

Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patrick Mumman, Commissioner
Patricia Miles-Jackson, Commissioner
Brian Broadley, Commissioner



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Jacqueline S. Jones, Executive Director

February 10, 2021

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

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, February 16, 2021, via video-conference at 3:00 pm from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.**

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

Very truly yours,



Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, February 16, 2021
3:00 p.m.

Via Video-Conference

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on January 19, 2021
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2021-06	Approval of Monthly Expenses (revised)
# 2021-07	Approving Change Orders for Bayview Manor Roof
# 2021-08	Award Contract for Architectural and Engineering Services
# 2021-09	Approving Change Order for Construction of Speitel Commons at Bayview Manor (<i>fencing, window, curbing</i>)
# 2021-10	Approving Change Order for Construction of Speitel Commons at Bayview Manor (<i>time extension</i>)
- 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

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 teleconference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(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 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 efficient 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 as 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 good 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,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive, flowing style.

Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report

Month Ending: Jan 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET		ACTUAL	VARIANCE	BUDGET		ACTUAL	VARIANCE	BUDGET		ACTUAL	VARIANCE	BUDGET		ACTUAL	VARIANCE
	ANNUAL BUDGET	THRU January	THRU January	THRU January	ANNUAL BUDGET	THRU January	THRU January	THRU January	ANNUAL BUDGET	THRU January	THRU January	THRU January	ANNUAL BUDGET	THRU January	THRU January	THRU January
INCOME																
DWELLING RENTAL	\$ 540,060	\$ 180,020	\$ 171,898	\$ (8,122)	\$ 229,840	\$ 76,613	\$ 71,720	\$ (4,893)	\$ 220,000	\$ 73,333	\$ 72,608	\$ (725)	\$ 90,220	\$ 30,073	\$ 27,570	\$ (2,503)
OTHER TENANT-EXCESS UTILITIES	6,810	2,312	2,263	(49)	6,810	2,312	2,263	(49)	-	-	-	-	-	-	-	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 182,332	\$ 174,161	\$ (8,171)	\$ 236,650	\$ 78,925	\$ 73,983	\$ (4,942)	\$ 220,000	\$ 73,333	\$ 72,608	\$ (725)	\$ 90,220	\$ 30,073	\$ 27,570	\$ (2,503)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 32,720	\$ 148,118	\$ 115,398	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 32,720	\$ 100,676	\$ 67,956	\$ -	\$ -	\$ -	\$ -
PBV HAP SUBSIDY	342,240	114,080	58,609	(55,471)	196,240	65,413	15,763	(49,650)	-	-	-	-	146,000	48,667	42,846	(5,821)
HUD CAPITAL FUNDS-OPERATIONS	50,260	5,584	-	(5,584)	-	-	-	-	50,260	5,584	-	(5,584)	-	-	-	-
CDBG INCOME	40,000	13,332	6,035	(7,297)	20,000	6,667	3,018	(3,649)	10,000	3,333	1,992	(1,342)	10,000	3,332	1,026	(2,306)
TOTAL HUD FUNDING	\$ 530,660	\$ 165,716	\$ 212,762	\$ 47,046	\$ 216,240	\$ 72,080	\$ 66,223	\$ (5,857)	\$ 158,420	\$ 41,638	\$ 102,668	\$ 61,030	\$ 156,000	\$ 51,999	\$ 43,872	\$ (8,127)
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 33	\$ 40	\$ 7	\$ -	\$ -	\$ 13	\$ 13	\$ -	\$ -	\$ 22	\$ 22	\$ 100	\$ 33	\$ 5	\$ (28)
OTHER INCOME-LAUNDRY	6,890	2,297	1,590	(707)	3,880	1,293	672	(621)	2,010	670	918	248	1,000	333	-	(333)
OTHER INCOME-FRAUD RECOVERY	500	167	-	(167)	-	-	-	-	-	-	-	-	500	167	-	(167)
OTHER INCOME-MISCELLANEOUS	12,640	4,213	1,344	(2,870)	2,320	773	991	218	9,280	3,093	213	(2,880)	1,040	347	140	(207)
TOTAL INCOME	\$ 1,097,660	\$ 354,758	\$ 389,897	\$ 35,139	\$ 459,090	\$ 153,072	\$ 141,882	\$ (11,190)	\$ 389,710	\$ 118,734	\$ 176,428	\$ 57,694	\$ 248,860	\$ 82,952	\$ 71,587	\$ (11,365)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 3,000	\$ 3,000	\$ -	\$ 900	\$ 300	\$ 300	\$ -	\$ 2,250	\$ 750	\$ 750	\$ -	\$ 5,850	\$ 1,950	\$ 1,950	\$ -
ADVERTISING	1,200	400	444	44	120	40	273	233	300	100	113	13	780	260	58	(202)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 7,700	\$ 2,567	\$ 4,141	\$ 1,575	\$ 770	\$ 257	\$ 2,071	\$ 1,814	\$ 1,930	\$ 643	\$ 1,367	\$ 723	\$ 5,000	\$ 1,667	\$ 704	\$ (963)
CONSULTANTS-RAD CONVERSION	18,000	6,000	1,488	(4,513)	1,800	600	744	144	2,300	767	491	(276)	13,900	4,633	253	(4,380)
COPIER	3,500	1,167	867	(300)	350	117	433	317	880	293	286	(7)	2,270	757	147	(609)
DUES & PUBLICATIONS	800	267	190	(77)	80	27	95	68	200	67	63	(4)	520	173	32	(141)
OFFICE SUPPLIES	1,000	333	-	(333)	100	33	-	(33)	250	83	-	(83)	650	217	-	(217)
PHONE & INTERNET	8,610	2,870	3,149	279	860	287	1,750	1,464	2,150	717	923	207	5,600	1,867	476	(1,391)
POSTAGE	2,100	700	628	(72)	210	70	314	244	530	177	207	31	1,360	453	107	(346)
LEGAL	14,000	4,667	1,590	(3,077)	1,400	467	640	173	3,500	1,167	633	(534)	9,100	3,033	317	(2,716)
CRIMINAL BACKGROUND CHECKS	400	133	-	(133)	40	13	-	(13)	100	33	-	(33)	260	87	-	(87)

Commissioner's Report

Month Ending: Jan 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE
	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU
	BUDGET	January	January	January	BUDGET	January	January	January	BUDGET	January	January	January	BUDGET	January	January	January
LEGAL-RAD	4,000	1,333	-	(1,333)	-	-	-	-	4,000	1,333	-	(1,333)	-	-	-	-
TRAVEL	200	67	-	(67)	20	7	-	(7)	50	17	-	(17)	130	43	-	(43)
TRAINING	1,000	333	380	47	100	33	190	157	250	83	125	42	650	217	65	(152)
ACCOUNTING	18,500	6,167	6,167	-	1,850	617	3,083	2,467	4,620	1,540	2,035	495	12,030	4,010	1,048	(2,962)
MANAGEMENT FEES	165,000	55,000	58,220	3,220	81,250	27,083	29,134	2,051	56,000	18,667	19,216	549	27,750	9,250	9,870	620
MISCELLANEOUS-SUNDRY	10,180	3,393	2,575	(819)	1,020	340	1,397	1,057	2,560	853	758	(96)	6,600	2,200	420	(1,780)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 88,397	\$ 82,838	\$ (5,559)	\$ 90,870	\$ 30,290	\$ 40,425	\$ 10,134	\$ 81,870	\$ 27,290	\$ 26,966	\$ (324)	\$ 92,450	\$ 30,817	\$ 15,447	\$ (15,369)
OTHER TENANT SERVICES	\$ 9,700	\$ 3,233	\$ 4,370	\$ 1,137	\$ 970	\$ 323	\$ 1,260	\$ 937	\$ 2,430	\$ 810	\$ 1,675	\$ 865	\$ 6,300	\$ 2,100	\$ 1,435	\$ (665)
TENANT SVCS – BEHAVIORAL HEALTH	40,000	13,332	6,035	(7,297)	20,000	6,667	3,018	(3,649)	10,000	3,333	1,992	(1,342)	10,000	3,332	1,026	(2,306)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 16,565	\$ 10,405	\$ (6,160)	\$ 20,970	\$ 6,990	\$ 4,278	\$ (2,712)	\$ 12,430	\$ 4,143	\$ 3,667	\$ (477)	\$ 16,300	\$ 5,432	\$ 2,461	\$ (2,971)
WATER/SEWER	\$ 88,300	\$ 30,019	\$ 29,162	\$ (857)	\$ 19,100	\$ 6,754	\$ 6,289	\$ (465)	\$ 60,700	\$ 20,456	\$ 20,289	\$ (167)	\$ 8,500	\$ 2,809	\$ 2,583	\$ (226)
ELECTRIC	109,400	43,253	37,598	(5,655)	96,000	37,696	33,518	(4,178)	9,200	4,315	2,707	(1,609)	4,200	1,242	1,374	132
GAS	49,800	24,002	12,364	(11,638)	-	-	-	-	40,800	20,122	8,284	(11,838)	9,000	3,880	4,080	200
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 97,274	\$ 79,124	\$ (18,150)	\$ 115,100	\$ 44,450	\$ 39,807	\$ (4,643)	\$ 110,700	\$ 44,893	\$ 31,280	\$ (13,613)	\$ 21,700	\$ 7,931	\$ 8,037	\$ 106
MAINTENANCE LABOR	\$ 57,000	\$ 19,000	\$ 16,780	\$ (2,220)	\$ 28,500	\$ 9,500	\$ 8,390	\$ (1,110)	\$ 18,810	\$ 6,270	\$ 5,538	\$ (732)	\$ 9,690	\$ 3,230	\$ 2,853	\$ (377)
MAINT. MATERIALS	55,210	16,670	4,853	(11,817)	25,320	8,440	1,947	(6,493)	18,920	6,307	2,645	(3,661)	10,970	1,923	260	(1,663)
MAINT. CONTRACT COSTS	159,500	42,042	34,096	(7,946)	91,100	28,933	22,889	(6,044)	53,000	11,567	7,176	(4,390)	15,400	1,542	4,030	2,489
EMPLOYEE BENEFITS	35,230	11,743	11,814	71	17,610	5,870	5,908	38	11,630	3,877	3,898	21	5,990	1,997	2,009	12
TOTAL MAINTENANCE	\$ 306,940	\$ 89,455	\$ 67,543	\$ (21,912)	\$ 162,530	\$ 52,743	\$ 39,134	\$ (13,610)	\$ 102,360	\$ 28,020	\$ 19,257	\$ (8,762)	\$ 42,050	\$ 8,692	\$ 9,152	\$ 460
INSURANCE	\$ 65,440	\$ 21,813	\$ 21,982	\$ 168	\$ 6,550	\$ 2,183	\$ 4,522	\$ 2,339	\$ 24,750	\$ 8,250	\$ 7,758	\$ (492)	\$ 34,140	\$ 11,380	\$ 9,701	\$ (1,679)
FLOOD INSURANCE	39,760	15,487	15,488	1	3,500	1,167	1,168	1	19,260	6,420	6,420	-	17,000	7,900	7,900	-
BAD DEBTS	5,000	1,667	1,667	0	500	167	168	1	4,000	1,333	1,331	(2)	500	167	168	1
COMPENSATED ABSENCES	5,000	1,667	1,667	-	500	167	168	1	1,250	417	416	(1)	3,250	1,083	1,083	(1)
PAYMENT IN LIEU OF TAXES	29,260	9,753	9,752	(1)	11,480	3,827	3,826	(1)	10,930	3,643	3,642	(1)	6,850	2,283	2,284	1
PENSION	11,000	3,667	3,667	0	5,600	1,867	1,867	0	5,000	1,667	1,668	1	400	133	132	(1)
RETIREE BENEFITS	31,230	10,410	7,939	(2,471)	7,000	2,333	3,970	1,636	13,730	4,577	2,620	(1,957)	10,500	3,500	1,350	(2,150)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 64,463	\$ 62,162	\$ (2,301)	\$ 35,130	\$ 11,710	\$ 15,689	\$ 3,979	\$ 78,920	\$ 26,307	\$ 23,855	\$ (2,452)	\$ 72,640	\$ 26,447	\$ 22,618	\$ (3,829)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 356,154	\$ 302,072	\$ (54,083)	\$ 424,600	\$ 146,183	\$ 139,332	\$ (6,851)	\$ 386,280	\$ 130,653	\$ 105,024	\$ (25,629)	\$ 245,140	\$ 79,318	\$ 57,715	\$ (21,603)
PROFIT	\$ 41,640	\$ (1,396)	\$ 87,825	\$ 89,221	\$ 34,490	\$ 6,889	\$ 2,550	\$ (4,339)	\$ 3,430	\$ (11,919)	\$ 71,404	\$ 83,323	\$ 3,720	\$ 3,634	\$ 13,871	\$ 10,237

Ocean City Housing Authority

Administrative Report

DATE: February 9, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for January 2021)

PERIOD: January 12, 2021 to February 8, 2021

Speitel Commons at Bayview Manor

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

Update: The following documents are included with Draw #9 following this report:

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

Counseling the residents regarding the move to Speitel is about to begin. There is a Relocation Coordinator, Lynn Hoban, of the Vineland Housing Authority who will be the residents’ point of contact for the entire relocation process. Lynn will coordinate the transfer of all utilities for residents, schedule the move for each resident and will be available to answer questions for the length of the process.

COVID-19 Pandemic – Operating Status

The COVID-19 Operating Status as reported last month remains in effect. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor regarding the State's current COVID status. The goal remains providing a safe environment for Authority residents and staff to live and work.

Audit for Year-Ending September 30, 2019

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

Bayview Manor Renovations

Replacement of Roof System & Painting of Roof Capping

Update: The painting of the roof capping has been completed; some roof materials have been delivered to the site; the work has not started as we have hit a stretch of very windy and rainy weather.

Replacement of Electric Panels in Apartments

Update: This contract was awarded at the November 2020 board meeting. Pre-construction meetings have begun. The replacement of the electric panels has not started.

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.

Tenant Accounts Receivable

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

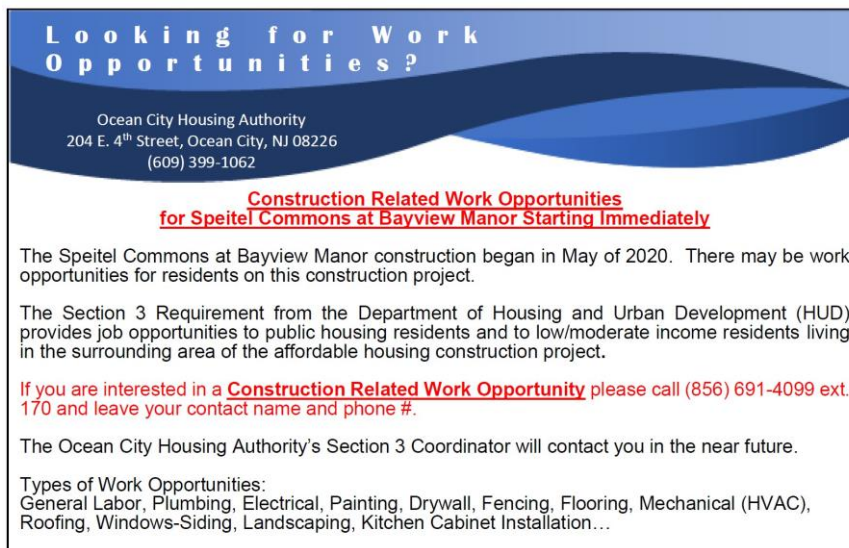
Construction Related Work Opportunities at Speitel Commons

Update: The Section 3 postcard (next page) seeking employees for work opportunities is being mailed to OCHA residents each month beginning January through May 2021.

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.



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		3,437,500	334,613	3,437,500	2,568,940
Surety & Bonding	69,165		62,249	0	62,249	6,917
General Requirements	360,386		210,877	16,217	210,877	149,509
Contractor Overhead & Profit	480,515		278,453	21,623	278,453	202,063
<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	0	165,699	19,301
Engineer	98,000		68,975	0	68,975	29,025
Attorney	50,000		27,946	0	27,946	22,054
Cost Certification/Audit	17,500		0	0	0	17,500
Environmental Consultant	14,473		14,479	0	14,479	-6
Energy Star Consultant	24,000		4,025	0	4,025	19,975
Geotechnical Engineering Report	18,287		18,287	0	18,287	0
Surveyor	20,000		8,370	0	8,370	11,630
Consultant Fees	311,000		215,784	11,613	215,784	95,216
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:			4,581,163	384,066	4,581,163	
TOT. BUDGETED USES:		\$8,359,156	4,581,163		4,581,163	3,777,993

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #10 (Virtual Meeting)
Meeting Date:	02/02/21
Meeting Time	10:30 AM
Weather Conditions:	30 degrees, snow
Issue Date:	02/09/21
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	276
% of Contract Time / Elapsed % Construction Schedule Elapsed	75.62%
% of Work Complete per AIA G702	64.66%
Reported Weather Days	18
	05/6/20, 06/11/20, 06/12/20, 07/10/20, 07/31/20, 08/04/20, 08/06/20, 08/07/20, 8/14/20, 09/11/20, 10/16/20, 10/29/20, 10/30/20, 11/12/20, 11/30/20, 12/17/20 02/01/21, 02/02/21

*Calendar days

New Business

10.1 2" Fire Collars OC Code official is requiring fire collars on pipes 2" diameter and above. Typically, collars are used on pipes 3" and above. **DM** reported that the Code does not specifically say that fire collars must be used on 2" pipes. It says that a tested assembly must be used. A non-collar tested assembly was shown on the approved permit drawings. The collars are more expensive and may result in a Change Order Request. **DP** said that NJHMFA will need documentation from the Code Official stating OC's requirement in order to approve it.

10.2 Verizon Verizon needs to replace a utility pole and install a switch. They have been delayed.

Old Business

9.1 Weather Days: **MS** to submit a record of any weather days for tracking in the meeting minutes. **02/02/21** Weather days were submitted. A proposed change order was prepared requesting an extension for the 18 days missed to date plus an anticipated 3 additional days. The proposed new finish date is May 31, 2021.

9.2 Change Orders: Change orders anticipated:

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

02/02/21 Change orders #3-8 were approved by OCHA and submitted to NJHMFA for Garage Lighting, Heat Trace, Conduit for Future Cable, Door Hardware, Atrium Windows/ Laundry Transom, Security Camera upgrades. NJHMFA requested additional information and clarifications. Proposed Change orders will be prepared for access panels and garage bollards, and insulation on garage pipes in addition to heat trace.

- 8.3 Elevator: Installation date is 4/19/21. The elevator has the biggest impact on schedule. OCHA wanted nonproprietary elevator. Discussed seeing if there was another company that could deliver sooner. **DP** said sometimes Schindler will charge overtime to meet schedule. **01/05/21** Shop drawings were approved early on but production could not start until shaft was built and field measured. **DS** to email **RG** the date the order was made. **DS** to investigate whether an earlier elevator completion is possible if overtime is utilized. **02/02/21 DS** reported that Elevator date was moved up 11 days to 4/8/21. **DS** to check with Schindler about how to guarantee 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. **01/05/21** Vents to match siding color. **02/02/21 ITEM CLOSED**
- 8.5 Garage Screen Wall: HD is doing sketch detail for screen wall panels at garage. Panels will be PVC (Azek or equivalent, not vinyl siding) **01/05/21** MS has necessary measurements. Brick will be cut at openings next to columns to allow for brick returns on jambs. **02/02/21 ITEM CLOSED**
- 7.1 Door Hardware: Ron Miller reviewed the hardware submittal and made changes. Surface mounted closers will be used instead of spring hinges. Unit entry functions were changed. **12/01/20**: Waiting on price. Ordering of doors in pending approval of the change. 01/05/21 **02/02/21 ITEM CLOSED**
- 7.2 Laundry/ Atrium: OCHA would like an alternate to enclose the atrium with storefront where there is currently a railing shown. Other proposed changes are:
- Add transom over laundry room door.
 - Door is to be solid (no glass)
 - Add interior window above folding table overlooking atrium
- HD to determine fire rating required on glass. **12/01/20**: HD provided sketch for pricing. **01/05/21** Waiting on pricing **02/02/21 ITEM CLOSED**
- 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**
- 7.5 Garage Plumbing: Exposed pipes at garage ceiling will be sprayed with the foam used on the ceiling and/or enclosed in soffits. **12/01/20: MS** submitted photos of insulation used on another project. Engineers to make a recommendation on insulating and/or heat tracing pipes to keep traps from freezing. **01/05/21** Inspector wants a letter from engineer explaining measures being taken to keep pipes from freezing. He may not be looking for a 100% guarantee. If explanation of the current design which includes insulation on the traps is not accepted by inspector, heat trace and or additional insulation may be added with a change order. **RD** to submit letter **02/02/21** Letter will state the addition of heat trace to see if that will satisfy the Code Official. Code Official and/or OCHA board may want insulation as well as the heat trace already approved.
- 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. **02/02/21 ITEM CLOSED**
- 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. **02/02/21** There were some delays in plumbing.

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. **02/02/21 OPEN ITEM**

0.7 Wage Reports: **DS** to confirm with Nick whether an original with a certified copy will be acceptable. **06.02.20:** **DS** gave **RG** first copy of certified payroll. Needs to contain the wording, "This is certified to be a true copy of the original." **07.07.20:** **DS** gave **RG** payroll reports. It is much administrative work to make certified copies work. Subcontractors will submit 2 originals. **RG** wants a master list with payroll number or date to make sure contractors aren't falling behind. **08.04.20:** **RG** received emails but needs originals. Pro Construction is filling out form incorrectly is checking both Union and Non-union boxes. **09.01.20:** **DS** submitted true copies of originals going back to the beginning. **10/06/20:** **RG** received them. **11/03/20:** Falvo's is being corrected. **RG:** Subs should not skip numbers for weeks when they aren't on site unless blank pages are submitted for those weeks. **JJ:** Wording on certification of wage reports is acceptable. **12/01/20:** Wage reports for last month were up to date. Steel wage report is needed for this month. **01/05/21 DS** delivered wage reports to **RG** **02/02/21 DS** will mail wage reports to **RG**.

0.8 Section 3:

that emails **RG** for prospective workers. **DS** will try to get sign up on trailer this week. **09.01.20:** **RG** has been hitting housing authority site with notices. **DP** has a contact, Julian, who live in town. **DS** is missing Section 3 forms for Schindler and Gotham. **DS** to copy **RM** when things are sent to NJHMFA. Email contractor log. **10/06/20:** Corrections were made. Still working on Schindler's. **11/03/20:** Post cards are being sent out twice a month since Aug. to advertise. More Section 3 workers are needed. A second worker was found but documentation is needed. **RG** or **DP** to sign. **12/01/20:** **RG** needs Section 3 reports. Two new hires will qualify. **DP** is working on getting a local contractor for trim certified. **01/05/21 DS** delivered DUNNS report, New Hire Report, Section 3 reports and Davis Bacon. A local trim carpenter will be used for door trim. **02/02/21** Section 3 reports were submitted via email.

Work Completed/ In Progress:

- Gypsum board in progress on Second Floor.
- Third floor passed insulation inspection. Gypsum board installation to begin 02/07
- Fourth floor inspection scheduled.
- Metal framing at exterior walls almost complete
- Ready to start siding, weather permitting.
- Masons have completed 3 sides. There were weather delays.
- Laid out rooftop HVAC unit curbs.
- Starting sitework/ pipe on exterior
- Trash chute drywalled and shaft wall installed on 3 sides up to roof. 3rd wall will be done after chute is installed.

Projected Work:






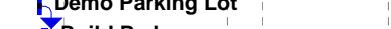


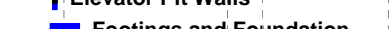
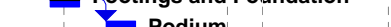






























- Doors and trim in progress on Second Floor.
- Siding in progress.
- Brick will be complete.
- Stairs installed.
- HVAC units on roof.

Meeting Schedule









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

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









Tue 2/9/21

ID		Task Name	Duration	Physical % Complete	Start	Finish	2020												Half 2, 2020												Half 1, 2021												Half 2, 2021												Hal	
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	J	F	M	A	M	J	J	A	S	O	N	D	J	F													
1		SPEITEL COMMONS	261 days	0%	Fri 5/1/20	Fri 4/30/21																																																		
2		BUILDING	281 days?	0%	Fri 5/1/20	Fri 5/28/21																																																		
3	✓	Mobilization Demo & Tree Removal	11 days	0%	Fri 5/1/20	Fri 5/15/20																																																		
4	✓	Concrete Inclusions	10 days	0%	Mon 5/18/20	Fri 5/29/20																																																		
5	✓	Demo Parking Lot	4 days	0%	Mon 6/1/20	Thu 6/4/20																																																		
6	✓	Build Pad	5 days	0%	Fri 6/5/20	Thu 6/11/20																																																		
7	✓	Elevator Pit Footings	3 days	0%	Mon 6/15/20	Wed 6/17/20																																																		
8	✓	Elevator Pit Walls	3 days	0%	Thu 6/18/20	Mon 6/22/20																																																		
9	✓	Footings and Foundation	25 days	0%	Mon 6/15/20	Fri 7/17/20																																																		
10	✓	Podium	25 days	0%	Mon 8/17/20	Fri 9/18/20																																																		
11	✓	Elevator/ Stairtower Block Walls	30 days	0%	Mon 10/5/20	Fri 11/13/20																																																		
12	✓	Building Layout	1 day	0%	Fri 10/2/20	Fri 10/2/20																																																		
13	✓	Frame 1st Floor	3 days	0%	Mon 10/5/20	Wed 10/7/20																																																		
14	✓	Joist and Deck	4 days	0%	Thu 10/8/20	Tue 10/13/20																																																		
15	✓	Frame 2nd Floor	3 days	0%	Wed 10/14/20	Fri 10/16/20																																																		
16	✓	Joist and Deck	4 days	0%	Mon 10/19/20	Thu 10/22/20																																																		
17	✓	Frame 3rd Floor	3 days	0%	Fri 11/6/20	Tue 11/10/20																																																		
18	📅	Set Roof Trusses / Sheath	8 days	0%	Fri 11/20/20	Tue 12/1/20																																																		
19	✓	Roofing	8 days	0%	Wed 12/2/20	Fri 12/11/20																																																		
20		Set Interior Stairs	8 days	0%	Mon 12/14/20	Wed 12/23/20																																																		
21	✓	Tyvek Wrap	3 days	0%	Mon 12/14/20	Wed 12/16/20																																																		
22	✓	Windows & Exterior Doors	8 days	0%	Thu 12/17/20	Mon 12/28/20																																																		
23		Brick	25 days	0%	Tue 12/22/20	Mon 1/25/21																																																		
24		Siding	25 days	0%	Tue 1/5/21	Mon 2/8/21																																																		
25	✓	Pre Rock	4 days	35%	Wed 12/2/20	Mon 12/7/20																																																		
26	✓	HVAC Rough-in - 200 Level	9 days	0%	Mon 1/11/21	Thu 1/21/21																																																		
27	✓	HVAC Rough-in - 300 Level	4 days	0%	Fri 1/22/21	Wed 1/27/21																																																		
28	✓	HVAC Rough-in - 400 Level	4 days	0%	Fri 1/22/21	Wed 1/27/21																																																		
29	✓	Plumbing Rough-in - 200 Level	8 days	100%	Fri 12/4/20	Tue 12/15/20																																																		
30	✓	Plumbing Rough-in - 300 Level	9 days	85%	Wed 12/16/20	Mon 12/28/20																																																		
31	✓	Plumbing Rough-in - 400 Level	9 days	0%	Tue 1/12/21	Fri 1/22/21																																																		
32	✓	Fire Sprinkler Rough-in - 200 Level	9 days	0%	Fri 12/4/20	Wed 12/16/20																																																		
33	✓	Fire Sprinkler Rough-in - 300 Level	10 days	0%	Thu 12/17/20	Wed 12/30/20																																																		
34	✓	Fire Sprinkler Rough-in - 400 Level	10 days	0%	Thu 12/31/20	Wed 1/13/21																																																		
35	✓	Electrical Rough-in - 200 Level	7 days	90%	Mon 12/14/20	Tue 12/22/20																																																		
36	✓	Electrical Rough-in - 300 Level	10 days	90%	Fri 1/8/21	Thu 1/21/21																																																		
37	✓	Electrical Rough-in - 400 Level	10 days	0%	Fri 1/15/21	Thu 1/28/21																																																		
38	✓	MEP Rough Inspections - 200 Level	1 day?	0%	Fri 1/22/21	Fri 1/22/21																																																		
39	✓	MEP Rough inspections - 300 Level	1 day?	0%	Fri 1/29/21	Fri 1/29/21																																																		

Tue 2/9/21

ID		Task Name	Duration	Physical % Complete	Start	Finish	2020			Half 2, 2020					Half 1, 2021					Half 2, 2021					Half 3, 2021									
							J	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A		S	O	N	D	J	F	M		
40		MEP Rough Inspections - 400 Level	1 day?	0%	Thu 2/4/21	Thu 2/4/21																												MEP Rough Inspections - 400 Level
41		Rough Frame Inspection - 200 Level	1 day	0%	Mon 1/25/21	Mon 1/25/21																												Rough Frame Inspection - 200 Level
42		Rough Frame Inspection - 300 Level	1 day?	0%	Mon 2/1/21	Mon 2/1/21																												Rough Frame Inspection - 300 Level
43		Rough Frame Inspection - 400 Level	1 day?	0%	Fri 2/5/21	Fri 2/5/21																												Rough Frame Inspection - 400 Level
44		Insulation - 200 Level	2 days	0%	Tue 1/26/21	Wed 1/27/21																												Insulation - 200 Level
45		Insulation - 300 Level	2 days	0%	Tue 2/2/21	Wed 2/3/21																												Insulation - 300 Level
46		Insulation - 400 Level	2 days	0%	Mon 2/8/21	Tue 2/9/21																												Insulation - 400 Level
47		Insulation Inspections - 200 Level	1 day	0%	Thu 1/28/21	Thu 1/28/21																												Insulation Inspections - 200 Level
48		Insulation Inspections - 300 Level	1 day?	0%	Thu 2/4/21	Thu 2/4/21																												Insulation Inspections - 300 Level
49		Insulation Inspections - 400 Level	1 day?	0%	Wed 2/10/21	Wed 2/10/21																												Insulation Inspections - 400 Level
50		Hang / Finish Sheetrock - 200 Level	10 days	0%	Fri 1/29/21	Thu 2/11/21																												Hang / Finish Sheetrock - 200 Level
51		Hang / Finish Sheetrock - 300 Level	10 days	0%	Fri 2/5/21	Thu 2/18/21																												Hang / Finish Sheetrock - 300 Level
52		Gypcrete	1 day?	0%	Fri 2/19/21	Fri 2/19/21																												Gypcrete
53		Hang / Finish Sheetrock - 400 Level	10 days	0%	Thu 2/11/21	Wed 2/24/21																												Hang / Finish Sheetrock - 400 Level
54		Gypcrete	1 day?	0%	Thu 2/25/21	Thu 2/25/21																												Gypcrete
55		Rough Trim Installation - 200 Level	5 days	0%	Fri 2/12/21	Thu 2/18/21																												Rough Trim Installation - 200 Level
56		Rough Trim Installation - 300 Level	5 days	0%	Mon 2/22/21	Fri 2/26/21																												Rough Trim Installation - 300 Level
57		Rough Trim Installation - 400 Level	5 days	0%	Fri 2/26/21	Thu 3/4/21																												Rough Trim Installation - 400 Level
58		Prep and Prime Paint Coat - 200 Level	8 days	0%	Fri 2/19/21	Tue 3/2/21																												Prep and Prime Paint Coat - 200 Level
59		Prep and Prime Paint Coat - 300 Level	8 days	0%	Mon 3/1/21	Wed 3/10/21																												Prep and Prime Paint Coat - 300 Level
60		Prep and Prime Paint Coat - 400 Level	8 days	0%	Fri 3/5/21	Tue 3/16/21																												Prep and Prime Paint Coat - 400 Level
61		Hard Flooring - 200 Level	8 days	0%	Wed 3/3/21	Fri 3/12/21																												Hard Flooring - 200 Level
62		Hard Flooring - 300 Level	8 days	0%	Thu 3/11/21	Mon 3/22/21																												Hard Flooring - 300 Level
63		Hard Flooring - 400 Level	8 days	0%	Wed 3/17/21	Fri 3/26/21																												Hard Flooring - 400 Level
64		Cabinets and Countertops - 200 Level	3 days	0%	Mon 3/15/21	Wed 3/17/21																												Cabinets and Countertops - 200 Level
65		Cabinets and Countertops - 300 Level	3 days	0%	Tue 3/23/21	Thu 3/25/21																												Cabinets and Countertops - 300 Level
66		Cabinets and Countertops - 400 Level	3 days	0%	Mon 3/29/21	Wed 3/31/21																												Cabinets and Countertops - 400 Level
67		Deliver Appliances - 200 Level	1 day	0%	Mon 3/15/21	Mon 3/15/21																												Deliver Appliances - 200 Level
68		Deliver Appliances - 300 Level	1 day?	0%	Tue 3/23/21	Tue 3/23/21																												Deliver Appliances - 300 Level
69		Deliver Appliances - 400 Level	1 day?	0%	Mon 3/29/21	Mon 3/29/21																												Deliver Appliances - 400 Level
70		Final MEP's - 200 Level	10 days	0%	Mon 3/15/21	Fri 3/26/21																												Final MEP's - 200 Level
71		Final MEP's - 300 Level	10 days	0%	Tue 3/23/21	Mon 4/5/21																												Final MEP's - 300 Level
72		Final MEP's - 400 Level	10 days	0%	Mon 3/29/21	Fri 4/9/21																												Final MEP's - 400 Level
73		Hardware, Accessories, Blinds - 200 Level	3 days	0%	Mon 3/29/21	Wed 3/31/21																												Hardware, Accessories, Blinds - 200 Level
74		Hardware, Accessories, Blinds - 200 Level	3 days	0%	Tue 4/6/21	Thu 4/8/21																												Hardware, Accessories, Blinds - 200 Level
75		Hardware, Accessories, Blinds - 200 Level	3 days	0%	Mon 4/12/21	Wed 4/14/21																												Hardware, Accessories, Blinds - 200 Level
76		Paint Final - 200 Level	5 days	0%	Thu 4/1/21	Wed 4/7/21																												Paint Final - 200 Level
77		Paint Final - 300 Level	5 days	0%	Fri 4/9/21	Thu 4/15/21																												Paint Final - 300 Level
78		Paint Final - 400 Level	5 days	0%	Thu 4/15/21	Wed 4/21/21																												Paint Final - 400 Level

Tue 2/9/21

ID		Task Name	Duration	Physical % Complete	Start	Finish	2020 A M J	Half 2, 2020 J A S O N D	Half 1, 2021 J F M A M J	Half 2, 2021 J A S O N D	Half 1, 2021 J F M A M J
79		Clean / Punch Out - 200 Level	5 days	0%	Thu 4/8/21	Wed 4/14/21					 Clean / Punch Out - 200 Level
80		Clean / Punch Out - 300 Level	5 days	0%	Fri 4/16/21	Thu 4/22/21					 Clean / Punch Out - 300 Level
81		Complete Elevator Installation	25 days	0%	Mon 4/19/21	Fri 5/21/21					 Complete Elevator Installation
82		Clean / Punch Out - 400 Level	5 days	0%	Thu 4/22/21	Wed 4/28/21					 Clean / Punch Out - 400 Level
83		Energy Star Inspections	5 days	0%	Thu 4/29/21	Wed 5/5/21					 Energy Star Inspections
84		Final Inspections	5 days	0%	Mon 5/24/21	Fri 5/28/21					 Final Inspections

Program Statistics Report 10/2020 - 9/2021		2021 JAN	2020 DEC	2020 NOV
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	0	13	0	
<u>Tenant Relations</u>				
Total number of units to be inspected in fiscal year	121	121	121	
Number of inspections completed this mo. - all sites (include BB	62	0	61	
Total number of units inspected year-to-date - all sites	124	62	62	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	n/a	n/a	n/a	
Annual Unit Turnaround Time (For Fiscal Year)	635	635	635	
Monthly - Number of Vacancies Filled (this month)	0	0	1	
Monthly - Average unit turnaround time in days for Lease up	0	0	635	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	13	
PIC Score	86.34%	86.34%	97.44%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	5	5	3	
Peck's Beach Senior	0	0	0	
Peck's Beach Family	1	1	1	
Total	6	6	4	
Occupancy Rate	94.96%	94.96%	96.64%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	15	15	15	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.5	2.5	
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$ 17,571	\$ 17,571	\$ 18,448	
Peck's Beach - Elderly/Disabled	\$ 6,892	\$ 6,892	\$ 6,892	
Peck's Beach - Family	\$ 18,187	\$ 18,187	\$ 18,187	
Total Rent Roll	\$ 42,650	\$ 42,650	\$ 43,527	
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>				
Families - Ocean City Preference	15	14	12	
Families - No Ocean City Preference	200	194	97	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	78	41	42	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	624	282	285	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		0.9	0.26	
Total Tenant Generated Work Orders	8	5	5	
Number of routine work orders written this month	76	97	143	
Number of outstanding work orders from previous month	10	39	39	
Total number of work orders to be addressed this month	95	141	187	
Total number of work orders completed this month	95	89	144	
Total number of work orders left outstanding	0	52	43	
Number of emergency work orders written this month	1	0	0	
Total number of work orders written year-to-date	483	398	296	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	
<u>Real Estate Assessment Center (REAC) Scores</u>				

Program Statistics Report 10/2020 - 9/2021		2021 JAN	2020 DEC	2020 NOV
Year-End 2018 - Audited - Remains static due to RAD Application		68	68	68
Year-End 2017 - Audited		68	68	68
Year-End 2016 - Audited		85	85	85
Year-End 2015 - Audited		88	88	88
Year-End 2014 - Audited		86	86	86
Year-End 2013 - Audited		97	97	97
Year-End 2012 - Audited		100	100	100
Year-End 2011 - Audited		100	100	100

**Ocean City Housing Authority
Cash Report
As of January 31, 2021**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 01/31/2021		\$601,807.02
2020 Capital Fund Balance for PH (pbfamily)		\$1,128.00
Add: A/R-Tenants 01/2021	Current	\$34,559.54
	Past	\$7,473.15

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - Oct & Dec 2020 - City of OC CDBG Grant - Acenda (2 invoices)	\$3,584.25
Reimbursement for Builder's Risk Policy for Speitel Manor - NJHMFA to Reimburse	\$10,370.50

Less: Bill List payments -Jan 2021 (\$74,170.20)

Accrued Expenses - Total from detail below (\$14,417.83)

<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	4	1,331.17
Bad Debt	5,000.00	4	1,666.67
Comp Absences	5,000.00	4	1,666.67
P.I.L.O.T.	29,260.00	4	9,753.33
Net Accrual	144,460.00		14,417.83

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

Net Cash Balance \$370,334.43

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 70,518	8.53	Months
Per Day	\$ 2,351	158	Days

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

**RESOLUTION NO. 2021-06
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 \$74,170.20.


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: February 16, 2021

VOTE:

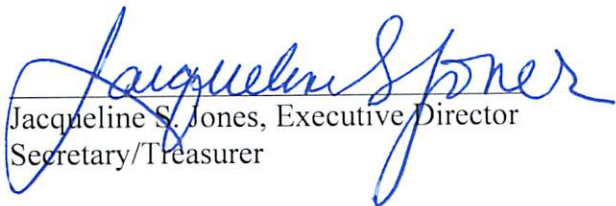
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					✓
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY:  Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on February 16, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - FEBRUARY 2021**

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
415	ACE PLUMBING	Maint Supplies	456.84
416	AMBIENT COMFORT	HVAC - Office heater repair	1,709.00
417	ATLANTIC CITY ELECTRIC	Electric svc - Jan 2021	11,197.06
418	AT&T	Elevator phone - BVM Feb 2021	117.99
419	LINDA AVENA	Accounting Svcs - Feb 2021	1,541.67
420	CALL EXPERTS	Answering Svc - Feb 2021	60.99
421	CLEAN SWEEP SVCS	BVM Cleaning - Jan 2021	1,700.00
422	CAPE MAY CTY MUA	Waste Disposal	153.02
423	COMCAST	Internet Svc	244.57
424	CONVEXSERV TECHNOLOGY	Hosted Exchange mailbox & forwards renewal	1,162.80
425	COPIER PLUS	Copier contract - Feb 2021	20.00
426	THE DAILY JOURNAL	12/2020 Mtg notice	41.21
427	DELTA DENTAL	Dental Ins - Mar 2021	174.02
428	FLORENCE DRISCOLL	Tenant Services - Feb 2021	200.00
429	FEDERAL EXPRESS	Overnight postage	37.23
430	EISENSTAT, GABAGE & FURMAN	Legal Svcs - Jan 2021	140.00
431	GLEN O. STULL	Medicare Reimb - Feb 2021; Prescription reimb	653.36
432	ASHLEY HARRIS	BVM Cleaning - Feb 2021	200.00
433	ROBERT HARRIS	Recyclables removal & trash room cleaning - Feb 2021	200.00
434	HD SUPPLY	Maint Supplies	1,062.64
435	HUMANA INSURANCE	Mar 2021 prescription - retiree	66.50
436	INTEGRATED SYSTEMS ASSOCIATES	IT Consultant	525.00
437	JOHN SPITZ	Medicare & Prescription copay reimb - Jan/Feb 2021	1,256.09
438	NJ AMERICAN WATER	Water - Jan 2021	8,461.41
439	OMEGA PEST MGMT	Pest Control	1,955.50
440	THE PRESS OF ATLANTIC CITY	Board mtg notice; A&E RFP ad; 2021 Mtg. schedule	152.76
441	ROBERT L. ROWELL	Maintenance Labor-Grounds - Feb 2021	200.00
442	SOUTH JERSEY GAS	Gas - Jan 2021	7,331.02
443	SUPERIOR VISION	Vision ins - Mar 2021	19.71
444	US BANK EQUIPMENT FINANCE	Contract charge for copier - Jan 2021	401.02
445	VERIZON DSL	Fax & phone lines - Jan 2021	145.69
446	VINELAND HOUSING AUTHORITY	Mgmt Svcs; Postage reimb; Office coverage reimb - Jan 2021;	16,046.93
447	WALLACE HARDWARE	Maint Supplies	56.55
448	VINELAND HOUSING AUTHORITY	Addit'l compensation per Res #2021-04	10,000.00
20210211	HORIZON BCBS OF NJ	Feb 2021 Health Benefits	2,649.10
	TOTAL FEBRUARY DISBURSEMENTS (sturcocc)		\$ 70,339.68
	PAYROLL - 01/2021		\$ 2,437.02
	PAYROLL TAXES - 01/2021		\$ 786.93
	ADP PAYROLL PROCESSING FEES - 01/2020		\$ 213.21
	PENSION -01/2020		\$ 327.11
	PNC BANK FEE - 01/2020		\$ 66.25
	TOTAL BILL LIST - FEBRUARY 2021		\$ 74,170.20

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

RESOLUTION NO. 2021-07

Resolution Approving Change Orders for Bayview Manor Roof Replacement

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for renovation of the roof at Bayview Manor; and

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

WHEREAS, the lowest responsible bidder for this project was **Winchester Roofing Corporation – 8 Democrat Way; Gibbsboro, NJ 08026** with a bid amount of **\$234,153**; and

WHEREAS, the contract for construction was awarded to **Winchester Roofing Corporation – 8 Democrat Way; Gibbsboro, NJ 08026** with **Resolution 2020-40** at the **September 15, 2020 board meeting**; and

WHEREAS, change orders are necessary to provide additional time to complete the project; and

WHEREAS, the aforementioned change orders number 001 and 002 are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the change orders to extend the contract completion date until March 31, 2021.

ADOPTED: February 16, 2021

VOTE:

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

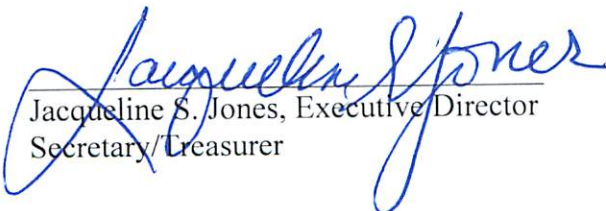
OCEAN CITY HOUSING AUTHORITY

BY:  Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on February 16, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-037 Bayview Manor Roof
Replacement
635 West Ave & Sixth St.
Ocean City, NJ 08226

CONTRACT INFORMATION:
Contract For: General Construction

Date: 01/12/2021

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: 01/12/2021

OWNER: (Name and address)
Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

ARCHITECT: (Name and address)
Haley Donovan, LLC
9 Tanner Street, Suite 201, Haddonfield,
NJ 08033

CONTRACTOR: (Name and address)
Winchester Roofing Corp.
8 Democrat Way
Gibbsboro, NJ 08026

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

01/12/2021 - Extend the contract for another 30 days.

The original Contract Sum was	\$	234,153.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	234,153.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	234,153.00

The Contract Time will be increased by Thirty (30) days.
The new date of Substantial Completion will be 02/23/2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive Price.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Haley Donovan, LLC
ARCHITECT (Firm name)

SIGNATURE

Michael Donovan AIA, Principal

PRINTED NAME AND TITLE

01/19/2021

DATE

Winchester Roofing Corp.
CONTRACTOR (Firm name)

SIGNATURE

June B. Michael President

PRINTED NAME AND TITLE

1/17/21

DATE

Ocean City Housing Authority
OWNER (Firm name)

SIGNATURE

Jacqueline S. Jones, Executive Director

PRINTED NAME AND TITLE

01/20/2021

DATE



AIA®

Document G701™ – 2017

Change Order

PROJECT: (Name and address) 19-037 Bayview Manor Roof Replacement 635 West Ave & Sixth St. Ocean City, NJ 08226	CONTRACT INFORMATION: Contract For: General Construction Date: 02/09/2021	CHANGE ORDER INFORMATION: Change Order Number: <u>002</u> Date: 02/09/2021
OWNER: (Name and address) Ocean City Housing Authority 204 4th Street Ocean City, NJ 08226	ARCHITECT: (Name and address) Haley Donovan, LLC 9 Tanner Street, Suite 201, Haddonfield, NJ 08033	CONTRACTOR: (Name and address) Winchester Roofing Corp. 8 Democrat Way Gibbsboro, NJ 08026

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

02/09/2021 - Extend the contract for another 36 days.

The original Contract Sum was	\$ 234,153.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 234,153.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 234,153.00

The Contract Time will be increased by 36 (Thirty Six) days.

The new date of Substantial Completion will be 03/31/2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive. Price.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Haley Donovan, LLC ARCHITECT (Firm name)	Winchester Roofing Corp. CONTRACTOR (Firm name)	Ocean City Housing Authority OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE	DATE	DATE

Handwritten signatures and dates:
 Architect: [Signature] 2/9/21
 Contractor: [Signature] 2/9/21
 Owner: [Signature] 2/16/21
 Owner Title: JACQUELINE S. JONES, Executive Director

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

**RESOLUTION NO. 2021-08
Resolution Awarding Architectural and Engineering Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Architectural and Engineering Services; and

WHEREAS, three proposals for Architectural and Engineering Services were submitted reviewed and ranked; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Haley Donovan LLC, 9 Tanner Street, Suite 201, Haddonfield, NJ 08033** to provide the Ocean City Housing Authority with its Architectural and Engineering services for one year commencing **March 2021 through February 2022** per the rates attached hereunto; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Architectural and Engineering Services contract to **Haley Donovan LLC** for the term indicated above.


ADOPTED: February 16, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

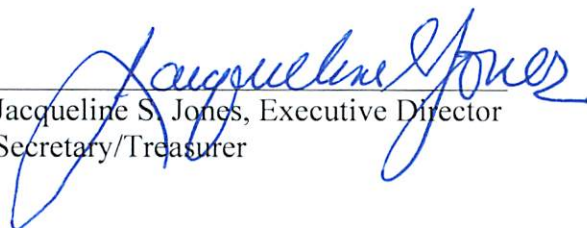
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on February 16, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

Architectural and Engineering Services Contract

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-21-000.



Wendy Hughes

Certifying Financial Officer



Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

Architectural & Engineering Services
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AE-PRIN	Provide price per hour for Principle\Senior Architect	175	40	7,000
AE-ARCH	Provide price per hour for staff Architect	140	20	2,800
AE-CLERICAL	Provide price per hour for clerical work.	60	10	600
AE-CAD	Provide price per hour for Draftsperson\CAD operator	110	20	2,200
AE-PICTMGR	Provide price per hour for a project manager.	140	20	2,800
AE-ENG-CIVIL	Provide price per hour for civil engineering work. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	5	750
AE-ENG-ELEC	Provide price per hour for electrical engineer. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	5	750
AE-ENG-MECH	Provide price per hour for mechanical engineer. Principle Rate. Vendor must identify the firm being used as required in RFP.	150	5	750

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 17,650

SEVENTEEN THOUSAND, SIX HUNDRED AND FIFTY

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses

HALEY DONOVAN, LLC BY: MICHAEL DONOVAN

Firm Name

9 TANNER STREET, SUITE 201, HADDONFIELD NJ 08033

Street, Town, State, Zip Code

856-203-6061 N/A

Telephone Fax

Sworn to and subscribed before me

day of February 20 21

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership LLC

Signature of officer if the proposer is a corporation

PRINCIPAL

Title

(SEAL)
DANIEL C. EASTWICK
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires July 3, 2024
My ID# is 2315928

Comparison of A&E Firms Submitting RFP 2021-2022

Evaluation Factors	Vendor Name									
	Possible Points	Clarke Caton Hintz	Haley Donovan Architects	McKernan Architects						
1. Executive Summary	20	17.67	17.67	16.33						
2. Public Housing/HUD Experience	10	7.67	8.67	7.67						
3. Design Approach Renovating Occupied Buildings	10	10.00	10.00	10.00						
4. References	5	5.00	5.00	5.00						
5. Representations, Certifications and other Statements	5	5.00	5.00	5.00						
6. Cost of Services	10	5.67	8.00	7.00						
7. Affordable Housing Experience	5	5.00	5.00	5.00						
8. Experience with Completing work in Occupied Building	15	13.67	13.33	12.00						
9. Project Management Experience	15	12.67	13.67	12.33						
10. Required Documentation	5	5.00	5.00	5.00						
Total Average Score	100	87.33	91.33	85.33						
Cost Breakdown										
Principle Architect per hour		\$ 220.00	\$ 175.00	\$ 170.00						
Staff Architect per hour		\$ 120.00	\$ 140.00	\$ 150.00						
Clerical per hour		\$ 65.00	\$ 60.00	\$ 70.00						
Draftsperson/CAD per hour		\$ 98.00	\$ 110.00	\$ 100.00						
Project Manager per hour		\$ 145.00	\$ 140.00	\$ 150.00						
Civil Engineer per hour		\$ 235.00	\$ 150.00	\$ 150.00						
Electrical Engineer per hour		\$ 225.00	\$ 150.00	\$ 175.00						
Mechanical Engineer per hour		\$ 225.00	\$ 150.00	\$ 175.00						

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

**RESOLUTION NO. 2021-09
Resolution Approving Change Order for
Construction of Speitel Commons at Bayview Manor**

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

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

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

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

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

WHEREAS, change order are necessary to provide replacement for damaged fencing, attic stock window parts and concrete curbing improvements; and

WHEREAS, the aforementioned change order shall not exceed **(\$15,800.00)** and are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the not to exceed change order of **(\$15,800.00)** for the construction of **Speitel Commons at Bayview Manor**.

ADOPTED: February 16, 2021

VOTE:

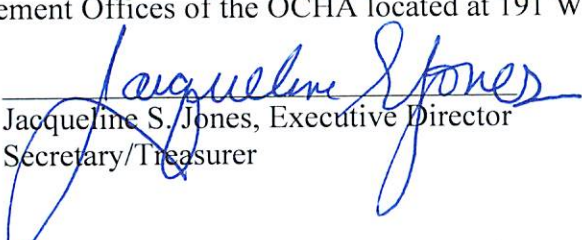
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on February 16, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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

THE BROOKE GROUP, LLC

February 11, 2021

Jacqueline S. Jones
Executive Director
Ocean City Housing Authority

Re: Speitel Commons Change Order

Dear Ms. Jones:

After reviewing the site with Ron Miller of your staff it was determined that the following change orders should be included in the above referenced Project

1. Attic Stock Window sashes	4 per window type at 4 types	\$9,000
2. Fencing to replace damaged fencing at rear parking area	Approximately 4 sections	\$2,000
3. Curbing and wheel stops at rear parking area	100 linear feet of curb @ \$30 per foot and 9 wheel stops at \$200 per	\$4,800
TOTAL NOT TO EXCEED AMOUNT		\$15,800.00

The Brooke Group with the assistance of the Project Engineer and Architect have reviewed the above items and costs and in our professional opinion the cost is reasonable and the requested scope of work is reasonable for the Project.

We will request from Gary Gardner Inc., the General Contractor, that it submits a formal change order that covers the above captioned items.

If you have any questions please feel free to contact me.

Sincerely,



Richard Ginnetti

Cc: Ron Miller
Dan Pelouze

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

**RESOLUTION NO. 2021-10
Resolution Approving Change Order for Speitel Commons at Bayview Manor**

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

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

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

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

WHEREAS, change orders are necessary to provide additional time to complete the project; and

WHEREAS, the aforementioned change order is described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the change order to extend the contract completion date until May 31, 2021.

ADOPTED: February 16, 2021

VOTE:

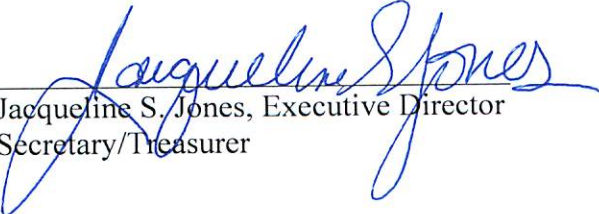
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on February 16, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

P: (609) 654-5312 | F: (609) 654-1890
Business License #: 22-2188914
Contractor License #: 01028

PCO

Project Name: Speitel Commons

Owner : Ocean City Housing Authority
Jacqueline Jones
204 4th Street
Ocean City, NJ 08226

PCO # 9
Printed On: 02/02/2021
Created On: 02/02/2021
Job Number # 400
Architect # :

Architect:

Description	Bid Amount	Status	Change Date
1 Gary F. Gardner, Inc. is requesting a time extension due to weather delays resulting in 18 missed work days. Considering 3 additional missed days till end of project the total weather days added will result in a new finish date of May 31, 2021. See attached list of dates.	\$0.00		
Total:	\$0.00		

Please find above pricing as you requested. If this is acceptable, please confirm so we may proceed with a change order.

Thank You,

Douglas Shendock
Project Manager



Gary F. Gardner, Inc.

P.O. Box 599
Medford, NJ 08055

P: (609) 654-5312 | F: (609) 654-1890
Business License #: 22-2188914
Contractor License #: 01028

PCO Pricing Worksheet Report

Project: Speitel Commons
PCO No: 9

Job Number: 400
Architect No:
Printed: 2/2/21

Division	Description	Amount
Item # 1	Gary F. Gardner, Inc. is requesting a time extension due to weather delays resulting in 18 missed work days. Considering 3 additional missed days till end of project the total weather days added will result in a new finish date of May 31, 2021. See attached list of dates.	
Grand Total		<u>\$0.00</u>

Gary F. Gardner, Inc.
PO Box 599
Medford, New Jersey 08055

February 2, 2021


Reference: Speitel Commons (Request for time extension)

The following is a list of weather delays recorded from our daily reports:

5/6/2020 – Rain
6/11/2020 – Rain
6/12/2020 – Rain
7/10/2020 – Rain
7/31/2020 – Rain
8/4/2020 – Rain
8/6/2020 – Rain
8/7/2020 – Rain
8/14/2020 – Rain
9/11/2020 – Rain
10/16/2020 – Rain
10/29/2020 – Rain
10/30/2020 – Rain
11/12/2020 – Rain
11/30/2020 – Rain
12/17/2020 – Rain
2/1/2021 – Snow
2/2/2021 – Snow

The total workdays missed is 18. Considering 3 additional days till the end of the project we are requesting an extension to May 31, 2021.

Respectfully Submitted,


Douglas Shendock,
Project Manager