

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

August 10, 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, August 15, 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, August 15, 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 July 18, 2023
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business: Auditors – Bowman & Company, Michael Thilker
11. Resolutions: (cash report included)
 - # 2023-41 Approval of Monthly Expenses (updated)
 - # 2023-42 Granting an Official Leave of Absence (Workman's Comp)
 - # 2023-43 Awarding Resident Wellness Services
 - # 2023-44 Amending Resolution #2021-34 Special Engineering Services – Pecks Family Redevelopment
 - # 2023-45 Renewal in the NJPHA Joint Insurance Fund
 - # 2023-46 Authorizing Payments of Draw # 36 Speitel/Bayview
 - # 2023-47 Authorizing Payment of Draw # 8 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 July 18, 2023 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held July 18, 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	(Absent)
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 – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from June 20, 2023. A motion was 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Treasurer's Report

Linda Cavallo reviewed the Financial Report for the nine months ending June 2023. **Motion to approve the Treasurer's report** made by Commissioner Halliday 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones stated Ron Miller would provide an update on the renovations and in the Resolution section of the meeting she will discuss the annual plan and the adoption of the 2023-2024 budget.

Ron Miller reported the Bayview Manor laundry room has been reopened on the 5th floor. The community room is in the process of being reopened. They expect to be reopened no later than August 1st. Installation of new flooring, painting, and a new kitchen in the community room. The remaining work is localized to the 1st floor. The elevators will be in September. There is no new update on the landscaping project. The design work on Pecks Beach Family redevelopment is in process and 100% plans are expected within the next two weeks.

Commissioner Henry asked about cost concerns for the Pecks Beach Family project. Ron Miller stated the cost of the project will not be known until the project is out for bid and bids are received. The project is being designed within budget. Mrs. Jones stated there was some information regarding Geotech that was done. Ron stated that there is a plan to accomplish the Geotech. There is some historic fill on the site. The civil engineer has a plan to relocate the historic fill to the south end of the property which is not currently being developed and hopefully lose that historic fill under those buildings once that phase is developed. The fill is considered historic fill because there was a rail yard on this property and it can not be in the grass area. It must be encapsulated or under cover. It will be under cover, but on the south end of the property. It has been tested. The CAFRA permits are pending. CAFRA issues are not anticipated because there are no parking issues at this site. There will be parking at each unit.

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	(Absent)
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 #2023-36 **Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$370,280.55. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-37
PHA Annual Plan 2023-2024

Chairman Barr called for a motion to approve Resolution #2023-37. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained that every housing authority has to prepare a five-year plan and the OCHA is in the last year of the five-year plan. There is an update every year if there is a need to update the plan. Since the OCHA is a small housing authority it does not have to go through the formal process as a large housing authority. The only thing the OCHA is required to do is state in this resolution the authority is up to date on policies and pass the civil rights certification. When the plan was updated last year the new family project was included in the plan. It is possible by next year when the five-year plan is completed, HUD will have some new language that will need to be added as well. The Annual Plan is part of what the Authority's goals and objectives are. The following vote was taken:

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

Resolution #2023-38
Approving 2023-2034 Annual and Capital Budget

Chairman Barr called for a motion to approve Resolution #2023-38. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Mrs. Jones stated she reviewed the budget line-by-line detail with the Finance Committee. She reviewed the larger line items and explained them to the Board. Budget was briefly discussed regarding materials budget and maintenance contract cost budget compared to last year as well as insurance. The following vote was taken:

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

Resolution #2023-39
Resolution Authorizing Payment of Draw 35

Chairman Barr called for a motion to approve Resolution #2023-39. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. 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	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-40
Resolution Authorizing Payment of Draw #7 Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-40. 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	(Absent)
Chairman Robert Barr	(Yes)

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. 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 Broadley. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:28 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jul 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 474,900	\$ <u>531,760</u>	\$ 56,860
TOTAL TENANT REVENUE	\$ 569,880	\$ 474,900	\$ 531,760	\$ 56,860
HUD OPERATING SUBSIDY	\$ 287,240	\$ 239,370	\$ <u>163,310</u>	\$ (76,060)
PBV HAP SUBSIDY	388,360	323,640	<u>293,792</u>	(29,848)
HUD CAPITAL FUNDS-OPERATIONS	71,000	59,170	<u>121,578</u>	62,408
CDBG INCOME	23,300	19,420	<u>713</u>	(18,708)
TOTAL HUD FUNDING	\$ 769,900	\$ 641,600	\$ 579,393	\$ (62,208)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 100	\$ <u>359</u>	\$ 259
NONDWELLING RENTAL INCOME	54,000	45,000	-	(45,000)
OTHER INCOME-LAUNDRY	6,900	5,750	<u>2,608</u>	(3,142)
OTHER INCOME-FRAUD RECOVERY	2,500	2,080	<u>6,987</u>	4,907
OTHER INCOME-MISCELLANEOUS	11,540	9,620	<u>6,300</u>	(3,320)
TOTAL INCOME	\$ 1,414,840	\$ 1,179,050	\$ 1,127,407	\$ (51,643)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>22,852</u>	\$ 22,852
PAYROLL TAXES - ADMIN	-	-	<u>1,908</u>	1,908
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 24,760	\$ 24,760
AUDIT FEES	\$ 12,000	\$ 9,990	\$ <u>22,000</u>	\$ 12,010
ADVERTISING	740	620	<u>1,920</u>	1,300
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 3,090	\$ <u>300</u>	\$ (2,790)
CONSULTANTS-RAD CONVERSION	11,030	9,190	<u>5,000</u>	(4,190)
COPIER	2,660	2,220	<u>199</u>	(2,021)
DUES & PUBLICATIONS	730	610	<u>571</u>	(39)
OFFICE SUPPLIES	790	670	<u>333</u>	(337)
PHONE & INTERNET	13,780	11,490	<u>10,159</u>	(1,331)
POSTAGE	1,640	1,360	<u>1,947</u>	587
LEGAL	16,020	13,350	<u>6,697</u>	(6,653)
CRIMINAL BACKGROUND CHECKS	360	300	<u>898</u>	598
LEGAL-RAD	4,000	3,330	-	(3,330)
TRAVEL	70	60	-	(60)
TRAINING	440	370	-	(370)
ACCOUNTING	26,540	22,120	<u>33,642</u>	11,522
MANAGEMENT FEES	266,880	222,400	<u>155,413</u>	(66,987)
MISCELLANEOUS-SUNDRY	13,660	11,370	<u>17,464</u>	6,094
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 312,540	\$ 281,304	\$ (31,236)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jul 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
OTHER TENANT SERVICES	\$ 3,900	\$ 3,250	\$ <u>2,000</u>	\$ (1,250)
TENANT SVCS - BEHAVIORAL HEALTH	39,100	32,590	<u>11,138</u>	(21,453)
TOTAL OTHER TENANT SERVICES	\$ 43,000	\$ 35,840	\$ 13,138	\$ (22,703)
WATER/SEWER	\$ 104,350	\$ 86,960	\$ <u>85,157</u>	\$ (1,803)
ELECTRIC	98,360	81,970	<u>90,052</u>	8,082
GAS	50,180	41,820	<u>44,216</u>	2,396
GARBAGE/TRASH REMOVAL	-	-	<u>101</u>	101
TOTAL UTILITY EXPENSES	\$ 252,890	\$ 210,750	\$ 219,526	\$ 8,776
MAINTENANCE LABOR	\$ 65,000	\$ 54,170	\$ <u>45,241</u>	\$ (8,929)
MAINT. MATERIALS	139,800	116,560	<u>38,294</u>	(78,266)
MAINT. CONTRACT COSTS	220,100	183,440	<u>119,015</u>	(64,425)
EMPLOYEE BENEFITS	37,530	31,270	<u>25,434</u>	(5,836)
TOTAL MAINTENANCE	\$ 462,430	\$ 385,440	\$ 227,985	\$ (157,455)
INSURANCE	\$ 110,490	\$ 92,090	\$ <u>81,622</u>	\$ (10,468)
FLOOD INSURANCE	29,140	24,280	<u>24,579</u>	299
BAD DEBTS	13,230	11,030	<u>11,025</u>	(5)
COMPENSATED ABSENCES	1,260	1,050	<u>1,050</u>	-
PAYMENT IN LIEU OF TAXES	29,770	24,810	<u>24,808</u>	(2)
PENSION	10,690	8,910	<u>7,447</u>	(1,463)
RETIREE BENEFITS	28,260	23,550	<u>10,959</u>	(12,591)
TOTAL OTHER EXPENSES	\$ 222,840	\$ 185,720	\$ 161,490	\$ (24,230)
TOTAL EXPENDITURES	\$ 1,356,200	\$ 1,130,290	\$ 903,442	\$ (226,848)
Replacement Reserve	\$ 44,550	\$ 37,130	\$ <u>37,163</u>	\$ 33
PROFIT	\$ 14,090	\$ 11,630	\$ 186,802	\$ 175,172

Commissioner's Report - Property Detail

Month Ending: Jul 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
<u>INCOME</u>												
DWELLING RENTAL	\$ 161,730	\$ 134,780	\$ <u>157,064</u>	\$ 22,284	\$ 161,150	\$ 134,290	\$ <u>135,094</u>	\$ 804	\$ 247,000	\$ 205,830	\$ <u>239,602</u>	\$ 33,772
TOTAL TENANT REVENUE	\$ 161,730	\$ 134,780	\$ 157,064	\$ 22,284	\$ 161,150	\$ 134,290	\$ 135,094	\$ 804	\$ 247,000	\$ 205,830	\$ 239,602	\$ 33,772
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 239,370	\$ <u>163,310</u>	\$ (76,060)
PBV HAP SUBSIDY	198,510	165,430	<u>141,910</u>	(23,520)	189,850	158,210	<u>151,882</u>	(6,328)	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	71,000	59,170	<u>121,578</u>	62,408
CDBG INCOME	6,500	5,420	<u>128</u>	(5,292)	4,200	3,500	<u>200</u>	(3,301)	12,600	10,500	<u>385</u>	(10,115)
TOTAL HUD FUNDING	\$ 205,010	\$ 170,850	\$ 142,038	\$ (28,812)	\$ 194,050	\$ 161,710	\$ 152,082	\$ (9,629)	\$ 370,840	\$ 309,040	\$ 285,273	\$ (23,767)
INVESTMENT INCOME-UNRESTRICTED	\$ 40	\$ 30	\$ <u>156</u>	\$ 126	\$ 30	\$ 30	\$ <u>3</u>	\$ (27)	\$ 50	\$ 40	\$ <u>201</u>	\$ 161
NONDWELLING RENTAL INCOME	54,000	45,000	-	(45,000)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,800	2,330	<u>830</u>	(1,500)	1,200	1,000	<u>770</u>	(231)	2,900	2,420	<u>1,009</u>	(1,412)
OTHER INCOME-FRAUD RECOVERY	-	-	<u>3,891</u>	3,891	-	-	-	-	2,500	2,080	<u>3,096</u>	1,016
OTHER INCOME-MISCELLANEOUS	3,090	2,580	<u>1,028</u>	(1,552)	1,100	920	<u>1,027</u>	107	7,350	6,120	<u>4,245</u>	(1,875)
TOTAL INCOME	\$ 426,670	\$ 355,570	\$ 305,007	\$ (50,563)	\$ 357,530	\$ 297,950	\$ 288,975	\$ (8,975)	\$ 630,640	\$ 525,530	\$ 533,425	\$ 7,895
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>6,399</u>	\$ 6,399	\$ -	\$ -	\$ <u>4,113</u>	\$ 4,113	\$ -	\$ -	\$ <u>12,340</u>	\$ 12,340
PAYROLL TAXES - ADMIN	-	-	<u>534</u>	534	-	-	<u>343</u>	343	-	-	<u>1,030</u>	1,030
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 6,933	\$ 6,933	\$ -	\$ -	\$ 4,457	\$ 4,457	\$ -	\$ -	\$ 13,370	\$ 13,370
AUDIT FEES	\$ 3,520	\$ 2,930	\$ <u>6,300</u>	\$ 3,370	\$ 2,620	\$ 2,180	\$ <u>4,340</u>	\$ 2,160	\$ 5,860	\$ 4,880	\$ <u>11,360</u>	\$ 6,480
ADVERTISING	170	140	<u>523</u>	383	200	170	<u>336</u>	166	370	310	<u>1,061</u>	751

Commissioner's Report - Property Detail

Month Ending: Jul 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL BUDGET	THRU July	THRU July		ANNUAL BUDGET	THRU July	THRU July		ANNUAL BUDGET	THRU July	THRU July	
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 420	\$ <u>84</u>	\$ (336)	\$ 1,200	\$ 1,000	\$ <u>54</u>	\$ (946)	\$ 2,000	\$ 1,670	\$ <u>162</u>	\$ (1,508)
CONSULTANTS-RAD	500	420	<u>1,400</u>	980	530	440	<u>900</u>	460	10,000	8,330	<u>2,700</u>	(5,630)
CONVERSION												
COPIER	740	620	<u>56</u>	(564)	480	400	<u>36</u>	(364)	1,440	1,200	<u>107</u>	(1,093)
DUES & PUBLICATIONS	170	140	<u>160</u>	20	200	170	<u>103</u>	(67)	360	300	<u>308</u>	8
OFFICE SUPPLIES	200	170	<u>87</u>	(83)	200	170	<u>56</u>	(114)	390	330	<u>190</u>	(140)
PHONE & INTERNET	4,260	3,550	<u>2,556</u>	(994)	5,630	4,690	<u>3,893</u>	(797)	3,890	3,250	<u>3,709</u>	459
POSTAGE	420	350	<u>545</u>	195	400	330	<u>351</u>	21	820	680	<u>1,051</u>	371
LEGAL	3,000	2,500	<u>1,911</u>	(589)	1,880	1,570	<u>824</u>	(746)	11,140	9,280	<u>3,962</u>	(5,318)
CRIMINAL BACKGROUND	40	30	<u>94</u>	64	20	20	<u>326</u>	306	300	250	<u>477</u>	227
CHECKS												
LEGAL-RAD	-	-	<u>-</u>	-	-	-	<u>-</u>	-	4,000	3,330	<u>-</u>	(3,330)
TRAVEL	20	20	<u>-</u>	(20)	10	10	<u>-</u>	(10)	40	30	<u>-</u>	(30)
TRAINING	140	120	<u>-</u>	(120)	200	170	<u>-</u>	(170)	100	80	<u>-</u>	(80)
ACCOUNTING	6,500	5,420	<u>9,420</u>	4,000	4,540	3,780	<u>6,056</u>	2,276	15,500	12,920	<u>18,167</u>	5,247
MANAGEMENT FEES	57,840	48,200	<u>34,671</u>	(13,529)	52,040	43,370	<u>22,289</u>	(21,081)	157,000	130,830	<u>98,453</u>	(32,377)
MISCELLANEOUS-	4,740	3,960	<u>3,835</u>	(125)	3,720	3,080	<u>2,395</u>	(685)	5,200	4,330	<u>11,234</u>	6,904
SUNDRY												
TOTAL ADMINISTRATIVE	\$ 82,760	\$ 68,990	\$ 68,575	\$ (415)	\$ 73,870	\$ 61,550	\$ 46,416	\$ (15,134)	\$ 218,410	\$ 182,000	\$ 166,313	\$ (15,687)
EXPENSES												
OTHER TENANT	\$ 1,400	\$ 1,170	\$ <u>2,000</u>	\$ 830	\$ 1,200	\$ 1,000	\$ <u>-</u>	\$ (1,000)	\$ 1,300	\$ 1,080	\$ <u>-</u>	\$ (1,080)
SERVICES												
TENANT SVCS –	15,500	12,920	<u>3,119</u>	(9,802)	10,400	8,670	<u>2,005</u>	(6,665)	13,200	11,000	<u>6,014</u>	(4,986)
BEHAVIORAL HEALTH												
TOTAL OTHER TENANT	\$ 16,900	\$ 14,090	\$ 5,119	\$ (8,972)	\$ 11,600	\$ 9,670	\$ 2,005	\$ (7,665)	\$ 14,500	\$ 12,080	\$ 6,014	\$ (6,066)
SERVICES												
WATER/SEWER	\$ 21,540	\$ 17,950	\$ <u>16,022</u>	\$ (1,928)	\$ 15,000	\$ 12,500	\$ <u>12,104</u>	\$ (396)	\$ 67,810	\$ 56,510	\$ <u>57,031</u>	\$ 521
ELECTRIC	86,520	72,100	<u>64,170</u>	(7,930)	2,600	2,170	<u>13,516</u>	11,346	9,240	7,700	<u>12,367</u>	4,667
GAS	-	-	<u>-</u>	-	5,040	4,200	<u>4,098</u>	(102)	45,140	37,620	<u>40,118</u>	2,498
GARBAGE/TRASH	-	-	<u>46</u>	46	-	-	<u>-</u>	-	-	-	<u>55</u>	55
REMOVAL												

Commissioner's Report - Property Detail

Month Ending: Jul 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
TOTAL UTILITY EXPENSES	\$ 108,060	\$ 90,050	\$ 80,238	\$ (9,812)	\$ 22,640	\$ 18,870	\$ 29,718	\$ 10,848	\$ 122,190	\$ 101,830	\$ 109,570	\$ 7,740
MAINTENANCE LABOR	\$ 18,000	\$ 15,000	\$ <u>12,667</u>	\$ (2,333)	\$ 14,000	\$ 11,670	\$ <u>8,143</u>	\$ (3,527)	\$ 33,000	\$ 27,500	\$ <u>24,430</u>	\$ (3,070)
MAINT. MATERIALS	16,800	14,020	<u>9,089</u>	(4,931)	100,440	83,720	<u>6,766</u>	(76,954)	22,560	18,820	<u>22,438</u>	3,618
MAINT. CONTRACT COSTS	84,390	70,340	<u>52,966</u>	(17,374)	56,930	47,440	<u>34,291</u>	(13,149)	78,780	65,660	<u>31,759</u>	(33,901)
EMPLOYEE BENEFITS	11,240	9,360	<u>7,121</u>	(2,239)	6,900	5,750	<u>4,578</u>	(1,172)	19,390	16,160	<u>13,735</u>	(2,425)
TOTAL MAINTENANCE	\$ 130,430	\$ 108,720	\$ 81,844	\$ (26,876)	\$ 178,270	\$ 148,580	\$ 53,778	\$ (94,802)	\$ 153,730	\$ 128,140	\$ 92,362	\$ (35,778)
INSURANCE	\$ 30,820	\$ 25,690	\$ <u>21,467</u>	\$ (4,223)	\$ 24,600	\$ 20,500	\$ <u>15,613</u>	\$ (4,887)	\$ 55,070	\$ 45,900	\$ <u>44,542</u>	\$ (1,358)
FLOOD INSURANCE	4,000	3,330	<u>4,293</u>	963	4,500	3,750	<u>3,711</u>	(39)	20,640	17,200	<u>16,575</u>	(625)
BAD DEBTS	1,500	1,250	<u>1,250</u>	-	930	780	<u>780</u>	-	10,800	9,000	<u>8,995</u>	(5)
COMPENSATED ABSENCES	420	350	<u>350</u>	-	420	350	<u>350</u>	-	420	350	<u>350</u>	-
PAYMENT IN LIEU OF TAXES	5,370	4,480	<u>4,470</u>	(10)	11,920	9,930	<u>9,938</u>	8	12,480	10,400	<u>10,400</u>	-
PENSION	3,000	2,500	<u>2,089</u>	(411)	2,430	2,030	<u>1,698</u>	(332)	5,260	4,380	<u>3,660</u>	(720)
RETIREE BENEFITS	7,900	6,580	<u>3,068</u>	(3,512)	5,460	4,550	<u>1,973</u>	(2,577)	14,900	12,420	<u>5,918</u>	(6,502)
TOTAL OTHER EXPENSES	\$ 53,010	\$ 44,180	\$ 36,988	\$ (7,192)	\$ 50,260	\$ 41,890	\$ 34,062	\$ (7,828)	\$ 119,570	\$ 99,650	\$ 90,440	\$ (9,210)
TOTAL EXPENDITURES	\$ 391,160	\$ 326,030	\$ 272,764	\$ (53,266)	\$ 336,640	\$ 280,560	\$ 165,979	\$ (114,581)	\$ 628,400	\$ 523,700	\$ 464,699	\$ (59,001)
Replacement Reserve	\$ 26,950	\$ 22,460	\$ <u>22,493</u>	\$ 33	\$ 17,600	\$ 14,670	\$ <u>14,670</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -
PROFIT	<u>\$ 8,560</u>	<u>\$ 7,080</u>	<u>\$ 9,750</u>	<u>\$ 2,670</u>	<u>\$ 3,290</u>	<u>\$ 2,720</u>	<u>\$ 108,326</u>	<u>\$ 105,606</u>	<u>\$ 2,240</u>	<u>\$ 1,830</u>	<u>\$ 68,727</u>	<u>\$ 66,897</u>

Ocean City Housing Authority

Administrative Report

DATE: August 9, 2023

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for July 2023)

PERIOD: July 11, 2023 to August 9, 2023

Please see the next page for Bayview Renovation Projects:

Interior Renovations

- 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;

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;

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.

July update: ACM work has been completed; The Laundry Room was re-opened ahead of schedule; Community Room is in the process of having new kitchenette, flooring, and painting completed. Notifications and updates are continuing to keep the residents informed of the project; Two residents that were temporarily relocated to the 1st floor have been moved back to their apartments; Work on the first floor continues to make good progress; mailboxes have been installed & new fire-sprinkler work has been completed; electrical, plumbing, and drywall all continue to make good progress. Elevator submittals have been received and are currently under review. Work is anticipated to be completed on or around August 31, 2023, with the exception of the elevator.

August update: ACM work has been completed; The Community Room kitchenette, flooring, lighting, and painting are completed. Work on the first floor continues to make progress, mailboxes have been installed, new fire-sprinkler work has been completed, electrical, plumbing, and drywall all continue to make progress. Electrical issues throughout the project have caused delays, this continues and is being addressed by our professional team. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.

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. 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. July update: The project team continues to meet regularly in anticipation of putting together a public bid package, the project team is currently reviewing 90% plans. Geo-Technical testing services – a preliminary report of the findings has been issued. Phase II Environmental Review remains pending, field work has been started, but reports have not yet been issued. <i>August update: The project team has completed design work and put this project out to public bid. A pre-bid meeting has been scheduled; bids are being received in early September.</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
JUL**
**2023
JUN**
**2023
MAY**

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	3	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	599	480	480
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	93	121	121
Annual Unit Turnaround Time (For Fiscal Year)	129	138	138
Monthly - Number of Vacancies Filled (this month)	1	1	1
Monthly - Average unit turnaround time in days for Lease up	37	22	22
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	56	99	99
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	1
Peck's Beach Family	2	1	3
Total	5	4	6
Occupancy Rate	95.73%	96.69%	95.04%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)		98.43	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	28.26	39.92
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	26.55	26.55	26.34
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$16,159	\$16,273	\$16,166
Speitel Commons - Elderly/Disabled	\$14,146	\$14,146	\$13,824
Peck's Beach - Family	\$34,259	\$33,296	\$25,691
Total Rent Roll	\$64,564	\$63,715	\$55,681
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 3/31/2023</u>			
Families - Ocean City Preference	13	13	14
Families - No Ocean City Preference	185	185	185
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	8	8	8
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	183	184	185
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.07	0.15	0.12
Total Tenant Generated Work Orders	15	24	27
Number of routine work orders written this month	105	79	81
Number of outstanding work orders from previous month	646	673	660
Total number of work orders to be addressed this month	766	777	770
Total number of work orders completed this month	48	131	97
Total number of work orders left outstanding	718	646	673
Number of emergency work orders written this month	0	1	2
Total number of work orders written year-to-date	1090	970	866
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority
Cash Report
As of July 31, 2023**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 07/31/2023	\$1,029,074.34
<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 07/2023	Current \$11,528.33 Past \$1,939.55

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$4,200.00
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$212,486.02
Reimbursement for Pecks Family Redevelopment - City of OC	\$29,065.00

Less: Bill List payments - July 2023 (\$345,792.83)

Accrued Expenses - Total from detail below (\$49,682.67)

<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	10	12,799.33
Bad Debt	13,230.00	10	11,025.00
Comp Absences	1,260.00	10	1,050.00
P.I.L.O.T.	29,770.00	10	24,808.33
Net Accrual	183,890.00		49,682.67

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

Net Cash Balance \$991,910.74

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 90,344	11.39	Months
Per Day	\$ 3,011	329	Days

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

RESOLUTION NO. 2023-41
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 \$345,792.83.

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: August 15, 2023

VOTE:

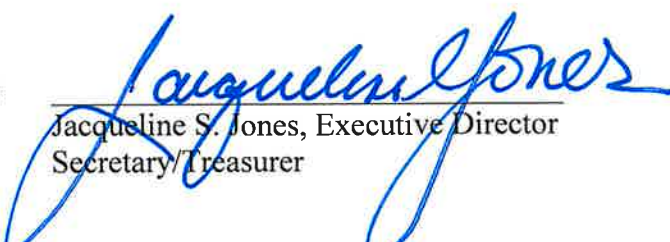
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	☒	☐	☐	☐	☐	☒
Commissioner McCall	☐	☐	☐	☒	☐	☐
Commissioner Jackson	☒	☐	☐	☐	☐	☐
Commissioner Henry	☐	☐	☐	☒	☐	☐
Commissioner Mumman	☒	☐	☐	☐	☒	☐
Commissioner Broadley	☐	☐	☐	☒	☐	☐
Chairman Barr	☒	☐	☐	☐	☐	☐

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 August 15, 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 - AUG 2023**

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1445	ACENDA	June 2023 Resident Wellness Svcs	\$ 1,800.00
1481	ACENDA	May 2023 Resident Wellness Svcs	\$ 2,400.00
1482	ALL RISK	Repairs to PBF 413; insurance proceeds & OC responsibility	\$ 27,107.24
1483	ATLANTIC CITY ELECTRIC	June 2023 electric	\$ 6,936.34
1484	ATLANTIC COAST ALARM	Battery/transformer replacement	\$ 224.00
1485	LINDA AVENA	June 2023 accounting svcs	\$ 2,211.67
1486	CALL EXPERTS	Aug 2023 answering svc	\$ 73.85
1487	CAPE MAY HOUSING AUTHORITY	June/July 2023 maintenance coverage	\$ 1,546.00
1488	CLEAN SWEEP SERVICES	July 2023 cleaning BVM/Speitel	\$ 3,325.00
1489	CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY	Bulk trash drop off	\$ 46.45
1490	COMCAST	July 2023 Internet; admin ofc & Speitel	\$ 391.38
1491	SOUTH JERSEY CULLIGAN WATER	July water cooler rental	\$ 10.66
1492	DAILY JOURNAL	Resident Wellness RFP & Board Meeting ad	\$ 76.71
1493	FLORENCE DRISCOLL	Aug 2023 Tenant services	\$ 200.00
1494	ELDER PEST CONTROL	Pest Control - July 2023	\$ 190.00
1495	FEDERAL EXPRESS	Overnight delivery svc	\$ 19.41
1496	EISENSTAT GABAGE & FURMAN	July 2023 general legal	\$ 375.00
1497	W.W. GRAINGER	Maint supplies	\$ 58.20
1498	ASHLEY HARRIS	Aug 2023 BVM/Speitel cleaning	\$ 200.00
1499	ROBERT HARRIS	Aug 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1500	HD SUPPLY	Maint supplies	\$ 233.66
1501	JOHN SPITZ	June 2023 prescription reimb & July 2023 medicare reimb	\$ 341.57
1502	LENEGAN PLUMBING	Plumbing services	\$ 810.00
1503	MAX COMMUNICATIONS	BVM office wiring	\$ 3,351.52
1504	NATIONAL TENANT NETWORK	Tnt background check	\$ 198.00
1505	NJ AMERICAN WATER	July 2023 water/sewer	\$ 9,137.45
1506	NJ DEPT OF LABOR	Payroll tax assessment - 12/2022	\$ 17.46
1507	ROBERT ROWELL	Aug 2023 maint contract grounds services	\$ 200.00
1508	RPM LANDSCAPING	Weed mitigation	\$ 920.00
1509	SHERWIN WILLIAMS	Painting supplies	\$ 774.80
1510	SOUTH JERSEY GLASS & DOOR	Door repair	\$ 369.00
1511	SOUTH JERSEY GAS	July 2023 gas	\$ 1,193.19
1512	TK ELEVATOR	BVM elevator repair	\$ 8,168.37
1513	VERIZON CONNECT	Vehicle tracking - July 2023	\$ 33.34
1514	VERIZON	July 2023 phone svc	\$ 402.03
1515	VERIZON WIRELESS	Cell phone svc - July 2023	\$ 103.01
1516	VINELAND HOUSING AUTHORITY	July 2023 office/maint coverage, postage; Aug 2023 mgmt fee; NSPIRE Inspection Training	\$ 17,836.84
ACH	ADP	7/28/23 payroll & taxes	\$ 2,475.13
ACH	ADP	7/28/23 payroll invoice	\$ 87.85
ACH	ADP	8/11/23 payroll & taxes	\$ 2,163.75
ACH	ADP	8/11/23 payroll invoice	\$ 84.64
ACH	NJ STATE HEALTH BENEFITS PROGRAM	Aug 2023 employee/retiree health benefits	\$ 3,844.73
ACH	NJ DIV OF PENSIONS & BENEFITS	July 2023 pension deductions	\$ 322.56
ACH	OCEAN CITY HOUSING AUTHORITY	Deposit for Aug 2023	\$ 3,713.00
	PNC BANK FEE -JULY 2023		\$ 68.00
	TOTAL AUG DISBURSEMENTS COCC (cocctur)		\$ 104,241.81
	TOTAL AUG DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 212,486.02
	TOTAL AUG DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 29,065.00
	TOTAL BILL LIST - AUG 2023		\$ 345,792.83

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 #7; Draw #35	109,026.21
	THE BROOKE GROUP	Reimb for construction related testing fees; Draw #35	3,200.00

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

	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #8; Draw #36	98,737.45
	THE BROOKE GROUP	Reimb for construction related testing fees; Draw #36	1,070.00
160	RONALD HENNESSEE	Tenant relocation reimb	100.00
161	PAUL BUNNELL	Tenant relocation reimb	100.00
	TOTAL AUG DISBURSEMENTS (sturcons)		S 212,486.02

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	CARTER GEOSCIENCE LLC	Engineering services - Peck's Family Development; Pre Dev Draw #7	3,000.00
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #7	148.50
	SCIULLO ENGINEERING	Engineering services - Peck's Family Development; Pre Dev Draw #8	4,600.00
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #8	329.00
	THE BROOKE GROUP	Consulting svcs - Peck's Family Development; Pre Dev Draw #8	20,987.50
	TOTAL AUG DISBURSEMENTS (sturgen)		S 29,065.00

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

RESOLUTION NO. 2023-42
Granting an Official Leave of Absence (Workmen’s Compensation)

WHEREAS, employee Robert Lane was injured on the job on July 11, 2023; and

WHEREAS, said employee has been under Workmen’s Compensation as of July 11, 2023; and

WHEREAS, it is recommended the Board of Commissioners of the Ocean City Housing Authority grant an official leave of absence under Workmen’s Compensation to Robert Lane; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioner of the Ocean City Housing Authority grants Robert Lane an official leave of absence until released to full active duty with no restrictions by the Workmen’s Compensation insurance company.

ADOPTED: August 15, 2023

VOTE:

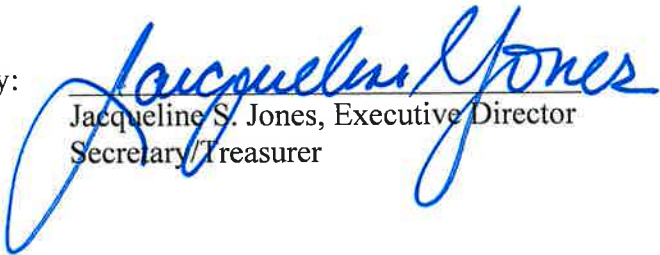
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall				✓		
Commissioner Jackson	✓					
Commissioner Henry				✓		
Commissioner Mumman	✓				✓	
Commissioner Broadley				✓		
Chairman Barr	✓					

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 August 15, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

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

RESOLUTION NO. 2023-44

Amending Resolution 2021-34 Entering into a Special Engineering Services
Contract for Pecks Beach Family Redevelopment

WHEREAS, the Ocean City Housing Authority solicited Requests for Proposals for Special Engineering Services – Pecks Family Redevelopment; and

WHEREAS, the Ocean City Housing Authority Board of Commissioners awarded the Special Engineering Services – Pecks Beach Family Development contract to Sciullo Engineering Services, LLC at the Board of Commissioners meeting on June 15, 2021 under Resolution #2021-34; and

WHEREAS, it is the desire of the Ocean City Housing Authority Board of Commissioners to amend resolution 2021-34 for additional services required to complete the property geophysical services in the amount not to exceed \$2,300; and

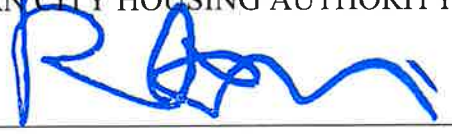
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the amendment to Resolution #2021-34 for additional services from Sciullo Engineering in the amount not to exceed \$2,300.

ADOPTED: August 15, 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 August 15, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

Special Engineering Services Contract – PECKS BEACH FAMILY REDEVELOPMENT

from the public housing operating funds to be reimbursed by the City of Ocean City. The line item to be charged for the above expenditure is Account #1405-05 (construction in progress – Pecks Beach).



Wendy Hughes

Certifying Financial Officer



Date



137 South New York Avenue, Suite 2
Atlantic City, New Jersey 08401
Phone (609) 300-5171
www.sciulloengineering.com

ADDITIONAL WORK AUTHORIZATION

August 7, 2023

OCH 003.02 – AWA-2

Client:

Ocean City Housing Authority
Attn: Jacqueline Jones, Executive Director
204 Fourth Street
Ocean City, NJ 08226

Project:

OCHA-SP-ENG2021
Special Engineering Services
Pecks Beach Village Redevelopment
Ocean City, Cape May County
New Jersey

Date of Existing Contract: July 1, 2021 SE Proposal No. PRO #21-1038, Project No. OCH 003.02

Sciullo Engineering Services, LLC (SE) is hereby authorized to perform the following specifically described additional services:

Note that the task numbers below supplement those included in our previously authorized proposal:

Task 9: Geophysical Services

SE will retain TPI Environmental (TPI) to prepare a Geophysical Survey for the Peck's Beach Family site (Block 409, Lot 1 and Block 410, Lot 12) as described in the attached proposal from TPI. The purpose of this scope is to identify the locations of natural gas and potable water lines on the project site that may need to be maintained in service while the community building fronting Fourth Street on the project is demolished.

FEES:

Task 9: Geophysical Services Lump Sum \$ 2,300

SCHEDULE:

We will endeavor to complete this additional task within two (2) weeks of receipt of notice to proceed, weather and building access permitting.

BILLING AND PAYMENT:

Invoicing will be as described in the original contract. Payment will be made in accordance with the billing description in the original contract. The additional work described above will be performed under same Terms and Conditions as specified in original contract unless otherwise stipulated.

Authorizing Signature (Client)

Printed Name and Title

Date

We hereby agree to furnish labor in accordance with the above specifications, at above stated price. Reimbursable expenses shall be billed at the same rate stipulated in the existing contract.



Jason Sciuolo, Principal Engineer

August 7, 2023

Authorizing Signature for SE

Printed Name and Title

Date

NOTE: This revision becomes part of, and in conformance with, the existing contract.



August 2, 2023

Jason Sciullo, PE, PP
Sciullo Engineering Services, LLC
137 South New York Avenue, Suite 2
Atlantic City, NJ 08401

Project: Geophysical Services – OCHA Pecks's Beach, 204 E. 4th Street, Ocean City, NJ

Invoice Tracking Method: (highlight 1: verbal/none, project #, work order#, project contract#, MSA#, PO#)**Number:**

Scope of Work: The purpose of the geophysical survey is to scan the above referenced site to confirm/deny the presence of USTs, locate subsurface utilities and clear soil borings.

Proposed Costs and Deliverables

<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Geophysical Survey - geologist, GPR, EM61	day	1	\$1,800.00	\$1,800.00
Geophysical Survey - geologist, GPR, EM61	1/2 day	0	\$1,300.00	\$0.00
Mobilization - Geophysical	day	1	\$200.00	\$200.00
			Total	\$2,000.00

Note Geophysical Units Are As Follows; ½ day is <4 hrs and a day is >4 hrs. on-site.

As the geophysical survey is conducted anomalies, utilities, tanks, and other subsurface utilities will be marked on the ground with paint and pin flags. Upon completion of the field work the data will be returned to TPI's office for review and final interpretation. After final review and within 2 weeks of the field activities, TPI will produce a letter report which will include; site description, equipment used, a hand drafted accurately scaled site map (if necessary) showing the location of relevant features, relevant GPR images, an EM61 color contour map (if the EM61 is used), and results of the geophysical survey.

Proposed Geophysical Methods

Geophysical surveys are typically accomplished by employing the following techniques; GPR, Fisher TW6 electromagnetic metal detection (TW6 EM), a Geonics EM61-MK2 Time – Domain Electromagnetic Detector unit (EM61), radio frequency line locating (RF), and magnetics. The EM61 is a high power, high sensitivity metal detector capable of detecting both ferrous and non-ferrous metal. The TW6 EM unit sounds an audible alarm in the presence of a large mass of metal such as an UST. In general, "blind surveys" are typically performed by initially scanning the site with a TW6 EM unit and/or an EM61 unit and noting areas of relatively high EM response. Then locations with a high EM response are further investigated with GPR. Known utilities are typically traced with the RF unit, GPR, and the TW6 EM unit depending on the size, matrix and conductive properties of the line. EM units are typically not effective and practical in areas underlain with reinforced concrete and/or the presence of ubiquitous metallic objects. A description and discussion of these geophysical methods as well as TPI's standard procedures for performing geophysical surveys is found in Attachment A.

Scheduling

TPI's schedule is constantly fluctuating in response to the demands of the business. Please give us as much notice as possible when scheduling a job. When we schedule a project we have reserved that day for the client and are 100% committed to keeping on schedule. Please do not schedule a project with TPI unless the job is definite. For

hot projects that are “on the fence”, we are willing to attempt to reserve the day and work are schedule around it. Investigations may be interrupted or delayed based upon unfavorable weather conditions, since GPR surveys can not be conducted in the rain.

Standard of Care/Terms and Conditions

TPI completes non-intrusive geophysical surveys using equipment and techniques representing best available technology. TPI does not accept responsibility for survey limitations due to inherent technological limitations or unforeseen and varying site-specific conditions. In practical terms, TPI serves to reduce the risk of encountering subsurface utilities during drilling or excavation operations. The results of any geophysical investigation should only be used as a tool and should not be considered a guarantee regarding the presence or absence of USTs or piping.

Thank you for considering TPI. If you should have any questions or concerns, please do not hesitate to contact us.

Your Project Team at TPI: *Andrew Dinkelacker, P.G., Dustin Lutz, P.G.*

Terms: If a job is canceled <48 hours from the meet time than 1/2 the daily rate and mobilization fee will be charged. If a job is canceled <12 hours from the meet time than the full daily rate and mobilization fee will be charged. If a Job is canceled 2 times and it is scheduled a 3rd time then 1/2 the daily rate and mobilization fee will be charged a the time of scheduling and credited to the final invoice. Cancellation must take place by first calling 888-204-3266 than emailing both addresses below. Overtime (> 8 hours) will be charged at \$250/hour.

724 S. 27 th St, Easton, PA 18045	www.tpienv.com	888-204-3266	quotes@tpienv.com
<i>Serving</i>	<i>New Jersey</i>	<i>Pennsylvania</i>	<i>Massachusetts</i>

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

RESOLUTION #2023-45

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

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

WHEREAS, said renewed membership terminates as of December 31, 2023 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

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

ADOPTED: August 15, 2023

VOTE:

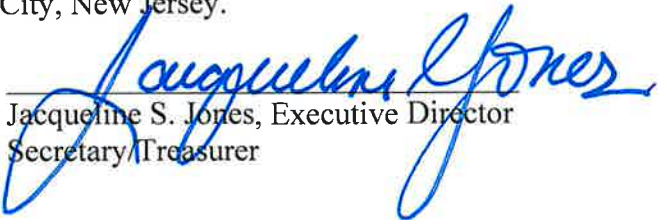
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall				✓		
Commissioner Jackson	✓					✓
Commissioner Henry				✓		
Commissioner Mumman	✓				✓	
Commissioner Broadley				✓		
Chairman Barr	✓					

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 August 15, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

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

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

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

WHEREAS, effective December 31, 2023, said membership will expire unless earlier renewed, and;

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

NOW THEREFORE, it is agreed as follows:

1. **Ocean City Housing Authority** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2024 and ending December 31, 2026.
2. **Ocean City Housing Authority** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Ocean City Housing Authority** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of the **Ocean City Housing Authority**.
5. Executed the 15th day of August 2023 as the lawful and binding act and deed of the **Ocean City Housing Authority**, which execution has been duly authorized by public vote of the governing body.


Chairperson/Executive Director


Attest
8/15/2023
Date

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

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

**RESOLUTION NO. 2023-46
Resolution Authorizing Payment of Draw 36**

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 #36 in the amount of \$100,007.45** 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: August 15, 2023

VOTE:

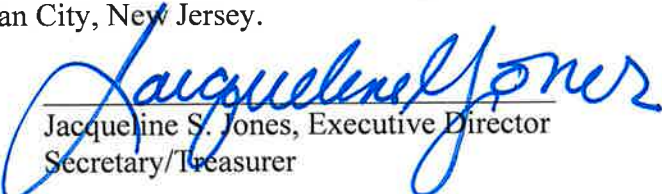
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall				✓		
Commissioner Jackson	✓					
Commissioner Henry				✓		
Commissioner Mumman	✓				✓	
Commissioner Broadley				✓		
Chairman Barr	✓					

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 August 15, 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

August 10, 2023

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #36

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the request is \$100,007.45. 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	\$98,737.45
The Brooke Group LLC	209 E Egnor, Galloway, NJ 08205	\$1,070.00*
OCHA (relocation reimbursement)		\$200.00
	TOTAL	\$100,007.45

***Note payment to The Brooke Group is a reimbursement of \$1,070.00 of construction-related testing fees**

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #36 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.

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

**RESOLUTION NO. 2023-47
Resolution Authorizing Payment of Draw #8
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 #8 in the amount of \$25,916.50 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: August 15, 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 August 15, 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

August 10, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 8 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$25,916.50. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering	137 S. New York Ave. Ste #2 Atlantic City, NJ 08401	\$4,600.00
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2 nd Floor Roseland, NJ 07068	\$329.00
The Brooke Group LLC 209 E Egnor Dr Galloway, NJ 08205	209 E Egnor Drive Galloway, NJ 08205	\$20,987.50
	TOTAL	\$25,916.50

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #8

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.