

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



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Ocean City, New Jersey 08226

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Jacqueline S. Jones, Executive Director

February 9, 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, February 15, 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, February 15, 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 January 18, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2022-08	Approval of Monthly Expenses (updated)
# 2022-09	Approving Change Order #8 & #9 for Bayview Manor and HVAC Renovations Project (PTAC plug and sleeves & louvers) (updated)
# 2022-10	Resolution Authorizing Payments of Draw 22

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 January 18, 2022 – 4:30 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held January 18, 2022 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 and Rick Ginnetti, Consultant – The Brooke Group.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from December 14, 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	(Yes)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the three months ending December 31, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. 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 Bayview. The roof replacement systems are being wrapped up. There are a few minor issues outstanding. The Authority has received the inspection report from the architect and waiting for the report from the manufacturer along with warranty information. The Authority is working to obtain payment releases from sub-contractors. In regard to the exterior renovations and HVAC at Bayview. The window replacement is on track. There is a resolution this evening for a change order for the PTAC unit installations.

The design phase for Pecks Beach Family is in the works. Rick Ginnetti will provide more information during his presentation.

Commissioner Mumman commented that the Christmas tree at the new Speitel building was very nice.

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

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

Committee Reports – None.

Old Business – Rick Ginnetti provided an update on the development of the family site. Tonight, there is a resolution requesting authorization for the Executive Director to commit to the NJHMFA for a declaration of intent, tax credits and various other things that will be needed to get through the NJHMFA approval process. The declaration of intent is the first step. The NJHMFA has the intention to provide financing through their 4% tax credit program, which is a tax-exempt bond. It is a preliminary step that needs to get done because once that is approved all the specs going forward get put into what is called tax credit basis. In doing this, the tax credit investors will reimburse 35-40% of that cost. This is money that does not need to be paid back. Once site plan approval is received, the ability to get building plans, a general contractor under contract and everything involved for this project, the Authority will need to get full mortgage approval from the NJHMFA. Once the full mortgage approval is received from NJHMFA the Authority will go to HUD to get the financial approved to do the RAD portion. A meeting was held with Century Bank and they are interested in making a proposal as the tax credit investor. Their proposal is needed to get the declaration of intent. This does not mean the Authority has to go with Century Bank. This is to let the NJHMFA that someone is interested in buying the tax credits. Mr. Ginnetti reviewed and explained the resolution. Discussed the formation of a for-profit entity (partnership entity). This partnership will be owned 99.9% by the tax credit investor and .01% by the housing authority or an affiliate of the housing authority, but the housing authority will be the managing member of this entity and handle the day-to-day activities. The investor does not want cash flow. Anything that looks like a profit will flow through the entity not through the housing authority. The housing authority will be setting up some LLP's moving forward as part of the tax credit process.

The Authority also met with the City to discuss the site plan and what kind of units will be built. There are couple of things that were clear. The City does not want the Authority to move the families temporarily off-site. 40 new units on the north side of Fourth Street for the families to move right in is necessary. The additional 20 units will be built on the south side of Fourth Street.. The City wants to make sure there is a significant amount of property left on the south side for a phase after 2025 for additional affordable housing to meet their next round of COAH requirements. It is believed that a design can be made very pleasing in its look and accommodate all the different types of units needed along with providing the garages for parking. This will be submitted as a concept plan with the declaration of intent.

Commissioner Broadley asked if there were any preliminary plans available to look at it. Mr. Ginnetti received today a preliminary floor plan and what he would call a massing of the site with a duplex style building with stairs between two buildings. Commissioner Broadley requests updates as the design moves forward. Mr. Ginnetti stated the request today is for the Executive Director to commit to the declaration of intent but the application will be going in the end of February or beginning of March because Century Bank has to go to their Board, the City has to pass resolutions for the resolution of need and a PILOT agreement. There will not be a final design by then, but the specific design will continue with review with the Board. Eventually, a meeting will be held with the residents. Chairman Barr stated the development committee will need to be kept informed as this project moves forward. Commissioner Jackson asked if floor plans were part of the package from two meetings ago. Mr. Ginnetti stated no and that two meetings ago there were early concept plans that were rejected. Commissioner Mumman asked if the for-profit entity would be created under the OCCDC. Mr. Ginnetti stated that he does not know if the OCCDC will be used at all. Mr. Ginnetti briefly explained the different entities that would need to be involved in the process.

New Business – None.

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

Resolution #2022-01
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$401,832.48. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated there is nothing unusual in the bills this month. The following vote was taken:

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

Resolution #2022-02
Designating Official Newspapers

Chairman Barr called for a motion to approve Resolution #2022-02. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained this is an annual resolution appointing the Authorities official newspapers. Commissioner Mumman asked why the Authority appoints the Daily Journal of Vineland as opposed to a local Ocean City paper. Mrs. Jones explained the local Ocean City papers do not publish often enough. 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 #2022-03
**Authorizing the Executive Director to Submit Application to NJHMFA
for the Development of Pecks Beach Family**

Chairman Barr called for a motion to approve Resolution #2022-03. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated Mr. Ginnetti explained this resolution in his presentation. This resolution gives the Authority permission to move forward with paperwork. There will be a lot of steps and updates to the Board as the Authority moves forward. 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 #2022-04
Authorizing Payments of Draw 21

Chairman Barr called for a motion to approve Resolution #2022-04. Mrs. Jones briefly reviewed Draw #21 for Bayview activity. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. 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 #2022-05
Approving Change Order #7 for Bayview Manor and HVAC Renovations Project

Chairman Barr called for a motion to approve Resolution #2022-05. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this is a change order to change the receptacles for the PTAC units. Commissioner Mumman asked why the change now and how it was missed. Mr. Ginnetti believe the electrical engineer survey (building) did not survey the receptacles to determine that the receptacle was not going to fit the plug. Mr. Ginnetti stated that some breakers will need to be changed in the main breaker box due to the amp capacity. 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 #2022-06
Award A & E Services Contract (Donovan Architects)

Chairman Barr called for a motion to approve Resolution #2022-06. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the Authority solicited proposals for Architectural and Engineering services for 1 year commencing February 2022 through January 2023. One response was received from Donovan Architects, which happens to be the same company the Authority is working with now. Their previous name was Haley Donovan. There has been a change in partnership. Donovan is who the Authority is currently working with. 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 #2022-07
Approving Interim Bill List Payments

Chairman Barr called for a motion to approve Resolution #2022-07. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained this resolution is introducing the concept to the Board of what is called an Interim Bill List. Interim Bills are bills that are received in between board meetings such as utility bills. This resolution will permit bills to be paid in between board meetings to allow the Authority to pay them on time without incurring fees. The items paid on the interim bill list will be presented at the top of the regular bill list the Board receives monthly for the Board meeting. Commissioner Broadley asked what the checks and balances are to this process and if there is a two-party signed check process. Mrs. Jones stated there is a two-party signed check process, but in addition to that there are 5 people that see every invoice as it moves through the approval process. Commissioner Halliday asked if there was any threshold related to this process. Mrs. Jones stated there is no threshold because some of these are utility bills that can be substantial. These bills would mainly be utility type payments. They would never be employee expense reimbursements or capital expense type payments. There might be an occasion of a payment to a local vendor to ensure prompt payment. 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. No further comments.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:07 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jan 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
<u>INCOME</u>				
DWELLING RENTAL	\$ 563,010	\$ 186,130	\$ <u>175,206</u>	\$ (10,924)
TOTAL TENANT REVENUE	\$ 563,010	\$ 186,130	\$ 175,206	\$ (10,924)
HUD OPERATING SUBSIDY	\$ 100,000	\$ 33,333	\$ <u>119,205</u>	\$ 85,872
HUD Asset Repositioning Fee - Operating Grant	93,000	31,000	<u>31,036</u>	36
PBV HAP SUBSIDY	381,680	127,820	<u>111,692</u>	(16,128)
HUD CAPITAL FUNDS-OPERATIONS	71,580	23,860	-	(23,860)
CDBG INCOME	40,000	13,333	<u>6,122</u>	(7,212)
TOTAL HUD FUNDING	\$ 686,260	\$ 229,347	\$ 268,055	\$ 38,708
INVESTMENT INCOME- UNRESTRICTED	\$ 130	\$ 43	\$ <u>21</u>	\$ (22)
NONDWELLING RENTAL INCOME	40,800	13,600	-	(13,600)
OTHER INCOME-LAUNDRY	7,020	1,755	<u>2,187</u>	432
OTHER INCOME-FRAUD RECOVERY	-	-	<u>1,463</u>	1,463
OTHER INCOME-MISCELLANEOUS	13,190	4,808	<u>345</u>	(4,463)
TOTAL INCOME	\$ 1,310,410	\$ 435,683	\$ 447,277	\$ 11,594
<u>EXPENSES</u>				
AUDIT FEES	\$ 9,000	\$ 3,000	\$ <u>3,000</u>	\$ -
ADVERTISING	1,050	350	<u>274</u>	(76)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 11,320	\$ 3,773	\$ <u>150</u>	\$ (3,623)
CONSULTANTS-RAD CONVERSION	2,940	980	<u>3,238</u>	2,258
COPIER	2,660	887	<u>2,422</u>	1,535
DUES & PUBLICATIONS	1,100	367	<u>200</u>	(167)
OFFICE SUPPLIES	1,090	363	<u>348</u>	(16)
PHONE & INTERNET	12,430	4,143	<u>4,421</u>	278
POSTAGE	1,690	563	<u>675</u>	112
LEGAL	7,940	2,833	<u>6,285</u>	3,452
CRIMINAL BACKGROUND CHECKS	160	53	-	(53)
LEGAL-RAD	4,000	1,333	-	(1,333)
TRAVEL	70	23	-	(23)
TRAINING	2,420	807	-	(807)
ACCOUNTING	19,650	6,550	<u>6,550</u>	-
MANAGEMENT FEES	178,000	59,333	<u>52,913</u>	(6,420)
MISCELLANEOUS-SUNDRY	14,270	4,583	<u>6,529</u>	1,946
TOTAL ADMINISTRATIVE EXPENSES	\$ 269,790	\$ 89,943	\$ 87,005	\$ (2,938)
OTHER TENANT SERVICES	\$ 12,000	\$ 4,000	\$ <u>840</u>	\$ (3,160)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jan 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
TENANT SVCS – BEHAVIORAL HEALTH	39,100	13,033	<u>6,122</u>	(6,912)
TOTAL OTHER TENANT SERVICES	\$ 51,100	\$ 17,033	\$ 6,961	\$ (10,072)
WATER/SEWER	\$ 95,570	\$ 32,150	\$ <u>32,044</u>	\$ (106)
ELECTRIC	126,420	47,509	<u>34,046</u>	(13,463)
GAS	47,110	20,057	<u>18,021</u>	(2,036)
TOTAL UTILITY EXPENSES	\$ 269,100	\$ 99,715	\$ 84,111	\$ (15,604)
MAINTENANCE LABOR	\$ 59,850	\$ 19,950	\$ <u>16,577</u>	\$ (3,373)
MAINT. MATERIALS	131,850	43,950	<u>13,711</u>	(30,239)
MAINT. CONTRACT COSTS	222,910	74,420	<u>55,681</u>	(18,739)
EMPLOYEE BENEFITS	37,000	12,333	<u>12,298</u>	(35)
TOTAL MAINTENANCE	\$ 451,610	\$ 150,653	\$ 98,268	\$ (52,385)
INSURANCE	\$ 74,310	\$ 24,770	\$ <u>22,490</u>	\$ (2,280)
FLOOD INSURANCE	26,600	8,867	<u>6,378</u>	(2,489)
BAD DEBTS	17,430	5,810	<u>5,812</u>	2
COMPENSATED ABSENCES	2,060	687	<u>688</u>	1
PAYMENT IN LIEU OF TAXES	29,390	9,797	<u>9,796</u>	(1)
PENSION	10,690	3,563	<u>3,564</u>	1
RETIREE BENEFITS	28,060	9,353	<u>8,312</u>	(1,042)
TOTAL OTHER EXPENSES	\$ 188,540	\$ 62,847	\$ 57,040	\$ (5,807)
TOTAL EXPENDITURES	\$ 1,230,140	\$ 420,192	\$ 333,386	\$ (86,806)
Replacement Reserve	\$ 44,550	\$ 14,850	\$ <u>14,853</u>	\$ 3
PROFIT	\$ 35,720	\$ 641	\$ 99,038	\$ 98,396

Commissioner's Report - Property Detail

Month Ending: Jan 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>
<u>INCOME</u>												
DWELLING RENTAL	\$ 194,610	\$ 64,290	\$ <u>51,809</u>	\$ (12,481)	\$ 143,400	\$ 46,840	\$ <u>42,518</u>	\$ (4,322)	\$ 225,000	\$ 75,000	\$ <u>80,879</u>	\$ 5,879
TOTAL TENANT	\$ 194,610	\$ 64,290	\$ 51,809	\$ (12,481)	\$ 143,400	\$ 46,840	\$ 42,518	\$ (4,322)	\$ 225,000	\$ 75,000	\$ 80,879	\$ 5,879
HUD OPERATING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 33,333	\$ <u>119,205</u>	\$ 85,872
HUD Asset Repositioning	-	-	-	-	-	-	-	-	93,000	31,000	<u>31,036</u>	36
PBV HAP SUBSIDY	155,940	51,980	<u>53,031</u>	1,051	225,740	75,840	<u>58,661</u>	(17,179)	-	-	-	-
HUD CAPITAL FUNDS-	-	-	-	-	-	-	-	-	71,580	23,860	-	(23,860)
CDBG INCOME	16,400	5,467	<u>1,714</u>	(3,753)	10,400	3,467	<u>1,102</u>	(2,365)	13,200	4,400	<u>3,306</u>	(1,094)
TOTAL HUD FUNDING	\$ 172,340	\$ 57,447	\$ 54,745	\$ (2,702)	\$ 236,140	\$ 79,307	\$ 59,763	\$ (19,544)	\$ 277,780	\$ 92,593	\$ 153,547	\$ 60,953
INVESTMENT INCOME-	\$ 50	\$ 17	\$ <u>10</u>	\$ (7)	\$ 30	\$ 10	\$ <u>0</u>	\$ (10)	\$ 50	\$ 17	\$ <u>11</u>	\$ (6)
NONDWELLING RENTAL	40,800	13,600	-	(13,600)	-	-	-	-	-	-	-	-
OTHER INCOME-	3,400	850	<u>758</u>	(92)	1,220	305	<u>233</u>	(72)	2,400	600	<u>1,196</u>	596
OTHER INCOME-FRAUD	-	-	-	-	-	-	-	-	-	-	<u>1,463</u>	1,463
OTHER INCOME-	2,470	1,028	<u>60</u>	(968)	1,220	480	<u>180</u>	(300)	9,500	3,300	<u>105</u>	(3,195)
TOTAL INCOME	\$ 413,670	\$ 137,232	\$ 107,382	\$ (29,849)	\$ 382,010	\$ 126,942	\$ 102,694	\$ (24,248)	\$ 514,730	\$ 171,510	\$ 237,201	\$ 65,691
<u>EXPENSES</u>												
AUDIT FEES	\$ 2,520	\$ 840	\$ <u>840</u>	\$ -	\$ 1,620	\$ 540	\$ <u>540</u>	\$ -	\$ 4,860	\$ 1,620	\$ <u>1,620</u>	\$ -
ADVERTISING	170	57	<u>77</u>	20	550	183	<u>49</u>	(134)	330	110	<u>148</u>	38
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 720	\$ <u>42</u>	\$ (678)	\$ 5,000	\$ 1,667	\$ <u>27</u>	\$ (1,640)	\$ 4,160	\$ 1,387	\$ <u>81</u>	\$ (1,306)
CONSULTANTS-RAD	820	273	<u>907</u>	633	530	177	<u>583</u>	406	1,590	530	<u>1,748</u>	1,218
COPIER	740	247	<u>1,081</u>	834	480	160	<u>570</u>	410	1,440	480	<u>772</u>	292
DUES & PUBLICATIONS	170	57	<u>56</u>	(1)	600	200	<u>36</u>	(164)	330	110	<u>108</u>	(2)
OFFICE SUPPLIES	200	67	<u>162</u>	95	500	167	<u>101</u>	(66)	390	130	<u>85</u>	(45)
PHONE & INTERNET	2,180	727	<u>1,422</u>	696	4,940	1,647	<u>1,874</u>	227	5,310	1,770	<u>1,125</u>	(645)
POSTAGE	420	140	<u>191</u>	51	450	150	<u>121</u>	(29)	820	273	<u>363</u>	90
LEGAL	2,140	713	<u>3,157</u>	2,444	1,380	460	<u>437</u>	(23)	4,420	1,660	<u>2,691</u>	1,031
CRIMINAL BACKGROUND	40	13	-	(13)	20	7	-	(7)	100	33	-	(33)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	1,333	-	(1,333)
TRAVEL	20	7	-	(7)	10	3	-	(3)	40	13	-	(13)

Commissioner's Report - Property Detail

Month Ending: Jan 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	BUDGET	January	January	January	BUDGET	January	January	January	BUDGET	January	January	January
TRAINING	140	47	-	(47)	2,000	667	-	(667)	280	93	-	(93)
ACCOUNTING	5,500	1,833	<u>1,834</u>	1	3,540	1,180	<u>1,179</u>	(1)	10,610	3,537	<u>3,537</u>	0
MANAGEMENT FEES	49,840	16,613	<u>14,815</u>	(1,798)	32,040	10,680	<u>9,524</u>	(1,156)	96,120	32,040	<u>28,574</u>	(3,466)
MISCELLANEOUS-	2,980	820	<u>2,372</u>	1,552	6,460	2,153	<u>1,406</u>	(747)	4,830	1,610	<u>2,752</u>	1,142
TOTAL ADMINISTRATIVE	\$ 70,040	\$ 23,173	\$ 26,955	\$ 3,781	\$ 60,120	\$ 20,040	\$ 16,447	\$ (3,593)	\$ 139,630	\$ 46,730	\$ 43,603	\$ (3,127)
OTHER TENANT	\$ 4,800	\$ 1,600	\$ <u>840</u>	\$ (760)	\$ 4,800	\$ 1,600	\$ -	\$ (1,600)	\$ 2,400	\$ 800	\$ -	\$ (800)
TENANT SVCS -	15,500	5,167	<u>1,714</u>	(3,453)	10,400	3,467	<u>1,102</u>	(2,365)	13,200	4,400	<u>3,306</u>	(1,094)
TOTAL OTHER TENANT	\$ 20,300	\$ 6,767	\$ 2,554	\$ (4,213)	\$ 15,200	\$ 5,067	\$ 1,102	\$ (3,965)	\$ 15,600	\$ 5,200	\$ 3,306	\$ (1,894)
WATER/SEWER	\$ 20,250	\$ 6,888	\$ <u>6,606</u>	\$ (282)	\$ 12,760	\$ 4,343	\$ <u>2,601</u>	\$ (1,742)	\$ 62,560	\$ 20,919	\$ <u>22,837</u>	\$ 1,918
ELECTRIC	94,140	36,001	<u>25,474</u>	(10,527)	23,300	7,767	<u>5,540</u>	(2,227)	8,980	3,741	<u>3,032</u>	(709)
GAS	-	-	-	-	11,000	3,667	<u>1,332</u>	(2,335)	36,110	16,390	<u>16,689</u>	299
TOTAL UTILITY	\$ 114,390	\$ 42,889	\$ 32,080	\$ (10,809)	\$ 47,060	\$ 15,776	\$ 9,473	\$ (6,304)	\$ 107,650	\$ 41,050	\$ 42,559	\$ 1,509
MAINTENANCE LABOR	\$ 16,760	\$ 5,587	\$ <u>8,534</u>	\$ 2,948	\$ 10,770	\$ 3,590	\$ <u>2,818</u>	\$ (772)	\$ 32,320	\$ 10,773	\$ <u>5,225</u>	\$ (5,548)
MAINT. MATERIALS	10,420	3,473	<u>7,824</u>	4,350	100,180	33,393	<u>2,486</u>	(30,907)	21,250	7,083	<u>3,402</u>	(3,682)
MAINT. CONTRACT	81,050	26,892	<u>31,926</u>	5,034	64,110	21,612	<u>6,454</u>	(15,158)	77,750	25,917	<u>17,301</u>	(8,616)
EMPLOYEE BENEFITS	10,360	3,453	<u>4,162</u>	709	6,660	2,220	<u>2,182</u>	(38)	19,980	6,660	<u>5,955</u>	(705)
TOTAL MAINTENANCE	\$ 118,590	\$ 39,405	\$ 52,446	\$ 13,041	\$ 181,720	\$ 60,815	\$ 13,940	\$ (46,875)	\$ 151,300	\$ 50,433	\$ 31,882	\$ (18,551)
INSURANCE	\$ 29,510	\$ 9,837	\$ <u>11,538</u>	\$ 1,701	\$ 18,290	\$ 6,097	\$ <u>4,664</u>	\$ (1,432)	\$ 26,510	\$ 8,837	\$ <u>6,288</u>	\$ (2,548)
FLOOD INSURANCE	3,500	1,167	<u>1,341</u>	174	3,200	1,067	<u>195</u>	(872)	19,900	6,633	<u>4,842</u>	(1,791)
BAD DEBTS	1,500	500	<u>500</u>	-	930	310	<u>312</u>	2	15,000	5,000	<u>5,000</u>	-
COMPENSATED	500	167	<u>168</u>	1	310	103	<u>104</u>	1	1,250	417	<u>416</u>	(1)
PAYMENT IN LIEU OF	8,020	2,673	<u>2,672</u>	(1)	9,630	3,210	<u>3,212</u>	2	11,740	3,913	<u>3,912</u>	(1)
PENSION	3,000	1,000	<u>1,000</u>	-	2,430	810	<u>812</u>	2	5,260	1,753	<u>1,752</u>	(1)
RETIREE BENEFITS	8,800	2,933	<u>2,327</u>	(606)	5,460	1,820	<u>1,496</u>	(324)	13,800	4,600	<u>4,488</u>	(112)
TOTAL OTHER	\$ 54,830	\$ 18,277	\$ 19,546	\$ 1,269	\$ 40,250	\$ 13,417	\$ 10,796	\$ (2,621)	\$ 93,460	\$ 31,153	\$ 26,698	\$ (4,455)
TOTAL EXPENDITURES	\$ 378,150	\$ 130,511	\$ 133,580	\$ 3,069	\$ 344,350	\$ 115,115	\$ 51,758	\$ (63,357)	\$ 507,640	\$ 174,567	\$ 148,048	\$ (26,518)
Replacement Reserve	\$ 26,950	\$ 8,983	\$ <u>8,985</u>	\$ 2	\$ 17,600	\$ 5,867	\$ <u>5,868</u>	\$ 1	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,570	\$ (2,262)	\$ (35,183)	\$ (32,921)	\$ 20,060	\$ 5,960	\$ 45,068	\$ 39,108	\$ 7,090	\$ (3,057)	\$ 89,153	\$ 92,209

Ocean City Housing Authority

Administrative Report

DATE: February 8, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for January 2022)

PERIOD: January 12, 2022 to February 8, 2022

Speitel Commons and Bayview Manor

Draw Schedule #22 is included in this board packet.

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

Work continues at Bayview Manor with vendor payments included in draw #22.

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; 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>February update: Punch list items are being worked on with some delays due to some bad weather in the past month; communication continues to complete the job; working to obtain payment releases from sub-contractors with one responding positively to date;</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; 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>February update: Work on replacement of windows is almost complete; PTEC units are in with wiring complete; siding panel replacement is in process; Railing in the back and the front of the building are on order; Overhead door for the shop is on order; Expecting a punch list for this project by the end of February;</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; January update: Massing for the Family development continues; Update to be given at board meeting; <i>February update: Further progress has been made on the massing for the family development; Updates to be shared at the meeting with the board regarding a preliminary design;</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
**2022
JAN**
**2021
DEC**
**2021
NOV**

<u>Tenant Accounts Receivable</u>			
Number of "non-payment of rent" cases referred to the solicitor	0	0	0
<u>Tenant Relations</u>			
Total number of units to be inspected in fiscal year	121	121	121
Number of inspections completed this month - all sites (include BB	166	122	172
Total number of units inspected year-to-date - all sites	581	415	293
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	361	114	n/a
Annual Unit Turnaround Time (For Fiscal Year)	321	280	446
Monthly - Number of Vacancies Filled (this month)	1	5	0
Monthly - Average unit turnaround time in days for Lease up	623	56	388
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	90	45	52
PIC Score	97.44%	97.44%	97.44%
<u>Vacancies - At end of Month</u>			
Bay View Manor	2	1	4
Speitel Commons	3	3	5
Peck's Beach Family	0	1	1
Total	5	5	10
Occupancy Rate	95.87%	95.87%	91.74%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	720	1,808	-
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	346	304	232
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$ 13,731	\$ 12,843	\$ 12,860
Speitel Commons - Elderly/Disabled	\$ 11,441	\$ 10,381	\$ 10,381
Peck's Beach - Family	\$ 21,158	\$ 21,606	\$ 21,446
Total Rent Roll	\$ 46,330	\$ 44,830	\$ 44,687
<u>Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20</u>			
Families - Ocean City Preference	6	6	6
Families - No Ocean City Preference	45	45	45
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	11	17	17
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	116	124	124
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.06	0.13	0.05
Total Tenant Generated Work Orders	36	35	19
Number of routine work orders written this month	81	117	58
Number of outstanding work orders from previous month	11	20	9
Total number of work orders to be addressed this month	135	173	88
Total number of work orders completed this month	173	173	88
Total number of work orders left outstanding	0	0	0
Number of emergency work orders written this month	7	1	2
Total number of work orders written year-to-date	487	363	210
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

Ocean City Housing Authority
Cash Report
As of January 31, 2022

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 01/31/2022	\$880,434.60
2021 Capital Fund Balance for PH (pbfamily)	\$121,578.00
Add: A/R-Tenants 01/2022	\$19,493.50
Current Past	\$240.00

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	\$707,679.97

Less: Bill List payments -Jan 2022 (\$822,357.46)

Accrued Expenses - Total from detail below (\$2,494.00)

<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	4	(13,799.33)
Bad Debt	17,430.00	4	5,810.00
Comp Absences	2,060.00	4	686.67
P.I.L.O.T.	29,390.00	4	9,796.67
Net Accrual	149,790.00		2,494.00

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

Net Cash Balance \$718,042.45

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 83,347	10.56	Months
Per Day	\$ 2,778	258	Days

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

**RESOLUTION NO. 2022-08
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 \$822,357.46.

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.

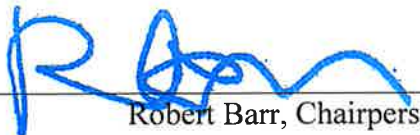
ADOPTED: February 15, 2022

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

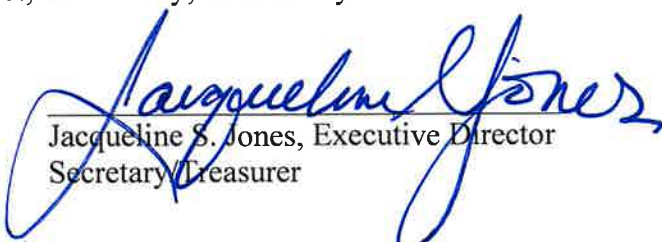
BY: _____


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 February 15, 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 - February 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
919	ACE PLUMBING	Hot water heater	\$ 751.58
920	AMBIENT COMFORT	HVAC repair - pbfamily	\$ 1,487.00
921	ATLANTIC CITY ELECTRIC	Jan 2022 Electric	\$ 14,985.19
922	AT&T	Jan/Feb 2022 BVM elevator phone svc	\$ 233.62
923	LINDA AVENA	Feb 2022 accounting	\$ 1,637.50
924	BROOKE GROUP	Dec 2021 consulting	\$ 1,417.50
925	CALL EXPERTS	Feb 2022 answering service	\$ 93.44
926	CLEAN SWEEP SERVICES	Jan 2022 BVM cleaning svc	\$ 1,700.00
927	COSTELLO HOME CONSTRUCTION	Roof replacement	\$ 13,200.00
928	COMCAST	Feb 2022 Business Internet	\$ 388.58
929	COPIER PLUS	Feb 2022 Copier contract	\$ 20.00
930	THE DAILY JOURNAL OF NJ	Ads for bd mtg dates & A/E RFP	\$ 77.88
931	DELTA DENTAL	Mar 2022 dental ins	\$ 182.36
932	DRAIN DOCTOR	Plumbing svcs	\$ 465.00
933	FLORENCE DRISCOLL	Feb 2022 Tenant svcs	\$ 200.00
934	DUDLEY GENERAL CONTRACTING	BVM kitchen cabinet install	\$ 1,200.00
935	ERNIE'S MAGIC CARPETS	Carpet installation - BVM	\$ 1,808.47
936	FEDERAL EXPRESS	Overnight delivery	\$ 45.81
937	GENSERVE	Annual Generator Svc Agreement - BVM	\$ 210.00
938	GLEN STULL	Jan/Feb 2022 Medicare reimb; prescription reimb	\$ 540.52
939	ASHLEY HARRIS	Feb 2022 BVM/Speitel cleaning	\$ 200.00
940	ROBERT HARRIS	Feb 2022 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
941	HD SUPPLY	Maint Supplies	\$ 1,324.65
942	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 536.41
943	THE HOME DEPOT PRO	Maint Supplies	\$ 1,774.99
944	HUMANA INSURANCE	Mar 2022 retiree ins	\$ 76.50
945	INTEGRATED SYSTEMS ASSOCIATES	Consulting - Yardi	\$ 3,237.50
946	JC'S CUSTOM PAINTING	Unit painting	\$ 1,193.00
947	JOHN SPITZ	Feb 2022 Medicare reimb; prescription reimb	\$ 1,105.29
948	LENEGAN'S PLUMBING	Water heater install - pbfamily	\$ 2,210.00
949	MAX COMMUNICATIONS	Software license renewal	\$ 449.98
950	NAHRO	Membership renewal	\$ 338.76
951	NJ AMERICAN WATER	Jan 2022 water	\$ 7,976.10
952	OCHA REPLACEMENT RESERVE	Feb 2022 replacement reserve deposit - BVM/Speitel	\$ 3,713.00
953	OMEGA PEST MGMT	Feb 2022 pest control	\$ 1,733.50
954	THE PRESS OF ATLANTIC CITY	Ads for A/E RFT & board mtg dates; Dec mtg rescheduled	\$ 143.60
955	ROBERT BROWNE	Special investigation	\$ 1,378.65
956	ROBERT ROWELL	Feb 2022 maint contract grounds	\$ 200.00
957	SOUTH JERSEY GAS	Jan 2022 gas	\$ 7,165.92
958	SUPERIOR VISION	Mar 2022 Vision ins	\$ 19.71
959	VERIZON DSL	Jan/Feb 2022 telephone	\$ 400.72
960	VERIZON WIRELESS	Jan 2022 cell phone	\$ 50.54
961	VINELAND HOUSING AUTHORITY	Feb 2022 management fee;Expense reimbursement;Postage reimb	\$ 14,236.10
962	WALLACE HARDWARE	Maint Supplies	\$ 6.99
963	WEAVER'S EQUIPMENT SALES	Snow blower repair	\$ 193.43
	ADP	payroll processing fee 1/12/2022	\$ 78.94
	ADP	payroll & taxes 1/26/2022	\$ 2,990.94
	ADP	yearend processing	\$ 86.75
	ADP	payroll processing fee 1/26/2022	\$ 78.94
	ADP	payroll & taxes 2/8/2022	\$ 3,035.89

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - February 2022			
	AETNA	Feb 2022 premium - G Stull	\$ 506.46
	AETNA	Feb 2022 premium - J Spitz	\$ 345.12
	AETNA	Feb 2022 premium - P Spitz	\$ 226.59
	HORIZON BCBS OF NJ	Feb 2022 Health Benefits	\$ 3,017.62
	NJ DIV OF PENSIONS & BENEFITS	Feb 2022 pension pymt	\$ 269.64
	PNC BANK FEE - FEB		\$ 62.97
	TOTAL FEB DISBURSEMENTS (sturcocc)		\$ 114,677.49
	TOTAL FEB DISBURSEMENTS (sturcons)		\$ 707,679.97
	TOTAL BILL LIST - FEB 2022		\$ 822,357.46

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD bayview)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	87.90
149	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
18845	LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #21	86,823.90
18846	SCUILLO ENGINEERING	PB Demo Engineering - Draw #21	4,755.00
18847	THE BROOKE GROUP LLC	Nov 2021 Consulting BVM/Speitel - Draw #21	7,395.00
147	ATLANTIC CITY ELECTRIC	Speitel #305 - final bill Draw #21	13.46
	LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #22	239,094.95
	GARY GARDNER	Speitel construction - Draw #22	354,773.55
	SCUILLO ENGINEERING	Speitel engineering - Draw #22	1,585.00
	MARATHON ENGINEERING	BVM/Speitel engineering - Draw #22	2,333.00
	THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #22	10,533.75
	EISENSTAT GABAGE & FURMAN	BVM legal - Draw #22	120.00
	TOTAL FEB DISBURSEMENTS (sturcons)		\$ 707,679.97

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

**RESOLUTION NO. 2022-09
Resolution Approving Change Order #8 & #9 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 #8 (\$6,765.99) is necessary to change existing breakers to accept new PTAC-Plug; and

WHEREAS, Change Order #9 (\$4,985.06) is necessary to install (5) custom PTAC sleeves & louvers

WHEREAS, the aforementioned change order shall not exceed \$11,751.05 and is described and attached herein; and

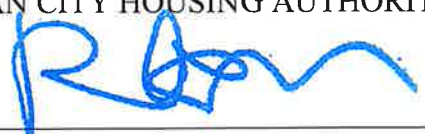
NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners herby accepts the change orders of \$11,751.05 for the Bayview Manor and HVAC Renovations Project.

ADOPTED: February 15, 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 February 15, 2022 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: <i>(Name and address)</i> 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: 008 Date: 02/03/2022
OWNER: <i>(Name and address)</i> Ocean City Housing Authority 204 4th Street Ocean City, NJ 08226	ARCHITECT: <i>(Name and address)</i> Donovan Architects, LLC 9 Tanner Street, Suite 201, Haddonfield, NJ 08033	CONTRACTOR: <i>(Name and address)</i> Levy Construction Company, Inc. 800 Newton Avenue Oaklyn, NJ 08107

THE CONTRACT IS CHANGED AS FOLLOWS:

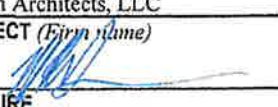
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

02/03/2022 - Change existing breaker in each bedroom to accept new PTAC-PLUG.

The original Contract Sum was	\$ 878,600.00
The net change by previously authorized Change Orders	\$ 54,379.93
The Contract Sum prior to this Change Order was	\$ 932,979.93
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,765.99
The new Contract Sum including this Change Order will be	\$ 939,745.92
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.

Donovan Architects, LLC ARCHITECT <i>(Firm name)</i>	Levy Construction Company, Inc. CONTRACTOR <i>(Firm name)</i>	Ocean City Housing Authority OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Michael R. Donovan, Principal PRINTED NAME AND TITLE	Simon Lay, Pres PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
02/03/2022 DATE	2/3/2022 DATE	 DATE



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: 009
Date: 02/10/2022

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

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

CONTRACTOR: (Name and address)
Levy Construction Company, Inc.
800 Newton Avenue
Oaklyn, NJ 08107

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.)

02/10/2022 - Additional Sleeves / Louvers.

The original Contract Sum was	\$	878,600.00
The net change by previously authorized Change Orders	\$	61,145.92
The Contract Sum prior to this Change Order was	\$	939,745.92
The Contract Sum will be increased by this Change Order in the amount of	\$	4,985.06
The new Contract Sum including this Change Order will be	\$	944,730.98

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.

Donovan Architects, LLC
ARCHITECT (Firm name)

SIGNATURE

Michael R. Donovan, Principal
PRINTED NAME AND TITLE

02/10/2022
DATE

Levy Construction Company, Inc.
CONTRACTOR (Firm name)

SIGNATURE

Simon Levy, PRC
PRINTED NAME AND TITLE

02/10/2022
DATE

Ocean City Housing Authority
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

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

**RESOLUTION NO. 2022-10
Resolution Authorizing Payment of Draw 22**

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 #22 in the amount of \$608,440.25** 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: February 15, 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

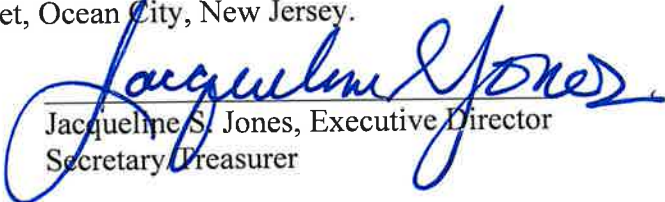
BY: _____


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 February 15, 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

February 9, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #22

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$608,440.25. 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	\$239,094.95
Gary F Gardner Inc	624 Gravelly Hollow Rd, PO Box 599 Medford, NJ 08055	\$354,773.55
Scuillo Engineering	17 S Gordon's Alley #3, Atlantic City, NJ 08401	\$1,585.00
Marathon Engineering	3 Killdeer Ct., Ste 302, Swedesboro, NJ 08085	\$2,333.00
The Brooke Group LLC	209 E Egnor., Galloway, NJ 08205	\$10,533.75
Eisenstat Gabage & Furman	1179 East Landis Ave., Vineland, NJ 08360	\$120.00
	TOTAL	\$608,440.25

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #22 Submission to Ocean City

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