

Housing Authority of the City of Ocean City

**Regular Board of Commissioner Meeting Minutes
January 19, 2021 – 3:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held January 19, 2021, at 3:00 p.m. via tele-conference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday
Commissioner Patrick Mumman
Commissioner Beverly McCall
Commissioner Robert Henry
Commissioner Patricia Jackson (arrived 3:22 p.m.)
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, Maddy Vitale, *The OCNJ Daily*.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from December 15, 2020. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Treasurer’s Report

Ms. Cavallo reviewed the Financial Report for the three months ended December 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 stated Commissioner Halliday will provide an update on Speitel Commons and Bayview Manor in the Committee Report section. She will provide an update on her written report and address questions from Commissioner Henry.

Concerning COVID, a question was asked if the Authority was going to help residents obtain vaccines via registering on-line as well as have a clinic at the Authority site. Mrs. Jones contacted the Cape May County Health Department who helped the Authority with a local testing event in November. The Authority will see if it is possible to do a clinic but as we know the vaccines are in tight supply right now. Mrs. Jones is not very hopeful on this, but the Authority will keep trying to see what the Authority can do. Mrs. Jones also is aware is that the City of Ocean City is working with the County to open a vaccine site in the City as well. Nothing has been determined yet.

It was asked if the Auditors if they can review internal controls especially over cash and disbursements and if this would be an additional cost. Mrs. Jones stated in a standard audit, the internal controls and cash disbursement reviews are part of the audit. This request should not be an additional cost. When the auditor comes to the meeting to present the audit, Mrs. Jones will ask them to spend some time on that area to review the Authority's internal controls to the Board.

Next question is: Does the Authority expect any material changes in HUD policy, funding, or support with the Biden Administration? The Authority has not received any information yet on what should be expected from the Biden Administration other than a possible extension of the eviction moratorium, which will probably be part of the next relief package.

It was requested, regarding the fee accountant report, at the end of each quarter to see a comparison of actual year-to-date results as compared to the prior year. Mrs. Jones stated she will work with the Accountants to provide this information.

The tenant accounts receivable problem is something the Authority continues to work on. The Authority has an accounts receivable issue primarily in the family development. The Authority is trying to make some headway on that with some repayment agreements. It has not been an easy process and there has not been cooperation from the residents, but the Authority will keep trying.

Mrs. Jones referenced her written report regarding the waiting list. The Authority is implementing a new software module that will provide an on-line application process. This will make it easier for applicants to apply for housing and will provide a more efficiently process to managing the waiting lists. This process will probably be up and running internally in the next couple of months. However, Mrs. Jones does not anticipate opening the waiting lists any time soon as the Authority has plenty of applicants for all properties.

In the resolution portion of the meeting, there is a resolution for a veteran's preference for applicants when applying for housing This preference will assist veterans with moving through the waiting list faster.

Mrs. Jones meant to mention last month that Commissioner Broadley completed all his commissioner courses. All the OCHA's commissioners have completed all their classes.

Commissioner Halliday asked if Mrs. Jones wished to discuss the elevator. Commissioner Henry asked, regarding the discussion about the elevator, if he can assume or understand that the scope schedule costs are all unchanged. Chairman Barr stated this will be addressed in the Committee Reports. Commissioner Mumman asked if there was one waiting list for all properties or separate by property and how many are on the waiting lists. Mrs. Jones stated Seniors and those with disabilities are on a separate list from the families. Currently, there are 14 families that are on the waiting list that live in Ocean City and 194 families that are on the waiting list that do not have an Ocean City preference. There are also 41 Seniors and those with disabilities that live in Ocean City that are on the waiting list and 282 without an Ocean City preference. The Authority will be accepting applications on-line but will accommodate those who do not have access to a computer by accepting applicants on paper through the mail.

Motion to approve the Executive Director’s Report made by Commissioner Mumman 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)

Committee Reports – Chairman Barr turned the meeting over to Commissioner Halliday for the Re-Development Committee report. He discussed the scope, schedule, and cost of the Speitel project. When the Authority entered this project, it was with an 18-month completion time frame. The project began in May of 2020 with a targeted completion date under the terms of the contract with the contractor of May 2021 but have until October 2021 to complete the project. With the provisions set in place and built to carry costs in the agreement with NJHMFA, the Authority is still pushing for the May completion date. The contractor is doing a very good job trying to stay on schedule. The elevator company, Schindler, has stated they have COVID issues in the factory and this has slowed down production. They were scheduled to be on site the end of February/beginning of March that is now moved to the third week in April. It will take about a month to install and then it will need to be inspected. With the April start date of installation, completion would be approximately the beginning of June. The team has been given encouragement to go forward with negotiating with them as hard a possible to bring them to the table and get them to perform. In respect to all other components of the project are moving along nicely. Another piece of goods news, a credit will be received in the amount of \$61,000 based on the change orders that are listed in the resolutions that were issued this afternoon. The project is under budget now. There may be a few things that may want to be done in the future regarding upgrades, nothing significant. Most of the change orders that have been written were requested for improved specs and benefits to the projects itself. Some of the credits taken advantage of were tax related and through Value Engineering reducing some of the costs. Regarding inspections, they have been progressing nicely. Structural inspections and concrete testing have been clear. Exterior framing inspections has been approved. Rough plumbing, rough electric and fire inspections are being done per floor. All rough inspections are about 75% complete. After these inspections are approved then total building inspections will be conducted. Beyond that there will be insulation inspection and then into your finals. There are no delays currently that will impact the budget. A site tour will be scheduled. The contractor will be contacted to select a date and time. Commissioner McCall asked Commissioner Halliday based on his experience if he is concerned about the elevators. Commissioner Halliday stated to be honest, yes, he is concerned. He is not fond of the company installing the elevator, but the Authority just needs to take responsible action and get them to perform.

Old Business – None.

New Business – Chairman Barr stated the final board meeting of the 2021 year is scheduled for Tuesday, December 21st, 2021. This meeting will be moved to Tuesday, December 14th, 2021. This can be done without Board action. He asked the Board to make note of this on their calendars. No objections from any Board Members.

Patty Jackson entered the meeting 3:22 p.m.

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

Resolution #2021-01
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$107,495.49. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly discussed updates from the initial bill list. Most notably the JIF insurance bill. It is higher than it normal would because it contains the builders risk insurance premium for Speitel. This is the first installment of the insurance bill. The second installment is due in June. The builders risk insurance is about \$20,000 for the year. \$10,000 of it is in this current invoices. Once that check clears the Authority will be able to put that in for reimbursement from NJHMFA. Commissioner Halliday asked how far the builders risk policy is carried out to? Mrs. Jones stated the entire year would be from January through December. This first installment is payment through June. Hopefully, the construction will be completed by June. If not, the additional amount for the remainder of the year will be paid and then prorated when construction is completed. The following vote was taken:

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

Resolution #2021-02
Designating Official Newspapers

Chairman Barr called for a motion to approve Resolution #2021-02. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained this resolution is passed every year to designate the Authority's official newspapers the Authority will be using for advertising purposes. The following vote was taken:

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

Resolution #2021-03
Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy

Chairman Barr called for a motion to approve Resolution #2021-03. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. As mentioned in Mrs. Jones report, the veteran's preference does not currently exist in the Authority's Admissions & Continued Occupancy policy. With a veteran's preference it allows a veteran to move up sooner on the waiting list than if they did not have the preference. The definition of a veteran is listed in the resolution. The following vote was taken:

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

Resolution #2021-04

Authorizing Conditional payment of Additional Compensation to the Vineland Housing Authority

Chairman Barr called for a motion to approve Resolution #2021-04. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Chairman Barr stated this resolution was brought forward by Commissioner Halliday and himself as a reward for Jackie and her staff for all the hard work that they have done to get Speitel where it is and to put the OCHA where it is presently. But also, as all the Board is aware, the OCHA was recently awarded a \$2 million grant for the scattered site homes project, which will be discussed soon. This was a very competitive grant and notification was received over the New Year. This is kudos to Jackie and to her team. The OCHA thanks them for all that they do and getting this grant. The Authority thanks Rick of the Brooke Group as well for his efforts. Commissioner Halliday would like to insert some language into the resolution and requests an amendment to acknowledge the extraordinary effort the administration team has put forth in the redevelopment efforts of the OCHA. Mrs. Jones thanked everyone. Chairman called for a motion to approve Resolution 2021-04 as amended by Vice Chair Halliday. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2021-05

Approving Change Orders for Construction of Speitel Commons at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2021-05. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. Mrs. Jones stated this was discussed in the Committee section of the meeting. This resolution is for two change order reductions that amount to over (\$100,000), and six change order additions that roughly total \$40,000. The resolution acknowledges a decrease in the total contract costs so far in the amount of (\$61,999.37). Commissioner Mumman questioned the missing amounts for the concrete testing reimbursables and exterior wall protection. Commissioner Halliday stated they are yet to be determined. He believes there is a reimbursement for the concrete testing from Craig Testing and the other testing firm. The exterior wall protection is in the design phase. Neither one is that significant. The following vote was taken:

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

There is no need for Executive Session tonight.

No public comments. Chairman Barr reminded the Board of the date change of the December meeting from the 21st to the 14th of December 2021. Commissioner Mumman congratulated the team on the bonus well deserved and congratulated Commissioner Broadley on getting through his training. Chairman Barr congratulated Mrs. Jones and her team again and thanked for all they do. It is greatly appreciated. Mrs. Jones thanked everyone for the acknowledgement. Sometimes hard work does not get acknowledged, but OCHA Commissioners have expressed their appreciation repeatedly. Mrs. Jones and the VHA staff are very appreciative. No further comments from the Board.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:40 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer