

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 4th Street
Ocean City, New Jersey 08226

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

December 8, 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, December 14, 2021 at 4:30 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

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, December 14, 2021
4:30 p.m.

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 November 16, 2021
6. Fee Accountant's Report - **UPDATED**
7. Executive Director's Report
8. Committee Reports – Election of Officers
9. Old Business
10. New Business
11. Resolutions:

# 2021-68	Approval of Monthly Expenses - UPDATED
# 2021-69	Appoint PHA-JIF Commissioner
# 2021-70	Appoint Risk Management Consultant
# 2021-71	Approve 2022 Board Meeting Dates
# 2021-72	Accounts Receivable Decreed as Uncollectible
# 2021-73	Resolution Authorizing Payments of Draw 20
# 2021-74	Approving Change Order #6 for Bayview Manor and HVAC Renovations Project
- 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

November 16, 2021 – 4:36 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held November 16, 2021 at 4:30 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

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
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, Rick Ginnetti & Charlie Lewis – The Brooke Group and Mike Donovan & Meghan Bernhardt, Architects – Haley Donovan.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from October 19, 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	(Yes)
Commissioner Patricia Jackson	(Abstain)
Commissioner Brian Broadley	(Abstain)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the one month ending October 31, 2021. A motion was made by Commissioner Halliday 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	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones provided updates on the ongoing projects. Rick Ginnetti stated the roof and the capping at Bayview is complete but the roof material manufacturer will be scheduled to come back out and do a final inspection. There is a little bit of work left on the lightning protection system because the capping on the roof needed to be completed first.

The contract for renovations for Bayview Manor has been awarded to Levy Construction. Rick stated the contract was awarded for the HVAC system, the windows and some exterior work. This was awarded in May, but the issue to getting started was getting the supplies. Most of the windows have been received. All of the HVAC supplies have arrived. A mock-up unit was being done today. All material should be received to start the project in December with a possible completion date in February. Mrs. Jones stated there are two people the Authority has in mind to hire to help move some residents in and out of the units to the community or elsewhere for part of the day providing refreshments while their unit is being worked on. The schedule is to complete two apartments in the morning and two in the afternoon.

In regard to the Scattered Site project, Rick stated they think they are on their final set of bid documents. They are under final review. The goal is to get them out for bid within the next two weeks and be able to award the project in January. Triad Associates completed the environmental review assessment and will be uploading it to the DCA. The Project Manager from the DCA will set up a construction kick off meeting before having a general contractor to go over how the schedule of draws work and other administrative details. There will be a closing held as well and a deed restriction will need to be finalized. This project will probably not be finished until the first quarter of 2023.

Mrs. Jones provided an update on Speitel. New hinges for the apartment doors have been ordered and will be installed when they are received.

The design phase of Peck's Beach Family development and duplex type models were discussed. There are several entities involved in this project – the City, NJHMFA, tax credit investors and HUD. The goal is to possibly present a much better package by the next board meeting for everyone can review as well as meet with the City so they can review as well.

Commissioner Halliday asked if the Authority received any reservations from the residents in allowing the Authority to enter their units for work. Mrs. Jones stated there have been no issues to enter units for work completion. Commissioner Jackson asked if the Authority is required to supply school program for kids. Rick Ginnetti stated the Authority is required to build a community room, office and workshop. The community room can be used for a school program or partnership with other organizations to provide programs.

Motion to approve the Executive Director'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	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Committee Reports – Chairman Barr stated it is that time of year again for nominations for Chair and Vice Chair. The reorganization committee will have a meeting within the next week or so and will be in touch with Board Members for nominations for the coming year.

Old Business – None.

New Business – None.

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

Resolution #2021-64
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$415,673.47. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed the updated bill list. The following vote was taken:

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

Resolution #2021-65
Authorizing Payments of Draw 19

Chairman Barr called for a motion to approve Resolution #2021-65. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this is a draw payment #19 for Speitel/Bayview in the amount of \$81,174. Rick Ginnetti stated the main invoice was to Levy Construction. The following vote was taken:

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

Resolution #2021-66
Awarding Demolition of Peck's Beach Village – Senior Housing Complex

Chairman Barr called for a motion to approve Resolution #2021-66. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated the bid went out for the demolition of Peck's Beach Village Senior buildings. Eight companies responded to the bid. The lowest responsible bid was received from American Demolition Corporation in the amount of \$118,000. Bidding amounts received were briefly discussed. The following vote was taken:

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

Resolution #2021-67

Authorizing Entering into a Shared Services Agreement with City of Cape May Housing Authority

Chairman Barr called for a motion to approve Resolution #2021-67. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained the Shared Services Agreement is for maintenance services as needed and when needed. The OCHA currently only has one maintenance man. When he goes on vacation, Vineland covers him for turnovers etc. Cape May will provide additional back up with an individual who is skilled. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Members and/or Administration. Solicitor Gabage wished everyone a Happy Thanksgiving.

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 5:02 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Commissioner's Report - Property Detail
Month Ending: Nov 2021



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
INCOME												
DWELLING RENTAL	\$ 194,610	\$ 32,000	\$ <u>24,446</u>	\$ (7,554)	\$ 143,400	\$ 23,180	\$ <u>20,154</u>	\$ (3,026)	\$ 225,000	\$ 37,500	\$ <u>41,898</u>	\$ 4,398
TOTAL TENANT REVENUE	\$ 194,610	\$ 32,000	\$ 24,446	\$ (7,554)	\$ 143,400	\$ 23,180	\$ 20,154	\$ (3,026)	\$ 225,000	\$ 37,500	\$ 41,898	\$ 4,398
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 16,667	\$ <u>60,051</u>	\$ 43,384
HUD Asset Repositioning	-	-	-	-	-	-	-	-	93,000	15,500	<u>15,518</u>	18
PBV HAP SUBSIDY	155,940	25,990	<u>25,643</u>	(347)	225,740	38,160	<u>27,935</u>	(10,225)	-	-	-	-
HUD CAPITAL FUNDS-	-	-	-	-	-	-	-	-	71,580	11,930	-	(11,930)
CDBG INCOME	16,400	2,733	<u>508</u>	(2,225)	10,400	1,733	<u>327</u>	(1,407)	13,200	2,200	<u>980</u>	(1,220)
TOTAL HUD FUNDING	\$ 172,340	\$ 28,723	\$ 26,151	\$ (2,572)	\$ 236,140	\$ 39,893	\$ 28,262	\$ (11,632)	\$ 277,780	\$ 46,297	\$ 76,549	\$ 30,253
INVESTMENT INCOME-	\$ 50	\$ 8	\$ <u>3</u>	\$ (6)	\$ 30	\$ 5	\$ <u>0</u>	\$ (5)	\$ 50	\$ 8	\$ <u>1</u>	\$ (7)
NONDWELLING RENTAL	40,800	6,800	-	(6,800)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	3,400	850	<u>657</u>	(193)	1,220	305	<u>164</u>	(141)	2,400	600	<u>920</u>	320
OTHER INCOME-	2,470	672	<u>(765)</u>	(1,437)	1,220	295	<u>90</u>	(205)	9,500	1,750	<u>15</u>	(1,735)
TOTAL INCOME	\$ 413,670	\$ 69,053	\$ 50,493	\$ (18,561)	\$ 382,010	\$ 63,678	\$ 48,670	\$ (15,008)	\$ 514,730	\$ 86,155	\$ 119,384	\$ 33,229
EXPENSES												
AUDIT FEES	\$ 2,520	\$ 420	\$ <u>420</u>	\$ -	\$ 1,620	\$ 270	\$ <u>270</u>	\$ -	\$ 4,860	\$ 810	\$ <u>810</u>	\$ -
ADVERTISING	170	28	<u>50</u>	22	550	92	<u>32</u>	(60)	330	55	<u>96</u>	41
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 360	\$ -	\$ (360)	\$ 5,000	\$ 833	\$ -	\$ (833)	\$ 4,160	\$ 693	\$ -	\$ (693)
CONSULTANTS-RAD	820	137	-	(137)	530	88	-	(88)	1,590	265	-	(265)
COPIER	740	123	<u>1,069</u>	946	480	80	<u>562</u>	482	1,440	240	<u>750</u>	510
DUES & PUBLICATIONS	170	28	<u>56</u>	28	600	100	<u>36</u>	(64)	330	55	<u>108</u>	53
OFFICE SUPPLIES	200	33	<u>86</u>	53	500	83	<u>51</u>	(33)	390	65	<u>59</u>	(6)
PHONE & INTERNET	2,180	363	<u>625</u>	262	4,940	823	<u>999</u>	176	5,310	885	<u>595</u>	(290)
POSTAGE	420	70	<u>70</u>	0	450	75	<u>45</u>	(30)	820	137	<u>136</u>	(1)
LEGAL	2,140	357	<u>495</u>	138	1,380	230	<u>270</u>	40	4,420	690	<u>810</u>	120
CRIMINAL BACKGROUND	40	7	-	(7)	20	3	-	(3)	100	17	-	(17)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	667	-	(667)
TRAVEL	20	3	-	(3)	10	2	-	(2)	40	7	-	(7)
TRAINING	140	23	-	(23)	2,000	333	-	(333)	280	47	-	(47)
ACCOUNTING	5,500	917	<u>917</u>	0	3,540	590	<u>590</u>	(1)	10,610	1,768	<u>1,769</u>	0
MANAGEMENT FEES	49,840	8,307	<u>9,529</u>	1,222	32,040	5,340	<u>6,126</u>	786	96,120	16,020	<u>18,378</u>	2,358
MISCELLANEOUS-SUNDRY	2,980	410	<u>872</u>	462	6,460	1,077	<u>977</u>	(100)	4,830	805	<u>1,311</u>	506
TOTAL ADMINISTRATIVE	\$ 70,040	\$ 11,587	\$ 14,190	\$ 2,603	\$ 60,120	\$ 10,020	\$ 9,958	\$ (62)	\$ 139,630	\$ 23,225	\$ 24,821	\$ 1,596
OTHER TENANT SERVICES	\$ 4,800	\$ 800	\$ <u>400</u>	\$ (400)	\$ 4,800	\$ 800	\$ -	\$ (800)	\$ 2,400	\$ 400	\$ -	\$ (400)

Commissioner's Report - Property Detail
Month Ending: Nov 2021



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
TENANT SVCS –	15,500	2,583	508	(2,075)	10,400	1,733	327	(1,407)	13,200	2,200	980	(1,220)
TOTAL OTHER TENANT	\$ 20,300	\$ 3,383	\$ 908	\$ (2,475)	\$ 15,200	\$ 2,533	\$ 327	\$ (2,207)	\$ 15,600	\$ 2,600	\$ 980	\$ (1,620)
WATER/SEWER	\$ 20,250	\$ 3,158	\$ 3,429	\$ 1,771	\$ 12,760	\$ 1,991	\$ 1,091	\$ (250)	\$ 62,560	\$ 10,319	\$ 11,864	\$ 6,045
ELECTRIC	94,140	13,012	9,828	(3,184)	23,300	3,883	1,040	(2,843)	8,980	1,741	1,571	(170)
GAS	-	-	-	-	11,000	1,833	332	(1,501)	36,110	5,395	2,927	(2,468)
TOTAL UTILITY EXPENSES	\$ 114,390	\$ 16,170	\$ 13,257	\$ (1,413)	\$ 47,060	\$ 7,708	\$ 2,464	\$ (4,594)	\$ 107,650	\$ 17,455	\$ 16,362	\$ 3,407
MAINTENANCE LABOR	\$ 16,760	\$ 2,793	\$ 3,025	\$ 232	\$ 10,770	\$ 1,795	\$ 945	\$ (850)	\$ 32,320	\$ 5,387	\$ 1,589	\$ (3,798)
MAINT. MATERIALS	10,420	1,737	3,884	2,147	100,180	16,697	1,187	(15,509)	21,250	3,542	2,111	(1,430)
MAINT. CONTRACT COSTS	81,050	13,483	21,915	8,432	64,110	22,418	4,573	(17,846)	77,750	12,958	8,017	(4,942)
EMPLOYEE BENEFITS	10,360	1,727	1,664	(63)	6,660	1,110	1,042	(68)	19,980	3,330	3,090	(240)
TOTAL MAINTENANCE	\$ 118,590	\$ 19,740	\$ 30,488	\$ 10,748	\$ 181,720	\$ 42,020	\$ 7,748	\$ (34,272)	\$ 151,300	\$ 25,217	\$ 14,807	\$ (10,410)
INSURANCE	\$ 29,510	\$ 4,918	\$ 5,769	\$ 850	\$ 18,290	\$ 3,048	\$ 2,332	\$ (716)	\$ 26,510	\$ 4,418	\$ 3,144	\$ (1,274)
FLOOD INSURANCE	3,500	583	894	311	3,200	533	130	(403)	19,900	3,317	3,228	(89)
BAD DEBTS	1,500	250	250	-	930	155	156	1	15,000	2,500	2,500	-
COMPENSATED ABSENCES	500	83	84	1	310	52	52	0	1,250	208	208	(0)
PAYMENT IN LIEU OF	8,020	1,337	1,336	(1)	9,630	1,605	1,606	1	11,740	1,957	1,956	(1)
PENSION	3,000	500	500	-	2,430	405	406	1	5,260	877	876	(1)
RETIREE BENEFITS	8,800	1,467	1,114	(352)	5,460	910	717	(193)	13,800	2,300	2,149	(151)
TOTAL OTHER EXPENSES	\$ 54,830	\$ 9,138	\$ 9,947	\$ 809	\$ 40,250	\$ 6,708	\$ 5,399	\$ (1,310)	\$ 93,460	\$ 15,577	\$ 14,061	\$ (1,515)
TOTAL EXPENDITURES	\$ 378,150	\$ 60,018	\$ 68,790	\$ 10,272	\$ 344,350	\$ 68,989	\$ 25,895	\$ (42,444)	\$ 507,640	\$ 84,073	\$ 71,032	\$ (8,541)
Replacement Reserve	\$ 26,950	\$ 4,492	\$ 4,492	\$ (4,492)	\$ 17,600	\$ 2,933	\$ 2,934	\$ (2,933)	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,570	\$ 4,543	\$ (22,790)	\$ (24,341)	\$ 20,060	\$ (8,244)	\$ 19,841	\$ 30,369	\$ 7,090	\$ 2,082	\$ 48,352	\$ 41,770

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Nov 2021



	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>
<u>INCOME</u>				
DWELLING RENTAL	\$ 563,010	\$ 92,680	\$ <u>86,498</u>	\$ (6,182)
TOTAL TENANT REVENUE	\$ 563,010	\$ 92,680	\$ 86,498	\$ (6,182)
HUD OPERATING SUBSIDY	\$ 100,000	\$ 16,667	\$ <u>60,051</u>	\$ 43,384
HUD Asset Repositioning Fee -	93,000	15,500	<u>15,518</u>	18
PBV HAP SUBSIDY	381,680	64,150	<u>53,578</u>	(10,572)
HUD CAPITAL FUNDS-	71,580	11,930	-	(11,930)
CDBG INCOME	40,000	6,667	<u>1,816</u>	(4,851)
TOTAL HUD FUNDING	\$ 686,260	\$ 114,913	\$ 130,963	\$ 16,049
INVESTMENT INCOME-	\$ 130	\$ 22	\$ <u>4</u>	\$ (18)
NONDWELLING RENTAL INCOME	40,800	6,800	-	(6,800)
OTHER INCOME-LAUNDRY	7,020	1,755	<u>1,742</u>	(13)
OTHER INCOME-	13,190	2,717	<u>(660)</u>	(3,377)
TOTAL INCOME	\$ 1,310,410	\$ 218,887	\$ 218,547	\$ (340)
<u>EXPENSES</u>				
AUDIT FEES	\$ 9,000	\$ 1,500	\$ <u>1,500</u>	\$ -
ADVERTISING	1,050	175	<u>178</u>	3
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 11,320	\$ 1,887	\$ -	\$ (1,887)
CONSULTANTS-RAD	2,940	490	-	(490)
COPIER	2,660	443	<u>2,382</u>	1,938
DUES & PUBLICATIONS	1,100	183	<u>200</u>	17
OFFICE SUPPLIES	1,090	182	<u>196</u>	14
PHONE & INTERNET	12,430	2,072	<u>2,219</u>	148
POSTAGE	1,690	282	<u>251</u>	(30)
LEGAL	7,940	1,277	<u>1,575</u>	298
CRIMINAL BACKGROUND	160	27	-	(27)
LEGAL-RAD	4,000	667	-	(667)
TRAVEL	70	12	-	(12)
TRAINING	2,420	403	-	(403)
ACCOUNTING	19,650	3,275	<u>3,275</u>	-
MANAGEMENT FEES	178,000	29,667	<u>34,033</u>	4,366
MISCELLANEOUS-SUNDRY	14,270	2,292	<u>3,160</u>	868
TOTAL ADMINISTRATIVE	\$ 269,790	\$ 44,832	\$ 48,969	\$ 4,138
OTHER TENANT SERVICES	\$ 12,000	\$ 2,000	\$ <u>400</u>	\$ (1,600)
TENANT SVCS – BEHAVIORAL	39,100	6,517	<u>1,816</u>	(4,701)
TOTAL OTHER TENANT	\$ 51,100	\$ 8,517	\$ 2,216	\$ (6,301)
WATER/SEWER	\$ 95,570	\$ 15,468	\$ <u>16,385</u>	\$ 7,567
ELECTRIC	126,420	18,636	<u>12,439</u>	(6,197)
GAS	47,110	7,228	<u>3,259</u>	(3,970)
TOTAL UTILITY EXPENSES	\$ 269,100	\$ 41,333	\$ 32,083	\$ (2,600)
MAINTENANCE LABOR	\$ 59,850	\$ 9,975	\$ <u>5,559</u>	\$ (4,416)
MAINT. MATERIALS	131,850	21,975	<u>7,183</u>	(14,792)
MAINT. CONTRACT COSTS	222,910	48,860	<u>34,505</u>	(14,355)
EMPLOYEE BENEFITS	37,000	6,167	<u>5,796</u>	(370)
TOTAL MAINTENANCE	\$ 451,610	\$ 86,977	\$ 53,043	\$ (33,934)
INSURANCE	\$ 74,310	\$ 12,385	\$ <u>11,245</u>	\$ (1,140)
FLOOD INSURANCE	26,600	4,433	<u>4,252</u>	(181)
BAD DEBTS	17,430	2,905	<u>2,906</u>	1
COMPENSATED ABSENCES	2,060	343	<u>344</u>	1
PAYMENT IN LIEU OF TAXES	29,390	4,898	<u>4,898</u>	(0)
PENSION	10,690	1,782	<u>1,782</u>	0

Ocean City Housing Authority - Commissioner's Report - TOTAL



Month Ending: Nov 2021

	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>
<i>RETIREE BENEFITS</i>	28,060	4,677	3,980	(696)
<i>TOTAL OTHER EXPENSES</i>	\$ 188,540	\$ 31,423	\$ 29,407	\$ (2,016)
<i>TOTAL EXPENDITURES</i>	\$ 1,230,140	\$ 213,081	\$ 165,718	\$ (40,713)
<i>Replacement Reserve</i>	\$ 44,550	\$ 7,425	\$ 7,426	\$ (7,425)
<i>PROFIT</i>	<u>\$ 35.720</u>	<u>\$ (1.619)</u>	<u>\$ 45.402</u>	<u>\$ 47.798</u>

Ocean City Housing Authority

Administrative Report

DATE: December 8, 2021

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for November 2021)

PERIOD: November 10, 2021 to December 7, 2021

Speitel Commons at Bayview Manor

Draw Schedule #20 is being prepared for the board packet. The draw may be included in the “revised” packet since the meeting schedule has been moved up by one week.

There are some minor “punch list” items the Authority is working with the builder to complete.

COVID-19 Pandemic – Operating Status

The Authority is implementing a process to “return to normal” Operating Status. The Community Room at Bayview Manor has been opened. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor’s updates and recommendations from the CDC. Wearing masks by staff in the office, shop, common spaces and resident apartments will remain in effect. Wearing masks by residents in common spaces is requested.

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 expired; Based on Architect & Manufacturer Representatives review-work required to complete the project has been determined; Attorneys for Authority and Contractor are working on a solution to finish this project; Agreement on a Project Checklist with Milestones and completion dates has been developed & agreed upon; A new foreman for Winchester has been assigned to this project & is communicating with The Brooke Group Project Manager; Milestones to date have been reached; The roof is ready for an inspection by manufacturer to secure the warranty; metal capping is in process with assistance of manufacturer for proper installation; Lightening protection system scheduled to be completed by 8/11/21 – procured by the Authority; Satisfactory work continues on the roof project, new metal capping is being ordered and should be installed within the next 6-weeks. The manufacturer representative inspected the roof, an updated punch list was provided to the contractor and there are currently no roof leaks. October update: The metal capping has been shipped; November update: The metal capping has been delivered; Winchester is in progress with the installation; Communication and overall project process continues through this writing at 11/10/21; <i>December update: The metal capping has been installed; There is some work left to be done on the lightening protection system; Project Manager and Architect are organizing inspections to work toward completing this project;</i>

Bayview – Renovation Projects (continued)

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; Submittals, field measurements, and ordering of materials is in progress. Start date is a minimum of 16-weeks after materials are ordered; Construction meeting held 8/3/2021; Materials have been ordered, window and PTAC delivery is expected in November/December. The project team is coordinating with Levy Construction to ensure that all materials are on-site prior to the work starting; this will alleviate disruptions to the tenants and expedite the completion of the project; October update: Team meetings continue with Levy Construction; the PTEC units for the HVAC have been delivered; The windows are on order with no immediate delivery schedule; Façade metal spandrel to compliment Speitel is on order; New vent capping to match brick exterior in process; Exterior handrail is on order; November update: Team meetings will continue with Levy Construction; Left side windows have not been received; Waiting on delivery of windows to begin project; <i>December update: The windows and HVAC equipment have been received; Work is to begin in December for the installation of the windows and HVAC units in resident apartments;</i>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family	• June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services	Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete; October update: The architect is completing the “massing” of the Family development for presentation to the board; November update: The Architect will present “massing” ideas of the Family development to board at the November meeting; <i>December update: Work continues on the “massing” for the Family development; More progress is expected in January 2022;</i>

Construction Related Work Opportunities at Bayview Manor

Update: The Section 3 postcard (next page) seeking employees for work opportunities at Bayview Manor is being mailed to OCHA residents through December 2021. Due to the delays in the renovation projects at Bayview Manor, as a result of supply manufacturing and shipping delays, the Section 3 postcards will be mailed to residents through 2022.

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 of 2020.

Since very few responses were received, the below postcard has been mailed to the Peck's Family residents starting in August 2020. The postcards are being mailed twice per month until the end of December 2020 for work opportunities at Speitel Commons.

The below postcard has continued to be sent to residents at Peck's Family for work opportunities at Bayview Manor. The postcards will be sent through December 2021 and possibly beyond depending on potential work opportunities.



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
Cash Report
As of November 30, 2021

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 11/30/2021	\$882,881.17
2021 Capital Fund Balance for PH (pbfamily)	\$121,578.00
Add: A/R-Tenants 11/2021	\$20,928.00
Current Past	\$4,313.43

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Aug/Sept/Oct 2021 - City of OC - Acenda	\$9,161.87
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$240,810.23

Less: Bill List payments -Dec 2021 (\$332,996.63)

Accrued Expenses - Total from detail below (\$24,965.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	100,910.00	2	16,818.33
Bad Debt	17,430.00	2	2,905.00
Comp Absences	2,060.00	2	343.33
P.I.L.O.T.	29,390.00	2	4,898.33
Net Accrual	149,790.00		24,965.00

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

Net Cash Balance \$721,711.07

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 82,859	10.66	Months
Per Day	\$ 2,762	261	Days

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

**RESOLUTION NO. 2021-68
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 \$332,996.63.

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: December 14, 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

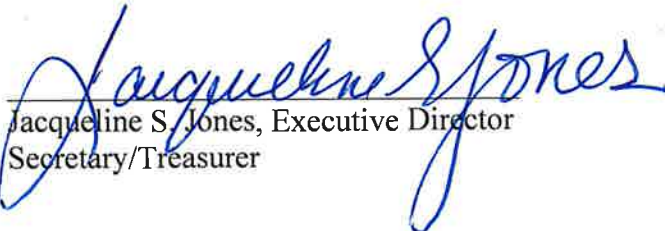
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 14, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - December 2021			
BANK: COCC			
Check #	Vendor	Invoice Notes	Total Amount
708	ACENDA	Aug 2021 Resident Wellness Svcs	\$ 4,011.61
748	ACENDA	Sept 2021 Resident Wellness Svcs	\$ 3,334.60
789	ACENDA	Oct 2021 Resident Wellness Svcs	\$ 1,815.66
837	ACU-PRINT	Speitel plumbing valve schedule prints	\$ 687.62
838	ADVANCED ENVIRO SYSTEMS	BVM trunion bar repair	\$ 636.07
839	AMBIENT COMFORT LLC	PBFamily HVAC repairs - 2 units	\$ 1,231.00
840	ATLANTIC CITY ELECTRIC	Nov 2021 electric	\$ 7,178.64
841	AT&T	Dec 2021 BVM elevator phone svc	\$ 117.03
842	LINDA AVENA	Dec 2021 accounting svcs	\$ 1,637.50
843	CALL EXPERTS	Dec 2021 answering svc	\$ 86.30
844	CLEAN SWEEP SERVICES	Nov 2021BVM cleaning svc	\$ 1,975.00
845	COMCAST	Nov/Dec 2021 Internet	\$ 748.36
846	CONVEXSERV TECHNOLOGY	Sherweb hosted exchange mailbox/forwards renewal	\$ 193.80
847	COPIER PLUS	Dec 2021Copier contract	\$ 20.00
848	DELTA DENTAL	Jan 2022 dental insurance	\$ 182.36
849	FLORENCE DRISCOLL	Dec 2021 Tenant Services	\$ 200.00
850	FEDERAL EXPRESS	Overnight delivery	\$ 42.23
851	EISENSTAT GABAGE & FURMAN	Nov 2021 legal svcs	\$ 375.00
852	GEN X ELECTRICAL	Electrical repairs - Pbfamily & BVM	\$ 1,079.00
853	GLEN STULL	Dec 2021 Medicare & prescrip copay reimb	\$ 342.83
854	GRUCIO PEPPER, DESANTO & RUTH	Legal svcs - landlord/tnt matter	\$ 2,401.76
855	ASHLEY HARRIS	Dec 2021 - BVM & Speitel Cleaning	\$ 200.00
856	ROBERT HARRIS	Dec 2021 - BVM & Speitel recyclables removal & trash room cleaning	\$ 200.00
857	HD SUPPLY	Maint Supplies	\$ 1,437.39
858	HOME DEPOT PRO	Maint Supplies	\$ 335.80
859	HUMANA	Jan 2022 retiree RX ins	\$ 76.50
860	JC'S CUSTOM PAINTING	Painting - BVM - 2 units	\$ 1,356.00
861	JOHN SPITZ	Dec 2021 Medicare & prescrip copay reimb	\$ 923.38
862	NICKEL'S ULTRA DRY CARPET CLEANING	Carpet cleaning - BVM - 1 unit	\$ 165.00
863	NJ AMERICAN WATER	Nov 2021 water	\$ 8,033.22
864	OCHA REPLACEMENT RESERVE	Oct, Nov, Dec 2021 Replacement Reserve deposit	\$ 11,139.00
865	OMEGA PEST CONTROL	Nov/Dec 2021 pest control	\$ 1,655.50
866	ROBERT ROWELL	Dec 2021 maint labor grounds - PBF	\$ 200.00
867	SOUTH JERSEY GAS	Oct 2021 gas - PBFamily	\$ 1,326.62
868	SUPERIOR VISION	Jan 2022 vision insurance	\$ 19.71
869	TK ELEVATOR	BVM Elevator maint/phone monitoring 12/2021-2/2022	\$ 1,706.70
870	VECTOR SECURITY INC	Fire system inspection/monitoring 12/2021-2/2022	\$ 340.20
871	VERIZON DSL	Nov/Dec 2021 phone svc	\$ 556.64
872	VERIZON WIRELESS	Nov 2021 cell phone svc	\$ 50.99
873	VINELAND HOUSING AUTHORITY	Dec 2021 management fee; Nov 2021 office coverage, maint coverage; postage reimb	\$ 26,544.01
874	W.B. MASON	Office supplies	\$ 36.12
11172021	ADP	payroll & taxes 11/17/21	\$ 1,787.28
11172021	ADP	payroll processing fee 11/17/21	\$ 73.16
12012021	ADP	payroll & taxes 12/1/21	\$ 1,593.77
12012021	ADP	payroll processing fee 12/1/21	\$ 73.16
202112035	AETNA	Dec 2021 premium - G Stull	\$ 506.46
202112036	AETNA	Dec 2021 premium - J Spitz	\$ 345.12
202112037	AETNA	Dec 2021 premium - P Spitz	\$ 226.59
20211210	HORIZON BCBS OF NJ	Dec 2021 Health Benefits	\$ 2,649.10
20211213	NJ DIV OF PENSIONS & BENEFITS	Dec 2021 pension pymt	\$ 269.64
	TOTAL DEC DISBURSEMENTS (sturcoco)		\$ 92,123.43
	PNC BANK FEE - NOV		\$ 62.97
	TOTAL DEC DISBURSEMENTS (sturcons)		\$ 240,810.23

OCEAN CITY HOUSING AUTHORITY		
BILL LIST - December 2021		
TOTAL BILL LIST - DEC 2021		\$ 332,996.63

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD_bayview)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	87.90
147	ATLANTIC CITY ELECTRIC	Speitel #305 - final bill	13.46
149	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
	LEVY CONSTRUCTION	BVM Res Struc - Draw #19	73,224.00
	THE BROOKE GROUP LLC	Sept 2021 Consulting BVM/Speitel - Draw #19	6,780.00
	EISENSTAT GABAGE & FURMAN	BVM/Speitel - Legal - Draw #19	480.00
	LEVY CONSTRUCTION	BVM Res Struc - Draw #20	113,539.16
	B & B LIGHTNING PROTECTION	BVM Roof - Draw #20	5,325.00
	SCUILLO ENGINEERING	Speitel engineering - Draw #20	4,030.00
148	ATLANTIC COAST MOVING & STORAGE	Speitel relocation of residents - Draw #20	3,600.00
	HALEY DONOVAN	Speitel A/E - Draw #20	26,572.50
	THE BROOKE GROUP LLC	Oct 2021 Consulting BVM/Speitel - Draw #20	6,378.75
	EISENSTAT GABAGE & FURMAN	BVM/Speitel - Legal - Draw #20	615.00
	TOTAL DEC DISBURSEMENTS (sturcons)		\$ 240,810.23

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

RESOLUTION NO. 2021-69

**Resolution Appointing Jacqueline Jones as the Housing Authority of Ocean City's Fund
Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF)
for the Fund Year 2022**

WHEREAS, the Housing Authority of the City of Ocean City is a member of the New Jersey Public Housing Joint Insurance Fund; and,

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby appoints Jacqueline S. Jones as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2022.

ADOPTED: December 14, 2021

VOTE:

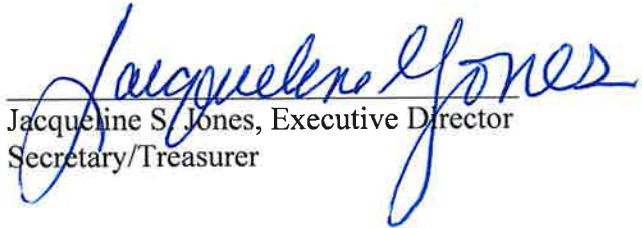
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

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 Board of Commissioners held on December 14, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

Gloria Pomales

From: Gloria Pomales
Sent: Tuesday, December 21, 2021 4:06 PM
To: Tracy Lopez
Cc: Jacqueline Jones
Subject: Ocean City Housing Authority - Fund Commissioner for the 2022 Fund Year
Attachments: 2021-69 Appoint PHA JIF Fund Commissioner.pdf

Hi Tracy:

Attached you will find the executed Resolution appointed the 2022 Fund Commissioner for Ocean City Housing Authority. Please let me know if there is anything else you need. Thank you!

Gloria Pomales
Vineland Housing Authority
191 W. Chestnut Ave.
Vineland, NJ 08360
856-691-4099

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

**RESOLUTION NO. 2021-70
Appointing Risk Management Consultant**

WHEREAS, the Ocean City Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund, and;

WHEREAS, the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds require that each municipality appoint a Risk Management Consultant to perform various professional services as detailed in the By-laws; and;

WHEREAS, the bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditures represents reasonable compensation for the services required and was included the cost considered by the governing body, and;

WHEREAS, NJSA 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service and;

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City does hereby appoint Thomas H. Heist Insurance Agency as its Risk Management Consultant for the calendar year 2022 in accordance with 40A:11-5; and

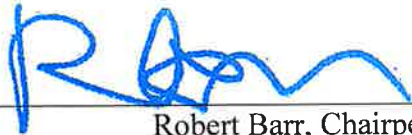
BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA:11-5(1), (a), (i).

ADOPTED: December 14, 2021

VOTE:

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

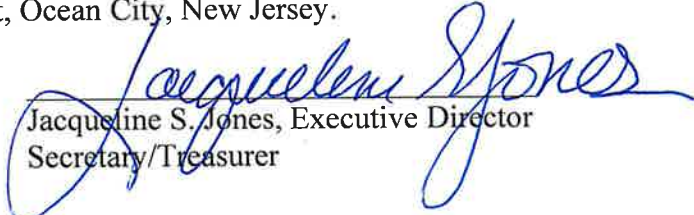
OCEAN CITY HOUSING AUTHORITY

BY: 

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 14, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: 

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 22 between the Housing Authority of the City of Ocean City (hereinafter referred to as the AUTHORITY) and Thomas H. Heist Insurance Agency (hereinafter referred to as the CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on December 14, 2021 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
 - f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws.

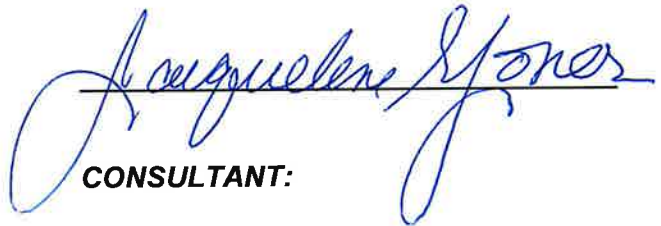
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
 - b. For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
 - c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \$100 per hour, in addition to actual expenses incurred.
3. The of this Agreement shall be one (1) year beginning on 1st day of January 2022 and ending on 31st day of December, 2022. However, this agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:



ATTEST:

AUTHORITY:



CONSULTANT:

Note: This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action language, etc.

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

RESOLUTION NO. 2021-71

A Resolution Approving Dates for 2022 Board Meetings

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority officially meets on the third Tuesday of each month at 4:30 p.m. unless noted below; and,

WHEREAS, the list of dates below identifies those Tuesday throughout the year, 2022, on which Board meetings have been scheduled; and,

Tuesday, January 18, 2022
Tuesday, February 15, 2022
Tuesday, March 15, 2022
Tuesday, April 19, 2022
Tuesday, May 17, 2022
Tuesday, June 21, 2022
Tuesday, July 19, 2022
Tuesday, August 16, 2022
Tuesday, September 20, 2022
Tuesday, October 18, 2022
Tuesday, November 15, 2022
Tuesday, December 13, 2022 (*second Tuesday of the month*)

WHEREAS, this list will be forwarded to the City of Ocean City's Clerk and will be published in *The Press of Atlantic City and the Daily Journal – Vineland Edition* well in advance of the January 2022 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the schedule of dates as listed above for the year 2022.

ADOPTED: December 14, 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 Board of Commissioners held on December 14, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:

Jacqueline S. Jones, Executive Director
Secretary/Treasurer



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

**RESOLUTION NO. 2021-72
Accounts Receivable Decreed as Uncollectible**

WHEREAS, the Ocean City Housing Authority has several accounts receivable which remain unpaid and impossible to collect; and

WHEREAS, in order to maintain proper records by the Ocean City Housing Authority, it is necessary that these accounts be written off; and

NOW, THEREFORE, BE IT RESOLVED by the Ocean City Housing Authority that the attached list of accounts receivable and the amount indicated thereon be and are hereby decreed and abandoned as uncollectible in the sum of **\$2,101.51**.

This resolution shall take effect immediately.

ADOPTED: December 14, 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: _____

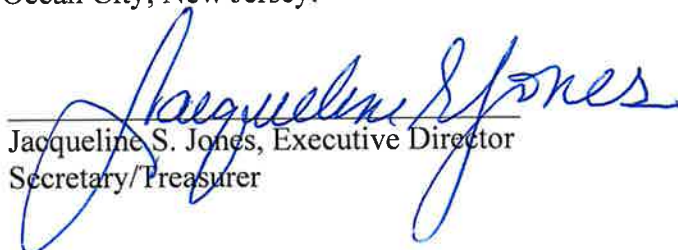


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on December 14, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

OCHA Year End Bad Debt Write - Offs 09/30/21

Pecks Beach Senior		S/D	M/O Date	Reason Uncollectible		
323	Scott Coruzzi	N	5/31/2020	Limited Income	\$	2,101.51

Pecks Beach Family

Bayview

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

**RESOLUTION NO. 2021-73
Resolution Authorizing Payment of Draw 20**

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

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

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

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

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

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

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

WHEREAS, Project Draw #20 in the amount of \$159,928.15
are attached for approval of this payment process;

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

ADOPTED: December 14, 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 Board of Commissioners held on December 14, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Ms. Dorothy F. McCrosson, Esq.
City Solicitor, City of Ocean City
861 Asbury Avenue
Ocean City, NJ 08226

December 13, 2021

Re: City Funding for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #20

Dear Ms. McCrosson:

On behalf of the Ocean City Housing Authority, we are requesting a draw of City funds for the above captioned project. Going forward we will reference the overall project draw number. The total amount of this draw is **\$159,928.15**. This payment will be disbursed by the Ocean City Housing Authority to the following contractors on this project:

Contractor (Payee)	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$113,539.16
B & B Lightning Protect	47 Virginia Ave, Trenton, NJ 08611	\$5,325.00
Scuillo Engineering	17 S Gordon's Alley #3, Atlantic City, NJ 08401	\$4,030.00
Atlantic Coast Moving & Storage	6577 Delilah Rd, Egg Harbor Twp., NJ 08234	\$3,600.00
Eisenstat Gabage & Furman	1179 East Landis Ave., Vineland, NJ 08360	(75.00)*
Haley Donovan LLC	9 Tanner St., Ste 201, Haddonfield, NJ 08033	\$26,572.50
OCHA (reimbursement)		\$557.74
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$6,378.75
	TOTAL	\$159,928.15

*Credit for overpayment to attorney – Current invoices \$615 Less Overpayment draw 19 (\$690) = (75.00)

Enclosed herein is a Hard and Soft Cost Expense Summary Form for all City funded draws. It details the specific project activity(s) being funded; all previous City draw amounts. In addition, attached is an overall project rolled-up budget/draw schedule for Speitel Commons & Bayview Manor which includes all sources of funds and all budget line items. Also enclosed is the backup documentation for all activities being funded in this draw, (i.e., invoices, certificate of payments, etc.) showing work completed and approved by the appropriate party.

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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Thank you for your time and consideration in this matter.

Sincerely,



Jacqueline Jones
Executive Director

Cc: Rick Ginnetti, Project Manager, Frank Donato, Ocean City Finance Director

Hard and Soft Cost Expense Summary (City funds)
Redevelopment of Speitel Commons and Bayview Manor
Overall Project Draw #20

HARD COSTS PER PROJECT	Previously Dispersed	Current Draw	Total expended to date:	Notes:
Building wide alarm system replacement	\$148,960.00	\$0.00	\$148,960.00	This sub-project is complete
Roof Replacement Bayview	\$188,450.30	\$0.00	\$188,450.30	
Speitel Commons Construction	\$2,320,551.46	\$0.00	\$2,320,551.46	
Bayview Electrical	\$94,763.00	\$0.00	\$94,763.00	
B&B Lightning Protection	\$5,325.00	\$5,325.00	\$5,325.00	
Bayview Ext & HVAC	245,664.00	113,539.16	359,203.16	
SOFT COSTS				
Architectural construction management & Energy Star	\$90,005.00	\$26,572.50	\$116,577.50	
Engineering	\$10,584.00	\$4,030.00	\$14,614.00	
Consulting Fees	\$90,522.65	\$6,378.75	\$96,901.40	
Insurance	\$13,541.50	\$0.00	\$13,541.50	
Relocation	\$37,230.00	\$3,600.00	\$40,830.00	
Utility Con/Testing Fees	\$30,630.90	\$0.00	\$30,630.90	
Operational Fees	\$4,159.80	\$393.28	\$4,553.08	
Attorney Fees	\$4,620.00	\$(75.00)	\$4,545.00	
Totals	\$3,285,007	\$159,928.15	\$0.00	

TOTAL CITY PROJECT FUNDS	TOTAL EXPENDED TO DATE	BALANCE
\$6,603,943	\$3,444,935	\$3,159,008

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

**RESOLUTION NO. 2021-74
Resolution Approving Change Order #6 for
Bayview Manor and HVAC Renovations Project**

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. – 800 Newton Avenue; Oaklyn, New Jersey 08107** with a bid amount of **\$878,600**; and

WHEREAS, the contract was awarded to **Levy Construction Company, Inc. – 800 Newton Avenue; Oaklyn, New Jersey 08107** with Resolution 2021-23 at the May 18, 2021 board meeting; and

WHEREAS, Change Order #6 is necessary for a concrete ramp at rear of the building extending length and height and eliminating partial railing; and

WHEREAS, the aforementioned change order shall not exceed \$8,289.17 and is described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the change order of \$8,289.17 for the Bayview Manor and HVAC Renovations Project.

ADOPTED: December 14, 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 Board of Commissioners held on December 14, 2021 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer



AIA[®] Document G701[™] – 2017

Change Order

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

CONTRACT INFORMATION:
Contract For: General Construction

Date: 05/10/2021

CHANGE ORDER INFORMATION:
Change Order Number: 006

Date: 12/09/2021

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

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

CONTRACTOR: *(Name and address)*
Levy Construction Company, Inc.
134 Cuthbert Boulevard
Audubon, NJ 08106

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.)

12/09/2021 - Concrete Ramp at Rear of the Building extending length and height and eliminating partial railing.

The original Contract Sum was	\$	878,600.00
The net change by previously authorized Change Orders	\$	32,086.09
The Contract Sum prior to this Change Order was	\$	910,686.09
The Contract Sum will be increased by this Change Order in the amount of	\$	8,289.17
The new Contract Sum including this Change Order will be	\$	918,975.26

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

The new date of Substantial Completion will be

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

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

Haley Donovan, LLC
ARCHITECT *(Firm name)*

SIGNATURE

Michael R. Donovan, Principal
PRINTED NAME AND TITLE

12/09/2021
DATE

Levy Construction Company, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE