

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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Phone: 609-399-1062
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Jacqueline S. Jones, Executive Director

March 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, March 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, March 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 February 16, 2021
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2021-11	Approval of Monthly Expenses (updated)
# 2021-12	Approving Change Order for Electrical Panel Replacement at Bayview Manor <i>(electrical panel replacements & time extension)</i>
# 2021-13	Approving Change Order for Construction of Speitel Commons at Bayview Manor <i>(heat tracing for all plumbing in parking garage)</i>
# 2021-14	Resolution Authorizing Payment of Draws 10 & 11
- 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

February 16, 2021 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held February 16, 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	(absent)
Commissioner Brian Broadley	
Chairman Robert Barr	

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

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from January 19, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the four months ended January 31, 2021. Motion to approve the Treasurer's Report made by Commissioner Broadley and seconded by Commissioner McCall. The following vote was taken:

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

Executive Director's Report

Mrs. Jones stated Commissioner Halliday will report on Speitel Commons. The audit FYE September 30, 2019 status is unchanged from last month. The Authority has not had any communication from the Auditor on the status of the audit filing. The Authority will follow up in the next. Commissioner Halliday and Chairman Barr asked Mrs. Jones to let them know if they need to reach out to the auditors.

Mrs. Jones updated the board on Bayview Manor. The roof replacement has been awarded for Bayview Manor renovations. There has been bad weather the last several weeks. There is a resolution for an extension of this project until the end of March. The replacement of the electrical panels in the apartments is in process.. There are some meetings that have occurred and the team is working with the contractor to work on the exact method to replace the panels. There is no time constraint on this project and no rush to get it done.

Tenant account receivables remain basically unchanged as last month. The Authority continues to communicate with the residents as far as correspondence. There are a few that the Authority was unable to make contact with that are in more serious situation. The Authority is going to reach out to them at the site, knocking on their doors and asking how the Authority can help them resolve this issue.

There are few resolutions tonight Mrs. Jones will discuss in the resolution section of the meeting.

Commissioner Mumman requested an update on previous discussions of potentially looking into to see if we could get the COVID vaccine for the residents. Mrs. Jones stated she reached out to the Atlantic County Health Department and received no response as there were no vaccines available. Commissioner Halliday asked if the Authority knows if all residents are registered. Mrs. Jones does not know but knowing that some of the residents are not computer savvy or not having an email address the Authority sent them information with the phone number they could call for assistance to get on the list. Chairman Barr stated even if the Authority gets to a phase where it can have a clinic, everybody will still need to register on the State website. We will continue to work on this effort to try and secure an on-site vaccine event.

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. Commissioner Halliday provided a report on the site visit that he and Commissioner Henry had approximately 2 weeks ago at the Speitel Building. They met the Administrative Team along with the Construction Team and spent about an hour in the building going from top floor to bottom floor and then outside. They were both very impressed by the quality of work and cleanliness of the job as well as the professional presentation of the Construction Team on site. He really enjoyed and appreciated the visit. Chairman Barr was there virtually. Chairman Barr stated the job is so clean and being done so professionally. The Mayor has received no complaints. Mrs. Jones mentioned the siding is going up on the project today.

Old Business – None.

New Business – None.

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

Resolution #2021-06
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$74,170.20. Mrs. Jones stated there is nothing unusual on the current report which was revised from last week. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. The following vote was taken:

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

Resolution #2021-07
Resolution Approving Change Orders for Bayview Manor Roof

Chairman Barr called for a motion to approve Resolution #2021-07. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated as mentioned in her Administrative Report, the Authority would like to extend the contract for the roof replacement to March 31, 2021, which mostly due to bad weather. Commissioner Halliday stated there is a zero-cost impact on this extension. Chairman Barr asked if this is enough time to get the roof done. Mrs. Jones stated probably not and may come back for another extension if they cannot get it done by end of March. Ron stated in an ideal scenario they would need about 2 weeks of good working conditions to complete the roof. They are hopeful that they can begin by mid-March and are hoping to even start next week. The following vote was taken:

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

Resolution #2021-08
Award Contract for Architectural and Engineering Services

Chairman Barr called for a motion to approve Resolution #2021-08. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones explained this resolution is to award Architectural & Engineering Services for the period of one year beginning March 2021 to February 2022. The architect happens to be the architect the Authority is currently working with on several projects including Speitel, Bayview and the Scattered Sites. There were three responses and Haley Donovan scored the highest of the three firms. Commissioner Mumman asked if this would be primarily for the Scattered Sites work. Mrs. Jones stated it will be for the Scattered Sites and other projects as needed. The following vote was taken:

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

Resolution #2021-09
Resolution Approving Change Order for Construction of Speitel Commons at Bayview Manor
(fencing, window, curbing)

Chairman Barr called for a motion to approve Resolution #2021-09. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this resolution is for window stock for Speitel as well as fencing to replace the damaged fencing at the rear of the parking area and curbing and wheel stops at the rear parking area. Nine parking spots are being added at the south east end of Bayview Manor. It will not exceed \$15,800. The following vote was taken:

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

Resolution #2021-10
Resolution Approving Change Order for Construction of Speitel Commons at Bayview Manor
(time extension)

Chairman Barr called for a motion to approve Resolution #2021-10. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained since the beginning of the Speitel Commons project there has been some rain delays and days which are listed in report totaling 18 days. The contractor is asking to extend the completion date to May 31, 2021. The following vote was taken:

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

There is no need for Executive Session tonight.

No public comments. Chairman Barr asked for additional questions and/or comments from Authority Staff and Commissioners. Commissioner McCall asked if there was an update on the elevator situation previously discussed. Commissioner Halliday stated last he heard, which was during the walk through that they were making progress and was moving along in a positive direction. Commissioner Mumman stated he hopes the ground hog was wrong to keep the project moving along.

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 Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:28 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report

Month Ending: Feb 2021



	BUDGET				BUDGET				BUDGET				BUDGET			
	ANNUAL	THRU	THRU	VARIANCE	ANNUAL	THRU	THRU	VARIANCE	ANNUAL	THRU	THRU	VARIANCE	ANNUAL	THRU	THRU	VARIANCE
	BUDGET	February	February	February	BUDGET	February	February	February	BUDGET	February	February	February	BUDGET	February	February	February
INCOME																
DWELLING RENTAL	\$ 540,060	\$ 225,025	<u>\$ 212,934</u>	\$ (12,091)	\$ 229,840	\$ 95,767	<u>\$ 87,961</u>	\$ (7,806)	\$ 220,000	\$ 91,667	<u>\$ 90,509</u>	\$ (1,158)	\$ 90,220	\$ 37,592	<u>\$ 34,464</u>	\$ (3,128)
OTHER TENANT-EXCESS UTILITIES	6,810	2,322	<u>2,238</u>	(84)	6,810	2,322	<u>2,238</u>	(84)	-	-	<u>-</u>	-	-	-	<u>-</u>	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 227,347	\$ 215,172	\$ (12,175)	\$ 236,650	\$ 98,089	\$ 90,199	\$ (7,890)	\$ 220,000	\$ 91,667	\$ 90,509	\$ (1,158)	\$ 90,220	\$ 37,592	\$ 34,464	\$ (3,128)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 40,900	<u>\$ 163,928</u>	\$ 123,028	\$ -	\$ -	<u>\$ 47,442</u>	\$ 47,442	\$ 98,160	\$ 40,900	<u>\$ 116,486</u>	\$ 75,586	\$ -	\$ -	<u>\$ -</u>	\$ -
PBV HAP SUBSIDY	342,240	142,600	<u>84,777</u>	(57,823)	196,240	81,767	<u>31,221</u>	(50,546)	-	-	<u>-</u>	-	146,000	60,833	<u>53,556</u>	(7,277)
HUD CAPITAL FUNDS-OPERATIONS	50,260	11,169	<u>1,128</u>	(10,041)	-	-	<u>-</u>	-	50,260	11,169	<u>1,128</u>	(10,041)	-	-	<u>-</u>	-
CDBG INCOME	40,000	16,666	<u>6,035</u>	(10,631)	20,000	8,333	<u>3,018</u>	(5,316)	10,000	4,167	<u>1,992</u>	(2,175)	10,000	4,166	<u>1,026</u>	(3,140)
TOTAL HUD FUNDING	\$ 530,660	\$ 211,335	\$ 255,868	\$ 44,533	\$ 216,240	\$ 90,100	\$ 81,681	\$ (8,419)	\$ 158,420	\$ 56,236	\$ 119,606	\$ 63,370	\$ 156,000	\$ 64,999	\$ 54,582	\$ (10,417)
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 42	<u>\$ 53</u>	\$ 12	\$ -	\$ -	<u>\$ 18</u>	\$ 18	\$ -	\$ -	<u>\$ 29</u>	\$ 29	\$ 100	\$ 42	<u>\$ 7</u>	\$ (35)
OTHER INCOME-LAUNDRY	6,890	2,871	<u>3,456</u>	585	3,880	1,617	<u>1,539</u>	(78)	2,010	838	<u>1,917</u>	1,080	1,000	417	<u>-</u>	(417)
OTHER INCOME-FRAUD RECOVERY	500	208	<u>-</u>	(208)	-	-	<u>-</u>	-	-	-	<u>-</u>	-	500	208	<u>-</u>	(208)
OTHER INCOME-MISCELLANEOUS	12,640	5,267	<u>1,662</u>	(3,605)	2,320	967	<u>1,309</u>	343	9,280	3,867	<u>213</u>	(3,654)	1,040	433	<u>140</u>	(294)
TOTAL INCOME	\$ 1,097,660	\$ 447,069	\$ 476,211	\$ 29,142	\$ 459,090	\$ 190,772	\$ 174,745	\$ (16,027)	\$ 389,710	\$ 152,606	\$ 212,273	\$ 59,667	\$ 248,860	\$ 103,691	\$ 89,192	\$ (14,498)
EXPENSES																
AUDIT FEES	\$ 9,000	\$ 3,750	<u>\$ 3,750</u>	\$ -	\$ 900	\$ 375	<u>\$ 375</u>	\$ -	\$ 2,250	\$ 938	<u>\$ 938</u>	\$ -	\$ 5,850	\$ 2,438	<u>\$ 2,438</u>	\$ -
ADVERTISING	1,200	500	<u>597</u>	97	120	50	<u>350</u>	300	300	125	<u>163</u>	38	780	325	<u>84</u>	(241)
OFFICE EXPENSES																
COMPUTER SERVICES	7,700	3,208	<u>4,623</u>	1,414	770	321	<u>2,311</u>	1,990	1,930	804	<u>1,525</u>	721	5,000	2,083	<u>786</u>	(1,298)
CONSULTANTS-RAD CONVERSION	18,000	7,500	<u>1,750</u>	(5,750)	1,800	750	<u>875</u>	125	2,300	958	<u>577</u>	(381)	13,900	5,792	<u>298</u>	(5,494)
COPIER	3,500	1,458	<u>1,087</u>	(371)	350	146	<u>544</u>	398	880	367	<u>359</u>	(8)	2,270	946	<u>185</u>	(761)
DUES & PUBLICATIONS	800	333	<u>190</u>	(143)	80	33	<u>95</u>	62	200	83	<u>63</u>	(21)	520	217	<u>32</u>	(184)
OFFICE SUPPLIES	1,000	417	<u>-</u>	(417)	100	42	<u>-</u>	(42)	250	104	<u>-</u>	(104)	650	271	<u>-</u>	(271)
PHONE & INTERNET	8,610	3,587	<u>3,328</u>	(259)	860	358	<u>1,899</u>	1,540	2,150	896	<u>943</u>	48	5,600	2,333	<u>486</u>	(1,847)
POSTAGE	2,100	875	<u>628</u>	(247)	210	88	<u>314</u>	227	530	221	<u>207</u>	(13)	1,360	567	<u>107</u>	(460)
LEGAL	14,000	5,833	<u>1,730</u>	(4,103)	1,400	583	<u>640</u>	57	3,500	1,458	<u>773</u>	(686)	9,100	3,792	<u>317</u>	(3,474)
CRIMINAL BACKGROUND CHECKS	400	167	<u>-</u>	(167)	40	17	<u>-</u>	(17)	100	42	<u>-</u>	(42)	260	108	<u>-</u>	(108)
LEGAL-RAD	4,000	1,667	<u>-</u>	(1,667)	-	-	<u>-</u>	-	4,000	1,667	<u>-</u>	(1,667)	-	-	<u>-</u>	-
TRAVEL	200	83	<u>-</u>	(83)	20	8	<u>-</u>	(8)	50	21	<u>-</u>	(21)	130	54	<u>-</u>	(54)

Commissioner's Report

Month Ending: Feb 2021



	BUDGET				ACTUAL	VARIANCE		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				ANNUAL	THRU	THRU	THRU			
	BUDGET	February	February	February				BUDGET	February	February	February				BUDGET	February	February	February				BUDGET	February	February	February				BUDGET	February	February	February			
TRAINING	1,000	417	380	(37)				100	42	190	148				250	104	125	21				650	271	65	(206)										
ACCOUNTING	18,500	7,708	7,708	-				1,850	771	3,854	3,083				4,620	1,925	2,544	619				12,030	5,013	1,310	(3,702)										
MANAGEMENT FEES	165,000	68,750	74,470	5,720				81,250	33,854	37,259	3,405				56,000	23,333	24,578	1,245				27,750	11,563	12,632	1,070										
MISCELLANEOUS-SUNDRY	10,180	4,242	4,440	198				1,020	425	2,363	1,938				2,560	1,067	1,352	285				6,600	2,750	726	(2,024)										
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 110,496	\$ 104,681	\$ (5,815)				\$ 90,870	\$ 37,863	\$ 51,068	\$ 13,206				\$ 81,870	\$ 34,113	\$ 34,147	\$ 35				\$ 92,450	\$ 38,521	\$ 19,465	\$ (19,055)										
OTHER TENANT SERVICES	\$ 9,700	\$ 4,042	\$ 4,570	\$ 528				\$ 970	\$ 404	\$ 1,460	\$ 1,056				\$ 2,430	\$ 1,013	\$ 1,675	\$ 663				\$ 6,300	\$ 2,625	\$ 1,435	\$ (1,190)										
TENANT SVCS - BEHAVIORAL HEALTH	40,000	16,666	6,035	(10,631)				20,000	8,333	3,018	(5,316)				10,000	4,167	1,992	(2,175)				10,000	4,166	1,026	(3,140)										
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 20,708	\$ 10,605	\$ (10,102)				\$ 20,970	\$ 8,738	\$ 4,478	\$ (4,260)				\$ 12,430	\$ 5,179	\$ 3,667	\$ (1,513)				\$ 16,300	\$ 6,791	\$ 2,461	\$ (4,330)										
WATER/SEWER	\$ 88,300	\$ 39,518	\$ 35,752	\$ (3,766)				\$ 19,100	\$ 8,447	\$ 7,989	\$ (458)				\$ 60,700	\$ 27,502	\$ 24,539	\$ (2,963)				\$ 8,500	\$ 3,569	\$ 3,223	\$ (346)										
ELECTRIC	109,400	55,960	47,849	(8,111)				96,000	49,090	42,912	(6,178)				9,200	5,394	2,722	(2,672)				4,200	1,476	2,215	739										
GAS	49,800	31,840	16,964	(14,876)				-	-	-	-				40,800	26,532	10,584	(15,948)				9,000	5,308	6,380	1,072										
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 127,318	\$ 100,564	\$ (26,754)				\$ 115,100	\$ 57,537	\$ 50,901	\$ (6,636)				\$ 110,700	\$ 59,428	\$ 37,845	\$ (21,583)				\$ 21,700	\$ 10,353	\$ 11,818	\$ 1,465										
MAINTENANCE LABOR	\$ 57,000	\$ 23,750	\$ 20,343	\$ (3,407)				\$ 28,500	\$ 11,875	\$ 10,172	\$ (1,703)				\$ 18,810	\$ 7,838	\$ 6,713	\$ (1,124)				\$ 9,690	\$ 4,038	\$ 3,458	\$ (579)										
MAINT. MATERIALS	55,210	20,838	5,942	(14,895)				25,320	10,550	2,273	(8,277)				18,920	7,883	3,409	(4,474)				10,970	2,404	260	(2,144)										
MAINT. CONTRACT COSTS	159,500	52,552	37,680	(14,872)				91,100	36,167	24,651	(11,516)				53,000	14,458	8,787	(5,671)				15,400	1,927	4,242	2,315										
EMPLOYEE BENEFITS	35,230	14,679	16,040	1,361				17,610	7,338	8,020	683				11,630	4,846	5,292	447				5,990	2,496	2,727	231										
TOTAL MAINTENANCE	\$ 306,940	\$ 111,819	\$ 80,006	\$ (31,813)				\$ 162,530	\$ 65,929	\$ 45,116	\$ (20,813)				\$ 102,360	\$ 35,025	\$ 24,202	\$ (10,823)				\$ 42,050	\$ 10,865	\$ 10,688	\$ (177)										
INSURANCE	\$ 65,440	\$ 27,267	\$ 27,604	\$ 337				\$ 6,550	\$ 2,729	\$ 7,407	\$ 4,678				\$ 24,750	\$ 10,313	\$ 9,330	\$ (982)				\$ 34,140	\$ 14,225	\$ 10,867	\$ (3,358)										
FLOOD INSURANCE	39,760	19,358	19,360	2				3,500	1,458	1,460	2				19,260	8,025	8,025	-				17,000	9,875	9,875	-										
BAD DEBTS	5,000	2,083	2,084	0				500	208	210	2				4,000	1,667	1,664	(3)				500	208	210	2										
COMPENSATED ABSENCES	5,000	2,083	2,083	-				500	208	210	2				1,250	521	520	(1)				3,250	1,354	1,353	(1)										
PAYMENT IN LIEU OF TAXES	29,260	12,192	12,190	(1)				11,480	4,783	4,783	(1)				10,930	4,554	4,553	(1)				6,850	2,854	2,855	1										
PENSION	11,000	4,583	4,584	1				5,600	2,333	2,334	1				5,000	2,083	2,085	1				400	167	165	(1)										
RETIREE BENEFITS	31,230	13,013	8,335	(4,678)				7,000	2,917	4,167	1,251				13,730	5,721	2,750	(2,970)				10,500	4,375	1,417	(2,958)										
TOTAL OTHER EXPENSES	\$ 186,690	\$ 80,579	\$ 76,240	\$ (4,339)				\$ 35,130	\$ 14,638	\$ 20,571	\$ 5,933				\$ 78,920	\$ 32,883	\$ 28,927	\$ (3,957)				\$ 72,640	\$ 33,058	\$ 26,743	\$ (6,315)										
TOTAL EXPENDITURES	\$ 1,056,020	\$ 450,920	\$ 372,097	\$ (78,823)				\$ 424,600	\$ 184,704	\$ 172,134	\$ (12,570)				\$ 386,280	\$ 166,628	\$ 128,787	\$ (37,841)				\$ 245,140	\$ 99,588	\$ 71,176	\$ (28,412)										
PROFIT	\$ 41,640	\$ (3,850)	\$ 104,114	\$ 107,964				\$ 34,490	\$ 6,068	\$ 2,611	\$ (3,457)				\$ 3,430	\$ (14,022)	\$ 83,486	\$ 97,508				\$ 3,720	\$ 4,103	\$ 18,017	\$ 13,914										

Ocean City Housing Authority

Administrative Report

DATE: March 9, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for February 2021)

PERIOD: February 9, 2021 to March 9, 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>

Update: The counseling process with the residents has started; 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.

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 roof replacement is underway. A change order was approved at the February 2021 meeting to extend the completion time of the job until March 31, 2021. The extension was needed as the roof could not be completed as anticipated due to a bad stretch of weather. The change order caused no change in the cost of the project..

Replacement of Electric Panels in Apartments

Update: This contract was awarded at the November 2020 board meeting. Pre-construction meetings have begun. There is discussion regarding the method of replacement of the electric panels.

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.

Construction Related Work Opportunities at Speitel Commons

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

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

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

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

Looking for Work Opportunities?

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

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

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

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

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

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

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

Board of Commissioners –Rutgers Training Program Status

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

NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY
Construction Draw Schedule

	Budget		DRAWS 1 to 9	CURRENT DRAW	SUB- TOTAL	Remaining Budget
<u>ACQUISITION COSTS</u>						
Relocation	60,000		0	0	0	60,000
<u>CONSTRUCTION COSTS</u>	Line Item Sub-Total:	60,000				
Residential Structures	7,968,560		3,105,888	528,411	4,038,999	3,929,561
Surety & Bonding	69,165		62,249	0	62,249	6,917
General Requirements	475,691		194,660	29,191	240,068	235,623
Contractor Overhead & Profit	634,255		256,830	38,922	317,375	316,881
<u>DEVELOPER'S FEE</u>	Line Item Sub-Total:	9,347,671				
Hard Costs	457,384		172,797	0	172,797	284,587
Soft Costs	60,987		0	0	0	60,987
<u>PROFESSIONAL SERVICES</u>	Line Item Sub-Total:	518,371				
Architect	247,500		224,199	21,790	245,989	1,511
Engineer	98,000		68,975	0	68,975	29,025
Attorney	67,500		27,946	0	27,946	39,554
Cost Certification/Audit	20,500		0	0	0	20,500
Environmental Consultant	17,973		14,479	0	14,479	3,494
Energy Star Consultant	24,000		4,025	0	4,025	19,975
Geotechnical Engineering Report	18,287		18,287	0	18,287	0
Surveyor	25,600		8,370	0	8,370	17,230
Consultant Fees	400,600		204,914	13,755	230,282	170,318
Other: Permits, Fees, CAFRA	35,648		34,805	0	34,805	843
<u>PRE-OPERATIONAL EXPENSES</u>	Line Item Sub-Total:	1,036,273				
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	21,500		13,815	0	13,815	7,685
	Line Item Sub-Total:	111,842				
<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:		235,000				
TOTALS:			4,431,294	0	5,517,516	
TOT. BUDGETED USES:		\$11,309,157			5,517,516	5,791,641

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #11
Meeting Date:	03/02/21
Meeting Time	10:30 AM
Weather Conditions:	35 degrees, clear
Issue Date:	03/08/21 REV 1 03/09/21
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
*	Ana Ferreira	AF	Haley Donovan	aferreira@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 - 05/31/2021 (pending formal approval)
Construction Schedule Finish Date	05/01/2021
*Total Contract Days / * Total Construction Days	365
Days Elapsed	304
% of Contract Time / Elapsed % Construction Schedule Elapsed	83.29%
% of Work Complete per AIA G702	73.58%
Reported Weather Days	18
	05/06/20, 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

11.1 Electrical Service Pull Box Podium Atlantic City Electric requires a pull box mounted on a concrete podium behind the building. Discussed **finding an alternate placement of** the pull box so that it wouldn't block access to the generator.

Old 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. **03/02/21:** Price to be submitted. **MS** sent HD inspection report.

10.2 Verizon Verizon needs to replace a utility pole and install a switch. They have been delayed. **03/02/21:** Pole replacement scheduled for next week.

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. **03/02/21:** Change order for time extension included 3 extra days. No additional weather extension should be needed.

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. **03/02/21:** 3-7 are approved by NJHMFA. For Change Order #8, NJHMFA requested credit amount for the original cameras.

Proposed Change Orders were submitted for heat trace on all garage sanitary pipes (per plumbing inspector), electrical pull box podium and additional gypsum board in the trash chute. **DS** is revising the trash chute Change Order to only include separation from trash room attic (lowering the amount). **DS** will talk to sub about labor cost for heat trace. **DM** to send **JS** heat trace specs for review.

Proposed Change Orders will be submitted for:

- Bollards/ Guard Rail in Garage
- Access panel for Trash Room Traps
- Attic stock for windows
- Curbing on south side of Bayview
- Replacement fencing

Pecks Beach demolition is required to be bid out. It will not done through change order. The civil engineer is preparing plans. **DS** suggested leaving the parking lot paving intact to reduce the amount of stabilization needed after demolition.

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. **03/02/21:** Date is scheduled for 4/9/21. Power is needed by then.

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. **03/02/21: RD** contacted DCA and wrote letter for the plumbing inspector to explain why heat trace is not necessary beyond the traps. DCA said the final decision needs to be made by the local inspector. The inspector requires it in Ocean City. It has not been required in other NJ towns that follow the same code.

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. **03/02/21:** Updated schedule was distributed (attached)

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**. **03/02/21** Wage reports were turned in.

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 NJHMF. 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. **03/02/21 DS** to email Section 3 reports in addition to hard copies. Local trim carpenter was contacted but he has workers who are non-local.

Work Completed/ In Progress:

- Siding complete on East Elevation.
- HVAC Curbs constructed. Metal caps will be added.
- Storefront Complete. Hardware pending installation of electronics.
- Underdrains done and tied in. Continuing on 6th St and in rear.
- Galvanized sprinkler system done. Needs to be tested.
- Louvers installed.
- Final interior electrical work started on second floor.
- Third floor gypcrete was poured.
- Fourth floor gypcrete scheduled for next week.
- Second floor painted.

Projected Work:

- Complete siding.
- Install roof vents.
- Utility pole replacement scheduled for next week.
- Install heat trace in garage.
- Install foam insulation.
- Trim delivery and installation to fourth floor.
- Install podium and underground conduits.

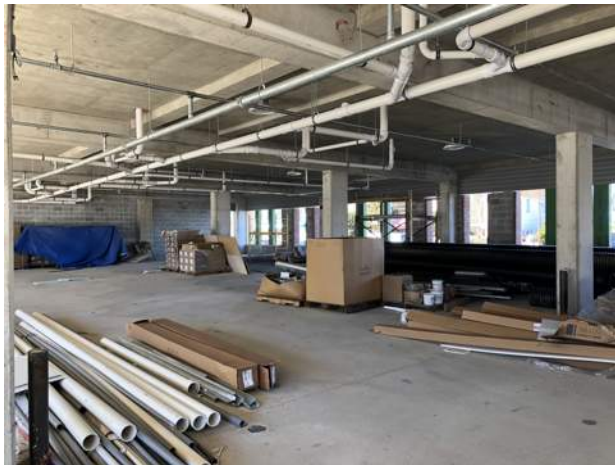
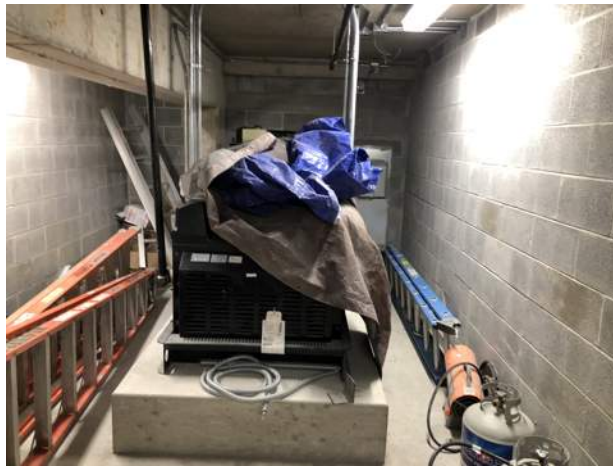
Attached

- Photos
- Construction Schedule

Meeting Schedule

Next Meeting: **April 6, 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
#13	05/04/21	10:30 am





Tue 3/2/21

ID	Task Name	Duration	Physical % Complete	Start	Finish	2020 A M J J A S O N D	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	Hal 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	50%	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 3/2/21

ID	Task Name	Duration	Physical % Complete	Start	Finish	2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half
						A M J	J A S O N D	J F M A M J	J A S O N D	J F
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 300 Level	1 day?	0%	Fri 2/19/21	Fri 2/19/21					Gypcrete 300 Level
53	Hang / Finish Sheetrock - 400 Level	10 days	75%	Thu 2/11/21	Wed 2/24/21					Hang / Finish Sheetrock - 400 Level
54	Gypcrete 400 Level	2 days	0%	Fri 3/12/21	Mon 3/15/21					Gypcrete 400 Level
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	55%	Mon 2/22/21	Fri 2/26/21					Rough Trim Installation - 300 Level
57	Rough Trim Installation - 400 Level	5 days	0%	Tue 3/16/21	Mon 3/22/21					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%	Tue 3/23/21	Thu 4/1/21					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%	Fri 4/2/21	Tue 4/13/21					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%	Wed 4/14/21	Fri 4/16/21					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%	Wed 4/14/21	Wed 4/14/21					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%	Wed 4/14/21	Tue 4/27/21					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%	Wed 4/28/21	Fri 4/30/21					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%	Mon 5/3/21	Fri 5/7/21					Paint Final - 400 Level

Tue 3/2/21

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	Hal
79	Clean / Punch Out - 200 Level	5 days	0%	Thu 4/8/21	Wed 4/14/21					
80	Clean / Punch Out - 300 Level	5 days	0%	Fri 4/16/21	Thu 4/22/21					
81	Complete Elevator Installation	25 days	0%	Mon 4/19/21	Fri 5/21/21					
82	Clean / Punch Out - 400 Level	5 days	0%	Mon 5/10/21	Fri 5/14/21					
83	Energy Star Inspections	5 days	0%	Mon 5/17/21	Fri 5/21/21					
84	Final Inspections	5 days	0%	Mon 5/24/21	Fri 5/28/21					

Program Statistics Report 10/2020 - 9/2021		2021 FEB	2021 JAN	2020 DEC
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	0	0	13	
<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	0	62	0	
Total number of units inspected year-to-date - all sites	124	124	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	0	
Monthly - Average unit turnaround time in days for Lease up	0	0	0	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	0	
PIC Score	97.44%	86.34%	86.34%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	5	5	5	
Peck's Beach Senior	0	0	0	
Peck's Beach Family	1	1	1	
Total	6	6	6	
Occupancy Rate	94.96%	94.96%	94.96%	
<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	\$ 18,192	\$ 18,192	\$ 18,192	
Peck's Beach - Elderly/Disabled	\$ 7,506	\$ 7,506	\$ 7,504	
Peck's Beach - Family	\$ 17,901	\$ 18,187	\$ 18,187	
Total Rent Roll	\$ 43,599	\$ 43,885	\$ 43,883	
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>				
Families - Ocean City Preference	15	15	14	
Families - No Ocean City Preference	200	200	194	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	78	78	41	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	624	624	282	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.50	0.44	0.9	
Total Tenant Generated Work Orders	3	8	5	
Number of routine work orders written this month	79	76	97	
Number of outstanding work orders from previous month	5	10	39	
Total number of work orders to be addressed this month	93	95	141	
Total number of work orders completed this month	93	95	89	
Total number of work orders left outstanding	0	0	52	
Number of emergency work orders written this month	6	1	0	
Total number of work orders written year-to-date	571	483	398	
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 FEB	2021 JAN	2020 DEC
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 February 28, 2021**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 02/28/2021 \$612,013.07

2021 Capital Fund Balance for PH (pbfamily)

Add: A/R-Tenants 02/2021	Current	\$30,084.54
	Past	\$4,427.11

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - Oct & Dec 2020 - City of OC CDBG Grant - Acenda (2 invoices)	\$0.00
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$149,209.13
Reimbursement for Builder's Risk Policy for Speitel Manor - NJHMFA to Reimburse	\$10,370.50

Less: Bill List payments -Mar 2021 (\$255,828.09)

Accrued Expenses - Total from detail below (\$26,456.17)

<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	5	10,097.83
Bad Debt	5,000.00	5	2,083.33
Comp Absences	5,000.00	5	2,083.33
P.I.L.O.T.	29,260.00	5	12,191.67
Net Accrual	144,460.00		26,456.17

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

Net Cash Balance \$323,820.09

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 74,419	8.22	Months
Per Day	\$ 2,481	131	Days

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

**RESOLUTION NO. 2021-11
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 \$255,828.09.

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: March 16, 2021

VOTE:

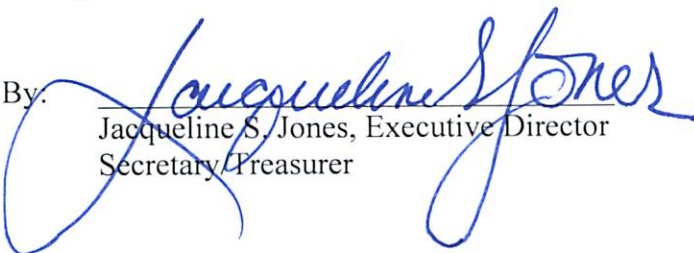
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓					
Commissioner Jackson	✓				✓	
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

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 March 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 - MARCH 2021**

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
449	ATLANTIC COAST ALARM	Alarm service call	687.00
450	INTEGRATED SYSTEMS ASSOCIATES	Feb 2021 Software Consulting	481.25
451	ACE PLUMBING	Maint Supplies	116.25
452	ATLANTIC CITY ELECTRIC	Electric svc - Feb 2021	12,986.63
453	AT & T	Mar 2021 Elevator phone	118.83
454	LINDA AVENA	Mar 2021 Accounting Services	1,541.67
455	CALL EXPERTS	Mar 2021 Answering Service	112.50
456	CLEAN SWEEP SVCS	BVM Cleaning - Feb 2021	1,700.00
457	COMCAST	Internet Svc - Feb 2021	244.57
458	COPIER PLUS	Copier contract - Mar 2021	20.00
459	THE DAILY JOURNAL	2021 mtg schedule; A/E RFP; OCCDC 1/2021 mtg notice	125.40
460	DELTA DENTAL	Apr 2021 dental premium	174.02
461	DRAIN DOCTOR	Plumbing	1,585.00
462	FLORENCE DRISCOLL	Tenant Services - Mar 2021	200.00
463	ERNIE'S MAGIC CARPET	Carpet installation - 2 vacant units	3,016.13
464	FEDERAL EXPRESS	Overnight postage	37.41
465	EISENSTAT, GABAGE & FURMAN	Legal Svcs - Jan/Feb 2021	555.00
466	GENSERVE INC	Generator repair	575.00
467	GLEN O. STULL	Medicare Reimb - Mar 2021; Prescription reimb	449.18
468	W.W. GRAINGER	Maint Supplies	383.30
469	ASHLEY HARRIS	BVM Cleaning - Mar 2021	200.00
470	ROBERT HARRIS	Recyclables removal & trash room cleaning - Mar 2021	200.00
471	HD SUPPLY	Maint Supplies	1,989.18
472	HOME DEPOT PRO	Maint Supplies	947.38
473	HUMANA INSURANCE	Apr 2021 prescription - retiree	66.50
474	INTEGRATED SYSTEMS ASSOCIATES	Mar 2021 Software Consulting	87.50
475	JOHN SPITZ	Medicare & Prescription copay reimb - Mar 2021	1,264.30
476	LENEGAN PLUMBING	Plumbing	120.00
477	LINWOOD GULF	Vehicle repair	292.45
478	MAX COMMUNICATIONS	Phone system service call	164.95
479	NAHRO	Membership renewal	336.34
480	NICKELS ULTRA DRY CARPET CLEANING	Carpet cleaning - vacant unit	100.00
481	NJ AMERICAN WATER	Water - Feb 2021	7,479.23
482	OMEGA PEST MGMT	Pest Control	938.50
483	THE PRESS OF ATLANTIC CITY	Feb 2021 Board meeting notice	50.36
484	ROBERT L. ROWELL	Maintenance Labor-Grounds - Mar 2021	200.00
485	SHERWIN WILLIAMS	Painting supplies	170.14
486	SHOEMAKER LUMBER	Maint Supplies	2.29
487	SOUTH JERSEY GAS	Gas - Jan/Feb 2021	13,606.34
488	SUPERIOR VISION	Apr 2021 Vision insurance	19.71
489	TK ELEVATOR	Qtrly elevator contract & service call	2,608.25
490	US BANK EQUIPMENT FINANCT	Copier contract - Mar 2021	200.51
491	VECTOR SECURITY	Fire sys qtrly insp/monitoring; repair	740.20
492	VERIZON DSL	Fax & phone lines - Feb 2021	145.69
493	VERIZON WIRELESS	Maint cell phone - Feb & Mar 2021	153.22
494	VINELAND HOUSING AUTHORITY	Mgmt Svcs; Postage reimb; Office coverage reimb	15,861.45
495	WALLACE HARDWARE	Maint Supplies	75.10
20210311	HORIZON BCBS OF NJ	Mar 2021 Health Benefits	2,649.10
20451050221	AETNA	Qtrly health ben premium - G Stull 2/21-4/21	1,467.57
20451060221	AETNA	Qtrly health ben premium - J Spitz 2/21-4/21	990.72
20451070221	AETNA	Qtrly health ben premium - P Spitz 2/21-4/21	651.37
	TOTAL MARCH DISBURSEMENTS (sturcoce)		\$ 78,887.49
	PAYROLL - 02/2021		\$ 2,600.85
	PAYROLL TAXES - 02/2021		\$ 831.79

OCEAN CITY HOUSING AUTHORITY
BILL LIST - MARCH 2021

ADP PAYROLL PROCESSING FEES - 02/2020		\$ 139.36
PENSION -02/2020		\$ 256.80
PNC BANK FEE - 02/2020		\$ 65.90
TOTAL MARCH DISBURSEMENTS (sturcons)		\$ 173,045.90
TOTAL BILL LIST - MARCH 2021		\$ 255,828.09

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

**RESOLUTION NO. 2021-12
Resolution Approving Change Order for
Electric Panel Replacement at Bayview Manor**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for the replacement of electrical panels 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 **Electri-Tech Inc. – 1334 Mays Landing Road; Folsom, New Jersey** with a bid amount of **\$110,066**; and

WHEREAS, the contract was awarded to **Electri-Tech Inc. – 1334 Mays Landing Road; Folsom, New Jersey** with **Resolution 2020-50** at the **November 17, 2020 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, Changes Order #1 is necessary to reduce the contract amount by **(\$15,330.00)** and are described and attached herein; and

WHEREAS, Changes Order #2 is necessary to extend the contract completion date to June 7, 2021; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the change order credit of **(\$15,330.00)** and contract extension of time for the replacement of electrical panels at Bayview Manor

ADOPTED: March 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 March 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 Electrical Panels
Renovations
635 West Ave & Sixth St.
Ocean City, NJ 08226

CONTRACT INFORMATION:
Contract For: General Construction

Date: 03/04/2021

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: 03/04/2021

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)
Electri-Tech Inc.
1334 Mays Landing Rd.
Hammonton, NJ 08037

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.)

03/04/2021 - Credit for patching and painting no longer required with new retrofit panel.

The original Contract Sum was	\$	110,066.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	110,066.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	15,330.00
The new Contract Sum including this Change Order will be	\$	94,736.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

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.

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

Haley Donovan, LLC

ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

Electri-Tech Inc.

CONTRACTOR (Firm name)

SIGNATURE

Chris Martucci, President

PRINTED NAME AND TITLE

10MAR2021

DATE

Ocean City Housing Authority

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



AIA® Document G701™ – 2017

Change Order

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

CONTRACT INFORMATION:
Contract For: General Construction
Date: 03/04/2021

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: 03/04/2021

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

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

CONTRACTOR: (Name and address)
Electri-Tech Inc.
1334 Mays Landing Rd.
Hammonton, NJ 08037

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.)

03/04/2021 - Extend Contract time 47 days until June 7, 2021.

The original Contract Sum was	\$	110,066.00
The net change by previously authorized Change Orders	\$	-15,330.00
The Contract Sum prior to this Change Order was	\$	94,736.00
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	\$	94,736.00

The Contract Time will be increased by Forty Seven (47) days.
The new date of Substantial Completion will be 06/07/2021

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.-

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

Halcy Donovan, LLC

ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

Electri-Tech Inc.

CONTRACTOR (Firm name)

SIGNATURE

Chris Martucci, President

PRINTED NAME AND TITLE

10MAR2021

DATE

Ocean City Housing Authority

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

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

**RESOLUTION NO. 2021-13
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 a 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, a change order is necessary to provide heat tracing for all plumbing in the parking garage; and

WHEREAS, the aforementioned change order shall not exceed **\$39,039.97** and are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the not to exceed change order of **\$39,039.97** for the construction of **Speitel Commons at Bayview Manor**.

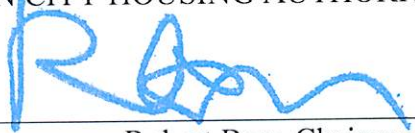
ADOPTED: March 16, 2021

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

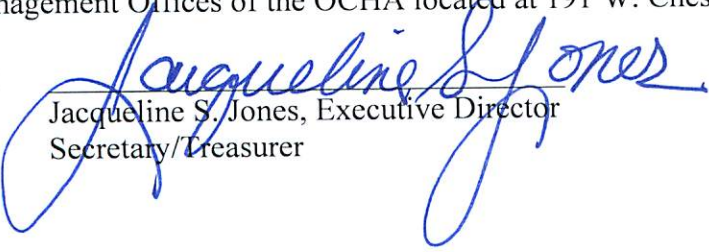
BY: _____


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 March 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 # 11
Printed On: 02/27/2021
Created On: 02/27/2021
Job Number # 400
Architect # :

Architect:

Description	Bid Amount	Status	Change Date
1 Proposal to heat trace all plumbing piping in the parking garage ceiling	\$45,908.77	Pending	
2 Credit for approved change order #4 for heat trace at traps only.	(\$6,868.80)	Pending	
Total:	\$39,039.97		

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: 11

Job Number: 400
Architect No:
Printed: 2/27/21

Division	Description	Amount
Item # 1 Proposal to heat trace all plumbing piping in the parking garage ceiling		
26 00	Proposal to heat trace all plumbing piping in the parking garage	\$40,102.00
00.S Electrical	ceiling	
Burden: 0.00	S Tax: 0.00 Gen Liab: 0.00 OH: 2,406.12 Prof: 3,400.65 Tot:	\$45,908.77
Grand Total		<u><u>\$45,908.77</u></u>
Item # 2 Credit for approved change order #4 for heat trace at traps only.		
26 00	Credit for approved change order #4 for heat trace at traps only.	(\$6,000.00)
00.S Electrical		
Burden: 0.00	S Tax: 0.00 Gen Liab: 0.00 OH: -360.00 Prof: -508.80 Tot:	(\$6,868.80)
Grand Total		<u><u>(\$6,868.80)</u></u>

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

**RESOLUTION NO. 2021-14
Resolution Authorizing Payment of Draws 10 & 11**

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, the Ocean City Housing Authority is committed to renovations at Bayview Manor, which is located next to Speitel Commons;

WHEREAS, the funding for the construction of Speitel Commons at Bayview Manor is partly through the New Jersey Housing and Mortgage Finance Agency and partly through the City of Ocean City;

WHEREAS, the funding for the renovations at Bayview Manor is through the City of Ocean City; and

WHEREAS, the funding through the City of Ocean City is via a partnership established through a Shared Services Agreement with the Ocean City Housing Authority; and

WHEREAS, the payments to the vendors for the construction of Speitel Commons at Bayview Manor and the renovations at Bayview Manor will be paid by the Ocean City Housing Authority through "Project Draws" funded by the City of Ocean City; and

WHEREAS, the attached Project Draws will be processed and the vendors paid upon receipt of the funds from the City of Ocean City; and

WHEREAS, Project Draw #10 in the amount of \$146,038.13 and Project Draw #11 in the amount of \$632,068.97 are attached for approval of this payment process;

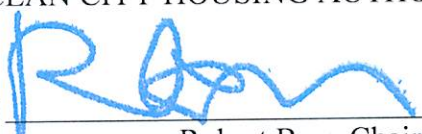
THEREFORE, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

ADOPTED: March 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	✓					

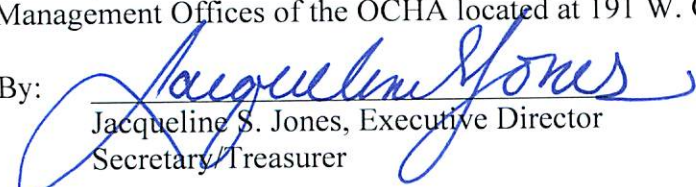
OCEAN CITY HOUSING AUTHORITY

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 March 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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Bank Wire Instructions for Contractors
Redevelopment of Speitel Commons and Bayview Manor
Overall Project Draw #10

Contractor Name & Address	Draw Amount	Bank Wire Information – Bank Name, Address, ABA#, Account #
Winchester Roofing Corp. 8 Democrat Way Gibbsboro, NJ 08026	\$70,087.23	Centric Bank, 4320 Linglestown Rd. Harrisburg, PA 17112
Gary F. Gardner Inc. 624 Gravelly Hollow Rd, PO Box 599 Medford, NJ 08055	\$75,950.13	Newfield National Bank, 18 West Blvd, Newfield, NJ 08344
Totals	\$146,038.13	

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

March 11, 2021

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #11

Dear Ms. Jones:

The above captioned draw request has been submitted to the City of Ocean City. The total amount of the request is \$632,068.97. Once the City has approved the request it will send the funds to the Housing Authority. Once those funds have been obtained, the Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Winchester Roofing Corp.	8 Democrat Way, Gibbsboro, NJ 08012	\$46,212.39
Gary F Gardner Inc.	624 Gravelly Hollow RD, PO Box 599, Medford, NJ 08055	\$550,311.58
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$13,755.00
Haley Donovan	9 Tanner St., Suite 201, Haddonfield, NJ 08033	\$21,790.00
	TOTAL	\$632,068.97

Attached are the following items to back up this disbursement:

- W9s for Contractors Listed Above
- Bank Wire Instructions for Each Contractor
- Copy of Draw #11 Submission to Ocean City

If you have any questions please feel free to contact Holly Ginnetti of The Brooke Group, LLC at (609) 652-7788 or by email at hollyf@brookegroupllc.com.