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



204 4<sup>th</sup> Street Ocean City, New Jersey 08226

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

Jacqueline S. Jones, Executive Director

May 12, 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, May 18, 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

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### **REVISED**

# Ocean City Housing Authority AGENDA

Tuesday, May 18, 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 April 20, 2021
- 6. Fee Accountant's Report
- 7. Executive Director's Report

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- 8. Committee Reports
- 9. Old Business
- 10. New Business
- 11. Resolutions:

# 2021-21	Approval of Monthly Expenses (updated)
# 2021-22	Approving Change Order #3 for Electrical Panels Renovations at Bayview Manor
# 2021-23	Award Exterior and HVAC Renovations Project at Bayview Manor
# 2021-24	Approving Change Order for Construction of Speitel Commons at Bayview Manor (time extension)
# 2021-25	Award Professional Moving Services
# 2021-26	Award Laundry Equipment Services
# 2021-27	Authorizing Assignment and Assumption Agreement Pursuant to Shared Services Agreement from City of Ocean City, NJ to Ocean City Community Development Corporation for Development of 10 Scattered Affordable Units
# 2021-28	Authorizing the Execution of a Shared Services Agreement with the City of Ocean City for the Redevelopment of the Pecks Beach Site
# 2021-29	Resolution Authorizing Payment of Draw 13
Executive Se	esion if required

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 April 20, 2021 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held April 20, 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)
(Excused at 3:57 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, Samantha Kurtz-Seif – Director of Social Services of City of Ocean City, Donald Whycowski – *The OCNJ Daily* and Gloria Pomales, Executive Assistant.

#### **Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from March 16, 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	(Absent)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

#### **New Business**

The meeting will move to new business with the audit presentation from Mike Garcia of Ford-Scott & Associates, LLC. Mrs. Jones stated Mr. Garcia will present the audit for the year ending September 30, 2019. She also stated there is a resolution for the Board to approve and sign. Mr. Garcia reviewed and explained the balance sheet. He stated the asset part of the balance sheet did not change significantly, but the liabilities and fund balance side did change significantly for the good. The OCHA is all paid up with the PILOT fees to the City other than the most recent year's pilot fees, which is normal. The hurricane Sandy expenditures made by the City on behalf of the OCHA has now been paid in full. The Authority has increased its net assets and created some net income. Mr. Garcia reviewed the revenue and expenses statement. He stated three years prior the rent revenue rather than being \$589,000 was only \$440,000 in 2017. This is because the new management of the Housing Authority is charging and collecting the proper rental amounts. In the 2016 audit the Authority had approximately 15-16 findings in the audit. This year Mr. Garcia is happy to report there are no findings or recommendations in the audit and it has been a clean audit for the past 3 years in a row (17, 18 and 19). He stated there has been a lot of hard work from Mrs. Jones and her staff to get down from sixteen findings to zero. It was actually done in one year. Mr. Garcia asked for any questions and/or comments. Commissioner Halliday asked about the accrued health benefit

and pension liability if it is based on size or based on individuals in the system. Mr. Garcia stated the pension benefit is through the State. This benefit the OCHA has no control of because your employees (previous and active employees) once they meet a certain criteria of amount of time worked they are required to be enrolled in the PERS system. The State then does a calculation where they attempt to isolate employer by employer and calculate their share of the total statewide pension liability. The reduction being seen is due to the reduction of the number of employees the Authority has working This will decrease the pension liability number. By going interlocal with services that were previously handled by salaried employees creates a big piece of the decrease. As the Authority's payroll goes down this number also goes down. In regard to the health insurance part of it, the Authority has a separate retiree health insurance and this number is independently calculated by an actuary that the Housing Authority has hired. New employees are no longer earning credit for post-retirement health insurance. Mrs. Jones stated that benefit is no longer available upon retirement. Mrs. Jones stated Mr. Garcia has a presentation on internal controls after everyone has had an opportunity to ask some questions regarding the audit. Commissioner Henry had requested a report on internal controls several meetings ago.

Mr. Garcia stated as part of the audit it is also required to evaluate and test the internal controls that the Housing Authority has in place. The two main areas of significant accounting controls are over the revenues and cash receipts as well as purchasing. Significant testing is done in the revenue area to determine the controls are working. The Authority has segregation of duties and has different personnel handling different functions. The auditors have testing in place to make sure the controls are working. Mr. Garcia provided examples and explained internal controls and control processes of the Authority. They are very strong and working very well. They are tested every year as part of the audit to make sure they are continuing to work in the way they are designed to functioned. If any problems are found the auditors would write a finding and recommendation for it to be addressed. The policy and controls the Authority has implemented are well designed and appropriate in the circumstances as well as working well. Mrs. Jones thanked Mr. Garcia and indicated the Audit for 2020 will be in the works. There is an extension for the 2020 Audit, but Mr. Garcia's firm is available to have it completed by June 30th if it is the Authority's desire. He believes the extension date is December 31, 2021.

#### **Treasurer's Report**

Ms. Cavallo reviewed the Financial Report for the six months ended March 31, 2021. Commissioner Mumman questioned the behavioral tenant services line item. Mrs. Jones stated due to COVID there was not as much onsite face to face time which is why there is a decrease in this area. However, it appears the services and activity are up for the month of March. Commissioner Halliday commented that it will be interesting to see as the new units come online in the next month's how the utility and maintenance expenses will decrease.

Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Jackson. The following vote was taken:

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

### **Executive Director's Report**

Mrs. Jones stated the board packet included the quarterly comparison report that was requested by Commissioner Henry. This is just for informational purposes. It is best to view online. There are some good variances particularly in the income area in being ahead of last year probably due to the RAD conversion and operating subsidy bump due to COVID. As far as expenses go there is nothing that really jumps out other than insurance being higher. Possibly due to the builder's risk policy needed for Speitel. This is a reimbursable item. The report will be provided on a quarterly basis as requested.

The Authority was fortunate to connect with Walmart to provide a COVID vaccine clinic for all of its sites. The Pleasantville Walmart was scheduled to be at Bayview tomorrow. The Authority reached out to its residents and only had 2 responses. The two residents decided to go together to Walmart and get their shot there. Mrs. Jones understands that the City was

helping the elderly population with getting vaccines and appointments. It is possible some of the Authority's residents were helped in that way as well.

Mrs. Jones stated Rick Ginnetti will provide a report on the ongoing projects.

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

### <u>Committee Reports</u> – None.

Old Business – Rick Ginnetti provided an update on Speitel. He stated through March, the building was 83% complete and the good news is as of yesterday the elevator was delivered to the building. The elevator company is currently working on site now and the elevator should be up and running within 30 days of yesterday. There is electricity to the building and all the units. The last utility that is being connected is water. The building should have water by the end of the week. It is anticipated that the punchout inspections can be started with the architect by the middle to end of May. The contract with the general contractor ,Gardner, runs through May 31st. There will probably be a request for a 30-day extension to the contract to allow the punchouts to be finished. This month there are change orders on the agenda. One is for parking bollards and the other is for grab bars for the bathtubs in the non-accessible units. The Authority is requesting these items. The change orders have run in the negative because there were a couple large negative change orders in the beginning of the project. This is the first time we are out of the negative and will have approximately a little over \$16,000 above the original contract amount. This is paid by the contingency of approximately \$400,000. The Authority is significantly under the construction budget. In respect to draws and payments to contractors for Speitel and Bayview, in the board packet there is an approval for \$465,750.58.

The roof at Bayview Manor is complete. The capping around the top of the building needs to be replaced. The roofing material used on this roof is from company that will do their own inspection of the project. Their inspection is to ensure that the roof was installed based by their specifications. There is a resolution today for a change order regarding Bayview Manor roof for a time extension through May 18<sup>th</sup> to complete the capping. The electrical work at Bayview has not started, but last month there was a value savings change order because the electrician found a panel box system that was more efficient than what was originally bid. The submittal has been approved and they have ordered the boxes for replacement. No delivery date due to COVID. Possible start time is May.

In respect to Scattered Sites and the grant agreement with the DCA, the Authority has been finalizing the details of that agreement over the last three weeks with the Commissioner of the DCA. The Authority should have that agreement for the next OCCDC Meeting to pass a resolution authorizing the execution of the grant agreement. Architectural and site work has not slowed down its planning. The current schedule calls to get to the planning board of the City in June to finalize the subdivision of the lots and hopefully, have a construction bid package out in June to award to a general contractor in August.

Mr. Ginnetti stated a bid package for Bayview is out for a contractor to do the windows, exterior work and HVAC systems. The bids are due back May 5<sup>th</sup> anticipating a board approval in May. Briefly discussed moving of tenants as well as unit layouts, laundry rooms, community bathrooms, offices and maintenance shop.

Mr. Ginnetti reported the Authority has met with every resident at Peck's Beach Senior except for one. The process of relocation was reviewed in detail to them and asked them to select their top three choices of which unit they would like in

Speitel. As of today, a unit has been identified for them. The next step is to reach out to the residents at Bayview. It is anticipated that occupancy will be in July of this year.

Included in the Board Packet there is an Ocean City redevelopment timeline spreadsheet looking at the projects globally. Speitel construction is expected to be completed by the end of June/beginning of July with occupancy in July. Bayview Manor renovations discussed with an overall goal to be completed in November of next year. Scattered Sites will hopefully be awarded to a general contractor in August to start construction in September with a 12-month construction schedule. The demolition of Peck's Beach Senior cannot be done until September. Phase two timeline has architects and engineers on board in June to start the site plan and construction documents for this phase starting in March of 2023 and completion in December 2024.

Commissioner Jackson excused herself at 3:57 p.m.

Chairman Barr stated Commissioner Henry apologized for not making the meeting today. Commissioner Henry is excused due to a medical issue.

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

# Resolution #2021-15 Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$1,213,349.94. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated the City 2019 PILOT payment is on this bill list. The bill list is rather large, but as a reminder funds for Speitel and BVM will be reimbursed by the City. Reimbursement timeframe is approximately 30 days. The following vote was taken:

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

#### **Resolution #2021-16**

#### Certifying the 2019 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board

Chairman Barr called for a motion to approve Resolution #2021-16. A motion was made by Commissioner Mumman; seconded by Commissioner Broadley. This resolution is required for the 2019 Audit and each commissioner is required to sign the certification page of the resolution. The following vote was taken:

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

# Resolution #2021-17 Award Janitorial Cleaning Contract

Chairman Barr called for a motion to approve Resolution #2021-17. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller stated this is the routine cleaning services for Bayview Manor and will probably be extended to Speitel for the remainder of the contract. The following vote was taken:

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

# Resolution #2021-18 Resolution Approving Change Order #3 Roof Replacement at Bayview Manor (time extension)

Chairman Barr called for a motion to approve Resolution #2021-18. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. This resolution is for time extension for roof completion due to weather. This is not a dollar amount change only a time extension to May 18, 2021. The following vote was taken:

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

#### **Resolution #2021-19**

# Resolution Approving Change Order for Construction of Speitel Commons at Bayview Manor (bollards & grab bars)

Chairman Barr called for a motion to approve Resolution #2021-19. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. This resolution was discussed in Mr. Ginnetti's report. The following vote was taken:

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

# Resolution #2021-20 Resolution Authorizing Payment of Draw 12

Chairman Barr called for a motion to approve Resolution #2021-20. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones stated this is to formalize the payments being made to the contractors listed on the attachment for Speitel and/or Bayview. These are the funds that will flow from the City of OC to the housing authority and then the housing authority will pay the vendors. The following vote was taken:

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

There is no need for Executive Session tonight.

Chairman Barr requested comments from the Board. No additional comments from the Board. No public comments.

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 4:16 p.m.

Respectfully submitted,

Jacqueline S. Jones
Jacqueline S. Jones, Secretary/Treasurer

# Commissioner's Report

## Month Ending: For Seven Months Ended 4/30/2021



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		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
Process	BUDGET	April	April	April	BUDGET	April	April	April	BUDGET	April	April	April	BUDGET	April	April	April
<u>INCOME</u> DWELLING RENTAL	\$ 540,060	\$ 315,035 \$	297,844 \$	(17,191)	\$ 229,840 \$	134,073 \$	123,618 \$	(10,455)	\$ 220,000 \$	128,333 \$	125,888 \$	(2,445)	\$ 90,220	52,628 \$	48,338 \$	(4,290)
OTHER TENANT-EXCESS UTILITIES	6,810	2,342	2,238	(17,191)	6,810	2,342	2,238	(10,455)	q 220,000 q	128,333 \$	125,888 \$	(2,445)	\$ 90,220 8	52,026 \$	48,336 \$	(4,290)
OTHER TENANT-EACESS OTHERTES	0,010	2,042	2,200	(104)	0,510	2,042	2,200	(104)	-		=				Ξ.	
TOTAL TENANT REVENUE	\$ 546,870	\$ 317,377	300,082	(17,295)	\$ 236,650 \$	136,415	125,856	(10,560)	\$ 220,000 \$	128,333 \$	125,888 \$	(2,445)	\$ 90,220	52,628 \$	48,338 \$	(4,290)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 57,260	190,528	133,268	4 - 4	- \$	47,442	47,442	\$ 98,160 \$	57,260 \$	<u>143,086</u> \$	85,826	\$ - 5	- \$	<u>-</u> \$	-
PBV HAP SUBSIDY	342,240	199,640	136,787	(62,853)	196,240	114,473	61,897	(52,576)	-	-	Ξ	-	146,000	85,167	74,890	(10,277)
HUD CAPITAL FUNDS-OPERATIONS	50,260	22,338	1,128	(21,210)	-	-	=	-	50,260	22,338	1,128	(21,210)	-	-	=	-
CDBG INCOME	40,000	23,333	6,035	(17,298)	20,000	11,667	3,018	(8,649)	10,000	5,833	1,992	(3,842)	10,000	5,833	1,026	(4,807)
TOTAL HUD FUNDING	\$ 530,660	302,571	334,478	31,907	\$ 216,240	126,140	112,357	(13,783)	\$ 158,420 \$	85,431 \$	146,206 \$	60,775	\$ 156,000	91,000 \$	75,916 \$	(15,084)
INVESTMENT INCOME- UNRESTRICTED	\$ 100	\$ 58 8	<u>75</u> \$	17	4 - 4	- 1	<u>26</u> \$	26	4 - 4	- \$	<u>40</u> \$	40	\$ 100 8	58 \$	<u>9</u> \$	(49)
OTHER INCOME-LAUNDRY	6,890	4,019	3,456	(563)	3,880	2,263	1,539	(725)	2,010	1,173	1,917	745	1,000	583	Ξ	(583)
OTHER INCOME-FRAUD RECOVERY	500	292	=	(292)	-	-	=	-	-	-	=	-	500	292	=	(292)
OTHER INCOME-MISCELLANEOUS	12,640	7,373	<u>1,752</u>	(5,621)	2,320	1,353	1,399	46	9,280	5,413	213	(5,200)	1,040	607	<u>140</u>	(467)
TOTAL INCOME  EXPENSES	\$ 1,097,660	\$ 631,690 <b>S</b>	639,843	8,153	\$ 459,090 \$	266,172	241,176	(24,996)	\$ 389,710	220,350 \$	274,264 \$	53,913	\$ 248,860	\$ 145,168 \$	124,403 \$	(20,765)
AUDIT FEES	\$ 9,000	\$ 5,250 \$	5,250 \$	_	\$ 900 \$	525 \$	525 \$	_	\$ 2,250 \$	1,313 \$	1,313 \$	_	\$ 5,850 \$	3.413 \$	3,413 <b>\$</b>	_
ADVERTISING	1,200	700	981	281	120	70	542	472	300	175	290	115		455	149	(306)
OFFICE EXPENSES COMPUTER SERVICES	\$ 7,700	<b>4,492</b> §	4,623 \$	131	\$ 770 <b>\$</b>	449 \$	2,311	1,862	\$ 1,930 <b>\$</b>	1,126 \$	1,525 \$	400	\$ 5,000 8	3 2,917 \$	<u>786</u> \$	(2,131)
CONSULTANTS-RAD CONVERSION	18,000	10,500	4,535	(5,965)	1,800	1,050	1,487	437	2,300	1,342	2,542	1,200	13,900	8,108	506	(7,603)
CONSCIENT LAB CONVENDION	10,000	20,000	1,000	(0,200)	2,000	2,000	2,.01		2,000	-,0	<u> </u>	-,	10,500	0,200	<u> </u>	(1,000)
COPIER	3,500	2,042	1,328	(714)	350	204	<u>664</u>	460	880	513	438	(75)	2,270	1,324	<u>226</u>	(1,098)
DUES & PUBLICATIONS	800	467	<u>526</u>	60	80	47	<u>263</u>	216	200	117	<u>174</u>	57	520	303	<u>89</u>	(214)
OFFICE SUPPLIES	1,000	583	<u>729</u>	146	100	58	<u>365</u>	306	250	146	211	66	650	379	<u>153</u>	(226)
PHONE & INTERNET	8,610	5,022	4,887	(135)	860	502	<u>2,797</u>	2,295	2,150	1,254	1,380	125	5,600	3,267	<u>711</u>	(2,556)
POSTAGE	2,100	1,225	1,686	461	210	123	<u>843</u>	721	530	309	<u>556</u>	247	1,360	793	287	(507)
LEGAL	14,000	8,167	<u>3,305</u>	(4,862)	1,400	817	<u>1,218</u>	401	3,500	2,042	<u>1,434</u>	(608)	9,100	5,308	<u>654</u>	(4,655)
CRIMINAL BACKGROUND CHECKS	400	233	=	(233)	40	23	Ξ	(23)	100	58	=	(58)	260	152	Ξ.	(152)
LEGAL-RAD	4,000	2,333	=	(2,333)	-	-	=	-	4,000	2,333	=	(2,333)	-	-	=	-
TRAVEL	200	117	=	(117)	20	12	=	(12)	50	29	=	(29)	130	76	=	(76)
TRAINING	1,000	583	<u>380</u>	(203)	100	58	<u>190</u>	132	250	146	<u>125</u>	(20)	650	379	<u>65</u>	(315)
ACCOUNTING	18,500	10,792	10,792	-	1,850	1,079	<u>5,396</u>	4,317	4,620	2,695	<u>3,561</u>	866	12,030	7,018	1,835	(5,183)

# **Commissioner's Report**



Month Ending: For Seven Months Ended 4/30/2021

	TOTAL					BAYV	<u>IEW</u>		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
MANAGEMENT FEES	BUDGET 165,000	April 96,250	April 109,242	April 12,992	BUDGET 81,250	April 47,396	April 54,701	April 7,305	BUDGET 56,000	April 32,667	April 36,061	April 3,394	BUDGET 27,750	April 16,188	April 18,480	April 2,292
MISCELLANEOUS-SUNDRY	10,180	5,938	6,880	941	1,020	595	3,939	3,344	2,560	1,493	1,922	428	6,600	3,850	1,019	(2,831)
	\$ 265,190							·								(25,558)
								•				ŕ				, , ,
OTHER TENANT SERVICES	\$ 9,700	,		, ,	970 \$	566	1,860	-	\$ 2,430 \$	1,418 \$	1,675 \$		\$ 6,300 \$	3,675 \$		(2,240)
TENANT SVCS - BEHAVIORAL HEALTH	40,000	23,333	<u>6,035</u>	(17,298)	20,000	11,667	3,018	(8,649)	10,000	5,833	<u>1,992</u>	(3,842)	10,000	5,833	<u>1,026</u>	(4,807)
TOTAL OTHER TENANT SERVICES	\$ 49,700	28,991	11,005	(17,986)	\$ 20,970	12,233	4,878	(7,355)	12,430	7,251 \$	3,667 \$	(3,584)	\$ 16,300 \$	9,508 \$	2,461 \$	(7,047)
WATER/SEWER	\$ 88,300	54,683	<u>50,330</u> \$	(4,353)	\$ 19,100 \$	11,495	10,611	(884)	\$ 60,700	38,184 \$	<u>35,166</u> \$	(3,018)	\$ 8,500 \$	5,004 \$	4,553 \$	(451)
ELECTRIC	109,400	76,325	70,216	(6,109)	96,000	67,350	63,317	(4,033)	9,200	6,800	4,562	(2,238)	4,200	2,175	2,337	162
GAS	49,800	43,426	36,165	(7,261)	-	-	=	-	40,800	35,750	23,559	(12,191)	9,000	7,676	12,606	4,930
TOTAL UTILITY EXPENSES	\$ 247,500	174,434	156,711	(17,723)	115,100	78,845	73,928	(4,917)	\$ 110,700	80,734 \$	63,287 \$	(17,447)	\$ 21,700 \$	14,855	19,496 \$	4,641
MAINTENANCE LABOR	\$ 57,000				\$ 28,500 \$	16,625	13,727	` ' '	\$ 18,810 \$	10,973 \$	<u>9,060</u> \$	, , ,			<u>4,667</u> \$	(985)
MAINT. MATERIALS	55,210	29,173	12,815	(16,358)	25,320	14,770	<u>7,516</u>	(7,254)	18,920	11,037	4,775	(6,262)	10,970	3,366	<u>524</u>	(2,842)
MAINT. CONTRACT COSTS	159,500	73,573	65,769	(7,804)	91,100	50,633	43,236	(7,398)	53,000	20,242	14,863	(5,379)	15,400	2,698	7,670	4,972
EMPLOYEE BENEFITS	35,230	20,551	21,977	1,426	17,610	10,273	10,989	716	11,630	6,784	7,252	467	5,990	3,494	3,736	242
TOTAL MAINTENANCE	\$ 306,940	156,546	128,013	(28,533)	162,530	92,301	75,467	(16,834)	\$ 102,360	49,035 \$	35,949 \$	(13,086)	\$ 42,050 \$	15,211 \$	16,597 \$	1,387
INSURANCE	\$ 65,440	38,173	38,849 \$	676	\$ 6,550 \$	3,821	13,176	9,355	\$ 24,750 \$	14,438 \$	12,474 \$	(1,963)	\$ 34,140 \$	19,915 \$	13,199 \$	(6,716)
FLOOD INSURANCE	39,760	27,102	27,104	2	3,500	2,042	2,044	2	19,260	11,235	11,235	-	17,000	13,825	13,825	-
BAD DEBTS	5,000	2,917	2,917	0	500	292	294	2	4,000	2,333	2,329	(4)	500	292	294	2
COMPENSATED ABSENCES	5,000	2,917	2,917	-	500	292	294	2	1,250	729	<u>728</u>	(1)	3,250	1,896	1,895	(1)
PAYMENT IN LIEU OF TAXES	29,260	17,068	17,067	(2)	11,480	6,697	6,696	(1)	10,930	6,376	6,374	(2)	6,850	3,996	3,997	1
PENSION	11,000	6,417	6,418	1	5,600	3,267	3,268	1	5,000	2,917	2,919	2	400	233	231	(2)
RETIREE BENEFITS	31,230	18,218	14,498	(3,720)	7,000	4,083	7,249	3,165	13,730	8,009	4,784	(3,225)	10,500	6,125	2,465	(3,660)
TOTAL OTHER EXPENSES	\$ 186,690	112,811	109,769	(3,042)	\$ 35,130	20,493	33,020	12,527	\$ 78,920	46,037 \$	40,843 \$	(5,194)	\$ 72,640 \$	46,282	35,906 \$	(10,375)
TOTAL EXPENDITURES	1,056,020	627,477	560,642	(66,835)	\$ 424,600 \$	256,879	262,534	5,655	\$ 386,280	230,814 \$	195,277 \$	(35,537)	\$ 245,140 \$	139,784 \$	102,832 \$	(36,953)
PROFIT	\$ 41.640 S	4.213	79,201	74.987	1 34,490 1	9,293	(21,357)	(30.651)	\$ 3,430	(10,464) \$	78,987 \$	89.450	\$ 3,720 \$	5.384 \$	21.571 \$	16,188
				,,,,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			(55,551)	3,.30	. (20,.0.)		52,.00				

# **Ocean City Housing Authority**

# Administrative Report

**DATE:** May 11, 2021

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for December 2020)

**PERIOD:** April 13, 2021 to May 11, 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:

Draw Schedule
 Meeting Minutes with Photos
 Construction Schedule-Extended to 6/30/21
 Included
 Not Included

# **COVID-19 Pandemic – Operating Status**

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

# **Bayview Manor Renovations**

# Replacement of Roof System & Painting of Roof Capping

Update: The work on this project continues. A time extension was requested on this project through May 18, 2021 to finish some punch list items.

# **Replacement of Electric Panels in Apartments**

Update: The materials for this project are on order with a target date to complete the project on time. A kick-off meeting is scheduled. There is a change order resolution for a time extension for this project.

# **Exterior and HVAC Renovations**

*Update:* There is a resolution in the board packet for award of this project.

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;

# **Contract Awards**

There are resolutions in the board packet for the award of:

- Professional Moving Services for the moving of residents from Peck's Beach North and Bayview Manor to Speitel Commons; (to be provided at Board Meeting)
- Award of Laundry Equipment Services for all properties;

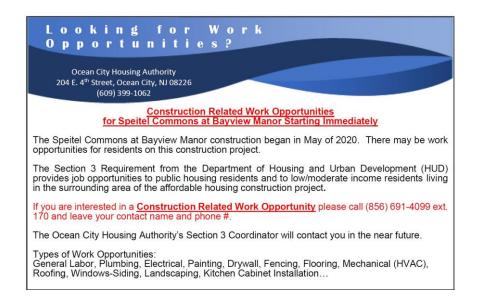
# **Construction Related Work Opportunities at Speitel Commons**

<u>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.</u>

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;
<b>Robert Henry</b>	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	Completed

#### OCEAN CITY HOUSING AUTHORITY CONSTRUCTION DRAW SCHEDULE

	Closing Date:	4/1/20					Chec	k whic	h applys & List	\$ Amt. For HM	IFA Mtg.	Check that	which apply	s:		П		
									Financing	Dollar				Financing	Dollar			
Pro	ect Name: Speitel Co	ommons a	and Bayview Manor	Roll Up					Туре	Amount		<u> </u>		Type	Amount	Ц		
	Address:					Constructi	on and Perm	anent:	<b>✓</b>	\$11,309,156		Но	me Express Only:			4		
City,	Zip Code: Ocean City	ty, NJ					Construction	Only:				Sp	ecial Needs Only:			卓		
	HMFA#: 2986		SNHTF#:				Permanent	Only:				Balanc	ed Housing Only:			亅		
												Home Ex	press/Bal Hous*:	<u> </u>		보		
													Special Needs*:			¥		
							CONSTRU	CTIO	N DRAWS FOR	1				* During Con	1	¥	TOTAL	
						DRAWS	Draw Mo	nth	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month		Expended	Balance
						1 to 9	10		11	12	13	14	15	16	17	╛		Remaining
<b>A.</b> A	COUISITION COST	<u>'S</u>	Original Budget	Adjustments	Revised		<b>→</b>											
a)	Land																0	0
b)	Acquisition																0	0
c)	Relocation		60,000		\$ 60,000.00					\$455.00	\$1,917.50						2,373	57,628
d)	Demolition		200,000		200,000											Ш	0	200,000
B.CC	INSTRUCTION COS	STS																
a)	SPEITEL				\$ -													
b)	Off-Site Improvement	ıt															0	0
c)	Speitel Res Structures	s	6,006,440		\$ 6,006,440.00	\$2,930,190.74	\$334,6	512.93	\$482,198.58	\$399,190.08	\$463,141.03						4,609,333	1,397,107
d)	Speitel Gen Req		360,386		\$ 360,386.00	\$ 194,659.94	\$16,2	217.00	\$29,191.00	\$19,461.00	\$29,192.00						288,721	71,665
e)	Speitel Overhead/Pro	f	480,515		\$ 480,515.00	\$ 256,829.50	\$21,6	523.00	\$38,922.00	\$25,949.00	\$38,923.00						382,247	98,269
f)	Surety & Bonding		69,165		\$ 69,165.00	\$62,248.50											62,249	6,917
g)	BAYVIE	141															0	0
h)	Bayview Res. Structur	ıres	1,962,120		\$ 1,962,120.00	\$172,796.77	\$70,0	087.23	\$46,212.39	\$4,250.00	\$48,313.91						341,660	1,620,460
	Construction mang./	Gen																
I)	Req./overhead & Prof	fit	269,045		\$ 269,045.00												0	269,045
j)					\$ -												0	0
k)	Overhead & Profit																0	0
1)																	0	0
m)	Overhead site work																0	0
C. D	evelopment Fee															H		
	-				\$0.00	)											0	0
	-				\$ -												0	0
					\$ -												0	0
<u>D. C</u>	<u>ONTINGENCY</u>															H		
_	Hard Costs		457,384.00		\$ 457,384.00	\$172,796.77											172,797	284,587
	Soft Costs		60,987		\$ 60,987.00												0	60,987
	OFESSIONAL SERVI																	
a)	Additional Bayview F	Hard Cos			\$ 80,665.00											Н	0	80,665
b)	Architect		247,500		\$ 247,500.00				\$11,390.00							Н	240,279	7,221
c)	Engineer		98,000		\$ 98,000.00					\$948.00						Н	69,923	28,077
d)	Attorney		67,500		\$ 67,500.00											$\bot$	27,946	39,554
e)	Cost Certification/Au	ıdit	20,500		\$ 20,500.00											$\bot$	0	20,500
f)	Environmental Consu	ıltant	17,973		\$ 17,973.00	\$14,478.75											14,479	3,494

## OCEAN CITY HOUSING AUTHORITY CONSTRUCTION DRAW SCHEDULE

g) Energy Sta	ar Consultant	24,000		\$ 24,000.00	\$4,025.00		\$10,400.00							14,425	9,575
	al Engineering Report			\$ 18,287.00	\$18,287.00		\$10,400.00							18,287	0,570
I) Surveyor	Lingineering Report	25,600		\$ 25,600.00	\$8,370.00									8,370	17,230
	UD Approvals/Relo			\$ 400,600.00	\$204,913.79	\$11,613.35	\$13,755.00	\$9,807.50	\$9,785.00					249,875	150,725
	ees, CAFRA	35,648		\$ 35,648.00	\$34,805.00	413,010.00	410,700100	42,007.100	42,700.00					34,805	843
F. PRE-OPERAT	TIONAL EXPENSES	S													
	s (pre-const. compl)	25,592		\$ 25,592.00										0	25,592
b) Advert⪻	romo(pre-const compl.)	4,000		\$ 4,000.00										0	4,000
,	e & Operating Expenses													0	0
d) Other:	Title	21,500		\$ 21,500.00	\$13,814.60									13,815	7,685
e) Other:	Oper. Acct	60,750		\$ 60,750.00										0	60,750
G. CARRYING	AND FINANCING	G COSTS												0	0
a)	Interest													0	0
b)	R.E. Tax													0	0
c)	Insurance	90,000		\$ 90,000.00	\$19,058.00									19,058	70,942
Title Ins and Red	cording Expenses													0	0
e) Utili	ity Connection Fees	95,000		\$ 95,000.00				1,000						1,000	94,000
f)	Indem fee													0	0
g) Other Lend	der Const Financing Fee													0	0
h) Rep	placement Reserves	50,000		\$ 50,000.00										0	50,000
I)	neg arb													0	0
j)	Cost of Issuance													0	0
k) Mo	fort Insurance(MIP)													0	0
		\$11,309,157.00	0	\$11,309,157.00											
			TOTALS:		\$4,428,393.89	\$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$0.00	\$0.00	\$0.00	\$0.00	6571639.39	4,737,518
															11,309,157
SOURCES AVA	AILABLE DURING	G CONSTRUCTIO	ON:		DRAW	Draw Month	Draw Month							FINAL	
					to Present	10	11	12	13	14	15	16	17	TOTAL	Balance (+or-)
	ОСНА	- 40 ~	200,000		0001 2015	<b>41</b> 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	0.000.000	0465 = = 0	0501.555					0	200,000
		City of Ocean City	6,603,943		\$231,296.77	\$146,038.13	\$632,068.97	\$465,750.58	\$591,272.44					2,066,427	4,537,516
TOT CO	URCES DURING	FA CDBG-FRM:	4,505,213 11,309,156		\$4,197,097.12	\$308,115.38 \$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$0.00	\$0.00	\$0.00	\$0.00	4,505,213 6,571,639	1 727 547
101.80	UKCES DUKING	CONSTRUTION:	11,509,156		\$4,428,393.89	\$434,133.31	\$032,008.97	\$405,/50.58	\$391,272.44	\$0.00	\$0.00	\$0.00	\$0.00	0,5/1,039	4,737,517

Meeting Minutes - Co	Meeting Minutes - Construction							
Project:	Speitel Commons							
HD Project No.:	17-020							
NJHMFA No.:	2986							
Contractor:	Gary F. Gardner, Inc							
Meeting No.:	Meeting #13							
Meeting Date:	05/04/21							
Meeting Time	10:30 AM							
Weather Conditions:	65 degrees, clear							
Issue Date:	05/10/21							
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	<u>jjones@vha.org</u>
*	Ron Miller	RM	Vineland Housing Authority	rmiller@vha.org
	Ben Hoechst	ВН	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
*	Andrew Dickson	AD	NJHMFA	adickson@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	05/31/2021
Construction Schedule Finish Date	05/31/2021
*Total Contract Days /	395
* Total Construction Days	
Days Elapsed	367
% of Contract Time / Elapsed	92.91%
% Construction Schedule Elapsed	
% of Work Complete per AIA G702	88.77%
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

<sup>\*</sup>Calendar days

#### **New Business**

- 13.1 <u>Schedule:</u> Contractor will need a couple more weeks added to construction schedule. **DS** will update weather days and send formal request to extend Contract Time. Finishing of the corridors around elevator may be an issue for an end of May completion. Construction might be done but will still need inspections.
- 13.2 <u>Utilities</u>: Electric meters have been set. Permanent electric is not on but is ready. Gas meter installed. Water company's portion is complete, needs to be tied into the building. **RG** contacted Verizon, sent copy of paperwork and check. They are waiting for another check for design. Copy **RG** on emails. **RM** will call inspector to see if cellular communication is allowed.
- 13.3 <u>Materials yet to be delivered</u>: Some doors, fire rated glass, exterior railings (railings in fabrication, due end of May). Refrigerators are in stock.
- 13.4 <u>Garage Clearance Bar</u>: Set at 7'-6". **MS** to verify clearance to all pipes. 7' is minimum.
- 13.5 <u>Accessible Unit Counters</u>: Post formed countertops were not installed in the accessible units because the counter thickness would set the height to the sink rim above the maximum. Thinner countertops with a separate backsplash were installed. **DS** is meeting with supplier to discuss options, The countertops will remain in place until after the CO inspection. If they are replaced OCHA will use them elsewhere.
- 13.6 <u>Attic Access</u>: There will be 2 attic access doors, one at each end of the flat roof. Size: 32" wide by 36" tall with passage hardware.
- 13.7 <u>Stair Towers</u>: CMU will be painted, railings and metal stairs left unpainted galvanized. No additional cost to Owner.
- 13.8 Patio Furniture: Outdoor furniture is in the budget. HD to check scope of work and send proposal.

#### **Old Business**

12.1 <u>Refrigerators:</u> The 16 cu ft refrigerator that was submitted is not available. Contractor proposed substituting an 18 cu ft model. 18 cu ft will fit but is larger than OCHA wants for these apartments. **DS** to send **RM** appliance rep's number. The substitution needs to meet Energy Star and accessibility reach requirements.

#### 05/04/21: ITEM CLOSED

- 12.2 <u>Vinyl Base:</u> Contractor is looking into changing Roppe vinyl base from 4' sections to coil material. **05/04/21:** Coil material will be used.
- 12.3 <u>Excess Dirt Fill:</u> There is approximately one tri axle load of extra fill. OCHA may be able to use it at Pecks Beach site. **05/04/21:** Material taken off site and delivered.
- 12.4 <u>Trash Room Overhead Door:</u> Concern was raised by the subcontractor about egress from the Trash Room once the fusible link on the door closes it. HD confirmed that the door can be operated manually from the inside. The motorized door operator is not shown connected to the emergency generator on the plans but will be changed so that it's powered from the generator's non-life safety panel. This will allow access to the Trash Room from the exterior if there is a power failure. **05/04/21:** Door was wired to no-life safety generator panel.
- 12.5 <u>Vanity Panels:</u> The ADA panels for adaptable bathroom vanities will be removed and stored. **05/04/21:** Panels will remain on. They can be removed if necessary, for access to plumbing.
- 12.6 <u>Energy Star:</u> **MS** confirmed that pre-rock inspections were done. **05/04/21: MS** discussed blower door testing with rater. One floor can be done per day.
- 11.1 <u>Electrical Service Pull Box Podium</u> 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. **04/06/21:** Pull box installed at grade. **05/04/21: ITEM CLOSED**
- 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.

  103/02/21: Price to be submitted. **MS** sent HD inspection report. 104/06/21: DS Waiting for price. 105/04/21: OPEN ITEM
- 10.2 <u>Verizon</u> Verizon needs to replace a utility pole and install a switch. They have been delayed. **03/02/21:** Pole replacement scheduled for next week. 04/06/21: Pole was installed. Verizon needs to be pushed to provide service in time for elevator installation. **RM** will try ordering a line to see if that will speed it up. **05/04/21:** Discussed in New 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. 03/02/21: Change order for time extension included 3 extra days. No additional weather extension should be needed. 04/06/21: Change Order submitted to NJHMFA 05/04/21: Discussed in New Business

- 9.2 <u>Change Orders</u>: 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. **04/06/21**: Change Orders to be Submitted for:

- Bollards and Guard Rail.
- Access panels (Not to exceed number for approval).
- Generator Room metal framing at louver for future access.
- Grab bars in non-ADA unit (tub/showers only, not at toilet)
- Attic stock for windows.
- Curbing on south side of Bayview.
- Replacement fencing.
- Shield/ trough at sprinklers in Electrical Room.

**05/04/21**: **RG** requested Change Orders, not PCO to save time.

8.3 <u>Elevator</u>: 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. **04/06/21:** There will be a meeting on 4/8 to finalize the date. **05/04/21:** Estimated completion date: May 19<sup>th</sup> (30 days after start).

- 7.3 <u>Garage Guard Rails</u>: 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** 04/06/21: DS working on Prices. Price submitted. **05/04/21**: Bollard covers need to be black.
- 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 in 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 a 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. 04/06/21: Change Order was approved by OCHA, submitted to NJHMFA. 05/04/21: 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. 03/02/21: Updated schedule was distributed (attached). 04/06/21: DS will send out updated schedule. On schedule for May 31 completion date.
  Units may be ready for punchlist at next meeting. 05/04/21: Discussed in New Business

#### 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 04/06/21:** Finish for Exterior railings needs to be selected. **05/04/21: ITEM CLOSED** 

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. 04/06/21: RG will review and see which subs are behind. Almond needs to submit glazer's rate if less than carpenter's. 05/04/21: DS will check on glazer's rate.

#### 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. **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. **05/04/21: OPEN FOR REFERENCE** 

### **Work Completed/ In Progress:**

- -Stair 2: Stairs and railing installed. Concrete poured; wall mounted handrails are coming tomorrow; flat roofing done; ceiling to be drywalled on Thursday.
- -4<sup>th</sup> Floor: vinyl flooring installed; ceramic tile installed; final electrical and plumbing completed; shelving installed; ranges scheduled; bath accessories being installed.
- -3<sup>rd</sup> floor: final electrical and plumbing completed; kitchens installed;
- Gutters and downspouts completed;
- Elevator estimated to be completed May 19<sup>th</sup>.
- Vinyl flooring in corridors done down to 2<sup>nd</sup> floor.
- Moving from 4<sup>th</sup> to 2<sup>nd</sup> with cabinet installation.
- 75% of HVAC units have been hung.
- Demo of south side parking lot complete.
- Conduit to Bayview Change Order complete.
- Survey completed and curbing is in progress
- Grab bars installed in ADA units only.

#### **Projected Work:**

- Test rooftop units.
- Complete trash chute. Compactor coming week of 5/10.
- Complete Elevator.
- Install overhead door operator.
- Common area doors and hardware
- Install fire rated glass.
- Install ceramic tile in Lobby

- Install automatic door openers.
- Install exterior rails
- Mailboxes to ship early June
- Town inspections.

## **Attached**

• Photos

# **Meeting Schedule**

Next Meeting: June 01, 2021 at 10:30 am:

#14	06/01/21	10:30 am
#13	05/04/21	10:30 am
#12	04/06/21	10:30 am
#11	03/02/21	10:30 am
#10	02/02/21	10:30 am
#9	01/05/21	10:30 am
#8	12/01/20	10:30 am
#7	11/03/20	10:30 am
#6	10/06/20	10:30 am
#5	09/01/20	10:30 am
#4	08/04/20	10:30 am
#3	07/07/20	10:30 am





































Program Statistics Report 10/2020 - 9/2021	2021 APR	2021 MAR	2021 FEB
Tenant Accounts Receivable			
Number of "non-payment of rent" cases referred to the solicitor	0	0	0
Tenant Relations			
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	121
Total number of units inspected year-to-date - all sites	186	186	124
Total number of units hispected year-to-date - an sites	100	100	124
Occupancy			
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%	97.44%	97.44%
Vacancies - At end of Month			
Bay View Manor	6	5	4
Peck's Beach Senior	0	0	0
Peck's Beach Family	1	1	1
Total Occupancy Rate	94.12%	94.96%	95.80%
Occupancy Rate	94.12 /0	<i>34.30 /</i> 0	93.00 /0
Vacancy Turnovers by VHA Maintenance Staff			
Total Hours (Summarized Quarterly)	15	15	15
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.5	2.5
Rent Roll			
Bay View Manor - Elderly/Disabled	\$ 17,041	\$ 17,041	\$ 18,192
Peck's Beach - Elderly/Disabled	\$ 7,506	\$ 7,506	\$ 7,506
Peck's Beach - Family	\$ 17,760	\$ 17,901	\$ 17,901
Total Rent Roll	\$ 42,307		\$ 43,599
Total Rent Roll	\$ 42,307	<b>5</b> 42,446	\$ 45,599
Public Housing Waiting List Applicants - All Waiting Lists are Clo	osed as of 1/31/20		
Families - Ocean City Preference	7	15	15
Families - No Ocean City Preference	43	200	200
Elderly (Seniors - 62+)/Disabled - <b>Ocean City Preference</b>	18	78	78
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	74	624	624
Maintenance Department			
Average work order turnaround time in days - Tenant Generated	0.14	0.04	0.50
Total Tenant Generated Work Orders	13	4	3
Number of routine work orders written this month	68	94	79
Number of outstanding work orders from previous month	8	4	5
Total number of work orders to be addressed this month	92	103	93
Total number of work orders completed this month	92	103	93
Total number of work orders left outstanding	0	0	0
Number of emergency work orders written this month	3	1	6
Total number of work orders written year-to-date	754	670	571
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0
Real Estate Assessment Center (REAC) Scores			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68
Tour Dita 2010 Tradica Remains sume due to IVAD Application	00	00	00

# Ocean City Housing Authority Cash Report As of April 30, 2021

#### **Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 04/30/2021

\$573,455.64

2021 Capital Fund Balance for PH (pbfamily)

\$121,578.00

Add: A/R-Tenants 04/2021

Current \$27,583.54 Past \$5,489.18

**Reimbursements Due From The City** 

Reimbursement for Behavioral Health Svcs - Jan - Apr 2021 - City of OC CDBG Grant - Acenda (4 invoices)

\$11,810.99

Reimbursement for Bayview Manor/Speitel Construction - City of OC Reimbursement for Builder's Risk Policy for Speitel Manor - NJHMFA to Reimburse \$1,060,193.52 \$10,370.50

Less: Bill List payments -May 2021

(\$1,144,545.09)

**Accrued Expenses - Total from detail below** 

(\$50,532.83)

	<u>Annual</u>	No of	Amount Accrued
Accrued Expenses	<b>Budget</b>	<b>Months</b>	Less Paid
Insurance-Prop/Flood	105,200.00	7	27,631.17
Bad Debt	5,000.00	7	2,916.67
Comp Absences	5,000.00	7	2,916.67
P.I.L.O.T.	29,260.00	7	17,068.33
Net Accrual	144,460.00		50,532.83

#### Committed to Peck's Senior Demolition

(\$200,000)

Net Cash Balance \$415,403.45

	_	xpenses	Cash Available for # of month/days	
Per Month	\$	80,092	7.16	Months
Per Day	\$	2,670	156	Days

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

# RESOLUTION NO. 2021-21 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 **\$1,144,545.09**.

**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:** May 18, 2021

**VOTE:** 

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

	Commissioner Broadley							
	Chairman Barr							
				O	CEAN CI	ΓΥ HOU	SING AUT	HORITY
				BY	•			
				21.	·		ert Barr, Ch	nairperson
This 1	ESTATION: resolution was acted upon at IA) Board of Commissione gement Offices of the OCHA	rs held	via-vi	deo cor	nference	on May	18, 2021	from the
Зу:								
	Jacqueline S. Jones, Execut	ive Direc	ctor					
	Secretary/Treasurer							

### OCEAN CITY HOUSING AUTHORITY BILL LIST - MAY 2021

#### BANK: COCC

Check #	Vendor	Invoice Notes		Total Amount
	ACENDA	Jan - Apr 2021 Resident Wellness Svcs	\$	11,810.99
	ACE PLUMBING	Maint Supplies	\$	20.20
	AT & T	May 2021 Elevator phone	\$	118.53
	ATLANTIC CITY ELECTRIC	Apr 2021 Electric	\$	9,122.93
	LINDA AVENA	May 2021 Accounting Services	\$	1,541.67
	CALL EXPERTS	May 2021 Answering Svc	\$	62.85
	CAPE MAY COUNTY MUA	Bulky waste disposal	\$	50.17
	CLEAN SWEEP	BVM Cleaning - Apr 2021	\$	1,850.00
	COMCAST	Internet Svc - Apr/May 2021	\$	488.48
	COPIER PLUS	May 2021 copier contract	\$	20.00
	CUSTOM GRAPHICS	Maint T-shirts	\$	126.80
	DELTA DENTAL	June 2021 dental premium	\$	174.02
	DRAIN DOCTOR	Plumbing Svcs.	\$	1,195.00
	FLORENCE DRISCOLL	Tenant Services -May 2021	\$	200.00
	FEDERAL EXPRESS	Overnight delivery - Apr 2021	\$	44.00
	FORD SCOTT & ASSOCIATES	FYE 9/30/2019 Audit fee	\$	9,000.00
	EISENSTAT, GABAGE & FURMAN	Legal Svcs - Apr 2021	\$	670.00
	CLEN O STULI	Medicare & Prescription copay reimb - Apr/May		
	GLEN O. STULL	2021	\$	432.03
	ASHLEY HARRIS	BVM Cleaning - May 2021	\$	200.00
	DODERT HARRIS	Recyclables removal & trash room cleaning -		
	ROBERT HARRIS	May 2021	\$	200.00
	HD SUPPLY	Maint Supplies	\$	443.11
	HOME DEPOST PRO		\$	168.32
	HUMANA INSURANCE	Jun 2021 prescription - retiree	\$	66.50
	INTEGRATED SYSTEMS ASSOC	Software consulting - May 2021	\$	1,093.75
	JOHN SPITZ	Medicare & Prescription copay reimb - Apr/May 2021	\$	880.74
	LENEGAN PLUMBING & HEATING	Plumbing Svcs.	\$	360.00
	NJ AMERICAN WATER	Apr 2021 Water/Sewer	\$	8,024.97
	OMEGA PEST MGMT	Apr/May 2021 Vegetation Mgmt./Pest Control	\$	1,462.00
	ROBERT L. ROWELL	Maintenance Labor-Grounds - May 2021	\$	200.00
	SHERWIN WILLIAMS	Painting supplies	\$	21.37
	SOUTH JERSEY GAS	Apr 2021 Gas	\$	3,997.85
	SOUTH JERSEY WEB DESIGN	Website changes	\$	75.00
	SUPERIOR VISION	Jun 2021 Vision insurance	\$	19.71
	US BANK EQUIPMENT FINANCE	Apr/May Copier contract pymt	\$	370.02
	VERIZON DSL	May 2021 DSL/Fax line	\$	146.56
	VERIZON WIRELESS	May 2021 Maint cell phone	\$	51.10
	VERTECT WINDEEDS	Apr 2021 Postage & Office/Maint coverage;	Ψ	31.10
	VINELAND HOUSING AUTHORITY	May 2021 Mgmt Svcs;	\$	19,685.72
	WALLACE HARDWARE	Maint Supplies	\$	7.99
	YIANNIS ELECTRIC	Electrical repair - BVM	\$	150.00
20210510	HORIZON BCBS OF NJ	May 2021 Health Benefits	\$	2,649.10
20210310	TOTAL APRIL DISBURSEMENTS (sturcocc)	Trialy 2021 Treatest Benefits	\$	77,201.48
	PAYROLL - 04/2021		\$	2,550.81
	PAYROLL TAXES - 04/2021		\$	818.06
	ADP PAYROLL PROCESSING FEES - 04/2020		\$	139.36
	PENSION -04/2020		\$	320.96
	ANNUAL PENSION APPROPRIATION		\$	6,426.00
	PNC BANK FEE - 04/2020		\$	65.90
	TOTAL MAY DISBURSEMENTS (sturcons)		\$	1,057,022.52
	TOTAL BILL LIST - MAY 2021		Ė	
	TOTAL BILL LIST - MAT 2021	1	Þ	1,144,545.09

BANK: BAYVI	EW/SPEITEL CONSTRUCTION (RAD_bayview)		
Check #	Vendor	Invoice Notes	Total Amount
	ELECTRI-TECH	BVM electrical renovations pymt #1	4,250.00
	GARY F GARDNER INC.	Speitel construction pymt #12	444,600.08
	MARATHON ENGINEERING	Engineering Svcs - Speitel construction	948.00

OCEAN CITY HOUSING AUTHORITY BILL LIST - MAY 2021						
HALEY DONOVAN	A/E - Speitel construction		4,690.00			
THE BROOKE GROUP LLC	Feb 2021 Consulting - BVM/Speitel Rehab/Construction		11,262.00			
WINCHESTER ROOFING			48,313.91			
GARY F GARDNER INC.	Speitel construction pymt #13		531,256.03			
THE BROOKE GROUP LLC	Mar 2021 Consulting - BVM/Speitel Rehab/Construciton		11,702.50			
TOTAL MAY DISBURSEMENTS (sturcons)		\$	1,057,022.52			

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

# RESOLUTION NO. 2021-21 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 \$1,144,545.09.

**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:** May 18, 2021

**VOTE:** 

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						<u>-</u> .
Commissioner Henry	مسا					
Commissioner Mumman	1/					
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

Y: Row Chair

**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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

b. Jones, E

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	VINELAND HOUSING AUTHORITY	Apr 2021 Postage & Office/Maint coverage; May 2021 Mgmt Svcs;	\$_	19,685.72
	WALLACE HARDWARE	Maint Supplies	\$	7.99
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20210510	HORIZON BCBS OF NJ	May 2021 Health Benefits	\$	2,649.10
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	PAYROLL TAXES - 04/2021		\$	818.06
	ADP PAYROLL PROCESSING FEES - 04/2020		\$	139.36_
	PENSION -04/2020		\$	320.96
	ANNUAL PENSION APPROPRIATION		\$_	6,426.00
	PNC BANK FEE - 04/2020		\$_	65.90
	TOTAL MAY DISBURSEMENTS (sturcons)		\$	1,057,022.52
	TOTAL BILL LIST - MAY 2021		\$	1,144,545.09

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TULCHOCK # 1938 W Veridor Company to the Charles and the Charl	Total Amount
ELECTRI-TECH BVM electrical renovations pymt #1	4,250.00
GARY F GARDNER INC. Speitel construction pymt #12	444,600.08
MARATHON ENGINEERING Engineering Svcs - Speitel construction	948.00

HALEY DONOVAN	A/E - Speitel construction	4,690.00
THE BROOKE GROUP LLC	Feb 2021 Consulting - BVM/Speitel Rehab/Construction	11,262.00
WINCHESTER ROOFING		48,313.91
GARY F GARDNER INC.	Speitel construction pymt #13	531,256.03
THE BROOKE GROUP LLC	Mar 2021 Consulting - BVM/Speitel Rehab/Construction	11,702.50

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

# RESOLUTION NO. 2021-22 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 Order #3 is necessary to extend the contract completion date to July 7, 2021; 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 July 7, 2021.

**ADOPTED:** May 18, 2021

**VOTE:** 

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday					_	
Commissioner McCall	1/					
Commissioner Jackson						
Commissioner Henry	1	1				
Commissioner Mumman		†				
Commissioner Broadley						•
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: bert Rair Chairners

# **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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

ine S. Jones, Executive Direc

ecretary/Treasure



# Change Order

PROJECT: (Name and address)

19-037 Bayview Manor Electrical Panels

Renovations

635 West Ave & Sixth St. Ocean City, NJ 08226

OWNER: (Name and address) Ocean City Housing Authority

204 4th Street

l

Ocean City, NJ 08226

CONTRACT INFORMATION:

Contract For: General Construction

Date: 05/05/2021

ARCHITECT: (Name and address)

Haley Donovan, LLC

9 Tanner Street, Suite 201, Haddonfield,

NJ 08033

**CHANGE ORDER INFORMATION:** 

Change Order Number: 003

Date: 05/05/2021

**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.)

05/05/2021 - Extend Contract time 30 days until July 7, 2021.

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be unchanged by this Change Order in the amount of

The new Contract Sum including this Change Order will be

The Contract Time will be increased by Thirty (30) days. The new date of Substantial Completion will be 07/07/2021

-15,330.00 94,736.00 \$ 0.00 94,736.00

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 (Figrafne)	Electri-Tech Inc. CONTRACTOR (Firm name)	Ocean City Housing Authority  OWNER (Firm name)
SIGNATURE	SIGNATURE	Jacqueline fore
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE EXEC. Direct
DATE	DATE	DATE

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

#### **RESOLUTION NO. 2021-23**

# Resolution Awarding Exterior and HVAC Renovations Project at Bayview Manor

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for the exterior and HVAC renovations project 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 Levy Construction Company, Inc. – 134 Cuthbert Boulevard; Audubon, New Jersey 08106 with a bid amount of \$878,600; and

WHEREAS, the Authority recommends the contract be awarded to Levy Construction Company, Inc.; and,

WHEREAS, the Authority has funding available for this expenditure; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for the exterior and HVAC renovations project at Bayview Manor and approves the expenditure of funds in the amount of \$878,600 to Levy Construction Company, Inc.

**ADOPTED:** May 18, 2021

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	V					
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry	1/					
Commissioner Mumman	1					/_
Commissioner Broadley						
Chairman Barr	1/					

OCEAN <u>CIT</u>Y 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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

acqueline S. Jones, Executive Dire

Secretary/Treasurer

## **CERTIFICATION**

Funding is available for:

# **Exterior and HVAC Renovations Project at Bayview Manor**

from the Bayview/Speitel Construction. The line item to be charged for the above expenditure is Account # 1405-05-000 (Construction in Progress).

Wendy Hughes

Certifying Financial Officer

Date

# DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1	BID INFORMATION
-----	-----------------

- Bidder: Levy Construction Company, Inc. A.
- Project Name: Bayview Manor Exterior & HVAC Renovations. B.
  - Project Location: 635 West Avenue & East Sixth Street, Ocean City, NJ.
- Owner: Ocean City Housing Authority, 204 4th Street, Ocean City, NJ 08226 C,
- Architect: Haley Donovan LLC, 9 Tanner Street, Suite 201, Haddonfield, NJ, 08033. D,
- Architect Project Number: 19-037. E.

#### CERTIFICATIONS AND BASE BID 1.2

Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Haley Donovan LLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the

1. EIGHTHUSENSEUMT EIGHT Thousand - Sixtual Dollars 18 878, 600.00 The above amount may be modified by amounts indicated by the Bidder on the attached Document 004323 "Alternates Form."

#### 1.3 BID GUARANTEE

A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting ten percent (10%) of the Base Bid amount above

10% 1. Dollars (\$ 10 / c Bel Benge

In the event Owner does not offer Notice of Award within the time limits stated above, Owner B. will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or

#### 1.4 TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract A. Documents on a date specified in a written Notice to Proceed to be issued by Owner, and shall fully complete the Work within 120 calendar days.

#### 1.5 BID SUPPLEMENTS

- The following supplements are a part of this Bid Form and are attached hereto. A.
  - Bid Form Supplement Bid Bond Form (AIA Document A310). 2.
  - Bid Form Supplement Proposed Schedule of Values Form 3.

  - Bid Form Supplement Bid Guarantee
    Bid Form Supplement Stockholder's Disclosure 4.
  - Bid Form Supplement List of Prime Sub-Contractors 5. 6.
  - Bid Form Supplement Acknowledgement of Receipt of Addenda

#### 1.6 CONTRACTOR'S LICENSE

The undersigned further states that it is a duly licensed contractor, for the type of work Α. proposed, in Ocean City, State of New Jersey and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

#### SUBMISSION OF BID 1.7

A.	Respectfully submitted this 5th day of May , 2021.
B.	Submitted By: Levy Construction Company, Inc. (Name of bidding firm or corporation).
C.	Authorized Signature: Handweiten
D.	Signed By: Simon Levy (Handwritten signature).
E.	Title: President (Type or print name).
ъ	(Owner/Partner/President/Vice President).

- F. (Handwritten signature). G. Attest:
- \_(Handwritten signature). H. By: Dever Levy
- \_\_(Type or print name). I. Title: Corp., Secretary
- \_(Corporate Secretary or Assistant Secretary). J. Street Address: 134 Cuthbert Boulevard
- K. City, State, Zip: Audubon, NJ 08106
- L. Phone: 856-547-0707

Bayview Bid Subi	w Manor Exterior & HVAC Renovations	Haley Donovan, LLC
M.	License No.: N/A for General Contractor	
N.	Federal ID No.: 22-1929100	(Affix Corporate Seal Here)

END OF DOCUMENT 004113

#### **RESOLUTION NO. 2021-24**

# Resolution Approving Change Orders for 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 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 June 30, 2021.

**ADOPTED:** May 18, 2021

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	1/					
Commissioner McCall						
Commissioner Jackson				1		
Commissioner Henry	/					
Commissioner Mumman						
Commissioner Broadley			-			
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

Jacqueline S. Jones, Executive Director



# Change Order

PROJECT: (Name and address)
Speitel Commons at Bayview Manor
West Avenue + East 6th Street, Ocean
City, NJ 08226

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

Ocean City, NJ 08226

CONTRACT INFORMATION:

Contract For: General Construction

Date: 02/18/2020

ARCHITECT: (Name and address)

Haley Donovan

400 S. Broadway, Suite 101

Camden, NJ 08103

CHANGE ORDER INFORMATION:

Change Order Number: 015 Date: 5/11/2021

CONTRACTOR: (Name and address) Gary F. Gardner, Inc.

624 Gravelly Hollow Road

P.O. Box 599

Medford, NJ 08055

#### 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.)

Request for time extension due to weather delays (6 days), elevator installation delays (14 days), postal specialties delivery delays (5 days), appliance delivery days (15 days), and exterior rail finishes delays (15 days).

The original Guaranteed Maximum Price was The net change by previously authorized Change Orders	\$ \$	6,916,506.00
The Guaranteed Maximum Price prior to this Change Order was	\$	6,915,606,83
The Guaranteed Maximum Price will be unchanged by this Change Order in the amount of	\$	0.00
The new Guaranteed Maximum Price including this Change Order will be	\$	6,915,606.83

The Contract Time will be increased by Thirty (30) days. The new date of Substantial Completion will be June 30, 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.

Haley Donovan	Gary F. Gardner, Inc.	Ocean City Housing Authority	
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)	•
Du M	Kloug Shendak	Journelese X	ones
SIGNATURE	SIGNATURE	YIGNATURE /	_
Dan Magno, RA	Doug Shendock, Vice President	Amkoutuve &	JONES 1
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	Exec. Director
5/11/2021	05/11/2021	5//8/21	
DATE	DATE	DATE	

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

May 11, 2021

Reference: Speitel Commons (Change Order Time Extension)

Based on the following information Gary F. Gardner, Inc is requesting a time extension for the above referenced project to June 30, 2021.

Additional weather days since previous extension – 9 days (3 accounted for in original request) total 6 days

Additional days due to elevator installation delays – 14 days Additional days due to postal specialties delay – 5 days Additional days due to appliances delivery delays – 15 days Additional days due to exterior rail finishes – 15 days

These delays will prevent work and final inspections from being completed before the current finish date.

Respectfully Submitted,

Douglas Strendock,

Vice President Operations

# RESOLUTION NO. 2021-25 Resolution Awarding Professional Moving Services Contract

WHEREAS, the Ocean City Housing Authority recognizes the need to have moving services at various properties due to the opening of Speitel Commons; and

WHEREAS, the Ocean City Housing Authority has solicited Request for Quotes for moving services; and

WHEREAS, two Moving Service companies submitted quotes; and

WHEREAS, Atlantic Coast Moving – 6577 Delilah Road; Egg Harbor Township, NJ 08234 was the most responsive and responsible quote received; and

**WHEREAS,** it is recommended the Board of Commissioners award a contract to Atlantic Coast Moving – 6577 Delilah Road; Egg Harbor Township, NJ 08234 to provide the Ocean City Housing Authority with as needed moving services per the fee scheduled attached.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Moving Services Contract to Atlantic Coast Moving – 6577 Delilah Road; Egg Harbor Township, NJ 08234.

**ADOPTED:** May 18, 2021

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	V					
Commissioner McCall						
Commissioner Jackson				1/		
Commissioner Henry	1/					
Commissioner Mumman	1/					
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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

eline S. Jones, Executive

etary/Treasure

## **CERTIFICATION**

Funding is available for:

# **Moving Services**

from the Speitel project construction budget. The line item to be charged for the above expenditure is Account # 1405-05-000 (Construction in Progress).

Wendy Hughes

Certifying Financial Officer

Date

#### THE HOUSING AUTHORITY OF OCEAN CITY

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

MOVING SERVICES **UNIT PRICING TABLE PAGE 1 0F 1** TOTAL PRICE QUANTITY CODE DESCRIPTION BILLING RATE rovide a flat rate to pack and move a studio apartment, approximately 400 square feet of total living space, cost 7200 1200 should include labor, equipment and all packing materials (from Bayview Manor to Speilel Commons) FLAT-0BED rovide a flat rate to pack and move a one bedroom apartment, approximately 600 square feet of total living space, 1500 6000 cost should include lahor, equipment and all packing materials (from Bayview Manor to Speltel Commons) FLAT-1BED Provide a flat rate to pack and move a one bedroom apartment, approximately 600 square feet of total living space. 22800 1200 FLAT-1BED cost should include labor, equipment and all packing materials (from Pecks Beach North to Speitel Commons) 35 1750 50 HOURLY Provide an hourly rate for 1 laborer/mover 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 \$ 37,750 Thirty Seven Thorsand Seven Hundred and Eildy The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Attenting Court Maring By: Restell Chandler

Firm Name

6577 Delileh Land Egg Herber Two NO 08234

Street, Town, State, Zip Code

609-484-1101

Telephane

Sworn to and subscribed before me Signature of proposer if the properser is an individual Prosident Nibul Patel **Notary Public** New Jersey

My Commission Expires 3-13-2023 No. 2371079

# RESOLUTION NO. 2021-26 Resolution Awarding Contract for Laundry Equipment Lease

WHEREAS, the Ocean City Housing Authority recognizes the need to have coin operated equipment at Pecks Beach Family, Speitel Commons and Bayview Manor; and

WHEREAS, the Authority solicited Request for Quotes for Coin Operated Laundry Equipment Lease; and

WHEREAS, the Authority received one quote; and

WHEREAS, it is recommended the Board of Commissioners award a contract to Caldwell & Gregory – 100 Melrose Avenue, Cherry Hill, NJ 08003 to provide the Authority with its coin operated laundry equipment commencing June 1, 2021 for a three-year term with a possible one (2) two year renewal provide satisfactory performance per the rates attached hereunto.

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Commissioners of the Ocean City Housing Authority authorizes its Executive Director or his designee to prepare and execute the Coin Operated Laundry Equipment Lease.

**ADOPTED:** May 18, 2021

**VOTE:** 

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	V					•
Commissioner McCall	1				1/	
Commissioner Jackson				V	<b></b>	•
Commissioner Henry	1/				·	···
Commissioner Mumman						
Commissioner Broadley						~~~
Chairman Barr				-		-

OCEAN CITY HOUSING AUTHORITY

ert 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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

Jones, Executiv

Director

THE HOUSING AUTHORITY OF OCEAN CITY UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM LAUNDRY EQUIPMENT LEASE UNIT PRICING TABLE PAGE 1 OF 1

CODE		DESCRIPTION	QUANTITY	Percentage of Gross Proceeds
PECKS BEACH FAMILY	Provide the base perce	entage of gross proceeds to be paid to the OCHA (Lessor) (Nate Minimum % is 40%)		40%
Provide Make and washers:	l Model of front load	Speed Queen - Model # SFNWYASP115TW41	1	
Provide Make and washers:	i Model of top load	Speed Oueen • Model # SWNWY2HP115TW41	4	
Provide Make and dryers:	Model of stacked gas	Speed Queen - Model # SSGWYAGW113TW41	2 stacks = 4	
Provide Make and capacity gas dryer		Speed Queen - Model # SDGWYRGS113TW41	1	
SPEITEL COMMONS	Provide the base perc	entage of gross proceeds to be paid to the OCHA (Lessor) (Note Minimum % is 45%)		50%
Provide Make and washers:	Model of front load	Speed Queen - Model SFNWYRSP115TW41	1	
Provide Make and stacked washer\d #MLE22PDAGW):		Speed Queen - Model # STEWYASP175TW41	2	
Provide Make and capacity electric d		Speed Oueen - Model # SDEWYAGS173TW41	1	
BAYVIEW MANOR	Provide the base perc	entage of gross proceeds to be paid to the OCHA (Lessor) (Note Minimum % is 45%)		50%
Provide Make and washers:	I Model of front load	Speed Queen - Model # SFNWYASP115TW41	1	
Provide Make and washers:	d Model of top load	Speed Oueen - Model # SWNWY2HP115TW41	3	
Provide Make and electric dryers:	d Model of standard	Speed Oueen - Model # SDEWYRGS173TW41	3	
Provide Make and	-	Speed Oueen - Model # SDEWYAGS173TW41	1	

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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

The bid cost is to contain all direct and indirect costs, including o	put-of-pocket expenses.	
Caldwell & Gregory	Robert Dinnie	
Fum Name		
100 Melrose Avenue, Cherry Hi	ll, NJ 08003	
Street, Town, State. Zip Code		
609-868-2669 or 856-644-4875	856-428-5477	
Teléphone	Fax Swom to and	d subscribed April
$\bigcirc$		" Ath
Signal of graduser if the proposer is an individual		borah & Gi
Signatule of glorine of proposer is a partnership	RESIDENT & CED	Notary Public (SEAL)
Signature district if the proposer is a corporation	Tale	Deborah K. Gieser
<b>\</b>		Notary Public #357047
		Commonwealth of Virginia
		County of Goochland
<u> </u>		— My Comm. Exp. March 31, 202≸

#### **RESOLUTION NO. 2021-27**

Resolution Authorizing Assignment and Assumption Agreement Pursuant to Shared Services Agreement from City of Ocean City, NJ to Ocean City Community Development Corporation for Development of 10 Scattered Affordable Units

**WHEREAS**, the Ocean City Community Development Corporation (OCCDC) is developing ten (10) scattered site rental units known as the Ocean City Scattered Site Affordable Rental Project (the Project); and

WHEREAS, the Ocean City Housing Authority (OCHA) has entered into a Shared Service Agreement (the Agreement) with the City of Ocean City (the City) July 16, 2020 for the purposes of completing the Project; and

WHEREAS, OCHA and the City have consented to transfer and assign to OCCDC, and OCCDC agrees to assume, all OCHA's rights, interests, and obligations pursuant to the Agreement by and between the City and OCHA, a copy of which is attached hereto as Exhibit A and incorporated herein by reference; and

**NOW THEREFORE, BE IT RESOLVED** on this 18th day of May 2021 that the Board of Commissioners of OCHA approves the Assignment and Assumption Agreement essentially in the form as attached and hereby authorizes the Executive Director to execute the Assignment and Assumption Agreement and related documents.

**ADOPTED:** May 18, 2021

**VOTE:** 

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	V					
Commissioner McCall					1/	
Commissioner Jackson				V		
Commissioner Henry						
Commissioner Mumman	V					
Commissioner Broadley						
Chairman Barr						

OCEAN CITY HOUSING AUTHORITY

BY: \_\_\_\_\_\_\_Robert Barr, Chairperso

#### 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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

cqueline S. Jones, Executive Directo

#### **ASSIGNMENT AND ASSUMPTION AGREEMENT**

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT (this "Agreement"), made as of May \_\_\_\_\_\_, 2021, by and between the City of Ocean City, a political subdivision of the State of New Jersey, with principal offices located at 861 Asbury Ave New Jersey 08226 ("City"), the HOUSING AUTHORITY of the CITY of OCEAN CITY, a public body corporate politic of the State of New Jersey, with principal offices located at 204 E 4<sup>th</sup> St, New Jersey 08226 ("OCHA") and the Ocean City Community Development Corporation, a New Jersey nonprofit corporation and instrumentality of the Ocean City Housing Authority, with principal offices located at 204 E. 4<sup>th</sup> St, New Jersey 08226 ("OCCDC"). City, OCHA and OCCDC may be collectively referred to herein as the "Parties", or individually as a "Party".

- 1. <u>ASSIGNMENT</u>. OCHA agrees to transfer and assign to OCCDC, and OCCDC agrees to assume, all of OCHA's rights, interests, and obligations pursuant to the Shared Service Agreement by and between the City and OCHA dated July 16, 2020 ("Shared Service Agreement"), a copy of which is attached hereto as Exhibit A and incorporated herein by reference.
- 2. <u>CONSENT BY CITY</u>. The City hereby consents to the assignment of the Shared Service Agreement, and the rights, interests and obligations contained therein, from OCHA to OCCDC, and the assumption of such rights, interests and obligations by OCCDC.
- 3. <u>COUNTERPARTS</u>. This Agreement may be executed in several counterparts, and all counterparts so executed shall constitute one agreement binding on all Parties, notwithstanding the fact that all the Parties have not signed the original or the same counterpart. Any counterpart signed by the Party against whom enforcement of this Agreement is sought shall be admissible into evidence as an original of this Agreement to prove its contents.
- 4. <u>FURTHER ASSURANCES</u>. Each Party hereto agrees that it shall execute and deliver, or cause to be executed and delivered, such further instruments of transfer and conveyance and take such other actions as may be necessary or advisable to carry out and consummate the transactions contemplated by this Agreement.

[Signatures Page to Follow]

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

CITY:

By:
Jay Gillian, Mayor
By:
Joseph S. Clark, QPA,
City Purchasing Manager
ОСНА:
/ / 0/
By: Jaequeline Mones
Jacqueline S. Jones, Executive Director
Ocean City Housing Authority
OCCDC:
Ву:
Robert Barr, Board Chairman
Ocean City Community Development Corporation

#### **RESOLUTION NO. 2021-28**

Resolution to Authorize the Execution of a Shared Services Agreement with the City of Ocean City for the Redevelopment of the Pecks Beach Site

WHEREAS, The City of Ocean City (City) and the Ocean City Housing Authority (OCHA) wish to redevelop the obsolete Pecks Beach public housing site; and

WHEREAS, the OCHA and City desire that the redeveloped site contain 60 family affordable units that will consist of 40 units that will be subsidized with Section 8 Project Based Vouchers and 20 units that will receive no subsidy but will be rented at an affordable level for low to moderate income households, and

WHEREAS, the redevelopment as contemplated will require approvals from HUD for a Section 18/RAD conversion, and an award of Low-Income Housing Tax Credits (LIHTC); and

WHEREAS, the City has included this redevelopment project in its Fair Share Housing Settlement Agreement; and

WHEREAS, the City, among other things, has committed financial resources to enable the Pecks Beach Site to be redeveloped, and

WHEREAS, the Shared Services Agreement for the Redevelopment of the Pecks Beach Site provides for the mechanism for the City and the OCHA to work together in the redevelopment effort.

NOW, THEREFORE BE IT RESOLVED ON THIS 18<sup>Th</sup> DAY OF May, 2021, that the Board of Commissioners of the Ocean City Housing Authority hereby authorizes the Executive Director to execute the Shared Services Agreement with the City of Ocean City for the redevelopment of the Pecks Beach Site in substantially the form as attached.

**ADOPTED:** May 18, 2021

**VOTE:** 

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	V			-	· · · · · · ·	
Commissioner McCall					./	<del></del>
Commissioner Jackson					<b>-</b>	
Commissioner Henry		-				-V
Commissioner Mumman					-	
Commissioner Broadley	\ <u></u>					
Chairman Barr					<del></del>	<del></del>

OCEAN CITY HOUSING AUTHORITY

BY:

obert 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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

line S. Jones, Executive Directo



# CITY OF OCEAN CITY AMERICA'S GREATEST FAMILY RESORT SHARED SERVICES AGREEMENT

This agreement, made as of this \_\_\_\_\_day of March 2021 by and between the City of Ocean City, a municipal corporation of the State of New Jersey with principal offices located at the City Hall, 861 Asbury Avenue, Ocean City, NJ 08226 (hereafter, the City) and the Ocean City Housing Authority with offices located at 204 Fourth Street, Ocean City, NJ 08226 (hereafter, the Authority).

#### WITNESSETH:

WHEREAS, the Authority operates public housing facilities within the City of Ocean City, NJ; and,

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., empowers municipalities, authorities and local units to enter into agreements to provide or receive any service; and,

WHEREAS, pursuant to a Settlement Agreement between the City and Fair Share Housing Center dated July 18, 2018 (the "Settlement Agreement"), the City has agreed to collaborate with the Authority to redevelop the north side of the Authority's property at Peck's Beach Village (Block 310, Lot 14 & Block 309, Lots 1 & 2) ("Peck's Beach North") by moving the tenants residing in the existing affordable senior housing units at Peck's Beach Village North to Speitel Manor, demolishing those units and constructing, in place of those existing units, 40 affordable family units; and,

WHEREAS, pursuant to the Settlement Agreement, the City has also agreed to collaborate with the Authority to re-develop the south side of the Authority's property at Peck's Beach Village (Block 409, Lot 1 & Block 410, Lot 12) ("Peck's Beach South") by moving the tenants residing in the existing affordable family housing units at Peck's Beach Village South to the new family units constructed at Peck's Beach Village and constructing, at the north end of Peck's Beach Village South 20 affordable family units; and,

WHEREAS, the current cost projections for the redevelopment of Pecks Beach Village are set forth in Exhibit A attached hereto; and,

WHERAS, the City and the Authority have based their cost projections for the Peck's Beach Village reconstruction, in part, on 4% tax credit financing; and,

WHEREAS, the **Authority** has the ability and expertise required to apply for and receive 4% tax credit financing, undertake all required pre-development tasks, issue a request for proposals for an architect and project engineer for the design of the new affordable units to be constructed at Peck's Beach Village North and South, to write specifications for the construction of such units and to solicit and hire contractor(s) for the construction of such units; and,

WHEREAS, the **City** and the **Authority** wish to enter into an agreement through which the **Authority** will manage the design and construction of the affordable units to be constructed at Peck's Beach Village North and South and,

WHEREAS, the City and the Authority have agreed that partnering in shared agreements for the creation of new affordable rental units in Ocean City on land owned by the Authority benefits each local unit; and,

WHEREAS, the design and construction of the affordable units at Peck's Beach Village North and South will fulfill part of the **City's** obligation to create affordable rental units pursuant to the Settlement Agreement; and,

WHEREAS, the **City** and the **Authority**, by resolutions duly adopted by their respective governing bodies, wish to enter into a shared service agreement pursuant to which the **Authority** will act as lead agency for predevelopment tasks, the procurement of the contractors, related materials and project administration in accordance with N.J.S.A. 40A:11 1 et seq.; and,

NOW, THEREFORE, in consideration as set forth herein and with the parties understanding and intending to the covenants contained in this Agreement and set forth below, the parties do hereby agree as follows:

- 1. **Recitals Incorporated**: The above recitals are incorporated into this Agreement as is more fully set forth at length herein.
- 2. **Services to be performed**: The **Authority** shall perform all requirements for the application for 4% tax credits, all required pre-development tasks, the design, solicitation of bids, award of contracts, management of construction and demolition, invoice review and payment for the construction of 40 affordable family units at Peck's Beach Village North and 20 affordable family units at Peck's Beach Village South. The **City** shall provide financing only. The **City** shall review and approve the requests for proposal and the construction specifications for the duplexes. The **City** and the **Authority** shall cooperate in the procurement processes.
- 3. **Consideration:** The **City** shall provide funding in an amount currently anticipated to be \$9,370,250, and the **Authority** shall provide the land upon which the new affordable units will be constructed as well as project management in order to create affordable public housing as set forth herein to benefit both local units.
- 4. **Bond Ordinance Contingency:** The **City's** obligation to provide funding as set forth herein is contingent upon the adoption and effective passage of one or more bond ordinances authorizing the sale of bonds to raise funds currently anticipated to be in the amount of \$9,370,250 for the construction contemplated herein and to be contributed by the **City.**
- 5. **Duration of the Agreement**: The **City** and the **Authority** shall be bound by this agreement for the duration of the project for the construction of the sixty (60) affordable family units at Peck's Beach Village, but not longer than five (5) years. If the project is shutdown or abandoned, consideration shall be as mutually agreed upon by both parties.
- 6. **Severability**: Should any of the provisions of this Agreement be held invalid or unenforceable by a Court of competent jurisdiction, said provisions shall be severed from the entire Agreement and the remaining provisions of the Agreement shall remain in full force and effect.
- 7. **Entire Agreement**: This Agreement represents the entire Agreement between the parties regarding the design and construction of the sixty (60) affordable family units at Peck's Beach Village and this Agreement may not be altered, modified or changed in any manner except upon a duly executed and authorized writing signed between the parties. Any future joint project shall require a separate Shared Services Agreement and approval thereof by resolution of each of the parties hereto.

- Governing Law: This Agreement shall be governed and construed pursuant to the laws of the State 8. of New Jersey and any litigation brought in relation to this Agreement shall be brought in the Superior Court of New Jersey in Cape May County.
- 9. Default: Either party has any and all rights pursuant to law if the other party defaults pursuant to this Agreement. A party shall be considered in default if they have not honored any of the terms or conditions as set forth in this Agreement. Prior to any default being declared, a party must receive at least fourteen (14) days advance notice of said default.
- Waiver: The parties understand and agree that any action or inaction concerning any of the terms or 10. conditions of this Agreement by either party shall not be considered a waiver of any rights by said party including the right to allege such action or inaction, if not corrected, is a default pursuant to terms of this Agreement.
- City & Authority Employees: City & Authority employees are given full permission by this 11. Agreement to visit the Project site at any time. Appropriate representatives of the City will work in conjunction with the Authority staff and project manager to make sure that all the terms of this Agreement are satisfactorily performed.
- 12. Indemnification by the Authority: The Ocean City Housing Authority agrees to protect, defend, indemnify and save harmless the City and the City's officers, agents and employees from any and all losses, claims, actions, costs, expenses and judgments arising out of the sole negligence of the Authority or any employees, agents or officers thereof or acting on said parties behalf, related to the performance of the work contemplated by this Agreement.
- Copies To Be Used As Originals: Any copies of this Agreement once signed may be deemed to be 13. originals for any purposes.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year set forth above.

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# OCEAN CITY HOUSING AUTHORITY

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Jacqueline S. Jones, Executive Director	Jay Gillian, Mayor
	Joseph S. Clark, QPA, City Purchasing Manager
	Melissa G. Rasner, City Clerk

# RESOLUTION NO. 2021-29 Resolution Authorizing Payment of Draw 13

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, <u>Project Draw #13 in the amount of \$591,272.44</u> is 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:** May 18, 2021

**VOTE:** 

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	V					
Commissioner McCall						
Commissioner Jackson	1/					
Commissioner Henry	1/	· -				<del></del>
Commissioner Mumman						
Commissioner Broadley				3/		· ·
Chairman Barr				<b>—</b>		

OCEAN CITY HOUSING AUTHORITY

BY: \_\_\_\_\_\_\_R Pri Barr, Chairpers

#### 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 May 18, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:

acqueline S. Jones, Executive Director

Secretary/Treasure

# HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

May 10, 2021

Re:

Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #13

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$591,272.44. 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	\$48,313.91
Gary F Gardner Inc.	624 Gravelly Hollow RD, PO Box 599, Medford, NJ 08055	\$531,256.03
The Brooke Group LLC	209 E Egnor Dr, Galloway, NJ 08205	\$11,702.50
	TOTAL	\$591,272.44

Attached are the following items to back up this disbursement:

- W9s for Contractors Listed Above
- Bank Wire Instructions for Each Contractor
- Copy of Draw #13 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.

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