

**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 4<sup>th</sup> 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