

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 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
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 4th Street location on the 24th 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 31st. 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 10th. 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