

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

August 18, 2020 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held August 18, 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 *(absent)*
Commissioner Brian Broadley
Chairman Robert Barr

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from July 21, 2020. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

Commissioner Robert Halliday (Yes)
Commissioner Patrick Mumman (Yes)
Commissioner Beverly McCall (Yes)
Commissioner Robert Henry (Yes)
Commissioner Patricia Jackson (Absent)
Commissioner Brian Broadley (Yes)
Chairman Robert Barr (Yes)

Treasurer’s Report

Ms. Cavallo reviewed the Financial Report for the ten months ended July 31, 2020. Motion to approve the Treasurer’s Report made by Commissioner McCall and seconded by Commissioner Halliday. Utilities briefly discussed. Mrs. Jones addressed Commissioner Henry’s questions. Mrs. Jones expects the variance to grow slightly in the next two months. A large part of the variance is in maintenance materials and contract turnovers due to COVID-19, which has contributed to those line items being under spent. Reserve funds could be used at Bayview Manor towards additional renovations. Once all properties are operational under the RAD funding it may be possible to provide some additional programs for residents from the operating 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)
Commissioner Brian Broadley (Yes)
Chairman Robert Barr (Yes)

Executive Director’s Report

Mrs. Jones provided an update from her written report. In the revised packet, there is a resolution to approve an immediate replacement to the Bayview Manor fire alarm systems. The intent was to replace the system during the upcoming renovations but accelerated the repair due to the false alarms. A resolution has been prepared for the Board to authorize to move forward to the replace the alarm system immediately. The estimated cost right now is \$143,500 for the replacement of the system.

Mrs. Jones discussed questions Commissioner Henry emailed her regarding COVID-19 and Speitel. Regarding COVID, the Authority has not had any reported cases from the residents. Residents for the most part are wearing masks. There have been no new move-ins since the inception of the pandemic. Mrs. Jones reported there are a few vacancies at Bayview Manor, but are vacant because when work begins on the renovations some of the residents will need to be moved to a “hotel suite” apartment temporarily while work is being done in their unit. The Authority will need about 4-5 vacancies for this process.

Regarding Speitel, the schedule cost and scope of the project all remain the same. Discussion regarding the mechanical, electrical and plumbing inspections as well as a rough frame inspection. These inspections will be done by the City and will allow the construction to move to the next phase. During this process, the NJHMFA sends a representative weekly on site. The architect is on site at least twice per month. The Brooke Group performs a daily over site, which means they are on site everyday or they receive the daily construction log with pictures and a written status update on a daily basis. There are no major issues on the Speitel construction report.

Commissioner Henry asked if Mr. Gabage received a response from HUD-Newark legal department regarding the Ocean City Community Development Corporation (OCCDC). Mrs. Jones stated that HUD-Newark requested some information from the OCHA concerning its portfolio, types of units and its intention for the OCCDC and how it will be used. Mr. Gabage has not heard anything from HUD. The reason Mr. Gabage wrote the letter was to protect the Authority. He does not anticipate hearing from HUD. They are usually not very responsive to those kinds of requests. The only problem that HUD has is when a non-profit group starts spinning of the profitability to another group that all of sudden starts taking salaries. The only problem that might come up is if HUD eventually responds is when the OCCDC was first organized under the prior Executive Director, she wanted members to the non-profit from the public. This was the way the original documents were written. When the By-Laws were written, which was done primarily by Rick Ginnetti it was not done with members. Mr. Gabage has straightened that out by amending the certificate of incorporation to be member-less and having only trustees. The only issue could be if HUD does not like interlocking directorate. They may want members other than the trustees (other than the Board members of the OCHA). He does think this realistically will happen. You can tell by the documents HUD requested that they wanted to make sure that the purpose of the non-profit was consistent with HUD guidelines for low income, senior citizens and Native American residents.

Commissioner Halliday commented that he is keeping a daily eye on what is going on 6th and West Avenue and he has to say it is a class one act.

Motion to approve the Executive Director’s Report made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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|-------------------------------|----------|
| Commissioner Robert Halliday | (Yes) |
| Commissioner Patrick Mumman | (Yes) |
| Commissioner Beverly McCall | (Yes) |
| Commissioner Robert Henry | (Yes) |
| Commissioner Patricia Jackson | (Absent) |
| Commissioner Brian Broadley | (Yes) |
| Chairman Robert Barr | (Yes) |

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2020-28
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$132,705.96. A motion was made by Commissioner Halliday; seconded by Commissioner Broadley. Mrs. Jones noted the payment to Ambient Comfort for the Bayview Manor air handler replacement which was approved several months ago by the Board to have completed. It is up, running and working well. Nothing else out of the ordinary on the Bill List. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2020-29
Resolution Awarding Resident Wellness Program Services Contract

Chairman Barr called for a motion to approve Resolution #2020-29. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones stated this contract is for the behavioral health services the OCHA has had for about a year now. The funds are being provided by the City of Ocean City Community Development Block Grant Program (CDBG). Acenda was the only bidder. This is a fee for service type contract. They bill the OCHA based on their activity with the residents. Acenda remained active through the pandemic specifically with the residents at Bayview Manor and this service has helped tremendously. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2020-30
Resolution Awarding Exterminating Services Contract

Chairman Barr called for a motion to approve Resolution #2020-30. A motion was made by Commissioner Mumman; seconded by Commissioner Broadley. Mrs. Jones stated Omega Pest came in as the lowest qualified bidder and are the current contractor. Their ordinary exterminating cost came in at \$13,284 annually. However there are additional rates for bed bug treatment. The OCHA has a bed bug issue at Bayview Manor and it has gotten a lot better over the last 3 years. The Authority is currently dealing with about 6 cases. The Authority is taking a kind and gentle approach to try to assist the residents in getting prepared for bed bud treatment and to help them as much as possible. Acenda has also helped with behavior health services. The OCHA spends several thousands of dollars a year on bed bug treatments and is doing its best to keep it under control. The rate listed on Omega's pricing is per treatment. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2020-31

Resolution Authorizing Emergency Contract(s) for Immediate Repairs at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2020-31. Mrs. Jones stated this resolution is to authorize the emergency repairs/replacement to the fire alarm system she discussed in her report. A motion was made by Commissioner Broadley; seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

There is no need for Executive Session tonight.

No public comments. On behalf of the Board, Chairman Barr expressed his condolences to Commissioner Broadley for the passing of his ex-wife Karen as well as to Mr. Gabage for the passing of his sister. 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 3:45 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer