

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

February 14, 2024

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, February 20, 2024** at **4:00 pm** at **Administrative Offices – 635 West Avenue, 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, February 20, 2024

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 January 16, 2024
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: (cash report included)
 - # 2024-06 Approval of Monthly Expenses (updated)
 - # 2024-07 Authorizing Payments of Draw #40 & #41 Speitel/Bayview
 - # 2024-08 Authorizing Emergency Repair & Replacement of Failed Underground Gas Pipeline Infrastructure at Pecks Beach Family
 - # 2024-09 Amending Resolution #2021-34 Entering into a Special Engineering Services Contract for Pecks Family Redevelopment (Sciullo Engineering)
 - # 2024-10 Certifying the 2022 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board
 - # 2024-11 Adopting State Budget (2023-2024)

Executive Session if required

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

The Board may act upon or discuss any other matters or resolutions deemed necessary to carry out Authority operations or required by law.
13. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes January 16, 2024 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held January 16, 2024, at 4:00 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

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

Chairperson 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	
Chairperson Robert Barr	

Also, present were Jacqueline Jones, Executive Director, Ron Miller, Director of Affordable Housing, Michael Watson, Esquire – Solicitor, Linda Cavallo – Accountant, Donald Wittkowski – OCNJ Daily and Gloria Pomales, Executive Assistant.

Minutes – Chairperson Barr requested a motion to approve the Regular Meeting minutes from December 13, 2023. Motion made by Commissioner Mumman and seconded by Commissioner Halliday. The following vote was taken:

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

Treasurer's Report

Mrs. Jones reviewed the Financial Report for the three months ending December 2023. **Motion to approve the Treasurer's report** made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Executive Director's Report

Mrs. Jones asked Ron Miller to provide an update on the construction projects. Ron provided an update on the two units at Bayview Manor affected by a fire. He met with the Authority's consultant and the State regarding the ACM work that needs to be done in those units. The Authority needs to apply for some variances, which is done through the consultant. The State blessed the variances being requested verbally. They need to be submitted in paper form. Three prices for the work will need to be obtained to get the ACM work done.

Bayview Manor renovations are about 90% through the project and it is at a punch list stage. Some of the punch list items have been completed and some are not completed. The elevators arrived last week and this project is scheduled to start within the next 2 weeks. This should be completed in about 3 months. Mrs. Jones stated the office is somewhat set up, but not complete. The Site Manager will be going back and forth between both buildings. Community room furniture was delivered and Mrs. Jones would like to order more as well as lobby furniture but will wait until the project is 100% complete to see where the Authority is financially. The Authority would like to do some sort of open house at some point possibly when the weather improves.

Mike Watson updated the board on the status of the Peck's Beach bid documents as it relates to working with the State on the requirements for the project in regard to the OSE approval.

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

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2024-01 **Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$266,242.35. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. 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)
Chairperson Robert Barr	(Yes)

Resolution #2024-02
Designating Official Newspapers

Chairperson Barr called for a motion to approve Resolution #2024-02. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones provided a brief explanation. 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)
Chairperson Robert Barr	(Yes)

Resolution #2024-03
Designate Public Agency Compliance Officer (P.A.C.O.)

Chairperson Barr called for a motion to approve Resolution #2024-03. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Ron Miller explained that the Division of Local Government Services requires someone to function as a Public Agency Compliance Officer typically revolves around purchasing and most of the time the purchasing agent is the P.A.C.O. If there is a request from the public or the Board for a procurement activity the P.A.C.O. is responsible for the request. 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)
Chairperson Robert Barr	(Yes)

Resolution #2024-04
Resolution Authorizing Payment of Draw #11 Pecks Beach Family Redevelopment

Chairperson Barr called for a motion to approve Resolution #2024-04. 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	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

Resolution #2024-05
Adoption of Electronic Funds Transfer Policy (EFT Policy)

Chairperson Barr called for a motion to approve Resolution #2024-05. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided an explanation of the EFT Policy. 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)
Chairperson Robert Barr	(Yes)

No need for Executive Session.

Chairperson Barr requested comments from the public. Resident, Kathleen Ek – Speitel # 2091 concern regarding rent payment. Mrs. Jones will discuss her concerns after the meeting. Resident, Caroline Taylor – Speitel # 3091 concern about maintenance of cleaning of the outside of windows. Mrs. Jones stated this will not be completed during the winter months, but the Authority is looking into taking care of this matter. Ms. Taylor also had concerns about people smoking in the buildings. Mrs. Jones stated the Authority is also concerned about people smoking in the buildings. The Authority is taking action with those the Authority is aware who have smoked in the building or are smoking in the building. The Authority requests that if anyone knows of someone smoking in the building or has smoked in the building to report this to the Site Manager. No resident should confront anyone.

Chairperson Barr requested comments from Board Commissioners and/or Administration. No further comments.

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:23 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jan 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
<u>INCOME</u>				
DWELLING RENTAL	\$ 632,140	\$ 210,712	\$ <u>229,917</u>	\$ 19,205
OTHER TENANT-EXCESS UTILITIES	-	-	<u>139</u>	139
TOTAL TENANT REVENUE	\$ 632,140	\$ 210,712	\$ 230,056	\$ 19,344
HUD OPERATING SUBSIDY	\$ 200,000	\$ 66,668	\$ <u>57,886</u>	\$ (8,782)
PBV HAP SUBSIDY	357,240	119,080	<u>121,998</u>	2,918
HUD CAPITAL FUNDS-OPERATIONS	200,000	66,668	-	(66,668)
CDBG INCOME	39,100	13,036	<u>4,217</u>	(8,819)
TOTAL HUD FUNDING	\$ 796,340	\$ 265,452	\$ 184,101	\$ (81,351)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 40	\$ <u>180</u>	\$ 140
NONDWELLING RENTAL INCOME	62,400	20,800	-	(20,800)
OTHER INCOME-LAUNDRY	5,300	1,768	<u>1,057</u>	(711)
OTHER INCOME-FRAUD RECOVERY	3,000	1,000	-	(1,000)
OTHER INCOME-MISCELLANEOUS	5,050	1,692	<u>7,536</u>	5,844
TOTAL INCOME	\$ 1,504,350	\$ 501,464	\$ 422,930	\$ (78,534)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ 42,390	\$ 14,132	\$ <u>14,029</u>	\$ (103)
PAYROLL TAXES - ADMIN	3,820	1,276	<u>1,165</u>	(111)
HEALTH BENEFITS - ADMIN	25,000	8,332	-	(8,332)
TOTAL ADMINISTRATIVE SALARIES	\$ 71,210	\$ 23,740	\$ 15,194	\$ (8,546)
AUDIT FEES	\$ 15,000	\$ 5,000	\$ <u>5,000</u>	\$ -
ADVERTISING	1,500	504	<u>84</u>	(420)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,000	\$ 1,004	\$ <u>2,034</u>	\$ 1,030
CONSULTANTS-RAD CONVERSION	11,030	3,676	-	(3,676)
COPIER	2,660	888	-	(888)
DUES & PUBLICATIONS	730	244	<u>210</u>	(34)
OFFICE SUPPLIES	600	204	<u>198</u>	(6)
PHONE & INTERNET	15,080	5,024	<u>6,928</u>	1,904
POSTAGE	2,100	700	<u>1,078</u>	378
LEGAL	19,200	6,396	<u>10,257</u>	3,861
CRIMINAL BACKGROUND CHECKS	1,200	400	<u>371</u>	(29)
LEGAL-RAD	4,000	1,332	-	(1,332)
TRAVEL	70	24	-	(24)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jan 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
TRAINING	2,000	668	<u>725</u>	57
ACCOUNTING	30,000	10,000	<u>10,000</u>	-
MANAGEMENT FEES	180,000	60,000	<u>59,223</u>	(777)
MISCELLANEOUS-SUNDRY	13,920	4,632	<u>10,388</u>	5,756
TOTAL ADMINISTRATIVE EXPENSES	\$ 373,300	\$ 124,436	\$ 121,689	\$ (2,747)
OTHER TENANT SERVICES	\$ 5,000	\$ 1,664	\$ <u>4,093</u>	\$ 2,429
TENANT SVCS – BEHAVIORAL HEALTH	39,100	13,036	<u>4,217</u>	(8,819)
TOTAL OTHER TENANT SERVICES	\$ 44,100	\$ 14,700	\$ 8,310	\$ (6,390)
WATER/SEWER	\$ 106,000	\$ 35,336	\$ <u>36,330</u>	\$ 994
ELECTRIC	112,060	37,360	<u>42,183</u>	4,823
GAS	57,230	19,076	<u>16,629</u>	(2,447)
GARBAGE/TRASH REMOVAL	-	-	<u>108</u>	108
TOTAL UTILITY EXPENSES	\$ 275,290	\$ 91,772	\$ 95,250	\$ 3,478
MAINTENANCE LABOR	\$ 107,550	\$ 35,848	\$ <u>32,215</u>	\$ (3,633)
MAINT. MATERIALS	104,860	34,980	<u>11,016</u>	(23,964)
MAINT. CONTRACT COSTS	226,440	75,488	<u>49,227</u>	(26,261)
EMPLOYEE BENEFITS	88,820	29,612	<u>14,657</u>	(14,955)
TOTAL MAINTENANCE	\$ 527,670	\$ 175,928	\$ 107,116	\$ (68,812)
INSURANCE	\$ 100,940	\$ 33,644	\$ <u>33,088</u>	\$ (556)
FLOOD INSURANCE	42,150	14,048	<u>11,562</u>	(2,486)
BAD DEBTS	5,930	1,976	<u>2,461</u>	485
COMPENSATED ABSENCES	1,500	504	<u>504</u>	-
PAYMENT IN LIEU OF TAXES	35,680	11,892	<u>11,892</u>	-
PENSION	10,690	3,564	<u>3,564</u>	-
RETIREE BENEFITS	16,000	5,332	<u>3,195</u>	(2,137)
TOTAL OTHER EXPENSES	\$ 212,890	\$ 70,960	\$ 66,266	\$ (4,694)
TOTAL EXPENDITURES	\$ 1,433,250	\$ 477,796	\$ 398,631	\$ (79,165)
Replacement Reserve	\$ 45,890	\$ 15,296	\$ <u>15,318</u>	\$ 22
PROFIT	\$ 25,210	\$ 8,372	\$ 8,982	\$ 610

Commissioner’s Report - Property Detail
Month Ending: Jan 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January	ANNUAL BUDGET	BUDGET THRU January	ACTUAL THRU January	VARIANCE THRU January
INCOME												
DWELLING RENTAL	\$ 195,920	\$ 65,308	\$ <u>67,805</u>	\$ 2,497	\$ 162,220	\$ 54,072	\$ <u>56,169</u>	\$ 2,097	\$ 274,000	\$ 91,332	\$ <u>105,943</u>	\$ 14,611
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	-	-	-	-	<u>139</u>	139
TOTAL TENANT REVENUE	\$ 195,920	\$ 65,308	\$ 67,805	\$ 2,497	\$ 162,220	\$ 54,072	\$ 56,169	\$ 2,097	\$ 274,000	\$ 91,332	\$ 106,082	\$ 14,750
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 66,668	\$ <u>57,886</u>	\$ (8,782)
PBV HAP SUBSIDY	167,110	55,704	<u>55,867</u>	163	190,130	63,376	<u>66,131</u>	2,755	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	200,000	66,668	-	(66,668)
CDBG INCOME	15,500	5,168	<u>1,181</u>	(3,987)	10,400	3,468	<u>759</u>	(2,709)	13,200	4,400	<u>2,277</u>	(2,123)
TOTAL HUD FUNDING	\$ 182,610	\$ 60,872	\$ 57,048	\$ (3,824)	\$ 200,530	\$ 66,844	\$ 66,890	\$ 46	\$ 413,200	\$ 137,736	\$ 60,163	\$ (77,573)
INVESTMENT INCOME-UNRESTRICTED	\$ -	\$ -	\$ <u>105</u>	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 40	\$ <u>75</u>	\$ 35
NONDWELLING RENTAL INCOME	62,400	20,800	-	(20,800)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	768	<u>130</u>	(639)	-	-	<u>508</u>	508	3,000	1,000	<u>419</u>	(581)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	1,000	-	(1,000)
OTHER INCOME-MISCELLANEOUS	930	316	<u>1,007</u>	691	-	-	<u>3,892</u>	3,892	4,120	1,376	<u>2,637</u>	1,261
TOTAL INCOME	\$ 444,160	\$ 148,064	\$ 126,094	\$ (21,970)	\$ 362,750	\$ 120,916	\$ 127,459	\$ 6,543	\$ 697,440	\$ 232,484	\$ 169,377	\$ (63,107)
EXPENSES												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ 11,870	\$ 3,956	\$ <u>3,928</u>	\$ (28)	\$ 7,630	\$ 2,544	\$ <u>2,525</u>	\$ (19)	\$ 22,890	\$ 7,632	\$ <u>7,576</u>	\$ (56)
PAYROLL TAXES - ADMIN	1,070	356	<u>326</u>	(30)	690	232	<u>210</u>	(22)	2,060	688	<u>629</u>	(59)
HEALTH BENEFITS - ADMIN	5,500	1,832	-	(1,832)	4,500	1,500	-	(1,500)	15,000	5,000	-	(5,000)
TOTAL ADMINISTRATIVE SALARIES	\$ 18,440	\$ 6,144	\$ 4,254	\$ (1,890)	\$ 12,820	\$ 4,276	\$ 2,735	\$ (1,541)	\$ 39,950	\$ 13,320	\$ 8,205	\$ (5,115)
AUDIT FEES	\$ 4,200	\$ 1,400	\$ <u>1,400</u>	\$ -	\$ 2,700	\$ 900	\$ <u>900</u>	\$ -	\$ 8,100	\$ 2,700	\$ <u>2,700</u>	\$ -
ADVERTISING	420	140	<u>24</u>	(116)	270	92	<u>15</u>	(77)	810	272	<u>45</u>	(227)

Commissioner's Report - Property Detail

Month Ending: Jan 2024



OFFICE EXPENSES																								
COMPUTER SERVICES	\$	500	\$	168	\$	<u>1,612</u>	\$	1,444	\$	500	\$	168	\$	<u>105</u>	\$	(63)	\$	2,000	\$	668	\$	<u>316</u>	\$	(352)
CONSULTANTS-RAD		500		168		-		(168)		530		176		-		(176)		10,000		3,332		-		(3,332)
CONVERSION																								
COPIER		740		248		-		(248)		480		160		-		(160)		1,440		480		-		(480)
DUES & PUBLICATIONS		170		56		<u>59</u>		3		200		68		<u>38</u>		(30)		360		120		<u>113</u>		(7)
OFFICE SUPPLIES		200		68		<u>55</u>		(13)		200		68		<u>36</u>		(32)		200		68		<u>107</u>		39
PHONE & INTERNET		4,260		1,420		<u>1,873</u>		453		6,220		2,072		<u>2,268</u>		196		4,600		1,532		<u>2,788</u>		1,256
POSTAGE		600		200		<u>302</u>		102		400		132		<u>194</u>		62		1,100		368		<u>582</u>		214
LEGAL		5,000		1,664		<u>2,749</u>		1,085		2,600		868		<u>1,489</u>		621		11,600		3,864		<u>6,019</u>		2,155
CRIMINAL BACKGROUND		300		100		<u>290</u>		190		300		100		-		(100)		600		200		<u>81</u>		(119)
CHECKS																								
LEGAL-RAD		-		-		-		-		-		-		-		-		4,000		1,332		-		(1,332)
TRAVEL		20		8		-		(8)		10		4		-		(4)		40		12		-		(12)
TRAINING		500		168		-		(168)		500		168		-		(168)		1,000		332		<u>725</u>		393
ACCOUNTING		8,400		2,800		<u>2,800</u>		-		5,400		1,800		<u>1,800</u>		-		16,200		5,400		<u>5,400</u>		-
MANAGEMENT FEES		30,400		10,132		<u>13,638</u>		3,506		32,400		10,800		<u>8,767</u>		(2,033)		117,200		39,068		<u>36,818</u>		(2,250)
MISCELLANEOUS-SUNDRY		4,280		1,432		<u>6,861</u>		5,429		3,540		1,172		<u>791</u>		(381)		6,100		2,028		<u>2,735</u>		707
TOTAL ADMINISTRATIVE EXPENSES	\$	78,930	\$	26,316	\$	35,917	\$	9,601	\$	69,070	\$	23,024	\$	19,137	\$	(3,887)	\$	225,300	\$	75,096	\$	66,634	\$	(8,462)
OTHER TENANT SERVICES																								
TENANT SVCS –	\$	2,500	\$	832	\$	<u>4,093</u>	\$	3,261	\$	1,200	\$	400	\$	-	\$	(400)	\$	1,300	\$	432	\$	-	\$	(432)
BEHAVIORAL HEALTH		15,500		5,168		<u>1,181</u>		(3,987)		10,400		3,468		<u>759</u>		(2,709)		13,200		4,400		<u>2,277</u>		(2,123)
TOTAL OTHER TENANT SERVICES	\$	18,000	\$	6,000	\$	5,274	\$	(726)	\$	11,600	\$	3,868	\$	759	\$	(3,109)	\$	14,500	\$	4,832	\$	2,277	\$	(2,555)
WATER/SEWER																								
ELECTRIC	\$	20,750	\$	6,916	\$	<u>5,818</u>	\$	(1,098)	\$	17,490	\$	5,832	\$	<u>5,487</u>	\$	(345)	\$	67,760	\$	22,588	\$	<u>25,025</u>	\$	2,437
GAS		80,460		26,820		<u>33,310</u>		6,490		14,930		4,980		<u>3,870</u>		(1,110)		16,670		5,560		<u>5,003</u>		(557)
GARBAGE/TRASH REMOVAL		-		-		-		-		6,780		2,260		<u>1,615</u>		(645)		50,450		16,816		<u>15,014</u>		(1,802)
		-		-		<u>108</u>		108		-		-		-		-		-		-		-		-
TOTAL UTILITY EXPENSES	\$	101,210	\$	33,736	\$	39,236	\$	5,500	\$	39,200	\$	13,072	\$	10,972	\$	(2,100)	\$	134,880	\$	44,964	\$	45,042	\$	78
MAINTENANCE LABOR																								
MAINT. MATERIALS	\$	30,110	\$	10,036	\$	<u>9,020</u>	\$	(1,016)	\$	19,360	\$	6,452	\$	<u>5,799</u>	\$	(653)	\$	58,080	\$	19,360	\$	<u>17,396</u>	\$	(1,964)
MAINT. CONTRACT COSTS		18,000		6,008		<u>4,200</u>		(1,808)		64,700		21,576		<u>1,227</u>		(20,349)		22,160		7,396		<u>5,589</u>		(1,807)
EMPLOYEE BENEFITS		88,290		29,436		<u>25,516</u>		(3,920)		56,850		18,952		<u>13,039</u>		(5,913)		81,300		27,100		<u>10,672</u>		(16,428)
TOTAL MAINTENANCE	\$	24,870	\$	8,292	\$	<u>4,104</u>	\$	(4,188)	\$	15,980	\$	5,328	\$	<u>2,638</u>	\$	(2,690)	\$	47,970	\$	15,992	\$	<u>7,915</u>	\$	(8,077)
INSURANCE	\$	161,270	\$	53,772	\$	42,840	\$	(10,932)	\$	156,890	\$	52,308	\$	22,703	\$	(29,605)	\$	209,510	\$	69,848	\$	41,572	\$	(28,276)
FLOOD INSURANCE																								
	\$	28,580	\$	9,528	\$	<u>8,472</u>	\$	(1,056)	\$	23,500	\$	7,832	\$	<u>6,482</u>	\$	(1,350)	\$	48,860	\$	16,284	\$	<u>18,134</u>	\$	1,850
		4,720		1,572		<u>1,563</u>		(9)		4,430		1,476		<u>1,432</u>		(44)		33,000		11,000		<u>8,567</u>		(2,433)

Commissioner’s Report - Property Detail
Month Ending: Jan 2024



<i>BAD DEBTS</i>	2,500	832	<u>832</u>	-	930	312	<u>797</u>	485	2,500	832	<u>832</u>	-
<i>COMPENSATED ABSENCES</i>	500	168	<u>168</u>	-	500	168	<u>168</u>	-	500	168	<u>168</u>	-
<i>PAYMENT IN LIEU OF TAXES</i>	9,470	3,156	<u>3,156</u>	-	12,300	4,100	<u>4,100</u>	-	13,910	4,636	<u>4,636</u>	-
<i>PENSION</i>	3,000	1,000	<u>1,000</u>	-	2,430	812	<u>812</u>	-	5,260	1,752	<u>1,752</u>	-
<i>RETIREE BENEFITS</i>	4,480	1,492	<u>895</u>	(597)	2,880	960	<u>575</u>	(385)	8,640	2,880	<u>1,725</u>	(1,155)
<i>TOTAL OTHER EXPENSES</i>	\$ 53,250	\$ 17,748	\$ 16,085	\$ (1,663)	\$ 46,970	\$ 15,660	\$ 14,366	\$ (1,294)	\$ 112,670	\$ 37,552	\$ 35,815	\$ (1,737)
<i>TOTAL EXPENDITURES</i>	\$ 412,660	\$ 137,572	\$ 139,352	\$ 1,780	\$ 323,730	\$ 107,932	\$ 67,938	\$ (39,994)	\$ 696,860	\$ 232,292	\$ 191,341	\$ (40,951)
<i>Replacement Reserve</i>	\$ 27,760	\$ 9,252	\$ <u>9,274</u>	\$ 22	\$ 18,130	\$ 6,044	\$ <u>6,044</u>	\$ -	\$ -	\$ -	\$ -	\$ -
<i>PROFIT</i>	<u>\$ 3,740</u>	<u>\$ 1,240</u>	<u>\$ (22,532)</u>	<u>\$ (23,772)</u>	<u>\$ 20,890</u>	<u>\$ 6,940</u>	<u>\$ 53,477</u>	<u>\$ 46,537</u>	<u>\$ 580</u>	<u>\$ 192</u>	<u>\$ (21,964)</u>	<u>\$ (22,156)</u>

Ocean City Housing Authority

Administrative Report

DATE: February 12, 2024

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for January 2024)

PERIOD: January 10, 2023, to February 12, 2024

Peck's Family

Recently we experienced a gas leak at the property, contractors licensed to complete underground natural gas pipeline repair were contacted and repairs were completed. Unfortunately, there were several service interruptions for the tenants; we worked to minimize the outages and communicate frequently with the entire site.

Bayview Manor – Fire

On October 26, 2023, a small fire occurred in one unit on the 3rd floor of Bayview Manor. Several residents were temporarily displaced from the building and re-housed at a local hotel. Currently all tenants have been returned to the building, two residents were temporarily relocated within the building so that repairs can be made to their units. The remaining affected occupants are being notified of pending restoration and cleaning work in their units on a case-by-case basis. There were no injuries reported and most of the damage in the building was due to water from the building sprinkler system. We're working with the insurance adjuster and emergency services contractor to resolve the issues that remain in the building and hope to have all units restored promptly. The residents were and are being kept informed of the progress on a frequent basis.

December Update: selective demolition has been completed in the two impacted units. Further progress is currently on hold pending permitting and approvals for ACM work in both units. Two residents remain temporarily relocated to other units in the building.

January Update: A meeting with the contractor and the State regarding the ACM removal is imminent; Rehabilitation of both units will continue after this meeting;

February Update: Selective demolition has been completed in the two impacted units; The Authority has requested quotes from contractors to complete the ACM work in both units; Once the proposals are received, the quotes will be evaluated in conjunction with the adjuster; The ACM contract will then be awarded and the required permits will be obtained. Two residents are temporarily housed in apartments within the building;

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;

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, except for 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.

September update: Drywall work is being completed in the office, conference, and mail rooms. Finishes in other areas of the building are ongoing including the lobby renovation. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.

October update: Drywall & painting has been completed in the office, conference, and mail room. Finishes in other areas of the building are ongoing including lobby renovation. Flooring work is scheduled to begin on the 1st floor within the next week. New ceiling installation on the first floor has started. Lobby renovation is underway & with some inconvenience; Tenants are being kept informed;

November update: Punch list is scheduled with architect except for the elevator; elevator refurbishment will continue into 2024; All other work is expected to be completed very shortly;

December update: Work is currently in the final punch list stage for the office, conference room, community room, and mail room. Keys were distributed to the residents for the new mailboxes. Elevator work remains to be completed; parts currently remain back ordered for this portion of the project. Access control for residents and staff entry remain pending; additional equipment setup must first be completed. Furnishings for the spaces have begun to be delivered and are in the setup phase; not all pieces have been received. The address for the Housing Authority is currently in the process of formally being changed to Bayview Manor.

January update: The office, conference/board room and community room are complete. The elevator equipment has been delivered.

January update: February update: Work is currently in the final punch list stage for the office, conference, community room, and mail room. Keys were distributed to the residents for the new mailboxes. Elevator modernization work is underway at the building, car #2 has been removed from service and is anticipated to be under renovation for 10 weeks. Once car #2 is completed work will begin on car #1 for an additional 10 weeks. The address for the Ocean City Housing Authority was officially changed to 635 West Avenue. Residents have been notified of both the elevator work and the change in address.

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; 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;	- June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services - Award Special Engineering (Civil) Services 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 are 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. 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. September update: Bids were received on September 12, 2023 & were rejected due to over budget; are being evaluated by the Project Team. October update: Bids were rejected for being over budget; Bidding is expected to begin in November 2023; November update: The bid package is under review with the OCHA team and is gathering responses to the Comptroller's office; December update: This project remains under review at the Office of the State Comptroller. The project team has been in communication with the OSC and is working diligently to resolve the remaining issues. January update: The project team continues to communicate with the OSC on this project. A verbal status update will be provided at the meeting. <i>February update: This project is under review for a possible change in approach.</i>

Board of Commissioners –Rutgers Training Program Status

Commissioner	Training Program Status
Robert Barr, Chairperson	Completed
Robert Scott Halliday, Vice Chairperson	Completed
Brian Broadley	Completed
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	Completed

Program Statistics Report 10/2023 - 10/2024		2024 JAN	2023 DEC	2023 NOV
<u>Tenant Accounts Receivable</u>				
Number of “non-payment of rent” cases referred to the solicitor		0	0	0
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year		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		357	238	238
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)		76	598	325
Annual Unit Turnaround Time (For Fiscal Year)		2166	1517	868
Monthly - Number of Vacancies Filled (this month)		1	1	2
Monthly - Average unit turnaround time in days for Lease up		20	477	240
Monthly - Average unit turnaround time in days to Prep Unit (Maint)		44	121	68
PIC Score		92.50%	92.50%	92.50%
<u>Vacancies - At end of Month</u>				
Bay View Manor		1	2	2
Speitel Commons		0	0	0
Peck's Beach Family		2	2	0
Total		3	4	2
Occupancy Rate		97.52%	96.69%	98.35%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)			4.60	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)		49.13	0.00	4.58
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)		17.91	2.30	2.30
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled		\$17,231	\$17,696	\$15,187
Speitel Commons - Elderly/Disabled		\$13,884	\$14,070	\$13,654
Peck's Beach - Family		\$34,132	\$37,651	\$33,355
Total Rent Roll		\$65,247	\$69,417	\$62,196
<u>Waiting List Applicants - (0,1 bedroom lists open 2/1-2/29)</u>				
Families - Ocean City Preference		14	14	13
Families - No Ocean City Preference		190	190	177
Elderly (Seniors - 62+)/Disabled - Ocean City Preference		8	7	5
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference		185	183	151
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated		0.08	0.08	0.08
Total Tenant Generated Work Orders		25	8	25
Number of routine work orders written this month		82	65	41
Number of outstanding work orders from previous month		715	693	719
Total number of work orders to be addressed this month		822	766	791
Total number of work orders completed this month		52	51	98
Total number of work orders left outstanding		770	715	693
Number of emergency work orders written this month		0	0	6
Total number of work orders written year-to-date		353	246	173
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 January 31, 2024

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 01/31/2024	\$946,399.24
<i>2021 Capital Fund available for PH (pbfamily)</i>	\$558.00
<i>2022 Capital Fund available for PH (pbfamily)</i>	\$149,280.00
<i>2023 Capital Fund available for PH (pbfamily)</i>	\$150,820.00
Add: A/R-Tenants 01/2024	
	Current \$33,044.36
	Past \$2,621.15

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$12,216.95
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$62,274.09
Reimbursement for Pecks Family Redevelopment - City of OC	\$44,365.60

Less: Bill List payments - Feb 2024 (\$390,082.34)

Accrued Expenses - Total from detail below (\$2,066.67)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	143,090.00	4	(12,303.33)
Bad Debt	5,930.00	4	1,976.67
Comp Absences	1,500.00	4	500.00
P.I.L.O.T.	35,680.00	4	11,893.33
Net Accrual	186,200.00		2,066.67

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

Net Cash Balance \$809,430.38

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 99,658	9.50	Months
Per Day	\$ 3,322	244	Days

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

RESOLUTION NO. 2024-06
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 \$390,082.34.

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: February 20, 2024

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 February 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

OCEAN CITY HOUSING AUTHORITY BILL LIST - FEB 2024			
BANK: COCC MGMT (new acct)			
Check #	Vendor	Invoice Notes	Total Amount
1445	ACENDA	June 2023 Resident Wellness Svcs	\$ 1,800.00
1570	ACENDA	Aug/Sept 2023 Resident Wellness Svcs	\$ 5,133.44
1712	ACENDA	July 2023 Resident Wellness Svcs	\$ 1,800.00
1712	ACENDA	Oct 2023 Resident Wellness Svcs	\$ 1,600.08
1712	ACENDA	Nov 2023 Resident Wellness Svcs	\$ 200.01
1712	ACENDA	Dec 2023 Resident Wellness Svcs	\$ 616.70
	ACENDA	Jan 2024 Resident Wellness Svcs	\$ 1,066.72
17	GENSERVE	Generator battery replacement - Speitel	\$ 660.00
1713	FEDERAL EXPRESS	Package Delivery	\$ 19.41
1718	AMBIENT COMFORT	HVAC svc - PBF	\$ 1,258.00
1720	ATLANTIC CITY ELECTRIC	Dec 2023 electric svc	\$ 10,791.76
1721	ATLANTIC COAST ALARM	Main entry keypad reset - Speitel	\$ 267.00
1722	CARASOFT TECHNOLOGY	Monthly svc fee - Dec 2023	\$ 14.99
1723	CDW GOVERNMENT	Computer purchase	\$ 5,026.74
1724	COMCAST	Internet JAN 2024	\$ 258.37
1725	CONTINENTAL FIRE & SAFETY INC	Fire caps	\$ 96.00
1726	ELDER PEST CONTROL	Extermination svcs	\$ 575.00
1727	LILLISTON FORD	Vehicle repair - Ford Focus	\$ 796.53
1728	MAX COMMUNICATIONS	Excise taxes from previous invoice	\$ 8.26
1729	PHILIP L RELLO ELECTRICAL CONTRACTOR	Exterior lighting repair - BVM	\$ 220.00
	ACE PLUMBING	Maint Supplies	\$ 229.20
	AMBIENT COMFORT	Heater repairs - PBF	\$ 1,852.00
	ATLANTIC CITY ELECTRIC	Electric - JAN 2024	\$ 19,669.88
	LINDA AVENA	FEB 2024 accounting svcs; Form 990-EZ & schedules	\$ 4,095.00
	BROWN & CONNERY	Speitel litigation - JAN 2024	\$ 486.28
	CARASOFT TECHNOLOGY	Monthly svc fee	\$ 14.99
	CLEAN SWEEP SVCS	Cleaning svcs BVM & Speitel - JAN 2024	\$ 3,325.00
	COMCAST	Internet svc - FEB 2024	\$ 268.37
	FLORENCE DRISCOLL	FEB 2024 Tenant services	\$ 200.00
	ELDER PEST CONTROL	Pest control svcs	\$ 5,654.00
	GANNETT NY/NJ LOCALiQ	Advertising - Board Meeting dates	\$ 28.02
	WW GRAINGER	Equipment for BVM shop	\$ 12,802.80
	ASHLEY HARRIS	FEB 2024 BVM/Speitel cleaning	\$ 200.00
	ROBERT HARRIS	FEB 2024 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
	HOME DEPOT CREDIT	Maint Supplies	\$ 196.85
	THE HOME DEPOT PRO	Maint Supplies	\$ 3,465.68
	INTEGRATED SYSTEMS ASSOC INC	Yardi consultant	\$ 536.25
	JOHN SPITZ	FEB 2024 Medicare/copay reimb	\$ 336.00
	LENEGAN PLUMBING & HEATING	Plumbing svc	\$ 1,479.33
	MAX COMMUNICATIONS	Office phone svc - JAN 2024; moving phone system from 4th St office to West Ave office	\$ 938.82
	NJ AMERICAN WATER	JAN 2024 water/sewer svc	\$ 9,560.27
	OCHA PETTY CASH - D MORALES	Petty cash replenishment	\$ 155.44
	ROBERT L ROWELL	FEB 2024 maint contract grounds services	\$ 200.00
	SHERWIN WILLIAMS	Painting supplies	\$ 422.20
	SOUTH JERSEY GAS	JAN 2024 gas svc	\$ 6,793.08
	VERIZON CONNECT	JAN 2024 vehicle tracking	\$ 36.40
	VERIZON WIRELESS	Maint cell phone svc - JAN/FEB 2024	\$ 377.40
	VINELAND HOUSING AUTHORITY	JAN 2024 office/maint svcs & postage; FEB 2024 mgmt fee & balance of OCT-JAN fees	\$ 30,493.00
	WALLACE HARDWARE	Maint Supplies	\$ 8.79
ACH	ADP	CY 2023 yearend processing	\$ 99.90
ACH	ADP	01/26/24 payroll & taxes	\$ 5,794.68
ACH	ADP	01/26/24 payroll invoice	\$ 87.85
ACH	ADP	02/09/24 payroll & taxes	\$ 5,013.67
ACH	ADP	02/09/24 payroll invoice	\$ 87.85
ACH	COMCAST	Internet - Feb 2024 Speitel	\$ 223.41
ACH	NJ DIV OF PENSIONS & BENEFITS	JAN 2024 pension deductions	\$ 983.66
ACH	NJ SHBP	FEB 2024 employee premium	\$ 3,737.35
ACH	NJ SHBP	FEB 2024 retiree premium	\$ 459.01
ACH	OCEAN CITY HOUSING AUTHORITY	FEB 2024 Reserve account deposit	\$ 3,824.00
ACH	PNC BANK	JAN 2024 bank fee	\$ 68.00
ACH	VERIZON	Telephone svc - BVM	\$ 171.38
ACH	VERIZON	Telephone svc - Speitel	\$ 306.34
ACH	VERIZON	Telephone - Office	\$ 43.48
	TOTAL FEB DISBURSEMENTS COCC (cocestur)		\$ 157,134.64
	TOTAL FEB DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL FEB DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 188,582.10
	TOTAL FEB DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 44,365.60
	TOTAL BILL LIST - FEB 2024		\$ 390,082.34

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL FEB DISBURSEMENTS (sturbvm)		\$ -
BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	LEVY CONSTRUCTION	Pymt app #12 BVM 1st & 5th Fl Renovations - Draw #40	62,274.09
	LEVY CONSTRUCTION	Pymt app #12 BVM 1st & 5th Fl Renovations - Draw #40	78,739.49
	THE BROOKE GROUP	Oct & Nov 2023 invoices - consulting BVM 1st & 5th Fl Renovations - Draw #40	12,982.50
	LEVY CONSTRUCTION	Pymt app #13 BVM 1st & 5th Fl Renovations - Draw #41	28,507.00
	DONOVAN ARCHITECTS	A/E svcs - BVM 1st & 5th Fl Renovations - Draw #41	6,079.02
	TOTAL FEB DISBURSEMENTS (sturcons)		\$ 188,582.10
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	UNDERWOOD ENGINEERING	Geotech - Pre-Dev Draw #11	16,350.00
	SCIULLO ENGINEERING	Inv #1882 - Pre-Dev Draw #11	1,152.00
	SCIULLO ENGINEERING	Inv #1917 - Pre-Dev Draw #11	1,331.10
	THE BROOKE GROUP	July - Nov 2023 invoices & reimbursements - Pre-Dev Draw #11	25,532.50
	TOTAL FEB DISBURSEMENTS (sturgen)		\$ 44,365.60

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

RESOLUTION NO. 2024-07
Resolution Authorizing Payment of Draw 40 & 41

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 #40 in the amount of \$153,996.08 is attached for approval of this payment process; and

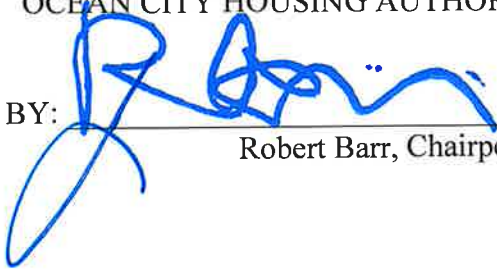
WHEREAS, Project Draw #41 in the amount of \$34,586.02 is attached for approval of this payment process; and

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: February 20, 2024

VOTE:

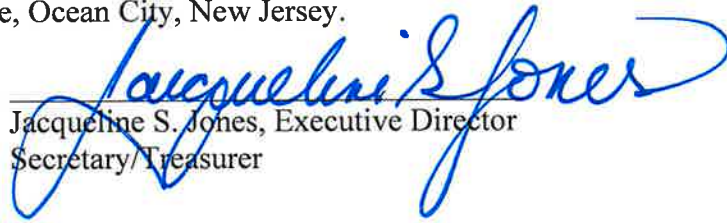
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	☒	☐	☐	☐	☐	☐
Commissioner McCall	☒	☐	☐	☐	☒	☐
Commissioner Jackson	☒	☐	☐	☐	☐	☐
Commissioner Henry	☐	☐	☐	☒	☐	☐
Commissioner Mumman	☒	☐	☐	☐	☐	☒
Commissioner Broadley	☒	☐	☐	☐	☐	☐
Chairman Barr	☒	☐	☐	☐	☐	☐

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 February 20, 2024 at the Administrative Offices – 635 West Avenue, 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

January 23, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #40

Dear Ms. Jones:

The above captioned draw request is being submitted to the City of Ocean City. The total amount of the draw is **\$153,996.08**. However, the amount that remains from City funds is **\$62,407.00**. The remainder in the amount of **\$91,721.99** will be paid from OCHA funds. 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	\$141,013.58
The Brooke Group LLC	209 E Egnor Drive Galloway, NJ 08205	\$12,982.50
	TOTAL	\$153,996.08

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #40 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.

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

February 8, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #41

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$34,586.02**. That amount will be paid entirely from OCHA funds. The Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$28,507.00
Donovan Architects	9 Tanner St., Ste# 201, Haddonfield, NJ 08033	\$6,079.02
	TOTAL	\$34,586.02

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #41 Submission

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. 2024-08
Resolution Authorizing the Emergency Repair & Replacement
of Failed Underground Gas Pipeline Infrastructure at Pecks Beach Family

WHEREAS, the Operations Department has reported that an emergency condition exists at Pecks Beach Family, a natural gas leak was detected at the property, creating an emergent need for repairs; and

WHEREAS, it is necessary for the immediate repair and replacement of failed underground gas pipeline infrastructure at Pecks Beach Family, this situation poses an imminent danger to the public health and welfare if left unattended; and,

WHEREAS, the Purchasing Agent has declared the need to enter into emergency contract(s) with Outside Vendors to make necessary repairs and replacement; and,

WHEREAS, the Authority has received an estimate for the repair and replacement of the failed underground gas pipeline; and,

WHEREAS, the Authority requests authorization to make the necessary repairs and replacement by Lenegan Plumbing Heating & Airconditioning in an amount not to exceed \$20,000; and

WHEREAS, pursuant to N.J.S.A. 40A:11-6, – Any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Ocean City Housing Authority authorizes the purchasing agent to repair and replace the failed underground gas pipeline at Pecks Beach Family and to enter into such contract with Lenegan Plumbing Heating & Airconditioning.

ADOPTED: February 20, 2024

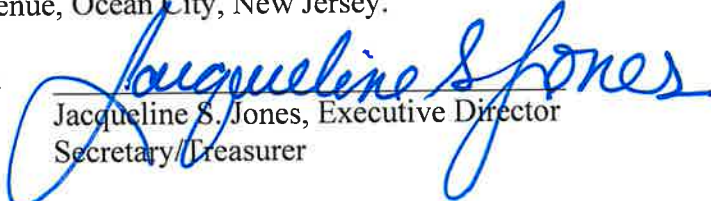
VOTE:

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

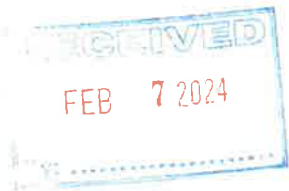
OCEAN CITY HOUSING AUTHORITY
BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on February 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

200 West Ave
Ocean City, NJ 08226
609-399-1200



LENEGAN

Plumbing & Heating LLC

RECIPIENT:

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

SERVICE ADDRESS:

409 Haven Avenue
Ocean City, New Jersey 08226

Invoice #40021

Issued 01/26/2024

Due 01/26/2024

Total \$875.00

Invoice from Lenegan Plumbing & Heating, LLC

Product/Service	Description	Qty.	Unit Price	Total
Plumbing Service	Repaired gas leaks to units 401-403, 417-419, 408-410, 416-418, 429-431	1	\$875.00	\$875.00

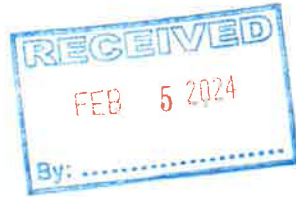
Thank you for your business. Please contact us with any questions regarding this invoice.

Total \$875.00

Pay Now

DM

200 West Ave
Ocean City, NJ 08226
609-399-1200



LENEGAN

Plumbing & Heating LLC

RECIPIENT:

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

SERVICE ADDRESS:

415 Haven Avenue / Ocean City
204 4th Street / Ocean City

Invoice #40098

Issued 02/05/2024

Due 02/05/2024

Total \$12,625.00

Invoice from Lenegan Plumbing & Heating, LLC

Product/Service	Description	Qty.	Unit Price	Total
Plumbing Service	Excavate two 2" gas lines leaking and replace piping that was leaking Fire up all gas appliance in 40 units Repair 1 1/4" line leaking. Installed T and capped	63	\$175.00	\$11,025.00
Materials Used	Materials	1	\$1,600.00	\$1,600.00*

* Non-taxable

Thank you for your business. Please contact us with any questions regarding this invoice.

Total \$12,625.00

Pay Now

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

RESOLUTION NO. 2024-09

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 prepare metes and bounds descriptions in the amount not to exceed \$2,420; 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 \$2,420.

ADOPTED: February 20, 2024

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 February 20, 2024 at the Administrative Offices – 635 West Avenue, 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 #1405-05-000 (Construction in Progress).



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

January 22, 2024

OCH 003.02 – AWA-3

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 and additional work authorizations for the subject project:

Task 10: Metes and Bounds Descriptions

SE will retain Cape Land Surveying, LLC (formerly Martinelli Surveying) to prepare metes and bounds descriptions for specific project elements based on their previously prepared boundary and topography surveys for the subject project. The legal descriptions requested by the Brooke Group on your behalf and to be provided under this task are as follows:

1. Overall Existing Parcels made up of Block 309, Lots 1 & 2; Block 310, Lot 41; Block 409, Lot 1 and Block 410, Lot 12.
2. Proposed project lease area on portion of Block 409, Lot 1 and portion of Block 410, Lot 12.
3. Proposed "remainder" area outside of lease area on Block 409, Lot and Block 410, Lot 12.
4. Proposed dedication area for right-of-way of Haven Avenue to extend from the dead end between 3rd and 4th Streets to 4th Street and then from 4th Street to the edge of the lease area heading south towards 5th Street.

The attached sketch describes these areas graphically for reference.

FEES:

Task 10: Metes and Bounds Descriptions Lump Sum \$ 2,420

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.



Authorizing Signature for SE

Jason Sciallo, Principal Engineer

Printed Name and Title

January 22, 2024

Date

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

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

RESOLUTION NO. 2024-10

Certifying the 2022 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board

WHEREAS, N.J.S.A. 40A:5A-5 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended September 30, 2022 has been completed and filed with the Ocean City Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the section of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Ocean City Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2022, and specifically has reviewed the sections of the audit report entitled: "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON FEBRUARY 20, 2024.

ADOPTED: February 20, 2024

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 February 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

**Affidavit: Local Authorities
Fiscal Control Law (L.1983,C313)
as per FY End Audit: 9/30/2022**

Local Authorities Group Affidavit Form

**Prescribed by
The New Jersey Local Finance Board**

Audit Review Certificate

We, the members of the governing body of the Housing Authority of the City of Ocean City, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly appointed members of the Housing Authority of the City of Ocean City.
2. We certify, pursuant to *N.J.S.A. 40A:5A-17*, that we have each reviewed the annual Audit Report for the Fiscal Year Ending September 30, 2022 and, specifically, the sections of the Audit Report entitled, "General Comments" and "Recommendations."

NAME

Robert Barr

Robert Halliday

Beverly McCall

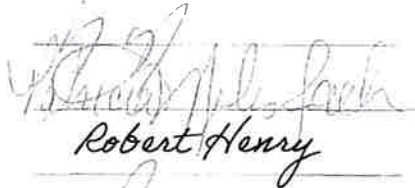
Patricia Miles-Jackson

Robert Henry

Patrick Mumman

Brian Broadley

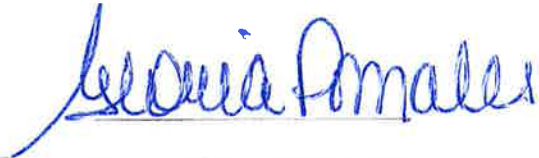
SIGNATURE



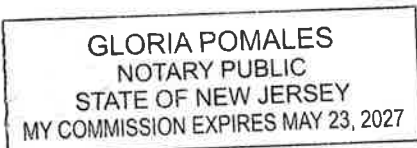
Robert Henry



Sworn to and subscribed before me this 20th day of February 2024.



Notary Public of New Jersey



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

RESOLUTION NO. 2024-11
ADOPTED BUDGET RESOLUTION
FISCAL YEAR: FROM OCTOBER 1, 2023 TO SEPTEMBER 30, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2023 and ending, September 30, 2024 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of February 20, 2024; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,504,350, Total Appropriations, including any Accumulated Deficit, if any, of \$1,479,140 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$117,500 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on February 20, 2024 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2023 and, ending, September 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

ADOPTED: February 20, 2024

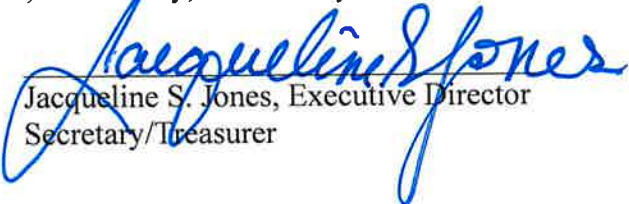
VOTE:

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 February 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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