Mrs. Jones stated since the meeting will move right into the resolutions next and moving the old and new business to the end of the meeting, she wanted to make a comment about the monthly expenses. There are two monthly expense resolutions one for March and one for April since a March meeting was not held. Mrs. Jones does not have any comment regarding the March expenses, but the April bill list has been updated since it was emailed to the all commissioners last week. There is a significant increase. Mrs. Jones stated there is nothing unusual but wanted to point out the major changes and make the Board aware of the changes. The first change is the addition of Aquarius Capital for \$2,500 for the evaluation of the post-employment health benefits and pension benefits. These benefits must be evaluated every 2 years and is made part of the Audit. This evaluation is for the year ending 2019. Other bills that were added to the expense report were the electric bill to Atlantic City Electric for approximately \$8,900, Greg Smith Tree Services for \$3,400 due to a huge tree falling at Bayview Manor during a recent storm, Omega Pest Management increased by about \$1,100 and South Jersey Gas for approximately \$5,500. Also added to the list, Triad Associates for about \$8,500 for the environmental review study for Bayview/Speitel Commons that was an HMFA and HUD requirement for the building of Speitel as well as the renovations at Bayview. This

is a consulting service and this amount will be reimbursed by the NJHMFA from the Speitel predevelopment funds. These were the major increases to the bill list.

Commissioner Henry asked if the OCHA has any reported cases of the virus at any of the facilities. Mrs. Jones stated there are no reported cases of COVID-19 at this time. If any cases are reported to the OCHA and someone needed direction, the OCHA would give them direction.

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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

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

Resolution #2020-12
Resolution to Approve Monthly Expenses (March)

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$95,321.06. A motion was made by Commissioner Broadley; 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 #2020-13
Resolution to Approve Monthly Expenses (April)

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$74,568.67. A motion was made by Commissioner Broadley; 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 #2020-14
Revision to 2020 Capital Fund Budget

Chairman Barr called for a motion to approve Resolution #2020-14. A motion was made by Commissioner Halliday; seconded by Commissioner Jackson. Mrs. Jones explained this is the Capital Fund Budget for 2020 and the amount is \$202,716. Normally, all funds are directed to Operations. For this Capital budget, the amount will be divided between a RAD line item and Operations. For the Rental Assistance Demonstration conversion for Bayview Manor, there is \$59,614 set aside which will be the subsidy portion of the rent for that building from June 1st through December 31st. Beginning January 2021, the housing assistance payment (new form of subsidy) will come from HUD in a different form. This will mean that Bayview Manor will no longer receive operating subsidy. Commissioner Halliday questioned if this changes Bayview Manor's current fiscal year to a calendar year. Mrs. Jones stated no, the reason the subsidy is paid through the Capital Fund Budget through December is because the federal government is on a regular calendar year. When a project is converted to RAD in the middle of the OCHA's fiscal year, an amount must be allocated to cover the Operating Subsidy to financially cover the converted project to the end of the current calendar year before the HAP contract payments begin the first of the next year. 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 #2020-15
Resolution Awarding Janitorial Cleaning Services Contract

Chairman Barr called for a motion to approve Resolution #2020-15. Mrs. Jones stated this resolution is for Clean Sweep Services located in Ocean City. They provide cleaning at Bayview Manor. They clean during the year as the normal cleaning routine. They are currently shut down due to the pandemic. The OCHA has been using staff and stipend staff for "high-touch" area cleaning. Commissioner Mumman asked if the Authority knows when they will be reopening. Ron Miller stated we do not have any update when they will be opening right now. Chairman Barr stated depending upon how long they will be shut down, does the OCHA have authority after a certain period of time to go out and secure another cleaning service. Mrs. Jones states yes the OCHA can do that. A motion was made by Commissioner Jackson; 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)

There is no need for Executive Session tonight.

Committee Reports – None.

Old Business – None.

New Business – None.

Mrs. Jones stated the Authority will continue to operate the way it is currently and take it day by day listening to the Governor's instructions, but this will be a slow back to normal process. The Authority will keep communicating with the residents and making sure that they are taken care of. On behalf of the Board and himself, Commissioner Barr would like to thank Mrs. Jones and the staff during this time.

Chairman Barr requested comments from the public. Donald Wittkowski - *OCNJDaily*. - asked if the groundbreaking for Speitel Commons would be starting in May. Mrs. Jones stated it is anticipated that it will start in May. The groundbreaking ceremony has been cancelled and has not been placed back on the calendar based on the current COVID-19 climate. Mr. Wittkowski asked if the construction starting in May would be considered full-fledged construction on the project and what the construction schedule would be. Mrs. Jones stated that the anticipated start of construction in May would be considered the start of construction to continue through approximately 12-15 months to completion depending on the cooperation of the weather. In regard to the NJHMFA financing closing for this week and next week Mr. Wittkowski asked if it would be for \$4.5 million dollars. Mrs. Jones responded yes.

Regarding COVID-19 Mr. Wittkowski stated Mrs. Jones outlined the steps that have been taken so far with the staff and the residents and asked if that also includes having anyone wear gloves or masks meaning residents who live in the housing authority projects or any staff members. Mrs. Jones stated the staff are wearing gloves and masks. The residents were given a mask to use if they needed to go to the store.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Jackson; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:44 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE SEVEN MONTHS ENDED APRIL 30, 2020

	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
<u>INCOME</u>					
DWELLING RENTAL	573,780	334,705	321,301	(13,404)	This represents actual rent received from Tenants to date.
OTHER TENANT-EXCESS UTILITIES	5,170	3,016	2,219	(797)	This represents actual excess utilities income to date.
TOTAL TENANT REVENUE	578,950	337,721	323,520	(14,201)	
 HUD OPERATING SUBSIDY	 332,380	 193,888	 211,209	 17,321	 This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	181,840	106,073	90,920	(15,153)	This represents amount accrued through March 2020
TOTAL HUD FUNDING	514,220	299,961	302,129	2,168	
 INVESTMENT INCOME-UNRESTRICTED	 120	 70	 120	 50	 Actual income is higher than expected.
NONDWELLING RENTAL INCOME	13,200	7,700	7,700	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	8,360	4,877	3,120	(1,757)	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	4,300	2,508	0	(2,508)	This represents actual amount received in fiscal year.
OTHER INCOME-MISCELLANEOUS	13,690	7,986	8,715	729	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
 TOTAL INCOME	 1,132,840	 660,823	 645,304	 (15,519)	
 <u>EXPENSES</u>					
AUDIT FEES	9,000	5,250	5,250	0	Accrued expense year-to-date.
ADVERTISING	1,000	583	1,101	518	Actual expenses are higher than budgeted.
OFFICE EXPENSES					
COMPUTER SERVICES	7,000	4,083	4,254	171	Accrued Yardi (\$488 a mo X 4 mo) plus (\$424 a month X 3 mo) plus actual expense (\$1,030)
CONSULTANTS-RAD CONVERSION	35,000	20,417	10,500	(9,917)	Actual expenses are less than budgeted.
COPIER	3,500	2,042	1,397	(645)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,000	583	519	(64)	Actual expenses are less than budgeted.
OFFICE SUPPLIES	2,000	1,167	418	(749)	Actual expenses are less than budgeted.
PHONE & INTERNET	10,000	5,833	4,344	(1,489)	Actual expenses are less than budgeted.
POSTAGE	1,000	583	976	393	Actual expenses are higher than budgeted.
LEGAL	15,000	8,750	4,793	(3,957)	Actual expenses are less than budgeted.
LEGAL-RAD	20,000	11,667	0	(11,667)	No expense was paid in current fiscal year.
TRAVEL	500	292	0	(292)	No expense was paid in current fiscal year.
TRAINING	2,000	1,167	694	(473)	Actual expenses are less than budgeted.
ACCOUNTING	17,500	10,208	10,208	0	This represents actual amount paid in fiscal year.
MANAGEMENT FEES	162,130	94,576	114,134	19,558	This represents actual amount paid or accrued in fiscal year.
MISCELLANEOUS-SUNDRY	13,000	7,583	11,252	3,669	Actual expenses are more than budgeted. Includes \$5,875 for GASB Reports
	299,630	174,784	169,840	(4,944)	
 OTHER TENANT SERVICES	 9,700	 5,658	 2,818	 (2,840)	 Actual expenses are less than budgeted.

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE SEVEN MONTHS ENDED APRIL 30, 2020

	ANNUAL BUDGET	BUDGET THRU APRIL	ACTUAL THRU APRIL	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
WATER/SEWER	93,470	54,524	43,752	(10,772)	Represents actual Oct thru March bills and estimated April using 4/2019 amount.
ELECTRIC	105,000	61,250	62,822	1,572	Represents actual Oct thru March bills and estimated April using 4/2019 amount.
GAS	60,000	35,000	30,990	(4,010)	Represents actual Oct thru March bills and estimated April using 4/2019 amount.
	<u>258,470</u>	<u>150,774</u>	<u>137,564</u>	<u>(13,210)</u>	
MAINTENANCE LABOR	63,390	36,978	22,986	(13,992)	Actual expenses are less than budgeted.
MAINT. MATERIALS	39,500	23,042	11,200	(11,842)	Actual expenses are less than budgeted.
MAINT. CONTRACT COSTS	150,000	87,500	52,764	(34,736)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS	35,470	20,691	18,473	(2,218)	Actual expenses are less than budgeted.
	<u>288,360</u>	<u>168,211</u>	<u>105,423</u>	<u>(62,788)</u>	
INSURANCE	95,900	55,942	56,743	801	Actual expenses are higher than budgeted.
BAD DEBTS	5,000	2,917	2,917	0	Accrued expense year-to-date
COMPENSATED ABSENCES	5,500	3,208	3,208	0	Accrued expense year-to-date
PAYMENT IN LIEU OF TAXES	31,750	18,521	18,521	0	Accrued expense year-to-date
PENSION	22,000	12,833	6,083	(6,750)	Accrued at current year contribution (\$869 X 7 months)
RETIREE BENEFITS	25,780	15,038	14,337	(701)	Actual expenses are less than budgeted.
PH CAPITAL FUNDS FOR RAD CONVERSION	75,000	43,750	37,500	(6,250)	This represents amount accrued through March 2020
	<u>260,930</u>	<u>152,209</u>	<u>139,309</u>	<u>(12,900)</u>	
TOTAL EXPENDITURES	<u>1,117,090</u>	<u>651,636</u>	<u>554,954</u>	<u>(96,682)</u>	
PROFIT (LOSS)	<u>15,750</u>	<u>9,187</u>	<u>90,350</u>	<u>81,163</u>	

Ocean City Housing Authority

Administrative Report

DATE: May 13, 2020

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for April 2020)

PERIOD: April 14, 2020 to May 12, 2020

Speitel Commons at Bayview Manor

The “closing” for the construction funds for Speitel Commons at Bayview Manor was completed over the last two weeks of April for an effective date for the closing of April 30th.

The notice to proceed to the contractor was issued on May 1, 2020. Some site work has started. The building is expected to be completed in 12 months, depending on possible delays due to weather.

An update in this report will be offered each month with an up-to-date status of the construction progress.

In addition, a schedule of payment “draws” from the New Jersey Housing and Mortgage Finance Agency (NJHMFA) will be made part of this report on a monthly basis. Construction Draw #1 is in process and not complete as of this report.

Please note that the Pre-Development funds used up until the closing date are reported as below, which is unchanged from last month. The balance of these funds will be incorporated into the Construction Funds schedule, which will be reported as soon as it is available.

Acenda Behavioral Health

The Authority's partner with providing behavioral health assistance to residents has continued through the pandemic with telephone counseling. These funds are provided by the City of Ocean City's – Community Development Block Grant funds.

COVID-19 Pandemic – Operating Status

The COVID-19 Operating Status as reported last month remains in effect. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor's daily updates. The goal is to maintain a safe environment for Authority residents to live and to provide a safe environment for Authority staff to work.

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

Rental Assistance Demonstration (RAD) Conversion

The conversion to RAD for Bayview Manor was also completed with the above Speitel Manor transaction on April 30th.

Bayview Manor is now under a Housing Assistance Payment (HAP) Contract that is Section 8 Project Based with RAD Vouchers.

Peck's Beach Senior is now under a HAP contract that is also Project Based and funded under the Tenant Protection Voucher Program. Peck's Beach Senior will be converted to the RAD program when the construction is complete and the residents from Peck's Beach Senior move to the new building known as Speitel Commons at Bayview Manor.

Peck's Beach Family remains a Public Housing development and is funded by the Operating Subsidy and Capital Fund. Peck's Beach Family will convert to RAD during the next phase of development.

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 - PHAS/SEMAP to complete;
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	In Process – Financial Issues & Procedures and One Elective to complete;

Program Statistics Report 09/2019 - 4/2020
**2020
APR**
**2020
MAR**
**2020
FEB**

<u>Tenant Accounts Receivable</u>			
Number of "non-payment of rent" cases referred to the solicitor	4	4	1
<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	58	0
Total number of units inspected year-to-date - all sites	178	178	120
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	n/a	n/a	188
Annual Unit Turnaround Time (For Fiscal Year)	97.5	97.5	97.5
Monthly - Number of Vacancies Filled (this month)	0	0	1
Monthly - Average unit turnaround time in days for Lease up	0	0	117
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	66
PIC Score	99.12%	99%	99%
<u>Vacancies - At end of Month</u>			
Bay View Manor	3	3	2
Peck's Beach Senior	1	1	0
Peck's Beach Family	1	1	0
Total	5	5	2
Occupancy Rate	98.35%	98.35%	98.35%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	TBD	TBD	TBD
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	TBD	TBD	TBD
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$ 20,315	\$ 20,672	\$ 20,677
Peck's Beach - Elderly/Disabled	\$ 7,901	\$ 7,901	\$ 7,255
Peck's Beach - Family	\$ 19,680	\$ 20,339	\$ 18,719
Total Rent Roll	\$ 47,896	\$ 48,912	\$ 46,651
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>			
Families - Ocean City Preference	12	12	12
Families - No Ocean City Preference	97	97	97
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	42	42	42
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	285	285	285
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.47	0.13	0.33
Total Tenant Generated Work Orders	7	11	21
Number of routine work orders written this month	61	61	4
Number of outstanding work orders from previous month	27	55	52
Total number of work orders to be addressed this month	95	127	77
Total number of work orders completed this month	87	53	113
Total number of work orders left outstanding	35	27	55
Number of emergency work orders written this month	1	1	0
Total number of work orders written year-to-date	224	188	244
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0

Program Statistics Report 09/2019 - 4/2020		2020 APR	2020 MAR	2020 FEB
Real Estate Assessment Center (REAC) Scores				
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 April 30, 2020**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 04/30/2020 \$385,313.30

2020 Capital Funding
Operating Subsidy Through 12/31/20
due to RAD Conversion; HAP
Payments begin 1/1/21;

\$202,716 (To be Drawdown from HUD)

(\$59,614)

\$143,102.00

Add: A/R-Tenants 04/2020

Current
Past

\$10,804.05
\$6,370.66

\$17,174.71

PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA - Marathon Engineering; Triad Assoc; AEI, Inc.; Scullo Engineering Svcs; Martinelli Grp; Heist Insurance

\$24,653.28

Reimbursement for Behavioral Health Services Feb, March & April 2020 - City of Ocean City-CDBG Grant -(Acenda-Vendor)

\$5,705.03

Less: Bill List payments - May 2020

(\$100,587.30)

Accrued Expenses - Total from detail below

(\$44,332.50)

<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	7	19,686.67
Bad Debt	5,000.00	7	2,916.67
Comp Absences	5,500.00	7	3,208.33
P.I.L.O.T.	31,750.00	7	18,520.83
Net Accrual	138,150.00		44,332.50

Committed to Peck's Senior Demolition

(\$200,000)

Net Cash Balance

\$231,028.52

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 79,279	4.86	Months
Per Day	\$ 2,643	87	Days

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

**RESOLUTION NO. 2020-16
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 **\$100,587.30**.

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.

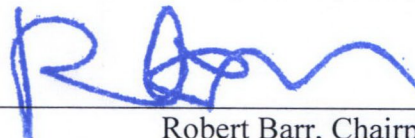
ADOPTED: May 19, 2020

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

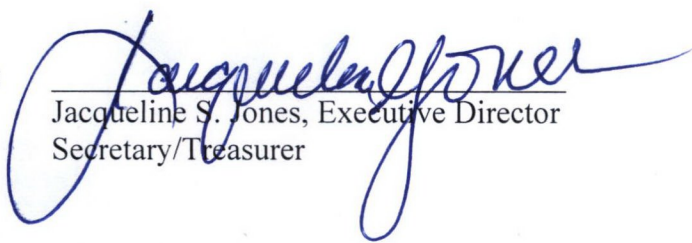
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-teleconference on May 19, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - MAY 2020**

Check #	Vendor	Invoice Notes	Total Amount
2217	ACENDA INC	Resident Wellness Svcs - Feb - Apr 2020	5,703.00
2218	ATLANTIC CITY ELECTRIC	Electric - Apr 2020	8,575.90
2219	AT&T	Elevator phone - May 2020	115.81
2220	LINDA AVENA	Acctg Svcs - May 2020	1,458.33
2221	CALL EXPERTS	Answering Svc - May 2020	96.93
2222	CLEAN SWEEP SVCS	BVM Cleaning - Mar 2020	2,085.00
2223	COPIER PLUS	Copier overage charge - May 2020	20.00
2224	DELTA DENTAL OF NJ	Dental benefits - June 2020	174.02
2225	DRAIN DOCTOR	Maint Labor - plumbing	285.00
2226	FLORENCE DRISCOLL	Tenant Services - May 2020	200.00
2227	FIRE DEFENSE SYSTEMS	Annual fire pump test & repair	1,770.00
2228	FREEDOM TITLE	Mortgage policy & fees - Speitel Commons	12,477.60
2229	EISENSTAT GABAGE & FURMAN	Legal Svcs	465.00
2230	GENRON FIRE	Fire extinguisher certification & service	190.00
2231	GLEN O. STULL	Medicare Reimb - May 2020; prescription reimb - Apr 2020	380.00
2232	ASHLEY HARRIS	BVM Cleaning due to COVID-19	200.00
2233	ROBERT HARRIS	Trash Room Cleaning - May 2020	200.00
2234	HD SUPPLY	Maint Supplies	1,887.18
2235	HOME DEPOT PRO	Maint Supplies	18.60
2236	HUMANA INSURANCE COMPANY OF NY	Retiree Prescription Coverage - June 2020	57.70
2237	INTEGRATED SYSTEMS ASSOCIATES, INC.	IT Consultant	3,456.25
2238	JOHN J. SPITZ	Medicare B Reimb - May 2020	289.20
2239	LENEGAN PLUMBING & HEATING	Maint Labor - plumbing	170.00
2240	NJ AMERICAN WATER	Water - Apr 2020	6,463.32
2241	OMEGA PEST MGMT	Pest Control	897.37
2242	PRESS OF ATLANTIC CITY	Board Mtg. Notice	41.96
2243	ROBERT L. ROWELL	Maintenance Labor-Grounds - May 2020	200.00
2244	SHOEMAKER LUMBER COMPANY	Maint Supplies	21.70
2245	SOUTH JERSEY WEB DESIGN	Website maintenance & file uploads	150.00
2246	SOUTH JERSEY GAS	Gas - Apr 2020 (estimate)	3,950.15
2247	SUPERIOR VISION OF NJ	Vision benefits - June 2020	19.71
2248	US BANK EQUIPMENT FINANCE	Copier contract charges - May 2020	200.51
2249	VERIZON DSL	Fax & phone line - Apr 2020	135.77
2250	VINELAND HOUSING AUTHORITY	Mgmt Svcs; postage reimb-Apr 2020; supply reimb-Apr 2020; Office & Maint coverage Mar & Apr 2020	43,136.57
2251	WALLACE HARDWARE	Maint Supplies	138.00
187446585710	HORIZON BCBS OF NJ	Health Benefits Premium - May 2020	2,583.59
	TOTAL MAY DISBURSEMENTS		\$ 98,214.17
	PAYROLL - 4/2020		\$ 1,272.59
	PAYROLL TAXES - 4/2020		\$ 718.16
	ADP PAYROLL PROCESSING FEES - 4/2020		\$ 132.72
	PENSION -4/2020		\$ 183.41
	PNC BANK FEE -4/2020		\$ 66.25
	TOTAL BILL LIST - MAY 2020		\$ 100,587.30

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

**RESOLUTION NO. 2020-17
Establishing New Bank Accounts and New Accounting Structure**

WHEREAS, it is necessary for the Authority to establish a new accounting structure due to changes in the funding for its properties; and

WHEREAS, it is also necessary for the Authority to establish new bank accounts to accommodate this new accounting structure and to account for funds by property separately; and

WHEREAS, Bayview Manor converted to the Rental Assistance Demonstration (RAD) Program and Peck's Beach Senior converted to Project Based Vouchers funded by a Housing Assistance Payment Contract; and

WHEREAS, Peck's Beach Family remains as Public Housing funded by the Operating Subsidy and Capital Funds; and

WHEREAS, an Inter-company payment process is necessary for the efficient payment of expenses; and

WHEREAS, a Central Office Cost Center (COCC) is necessary to act as the funding source of the bills for this Inter-company process; and

WHEREAS, each property will reimburse COCC for its portion of expenses paid by the COCC; and

WHEREAS, Inter-company "due to/due from" is established with the use of the Authority's accounting system; and

WHEREAS, it is also necessary to establish a Construction Account for Bayview Manor/Speitel for the purpose of funding the demolition of Peck's Beach Senior; and

WHEREAS, the following Checking Accounts are authorized to be established at Sturdy Bank:

OCHA Central Office Cost Center – Account # 9400116571

Pecks North Operating Account – Account # 9400116563

Bayview Manor/Speitel Commons Operating Account – Account # 9400116555

Pecks Family Operating Account – Account # 9400062049 (This is an existing checking account Sturdy General Fund)

Bayview Manor/Speitel Commons Construction Account – Account # 9400116530

WHEREAS, the Authorized Signers for the above-named accounts are:

Robert Barr, Chairperson
Robert Scott Halliday, Vice Chairperson
Jacqueline S. Jones, Executive Director

ADOPTED: May 19, 2020

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

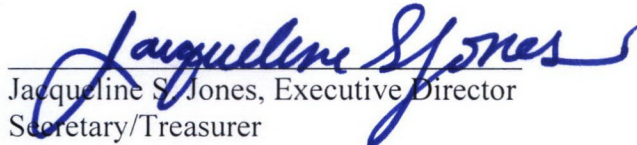
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-teleconference on May 19, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer