

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
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

January 12, 2022

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, January 18, 2022 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, January 18, 2022
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 December 14, 2021
6. Fee Accountant's Report (*final report attached*)
7. Executive Director's Report
8. Committee Reports
9. Old Business – Rick Ginnetti, The Brooke Group (*update on Pecks Beach Family Development*)
10. New Business
11. Resolutions:

# 2022-01	Approval of Monthly Expenses (<i>updated</i>)
# 2022-02	Designating Official Newspapers
# 2022-03	Authorize the ED to submit Application to NJHMFA for the Development of Peck's Beach Family (Rick)
# 2022-04	Resolution Authorizing Payments of Draw 21
# 2022-05	Approving Change Order #7 for Bayview Manor and HVAC Renovations Project
# 2022-06	Award A & E Services Contract (Donovan Architects)
# 2022-07	Approving Interim Bill List Payments

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

December 14, 2021 – 4:30 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held December 14, 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	<i>(absent)</i>
Commissioner Brian Broadley	<i>(via zoom)</i>
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 and Linda Cavallo – Accountant.

Minutes

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the two months ending November 30, 2021. A motion was made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

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

Executive Director's Report

Mrs. Jones provided an update on Bayview Manor roof and lightening protection system. Inspections by our consultant, architect and manufacturer have been conducted. Punch list items are in process and is being communicated to the vendor. The inspection was conducted on Friday so the manufacturer has not completed their report yet, but the consultant and architect information has been forwarded to the vendor. The lightning protection system has a few things that need to be rectified, but it is in motion. Overall, there has been good progress on this project considering where it was a few months ago

The exterior renovations at Bayview and the HVAC replacements are in progress. Windows are being installed on the west side of the building. All the windows will be white framed and the panels on the front of the building will be replaced with a produce and color that is similar to Speitel. This project may take approximately 6-8 weeks long.

The Pecks Beach Family project is still in the design phase. An email to the development committee will be sent to set some dates in January to get together to continue to work on this project.

The Scattered Site project is out for bid. The bids are due January 11th. In regard to Peck's Beach Senior demolition, abatement will start in January and demolition will begin shortly after.

Halliday commented that the windows at Bayview look clean and nice.

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	(Yes)
Chairman Robert Barr	(Yes)

Committee Reports – Commissioner Mumman provided a report regarding the nominations for the Election of Officers. The recommendation is for Chairman Barr and Vice Chair Halliday continue in their respective positions as well as Jackie as Secretary/Treasurer. Every commissioner was consulted. Mr. Gabage asked if anyone would like to nominate anyone else to the respective positions. Seeing no response, the nominations are Robert Barr as Chairman, Robert (Scott) Halliday as Vice Chair and Jacqueline Jones as Secretary/Treasurer. The following vote was taken:

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

Old Business – None.

New Business – None.

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

Resolution #2021-68
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$332,996.63. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated there were a few additions from the initial package but nothing unusual. All of the draws from the City of Ocean City are up to date. The following vote was taken:

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

Resolution #2021-69
Appoint PHA-JIF Commissioner

Chairman Barr called for a motion to approve Resolution #2021-69. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones explained this is a resolution that is done annually stating she represents the Housing Authority for the Joint Insurance Fund. The following vote was taken:

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

Resolution #2021-70
Appoint Risk Management Consultant

Chairman Barr called for a motion to approve Resolution #2021-70. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this a resolution passed annually to appointment the Risk Management Consultant, Thomas H. Heist Insurance Agency. Last year Commissioner Henry had asked about an assessment by the risk manager. Mrs. Jones stated she attempted several times to contact the Insurance Agency to get this done but without success possibly due to COVID. She will attempt again in the near future to get this assessment completed to provide to the Board. The following vote was taken:

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

Resolution #2021-71
Approve 2022 Board Meeting Dates

Chairman Barr called for a motion to approve Resolution #2021-71. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated these are projected meeting dates for next year for the third Tuesday of every month with the exception of the meeting in December. The following vote was taken:

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

Resolution #2021-72
Accounts Receivable Deceased as Uncollectible

Chairman Barr called for a motion to approve Resolution #2021-72. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this resolution is to clean up an uncollectible account from 2020 from a resident at Peck's Beach Senior due to the resident passing away. The following vote was taken:

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

Resolution #2021-73
Authorizing Payments of Draw 20

Chairman Barr called for a motion to approve Resolution #2021-73. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed draw payment #20 for Speitel/Bayview in the amount of \$159,928.15. The following vote was taken:

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

Resolution #2021-74
Approving Change Order #6 for Bayview Manor and HVAC Renovations Project

Chairman Barr called for a motion to approve Resolution #2021-74. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this is a change order for Bayview Manor for the concrete ramp at the rear of the building, which will be extended in length and height as well as eliminating a part of the railing with a cost of \$8,289.17. Ron Miller further explained the need for the change order. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Members and/or Administration. Commissioner Halliday wished everyone a Happy Holiday. Commissioner Mumman congrats to Bob, Scott and Jackie and wished Commissioner Broadley a white Christmas in Florida. Commissioner Broadley wished everyone a Merry Christmas in New Jersey snow and storms like crazy.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:50 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner s Report - TOTAL

Month Ending: Dec 2021



	TOTAL			
	B	C	C	C
	H	H	H	H
B	ecember	ecember	ecember	ecember
C M				
	\$ 563,010	\$ 139,020	\$ 128,275	\$ (10,745)
	\$ 563,010	\$ 139,020	\$ 128,275	\$ (10,745)
H P B	\$ 100,000	\$ 25,000	\$ 94,285	\$ 69,285
H et epositionin Fee	93,000	23,250	23,277	27
peratin rant				
PB H P B	381,680	96,225	82,340	(13,885)
H C P F P	71,580	17,895	-	(17,895)
C B C M	40,000	10,000	1,816	(8,184)
H F	\$ 686,260	\$ 172,370	\$ 201,718	\$ 29,348
M C M C	\$ 130	\$ 33	\$ 12	\$ (20)
	40,800	10,200	-	(10,200)
H C M	7,020	1,755	2,187	432
H C M F C	-	-	1,463	1,463
H C M M C	13,190	3,762	(525)	(4,287)
C M	\$ 1,310,410	\$ 327,140	\$ 333,130	\$ 5,990
P				
F	\$ 9,000	\$ 2,250	\$ 2,250	\$ -
	1,050	263	178	(84)
FF C P				
C MP C	\$ 11,320	\$ 2,830	\$ -	\$ (2,830)
C C	2,940	735	-	(735)
C P	2,660	665	2,402	1,737
P B C	1,100	275	200	(75)
FF C PP	1,090	273	196	(77)
PH	12,430	3,108	3,258	150
P	1,690	422	405	(18)
	7,940	2,195	4,352	2,157
C M B C CH C	160	40	-	(40)
	4,000	1,000	-	(1,000)
	70	17	-	(17)
	2,420	605	-	(605)
CC	19,650	4,913	4,913	-
M M F	178,000	44,500	50,376	5,876
M C	14,270	3,437	4,328	891
M P	\$ 269,790	\$ 67,527	\$ 72,857	\$ 5,329
H C	\$ 12,000	\$ 3,000	\$ 600	\$ (2,400)
C B H	39,100	9,775	1,816	(7,959)
H H				
H C	\$ 51,100	\$ 12,775	\$ 2,416	\$ (10,359)
	\$ 95,570	\$ 23,045	\$ 24,068	\$ 1,023
C C	126,420	33,412	26,318	(7,094)
	47,110	13,345	2,459	(10,886)
P	\$ 269,100	\$ 69,802	\$ 52,845	\$ (16,957)
M C B	\$ 59,850	\$ 14,963	\$ 11,443	\$ (3,519)
M M	131,850	32,963	7,905	(25,058)
M C C C	222,910	56,190	42,190	(14,000)
MP B F	37,000	9,250	8,845	(405)
M C	\$ 451,610	\$ 113,365	\$ 70,383	\$ (42,982)
C	\$ 74,310	\$ 18,577	\$ 22,490	\$ 3,913
F C	26,600	6,650	4,252	(2,398)
B B	17,430	4,358	4,359	2
C MP B C	2,060	515	516	1
P M F	29,390	7,347	7,347	(0)
P	10,690	2,672	2,673	1
B F	28,060	7,015	6,401	(614)
H P	\$ 188,540	\$ 47,135	\$ 48,039	\$ 904
P	\$ 1,230,140	\$ 310,604	\$ 246,539	\$ (64,066)
eplacement e er e	\$ 44,550	\$ 11,138	\$ 11,139	\$ 2
P F	\$ 35,720	\$ 5,398	\$ 75,453	\$ 70,055

Commissioner s Report - Property Detail

Month Ending: Dec 2021



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	B	H	C	H	B	H	C	H	B	H	C	H
	ecember	ecember	ecember	ecember	ecember	ecember	ecember	ecember	ecember	ecember	ecember	ecember
	\$ 194,610	\$ 48,000	\$ 37,838	\$ (10,162)	\$ 143,400	\$ 34,770	\$ 31,077	\$ (3,693)	\$ 225,000	\$ 56,250	\$ 59,360	\$ 3,110
	\$ 194,610	\$ 48,000	\$ 37,838	\$ (10,162)	\$ 143,400	\$ 34,770	\$ 31,077	\$ (3,693)	\$ 225,000	\$ 56,250	\$ 59,360	\$ 3,110
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 25,000	\$ 94,285	\$ 69,285
	-	-	-	-	-	-	-	-	93,000	23,250	23,277	27
	155,940	38,985	39,174	189	225,740	57,240	43,166	(14,074)	-	-	-	-
	-	-	-	-	-	-	-	-	71,580	17,895	-	(17,895)
	16,400	4,100	508	(3,592)	10,400	2,600	327	(2,273)	13,200	3,300	980	(2,320)
	\$ 172,340	\$ 43,085	\$ 39,682	\$ (3,403)	\$ 236,140	\$ 59,840	\$ 43,493	\$ (16,347)	\$ 277,780	\$ 69,445	\$ 118,542	\$ 49,097
	\$ 50	\$ 13	\$ 6	\$ (6)	\$ 30	\$ 8	\$ 0	\$ (7)	\$ 50	\$ 13	\$ 6	\$ (7)
	40,800	10,200	-	(10,200)	-	-	-	-	-	-	-	-
	3,400	850	758	(92)	1,220	305	233	(72)	2,400	600	1,196	596
	-	-	-	-	-	-	-	-	-	-	1,463	1,463
	2,470	850	(750)	(1,600)	1,220	388	135	(253)	9,500	2,525	90	(2,435)
	\$ 413,670	\$ 102,998	\$ 77,535	\$ (25,463)	\$ 382,010	\$ 95,310	\$ 74,938	\$ (20,373)	\$ 514,730	\$ 128,833	\$ 180,658	\$ 51,825

Month Ending: Dec 2021

BAYVIEW				SPEITEL				PECK'S FAMILY			
B		C		B		C		B		C	
H		H		H		H		H		H	
December		December		December		December		December		December	
\$ 2,520	\$ 630	\$ 630	\$ -	\$ 1,620	\$ 405	\$ 405	\$ -	\$ 4,860	\$ 1,215	\$ 1,215	\$ -
170	43	50	7	550	137	32	(105)	330	83	96	14
\$ 2,160	\$ 540	\$ -	\$ (540)	\$ 5,000	\$ 1,250	\$ -	\$ (1,250)	\$ 4,160	\$ 1,040	\$ -	\$ (1,040)
820	205	-	(205)	530	133	-	(133)	1,590	398	-	(398)
740	185	1,075	890	480	120	566	446	1,440	360	761	401
170	43	56	13	600	150	36	(114)	330	83	108	26
200	50	86	36	500	125	51	(74)	390	98	59	(38)
2,180	545	940	395	4,940	1,235	1,461	226	5,310	1,328	857	(471)
420	105	113	8	450	113	73	(40)	820	205	218	13
2,140	535	3,002	2,467	1,380	345	338	(8)	4,420	1,315	1,013	(303)
40	10	-	(10)	20	5	-	(5)	100	25	-	(25)
-	-	-	-	-	-	-	-	4,000	1,000	-	(1,000)
20	5	-	(5)	10	2	-	(2)	40	10	-	(10)
140	35	-	(35)	2,000	500	-	(500)	280	70	-	(70)
5,500	1,375	1,376	1	3,540	885	884	(1)	10,610	2,653	2,653	0
49,840	12,460	14,105	1,645	32,040	8,010	9,068	1,058	96,120	24,030	27,203	3,173
2,980	615	1,182	567	6,460	1,615	1,176	(439)	4,830	1,207	1,970	763
\$ 70,040	\$ 17,380	\$ 22,614	\$ 5,234	\$ 60,120	\$ 15,030	\$ 14,090	\$ (940)	\$ 139,630	\$ 35,117	\$ 36,153	\$ 1,035
\$ 4,800	\$ 1,200	\$ 600	\$ (600)	\$ 4,800	\$ 1,200	\$ -	\$ (1,200)	\$ 2,400	\$ 600	\$ -	\$ (600)
15,500	3,875	508	(3,367)	10,400	2,600	327	(2,273)	13,200	3,300	980	(2,320)
\$ 20,300	\$ 5,075	\$ 1,108	\$ (3,967)	\$ 15,200	\$ 3,800	\$ 327	\$ (3,473)	\$ 15,600	\$ 3,900	\$ 980	\$ (2,920)

Commissioner s Report - Property Detail
Month Ending: Dec 2021



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	B	C			B	C			B	C		
	H	H	H		H	H	H		H	H	H	
	ecember	ecember	ecember		ecember	ecember	ecember		ecember	ecember	ecember	
	\$ 20,250	\$ 4,861	\$ 4,852	\$ (9)	\$ 12,760	\$ 3,065	\$ 1,609	\$ (1,456)	\$ 62,560	\$ 15,119	\$ 17,607	\$ 2,488
	94,140	24,821	21,383	(3,438)	23,300	5,825	1,806	(4,019)	8,980	2,766	3,129	363
	-	-	-	-	11,000	2,750	332	(2,418)	36,110	10,595	2,127	(8,468)
	\$ 114,390	\$ 29,682	\$ 26,236	\$ (3,446)	\$ 47,060	\$ 11,640	\$ 3,746	\$ (7,894)	\$ 107,650	\$ 28,480	\$ 22,863	\$ (5,617)
	\$ 16,760	\$ 4,190	\$ 5,967	\$ 1,777	\$ 10,770	\$ 2,693	\$ 1,945	\$ (747)	\$ 32,320	\$ 8,080	\$ 3,531	\$ (4,549)
	10,420	2,605	4,008	1,404	100,180	25,045	1,785	(23,260)	21,250	5,313	2,111	(3,201)
	81,050	20,362	25,989	5,627	64,110	16,390	5,302	(11,088)	77,750	19,437	10,899	(8,538)
	10,360	2,590	3,143	553	6,660	1,665	1,563	(102)	19,980	4,995	4,139	(856)
	\$ 118,590	\$ 29,747	\$ 39,108	\$ 9,361	\$ 181,720	\$ 45,793	\$ 10,595	\$ (35,198)	\$ 151,300	\$ 37,825	\$ 20,680	\$ (17,145)
	\$ 29,510	\$ 7,377	\$ 11,538	\$ 4,160	\$ 18,290	\$ 4,573	\$ 4,664	\$ 92	\$ 26,510	\$ 6,627	\$ 6,288	\$ (339)
	3,500	875	894	19	3,200	800	130	(670)	19,900	4,975	3,228	(1,747)
	1,500	375	375	-	930	233	234	2	15,000	3,750	3,750	-
	500	125	126	1	310	77	78	1	1,250	313	312	(1)
	8,020	2,005	2,004	(1)	9,630	2,408	2,409	2	11,740	2,935	2,934	(1)
	3,000	750	750	-	2,430	608	609	2	5,260	1,315	1,314	(1)
	8,800	2,200	1,792	(408)	5,460	1,365	1,152	(213)	13,800	3,450	3,457	7
	\$ 54,830	\$ 13,707	\$ 17,479	\$ 3,771	\$ 40,250	\$ 10,063	\$ 9,277	\$ (786)	\$ 93,460	\$ 23,365	\$ 21,283	\$ (2,082)
	\$ 378,150	\$ 95,592	\$ 106,545	\$ 10,953	\$ 344,350	\$ 86,325	\$ 38,035	\$ (48,291)	\$ 507,640	\$ 128,687	\$ 101,959	\$ (26,729)
	\$ 26,950	\$ 6,737	\$ 6,738	\$ 1	\$ 17,600	\$ 4,400	\$ 4,401	\$ 1	\$ -	\$ -	\$ -	\$ -
	\$ 8,570	\$ 668	\$ (35,748)	\$ (36,416)	\$ 20,060	\$ 4,585	\$ 32,502	\$ 27,917	\$ 7,090	\$ 145	\$ 78,699	\$ 78,554

Ocean City Housing Authority

Administrative Report

DATE: January 12, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for December 2021)

PERIOD: December 8, 2021 to January 11, 2022

Speitel Commons at Bayview Manor

Draw Schedule #21 is included in this board packet.

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; 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>January update: Project Manager and Architect are organizing inspections to work toward completing this project; Architect punch list has been completed; Need an inspection report/punch list from the manufacturer; Working to obtain payment releases from sub-contractors;</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; 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>January update: Work on replacement of windows has begun; Window replacement project is on track for an end of January completion; Install of new PTEC units and wiring to be scheduled next;</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; December update: Work continues on the “massing” for the Family development; More progress is expected in January 2022; <i>January update: Massing for the Family development continues; Update to be given at board meeting;</i>

Construction Related Work Opportunities at Bayview Manor

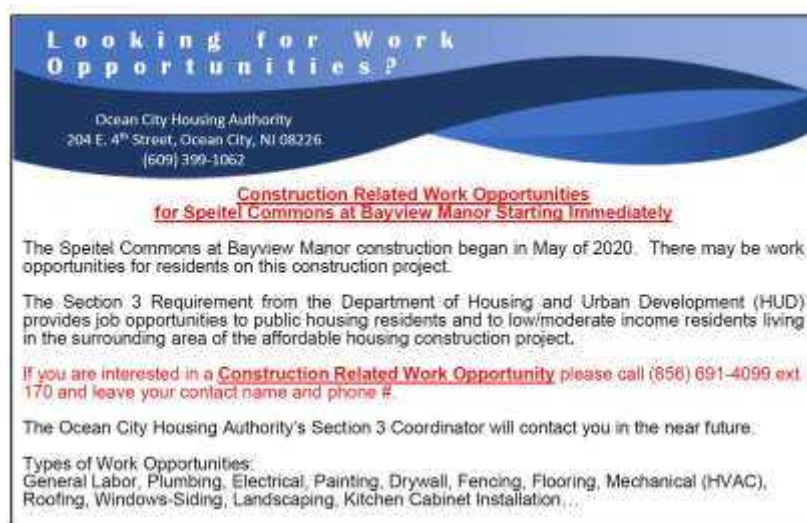
Update: The Section 3 postcard (next page) seeking employees for work opportunities at Bayview Manor is being mailed to OCHA residents through December 2021. Due to the delays in the renovation projects at Bayview Manor, as a result of supply manufacturing and shipping delays, the Section 3 postcards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

Program Statistics Report	10/2021 - 9/2022	2021 DEC	2021 NOV	2021 OCT
<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 insp.)	122	172	121	121
Total number of units inspected year-to-date - all sites	415	293	121	121
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	114	n/a	446	446
Annual Unit Turnaround Time (For Fiscal Year)	280	446	446	446
Monthly - Number of Vacancies Filled (this month)	5	0	4	4
Monthly - Average unit turnaround time in days for Lease up	56	388	388	388
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	45	52	29	29
PIC Score	97.44%	97.44%	97.44%	97.44%
<u>Vacancies - At end of Month</u>				
Bay View Manor	1	4	4	4
Speitel Commons	3	5	5	5
Peck's Beach Family	1	1	1	1
Total	5	10	10	10
Occupancy Rate	95.87%	91.74%	91.74%	91.74%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	1,808	-	928	928
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	304	232	232	232
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$ 13,214	\$ 10,909	\$ 10,909	\$ 10,909
Speitel Commons - Elderly/Disabled	\$ 11,893	\$ 11,893	\$ 10,965	\$ 10,965
Peck's Beach - Family	\$ 21,606	\$ 21,446	\$ 20,452	\$ 20,452
Total Rent Roll	\$ 46,713	\$ 44,248	\$ 42,326	\$ 42,326
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>				
Families - Ocean City Preference	6	6	6	6
Families - No Ocean City Preference	45	45	45	45
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	17	17	19	19
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	124	124	71	71
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.13	0.05	0.07	0.07
Total Tenant Generated Work Orders	35	19	31	31
Number of routine work orders written this month	118	60	100	100
Number of outstanding work orders from previous month	20	9	14	14
Total number of work orders to be addressed this month	173	88	114	114
Total number of work orders completed this month	173	88	114	114
Total number of work orders left outstanding	0	0	0	0
Number of emergency work orders written this month	1	2	0	0
Total number of work orders written year-to-date	366	212	131	131
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	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 December 31, 2021**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 12/31/2021 \$948,140.61

2021 Capital Fund Balance for PH (pbfamily) **\$121,578.00**

Add: A/R-Tenants 12/2021	Current	\$34,238.10
	Past	\$4,313.43

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Aug-Dec 2021 - City of OC - Acenda	\$13,467.84
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$259,049.26

Less: Bill List payments -Jan 2022 (\$401,832.48)

Accrued Expenses - Total from detail below \$9,988.50

<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	3	(22,208.50)
Bad Debt	17,430.00	3	4,357.50
Comp Absences	2,060.00	3	515.00
P.I.L.O.T.	29,390.00	3	7,347.50
Net Accrual	149,790.00		(9,988.50)

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

Net Cash Balance \$788,943.26

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 103,535	9.16	Months
Per Day	\$ 3,451	229	Days

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

**RESOLUTION NO. 2022-01
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 **\$401,832.48**.

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: January 18, 2022

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 January 18, 2022 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 - January 2022

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
875	ACENDA	Nov/Dec 2021 Resident Wellness Svcs	\$ 4,305.97
876	ATLANTIC CITY ELECTRIC	Electric - Nov 2021	\$ 11,304.20
877	LINDA AVENA	Jan 2022 accounting	\$ 1,637.50
878	CALL EXPERTS	Jan 2022 answering svc	\$ 68.46
879	CAPE MAY HOUSING AUTHORITY	Dec 2021 Maint svcs SSA	\$ 4,089.44
880	CARAHSOFT TECH	Svc fee - Oct 2021-Sept 2022	\$ 120.00
881	CLEAN SWEEP SERVICES	Dec 2021 BVM cleaning svc	\$ 1,850.00
882	COMCAST	Jan 2022 internet svc	\$ 377.38
883	COPIER PLUS	Jan 2022 Copier contract	\$ 20.00
884	DELTA DENTAL	Feb 2022 dental insurance	\$ 182.36
885	FLORENCE DRISCOLL	Reimb for food/beverages for BVM HVAC project & coffee pot; tenant svcs - Jan 2022	\$ 277.03
886	DUDLEY GENERAL CONTRACTING	BVM apt door install (2)	\$ 870.00
887	ERNIE'S MAGIC CARPETS	Carpet installtion - BVM	\$ 1,808.47
888	FEDERAL EXPRESS	Overnight delivery	\$ 46.59
889	FRANK MAZZA	BVM - floor covering install	\$ 5,940.04
890	EISENSTAT GABAGE & FURMAN	Dec 2021 legal svcs	\$ 555.00
891	GLEN STULL	Jan 2022 prescription copay reimb	\$ 47.22
892	WW GRAINGER	Maint Supplies	\$ 147.96
893	ASHLEY HARRIS	Jan 2022 BVM/Speitel cleaning	\$ 200.00
894	ROBERT HARRIS	Jan 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
895	HD SUPPLY	Maint Supplies	\$ 22.53
896	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 965.35
897	THE HOME DEPOT PRO	Maint Supplies	\$ 897.86
898	HUMANA INSURANCE	Feb 2022 retiree ins	\$ 76.50
899	JC's CUSTOM PAINTING	BVM apt painting	\$ 513.00
900	JOHN SPITZ	Jan 2022 Medicare/co pay reimb	\$ 708.48
901	LENEGAN'S PLUMBING	BVM - Plumbing svc	\$ 570.00
902	MATTEO FAMILY KITCHENS	BVM - kitchen cabinets	\$ 1,725.00
903	NJ AMERICAN WATER	Dec 2021 water	\$ 7,683.68
904	NJ JIF	2022 Insurance - 1st installment	\$ 47,436.00
905	OCHA REPLACEMENT RESERVE	Jan 2022 replacement reserve deposit - BVM/Speitel	\$ 3,713.00
906	OMEGA PEST MGMT	Jan 2022 pest control	\$ 1,040.25
907	PHOENIX BUSINESS FORMS	Check stock	\$ 152.00
908	ROBERT BROWNE	Special investigation	\$ 69.31
909	RON MILLER	Web hosting renewal reimb	\$ 227.40
910	ROBERT ROWELL	Jan 2022 maint contract grounds	\$ 200.00
911	SHOEMAKER LUMBER	Maint Supplies	\$ 24.99
912	SOUTH JERSEY WEB DESIGN	Website additions	\$ 150.00
913	SOUTH JERSEY GAS	Gas - Nov/Dec 2021	\$ 11,062.48
914	SUPERIOR VISION	Feb 2022 vision ins	\$ 19.71
915	VERIZON DSL	Dec/Jan telephone	\$ 405.00
916	VERIZON WIRELESS	Jan 2022 cell phone svc	\$ 50.99
917	VINELAND HOUSING AUTHORITY	Jan 2022 management fee;Expense reimbursement;Postage reimb	\$ 6,860.48
918	WALLACE HARDWARE	Maint Supplies	\$ 31.55
122022	ADP	payroll & taxes 1/12/2022	\$ 2,107.37
12152021	ADP	payroll & taxes 12/15/21	\$ 1,605.86
12152021	ADP	payroll processing fee 12/14/21	\$ 73.16
12292021	ADP	payroll & taxes 12/29/21	\$ 2,477.61
12292021	ADP	payroll processing fee 12/29/21	\$ 78.94
20220113	NJ DIV OF PENSIONS & BENEFITS	Jan 2022 pension pymt	\$ 343.46
20220117	HORIZON BCBS OF NJ	Jan 2022 Health Benefits	\$ 3,017.62
20220105105	AETNA	Jan 2022 premium - G Stull	\$ 506.46

OCEAN CITY HOUSING AUTHORITY BILL LIST - January 2022			
20220105106	AETNA	Jan 2022 premium - J Spitz	\$ 345.12
20220105107	AETNA	Jan 2022 premium - P Spitz	\$ 226.59
	Jacqueline S. Jones	Reimbursement for Holiday Gift Cards for Residents	\$ 4,123.00
	TOTAL JAN DISBURSEMENTS (sturcocc)		\$ 142,720.24
	PNC BANK FEE - DEC		\$ 62.98
	TOTAL JAN DISBURSEMENTS (sturcons)		\$ 259,049.26
	TOTAL BILL LIST - JAN 2022		\$ 401,832.48

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
151	ATLANTIC CITY ELECTRIC	Speitel electric	249.13
149	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
	LEVY CONSTRUCTION	BVM Res Struc - Draw #20	113,539.16
151	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
	LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #21	86,323.90
	SCUILLO ENGINEERING	PB Demo Engineering - Draw #21	4,755.00
	THE BROOKE GROUP LLC	Nov 2021 Consulting BVM/Speitel - Draw #21	7,395.00
	TOTAL JAN DISBURSEMENTS (sturcons)		\$ 259,049.26

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

**RESOLUTION NO. 2022-01
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 \$401,832.48.

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: January 18, 2022

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 January 18, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

OCEAN CITY HOUSING AUTHORITY
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OCEAN CITY HOUSING AUTHORITY

BILL LIST - January 2022

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PNC BANK FEE - DEC			\$	62.98
TOTAL JAN DISBURSEMENTS (sturcons)			\$	259,049.26
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BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD bayview)

Check/Wire #	Vendor	Invoice Notes	Total Amount
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	SCUILLO ENGINEERING	PB Demo Engineering - Draw #21	4,755.00
	THE BROOKE GROUP LLC	Nov 2021 Consulting BVM/Speitel - Draw #21	7,395.00
TOTAL JAN DISBURSEMENTS (sturcons)			\$ 259,049.26

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

**RESOLUTION NO. 2022-02
A Resolution Designating an Official Newspaper**

WHEREAS, the Housing Authority of City of Ocean City must by statutory law publish various items in order to comply with said requirements of statutory law; and

WHEREAS, it is the desire of the City of Ocean City Housing Authority to designate an official newspaper for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Ocean City desires to designate the Atlantic City Press and the Daily Journal of Vineland as the official newspapers for this this purpose.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City hereby designates the Atlantic City Press and the Daily Journal of Vineland as its official newspapers for the publication of advertisements for business related matters, contracting purposes and/or the publication of various other items pursuant to New Jersey statues, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publication.

ADOPTED: January 18, 2022

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 January 18, 2022 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. 2022-03

RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO APPLY FOR A TAX-EXEMPT LOAN FROM THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY ("NJHMFA"), TO APPLY FOR TAX CREDITS FROM NJHMFA AND TO UNDERTAKE OTHER ACTIONS TO DEVELOP A 60-UNIT AFFORDABLE HOUSING DEVELOPMENT FOR FAMILIES ON A PORTION OF THE PECK'S BEACH SITE

WHEREAS, the Ocean City Housing Authority (OCHA) wants to undertake the development of a 60-unit affordable rental development for families on a portion of the Peck's Beach site (the "Development"); and

WHEREAS, OCHA proposes to fund the Development with, among other things, a tax-exempt loan and low-income housing tax credits (the "Tax Credits") from NJHMFA; and

WHEREAS, OCHA will have to form one or more affiliated entities and enter into a ground lease with an affiliated entity in order to utilize the Tax Credits; and

WHEREAS, OCHA may have to develop the Development in two phases in order to utilize the Tax Credits; and

WHEREAS, OCHA has requested a Payment in Lieu of Taxes Agreement from the City of Ocean City (the "City").

NOW, THEREFORE, BE IT RESOLVED ON THIS 18th DAY OF January, 2022 that the Board of Commissioners of the Ocean City Housing Authority hereby authorizes the following:

1. The Executive Director may file an application to the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") for a tax-exempt loan on behalf of OCHA or an affiliated entity.
2. The Executive Director may file an application to NJHMFA for the Tax Credits on behalf of OCHA or an affiliated entity.
3. The Executive Director may execute an option to enter into ground lease and a ground lease with an affiliated entity in order to utilize the Tax Credits.
4. The Executive Director may form one or more affiliated entities that may be necessary or convenient to utilize the Tax Credits.
5. The Executive Director may develop the Development in two phases if necessary or convenient to utilize the Tax Credits.
6. The Executive Director may execute a Payment in Lieu of Taxes Agreement with the City.

ADOPTED: January 18, 2022

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

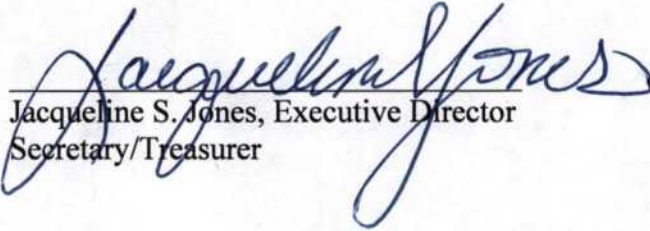
BY: _____

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 January 18, 2022 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. 2022-04
Resolution Authorizing Payment of Draw 21**

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 #21 in the amount of \$98,987.36
are attached for approval of this payment process;

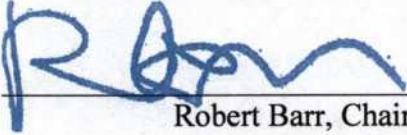
THEREFORE, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

ADOPTED: January 18, 2022

VOTE:

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

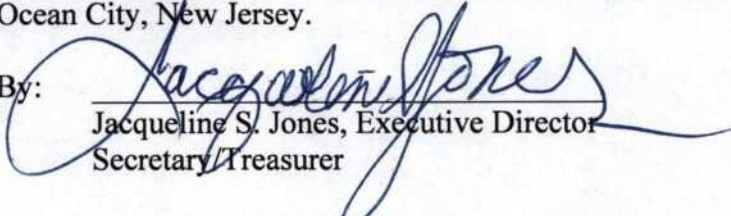
OCEAN CITY HOUSING AUTHORITY

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 January 18, 2022 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

Jacqueline Jones
Executive Director
Ocean City Housing Authority

January 11, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #21

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$98,987.36. Once the City has approved the request it will send the funds to the Housing Authority. Once those funds have been obtained, the Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$86,823.90
Scuillo Engineering	17 S Gordon's Alley #3, Atlantic City, NJ 08401	\$4,755.00
Ocean City Housing Authority (reimburse)		\$13.46
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$7,395.00
	TOTAL	\$98,987.36

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #19 Submission to Ocean City

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

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

**RESOLUTION NO. 2022-05
Resolution Approving Change Order #7 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 #7 is necessary to change existing wiring molding and receptacle in each apartment to accept new PTAC-Plug; and

WHEREAS, the aforementioned change order shall not exceed \$13,170.91 and is described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the change order of \$13,170.91 for the Bayview Manor and HVAC Renovations Project.

ADOPTED: January 18, 2022

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

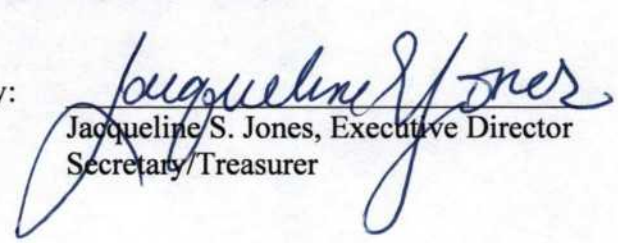
BY: _____


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 January 18, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer



AIA® Document G701™ – 2001

Change Order

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

CHANGE ORDER NUMBER: 007
DATE: 12/17/21
ARCHITECT'S PROJECT NUMBER:

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

CONTRACT DATE: 5/10/2021
CONTRACT FOR: Construction

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

The Contract is changed as follows:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

NTE: Change existing receptacle in each bedroom to accept new PTAC-PLUG.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 878,600.00
The net change by previously authorized Change Orders \$ 40,375.26
The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 918,975.26
The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~) (~~unchanged~~)
by this Change Order in the amount of \$ 13,170.91
The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be \$ 932,146.17
The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) by (0) days
The date of Substantial Completion as of the date of this Change Order therefore is

(Note: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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)
ADDRESS
BY (Signature)
Michael R. Donovan, Principal
(Typed name)
DATE

Levy Construction Company, Inc.
CONTRACTOR (Firm name)
800 Newton Avenue
Oaklyn, NJ 08107
ADDRESS
BY (Signature)
Simon Levy, President
(Typed name)
12/17/21
DATE

Ocean City Housing Authority
OWNER (Firm name)
204 4th Street
Ocean City, NJ 08226
ADDRESS
BY (Signature)
Jacqueline S. Jones
(Typed name)
1/18/22
DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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

**RESOLUTION NO. 2022-06
Resolution Awarding Architectural and Engineering Services Contract**

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

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

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Donovan Architects, 9 Tanner Street, Suite 201, Haddonfield, NJ 08033** to provide the Ocean City Housing Authority with its Architectural and Engineering services for one year commencing **February 2022 through January 2023** per the rates attached hereunto; and

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

ADOPTED: February 18, 2022

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

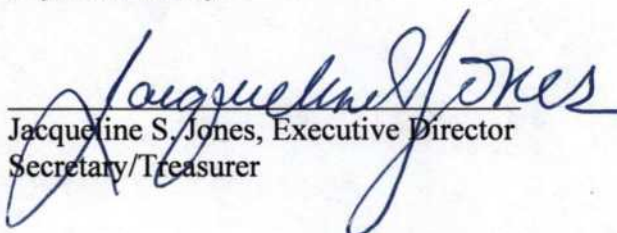
BY: _____


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 January 18, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

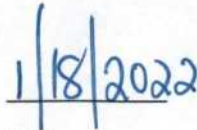
Architectural and Engineering Services Contract

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

A handwritten signature in blue ink, reading "Wendy Hughes", is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date in blue ink, "1/18/2022", is written over a horizontal line.

Date

Comparison of A&E Firms Submitting RFP 2022-2023

Evaluation Factors	Vendor Name									
	Possible Points	Donovan Architects								
1. Executive Summary	20									
2. Public Housing/HUD Experience	10									
3. Design Approach Renovating Occupied Buildings	10									
4. References	5									
5. Representations, Certifications and other Statements	5									
6. Cost of Services	10									
7. Affordable Housing Experience	5									
8. Experience with Completing work in Occupied Building	15									
9. Project Management Experience	15									
10. Required Documentation	5									
Total Average Score	100	0.00	0.00	0.00						
Cost Breakdown										
Principle Architect per hour	\$	175.00								
Staff Architect per hour	\$	140.00								
Clerical per hour	\$	60.00								
Draftsperson\CAD per hour	\$	110.00								
Project Manager per hour	\$	140.00								
Civil Engineer per hour	\$	150.00								
Electrical Engineer per hour	\$	150.00								
Mechanical Engineer per hour	\$	150.00								

No other RFP's received.

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

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

Architectural & Engineering Services

UNIT PRICING TABLE PAGE 1 OF 1

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

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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

Total Price of all rows \$ 17,650

SEVENTEEN THOUSAND - SIX HUNDRED AND FIFTY

TOTAL PRICE IN WRITTEN WORD FORM

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

DONOVAN ARCHITECTS BY: MICHAEL DONOVAN

Firm Name

9 TANNER STREET, SUITE 201, HADDONFIELD, NJ. 08033

Street, Town, State, Zip Code

856-203-6061

Telephone

N/A

Fax

Sworn to and subscribed before me

3rd

day of January 20 22

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

LLC

Signature of officer if the proposer is a corporation

PRINCIPAL

Title

Notary Public

(SEAL)

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

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

**RESOLUTION NO. 2022-07
Resolution Approving Interim Bill-List Payments**

WHEREAS, the Housing Authority of the City of Ocean City Board of Commissioners is presented a Bill-List at the Board of Commissioners meetings; and,

WHEREAS, the Board of Commissioners review the Bill-List for consideration of approval of payables as presented that includes the Vendor Name, a description of the expense and the amount of the expense; and

WHEREAS, there are certain payables that are not received for timely processing for the Bill-List to be presented at the board meeting; and

WHEREAS, payables that are not received for timely processing may incur additional fees or disrupted services if not paid timely; and

WHEREAS, payables such as utilities, health benefits, maintenance supplies and payments to small local vendors are examples of payments that may be affected; and,

WHEREAS, payments made to vendors in-between board meetings will be presented to the Board of Commissioners at the next board meeting and will be identified as the "Interim Bill List"; and;

WHEREAS, all payments on the Interim Bill-List are budgeted expenses; and;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City approve the process of an Interim Bill-List.

ADOPTED: January 18, 2022

VOTE:

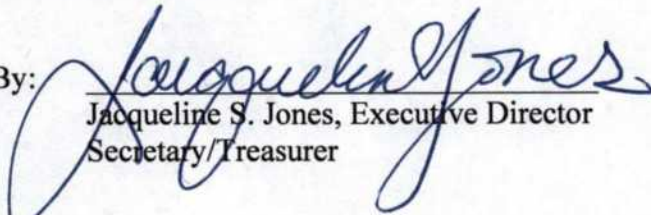
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

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 January 18, 2022 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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