

**Housing Authority of the City of Ocean City**

**Regular Board of Commissioner Meeting Minutes**

**July 21, 2020 – 3:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on July 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 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	<i>(excused herself at 3:30 p.m.)</i>
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, Rick Ginnetti, the Brooke Group and Gloria Pomales, Executive Assistant.

**Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from June 16, 2020. A motion was made by Commissioner McCall and 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)

**Treasurer’s Report**

Ms. Cavallo reviewed the Financial Report for the nine months ended June 30, 2020. Mrs. Jones explained the NJHMFA Funding Assistance and PBV HAP Subsidy line items to Commissioner Henry as well as RAD conversion line items for Commissioner Broadley. Motion to approve the Treasurer’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)

**Executive Director’s Report**

Mrs. Jones briefly reviewed her written report and asked the Board to take note of the Speitel Manor draw schedule and schedule tracking of the project. These reports come directly from the meeting that is held monthly. The Board will receive these reports in their Board packet monthly. Rick Ginnetti will provide an update on Speitel and Bayview Manor in the Old Business portion of the meeting. In the New Business portion of the meeting a discussion will be held about the Ocean City Community Development Corporation mentioned in Mrs. Jones report. The Budget will be reviewed during the resolution section of the meeting.

Motion to approve the Executive Director’s Report made by Commissioner Broadley and 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)

**Committee Reports** – Chairman Barr reported the Finance Committee met last week to review the budget, which will be further discussed in the resolution section of the meeting.

**Old Business** – Rick Ginnetti provided an updated on Speitel Commons. It is under construction and a little bit ahead of schedule by a couple of weeks. It is expected that in the next couple of weeks the main platform will be poured to start framing the building. The notice to proceed was May 1<sup>st</sup>. Three draw meetings have been held. All the associated costs right now are coming from the NJHMFA. Once the NJHMFA funds are exhausted the Authority will start drawing down on City funds. As of today, there have been 2 change orders on the project. Both change orders have been price reductions, not price increases. The project is currently under budget based on the budget the Authority is working with. It is important because part of the outcome of those dollars is also to have money left over to do the demolition at the Peck’s Beach Senior site. The Section 3 component of all major HUD project’s goal is to do as much out-reach to the local community for both businesses and local hires. The definition of a Section 3 business is a business owned by public housing or Section 8 resident or a business in the jurisdiction (all of Cape May county with a priority to Ocean City and a second priority to Cape May) that employs 30% of its permanent work force as either housing authority residents or low to moderate income. For a Section 3 employee (a person looking for a job) the goal is 30% of all the new hires. The contractors working on the site are Section 3 compliant but if they need to hire the goal is to get 30% of the new hires to be Section 3. To date, there have been a couple of residents who they have been offered jobs. There have been hand deliveries of notices to all the sites and additional hand deliveries of information to the family sites regarding Section 3 hiring. The contractors conducted an outreach prior to the pandemic. Section 3 is a HUD requirement, but the other piece is local contracting and local hiring, which may not count as Section 3, but it will keep as much money as possible in town or in the county. There have not been a lot of people looking for jobs. There is not a lot of local contractors interested in the job and the feedback is because they are not use to the prevailing wage nor the OSHA safety requirements. If the Board members are aware of any contractors or anybody looking for employment, referrals are appreciated. Commissioner Jackson asked who interested parties should contact. Rick stated they can call the housing authority, himself or the superintendent directly at the trailer on the site. Commissioner Henry asked what the estimated completion cost is right now. Rick stated the job is working off the budget established. The construction price has been reduced by \$118,000. Rick briefly reviewed the construction schedule. Commissioner Halliday asked if there are any possible delays. Rick stated currently there is no delay issues on this project.

Rick provided an update on Bayview. No bid package has been put out on any of the rehab components of Bayview due to COVID-19. Bayview is an occupied building with a very at-risk population and the Authority is not comfortable having contractors working in units. A COVID-19 policy is being developed. There are certain pieces of the job that may be able

to be bid out such as roofs. The COVID policy will indicate the contractors can not enter the building and will only be permitted to use one staircase that is set aside for the contractor. One item of critical repair are the electrical panel boxes. A COVID policy has been drafted for the replacement of the electrical panel boxes that are in the residents' units. It is estimated that the contractors can do 4-5 units within a riser per day. In addition to having a standard cleaning policy, the residents will be moved out of their unit for the day. The contractor will have to be able to complete up to 5 units in one day and not be able to do more than 5 in one day. The Authority will need to discuss with the City as to how the inspections will be done after the repair of the electrical panel boxes. With respect to the windows, HVAC and some of the ventilation items to be done in the units, the plan is to wait until Speitel is finished. If Speitel stays on schedule, it will be completed by May of next year. In which case, the ground floor will be emptied at Bayview and the ground floors can be cleaned up and used as temporary units for residents to move to while contractors are working in their units doing the windows and the HVAC. The progression of the virus seems to change month to month. Obviously, if it gets worse the schedule may need to change. Commissioner Mumman asked what the plan for residents is being displaced during the electrical panel repairs. Rick stated there are a couple of units vacant that will be used and an area in the community room where people can be safely separated. Mrs. Jones indicated there are 3 vacancies at Bayview and another coming up shortly along with the community space there will be plenty of space to be able to relocate 5 residents at a time. There will be a sanitizing protocol for the process. There will also be some sort of hospitality food. The work will not begin extremely early, but it will be in the morning and the Authority will possibly provide them through lunch. The work should be wrapped up early afternoon so they can move back to their units. Rick stated it is possible to put the roof out to bid in early August and the electrical out to bid by mid-August being awarded possibly at the September/October Board meeting.

**New Business** – Mrs. Jones stated scattered sites and the Ocean City Community Development Corporation will be discussed in the resolution section of the meeting.

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

**Resolution #2020-22**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$62,948.46. 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	(Absent – excused at 3:30 p.m.)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2020-23**  
**Resolution Authorizing Affiliation and Support of the Ocean City Community Development Corporation and Approval of its By-Laws to Create the Affiliation**

Mrs. Jones requested Rick Ginnetti to discuss the Shared Services Agreement with the City of Ocean City and how it relates to the Ocean City Community Development Corporation and the need to formalize that corporation and its by-laws. Rick Ginnetti discussed the City's Council on Affordable Housing (COAH) requirements. One of the City's requirements is to build 10 scattered site homes as affordable rental units. The City wanted a relationship with the OCHA to not only develop and build those homes but to also manage them because they are going to be rental properties. The City was going to pay for this project entirely out of its developer COAH contribution. These funds may not be enough to cover the cost to build the 10 homes. The OCHA identified to the City that the New Jersey Department of Community Affairs (DCA) had set aside some funds at the beginning of this year, specifically for city's who are contributing money to fulfill their COAH requirements on small affordable housing projects. The Authority needs to apply for those funds, but housing authorities are not eligible applicants. A non-profit corporation is an eligible applicant for those funds. The formation of the Ocean

City Community Development Corporation (OCCDC) is the Authority's hope that the OCCDC will be eligible. The Authority needs to officially recognize the OCCDC and then register into the DCA's funding application portal called SAGE. The City of Ocean City has procured the Brooke Group directly to do just the application. The Shared Services Agreement with the City is to fund the pre-development cost through the Authority.

Chairman Barr stated that the OCCDC had been created by the previous Executive Director and asked Mr. Gabage to provide background on the creation of the entity. Mr. Gabage stated that in 2014 Alesia Watson, who was the Executive Director at that time, was interested in forming a non-profit. He formed the non-profit and then she had an idea to take it a step farther and make it charitable as far as IRS is concerned. She was going to move in that direction with another attorney, but it never happened. She hung on to the paperwork until 2017, at which point it was formally done. Mr. Gabage received the documents and organized with the State of NJ. The Corporation just sat there. Mrs. Jones became aware of it and revitalized it within the last few weeks. Mrs. Jones asked Mr. Gabage to review the By-Laws and made some changes. Mr. Gabage briefly discussed the By-Laws and its changes. Mrs. Jones stated meetings for the OCCDC will be conducted when there is a need to meet. There may not always be a need to meet depending on activity. The idea would be to schedule the OCCDC meeting right after the OCHA meetings. Commissioner Henry asked if the corporation was a non-stock corporation. Mr. Gabage stated the corporation law under NJ for non-profit just has members. They have a duty or loyalty to the corporation and would have a judiciary duty to act in the best interest of the corporation. It is in the same for a non-profit. Although there are separate non-profit laws, the judiciary responsibility is the same for a non-profit as they are they for a regular corporation. Discussion of formation, membership and organization of the corporation.

Chairman Barr stated this is very important for the grant application. The Board needs to vote on this as soon as possible. If Mr. Gabage does further research and changes need to be made then changes can be made at a later time, but for the purpose of acquiring a grant and moving forward it is the Board's intention to move forward with the seven members of its Board and Mrs. Jones as the Secretary and Treasurer of the organization. Mr. Gabage stated the only issue is going to be if you can have a non-profit board consisting only of people that are also on the board of the Housing Authority. That is not going to change anything as far as this vote is concerned. The worse that can happen is that the corporation would have to open up the membership. Today you are only voting on affiliating with the non-profit. Chairman Barr called for a motion to approve Resolution #2020-23. 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 – excused at 3:30 p.m.)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

#### **Resolution #2020-24**

#### **Resolution Authorizing the Execution of a Shared Services Agreement with the Ocean City Housing Authority for Pre-Development Services for the City's Scattered Site Duplex Project**

Chairman Barr stated for the record that he did not vote on this Agreement at the City level and he will abstain from voting on this Resolution at this meeting. Chairman Barr then removed himself from the meeting and turned the meeting over to Vice Chairman Halliday. Vice Chairman Halliday called for a motion to approve Resolution #2020-24. Mrs. Jones reiterated this an agreement between the OCHA and the City of Ocean City to assist in the development of scattered site units to help satisfy the City's COAH affordable housing requirement for predevelopment services as Rick Ginnetti previously reviewed. 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Abstain)

Chairman Barr was contacted to return to the meeting.

**Resolution #2020-25**

**Resolution Awarding As-Needed Yardi Consulting Services**

Chairman Barr called for a motion to approve Resolution #2020-25. A motion was made by Commissioner Broadley; seconded by Commissioner Mumman. Mrs. Jones stated the Authority uses Yardi software for the management of the Authority as well as the financials. The Authority has been expanding the use of the software to include the budget to enable the Authority to produce reports directly from Yardi. This will be a time saver for fee account as well as real-time information for managing the Authority. The Authority has used a certain amount of funds up to this point. Ron Miller explained to surpass the NJ Pay to Play threshold of \$17,500, the Authority solicited formal quotes from at least vendors and this being the lowest vendor. This allows us to spend up to the Authority's threshold of \$44,000. This contract will be through December 31, 2020. 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 – excused at 3:30 p.m.)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2020-26**

**PHA Certification and Compliance with the PHA Five-Year Plan and Related Regulations**

Chairman Barr called for a motion to approve Resolution #2020-26. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones reported the housing authority is required to submit a Five-Year and Annual Plan to HUD. This year is actually a Five-Year Plan, but it is also considered the Annual Plan. It includes information about the goals and objectives for the housing authority. Once the Authority is converted completed to RAD in whole this process will no longer be required by HUD. The goals included in the plan consist of the building of Speitel and Bayview Manor renovations as well as the partnership with the City to develop 10 scattered site homes, the demolishing of Peck's Beach Senior at the appropriate time, the redevelopment of 40 units of Pecks Beach Family. Also, the Authority will investigate all available funding sources for all these activities which, include Federal Home Loan Bank or Tax Credits. 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 – excused at 3:30 p.m.)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2020-27**

**Operating and State Budget 2020-2021**

Chairman Barr called for a motion to approve Resolution #2020-27. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones summarized and reviewed the Budget, which is due to the State by the

end of July. Mrs. Jones met with the Budget Committee and the budget was reviewed in detail. Mrs. Jones explained the major line items on the budget. 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 – excused at 3:30 p.m.)
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 McCall; 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 4:35 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer