

*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*

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January 13, 2021

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, January 19, 2021, 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, January 19, 2021  
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 December 15, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2021-01	Approval of Monthly Expenses ( <b>revised</b> )
# 2021-02	Designating Official Newspapers
# 2021-03	Revision to Admissions and Occupancy Policy (Veteran's preference)
# 2021-04	Authorizing Conditional Payment of Additional Compensation to the Housing Authority of the City of Vineland
# 2021-05	Approving Change Orders for Construction of Speitel Commons at Bayview Manor
- 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**

**December 15, 2020 – 3:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held December 15, 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  
Commissioner Brian Broadley  
Chairman Robert Barr

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, Assistant Asset Manager – Operations, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant. In attendance from the public was reporter, Donald Whycowski, *The OCNJ Daily*.

#### **Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from November 17, 2020. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

#### **Treasurer's Report**

Ms. Cavallo reviewed the Financial Report for the two months ended November 30, 2020. Motion to approve the Treasurer's Report made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

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

### **Executive Director's Report**

Mrs. Jones stated Commissioner Halliday will provide an update on Speitel Commons in the Committee Report section of the meeting.

A COVID-19 mobile testing was made available to Authority residents at the 4<sup>th</sup> Street location on the 24<sup>th</sup> of November. The mobile unit will likely come back in January or February and possibly be held at Bayview Manor.

Mrs. Jones presented and discussed the efficiencies spreadsheet which, was displayed in the Zoom session screen. The spreadsheet provided information from 2013 to 2020 on revenue, expenses and cash. Mrs. Jones reviewed the line items and explained the various trends. Commissioner Halliday requested this report every December. Commissioner Henry suggested to include the amount paid to Vineland every year in the graph. Commissioner Barr stated this report was another example of the phenomenal job the Jackie and the Vineland Housing Authority staff has done to assist the OCHA. Mrs. Jones states she appreciates all the positive comments, but it takes a small army and she appreciates the staff tremendously.

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

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

**Committee Reports** – Chairman Barr turned the meeting over to Commissioner Mumman for the Nominating Committee report. Commissioner Mumman stated the Nominating Committee recommends the nomination of Bob Barr as Chair of the Board and Scott Halliday and Vice Chair. He stated by statute the Executive Director will continue as the Secretary/Treasurer of the Board. He previously reached out to all the Commissioners for their feedback. Everyone was in agreement. Commissioner Mumman turned the meeting over to Mr. Gabage for the votes. Mr. Gabage stated since the Committee Report shows that Bob Barr was nominated as the Chairman, Scott Halliday as the Vice Chairman, and Jacqueline Jones as the Secretary/Treasurer he will assume these three people are being nominated for these positions. Mr. Gabage asked if there are any other nominations that any other commissioner would like to put on record. Seeing none, therefore, he closed the nominations and entertained a motion for the elections of those three people to their respective positions. Motion made by Commissioner McCall and seconded by Broadley. The following vote was taken:

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

Mr. Gabage thanked Chairman Barr who came to the OCHA at an interesting time where it was not exactly a pleasant time for Mr. Gabage to be a solicitor. He stated the Board has gone beyond expectations as far as being able to run the Authority along with Mrs. Jones and the Vineland Housing Authority. Mrs. Gabage also wished everyone a very Happy Holiday.

Mrs. Jones discussed a few additional items she meant to discuss during her report. She stated the Audit for 2019 is theoretically finished. It would have been due in June 2020, but HUD granted an extension to December 31, 2020 for this audit. The accountant's office is reviewing the audit before it is filed, which needs to be filed by December 31<sup>st</sup>. Mrs. Jones received an email from the OCHA's auditor and he would like to present an exit phone call with her and most likely will present to the Board in January. The audit FYE 2020 will probably begin soon since it will be due in June of 2021.

Mrs. Jones discussed the Cash Report in regard to the Accounts Receivable balance. The OCHA is in the process of contacting residents that have outstanding balances and working on repayment agreements with them. This amount is higher than usual and right now there is one resident that has responded to the Authority's letter. One repayment agreement is in process, but that is not going to put a dent in this total balance due.

Chairman Barr stated this information would have been part of Mrs. Jones Executive Director's report and should probably be reflected for the record.

Chairman Barr asked for motion to amend the Executive Director's report. Motion made by Commissioner Jackson 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)

Commissioner Halliday provided a redevelopment committee report. The redevelopment committee met on December 10<sup>th</sup>. Everything is on track and the contractor is doing an excellent job. Regarding the Speitel Building, the roof is approximately 50% done and the last window was installed prior to the start of the Board Meeting. The rough plumbing, fire, electric, HVAC all underway. The exterior has been somewhat delayed due to weather, but they should be able to catch up. The project remains on budget. No change orders to date. There have been some cost savings and a few upgrades. Inspections are current.

In regard to Bayview Manor, the roof replacement and painting of capping is in process. The staging and set up for replacement of electrical meters is underway. Resident relocation will be need for the replacement of electrical meters.

Chairman Barr wanted to thank the Committee. He stated the Board is thankful to have Scott and Brian who have tremendous knowledge on this subject and have done so much with the current administration along with Jackie and Rick.

**Old Business** – None.

**New Business** – None.

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

**Resolution #2020-51**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$63,780.52. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly discussed updates from initial 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	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2020-52**

**Resolution Appointing Jacqueline Jones as the Housing Authority of Ocean City's Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF) for the Fund Year 2021**

Chairman Barr called for a motion to approve Resolution #2020-52. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones explained this is an annual appointment to the PHA JIF appointing her to represent the Authority for year 2021. The following vote was taken:

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

**Resolution #2020-53**

**Approving Dates for 2021 Board Meetings**

Chairman Barr called for a motion to approve Resolution #2020-53. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the meeting will continue to be held the third Tuesday of every month at 3 p.m. If any dates or times need to be adjusted in the future another resolution can be passed. New Jersey is still in a State of Emergency and the Authority will remain with remote meetings until further notice. The following vote was taken:

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

**Resolution #2020-54**

**Approving Risk Management Consultant**

Chairman Barr called for a motion to approve Resolution #2020-54. A motion was made by Commissioner Halliday; seconded by Commissioner Broadley. Mrs. Jones stated every year the OCHA appointments a Risk Management Consultant, Thomas Heist Insurance Agency as suggested by the PHA JIF to have risk manager. The fee for the risk manager comes out of the premium. It is not an additional expense. Commissioner Henry asked if Heist provides a report on recommendations to the Authority. They do assist on some paperwork functions, but Mrs. Jones has not seen a report. Mrs. Jones requested a brief synopsis from the site visits by the NJ PHAJIF's risk manager from Ron Miller. Ron stated twice a year the MEL JIF comes out on site to perform risk assessment surveys. They conduct a site security audit as well as a property audit looking for trip hazards, site lighting, verification of policies, employees wearing PPE etc. This was completed in 2020 and there were a few minor recommendations, but no findings. The following vote was taken:

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

**Resolution #2020-55**  
**Adopting Protection and Safe Treatment of Minors Policy**

Chairman Barr called for a motion to approve Resolution #2020-55. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones explained this is a new policy recommended by JIF that the Authority must pass. Passing this policy allows the Authority to receive the best deductible possible. In addition to the policy there is training the Authority staff will need to complete. There is online training for the staff and a webinar for managers/supervisors to be completed by June 2021. The following vote was taken:

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

**Resolution #2020-56**  
**Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy**

Chairman Barr called for a motion to approve Resolution #2020-56. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones explained the ACOP is what governs public housing even though Bayview and Peck Senior has converted to RAD, which is Section 8 and is governed by the VHA Section 8 Administrative Plan. OCHA is sitting in a couple different worlds right now so until Pecks Family converts to RAD the OCHA still has Public Housing. Due to the CARES ACT as a result of COVID-19, HUD was able to pass a lot of waivers that housing authorities could take advantage of so they would not be in a non-compliant situation based on regulation requirements. Mrs. Jones is requesting this resolution to be passed because there are some inspection requirements that were not possible to complete due to the pandemic. The OCHA is not conducting full inspections like it normally would per regulations because of the pandemic to avoid putting employees and tenants in a situation that was unnecessary risk. This resolution will give us another year to catch up on inspections and to be in compliance. The following vote was taken:

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

**Resolution #2020-57**  
**Approving One-Time Compensation Bonus to Authority Employee Related to Exceptional Performance during the Authority's Response to the COVID-19 Pandemic**

Chairman Barr called for a motion to approve Resolution #2020-57. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones stated the Authority would like to recognize Steve Rundell during this pandemic for providing exceptional services. He has not missed a day. He kept moving along with the rest of the VHA staff to complete what needed to be done. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)

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

There is no need for Executive Session tonight.

No public comments. All Commissioners wished everyone a Merry Christmas, Happy Holiday and New Year. Commissioner McCall stated she was reappointed as commissioner and forwarded a copy to Jackie. Mrs. Jones provided an updated on the gift card process. The gift cards will be received tomorrow and will be going out in the mail with a holiday card in another day or two. The residents should receive them early next week. The gifts cards are for the Acme and are for food only, no alcohol or tobacco. Toys for Tots will be giving toys to all the children of the OCHA who are 17 and under.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Broadley; seconded by Commissioner Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:58 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer



# Commissioner's Report

Month Ending: Dec 2020



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU
	BUDGET	December	December	December	BUDGET	December	December	December	BUDGET	December	December	December	BUDGET	December	December	December
INCOME																
DWELLING RENTAL	\$ 540,060	\$ 135,015	\$ <a href="#">130,461</a>	\$ (4,554)	\$ 229,840	\$ 57,460	\$ <a href="#">55,224</a>	\$ (2,236)	\$ 220,000	\$ 55,000	\$ <a href="#">54,561</a>	\$ (439)	\$ 90,220	\$ 22,555	\$ <a href="#">20,676</a>	\$ (1,879)
OTHER TENANT-EXCESS UTILITIES	6,810	2,302	<a href="#">2,276</a>	(27)	6,810	2,302	<a href="#">2,276</a>	(27)	-	-	<a href="#">-</a>	-	-	-	<a href="#">-</a>	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 137,317	\$ 132,737	\$ (4,580)	\$ 236,650	\$ 59,762	\$ 57,500	\$ (2,262)	\$ 220,000	\$ 55,000	\$ 54,561	\$ (439)	\$ 90,220	\$ 22,555	\$ 20,676	\$ (1,879)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 24,540	\$ <a href="#">102,240</a>	\$ 77,700	\$ -	\$ -	\$ <a href="#">47,442</a>	\$ 47,442	\$ 98,160	\$ 24,540	\$ <a href="#">54,798</a>	\$ 30,258	\$ -	\$ -	\$ <a href="#">-</a>	\$ -
PBV HAP SUBSIDY	342,240	85,560	<a href="#">32,136</a>	(53,424)	196,240	49,060	<a href="#">-</a>	(49,060)	-	-	<a href="#">-</a>	-	146,000	36,500	<a href="#">32,136</a>	(4,364)
HUD CAPITAL FUNDS-OPERATIONS	50,260	-	<a href="#">-</a>	-	-	-	<a href="#">-</a>	-	50,260	-	<a href="#">-</a>	-	-	-	<a href="#">-</a>	-
CDBG INCOME	40,000	9,999	<a href="#">1,947</a>	(8,052)	20,000	5,000	<a href="#">974</a>	(4,026)	10,000	2,500	<a href="#">643</a>	(1,857)	10,000	2,499	<a href="#">331</a>	(2,168)
TOTAL HUD FUNDING	\$ 530,660	\$ 120,099	\$ 136,323	\$ 16,224	\$ 216,240	\$ 54,060	\$ 48,416	\$ (5,644)	\$ 158,420	\$ 27,040	\$ 55,441	\$ 28,401	\$ 156,000	\$ 38,999	\$ 32,467	\$ (6,532)
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 25	\$ <a href="#">19</a>	\$ (6)	\$ -	\$ -	\$ <a href="#">2</a>	\$ 2	\$ -	\$ -	\$ <a href="#">22</a>	\$ 22	\$ 100	\$ 25	\$ <a href="#">5</a>	\$ (22)
OTHER INCOME-LAUNDRY	6,890	1,722	<a href="#">1,590</a>	(133)	3,880	970	<a href="#">672</a>	(298)	2,010	503	<a href="#">918</a>	416	1,000	250	<a href="#">-</a>	(250)
OTHER INCOME-FRAUD RECOVERY	500	125	<a href="#">-</a>	(125)	-	-	<a href="#">-</a>	-	-	-	<a href="#">-</a>	-	500	125	<a href="#">-</a>	(125)
OTHER INCOME-MISCELLANEOUS	12,640	3,160	<a href="#">780</a>	(2,380)	2,320	580	<a href="#">458</a>	(122)	9,280	2,320	<a href="#">213</a>	(2,107)	1,040	260	<a href="#">110</a>	(150)
TOTAL INCOME	\$ 1,097,660	\$ 262,448	\$ 271,449	\$ 9,000	\$ 459,090	\$ 115,372	\$ 107,047	\$ (8,325)	\$ 389,710	\$ 84,862	\$ 111,154	\$ 26,292	\$ 248,860	\$ 62,214	\$ 53,258	\$ (8,958)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 2,250	\$ <a href="#">2,250</a>	\$ -	\$ 900	\$ 225	\$ <a href="#">225</a>	\$ -	\$ 2,250	\$ 563	\$ <a href="#">563</a>	\$ -	\$ 5,850	\$ 1,463	\$ <a href="#">1,463</a>	\$ -
ADVERTISING	1,200	300	<a href="#">353</a>	53	120	30	<a href="#">228</a>	198	300	75	<a href="#">83</a>	8	780	195	<a href="#">43</a>	(152)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 7,700	\$ 1,925	\$ <a href="#">4,141</a>	\$ 2,216	\$ 770	\$ 193	\$ <a href="#">2,071</a>	\$ 1,878	\$ 1,930	\$ 482	\$ <a href="#">1,367</a>	\$ 884	\$ 5,000	\$ 1,250	\$ <a href="#">704</a>	\$ (546)
CONSULTANTS-RAD CONVERSION	18,000	4,500	<a href="#">1,225</a>	(3,275)	1,800	450	<a href="#">612</a>	162	2,300	575	<a href="#">404</a>	(171)	13,900	3,475	<a href="#">208</a>	(3,267)
COPIER	3,500	875	<a href="#">646</a>	(229)	350	88	<a href="#">323</a>	236	880	220	<a href="#">213</a>	(7)	2,270	568	<a href="#">110</a>	(458)
DUES & PUBLICATIONS	800	200	<a href="#">190</a>	(10)	80	20	<a href="#">95</a>	75	200	50	<a href="#">63</a>	13	520	130	<a href="#">32</a>	(98)
OFFICE SUPPLIES	1,000	250	<a href="#">-</a>	(250)	100	25	<a href="#">-</a>	(25)	250	62	<a href="#">-</a>	(62)	650	163	<a href="#">-</a>	(163)
PHONE & INTERNET	8,610	2,152	<a href="#">2,361</a>	209	860	215	<a href="#">1,298</a>	1,083	2,150	537	<a href="#">702</a>	164	5,600	1,400	<a href="#">362</a>	(1,038)
POSTAGE	2,100	525	<a href="#">418</a>	(107)	210	53	<a href="#">209</a>	156	530	133	<a href="#">138</a>	5	1,360	340	<a href="#">71</a>	(269)
LEGAL	14,000	3,500	<a href="#">885</a>	(2,615)	1,400	350	<a href="#">540</a>	190	3,500	875	<a href="#">228</a>	(647)	9,100	2,275	<a href="#">117</a>	(2,158)
CRIMINAL BACKGROUND CHECKS	400	100	<a href="#">-</a>	(100)	40	10	<a href="#">-</a>	(10)	100	25	<a href="#">-</a>	(25)	260	65	<a href="#">-</a>	(65)
LEGAL-RAD	4,000	1,000	<a href="#">-</a>	(1,000)	-	-	<a href="#">-</a>	-	4,000	1,000	<a href="#">-</a>	(1,000)	-	-	<a href="#">-</a>	-
TRAVEL	200	50	<a href="#">-</a>	(50)	20	5	<a href="#">-</a>	(5)	50	13	<a href="#">-</a>	(13)	130	32	<a href="#">-</a>	(32)
TRAINING	1,000	250	<a href="#">380</a>	130	100	25	<a href="#">190</a>	165	250	62	<a href="#">125</a>	63	650	163	<a href="#">65</a>	(98)

# Commissioner's Report

Month Ending: Dec 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	December	December	December	BUDGET	December	December	December	BUDGET	December	December	December	BUDGET	December	December	December
ACCOUNTING	18,500	4,625	4,625	-	1,850	463	2,313	1,850	4,620	1,155	1,526	371	12,030	3,008	786	(2,221)
MANAGEMENT FEES	165,000	41,250	34,135	(7,116)	81,250	20,312	17,067	(3,245)	56,000	14,000	11,264	(2,736)	27,750	6,938	5,803	(1,135)
MISCELLANEOUS-SUNDRY	10,180	2,545	1,837	(708)	1,020	255	985	730	2,560	640	563	(77)	6,600	1,650	290	(1,360)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 66,298	\$ 53,446	\$ (12,852)	\$ 90,870	\$ 22,718	\$ 26,155	\$ 3,438	\$ 81,870	\$ 20,468	\$ 17,238	\$ (3,229)	\$ 92,450	\$ 23,112	\$ 10,053	\$ (13,059)
OTHER TENANT SERVICES	\$ 9,700	\$ 2,425	\$ 4,170	\$ 1,745	\$ 970	\$ 242	\$ 1,060	\$ 818	\$ 2,430	\$ 608	\$ 1,675	\$ 1,068	\$ 6,300	\$ 1,575	\$ 1,435	\$ (140)
TENANT SVCS - BEHAVIORAL HEALTH	40,000	9,999	4,398	(5,601)	20,000	5,000	2,199	(2,801)	10,000	2,500	1,451	(1,049)	10,000	2,499	748	(1,751)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 12,424	\$ 8,568	\$ (3,856)	\$ 20,970	\$ 5,243	\$ 3,259	\$ (1,983)	\$ 12,430	\$ 3,107	\$ 3,126	\$ 19	\$ 16,300	\$ 4,074	\$ 2,183	\$ (1,891)
WATER/SEWER	\$ 88,300	\$ 21,970	\$ 20,564	\$ (1,406)	\$ 19,100	\$ 4,902	\$ 4,521	\$ (381)	\$ 60,700	\$ 15,114	\$ 14,138	\$ (976)	\$ 8,500	\$ 1,954	\$ 1,905	\$ (49)
ELECTRIC	109,400	27,387	20,232	(7,155)	96,000	23,366	17,347	(6,019)	9,200	3,062	1,923	(1,139)	4,200	959	961	2
GAS	49,800	14,581	7,533	(7,048)	-	-	-	-	40,800	12,301	5,072	(7,229)	9,000	2,280	2,461	181
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 63,938	\$ 48,329	\$ (15,609)	\$ 115,100	\$ 28,268	\$ 21,868	\$ (6,400)	\$ 110,700	\$ 30,477	\$ 21,133	\$ (9,344)	\$ 21,700	\$ 5,193	\$ 5,328	\$ 135
MAINTENANCE LABOR	\$ 57,000	\$ 14,250	\$ 13,410	\$ (840)	\$ 28,500	\$ 7,125	\$ 6,705	\$ (420)	\$ 18,810	\$ 4,703	\$ 4,425	\$ (277)	\$ 9,690	\$ 2,423	\$ 2,280	\$ (143)
MAINT. MATERIALS	55,210	12,503	4,001	(8,502)	25,320	6,330	1,581	(4,749)	18,920	4,730	2,184	(2,546)	10,970	1,443	236	(1,207)
MAINT. CONTRACT COSTS	159,500	31,531	14,720	(16,811)	91,100	21,700	11,660	(10,040)	53,000	8,675	1,865	(6,810)	15,400	1,156	1,195	39
EMPLOYEE BENEFITS	35,230	8,808	8,861	54	17,610	4,403	4,431	29	11,630	2,908	2,924	16	5,990	1,498	1,507	9
TOTAL MAINTENANCE	\$ 306,940	\$ 67,091	\$ 40,992	\$ (26,099)	\$ 162,530	\$ 39,558	\$ 24,377	\$ (15,180)	\$ 102,360	\$ 21,015	\$ 11,397	\$ (9,618)	\$ 42,050	\$ 6,519	\$ 5,217	\$ (1,302)
INSURANCE	\$ 65,440	\$ 16,360	\$ 16,230	\$ (130)	\$ 6,550	\$ 1,638	\$ 1,638	\$ 0	\$ 24,750	\$ 6,188	\$ 6,186	\$ (2)	\$ 34,140	\$ 8,535	\$ 8,406	\$ (129)
FLOOD INSURANCE	39,760	11,615	11,616	1	3,500	875	876	1	19,260	4,815	4,815	-	17,000	5,925	5,925	-
BAD DEBTS	5,000	1,250	1,250	0	500	125	126	1	4,000	1,000	998	(2)	500	125	126	1
COMPENSATED ABSENCES	5,000	1,250	1,250	-	500	125	126	1	1,250	313	312	(1)	3,250	812	812	(0)
PAYMENT IN LIEU OF TAXES	29,260	7,315	7,314	(1)	11,480	2,870	2,870	(1)	10,930	2,732	2,732	(1)	6,850	1,712	1,713	1
PENSION	11,000	2,750	2,750	(0)	5,600	1,400	1,400	(0)	5,000	1,250	1,251	1	400	100	99	(1)
RETIREE BENEFITS	31,230	7,808	6,025	(1,783)	7,000	1,750	3,012	1,262	13,730	3,433	1,988	(1,444)	10,500	2,625	1,024	(1,601)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 48,348	\$ 46,435	\$ (1,913)	\$ 35,130	\$ 8,783	\$ 10,048	\$ 1,265	\$ 78,920	\$ 19,730	\$ 18,281	\$ (1,449)	\$ 72,640	\$ 19,835	\$ 18,106	\$ (1,729)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 258,098	\$ 197,770	\$ (60,328)	\$ 424,600	\$ 104,568	\$ 85,708	\$ (18,861)	\$ 386,280	\$ 94,797	\$ 71,177	\$ (23,620)	\$ 245,140	\$ 58,733	\$ 40,886	\$ (17,847)
PROFIT	\$ 41,640	\$ 4,350	\$ 73,679	\$ 69,329	\$ 34,490	\$ 10,804	\$ 21,340	\$ 10,536	\$ 3,430	\$ (9,934)	\$ 39,978	\$ 49,912	\$ 3,720	\$ 3,481	\$ 12,371	\$ 8,891

# **Ocean City Housing Authority**

## **Administrative Report**

**DATE:** January 12, 2021

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for December 2020)

**PERIOD:** December 9, 2020 to January 11, 2021

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### **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 #9 following this report:*

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

## **Audit for Year-Ending September 30, 2019**

The audit for the year-ending September 30, 2019 was submitted to HUD's REAC system. Currently, the auditor is working with the REAC help desk to finalize the submission as a new step in the process is not permitting the process to be completed.

## **Bayview Manor Renovations**

### **Replacement of Roof System & Painting of Roof Capping**

*Update: The work on this project continues with the roof replacement to begin on Thursday, January 14<sup>th</sup>.*

### **Replacement of Electric Panels in Apartments**

*Update: The bid specifications for the replacement of the electric panels in apartments was awarded at the November 2020 board meeting. Pre-construction meetings have begun. Implementation of this project will be dependent*

### **Exterior and HVAC Renovations**

The below work items are in the process of being reviewed for bid specifications:

- a. Replacement of façade metal spandrel to compliment Speitel;
- b. Install exterior ADA compliant handrail;
- c. Replace approximately 150 windows;
- d. Replacement of AC vents;
- e. Installation of new heating & air conditioning systems in all units;
- f. Unit renovation based on need;

## **Winter Coats for the Children at Peck's**

The Authority partnered with the Ocean City Tabernacle to spread the word on free winters coats available for children through middle-school age. Jonathan Gonzalez, Director of Youth Ministry, received a donation of winter coats and reached out for help with distributing the coats.

## **Tenant Accounts Receivable**

Authority staff are continuing to work with residents that are carrying outstanding balances. Multiple letters have been sent to residents asking them to contact the Authority to review their balances. Repayment agreements are encouraged to preserve occupancy. The response from residents has been very slow.

## **Waiting Lists**

All of the Waiting Lists remain closed as there are sufficient applicants to fill anticipated vacancies for at least the next year.

At this time, Authority staff is in the process of “purging” the waiting lists. This activity involves contacting each applicant via mail to inquire if they would like to remain on the waiting list. Also, any updated contact information is requested as well as an email address.

In addition, in conjunction with the Authority's industry software known as “Yardi”, staff is working on the conversion of the waiting list to an electronic format. This process will be completed over the next several months. This new process will permit applicants to submit applications for housing through the Authority's website. Accommodations will be made to continue to accept paper applications.

This new process will permit more efficient access to apply for housing at the Authority for applicants as well as a more proficient management of the waiting lists.

## **Veteran's Preference for Applicants on the Waiting List**

A resolution is in the board packet for board consideration to update the Authority's Admission and Continued Occupancy Policy (ACOP) to include a "preference" for applicants that maintain a Veteran's status. Preferences allow for certain qualified applicants to move through the waiting lists more quickly.

## **Construction Related Work Opportunities at Speitel Commons**

**Update: The Section 3 postcard (next page) seeking employees for work opportunities is being mailed to OCHA residents each month beginning January through May 2020.**

The Section 3 Requirement from the Department of Housing and Urban Development is to provide work opportunities to public housing residents and to low/moderate residents living in the surrounding area of the affordable housing construction project.

The Authority sent a letter explaining the work opportunities at Speitel Commons to all Ocean City Housing Authority residents early in the summer.

Since very few responses were received, the below postcard has been mailed to the Peck's Family residents starting in August. The postcards are being mailed twice per month until the end of December for work opportunities at Speitel Commons.

**Looking for Work Opportunities?**

Ocean City Housing Authority  
204 E. 4<sup>th</sup> Street, Ocean City, NJ 08226  
(609) 399-1062

**Construction Related Work Opportunities  
for Speitel Commons at Bayview Manor Starting Immediately**

The Speitel Commons at Bayview Manor construction began in May of 2020. There may be work opportunities for residents on this construction project.

The Section 3 Requirement from the Department of Housing and Urban Development (HUD) provides job opportunities to public housing residents and to low/moderate income residents living in the surrounding area of the affordable housing construction project.

If you are interested in a **Construction Related Work Opportunity** please call (856) 691-4099 ext. 170 and leave your contact name and phone #.

The Ocean City Housing Authority's Section 3 Coordinator will contact you in the near future.

Types of Work Opportunities:  
General Labor, Plumbing, Electrical, Painting, Drywall, Fencing, Flooring, Mechanical (HVAC), Roofing, Windows-Siding, Landscaping, Kitchen Cabinet Installation...

### **Board of Commissioners –Rutgers Training Program Status**

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Robert Barr, Chairman</b>	Completed
<b>Robert Scott Halliday, Vice Chairman</b>	Completed
<b>Brian Broadley – Graduated!!!</b>	Completed;
<b>Robert Henry</b>	Completed
<b>Beverly McCall</b>	Completed
<b>Patricia Miles-Jackson</b>	Completed
<b>Patrick Mumman</b>	Completed

**NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY**  
**Construction Draw Schedule**

	Budget		CUMULATIVE DRAW	CURRENT DRAW	SUB- TOTAL	Remaining Budget
<b><u>ACQUISITION COSTS</u></b>						
Relocation	40,000		0	0	0	40,000
<b><u>CONSTRUCTION COSTS</u></b>	Line Item Sub-Total:	40,000				
Residential Structures	6,006,440		3,105,888	534,724	3,105,888	2,900,552
Surety & Bonding	69,165		62,249	0	62,249	6,917
General Requirements	360,386		194,660	35,678	194,660	165,726
Contractor Overhead & Profit	480,515		256,830	47,571	256,830	223,686
<b><u>DEVELOPER'S FEE</u></b>	Line Item Sub-Total:	6,916,506				
Hard Costs	345,825		0	0	0	345,825
Soft Costs	50,325		0	0	0	50,325
<b><u>PROFESSIONAL SERVICES</u></b>	Line Item Sub-Total:	396,150				
Architect	185,000		165,699	0	165,699	19,301
Engineer	98,000		68,975	948	68,975	29,025
Attorney	50,000		27,946	0	27,946	22,054
Cost Certification/Audit	17,500		0	0	0	17,500
Environmental Consultant	14,473		14,479	0	14,479	-6
Energy Star Consultant	24,000		4,025	0	4,025	19,975
Geotechnical Engineering Report	18,287		18,287	0	18,287	0
Surveyor	20,000		8,370	0	8,370	11,630
Consultant Fees	311,000		204,171	9,913	204,171	106,829
Other: Permits, Fees, CAFRA	35,648		35,648	0	35,648	0
<b><u>PRE-OPERATIONAL EXPENSES</u></b>	Line Item Sub-Total:	773,908				
Oper Fees (pre-const. compl)	25,592		0	0	0	25,592
Advert&Promo(pre-const compl.)	4,000		0	0	0	4,000
Other: Title	18,000		13,815	0	13,815	4,185
	Line Item Sub-Total:	47,592				
<b><u>CARRYING AND FINANCING COSTS</u></b>			0	0	0	
Insurance	90,000		19,058	0	19,058	70,942
Utility Connection Fees	95,000		0	0	0	95,000
Sub-Total:		185,000				
<b>TOTALS:</b>			4,200,097	628,833	4,200,097	
<b>TOT. BUDGETED USES:</b>			<b>4,200,097</b>		<b>4,200,097</b>	<b>4,159,059</b>



Meeting Minutes - Construction	
<b>Project:</b>	Speitel Commons
<b>HD Project No.:</b>	17-020
<b>NJHMFA No.:</b>	2986
<b>Contractor:</b>	Gary F. Gardner, Inc
<b>Meeting No.:</b>	Meeting #9
<b>Meeting Date:</b>	01/05/21
<b>Meeting Time</b>	10:30 AM
<b>Weather Conditions:</b>	40 degrees, overcast
<b>Issue Date:</b>	01/11/21
<b>Revision Date:</b>	
<b>Reported By:</b>	Dan Magno

Distribution (\*indicates attended)

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

## Construction Schedule Tracking

<b>Start Date</b>	05/01/2020
<b>Contract Finish Date</b>	05/01/2021
<b>Construction Schedule Finish Date</b>	05/01/2021
<b>*Total Contract Days / * Total Construction Days</b>	365
<b>Days Elapsed</b>	248
<b>% of Contract Time / Elapsed % Construction Schedule Elapsed</b>	67.95%
<b>% of Work Complete per AIA G702</b>	59.04%
<b>Reported Weather Days</b>	<b>To Follow</b>

\*Calendar days

## New Business

9.1 Weather Days: **MS** to submit a record of any weather days for tracking in the meeting minutes.

9.2 Change Orders: Change orders anticipated:

- Additional Garage Light Fixtures
- Door Closers in lieu of spring hinges
- Access panel on Laundry Room Cleanout
- Access panel for Trash Room Traps
- Atrium Windows and Laundry Room Transom
- Garage Guard Rail
- Additional Insulation for Garage Pipes
- Heat Trace for Garage Plumbing Traps
- Two 4-inch Conduits from Electrical Room to Bayview Rear Wall
- Demolition of Pecks Beach Senior, including removal of floor slabs.

## Old Business

8.1 Metal Straps: Question was raised about whether metal straps are required on the outside of the building. HD will confirm with the structural engineer. There are hold downs with threaded rod at the unit demising walls which tie the building together. [**Post meeting note:** Engineer responded that the sheathing is used to transfer the load in lieu of straps. Straps were not used because they can buckle the siding over time as the lumber deflects/ shrinks.] **01/05/21 ITEM CLOSED**

8.2 House Wrap: **MS** asked for clarification on house wrap. Tyvek is shown on Construction Documents. **01/05/21 ITEM CLOSED**

8.3 Elevator: Installation date is 4/19/21. The elevator has the biggest impact on schedule. OCHA wanted nonproprietary elevator. Discussed seeing if there was another company that could deliver sooner. **DP** said sometimes Schindler will charge overtime to meet schedule. **01/05/21** Shop drawings were approved early on but production could not start until shaft was built and field measured. **DS** to email **RG** the date the order was made. **DS** to investigate whether an earlier elevator completion is possible if overtime is utilized.

8.4 Exhaust Vents: Discussed taking exhaust vents out walls instead of through roof to avoid fire dampers and access panels in the corridors. Any change would need to be approved by OCHA. Aesthetics are an issue with taking them out the front wall. **01/05/21** Vents to match siding color.

8.5 Garage Screen Wall: HD is doing sketch detail for screen wall panels at garage. Panels will be PVC (Azek or equivalent, not vinyl siding) **01/05/21 MS** has necessary measurements. Brick will be cut at openings next to columns to allow for brick returns on jambs.

7.1 Door Hardware: Ron Miller reviewed the hardware submittal and made changes. Surface mounted closers will be used instead of spring hinges. Unit entry functions were changed. **12/01/20:** Waiting on price. Ordering of doors in pending approval of the change. **01/05/21 OPEN ITEM**

7.2 Laundry/ Atrium: OCHA would like an alternate to enclose the atrium with storefront where there is currently a railing shown. Other proposed changes are:

- Add transom over laundry room door.
- Door is to be solid (no glass)

- Add interior window above folding table overlooking atrium

HD to determine fire rating required on glass. **12/01/20:** HD provided sketch for pricing. **01/05/21** Waiting on pricing
- 7.3 Garage Guard Rails: Highway guard rails, heavy duty pipe rail, or surface mounted bollards may be added in the parking garage at exterior wall facing West Ave. DS will look into options **12/01/20: OPEN ITEM**
- 7.4 Safety Barriers: Additional temporary safety barriers will be installed on second floor near elevator/atrium. **12/01/20:** Completed. **01/05/21 ITEM CLOSED**
- 7.5 Garage Plumbing: Exposed pipes at garage ceiling will be sprayed with the foam used on the ceiling and/or enclosed in soffits. **12/01/20: MS** submitted photos of insulation used on another project. Engineers to make a recommendation on insulating and/or heat tracing pipes to keep traps from freezing. **01/05/21** Inspector wants a letter from engineer explaining measures being taken to keep pipes from freezing. He may not be looking for a 100% guarantee. If explanation of the current design which includes insulation on the traps is not accepted by inspector, heat trace and or additional insulation may be added with a change order. **RD** to submit letter
- 7.6 Underpayment: there was a \$3,000 underpayment on the last payment. DS to submit it as a separate invoice. Next month the lien cert. will be cleaned up. **12/01/20:** Invoice received. **01/05/21 ITEM CLOSED**
- 6.2 Exterior Materials: **DS** submitted samples for brick, cast stone, roofing and siding. HD to proposed color selections and Gary Gardner will make up sample board for Jacqueline Jones and Ron Miller to review and approve. **11/03/20:** Partial mockup of exterior materials was reviewed. Brick sample will be added. Azek window trim will be replaced with 3 1/2" CertainTeed vinyl lineals. **12/01/20:** Brick was added. Azek is acceptable for column wraps. **01/05/21 ITEM CLOSED**
- 5.6 Garage Lighting: DS will be submitting a Change Order Request for adding more lights in the garage. It's thought that the concrete beams may cast shadows and make the garage lighting uneven. **10/06/20: DS** to follow up. **11/03/20: DS** to submit. **12/01/20: OPEN ITEM**
- 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. 09.01.20: Discussed items that may have long lead times because of the pandemic. Appliances are at 10 weeks. There have been delays in lumber and prices are up. Doors are 8 weeks out. **10/06/20:** Typically use Keefers or PC Richards. May try local supplier, Johnsons, for appliances. **11/03/20: RG** to follow up. **DS** to email updated schedule. Mechanicals are ahead of schedule. **12/01/20:** DS Revised schedule.
- 4.3 Submittals:
  - Window submittal was approved. **09.01.20: HD** to forward approved submittal to Ron Miller. Ron is to be copied on future submittals and needs to approve them.
  - Truss Submittal under review by Structural Engineer. **08.07.20** 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. **09.01.20:** Structural Engineer revised the beam reinforcing.
  - Aluminum Storefronts. DS will drop off aluminum color samples at the trailer for HD. **09.01.20:** Color samples were delivered. Exterior materials and colors will be approved all together as a package with Ron's approval.
  - Cabinet shop drawings will be issued soon.

- Exterior material color selections are to be approved by Ron Miller.

**10/06/20:** HD will return fire alarm & steel stairs. Storefront glass was submitted. **11/03/20:** Fire alarm and stairs were returned. **DS** submitted storefront color chips. "Bone White" was selected. Interior samples were reviewed. Selections are:

- Vinyl Plank: Floorfolio color 636-674-B
- Bath tile Daltile "River Marble"
- Lobby tile: Daltile "Delegate"
- Grout (for both locations) Mapei #107 "Iron"
- Vinyl Base: Roppe #114 "Lunar Dust"

**12/01/20:** Waiting for sample cabinet. Countertop color needs to be selected. **01/05/21 OPEN ITEM**

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. **08.04.20:** **RG** received emails but needs originals. Pro Construction is filling out form incorrectly is checking both Union and Non-union boxes. **09.01.20:** **DS** submitted true copies of originals going back to the beginning. **10/06/20:** **RG** received them. **11/03/20:** Falvo's is being corrected. **RG:** Subs should not skip numbers for weeks when they aren't on site unless blank pages are submitted for those weeks. **JJ:** Wording on certification of wage reports is acceptable. **12/01/20:** Wage reports for last month were up to date. Steel wage report is needed for this month. **01/05/21 DS** delivered wage reports to **RG**

0.8 Section 3:  
that emails **RG** for prospective workers. **DS** will try to get sign up on trailer this week. **09.01.20:** **RG** has been hitting housing authority site with notices. **DP** has a contact, Julian, who live in town. **DS** is missing Section 3 forms for Schindler and Gotham. **DS** to copy **RM** when things are sent to NJHMFA. Email contractor log. **10/06/20:** Corrections were made. Still working on Schindler's. **11/03/20:** Post cards are being sent out twice a month since Aug. to advertise. More Section 3 workers are needed. A second worker was found but documentation is needed. **RG** or **DP** to sign. **12/01/20:** **RG** needs Section 3 reports. Two new hires will qualify. **DP** is working on getting a local contractor for trim certified. **01/05/21 DS** delivered DUNNS report, New Hire Report, Section 3 reports and Davis Bacon. A local trim carpenter will be used for door trim.

### Work Completed/ In Progress:

- Roof complete
- Framing complete except at stair roof/ 6th St. bump-out
- Generator pad was poured and generator set.
- Mech rough-ins in progress
- Tyvek 70% complete
- Brickwork in progress (weather must be 34 degrees and rising)
- Louvers on site
- Cast stone delivered
- Overhead door ordered

### Projected Work:

- Rough inspections for plumbing, electrical and fire sprinklers scheduled for next week.
- Siding to begin after brick is up.

-Installation of split system rooftop units to start next week.

## Attached

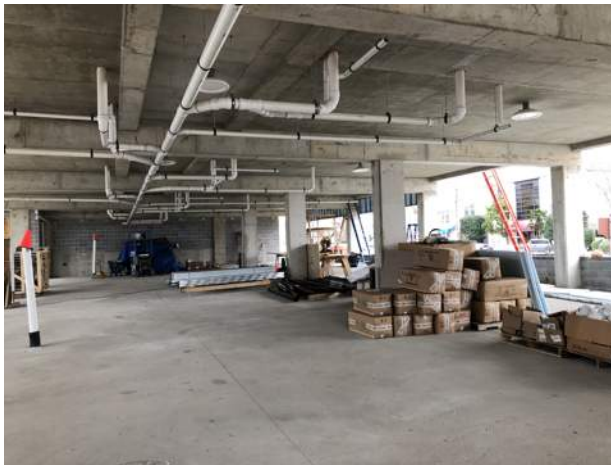
- Photos

## Meeting Schedule

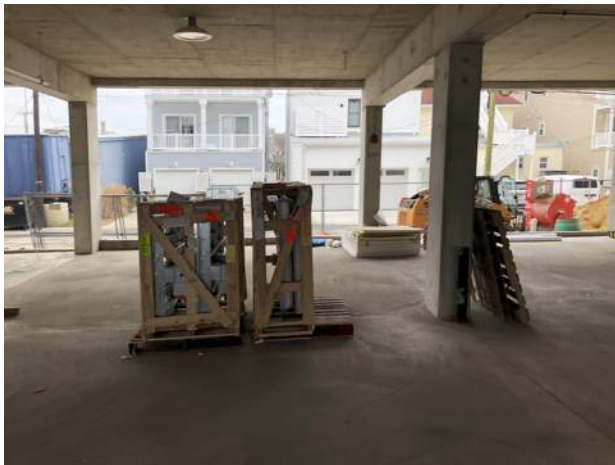
Next Meeting: **February 02, 2021 at 10:30 am:**

#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
<b>#10</b>	<b>02/02/21</b>	<b>10:30 am</b>
#11	03/02/21	10:30 am
#12	04/06/21	10:30 am











Wed 11/25/20

ID	Task Name	Duration	Physical % Complete	Start	Finish	Qtr 2, 2020 Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep											
1	<b>SPEITEL COMMONS</b>	261 days	0%	Fri 5/1/20	Fri 4/30/21												
2	<b>BUILDING</b>	261 days	0%	Fri 5/1/20	Fri 4/30/21												
3	✓ Mobilization Demo & Tree Removal	11 days	0%	Fri 5/1/20	Fri 5/15/20	Mobilization Demo & Tree Removal											
4	✓ Concrete Inclusions	10 days	0%	Mon 5/18/20	Fri 5/29/20	Concrete Inclusions											
5	✓ Demo Parking Lot	4 days	0%	Mon 6/1/20	Thu 6/4/20	Demo Parking Lot											
6	✓ Build Pad	5 days	0%	Fri 6/5/20	Thu 6/11/20	Build Pad											
7	✓ Elevator Pit Footings	3 days	0%	Mon 6/15/20	Wed 6/17/20	Elevator Pit Footings											
8	✓ Elevator Pit Walls	3 days	0%	Thu 6/18/20	Mon 6/22/20	Elevator Pit Walls											
9	✓ Footings and Foundation	25 days	0%	Mon 6/15/20	Fri 7/17/20	Footings and Foundation											
10	✓ Podium	25 days	0%	Mon 8/17/20	Fri 9/18/20	Podium											
11	✓ Elevator/ Stairtower Block Walls	30 days	0%	Mon 10/5/20	Fri 11/13/20	Elevator/ Stairtower Block Walls											
12	✓ Building Layout	1 day	0%	Fri 10/2/20	Fri 10/2/20	Building Layout											
13	✓ Frame 1st Floor	3 days	0%	Mon 10/5/20	Wed 10/7/20	Frame 1st Floor											
14	✓ Joist and Deck	4 days	0%	Thu 10/8/20	Tue 10/13/20	Joist and Deck											
15	✓ Frame 2nd Floor	3 days	0%	Wed 10/14/20	Fri 10/16/20	Frame 2nd Floor											
16	✓ Joist and Deck	4 days	0%	Mon 10/19/20	Thu 10/22/20	Joist and Deck											
17	✓ Frame 3rd Floor	3 days	0%	Fri 11/6/20	Tue 11/10/20	Frame 3rd Floor											
18	Set Roof Trusses / Sheath	8 days	0%	Fri 11/20/20	Tue 12/1/20	Set Roof Trusses / Sheath											
19	Roofing	8 days	0%	Wed 12/2/20	Fri 12/11/20	Roofing											
20	Set Interior Stairs	8 days	0%	Mon 12/14/20	Wed 12/23/20	Set Interior Stairs											
21	Tyvek Wrap	3 days	0%	Mon 12/14/20	Wed 12/16/20	Tyvek Wrap											
22	Windows & Exterior Doors	8 days	0%	Thu 12/17/20	Mon 12/28/20	Windows & Exterior Doors											
23	Brick	25 days	0%	Tue 12/22/20	Mon 1/25/21	Brick											
24	Siding	25 days	0%	Tue 1/5/21	Mon 2/8/21	Siding											
25	Pre Rock	4 days	35%	Wed 12/2/20	Mon 12/7/20	Pre Rock											
26	HVAC Rough-in 1st	9 days	0%	Wed 12/2/20	Mon 12/14/20	HVAC Rough-in 1st											
27	HVAC Rough-in 2nd	10 days	0%	Tue 12/15/20	Mon 12/28/20	HVAC Rough-in 2nd											
28	HVAC Rough-in 3rd	10 days	0%	Tue 12/29/20	Mon 1/11/21	HVAC Rough-in 3rd											
29	Plumbing Rough-in 1st	8 days	90%	Fri 12/4/20	Tue 12/15/20	Plumbing Rough-in 1st											
30	Plumbing Rough-in 2nd	9 days	85%	Wed 12/16/20	Mon 12/28/20	Plumbing Rough-in 2nd											
31	Plumbing Rough-in 3rd	9 days	0%	Tue 12/29/20	Fri 1/8/21	Plumbing Rough-in 3rd											
32	Fire Sprinkler Rough-in 1st	9 days	0%	Fri 12/4/20	Wed 12/16/20	Fire Sprinkler Rough-in 1st											
33	Fire Sprinkler Rough-in 2nd	10 days	0%	Thu 12/17/20	Wed 12/30/20	Fire Sprinkler Rough-in 2nd											
34	Fire Sprinkler Rough-in 3rd	10 days	0%	Thu 12/31/20	Wed 1/13/21	Fire Sprinkler Rough-in 3rd											
35	Electrical Rough-in 1st	7 days	90%	Mon 12/14/20	Tue 12/22/20	Electrical Rough-in 1st											
36	Electrical Rough-in 2nd	10 days	90%	Wed 12/23/20	Tue 1/5/21	Electrical Rough-in 2nd											
37	Electrical Rough-in 3rd	10 days	0%	Wed 1/6/21	Tue 1/19/21	Electrical Rough-in 3rd											
38	Rough MEP Inspections	5 days	0%	Mon 1/11/21	Fri 1/15/21	Rough MEP Inspections											
39	Firestopping	12 days	0%	Wed 12/23/20	Thu 1/7/21	Firestopping											



Wed 11/25/20

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	Sep
40	Rough Frame Inspection	3 days	0%	Fri 1/8/21	Tue 1/12/21																		
41	Insulation 3rd	6 days	0%	Wed 1/13/21	Wed 1/20/21																		
42	Insulation 2nd	6 days	0%	Thu 1/21/21	Thu 1/28/21																		
43	Insulation 1st	6 days	0%	Fri 1/29/21	Fri 2/5/21																		
44	Insulation Inspections	11 days	0%	Thu 1/21/21	Thu 2/4/21																		
45	Hang / Finish Sheetrock 3rd	15 days	0%	Mon 1/25/21	Fri 2/12/21																		
46	Hang / Finish Sheetrock 2nd	15 days	0%	Tue 2/2/21	Mon 2/22/21																		
47	Hang / Finish Sheetrock 1st	15 days	0%	Wed 2/10/21	Tue 3/2/21																		
48	Elevator Rough -in	10 days	0%	Wed 3/3/21	Tue 3/16/21																		
49	Rough Trim Installation 3rd	5 days	0%	Wed 2/10/21	Tue 2/16/21																		
50	Rough Trim Installation 2nd	5 days	0%	Thu 2/18/21	Wed 2/24/21																		
51	Rough Trim Installation 1st	5 days	0%	Fri 2/26/21	Thu 3/4/21																		
52	Prep and Prime Paint Coat 3rd	8 days	0%	Fri 2/12/21	Tue 2/23/21																		
53	Prep and Prime Paint Coat 2nd	8 days	0%	Mon 2/22/21	Wed 3/3/21																		
54	Prep and Prime Paint Coat 1st	8 days	0%	Tue 3/2/21	Thu 3/11/21																		
55	Hard Flooring 3rd	8 days	0%	Fri 2/19/21	Tue 3/2/21																		
56	Hard Flooring 2nd	8 days	0%	Mon 3/1/21	Wed 3/10/21																		
57	Elevator Installation	30 days	0%	Mon 3/1/21	Fri 4/9/21																		
58	Hard Flooring 1st	7 days	0%	Tue 3/9/21	Wed 3/17/21																		
59	Cabinets and Countertops 3rd	5 days	0%	Wed 3/3/21	Tue 3/9/21																		
60	Cabinets and Countertops 2nd	5 days	0%	Thu 3/11/21	Wed 3/17/21																		
61	Cabinets and Countertops 1st	5 days	0%	Thu 3/18/21	Wed 3/24/21																		
62	Deliver Appliances	3 days	0%	Wed 3/10/21	Fri 3/12/21																		
63	Final MEP's 3rd	15 days	0%	Wed 3/10/21	Tue 3/30/21																		
64	Final MEP's 2nd	15 days	0%	Thu 3/18/21	Wed 4/7/21																		
65	Final MEP's 1st	13 days	0%	Thu 3/25/21	Mon 4/12/21																		
66	Carpentry Final	18 days	0%	Wed 3/10/21	Fri 4/2/21																		
67	Elevator Final	10 days	0%	Tue 4/6/21	Mon 4/19/21																		
68	Paint Final 3rd	8 days	0%	Wed 3/24/21	Fri 4/2/21																		
69	Paint Final 2nd	8 days	0%	Thu 4/1/21	Mon 4/12/21																		
70	Paint Final 1st	7 days	0%	Tue 4/6/21	Wed 4/14/21																		
71	Carpet 3rd	7 days	0%	Mon 3/29/21	Tue 4/6/21																		
72	Carpet 2nd	7 days	0%	Tue 4/6/21	Wed 4/14/21																		
73	Carpet 1st	6 days	0%	Thu 4/8/21	Thu 4/15/21																		
74	Clean / Punch Out 3rd	7 days	0%	Thu 4/1/21	Fri 4/9/21																		
75	Clean / Punch Out 2nd	7 days	0%	Fri 4/9/21	Mon 4/19/21																		
76	Clean / Punch Out 1st	7 days	0%	Mon 4/12/21	Tue 4/20/21																		
77	Energy Star Inspections	5 days	0%	Thu 4/15/21	Wed 4/21/21																		
78	Final Inspections	8 days	0%	Wed 4/21/21	Fri 4/30/21																		

Program Statistics Report      10/2020 - 9/2021		2020 DEC	2020 NOV	2020 OCT
<b><u>Tenant Accounts Receivable</u></b>				
Number of "non-payment of rent" cases referred to the solicitor		0	0	0
<b><u>Tenant Relations</u></b>				
Total number of units to be inspected in fiscal year		121	121	121
Number of inspections completed this mo. - all sites (include BB		0	61	1
Total number of units inspected year-to-date - all sites		62	62	1
<b><u>Occupancy</u></b>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		n/a	n/a	n/a
Annual Unit Turnaround Time (For Fiscal Year)		635	635	0
Monthly - Number of Vacancies Filled (this month)		0	1	0
Monthly - Average unit turnaround time in days for Lease up		0	635	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		0	13	0
PIC Score		86.34%	97.44%	97.44%
<b><u>Vacancies - At end of Month</u></b>				
Bay View Manor		5	3	4
Peck's Beach Senior		0	0	0
Peck's Beach Family		1	1	1
Total		6	4	5
Occupancy Rate		97.41%	96.64%	95.80%
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>				
Total Hours (Summarized Quarterly)		15	15	0
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)		2.5	2.5	0
<b><u>Rent Roll</u></b>				
Bay View Manor - Elderly/Disabled		\$ 17,571	\$ 18,448	\$ 18,948
Peck's Beach - Elderly/Disabled		\$ 6,892	\$ 6,892	\$ 6,892
Peck's Beach - Family		\$ 18,187	\$ 18,187	\$ 19,198
Total Rent Roll		\$ 42,650	\$ 43,527	\$ 45,038
<b><u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u></b>				
Families - Ocean City Preference		14	12	12
Families - No Ocean City Preference		194	97	97
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		41	42	42
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		282	285	285
<b><u>Maintenance Department</u></b>				
Average work order turnaround time in days - Tenant Generated		0.9	0.26	0.4
Total Tenant Generated Work Orders		5	5	12
Number of routine work orders written this month		97	143	134
Number of outstanding work orders from previous month		39	39	46
Total number of work orders to be addressed this month		141	187	194
Total number of work orders completed this month		89	144	134
Total number of work orders left outstanding		52	43	39
Number of emergency work orders written this month		0	0	2
Total number of work orders written year-to-date		398	296	148
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,		0	0	0
<b><u>Real Estate Assessment Center (REAC) Scores</u></b>				

Program Statistics Report      10/2020 - 9/2021		2020 DEC	2020 NOV	2020 OCT
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 December 31, 2020**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 12/31/2020 \$577,445.23

*2020 Capital Fund Balance for PH (pbfamily)* \$1,128.00

Add: A/R-Tenants 12/2020	Current	\$31,925.28
	Past	\$6,250.02

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - Sept/Oct/Nov/Dec 2020 - City of OC CDBG Grant - Acenda (4 invo	\$7,301.93
Reimbursement for BVM Fire Alarm System Replacement - City of OC - Hughes Electric (2 invoices)	\$16,876.00
Reimbursement for A/E billing for BVM Rehab - City of OC - Haley Donovan (1 invoice)	\$31,500.00
Reimbursement for Builder's Risk Policy for Speitel Manor - NJHMFA to Reimburse	\$10,370.50

Less: Bill List payments -Jan 2021 (\$107,495.49)

Accrued Expenses - Total from detail below (\$36,115.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	105,200.00	3	26,300.00
Bad Debt	5,000.00	3	1,250.00
Comp Absences	5,000.00	3	1,250.00
P.I.L.O.T.	29,260.00	3	7,315.00
Net Accrual	144,460.00		36,115.00

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

Net Cash Balance \$339,186.47

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 65,923	8.76	Months
Per Day	\$ 2,197	154	Days



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

**RESOLUTION NO. 2021-01  
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 \$107,495.49.

**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:** January 19, 2021

**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 January 19, 2021 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 - JANUARY 2021**

**BANK: COCC**

Check #	Vendor	Invoice Notes	Total Amount
379	ACENDA INC	Resident wellness svcs. - Dec 2020	1,636.86
380	ACE PLUMBING	Maint Supplies	369.51
381	ADVANCED ENVIRO SYSTEMS	Trash Compactor maint	475.00
382	ATLANTIC CITY ELECTRIC	Electric svc - Dec 2020	13,495.09
383	AT&T	Elevator phone svc. - Nov 2020	117.15
384	LINDA AVENA	Accounting Svcs - Jan 2021	1,541.67
385	CALL EXPERTS	Answering Svc - Jan 2021	86.42
386	CARASOFT TECH CORP	11/2020 - 9/2021 Tnt screening monthly svc fees	110.00
387	CLEAN SWEEP SVCS	BVM Cleaning - Dec 2020	1,850.00
388	COMCAST	Internet Svc	244.57
389	COPIER PLUS	Contract charge for copier - Jan 2021	20.00
390	THE DAILY JOURNAL	11/17 Mtg notice	38.20
391	DELTA DENTAL	Dental insurance coverage - Jan 2021	174.02
392	DRAIN DOCTOR	Plumbing Svcs	320.00
393	FLORENCE DRISCOLL	Tenant Services - Jan 2021	200.00
394	FEDERAL EXPRESS	Overnight postage	60.51
395	EISENSTAT, GABAGE & FURMAN	Legal services	705.00
396	GLEN O. STULL	Medicare Reimb - Jan 2021; Prescription reimb	690.17
397	ASHLEY HARRIS	BVM Cleaning - Jan 2021	200.00
398	ROBERT HARRIS	Recyclables removal & trash room cleaning - Jan 2021	200.00
399	HUMANA INSURANCE	Feb 2021 prescription - retiree	66.50
400	INTEGRATED SYSTEMS ASSOCIATES	IT Consultant	1,268.75
401	JOHN SPITZ	Medicare Reimb - Jan 2021; Prescription reimb	852.78
402	LENEGAN PLUMBING & HEATING	Plumbing Svcs	2,470.00
403	NJ AMERICAN WATER	Water - Dec 2020	6,863.85
404	NJ JIF	Insurance premium - 1st installment	44,106.00
405	OMEGA PEST MGMT	Pest Control	588.50
406	THE PRESS OF ATLANTIC CITY	11/17 Mtg notice	93.16
407	ROBERT L. ROWELL	Maintenance Labor-Grounds - Jan 2021	200.00
408	SOUTH JERSEY WEB DESIGN	Website changes	159.94
409	SUPERIOR VISION	Vision coverage - Feb 2021	19.71
410	US BANK EQUIPMENT FINANCE	Contract charge for copier - Dec 2020	200.51
411	VERIZON DSL	Fax & phone lines for Dec 2020	143.10
412	VERIZON WIRELESS	Maint cell phone - Dec 2020	51.09
413	VINELAND HOUSING AUTHORITY	Mgmt Svcs; Postage reimb; Office coverage reimb - Dec 2020	18,365.20
414	WALLACE HARDWARE	Maint Supplies	8.03
192496325010	HORIZON BCBS OF NJ	Health Benefits Premium - Jan 2021	2,649.10
	<b>TOTAL JANUARY DISBURSEMENTS (sturcocc)</b>		<b>\$ 100,640.39</b>
	<b>PAYROLL -12/2020</b>		<b>\$ 4,267.90</b>
	<b>PAYROLL TAXES - 12/2020</b>		<b>\$ 1,985.45</b>
	<b>ADP PAYROLL PROCESSING FEES - 12/2020</b>		<b>\$ 278.72</b>
	<b>PENSION -12/2020</b>		<b>\$ 256.78</b>
	<b>PNC BANK FEE -12/2020</b>		<b>\$ 66.25</b>
	<b>TOTAL BILL LIST - JANUARY 2021</b>		<b>\$ 107,495.49</b>



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

**RESOLUTION NO. 2021-02  
A Resolution Designating an Official Newspaper**

**WHEREAS**, the Housing Authority of City of Ocean City must by statutory law publish various items in order to comply with said requirements of statutory law; and

**WHEREAS**, it is the desire of the City of Ocean City Housing Authority to designate an official newspaper for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Ocean City desires to designate the Atlantic City Press and the Daily Journal of Vineland as the official newspapers for this this purpose.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Ocean City hereby designates the Atlantic City Press and the Daily Journal of Vineland as its official newspapers for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items pursuant to New Jersey statues, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publication.

**ADOPTED:** January 19, 2021

***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 January 19, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: \_\_\_\_\_

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

**Resolution #2021-03**

**Resolution Adopting Revisions to the  
The Public Housing Admissions and Continued Occupancy Policy**

**WHEREAS**, the Housing Authority of the City of Ocean City is required by the U.S. Department of Housing and Urban Development to have Admissions and Continued Occupancy Policy (ACOP) for its Public Housing Program, and

**WHEREAS**, said plan and policy outline the objectives and program functions for the Public Housing Program; and

**WHEREAS**, this revision to the ACOP is to update the Waiting List Preferences; and

**WHEREAS**, Waiting List Preferences allow for certain qualified applicants to move through the waiting list more quickly; and

**WHEREAS**, the current Waiting List Preferences include - Ocean City Resident; Working in Ocean City; Elderly/Disabled; and Handicap; and

**WHEREAS**, this update to the ACOP will add an additional "Veteran" preference; and

**WHEREAS**, the "Veteran" preference is defined as a Head of Household that was honorably or generally discharged following active-duty service in the U.S Army, Navy, Air Force, Marine Corps, or Coast Guard and

1. Served on active duty during a war;
2. Served during the Korean War (April 28, 1952 to July 1, 1955);
3. Served for a least 180 consecutive days between January 31, 1955 to October 15, 1976, not including National Guard or reserve service;
4. Served during the Gulf War (August 2, 1990 to January 2, 1992);
5. Served for at least 180 consecutive days between September 11, 2001 and August 31, 2020 (the end of Operation Iraqi Freedom);
6. Have an established service-connected disability or receive compensation, disability retirement benefits, or veterans' pension benefits; or
7. Were discharged because they were their family's sole surviving child and other family members had died while serving in the armed forces (5 USC 2108).

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Ocean City adopt the revised Admissions and Continued Occupancy Policy for the Public Housing Program.

**ADOPTED:** January 19, 2021

**VOTE:**

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

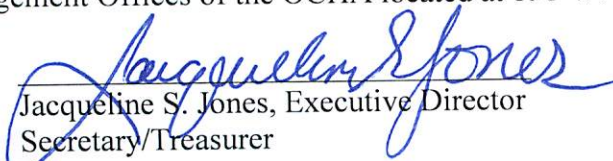
OCEAN CITY HOUSING AUTHORITY

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 January 19, 2021 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  
County of Cape May  
State of New Jersey**

**RESOLUTION NO. 2021-04  
RESOLUTION AUTHORIZING CONDITIONAL  
PAYMENT OF ADDITIONAL COMPENSATION TO THE  
HOUSING AUTHORITY OF THE CITY OF VINELAND**

**WHEREAS**, the Housing Authority of the City of Ocean City and the Housing Authority of the City of Vineland have entered into a management agreement whereby management of the City of Ocean City Housing Authority has been provided and continues to be provided by the Housing Authority of the City of Vineland; and

**WHEREAS**, the Housing Authority of the City of Vineland under its management agreement with the Housing Authority of the City of Ocean City has performed extraordinarily well causing a substantial increase in the income of the Housing Authority of the City of Ocean City, a reduction in the expenses of the Housing Authority of the City of Ocean City and the redevelopment efforts pertaining to the building of Speitel Commons and the refurbishment of Bayview Manor; and

**WHEREAS**, as a result of the above, for the fiscal year beginning October 1, 2019 and ending September 30, 2020 a substantial surplus of income over expenses was realized; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Ocean City has determined that an additional payment over and above those monies payable to the Housing Authority of the City of Vineland pursuant to the management agreement should be paid by the Housing Authority of the City of Ocean City to the Housing Authority of the City of Vineland in consideration for the extraordinary services provided by the Housing Authority of the City of Vineland; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Ocean City has further determined that the amount of the additional payment should be \$10,000.00 with the condition that the Housing Authority of the City of Vineland shall pay to its Executive Director, Jacqueline S. Jones, \$5,000.00 of the \$10,000.00 to be paid by the Housing Authority of the City of Ocean City to the Housing Authority of the City of Vineland; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Ocean City has further determined that the remaining \$5,000.00 should be paid by the Housing Authority of the City of Ocean City to the Housing Authority of the City of Vineland on the condition that it be distributed by Jacqueline S. Jones, as Executive Director of the Housing Authority of the City of Vineland to those employees of the Housing Authority of the City of Vineland who performed services to the Housing Authority of the City of Ocean City at the sole discretion of Jacqueline S. Jones as Executive Director of the Housing Authority of the City of Vineland.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Housing Authority of the City of Ocean City shall pay additional compensation to the Housing Authority of the City of Vineland in the amount of \$10,000.00 upon the conditions stated herein. The payment of \$10,000.00 by the Housing Authority of the City of Ocean City to the Housing Authority to the City of Vineland is conditioned upon the Board of Commissioners of the Housing Authority of the City of Vineland authorizing and approving payment of \$5,000.00 to Jacqueline S. Jones;
2. Payment of \$10,000.00 is further conditioned upon the approval of the Board of Commissioners of the Housing Authority of the City of Vineland of payment of the remaining \$5,000.00 to be distributed to the employees of the Housing Authority of the City of Vineland who provided services to the Housing Authority of the City of Ocean City with distribution to those employees and in amounts to be determined at the sole discretion of Jacqueline S. Jones as Executive Director of the Housing Authority of the City of Vineland.

3. It is further resolved that, in the event the Housing Authority of the City of Vineland does not authorize payments as stated herein, the authorized payment of \$10,000.00 to the Housing Authority of the City of Vineland shall be null and void.


**ADOPTED:** January 19, 2021

**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 January 19, 2021 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  
County of Cape May  
State of New Jersey**

**RESOLUTION NO. 2021-05  
Resolution Approving Change Orders for  
Construction of Speitel Commons at Bayview Manor**

**WHEREAS**, the Ocean City Housing Authority solicited an Invitation for Bids for construction of four-story residential apartment building consisting of three stories of wood frame residential over one-story of reinforced concrete frame parking/utility to be known as Speitel Commons at Bayview Manor; and

**WHEREAS**, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

**WHEREAS**, the lowest responsible bidder for this project is **Gary F. Gardner, Inc. - 624 Gravelly Hollow Road; Medford, New Jersey 08055** with a bid amount of **\$6,916,506**; and

**WHEREAS**, the contract for construction was awarded to **Gary F. Gardner, Inc. - 624 Gravelly Hollow Road; Medford, New Jersey 08055 with Resolution 2019-26 at the June 25, 2019 board meeting**; and

**WHEREAS**, change orders are necessary to provide value engineering efficiencies, support changes that provide betterments realized during construction and to provide continuity of products for operational purpose; and

**WHEREAS**, the aforementioned change orders number 1 through 8 total **(\$61,999.37)** and are described and attached herein; and


**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby accepts the change orders of **(\$61,999.37)** for the construction of **Speitel Commons at Bayview Manor**.

**ADOPTED:** January 19, 2021

**VOTE:**

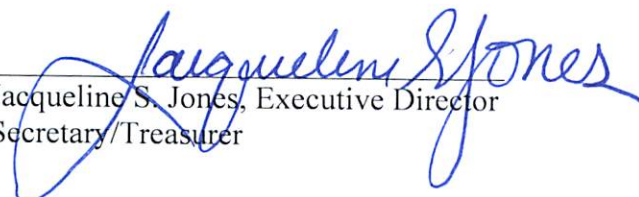
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY:   
Robert Barr, Chairperson

**ATTESTATION:**

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

**Speitel Commons**

updated 1/16/2021

<u>PCO #</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Amount Approved</u>	<u>ACO#</u>	<u>Rejected</u>
1	4/20/2020	Reduction in contract amount for sales tax	\$ (50,000.00)	\$ (50,000.00)	1	
2	4/20/2020	Spray Foam, Siding & Flooring Change	\$ (59,975.00)	\$ (59,975.00)	2	
3	1/16/2021	Add Light Fixtures Parking Garage	\$ 2,575.80			
4	1/16/2021	Add Heat Trace To Plumbing Traps	\$ 6,868.80			
5	1/16/2021	Add Conduit Between Buildings	\$ 4,587.81			
6	1/16/2021	Door and Hardware Changes	\$ 11,118.30			
7	1/16/2021	Laundry Room and Lobby Borrowed Light Frames & Glass	\$ 16,405.46			
8	1/16/2021	Camera Additions and Upgrades	\$ 6,419.46			
9		Concrete Testing Reimbursibles				
10		Protection To Exterior Walls Parking Garage				

**TOTAL****\$ (61,999.37)**