

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



204 4th Street
Ocean City, New Jersey 08226

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

October 18, 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, October 18, 2022** at **4:00 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, October 18, 2022
4:00 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 September 20, 2022
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2022-57	Approval of Monthly Expenses <i>(updated)</i>
# 2022-58	Joint Insurance Fund Renewal (January 1, 2023-December 31, 2025)
# 2022-59	Accounts Received Decead as Uncollectible
# 2022-60	Authorizing Payments of Draw 28
# 2022-61	Authorizing Contracts with National Contract Vendors
# 2022-62	Authorizing Contracts with State Contract Vendors
# 2022-63	Shared Services Agreement between OCHA & CMHA
# 2022-64	Authorizing Choice Mobility Letter Agreement with the Vineland Housing Authority – Pecks Beach Family RAD Conversion
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 September 20, 2022 – 4:30 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held September 20, 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, Harry Furman, Esquire – Solicitor and Linda Cavallo – Accountant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from August 16, 2022. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. 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)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the ten months ending August 31, 2022. 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 reported there a few minor items to complete at Speitel Commons. Ron is working with the contractor to get that wrapped up. Bayview exterior renovations is complete and it is just a matter of finalizing paperwork. The interior renovations project at Bayview was awarded last month. Ron reported a job meeting was held today and they expect construction to start within the next 2 weeks. In regard to the landscaping project at Bayview, the Authority met with the landscape architect several weeks ago. The Authority will get quotes on the landscaping project because it is under the bid threshold. The plan is to get some of the work completed this fall and then improve on the landscaping from there. The goal is to possibly place a pavilion on the south side of Bayview where there is an existing concrete pad. Commissioner Halliday asked when the plans would be completed. Ron stated the Authority received the plans and he received the specs last week. Commissioner Halliday requested to see the plans.

The Pecks Beach Family redevelopment project will be discussed in Executive Session.

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

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

Old Business – None.

New Business – None.

Committee Reports – None.

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

Resolution #2022-44 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$99,688.02. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated there is nothing unusual with the bill list. The following vote was taken:

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

Resolution #2022-45
Certifying the 2020 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board

Chairman Barr called for a motion to approve Resolution #2022-45. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones explained this resolution is for the 2020 Audit that was presented last month. The next resolution is for the 2021 Audit which was also presented to the Board last month. Certification must be signed by all the commissioners for both years. Commissioner Halliday commented in regard to no findings in the audits. Mrs. Jones confirmed there were no findings in the 2020 nor 2021 audit. The State requires the signed certification and receives a copy of the audit as well. 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 #2022-46
Certifying the 2021 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board

Chairman Barr called for a motion to approve Resolution #2022-46. 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 #2022-47
Resolution Adopting Budget 10/1/2022-9/30/2023

Chairman Barr called for a motion to approve Resolution #2022-47. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones reported the Board approved the Budget in July. The budget was forwarded to the State and was approved. The Board now needs to adopt the Budget. 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 #2022-48
Transfer Ownership of Authority Owned Vehicle

Chairman Barr called for a motion to approve Resolution #2022-48. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained during the budget process it was discussed to have a new position of Site Manager at the OCHA. The person will need a vehicle and the budget allowed for a purchase of vehicle, which is a lot more money than proposed in the resolution. Vehicles are difficult to purchase and order currently. In the interim, the Vineland Housing Authority (VHA) has a couple of vehicles that are being disposed. Ron explained it is a 2012 Ford Focus with about 27,000 miles. The VHA purchased it new. He reported that a lot of the State and Local Government agencies are being blocked by fleet sales from dealers from purchasing vehicles due to the pandemic. Currently, for vehicles that have been ordered, there is a 2-year wait time to receive them. The VHA is disposing of this vehicle. It is a good running vehicle and in good condition and there are no known issues with it. 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 #2022-49
Award Accounting Services Contract

Chairman Barr called for a motion to approve Resolution #2022-49. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones explained the next several resolutions are to award the professional services Accounting (Linda M. Avena, CPA), Auditing (Bowman & Co.), Legal - General Counsel (Eisenstat, Gabage & Furman), General - Landlord/Tenant (Gruccio, Pepper, DeSanto & Ruth, PA), Consulting (The Brooke Group LLC) and Special Legal – Redevelopment Counsel (McManimon, Scotland & Baumann, LLC). These resolutions can be bundled for the vote. However, it is requested that each Commissioner vote “Yes to all”, if they are voting as such. If a Commissioner has a different vote for any of the professional services as presented, such as no, or abstain, that vote will be noted. Only one response was received for each of these RFPs. Commissioner Mumman asked if there is anything that can be put in the Auditing Contract to avoid issues the Authority has had in the past with the audits. Mrs. Jones stated the RFP states that the Auditor must complete the audit based on the statute or federal guidelines and there are deadlines. Commissioner Mumman asked if any penalties can be imposed if deadlines are not met. Ron Miller stated the RFP documents become part of the contract and if the Authority wanted to add verbiage based on what they already publicly bid it would be a question for Mr. Furman. Mr. Furman stated a person takes on the contract based off of the RFP under a particular bid proposal. His suggestion for future purposes that can be placed into the proposal, but he would be careful about changing the terms of an agreement after the agreement has been approved by the Board. He is also concerned about someone not meeting the deadline but to change it after the fact he would be careful about. When this issue came up before, if somebody does not meet the contract specifications it can be discussed to hold back funds that have not already been paid. At this point he would be careful about changing the terms. 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 #2022-50
Award Auditing Services Contract

Chairman Barr called for a motion to approve Resolution #2022-50. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2022-51
Award Legal Services Contract – General Counsel

Chairman Barr called for a motion to approve Resolution #2022-51. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2022-52
Award Special Legal Services Contract – Landlord/Tenant

Chairman Barr called for a motion to approve Resolution #2022-52. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2022-53
Award Consulting Services Contract

Chairman Barr called for a motion to approve Resolution #2022-53. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2022-54
Award Special Legal Services Contract – Redevelopment Counsel

Chairman Barr called for a motion to approve Resolution #2022-54. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

All Commissioners voted “yes to all” for Resolutions #2022-49 through #2022-54.

Resolution #2022-55
Adopting Affordable Rent Structure for Four (4) Units at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2022-55. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated she introduced this concept to the Board last month and thoughts and ideas were discussed in regard to types of preferences. Mrs. Jones mimicked the current preferences the OCHA has because more research needs to be done to make sure the Authority is not violating any fair housing or federal rules by going outside of those preferences. The only difference with these applicants would be the income level. Mrs. Jones discussed the income levels. Commissioner Halliday would like to see a preference for veteran’s spouse. Mrs. Jones stated this will be looked into to this. The following vote was taken:

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

Resolution #2022-56
Executive Session

Chairman Barr called for a motion to approve Resolution #2022-56. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated a project update will be discussed on the Peck's Beach Family project. Mr. Furman stated sensitive issues will be discussed pertaining to contract negotiations with regard to the project over long term. These are questions that of course would be covered in Executive Session at this point. It would be logical and the right thing to do to have this discussion in Executive Session. 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)

Regular Meeting closed for Executive Session at 4:57 p.m.

Regular Meeting re-opened at 5:06 p.m.

Mr. Furman stated the Board is now back in open session having concluded the Executive Session and can proceed on that basis.

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. Commissioner Halliday asked if it was possible for the Board Members to change the Board Meeting from 4:30 p.m. to 4 p.m. There were no objections. Commissioner Jackson stated she has no issues with moving the time but may be a little unsure with her work schedule. Mrs. Jones stated the balance of the year's meeting will be readvertised and the By-Laws may need to be reviewed. Mr. Furman will review the By-Laws with regard to this particular issue in advance of the next meeting in case an amendment is needed.

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 5:09 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Sep 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September
<u>INCOME</u>				
DWELLING RENTAL	\$ 563,010	\$ 563,010	\$ <u>566,163</u>	\$ 3,153
TOTAL TENANT REVENUE	\$ 563,010	\$ 563,010	\$ 566,163	\$ 3,153
HUD OPERATING SUBSIDY	\$ 100,000	\$ 100,000	\$ <u>237,605</u>	\$ 137,605
HUD Asset Repositioning Fee - Operating Grant	93,000	93,000	<u>73,594</u>	(19,406)
PBV HAP SUBSIDY	381,680	381,680	<u>370,885</u>	(10,795)
HUD CAPITAL FUNDS-OPERATIONS	71,580	71,580	-	(71,580)
CDBG INCOME	40,000	40,000	<u>13,287</u>	(26,713)
TOTAL HUD FUNDING	\$ 686,260	\$ 686,260	\$ 695,370	\$ 9,110
INVESTMENT INCOME- UNRESTRICTED	\$ 130	\$ 130	\$ <u>90</u>	\$ (40)
NONDWELLING RENTAL INCOME	40,800	40,800	-	(40,800)
OTHER INCOME-LAUNDRY	7,020	7,020	<u>7,054</u>	34
OTHER INCOME-FRAUD RECOVERY	-	-	<u>16,264</u>	16,264
OTHER INCOME-MISCELLANEOUS	13,190	13,190	<u>32,759</u>	19,569
TOTAL INCOME	\$ 1,310,410	\$ 1,310,410	\$ 1,317,700	\$ 7,290
<u>EXPENSES</u>				
AUDIT FEES	\$ 9,000	\$ 9,000	\$ <u>9,000</u>	\$ -
ADVERTISING	1,050	1,050	<u>1,041</u>	(9)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 11,320	\$ 11,320	\$ <u>830</u>	\$ (10,490)
CONSULTANTS-RAD CONVERSION	2,940	2,940	<u>9,500</u>	6,560
COPIER	2,660	2,660	<u>2,291</u>	(369)
DUES & PUBLICATIONS	1,100	1,100	<u>539</u>	(561)
OFFICE SUPPLIES	1,090	1,090	<u>473</u>	(617)
PHONE & INTERNET	12,430	12,430	<u>13,584</u>	1,154
POSTAGE	1,690	1,690	<u>2,332</u>	642
LEGAL	7,940	7,940	<u>17,102</u>	9,162
CRIMINAL BACKGROUND CHECKS	160	160	<u>141</u>	(19)
LEGAL-RAD	4,000	4,000	-	(4,000)
TRAVEL	70	70	-	(70)
TRAINING	2,420	2,420	-	(2,420)
ACCOUNTING	19,650	19,650	<u>23,159</u>	3,509
MANAGEMENT FEES	178,000	178,000	<u>142,489</u>	(35,511)
MISCELLANEOUS-SUNDRY	14,270	14,270	<u>18,655</u>	4,385
TOTAL ADMINISTRATIVE EXPENSES	\$ 269,790	\$ 269,790	\$ 241,136	\$ (28,654)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Sep 2022



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September
<u>INCOME</u>				
OTHER TENANT SERVICES	\$ 12,000	\$ 12,000	\$ <u>2,440</u>	\$ (9,560)
TENANT SVCS - BEHAVIORAL HEALTH	39,100	39,100	<u>13,287</u>	(25,813)
TOTAL OTHER TENANT SERVICES	\$ 51,100	\$ 51,100	\$ 15,726	\$ (35,374)
WATER/SEWER	\$ 95,570	\$ 95,570	\$ <u>95,267</u>	\$ (303)
ELECTRIC	126,420	126,420	<u>99,327</u>	(27,093)
GAS	47,110	47,110	<u>43,600</u>	(3,510)
TOTAL UTILITY EXPENSES	\$ 269,100	\$ 269,100	\$ 238,194	\$ (30,906)
MAINTENANCE LABOR	\$ 59,850	\$ 59,850	\$ <u>45,412</u>	\$ (14,438)
MAINT. MATERIALS	131,850	131,850	<u>67,797</u>	(64,053)
MAINT. CONTRACT COSTS	222,910	222,910	<u>221,997</u>	(912)
EMPLOYEE BENEFITS	37,000	37,000	<u>22,372</u>	(14,628)
TOTAL MAINTENANCE	\$ 451,610	\$ 451,610	\$ 357,578	\$ (94,032)
INSURANCE	\$ 74,310	\$ 74,310	\$ <u>88,022</u>	\$ 13,712
FLOOD INSURANCE	26,600	26,600	<u>23,736</u>	(2,864)
BAD DEBTS	17,430	17,430	<u>17,436</u>	6
COMPENSATED ABSENCES	2,060	2,060	<u>1,892</u>	(168)
PAYMENT IN LIEU OF TAXES	29,390	29,390	<u>29,388</u>	(2)
PENSION	10,690	10,690	<u>7,509</u>	(3,181)
RETIREE BENEFITS	28,060	28,060	<u>27,883</u>	(177)
TOTAL OTHER EXPENSES	\$ 188,540	\$ 188,540	\$ 195,867	\$ 7,327
TOTAL EXPENDITURES	\$ 1,230,140	\$ 1,230,140	\$ 1,048,502	\$ (181,638)
Replacement Reserve	\$ 44,550	\$ 44,550	\$ <u>44,562</u>	\$ 12
PROFIT	\$ 35,720	\$ 35,720	\$ 224,636	\$ 188,916

Commissioner's Report - Property Detail

Month Ending: Sep 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September
<u>INCOME</u>												
DWELLING RENTAL	\$ 194,610	\$ 194,610	\$ <u>161,240</u>	\$ (33,370)	\$ 143,400	\$ 143,400	\$ <u>146,445</u>	\$ 3,045	\$ 225,000	\$ 225,000	\$ <u>258,478</u>	\$ 33,478
TOTAL TENANT REVENUE	\$ 194,610	\$ 194,610	\$ 161,240	\$ (33,370)	\$ 143,400	\$ 143,400	\$ 146,445	\$ 3,045	\$ 225,000	\$ 225,000	\$ 258,478	\$ 33,478
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ <u>237,605</u>	\$ 137,605
HUD Asset Repositioning Fee - Operating Grant	-	-	-	-	-	-	-	-	93,000	93,000	<u>73,594</u>	(19,406)
PBV HAP SUBSIDY	155,940	155,940	<u>177,164</u>	21,224	225,740	225,740	<u>193,721</u>	(32,019)	-	-	-	-
HUD CAPITAL FUNDS- OPERATIONS	-	-	-	-	-	-	-	-	71,580	71,580	-	(71,580)
CDBG INCOME	16,400	16,400	<u>3,674</u>	(12,726)	10,400	10,400	<u>2,438</u>	(7,962)	13,200	13,200	<u>7,175</u>	(6,025)
TOTAL HUD FUNDING	\$ 172,340	\$ 172,340	\$ 180,838	\$ 8,498	\$ 236,140	\$ 236,140	\$ 196,159	\$ (39,981)	\$ 277,780	\$ 277,780	\$ 318,374	\$ 40,594
INVESTMENT INCOME- UNRESTRICTED	\$ 50	\$ 50	\$ <u>37</u>	\$ (13)	\$ 30	\$ 30	\$ <u>0</u>	\$ (30)	\$ 50	\$ 50	\$ <u>52</u>	\$ 2
NONDWELLING RENTAL INCOME	40,800	40,800	-	(40,800)	-	-	-	-	-	-	-	-
OTHER INCOME- LAUNDRY	3,400	3,400	<u>2,099</u>	(1,301)	1,220	1,220	<u>1,533</u>	313	2,400	2,400	<u>3,422</u>	1,022
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	-	-	<u>16,264</u>	16,264
OTHER INCOME- MISCELLANEOUS	2,470	2,470	<u>4,203</u>	1,733	1,220	1,220	<u>25,059</u>	23,839	9,500	9,500	<u>3,496</u>	(6,004)
TOTAL INCOME	\$ 413,670	\$ 413,670	\$ 348,418	\$ (65,252)	\$ 382,010	\$ 382,010	\$ 369,195	\$ (12,815)	\$ 514,730	\$ 514,730	\$ 600,087	\$ 85,357
<u>EXPENSES</u>												
AUDIT FEES	\$ 2,520	\$ 2,520	\$ <u>2,520</u>	\$ -	\$ 1,620	\$ 1,620	\$ <u>1,620</u>	\$ -	\$ 4,860	\$ 4,860	\$ <u>4,860</u>	\$ -
ADVERTISING	170	170	<u>366</u>	196	550	550	<u>169</u>	(381)	330	330	<u>506</u>	176

Commissioner's Report - Property Detail

Month Ending: Sep 2022



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 2,160	\$ 2,160	\$ <u>232</u>	\$ (1,928)	\$ 5,000	\$ 5,000	\$ <u>149</u>	\$ (4,851)	\$ 4,160	\$ 4,160	\$ <u>448</u>	\$ (3,712)
CONSULTANTS-RAD	820	820	<u>907</u>	87	530	530	<u>583</u>	53	1,590	1,590	<u>8,011</u>	6,421
CONVERSION												
COPIER	740	740	<u>777</u>	37	480	480	<u>613</u>	133	1,440	1,440	<u>901</u>	(539)
DUES & PUBLICATIONS	170	170	<u>151</u>	(19)	600	600	<u>97</u>	(503)	330	330	<u>291</u>	(39)
OFFICE SUPPLIES	200	200	<u>197</u>	(3)	500	500	<u>124</u>	(376)	390	390	<u>153</u>	(237)
PHONE & INTERNET	2,180	2,180	<u>3,522</u>	1,342	4,940	4,940	<u>5,984</u>	1,044	5,310	5,310	<u>4,078</u>	(1,232)
POSTAGE	420	420	<u>655</u>	235	450	450	<u>420</u>	(30)	820	820	<u>1,258</u>	438
LEGAL	2,140	2,140	<u>5,494</u>	3,354	1,380	1,380	<u>2,309</u>	929	4,420	4,420	<u>9,299</u>	4,879
CRIMINAL BACKGROUND	40	40	<u>61</u>	21	20	20	<u>9</u>	(11)	100	100	<u>71</u>	(29)
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	4,000	-	(4,000)
TRAVEL	20	20	-	(20)	10	10	-	(10)	40	40	-	(40)
TRAINING	140	140	-	(140)	2,000	2,000	-	(2,000)	280	280	-	(280)
ACCOUNTING	5,500	5,500	<u>6,485</u>	985	3,540	3,540	<u>4,169</u>	629	10,610	10,610	<u>12,506</u>	1,896
MANAGEMENT FEES	49,840	49,840	<u>39,897</u>	(9,943)	32,040	32,040	<u>25,649</u>	(6,391)	96,120	96,120	<u>76,943</u>	(19,177)
MISCELLANEOUS-	2,980	2,980	<u>5,924</u>	2,944	6,460	6,460	<u>3,576</u>	(2,884)	4,830	4,830	<u>9,155</u>	4,325
SUNDRY												
TOTAL ADMINISTRATIVE EXPENSES	\$ 70,040	\$ 70,040	\$ 67,187	\$ (2,853)	\$ 60,120	\$ 60,120	\$ 45,470	\$ (14,650)	\$ 139,630	\$ 139,630	\$ 128,479	\$ (11,151)
OTHER TENANT SERVICES	\$ 4,800	\$ 4,800	\$ <u>2,440</u>	\$ (2,360)	\$ 4,800	\$ 4,800	\$ -	\$ (4,800)	\$ 2,400	\$ 2,400	\$ -	\$ (2,400)
TENANT SVCS –	15,500	15,500	<u>3,720</u>	(11,780)	10,400	10,400	<u>2,392</u>	(8,008)	13,200	13,200	<u>7,175</u>	(6,025)
BEHAVIORAL HEALTH												
TOTAL OTHER TENANT SERVICES	\$ 20,300	\$ 20,300	\$ 6,160	\$ (14,140)	\$ 15,200	\$ 15,200	\$ 2,392	\$ (12,808)	\$ 15,600	\$ 15,600	\$ 7,175	\$ (8,425)
WATER/SEWER	\$ 20,250	\$ 20,250	\$ <u>20,041</u>	\$ (209)	\$ 12,760	\$ 12,760	\$ <u>11,005</u>	\$ (1,755)	\$ 62,560	\$ 62,560	\$ <u>64,221</u>	\$ 1,661
ELECTRIC	94,140	94,140	<u>68,019</u>	(26,121)	23,300	23,300	<u>19,449</u>	(3,851)	8,980	8,980	<u>11,859</u>	2,879
GAS	-	-	-	-	11,000	11,000	<u>4,984</u>	(6,016)	36,110	36,110	<u>38,616</u>	2,506
TOTAL UTILITY EXPENSES	\$ 114,390	\$ 114,390	\$ 88,059	\$ (26,331)	\$ 47,060	\$ 47,060	\$ 35,438	\$ (11,622)	\$ 107,650	\$ 107,650	\$ 114,697	\$ 7,047

Commissioner's Report - Property Detail

Month Ending: Sep 2022



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>
MAINTENANCE LABOR	\$ 16,760	\$ 16,760	\$ <u>21,097</u>	\$ 4,337	\$ 10,770	\$ 10,770	\$ <u>7,804</u>	\$ (2,966)	\$ 32,320	\$ 32,320	\$ <u>16,511</u>	\$ (15,809)
MAINT. MATERIALS	10,420	10,420	<u>48,829</u>	38,409	100,180	100,180	<u>6,101</u>	(94,079)	21,250	21,250	<u>12,867</u>	(8,383)
MAINT. CONTRACT COSTS	81,050	81,050	<u>110,398</u>	29,348	64,110	64,110	<u>31,234</u>	(32,876)	77,750	77,750	<u>80,366</u>	2,616
EMPLOYEE BENEFITS	10,360	10,360	<u>7,472</u>	(2,888)	6,660	6,660	<u>3,973</u>	(2,687)	19,980	19,980	<u>10,927</u>	(9,053)
TOTAL MAINTENANCE	\$ 118,590	\$ 118,590	\$ 187,796	\$ 69,206	\$ 181,720	\$ 181,720	\$ 49,112	\$ (132,608)	\$ 151,300	\$ 151,300	\$ 120,670	\$ (30,630)
INSURANCE	\$ 29,510	\$ 29,510	\$ <u>28,576</u>	\$ (934)	\$ 18,290	\$ 18,290	\$ <u>16,306</u>	\$ (1,984)	\$ 26,510	\$ 26,510	\$ <u>43,139</u>	\$ 16,629
FLOOD INSURANCE	3,500	3,500	<u>4,899</u>	1,399	3,200	3,200	<u>1,040</u>	(2,160)	19,900	19,900	<u>17,798</u>	(2,103)
BAD DEBTS	1,500	1,500	<u>1,500</u>	-	930	930	<u>936</u>	6	15,000	15,000	<u>15,000</u>	-
COMPENSATED ABSENCES	500	500	<u>462</u>	(38)	310	310	<u>286</u>	(24)	1,250	1,250	<u>1,144</u>	(106)
PAYMENT IN LIEU OF TAXES	8,020	8,020	<u>8,016</u>	(4)	9,630	9,630	<u>9,636</u>	6	11,740	11,740	<u>11,736</u>	(4)
PENSION	3,000	3,000	<u>2,103</u>	(897)	2,430	2,430	<u>1,352</u>	(1,078)	5,260	5,260	<u>4,055</u>	(1,205)
RETIREE BENEFITS	8,800	8,800	<u>7,807</u>	(993)	5,460	5,460	<u>5,020</u>	(440)	13,800	13,800	<u>15,057</u>	1,257
TOTAL OTHER EXPENSES	\$ 54,830	\$ 54,830	\$ 53,363	\$ (1,467)	\$ 40,250	\$ 40,250	\$ 34,575	\$ (5,675)	\$ 93,460	\$ 93,460	\$ 107,928	\$ 14,468
TOTAL EXPENDITURES	\$ 378,150	\$ 378,150	\$ 402,565	\$ 24,416	\$ 344,350	\$ 344,350	\$ 166,988	\$ (177,362)	\$ 507,640	\$ 507,640	\$ 478,949	\$ (28,691)
Replacement Reserve	\$ 26,950	\$ 26,950	\$ <u>27,071</u>	\$ 121	\$ 17,600	\$ 17,600	\$ <u>17,492</u>	\$ (108)	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,570	\$ 8,570	\$ (81,218)	\$ (89,788)	\$ 20,060	\$ 20,060	\$ 184,716	\$ 164,656	\$ 7,090	\$ 7,090	\$ 121,138	\$ 114,048

Ocean City Housing Authority

Administrative Report

DATE: October 11, 2022

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for September 2022)

PERIOD: September 13, 2022 to October 11, 2022

Speitel Commons and Bayview Manor

There are some minor “punch list” items the Authority is working with the builder to complete for Speitel Commons. The retainer will be released after the punch list items are complete.

Punch List items:

Work to begin on 6/22/22 on the following items:

- ✓ Roof top AC units to be checked; Door closers to finish with patching and painting;
- ✓ Two broken windows to be repaired;
- ✓ Some flooring issues;

July update: The Brooke Group and staff are working on the final close out of this project with the NJHMFA.

August update: There are a few minor items to be completed on this project by the contractor. A retainage is being held from the next payment to cover the cost of completion.

September update: There are still a few minor items to be completed before this project is closed out.

October update: There are still a few minor items to be completed before this project is closed out.

Bayview – Renovation Projects

The following renovation projects are part of the improvements due to the RAD conversion:

<p><u>Exterior Renovations at Bayview Manor</u></p> <ul style="list-style-type: none"> 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; 	<p>Contract Award to Levy Construction Co, Inc. – May 2021</p> <p>Working with vendor to order materials, due to availability expected construction start date is a minimum of 16-weeks after materials are ordered.</p> <p>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.</p> <p>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.</p> <p>November update: Team meetings will continue with Levy Construction; Left side windows have not been received; Waiting on delivery of windows to begin project.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>March update: Punch list items are being worked on; Window, PTEC units and siding are all complete; Items on order are front and back railings, shop overhead door & vent covers; A time extension Change Order will be requested as the vendor is waiting for the items on order to complete this project;</p> <p><i>April update: Vent covers for each unit are outstanding; some minor punch list items remain;</i></p> <p>May update: Some vent covers have not been received due to supply chain issues and 5 PTEC units are to be received; very minor punch list items remain;</p> <p>June update: Same as above;</p> <p>July update: Vent covers that were received are being painted & installed; PTEC covers are being installed;</p> <p>August update: A few items remain on the punch list; this project is close to close-out;</p> <p>September update: This project is in the close-out process;</p> <p><i>October update: The final payment for this project is being processed;</i></p>
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Bayview – Renovation Projects (continued)

<p><u>Interior Renovations</u></p> <ul style="list-style-type: none">a. Renovate Lobby;b. Addition of Mail Room;c. Renovate Community Room;d. Renovate Community Bathrooms;e. Renovate Laundry Room;f. New Flooring in Common Areas;g. All Common Areas painted;h. Maintenance Shop;i. Office & Conference Room;j. New Handrails throughout Common hallways;	<p>Project Specifications have been advertised for bids to be received in early August; Anticipate September Contract Award</p>	<p>August update: Proposals for the Interior Renovations were received August 10, 2022; Documents will be reviewed by staff and attorney with a possible August contract award;</p> <p>September update: Contract was awarded in August 2022 to Levy Construction Co, Inc; Project is in submittal phase;</p> <p><i>October update: Project is in submittal phase; Possible supply chain issues are being evaluated;</i></p>
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Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	August Update: A meeting with the landscape architect is being scheduled; September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work; <i>October Update: Specifications for this project are in review; This work will likely be completed in the spring;</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	<ul style="list-style-type: none"> June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services Award Special Engineering (Civil) Services 	<p>Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete.</p> <p>October update: The architect is completing the "massing" of the Family development for presentation to the board.</p> <p>November update: The Architect will present "massing" ideas of the Family development to board at the November meeting.</p> <p>December update: Work continues on the "massing" for the Family development; More progress is expected in January 2022.</p> <p>January update: Massing for the Family development continues; Update to be given at board meeting.</p> <p>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.</p> <p>March update: The preliminary design for the project is complete; Discussions are in process with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;</p> <p>April update: Discussions continue with the NJHMFA regarding financing; once the financing is decided with an investor's commitment the project will move to the next phase;</p> <p>May update – Finalizing discussions with NJHMFA for funding options; Next step will be to obtain investor commitment for tax credit proposal;</p> <p>June update – Board presentation will occur at the June meeting; Next steps are investor commitment and file tax credit application with the NJHMFA.</p> <p>July update – NJHMFA application is in process;</p> <p>August update – NJHMFA has received the application.</p> <p>September update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p><i>October update – NJHMFA has received the application. A further update will be given at the board meeting;</i></p>

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 SEP	2022 AUG	2022 JUL
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor		0	0	0
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year		121	121	121
Number of inspections completed this month - all sites (include BB insp.)		119	20	139
Total number of units inspected year-to-date - all sites		867	748	728
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		237	147	N/A
Annual Unit Turnaround Time (For Fiscal Year)		228	226	242
Monthly - Number of Vacancies Filled (this month)		1	1	0
Monthly - Average unit turnaround time in days for Lease up		200	77	N/A
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		32	39	N/A
PIC Score		89.47%	89.74%	97.44%
<u>Vacancies - At end of Month</u>				
Bay View Manor		4	5	4
Speitel Commons		1	1	0
Peck's Beach Family		3	3	2
Total		8	9	6
Occupancy Rate		93.60%	92.80%	95.04%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)		146		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)		16.00	43.24	0.00
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)		25.79	26.49	29.79
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled		\$13,911	\$13,907	\$13,907
Speitel Commons - Elderly/Disabled		\$12,845	\$13,366	\$13,285
Peck's Beach - Family		\$23,709	\$24,501	\$24,538
Total Rent Roll		\$50,465	\$51,774	\$51,730
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 9/30/2022</u>				
Families - Ocean City Preference		15	14	14
Families - No Ocean City Preference		114	93	93
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		8	6	7
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		157	129	129
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		0.11	0.11	0.09
Total Tenant Generated Work Orders		34	37	44
Number of routine work orders written this month		95	209	159
Number of outstanding work orders from previous month		635	581	469
Total number of work orders to be addressed this month		764	827	673
Total number of work orders completed this month		139	192	92
Total number of work orders left outstanding		625	635	581
Number of emergency work orders written this month		0	0	1
Total number of work orders written year-to-date		1613	1484	1238
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 September 30, 2022

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 09/30/2022	\$1,015,958.88
<i>2021 Capital Fund Balance for PH (pbfamily)</i>	\$121,578.00
<i>2022 Capital Fund Balance for PH (pbfamily)</i>	\$148,746.00
Add: A/R-Tenants 09/2022	
Current	\$5,837.20
Past	\$25,255.67

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$2,636.37
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$92,697.33
Reimbursement for Pecks Family Redevelopment - City of OC	\$20,890.00

Less: Bill List payments - October 2022 (\$182,083.27)

Accrued Expenses - Total from detail below (\$28,861.00)

<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	12	(20,019.00)
Bad Debt	17,430.00	12	17,430.00
Comp Absences	2,060.00	12	2,060.00
P.I.L.O.T.	29,390.00	12	29,390.00
Net Accrual	149,790.00		28,861.00

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

Net Cash Balance \$1,022,655.18

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 87,375	11.63	Months
Per Day	\$ 2,913	351	Days

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

RESOLUTION NO. 2022-57
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 \$182,083.27.

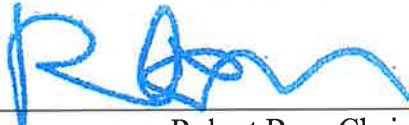
NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: October 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 October 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 - October 2022			
BANK: COCC MGMT (new acct)			
Check #	Vendor	Invoice Notes	Total Amount
1040	ACENDA	June 2022 Resident Wellness Svcs	\$ 1,490.12
1112	ACE PLUMBING, HEATING & ELECTRICAL	Maint Supplies	\$ 27.09
1113	AMBIENT COMFORT	Heater repair - PBF	\$ 610.00
1114	ATLANTIC CITY ELECTRIC	Sept 2022 electric	\$ 6,165.71
1115	ATLANTIC COAST ALARM	BVM fire alarm monitoring - 10/2022 - 09/2023	\$ 480.00
1116	LINDA AVENA	Oct 2022 accounting	\$ 2,211.67
1117	CALL EXPERTS	Oct answering svc	\$ 69.99
1118	CAPE MAY HOUSING AUTHORITY	Aug 2022 maint svcs.	\$ 1,837.50
1119	CLEAN SWEEP SERVICES	Sept BVM/Speitel cleaning	\$ 2,885.00
1120	CAPE MAY COUNTY MUNICIPAL UTILITIES	Bulk waste disposal	\$ 203.73
1121	COMCAST	Sept 2022 business internet - Admin Ofc/Speitel	\$ 381.38
1122	DRAIN DOCTOR	Plumbing svcs - BVM	\$ 285.00
1123	FLORENCE DRISCOLL	Oct 2022 Tenant svcs	\$ 200.00
1124	FEDERAL EXPRESS	Overnight delivery	\$ 162.76
1125	EISENSTAT, GABAGE & FURMAN	Aug 2022 Legal svcs	\$ 375.00
1126	GEN X ELECTRICAL	AC wall unit wiring - BVM	\$ 389.04
1127	ASHLEY HARRIS	Oct 2022 BVM/Speitel cleaning	\$ 200.00
1128	ROBERT HARRIS	Oct 2022 BVM/Speitel trash rm cleaning; reyclable removal	\$ 200.00
1129	HD SUPPLY	Maint Supplies	\$ 148.29
1130	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 408.38
1131	THE HOME DEPOT PRO	Maint Supplies	\$ 1,001.86
1132	JC'S CUSTOM PAINTING	Painting svcs - PBF	\$ 1,716.00
1133	JOHN SPITZ	Oct 2022 Medicare reimb;Sept precrip copay reimb	\$ 539.67
1134	NJ AMERICAN WATER	Sept 2022 water	\$ 9,629.02
1135	PDQ SUPPLY	Maint Supplies	\$ 160.45
1136	ROBERT ROWELL	Oct 2022 maint contract grounds	\$ 200.00
1137	SHERWIN WILLIAMS	Painting supplies	\$ 343.96
1138	SHOEMAKER LUMBER	Maint Supplies	\$ 105.89
1139	SOUTH JERSEY WEB DESIGN	Website changes	\$ 150.00
1140	SOUTH JERSEY GAS	Sept 2022 gas svc	\$ 1,514.06
1141	STATE OF NJ	Employer portion of taxable wages 2020 & 2021	\$ 11.36
1142	TREASURER, STATE OF NJ DCA ELSA	PBF elevator safety registration renewal	\$ 182.00
1143	TREASURER, STATE OF NJ	BVM BFCE registration renewal	\$ 191.00
1144	VERIZON CONNECT FLEET	Vehicle tracking -Oct 2022	\$ 17.45
1145	VERIZON	Sept 2022 business phone line - Admin Ofc; elevator phones/alarms - BVM/Speitel	\$ 479.65
1146	VERIZON WIRELESS	Maint cell phone - Oct 2022	\$ 36.64
1147	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Sept 2022; Oct 2022 mgmt fee; purchase of 2012 Ford Fusion	\$ 24,929.63
1148	WALLACE HARDWARE	Maint Supplies	\$ 28.63
202210041	AETNA	Oct 2022 premium - J Spitz	\$ 345.12
202210042	AETNA	Oct 2022 premium - P Spitz	\$ 226.59
9212022	ADP	09/21/22 payroll & taxes	\$ 2,265.60
9212022	ADP	09/21/22 payroll invoice	\$ 77.56
100522	ADP	10/05/22 payroll & taxes	\$ 1,831.17
txfr	OCHA REPLACEMENT RESERVE	Oct 2022 repl reserve deposit - BVM/Speitel	\$ 3,713.00
	PNC BANK FEE - SEPT		\$ 68.97
	TOTAL OCT DISBURSEMENTS COCC (coccestur)		\$ 68,495.94
	TOTAL OCT DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 92,697.33
	TOTAL OCT DISBURSEMENTS PBFAM GEN (pbfamily redevelopmt)		\$ 20,890.00
	TOTAL BILL LIST - OCT 2022		\$ 182,083.27

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
	LEVY CONSTRUCTION	BVM HVAC Renovations - Draw #28	69,086.22
	DONOVAN ARCHITECTS	BVM/Speitel A/E - Draw #28	16,027.50

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - October 2022			
	THE BROOKE GROUP LLC	BVM/Speitel consulting - Draw #28	7,331.25
	TOTAL OCT DISBURSEMENTS (sturcons)		\$ 92,697.33
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	SCIULLO ENGINEERING	PBF predevelopment engineering - Draw #1	16,860.00
	THE BROOKE GROUP LLC	PBF predevelopment consulting - Draw #1	4,030.00
	TOTAL OCT DISBURSEMENTS (sturgen)		\$ 20,890.00

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

RESOLUTION #2022-58

**Resolution for Renewal in the
New Jersey Public Housing Authority Joint Insurance Fund**

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

WHEREAS, said renewed membership terminates as of December 31, 2022 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The **Ocean City Housing Authority** agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

ADOPTED: October 18, 2022

VOTE:

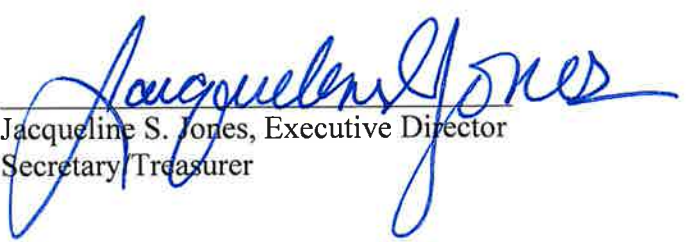
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman				✓		
Commissioner Broadley				✓		
Chairman Barr	✓					

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

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

**AGREEMENT TO RENEW MEMBERSHIP IN THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND**

WHEREAS, the **New Jersey Public Housing Authority Joint Insurance Fund** (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;


WHEREAS, **Ocean City Housing Authority** is currently a member of said Fund, and;

WHEREAS, effective December 31, 2022, said membership will expire unless earlier renewed, and;

WHEREAS, the Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. **Ocean City Housing Authority** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2023 and ending December 31, 2025.
2. **Ocean City Housing Authority** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Ocean City Housing Authority** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of the **Ocean City Housing Authority**.
5. Executed the 18th day of October 2022 as the lawful and binding act and deed of the **Ocean City Housing Authority**, which execution has been duly authorized by public vote of the governing body.



Chairperson/Executive Director



Attest

10/18/22

Date

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

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

**RESOLUTION NO. 2022-59
Accounts Receivable Dececd as Uncollectible**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Ocean City Housing Authority that the attached list of accounts receivable and the amount indicated thereon be and are hereby decreed and abandoned as uncollectible in the sum of **\$23,598.17**.


This resolution shall take effect immediately.

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

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

OCHA Year End Bad Debt Write - Offs 09/30/22

		S/D	M/O Date	Reason Uncollectible	Amount	
Speitel					\$	-
Pecks Beach Family						
417	Rosa Rivera	Y	1/14/2022	limited income	\$	7,649.10
426	Carolyn Snow	Y	6/14/2022	evicted/limited income	\$	4,093.94
					\$	-
Bayview						
214	Usama Hubbi	Y	6/9/2022	evicted/limited income	\$	4,486.16
413	Elaine Jeranek	Y	3/11/2022	limited income	\$	4,449.39
301	Fathia Metwally	Y	1/19/2022	evicted/limited income	\$	752.65
114	Jimmy Walker	Y	10/15/2021	limited income	\$	2,166.93
				TOTAL	\$	23,598.17

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

**RESOLUTION NO. 2022-60
Resolution Authorizing Payment of Draw 28**

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 #28 in the amount of \$92,444.97
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: October 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:

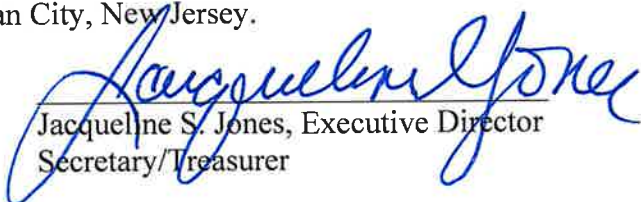


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on October 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

October 11, 2022

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #28

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$92,444.97. 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	\$69,086.22
Donovan Architects	9 Tanner Street, Ste 201, Haddonfield, NJ 08033	\$16,027.50
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$7,331.25
	TOTAL	\$92,444.97

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #28 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.

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

**RESOLUTION NO. 2022-61
Resolution Authorizing Contracts with Approved National
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 52:34-6.2(b)(3)**

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 52:34-6.2(b)(3), may by resolution and without advertising for bids, join national cooperative purchasing agreements; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing national cooperative contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced National Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved national cooperative contracts on the attached list, pursuant to all conditions of the individual contracts; and

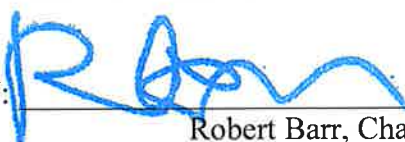
BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 18, 2022

VOTE:

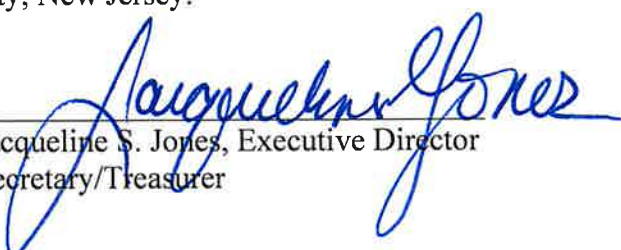
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					✓
Commissioner Henry	✓					
Commissioner Mumman				✓		
Commissioner Broadley				✓		
Chairman Barr	✓					

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

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

National Cooperative Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
OMNIA Partners - US Communities Contract, County of Maricopa, Arizona Contract #16154	HD Supply Facilities Maintenance	Maintenance and Hardware Supplies	12/31/2026
OMNIA Partners - US Communities Contract, Maricopa County, Phoenix, AZ, Contract #16154	Home Depot Pro	Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services	12/31/2026
OMNIA Partners - US Communities Contract, Fresno Unified School District, CA, Contract #17-21	Home Depot Pro	Maintenance and Hardware Supplies	10/31/2022
OMNIA Partners - US Communities Contract, County of Fairfax, Virginia Contract #:4400006644	Insight Public Sector	Technology Products and Solutions	4/30/2023
Sourcwell Contract #081419-CDW	CDW-G Technology Solutions	Technology & Communications Solutions	10/30/2023
Sourcwell Contract#: #080620-WEX	Wright Express Financial Services Corp	Fuel Card Services	9/10/2024
OMNIA Partners - US Communities Contract, Prince William County Public Schools, Virginia, Contract R-BB-19002	CINTAS	Uniform Services	10/31/2023
Sourcwell - Contract#: 121218-WWG	Grainger	Facilities & Maintenance Repair	1/25/2023
Sourcwell - Contract Number: 192163	Grainger	Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials, and Related Services	12/31/2024
Sourcwell - Contract Number: 2018.000207	Grainger	Maintenance, Repair, Operations (MRO) Supplies and Related Services	6/30/2023
OMNIA Partners - US Communities Contract, Prince William County Public Schools, VA Contract#:R-TC-17006	Amazon Business	Online Marketplace	1/18/2028
National Cooperative Purchasing Alliance - Contract 02-56	Sherwin Williams	Paint and Supplies	8/31/2023
Sourcwell Contract #030421-SCS STANLEY Integrated Security Solutions	Stanley Access Technologies	Integrated Systems, Services and Equipment	4/22/2025
Sourcwell Contract #080420-TKE Thyssenkrupp Elevator	TK Elevator	Elevators, Escalators, and Moving Walks with Related Equipment, Services	8/28/2024
Sourcwell Contract #012320-SCC - Staples	Staples	Office Supplies	4/6/2024
Sourcwell Contract #030421-JHN - Johnson Controls	Johnson Controls	Facility Security Systems	4/22/2025
Sourcwell Contract #070121-JHN - Johnson Controls	Johnson Controls (tyco)	HVAC Systems	8/12/2025
OMNIA Partners - US Communities - Contract Number: R192006 Region 4 ESC	Lowe's	Maintenance, Repair & Operations Supplies and Related Services	3/31/2023
OMNIA Partners -National IPA - Contract Number: 18-020-LG	Canon	Multi-Function Copier Devices and Service Solutions	9/30/2023
OMNIA Partners - Contract Number: R200501	Schindler	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2025
OMNIA Partners - US Communities Contract - Contract Number: 4400006642	Carahsoft Software Corp	Google Products, Services and Solutions	4/30/2023
OMNIA Partners - US Communities Contract - Contract #2019001564	KONE	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2024
OMNIA Partners - US Communities Contract - Contract #R200502	TK Elevator Corp	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2023

OMNIA Partners - US Communities Contract - Contract #R200501	Schindler Group	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2023
OMNIA Partners - US Communities Contract - Contract #2019001563	OTIS	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2024
OMNIA Partners - US Communities Contract - Contract #R190601	GovDeals	Auctioneer Services and Related Products	1/31/2023
OMNIA Partners - US Communities Contract - Contract #18-6320	Shred-it	Document and Media Destruction Services	5/14/2023
Sourcewell Contract #012320-SCC - Staples	Staples	Office Supply Catalog Solutions	4/6/2024
OMNIA Partners - US Communities Contract - Contract #2020002148	Mannington Commercial	Systemwide Flooring	4/14/2025
OMNIA Partners - US Communities Contract - Contract #2020002149	Mohawk Carpet Distribution, Inc.	Systemwide Flooring	4/14/2025
Sourcewell Contract #031121-DAC - Deere and Company	Deere and Company	Grounds Maintenance Equipment	4/30/2025
Sourcewell Contract #121218-FAS - Fastenal Company	Fastenal Company	Facility MRO	1/25/2023
Sourcewell Contract #070121-HNY - Honeywell	Honeywell	Building Management Systems	8/12/2025
Sourcewell Contract #121919-KII - KI Furniture	KI Furniture	Furniture	2/18/2024
Sourcewell Contract #011322-PIT - Pitney Bowes	Pitney Bowes	Mailing & Shipping Software & Solutions	2/28/2026
Sourcewell Contract #121919-STI - Steelcase	Steelcase	Furniture	2/18/2024
OMNIA Partners - US Communities Contract - Contract #2019001568	Lerch Bates Inc.	Elevator Services, Repair, Maintenance, Inspection/Testing, Parts, and Modernization	9/30/2024
OMNIA Partners - US Communities Contract - Contract #3341	Trane	HVAC Products, Installation, Labor Based Solutions, and Related Products and Services	8/31/2027
OMNIA Partners - US Communities Contract - Contract #171725-01	Panasonic	Mobile Computing Solutions Including Ruggedized Laptops, Tablets, Accessories and Related Technology Products and Services	2/28/2023
Sourcewell Contract #121919-TKN - Teknion	Teknion	Public Sector & Education Furnishings	2/18/2024
OMNIA Partners - US Communities Contract - Contract #R191811	National Office Furniture	Furniture, Installation and Related Services	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R191802	Allsteel	Furniture, Installation and Related Services	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R191819	Enwork	Furniture, Installation and Related Services	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R200601	Sunbelt Rentals	Equipment and Tool Rental Services	10/31/2025
OMNIA Partners - US Communities Contract - Contract #2017000280	Advance Auto Parts	Automotive Parts & Supplies	12/31/2023
OMNIA Partners - US Communities Contract - Contract #R211201	AutoZone	Automotive Parts & Supplies	12/31/2026
OMNIA Partners - US Communities Contract - Contract #R220201	Burke	Playground Systems, Installation, Service and Related Items	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R220202	Play & Park Structures	Playground Systems, Installation, Service and Related Items	4/30/2027
OMNIA Partners - US Communities Contract - Contract # 20469	Exmark	Tractors, Mowers, and Other Equipment, Parts, and Services	5/14/2027

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

**Resolution #2022-62
Resolution Authorizing Contracts with Approved State
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 40A:11-12a**

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

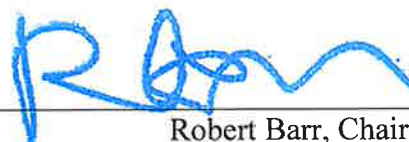
BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 18, 2022

VOTE:

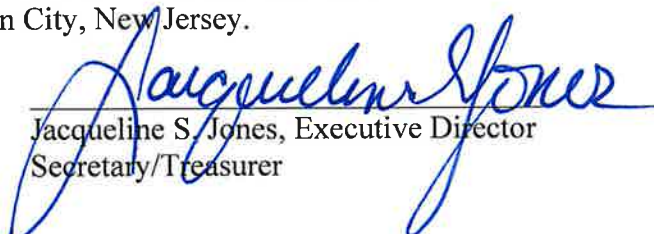
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					✓
Commissioner Henry	✓					
Commissioner Mumman				✓		
Commissioner Broadley				✓		
Chairman Barr	✓					

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

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

NJ State Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
NJ State Contract #:19-TELE-00656	DELL MARKETING LP	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	2/28/2023
NJ State Contract #:20-TELE-01510	DELL MARKETING LP	SOFTWARE LICENSE & RELATED SERVICES	5/24/2026
NJ State Contract #:20-TELE-01511	CDW GOVERNMENT LLC	Software Reseller Services	5/24/2026
NJ State Contract #:22-TELE-05441	VERIZON WIRELESS	WIRELESS DEVICES AND SERVICES	8/11/2024
NJ State Contract #:41610	WALLACE SUPPLY CO	T0537 - HEATING, VENTILATION AND AIR CONDITIONING REPAIR PARTS	5/31/2022
NJ State Contract #:0000003	W B MASON COMPANY INC	T0052 Office Supplies and Recycled Copy Paper Statewide	5/6/2023
NJ State Contract #:88692	MARLEE CONTRACTORS	HVAC, REFRIGERATION AND BOILER SERVICES	10/31/2023
NJ State Contract #:88955	PEMBERTON ELECTRICAL SUPPLY CO	ELECTRICAL EQUIPMENT AND SUPPLIES	7/31/2023
NJ State Contract #:88957	FRANKLINGRIFFITH	ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS)	7/31/2023
NJ State Contract #:81751	FRANK MAZZA AND SON	ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS)	12/31/2022
NJ State Contract #:40823	Creston Hydraulics Inc.	ELECTRIC EQUIPMENT AND SUPPLIES (LIGHT POLES, LUMINAIRES WITH ASSOCIATED LAMPS)	3/17/2023
NJ State Contract #:88272	Creston Hydraulics Inc.	T0126 - OEM & NON-OEM MAINTENANCE & REPAIR SERVICES FOR LIGHT/MEDIUM DUTY VEHICLES	1/19/2023
NJ State Contract #:19-FOOD-01328	South Jersey Paper Products	T0085 - SNOW PLOW PARTS, AND GRADER AND LOADER BLADES	10/31/2023
NJ State Contract #: 43029	Laurel Lawn Mower	T0012 Food Service Items: Disposable, Paper and Plastic for Distribution and Support Services	2/16/2023
NJ State Contract #:41608	Johnstone Supply	PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	5/31/2022
NJ State Contract #:19-FLEET-00677	Grainger	HEATING, VENTILATION AND AIR CONDITIONING REPAIR PARTS	6/30/2023
NJ State Contract #:19-FLEET-00566	Grainger	M0002 CUSTOM ORDERS Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	6/30/2023
NJ State Contract #: 43037	Central Jersey Equipment	Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	2/16/2023
NJ State Contract #: 43022	Cherry Valley Tractor Sales	T2187 - PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2023

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

RESOLUTION NO. 2022-63

Resolution Authorizing the Ocean City Housing Authority to enter into a Shared Services Agreement with the Cape May Housing Authority for Maintenance Services

WHEREAS, the Ocean City Housing Authority (“OCHA”) wishes to enter into a Shared Services Agreement with the Cape May Housing Authority (CMHA); and

WHEREAS, the OCHA wishes to enter into a Shared Services Agreement with the CMHA according to the terms of the attached Shared Services Agreement between the Authorities; and

WHEREAS, this Shared Services Agreement effective November 1, 2022, is to provide general maintenance/landscaping services by the OCHA to the CMHA on an as-needed/when needed basis;

WHEREAS, the agreement shall become effective immediately and will remain in effect through September 30, 2023, unless terminated by either party with 30 days’ notice to the other party; and

WHEREAS, such agreements are acceptable to the State of New Jersey and are governed by New Jersey state law and regulations (N.J.A.C. 5:44-3.1(a) and N.J.S.A. 40A:12A-18) and are permitted by Federal regulations governing Public Housing Authorities; and


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Ocean City Housing Authority at the open public meeting held on October 18, 2022 that the Ocean City Housing Authority authorizes the execution of an Agreement for Shared Administrative Services with the Cape May Housing Authority under the terms stated above.

ADOPTED: October 18, 2022

VOTE:

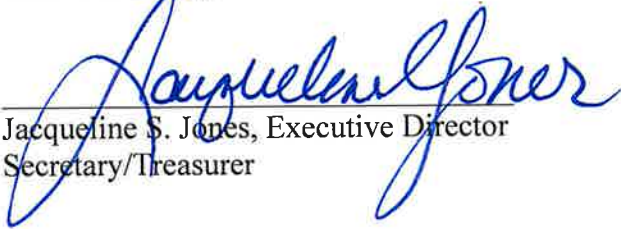
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman				✓		
Commissioner Broadley				✓		
Chairman Barr	✓					

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

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

**AGREEMENT FOR MAINTENANCE SERVICES
BY AND BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF CAPE MAY
AND
THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY**

THIS AGREEMENT is made on this 1st day of November, 2022 by and between the Housing Authority of the City of Cape May (hereinafter "CHA") and The Housing Authority of the City of Ocean City (hereinafter "OCHA").

PREAMBLE:

WHEREAS, CMHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering a Public Housing Program; and

WHEREAS, OCHA is a public body corporate established by the Department of Housing and Urban Development as an independent federal housing agency administering Public Housing and Rental Assistance Demonstration Programs; and

WHEREAS, OCHA and CMHA wish to mutually share maintenance services; and

WHEREAS, OCHA and CMHA wish to enter into a mutual maintenance services contract; and

WHEREAS, funds are available for this purpose; and

WHEREAS, it is in the best interests of both authorities to share services; and

WHEREAS, said sharing of services need not be advertised or bid as same is not subject to either federal or state procurement standards as same is an intergovernmental contract.

NOW, THEREFORE, the parties agree as follows:

1. AGREEMENT TO PROVIDE MAINTENANCE SERVICES: CMHA and OCHA hereby agrees that it shall provide maintenance services and additional services on an as-needed and as-requested basis, except in the case of financial or safety urgency for CMHA and/or OCHA in accordance with the terms and conditions of this Agreement. OCHA and CMHA mutually agrees to reimburse CMHA and/or OCHA for said services in accordance with the terms and conditions of this Agreement.

2. COMPENSATION: CMHA and/or OCHA Shall be reimbursed for the services provided hereunder as follows:

Payment shall be made for services rendered. CMHA and/or OCHA shall submit bills monthly to OCHA and/or CMHA.

a) Provide as-needed Maintenance services to OCHA and/or CMHA properties. These services may include vacancy turnover services and/or landscaping/work order completion services and shall be billed on a monthly basis with the following information: the name and title of each CMHA

and/or OCHA employee who performed services for OCHA and/or CMHA during the preceding month, the dates and hours (where applicable) during which said services were performed and the hourly rate pursuant to Attachment A. All bills shall be certified as true and correct by CMHA and/or OCHA.

- b) Notwithstanding any other provisions herein, total payments under this contract shall not exceed the budgeted amount without further authorization from the OCHA and/or CMHA. In the event that the contract maximum of budgeted amount is reached and the OCHA and/or CMHA does not authorize further expenditures, the CMHA and/or OCHA shall have no further obligation to perform services under this agreement.

3. SCOPE OF SERVICES:

CMHA shall perform the following services:

- a) Provide as-needed Maintenance services to OCHA properties. These services may include vacancy turnover services and/or landscaping/work order completion services.

OCHA shall perform the following services:

- b) Provide as-needed Maintenance services to CMHA properties. These services may include vacancy turnover services and/or landscaping/work order completion services.

4. RIGHT TO HIRE OTHERS:

- a) CMHA shall have the right to designate its staff to assist in fulfilling CMHA's responsibilities under this Agreement. Compensation for such employees shall be pursuant to the rates indicated on Attachment A.
- b) OCHA shall have the right to designate its staff to assist in fulfilling OCHA's responsibilities under this Agreement. Compensation for such employees shall be pursuant to the rates indicated on Attachment B.

5. INDEPENDENT CONTRACTOR: CMHA employees designated to perform services under this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of OCHA for any purpose whatsoever.

OCHA employees designated to perform services under this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of CMHA for any purpose whatsoever.

6. CONTRACT PERIOD AND OPTION TO EXTEND: The contract shall be effective upon the execution of this Agreement and shall continue through September 30, 2023, unless terminated before as permitted in this Agreement. Either party may terminate the contract with 30 days advance written notice during the term of the contract.

7. INSURANCE: CMHA shall carry such Worker's Compensation insurance as is now or hereafter required by law as to those persons performing services for OCHA pursuant to this Agreement.

OCHA shall carry such Worker's Compensation insurance as is now or hereafter required by law as to those persons performing services for CMHA pursuant to this Agreement.

8. INDEMNIFICATION AND LIABILITY INSURANCE:

- a) CMHA shall indemnify, hold harmless and defend OCHA against all claims that arise out of or result from its performance of this Agreement. OCHA shall indemnify, hold harmless and defend CMHA against all claims that arise out of or result from its performance of this Agreement
- b) CMHA at its cost shall obtain an insurance policy covering OCHA, its Officers, Commissioners, and Employees in the amount of \$1,000,000.00 or, in the alternative, OCHA shall be added to the policy of CMHA insuring the Commissioners, Officers and Employees of the OCHA. OCHA at its cost shall obtain an insurance policy for Officers, Commissioners, and Employees covering OCHA employees who perform services pursuant to this Agreement in the amount of \$1,000,000.00.
- c) CMHA shall continue, in force, liability insurance coverage naming OCHA and its Officers, Commissioners, and staff as additional insured. OCHA shall continue, in force, liability insurance coverage naming CMHA and its Officers, Commissioners, and staff as additional insured
- d) If CMHA or OCHA refuses or fails to obtain and continue such insurance prior to the effective date of this Agreement, said Agreement shall be null and void.

9. RECORDS: CMHA shall maintain a comprehensive system of records, books, and accounts in a manner satisfactory to HUD and OCHA. All records, books, and accounts, together with all documents, papers and records of CMHA which relate to the operation of CMHA shall be available for examination at reasonable hours by any authorized representative of HUD, the Comptroller General or New Jersey Department of Community Affairs and CMHA. CMHA will turn over all records to OCHA at the termination of this contract. All records shall be maintained at the offices of the CMHA.

OCHA shall maintain a comprehensive system of records, books, and accounts in a manner satisfactory to HUD and CMHA. All records, books, and accounts, together with all documents, papers and records of OCHA which relate to the operation of OCHA shall be available for examination at reasonable hours by any authorized representative of HUD, the Comptroller General or New Jersey Department of Community Affairs and OCHA. OCHA will turn over all records to CMHA at the termination of this contract. All records shall be maintained at the offices of the OCHA.

10. EQUAL EMPLOYMENT OPPORTUNITY:

During the performance of this contract, OCHA & CMHA agrees as follows:

- a) OCHA\CMHA will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. OCHA\CMHA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity clause.
- b) In the event of OCHA's\CMHA'S noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and OCHA\CMHA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1966, and such other sanctions may be imposed and remedies invoked as provided in such order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

11. LIMITATION ON EXPENDITURES: Notwithstanding any of the foregoing provisions, the prior approval of CMHA will be required for any expenditure.

12. NOTICES: Where notice to a party is required under the terms of this Agreement, such notice shall be given to and such approval shall be given to the following representatives of each party:

Dr. Keith Lafferty, Chairperson of the Housing Authority of the City of Cape May
Robert Barr, Chairperson of the Housing Authority of the City of Ocean City

13. CONTINGENCIES: This contract shall be subject to the approval of the United States Department of Housing and Urban Development.

14. The parties agree that this agreement is in lieu of the 120-day notice provision provided by N.J.S.A. 10A:12A-18, and that OCHA expressly waives the benefit of same.

15. INTERLOCAL SERVICES ACT: This agreement complies with the Interlocal Services Act 40:8A-1 through 40:9A-4 providing authority to enter into a contract for joint provision of services.

16. INTERPRETATION: This Agreement shall be interpreted under the laws of the State of New Jersey. This Agreement constitutes the entire agreement between the parties and no changes will be valid unless made by in writing and executed by the parties.

HOUSING AUTHORITY OF THE
CITY OF CAPE MAY

ATTEST:

 By: 

Dr. Keith Lafferty, Chairperson

HOUSING AUTHORITY OF THE
CITY OF OCEAN CITY

ATTEST:

 By: 

Robert Barr, Chairperson

SEE ATTACHED – "ATTACHMENT A and ATTACHMENT B"

**HOUSING AUTHORITY OF THE CITY OF CAPE MAY
ATTACHMENT A
SCHEDULE OF SERVICES FOR THE OCEAN CITY HOUSING AUTHORITY**

Maintenance services are to be provided to the Housing Authority of Ocean City Housing Authority on an as-needed basis for the purposes of covering the Maintenance Services when the current Maintenance Repairman is on vacation. In addition, Maintenance services may also be provided for assistance with the turnover of vacancies, landscaping, work orders, etc.

Other services to be provided as needed and upon request of the Commissioners of the OCHA, except in the case of financial or safety urgency:

OTHER SERVICES AS NEEDED*:	
MAINTENANCE	\$50 - \$75
*Fees do not include mileage; The current IRS mileage rate will apply for any of the "Other Services As Needed" listed above; Hourly rates will be charged Portal-Portal.	

SEE ATTACHED – “ATTACHMENT B”

HOUSING AUTHORITY OF OCEAN CITY
ATTACHMENT B
SCHEDULE OF SERVICES FOR THE CITY OF CAPE MAY HOUSING AUTHORITY

Maintenance services are to be provided to the Housing Authority of the City of Cape May Housing Authority on an as-needed basis for the purposes of covering the Maintenance Services when the current Maintenance Repairman is on vacation. In addition, Maintenance services may also be provided for assistance with the turnover of vacancies, landscaping, work orders, etc.

Other services to be provided as needed and upon request of the Commissioners of the CMHA, except in the case of financial or safety urgency:

OTHER SERVICES AS NEEDED*:	
MAINTENANCE	\$50 - \$75
*Fees do not include mileage; The current IRS mileage rate will apply for any of the “Other Services As Needed” listed above; Hourly rates will be charged Portal-Portal.	

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

RESOLUTION NO. 2022-64

Resolution to Authorize the Executive Director to Execute a Choice Mobility Letter Agreement with the Vineland Housing Authority for it to Contribute Housing Choice Vouchers to Achieve Choice Mobility in Connection with the Ocean City Housing Authority's RAD Conversion for tis Pecks Beach Family Site and for the Vineland Housing Authority to Administer the Project Based Vouchers that are part of the Ocean City Housing Authority

WHEREAS, the Ocean City Housing Authority (OCHA) applied to HUD in October of 2017 to convert its public housing units to the Rental Assistance Demonstration (RAD) program; and

WHEREAS, on April 17, 2018 HUD approved this application and issued a Commitment to Enter into a Housing Assistance Payment Agreement (CHAP); and

WHEREAS, on February 7, 2019 HUD approved a CHAP modification which split the CHAP into two, 1) for Speitel Commons at Bayview Manor and 2) on for 40 units for Pecks Beach Family, and

WHEREAS, RAD conversions can be either through the Project Based Voucher platform or the Project Based Rental Assistance platform; and

WHEREAS, The OCHA prefers the Project Based Voucher platform; and

WHEREAS, for the OCHA to convert with the Project Based Voucher platform a different housing authority must agree to administer the Project Based Vouchers and to make Housing Choice Vouchers available to the OCHA residents to achieve choice mobility; and

WHEREAS, the OCHA has requested that the Vineland Housing Authority administer the Project Based Vouchers and provide Housing Choice Vouchers to achieve choice mobility in connection with its RAD conversion.

NOW, THEREFORE BE IT RESOLVED ON THIS 18th DAY OF OCTOBER, 2022, that the Board of Commissioners of the Ocean City Housing Authority hereby authorizes the Executive Director to execute a Choice Mobility Letter Agreement with the Vineland Housing Authority for it to contribute Housing Choice Vouchers for choice mobility and for the Vineland Housing Authority to administer the Project Based Vouchers that are part of the Ocean City Housing Authority's RAD conversion for Pecks Beach Family.

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

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Attachment 1D – Choice-Mobility Letter Agreement
Between Vineland HousingAuthority (contributing vouchers)
And Ocean City Housing Authority (receiving vouchers)

Regarding Ocean City Housing Authority RAD Application for BAY VIEW MANOR for tracking purposes Pecks Beach Family

- 1. Capitalized terms herein shall have the meaning given to them in Notice PIH-2012-32 (the "Notice") as amended and in the Rental Assistance Demonstration ("RAD").
- 2. Jacqueline S. Jones certifies that he or she is the Exexutive Director of Vineland HousingAuthority and that he or she has been authorized by Vineland HousingAuthority to enter into this Choice-Mobility Letter Agreement regarding the RAD application submitted by PECKS BEACH FAMILY (NJ053000001B).
- 3. Jacqueline S. Jones certifies that he or she is the Executive Director of Ocean City Housing Authority and that he or she has been authorized by Ocean City Housing Authority to enter into this Choice-Mobility Letter Agreement regarding the RAD application submitted by PECKS BEACH FAMILY (NJ053000001B).
- 4. Vineland HousingAuthority, through its duly authorized representative, commits that if the subject project converts assistance under RAD, Vineland HousingAuthority will provide Section 8 Housing Choice Vouchers to the assisted residents of the subject project to achieve the choice-mobility objective described in Section 1.7(5)(C) of the Notice. Vineland HousingAuthority agrees that this commitment is binding on Vineland HousingAuthority without regard to whether any RAD application submitted by Vineland HousingAuthority is selected for participation in RAD.
- 5. Vineland HousingAuthority acknowledges that if the subject project's application for RAD conversion is incomplete, fails to meet threshold criteria, or is submitted outside of the Initial Application Period, Vineland HousingAuthority will not earn any Ranking Factor. However, if such application is submitted during the Initial Application Period, is complete, and meets threshold criteria, then Vineland HousingAuthority will earn a Ranking Factor regardless of whether such application is selected, or, once selected, is withdrawn or terminated.
- 6. Ocean City Housing Authority acknowledges that if the subject project's application for RAD conversion is incomplete, fails to meet threshold criteria, or is submitted outside of the Initial Application Period, Ocean City Housing Authority will not earn any Ranking Factor.

Vineland HousingAuthority: By Jacqueline S. Jones (Exexutive Director)

Signature: 
Ocean City Housing Authority: By Jacqueline S. Jones (Executive Director)

January 21, 2022
Date:

Signature: 

January 21, 2022
Date: