

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



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Jacqueline S. Jones, Executive Director

June 9, 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, June 15, 2021, via video-conference at 3:00 pm from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.**

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

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, June 15, 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 May 18, 2021
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business – Rick Ginnetti – update on Speitel, Bayview Manor, Scattered Sites and Peck's Family Project status/timeline.
10. New Business
11. Resolutions:

# 2021-30	Approval of Monthly Expenses updated
# 2021-31	Resolution of Compliance (Board of Commissioners and Executive Director)
# 2021-32	Approving Change Order #4 for Electrical Panels Renovations at Bayview Manor (extend contract time)
# 2021-33	Award Special Architectural and Engineering Services – Pecks Family Redevelopment updated
# 2021-34	Award Special Engineering Services – Pecks Family Redevelopment updated
# 2021-35	Executive Session

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

May 18, 2021 – 3:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held May 18, 2021, at 3:00 p.m. via teleconference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(arrived at 3:28 p.m.)
Commissioner Brian Broadley	(absent)
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 April 20, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the seven months ended April 30, 2021. Commissioner Henry asked if the Authority received any COVID relief funds. Mrs. Jones stated approximately \$38,000 was received for Peck's Family because that is the only property that is still public housing of approximately \$38,000. It is unsure if more COVID relief funds will be received.

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

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

Chairman Robert Barr

(Yes)

Executive Director's Report

Mrs. Jones provided an updated on Speitel. There is a resolution tonight for a change order to extend the time to June 30, 2021, which was discussed last month. The project is to be completed by June 30th. Residents have been counseled and ready to move the week of July 12th. Commissioner Halliday asked if a punch list phase has been initiated yet. Mrs. Jones replied there is no punch list phase yet. During the weekly call inspections were discussed and pre-inspections will be coming up shortly. Commissioner Halliday asked for the Board to be kept on the loop regarding the preliminary inspections. Chairman Barr asked about the one particular resident the OCHA was unable to reach regarding their move. Mrs. Jones stated the resident has been reached with the assistance with numerous other OCHA residents. This resident now has a unit identified and all set for their move. Chairman Barr asked when the elevator would be operational. Ron Miller stated the elevator should be operational any day now. Chairman Barr stated once it is operational, he would like to visit the property. Ron Miller stated the visit could be scheduled once the elevator passes the State inspection.

Mrs. Jones stated she will report on other items in the resolution section of the meeting.

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

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

Committee Reports – None.

Old Business – None.

New Business – Commissioner Barr stated he was informed yesterday that the State of Emergency may be ending at the end of this month. If this is the case it is understanding this could very be the final meeting via zoom. Mrs. Jones would assume so. Mrs. Jones stated when the Board reconvene physically the idea is to use the space at the Administrative Office that is across the hall that use to be rented by a preschool program. This room has been cleaned up and outfitted by Ron so all the construction meetings have been happening there. There is a lot of room for social distancing. Mrs. Jones stated this would possibly be where the Board meetings will be held. She does not believe it prevents anyone from calling in or have a zoom set up if a couple people could do that. Mr. Gabage stated if the State of Emergency is lifted the Board would go back to the normal meeting circumstances. He would assume there will be an Executive Order to answer the question on how to handle the meetings, however he can not guarantee that and to be prepared to go back to normal meeting circumstances. Commissioner Halliday stated some organizations are conducting hybrid models where some participants are attending the meeting live and others calling in. He also questioned that the By-Laws were modified to participate remotely. Mr. Gabage did not feel comfortable answering without reviewing the most recent passed By-Laws. Mr. Gabage will get back to the Board on this matter.

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

Resolution #2021-21 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$1,144,545.09. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the bill list appears as it is growing in total, but in the areas that are highlighted in yellow are the amounts that are coming from the City of Ocean City. It looks

like the OCHA is a month behind on receiving those payments. There are some listed on this month's report that are from last month that the OCHA has not received payments from yet. This is the Authority's way of keeping track of it and it will continue to be added to the bill list until the funds are received for those invoices. Once received they will come off of the bottom. Repayment reimbursements is running a little over 30 days. The following vote was taken:

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

Resolution #2021-22

Approving Change Order for Electric Panel Replacement at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2021-22. Mrs. Jones stated this a resolution for an extension of time only to complete the job until July 7, 2021. The vendor saved the Authority an alternative way of accomplishing this project. No change in cost. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2021-23

Awarding Exterior and HVAC Renovations Project at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2021-23. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones this resolution is to award a contract to Levy Construction for the exterior changes of Bayview Manor. Ron Miller stated this is for the window replacements, exterior siding below the windows, sleeves for the air conditioning PTAC units, the replacement of the PTAC units and some venting in the units. The following vote was taken:

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

Resolution #2021-24
Approving Change Orders for Speitel Commons at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2021-24. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this resolution is for a change order to extend the contract to June 30, 2021, for the completion of Speitel. The following vote was taken:

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

Resolution #2021-25
Awarding Professional Moving Services Contract

Chairman Barr called for a motion to approve Resolution #2021-25. Mrs. Jones this is the award of the contract for the company that is going to move all of the residents from Pecks Beach Senior to Speitel and there will also be some residents moving from first floor of Bayview Manor to Speitel as well. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2021-26
Awarding Contract for Laundry Equipment Lease

Chairman Barr called for a motion to approve Resolution #2021-26. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this resolution is for laundry equipment for all three sites (family site, Speitel and Bayview). Every few years this goes out for quotes. All three sites will be getting new equipment. It is considered a concession. The company will pay the OCHA a percentage of the gross proceeds. The following vote was taken:

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

Resolution #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**

Chairman Barr called for a motion to approve Resolution #2021-27. A motion was made by Commissioner McCall; seconded by Commissioner Halliday.

Commissioner Jackson joined the meeting (3:28 p.m.).

Mrs. Jones explained the Housing Authority has an agreement with the City to develop 10 scattered site affordable units. The OCHA needed to form the OCCDC to do this project because that is the organization receiving funds from the Department of Community Affairs (DCA). This resolution assigns and moves the agreement to include the OCCDC as well to enable us to work together on this project. The OCCDC will also need to pass this resolution. In this situation, the agreement was between the OCHA and the City of Ocean City initially. The reason the OCCDC was formed is because the Housing Authority could not apply for the \$2 million dollars of funds from the DCA. Chairman Barr asked if the City of Ocean City need to do anything. Mrs. Jones believes it is okay as is and the OCHA has been in communication with Dottie at the City about this. The following vote was taken:

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

Resolution #2021-28
**Authorizing the Execution of a Shared Services Agreement with the City of Ocean City for the
Redevelopment of the Pecks Beach Site**

Chairman Barr called for a motion to approve Resolution #2021-28. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated this is the final phase at this point of redevelopment between the OCHA and the City of Ocean City. This is for 60 family units which will be built on the existing Pecks Senior site and also the existing Pecks Family site. This agreement attached to the resolution is draft and this is anticipated to go to City Council either later this month or early next month. The following vote was taken:

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

Resolution #2021-29
Authorizing Payment of Draw #13

Chairman Barr called for a motion to approve Resolution #2021-29. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this is for Speitel and some work at Bayview Manor in the amount of \$591,272.44 for the three vendors. The following vote was taken:

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

There is no need for Executive Session tonight.

No public comments. Chairman Barr requested comments from the Board. Commissioner Mumman welcomed Commissioner Henry back and hopes Mr. Gabage feels better. Chairman Barr wished for Mr. Gabage to get well. He also stated was happy to have Commissioner Henry back this month.

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 Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 3:38 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report
Month Ending: May 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL	THRU	THRU		THRU	ANNUAL	THRU		THRU	THRU	ANNUAL		THRU	THRU	THRU	
	BUDGET	May	May		May	BUDGET	May		May	May	BUDGET		May	May	May	
<u>INCOME</u>																
DWELLING RENTAL	\$ 540,060	\$ 360,040	\$ 341,277	\$ (18,763)	\$ 229,840	\$ 153,227	\$ 139,772	\$ (13,455)	\$ 220,000	\$ 146,667	\$ 146,092	\$ (575)	\$ 90,220	\$ 60,147	\$ 55,413	\$ (4,734)
OTHER TENANT-EXCESS UTILITIES	6,810	2,352	2,238	(114)	6,810	2,352	2,238	(114)	-	-	-	-	-	-	-	-
TOTAL TENANT REVENUE	\$ 546,870	\$ 362,392	\$ 343,515	\$ (18,877)	\$ 236,650	\$ 155,579	\$ 142,010	\$ (13,569)	\$ 220,000	\$ 146,667	\$ 146,092	\$ (575)	\$ 90,220	\$ 60,147	\$ 55,413	\$ (4,734)
HUD OPERATING SUBSIDY	\$ 98,160	\$ 65,440	\$ 252,088	\$ 186,648	\$ -	\$ -	\$ 47,442	\$ 47,442	\$ 98,160	\$ 65,440	\$ 204,646	\$ 139,206	\$ -	\$ -	\$ -	\$ -
HUD Asset Repositioning Fee - Operating Grant	-	-	23,277	23,277	-	-	-	-	-	-	-	-	-	-	23,277	23,277
PBV HAP SUBSIDY	342,240	228,160	162,671	(65,489)	196,240	130,827	77,252	(53,575)	-	-	-	-	146,000	97,333	85,419	(11,914)
HUD CAPITAL FUNDS-OPERATIONS	50,260	27,922	1,128	(26,794)	-	-	-	-	50,260	27,922	1,128	(26,794)	-	-	-	-
CDBG INCOME	40,000	26,666	17,846	(8,820)	20,000	13,333	8,923	(4,410)	10,000	6,667	5,889	(777)	10,000	6,666	3,034	(3,632)
TOTAL HUD FUNDING	\$ 530,660	\$ 348,188	\$ 457,010	\$ 108,822	\$ 216,240	\$ 144,160	\$ 133,617	\$ (10,543)	\$ 158,420	\$ 100,029	\$ 211,663	\$ 111,634	\$ 156,000	\$ 103,999	\$ 111,730	\$ 7,731
INVESTMENT INCOME-UNRESTRICTED	\$ 100	\$ 67	\$ 83	\$ 17	\$ -	\$ -	\$ 30	\$ 30	\$ -	\$ -	\$ 43	\$ 43	\$ 100	\$ 67	\$ 10	\$ (56)
OTHER INCOME-LAUNDRY	6,890	4,593	5,501	908	3,880	2,587	2,757	170	2,010	1,340	2,744	1,404	1,000	667	-	(667)
OTHER INCOME-FRAUD RECOVERY	500	333	-	(333)	-	-	-	-	-	-	-	-	500	333	-	(333)
OTHER INCOME-MISCELLANEOUS	12,640	8,427	1,812	(6,615)	2,320	1,547	1,459	(87)	9,280	6,187	213	(5,974)	1,040	693	140	(554)
TOTAL INCOME	\$ 1,097,660	\$ 724,000	\$ 807,921	\$ 83,921	\$ 459,090	\$ 303,872	\$ 279,873	\$ (23,999)	\$ 389,710	\$ 254,222	\$ 360,755	\$ 106,533	\$ 248,860	\$ 165,906	\$ 167,293	\$ 1,387
<u>EXPENSES</u>																
AUDIT FEES	\$ 9,000	\$ 6,000	\$ 6,000	\$ -	\$ 900	\$ 600	\$ 600	\$ -	\$ 2,250	\$ 1,500	\$ 1,500	\$ -	\$ 5,850	\$ 3,900	\$ 3,900	\$ -
ADVERTISING	1,200	800	1,019	219	120	80	561	481	300	200	302	102	780	520	156	(364)
OFFICE EXPENSES																
COMPUTER SERVICES	\$ 7,700	\$ 5,133	\$ 4,623	\$ (511)	\$ 770	\$ 513	\$ 2,311	\$ 1,798	\$ 1,930	\$ 1,287	\$ 1,525	\$ 239	\$ 5,000	\$ 3,333	\$ 786	\$ (2,548)
CONSULTANTS-RAD CONVERSION	18,000	12,000	5,629	(6,371)	1,800	1,200	2,034	834	2,300	1,533	2,903	1,369	13,900	9,267	692	(8,575)
COPIER	3,500	2,333	1,718	(616)	350	233	859	625	880	587	567	(20)	2,270	1,513	292	(1,221)

Commissioner's Report

Month Ending: May 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL	THRU	THRU		ANNUAL	THRU	THRU		ANNUAL	THRU	THRU		ANNUAL	THRU	THRU	
	BUDGET	May	May		BUDGET	May	May		BUDGET	May	May		BUDGET	May	May	
DUES & PUBLICATIONS	800	533	526	(7)	80	53	263	210	200	133	174	40	520	347	89	(257)
OFFICE SUPPLIES	1,000	667	729	63	100	67	365	298	250	167	211	45	650	433	153	(280)
PHONE & INTERNET	8,610	5,740	5,976	236	860	573	3,401	2,827	2,150	1,433	1,700	267	5,600	3,733	876	(2,857)
POSTAGE	2,100	1,400	1,899	499	210	140	949	809	530	353	626	273	1,360	907	323	(584)
LEGAL	14,000	9,333	3,975	(5,358)	1,400	933	1,413	479	3,500	2,333	1,843	(491)	9,100	6,067	720	(5,347)
CRIMINAL BACKGROUND CHECKS	400	267	-	(267)	40	27	-	(27)	100	67	-	(67)	260	173	-	(173)
LEGAL-RAD	4,000	2,667	-	(2,667)	-	-	-	-	4,000	2,667	-	(2,667)	-	-	-	-
TRAVEL	200	133	-	(133)	20	13	-	(13)	50	33	-	(33)	130	87	-	(87)
TRAINING	1,000	667	380	(287)	100	67	190	123	250	167	125	(41)	650	433	65	(369)
ACCOUNTING	18,500	12,333	12,333	-	1,850	1,233	6,167	4,933	4,620	3,080	4,070	990	12,030	8,020	2,097	(5,923)
MANAGEMENT FEES	165,000	110,000	127,019	17,019	81,250	54,167	63,637	9,471	56,000	37,333	41,934	4,601	27,750	18,500	21,447	2,947
MISCELLANEOUS-SUNDRY	10,180	6,787	7,720	933	1,020	680	4,367	3,687	2,560	1,707	2,194	487	6,600	4,400	1,159	(3,241)
TOTAL ADMINISTRATIVE EXPENSES	\$ 265,190	\$ 176,793	\$ 179,546	\$ 2,753	\$ 90,870	\$ 60,580	\$ 87,116	\$ 26,536	\$ 81,870	\$ 54,580	\$ 59,675	\$ 5,095	\$ 92,450	\$ 61,633	\$ 32,755	\$ (28,878)
OTHER TENANT SERVICES	\$ 9,700	\$ 6,467	\$ 5,170	\$ (1,297)	\$ 970	\$ 647	\$ 2,060	\$ 1,413	\$ 2,430	\$ 1,620	\$ 1,675	\$ 55	\$ 6,300	\$ 4,200	\$ 1,435	\$ (2,765)
TENANT SVCS – BEHAVIORAL HEALTH	40,000	26,666	17,846	(8,820)	20,000	13,333	8,923	(4,410)	10,000	6,667	5,889	(777)	10,000	6,666	3,034	(3,632)
TOTAL OTHER TENANT SERVICES	\$ 49,700	\$ 33,133	\$ 23,016	\$ (10,116)	\$ 20,970	\$ 13,980	\$ 10,983	\$ (2,997)	\$ 12,430	\$ 8,287	\$ 7,564	\$ (722)	\$ 16,300	\$ 10,866	\$ 4,469	\$ (6,397)
WATER/SEWER	\$ 88,300	\$ 61,326	\$ 58,242	\$ (3,084)	\$ 19,100	\$ 12,963	\$ 12,467	\$ (496)	\$ 60,700	\$ 42,684	\$ 40,669	\$ (2,015)	\$ 8,500	\$ 5,679	\$ 5,106	\$ (573)
ELECTRIC	109,400	82,853	72,429	(10,424)	96,000	72,974	65,096	(7,878)	9,200	7,313	4,856	(2,457)	4,200	2,566	2,476	(90)
GAS	49,800	45,576	38,413	(7,163)	-	-	-	-	40,800	37,450	25,363	(12,087)	9,000	8,126	13,050	4,924
TOTAL UTILITY EXPENSES	\$ 247,500	\$ 189,755	\$ 169,083	\$ (20,672)	\$ 115,100	\$ 85,937	\$ 77,563	\$ (8,374)	\$ 110,700	\$ 87,447	\$ 70,888	\$ (16,559)	\$ 21,700	\$ 16,371	\$ 20,632	\$ 4,261
MAINTENANCE LABOR	\$ 57,000	\$ 38,000	\$ 30,883	\$ (7,117)	\$ 28,500	\$ 19,000	\$ 15,441	\$ (3,559)	\$ 18,810	\$ 12,540	\$ 10,191	\$ (2,349)	\$ 9,690	\$ 6,460	\$ 5,250	\$ (1,210)
MAINT. MATERIALS	55,210	33,340	13,602	(19,738)	25,320	16,880	7,797	(9,083)	18,920	12,613	4,849	(7,764)	10,970	3,847	956	(2,890)
MAINT. CONTRACT COSTS	159,500	90,283	74,240	(16,043)	91,100	58,727	46,907	(11,820)	53,000	26,793	18,537	(8,256)	15,400	4,763	8,796	4,033
EMPLOYEE BENEFITS	35,230	23,487	24,935	1,448	17,610	11,740	12,468	728	11,630	7,753	8,228	474	5,990	3,993	4,239	246
TOTAL MAINTENANCE	\$ 306,940	\$ 185,110	\$ 143,660	\$ (41,450)	\$ 162,530	\$ 106,347	\$ 82,613	\$ (23,734)	\$ 102,360	\$ 59,700	\$ 41,805	\$ (17,895)	\$ 42,050	\$ 19,063	\$ 19,242	\$ 178
INSURANCE	\$ 65,440	\$ 43,627	\$ 44,472	\$ 845	\$ 6,550	\$ 4,367	\$ 16,060	\$ 11,693	\$ 24,750	\$ 16,500	\$ 14,046	\$ (2,454)	\$ 34,140	\$ 22,760	\$ 14,366	\$ (8,394)

Commissioner's Report
Month Ending: May 2021



	TOTAL				BAYVIEW				PECK'S FAMILY				PECK'S SENIOR			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU	ANNUAL	THRU	THRU	THRU
	BUDGET	May	May	May	BUDGET	May	May	May	BUDGET	May	May	May	BUDGET	May	May	May
FLOOD INSURANCE	39,760	30,973	30,976	3	3,500	2,333	2,336	3	19,260	12,840	12,840	-	17,000	15,800	15,800	-
BAD DEBTS	5,000	3,333	3,334	0	500	333	336	3	4,000	2,667	2,662	(5)	500	333	336	3
COMPENSATED ABSENCES	5,000	3,333	3,333	-	500	333	336	3	1,250	833	832	(1)	3,250	2,167	2,165	(1)
PAYMENT IN LIEU OF TAXES	29,260	19,507	19,505	(2)	11,480	7,653	7,652	(1)	10,930	7,287	7,285	(2)	6,850	4,567	4,568	1
PENSION	11,000	7,333	7,335	2	5,600	3,733	3,735	2	5,000	3,333	3,336	2	400	267	264	(2)
RETIREE BENEFITS	31,230	20,820	15,877	(4,943)	7,000	4,667	7,938	3,272	13,730	9,153	5,239	(3,914)	10,500	7,000	2,699	(4,301)
TOTAL OTHER EXPENSES	\$ 186,690	\$ 128,927	\$ 124,831	\$ (4,095)	\$ 35,130	\$ 23,420	\$ 38,393	\$ 14,973	\$ 78,920	\$ 52,613	\$ 46,239	\$ (6,374)	\$ 72,640	\$ 52,893	\$ 40,199	\$ (12,695)
TOTAL EXPENDITURES	\$ 1,056,020	\$ 713,718	\$ 640,137	\$ (73,581)	\$ 424,600	\$ 290,264	\$ 296,669	\$ 6,405	\$ 386,280	\$ 262,627	\$ 226,171	\$ (36,455)	\$ 245,140	\$ 160,827	\$ 117,296	\$ (43,531)
PROFIT	\$ 41,640	\$ 10,282	\$ 167,784	\$ 157,502	\$ 34,490	\$ 13,608	\$ (16,796)	\$ (30,404)	\$ 3,430	\$ (8,405)	\$ 134,584	\$ 142,989	\$ 3,720	\$ 5,079	\$ 49,996	\$ 44,918

Ocean City Housing Authority

Administrative Report

DATE: June 8, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for May 2021)

PERIOD: May 12, 2021 to June 7, 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 this report:

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

COVID-19 Pandemic – Operating Status

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

Bayview – Renovation Projects

The following renovation projects are part of the improvements as a result of the RAD conversion:

Scope of Work	Work Status	Comments
Replacement of Roof System & Painting of Roof Capping	Contract Awarded to Winchester Roofing/In Progress/	Two extensions for time for completion; Job not completed; Contract currently expired, working with Architect, Manufacturer Representatives, and Contractor to determine required work to complete the project;
Replacement of Electrical Panels in Apartments;	Contract Award to Electric-Tech, Inc.- November 2020	Change Order for alternate replacement strategy resulting in lower contract amount; Change Order for time extension to July 7, 2021; Work Scheduled to begin on or about June 16, 2021, project is currently on-track for early July completion;
Exterior Renovations & HVAC Replacement a. Replacement of façade metal spandrel to compliment Speitel; b. Install exterior ADA compliant handrail; c. Replace approx 150 windows; d. Replacement of AC vents; e. Installation of new heating & AC systems in all units; f. Unit renovation based on need and budget;	Contract Award to Levy Construction Co, Inc. – May 2021	Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered;

Contract Awards

There are two resolutions for board consideration on the Agenda for the Peck's Beach Family Redevelopment project. The design phase of this project will begin with the award of these contracts.

- | | |
|-----------|---|
| #2021-32 | Award Special Architectural and Engineering (Electrical & Mechanical) Services – Pecks Family Redevelopment |
| # 2021-33 | Award Special Engineering (Civil) Services – Pecks Family Redevelopment |

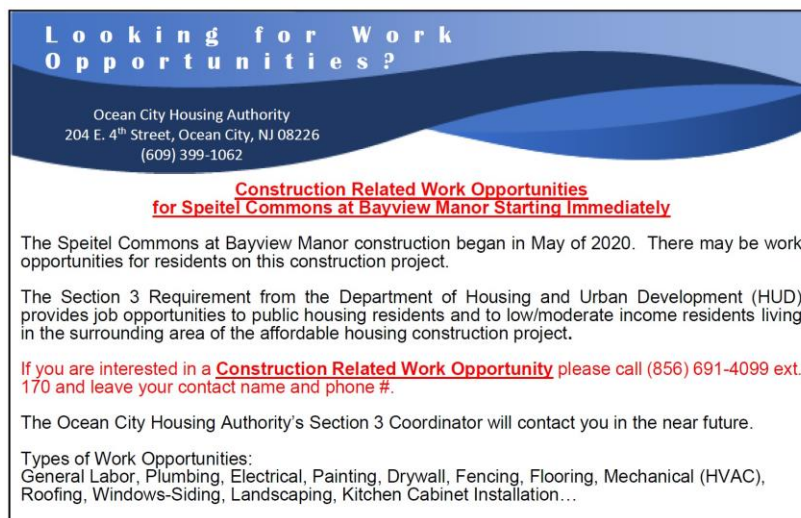
Construction Related Work Opportunities at Speitel Commons

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

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

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

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



Board of Commissioners –Rutgers Training Program Status

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

OCEAN CITY HOUSING AUTHORITY CONSTRUCTION DRAW SCHEDULE

Closing Date: 4/1/20				Check which applies & List \$ Amt. For HMFA Mtg.				Check that which applies:																	
				Financing		Dollar				Financing		Dollar													
				Type		Amount				Type		Amount													
Project Name: Speitel Commons and Bayview Manor Roll Up				Construction and Permanent: <input checked="" type="checkbox"/>		\$11,309,156				Home Express Only: <input type="checkbox"/>															
Address:				Construction Only: <input type="checkbox"/>						Special Needs Only: <input type="checkbox"/>		<input checked="" type="checkbox"/>													
City, Zip Code: Ocean City, NJ				Permanent Only: <input type="checkbox"/>						Balanced Housing Only: <input type="checkbox"/>		<input type="checkbox"/>													
HMFA#: 2986 SNHTF#:										Home Express/Bal Hous*: <input checked="" type="checkbox"/>		<input type="checkbox"/>													
										Special Needs*: <input type="checkbox"/>		<input checked="" type="checkbox"/>													
				CONSTRUCTION DRAWS FOR THE FIRST 12 MONTHS								* During Construction		<input checked="" type="checkbox"/>											
				DRAWN		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		Draw Month		TOTAL					
				1 to 9		10		11		12		13		14		15		16		17		Expended		Balance	
																								Remaining	
A. ACQUISITION COSTS				Original Budget		Adjustments		Revised																	
a) Land																									
b) Acquisition																									
c) Relocation				60,000		\$ 60,000.00				\$455.00		\$1,917.50		\$3,355.00		0						5,728		54,273	
d) Demolition				200,000		200,000																			
B. CONSTRUCTION COSTS																									
a) SPEITEL						\$ -																			
b) Off-Site Improvement																									
c) Speitel Res Structures				6,006,440		\$ 6,006,440.00		\$3,100,290.50		\$334,612.93		\$482,198.58		\$399,190.08		\$463,141.03		\$346,389.27				5,125,822		880,618	
d) Speitel Gen Req				360,386		\$ 360,386.00		\$ 194,608.44		\$16,217.00		\$29,191.00		\$19,461.00		\$29,192.00		\$19,461.00				308,130		52,256	
e) Speitel Overhead/Prof				480,515		\$ 480,515.00		\$ 259,478.10		\$21,623.00		\$38,922.00		\$25,949.00		\$38,923.00		\$25,948.00				410,843		69,672	
f) Surety & Bonding				69,165		\$ 69,165.00		\$62,248.50																	
g) BAYVIE' 141																									
h) Bayview Res. Structures				1,962,120		\$ 1,962,120.00		\$172,796.77		\$70,087.23		\$46,212.39		\$4,250.00		\$48,313.91						341,660		1,620,460	
i) Construction mang./ Gen Req./overhead & Profit				269,045		\$ 269,045.00																			
j)						\$ -																			
k) Overhead & Profit																									
l)																									
m) Overhead site work																									
C. Development Fee																									
						\$0.00																			
						\$ -																			
						\$ -																			
D. CONTINGENCY																									
a) Hard Costs				457,384.00		\$ 457,384.00		\$0.00																	
b) Soft Costs				60,987		\$ 60,987.00																			
E. PROFESSIONAL SERVICES																									
a) Addl BV Hard Cost Continger				80,665		\$ 80,665.00																			
b) Architect				247,500		\$ 247,500.00		\$224,199.04				\$11,390.00		\$4,690.00								240,279		7,221	
c) Engineer				98,000		\$ 98,000.00		\$68,974.82						\$948.00								69,923		28,077	
d) Attorney				67,500		\$ 67,500.00		\$27,945.67																	
e) Cost Certification/Audit				20,500		\$ 20,500.00																			
f) Environmental Consultant				17,973		\$ 17,973.00		\$14,478.75																	
g) Energy Star Consultant				24,000		\$ 24,000.00		\$4,025.00				\$10,400.00										14,425		9,575	

OCEAN CITY HOUSING AUTHORITY CONSTRUCTION DRAW SCHEDULE

h)	Geotechnical Engineering Repor			18,287		\$	18,287.00	\$18,287.00									18,287	0
l)	Surveyor			25,600		\$	25,600.00	\$8,370.00									8,370	17,230
j)	Consult/HUD Approvals/Relo			400,600		\$	400,600.00	\$204,171.00	\$11,613.35	\$13,755.00	\$9,807.50	\$9,785.00	\$7,582.50				256,714	143,886
k)	Permits, Fees, CAFRA			35,648		\$	35,648.00	\$35,648.00									35,648	0
F. PRE-OPERATIONAL EXPENSES																		
a)	Oper Fees (pre-const. compl)			25,592		\$	25,592.00										0	25,592
b)	Advert&Promo(pre-const compl.)			4,000		\$	4,000.00										0	4,000
c) Debt Service & 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 COSTS																	0	0
a)			Interest														0	0
b)			R.E. Tax														0	0
c)			Insurance	90,000		\$	90,000.00	\$19,058.00				\$13,541.50					32,600	57,401
Title Ins and Recording Expenses																	0	0
e)	Utility Connection Fees			95,000		\$	95,000.00			1,000		\$5,850.00					6,850	88,150
f)			Indem fee														0	0
g)	Other Lender Const Financing Fee																0	0
h)	Replacement Reserves			50,000		\$	50,000.00										0	50,000
l)			neg arb														0	0
j)			Cost of Issuance														0	0
k)	Mort Insurance(MIP)																0	0
				\$11,309,157.00	0	\$11,309,157.00												
					TOTALS:		\$4,428,394.19		\$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$0.00	\$0.00	\$0.00	\$6,993,766.96	4,315,390
																		11,309,157
SOURCES AVAILABLE DURING CONSTRUCTION:							DRAW	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month	Draw Month	FINAL	
							to Present	10	11	12	13	14	15	16	17	TOTAL	Balance (+or-)	
			OCHA	200,000													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	\$422,127.27					2,488,554	4,115,389
			HMFA CDBG-FRM:	4,505,213			\$4,197,097.12	\$308,115.38									4,505,213	1
TOT. SOURCES DURING CONSTRUTION:				11,309,156			\$4,428,393.89	\$454,153.51	\$632,068.97	\$465,750.58	\$591,272.44	\$422,127.27	\$0.00	\$0.00	\$0.00		6,993,767	4,315,389

Meeting Minutes - Construction	
Project:	Speitel Commons
HD Project No.:	17-020
NJHMFA No.:	2986
Contractor:	Gary F. Gardner, Inc
Meeting No.:	Meeting #14
Meeting Date:	06/01/21
Meeting Time	10:30 AM
Weather Conditions:	68 degrees, clear
Issue Date:	06/7/21
Revision Date:	
Reported By:	Dan Magno

Distribution (*indicates attended)

	Name	Inls	Representing	Email
*	Rick Ginnetti	RG	Brooke Group	rickg@brookegroupllc.com
*	Dan Pelouze	DP	Brooke Group	danp@brookegroupllc.com
	Jacqueline Jones	JJ	Vineland Housing Authority	jjones@vha.org
*	Ron Miller	RM	Vineland Housing Authority	rmiller@vha.org
	Ben Hoechst	BH	Gary F. Gardner, Inc	Bhoechst@garygardner.com
*	Mike Sammons	MS	Gary F. Gardner, Inc	mikesammons@garygardner.com
*	Doug Shendock	DS	Gary F. Gardner, Inc	Doug@garygardner.com
*	Michael Donovan	MD	Haley Donovan	mdonovan@haleydonovan.com
*	Dan Magno	DM	Haley Donovan	dmagno@haleydonovan.com
	Meghan Bernhardt	MB	Haley Donovan	mbernhardt@haleydonovan.com
	Mitchell Donovan	MD	Haley Donovan	mrdonovan@haleydonovan.com
*	Ana Ferreira	AF	Haley Donovan	aferreira@HaleyDonovan.com
	Lisa Camera	LC	NJHMFA	LCamera@njhmfa.gov
	Dawn Pagodin	DP	NJHMFA	dpagodin@njhmfa.gov
*	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 / * Total Construction Days	395
Days Elapsed	395
% of Contract Time / Elapsed % Construction Schedule Elapsed	94.91%
% of Work Complete per AIA G702	88.77%
Reported Weather Days	27
	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+ 9 ADDITIONAL DAYS

*Calendar days

New Business

14.1 Irrigation: Zoning officer emailed **MS** that irrigation is required for landscaping. **DS** will contact the Civil Engineer, Jay Sciuillo, about it. Housing agency prefers not to have irrigation. Discussed changing grass to stone but town will probably insist on grass. Jay to confirm whether the new system can be tied in with the existing system.

14.2 Traffic Signs at Driveway: **DS** to confirm with Jay sign locations at the striped areas next to the driveway. The plans shown them located in the asphalt where they might be hit by vehicles.

14.3 Exterior Lights: Azek trim was installed behind exterior lights at vinyl siding. A J-trim will be added around the Azek. Azek will be left unpainted.

14.4 Trash Chute Wash Down: **RM** asked for confirmation that the chute would include a wash down access. **MS** confirmed that it does. Access panel will go in.

14.5 Common Area Thermostats: **RM** asked HD to confirm that locking guards are spec'd for the corridor thermostats. **[Post Meeting Note: Locking guards are specified]**

14.6 Testing Reports: **DS** to send **RG** concrete and asphalt testing reports.

14.7 Building Signage: HD to provide details for address signage: 308 6th Street.

14.8 Punch List: Some units will be ready for Punch Listing at mid-month job meeting.

Old Business

13.1 Schedule: 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. **06/01/21:**

Change Order for time extension was submitted to NJHMFA. **RG** needs to make a decision by June 12th on whether move-ins can be scheduled for the following month. **MS** has criteria and paperwork from the town for the C.O. A courtesy C.O. inspection will be done once units are powered up. Schindler rep said State Elevator Inspection takes one or two weeks to schedule. **DP** mentioned that town will scrutinize flood vents. As-Builts are being done as work is completed. **RG** to email certs for Housing Authority and HUD.

13.2 Utilities: 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. **06/01/21**: Verizon line was run from pole to building. Termination box to be installed.

13.3 Materials yet to be delivered: Some doors, fire rated glass, exterior railings (railings in fabrication, due end of May). Refrigerators are in stock. **06/01/21**: Glass is here. will be installed after frames are painted;

13.4 Garage Clearance Bar: Set at 7'-6". **MS** to verify clearance to all pipes. 7' is minimum. **06/01/21: ITEM CLOSED**

13.5 Accessible Unit Counters: 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. **06/01/21**: Post formed counters were delivered.

13.6 Attic Access: There will be 2 attic access doors, one at each end of the flat roof. Size: 32" wide by 36" tall with passage hardware. **06/01/21: ITEM CLOSED**

13.7 Stair Towers: CMU will be painted, railings and metal stairs left unpainted galvanized. No additional cost to Owner. **06/01/21: ITEM CLOSED**

13.8 Patio Furniture: Outdoor furniture is in the budget. HD to check scope of work and send proposal. **06/01/21**: HD to resend to proposal to **RG**. **DS** will need furniture plan for installation of patio furniture. Furniture will be bolted down.

13.9 NJHMFA: Andy Dickson will be taking over the project from **DP**.

12.2 Vinyl Base: Contractor is looking into changing Roppe vinyl base from 4' sections to coil material. **05/04/21**: Coil material will be used. **06/01/21: ITEM CLOSED**

12.3 Excess Dirt Fill: 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. **06/01/21: ITEM CLOSED**

12.4 Trash Room Overhead Door: 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. **06/01/21: ITEM CLOSED**

12.5 Vanity Panels: 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. **06/01/21: ITEM CLOSED**

12.6 Energy Star: **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. **06/01/21: OPEN FOR REFERENCE**

10.1 2" Fire Collars OC Code official is requiring fire collars on pipes 2" diameter and above. Typically, collars are used on pipes 3" and above. **DM** reported that the Code does not specifically say that fire collars must be used on 2" pipes. It says that a tested assembly must be used. A non-collar tested assembly was shown on the approved permit drawings. The collars are more expensive and may result in a Change Order Request. **DP** said that NJHMFA will need documentation from the Code Official stating OC's requirement in order to approve it. **03/02/21:** Price to be submitted. **MS** sent HD inspection report. **04/06/21: DS** Waiting for price. **06/01/21:** There will not be a change order submitted for the collars.

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 **06/01/21: OPEN FOR REFERENCE**

9.2 Change Orders: Change orders anticipated:

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

02/02/21 Change orders #3-8 were approved by OCHA and submitted to NJHMFA for Garage Lighting, Heat Trace, Conduit for Future Cable, Door Hardware, Atrium Windows/ Laundry Transom, Security Camera upgrades. NJHMFA requested additional information and clarifications. Proposed Change orders will be prepared for access panels and garage bollards, and insulation on garage pipes in addition to heat trace. **03/02/21:** 3-7 are approved by NJHMFA. For Change Order #8, NJHMFA requested credit amount for the original cameras.

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

Proposed Change Orders will be submitted for:

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

Pecks Beach demolition is required to be bid out. It will not be 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. **06/01/21: AD** will check on status of Change Orders at NJHMFA.

8.3 Elevator: Installation date is 4/19/21. The elevator has the biggest impact on schedule. OCHA wanted nonproprietary elevator. Discussed seeing if there was another company that could deliver sooner. **DP** said sometimes Schindler will charge overtime to meet schedule. **01/05/21** Shop drawings were approved early on but production could not start until shaft was built and field measured. **DS** to email **RG** the date the order was made. **DS** to investigate whether an earlier elevator completion is possible if overtime is utilized. **02/02/21 DS** reported that Elevator date was moved up 11 days to 4/8/21. **DS** to check with Schindler about how to guarantee schedule. **03/02/21:** Date is scheduled for 4/9/21. Power is needed by then. **04/06/21:** There will be a meeting on 4/8 to finalize the date. **05/04/21:** Estimated completion date: May 19th (30 days after start). **06/01/21: ITEM CLOSED**

7.3 Garage Guard Rails: Highway guard rails, heavy duty pipe rail, or surface mounted bollards may be added in the parking garage at exterior wall facing West Ave. **DS** will look into options **12/01/20: OPEN ITEM** 04/06/21: **DS** working on Prices. Price submitted. **05/04/21:** Bollard covers need to be black. **06/01/21: ITEM CLOSED**

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

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. **06/01/21:** Cleaning sub may be a good option for hiring local workers. **DS** will look into it.

Work Completed/ In Progress:

- Asphalt done.
- Roof drains tied in.
- Fencing to be delivered today for 7th Street parking lot.
- Roofing/ Siding Punch List
- Roof hatch installed.
- 75% of rooftop units wired. Electric in apartments will be able to be turned on this week.
- Drywall completed in stairwells
- Exterior light installed
- Grab bars installed
- Elevator installed
- Gas, electric and water meters are in.

Projected Work:

- Lobby and elevator floor tile
- Finish sprinkler work, electrical, floors and ceilings at elevator entrances.
- Paint stairway walls
- Punch List and inspections.

Attached

- Photos

Meeting Schedule

Next Meeting: **July 06, 2021 at 10:30 am:**

#3	07/07/20	10:30 am
#4	08/04/20	10:30 am
#5	09/01/20	10:30 am
#6	10/06/20	10:30 am
#7	11/03/20	10:30 am
#8	12/01/20	10:30 am
#9	01/05/21	10:30 am
#10	02/02/21	10:30 am
#11	03/02/21	10:30 am
#12	04/06/21	10:30 am
#13	05/04/21	10:30 am
#14	06/01/21	10:30 am
#15	07/01/21	10:30 am





Program Statistics Report	10/2020 - 9/2021	2021 MAY	2021 APR	2021 MAR
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	0	0	0	0
<u>Tenant Relations</u>				
Total number of units to be inspected in fiscal year	121	121	121	121
Number of inspections completed this mo. - all sites (include BB	202	0	62	62
Total number of units inspected year-to-date - all sites	388	186	186	186
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	n/a	n/a	n/a	n/a
Annual Unit Turnaround Time (For Fiscal Year)	635	635	635	635
Monthly - Number of Vacancies Filled (this month)	0	0	0	0
Monthly - Average unit turnaround time in days for Lease up	0	0	0	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	0	0
PIC Score	97.44%	97.44%	97.44%	97.44%
<u>Vacancies - At end of Month</u>				
Bay View Manor	5	5	5	5
Peck's Beach Senior	0	0	0	0
Peck's Beach Family	1	1	1	1
Total	6	6	6	6
Occupancy Rate	94.96%	94.96%	94.96%	94.96%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	15	15	15	15
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.5	2.5	2.5	2.5
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$ 17,479	\$ 17,041	\$ 17,041	\$ 17,041
Peck's Beach - Elderly/Disabled	\$ 7,366	\$ 7,506	\$ 7,506	\$ 7,506
Peck's Beach - Family	\$ 19,320	\$ 17,760	\$ 17,901	\$ 17,901
Total Rent Roll	\$ 44,165	\$ 42,307	\$ 42,448	\$ 42,448
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>				
Families - Ocean City Preference	5	7	15	15
Families - No Ocean City Preference	41	43	200	200
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	16	18	78	78
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	70	74	624	624
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.08	0.14	0.04	0.04
Total Tenant Generated Work Orders	11	13	4	4
Number of routine work orders written this month	87	68	94	94
Number of outstanding work orders from previous month	33	8	4	4
Total number of work orders to be addressed this month	131	92	103	103
Total number of work orders completed this month	117	92	103	103
Total number of work orders left outstanding	14	0	0	0
Number of emergency work orders written this month	0	3	1	1
Total number of work orders written year-to-date	852	754	670	670
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68	68

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

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 05/31/2021	\$632,018.60
2021 Capital Fund Balance for PH (pbfamily)	\$121,578.00
Add: A/R-Tenants 04/2021	Current \$15,279.45 Past \$287.00

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	\$1,013,399.71

Less: Bill List payments -June 2021 (\$1,126,643.39)

Accrued Expenses - Total from detail below (\$28,835.67)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	105,200.00	8	2,662.33
Bad Debt	5,000.00	8	3,333.33
Comp Absences	5,000.00	8	3,333.33
P.I.L.O.T.	29,260.00	8	19,506.67
Net Accrual	144,460.00		28,835.67

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

Net Cash Balance \$438,894.69

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 80,017	7.90	Months
Per Day	\$ 2,667	165	Days

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

**RESOLUTION NO. 2021-30
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 \$1,126,643.39.


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: June 15, 2021

VOTE:

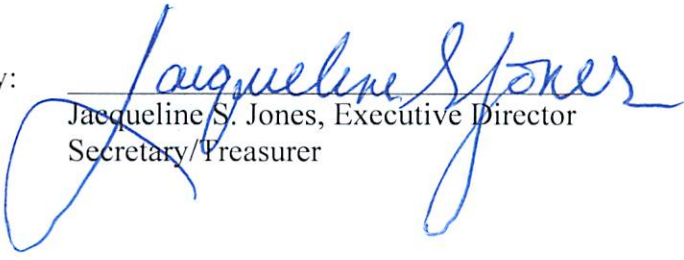
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 15, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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

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

BANK: COCC

Check #	Vendor	Invoice Notes	Total Amount
576	ATLANTIC CITY ELECTRIC	May 2021 Electric	\$ 5,296.50
577	ATLANTIC COAST ALARM INC	Contract - Alarm	\$ 304.00
578	AT&T	June 2021 BVM Elevator phone line	\$ 118.27
579	LINDA AVENA	June 2021 Accounting Svcs	\$ 1,541.67
580	CALL EXPERTS	June 2021 Answering Svc	\$ 62.82
581	CLEAN SWEEP SVCS	May 2021 BVM cleaning	\$ 1,700.00
582	COMCAST	June 2021 Internet	\$ 244.57
583	COPIER PLUS INC	June 2021 Copier contract	\$ 20.00
584	CUSTOM ELECTRONIC SVCS	Intercom svc call	\$ 780.00
585	THE DAILY JOURNAL	Apr 2021 board meeting ad	\$ 38.16
586	DELTA DENTAL	June 2021 dental premium	\$ 174.02
587	DRAIN DOCTOR	Plumbing Svcs.	\$ 540.60
588	FLORENCE DRISCOLL	Tenant Services -June 2021	\$ 200.00
589	FEDERAL EXPRESS	May 2021 overnight delivery	\$ 45.58
590	EISENSTAT, GABAGE & FURMAN	May 2021 legal expense	\$ 1,590.00
591	GENRON INC	Fire extinguisher certification	\$ 190.10
592	GLEN O. STULL	May 2021 prescrip copay reimb/June 2021 Medicare copay reimb	\$ 429.04
593	ASHLEY HARRIS	BVM Cleaning - June 2021	\$ 200.00
594	ROBERT HARRIS	Recyclables removal & trash room cleaning - June 2021	\$ 200.00
595	HD SUPPLY	Maint Supplies	\$ 48.57
596	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 204.36
597	HUMANA INSURANCE	July 2021 prescription - retiree	\$ 66.50
598	INTEGRATED SYSTEMS ASSOC	IT consulting	\$ 831.25
599	JOHN SPITZ	May 2021 prescrip copay reimb/June 2021 Medicare copay reimb	\$ 1,287.15
600	NICKELS ULTRA DRY CARPET CLEANING	Carpet cleaning	\$ 125.00
601	NJ AMERICAN WATER	May 2021 Water/Sewer	\$ 7,779.78
602	NJ JIF	Insurance - 2nd installment	\$ 44,106.00
603	OMEGA PEST MANAGEMENT	May/June 2021 Pest Control/Vegetation Mgmt	\$ 2,339.00
604	THE PRESS OF ATLANTIC CITY	Apr/May 2021 Advertising	\$ 296.76
605	ROBERT L. ROWELL	Maintenance Labor-Grounds - June 2021	\$ 200.00
606	SOUTH JERSEY GAS	May 2021 Gas	\$ 3,252.99
607	SUPERIOR VISION	July 2021 Vision insurance	\$ 19.71
608	TK ELEVATOR	June-August 2021 Elevator monitoring	\$ 1,652.50
609	VECTOR SECURITY	June-August 2021 Fire System inspection/monitoring	\$ 340.20
610	VERIZON DSL	May 2021 DSL/Fax line	\$ 146.56
611	VERIZON WIRELESS	May 2021 maint cell phone	\$ 51.10
612	VINELAND HOUSING AUTHORITY	May 2021 Office/Maint coverage; May 2021 postage reimb; Yardi coverage 3/2021-2/2022; June 2021 Mgmt Svcs; expense reimb	\$ 30,164.55
20210611	HORIZON BCBS OF NJ	June 2021 Health Benefits	\$ 2,649.10
	TOTAL JUNE DISBURSEMENTS (sturcocc)		\$ 109,236.41
	PAYROLL -05/2021		\$ 2,487.07
	PAYROLL TAXES - 05/2021		\$ 800.64
	ADP PAYROLL PROCESSING FEES - 05/2021		\$ 139.36
	PENSION - 04/2021 & 05/2021		\$ 513.60
	PNC BANK FEE - 05/2021		\$ 66.60
	TOTAL JUNE DISBURSEMENTS (sturcons)		\$ 1,013,399.71
	TOTAL BILL LIST -JUNE 2021		\$ 1,126,643.39

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)

Check/Wire #	Vendor	Invoice Notes	Total Amount
pymt held	WINCHESTER ROOFING	Bayview Roofing renovation pymt #3	48,313.91
16146	GARY F GARDNER INC.	Speitel construction pymt #13	531,256.03

OCEAN CITY HOUSING AUTHORITY
BILL LIST - JUNE 2021

16147	THE BROOKE GROUP LLC	Mar 2021 Consulting - BVM/Speitel Rehab/Construction	11,702.50
	GARY F GARDNER INC.	Speitel construction pymt #14	391,798.27
	THE BROOKE GROUP LLC	Apr 2021 Consulting BVM/Speitel Rehab/Construction	14,187.50
	OCHA	Builder's Risk/Flood Ins reimbursement	13,541.50
112-137	OCHA residents	Relocation pymts to residents	2,600.00
	TOTAL JUNE DISBURSEMENTS (sturcons)		\$ 1,013,399.71

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

**Resolution #2021-31
Resolution of Compliance
(Board of Commissioners and Executive Director)**

WHEREAS, the Ocean City Housing Authority Board of Commissioners consist of seven members; and

WHEREAS, all Commissioners of the Ocean City Housing Authority shall attend courses of study as are required by the commissioner of the Department of Community Affairs and the statutes and regulations of the State of New Jersey, as well as the statutes and regulations pertaining to the Department of Housing and Urban Development; and

WHEREAS, the New Jersey Redevelopment and Housing Law of 1992 requires all commissioners and executive directors of local public housing authorities and redevelopment agencies to complete a comprehensive training program consisting of required and elective courses; and

WHEREAS, the Board of Commissioners and the Executive Director of the Housing Authority are in compliance with the required courses and training program as per the attached document; and

NOW, THEREFORE, BE IT RESOLVED, the Ocean City Housing Authority Commissioners and the Executive Director are in compliance with the required comprehensive training program consisting of required and elective courses.

ADOPTED: June 15, 2021

VOTE:


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

OCEAN CITY HOUSING AUTHORITY


BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 15, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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

I hereby certify that the information list below concerning the Ocean City Housing Authority's Board of Commissioners and Executive Director is true and correct.


Jacqueline S. Jones
Executive Director

Date 6/15/21

Board of Commissioners –Rutgers Training Program Status

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

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

**RESOLUTION NO. 2021-32
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 #4 is necessary to extend the contract completion date to August 31, 2021; and

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

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

ADOPTED: June 15, 2021

VOTE:

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

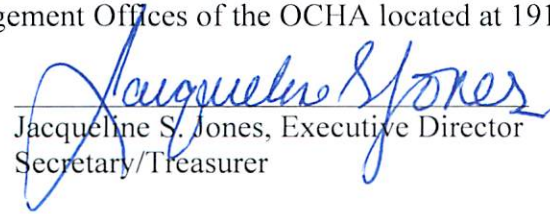
OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 15, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> 19-037 Bayview Manor Electrical Panels Renovations 635 West Ave & Sixth St. Ocean City, NJ 08226	CONTRACT INFORMATION: Contract For: General Construction Date: 06/08/2021	CHANGE ORDER INFORMATION: Change Order Number: 004 Date: 06/08/2021
OWNER: <i>(Name and address)</i> Ocean City Housing Authority 204 4th Street Ocean City, NJ 08226	ARCHITECT: <i>(Name and address)</i> Haley Donovan, LLC 9 Tanner Street, Suite 201, Haddonfield, NJ 08033	CONTRACTOR: <i>(Name and address)</i> 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.)

06/08/2021 - Extend Contract time 55 days until August 31, 2021.

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

The Contract Time will be increased by Fifty Five (55) days.

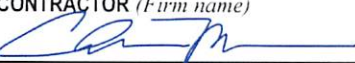
The new date of Substantial Completion will be 08/31/2021


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

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

Haley Donovan, LLC
ARCHITECT *(Firm name)*

SIGNATURE
Michael Donovan, Principal
PRINTED NAME AND TITLE
06/09/2021
DATE

Electri-Tech Inc.
CONTRACTOR *(Firm name)*

SIGNATURE
Chris Martucci, President
PRINTED NAME AND TITLE
6/09/2021
DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE
Jacqueline S. Jones, Executive Director
PRINTED NAME AND TITLE
6/15/21
DATE

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

**RESOLUTION NO. 2021-33
Resolution Awarding Special Architectural and Engineering Services Contract
Pecks Family Redevelopment**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Special Architectural and Engineering Services – Pecks Family Redevelopment; and

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

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a contract to Haley Donovan – 9 Tanner Street, Suite 201; Haddonfield, NJ 08033 to provide the Ocean City Housing Authority with its Special Architectural and Engineering Services – Pecks Family Redevelopment commencing July 1, 2021 per the rates attached hereunto; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Special Architectural and Engineering Services – Pecks Family Redevelopment contract to Haley Donovan.

ADOPTED: June 15, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY


BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 15, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

**Special Architectural and Engineering Services Contract – PECKS BEACH FAMILY
REDEVELOPMENT**

from the public housing operating funds to be reimbursed by the City of Ocean City. The line item to be charged for the above expenditure is Account #4430-34 (predevelopment expense – Pecks Beach).



Wendy Hughes

Certifying Financial Officer



Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
Special Architectural & Engineering Services - Pecks Beach Redevelopment
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	FLAT RATE	TOTAL PRICE
PHASEI	Provide price to complete Pre-Design work		\$7,850
PHASEII	Provide price to complete Preliminary\ Schematic Design		\$20,800
PHASEIII	Provide price to complete Design Development work		\$54,650
PHASEIV	Provide price for Construction Documentation and Bidding		\$165,100
PHASEV	Provide price for Construction Administration		\$65,100
PHASEVI	Provide price for Energy Star Compliance Services		\$63,500
		TOTAL PROJECT COST	\$377,300

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

HALEY DONOVAN	
Firm Name	
9 TANNER STREET, SUITE 201, HADDONFIELD, NJ 08033	
Street, Town, State, Zip Code	
856-203-6061	N/A
Telephone	Fax
Signature of proposer if the proposer is an individual	Sworn to and subscribed JUNE 4th 2021
Signature of partner if proposer is a partnership	Notary Public
Signature of officer if the proposer is a corporation	(SEAL)
Principal	Title

Comparison of A&E Firms Submitting RFP 2021
Professional Special - Architectural & Engineering Services -Pecks Beach Redevelopment Project

Evaluation Factors	Vendor Name						
	Possible Points	Haley Donovan Architects	Lothrop Associates LLP				
1. A/E Firm Qualifications/ Executive Summary The experience and qualifications of the A/E firm evidenced by resumes of the key members of the firm. The degree to which members of the firm have successfully worked together on similar projects will be given consideration.	20	18.00	18.00				
2. The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the Respondent's ability to develop and manage a project in a timely and professional manner.	5	5.00	5.00				
3. Experience with FEMA Regulations - firms approach to meeting FEMA Design and Development requirements	5	3.67	3.67				
4. Experience with COAH Regulations - overall experience of firm in relation to COAH regulations	20	17.67	18.00				
5. Representations, Certifications and other Statements - all applicable Federal, State and HUD documentation	5	5.00	5.00				
6. Affordable Housing Experience Demonstrated success in assembling A/E design packages for affordable housing. Demonstrates the ability to meet project construction target; and any additional construction costs caused by design deficiencies. Demonstrated successful experience completing similar projects (design and construction administration).	15	13.33	13.33				
7. Required Documentation Submission of required checklist and forms	5	5.00	5.00				
8. Cost of Services	20	18.00	12.00				
Total Average Score	95	85.67	80.00	0.00	0.00	0.00	0.00

Cost Breakdown							
PHASE I - Pre-Design Work		\$ 7,850.00	\$ 25,000.00				
PHASE II - Preliminary/Schematic Design		\$ 20,800.00	\$ 90,000.00				
PHASE III - Design/Development work		\$ 54,650.00	\$ 120,000.00				
PHASE IV - Construction Documentation & Bidding		\$ 165,100.00	\$ 225,000.00				
PHASE V - Construction Administration		\$ 65,100.00	\$ 110,000.00				
PHASE VI - Energy Star Compliance Services		\$ 63,500.00	\$ 29,000.00				
Total of all Phase's		\$ 377,000.00	\$ 599,000.00	\$ -	\$ -	\$ -	\$ -
Principal Architect per hour		\$ 175.00	\$ 200.00				
Staff Architect per hour		\$ 140.00	\$ 175.00				
Clerical per hour		\$ 60.00	\$ 65.00				
Draftsperson/CAD per hour		\$ 110.00	\$ 110.00				
Project Manager per hour		\$ 140.00	\$ 190.00				
Electrical Engineer per hour		\$ 150.00	\$ 150.00				
Mechanical Engineer per hour		\$ 150.00	\$ 150.00				

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

**RESOLUTION NO. 2021-34
Resolution Awarding Special Engineering Services Contract
Pecks Family Redevelopment**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Special Engineering Services – Pecks Family Redevelopment; and

WHEREAS, one proposal for Special Engineering Services was submitted reviewed and ranked; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a contract to Sciullo Engineering Services, LLC – 17 S. Gordon's Alley, Suite 3; Atlantic City, NJ 08401 to provide the Ocean City Housing Authority with its Special Engineering Services – Pecks Family Redevelopment commencing July 1, 2021 per the rates attached hereunto; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Special Engineering Services – Pecks Family Redevelopment contract to Sciullo Engineering Services, LLC.

ADOPTED: June 15, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

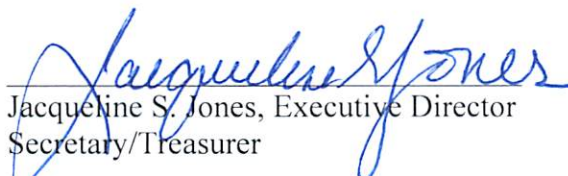
BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 15, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

Special Engineering Services - Pecks Beach Redevelopment

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	FLAT RATE	TOTAL PRICE
PHASEI	Provide price for Site Demolition Documentation & Bidding	40,300	40,300
PHASEII	Provide price for Phase I Environmental Assessment	3,400	3,400
PHASEIII	Provide price to complete Concept Plans	2,800	2,800
PHASEIV	Provide price to complete Site Plan	45,900	45,900
PHASEV	Provide price for Applications and Approvals	29,900	29,900
PHASEVI	Provide price for Construction Documentation and Bidding	18,700	18,700
PHASEVII	Provide price for Construction Administration Services	14,400	14,400
		TOTAL PROJECT COST	155,400

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
E-PRIN	Provide price per hour for Principal/Senior Engineer PE	150	40	6,000
E-ARCH	Provide price per hour for staff Engineer	125	20	2,500
E-CLERICAL	Provide price per hour for clerical work.	40	10	400
E-CAD	Provide price per hour for Draftsperson/CAD operator	90	20	1,800
E-PJCTMGR	Provide price per hour for a project manager.	115	20	2,300

Sciullo Engineering Services, LLC		Firm Name	
17 S. Gordon's Alley, Suite 3, Atlantic City, NJ 08401		Street, Town, State, Zip Code	
609-300-5171		Telephone	Fax
Signature of proposer if the proposer is an individual		Sworn to and subscribed June 8, 2021 <i>Patricia D. Curran</i> Notary Public	
Signature of partner if proposer is a partnership		(SEAL)	
Signature of officer if the proposer is a corporation		Principal Engineer Title	



Comparison of Engineering Firms Submitting RFP 2021
Professional Special - Engineering Services - Pecks Beach Redevelopment Project

Evaluation Factors	Possible Points	Vendor Name							
		SCIULLO ENGINEERING SERVICES LLC							
1. A/E Firm Qualifications/ Executive Summary The experience and qualifications of the A/E firm evidenced by resumes of the key members of the firm. The degree to which members of the firm have successfully worked together on similar projects will be given consideration.	20								
2. The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the Respondent's ability to develop and manage a project in a timely and professional manner.	5								
3. Experience with FEMA Regulations - firms approach to meeting FEMA Design and Development requirements	20								
4. Experience with COAH Regulations - overall experience of firm in relation to COAH regulations	20								
5. Representations, Certifications and other Statements - all applicable Federal, State and HUD documentation	5								
6. Affordable Housing Experience Demonstrated success in assembling A/E design packages for affordable housing. Demonstrates the ability to meet project construction target; and any additional construction costs caused by design deficiencies. Demonstrated successful experience completing similar projects (design and construction administration)	5								
7. Required Documentation Submission of required checklist and forms	5								
8. Cost of Services	20								
Total Average Score	100	0	0.00	0.00					

No other RFP's received.

Cost Breakdown									
PHASE I - Site Demolition - Documentation & Bidding	\$	40,300.00							
PHASE II - Complete PHASE I Environmental	\$	3,400.00							
PHASE III - Concept Planning	\$	2,800.00							
PHASE IV - Site Plan	\$	45,900.00							
PHASE V - Applications & Approvals	\$	29,900.00							
PHASE VI - Construction Documentation & Bidding	\$	18,700.00							
PHASE VII - Construction Administration	\$	14,400.00							
Total of all Phase's	\$	155,400.00							
Principal Engineer/Senior Engineer PE per hour	\$	150.00							
Staff Engineer per hour	\$	125.00							
Clerical per hour	\$	40.00							
Draftsperson/CAD per hour	\$	90.00							
Project Manager per hour	\$	115.00							

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

RESOLUTION NO. 2021-35
A Resolution Authorizing Executive Session

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Ocean City Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Ocean City Housing Authority has determined that 1 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on June 15, 2021 at 3:48 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body" The collective bargaining contract(s) discussed are between the Board

and _____

_____;

☐ **"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐ **"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☒ **"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer."** The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are to discuss with the solicitor possible litigation and/or negotiations relating to Winchester Roofing's failure to perform its obligations under its roofing contract for Bayview Manor and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐ **"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting."** Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are _____

_____;

☐ **"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility."** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

WHEREAS, the length of the Executive Session is estimated to be 29 minutes after which the public meeting of the Ocean City Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.


I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE OCEAN CITY HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON JUNE 15, 2021.

ADOPTED: June 15, 2021

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-video conference on June 15, 2021 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

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