

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



204 4th Street
Ocean City, New Jersey 08226

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

June 14, 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, June 20, 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, June 20, 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 May 16, 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)
 - # 2023-33 Approval of Monthly Expenses (updated)
 - # 2023-34 Authorizing Payments of Draw # 34 Speitel/Bayview
 - # 2023-35 Authorizing Payment of Draw # 6 Pecks Beach Family Redevelopment

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

May 16, 2023 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held May 16, 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	
Chairman Robert Barr	

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

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from April 18, 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	(Abstain)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Treasurer's Report

Mrs. Jones reviewed the Financial Report for the seven months ending April 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	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones stated Ron Miller will provide updates on the renovation projects. Ron Miller stated work has resumed at Bayview Manor. The landscaping project is still on hold. There is a resolution on the agenda tonight for a Phase II Environmental Review for the Pecks Beach Family Redevelopment.

Mrs. Jones stated there is a resolution tonight for Revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP) which she will explain during the resolution section of the meeting.

Commissioner Henry asked about the asbestos issue. Ron Miller stated there was an increase in cost and is not aware of the increase amount at this time.

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

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
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 #2023-27 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$337,343.91. 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-28
Resolution Authorizing Payment of Draw 33

Chairman Barr called for a motion to approve Resolution #2023-28. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reviewed 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-29
Resolution Authorizing Payment of Draw #5 Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-29. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-30
Resolution Approving Change Order #4 for Bayview Manor 1st and 5th Floor Renovations

Chairman Barr called for a motion to approve Resolution #2023-30. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller reviewed and explained the Change Order. 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-31
Awarding Phase II Environmental Review for Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-31. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided an explanation of this resolution. 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	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-32
Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy

Chairman Barr called for a motion to approve Resolution #2023-32. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones explained the changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) regarding families that are over-income. Brief discussion regarding the change. Additional changes to come in the coming months. 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	(Yes)
Chairman Robert Barr	(Yes)

Chairman Barr requested comments from the public. Crystal Phillips Quijano, resident of Peck's Beach Family, Apt. 412, stated the no smoking policy became effective in 2018. She would like to know what is going to happen as people are still smoking. She expressed concerns regarding parking. Ms. Phillips Quijano asked where the residents at Speitel/BVM can meet with Acenda since they have resumed providing services to the residents. Chairman Barr stated someone would get back to her regarding her concerns.

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 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 4:26 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: May 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 379,920	\$ <u>415,518</u>	\$ 35,598
TOTAL TENANT REVENUE	\$ 569,880	\$ 379,920	\$ 415,518	\$ 35,598
HUD OPERATING SUBSIDY	\$ 287,240	\$ 191,496	\$ <u>135,552</u>	\$ (55,944)
PBV HAP SUBSIDY	388,360	258,912	<u>234,607</u>	(24,305)
HUD CAPITAL FUNDS-OPERATIONS	71,000	47,336	<u>121,578</u>	74,242
CDBG INCOME	23,300	15,536	<u>713</u>	(14,824)
TOTAL HUD FUNDING	\$ 769,900	\$ 513,280	\$ 492,450	\$ (20,831)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 80	\$ <u>359</u>	\$ 279
NONDWELLING RENTAL INCOME	54,000	36,000	-	(36,000)
OTHER INCOME-LAUNDRY	6,900	4,600	<u>2,608</u>	(1,992)
OTHER INCOME-FRAUD RECOVERY	2,500	1,664	<u>3,096</u>	1,432
OTHER INCOME-MISCELLANEOUS	11,540	7,696	<u>5,375</u>	(2,321)
TOTAL INCOME	\$ 1,414,840	\$ 943,240	\$ 919,406	\$ (23,834)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>14,442</u>	\$ 14,442
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 15,648	\$ 15,648
AUDIT FEES	\$ 12,000	\$ 7,992	\$ <u>8,000</u>	\$ 8
ADVERTISING	740	496	<u>1,718</u>	1,222
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 2,472	\$ <u>300</u>	\$ (2,172)
CONSULTANTS-RAD CONVERSION	11,030	7,352	<u>2,500</u>	(4,852)
COPIER	2,660	1,776	-	(1,776)
DUES & PUBLICATIONS	730	488	<u>571</u>	83
OFFICE SUPPLIES	790	536	<u>169</u>	(367)
PHONE & INTERNET	13,780	9,192	<u>8,039</u>	(1,153)
POSTAGE	1,640	1,088	<u>1,444</u>	356
LEGAL	16,020	10,680	<u>4,730</u>	(5,950)
CRIMINAL BACKGROUND CHECKS	360	240	<u>253</u>	13
LEGAL-RAD	4,000	2,664	-	(2,664)
TRAVEL	70	48	-	(48)
TRAINING	440	296	-	(296)
ACCOUNTING	26,540	17,696	<u>21,218</u>	3,522
MANAGEMENT FEES	266,880	177,920	<u>101,175</u>	(76,745)
MISCELLANEOUS-SUNDRY	13,660	9,096	<u>13,934</u>	4,838
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 250,032	\$ 179,699	\$ (70,333)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: May 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
OTHER TENANT SERVICES	\$ 3,900	\$ 2,600	\$ <u>1,600</u>	\$ (1,000)
TENANT SVCS – BEHAVIORAL HEALTH	39,100	26,072	<u>4,538</u>	(21,535)
TOTAL OTHER TENANT SERVICES	\$ 43,000	\$ 28,672	\$ 6,138	\$ (22,535)
WATER/SEWER	\$ 104,350	\$ 69,568	\$ <u>65,662</u>	\$ (3,906)
ELECTRIC	98,360	65,576	<u>75,388</u>	9,812
GAS	50,180	33,456	<u>41,803</u>	8,347
TOTAL UTILITY EXPENSES	\$ 252,890	\$ 168,600	\$ 182,852	\$ 14,252
MAINTENANCE LABOR	\$ 65,000	\$ 43,336	\$ <u>35,187</u>	\$ (8,149)
MAINT. MATERIALS	139,800	93,248	<u>35,083</u>	(58,165)
MAINT. CONTRACT COSTS	220,100	146,752	<u>84,509</u>	(62,243)
EMPLOYEE BENEFITS	37,530	25,016	<u>15,081</u>	(9,935)
TOTAL MAINTENANCE	\$ 462,430	\$ 308,352	\$ 169,860	\$ (138,492)
INSURANCE	\$ 110,490	\$ 73,672	\$ <u>65,078</u>	\$ (8,594)
FLOOD INSURANCE	29,140	19,424	<u>19,878</u>	454
BAD DEBTS	13,230	8,824	<u>8,820</u>	(4)
COMPENSATED ABSENCES	1,260	840	<u>840</u>	-
PAYMENT IN LIEU OF TAXES	29,770	19,848	<u>19,847</u>	(1)
PENSION	10,690	7,128	<u>6,640</u>	(488)
RETIREE BENEFITS	28,260	18,840	<u>8,751</u>	(10,090)
TOTAL OTHER EXPENSES	\$ 222,840	\$ 148,576	\$ 129,854	\$ (18,722)
TOTAL EXPENDITURES	\$ 1,356,200	\$ 904,232	\$ 668,402	\$ (235,830)
Replacement Reserve	\$ 44,550	\$ 29,704	\$ <u>29,737</u>	\$ 33
PROFIT	\$ 14,090	\$ 9,304	\$ 221,267	\$ 211,963

Commissioner's Report - Property Detail

Month Ending: May 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
<u>INCOME</u>												
DWELLING RENTAL	\$ 161,730	\$ 107,824	\$ <u>124,374</u>	\$ 16,550	\$ 161,150	\$ 107,432	\$ <u>106,240</u>	\$ (1,192)	\$ 247,000	\$ 164,664	\$ <u>184,904</u>	\$ 20,240
TOTAL TENANT REVENUE	\$ 161,730	\$ 107,824	\$ 124,374	\$ 16,550	\$ 161,150	\$ 107,432	\$ 106,240	\$ (1,192)	\$ 247,000	\$ 164,664	\$ 184,904	\$ 20,240
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 191,496	\$ <u>135,552</u>	\$ (55,944)
PBV HAP SUBSIDY	198,510	132,344	<u>113,768</u>	(18,576)	189,850	126,568	<u>120,839</u>	(5,729)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	47,336	<u>121,578</u>	74,242
CDBG INCOME	6,500	4,336	<u>128</u>	(4,208)	4,200	2,800	<u>200</u>	(2,601)	12,600	8,400	<u>385</u>	(8,015)
TOTAL HUD FUNDING	\$ 205,010	\$ 136,680	\$ 113,896	\$ (22,784)	\$ 194,050	\$ 129,368	\$ 121,039	\$ (8,330)	\$ 370,840	\$ 247,232	\$ 257,515	\$ 10,283
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 24	\$ <u>156</u>	\$ 132	\$ 30	\$ 24	\$ <u>3</u>	\$ (21)	\$ 50	\$ 32	\$ <u>201</u>	\$ 169
NONDWELLING RENTAL INCOME	54,000	36,000	-	(36,000)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	1,864	<u>830</u>	(1,034)	1,200	800	<u>770</u>	(31)	2,900	1,936	<u>1,009</u>	(928)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	2,500	1,664	<u>3,096</u>	1,432
OTHER INCOME-MISCELLANEOUS	3,090	2,064	<u>748</u>	(1,316)	1,100	736	<u>777</u>	41	7,350	4,896	<u>3,850</u>	(1,046)
TOTAL INCOME	\$ 426,670	\$ 284,456	\$ 240,004	\$ (44,452)	\$ 357,530	\$ 238,360	\$ 228,828	\$ (9,532)	\$ 630,640	\$ 420,424	\$ 450,574	\$ 30,150
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>4,044</u>	\$ 4,044	\$ -	\$ -	\$ <u>2,600</u>	\$ 2,600	\$ -	\$ -	\$ <u>7,799</u>	\$ 7,799
PAYROLL TAXES - ADMIN	-	-	<u>338</u>	338	-	-	<u>217</u>	217	-	-	<u>651</u>	651
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 4,381	\$ 4,381	\$ -	\$ -	\$ 2,817	\$ 2,817	\$ -	\$ -	\$ 8,450	\$ 8,450
AUDIT FEES	\$ 3,520	\$ 2,344	\$ <u>2,352</u>	\$ 8	\$ 2,620	\$ 1,744	\$ <u>1,744</u>	\$ -	\$ 5,860	\$ 3,904	\$ <u>3,904</u>	\$ -
ADVERTISING	170	112	<u>466</u>	354	200	136	<u>300</u>	164	370	248	<u>952</u>	704

Commissioner's Report - Property Detail

Month Ending: May 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 336	\$ <u>84</u>	\$ (252)	\$ 1,200	\$ 800	\$ <u>54</u>	\$ (746)	\$ 2,000	\$ 1,336	\$ <u>162</u>	\$ (1,174)
CONSULTANTS-RAD CONVERSION	500	336	<u>700</u>	364	530	352	<u>450</u>	98	10,000	6,664	<u>1,350</u>	(5,314)
COPIER	740	496	-	(496)	480	320	-	(320)	1,440	960	-	(960)
DUES & PUBLICATIONS	170	112	<u>160</u>	48	200	136	<u>103</u>	(33)	360	240	<u>308</u>	68
OFFICE SUPPLIES	200	136	<u>44</u>	(92)	200	136	<u>28</u>	(108)	390	264	<u>97</u>	(167)
PHONE & INTERNET	4,260	2,840	<u>1,956</u>	(884)	5,630	3,752	<u>3,214</u>	(538)	3,890	2,600	<u>2,869</u>	269
POSTAGE	420	280	<u>404</u>	124	400	264	<u>260</u>	(4)	820	544	<u>780</u>	236
LEGAL	3,000	2,000	<u>1,220</u>	(780)	1,880	1,256	<u>613</u>	(644)	11,140	7,424	<u>2,898</u>	(4,527)
CRIMINAL BACKGROUND CHECKS	40	24	-	(24)	20	16	<u>132</u>	116	300	200	<u>121</u>	(79)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	2,664	-	(2,664)
TRAVEL	20	16	-	(16)	10	8	-	(8)	40	24	-	(24)
TRAINING	140	96	-	(96)	200	136	-	(136)	100	64	-	(64)
ACCOUNTING	6,500	4,336	<u>5,941</u>	1,605	4,540	3,024	<u>3,819</u>	795	15,500	10,336	<u>11,458</u>	1,122
MANAGEMENT FEES	57,840	38,560	<u>28,069</u>	(10,491)	52,040	34,696	<u>18,045</u>	(16,651)	157,000	104,664	<u>55,061</u>	(49,603)
MISCELLANEOUS- SUNDRY	4,740	3,168	<u>2,942</u>	(226)	3,720	2,464	<u>1,943</u>	(521)	5,200	3,464	<u>9,049</u>	5,585
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 55,192	\$ 48,720	\$ (6,472)	\$ 73,870	\$ 49,240	\$ 33,522	\$ (15,718)	\$ 218,410	\$ 145,600	\$ 97,457	\$ (48,143)
OTHER TENANT SERVICES	\$ 1,400	\$ 936	\$ <u>1,600</u>	\$ 664	\$ 1,200	\$ 800	\$ -	\$ (800)	\$ 1,300	\$ 864	\$ -	\$ (864)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	10,336	<u>1,271</u>	(9,066)	10,400	6,936	<u>817</u>	(6,119)	13,200	8,800	<u>2,450</u>	(6,350)
TOTAL OTHER TENANT SERVICES	\$ 16,900	\$ 11,272	\$ 2,871	\$ (8,402)	\$ 11,600	\$ 7,736	\$ 817	\$ (6,919)	\$ 14,500	\$ 9,664	\$ 2,450	\$ (7,214)
WATER/SEWER	\$ 21,540	\$ 14,360	\$ <u>12,754</u>	\$ (1,606)	\$ 15,000	\$ 10,000	\$ <u>9,241</u>	\$ (759)	\$ 67,810	\$ 45,208	\$ <u>43,667</u>	\$ (1,541)
ELECTRIC	86,520	57,680	<u>54,623</u>	(3,057)	2,600	1,736	<u>10,823</u>	9,087	9,240	6,160	<u>9,941</u>	3,781
GAS	-	-	-	-	5,040	3,360	<u>3,393</u>	33	45,140	30,096	<u>38,410</u>	8,314
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 72,040	\$ 67,377	\$ (4,663)	\$ 22,640	\$ 15,096	\$ 23,457	\$ 8,361	\$ 122,190	\$ 81,464	\$ 92,018	\$ 10,554
MAINTENANCE LABOR	\$ 18,000	\$ 12,000	\$ <u>9,852</u>	\$ (2,148)	\$ 14,000	\$ 9,336	\$ <u>6,334</u>	\$ (3,002)	\$ 33,000	\$ 22,000	\$ <u>19,001</u>	\$ (2,999)

Commissioner's Report - Property Detail

Month Ending: May 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
		May	May	May		May	May	May		May	May	May
MAINT. MATERIALS	16,800	11,216	7,226	(3,990)	100,440	66,976	6,717	(60,259)	22,560	15,056	21,141	6,085
MAINT. CONTRACT	84,390	56,272	36,108	(20,164)	56,930	37,952	20,083	(17,869)	78,780	52,528	28,319	(24,209)
COSTS												
EMPLOYEE BENEFITS	11,240	7,488	4,223	(3,265)	6,900	4,600	2,714	(1,886)	19,390	12,928	8,144	(4,784)
TOTAL MAINTENANCE	\$ 130,430	\$ 86,976	\$ 57,408	\$ (29,568)	\$ 178,270	\$ 118,864	\$ 35,847	\$ (83,017)	\$ 153,730	\$ 102,512	\$ 76,604	\$ (25,908)
INSURANCE	\$ 30,820	\$ 20,552	\$ 17,231	\$ (3,321)	\$ 24,600	\$ 16,400	\$ 12,372	\$ (4,028)	\$ 55,070	\$ 36,720	\$ 35,475	\$ (1,245)
FLOOD INSURANCE	4,000	2,664	3,434	770	4,500	3,000	3,184	184	20,640	13,760	13,260	(500)
BAD DEBTS	1,500	1,000	1,000	-	930	624	624	-	10,800	7,200	7,196	(4)
COMPENSATED	420	280	280	-	420	280	280	-	420	280	280	-
ABSENCES												
PAYMENT IN LIEU OF	5,370	3,584	3,576	(8)	11,920	7,944	7,951	7	12,480	8,320	8,320	-
TAXES												
PENSION	3,000	2,000	1,863	(137)	2,430	1,624	1,513	(111)	5,260	3,504	3,264	(240)
RETIREE BENEFITS	7,900	5,264	2,450	(2,814)	5,460	3,640	1,575	(2,065)	14,900	9,936	4,725	(5,211)
TOTAL OTHER	\$ 53,010	\$ 35,344	\$ 29,835	\$ (5,509)	\$ 50,260	\$ 33,512	\$ 27,499	\$ (6,013)	\$ 119,570	\$ 79,720	\$ 72,520	\$ (7,200)
EXPENSES												
TOTAL EXPENDITURES	\$ 391,160	\$ 260,824	\$ 206,210	\$ (54,614)	\$ 336,640	\$ 224,448	\$ 121,142	\$ (103,306)	\$ 628,400	\$ 418,960	\$ 341,050	\$ (77,910)
Replacement Reserve	\$ 26,950	\$ 17,968	\$ 18,001	\$ 33	\$ 17,600	\$ 11,736	\$ 11,736	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 8,560	\$ 5,664	\$ 15,793	\$ 10,129	\$ 3,290	\$ 2,176	\$ 95,950	\$ 93,774	\$ 2,240	\$ 1,464	\$ 109,524	\$ 108,060

Ocean City Housing Authority
Administrative Report

DATE: June 14, 2023

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for May 2023)

PERIOD: May 11, 2023 to June 13, 2023

Please see the next page for Bayview Renovation Projects:

Bayview – Renovation Projects

<u>Interior Renovations</u> 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; January 2023 update: Change Orders are anticipated for office, board room and lobby due to changes needed to move electrical conduits; Hallway painting has begun; Floors will be replaced after painting is complete; Each floor will be done independently; 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; 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;	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; 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;	May update: ACM testing & monitoring continues; A change order is on the Agenda for the ACM removal on the 5th Floor (community room floor & 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 1st & 5th floors; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1st floor; Work is scheduled to resume about May 18, 2023; <i>June update: ACM work and monitoring in the 5th Floor Community Room has been completed. Additional abatement of flooring in the Laundry began on June 14, 2023, after abatement is completed new flooring has been scheduled to be installed on the 5th floor; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1st floor; Work is scheduled to be completed on the 5th floor on or about June 28, 2023; Ceiling anchors will be installed on the 1st floor which will allow work to resume, all trades are being scheduled to return and complete work on the remainder of the project.</i>
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Bayview – Renovation Projects (continued)

Bayview Manor Landscaping Project	Project Specifications are being developed for hopeful Fall plantings;	August Update: A meeting with the landscape architect is being scheduled; September Update: A specification for the landscaping at Bayview Manor is in process to obtain quotes for the work; October Update: Specifications for this project are in review; This work will likely be completed in the spring; 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; December update: New plantings are planned for April 2023; January update: New plantings are planned for April 2023; February update: New plantings are planned for April 2023; March update: This project has been placed on hold pending the outcome of the needed funds for to complete the Bayview Manor renovations; <i>No Status Change on this Project:</i>
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Peck's Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
Design Phase of the Redevelopment of Peck's Beach Family September '22 update – NJHMFA has received the application. A further update will be given at the board meeting; October update – NJHMFA has received the application. A further update will be given at the board meeting; 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." 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; January update: The design is being readied for submission to the Planning Office by the end of January. 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;	• June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2nd; 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; The site plans for the project are ready for presentation to the Planning Board for the April 5th meeting; 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; 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.	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>June update: The project team met and reviewed the 50% plans in detail. Follow-up meetings continue; the next plan review of 90% drawings is scheduled for early July. Bidding is anticipated in August. Phase II & Geo-Technical field work has been completed; reports are still pending.</i>

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 MAY	2023 APR	2023 MAR
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	1	3	1	
<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	480	361	361	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	121	123	N/A	
Annual Unit Turnaround Time (For Fiscal Year)	138	142	149	
Monthly - Number of Vacancies Filled (this month)	1	1	0	
Monthly - Average unit turnaround time in days for Lease up	22	111	N/A	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	99	12	N/A	
PIC Score	94.59%	94.59%	94.59%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	2	2	2	
Speitel Commons	1	1	2	
Peck's Beach Family	3	3	3	
Total	6	6	7	
Occupancy Rate	95.04%	95.04%	94.21%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)			56.86	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	39.92	30.25	3.92	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	26.34	24.40	23.42	
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$16,166	\$15,996	\$15,840	
Speitel Commons - Elderly/Disabled	\$13,824	\$14,949	\$14,143	
Peck's Beach - Family	\$25,691	\$23,353	\$22,581	
Total Rent Roll	\$55,681	\$54,298	\$52,564	
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 3/31/2023</u>				
Families - Ocean City Preference	14	14	20	
Families - No Ocean City Preference	185	192	199	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	8	8	10	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	185	182	181	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.12	0.13	0.12	
Total Tenant Generated Work Orders	27	30	17	
Number of routine work orders written this month	81	70	68	
Number of outstanding work orders from previous month	659	668	659	
Total number of work orders to be addressed this month	769	768	744	
Total number of work orders completed this month	98	109	76	
Total number of work orders left outstanding	671	659	668	
Number of emergency work orders written this month	2	0	0	
Total number of work orders written year-to-date	866	756	656	
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	

Cash Report
As of May 31, 2023

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 05/31/2023	\$1,007,775.05
2022 Capital Fund available for PH (pbfamily)	\$148,746.00
2023 Capital Fund available for PH (pbfamily)	\$150,347.00
Add: A/R-Tenants 05/2023	
	Current \$33,529.33
	Past \$3,713.46

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$2,400.00
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$202,414.38
Reimbursement for Pecks Family Redevelopment - City of OC	\$30,493.52

Less: Bill List payments - June 2023 (\$392,184.84)

Accrued Expenses - Total from detail below (\$19,034.33)

<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	8	(10,472.33)
Bad Debt	13,230.00	8	8,820.00
Comp Absences	1,260.00	8	840.00
P.I.L.O.T.	29,770.00	8	19,846.67
Net Accrual	183,890.00		19,034.33

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

Net Cash Balance \$968,199.57

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 83,550	12.06	Months
Per Day	\$ 2,785	348	Days

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

RESOLUTION NO. 2023-33
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 \$392,184.84.

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: June 20, 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 June 20, 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 - JUNE 2023**

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1404	ACENDA	April 2023 svcs	\$ 2,400.00
1405	ANDREW GREEN, COURT OFFICER	Eviction lock out svc	\$ 82.00
1406	ATLANTIC CITY ELECTRIC	May 2023 electric	\$ 6,973.73
1407	LINDA AVENA	June 2023 accounting svcs	\$ 2,211.67
1408	BOWMAN & CO	Audit progress billing fye 9/2022	\$ 8,000.00
1409	CALL EXPERTS	June 2023 answering svc	\$ 72.33
1410	CLEAN SWEEP SERVICES	May 2023 Bldg cleaning BVM/Speitel	\$ 3,325.00
1411	CAPE MAY COUNTY MUA	Bulk trash disposal - PBF	\$ 54.65
1412	COMCAST	May 2023 Internet	\$ 386.38
1413	FLORENCE DRISCOLL	June 2023 Tenant services	\$ 200.00
1414	ELDER PEST CONTROL	Contract-Bedbugs-Pest Control	\$ 2,295.00
1415	FEDERAL EXPRESS	Package delivery	\$ 19.98
1416	EISENSTAT GABAGE & FURMAN	May 2023 general legal & Apr 2023 landlord/tenant services	\$ 780.00
1417	GEN X ELECTRICAL	Electrical svcs	\$ 375.00
	GENSERVE	Generator maint	\$ 790.00
	ASHLEY HARRIS	June 2023 BVM/Speitel cleaning	\$ 200.00
	ROBERT HARRIS	June 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
	HD SUPPLY	Supplies - Maint/Repairs	\$ 435.92
	HOME DEPOT PRO	Supplies - Maint/Repairs	\$ 384.74
	JC'S CUSTOM PAINTING	Painting svcs.	\$ 1,060.00
	JOHN SPITZ	June 2023 medicare reimb; copay reimb	\$ 219.73
	LENEGAN PLUMBING	Plumbing services	\$ 213.00
	MAX COMMUNICATIONS	Firewall patch install	\$ 37.48
	NATIONAL TENANT NETWORK	Tnt background check	\$ 32.00
	NJ AMERICAN WATER	May 2023 water/sewer	\$ 8,446.81
	NJ PUBLIC HOUSING JIF	2nd installment - insurance premium	\$ 49,632.00
	OCEAN CITY HOUSING AUTHORITY	Deposit for June 2023	\$ 3,713.00
	ROBERT ROWELL	June 2023 maint contract grounds services	\$ 200.00
	SHERWIN WILLIAMS	Paint supplies	\$ 254.44
	SHOEMAKER LUMBER	Supplies - Maint/Repairs	\$ 11.92
	SOUTH JERSEY GAS	May 2023 gas	\$ 2,141.44
	STATE OF NJ	ACM Fee - BVM	\$ 2,500.00
	TK ELEVATOR	Elevator monitoring & svc - BVM	\$ 1,762.66
	STATE OF NJ	Fire registration fee - BVM	\$ 191.00
	VECTOR SECURITY	Fire system monitoring	\$ 384.12
	VERIZON CONNECT	Vehicle tracking	\$ 17.45
	VERIZON	June 2023 phone svc	\$ 557.80
	VERIZON WIRELESS	Cell phone svc - May 2023	\$ 102.99
	VINELAND HOUSING AUTHORITY	May 2023 office/maint coverage incl PBF proj development (10/22-5/23), postage; June 2023 mgmt fee	\$ 44,674.61
	WALLACE HARDWARE	Supplies - Maint/Repairs	\$ 7.49
	WB MASON	Office chair	\$ 268.49
ACH	ADP	5/19/23 payroll & taxes	\$ 3,659.44
ACH	ADP	5/19/23 payroll invoice	\$ 80.62
ACH	ADP	6/2/23 payroll & taxes	\$ 3,950.68
ACH	ADP	6/2/23 payroll invoice	\$ 83.69
ACH	ADP	6/16/23 payroll & taxes	\$ 4,131.41
ACH	NJ STATE HEALTH BENEFITS PROGRAM	June 2023 employee/retiree health benefits	\$ 3,844.73
ACH	NJ DIV OF PENSIONS & BENEFITS	Apr2023 pension deductions	\$ 322.56
	PNC BANK FEE -MAY 2023		\$ 70.98
	TOTAL JUNE DISBURSEMENTS COCC (coccestur)		\$ 159,276.94
	TOTAL JUNE DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 202,414.38
	TOTAL JUNE DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 30,493.52
	TOTAL BILL LIST - JUNE 2023		\$ 392,184.84

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

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 #5; Draw #33	59,752.16
	THE BROOKE GROUP	Consulting Services - BVM 1st & 5th Floor Renovations; Draw #33	5,425.00
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #6; Draw #34	117,034.86
	THE BROOKE GROUP	Reimb for construction related testing fees; Consulting Services - BVM 1st & 5th Floor Renovations; Draw #34	19,950.00
	TOTAL JUNE DISBURSEMENTS (sturcons)		\$ 202,414.38

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	SCIULLO ENGINEERING	Engineering services - Peck's Family Development; Pre Dev Draw #6	3,624.11
	CARTER GEOSCIENCE LLC	Engineering services - Peck's Family Development; Pre Dev Draw #6	11,300.00
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #6	4,924.41
	THE BROOKE GROUP	Reimb for permit fees - NJAWC & Cape Atlantic Construction District; Pre Dev Draw #6	10,645.00
	TOTAL JUNE DISBURSEMENTS (sturgen)		\$ 30,493.52

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

RESOLUTION NO. 2023-34
Resolution Authorizing Payment of Draw 34

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 #34 in the amount of \$136,984.86 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: June 20, 2023

VOTE:

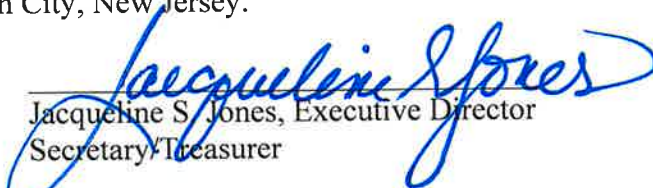
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

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 June 20, 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

June 13, 2023

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #34

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$136,984.86. 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	\$117,034.86
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$19,950.00*
	TOTAL	\$136,984.86

***Note payment to The Brooke Group is a reimbursement of \$17,010.00 of construction-related testing fees in addition to a \$2,940.00 invoice**

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #34 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. 2023-35
Resolution Authorizing Payment of Draw #6
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 #6 in the amount of \$30,493.52 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: June 20, 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 June 20, 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

June 12, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 6 from City and OCHA funds

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$30,493.52. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering Services LLC	137 S. New York Ave., Suite #3 Atlantic City, NJ 08401	\$3,624.11
Carter Geoscience LLC	227 S. White Horse Pike, Suite A Audubon, NJ 08106	\$11,300.00
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2 nd Floor Roseland, NJ 07068	\$4,924.41
The Brooke Group LLC 209 E Egnor Drive Galloway, NJ 08205	209 E Egnor Drive Galloway, NJ 08205	\$10,645.00*
TOTAL		\$30,493.52

*Note payment to The Brooke Group consists of reimbursement for permit fees only (NJAWC \$6,000 & Cape Atlantic Cons. District \$4,645)

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #6

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.