

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



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

December 9, 2020

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, December 15, 2020, via video-conference at 3:00 pm from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, December 15, 2020
3:00 p.m.

Via Video-Conference

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on November 17, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports – Election of Officers
– Development Committee - Scott Halliday, Projects Update
9. Old Business
10. New Business
11. Resolutions:
 - # 2020-51 Approval of Monthly Expenses (**revised**)
 - # 2020-52 Appoint PHA-JIF Commissioner
 - # 2020-53 Approve 2021 Board Meeting Dates
 - # 2020-54 Appoint Risk Management Consultant
 - # 2020-55 Adopting Protection and Safe Treatment of Minors Policy
 - # 2020-56 Revisions to the Public Housing Admissions and Continued Occupancy Policy
 - # 2020-57 Approving One-Time Compensation Bonus to Authority Employee Related to Exceptional Performance during the Authority's Response to the COVID-19 Pandemic
- 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

November 17, 2020 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held November 17, 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	(arrived 3:04 p.m.)
Commissioner Patricia Jackson	(absent)
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 October 20, 2020. A motion was 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Commissioner Robert Henry entered the meeting.

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the one month ended October 31, 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones provided an update from her written report. Speitel Commons schedule was attached to the Board Packet. She wanted to point out they are off schedule slightly on installing the trusses due to the rain and wind. The trusses must be installed via crane and the power lines are very close to the building, which has contributed to the delay. The trusses will be completed when the weather cooperates. In the meantime, there is some activity with the plumbing and the electrical rough ins, which is now ahead of schedule. There is no concern about the schedule at this time.

Mrs. Jones has been contacted by the Cape May County Department of Health for a mobile testing site for COVID-19. She does not have all the details yet. The testing will be conducted in early December at one of the Authority's properties.

In December, the Authority normally has a holiday party for its elderly residents and unfortunately the Authority will not be able to do that this year due to COVID. Mrs. Jones would like to suggest is that the Authority offer a gift card to each of our residents and this time include the families which normally participate in the holiday party. Mrs. Jones is suggesting a \$25 gift card to the Acme for each head of household and then add \$10 for each additional family member in the household. This would be approximately \$3,570. This would be sent out to each family with a holiday card signed from the Commissioners and Staff. The gift card numbers would be tracked based on who received them for auditing purposes. Commissioner Halliday asked what the Authority would normally spend on the holiday party. Mrs. Jones stated approximately \$2,000 but it was just for the seniors and did not include the families. If the families would have been included with the seniors for the holiday party it would probably be at least the \$3,570 if not closer \$4,000. Commissioner Halliday stated considering the State of the Country he believes it is the right thing to do. The Board agreed. Chairman Barr stated there is activity underway by folks in town through Ways of Caring and Toys for Tots and trying to include Authority residents in this Holiday give program. An initial meeting was held today and they will be reaching out to the Fire Chief to try to do something for all 50 children that are in the Authority's family housing units. Chairman Barr will get back to the Authority with more details for possible participation.

Mrs. Jones stated last month Commissioner Halliday asked for some of the efficiencies that the Authority has realized in the last few years through the Vineland Housing Authority relationship. Mrs. Jones had mentioned last month that she would bring that to the Board in December by that time the year end of 2020 would be complete and several years of data would be available to analyze. Mrs. Jones will report on this next month.

Commissioner Mumman asked in regard to the COVID mobile testing if it would be the instant test or the send out test. Mrs. Jones does not know yet, but from what she has heard in Cape May County it is the rapid test.

Commissioner Henry asked how much slack time is in the budget on the construction schedule and how much of that slack time has been used up already. Mrs. Jones stated she cannot answer right now but can discuss next month. As she mentioned earlier, the plumbing and electrical rough-in have started, which were not scheduled until December. Multiple trades are on site to keep the project on schedule – some are ahead and some are behind. More information will be known next month.

Commissioner Broadley commented he is aware in the past the Exchange Club has adopted families that were having trouble at Christmas. He asked Mrs. Jones is she becomes aware of any to let him know and he will help facilitate that.

Motion to approve the Executive Director's Report 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Committee Reports – Chairman Barr stated the Development Committee will soon be scheduling a meeting to get the latest update on the Speitel building and other matters.

He would also like to announce since it is the month of November the Re-Organization Committee needs to be formed. He stated Commissioner Mumman will Chair this committee. Chairman Barr and Vice Chairman Halliday will also be on the committee. They will be meeting the week after Thanksgiving and will speaking with each commissioner about their thoughts to determine a slate of officers for 2021.

Old Business – None.

New Business – Chairman Barr reported as everyone is probably aware the 9th Street Acme recently caught on fire over the weekend. The City of Ocean City, the County along with other interested parties in town are attempting to put together some sort of transportation for the residents to another food store. They are aware this is a serious issue for the residents as most of them shop there. They will need transportation to the 34th Street Acme to have their needs met.

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

Resolution #2020-48
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$141,089.56. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones reported there is a slightly updated bill list, but nothing unusual other than paying Haley Donovan \$67,500 for architectural/engineering work for Bayview Manor. The City will be reimbursing the Authority this amount. Also, on the Bill List is a payment for Ascenda for October, which will also be reimbursed. The Administration has been requested to highlight items that are going to be reimbursed and this will begin next month. The following vote was taken:

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

Resolution #2020-49
Resolution Authorizing Funding to the Ocean City Community Development Corporation

Chairman Barr called for a motion to approve Resolution #2020-49. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones reported a couple of months ago it was discussed to fund the OCCDC \$1,000 to pay for some incidental expenses until some income starts to come into that corporation. However, this was discussed in the OCCDC meeting and it was not discussed in the OCHA meeting. This resolution is to get the proper approval for this \$1,000 in the proper meeting. Commissioner Henry asked if this amount in a form of a loan or if it was equity. Mrs. Jones stated it will be in the form of a loan and will come back to the OCHA. The following vote was taken:

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

Resolution #2020-50
Approving Expenditures for Bayview Manor Electrical Panel Replacements

Chairman Barr called for a motion to approve Resolution #2020-50. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller explained this was round two of bidding for the electrical panel replacements at Bayview Manor (61 units). Two bids were received. Electri-Tech Inc. was the lowest most responsible bidder. Commissioner Broadley asked if the second bidder was close. Ron stated the bids were \$14,000 apart. Commissioner Halliday asked if the re-bid scope was the same or if it had changes in the scope of work. Ron reported it was nearly identical except for the required missing documents inserted this time. The following vote was taken:

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

There is no need for Executive Session tonight.

No public comments. Charles Gabage wished everyone a Happy Thanksgiving. Chairman Barr wished everyone a happy and healthy Thanksgiving and to stay safe. It is a tough time right now but be thankful for the small things lucky enough to have. Commissioner Halliday asked everyone to stay safe and wished everyone a Happy Thanksgiving. Commissioner Mumman stated that driving by Speitel Manor that it is impressive on how quickly they are working and to see the changes on a weekly basis. Good work on the crew there and it is looking good.

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 Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:30 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report

Month Ending: Nov 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		ANNUAL	THRU	THRU		ANNUAL	THRU	THRU	
BUDGET	November	November	November		BUDGET	November	November		BUDGET	November	November		BUDGET	November	November	
INCOME																
DWELLING RENTAL	\$ 540,060	\$ 90,010	\$ 87,880	\$ (2,130)	\$ 229,840	\$ 38,307	\$ 37,722	\$ (585)	\$ 220,000	\$ 36,667	\$ 36,374	\$ (293)	\$ 90,220	\$ 15,037	\$ 13,784	\$ (1,253)
OTHER TENANT-EXCESS UTILITIES	6,810	2,292	2,234	(58)	6,810	2,292	2,234	(58)	-	-	-	-	-	-	-	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 92,302	\$ 90,114	\$ (2,188)	\$ 236,650	\$ 40,599	\$ 39,956	\$ (643)	\$ 220,000	\$ 36,667	\$ 36,374	\$ (293)	\$ 90,220	\$ 15,037	\$ 13,784	\$ (1,253)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 16,360	\$ 65,708	\$ 49,348	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 16,360	\$ 18,266	\$ 1,906	\$ -	\$ -	\$ -	\$ -
PBV HAP SUBSIDY	342,240	57,040	21,424	(35,616)	196,240	32,707	-	(32,707)	-	-	-	-	146,000	24,333	21,424	(2,909)
HUD CAPITAL FUNDS-OPERATIONS	50,260	-	-	-	-	-	-	-	50,260	-	-	-	-	-	-	-
CDBG INCOME	40,000	6,666	1,947	(4,719)	20,000	3,333	974	(2,360)	10,000	1,667	643	(1,024)	10,000	1,666	331	(1,335)
TOTAL HUD FUNDING	\$ 530,660	\$ 80,066	\$ 89,079	\$ 9,013	\$ 216,240	\$ 36,040	\$ 48,416	\$ 12,376	\$ 158,420	\$ 18,027	\$ 18,909	\$ 882	\$ 156,000	\$ 25,999	\$ 21,755	\$ (4,244)
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 17	\$ 17	\$ 1	\$ -	\$ -	\$ 1	\$ 1	\$ -	\$ -	\$ 15	\$ 15	\$ 100	\$ 17	\$ 2	\$ (14)
OTHER INCOME-LAUNDRY	6,890	1,148	1,590	442	3,880	647	672	25	2,010	335	918	583	1,000	167	-	(167)
OTHER INCOME-FRAUD RECOVERY	500	83	-	(83)	-	-	-	-	-	-	-	-	500	83	-	(83)
OTHER INCOME-MISCELLANEOUS	12,640	2,107	735	(1,371)	2,320	387	413	26	9,280	1,547	213	(1,334)	1,040	173	110	(64)
TOTAL INCOME	\$ 1,097,660	\$ 175,723	\$ 181,536	\$ 5,813	\$ 459,090	\$ 77,672	\$ 89,457	\$ 11,785	\$ 389,710	\$ 56,575	\$ 56,428	\$ (147)	\$ 248,860	\$ 41,476	\$ 35,651	\$ (5,825)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 1,500	\$ 1,500	\$ -	\$ 900	\$ 150	\$ 750	\$ 600	\$ 2,250	\$ 375	\$ 495	\$ 120	\$ 5,850	\$ 975	\$ 255	\$ (720)
ADVERTISING	1,200	200	272	72	120	20	187	167	300	50	56	6	780	130	29	(101)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 7,700	\$ 1,283	\$ 4,054	\$ 2,770	\$ 770	\$ 128	\$ 2,027	\$ 1,899	\$ 1,930	\$ 322	\$ 1,338	\$ 1,016	\$ 5,000	\$ 833	\$ 689	\$ (144)
CONSULTANTS-RAD CONVERSION	18,000	3,000	-	(3,000)	1,800	300	-	(300)	2,300	383	-	(383)	13,900	2,317	-	(2,317)
COPIER	3,500	583	426	(158)	350	58	213	154	880	147	140	(6)	2,270	378	72	(306)
DUES & PUBLICATIONS	800	133	190	57	80	13	95	82	200	33	63	29	520	87	32	(54)
OFFICE SUPPLIES	1,000	167	-	(167)	100	17	-	(17)	250	42	-	(42)	650	108	-	(108)
PHONE & INTERNET	8,610	1,435	1,433	(2)	860	143	775	632	2,150	358	434	76	5,600	933	224	(710)
POSTAGE	2,100	350	145	(205)	210	35	73	38	530	88	48	(40)	1,360	227	25	(202)
LEGAL	14,000	2,333	660	(1,673)	1,400	233	428	194	3,500	583	153	(430)	9,100	1,517	79	(1,438)
CRIMINAL BACKGROUND CHECKS	400	67	-	(67)	40	7	-	(7)	100	17	-	(17)	260	43	-	(43)
LEGAL-RAD	4,000	667	-	(667)	-	-	-	-	4,000	667	-	(667)	-	-	-	-

Commissioner's Report

Month Ending: Nov 2020



TRAVEL	200	33	-	(33)	20	3	-	(3)	50	8	-	(8)	130	22	-	(22)
TRAINING	1,000	167	380	213	100	17	190	173	250	42	125	84	650	108	65	(44)
ACCOUNTING	18,500	3,083	3,083	-	1,850	308	1,542	1,233	4,620	770	1,018	248	12,030	2,005	524	(1,481)
MANAGEMENT FEES	165,000	27,500	26,652	(848)	81,250	13,542	13,355	(186)	56,000	9,333	8,799	(534)	27,750	4,625	4,498	(127)
MISCELLANEOUS-SUNDRY	10,180	1,697	1,259	(438)	1,020	170	696	526	2,560	427	372	(55)	6,600	1,100	191	(909)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 44,198	\$ 40,053	\$ (4,145)	\$ 90,870	\$ 15,145	\$ 20,330	\$ 5,185	\$ 81,870	\$ 13,645	\$ 13,041	\$ (604)	\$ 92,450	\$ 15,408	\$ 6,683	\$ (8,726)
OTHER TENANT SERVICES	\$ 9,700	\$ 1,617	\$ 400	\$ (1,217)	\$ 970	\$ 162	\$ 400	\$ 238	\$ 2,430	\$ 405	\$ -	\$ (405)	\$ 6,300	\$ 1,050	\$ -	\$ (1,050)
TENANT SVCS - BEHAVIORAL HEALTH	40,000	6,666	1,947	(4,719)	20,000	3,333	974	(2,360)	10,000	1,667	643	(1,024)	10,000	1,666	331	(1,335)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 8,283	\$ 2,347	\$ (5,935)	\$ 20,970	\$ 3,495	\$ 1,374	\$ (2,121)	\$ 12,430	\$ 2,072	\$ 643	\$ (1,429)	\$ 16,300	\$ 2,716	\$ 331	\$ (2,385)
WATER/SEWER	\$ 88,300	\$ 16,310	\$ 6,899	\$ (9,411)	\$ 19,100	\$ 2,682	\$ 1,519	\$ (1,163)	\$ 60,700	\$ 12,294	\$ 4,735	\$ (7,559)	\$ 8,500	\$ 1,334	\$ 645	\$ (689)
ELECTRIC	109,400	16,502	5,529	(10,973)	96,000	13,838	4,493	(9,345)	9,200	2,189	689	(1,500)	4,200	475	347	(129)
GAS	49,800	7,513	2,527	(4,986)	-	-	-	-	40,800	6,338	1,693	(4,645)	9,000	1,175	834	(341)
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 40,325	\$ 14,955	\$ (25,370)	\$ 115,100	\$ 16,520	\$ 6,012	\$ (10,508)	\$ 110,700	\$ 20,821	\$ 7,117	\$ (13,704)	\$ 21,700	\$ 2,984	\$ 1,826	\$ (1,158)
MAINTENANCE LABOR	\$ 57,000	\$ 9,500	\$ 5,506	\$ (3,994)	\$ 28,500	\$ 4,750	\$ 2,753	\$ (1,997)	\$ 18,810	\$ 3,135	\$ 1,817	\$ (1,318)	\$ 9,690	\$ 1,615	\$ 936	\$ (679)
MAINT. MATERIALS	55,210	8,335	3,623	(4,712)	25,320	4,220	1,407	(2,813)	18,920	3,153	1,981	(1,173)	10,970	962	236	(726)
MAINT. CONTRACT COSTS	159,500	21,021	7,631	(13,390)	91,100	14,467	6,251	(8,216)	53,000	5,783	720	(5,063)	15,400	771	660	(111)
EMPLOYEE BENEFITS	35,230	5,872	5,730	(142)	17,610	2,935	2,865	(70)	11,630	1,938	1,890	(48)	5,990	998	974	(24)
TOTAL MAINTENANCE	\$ 306,940	\$ 44,728	\$ 22,490	\$ (22,238)	\$ 162,530	\$ 26,372	\$ 13,276	\$ (13,096)	\$ 102,360	\$ 14,010	\$ 6,408	\$ (7,602)	\$ 42,050	\$ 4,346	\$ 2,806	\$ (1,540)
INSURANCE	\$ 65,440	\$ 10,907	\$ 10,906	\$ (1)	\$ 6,550	\$ 1,092	\$ 1,092	\$ 0	\$ 24,750	\$ 4,125	\$ 4,124	\$ (1)	\$ 34,140	\$ 5,690	\$ 5,690	\$ -
FLOOD INSURANCE	39,760	7,743	7,744	1	3,500	583	584	1	19,260	3,210	3,210	-	17,000	3,950	3,950	-
BAD DEBTS	5,000	833	833	0	500	83	417	334	4,000	667	275	(392)	500	83	141	58
COMPENSATED ABSENCES	5,000	833	833	-	500	83	417	333	1,250	208	275	67	3,250	542	142	(400)
PAYMENT IN LIEU OF TAXES	29,260	4,877	4,876	(1)	11,480	1,913	2,438	525	10,930	1,822	1,609	(213)	6,850	1,142	829	(313)
PENSION	11,000	1,833	1,738	(95)	5,600	933	869	(64)	5,000	833	574	(260)	400	67	295	229
RETIREE BENEFITS	31,230	5,205	5,329	124	7,000	1,167	2,665	1,498	13,730	2,288	1,759	(530)	10,500	1,750	906	(844)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 32,232	\$ 32,260	\$ 28	\$ 35,130	\$ 5,855	\$ 8,481	\$ 2,626	\$ 78,920	\$ 13,153	\$ 11,825	\$ (1,328)	\$ 72,640	\$ 13,223	\$ 11,953	\$ (1,270)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 169,765	\$ 112,105	\$ (57,660)	\$ 424,600	\$ 67,387	\$ 49,473	\$ (17,914)	\$ 386,280	\$ 63,701	\$ 39,034	\$ (24,667)	\$ 245,140	\$ 38,678	\$ 23,599	\$ (15,079)
PROFIT	\$ 41,640	\$ 5,958	\$ 69,431	\$ 63,473	\$ 34,490	\$ 10,285	\$ 39,984	\$ 29,699	\$ 3,430	\$ (7,126)	\$ 17,394	\$ 24,520	\$ 3,720	\$ 2,798	\$ 12,052	\$ 9,254

Ocean City Housing Authority

Administrative Report

DATE: December 9, 2020

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for November 2020)

PERIOD: November 11, 2020 to December 8, 2020

Speitel Commons at Bayview Manor

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

Update: The following documents are included with Draw #8 following page 3 of 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.

Bayview Manor Renovations

Replacement of Roof System & Painting of Roof Capping

Update: The work on this project is in process.

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.

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;

COVID-19 Mobile Testing

The Cape May County Department of Health provided the opportunity for testing with their mobile COVID testing unit at the Authority's 4th Street location on Wednesday, November 24th. There may be an opportunity for additional testing using the mobile unit in the future.

Construction Related Work Opportunities at Speitel Commons

Update: The below information regarding Section 3 work opportunities will remain in this report at least through December for reference purposes.

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. 4th 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

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Brian Broadley	Completed;
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	Completed

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY
Construction Draw Schedule

	Budget		CUMULATIVE DRAW	CURRENT DRAW	SUB- TOTAL	Remaining Budget
<u>ACQUISITION COSTS</u>						
Relocation	40,000		0	0	0	40,000
<u>CONSTRUCTION COSTS</u>	Line Item Sub-Total:	40,000				
Residential Structures	6,006,440		2,571,164	544,812	2,571,164	3,435,276
Surety & Bonding	69,165		62,249	0	62,249	6,917
General Requirements	360,386		158,982	35,678	158,982	201,404
Contractor Overhead & Profit	480,515		209,259	47,571	209,259	271,257
<u>DEVELOPER'S FEE</u>	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
<u>PROFESSIONAL SERVICES</u>	Line Item Sub-Total:	396,150				
Architect	185,000		165,699	357	165,699	19,301
Engineer	98,000		68,027	0	68,027	29,973
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		194,258	8,668	194,258	116,742
Other: Permits, Fees, CAFRA	35,648		35,648	0	35,648	0
<u>PRE-OPERATIONAL EXPENSES</u>	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				
<u>CARRYING AND FINANCING COSTS</u>			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				
TOTALS:			3,571,264	637,085	3,571,264	
TOT. BUDGETED USES:		\$8,359,156	3,571,264		3,571,264	4,787,892

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #8
Meeting Date:	12/01/20
Meeting Time	10:30 AM
Weather Conditions:	40 degrees, sun
Issue Date:	12/07/20
Revision Date:	
Reported By:	Dan Magno

Distribution (*indicates attended)

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

Construction Schedule Tracking

Start Date	05/01/2020
Contract Finish Date	05/01/2021
Construction Schedule Finish Date	05/01/2021
*Total Contract Days / * Total Construction Days	365
Days Elapsed	213
% of Contract Time / Elapsed % Construction Schedule Elapsed	58.36%
% of Work Complete per AIA G702	48.95%
Reported Weather Days	0

*Calendar days

New 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.]**
- 8.2 House Wrap: **MS** asked for clarification on house wrap. Tyvek is shown on Construction Documents.
- 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.
- 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.
- 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)

Old Business

- 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.**
- 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.**
- 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.**
- 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.
- 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.**

- 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.
- 6.3 Testing Reports: Test reports from Underwood were uploaded to share point. **DS** to email PDF's. **11/03/20**: Underwood will send results when they are complete. It will be billed as a reimbursable. **12/01/20: ITEM CLOSED**
- 5.3 New Bath Layout: A 2nd floor bath layout was revised because of conflict between concrete beam and toilet plumbing. The 3rd and 4th floors were also revised so that the plumbing stacks at this location. The new layout meets accessibility requirements. **10/06/20**: Plumbing engineer to provide revised plumbing drawings reflecting the changes. **11/03/20**: **DM** to follow up. Post meeting note: sketches were issued to Contractor on 11/5. **12/01/20: 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.

- 3.2 Street Closures: -both neighboring streets will be closed when podium is poured. Notices will be sent to neighbors. Someone will be there to allow residents to access alley but through traffic will not be permitted. **08.01.20: OPEN FOR REFERENCE 12/01/20: ITEM CLOSED**
- 0.7 Wage Reports: **DS** to confirm with Nick whether an original with a certified copy will be acceptable. **06.02.20: DS** gave **RG** first copy of certified payroll. Needs to contain the wording, "This is certified to be a true copy of the original." **07.07.20: DS** gave **RG** payroll reports. It is much administrative work to make certified copies work. Subcontractors will submit 2 originals. **RG** wants a master list with payroll number or date to make sure contractors aren't falling behind. **08.04.20: 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.
- 0.8 Section 3: Nick has requested Section 3 info. Quantity will be known after Closing. **05.05.20: RG** has advertised and hasn't had many applicants reply. **06.02.20: Still** haven't had many applicants. Some are being considered. **07.07.20: Hired** one applicant since then. **RG** and **DP** going to start advertising with sign on trailer and well as in local paper. Subcontractor can share Section 3 workers. Will appear as a new hire each time the worker moves to a different sub. **08.04.20: Phone** line was setup 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.

Work Completed/ In Progress:

- CMU complete
- 4th Floor Framing complete
- Generator delivered
- Switch Gear installed
- Bulk of concrete is completed
- Schindler inspected shaft. no issues
- Sprinkler Shop drawings were approved by town.
- Sprinkler starting today
- Fire Alarm drawings were submitted to town.

Projected Work:

- Finish setting trussed. Roof will be left open at stair tower for hoisting in metal stairs.
- Sheathing
- Roofing; roofing will be delivered next week.
- Window installation
- Start siding
- Mech inspections on 2nd floor
- mechanical rough in will start after roof is on.
- underdrains, (contingent on exterior siding and brick)

Attached

- Photos

Meeting Schedule

Next Meeting: **January 05, 2020 at 10:30 am:**

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





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	SPEITEL COMMONS	261 days	0%	Fri 5/1/20	Fri 4/30/21												
2	BUILDING	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											

03/03/2020

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 NOV	2020 OCT
----------------------------------	-------------------------	---------------------	---------------------

<u>Tenant Accounts Receivable</u>		
Number of “non-payment of rent” cases referred to the solicitor	0	0
<u>Tenant Relations</u>		
Total number of units to be inspected in fiscal year	121	121
Number of inspections completed this mo. - all sites (include BB	61	1
Total number of units inspected year-to-date - all sites	62	1
<u>Occupancy</u>		
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	635	n/a
Annual Unit Turnaround Time (For Fiscal Year)	635	0
Monthly - Number of Vacancies Filled (this month)	1	0
Monthly - Average unit turnaround time in days for Lease up	635	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	13	0
PIC Score	97.44%	97.44%
<u>Vacancies - At end of Month</u>		
Bay View Manor	3	4
Peck's Beach Senior	0	0
Peck's Beach Family	1	1
Total	4	5
Occupancy Rate	96.64%	95.80%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>		
Total Hours (Summarized Quarterly)	15	8.65
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.88
<u>Rent Roll</u>		
Bay View Manor - Elderly/Disabled	\$ 18,448	\$ 18,948
Peck's Beach - Elderly/Disabled	\$ 6,892	\$ 6,892
Peck's Beach - Family	\$ 18,187	\$ 19,198
Total Rent Roll	\$ 43,527	\$ 45,038
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>		
Families - Ocean City Preference	12	12
Families - No Ocean City Preference	97	97
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	42	42
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	285	285
<u>Maintenance Department</u>		
Average work order turnaround time in days - Tenant Generated	0.26	0.4
Total Tenant Generated Work Orders	5	12
Number of routine work orders written this month	143	134
Number of outstanding work orders from previous month	39	46
Total number of work orders to be addressed this month	187	194
Total number of work orders completed this month	144	134
Total number of work orders left outstanding	43	39
Number of emergency work orders written this month	0	2
Total number of work orders written year-to-date	296	148
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0

Program Statistics Report	10/2020 - 9/2021	2020 NOV	2020 OCT
----------------------------------	-------------------------	---------------------	---------------------

<u>Real Estate Assessment Center (REAC) Scores</u>		
Year-End 2018 - Audited - Remains static due to RAD Application	68	68
Year-End 2017 - Audited	68	68
Year-End 2016 - Audited	85	85
Year-End 2015 - Audited	88	88
Year-End 2014 - Audited	86	86
Year-End 2013 - Audited	97	97
Year-End 2012 - Audited	100	100
Year-End 2011 - Audited	100	100

**Ocean City Housing Authority
Cash Report
As of November 30, 2020**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 11/30/2020 \$558,649.55

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

Add: A/R-Tenants 11/2020	Current	\$30,169.78
	Past	\$5,558.02

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - Sept/Oct/Nov 2020 - City of OC CDBG Grant - Acenda (3 invoices)	\$5,665.07
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

Less: Bill List payments -Dec 2020 (\$63,780.52)

Accrued Expenses - Total from detail below (\$24,076.67)

<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	2	17,533.33
Bad Debt	5,000.00	2	833.33
Comp Absences	5,000.00	2	833.33
P.I.L.O.T.	29,260.00	2	4,876.67
Net Accrual	144,460.00		24,076.67

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

Net Cash Balance \$361,689.23

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 112,105	4.98	Months
Per Day	\$ 3,737	97	Days

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

RESOLUTION NO. 2020-51
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 \$63,780.52.

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: December 15, 2020

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner McCall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Henry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Mumman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Broadley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairman Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

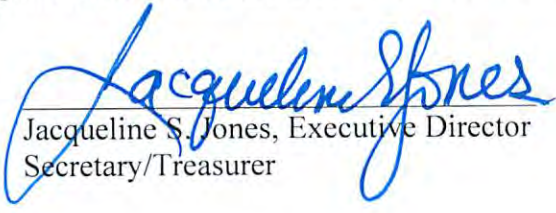
OCEAN CITY HOUSING AUTHORITY

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 December 15, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - DECEMBER 2020**

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
340	ACENDA	Resident wellness svcs. - Nov 2020	2,450.99
341	ACE PLUMBING	Maint Supplies	11.86
342	ACME MARKETS	Holiday gift cards for residents - all sites	3,570.00
343	ATLANTIC CITY ELECTRIC	Electric svc - Nov 2020	7,803.18
344	AT&T	Elevator phone svc. - Oct 2020	117.15
345	LINDA AVENA	Accounting Svcs - Dec 2020	1,541.67
346	CALL EXPERTS	Answering Svc. - Dec 2020	59.79
347	CARAHSOFT TECH CORP	Tnt screening monthly svc fee	10.00
348	CLEAN SWEEP	BVM Cleaning - Nov 2020	1,975.00
349	COMCAST	Internet Svc	244.57
350	CONVEXSERV TECHNOLOGY	IT Services	135.00
351	COPIER PLUS	Contract charge for copier - Dec 2020	20.00
352	DELTA DENTAL	Dental insurance coverage - Jan 2021	174.02
353	DRAIN DOCTOR	Plumbing Svcs	690.00
354	FLORENCE DRISCOLL	Tenant Services - Dec 2020	200.00
355	FEDERAL EXPRESS	Overnight postage	35.09
356	EISENSTAT, GABAGE & FURMAN	Legal services	645.00
357	GLEN O. STULL	Medicare Reimb - Dec 2020	320.70
358	ASHLEY HARRIS	BVM Cleaning - Dec 2020	200.00
359	ROBERT HARRIS	Recyclables removal & trash room cleaning - Dec 2020	200.00
360	HOME DEPOT PRO	Maint Supplies	1,478.46
361	HUMANA INSURANCE	Jan 2021 prescription - retiree	66.50
362	INTEGRATED SYSTEMS ASSOCIATES	IT Consultant	43.75
363	JOHN J. SPITZ	Medicare Reimb - Dec 2020	289.20
364	JACQUELINE JONES	Reimb of expenses - 10/2019 - 9/2020	654.28
365	NJ AMERICAN WATER	Water - Nov 2020	6,937.46
366	OMEGA PEST MANAGEMENT	Extermination svcs. - Nov 2020	2,255.50
367	RONALD MILLER	Reimb web hosting renewal	203.40
368	ROBERT L. ROWELL	Maintenance Labor-Grounds - Oct 2020	200.00
369	SHERWIN WILLIAMS	Paint supplies	112.65
370	SOUTH JERSEY GLASS	Hinge installation - 2 doors	748.00
371	SOUTH JERSEY GAS	Gas - Nov 2020	2,505.43
372	SUPERIOR VISION	Vision coverage - Jan 2021	19.71
373	THYSSENKRUPP ELEVATOR	Elevator maint - 12/2020 - 02/2021	1,652.50
374	US BANK EQUIPMENT FINANCE	Contract charge for copier - Nov 2020	200.51
375	VECTOR SECURITY	Qtrly fire system monitoring & inspections	340.20
376	VERIZON DSL	Fax & phone lines for Nov 2020	143.10
377	VINELAND HOUSING AUTHORITY	Mgmt Svcs; Postage reimb; Office coverage reimb - Nov 2020	16,183.15
378	WALLACE HARDWARE	Maint Supplies	18.57
191907604810	HORIZON BCBS OF NJ	Health Benefits Premium - Dec 2020	2,583.59
	TOTAL DECEMBER DISBURSEMENTS (sturcocc)		\$ 57,039.98
	AETNA - Retiree ins 12/2020-02/2021		\$ 3,109.66
	PAYROLL -11/2020		\$ 2,436.39
	PAYROLL TAXES - 11/2020		\$ 738.21
	ADP PAYROLL PROCESSING FEES - 11/2020		\$ 139.36
	PENSION -11/2020		\$ 250.67
	PNC BANK FEE -11/2020		\$ 66.25
	TOTAL BILL LIST - DECEMBER 2020		\$ 63,780.52

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

RESOLUTION NO. 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**

WHEREAS, the Housing Authority of the City of Ocean City is a member of the New Jersey Public Housing Joint Insurance Fund; and,

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby appoints Jacqueline S. Jones as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2021.

ADOPTED: December 15, 2020

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on December 15, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

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

RESOLUTION NO. 2020-53

A Resolution Approving Dates for 2021 Board Meetings

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority officially meets on the third Tuesday of each month at 3 p.m.; and,

WHEREAS, the list of dates below identifies those Tuesday throughout the year, 2021, on which Board meetings have been scheduled; and,

Tuesday, January 19, 2021
Tuesday, February 16, 2021
Tuesday, March 16, 2021
Tuesday, April 20, 2021
Tuesday, May 18, 2021
Tuesday, June 15, 2021
Tuesday, July 20, 2021
Tuesday, August 17, 2021
Tuesday, September 21, 2021
Tuesday, October 19, 2021
Tuesday, November 16, 2021
Tuesday, December 21, 2021

WHEREAS, this list will be forwarded to the City of Ocean City's Clerk and will be published in *The Press of Atlantic City and the Daily Journal – Vineland Edition* well in advance of the January 2021 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the schedule of dates as listed above for the year 2021.

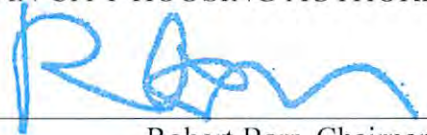
ADOPTED: December 15, 2020

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner McCall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Jackson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Henry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Mumman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Broadley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairman Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OCEAN CITY HOUSING AUTHORITY

BY: _____

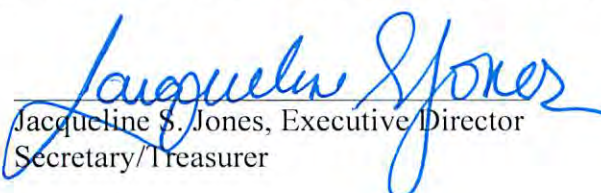


Robert Barr, Chairperson

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 December 15, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____



Jacqueline S. Jones, Executive Director
Secretary/Treasurer

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

**RESOLUTION NO. 2020-54
Appointing Risk Management Consultant**

WHEREAS, the Ocean City Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund, and;

WHEREAS, the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds require that each municipality appoint a Risk Management Consultant to perform various professional services as detailed in the By-laws; and;

WHEREAS, the bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditures represents reasonable compensation for the services required and was included the cost considered by the governing body, and;

WHEREAS, NJSA 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service and;

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City does hereby appoint Thomas H. Heist Insurance Agency as its Risk Management Consultant for the calendar year 2021 in accordance with 40A:11-5; and

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA:11-5(1), (a), (i).

ADOPTED: December 15, 2020

VOTE:

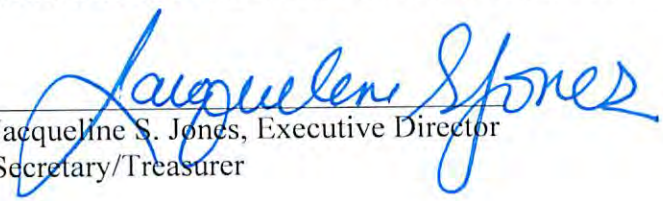
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					✓
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on December 15, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 21 between the Housing Authority of the City of Ocean City (hereinafter referred to as the AUTHORITY) and Thomas H. Heist Insurance Agency (hereinafter referred to as the CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on December 15, 2020 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
 - f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
 - b. For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
 - c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \$100 per hour, in addition to actual expenses incurred.
3. The of this Agreement shall be one (1) year beginning on 1st day of January 2021 and ending on 31st day of December, 2022. However, this agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:



ATTEST:

AUTHORITY:



CONSULTANT:

Note: This sample has been promulgated by the preparing or negotiating agreements with their risk management of JIF/MEL policy, nor is it an endorsement of any form at the local level should be given to determine how the or authority's unique needs or desires. Prior to use, attorney for form, consistency with local JIF bylaws, in

Sent for Signature

, in
ent
ion
y's
cal

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

**RESOLUTION NO. 2020-55
Resolution Adopting Protection and Safe Treatment of Minors Policy**

WHEREAS, the Ocean City Housing Authority is a member of the New Jersey Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, in order for the Ocean City Housing Authority to remain qualified for lower deductibles and copays, the Authority must certify to the Fund that it has adopted the Protection and Safe Treatment of Minors Policy; and

WHEREAS, it is in the best interest of the Authority to adopt the Protection and Safe Treatment of Minors Policy; and

WHEREAS, it is the intent of the Board of Commissioner of the Ocean City Housing Authority to adopt the proposed Protection and Safe Treatment of Minors Policy attached here to; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioner of the Ocean City Housing Authority to adopt the proposed Protection and Safe Treatment of Minors Policy.

ADOPTED: December 15, 2020

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on December 15, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Policy Addressing the Protection and Safe Treatment of Minors

(Updated 7/10/20 from 11/15/19)

OCEAN CITY HOUSING AUTHORITY

ADOPTED 12/15/2020 – Resolution 2020-55



Model Policy Addressing the Protection and Safe Treatment of Minors

Table of Contents

Section I	Purpose and Scope	Page 4-8
Section II	Definitions	Page 8-9
Section III	Statement of Policy	Page 9
Section IV	Recruitment and Hiring of Employees and Vetting of Individuals Volunteering their Time	Pages 10
Section V	Procedures and Responsibilities of Officials	Pages 10-11
Section VI	Program Procedures	Page 11
Section VII	Specific Program Procedures	Pages 12-14
Section VIII	Procedures for Law Enforcement Officers	Pages 15-16
Section IX	Training Requirements	Pages 16-17
Section X	Reporting Suspected Child Abuse/Neglect	Pages 17-20
Section XI	Important Information RE: Reporting Suspected Abuse Under NJ Law	Pages 20
Section XII	Acknowledgment and Receipt and Review of Policy	Page 20
Appendix A	Indicators of Child Abuse and Neglect	Page 21-22
Appendix B	Recognizing "Grooming" Behavior	Page 23

Model Policy Addressing the Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 9:6-8.21), an abused or neglected child is anyone “under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor.” A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child’s basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child’s feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Ocean City Housing Authority is committed to the safety of all individuals in its community, however, the Ocean City Housing Authority has particular concern for those who are potentially vulnerable, including minor children. The Ocean City Housing Authority regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Ocean City Housing Authority is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Ocean City Housing Authority to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Ocean City Housing Authority or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Ocean City Housing Authority or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the Ocean City Housing Authority, including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

- **Dual Reporting** – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the Ocean City Housing Authority to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the Ocean City Housing Authority on a full-time or part-time basis, and compensated by the Ocean City Housing Authority.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Ocean City Housing Authority.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Elected officials of the Ocean City Housing Authority, appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Ocean City Housing Authority.
- **Volunteers**-Individuals volunteering their time to provide services to the Ocean City Housing Authority who are not on the payroll and receive no compensation.

III. Policy:

The Ocean City Housing Authority is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Ocean City Housing Authority is firmly committed to protecting children under the care and supervision of the Ocean City Housing Authority from all forms of physical, mental, sexual and emotional abuse. The Ocean City Housing Authority is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Ocean City Housing Authority. The procedures outlined below shall

apply to all officials, employees, and volunteers of the Ocean City Housing Authority.

IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees and volunteers shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. ***Written documentation of the background check shall be maintained by the Ocean City Housing Authority in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Ocean City Housing Authority ***prior to*** the individual being hired and/or working with minors. **Provisional hiring is not permitted.**
- iii. All prospective employees and volunteers must complete the training adopted by the Ocean City Housing Authority ***PRIOR TO*** starting employment or volunteer service. **In addition to completing the training course adopted by the Ocean City Housing Authority,** all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.)
- iv. The Ocean City Housing Authority shall **annually** re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.
- v. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Ocean City Housing Authority. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Ocean City Housing Authority.

➤ Officials of the Ocean City Housing Authority are required to:

- i. Complete the initial training course adopted by the Ocean City Housing Authority, and any updated/refreshers course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the Ocean City Housing Authority adhere to all policies and procedures as adopted.
- ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the Ocean City Housing Authority to implement whatever changes are necessary as soon as possible to make certain the policy is followed.
- iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Ocean City Housing Authority.

VI. Program Procedures:

All Ocean City Housing Authority programs operated by, sponsored by, or affiliated with the Ocean City Housing Authority shall comply with the following

procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Ocean City Housing Authority. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Ocean City Housing Authority shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, (the local unit type) shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a ***Medical Treatment Authorization form*** to the Ocean City Housing Authority.
- c. Implement and adopt a ***"Code of Conduct"*** for volunteer and paid staff members which, ***at a minimum***, will include the following:

<i>Code of Conduct</i>

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.
- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.

- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Ocean City Housing Authority shall set forth rules and procedures governing when and under what circumstances participants may leave the Ocean City Housing Authority property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of Ocean City Housing Authority property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Ocean City Housing Authority to be shared on any social media platform without the expressed written consent of a parent or legal guardian.

- The Ocean City Housing Authority shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.

- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)

- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.

- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17

- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.

- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Procedures for Law Enforcement Officers:

Law enforcement officers of the Ocean City Housing Authority frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the Ocean City Housing Authority shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the **"Code of Conduct"** for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
 - i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.
 - ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
 - iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any

exceptions require a written explanation before the fact and approval of the Chief.

- iv. Officers shall make certain that they are neat, clean, and appropriately attired.
- v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
- vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

IX. Training Requirements:

Individual training courses have been designed for each of the following categories and **all** officials, employees, and volunteers of the Ocean City Housing Authority are required to complete training (and refresher course training) adopted by the Ocean City Housing Authority. ALL employees of the Ocean City Housing Authority shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Ocean City Housing Authority and individual trainees also keep copies of their own training records.

a. Officials

Complete the initial training course adopted by the Ocean City Housing Authority, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- Recognizing the signs of abuse and neglect of minors.
- Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- Becoming familiar with the legal requirements to report suspected cases of abuse.
- Fully understanding the legal consequences for not being diligent in making certain that employees of the Ocean City Housing Authority adhere to all policies and procedures as adopted.

b. Department Heads

- i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

c. **Volunteers and Employees of the Ocean City Housing Authority**

i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

d. **Law Enforcement Officers**

i. Content of course shall include:

1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel
2. Your responsibilities
3. Officers in Schools
4. Reporting Abuse

X. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Ocean City Housing Authority shall also train officials, department heads, employees and volunteers in the concept of “**dual reporting**” as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. ***Do not "investigate" an abuse situation. Do not interrogate the child.*** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For employees or volunteers of programs conducted by the Ocean City Housing Authority:

- Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's

role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Ocean City Housing Authority.

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

- After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

➤ For **Law Enforcement Officers**:

- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

XI. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Ocean City Housing Authority encourages all officials, employees, and volunteers in programs operated by the Ocean City Housing Authority or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XII. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgement form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Ocean City Housing Authority. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none">• On face, lips, mouth• On torso, back, buttocks, thighs• In various stages of healing• Cluster, forming regular patterns• Reflecting shape of article used to inflict (electric cord, belt buckle)• On several different surface areas• Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none">• Cigar, cigarette burns, especially on soles, palms, back or buttocks• Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)• Patterned like electric burner, iron, etc.• Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none">• To skull, nose, facial structure• In various stages of healing• Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none">• To mouth, lips, gums, eyes• To external genitalia	<p>Wary of adult contacts Apprehensive when other children cry Behavioral extremes:</p> <ul style="list-style-type: none">• Aggressiveness• Withdrawal <p>Frightened of parents Afraid to go home Reports injury by parents</p>

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none">• Compliant, passive• Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none">• Inappropriately adult• Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

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

Resolution #2020-56

**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, the revision to the ACOP is updating said policy according to the U.S. Department of Housing and Urban Development – 24CFR 960.257(a)(2) regarding Program Eligibility; and

WHEREAS, the additional revision to the Admissions and Continued Occupancy Policy is updating said Policy according to the U.S. Department of Housing and Urban Development – Notice PIH 2020-13, REV 1, regarding COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for the Public Housing Program, Revision 1 effective April 10, 2020; and

WHEREAS, Notice PIH 2020-13, REV 1 and Attachment 1: Summary of Public Housing and Alternative Requirements, attached hereunto.

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: December 15, 2020

VOTE:

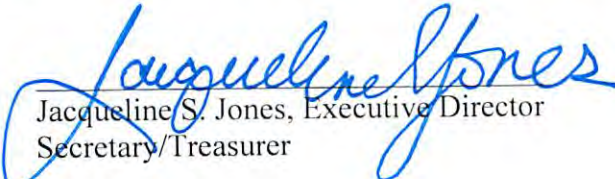
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					✓
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on December 15, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

This chart summarizes the waivers authorized under this Notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2) <u>Regulatory Authority</u> §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	<ul style="list-style-type: none"> Alternative dates for submission Changes to significant amendment process 	<ul style="list-style-type: none"> Varies based on FYE 12/31/20 		
PH and HCV-2 Family Income and Composition: Delayed Annual Examinations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §§ 982.516(a)(1), 960.257(a)	<ul style="list-style-type: none"> Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver 	<ul style="list-style-type: none"> 12/31/20 		
PH and HCV-3 Family Income	<u>Regulatory Authority</u> §§ 5.233(a)(2),	<ul style="list-style-type: none"> Waives the requirements to use the 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
and Composition: Annual Examination; Income Verification Requirements	960.259(c), 982.516(a) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification • PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later			
PH and HCV-4 Family Income and Composition: Interim Examinations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	• Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations	• 12/31/20		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	<u>Regulatory Authority</u> § 5.233 <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the mandatory EIV monitoring requirements. 	<ul style="list-style-type: none"> • 12/31/20 		
PH and HCV-6 Family Self- Sufficiency (FSS) Contract of Participation: Contract Extension	<u>Regulatory Authority</u> § 984.303(d)	<ul style="list-style-type: none"> • Provides for extensions to FSS contract of participation 	<ul style="list-style-type: none"> • 12/31/20 		
PH and HCV-7 Waiting List: Opening and Closing; Public Notice	<u>Regulatory Authority</u> § 982.206(a)(2) <u>Sub-regulatory Guidance</u> PIH Notice 2012-34	<ul style="list-style-type: none"> • Waives public notice requirements for opening and closing waiting list • Requires alternative process 	<ul style="list-style-type: none"> • 12/31/20 		
HQS-1 Initial Inspection Requirements	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C) <u>Regulatory Authority</u> §§ 982.305(a),	<ul style="list-style-type: none"> • Changes initial inspection requirements, allowing for owner certification 	<ul style="list-style-type: none"> • 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	982.305(b), 982.405	<p>that there are no life-threatening deficiencies</p> <ul style="list-style-type: none"> Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> 1-year anniversary of date of owner's certification 		
HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units	<p><u>Statutory Authority:</u> Section 8(o)(8)(A)</p> <p><u>Regulatory Authority:</u> §§ 983.103(b), 983.156(a)(1)</p>	<ul style="list-style-type: none"> Changes inspection requirements, allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> 12/31/20 1-year anniversary of date of owner's certification 		
HQS-3 Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option	<p><u>Statutory Authority</u> Section 8(o)(8)(A)(ii)</p> <p><u>Sub-regulatory Guidance</u> HOTMA HCV Federal</p>	<ul style="list-style-type: none"> Allows for extension of up to 30 days for owner repairs of non-life threatening conditions 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Register Notice January 18, 2017				
HQS-4 HQS Initial Inspection Requirement: Alternative Inspection Option	<u>Statutory Authority</u> Section 8(o)(8)(A)(iii) <u>Sub-regulatory Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> • Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies • Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> • 12/31/20 • 1-year anniversary of date of owner's certification 		
HQS-5 HQS Inspection Requirement: Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> • Allows for delay in biennial inspections • All delayed biennial inspections must be completed as soon as reasonably possible but by no later than 1 year after the date on which 	<ul style="list-style-type: none"> • 10/31/20 • 1 year after the date on which the biennial inspection would have been required absent the waiver 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		the biennial inspection would have been required absent the waiver.			
HQS-6 HQS Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), 983.103(e)	<ul style="list-style-type: none"> • Waives the requirement for the PHA to conduct interim inspection and requires alternative method • Allows for repairs to be verified by alternative methods 	<ul style="list-style-type: none"> • 12/31/20 		
HQS-7 PBV Turnover Unit Inspections	<u>Regulatory Authority</u> § 983.103(c)	<ul style="list-style-type: none"> • Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection NLT than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> • 12/31/20 • 1-year anniversary of date of owner's certification 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-8: PBV HAP Contract: HQS Inspections to Add or Substitute Units	<u>Statutory Authority</u> Section 8(o)(8)(A) <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b) <u>Sub-regulatory Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life-threatening deficiencies Allows for delayed full HQS inspection NLT 1-year anniversary of date of owner's certification 	<ul style="list-style-type: none"> 12/31/20 1-year anniversary of date of owner's certification 		
HQS-9 HQS Quality Control Inspections	<u>Regulatory Authority</u> §§ 982.405(b), 983.103(e)(3)	<ul style="list-style-type: none"> Provides for a suspension of the requirement for QC sampling inspections 	<ul style="list-style-type: none"> 12/31/20 		
HQS-10 Housing Quality Standards: Space and Security	<u>Regulatory Authority</u> § 982.401(d)	<ul style="list-style-type: none"> Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons. 	Remains in effect one year from lease term or date of this Notice, whichever is longer		
HQS-11 Homeownership Option: Initial	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(y)(3)(B)	<ul style="list-style-type: none"> Waives the requirement to perform an initial HQS inspection in 	<ul style="list-style-type: none"> 12/31/20 		

**Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)**

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS Inspection	<u>Regulatory Authority</u> § 982.631(a)	order to begin making homeownership assistance payments <ul style="list-style-type: none"> Requires family to obtain independent professional inspection 			
HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54(a)	<ul style="list-style-type: none"> Establishes an alternative requirement that policies may be adopted without board approval Any provisions adopted informally must be adopted formally NLT December 31, 2020 	<ul style="list-style-type: none"> 9/30/20 12/31/20 		
HCV-2 Information When Family is Selected: PHA Oral Briefing	<u>Regulatory Authority</u> §§ 982.301(a)(1), 983.252(a)	<ul style="list-style-type: none"> Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing 	<ul style="list-style-type: none"> 12/31/20 		
HCV-3 Term of Voucher:	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> Allows PHAs to provide voucher 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Extensions of Term		extensions regardless of current PHA policy			
HCV-4 PHA Approval of Assisted Tenancy: When HAP Contract is Executed	<u>Regulatory Authority</u> § 982.305(c)	<ul style="list-style-type: none"> Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed 	<ul style="list-style-type: none"> 12/31/20 		
HCV-5 Absence from Unit	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> Allows for PHA discretion on absences from units longer than 180 days PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	<ul style="list-style-type: none"> 12/31/20 		
HCV-6 Automatic Termination of HAP Contract	<u>Regulatory Authority</u> § 982.455	<ul style="list-style-type: none"> Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		terminates automatically.			
HCV-7 Increase in Payment Standard During HAP Contract Term	<u>Regulatory Authority</u> § 982.505(c)(4)	<ul style="list-style-type: none"> Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so. 	<ul style="list-style-type: none"> 12/31/20 		
HCV-8 Utility Allowance Schedule: Required Review and Revision	<u>Regulatory Authority</u> § 982.517	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/20 		
HCV-9 Homeownership Option: Homeownership Counseling	<u>Statutory Authority</u> Section 8(y)(1)(D) <u>Regulatory Authority</u> §§ 982.630, 982.636(d)	<ul style="list-style-type: none"> Waives the requirement for the family to obtain pre-assistance counseling 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-10 Family Unification Program (FUP): FUP Youth Age Eligibility to Enter HAP Contract	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to increase age to 26 for foster youth initial lease up 	<ul style="list-style-type: none"> 12/31/20 		
HCV-11 Family Unification Program (FUP): Length of Assistance for Youth	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to suspend terminations of assistance for FUP youth who will reach the 36-month limit between April 10, 2020, and December 31, 2020 	<ul style="list-style-type: none"> 12/31/20 		
HCV-12 Family Unification Program (FUP): Timeframe for Referral	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to accept referrals of otherwise eligible youth who will leave foster care within 120 days 	<ul style="list-style-type: none"> 12/31/20 		
HCV-13 Homeownership: Maximum Term	<u>Regulatory Authority</u> § 982.634(a)	<ul style="list-style-type: none"> Allows a PHA to extend homeownership 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
of Assistance		assistance for up to 1 additional year			
HCV-14 Mandatory Removal of Unit from PBV HAP Contract	<u>Regulatory Authority</u> §§ 983.211(a); 983.258	<ul style="list-style-type: none"> Allows a PHA to keep a PBV unit under contract for a period of time that extends beyond 180 from the last HAP but does not extend beyond December 31, 2020 	<ul style="list-style-type: none"> 12/31/20 		
PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b)	<ul style="list-style-type: none"> Extension of deadlines for ADCC and AMCC 	Varies by PHA		
PH-2 Total Development Costs	<u>Regulatory Authority</u> § 905.314(c) - (d)	<ul style="list-style-type: none"> Waives the TDC and HCC limits permitting approval of amounts in excess of published TDC by 25% to 50% on a case by case basis 	Applies to development proposals submitted to HUD no later than December 31, 2021		
PH-3 Cost and Other Limitations: Types of Labor	<u>Regulatory Authority</u> § 905.314(j)	<ul style="list-style-type: none"> Allows for the use of force account labor for modernization 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		activities in certain circumstances			
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority</u> § 960.202(c)(1)	<ul style="list-style-type: none"> Establishes an alternative requirement that policies may be adopted without board approval Any provisions adopted informally must be adopted formally NLT December 31, 2020 	<ul style="list-style-type: none"> 9/30/20 12/31/20 		
PH-5 Community Service and Self- Sufficiency Requirement (CSSR)	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> §§ 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> Temporarily suspends CSSR 	<ul style="list-style-type: none"> 3/31/21 		
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> Allows for delay in due dates of energy audits 	One year beyond 2020 audit deadline		
PH-7 Over-Income Families	<u>Statutory Authority</u> Section 16(a)(5) <u>Sub-regulatory Guidance</u>	<ul style="list-style-type: none"> Changes to timeframes for determination of over-income 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11				
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> Provides for delay in resident council elections 	<ul style="list-style-type: none"> 12/31/20 		
PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/20 		
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> Advance notice not required except for policies related to tenant charges 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-11: Designated Housing Plan Renewals	<u>Statutory Authority:</u> Section 7(f)	<ul style="list-style-type: none"> Extends the Plan's effective period through December 31, 2020, for Plans due to expire between the date of this Notice and December 31, 2020. 	<ul style="list-style-type: none"> 12/31/20 		
PH-12: Public Housing Agency Annual Self-Inspections	<u>Statutory Authority:</u> Section 6(f)(3) <u>Regulatory Authority:</u> § 902.20(d)	<ul style="list-style-type: none"> Waives the requirement that the PHA must inspect each project 	<ul style="list-style-type: none"> 12/31/20 		
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise 	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> PHA to retain prior year SEMAP score unless requests otherwise 	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
11c Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	<ul style="list-style-type: none"> Allows for extensions of financial reporting deadlines 	Varies by PHA FYE		
12a PHA Reporting Requirements on HUD Form 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> PIH Notice 2011-65	<ul style="list-style-type: none"> Waives the requirement to submit 50058 within 60 days Alternative requirement to submit within 90 days of the effective date of action 	<ul style="list-style-type: none"> 12/31/20 		
12b Designated Housing Plans: HUD 60-Day Notification	<u>Statutory Authority</u> Section 7(e)(1)	<ul style="list-style-type: none"> Allows for HUD to delay notification about designated housing plan 	<ul style="list-style-type: none"> 7/31/20 	N/A	N/A
12c Extension of Deadline for	<u>Statutory Authority</u> Section 9(j)	<ul style="list-style-type: none"> Provides a one-year extension 	For all open Capital Fund grants, one-year extension from the		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
 (Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Programmatic Obligation and Expenditure of Capital Funds	<u>Regulatory Authority</u> § 905.306(d)(5)		obligation and expenditure end dates in LOCCS as of April 10, 2020		

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

COVID-19 Statutory and Regulatory Waivers for ONAP programs				
Item	Statutory and Regulatory Waivers	Waiver/Alternative Requirement Summary		
13a. Application Process for IHBG-CARES Grants and Indian Housing Plan (IHP) Requirements	Statutory Authority: Section 101(b), Section 102, and Section 103 of NAHASDA Regulatory Authority: 24 C.F.R. §§ 1000.214; 1000.218; 1000.220; 1000.224; 1000.226; 1000.228; 1000.230; and 1000.232	1) <i>Abbreviated IHP to Receive IHBG-CARES Grant Funding:</i> Applicants for IHBG-CARES funding must submit an abbreviated IHP specifying how the funds will be used.		
		2) <i>Recipients that did Not Submit an IHP in FY2020:</i> A Tribe or TDHE that did not submit a timely or compliant IHP in FY 2020 may still qualify for an IHBG-CARES grant.		
		3) <i>IHP Certifications:</i> IHBG recipients that cannot provide HUD with IHP certifications may still submit an Abbreviated IHP provided an authorized official of the IHBG recipient provides a statement on inability to secure certifications.		
		4) <i>Reprogramming of FY2020 IHBG Funding:</i> FY2020 IHBG funds may be reprogrammed to address COVID-19 through streamlined process.		
13b. IHP Submission Deadline for Annual IHBG Formula Grants	Statutory Authority: Section 101(b) and 102(a) of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.214, 1000.216, 1000.225	IHP Submission Deadlines Extended	Original IHP Due Date	Extension
			1/17/2020	10/16/2020
			4/17/2020	10/16/2020
			7/18/2020	1/17/2021
13c. Annual Performance Report	Statutory Authority: Sections 403 and 404 of NAHASDA,	APR Submission Deadlines Extended	Original APR Due Date	Extension
			3/30/2020	9/27/2020

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

Submission Deadline	Regulatory Authority: 24 CFR § 1000.514		6/29/2020 9/30/2020	12/30/2020 12/30/2020
13d. Income Verification	Regulatory Authority: 24 CFR § 1000.128	IHBG recipients may deviate from their current written admissions and occupancy policies, including allowing less frequent income recertifications, remote income verification, and self-certification over the phone or email.		
13e. Public Health Services	Statutory Authority: Section 202(3) of NAHASDA	Recipients may use IHBG-CARES funding to carry out a wide range of public health services.		
13f. COVID-19-Related Assistance to Non-Low Income and Non-Native Families	Statutory Authority: Section 201(b) of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.104, 1000.106, 1000.108, 1000.110, 1000.312, 1000.314, 1000.318	Recipients may use IHBG-CARES funding to prevent, prepare for, and respond to COVID-19 through certain limited activities that provide assistance to all affected and threatened people without regard to income limits or Indian status.		
13g. Useful Life	Statutory Authority: Section 205 of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.141, 1000.142, 1000.143, 1000.144, 1000.146, 1000.147	If the assistance is related to inhibiting the spread of COVID-19 to low-income Indian families and the Tribal community, Recipients may use IHBG-CARES funding to assist housing units without determining and maintaining affordability during their useful life.		

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

13h. Total Development Cost (TDC) Limits	Regulatory Authority: 24 CFR §§ 1000.156, 1000.158, 1000.160, 1000.162	Recipients may exceed TDC by 20 percent without HUD approval for dwelling and non-dwelling units developed, acquired or assisted to prevent, prepare for, and respond to COVID-19.
13i. Prohibition Against Investment of CARES Act Grant Funds	Statutory Authority: Section 204(b) of NAHASDA, Regulatory Authority: 24 CFR § 1000.58	Recipients are prohibited from investing any IHBG funding provided under the CARES Act.
13j. IHBG-CARES Funds Not Counted in Undisbursed Funds Factor	Regulatory Authority: 24 CFR § 1000.342	IHBG-CARES funds will not count towards an IHBG recipient's prior years' undisbursed funds when applying the Undisbursed Funds Factor under the IHBG formula.
14a. Citizen Participation	Statutory Authority: Section 104 of the Housing and Community Development Act of 1974 (HCD Act) Regulatory Authority: 24 CFR § 1003.604	Indian tribes are not required to hold one or more meetings to obtain the views of residents before applying for ICDBG-CARES grant funding or amending their FY 2019/2020 ICDBG grants to address COVID-19.
14b. Application Process for ICDBG-CARES Grants and Funding Criteria	1) <i>Criteria for Funding:</i> With respect to applications for ICDBG-CARES grants and FY 2019/2020 ICDBG Imminent Threat grants to address the COVID-19 crisis, the urgency and immediacy of the threat will be presumed.	

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

	Regulatory Authority: 24 CFR §§ 1003.400, 1003.401, 1003.402; Section I.A.1.b. of FY19/20 ICDBG Notice of Funding Availability (NOFA)	<p>2) <i>Grant Ceilings</i>: Current grant ceilings are waived for ICDBG-CARES and will be set in an ICDBG-CARES Implementation Notice to be published in the very near future.</p> <p>3) <i>Reimbursement of Costs and Letter to Proceed</i>: ICDBG applicants and grantees to receive ICDBG-CARES grants do not have to demonstrate other Tribal funding sources cannot be made available to alleviate the threat and may use the funding to cover or reimburse costs to prevent, prepare for, and respond to COVID-19 without a Letter to Proceed from the area ONAP.</p> <p>4) <i>Availability of Funds</i>: If ICDBG-CARES grant funds are not awarded in a fiscal year, HUD reserves the right to adjust how funding is awarded to ensure needs of Tribes are met, including possibly setting aside a portion of funding to address the needs of Tribes with the greatest needs.</p>
14c. Removal of Public Services 15 Percent Cap under FY 2019 and FY 2020 ICDBG Grants	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.201(e); FY 19/20 ICDBG NOFA	HUD is eliminating the 15 percent cap on FY 2019/2020 ICDBG funding (both Single Purpose and Imminent Threat grants).
14d. Rental Assistance, Utility Assistance, Food, Clothing, and Other Emergency Assistance	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.207(b)(4)	ICDBG grant funds may be used to provide emergency payments for low and moderate income individuals or families impacted by COVID-19 for items such as food, medicine, clothing, and other necessities, as well as utility payment assistance.

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

14e. Purchase of Equipment	Regulatory Authority: 24 CFR §§ 1003.207(b)(1); 1003.201(c)(1)(ii)	Grantees may use of ICDBG funds for the purchase of medical and personal protective equipment to prevent, prepare for, and respond to the COVID-19.
14f. Operating Expenses for Public Facilities	Regulatory Authority: 24 CFR § 1003.207(b)(2)	Grantees may use ICDBG funds to pay operating and maintenance expenses of any public facility, to the extent it is used for COVID-19-related purposes but not for staffing costs of public facilities.
14g. New Housing Construction by Tribes	Statutory Authority: Section 105 of the HCD Act, Regulatory Authority: 24 CFR § 1003.207(b)(3)	ICDBG grantees may use ICDBG funds to carry out new housing construction under certain conditions without having to use a CBDO.

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

RESOLUTION #2020-57

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

WHEREAS, during the Fiscal Year-Ending 2020, the Authority was forced to shift its operations for providing services to residents due to the unprecedented COVID-19 Pandemic (Pandemic);

WHEREAS, throughout the Fiscal Year-Ending 2020, the Authority employee has provided exceptional services to the Authority's residents;

WHEREAS, throughout the Pandemic, Authority employee has provided uninterrupted services to residents despite the novel and varying complexities that are a result of the Pandemic;

WHEREAS, during this extraordinary time, the Authority's Maintenance employee has provided all necessary services to furnish a continuous safe and healthy home for residents;

WHEREAS, in appreciation and recognition of the aforesaid efforts by Authority employee during this unprecedented time, the Authority wishes to provide the aforementioned employee with a one-time compensation bonus of \$2,800;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City, as follows:

1. The funding source of the one-time compensation bonus shall be through the Operating Budget.
2. The compensation bonus shall be provided to the Authority's Maintenance employee of a total of one employee at \$2,800;
3. Employee shall receive a one-time compensation bonus on or about December 31, 2020.
4. Nothing in this Resolution affects or modifies the aforementioned employee's exempt status under the Fair Labor Standards Act, the New Jersey Wage and Hour Law, and/or any other applicable Federal and State Laws.
5. The one-time compensation bonus shall not be included as part of the respective employee's base salary.
6. The one-time compensation bonus is provided as a one-time payment to the employee for the reasons set forth herein, and does not create any obligation by the Authority or expectation of the employee that additional bonuses will be paid in any other Calendar Year, notwithstanding and regardless of whether the Authority experiences an increase, decrease, or no change in its annual revenue or is the recipient of any additional source(s) of funding.

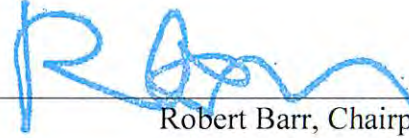
ADOPTED: December 15, 2020

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY:


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on December 15, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer