

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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Jacqueline S. Jones, Executive Director

August 12, 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, August 18, 2020, via video-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,



Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, August 18, 2020
3:00 p.m.

Via Video-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 July 21, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2020-28	Approval of Monthly Expenses (<i>revised</i>)
# 2020-29	Award Resident Wellness Program Services Contract
# 2020-30	Award Exterminating Services Contract
# 2020-31	Authorizing Emergency Contract(s) for Immediate Repairs to Bayview Manor (Fire Alarm System)
- 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

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 teleconference 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 1st. 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

Commissioner's Report

Month Ending: Jul 2020



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU
	BUDGET	July	July	July	BUDGET	July	July	July	BUDGET	July	July	July	BUDGET	July	July	July
INCOME																
DWELLING RENTAL	573,780	478,150	456,763	(21,387)	248,095	206,746	202,229	(4,517)	241,271	201,059	183,073	(17,986)	84,414	70,345	71,461	1,116
OTHER RENTAL INCOME	13,200	11,000	800	(10,200)	1,200	1,000	800	(200)	12,000	10,000	-	(10,000)	-	-	-	-
OTHER TENANT-EXCESS UTILITIES	5,170	4,308	4,806	498	5,170	4,308	4,806	498	-	-	-	-	-	-	-	-
TOTAL TENANT REVENUE	592,150	493,458	462,369	(31,089)	254,465	212,054	207,835	(4,219)	253,271	211,059	183,073	(27,986)	84,414	70,345	71,461	1,116
HUD OPERATING SUBSIDY	332,380	276,983	256,781	(20,202)	162,976	135,813	116,646	(19,167)	94,712	78,926	94,891	15,964	74,692	62,244	45,244	(16,999)
PBV HAP SUBSIDY	-	-	63,218	63,218	-	-	31,082	31,082	-	-	-	-	-	-	32,136	32,136
HUD CAPITAL FUNDS-OPERATIONS	181,840	151,533	91,870	(59,663)	131,840	109,867	76,870	(32,997)	-	-	-	-	50,000	41,667	15,000	(26,667)
CDBG INCOME	-	-	5,705	5,705	-	-	5,705	5,705	-	-	-	-	-	-	-	-
NJHMFA GRANT	-	-	37,131	37,131	-	-	37,131	37,131	-	-	-	-	-	-	-	-
TOTAL HUD FUNDING	514,220	428,517	454,705	26,188	294,816	245,680	267,434	21,754	94,712	78,926	94,891	15,964	124,692	103,910	92,380	(11,530)
INVESTMENT INCOME-UNRESTRICTED	120	100	167	67	60	50	138	88	20	17	27	10	40	33	2	(31)
OTHER INCOME-LAUNDRY	8,360	6,967	5,962	(1,005)	4,833	4,027	3,221	(807)	3,527	2,939	2,741	(199)	-	-	-	-
OTHER INCOME-FRAUD RECOVERY	4,300	3,583	-	(3,583)	2,150	1,792	-	(1,792)	1,419	1,183	-	(1,183)	731	609	-	(609)
OTHER INCOME-MISCELLANEOUS	13,690	11,409	9,032	(2,376)	2,875	2,396	2,775	379	9,266	7,722	5,373	(2,349)	1,549	1,291	885	(406)
TOTAL INCOME	1,146,040	955,033	932,235	(21,999)	560,399	466,999	481,402	15,204	374,215	311,846	286,104	(25,742)	211,426	176,188	164,728	(11,460)
EXPENSES																
AUDIT FEES	9,000	7,500	7,500	-	4,500	3,750	3,750	-	2,970	2,475	2,476	(1)	1,530	1,275	1,274	1
ADVERTISING	1,000	833	1,355	(521)	696	580	733	(153)	246	205	410	(205)	58	48	211	(163)
OFFICE EXPENSES																
COMPUTER SERVICES	7,000	5,833	15,384	(9,551)	2,579	2,150	7,692	(5,543)	2,579	2,150	5,077	(2,927)	1,841	1,534	2,615	(1,081)
CONSULTANTS-RAD CONVERSION	35,000	29,167	5,875	23,292	17,500	14,583	4,625	9,958	8,750	7,292	825	6,467	8,750	7,292	425	6,867
COPIER	3,500	2,917	2,413	504	1,250	1,042	1,717	(675)	1,655	1,379	459	920	595	496	237	259
DUES & PUBLICATIONS	1,000	833	519	314	500	417	259	157	330	275	171	104	170	142	88	53
OFFICE SUPPLIES	2,000	1,667	1,044	623	1,807	1,506	783	723	100	84	46	38	92	77	215	(138)
PHONE & INTERNET	10,000	8,334	6,712	1,621	6,668	5,557	3,472	2,085	2,275	1,896	2,139	(243)	1,057	881	1,102	(221)
POSTAGE	1,000	833	1,593	(759)	500	417	1,395	(979)	330	275	130	145	170	142	67	75
LEGAL	14,000	11,667	6,888	4,779	8,890	7,408	3,328	4,081	4,993	4,161	2,586	1,575	117	98	975	(877)
CRIMINAL BACKGROUND CHECKS	1,000	833	125	708	384	320	63	258	308	257	41	215	308	257	21	235
LEGAL-RAD	20,000	16,667	-	16,667	10,000	8,333	-	8,333	-	-	-	-	10,000	8,333	-	8,333
TRAVEL	500	417	-	417	250	208	-	208	165	138	-	138	85	71	-	71
TRAINING	2,000	1,667	942	725	1,000	833	471	362	660	550	311	239	340	283	160	123
ACCOUNTING	17,500	14,583	14,583	0	8,750	7,292	7,292	0	5,775	4,813	4,812	0	2,975	2,479	2,479	0

Commissioner's Report

Month Ending: Jul 2020



	<u>TOTAL</u>				<u>BAYVIEW</u>				<u>PECK'S FAMILY</u>				<u>PECK'S SENIOR</u>			
	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>		<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>		<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>		<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	
	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>ANNUAL</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>
	<i>BUDGET</i>	<i>July</i>	<i>July</i>	<i>July</i>	<i>BUDGET</i>	<i>July</i>	<i>July</i>	<i>July</i>	<i>BUDGET</i>	<i>July</i>	<i>July</i>	<i>July</i>	<i>BUDGET</i>	<i>July</i>	<i>July</i>	<i>July</i>
MANAGEMENT FEES	162,130	135,108	181,112	(46,003)	81,065	67,554	90,556	(23,002)	53,503	44,586	59,593	(15,007)	27,562	22,968	30,963	(7,995)
MISCELLANEOUS-SUNDRY	13,000	10,833	16,720	(5,887)	6,484	5,404	15,942	(10,538)	4,700	3,917	497	3,419	1,815	1,513	281	1,231
TOTAL ADMINISTRATIVE EXPENSES	299,630	249,692	262,764	(13,072)	152,824	127,353	142,076	(14,723)	89,340	74,450	79,573	(5,123)	57,466	47,888	41,115	6,774
OTHER TENANT SERVICES	9,700	8,083	3,418	4,666	4,850	4,042	2,898	1,144	3,201	2,668	-	2,668	1,649	1,374	520	854
TENANT SVCS – BEHAVIORAL HEALTH	-	-	10,012	(10,012)	-	-	8,781	(8,781)	-	-	813	(813)	-	-	419	(419)
TOTAL OTHER TENANT SERVICES	9,700	8,083	13,430	(5,347)	4,850	4,042	11,679	(7,637)	3,201	2,668	813	1,855	1,649	1,374	939	436
WATER/SEWER	93,470	77,892	59,122	18,770	16,800	14,000	14,300	(300)	61,838	51,532	39,042	12,490	14,831	12,359	5,780	6,580
ELECTRIC	105,000	87,500	76,925	10,575	92,558	77,131	68,793	8,339	3,843	3,203	1,225	1,978	8,599	7,166	6,908	259
GAS	60,000	50,000	33,957	16,043	-	-	-	-	35,191	29,326	16,819	12,506	24,809	20,674	17,138	3,537
TOTAL UTILITY EXPENSES	258,470	215,392	170,004	45,388	109,358	91,132	83,093	8,039	100,872	84,060	57,086	26,974	48,240	40,200	29,825	10,375
MAINTENANCE LABOR	63,390	52,825	34,582	18,243	32,406	27,005	17,291	9,714	20,508	17,090	11,412	5,678	10,476	8,730	5,879	2,851
MAINT. MATERIALS	39,500	32,917	17,587	15,329	20,099	16,749	8,761	7,988	16,926	14,105	8,748	5,357	2,475	2,062	77	1,985
MAINT. CONTRACT COSTS	150,000	125,000	87,857	37,143	103,632	86,360	64,855	21,504	39,243	32,703	12,720	19,983	7,125	5,938	10,282	(4,345)
EMPLOYEE BENEFITS	35,470	29,558	27,168	2,390	17,735	14,779	13,584	1,195	11,705	9,754	8,965	789	6,030	5,025	4,619	406
TOTAL MAINTENANCE	288,360	240,300	167,194	73,105	173,872	144,893	104,492	40,401	88,382	73,652	41,846	31,806	26,106	21,755	20,857	898
INSURANCE	52,766	43,972	45,646	(1,674)	26,384	21,987	22,823	(836)	17,432	14,527	15,063	(536)	8,950	7,458	7,760	(301)
FLOOD INSURANCE	43,134	35,945	35,808	137	8,797	7,331	6,656	674	18,696	15,580	15,439	141	15,641	13,034	13,713	(679)
BAD DEBTS	5,000	4,167	4,167	(0)	1,248	1,040	2,084	(1,044)	3,433	2,861	1,376	1,485	319	266	707	(441)
COMPENSATED ABSENCES	5,500	4,583	4,583	1	2,750	2,292	2,291	0	1,815	1,513	1,513	(0)	935	779	779	1
PAYMENT IN LIEU OF TAXES	31,750	26,458	26,459	(0)	13,875	11,563	13,229	(1,666)	14,478	12,065	8,731	3,333	3,398	2,831	4,499	(1,667)
PENSION	22,000	18,333	8,690	9,643	11,000	9,167	4,345	4,822	7,260	6,050	2,868	3,182	3,740	3,117	1,477	1,639
RETIREE BENEFITS	25,780	21,483	21,136	348	12,890	10,742	10,568	174	8,507	7,090	6,975	115	4,383	3,652	3,593	59
PH CAPITAL FUNDS FOR RAD CONVERSION	75,000	62,500	37,500	25,000	37,500	31,250	37,500	(6,250)	-	-	-	-	37,500	31,250	-	31,250
TOTAL OTHER EXPENSES	260,930	217,442	183,988	33,454	114,444	95,370	99,496	(4,126)	71,621	59,684	51,964	7,720	74,865	62,388	32,527	29,861
TOTAL EXPENDITURES	1,117,090	930,908	797,380	133,528	555,347	462,789	440,836	21,953	353,417	294,514	231,282	63,232	208,326	173,605	125,262	48,343
PROFIT (LOSS)	28,950	24,125	134,854	111,529	5,051	4,209	40,566	37,157	20,798	17,332	54,822	37,490	3,101	2,584	39,466	36,883

Ocean City Housing Authority

Administrative Report

DATE: August 12, 2020

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for July 2020)

PERIOD: July 14, 2020 to August 11, 2020

Speitel Commons at Bayview Manor

At the beginning of each month there is a “draw meeting” for Speitel Commons. The contractor submits the “Draw Schedule”, which is reviewed and then submitted to the NJHMFA for payment directly to the contractor – Gary F. Gardner, Inc. In addition, the meeting includes discussion regarding the project and topics such as new business, old business, work completed and the projected work schedule.

Update: The following documents are included with Draw #4:

<i>- Draw Schedule</i>	<i>Included</i>
<i>- Meeting Minutes with Photos</i>	<i>Included</i>
<i>- Construction Schedule</i>	<i>Included</i>

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 regarding the State's current COVID status. The goal remains providing a safe environment for Authority residents and staff to live and work.

Bayview Manor Renovations add info on alarm system

As discussed at the April board meeting, the specifications for the Bayview Manor renovations are complete and ready for publication. Due to the current COVID-19 environment, the publication of the specifications for this project are being purposefully delayed. Proceeding with this project would include pre-bid on-site meetings followed by construction and introducing added personnel to the building at this time is not in the best interest of the residents.

Update: The fire alarm system at Bayview Manor experienced some false alarms during July. Replacement of smoke & heat detectors was completed by the vendor in July. This system is to be replaced as part of the renovations at Bayview Manor. The Authority's architect/engineer are designing a replacement system with specifications that are expected to be completed by August 30th. There will be an advertisement for bid with a targeting award date of October 2020. The project will have a 90-day completion schedule once it is awarded.

Budget for Year-Ending September 30, 2021

The budget for the year-ending September 30, 2021, was presented to the board for review and approval at the July board meeting. The budget has been sent to the State for approval and will then be presented again to the board for adoption.

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 –One Elective to complete;

Program Statistics Report	10/2019 - 7/2020	2020 JULY	2020 JUNE	2020 MAY
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	0	0	0	
<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	61	1	61	
Total number of units inspected year-to-date - all sites	301	240	239	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	n/a	n/a	n/a	
Annual Unit Turnaround Time (For Fiscal Year)	97.5	97.5	97.5	
Monthly - Number of Vacancies Filled (this month)	0	0	0	
Monthly - Average unit turnaround time in days for Lease up	0	0	0	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	0	
PIC Score	97.37%	97.37%	97.44%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	3	3	3	
Peck's Beach Senior	1	1	1	
Peck's Beach Family	1	1	1	
Total	5	5	5	
Occupancy Rate	98.35%	98.35%	98.35%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	n/a	n/a	n/a	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	n/a	n/a	n/a	
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$ 19,820	\$ 19,820	\$ 19,820	
Peck's Beach - Elderly/Disabled	\$ 7,901	\$ 7,901	\$ 7,901	
Peck's Beach - Family	\$ 20,160	\$ 20,442	\$ 20,001	
Total Rent Roll	\$ 47,881	\$ 48,163	\$ 47,722	
<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	0.14	1.72	0.04	
Total Tenant Generated Work Orders	17	16	12	
Number of routine work orders written this month	100	96	65	
Number of outstanding work orders from previous month	29	29	35	
Total number of work orders to be addressed this month	129	125	112	
Total number of work orders completed this month	93	96	70	
Total number of work orders left outstanding	36	29	42	
Number of emergency work orders written this month	2	0	0	
Total number of work orders written year-to-date	467	367	271	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	

Program Statistics Report 10/2019 - 7/2020		2020 JULY	2020 JUNE	2020 MAY
<u>Real Estate Assessment Center (REAC) Scores</u>				
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 July 31, 2020**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 07/31/2020		\$360,878.01
<i>2020 Capital Fund Balance for PH (pbfamily)</i>		\$143,102.00
<i>Balance of capital funds left for BVM until 12/31/20; HAP pymts begin 1/1/21</i>	\$13,284	
Add: A/R-Tenants 07/2020	Current	\$9,438.23
	Past	\$8,472.17
PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA - NJ JIF		\$15,522.00
Reimbursement for Behavioral Health Services - May/June 2020 - City of Ocean City-CDBG Grant -		\$4,309.40
Less: Bill List payments - Aug 2020		(\$132,705.96)
Accrued Expenses - Total from detail below		(\$10,100.00)

<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	10	(25,108.33) NJJIF & Flood Ins pd in full
Bad Debt	5,000.00	10	4,166.67
Comp Absences	5,500.00	10	4,583.33
P.I.L.O.T.	31,750.00	10	26,458.33
Net Accrual	138,150.00		10,100.00

Committed to Peck's Senior Demolition **(\$200,000)**

Net Cash Balance **\$198,915.85**

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 73,199	4.93	Months
Per Day	\$ 2,440	82	Days

Project Name: Speitel Commons at Bayview Manor
Address: 308 East 6th Street
City, Zip Code: Ocean City, NJ

	Budget		CUMULATIVE DRAW	CURRENT DRAW	Remaining Budget
<u>ACQUISITION COSTS</u>					
Relocation	40,000		0	0	40,000
<u>CONSTRUCTION COSTS</u>	Line Item Sub-Total:	40,000			
Residential Structures	6,006,440		940,541	225,072	5,065,899
Surety & Bonding	69,165		62,249	0	6,917
General Requirements	360,386		58,382	12,974	302,004
Contractor Overhead & Profit	480,515		75,144	17,299	405,371
<u>DEVELOPER'S FEE</u>	Line Item Sub-Total:	6,916,506			
Hard Costs	345,825		0	0	345,825
Soft Costs	50,325		0	0	50,325
<u>PROFESSIONAL SERVICES</u>	Line Item Sub-Total:	396,150			
Architect	185,000		156,133	66,133	28,867
Engineer	98,000		68,027	3,813	29,973
Attorney	50,000		27,946	0	22,054
Cost Certification/Audit	17,500		0	0	17,500
Environmental Consultant	14,473		14,479	0	-6
Energy Star Consultant	24,000		4,025	4,025	19,975
Geotechnical Engineering Report	18,287		18,287	0	0
Surveyor	20,000		8,370	0	11,630
Consultant Fees	311,000		164,871	6,581	146,129
Other: Permits, Fees, CAFRA	35,648		35,648	0	0
<u>PRE-OPERATIONAL EXPENSES</u>	Line Item Sub-Total:	773,908			
Oper Fees (pre-const. compl)	25,592		0	0	25,592
Advert&Promo(pre-const compl.)	4,000		0	0	4,000
Other: Title	18,000		13,815	0	4,185
	Line Item Sub-Total:	47,592			
<u>CARRYING AND FINANCING COSTS</u>			0	0	
Insurance	90,000		3,536	0	86,464
Utility Connection Fees	95,000		0	0	95,000
Sub-Total:		185,000			
TOTALS:			1,651,451	335,896	
TOT. BUDGETED USES:		\$8,359,156	1,651,451		6,707,705

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardener, Inc
Meeting No.:	Meeting #4 (Conference Call)
Meeting Date:	08/04/20
Meeting Time	10:30 AM
Weather Conditions:	75 degrees, rain
Issue Date:	8/10/20
Revision Date:	
Reported By:	Dan Magno

Distribution (*indicates attended)

*	Name	Inls	Representing	Email
*	Rick Ginnetti	RG	Brooke Group	rickg@brookegroupllc.com
*	Dan Pelouze	DP	Brooke Group	danp@brookegroupllc.com
	Jacqueline Jones	JJ	Vineland Housing Authority	jjones@vha.org
	Ron Miller	RM	Vineland Housing Authority	rmiller@vha.org
*	Ben Hoechst	BH	Gary F. Gardener, Inc	Bhoechst@garygardner.com
*	Doug Shendock	DS	Gary F. Gardener, Inc	Doug@garygardner.com
	Michael Donovan	MD	Haley Donovan	mdonovan@haleydonovan.com
*	Dan Magno	DM	Haley Donovan	dmagno@haleydonovan.com
	Meghan Bernhardt	MB	Haley Donovan	mbernhardt@haleydonovan.com
	Mitchell Donovan	MD	Haley Donovan	mrdonovan@haleydonovan.com
	Lisa Camera	LC	NJHMFA	LCamera@njhmfa.gov
	Dawn Pagodin	DP	NJHMFA	dpagodin@njhmfa.gov
	Roger Grutzmacher	RG	NJHMFA	rgrutzmacher@njhmfa.gov
	Jeff Thoms	JT	SSM	jeff.thoms@ssmgroup.com
	Rocco Dolce	RD	Summit Engineers, Inc.	rocco@summitengrs.com
	Joseph Schooley	JS	Schooley Electric	email@schooleyelectric.com

Construction Schedule Tracking

Start Date	05/01/2020
Contract Finish Date	05/01/2021
Construction Schedule Finish Date	05/01/2021
*Total Contract Days / * Total Construction Days	365
Days Elapsed	95
% of Contract Time / Elapsed % Construction Schedule Elapsed	26.03%
% of Work Complete per AIA G702	18.38%
Reported Weather Days	0

*Calendar days

New Business

- 4.1 Schedule: **DS** distributed Updated Schedule. Lumber, truss, roofing and siding orders are locked in. Although there are currently issues with the lead time for appliances, there should be enough time.
- 4.2 Bollards: **-HD** to confirm bollard locations with civil engineer.
- 4.3 Submittals:
- Window submittal was approved.
 - Truss Submittal under review by Structural Engineer. **08.07.30** Update: The truss manufacturer proposed adding a post to break up the 63' girder truss span at the roof framing. If added it will require revising the beam reinforcing at the garage ceiling.
 - Aluminum Storefronts. **DS** will drop off aluminum color samples at the trailer for **HD**.
 - Cabinet shop drawings will be issued soon.
 - Exterior material color selections are to be approved by Ron Miller.

Old Business

- 3.2 Street Closures: -both neighboring streets will be closed when podium is poured. Notices will be sent to neighbors. Someone will be there to allow residents to access alley but through traffic will not be permitted.

08.04.30: OPEN ITEM

- 2.2 Load Transfer Platform: Structural Engineer to review proposed change for Load Transfer Platform to lean concrete in case of water intrusion. **07.07.20**: Town wanted a sealed letter. Menard provided one. Documents will be loaded to Share Point. **DS** will load permits, **RG** and **DP** to follow up setting up Share Point permissions.

08.04.30: ITEM CLOSED

- 2.3 Jobsite Trailer: There will be a job trailer on site placed in parking spot. **07.07.20**: Trailer has been setup.

08.04.30: ITEM CLOSED

- 1.3 Department + DUNS Letters: RG requested all subcontractors fill out fill out Department and DUNS numbers for NJHMFA. **06.02.20: DS**: In progress. **07.07.20**: Subcontractors working on it. Originals to be sent to **RG**. **08.04.30: ITEM CLOSED**

- 0.1 Project Schedule: Closing anticipated for the week of April 20th. One-year contract;

- Projected Start Date: May 1, 2020
- Completion Date: May 1, 2021

DP will need Notice to Proceed.

05.05.20: MD will forward Notice to Proceed to **DP**. **06.02.20: DS** to send back signed acknowledgement. **07.07.20**: Has been sent and received. **08.04.30: ITEM CLOSED**

- 0.5 Change Order Approval: NJHMFA needs to review and approve Change Order Requests before they can be put on the Payment Request. There are Sandy funds in the project.

05.05.20: MD stated he will copy Lisa Camera on all change orders. Change Orders 1 + 2 were approved by HMFA on April 29. **06.02.20**: Final copies were sent to **HD**. **DM** to forward to **DP**. Normal turn around time at HMFA is 2-3 weeks but is running slightly longer. **07.07.20**: Jackie signed and sent them. **08.04.30: ITEM CLOSED**

- 0.7 Wage Reports: **DS** to confirm with Nick whether an original with a certified copy will be acceptable.

06.02.20: DS gave **RG** first copy of certified payroll. Needs to contain the wording, "This is certified to be a true copy of the original." **07.07.20: DS** gave **RG** payroll reports. It is much administrative work to

make certified copies work. Subcontractors will submit 2 originals. **RG** wants a master list with payroll number or date to make sure contractors aren't falling behind. **08.04.30: RG** received emails but needs originals. Pro Construction is filling out form incorrectly is checking both Union and Non-union boxes.

- 0.8 Section 3: Nick has requested Section 3 info. Quantity will be known after Closing.
05.05.20: RG has advertised and hasn't had many applicants reply. **06.02.20:** Still haven't had many applicants. Some are being considered. **07.07.20:** Hired one applicant since then. **RG** and **DP** going to start advertising with sign on trailer and well as in local paper. Subcontractor can share Section 3 workers. Will appear as a new hire each time the worker moves to a different sub. **08.04.30:** Phone line was setup that emails **RG** for prospective workers. **DS** will try to get sign up on trailer this week.

Work Completed:

- foundations and footings
- subgrade stone installed
- underground plumbing installed
- Concrete columns are up

Projected Work:

- complete subgrade work
- wiring
- forming podium and Podium rebar.

Attached

- Photos (taken 08.07.20)
- Construction Schedule
- Submittal Log

Meeting Schedule

Next Meeting: **September 01, 2020 at 10:30 am:**

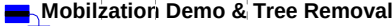
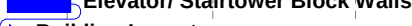
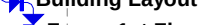
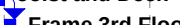
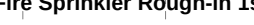
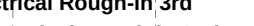
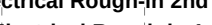
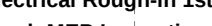
#3	07/07/20	10:30 am
#4	08/04/20	10:30 am
#5	09/01/20	10:30 am
#6	10/06/20	10:30 am
#7	11/03/20	10:30 am
#8	12/01/20	10:30 am
#9	01/05/21	10:30 am
#10	02/02/21	10:30 am
#11	03/02/21	10:30 am
#12	04/06/21	10:30 am







Tue 8/4/20

ID		Task Name	Duration	Physical % Complete	Start	Finish	Qtr 2, 2020 Apr May Jun	Qtr 3, 2020 Jul Aug Sep	Qtr 4, 2020 Oct Nov Dec	Qtr 1, 2021 Jan Feb Mar	Qtr 2, 2021 Apr May Jun	Qtr 3, 2021 Jul Aug
1		SPEITEL COMMONS	261 days	0%	Fri 5/1/20	Fri 4/30/21						
2		BUILDING	252 days	0%	Fri 5/1/20	Mon 4/19/21						
3	✓	Mobilization Demo & Tree Removal	11 days	0%	Fri 5/1/20	Fri 5/15/20						
4	✓	Concrete Inclusions	10 days	0%	Mon 5/18/20	Fri 5/29/20						
5	✓	Demo Parking Lot	4 days	0%	Mon 6/1/20	Thu 6/4/20						
6	✓	Build Pad	5 days	0%	Fri 6/5/20	Thu 6/11/20						
7	✓	Elevator Pit Footings	3 days	0%	Mon 6/15/20	Wed 6/17/20						
8	✓	Elevator Pit Walls	3 days	0%	Thu 6/18/20	Mon 6/22/20						
9	✓	Footings and Foundation	25 days	0%	Mon 6/15/20	Fri 7/17/20						
10		Podium	25 days	0%	Mon 7/20/20	Fri 8/21/20						
11		Elevator/ Stairtower Block Walls	30 days	0%	Mon 8/24/20	Fri 10/2/20						
12		Building Layout	2 days	0%	Tue 9/1/20	Wed 9/2/20						
13		Frame 1st Floor	5 days	0%	Thu 9/3/20	Wed 9/9/20						
14		Joist and Deck	5 days	0%	Thu 9/10/20	Wed 9/16/20						
15		Frame 2nd Floor	5 days	0%	Thu 9/17/20	Wed 9/23/20						
16		Joist and Deck	5 days	0%	Thu 9/24/20	Wed 9/30/20						
17		Frame 3rd Floor	5 days	0%	Thu 10/1/20	Wed 10/7/20						
18		Set Roof Trusses / Sheath	10 days	0%	Thu 10/8/20	Wed 10/21/20						
19		Roofing	10 days	0%	Thu 10/22/20	Wed 11/4/20						
20		Set Interior Stairs	8 days	0%	Thu 11/5/20	Mon 11/16/20						
21		Tyvek Wrap	3 days	0%	Thu 11/5/20	Mon 11/9/20						
22		Windows & Exterior Doors	10 days	0%	Tue 11/10/20	Mon 11/23/20						
23		Brick	25 days	0%	Tue 11/17/20	Mon 12/21/20						
24		Siding	25 days	0%	Tue 12/1/20	Mon 1/4/21						
25		Pre Rock	4 days	0%	Thu 10/22/20	Tue 10/27/20						
26		HVAC Rough-in 3rd	10 days	0%	Thu 10/22/20	Wed 11/4/20						
27		HVAC Rough-in 2nd	10 days	0%	Thu 11/5/20	Wed 11/18/20						
28		HVAC Rough-in 1st	10 days	0%	Thu 11/19/20	Wed 12/2/20						
29		Plumbing Rough-in 3rd	10 days	0%	Mon 10/26/20	Fri 11/6/20						
30		Plumbing Rough-in 2nd	10 days	0%	Mon 11/9/20	Fri 11/20/20						
31		Plumbing Rough-in 1st	10 days	0%	Mon 11/23/20	Fri 12/4/20						
32		Fire Sprinkler Rough-in 3rd	10 days	0%	Mon 10/26/20	Fri 11/6/20						
33		Fire Sprinkler Rough-in 2nd	10 days	0%	Mon 11/9/20	Fri 11/20/20						
34		Fire Sprinkler Rough-in 1st	10 days	0%	Mon 11/23/20	Fri 12/4/20						
35		Electrical Rough-in 3rd	10 days	0%	Thu 11/5/20	Wed 11/18/20						
36		Electrical Rough-in 2nd	10 days	0%	Thu 11/19/20	Wed 12/2/20						
37		Electrical Rough-in 1st	10 days	0%	Thu 12/3/20	Wed 12/16/20						
38		Rough MEP Inspections	5 days	0%	Mon 12/7/20	Fri 12/11/20						
39		Firestopping	22 days	0%	Thu 11/19/20	Fri 12/18/20						
40		Rough Frame Inspection	3 days	0%	Mon 12/21/20	Wed 12/23/20						

Tue 8/4/20

ID		Task Name	Duration	Physical % Complete	Start	Finish	Qtr 2, 2020			Qtr 3, 2020			Qtr 4, 2020			Qtr 1, 2021			Qtr 2, 2021			Qtr 3, 2021	
							Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
41		Insulation 3rd	6 days	0%	Thu 12/24/20	Thu 12/31/20																	
42		Insulation 2nd	6 days	0%	Fri 1/1/21	Fri 1/8/21																	
43		Insulation 1st	6 days	0%	Mon 1/11/21	Mon 1/18/21																	
44		Insulation Inspections	11 days	0%	Fri 1/1/21	Fri 1/15/21																	
45		Hang / Finish Sheetrock 3rd	15 days	0%	Tue 1/5/21	Mon 1/25/21																	
46		Hang / Finish Sheetrock 2nd	15 days	0%	Wed 1/13/21	Tue 2/2/21																	
47		Hang / Finish Sheetrock 1st	15 days	0%	Thu 1/21/21	Wed 2/10/21																	
48		Elevator Rough -in	10 days	0%	Thu 2/11/21	Wed 2/24/21																	
49		Rough Trim Installation 3rd	5 days	0%	Thu 1/21/21	Wed 1/27/21																	
50		Rough Trim Installation 2nd	5 days	0%	Fri 1/29/21	Thu 2/4/21																	
51		Rough Trim Installation 1st	5 days	0%	Mon 2/8/21	Fri 2/12/21																	
52		Prep and Prime Paint Coat 3rd	8 days	0%	Mon 1/25/21	Wed 2/3/21																	
53		Prep and Prime Paint Coat 2nd	8 days	0%	Tue 2/2/21	Thu 2/11/21																	
54		Prep and Prime Paint Coat 1st	8 days	0%	Wed 2/10/21	Fri 2/19/21																	
55		Hard Flooring 3rd	8 days	0%	Mon 2/1/21	Wed 2/10/21																	
56		Hard Flooring 2nd	8 days	0%	Tue 2/9/21	Thu 2/18/21																	
57		Hard Flooring 1st	8 days	0%	Wed 2/17/21	Fri 2/26/21																	
58		Cabinets and Countertops 3rd	5 days	0%	Thu 2/11/21	Wed 2/17/21																	
59		Cabinets and Countertops 2nd	5 days	0%	Fri 2/19/21	Thu 2/25/21																	
60		Cabinets and Countertops 1st	5 days	0%	Mon 3/1/21	Fri 3/5/21																	
61		Deliver Appliances	3 days	0%	Thu 2/18/21	Mon 2/22/21																	
62		Final MEP's 3rd	15 days	0%	Thu 2/18/21	Wed 3/10/21																	
63		Final MEP's 2nd	15 days	0%	Fri 2/26/21	Thu 3/18/21																	
64		Final MEP's 1st	15 days	0%	Mon 3/8/21	Fri 3/26/21																	
65		Carpentry Final	18 days	0%	Thu 2/18/21	Mon 3/15/21																	
66		Elevator Final	10 days	0%	Mon 3/22/21	Fri 4/2/21																	
67		Paint Final 3rd	8 days	0%	Thu 3/4/21	Mon 3/15/21																	
68		Paint Final 2nd	8 days	0%	Fri 3/12/21	Tue 3/23/21																	
69		Paint Final 1st	8 days	0%	Mon 3/22/21	Wed 3/31/21																	
70		Carpet 3rd	7 days	0%	Tue 3/9/21	Wed 3/17/21																	
71		Carpet 2nd	7 days	0%	Wed 3/17/21	Thu 3/25/21																	
72		Carpet 1st	7 days	0%	Thu 3/25/21	Fri 4/2/21																	
73		Clean / Punch Out 3rd	7 days	0%	Fri 3/12/21	Mon 3/22/21																	
74		Clean / Punch Out 2nd	7 days	0%	Mon 3/22/21	Tue 3/30/21																	
75		Clean / Punch Out 1st	7 days	0%	Tue 3/30/21	Wed 4/7/21																	
76		Energy Star Inspections	5 days	0%	Thu 4/1/21	Wed 4/7/21																	
77		Final Inspections	8 days	0%	Thu 4/8/21	Mon 4/19/21																	

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

**RESOLUTION NO. 2020-28
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 \$132,705.96.

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: August 18, 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-video conference on August 18, 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 - AUGUST 2020**

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
182	AMBIENT COMFORT LLC	BVM air handler unit replacement	34,703.00
183	ATLANTIC CITY ELECTRIC	Electric - Aug 2020	7,031.13
184	AT&T	BVM elevator phone - Aug 2020	117.04
185	LINDA AVENA	Acctg Svcs - Aug 2020	1,458.33
186	CALL EXPERTS	Answering Service for Aug 2020	105.83
187	CARAHSOFT TECHNOLOGY CORP	Work Number verification services	255.00
188	CLEAN SWEEP SERVICES	BVM Cleaning - July 2020	1,125.00
189	COMCAST	Internet services for July 2020	244.57
190	COPIER PLUS, INC.	Contract base rate charge-Aug 2020	20.00
191	DELTA DENTAL OF NJ	Dental Benefits for Sept 2020	121.81
192	FLORENCE DRISCOLL	Tenant Services - August 2020	200.00
193	FEDERAL EXPRESS	Overnight delivery - July 2020	34.75
194	EISENSTAT, GABAGE & FURMAN	Legal services - July/Aug 2020	1,290.00
195	GLEN O. STULL	Medicare Reimb - July 2020; prescription reimb - July 2020	320.70
196	ASHLEY HARRIS	BVM Cleaning - August 2020	200.00
197	ROBERT HARRIS	Removal of recyclables & cleaning of trash rooms - August 2020	200.00
198	HD SUPPLY	Maint Supplies	27.90
199	THE HOME DEPOT PRO	Maint Supplies	3,848.39
200	HUMANA INSURANCE COMPANY OF NY	Retiree Prescrip premium - Sept 2020	57.70
201	JOHNSON CONTROLS FIRE PROTECTION	Fire alarm service calls	233.63
202	JOHN J. SPITZ	Reimb RX plan & prescription co-pay-June 2020; Medicare B reimb-July 2020	730.38
203	JACQUELINE JONES	Reimb for out of pocket expenses	446.75
204	LINWOOD GULF, INC	Maint vehicle repair	191.45
205	NFIP DIRECT SERVICING AGENT	Annual Flood Insurance	39,587.00
206	NJ AMERICAN WATER	Water - July 2020	6,871.48
207	OMEGA PEST MANAGEMENT	Pest Control	4,204.00
208	THE PRESS OF ATLANTIC CITY	Ad - Notice of remote board meeting - June	46.16
209	ROBERT L. ROWELL	Maintenance Labor-Grounds-August 2020	200.00
210	SHOEMAKER LUMBER	Maint Supplies	384.04
211	SUPERIOR VISION OF NJ	Vision benefits - Sept 2020	19.71
212	US BANK EQUIPMENT FINANCE	Copier contract payment	185.01
213	VERIZON DSL	Fax & phone lines for July 2020	141.54
214	VERIZON WIRELESS	Cell phone charges - June 2020	54.80
215	VINELAND HOUSING AUTHORITY	Mgmt Svcs; Reimb postage used - July 2020; Office/maint coverage - Jun 2020	20,369.34
216	WALLACE HARDWARE	Maint Supplies	193.46
189505102910	HORIZON BCBS OF NJ	Health Benefits Premium - Aug 2020	2,583.59
TOTAL AUGUST DISBURSEMENTS			\$ 127,803.49
PAYROLL - 7/2020			\$ 3,559.47
PAYROLL TAXES - 7/2020			\$ 838.34
ADP PAYROLL PROCESSING FEES - 7/2020			\$ 132.72
PENSION -7/2020			\$ 305.69
PNC BANK FEE -7/2020			\$ 66.25
TOTAL BILL LIST - AUGUST 2020			\$ 132,705.96

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

**RESOLUTION NO. 2020-29
Resolution Awarding Resident Wellness Program Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Resident Wellness Program Services to offer mental health wellness and education services for residents of the Ocean City Housing Authority to be funded by the City of Ocean City – Community Development Block Grant; and

WHEREAS, one proposal for Resident Wellness Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award contract to **Acenda, Inc. – 42 S. Delsea Drive, Glassboro, NJ 08028** to provide the Ocean City Housing Authority with Resident Wellness Services commencing September 1, 2020 through August 30, 2021 per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Resident Wellness Program Services contract to **Acenda, Inc.** for the term indicated above.

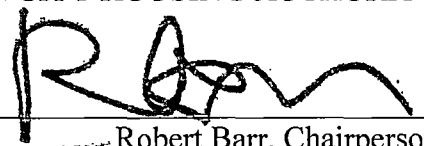
ADOPTED: August 18, 2020

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: _____

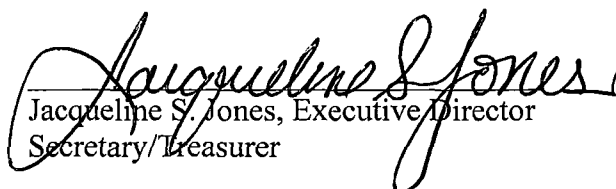


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on August 18, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____

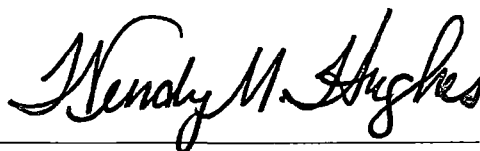

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

Resident Wellness Program Services Contract

from the Operating Budget. The line item to be charged for the above expenditure is Account #4220-02.



Wendy Hughes

Certifying Financial Officer

8/18/2020

Date

THE OCEAN CITY HOUSING AUTHORITY
 UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
 RESIDENT WELLNESS PROGRAM
 UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
WELL-CORD	Provide a price per hour for a Resident Services Coordinator	61.67	200	12,334
WELL-CASE	Provide a price per hour for a Resident Services Case Worker	61.67	200	12,334
WELL-MSW	Provide a price per hour for a Resident Services - Social Worker	61.67	200	12,334

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ **37,002**

Thirty-seven thousand and two dollars
 TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses

Acenda Inc BY _____
Firm Name
42 South Selser Drive Glassboro, NJ 08028
Street, Town, State, Zip Code
844-422-3632 856 861 5508
Telephone Fax

Signature of proposer if the proposer is an individual

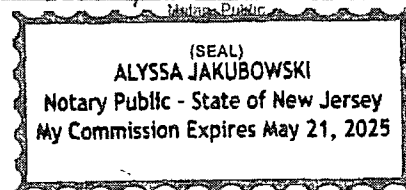
Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

President & CEO
Title

Sworn to and subscribed
 before me on this 22nd
 day of JULY 2020

Alyssa Jakubowski
Notary Public



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

**RESOLUTION NO. 2020-30
Resolution Awarding Exterminating Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Quotes for Extermination Services; and

WHEREAS, two Extermination companies submitted quotes; and

WHEREAS, Omega Pest Management LLC provided the lowest qualified submission; and

WHEREAS, it is recommended to the Board of Commissioners to contract Omega Pest Management LLC to provide the Ocean City Housing Authority with its extermination services for a 12-month period commencing August 1, 2020 through July 31, 2021 in an amount not to exceed \$44,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Extermination Services contract Omega Pest Management LLC for the term indicated above.

ADOPTED: August 18, 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-video conference on August 18, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____

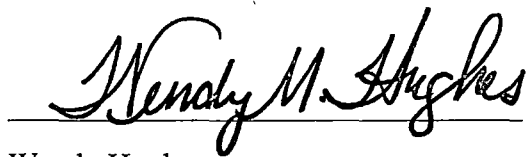
Jacqueline S. Jones
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

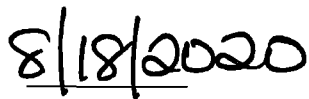
EXTERMINATION SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-07-000.

A handwritten signature in black ink, reading "Wendy M. Hughes", is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "8/18/2020" is written in black ink over a horizontal line.

Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

EXTERMINATING SERVICES

UNIT PRICING TABLE PAGE 1 OF 2

CODE	DESCRIPTION	UNIT PRICE (TREATMENT FOR 1 MCH/100)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
EXT-BAYVIEW	Provide price to exterminate at Asselta Acres (Defined in specification above, service all units 1 time)	213.50	12	\$2562.00
EXT-PECKS-SENIOR	Provide price to exterminate at Parkview Apartments (Defined in specification above, service all units 1 time)	70.00	12	\$840.00
EXT-PECKS-FAMILY	Provide price to exterminate at Kingston Towers (Defined in specification above, service all units 1 time)	140.00	12	\$1680.00
BB-INSPECTION-BAYVIEW	Provide price to complete K-9 Bed Bug inspection (inspect all units 1 time)	1367.00	6	\$8202.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$13,284.00

thirteen thousand two hundred and eighty four dollars

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Omega Pest Management LLC Dennis Mayhew

Firm Name

887 Willow Grove Rd, Pittsgrove, NJ 08318

Street, Town, State, Zip Code

856-692-5150

Telephone

856-839-0220

Fax

Sworn to and subscribed
before me on

Dennis Mayhew

day of

July 29 2020

Signature of proposer if the proposer is an individual

Notary Public

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Title

(SE)

CELESIE PHILLIPS
Notary Public - State of New Jersey
My Commission Expires Mar 7, 2022

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

EXTERMINATING SERVICES

UNIT PRICING TABLE PAGE 2 OF 2

CODE	DESCRIPTION	UNIT PRICE	# of Times Services are Rendered	Total
EXT-BED-0BR	Provide Price for treatment of Bed Bugs in an efficiency apartment	275.00		
EXT-BED-1BR	Provide Price for treatment of Bed Bugs in a one (1) bedroom apartment	300.00		
EXT-BED-2BR	Provide Price for treatment of Bed Bugs in a two (2) bedroom apartment	350.00		
EXT-BED-3BR	Provide Price for treatment of Bed Bugs in a three (3) bedroom apartment	400.00		
EXT-BED-4BR	Provide Price for treatment of Bed Bugs in a four (4) bedroom apartment	450.00		
EXT-HOURS	Provide Price for 1 exterminator per hour (Unit costed for hourly wage rate)	95.00		
VEG-PECKSENFOR	Provide a price to complete vegetation control (Defined in specification above)	149.00	6	894.00
VEG-PECKSFAMILY	Provide a price to complete vegetation control (Defined in specification above)	374.50	6	2247.00

Apartment Size by "Average Total Square Footage"

370	Average Square footage for an EFFICIENCY apartment
724	Average Square footage for a ONE BEDROOM apartment
772	Average Square footage for a TWO BEDROOM apartment
750	Average Square footage for a THREE BEDROOM apartment
1094	Average Square footage for a FOUR BEDROOM apartment

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

**RESOLUTION #2020-31
Resolution of the Housing Authority of Ocean City
Authorizing Emergency Contract(s)
for Immediate Repairs to Bayview Manor**

WHEREAS, it is necessary for immediate Emergency Repairs be made to Bayview Manor, 635 West Avenue, Ocean City, NJ 08226; and,

WHEREAS, as of August 16, 2020 the Fire Alarm System experienced a partial failure at Bayview Manor; and,

WHEREAS, it is necessary for the Housing Authority of Ocean City to immediately replace the building fire alarm system at Bayview Manor; and,

WHEREAS, the Purchasing Agent has declared the need to enter into emergency contract(s) with Outside Vendors to make needed replacement; and,

WHEREAS, pursuant to N.J.S.A. 40A:11-6, – Any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Ocean City authorizes the Purchasing Agent to enter into such contract(s) as to make immediate repairs to Bayview Manor, 635 West Avenue, Ocean City, NJ 08226.

ADOPTED: August 18, 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-video conference on August 18, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____

Jacqueline S. Jones
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

Emergency Contract(s) – Bayview Manor (Fire Alarm System)

from the Operating Budget. The line item to be charged for the above expenditure is Account # 1400-07-000.



Wendy Hughes

Certifying Financial Officer

8/18/2020

Date