

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



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

April 13, 2023

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, April 18, 2023 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, April 18, 2023
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 March 21, 2023
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: *(cash report included)*
 - # 2023-21 Approval of Monthly Expenses *(updated)*
 - # 2023-22 Authorizing Payments of Draw #32 Speitel/Bayview
 - # 2023-23 Authorizing Payment of Draw #4 Pecks Beach Family Redevelopment
 - # 2023-24 Awarding Cleaning Contract – Clean Sweep Services
 - # 2023-25 Change Order #2 & #3 Bayview Manor 1st and 5th Floor Renovations

Executive Session if required

Comments from the press and/or public – Limited to 5 minutes for each speaker
12. Comments from Board Members
13. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

March 21, 2023 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held March 21, 2023, at 4:00 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	(Absent)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Ron Miller, Director of Affordable Housing, Harry Furman, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from February 21, 2023. 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	(Absent)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the five months ending February 2023. Brief discussion on the Financial Report. **Motion to approve the Treasurer's report** made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

Executive Director's Report

Mrs. Jones provided an update to her written report. The interior renovations at Bayview are moving along. Further discussion regarding contract and change order will be discussed in Executive Session.

Regarding Pecks Beach Family Redevelopment, a courtesy review by the sub-committee of the Planning Board was held on March 2nd and it went very well with positive comments.

There are a few vacancies the Authority is working on at Bayview and one at Speitel.

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	(Absent)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2023-13 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$302,044.08. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones briefly reviewed 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	(Absent)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

Resolution #2023-14
Resolution Authorizing Payment of Draw 31

Chairman Barr called for a motion to approve Resolution #2023-14. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained the draw. Commissioner Henry asked who reviews the line items. Mrs. Jones explained it is reviewed by the Brooke Group, the Authority's in-house financial staff and the City of Ocean City financial staff. The following vote was taken:

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

Resolution #2023-15
Resolution Authorizing Payment of Draw #3 Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-15. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones explained the draw. The following vote was taken:

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

Resolution #2023-16
Transfer Ownership of Authority Owned Vehicle

Chairman Barr called for a motion to approve Resolution #2023-16. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the VHA is transferring a van to OCHA in anticipation of the building of additional units for a second maintenance employee. Mrs. Jones reviewed the OCHA vehicle fleet. The following vote was taken:

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

Resolution #2023-17

Resolution Authorizing the Executive Director to enter into an Amendment to the Shared Services Agreement with the City of Ocean City for the Redevelopment of Affordable Housing Units at Peck's Beach Village

Chairman Barr called for a motion to approve Resolution #2023-17. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained the Shared Services Agreement needs to be amended to be able to apply for the Affordable Housing Protection Funds in the amount of \$3.5 million. If the funds are approved and received it will reduce the City's obligation by \$3.5 million. If the funds are not approved the Shared Services agreement will need to be amended again. The following vote was taken:

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

Resolution #2023-18

Resolution to Dispose of Furniture and Equipment Utilizing the Disposition Policy

Chairman Barr called for a motion to approve Resolution #2023-18. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. This resolution is for the disposal of one inoperable snowblower. The following vote was taken:

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

Resolution #2023-19

Executive Session

Chairman Barr called for a motion to approve Resolution #2023-19. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Regular Meeting closed for Executive Session at 4:15 p.m.

Regular Meeting re-opened at 4:58 p.m.

The Board is now back in open session having concluded the Executive Session and can proceed with business. Mrs. Jones stated the Board discussed in Executive Session the details of the Change Order #1 for Bayview Manor 1st and 5th Floor

Renovations in Resolution # 2023-20. Mr. Furman stated the Board also dealt with audit contract issues and those matters remain unresolved for which there may be a need for another Executive Session.

Resolution #2023-20

Resolution Approving Change Order #1 for Bayview Manor 1st and 5th Floor Renovations

Chairman Barr called for a motion to approve Resolution #2023-20. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. Commissioner Henry complimented the staff for prudent spending, which positions the Authority in a favorable financial position. 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 5:02 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
INCOME				
DWELLING RENTAL	\$ 569,880	\$ 284,940	\$ <u>300,204</u>	\$ 15,264
TOTAL TENANT REVENUE	\$ 569,880	\$ 284,940	\$ 300,204	\$ 15,264
HUD OPERATING SUBSIDY	\$ 287,240	\$ 143,622	\$ <u>120,502</u>	\$ (23,120)
PBV HAP SUBSIDY	388,360	194,184	<u>176,490</u>	(17,694)
HUD CAPITAL FUNDS-OPERATIONS	71,000	35,502	<u>121,578</u>	86,076
CDBG INCOME	23,300	11,652	<u>713</u>	(10,940)
TOTAL HUD FUNDING	\$ 769,900	\$ 384,960	\$ 419,283	\$ 34,323
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 60	\$ <u>233</u>	\$ 173
NONDWELLING RENTAL INCOME	54,000	27,000	-	(27,000)
OTHER INCOME-LAUNDRY	6,900	3,450	<u>2,608</u>	(842)
OTHER INCOME-FRAUD RECOVERY	2,500	1,248	<u>2,322</u>	1,074
OTHER INCOME-MISCELLANEOUS	11,540	5,772	<u>3,256</u>	(2,516)
TOTAL INCOME	\$ 1,414,840	\$ 707,430	\$ 727,906	\$ 20,476
EXPENSES				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>7,714</u>	\$ 7,714
PAYROLL TAXES - ADMIN	-	-	<u>644</u>	644
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 8,358	\$ 8,358
AUDIT FEES	\$ 12,000	\$ 5,994	\$ <u>6,000</u>	\$ 6
ADVERTISING	740	372	<u>1,192</u>	820
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 1,854	\$ <u>300</u>	\$ (1,554)
CONSULTANTS-RAD CONVERSION	11,030	5,514	<u>2,500</u>	(3,014)
COPIER	2,660	1,332	-	(1,332)
DUES & PUBLICATIONS	730	366	<u>571</u>	205
OFFICE SUPPLIES	790	402	<u>169</u>	(233)
PHONE & INTERNET	13,780	6,894	<u>6,254</u>	(640)
POSTAGE	1,640	816	<u>1,174</u>	358
LEGAL	16,020	8,010	<u>3,825</u>	(4,185)
CRIMINAL BACKGROUND CHECKS	360	180	<u>132</u>	(48)
LEGAL-RAD	4,000	1,998	-	(1,998)
TRAVEL	70	36	-	(36)
TRAINING	440	222	-	(222)
ACCOUNTING	26,540	13,272	<u>16,795</u>	3,523
MANAGEMENT FEES	266,880	133,440	<u>76,711</u>	(56,729)
MISCELLANEOUS-SUNDRY	13,660	6,822	<u>10,807</u>	3,985

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 187,524	\$ 134,788	\$ (52,736)
OTHER TENANT SERVICES	\$ 3,900	\$ 1,950	\$ <u>1,200</u>	\$ (750)
TENANT SVCS – BEHAVIORAL HEALTH	39,100	19,554	<u>713</u>	(18,842)
TOTAL OTHER TENANT SERVICES	\$ 43,000	\$ 21,504	\$ 1,913	\$ (19,592)
WATER/SEWER	\$ 104,350	\$ 52,176	\$ <u>49,737</u>	\$ (2,439)
ELECTRIC	98,360	49,182	<u>61,248</u>	12,066
GAS	50,180	25,092	<u>32,123</u>	7,031
TOTAL UTILITY EXPENSES	\$ 252,890	\$ 126,450	\$ 143,108	\$ 16,658
MAINTENANCE LABOR	\$ 65,000	\$ 32,502	\$ <u>26,634</u>	\$ (5,868)
MAINT. MATERIALS	139,800	69,936	<u>15,449</u>	(54,487)
MAINT. CONTRACT COSTS	220,100	110,064	<u>66,637</u>	(43,427)
EMPLOYEE BENEFITS	37,530	18,762	<u>11,645</u>	(7,117)
TOTAL MAINTENANCE	\$ 462,430	\$ 231,264	\$ 120,364	\$ (110,900)
INSURANCE	\$ 110,490	\$ 55,254	\$ <u>48,534</u>	\$ (6,720)
FLOOD INSURANCE	29,140	14,568	<u>15,177</u>	609
BAD DEBTS	13,230	6,618	<u>6,615</u>	(3)
COMPENSATED ABSENCES	1,260	630	<u>630</u>	-
PAYMENT IN LIEU OF TAXES	29,770	14,886	<u>14,885</u>	(1)
PENSION	10,690	5,346	<u>5,346</u>	-
RETIREE BENEFITS	28,260	14,130	<u>7,937</u>	(6,193)
TOTAL OTHER EXPENSES	\$ 222,840	\$ 111,432	\$ 99,124	\$ (12,308)
TOTAL EXPENDITURES	\$ 1,356,200	\$ 678,174	\$ 499,297	\$ (178,877)
Replacement Reserve	\$ 44,550	\$ 22,278	\$ <u>22,299</u>	\$ 21
PROFIT	\$ 14,090	\$ 6,978	\$ 206,309	\$ 199,331

Commissioner's Report - Property Detail

Month Ending: Mar 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
<u>INCOME</u>												
DWELLING RENTAL	\$ 161,730	\$ 80,868	\$ <u>92,212</u>	\$ 11,344	\$ 161,150	\$ 80,574	\$ <u>78,007</u>	\$ (2,567)	\$ 247,000	\$ 123,498	\$ <u>129,985</u>	\$ 6,487
TOTAL TENANT REVENUE	\$ 161,730	\$ 80,868	\$ 92,212	\$ 11,344	\$ 161,150	\$ 80,574	\$ 78,007	\$ (2,567)	\$ 247,000	\$ 123,498	\$ 129,985	\$ 6,487
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ <u>-</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -	\$ 287,240	\$ 143,622	\$ <u>120,502</u>	\$ (23,120)
PBV HAP SUBSIDY	198,510	99,258	<u>85,962</u>	(13,296)	189,850	94,926	<u>90,528</u>	(4,398)	-	-	<u>-</u>	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	<u>-</u>	-	-	-	<u>-</u>	-	71,000	35,502	<u>121,578</u>	86,076
CDBG INCOME	6,500	3,252	<u>128</u>	(3,124)	4,200	2,100	<u>200</u>	(1,901)	12,600	6,300	<u>385</u>	(5,915)
TOTAL HUD FUNDING	\$ 205,010	\$ 102,510	\$ 86,090	\$ (16,420)	\$ 194,050	\$ 97,026	\$ 90,728	\$ (6,299)	\$ 370,840	\$ 185,424	\$ 242,465	\$ 57,041
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 18	\$ <u>100</u>	\$ 82	\$ 30	\$ 18	\$ <u>2</u>	\$ (16)	\$ 50	\$ 24	\$ <u>132</u>	\$ 108
NONDWELLING RENTAL INCOME	54,000	27,000	<u>-</u>	(27,000)	-	-	<u>-</u>	-	-	-	<u>-</u>	-
OTHER INCOME-LAUNDRY	2,800	1,398	<u>830</u>	(568)	1,200	600	<u>770</u>	170	2,900	1,452	<u>1,009</u>	(444)
OTHER INCOME-FRAUD RECOVERY	-	-	<u>-</u>	-	-	-	<u>-</u>	-	2,500	1,248	<u>2,322</u>	1,074
OTHER INCOME-MISCELLANEOUS	3,090	1,548	<u>122</u>	(1,426)	1,100	552	<u>89</u>	(463)	7,350	3,672	<u>3,045</u>	(627)
TOTAL INCOME	\$ 426,670	\$ 213,342	\$ 179,354	\$ (33,988)	\$ 357,530	\$ 178,770	\$ 169,595	\$ (9,175)	\$ 630,640	\$ 315,318	\$ 378,957	\$ 63,639
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>2,160</u>	\$ 2,160	\$ -	\$ -	\$ <u>1,389</u>	\$ 1,389	\$ -	\$ -	\$ <u>4,166</u>	\$ 4,166
PAYROLL TAXES - ADMIN	-	-	<u>180</u>	180	-	-	<u>116</u>	116	-	-	<u>348</u>	348
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 2,340	\$ 2,340	\$ -	\$ -	\$ 1,504	\$ 1,504	\$ -	\$ -	\$ 4,513	\$ 4,513

Commissioner's Report - Property Detail

Month Ending: Mar 2023



	BAYVIEW					SPEITEL					PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March		ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March		ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
AUDIT FEES	\$ 3,520	\$ 1,758	\$ <u>1,764</u>	\$ 6		\$ 2,620	\$ 1,308	\$ <u>1,308</u>	\$ -		\$ 5,860	\$ 2,928	\$ <u>2,928</u>	\$ -
ADVERTISING	170	84	<u>319</u>	235		200	102	<u>205</u>	103		370	186	<u>667</u>	481
OFFICE EXPENSES														
COMPUTER SERVICES	\$ 500	\$ 252	\$ <u>84</u>	\$ (168)		\$ 1,200	\$ 600	\$ <u>54</u>	\$ (546)		\$ 2,000	\$ 1,002	\$ <u>162</u>	\$ (840)
CONSULTANTS-RAD	500	252	<u>700</u>	448		530	264	<u>450</u>	186		10,000	4,998	<u>1,350</u>	(3,648)
CONVERSION														
COPIER	740	372	-	(372)		480	240	-	(240)		1,440	720	-	(720)
DUES & PUBLICATIONS	170	84	<u>160</u>	76		200	102	<u>103</u>	1		360	180	<u>308</u>	128
OFFICE SUPPLIES	200	102	<u>44</u>	(58)		200	102	<u>28</u>	(74)		390	198	<u>97</u>	(101)
PHONE & INTERNET	4,260	2,130	<u>1,477</u>	(653)		5,630	2,814	<u>2,680</u>	(134)		3,890	1,950	<u>2,097</u>	147
POSTAGE	420	210	<u>329</u>	119		400	198	<u>212</u>	14		820	408	<u>634</u>	226
LEGAL	3,000	1,500	<u>630</u>	(870)		1,880	942	<u>545</u>	(397)		11,140	5,568	<u>2,650</u>	(2,918)
CRIMINAL BACKGROUND	40	18	-	(18)		20	12	<u>132</u>	120		300	150	-	(150)
CHECKS														
LEGAL-RAD	-	-	-	-		-	-	-	-		4,000	1,998	-	(1,998)
TRAVEL	20	12	-	(12)		10	6	-	(6)		40	18	-	(18)
TRAINING	140	72	-	(72)		200	102	-	(102)		100	48	-	(48)
ACCOUNTING	6,500	3,252	<u>4,703</u>	1,451		4,540	2,268	<u>3,023</u>	755		15,500	7,752	<u>9,069</u>	1,317
MANAGEMENT FEES	57,840	28,920	<u>21,479</u>	(7,441)		52,040	26,022	<u>13,808</u>	(12,214)		157,000	78,498	<u>41,424</u>	(37,074)
MISCELLANEOUS-	4,740	2,376	<u>1,754</u>	(622)		3,720	1,848	<u>1,120</u>	(728)		5,200	2,598	<u>7,933</u>	5,335
SUNDRY														
TOTAL ADMINISTRATIVE	\$ 82,760	\$ 41,394	\$ 35,782	\$ (5,612)		\$ 73,870	\$ 36,930	\$ 25,173	\$ (11,757)		\$ 218,410	\$ 109,200	\$ 73,833	\$ (35,367)
EXPENSES														
OTHER TENANT	\$ 1,400	\$ 702	\$ <u>1,200</u>	\$ 498		\$ 1,200	\$ 600	\$ -	\$ (600)		\$ 1,300	\$ 648	\$ -	\$ (648)
SERVICES														
TENANT SVCS –	15,500	7,752	<u>200</u>	(7,553)		10,400	5,202	<u>128</u>	(5,074)		13,200	6,600	<u>385</u>	(6,215)
BEHAVIORAL HEALTH														
TOTAL OTHER TENANT	\$ 16,900	\$ 8,454	\$ 1,400	\$ (7,055)		\$ 11,600	\$ 5,802	\$ 128	\$ (5,674)		\$ 14,500	\$ 7,248	\$ 385	\$ (6,863)
SERVICES														
WATER/SEWER	\$ 21,540	\$ 10,770	\$ <u>9,575</u>	\$ (1,195)		\$ 15,000	\$ 7,500	\$ <u>6,965</u>	\$ (535)		\$ 67,810	\$ 33,906	\$ <u>33,198</u>	\$ (708)
ELECTRIC	86,520	43,260	<u>45,661</u>	2,401		2,600	1,302	<u>7,731</u>	6,429		9,240	4,620	<u>7,855</u>	3,235

Commissioner’s Report - Property Detail

Month Ending: Mar 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
GAS	-	-	-	-	5,040	2,520	2,350	(170)	45,140	22,572	29,773	7,201
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 54,030	\$ 55,236	\$ 1,206	\$ 22,640	\$ 11,322	\$ 17,046	\$ 5,724	\$ 122,190	\$ 61,098	\$ 70,826	\$ 9,728
MAINTENANCE LABOR	\$ 18,000	\$ 9,000	\$ 7,458	\$ (1,542)	\$ 14,000	\$ 7,002	\$ 4,794	\$ (2,208)	\$ 33,000	\$ 16,500	\$ 14,382	\$ (2,118)
MAINT. MATERIALS	16,800	8,412	2,722	(5,690)	100,440	50,232	3,837	(46,395)	22,560	11,292	8,890	(2,402)
MAINT. CONTRACT COSTS	84,390	42,204	30,862	(11,342)	56,930	28,464	15,795	(12,670)	78,780	39,396	19,980	(19,416)
EMPLOYEE BENEFITS	11,240	5,616	3,261	(2,355)	6,900	3,450	2,096	(1,354)	19,390	9,696	6,288	(3,408)
TOTAL MAINTENANCE	\$ 130,430	\$ 65,232	\$ 44,302	\$ (20,930)	\$ 178,270	\$ 89,148	\$ 26,521	\$ (62,627)	\$ 153,730	\$ 76,884	\$ 49,541	\$ (27,343)
INSURANCE	\$ 30,820	\$ 15,414	\$ 12,995	\$ (2,419)	\$ 24,600	\$ 12,300	\$ 9,131	\$ (3,169)	\$ 55,070	\$ 27,540	\$ 26,408	\$ (1,132)
FLOOD INSURANCE	4,000	1,998	2,576	578	4,500	2,250	2,657	407	20,640	10,320	9,945	(375)
BAD DEBTS	1,500	750	750	-	930	468	468	-	10,800	5,400	5,397	(3)
COMPENSATED ABSENCES	420	210	210	-	420	210	210	-	420	210	210	-
PAYMENT IN LIEU OF TAXES	5,370	2,688	2,682	(6)	11,920	5,958	5,963	5	12,480	6,240	6,240	-
PENSION	3,000	1,500	1,500	-	2,430	1,218	1,218	-	5,260	2,628	2,628	-
RETIREE BENEFITS	7,900	3,948	2,222	(1,726)	5,460	2,730	1,429	(1,301)	14,900	7,452	4,286	(3,166)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 26,508	\$ 22,935	\$ (3,573)	\$ 50,260	\$ 25,134	\$ 21,075	\$ (4,059)	\$ 119,570	\$ 59,790	\$ 55,114	\$ (4,676)
TOTAL EXPENDITURES	\$ 391,160	\$ 195,618	\$ 159,655	\$ (35,963)	\$ 336,640	\$ 168,336	\$ 89,943	\$ (78,393)	\$ 628,400	\$ 314,220	\$ 249,699	\$ (64,521)
Replacement Reserve	\$ 26,950	\$ 13,476	\$ 13,497	\$ 21	\$ 17,600	\$ 8,802	\$ 8,802	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,560	\$ 4,248	\$ 6,202	\$ 1,954	\$ 3,290	\$ 1,632	\$ 70,849	\$ 69,217	\$ 2,240	\$ 1,098	\$ 129,258	\$ 128,160

Ocean City Housing Authority
Administrative Report

DATE: April 10, 2023

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for March 2023)

PERIOD: March 14, 2023 to April 9, 2023

Please see the next page for Bayview Renovation Projects:

Bayview – Renovation Projects

<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; k. Elevator renovation; 	<p>Project Specifications have been advertised for bids to be received in early August; Anticipate September Contract Award</p> <hr/> <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>October update: Project is in submittal phase; Possible supply chain issues are being evaluated;</p> <p>November update: Interior construction has begun; submittals are still in process; some change orders are anticipated;</p> <p>December update: Same as November;</p> <p>January update: Change Orders are anticipated for office, board room and lobby due to changes needed to move electrical conduits;</p> <p>Hallway painting has begun; Floors will be replaced after painting is complete; Each floor will be done independently;</p>	<p>Elevators renovations – Need one more quote for elevator renovation; this project could be a change order to existing contractor or may be a separate bid; working with elevator consultant on this project;</p> <p>February update: Change orders are being finalized; Hallway painting and hallway floor replacement continues; 4th floor is complete; 3rd floor in process; Elevator quotes are being finalized;</p> <p>March update: 2nd, 3rd & 4th Floors - new common area flooring is complete and handrails have been refinished; The 5th floor Community Room is under renovation – a new kitchen, flooring, lighting, & painting are in progress; Floor tile was found under the Community Room carpet & is being tested for ACM – Asbestos Containing Material; A 5 week completion is expected for this room; The office & conference room is progressing with framing electrical, plumbing & HVAC work underway; Lastly, the unforeseen conditions change order is expected to be complete in the next few days; Recommendation letters are needed from Donovan Architects & Lerch Bates (elevator consultant) to complete the change order process;</p> <p><i>April update: ACM testing and monitoring continues; There will be a change order presented for the ACM testing & scope of work; Additional work may be needed depending on the ACM testing results;</i></p>
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Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	<p>August Update: A meeting with the landscape architect is being scheduled;</p> <p>September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work;</p> <p>October Update: Specifications for this project are in review; This work will likely be completed in the spring;</p> <p>November update: Some shrubs have been removed; The land has been graded and grass seed has been planted; New plantings are planned for April 2023;</p> <p>December update: New plantings are planned for April 2023;</p> <p>January update: New plantings are planned for April 2023;</p> <p>February update: New plantings are planned for April 2023;</p> <p><i>March update: This project has been placed on hold pending the outcome of the needed funds for to complete the Bayview Manor renovations;</i></p>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
<p align="center">Design Phase of the Redevelopment of Peck's Beach Family</p> <p>Project kick-off meeting with Professional Team has been completed; Subdivision approval is complete.</p> <p>October '21 update: The architect is completing the "massing" of the Family development for presentation to the board.</p> <p>November '21 update: The Architect will present "massing" ideas of the Family development to board at the November meeting.</p> <p>December '21 update: Work continues on the "massing" for the Family development; More progress is expected in January 2022.</p> <p>January '22 update: Massing for the Family development continues; Update to be given at board meeting.</p> <p>February '22 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>	<ul style="list-style-type: none"> • June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services <p>September update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>October update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward "closing."</p> <p>December update: The official approval letter (Declaration of Intent) for the financing from the NJHMFA was received in November. Design details are in process. An informal meeting with the Planning Office is to be scheduled prior to the Planning Board presentation, which is anticipated for February 2023;</p>	<p>January update: The design is being readied for submission to the Planning Office by the end of January.</p> <p>February update: The design is being readied for submission to the Planning Office. Next steps – finalize construction plans, prepare bid documents; put out for bid; work toward financial closing with HMFA and HUD; the 2nd Resident meeting is scheduled for March;</p> <p>March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2nd;</p> <p>The second resident meeting was held on March 7th; The consultant, architect and Authority staff were in attendance; Residents were presented with the plans, asked a lot of questions and were very pleased with the presentation;</p> <p>The site plans for the project are ready for presentation to the Planning Board for the April 5th meeting;</p> <p><i>April update: The presentation to the Planning Board was held on April 5th. The presentation was well received with votes for approval of the plan;</i></p> <p><i>The Authority's consultants, The Brooke Group, applied for funding known as the Affordable Housing Protection Funds through the NJHMFA. At this writing, the NJHMFA has indicated the application for the \$4M grant is complete. We understand the next step is NJHMFA board approval.</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 10/2022 - 10/2023
**2023
MAR**
**2023
FEB**
**2023
JAN**

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	1	2	5
<u>Unit Inspections</u>			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	119	0	119
Total number of units inspected year-to-date - all sites	361	242	242
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	N/A	N/A	126
Annual Unit Turnaround Time (For Fiscal Year)	N/A	N/A	149
Monthly - Number of Vacancies Filled (this month)	0	0	2
Monthly - Average unit turnaround time in days for Lease up	N/A	N/A	122
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	N/A	N/A	4
PIC Score	94.59%	97.30%	97.30%
<u>Vacancies - At end of Month</u>			
Bay View Manor	2	2	2
Speitel Commons	2	1	1
Peck's Beach Family	3	3	3
Total	7	6	6
Occupancy Rate	94.21%	95.24%	93.39%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)	1.52		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	0.00	1.52
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	21.30	21.30	21.30
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$15,840	\$15,862	\$15,728
Speitel Commons - Elderly/Disabled	\$14,143	\$13,664	\$12,524
Peck's Beach - Family	\$22,581	\$22,321	\$22,321
Total Rent Roll	\$52,564	\$51,847	\$50,573
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 3/31/2023</u>			
Families - Ocean City Preference	20	18	15
Families - No Ocean City Preference	199	168	142
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	10	6	4
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	181	188	162
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.12	0.13	0.12
Total Tenant Generated Work Orders	17	27	27
Number of routine work orders written this month	68	90	85
Number of outstanding work orders from previous month	659	672	664
Total number of work orders to be addressed this month	744	790	776
Total number of work orders completed this month	76	131	104
Total number of work orders left outstanding	668	659	672
Number of emergency work orders written this month	0	1	0
Total number of work orders written year-to-date	656	571	453
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 March 31, 2023

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 03/31/2023	\$1,027,137.92
<i>2022 Capital Fund available for PH (pbfamily)</i>	\$148,746.00
<i>2023 Capital Fund available for PH (pbfamily)</i>	\$150,347.00
Add: A/R-Tenants 03/2023	
	Current \$7,584.34
	Past \$2,623.41

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$8,598.87
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$274,751.45
Reimbursement for Pecks Family Redevelopment - City of OC	\$0.00

Less: Bill List payments - April 2023 (\$388,493.76)

Accrued Expenses - Total from detail below (\$38,018.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	139,630.00	6	15,888.00
Bad Debt	13,230.00	6	6,615.00
Comp Absences	1,260.00	6	630.00
P.I.L.O.T.	29,770.00	6	14,885.00
Net Accrual	183,890.00		38,018.00

Committed to Bayview Manor renovations **(\$200,000)**

Net Cash Balance \$993,277.23

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 83,216	12.34	Months
Per Day	\$ 2,774	358	Days

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

RESOLUTION NO. 2023-21
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 \$388,493.76.

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: April 18, 2023

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 April 18, 2023 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 - April 2023**

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1040	ACENDA	June 2022 Resident Wellness Svcs	\$ 1,490.12
1075	ACENDA	Aug 2022 Resident Wellness Svcs	\$ 1,146.25
1149	ACENDA	Sept/Oct 2022 Resident Wellness Svcs	\$ 2,137.50
1337	I.S. SMICK LUMBER	Maint supplies	\$ 536.93
1338	CARASOFT TECHNOLOGY CORPORATION	Tnt/Empl Screening	\$ 120.00
1339	NJ MOTOR VEHICLE COMMISSION	Vehicle, Gas, Oil, Grease	\$ 60.00
1340	ACENDA, INC.	Tenant Svcs - Behavioral Health	\$ 3,825.00
1341	ACE PLUMBING	Maint supplies	\$ 28.65
1342	ADVANCED ENVIRO SYSTEMS	Dumpster repair	\$ 265.85
1343	ATLANTIC CITY ELECTRIC	Apr 2023 electric	\$ 11,912.35
1344	ATLANTIC COAST ALARM	Contract-Alarm/Extinguisher	\$ 89.00
1345	LINDA AVENA	Accounting Fees	\$ 2,211.67
1346	CALL EXPERTS	Telephone	\$ 130.29
1347	CDW GOVERNMENT	Computer Parts	\$ 259.40
1348	CLEAN SWEEP SERVICES	Apr 2023 Bldg cleaning BVM/Speitel	\$ 2,885.00
1349	COMCAST	Internet	\$ 396.38
1350	FLORENCE DRISCOLL	Tenant services	\$ 200.00
1351	DUDLEY GENERAL CONTRACTING, LLC	Contract-Building Repairs	\$ 475.00
1352	ELDER PEST CONTROL	Contract-Bedbugs-Pest Control	\$ 1,100.00
1353	FEDERAL EXPRESS	Apr 2023 delivery services	\$ 38.82
1354	EISENSTAT GABAGE & FURMAN	Apr 2023 general legal & landlord/tenant services	\$ 945.00
1355	ASHLEY HARRIS	Apr 2023 BVM/Speitel cleaning	\$ 200.00
1356	ROBERT HARRIS	Apr 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1357	HOME DEPOT CREDIT SERVICES	Supplies - Maint/Plumbing	\$ 223.08
1358	HOME DEPOT PRO	Supplies - Maint	\$ 566.53
1359	JOHN SPITZ	Apr 2023 Medicare/RX copay reimbursement	\$ 561.36
1360	LILLISTON FORD, INC.	Contract-Vehicle Maintenance	\$ 1,897.79
1361	MAX COMMUNICATIONS	VPN software license	\$ 450.00
1362	NATIONAL TENANT NETWORK	Applicant criminal background checks	\$ 132.00
1363	NJ AMERICAN WATER	Apr 2023 water/sewer	\$ 1,216.03
1364	PDQ SUPPLY INC	Maint supplies	\$ 178.02
1365	ROBERT ROWELL	Apr 2023 maint contract grounds services	\$ 200.00
1366	SHERWIN WILLIAMS	Supplies-Plumbing	\$ 11.60
1367	I.S. SMICK LUMBER	Maint supplies	\$ 1,725.00
1368	SOUTH JERSEY GAS	Gas	\$ 4,811.11
1369	TREASURER, STATE OF NJ/DCA ELSA	Contract-Elevator Monitoring	\$ 516.00
1370	VERIZON CONNECT FLEET USA, LLC	GPS Vehicle Tracking	\$ 17.45
1371	VERIZON	Apr 2023 phone service	\$ 493.89
1372	VERIZON WIRELESS	Cell Phones/Pagers	\$ 102.99
1373	VINELAND HOUSING AUTHORITY	Office coverage/maint/postage - Mar 2023; Apr 2023 mgmt fee;	\$ 14,903.26
1374	WALLACE HARDWARE INC	Supplies - Maint/Repairs	\$ 46.57
ACH	ADP	3/22/23 payroll & taxes	\$ 4,006.17
ACH	ADP	3/22/23 payroll invoice	\$ 83.69
ACH	ADP	4/5/23 payroll & taxes	\$ 4,038.68
ACH	ADP	4/5/23 payroll invoice	\$ 83.69
txfr	OCHA REPLACEMENT RESERVE	Apr 2023 repl reserve deposit - BVM/Speitel	\$ 3,713.00
ACH	NJ STATE HEALTH BENEFITS PROGRAM	Apr 2023 employee/retiree health benefits	\$ 4,269.01
ACH	NJ DIV OF PENSIONS & BENEFITS	Feb/Mar 2023 pension deductions	\$ 691.20
ACH	NJ DIV OF PENSIONS & BENEFITS	2022 Annual Employer Appropriation	\$ 8,253.00
	PNC BANK FEE - MAR 2023		\$ 70.98
	TOTAL APR DISBURSEMENTS COCC (coccestur)		\$ 83,915.31
	TOTAL APR DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 274,751.45
	TOTAL APR DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 29,827.00
	TOTAL BILL LIST - APR 2023		\$ 388,493.76

BANK: BAYVIEW/SPEITEL CONSTRUCTION (RAD bayview)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	\$ 87.90
	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	\$ 164.46

OCEAN CITY HOUSING AUTHORITY

BILL LIST - April 2023

	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #3; Draw #31	140,445.00
	DONOVAN ARCHITECTS	A/E Services - BVM 1st & 5th Floor Renovations; Inv 21-005-04; Draw #31	4,928.50
	THE BROOKE GROUP	Consulting Services - BVM 1st & 5th Floor Renovations; Inv OCHA-11-22; OCHA-12-22; OCHA-01-23; Draw #31	12,718.28
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #4; Draw #32	111,577.31
	THE BROOKE GROUP	Consulting Services - BVM 1st & 5th Floor Renovations; Draw #32	4,830.00
	TOTAL APR DISBURSEMENTS (sturcons)		\$ 274,751.45

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	SCIULLO ENGINEERING	Engineering services - Peck's Family Development; Pre Dev Draw #4	14,810.00
	THE BROOKE GROUP	Consulting Services - Peck's Family Development; Pre Dev Draw #4	14,227.50
	GRUCCIO, PEPPER, DESANTO & RUTH	Legal Fees - Peck's Family Development; Pre Dev Draw #4	612.50
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #4	177.00
	TOTAL APR DISBURSEMENTS (sturgen)		\$ 29,827.00

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

RESOLUTION NO. 2023-22
Resolution Authorizing Payment of Draw 32

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 #32 in the amount of \$116,407.31 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: April 18, 2023

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 April 18, 2023 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

April 12, 2023

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #32

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$116,407.31. 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	\$111,577.31
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$4,830.00
	TOTAL	\$116,407.31

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #32 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. 2023-23
Resolution Authorizing Payment of Draw #4
Pecks Beach Family Redevelopment**

WHEREAS, the Ocean City Housing Authority through a Shared Services Agreement with the City of Ocean City have committed to the redevelopment of an Authority property known as Peck’s Beach Family; and

WHEREAS, the Ocean City Housing Authority is committed to redeveloping the Peck’s Beach Family property; and

WHEREAS, the funding for the redevelopment Peck’s Family Redevelopment is through a combination of funding through the Ocean City Housing Authority, the City of Ocean City and a tax credit investor;

WHEREAS, the payment to the vendors for this pre-development expense of Peck’s Beach Family 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 #4 in the amount of \$29,827 is 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: April 18, 2023

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 April 18, 2023 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

April 12, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 4 from OCHA Funds

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$29,827.00. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering Services LLC	137 S. New York Ave., Atlantic City, NJ 08401	\$14,810.00
The Brooke Group LLC	209 E Egnor Drive Galloway, NJ 08205	\$14,227.50
Gruccio, Pepper, DeSanto & Ruth	817 E Landis Ave., PO Box 1501 Vineland, NJ 08360	\$612.50
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2 nd Floor Roseland, NJ 07068	\$177.00
	TOTAL	\$29,827.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #4

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. 2023-24
A Resolution Awarding Janitorial Cleaning Services Contract

WHEREAS, the Ocean City Housing Authority recognizes the need to have janitorial cleaning services; and

WHEREAS, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority received one quote for janitorial cleaning services; and,

WHEREAS, Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ provided the lowest most responsible rates; and,

WHEREAS, Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ has completed and submitted a Political Contributions Disclosure form which certifies that Clean Sweep Services has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Clean Sweep Services from making any reportable contributions through the term of the contract, and

WHEREAS, funds are available for the purpose of entering into a contract not to exceed \$44,000 (see attached certification); and,

WHEREAS, the Authority recommends the award of contract be made to Clean Sweep Services; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for janitorial cleaning services and approves the expenditure of funds in the amount not to exceed \$44,000 to Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ.

ADOPTED: April 18, 2023

VOTE:

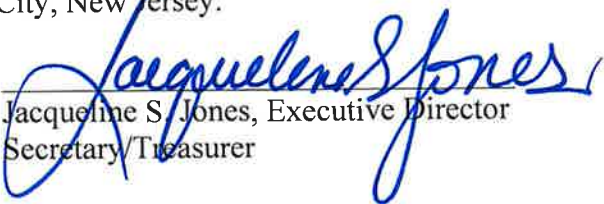
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman				✓		
Commissioner Broadley	✓					
Chairman Barr	✓					

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 April 18, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.


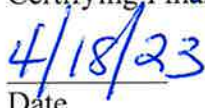
By:  Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

JANITORIAL CLEANING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-10-000.


Wendy Hughes
Certifying Financial Officer

Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY
UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
CLEANING SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	UNIT PRICE (each service)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
CLEAN-A-BAYVIEW	Provide price to clean Bayview Manor - A-SCHEDULE (Defined in specification above)	300	52	\$ 15,600
CLEAN-B-BAYVIEW	Provide price to clean Bayview Manor - B-SCHEDULE (Defined in specification above)	175	52	\$ 9,100
CLEAN-A-SPEITEL	Provide price to clean Spotted Commons - A-SCHEDULE (Defined in specification above)	145	52	\$ 7,540
CLEAN-B-SPEITEL	Provide price to clean Spotted Commons - B-SCHEDULE (Defined in specification above)	145	52	\$ 7,540

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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

Total Price of all rows \$ 37,128.00

Thirty seven thousand one hundred twenty eight

TOTAL PRICE IN WRITTEN WORD FORM

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

Firm Name <u>CleanSweep Services</u> BY: <u>Rose Balic</u>	
Address <u>1221 West Ave</u> City <u>Ocean City NJ</u> Zip <u>08226</u>	
Street, Town, State, Zip Code	
Telephone <u>609-398-4444</u>	Fax _____
Signature of proposer if the proposer is an individual <u>R. Balic</u>	Sworn to and subscribed before me on _____ day of _____, 20____
Signature of partner if proposer is a partnership <u>R. Balic</u>	Notary Public _____ (SEAL)
Signature of officer if the proposer is a corporation _____	Title _____

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

RESOLUTION NO. 2023-25
Resolution Approving Change Orders #2 & #3 for Bayview Manor 1st and 5th Floor Renovations

WHEREAS, the Ocean City Housing Authority solicited Invitation for Bids for the Bayview Manor 1st and 5th Floor Renovations Project; and

WHEREAS, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

WHEREAS, the lowest responsible bidder for this project was **Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107** with a bid amount of **\$1,106,600**; and

WHEREAS, the contract for construction was awarded to **Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107** with **Resolution 2022-43** at the **August 16, 2022 board meeting**; and

WHEREAS, Change Order #2 (\$39,181.29) is necessary for unforeseen ACM clean up and contract extension; and

WHEREAS, Change Order #3 (\$13,125.95) is necessary for air monitoring; and

WHEREAS, the aforementioned change orders are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the change order of \$52,307.24 for the Bayview Manor 1st and 5th Floor Renovations Project.

ADOPTED: April 18, 2023

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 April 18, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
21-005 Bayview Manor
635 West Ave and Sixth St

CONTRACT INFORMATION:
Contract For: General Construction
Date: 08/17/2022

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: April 6, 2023

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Unforeseen asbestos containing materials were disturbed during the renovations required emergency ACM clean-up costs over weekend of March 18 and 19, 2023. Refer to backup information attached with itemized pricing and Justification letter.
Contract time will be adjusted by one-hundred and sixty-two (162) days at no additional cost.

The original Contract Sum was	\$ 1,106,600.00
The net change by previously authorized Change Orders	\$ 602,722.63
The Contract Sum prior to this Change Order was	\$ 1,709,322.63
The Contract Sum will be increased by this Change Order in the amount of	\$ 39,181.29
The new Contract Sum including this Change Order will be	\$ 1,748,503.92

The Contract Time will be increased by one-hundred and sixty-two (162) days.
The new date of Substantial Completion will be October 1, 2023

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

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

Donovan Architects, LLC
ARCHITECT (Firm name)

SIGNATURE

Michael R. Donovan, Principal
PRINTED NAME AND TITLE

April 6, 2023
DATE

Levy Construction Company, Inc.
CONTRACTOR (Firm name)

SIGNATURE

Simon Levy, President
PRINTED NAME AND TITLE

04/10/2023
DATE

Ocean City Housing Authority
OWNER (Firm name)

SIGNATURE

Jacqueline Jones, Executive Director
PRINTED NAME AND TITLE

4/18/23
DATE

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address) 21-005 Bayview Manor 635 West Ave and Sixth St	CONTRACT INFORMATION: Contract For: General Construction Date: 08/17/2022	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: April 12, 2023
OWNER: (Name and address) Ocean City Housing Authority 204 4th St Ocean City, NJ 08226	ARCHITECT: (Name and address) Donovan Architects, LLC 9 Tanner St., Suite 201, Haddonfield NJ 08033	CONTRACTOR: (Name and address) Levy Construction Company, Inc. 800 Newton Ave., Oaklyn, NJ 08107

THE CONTRACT IS CHANGED AS FOLLOWS:

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

ACM testing/air monitoring required for the 5th floor & monitoring of all five floors, as per NJ DOL. Refer to backup information attached.

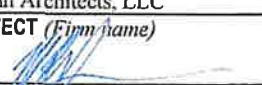
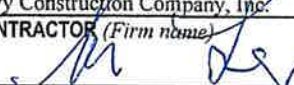
The original Contract Sum was	\$ 1,106,600.00
The net change by previously authorized Change Orders	\$ 641,903.92
The Contract Sum prior to this Change Order was	\$ 1,748,503.92
The Contract Sum will be increased by this Change Order in the amount of	\$ 13,125.95
The new Contract Sum including this Change Order will be	\$ 1,761,629.87

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

The new date of Substantial Completion will be

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

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

Donovan Architects, LLC	Levy Construction Company, Inc.	Ocean City Housing Authority
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Michael R. Donovan, Principal	Simon Levy, President	Jacqueline Jones, Executive Director
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
April 12, 2023	4/13/2023	4/18/23
DATE	DATE	DATE



April 13, 2023

Jacqueline Jones, Executive Director
Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

Re: Ocean City Housing Authority
Bayview Manor 1st and 5th Floor Renovations
Change Orders #02 & #03 for Unforeseen emergency clean-up and testing of ACM

Dear Ms. Jones,

Donovan Architects LLC is assisting the Ocean City Housing Authority with document preparation, bid coordination and construction observation services for the subject renovations project in Ocean City, Cape May County, New Jersey. The subject renovations contract was awarded to Levy Construction Company Inc. through a competitive bidding process outlined in our previous letter to you dated August 12, 2022. Part of the scope of the project is renovation of the entry lobby, elevator interior finishes, a few 1st floor units, and renovation of the 5th floor common toilet, and Community room, and other improvements. The scope of the renovation included in the bid documents was based on existing drawings, done some years ago, and, without a major extensive demolition, a building walk survey of buildings existing conditions. The initial scope of work was based on what was containing on existing building drawings and what was observable at the time of the survey, on behalf of the Housing Authority.

Survey work was completed when the walls were not demolished. As such, complete survey to verify every unforeseen condition was not possible without a major extensive demolition, based on available information included in the bid documents. The unforeseen conditions are as follows:

- The contractor started demolition of the 1st floor existing vinyl plank and discover existing floor tile under the LVP. Proper installation of the new flooring required removal of the exiting floor tile. The contractor requested the floor tile (located under the vinyl plank flooring) be tested for asbestos. The test results were negative and floor tile was removed on all lobby floors.
- The contractor demolished the popcorn ceilings in several spaces under the scope of work for the 1st floor, specifically the shop, mail room and mail room toilet.
- The contractor started demolition of the 5th floor existing Community Room carpet and found existing floor tile under the carpet. The contractor requested the floor tile and the popcorn ceiling in the Community Room was tested for asbestos. The test results indicated both the floor tile and ceiling tested positive for ACM. Demolition work of remaining ceilings halted, but approval was given to the environmental sub-contractor to proceed with the emergency clean-up in the unoccupied rooms on the 1st floor.
- NJDCA requested additional testing throughout the facility in compliance with NJ State regulations for ACM removal. The contractor requested pricing for additional testing from a certified testing agency as follows:

donovan
a r c h i t e c t s

9 TANNER ST. | SUITE 201
HADDONFIELD NJ 08033
donovanarchitects.com

- Provide asbestos abatement project design services including the review of existing conditions and regulations, and preparation of an abatement specification for the removal of ACM on the 5th floor Community Room.
- Airborne asbestos fiber air monitoring services including samples in each floor of the building and in the Room 106-108 area as well as samples of drywall and joint compound throughout the facility as requested by NJDCA. A detailed final report will outline the test results and observations.
- Perimeter air monitoring services in areas adjacent to the areas where sampling is occurring in conjunction with ceiling hole drilling work. Additional sampling will be collected upon completion of drilling work.

The additional unforeseen scope is critical to completion of the scope of work and must be completed in compliance with applicable regulatory standards. As outlined in the enclosed change order documents, the estimated additional cost is \$52,307.24. The contract awarded to Levy Construction Company Inc. was for a total of \$1,106,600.00. The change order constitutes an additional cost of 4.72% of the original contract value. The sum of this change order and previously approved change order #01 constitute a 59.19% of the original contract value, which exceeds the typical New Jersey Local Public Contracts Law at NJSA 40A:11 and NJAC 5:34 order limitation of 20%.

New Jersey Local Finance Board Regulations at NJAC 5:30-11.9 Procedures for change orders which exceed 20 percent limitation states:

- (a) General provisions regarding the procedures for change orders which exceed the 20 percent limitation are as follows:
 1. The procedures in this section shall only be followed when a particular change order on any type of contract, except professional and extraordinary unspecifiable service contracts, will cause the total amount of change order executed for the particular contract to exceed the originally awarded contract price by more than 20 percent. The purpose of the procedures is to allow for such a change only in limited instances. Such a change shall not be permitted when the factual circumstances make it reasonably possible to execute a new contract for the additional work. Such a change may be allowed, for example, when an unforeseen circumstance or differing site condition is combined with a situation which renders execution of a new contract an unreasonable interference with the efficient completion of the work.
 2. Generally such change orders are not justifiable and the ready issuance of them by contracting units would constitute an abuse of these rules.
- (b) A written certification justifying the performance of the work or the furnishing of the services which would necessitate issuance of such a change order shall be filed by the contractor with the chief executive officer or designee. This certification shall include an explanation of the factual circumstances which necessitate issuance of the change order; a statement indicating why these circumstances could not have been foreseen; a statement indicating why issuance of the change order would be in the best interests of the contracting unit and would not constitute an abuse of these rules; and, if the nature of the change order is technical, the certification shall include a certified statement from the contractor's appropriate expert, such as an engineer or architect. This statement shall explain in detail the factual circumstances which necessitate issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.
- (c) The governing body approval process for change orders which exceed the 20 percent

d

limitation is as follows: 1. The chief executive officer or his or her designee shall file a request for the change order with the governing body. This request shall include a statement indicating why the proposed change may be allowed under this subchapter. A copy of the certification required under (b) above must also be attached to the request. 2. If the certification required pursuant to (b) above includes a certified statement from an engineer or other expert as required by (b) above, the request to the governing body shall also include a statement from the contracting unit's engineer or an official or employee with the appropriate expertise. This statement shall explain in detail the factual circumstances which justify issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.

Please accept this letter as the certification required in (b) above. The need for this change order is due to an unforeseen site condition as stated above it would interfere with completion of the rest of the contract to bid this specific piece of work since it is integral to the full building renovation currently under contract. A rebid of the work would increase the base bid of this additional work considering the updated of the elevator scope of work amount require Based on our experience and current market conditions a rebid of the entire project would surely cost the Ocean City Housing Authority more than this original contract and change order.

It is my professional opinion that execution of this change order, although greater than 20% above the original contract amount, meets the requirements of NJAC 5:30- 11.9(a), it not an abuse of this regulatory provision, and is in the best interest of the Ocean City Housing Authority. Should you have any questions or require additional information, please feel free to contact me at 856-203-6061 ext. 201 or mdonovan@donovanarchitects.com.

Sincerely,



Michael R. Donovan, AIA

donovan
a r c h i t e c t s

9 TANNER ST. | SUITE 201
HADDONFIELD NJ 08033
donovanarchitects.com

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



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

April 14, 2023

Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

To: Member of the Board of Commissioners

I would recommend the Members of the Board of Commissioners take action to approve Resolution #2023-25 for the reasons presented in the Certification provided by Donovan Architects.

To my knowledge the bid documents and relevant pre-planning inspections were prepared in accordance with all applicable industry standards. The Housing Authority professional team concurs with Levy Construction in the need to complete unforeseen emergency asbestos cleanup and air-monitoring throughout the building.

In order to expeditiously complete the contract, I recommend the Board approve Resolution #2023-25.

Respectfully Submitted,


Jacqueline Jones
Executive Director

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

RESOLUTION NO. 2023- 26
A Resolution Authorizing Executive Session

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Ocean City Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Ocean City Housing Authority has determined that 1 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on April 18, 2023 at 4:03 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is:_____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees

of the public body" The collective bargaining contract(s) discussed are between the Board and _____

☐

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are Invoice pending
For auditor for year-ending 9/30/2021.

and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are _____

☐

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The

nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

WHEREAS, the length of the Executive Session is estimated to be 40 minutes after which the public meeting of the Ocean City Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE OCEAN CITY HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON April 18 2023

ADOPTED: April 18, 2023

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
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 April 18, 2023 at Admin. Offices - 204 4th Street, Ocean City, New Jersey _____

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