

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



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Ocean City, New Jersey 08226

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Jacqueline S. Jones, Executive Director

March 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, March 19, 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, March 19, 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 February 20, 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)
 - # 2024-12 Approval of Monthly Expenses (updated)
 - # 2024-13 Awarding Pest Control Services
 - # 2024-14 Authorizing Payments of Draw #42 Speitel/Bayview
 - # 2024-15 Authorizing Payments of Draw #12 Pecks Beach
 - # 2024-16 Award Special Legal Services – Landlord/Tenant

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 February 20, 2024 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held February 20 16, 2024, at 4:00 p.m. at the Administrative Offices – 635 West Avenue, 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	(Absent)
Commissioner Patricia Jackson	
Commissioner Brian Broadley	<i>arrived 4:02 p.m.</i>
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 January 16, 2024. Motion 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	(Absent)
Commissioner Patricia Jackson	(Abstain)
Commissioner Brian Broadley	(Absent)
Chairperson Robert Barr	(Yes)

Commissioner Brian Broadley is now in attendance.

Treasurer's Report

Linda Cavallo the Financial Report for the four months ending January 2024. **Motion to approve the Treasurer's report** made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Absent)
Commissioner Patricia Jackson	(Yes)
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 reported on the natural gas leak at Pecks Family. The repair process lasted for several days, but the gas was restored each night. The gas leak has been resolved. In the resolution section of the meeting there is an emergency authorization resolution for the repairs of the gas leak. No work was being done on the site and it is unknown what caused the leak underground.

Three quotes were received for the ACM work in the two (2) units affected by the fire at Bayview. Ron has a call with the adjustor and the Authority's consultant to review the quotes. Once the consultant reviews them, permits must be submitted with the State to complete the work.

The renovations at 635 West Avenue are ongoing. They expect two (2) more weeks for work on the elevator to take place and then the State will inspect the elevators. Once this is done, car #2 will be put in service and car #1 will be taken out of service for another 8-10 weeks. Good progress is being made on the elevators.

Mrs. Jones stated the Authority will be hiring a new maintenance repairer. One of the maintenance repairers resigned because he did not want to be on call. The Authority is also actively interviewing for a Site Manager as well. The Authority is also in a need of a Landlord/Tenant attorney. Our current council is retiring. Brown and Connery is stepping in to assist the Authority in the meantime for any cases the firm is not going to cover. The RFP will be out for bid on Thursday.

Commissioner Halliday wanted to compliment everyone on the response and efficient manner of taking care of the gas leak.

Motion to approve the Executive Director'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	(Absent)
Commissioner Patricia Jackson	(Yes)
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 #2024-06 **Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$390,082.34. 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	(Absent)
Commissioner Patricia Jackson	(Yes with exception of Acenda invoices)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

Resolution #2024-07
Authorizing Payment of Draw 40 & 41

Chairperson Barr called for a motion to approve Resolution #2024-07. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones reviewed the draws. The following vote was taken:

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

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

Chairperson Barr called for a motion to approve Resolution #2024-08. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller briefly explained the resolution. The following vote was taken:

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

Resolution #2024-09
**Amending Resolution 2021-34 Entering into a Special Engineering Services Contract
for Pecks Beach Family Redevelopment**

Chairperson Barr called for a motion to approve Resolution #2024-09. Ron Miller provided a brief explanation of the resolution. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2024-10
Certifying the 2022 Fiscal Year Annual Audit as Prescribed
by the New Jersey Local Finance Board

Chairperson Barr called for a motion to approve Resolution #2024-10. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this Audit was presented several months ago. The following vote was taken:

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

Resolution #2024-11
Adopted Budget Resolution
Fiscal Year From October 1, 2023 to September 30, 2024

Chairperson Barr called for a motion to approve Resolution #2024-11. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. 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	(Absent)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

No need for Executive Session.

Chairperson Barr requested comments from the public. Crystal Phillips-Quijano of 412 Haven Avenue requested information about the Housing Choice Vouchers (Choice Mobility list) since the RAD conversation was over 12 months ago as well as update on the Pecks Beach redevelopment. She also wanted information regarding Acenda Services. Mrs. Jones stated the Acenda Services are open to the Pecks Beach Family residents as well. The Authority will make sure information is sent to the Pecks Beach residents. Regarding the Pecks Beach redevelopment update, a meeting will hopefully be held in the next couple of months. There is not an update currently. The Authority is still working on some issues to get to the next step. For the benefit of the Commissioners, Mrs. Jones explained the housing choice vouchers. Mrs. Jones advised Ms. Phillips that there is a waiting list for the housing choice voucher mobility list and advised her to contact the office to be placed on the list. Ms. Phillips expressed some difficulties. Mrs. Jones stated she would have someone from the office contact her.

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 Jackson. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:21 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Feb 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
<u>INCOME</u>				
DWELLING RENTAL	\$ 632,140	\$ 263,390	\$ <u>289,667</u>	\$ 26,277
OTHER TENANT-EXCESS UTILITIES	-	-	<u>207</u>	207
TOTAL TENANT REVENUE	\$ 632,140	\$ 263,390	\$ 289,874	\$ 26,484
HUD OPERATING SUBSIDY	\$ 200,000	\$ 83,335	\$ <u>82,663</u>	\$ (672)
PBV HAP SUBSIDY	357,240	148,850	<u>150,846</u>	1,996
HUD CAPITAL FUNDS-OPERATIONS	200,000	83,335	-	(83,335)
CDBG INCOME	39,100	16,295	<u>4,217</u>	(12,078)
TOTAL HUD FUNDING	\$ 796,340	\$ 331,815	\$ 237,726	\$ (94,089)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 50	\$ <u>242</u>	\$ 192
NONDWELLING RENTAL INCOME	62,400	26,000	-	(26,000)
OTHER INCOME-LAUNDRY	5,300	2,210	<u>1,313</u>	(897)
OTHER INCOME-FRAUD RECOVERY	3,000	1,250	-	(1,250)
OTHER INCOME-MISCELLANEOUS	5,050	2,115	<u>8,705</u>	6,590
TOTAL INCOME	\$ 1,504,350	\$ 626,830	\$ 537,861	\$ (88,969)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ 42,390	\$ 17,665	\$ <u>14,899</u>	\$ (2,766)
PAYROLL TAXES - ADMIN	3,820	1,595	<u>1,238</u>	(357)
HEALTH BENEFITS - ADMIN	25,000	10,415	-	(10,415)
TOTAL ADMINISTRATIVE SALARIES	\$ 71,210	\$ 29,675	\$ 16,136	\$ (13,539)
AUDIT FEES	\$ 15,000	\$ 6,250	\$ <u>6,250</u>	\$ -
ADVERTISING	1,500	630	<u>112</u>	(518)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,000	\$ 1,255	\$ <u>2,034</u>	\$ 779
CONSULTANTS-RAD CONVERSION	11,030	4,595	-	(4,595)
COPIER	2,660	1,110	-	(1,110)
DUES & PUBLICATIONS	730	305	<u>210</u>	(95)
OFFICE SUPPLIES	600	255	<u>212</u>	(43)
PHONE & INTERNET	15,080	6,280	<u>8,700</u>	2,420
POSTAGE	2,100	875	<u>1,116</u>	241
LEGAL	19,200	7,995	<u>10,743</u>	2,748
CRIMINAL BACKGROUND CHECKS	1,200	500	<u>416</u>	(84)
LEGAL-RAD	4,000	1,665	-	(1,665)
TRAVEL	70	30	-	(30)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Feb 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
TRAINING	2,000	835	<u>725</u>	(110)
ACCOUNTING	30,000	12,500	<u>12,500</u>	-
MANAGEMENT FEES	180,000	75,000	<u>85,888</u>	10,888
MISCELLANEOUS-SUNDRY	13,920	5,790	<u>12,287</u>	6,497
TOTAL ADMINISTRATIVE EXPENSES	\$ 373,300	\$ 155,545	\$ 157,330	\$ 1,785
OTHER TENANT SERVICES	\$ 5,000	\$ 2,080	\$ <u>4,293</u>	\$ 2,213
TENANT SVCS - BEHAVIORAL HEALTH	39,100	16,295	<u>5,284</u>	(11,011)
TOTAL OTHER TENANT SERVICES	\$ 44,100	\$ 18,375	\$ 9,577	\$ (8,798)
WATER/SEWER	\$ 106,000	\$ 44,170	\$ <u>48,060</u>	\$ 3,890
ELECTRIC	112,060	46,700	<u>61,258</u>	14,558
GAS	57,230	23,845	<u>24,230</u>	385
GARBAGE/TRASH REMOVAL	-	-	<u>108</u>	108
TOTAL UTILITY EXPENSES	\$ 275,290	\$ 114,715	\$ 133,655	\$ 18,940
MAINTENANCE LABOR	\$ 107,550	\$ 44,810	\$ <u>39,825</u>	\$ (4,985)
MAINT. MATERIALS	104,860	43,725	<u>16,153</u>	(27,572)
MAINT. CONTRACT COSTS	226,440	94,360	<u>70,802</u>	(23,558)
EMPLOYEE BENEFITS	88,820	37,015	<u>18,482</u>	(18,533)
TOTAL MAINTENANCE	\$ 527,670	\$ 219,910	\$ 145,262	\$ (74,648)
INSURANCE	\$ 100,940	\$ 42,055	\$ <u>41,360</u>	\$ (695)
FLOOD INSURANCE	42,150	17,560	<u>14,453</u>	(3,108)
BAD DEBTS	5,930	2,470	<u>2,955</u>	485
COMPENSATED ABSENCES	1,500	630	<u>630</u>	-
PAYMENT IN LIEU OF TAXES	35,680	14,865	<u>14,865</u>	-
PENSION	10,690	4,455	<u>4,455</u>	-
RETIREE BENEFITS	16,000	6,665	<u>3,565</u>	(3,100)
TOTAL OTHER EXPENSES	\$ 212,890	\$ 88,700	\$ 82,282	\$ (6,418)
TOTAL EXPENDITURES	\$ 1,433,250	\$ 597,245	\$ 528,106	\$ (69,139)
Replacement Reserve	\$ 45,890	\$ 19,120	\$ <u>19,150</u>	\$ 30
PROFIT	\$ 25,210	\$ 10,465	\$ (9,396)	\$ (19,861)

Commissioner’s Report - Property Detail

Month Ending: Feb 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
<u>INCOME</u>												
DWELLING RENTAL	\$ 195,920	\$ 81,635	\$ <u>86,785</u>	\$ 5,150	\$ 162,220	\$ 67,590	\$ <u>69,112</u>	\$ 1,522	\$ 274,000	\$ 114,165	\$ <u>133,770</u>	\$ 19,605
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	-	-	-	-	<u>207</u>	207
TOTAL TENANT REVENUE	\$ 195,920	\$ 81,635	\$ 86,785	\$ 5,150	\$ 162,220	\$ 67,590	\$ 69,112	\$ 1,522	\$ 274,000	\$ 114,165	\$ 133,977	\$ 19,812
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 83,335	\$ <u>82,663</u>	\$ (672)
PBV HAP SUBSIDY	167,110	69,630	<u>70,054</u>	424	190,130	79,220	<u>80,792</u>	1,572	-	-	-	-
HUD CAPITAL FUNDS- OPERATIONS	-	-	-	-	-	-	-	-	200,000	83,335	-	(83,335)
CDBG INCOME	15,500	6,460	<u>1,181</u>	(5,279)	10,400	4,335	<u>759</u>	(3,576)	13,200	5,500	<u>2,277</u>	(3,223)
TOTAL HUD FUNDING	\$ 182,610	\$ 76,090	\$ 71,235	\$ (4,855)	\$ 200,530	\$ 83,555	\$ 81,551	\$ (2,004)	\$ 413,200	\$ 172,170	\$ 84,940	\$ (87,230)
INVESTMENT INCOME- UNRESTRICTED	\$ -	\$ -	\$ <u>140</u>	\$ 140	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 50	\$ <u>102</u>	\$ 52
NONDWELLING RENTAL INCOME	62,400	26,000	-	(26,000)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	960	<u>130</u>	(831)	-	-	<u>765</u>	765	3,000	1,250	<u>419</u>	(831)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	1,250	-	(1,250)
OTHER INCOME- MISCELLANEOUS	930	395	<u>1,098</u>	703	-	-	<u>3,940</u>	3,940	4,120	1,720	<u>3,667</u>	1,947
TOTAL INCOME	\$ 444,160	\$ 185,080	\$ 159,387	\$ (25,693)	\$ 362,750	\$ 151,145	\$ 155,368	\$ 4,223	\$ 697,440	\$ 290,605	\$ 223,106	\$ (67,499)
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ 11,870	\$ 4,945	\$ <u>4,172</u>	\$ (773)	\$ 7,630	\$ 3,180	\$ <u>2,682</u>	\$ (498)	\$ 22,890	\$ 9,540	\$ <u>8,045</u>	\$ (1,495)
PAYROLL TAXES - ADMIN	1,070	445	<u>346</u>	(99)	690	290	<u>223</u>	(67)	2,060	860	<u>668</u>	(192)
HEALTH BENEFITS - ADMIN	5,500	2,290	-	(2,290)	4,500	1,875	-	(1,875)	15,000	6,250	-	(6,250)
TOTAL ADMINISTRATIVE SALARIES	\$ 18,440	\$ 7,680	\$ 4,518	\$ (3,162)	\$ 12,820	\$ 5,345	\$ 2,905	\$ (2,440)	\$ 39,950	\$ 16,650	\$ 8,714	\$ (7,936)

Commissioner's Report - Property Detail

Month Ending: Feb 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
AUDIT FEES	\$ 4,200	\$ 1,750	\$ <u>1,750</u>	\$ -	\$ 2,700	\$ 1,125	\$ <u>1,125</u>	\$ -	\$ 8,100	\$ 3,375	\$ <u>3,375</u>	\$ -
ADVERTISING	420	175	<u>31</u>	(144)	270	115	<u>20</u>	(95)	810	340	<u>61</u>	(280)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 210	\$ <u>1,612</u>	\$ 1,402	\$ 500	\$ 210	\$ <u>105</u>	\$ (105)	\$ 2,000	\$ 835	\$ <u>316</u>	\$ (519)
CONSULTANTS-RAD	500	210	-	(210)	530	220	-	(220)	10,000	4,165	-	(4,165)
CONVERSION												
COPIER	740	310	-	(310)	480	200	-	(200)	1,440	600	-	(600)
DUES & PUBLICATIONS	170	70	<u>59</u>	(11)	200	85	<u>38</u>	(47)	360	150	<u>113</u>	(37)
OFFICE SUPPLIES	200	85	<u>55</u>	(30)	200	85	<u>36</u>	(49)	200	85	<u>121</u>	36
PHONE & INTERNET	4,260	1,775	<u>2,223</u>	448	6,220	2,590	<u>3,083</u>	493	4,600	1,915	<u>3,395</u>	1,480
POSTAGE	600	250	<u>313</u>	63	400	165	<u>201</u>	36	1,100	460	<u>603</u>	143
LEGAL	5,000	2,080	<u>2,749</u>	669	2,600	1,085	<u>1,975</u>	890	11,600	4,830	<u>6,019</u>	1,189
CRIMINAL BACKGROUND	300	125	<u>305</u>	180	300	125	<u>30</u>	(95)	600	250	<u>81</u>	(169)
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	1,665	-	(1,665)
TRAVEL	20	10	-	(10)	10	5	-	(5)	40	15	-	(15)
TRAINING	500	210	-	(210)	500	210	-	(210)	1,000	415	<u>725</u>	310
ACCOUNTING	8,400	3,500	<u>3,500</u>	-	5,400	2,250	<u>2,250</u>	-	16,200	6,750	<u>6,750</u>	-
MANAGEMENT FEES	30,400	12,665	<u>19,798</u>	7,133	32,400	13,500	<u>12,726</u>	(774)	117,200	48,835	<u>53,364</u>	4,529
MISCELLANEOUS-SUNDRY	4,280	1,790	<u>7,659</u>	5,869	3,540	1,465	<u>1,138</u>	(327)	6,100	2,535	<u>3,490</u>	955
TOTAL ADMINISTRATIVE EXPENSES	\$ 78,930	\$ 32,895	\$ 44,573	\$ 11,678	\$ 69,070	\$ 28,780	\$ 25,632	\$ (3,148)	\$ 225,300	\$ 93,870	\$ 87,126	\$ (6,744)
OTHER TENANT SERVICES	\$ 2,500	\$ 1,040	\$ <u>4,293</u>	\$ 3,253	\$ 1,200	\$ 500	\$ -	\$ (500)	\$ 1,300	\$ 540	\$ -	\$ (540)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	6,460	<u>1,479</u>	(4,981)	10,400	4,335	<u>951</u>	(3,384)	13,200	5,500	<u>2,853</u>	(2,647)
TOTAL OTHER TENANT SERVICES	\$ 18,000	\$ 7,500	\$ 5,772	\$ (1,728)	\$ 11,600	\$ 4,835	\$ 951	\$ (3,884)	\$ 14,500	\$ 6,040	\$ 2,853	\$ (3,187)
WATER/SEWER	\$ 20,750	\$ 8,645	\$ <u>10,596</u>	\$ 1,951	\$ 17,490	\$ 7,290	\$ <u>7,183</u>	\$ (107)	\$ 67,760	\$ 28,235	\$ <u>30,280</u>	\$ 2,045
ELECTRIC	80,460	33,525	<u>46,956</u>	13,431	14,930	6,225	<u>7,676</u>	1,451	16,670	6,950	<u>6,625</u>	(325)
GAS	-	-	-	-	6,780	2,825	<u>2,064</u>	(761)	50,450	21,020	<u>22,166</u>	1,146

Commissioner's Report - Property Detail

Month Ending: Feb 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
GARBAGE/TRASH REMOVAL	-	-	108	108	-	-	-	-	-	-	-	-
TOTAL UTILITY EXPENSES	\$ 101,210	\$ 42,170	\$ 57,661	\$ 15,491	\$ 39,200	\$ 16,340	\$ 16,923	\$ 583	\$ 134,880	\$ 56,205	\$ 59,072	\$ 2,867
MAINTENANCE LABOR	\$ 30,110	\$ 12,545	\$ 11,151	\$ (1,394)	\$ 19,360	\$ 8,065	\$ 7,169	\$ (896)	\$ 58,080	\$ 24,200	\$ 21,506	\$ (2,694)
MAINT. MATERIALS	18,000	7,510	7,051	(459)	64,700	26,970	1,885	(25,085)	22,160	9,245	7,217	(2,028)
MAINT. CONTRACT COSTS	88,290	36,795	36,531	(264)	56,850	23,690	16,609	(7,081)	81,300	33,875	17,661	(16,214)
EMPLOYEE BENEFITS	24,870	10,365	5,175	(5,190)	15,980	6,660	3,327	(3,333)	47,970	19,990	9,981	(10,009)
TOTAL MAINTENANCE	\$ 161,270	\$ 67,215	\$ 59,908	\$ (7,307)	\$ 156,890	\$ 65,385	\$ 28,990	\$ (36,395)	\$ 209,510	\$ 87,310	\$ 56,364	\$ (30,946)
INSURANCE	\$ 28,580	\$ 11,910	\$ 10,590	\$ (1,320)	\$ 23,500	\$ 9,790	\$ 8,102	\$ (1,688)	\$ 48,860	\$ 20,355	\$ 22,668	\$ 2,313
FLOOD INSURANCE	4,720	1,965	1,953	(12)	4,430	1,845	1,790	(55)	33,000	13,750	10,709	(3,041)
BAD DEBTS	2,500	1,040	1,040	-	930	390	875	485	2,500	1,040	1,040	-
COMPENSATED ABSENCES	500	210	210	-	500	210	210	-	500	210	210	-
PAYMENT IN LIEU OF TAXES	9,470	3,945	3,945	-	12,300	5,125	5,125	-	13,910	5,795	5,795	-
PENSION	3,000	1,250	1,250	-	2,430	1,015	1,015	-	5,260	2,190	2,190	-
RETIREE BENEFITS	4,480	1,865	998	(867)	2,880	1,200	642	(558)	8,640	3,600	1,925	(1,675)
TOTAL OTHER EXPENSES	\$ 53,250	\$ 22,185	\$ 19,987	\$ (2,198)	\$ 46,970	\$ 19,575	\$ 17,759	\$ (1,816)	\$ 112,670	\$ 46,940	\$ 44,537	\$ (2,403)
TOTAL EXPENDITURES	\$ 412,660	\$ 171,965	\$ 187,900	\$ 15,935	\$ 323,730	\$ 134,915	\$ 90,255	\$ (44,660)	\$ 696,860	\$ 290,365	\$ 249,952	\$ (40,413)
Replacement Reserve	\$ 27,760	\$ 11,565	\$ 11,595	\$ 30	\$ 18,130	\$ 7,555	\$ 7,555	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 3,740	\$ 1,550	\$ (40,107)	\$ (41,657)	\$ 20,890	\$ 8,675	\$ 57,558	\$ 48,883	\$ 580	\$ 240	\$ (26,846)	\$ (27,086)

Ocean City Housing Authority

Administrative Report

DATE: March 13, 2024

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for February 2024)

PERIOD: February 13, 2023, to March 13, 2024

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 are 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;

March Update: The Authority selected the lowest apparent quote for ACM remediation work in both units. The proposals were evaluated in conjunction with the adjuster, award of a contract for the ACM work, and application for required permits is pending. Two residents remain temporarily relocated to other housing units.

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.

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.

March update: Work remains in the final punch list stage for the office, conference, community room, and mail room. 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.

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. February update: This project is under review for a possible change in approach. <i>March update: Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.</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
FEB

2024
JAN

2023
DEC

<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.)	3	119	0
Total number of units inspected year-to-date - all sites	360	357	238
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	57	76	598
Annual Unit Turnaround Time (For Fiscal Year)	1275	1218	1142
Monthly - Number of Vacancies Filled (this month)	1	1	1
Monthly - Average unit turnaround time in days for Lease up	45	20	477
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	6	44	121
PIC Score	92.50%	92.50%	92.50%
<u>Vacancies - At end of Month</u>			
Bay View Manor	1	1	2
Speitel Commons	1	2	2
Peck's Beach Family	0	0	0
Total	2	3	4
Occupancy Rate	97.83%	97.52%	96.69%
<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)	0.92	49.13	0.00
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	10.93	13.43	1.53
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$18,301	\$17,231	\$17,696
Speitel Commons - Elderly/Disabled	\$13,278	\$13,884	\$14,070
Peck's Beach - Family	\$32,499	\$34,132	\$37,651
Total Rent Roll	\$64,078	\$65,247	\$69,417
<u>Waiting List Applicants - (0,1 bedroom lists open 2/1-2/29)</u>			
Families - Ocean City Preference	14	14	14
Families - No Ocean City Preference	190	190	190
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	11	8	7
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	218	185	183
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.15	0.08	0.08
Total Tenant Generated Work Orders	48	25	8
Number of routine work orders written this month	6	82	65
Number of outstanding work orders from previous month	770	715	693
Total number of work orders to be addressed this month	865	822	766
Total number of work orders completed this month	153	52	51
Total number of work orders left outstanding	712	770	715
Number of emergency work orders written this month	41	0	0
Total number of work orders written year-to-date	448	353	246
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 February 29, 2024

Net Cash Position:

Cash Balance per Reconciled Bank Statement at 02/29/2024	\$727,868.23
<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 02/2024	
	Current \$19,322.03
	Past \$6,748.18

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$12,750.31
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$85,918.54

Less: Payments -Mar 2024 bill list (\$261,720.81)

Accrued Expenses - Total from detail below (\$12,568.33)

<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	5	(5,394.17)
Bad Debt	5,930.00	5	2,470.83
Comp Absences	1,500.00	5	625.00
P.I.L.O.T.	35,680.00	5	14,866.67
Net Accrual	186,200.00		12,568.33

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

Net Cash Balance \$678,976.15

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 105,621	6.89	Months
Per Day	\$ 3,521	193	Days

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

RESOLUTION NO. 2024-12
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 \$261,720.81.

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: March 19, 2024

VOTE:

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

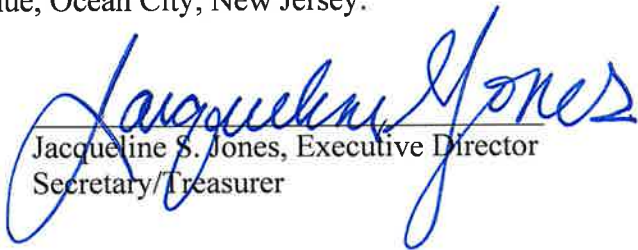
OCEAN CITY HOUSING AUTHORITY

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 March 19, 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 - MAR 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
1730	ACENDA	Jan 2024 Resident Wellness Svcs	\$ 1,066.72
1769	SOUTH JERSEY CULLIGAN WATER	Water cooler & delivery fees - 08/2023-02/2024	\$ 150.00
1770	FLORENCE DRISCOLL	Mar 2024 Tenant services	\$ 200.00
1771	ERNIE'S MAGIC CARPETS	Carpet installation - BVM	\$ 2,101.85
1772	FEDERAL EXPRESS	Package delivery - Jan 2024	\$ 38.66
1773	W.W.GRAINGER	Furniture for maintenance shop	\$ 1,628.48
1774	ASHLEY HARRIS	Mar 2024 BVM/Speitel cleaning	\$ 200.00
1775	ROBERT HARRIS	Mar 2024 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1776	LENEGAN PLUMBING & HEATING	Plumbing svc	\$ 700.00
1777	LINWOOD GULF	Vehicle maintenance	\$ 777.05
1778	NATIONAL TENANT NETWORK	Background checks	\$ 609.00
1779	ROBERT L ROWELL	Mar 2024 maint contract grounds services	\$ 200.00
1780	VECTOR SECURITY	Admin Ofc monitoring - 12/1/23-02/29/24	\$ 384.12
1781	VERIZON CONNECT	Feb 2024 vehicle tracking	\$ 36.40
1782	WALLACE HARDWARE	Maint Supplies	\$ 34.55
	A SHORE MAID	Janitorial/cleaning svc	\$ 300.00
	ACE PLUMBING	Maint Supplies	\$ 361.41
	ACENDA	Feb 2024 Resident Wellness Svcs	\$ 533.36
	AMBIENT COMFORT	Maint Supplies/HVAC svd - PBF	\$ 1,247.00
	ATLANTIC CITY ELECTRIC	Feb 2024 electric svc	\$ 13,365.24
	ATLANTIC COAST ALARM	Speaker replacement - Speitel	\$ 417.00
	BROWN & CONNERY	Speitel legal svc - Feb 2024	\$ 661.97
	CALL EXPERTS	Feb/Mar 2024 answering svc	\$ 226.26
	CLEAN SWEEP SVCS	Cleaning svcs BVM/Speitel - Feb 2024	\$ 3,110.00
	COLUMN SOFTWARE PBC	Advertising - Landlord/Tenant counsel RFP	\$ 51.68
	COMCAST	Mar 2024 Internet svc - Admin Ofc/Speitel	\$ 260.37
	DRAIN DOCTOR	Plumbing svc - PBF	\$ 565.00
	ELDER PEST CONTROL	Pest control svc - Feb 2024	\$ 765.00
	FEDERAL EXPRESS	Package delivery - Feb 2024	\$ 80.05
	GENRON	Fire extinguisher svc/certification - BVM/Speitel	\$ 183.50
	GRUCCIO PEPPER DESANTO & RUTH	Landlord/Tenant legal svc - Feb 2024	\$ 1,190.00
	HD SUPPLY	Maint Supplies	\$ 2,238.09
	THE HOME DEPOT PRO	Maint Supplies	\$ 488.73
	HUBER LOCKSMITH	BVM generator room lock repair	\$ 185.00
	JOHN SPITZ	Mar 2024 Medicare & Feb 2024 copay reimb	\$ 240.72
	LINDA AVENA	Mar 2024 accounting svcs	\$ 2,500.00
	MAX COMMUNICATIONS	BVM office setup - run wire for fax;Office phone svc - Feb 2024	\$ 611.12
	NATIONAL TENANT NETWORK	Background checks	\$ 240.00
	PRINCETON ENGINEERING GROUP	Consulting svcs - Speitel	\$ 600.00
	SOUTH JERSEY CULLIGAN WATER	Water cooler rental & delivery fees	\$ 85.00
	THOMAS HEIST INSURANCE	Speitel Flood Insurance 4/2024-3/2025	\$ 5,015.00
	VECTOR SECURITY	Admin Ofc monitoring - 3/1-5/31/24	\$ 403.32
	VERIZON DSL	Phone svc - BVM elevator	\$ 82.23
	VERIZON WIRELESS	Mar 2024 cell phone svc	\$ 71.84
	VINELAND HOUSING AUTHORITY	Jan 2024 postage; Feb 2024 office/maint svcs & postage; Mar 2024 mgmt fee & balance of OCT-JAN fees	\$ 24,733.22
	W.B. MASON CO	Office supplies	\$ 177.15
	W.W.GRAINGER	Furniture for maintenance shop; office supplies; electrical supplies	\$ 1,236.28
ACH	ADP	02/23/24 payroll & taxes	\$ 2,965.66
ACH	ADP	02/23/24 payroll invoice	\$ 84.64
ACH	ADP	03/08/24 payroll & taxes	\$ 2,056.18
ACH	ADP	03/08/24payroll invoice	\$ 81.43
ACH	VERIZON DSL	Admin Ofc phones 2/16-3/15/24; Speitel alarm/elevator line 1/11-2/10/24	\$ 427.27
ACH	NJ AMERICAN WATER	Feb 2024 water/sewer svc	\$ 9,569.53
ACH	SOUTH JERSEY GAS	Feb 2024 gas svc	\$ 6,607.56
ACH	ATLANTIC CITY ELECTRIC	Feb 2024 electric svc	\$ 1,404.73
ACH	NJ DIV OF PENSIONS & BENEFITS	Feb 2024 pension deductions	\$ 338.68
ACH	NJ SHBP	Mar 2024 employee premium	\$ 3,737.35
ACH	NJ SHBP	Mar 2024 retiree premium	\$ 459.01
ACH	OCEAN CITY HOUSING AUTHORITY	Mar 2024 Reserve account deposit	\$ 3,824.00
ACH	PNC BANK	Feb 2024 bank fee	\$ 68.00
	TOTAL MAR DISBURSEMENTS COCC (cocctur)		\$ 113,326.64
	TOTAL MAR DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL MAR DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 62,475.63
	TOTAL MAR DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 85,918.54
	TOTAL BILL LIST - MAR 2024		\$ 261,720.81

OCEAN CITY HOUSING AUTHORITY
BILL LIST - MAR 2024

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL MAR DISBURSEMENTS (sturbvm)		\$ -
BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	LEVY CONSTRUCTION	Balance of pymt app #13 BVM 1st & 5th Fl Renovations - Draw #42	1,000.00
	LEVY CONSTRUCTION	Pymt app #14 BVM 1st & 5th Fl Renovations - Draw #42	59,373.13
	THE BROOKE GROUP	Inv #OCHA-12-2023 - Draw #42	2,102.50
	TOTAL MAR DISBURSEMENTS (sturcons)		\$ 62,475.63
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	MCMANIMON, SCOTLAND & BAUMANN LLC	Inv #218228 - Pre Dev Draw #12	845.50
	BROWN & CONNERY LLP	Inv #332280 - Pre-Dev Draw #12	1,785.07
	DONOVAN ARCHITECTS	Inv #21-022-03 - Pre-Dev Draw #12	80,967.97
	THE BROOKE GROUP	Inv #OCPB12-2023 - Pre-Dev Draw #12	2,320.00
	TOTAL MAR DISBURSEMENTS (sturgen)		\$ 85,918.54

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

RESOLUTION NO. 2024-13
Resolution Awarding Pest Control Services Contract

WHEREAS, the Ocean City Housing Authority has solicited Requests for Quotes for Pest Control Services; and

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

WHEREAS, one Pest Control company submitted a quote; and

WHEREAS, Elder Pest Control, Inc. provided the lowest qualified submission; and

WHEREAS, Elder Pest Control, Inc. – 505 Hamilton Avenue – Linwood, NJ 08221 has completed and submitted a Political Contributions Disclosure form which certifies that Elder Pest Control, Inc. has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Elder Pest Control from making any reportable contributions through the term of the contract, and

WHEREAS, it is recommended to the Board of Commissioners to contract Elder Pest Control to provide the Ocean City Housing Authority with its Pest Control services for a 12-month period commencing March 1, 2024 through February 28, 2025 in an amount not to exceed \$44,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Pest Control Services contract for Elder Pest Control, Inc. for the term indicated above.

ADOPTED: March 19, 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 March 19, 2024 at Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

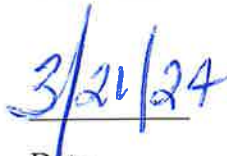
PEST CONTROL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-07-000.

A handwritten signature in blue ink, reading "Wendy Hughes", is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date in blue ink, "3/21/24", is written over a horizontal line.

Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY
 UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
 PEST CONTROL SERVICES
 UNIT PRICING TABLE PAGE 1 OF 2

CODE	DESCRIPTION	UNIT PRICE (TREATMENT FOR 1 MONTH)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
EXT-BAYVIEW	Provide price to exterminate at Bayview Manor (Defined in specification above, service all units 1 time)	335 ⁰⁰	12	\$ 4020.00
EXT-SPEITEL	Provide price to exterminate at Speitel Commons (Defined in specification above, service all units 1 time)	190 ⁰⁰	12	\$ 2280.00
EXT-PECKS-FAMILY	Provide price to exterminate at Pecks Beach Family (Defined in specification above, service all units 1 time)	240 ⁰⁰	12	\$ 2880.00
BB-INSPECTION-BAYVIEW	Provide price to complete K-9 Bed Bug inspection at Bayview Manor (inspect all units 1 time) (Quarterly)	1,100 ⁰⁰	4	\$ 4400.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.
 THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows **\$13580.00**

THIRTEEN THOUSAND FIVE HUNDRED & EIGHTY DOLLARS
 TOTAL PRICE IN WRITTEN WORD FORM

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

ELDER PEST CONTROL BY: **TOM THOMPSON**

Firm Name
505 HAMILTON AVE LINWOOD NJ 08221
 Street, Town, State, Zip Code

Telephone **609 748 8001** Fax **609 926 0506**

Sworn to and subscribed before me on **26th**
 day of **February** 20**24**

Signature of proposer if the proposer is an individual
[Signature]
 Notary Public

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation
[Signature]
 Title **OPERATIONS MANAGER**

(SEAL)

JAYSON MATTHEW ASPENBERG
NOTARY PUBLIC OF NEW JERSEY
ID # 2434824

Commission Expires June 6, 2028

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY
UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
PEST CONTROL SERVICES
UNIT PRICING TABLE PAGE 2 OF 2

CODE	DESCRIPTION	UNIT PRICE	# of Times Services are Rendered	Total
EXT-BED-0BR	Provide Price for treatment of Bed Bugs in an efficiency apartment.	249 ⁰⁰		
EXT-BED-1BR	Provide Price for treatment of Bed Bugs in a one (1) bedroom apartment.	299 ⁰⁰		
EXT-BED-2BR	Provide Price for treatment of Bed Bugs in a two (2) bedroom apartment.	299 ⁰⁰		
EXT-BED-3BR	Provide Price for treatment of Bed Bugs in a three (3) bedroom apartment.	329 ⁰⁰		
EXT-BED-4BR	Provide Price for treatment of Bed Bugs in a four (4) bedroom apartment.	349 ⁰⁰		
EXT- HOURS	Provide Price for 1 exterminator per hour. (Unit costed for hourly wage rate)	95 ⁰⁰		
VEG-SPEITEL	Provide a price to complete vegetation control (Defined in specification above)		6	
VEG-PCKSFAMILY	Provide a price to complete vegetation control (Defined in specification above)		6	
VEG-BAYVIEW	Provide a price to complete vegetation control (Defined in specification above)		6	

Apartment Size by "Average Total Square Footage"

370	Average Square footage for an EFFICIENCY apartment
704	Average Square footage for a ONE BEDROOM apartment
722	Average Square footage for a TWO BEDROOM apartment
756	Average Square footage for a THREE BEDROOM apartment
1008	Average Square footage for a FOUR BEDROOM apartment

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

RESOLUTION NO. 2024-14
Resolution Authorizing Payment of Draw 42

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 #42 in the amount of \$62,475.63 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: March 19, 2024

VOTE:

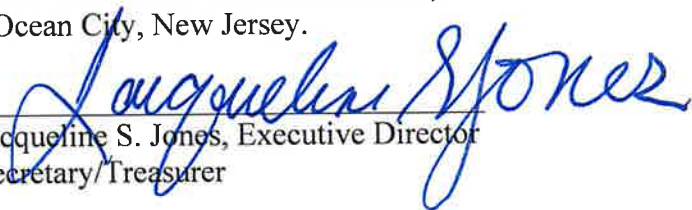
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday				✓		
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley				✓		
Chairman Barr	✓					

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 March 19, 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

March 11, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #42

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$62,475.63**. 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	\$60,373.13
The Brooke Group LLC	209 E Egnor Dr., Galloway, NJ 08205	\$2,102.50
	TOTAL	\$62,475.63

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #42 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. 2024-15
Resolution Authorizing Payment of Draw #12
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 #12 in the amount of \$85,918.54 is attached for approval of this payment process;

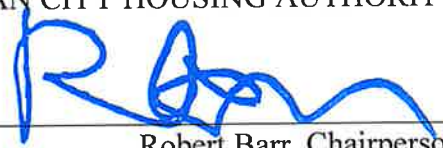
THEREFORE, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

ADOPTED: March 19, 2024

VOTE:

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

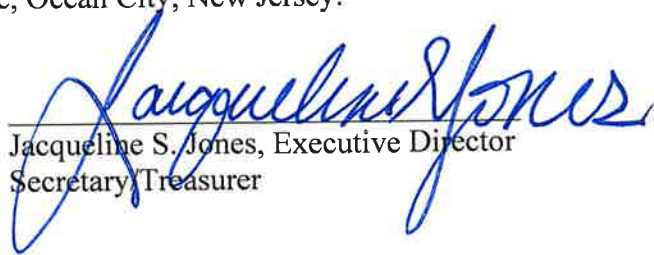
OCEAN CITY HOUSING AUTHORITY

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 March 19, 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

March 12, 2024

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 12 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$85,918.54. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Donovan Architects	9 Tanner St, Ste #201 Haddonfield, NJ 08033	\$80,967.97
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2nd Floor Roseland, NJ 07068	\$845.50
Brown & Connery LLP	360 Haddon Ave., PO Box 539 Westmont, NJ 08108	\$1,785.07
The Brooke Group LLC 209 E Egnor Dr Galloway, NJ 08205	209 E Egnor Drive Galloway, NJ 08205	\$2,320.00
	TOTAL	\$85,918.54

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #12

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. 2024-16
Resolution Awarding Special Legal Services Contract – Landlord/Tenant

WHEREAS, the Ocean City Housing Authority desires to have legal representation to act as its Landlord/Tenant counsel; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services – Landlord/Tenant; and

WHEREAS, one proposal for Legal Services – Landlord/Tenant was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Robinson & Robinson, LLC** to provide the Ocean City Housing Authority with its Landlord/Tenant legal services commencing April 1, 2024 through March 31, 2025 per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Legal Services Contract – Landlord/Tenant to **Robinson & Robinson, LLC** for the term indicated above.

ADOPTED: March 19, 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 March 19, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By:



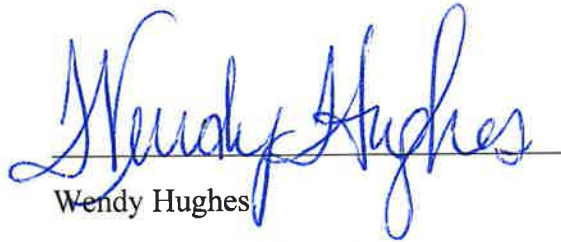
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

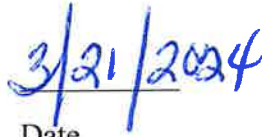
LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-04.



Wendy Hughes

Certifying Financial Officer



Date

Comparison of Special Legal Firms Submitting RFP 2024-2025
Landlord Tenant Counsel

Evaluation Factors	Vendor Name						
	Possible Points	Robinson & Robinson, LLC					
1. General Legal Experience	20						
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20						
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20						
4. Specialized experience of key personnel in Housing Authority programs	20						
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10						
6. Fee structure as shown in the RFP unit pricing document.	10						
Total Average Score	100						

No other RFP's received.

Cost Breakdown							
Legal Counsel cost per hour		\$	165.00				
Paralegal cost per hour		\$	165.00				
Legal Filing - Tenant non-payment		\$	300.00				
Legal Appearance - Tenant non-payment		\$	450.00				

THE HOUSING AUTHORITY OF OCEAN CITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER
SPECIAL LEGAL SERVICES - LANDLORD/TENANT
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BIDDING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above	\$165	25	\$4,125
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above	\$165	15	\$2,475
LEGAL-FILING	Provide a price to file legal action for non-payment of rent as defined in the scope above (residents - Public Housing Section 8, Affordable Housing, Low Income Tax Credit)	\$300	FLAT FEE PER FILING	Per filing
LEGAL-APPEAR	Provide a price to appear in court to represent VHA in non-payment of rent case as defined in the scope above (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$450	FLAT FEE PER FILING	Per filing

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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

Total Price of all rows \$ 6,600 + per filing flat fees

Six thousand six hundred dollars, plus per filing flat fees

TOTAL PRICE IN WRITTEN WORD FORM

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

Robinson & Robinson, LLC BY Matthew J. Robinson, Esq.

Firm Name

2057 Wheaton Avenue, P.O. Box 788, Millville, NJ 08332

Street, Town, State, Zip Code

(856) 825-7700

Telephone

(856) 825-4762

Fax

Sworn to and subscribed
before me on this

14 day of March 2024

Tara S. Roberts
Notary Public

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Managing Member

Title

TARA S ROBERTS
Commission # 5021827
Notary Public, State of New Jersey
My Commission Expires
November 16, 2028