

*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 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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*Jacqueline S. Jones, Executive Director*

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May 11, 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, May 16, 2023 at 4:00 pm at Administrative Offices – 204 4<sup>th</sup> 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, May 16, 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 April 18, 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)*
  - # 2023-27 Approval of Monthly Expenses *(updated)*
  - # 2023-28 Authorizing Payments of Draw #33 Speitel/Bayview
  - # 2023-29 Authorizing Payment of Draw #5 Pecks Beach Family Redevelopment
  - # 2023-30 Change Order #4 Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations
  - # 2023-31 Award Phase II Environmental Review for Pecks Beach Family Redevelopment
  - # 2023-32 Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy
- 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**

**April 18, 2023 – 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held April 18, 2023, at 4:00 p.m. at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

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

Chairman Barr changed the order of the meeting. Solicitor Furman stated the Board will be going into Executive Session to discuss audit contract issues.

#### **Resolution #2023-26**

##### **Executive Session**

Chairman Barr called for a motion to approve Resolution #2023-26. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Absent)
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 4:03 p.m.  
Regular Meeting re-opened at 4:43 p.m.

The Board is now back in open session having concluded the Executive Session and can proceed with business. Mr. Furman stated the Board discussed a sensitive nature about future litigation and as a result of the discussion no resolution is necessary.

### **Treasurer's Report**

Ms. Cavallo reviewed the Financial Report for the six months ending March 2023. **Motion to approve the Treasurer's report** made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes – Abstain from Acenda Invoices)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

### **Executive Director's Report**

Mrs. Jones stated Ron Miller will provide an update on the Bayview Manor construction progress. She reported Speitel has an HVAC issue that was discussed a couple of months ago with the HVAC splits in the building. There has been an ongoing issue since August. The Authority has contracted with Brown & Connery to assist with this issue.

Ron Miller reported the electrical work at Bayview Manor is continuing. Some of the work has slowed down due to the change orders last month. There is a change order on the agenda tonight and will be discussed in the resolution portion of the meeting. The contract has been extended.

Mrs. Jones reported the Pecks Beach Family redevelopment project was presented to the Planning Board on April 5<sup>th</sup> and was received well. The Authority's consultant, Rick Ginnetti, The Brooke Group, applied to the NJ Department of Community Affairs for funding known as Housing Protection Funds. The amount of the grant was approved for \$4 million. Mrs. Jones provided the Board with a sheet to provide an update with the funding financing for this project. The sheet was explained and reviewed. The project still has a tax credit investor. Project specifications are being worked on and should be going out for bid soon. Commissioner Henry asked about the construction line item. Mrs. Jones explained they are all estimated numbers because these figures are estimates until bids are received. Commissioner Henry would like to see an estimated completion cost during the project.

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

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

**Committee Reports** – None.

**Old Business** – None.

**New Business** – None.

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

**Resolution #2023-21**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$388,493.76. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones briefly reviewed the bill list. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes – Abstain from Acenda Invoices)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2023-22**  
**Resolution Authorizing Payment of Draw 32**

Chairman Barr called for a motion to approve Resolution #2023-22. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones reviewed the draw. The following vote was taken:

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

**Resolution #2023-23**  
**Resolution Authorizing Payment of Draw #4 Pecks Beach Family Redevelopment**

Chairman Barr called for a motion to approve Resolution #2023-23. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained the draw. The following vote was taken:

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

**Resolution #2023-24**  
**Award Cleaning Contract – Clean Sweep Services**

Chairman Barr called for a motion to approve Resolution #2023-24. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller explained the contract. The following vote was taken:

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

**Resolution #2023-25**  
**Resolution Approving Change Order #2 and #3 for Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations**

Chairman Barr called for a motion to approve Resolution #2023-25. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller and Mrs. Jones reviewed and explained the Change Orders. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. No further comments.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Broadley; seconded by Commissioner Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:58 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Apr 2023



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU April</b>	<b>ACTUAL THRU April</b>	<b>VARIANCE THRU April</b>
<b><u>INCOME</u></b>				
DWELLING RENTAL	\$ 569,880	\$ 332,430	\$ <u>352,862</u>	\$ 20,432
TOTAL TENANT REVENUE	\$ 569,880	\$ 332,430	\$ 352,862	\$ 20,432
HUD OPERATING SUBSIDY	\$ 287,240	\$ 167,559	\$ <u>133,651</u>	\$ (33,908)
PBV HAP SUBSIDY	388,360	226,548	<u>205,434</u>	(21,114)
HUD CAPITAL FUNDS-OPERATIONS	71,000	41,419	<u>121,578</u>	80,159
CDBG INCOME	23,300	13,594	<u>713</u>	(12,882)
TOTAL HUD FUNDING	\$ 769,900	\$ 449,120	\$ 461,376	\$ 12,256
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 70	\$ <u>233</u>	\$ 163
NONDWELLING RENTAL INCOME	54,000	31,500	-	(31,500)
OTHER INCOME-LAUNDRY	6,900	4,025	<u>2,608</u>	(1,417)
OTHER INCOME-FRAUD RECOVERY	2,500	1,456	<u>3,096</u>	1,640
OTHER INCOME-MISCELLANEOUS	11,540	6,734	<u>4,725</u>	(2,009)
TOTAL INCOME	\$ 1,414,840	\$ 825,335	\$ 824,900	\$ (435)
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATIVE SALARIES</b>				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>11,078</u>	\$ 11,078
PAYROLL TAXES - ADMIN	-	-	<u>925</u>	925
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 12,003	\$ 12,003
AUDIT FEES	\$ 12,000	\$ 6,993	\$ <u>7,000</u>	\$ 7
ADVERTISING	740	434	<u>1,192</u>	758
<b>OFFICE EXPENSES</b>				
COMPUTER SERVICES	\$ 3,700	\$ 2,163	\$ <u>300</u>	\$ (1,863)
CONSULTANTS-RAD CONVERSION	11,030	6,433	<u>2,500</u>	(3,933)
COPIER	2,660	1,554	-	(1,554)
DUES & PUBLICATIONS	730	427	<u>571</u>	144
OFFICE SUPPLIES	790	469	<u>169</u>	(300)
PHONE & INTERNET	13,780	8,043	<u>7,367</u>	(676)
POSTAGE	1,640	952	<u>1,194</u>	242
LEGAL	16,020	9,345	<u>4,245</u>	(5,100)
CRIMINAL BACKGROUND CHECKS	360	210	<u>253</u>	43
LEGAL-RAD	4,000	2,331	-	(2,331)
TRAVEL	70	42	-	(42)
TRAINING	440	259	-	(259)
ACCOUNTING	26,540	15,484	<u>19,007</u>	3,523
MANAGEMENT FEES	266,880	155,680	<u>90,023</u>	(65,657)
MISCELLANEOUS-SUNDRY	13,660	7,959	<u>12,708</u>	4,749
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 218,778	\$ 158,531	\$ (60,247)

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Apr 2023



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU April</b>	<b>ACTUAL THRU April</b>	<b>VARIANCE THRU April</b>
<b>OTHER TENANT SERVICES</b>	\$ 3,900	\$ 2,275	\$ <u>1,400</u>	\$ (875)
<b>TENANT SVCS - BEHAVIORAL HEALTH</b>	39,100	22,813	<u>4,538</u>	(18,276)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 43,000	\$ 25,088	\$ 5,938	\$ (19,151)
<b>WATER/SEWER</b>	\$ 104,350	\$ 60,872	\$ <u>57,185</u>	\$ (3,687)
<b>ELECTRIC</b>	98,360	57,379	<u>64,221</u>	6,842
<b>GAS</b>	50,180	29,274	<u>40,434</u>	11,160
<b>TOTAL UTILITY EXPENSES</b>	\$ 252,890	\$ 147,525	\$ 161,840	\$ 14,315
<b>MAINTENANCE LABOR</b>	\$ 65,000	\$ 37,919	\$ <u>31,042</u>	\$ (6,877)
<b>MAINT. MATERIALS</b>	139,800	81,592	<u>16,285</u>	(65,307)
<b>MAINT. CONTRACT COSTS</b>	220,100	128,408	<u>74,860</u>	(53,548)
<b>EMPLOYEE BENEFITS</b>	37,530	21,889	<u>11,688</u>	(10,201)
<b>TOTAL MAINTENANCE</b>	\$ 462,430	\$ 269,808	\$ 133,874	\$ (135,934)
<b>INSURANCE</b>	\$ 110,490	\$ 64,463	\$ <u>56,806</u>	\$ (7,657)
<b>FLOOD INSURANCE</b>	29,140	16,996	<u>17,707</u>	711
<b>BAD DEBTS</b>	13,230	7,721	<u>7,718</u>	(4)
<b>COMPENSATED ABSENCES</b>	1,260	735	<u>735</u>	-
<b>PAYMENT IN LIEU OF TAXES</b>	29,770	17,367	<u>17,366</u>	(1)
<b>PENSION</b>	10,690	6,237	<u>6,237</u>	-
<b>RETIREE BENEFITS</b>	28,260	16,485	<u>8,498</u>	(7,987)
<b>TOTAL OTHER EXPENSES</b>	\$ 222,840	\$ 130,004	\$ 115,066	\$ (14,938)
<b>TOTAL EXPENDITURES</b>	\$ 1,356,200	\$ 791,203	\$ 575,249	\$ (215,954)
<b>Replacement Reserve</b>	\$ 44,550	\$ 25,991	\$ <u>26,012</u>	\$ 21
<b>PROFIT</b>	\$ 14,090	\$ 8,141	\$ 223,638	\$ 215,497



Commissioner's Report - Property Detail  
Month Ending: Apr 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April
<b><u>INCOME</u></b>												
DWELLING RENTAL	\$ 161,730	\$ 94,346	\$ <u>108,208</u>	\$ 13,862	\$ 161,150	\$ 94,003	\$ <u>92,088</u>	\$ (1,915)	\$ 247,000	\$ 144,081	\$ <u>152,566</u>	\$ 8,485
TOTAL TENANT REVENUE	\$ 161,730	\$ 94,346	\$ 108,208	\$ 13,862	\$ 161,150	\$ 94,003	\$ 92,088	\$ (1,915)	\$ 247,000	\$ 144,081	\$ 152,566	\$ 8,485
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 167,559	\$ <u>133,651</u>	\$ (33,908)
PBV HAP SUBSIDY	198,510	115,801	<u>99,905</u>	(15,896)	189,850	110,747	<u>105,529</u>	(5,218)	-	-	-	-
HUD CAPITAL FUNDS- OPERATIONS	-	-	-	-	-	-	-	-	71,000	41,419	<u>121,578</u>	80,159
CDBG INCOME	6,500	3,794	<u>128</u>	(3,666)	4,200	2,450	<u>200</u>	(2,251)	12,600	7,350	<u>385</u>	(6,965)
TOTAL HUD FUNDING	\$ 205,010	\$ 119,595	\$ 100,033	\$ (19,562)	\$ 194,050	\$ 113,197	\$ 105,729	\$ (7,469)	\$ 370,840	\$ 216,328	\$ 255,614	\$ 39,286
INVESTMENT INCOME- UNRESTRICTED	\$ 40	\$ 21	\$ <u>100</u>	\$ 79	\$ 30	\$ 21	\$ <u>2</u>	\$ (19)	\$ 50	\$ 28	\$ <u>132</u>	\$ 104
NONDWELLING RENTAL INCOME	54,000	31,500	-	(31,500)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	1,631	<u>830</u>	(801)	1,200	700	<u>770</u>	70	2,900	1,694	<u>1,009</u>	(686)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	2,500	1,456	<u>3,096</u>	1,640
OTHER INCOME- MISCELLANEOUS	3,090	1,806	<u>673</u>	(1,133)	1,100	644	<u>712</u>	68	7,350	4,284	<u>3,340</u>	(944)
TOTAL INCOME	\$ 426,670	\$ 248,899	\$ 209,844	\$ (39,055)	\$ 357,530	\$ 208,565	\$ 199,300	\$ (9,265)	\$ 630,640	\$ 367,871	\$ 415,756	\$ 47,885
<b><u>EXPENSES</u></b>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>3,102</u>	\$ 3,102	\$ -	\$ -	\$ <u>1,994</u>	\$ 1,994	\$ -	\$ -	\$ <u>5,982</u>	\$ 5,982
PAYROLL TAXES - ADMIN	-	-	<u>259</u>	259	-	-	<u>167</u>	167	-	-	<u>500</u>	500
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 3,361	\$ 3,361	\$ -	\$ -	\$ 2,161	\$ 2,161	\$ -	\$ -	\$ 6,482	\$ 6,482
AUDIT FEES	\$ 3,520	\$ 2,051	\$ <u>2,058</u>	\$ 7	\$ 2,620	\$ 1,526	\$ <u>1,526</u>	\$ -	\$ 5,860	\$ 3,416	\$ <u>3,416</u>	\$ -
ADVERTISING	170	98	<u>319</u>	221	200	119	<u>205</u>	86	370	217	<u>667</u>	450
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 294	\$ <u>84</u>	\$ (210)	\$ 1,200	\$ 700	\$ <u>54</u>	\$ (646)	\$ 2,000	\$ 1,169	\$ <u>162</u>	\$ (1,007)
CONSULTANTS-RAD CONVERSION	500	294	<u>700</u>	406	530	308	<u>450</u>	142	10,000	5,831	<u>1,350</u>	(4,481)

**Commissioner's Report - Property Detail**  
 Month Ending: Apr 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April
COPIER	740	434	-	(434)	480	280	-	(280)	1,440	840	-	(840)
DUES & PUBLICATIONS	170	98	160	62	200	119	103	(16)	360	210	308	98
OFFICE SUPPLIES	200	119	44	(75)	200	119	28	(91)	390	231	97	(134)
PHONE & INTERNET	4,260	2,485	1,768	(717)	5,630	3,283	3,094	(190)	3,890	2,275	2,506	231
POSTAGE	420	245	334	89	400	231	215	(16)	820	476	644	168
LEGAL	3,000	1,750	735	(1,015)	1,880	1,099	613	(487)	11,140	6,496	2,898	(3,599)
CRIMINAL BACKGROUND CHECKS	40	21	-	(21)	20	14	132	118	300	175	121	(54)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	2,331	-	(2,331)
TRAVEL	20	14	-	(14)	10	7	-	(7)	40	21	-	(21)
TRAINING	140	84	-	(84)	200	119	-	(119)	100	56	-	(56)
ACCOUNTING	6,500	3,794	5,322	1,528	4,540	2,646	3,421	775	15,500	9,044	10,264	1,220
MANAGEMENT FEES	57,840	33,740	24,963	(8,777)	52,040	30,359	16,048	(14,311)	157,000	91,581	49,012	(42,569)
MISCELLANEOUS-SUNDRY	4,740	2,772	2,598	(174)	3,720	2,156	1,723	(433)	5,200	3,031	8,387	5,356
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 82,760</b>	<b>\$ 48,293</b>	<b>\$ 42,445</b>	<b>\$ (5,848)</b>	<b>\$ 73,870</b>	<b>\$ 43,085</b>	<b>\$ 29,773</b>	<b>\$ (13,312)</b>	<b>\$ 218,410</b>	<b>\$ 127,400</b>	<b>\$ 86,314</b>	<b>\$ (41,086)</b>
<b>OTHER TENANT SERVICES</b>	<b>\$ 1,400</b>	<b>\$ 819</b>	<b>\$ 1,400</b>	<b>\$ 581</b>	<b>\$ 1,200</b>	<b>\$ 700</b>	<b>\$ -</b>	<b>\$ (700)</b>	<b>\$ 1,300</b>	<b>\$ 756</b>	<b>\$ -</b>	<b>\$ (756)</b>
<b>TENANT SVCS – BEHAVIORAL HEALTH</b>	<b>15,500</b>	<b>9,044</b>	<b>1,271</b>	<b>(7,774)</b>	<b>10,400</b>	<b>6,069</b>	<b>817</b>	<b>(5,252)</b>	<b>13,200</b>	<b>7,700</b>	<b>2,450</b>	<b>(5,250)</b>
<b>TOTAL OTHER TENANT SERVICES</b>	<b>\$ 16,900</b>	<b>\$ 9,863</b>	<b>\$ 2,671</b>	<b>\$ (7,193)</b>	<b>\$ 11,600</b>	<b>\$ 6,769</b>	<b>\$ 817</b>	<b>\$ (5,952)</b>	<b>\$ 14,500</b>	<b>\$ 8,456</b>	<b>\$ 2,450</b>	<b>\$ (6,006)</b>
<b>WATER/SEWER</b>	<b>\$ 21,540</b>	<b>\$ 12,565</b>	<b>\$ 11,054</b>	<b>\$ (1,511)</b>	<b>\$ 15,000</b>	<b>\$ 8,750</b>	<b>\$ 6,965</b>	<b>\$ (1,785)</b>	<b>\$ 67,810</b>	<b>\$ 39,557</b>	<b>\$ 39,167</b>	<b>\$ (390)</b>
<b>ELECTRIC</b>	<b>86,520</b>	<b>50,470</b>	<b>45,661</b>	<b>(4,809)</b>	<b>2,600</b>	<b>1,519</b>	<b>9,518</b>	<b>7,999</b>	<b>9,240</b>	<b>5,390</b>	<b>9,041</b>	<b>3,651</b>
<b>GAS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,040</b>	<b>2,940</b>	<b>2,730</b>	<b>(210)</b>	<b>45,140</b>	<b>26,334</b>	<b>37,705</b>	<b>11,371</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 108,060</b>	<b>\$ 63,035</b>	<b>\$ 56,715</b>	<b>\$ (6,320)</b>	<b>\$ 22,640</b>	<b>\$ 13,209</b>	<b>\$ 19,213</b>	<b>\$ 6,004</b>	<b>\$ 122,190</b>	<b>\$ 71,281</b>	<b>\$ 85,913</b>	<b>\$ 14,632</b>
<b>MAINTENANCE LABOR</b>	<b>\$ 18,000</b>	<b>\$ 10,500</b>	<b>\$ 8,692</b>	<b>\$ (1,808)</b>	<b>\$ 14,000</b>	<b>\$ 8,169</b>	<b>\$ 5,587</b>	<b>\$ (2,582)</b>	<b>\$ 33,000</b>	<b>\$ 19,250</b>	<b>\$ 16,762</b>	<b>\$ (2,488)</b>
<b>MAINT. MATERIALS</b>	<b>16,800</b>	<b>9,814</b>	<b>2,722</b>	<b>(7,092)</b>	<b>100,440</b>	<b>58,604</b>	<b>3,837</b>	<b>(54,767)</b>	<b>22,560</b>	<b>13,174</b>	<b>9,727</b>	<b>(3,447)</b>
<b>MAINT. CONTRACT COSTS</b>	<b>84,390</b>	<b>49,238</b>	<b>34,248</b>	<b>(14,990)</b>	<b>56,930</b>	<b>33,208</b>	<b>18,656</b>	<b>(14,552)</b>	<b>78,780</b>	<b>45,962</b>	<b>21,956</b>	<b>(24,006)</b>
<b>EMPLOYEE BENEFITS</b>	<b>11,240</b>	<b>6,552</b>	<b>3,272</b>	<b>(3,280)</b>	<b>6,900</b>	<b>4,025</b>	<b>2,104</b>	<b>(1,921)</b>	<b>19,390</b>	<b>11,312</b>	<b>6,312</b>	<b>(5,000)</b>
<b>TOTAL MAINTENANCE</b>	<b>\$ 130,430</b>	<b>\$ 76,104</b>	<b>\$ 48,934</b>	<b>\$ (27,170)</b>	<b>\$ 178,270</b>	<b>\$ 104,006</b>	<b>\$ 30,184</b>	<b>\$ (73,822)</b>	<b>\$ 153,730</b>	<b>\$ 89,698</b>	<b>\$ 54,756</b>	<b>\$ (34,942)</b>
<b>INSURANCE</b>	<b>\$ 30,820</b>	<b>\$ 17,983</b>	<b>\$ 15,113</b>	<b>\$ (2,870)</b>	<b>\$ 24,600</b>	<b>\$ 14,350</b>	<b>\$ 10,751</b>	<b>\$ (3,599)</b>	<b>\$ 55,070</b>	<b>\$ 32,130</b>	<b>\$ 30,942</b>	<b>\$ (1,188)</b>
<b>FLOOD INSURANCE</b>	<b>4,000</b>	<b>2,331</b>	<b>3,005</b>	<b>674</b>	<b>4,500</b>	<b>2,625</b>	<b>3,099</b>	<b>474</b>	<b>20,640</b>	<b>12,040</b>	<b>11,603</b>	<b>(438)</b>
<b>BAD DEBTS</b>	<b>1,500</b>	<b>875</b>	<b>875</b>	<b>-</b>	<b>930</b>	<b>546</b>	<b>546</b>	<b>-</b>	<b>10,800</b>	<b>6,300</b>	<b>6,297</b>	<b>(4)</b>
<b>COMPENSATED ABSENCES</b>	<b>420</b>	<b>245</b>	<b>245</b>	<b>-</b>	<b>420</b>	<b>245</b>	<b>245</b>	<b>-</b>	<b>420</b>	<b>245</b>	<b>245</b>	<b>-</b>

Commissioner's Report - Property Detail  
Month Ending: Apr 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April	ANNUAL BUDGET	BUDGET THRU April	ACTUAL THRU April	VARIANCE THRU April
PAYMENT IN LIEU OF TAXES	5,370	3,136	3,129	(7)	11,920	6,951	6,957	6	12,480	7,280	7,280	-
PENSION	3,000	1,750	1,750	-	2,430	1,421	1,421	-	5,260	3,066	3,066	-
RETIREE BENEFITS	7,900	4,606	2,379	(2,227)	5,460	3,185	1,530	(1,655)	14,900	8,694	4,589	(4,105)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 30,926	\$ 26,497	\$ (4,429)	\$ 50,260	\$ 29,323	\$ 24,549	\$ (4,774)	\$ 119,570	\$ 69,755	\$ 64,021	\$ (5,734)
TOTAL EXPENDITURES	\$ 391,160	\$ 228,221	\$ 177,261	\$ (50,960)	\$ 336,640	\$ 196,392	\$ 104,535	\$ (91,857)	\$ 628,400	\$ 366,590	\$ 293,453	\$ (73,137)
Replacement Reserve	\$ 26,950	\$ 15,722	\$ 15,743	\$ 21	\$ 17,600	\$ 10,269	\$ 10,269	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,560	\$ 4,956	\$ 16,840	\$ 11,884	\$ 3,290	\$ 1,904	\$ 84,496	\$ 82,592	\$ 2,240	\$ 1,281	\$ 122,302	\$ 121,021

**Ocean City Housing Authority**  
**Administrative Report**

**DATE:** May11, 2023

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for April 2023)

**PERIOD:** April 10, 2023 to May 10, 2023

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**Please see the next page for Bayview Renovation Projects:**

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## **Bayview – Renovation Projects**

<p style="text-align: center;"><b><u>Interior Renovations</u></b></p> <ul style="list-style-type: none"> <li>a. Renovate Lobby;</li> <li>b. Addition of Mail Room;</li> <li>c. Renovate Community Room;</li> <li>d. Renovate Community Bathrooms;</li> <li>e. Renovate Laundry Room;</li> <li>f. New Flooring in Common Areas;</li> <li>g. All Common Areas painted;</li> <li>h. Maintenance Shop;</li> <li>i. Office &amp; Conference Room;</li> <li>j. New Handrails throughout Common hallways;</li> <li>k. Elevator renovation;</li> </ul> <hr/> <p><b>August update:</b> 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><b>September update:</b> Contract was awarded in August 2022 to Levy Construction Co, Inc; Project is in submittal phase;</p> <p><b>October update:</b> Project is in submittal phase; Possible supply chain issues are being evaluated;</p> <p><b>November update:</b> Interior construction has begun; submittals are still in process; some change orders are anticipated;</p> <p><b>December update:</b> Same as November;</p>	<p><b>January update:</b> Change Orders are anticipated for office, board room and lobby due to changes needed to move electrical conduits;</p> <p><b>Hallway painting</b> has begun; Floors will be replaced after painting is complete; Each floor will be done independently;</p> <p><b>Elevators renovations</b> – 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><b>February update:</b> Change orders are being finalized; Hallway painting and hallway floor replacement continues; 4<sup>th</sup> floor is complete; 3<sup>rd</sup> floor in process; Elevator quotes are being finalized;</p>	<p><b>March update:</b> 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> Floors - new common area flooring is complete and handrails have been refinished; The 5<sup>th</sup> floor Community Room is under renovation – a new kitchen, flooring, lighting, &amp; painting are in progress; Floor tile was found under the Community Room carpet &amp; is being tested for ACM – Asbestos Containing Material; A 5 week completion is expected for this room; The office &amp; conference room is progressing with framing electrical, plumbing &amp; 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 &amp; Lerch Bates (elevator consultant) to complete the change order process;</p> <p><b>April update:</b> ACM testing and monitoring continues; There will be a change order presented for the ACM testing &amp; scope of work; Additional work may be needed depending on the ACM testing results;</p> <p><i>May update: ACM testing &amp; monitoring continues; A change order is on the Agenda for the ACM removal on the 5<sup>th</sup> Floor (community room floor &amp; ceiling);this work is required under NJAC 5:28-8 (Sub-Chapter 8); Additional work may be needed pending proposals for additional ACM work on the 1<sup>st</sup> &amp; 5<sup>th</sup> floors; Notifications &amp; updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1<sup>st</sup> floor; Work is scheduled to resume about May 18, 2023;</i></p>
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## **Bayview – Renovation Projects (continued)**

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

Scope of Work	Work Status	Comments
<p align="center"><b>Design Phase of the Redevelopment of Peck's Beach Family</b></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"> <li>• June 2021- Award Special Architectural and Engineering (Electrical &amp; Mechanical) Services</li> <li>• Award Special Engineering (Civil) Services</li> </ul> <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 1<sup>st</sup>; 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><b>March Update:</b> A courtesy review by the sub-committee of the Planning Board was held on March 2<sup>nd</sup>;</p> <p>The second resident meeting was held on March 7<sup>th</sup>; 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 5<sup>th</sup> meeting;</p> <p><b>April update:</b> The presentation to the Planning Board was held on April 5<sup>th</sup>. The presentation was well received with votes for approval of the plan;</p> <p>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.</p> <p><i>May update: The project team continues to meet regularly in anticipation of bid packet completion. Geo-Technical testing services have been ordered. Phase II Environmental Review requirements are pending and is expected to be awarded once final proposals have been received.</i></p>

## **Board of Commissioners –Rutgers Training Program Status**

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Robert Barr, Chairman</b>	Completed
<b>Robert Scott Halliday, Vice Chairman</b>	Completed
<b>Brian Broadley</b>	Completed
<b>Robert Henry</b>	Completed
<b>Beverly McCall</b>	Completed
<b>Patricia Miles-Jackson</b>	Completed
<b>Patrick Mumman</b>	Completed



**Program Statistics Report      10/2022 - 10/2023**
**2023  
APR**
**2023  
MAR**
**2023  
FEB**

<b><u>Tenant Accounts Receivable</u></b>			
Number of “non-payment of rent” cases referred to the solicitor	3	1	2
<b><u>Unit Inspections</u></b>			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	0	119	0
Total number of units inspected year-to-date - all sites	361	361	242
<b><u>Occupancy</u></b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	123	N/A	N/A
Annual Unit Turnaround Time (For Fiscal Year)	142	149	149
Monthly - Number of Vacancies Filled (this month)	1	0	0
Monthly - Average unit turnaround time in days for Lease up	111	N/A	N/A
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	12	N/A	N/A
PIC Score	94.59%	94.59%	97.30%
<b><u>Vacancies - At end of Month</u></b>			
Bay View Manor	2	2	2
Speitel Commons	1	2	1
Peck's Beach Family	3	3	3
Total	6	7	6
Occupancy Rate	95.04%	94.21%	95.24%
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>			
Total Hours (Summarized Quarterly)		56.86	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	30.25	3.92	10.37
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	25.37	30.74	37.52
<b><u>Rent Roll</u></b>			
Bay View Manor - Elderly/Disabled	\$15,996	\$15,840	\$15,862
Speitel Commons - Elderly/Disabled	\$14,949	\$14,143	\$13,664
Peck's Beach - Family	\$23,353	\$22,581	\$22,321
Total Rent Roll	\$54,298	\$52,564	\$51,847
<b><u>Waiting List Applicants - All Waiting Lists are CLOSED as of 3/31/2023</u></b>			
Families - Ocean City Preference	14	20	18
Families - No Ocean City Preference	192	199	168
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	8	10	6
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	182	181	188
<b><u>Maintenance Department</u></b>			
Average work order turnaround time in days - Tenant Generated	0.13	0.12	0.13
Total Tenant Generated Work Orders	30	17	27
Number of routine work orders written this month	70	68	90
Number of outstanding work orders from previous month	668	659	672
Total number of work orders to be addressed this month	768	744	790
Total number of work orders completed this month	109	76	131
Total number of work orders left outstanding	659	668	659
Number of emergency work orders written this month	0	0	1
Total number of work orders written year-to-date	756	656	571
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<b><u>Real Estate Assessment Center (REAC) Scores</u></b>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority**  
**Cash Report**  
**As of April 30, 2023**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statements at 04/30/2023	\$1,067,521.94
<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	\$5,145.33
	Current
	Past
	\$2,750.46

**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 - May 2023	(\$337,343.91)

Accrued Expenses - Total from detail below (\$53,342.17)

<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	7	27,523.83
Bad Debt	13,230.00	7	7,717.50
Comp Absences	1,260.00	7	735.00
P.I.L.O.T.	29,770.00	7	17,365.83
Net Accrual	183,890.00		53,342.17

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

Net Cash Balance \$1,067,174.97

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 82,178	12.99	Months
Per Day	\$ 2,739	390	Days

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

RESOLUTION NO. 2023-27  
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 \$337,343.91.

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: May 16, 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 May 16, 2023 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

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

**OCEAN CITY HOUSING AUTHORITY  
BILL LIST - May 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
1340	ACENDA, INC.	Tenant Svcs - Behavioral Health	\$ 3,825.00
1375	ATLANTIC CITY ELECTRIC	Apr 2023 electric	\$ 7,882.88
1376	LINDA AVENA	May 2023 accounting svcs	\$ 2,211.67
1377	CALL EXPERTS	May 2023 answering svc	\$ 60.80
1378	CLEAN SWEEP SERVICES	Apr 2023 Bldg cleaning BVM/Speitel	\$ 2,660.00
1379	COMCAST	Apr 2023 Internet	\$ 391.38
1380	FLORENCE DRISCOLL	May 2023 Tenant services	\$ 200.00
1381	ELDER PEST CONTROL	Contract-Bedbugs-Pest Control	\$ 765.00
1382	FEDERAL EXPRESS	April 2023 delivery svc	\$ 86.38
1383	EISENSTAT GABAGE & FURMAN	Apr 2023 general legal & Mar 2023 landlord/tenant services	\$ 905.00
1384	GENSERVE	Generator svc - BVM/Speitel	\$ 1,101.00
1385	ASHLEY HARRIS	May 2023 BVM/Speitel cleaning	\$ 200.00
1386	ROBERT HARRIS	May 2023 BVM/Speitel trash rm cleaning, recyclable removal	\$ 200.00
1387	MAS TEC PROFESSIONAL SERVICES	Gas Master Meter - Annual Certification	\$ 5,140.00
1388	HOME DEPOT CREDIT	Supplies - Maint/Repairs	\$ 15.96
1389	HOME DEPOT PRO	Supplies - Maint/Repairs	\$ 619.88
1390	JOHN SPITZ	May 2023 medicare reimb	\$ 251.22
1391	NATIONAL TENANT NETWORK	Applicant criminal background checks	\$ 121.00
1392	NJ AMERICAN WATER	Apr 2023 water/sewer	\$ 8,724.20
1393	OCEAN CITY HOUSING AUTHORITY	Deposit for May 2023	\$ 3,713.00
1394	THE PRESS OF ATLANTIC CITY	subscription May	\$ 526.25
1395	ROBERT ROWELL	May 2023 maint contract grounds services	\$ 200.00
1396	SHERWIN WILLIAMS	Supplies - Painting	\$ 190.08
1397	SOUTH JERSEY GAS	Apr 2023 gas	\$ 2,468.81
1398	SOS GROUP	Ramp - pbfamily	\$ 1,964.00
1399	VERIZON CONNECT FLEET USA, LLC	GPS Vehicle Tracking	\$ 17.45
1400	VERIZON	May 2023 phone svc	\$ 252.67
1401	VERIZON WIRELESS	May 2023 wireless phone svc	\$ 102.99
1402	VINELAND HOUSING AUTHORITY	Apr 2023 office/maint coverage, postage; May 2023 mgmt fee; pymt for 2021 Ford Van Res #2023-16	\$ 38,227.20
1403	WALLACE HARDWARE INC	Supplies - Maint/Repairs	\$ 7.99
ACH	ADP	4/19/23 payroll & taxes	\$ 3,741.35
ACH	ADP	4/19/23 payroll invoice	\$ 80.62
ACH	ADP	5/5/23 payroll & taxes	\$ 3,782.31
ACH	ADP	5/5/23 payroll invoice	\$ -
ACH	NJ STATE HEALTH BENEFITS PROGRAM	May 2023 employee/retiree health benefits	\$ 3,420.45
ACH	NJ DIV OF PENSIONS & BENEFITS	Apr 2023 pension deductions	\$ 307.20
	PNC BANK FEE - APR 2023		\$ 70.97
	<b>TOTAL MAY DISBURSEMENTS COCC (cocctur)</b>		<b>\$ 99,208.58</b>
	<b>TOTAL MAY DISBURSEMENTS CONSTR ACCT (sturcons)</b>		<b>\$ 181,836.83</b>
	<b>TOTAL MAY DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)</b>		<b>\$ 56,298.50</b>
	<b>TOTAL BILL LIST - MAY 2023</b>		<b>\$ 337,343.91</b>

**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
	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
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #5; Draw #33	59,752.16
	THE BROOKE GROUP	Consulting Services - BVM 1st & 5th Floor Renovations; Draw #33	5,425.00
	<b>TOTAL MAY DISBURSEMENTS (sturcons)</b>		<b>\$ 181,836.83</b>

**OCEAN CITY HOUSING AUTHORITY  
BILL LIST - May 2023**

**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
	SCIULLO ENGINEERING	Engineering services - Peck's Family Development; Pre Dev Draw #5	10,910.00
	GRUCCIO, PEPPER, DESANTO & RUTH	Legal Fees - Peck's Family Development; Pre Dev Draw #5	482.50
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #4	15,079.00
	<b>TOTAL MAY DISBURSEMENTS (sturgen)</b>		<b>\$ 56,298.50</b>

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

**RESOLUTION NO. 2023-28  
Resolution Authorizing Payment of Draw 33**

**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 #33 in the amount of \$65,177.16** 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:** May 16, 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 May 16, 2023 at the Administrative Offices – 204 4<sup>th</sup> 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

May 9, 2023

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #33

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$65,177.16. 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	\$59,752.16
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$5,425.00
	TOTAL	\$65,177.16

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #33 Submission to Ocean City

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

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

**RESOLUTION NO. 2023-29  
Resolution Authorizing Payment of Draw #5  
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 #5 in the amount of \$26,471.50 is attached for approval of this payment process;

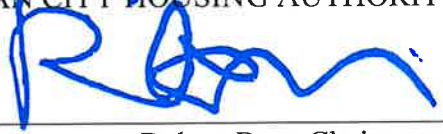
**THEREFORE**, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

**ADOPTED:** May 16, 2023

**VOTE:**

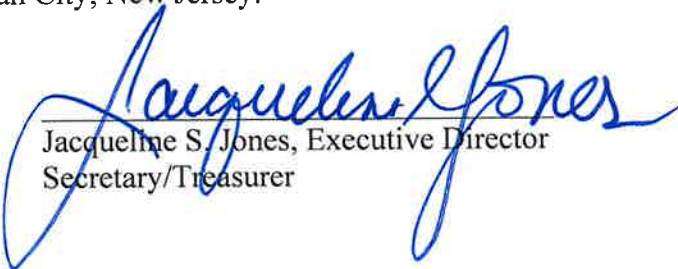
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					✓
Chairman Barr	✓					

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 May 16, 2023 at the Administrative Offices – 204 4<sup>th</sup> 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

May 10, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 5 from OCHA Funds

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$26,471.50. 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	\$10,910.00
Gruccio, Pepper, DeSanto & Ruth	817 E Landis Ave., PO Box 1501 Vineland, NJ 08360	\$482.50
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2 <sup>nd</sup> Floor Roseland, NJ 07068	\$15,079.00
	<b>TOTAL</b>	<b>\$26,471.50</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #5

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](mailto:hollyf@brookegroupllc.com).

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

**RESOLUTION NO. 2023-30**

**Resolution Approving Change Orders #4 for Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations**

**WHEREAS**, the Ocean City Housing Authority solicited Invitation for Bids for the Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> 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 #4 (\$120,263.73) is necessary for unforeseen Sub Chapter 8 ACM Removal; 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 \$120,263.73 for the Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations Project.

**ADOPTED:** May 16, 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:

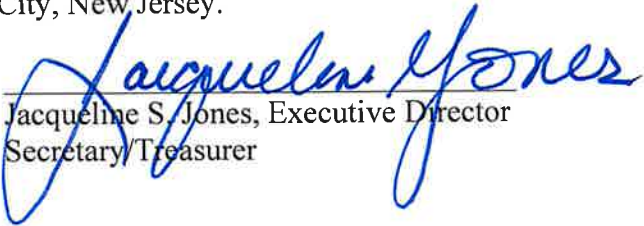


Robert Barr, Chairperson

***ATTESTATION:***

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on May 16, 2023 at the Administrative Offices – 204 4<sup>th</sup> 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: 004  
Date: 05/09/2023

**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.)

Removal of approximately 2000 sf of spray-on ceiling and 2000 sf of asbestos floor tile, under NJ Subchapter 8, occupied regulations & specifications and in accordance with proposal dated May 8th, 2023. Refer to backup information attached.

The original Contract Sum was	\$	1,106,600.00
The net change by previously authorized Change Orders	\$	655,029.87
The Contract Sum prior to this Change Order was	\$	1,761,629.87
The Contract Sum will be increased by this Change Order in the amount of	\$	120,263.73
The new Contract Sum including this Change Order will be	\$	1,881,893.60

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be

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

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

Donovan Architects, LLC  
**ARCHITECT** (Firm name)  
  
\_\_\_\_\_  
**SIGNATURE**  
  
Michael R. Donovan, Principal  
**PRINTED NAME AND TITLE**  
  
05/09/2023  
**DATE**

Levy Construction Company, Inc.  
**CONTRACTOR** (Firm name)  
  
\_\_\_\_\_  
**SIGNATURE**  
  
Simon Levy, President  
**PRINTED NAME AND TITLE**  
  
05/10/2023  
**DATE**

Ocean City Housing Authority  
**OWNER** (Firm name)  
  
\_\_\_\_\_  
**SIGNATURE**  
  
Jacqueline Jones, Executive Director  
**PRINTED NAME AND TITLE**  
  
5/16/23  
**DATE**

*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 4<sup>th</sup> Street  
Ocean City, New Jersey 08226

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

*Jacqueline S. Jones, Executive Director*

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May 10, 2023

Ocean City Housing Authority  
204 4<sup>th</sup> Street  
Ocean City, NJ 08226

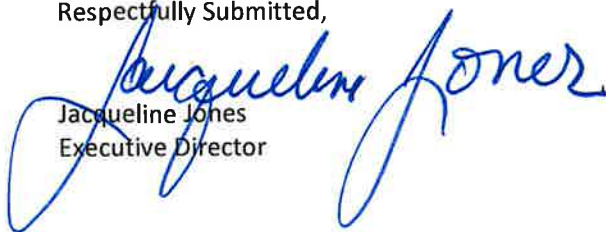
To: Member of the Board of Commissioners

I would recommend the Members of the Board of Commissioners take action to approve Resolution #2023-30 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 asbestos abatement and air-monitoring on the 5<sup>th</sup> Floor of the building. Work shall be compliant with NJ Sub Chapter 8 regulations, Specifications shall be provided by Horizon Environmental. Third party air-monitoring is required.

In order to expeditiously complete the contract, I recommend the Board approve Resolution #2023-30.

Respectfully Submitted,

  
Jacqueline Jones  
Executive Director



May 09, 2023

Jacqueline Jones, Executive Director  
Ocean City Housing Authority  
204 4<sup>th</sup> Street  
Ocean City, NJ 08226

Re: Ocean City Housing Authority  
Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations  
Change Order #04 for 5<sup>th</sup> floor removal of 2000 sf of VAT & pop-corn ceiling

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 1<sup>st</sup> floor units, and renovation of the 5<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> floor, specifically the shop, mail room and mail room toilet.
- The contractor started demolition of the 5<sup>th</sup> 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

**donovan**  
a r c h i t e c t s

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



ceilings halted, but approval was given to the environmental sub-contractor to proceed with the emergency clean-up in the unoccupied rooms on the 1<sup>st</sup> floor.

- NJDCA requested additional testing throughout the facility in compliance with NJ State regulations for ACM removal. A detailed report identified the 5<sup>th</sup> flooring tile and spray-on ceiling tested positive for asbestos.

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 \$120,263.73. 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 10.87% of the original contract value. The sum of this change order and previously approved change orders #01, #02 and #03 constitute a 70.06% 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 extraordinaryunspecifiable service contracts, will cause the total amount of change ordersexecuted for the particular contract to exceed the originally awarded contract price by more than 20 percent. The purpose of the procedures is toallow for such a change only in limited instances. Such a change shall not be permitted when the factual circumstances make it reasonably possible toexecute 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 filedby the contractor with the chief executive officer or designee. This certification shall include an explanation of the factual circumstances which necessitate issuanceof the change order; a statement indicating why these circumstances could not havebeen 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 shallinclude 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 rewriteor paraphrase of the rules in this subchapter is not acceptable.
- (c) The governing body approval process for change orders which exceed the 20 percent limitation is as follows: 1. The chief executive officer or his or her designee shall file a

d

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 not change the fact that the building contains asbestos and requires certified compliant abatement of hazardous materials if the renovation work is to proceed. 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](mailto: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](http://donovanarchitects.com)



800 Newton Avenue  
Oaklyn, NJ 08107  
Phone: 856.547.0707  
Fax: 856.547.2424  
info@levyconstruction.com

BAYVIEW MANOR CHANGE ORDER REQUEST NUMBER FOUR (4)

Shade Environmental 5<sup>th</sup> floor removal of 2000 SF of VAT & Pop-Corn Ceilings

.....\$104,450.00

Levy Construction.....\$ 14,623.00

1% Bond.....\$ 1,190.73

Final RFCO-04.....\$120,263.73





800 Newton Avenue  
Oaklyn, NJ 08107  
Phone: 856.547.0707  
Fax: 856.547.2424  
info@levyconstruction.com

Shade Environmental, Inc.  
623 Cutler Avenue  
Maple Shade, NJ. 08052

May 8, 2023

Re: Bayview Manor-Ocean City, NJ  
CHANGE ORDER #1

Good Day;

This letter is your authorization under change order number one (1), to supply labor and materials for the removal of approximately 2000 SF of spray-on ceiling and 2000 SF of asbestos floor tile, under NJ Subchapter 8, occupied regulations & specifications and in accordance with your proposal dated May 8, 2023; for the sum of One Hundred Four Thousand Four Hundred Fifty Dollars (\$104,450.00).

Please proceed and plan on starting work on May 18, 2023.

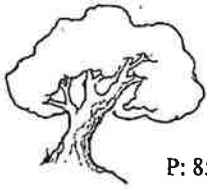
This purchase order does NOT include any VAT removal from the Men's/Women's room, or toilet room on the 5<sup>th</sup> floor.

This purchaser order does NOT include "hole-drilling" on the first floor, or VAT removal in the elevators or lobby.

Very Truly Yours,

Levy Co.

Simon Levy



## Shade Environmental, LLC

623 Cutler Avenue, Maple Shade, NJ 08052

P: 856-755-0099 | F: 856-482-5879 | christina@shadellc.com | www.shadellc.com

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May 8, 2023

Simon Levy  
Levy Construction Company  
800 Newton Avenue  
Oaklyn, NJ 08107

**RE: Bayview Manor**  
**635 West Avenue**  
**Ocean City, NJ 08226**

Shade Environmental is pleased to present the following proposal for asbestos abatement.

**Scope of Work:**

- Remove and dispose of approximately 2,000 SF of asbestos spray-on ceiling and 2,000 SF of asbestos floor tile as per NJ Subchapter 8 Regulations and Specification written by Horizon Environmental.
- Work to be complete within two (2) weeks.

**Price: \$104,250.00**

**NJ Notification Fee: \$200.00**

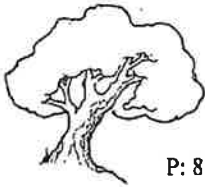
**TOTAL: \$104,450.00**

**Notes:**

1. Prevailing wage rates using a non-union workforce.
2. All contents/furniture to be removed by others prior to the start of this project.
3. Price does not include replacement of removed materials.
4. Water and electricity are to be available onsite.
5. General Contractor to install temporary electric panel prior to the start of this project.
6. Space needed for 40-yard dumpster.

The price includes all labor, material, and equipment to perform the project. All prevailing Federal, EPA, OSHA, State, and local regulations will be followed. All work will be performed by EPA certified and licensed State of New Jersey asbestos workers. All asbestos-containing material and waste will be disposed of in an EPA certified landfill.

The price includes \$1 million occurrence and \$5 million aggregate comprehensive general liability insurance on an occurrence basis with the ability to name the building owner additional insured. All insurance coverage is provided by an A+ superior-rated insurance company.



## Shade Environmental, LLC

623 Cutler Avenue, Maple Shade, NJ 08052

P: 856-755-0099 | F: 856-482-5879 | christina@shadellc.com | www.shadellc.com

Shade Environmental looks forward to working with you. Should you have any questions, please feel free to call anytime.

Respectfully submitted,

William Lynch  
Owner

**NOTE:** This proposal will serve as a contract. If you would like to proceed in working with Shade Environmental, please sign and return this proposal by email to christina@shadellc.com or fax to 856-482-5879. By signing below, you agree to pay the total price (\$104,450.00) in full.

**Payment Terms: Net 30 from Date of Invoice.** Past due payments may be subject to an accruing interest charge of 1.5% per month. A service charge of 4.5% will be added for any credit card payments. It is further agreed that in the event a lien or suit is filed to enforce payment under this agreement, Shade Environmental will be reimbursed by the Client (Levy Construction Company, Inc.) for all court costs and reasonable attorney's fees in addition to accrued service charges.

Signature

Date

5/8/23

Print Name

Simon Levy

Company Name

Levy Construction Co., Inc.

PO No.

Payable Upon

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

**RESOLUTION NO. 2023-31  
A Resolution Awarding Phase II Environmental Site Investigation  
for Pecks Beach Family Redevelopment**

**WHEREAS**, the Ocean City Housing Authority has solicited Requests for Quotes for a Phase II Environmental Site Investigation for Pecks Beach Family Redevelopment; 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**, three quotes were requested; and

**WHEREAS**, two quotes were submitted and reviewed; and

**WHEREAS**, the lowest most responsible quote was received from Carter GeoScience LLC – 227 S. White Horse Pike – Suite A; Audubon, NJ 08106; and,

**WHEREAS**, Carter GeoScience has completed and submitted a Political Contributions Disclosure form which certifies that Carter GeoScience has not made any reportable contributions to a political or candidate committee in the City of Ocean City Housing Authority in the previous year, and the contract will prohibit Carter GeoScience from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award contract to Carter GeoScience LLC – 227 S. White Horse Pike – Suite A; Audubon, NJ 08106 in the amount not to exceed \$26,500 per the rates attached hereunto; and

**WHEREAS**, the Housing Authority of the City of Ocean City has funding available for this expenditure (see attached certification); and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to award Carter GeoScience LLC for the completion of the Phase II Environmental Site Investigation for Pecks Beach Family Redevelopment.

**ADOPTED:** May 16, 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

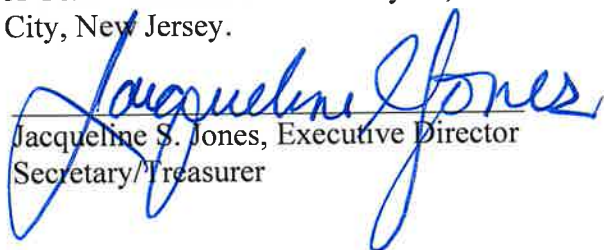
BY: \_\_\_\_\_

  
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 May 16, 2023 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By: \_\_\_\_\_

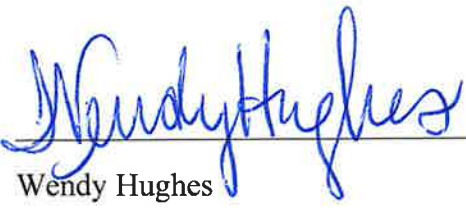
  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## CERTIFICATION

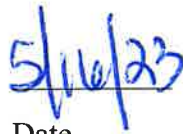
Funding is available for:

### Phase II Environmental Site Investigation

from the Pecks Beach Redevelopment funding from the City of Ocean City. The line item to be charged for the above expenditure is Account # 1405-05-000 (Construction in Progress).

  
Wendy Hughes

Certifying Financial Officer



Date

## FEE

The above Scope of Services will be billed for the following lump sum amounts:

1. Geophysical Investigation.....	included in Task 2
2. Soil Boring Investigation.....	\$11,300.00
3. LSRP Services if required.....	\$2,150.00
4. Remedial Action Workplan if required.....	\$4,200.00
5. Deed Notice if required.....	\$2,800.00
6. Remedial Action Report if required.....	\$3,200.00
7. Remedial Action Permit – Soil if required.....	\$1,950.00
8. RAO if required.....	\$900.00
Total .....	\$26,500.00

It is assumed that contaminants associated with historic fill or rail spurs will be identified. In the event that no contaminants are identified, then Tasks 3 through 8 will not be required. Carter Geoscience will prepare a Phase II letter report for a fee of \$3,000 or total of \$14,000 (including Task 1 and 2).

Out-of-Scope fees, if any, will be billed in accordance with the following fee schedule. Any out-of-scope subcontractor costs or project related expenses will be billed at cost plus 10%. The Client will be notified prior to incurring any out-of-scope fees.

Principal Environmental Scientist.....	\$175/Hour
Senior Environmental Scientist.....	\$145/Hour
Environmental Scientist.....	\$115/Hour
Administrative Assistant .....	\$50/Hour

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

RESOLUTION NO. 2023-32  
Resolution Adopting Revision to the  
Public Housing Admissions and Continued Occupancy Policy

WHEREAS, the Ocean City Housing Authority is required by the U.S. Department of Housing and Urban Development to have Admissions and Occupancy Policy (ACOP) for its Public Housing Program, and

WHEREAS, said plan and policy outline the objectives and program functions for the Public Housing Program; and

WHEREAS, the revision to the Admissions and Continued Occupancy Policy is updating said plan and policy according to the U.S. Department of Housing and Urban Development [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23; and

WHEREAS, the revision, attached hereunto, implements new rule for “Over-Income Families”; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority adopt the revised Admissions and Continued Occupancy Policy for the Public Housing Program.

ADOPTED: May 16, 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 May 16, 2023 at the Administrative Offices – 204 4<sup>th</sup> Street, Ocean City, New Jersey.

By:

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer





## Ocean City Housing Authority

### **13-II.J. OVER INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18; Notice PIH 2019-11; FR Notice 2/14/23]**

In the public housing program, an *over-income family* is defined as a family whose income exceeds the over-income limit for 24 consecutive months. When this occurs, the PHA must either:

- Terminate the family's tenancy within six months of the PHA's final notification of the end of the 24-month grace period; or
- Within 60 days of the PHA's final notification of the end of the 24-month grace period or the next lease renewal (whichever is sooner), have the family execute a new lease that is consistent with 24 CFR 960.509 and charge the family a monthly rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit, including amounts from the operating and capital funds.

The PHA must establish a continued occupancy policy for over-income families in the ACOP indicating which of the above will occur.

#### PHA Policy

For families whose income exceeds the over-income limit for 24 consecutive months, the PHA will not terminate the family's tenancy and will charge the family the alternative non-public housing rent, as well as require the family to sign a new non-public housing lease in accordance with the continued occupancy policies below.

### **Over-Income Limit [Notice PIH 2019-11]**

The PHA must publish over-income limits in their ACOP and update them no later than 60 days after HUD publishes new income limits each year. The over-income limit is calculated by multiplying the very low-income limit (VLI) by 2.4, as adjusted for family size.

#### PHA Policy

The PHA will rely on the following over-income limits. These numbers will be updated within 60 days of HUD publishing new income limits each year and will be effective for all annual and interim reexaminations once these policies have been adopted.

### Ocean City Housing Authority - Over Income Limits - 2022

<u>Family Size</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Over-Income Limit</u>	<u>79,800</u>	<u>91,200</u>	<u>102,600</u>	<u>113,880</u>	<u>123,000</u>	<u>132,120</u>	<u>141,240</u>	<u>150,360</u>

For families larger than eight persons, the over-income limit will be calculated by multiplying the applicable very low-income limit by 2.4.



**Decreases in Income [24 CFR 960.507(c)(4)]**

If, at any time during the consecutive 24-month period following the initial over-income determination, the PHA determines that the family's income is below the over-income limit, the PHA's over-income policies no longer apply to the family. If the PHA later determines that the family's income exceeds the over-income limit at a subsequent annual or interim reexamination, the family is entitled to a new 24 consecutive month period and new notices under this section.

**PHA Policy**

If, at any time during the 24-month period following the initial over-income determination, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy in Chapter 9.

If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The PHA will notify the family in writing within 10 business days of the determination that over-income policies no longer apply to them.

**Initial Notice of Over-Income Status [24 CFR 960.507(c)(1)]**

If the PHA determines the family has exceeded the over-income limit during an annual or interim reexamination, the PHA must provide written notice to the family of the over-income determination no later than 30 days after the income examination. The notice must state that the family has exceeded the over-income limit and continuing to do so for a total of 24 consecutive months will result in the PHA following its continued occupancy policy for over-income families. The PHA must afford the family an opportunity for a hearing if the family disputes within a reasonable time the PHA's determination that the family has exceeded the over-income limit.

**PHA Policy**

At annual or interim reexamination, if a family's income exceeds the applicable over-income limit, within 10 business days the PHA will notify the family in writing of the determination and that if the family continues to be over-income for 24 consecutive months, the family will be subject to the PHA's over-income policies. The notice will state that the family may request a hearing if the family disputes the PHA's determination in accordance with PHA policies in Chapter 14.

### **Second Notice of Over-Income Status [24 CFR 960.507(c)(2)]**

The PHA must conduct an income examination 12 months after the initial over-income determination, unless the PHA determined the family's income fell below the over-income limit since the initial over-income determination. If the PHA determines the family continues to exceed the over-income limit for 12 consecutive months, the PHA must provide written notification of this 12-month over-income determination no later than 30 days after the income examination. The notice must state that the family has exceeded the over-income limit for 12 consecutive months and continuing to do so for a total of 24 consecutive months will result in the PHA following its continued occupancy policy for over-income families. Additionally, if applicable under PHA policy, the notice must include an estimate (based on current data) of the alternative non-public housing rent for the family's unit. The PHA must afford the family an opportunity for a hearing if the family disputes within a reasonable time the PHA's determination that the family has exceeded the over-income limit.

#### **PHA Policy**

If a family's income exceeds the applicable over-income limit after 12 consecutive months, within 10 business days, the PHA will notify the family in writing of the determination and that if the family continues to be over-income for 24 consecutive months, the family will be subject to the PHA's over-income policies. The notice will provide an estimate of the alternative non-public housing rent applicable to the family at the close of the 24 consecutive month period. The notice will also state that the family may request a hearing if the family disputes the PHA's determination in accordance with PHA policies in Chapter 14.

### **Final Notice of Over-Income Status [24 CFR 960.507(c)(3) and 960.509]**

Unless the PHA determined the family's income fell below the over-income limit since the second over-income determination, the PHA must conduct an income examination 24 months after the initial over income determination. If the family continues to be over-income based on this determination, the PHA must provide written notification of this determination no later than 30 days after the income examination. The notice must state that the family has exceeded the over-income limit for 24 consecutive months and that the PHA will follow its continued occupancy policies for over-income families. The PHA must afford the family an opportunity for a hearing if the family disputes within a reasonable time the PHA's determination that the family has exceeded the over-income limit.

#### **PHA Policy**

If a family's income exceeds the applicable over-income limit for 24 consecutive months, the PHA will notify the family in writing of the determination within 10 business days of the date of the determination. The notice will state that the family will be charged the alternative non-public housing rent in accordance with PHA continued occupancy policies and HUD regulations and provide the family's new rent amount.

The notice will also include a new non-public housing lease and inform the family that the lease must be executed by the family and the PHA no later than 60 days from the date of the notice or at the next lease renewal, whichever is sooner. The family will continue to be a public housing program participant until the family executes the new non-public housing lease. The notice will also state that failure to execute the lease within this time period stated in the notice will result in termination of tenancy no more than six months after the date of the notice. The PHA will permit an over-income family to execute a lease beyond this time period, but before termination of tenancy, if the over-income family pays the PHA the total difference between the alternative non-public housing rent and their public housing rent dating back to the point in time that the over-income family was required to execute the new lease.

Once the family signs the new non-public housing lease, the family will no longer be a public housing participant family. The family will no longer be subject to income examinations, are precluded from participating in the resident council, and cannot participate in any programs that are only for public housing or low-income families.

The non-public housing over-income lease will contain all required provisions listed at 24 CFR 960.509. The initial term of the lease will be for one year. Upon expiration of the initial lease term, the lease will not renew automatically, and subsequent leases will state renewal terms. At any time, the PHA may terminate tenancy in accordance with 24 CFR 960.509(b)(11) and in accordance with state and local law.

Upon execution of the lease, the tenant will be required pay the amount of monthly tenant rent (known as the alternative non-public housing rent) determined by the PHA in accordance with HUD regulations. The PHA will comply with state and local law in giving the tenant written notice stating any changes in the amount of tenant rent. Charges assessed under the lease will be due in accordance with state and local law.