

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

June 6, 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 **Wednesday, June 12, 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

Wednesday, June 12, 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 May 21, 2024
6. Fee Accountant's Report **(included)**
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: **(cash report included)**
 - # 2024-26 Approval of Monthly Expenses **(updated)**
 - # 2024-27 Reject Bids for the Pecks Beach Family Redevelopment **(revised)**
 - # 2024-28 Authorizing Payments of Draw #14 Pecks Beach
 - # 2024-29 Change Order #5 Bayview Manor 1st and 5th Floor Renovations

Executive Session if required

Comments from the press and/or public – Limited to 2 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

May 21, 2024 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held May 21, 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	
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 Pomaes, Executive Assistant.

Minutes – Chairperson Barr requested a motion to approve the Regular Meeting minutes from April 16, 2024. Motion 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)

Treasurer's Report

Linda Cavallo the Financial Report for the seven months ending April 2024. Brief discussion regarding maintenance line items. Brief discussion regarding utility rates as well as possible solar panels for the building. **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	(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 Miller provided an update on the Bayview Manor fire restoration efforts for units 206 and 306. Construction materials were received today. The contractor anticipates starting the restoration work next week. The elevator is the last item on the interior renovations that needs to be completed at Bayview Manor. The work is anticipated to be completed by the end of June.

Mike Watson updated the board on the status of the Peck's Beach Redevelopment project. Mr. Watson reported the Authority received OSC approval at the end of April to advertise the bid documents. They were advertised on April 30, 2024 and the bids are due on May 29, 2024.

Mrs. Jones stated an email will be sent out to all commissioners to make sure they can attend the June Board meeting that will be rescheduled for June 12th at 4 p.m., since the bids are due on May 29th with the anticipation of awarding on June 12th. The Authority would like to have all the documents wrapped to HMFA by the end of June for their August 27th board meeting. Mrs. Jones will be emailing the personal questionnaires that everyone filled out for Speitel. The NJHMFA will be performing background checks on the board and the executive director for the Peck's Beach Family Project.

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	(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 #2024-22

Resolution to Approve Monthly Expenses

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$363,345.31. 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 #2024-23

Authorizing that the Administrative Office Petty Cash Fund be increased to \$1,000

Chairperson Barr called for a motion to approve Resolution #2024-23. Mrs. Jones provided an explanation for the increase in petty cash. This is due to an increase in activities for the residents that will be taking place in conjunction with Acenda. Mrs. Jones also reported Lexy Nunez is the new site manager and Ms. Nunez has been working with the residents with

different activities over the last several months. She will work along with Acenda for these activities. A motion was made by Commissioner McCall; 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)

Resolution #2024-24

Awarding Elevator Maintenance Contract for Speitel Commons

Chairperson Barr called for a motion to approve Resolution #2024-24. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided an explanation as to the renewal of the contract. 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 #2024-25

Authorizing Payment of Draw 44 – Speitel/Bayview

Chairperson Barr called for a motion to approve Resolution #2024-25. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reviewed the draw. The following vote was taken:

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

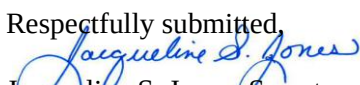
No need for Executive Session.

Chairperson Barr requested comments from the public. Resident, Shirley Watts residing at Speitel #4061 voiced her concerns regarding payment of rent as well as her son attempting to getting an apartment with the OCHA. Chairman Barr referred her to counsel, Mike Watson.

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 Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:18 p.m.

Respectfully submitted,


Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: May 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
<u>INCOME</u>				
DWELLING RENTAL	\$ 632,140	\$ 421,424	\$ <u>461,749</u>	\$ 40,325
OTHER TENANT-EXCESS UTILITIES	-	-	<u>284</u>	284
TOTAL TENANT REVENUE	\$ 632,140	\$ 421,424	\$ 462,032	\$ 40,608
HUD OPERATING SUBSIDY	\$ 200,000	\$ 133,336	\$ <u>107,440</u>	\$ (25,896)
PBV HAP SUBSIDY	357,240	238,160	<u>248,136</u>	9,976
HUD CAPITAL FUNDS-OPERATIONS	200,000	133,336	<u>52,596</u>	(80,740)
CDBG INCOME	39,100	26,072	<u>5,817</u>	(20,255)
TOTAL HUD FUNDING	\$ 796,340	\$ 530,904	\$ 413,989	\$ (116,915)
INVESTMENT INCOME-UNRESTRICTED	\$ 120	\$ 80	\$ <u>437</u>	\$ 357
NONDWELLING RENTAL INCOME	62,400	41,600	-	(41,600)
OTHER INCOME-LAUNDRY	5,300	3,536	<u>1,313</u>	(2,223)
OTHER INCOME-FRAUD RECOVERY	3,000	2,000	-	(2,000)
OTHER INCOME-MISCELLANEOUS	5,050	3,384	<u>23,590</u>	20,206
TOTAL INCOME	\$ 1,504,350	\$ 1,002,928	\$ 901,361	\$ (101,567)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ 42,390	\$ 28,264	\$ <u>19,099</u>	\$ (9,165)
PAYROLL TAXES - ADMIN	3,820	2,552	<u>1,588</u>	(964)
HEALTH BENEFITS - ADMIN	25,000	16,664	-	(16,664)
TOTAL ADMINISTRATIVE SALARIES	\$ 71,210	\$ 47,480	\$ 20,687	\$ (26,793)
AUDIT FEES	\$ 15,000	\$ 10,000	\$ <u>10,000</u>	\$ -
ADVERTISING	1,500	1,008	<u>2,334</u>	1,326
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,000	\$ 2,008	\$ <u>3,232</u>	\$ 1,224
CONSULTANTS-RAD CONVERSION	11,030	7,352	-	(7,352)
COPIER	2,660	1,776	<u>219</u>	(1,557)
DUES & PUBLICATIONS	730	488	<u>429</u>	(59)
OFFICE SUPPLIES	600	408	<u>1,199</u>	791
PHONE & INTERNET	15,080	10,048	<u>13,608</u>	3,560
POSTAGE	2,100	1,400	<u>2,108</u>	708
LEGAL	19,200	12,792	<u>23,141</u>	10,349
CRIMINAL BACKGROUND CHECKS	1,200	800	<u>798</u>	(2)
LEGAL-RAD	4,000	2,664	-	(2,664)
TRAVEL	70	48	<u>391</u>	343
TRAINING	2,000	1,336	<u>725</u>	(611)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: May 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
ACCOUNTING	30,000	20,000	<u>20,000</u>	-
MANAGEMENT FEES	180,000	120,000	<u>149,370</u>	29,370
MISCELLANEOUS-SUNDRY	13,920	9,264	<u>16,083</u>	6,819
TOTAL ADMINISTRATIVE EXPENSES	\$ 373,300	\$ 248,872	\$ 264,324	\$ 15,452
OTHER TENANT SERVICES	\$ 5,000	\$ 3,328	\$ <u>9,251</u>	\$ 5,923
TENANT SVCS – BEHAVIORAL	39,100	26,072	<u>6,750</u>	(19,322)
HEALTH				
TOTAL OTHER TENANT SERVICES	\$ 44,100	\$ 29,400	\$ 16,001	\$ (13,399)
WATER/SEWER	\$ 106,000	\$ 70,672	\$ <u>77,190</u>	\$ 6,518
ELECTRIC	112,060	74,720	<u>100,090</u>	25,370
GAS	57,230	38,152	<u>39,690</u>	1,538
GARBAGE/TRASH REMOVAL	-	-	<u>159</u>	159
TOTAL UTILITY EXPENSES	\$ 275,290	\$ 183,544	\$ 217,131	\$ 33,587
MAINTENANCE LABOR	\$ 107,550	\$ 71,696	\$ <u>55,873</u>	\$ (15,823)
MAINT. MATERIALS	104,860	69,960	<u>28,867</u>	(41,093)
MAINT. CONTRACT COSTS	226,440	150,976	<u>109,336</u>	(41,640)
EMPLOYEE BENEFITS	88,820	59,224	<u>28,913</u>	(30,311)
TOTAL MAINTENANCE	\$ 527,670	\$ 351,856	\$ 222,989	\$ (128,867)
INSURANCE	\$ 100,940	\$ 67,288	\$ <u>66,176</u>	\$ (1,112)
FLOOD INSURANCE	42,150	28,096	<u>23,242</u>	(4,854)
BAD DEBTS	5,930	3,952	<u>4,437</u>	485
COMPENSATED ABSENCES	1,500	1,008	<u>1,008</u>	-
PAYMENT IN LIEU OF TAXES	35,680	23,784	<u>23,784</u>	-
PENSION	10,690	7,128	<u>1,127</u>	(6,001)
RETIREE BENEFITS	16,000	10,664	<u>5,631</u>	(5,033)
TOTAL OTHER EXPENSES	\$ 212,890	\$ 141,920	\$ 125,405	\$ (16,515)
TOTAL EXPENDITURES	\$ 1,433,250	\$ 955,592	\$ 845,850	\$ (109,742)
Replacement Reserve	\$ 45,890	\$ 30,592	\$ <u>30,654</u>	\$ 62
PROFIT	\$ 25,210	\$ 16,744	\$ 24,857	\$ 8,113

Commissioner’s Report - Property Detail

Month Ending: May 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
<u>INCOME</u>												
DWELLING RENTAL	\$ 195,920	\$ 130,616	\$ <u>140,849</u>	\$ 10,233	\$ 162,220	\$ 108,144	\$ <u>109,805</u>	\$ 1,661	\$ 274,000	\$ 182,664	\$ <u>211,095</u>	\$ 28,431
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	<u>14</u>	14	-	-	<u>269</u>	269
TOTAL TENANT REVENUE	\$ 195,920	\$ 130,616	\$ 140,849	\$ 10,233	\$ 162,220	\$ 108,144	\$ 109,819	\$ 1,675	\$ 274,000	\$ 182,664	\$ 211,364	\$ 28,700
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 133,336	\$ <u>107,440</u>	\$ (25,896)
PBV HAP SUBSIDY	167,110	111,408	<u>112,859</u>	1,451	190,130	126,752	<u>135,277</u>	8,525	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	200,000	133,336	<u>52,596</u>	(80,740)
CDBG INCOME	15,500	10,336	<u>1,629</u>	(8,707)	10,400	6,936	<u>1,047</u>	(5,889)	13,200	8,800	<u>3,141</u>	(5,659)
TOTAL HUD FUNDING	\$ 182,610	\$ 121,744	\$ 114,487	\$ (7,257)	\$ 200,530	\$ 133,688	\$ 136,324	\$ 2,636	\$ 413,200	\$ 275,472	\$ 163,177	\$ (112,295)
INVESTMENT INCOME-UNRESTRICTED	\$ -	\$ -	\$ <u>237</u>	\$ 237	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 80	\$ <u>200</u>	\$ 120
NONDWELLING RENTAL INCOME	62,400	41,600	-	(41,600)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	1,536	<u>130</u>	(1,407)	-	-	<u>765</u>	765	3,000	2,000	<u>419</u>	(1,581)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	2,000	-	(2,000)
OTHER INCOME-MISCELLANEOUS	930	632	<u>1,668</u>	1,036	-	-	<u>4,348</u>	4,348	4,120	2,752	<u>17,573</u>	14,821
TOTAL INCOME	\$ 444,160	\$ 296,128	\$ 257,371	\$ (38,757)	\$ 362,750	\$ 241,832	\$ 251,256	\$ 9,424	\$ 697,440	\$ 464,968	\$ 392,734	\$ (72,234)
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ 11,870	\$ 7,912	\$ <u>5,348</u>	\$ (2,564)	\$ 7,630	\$ 5,088	\$ <u>3,438</u>	\$ (1,650)	\$ 22,890	\$ 15,264	\$ <u>10,313</u>	\$ (4,951)
PAYROLL TAXES - ADMIN	1,070	712	<u>445</u>	(267)	690	464	<u>286</u>	(178)	2,060	1,376	<u>858</u>	(518)
HEALTH BENEFITS - ADMIN	5,500	3,664	-	(3,664)	4,500	3,000	-	(3,000)	15,000	10,000	-	(10,000)
TOTAL ADMINISTRATIVE SALARIES	\$ 18,440	\$ 12,288	\$ 5,792	\$ (6,496)	\$ 12,820	\$ 8,552	\$ 3,724	\$ (4,828)	\$ 39,950	\$ 26,640	\$ 11,171	\$ (15,469)
AUDIT FEES	\$ 4,200	\$ 2,800	\$ <u>2,800</u>	\$ -	\$ 2,700	\$ 1,800	\$ <u>1,800</u>	\$ -	\$ 8,100	\$ 5,400	\$ <u>5,400</u>	\$ -
ADVERTISING	420	280	<u>654</u>	374	270	184	<u>420</u>	236	810	544	<u>1,261</u>	717
OFFICE EXPENSES												

Commissioner’s Report - Property Detail

Month Ending: May 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE		BUDGET	ACTUAL	VARIANCE	
	ANNUAL BUDGET	THRU May	THRU May		ANNUAL BUDGET	THRU May	THRU May		ANNUAL BUDGET	THRU May	THRU May	
COMPUTER SERVICES	\$ 500	\$ 336	\$ <u>1,948</u>	\$ 1,612	\$ 500	\$ 336	\$ <u>321</u>	\$ (15)	\$ 2,000	\$ 1,336	\$ <u>963</u>	\$ (373)
CONSULTANTS-RAD	500	336	-	(336)	530	352	-	(352)	10,000	6,664	-	(6,664)
CONVERSION												
COPIER	740	496	<u>61</u>	(435)	480	320	<u>39</u>	(281)	1,440	960	<u>118</u>	(842)
DUES & PUBLICATIONS	170	112	<u>120</u>	8	200	136	<u>77</u>	(59)	360	240	<u>231</u>	(9)
OFFICE SUPPLIES	200	136	<u>407</u>	271	200	136	<u>130</u>	(6)	200	136	<u>662</u>	526
PHONE & INTERNET	4,260	2,840	<u>3,498</u>	658	6,220	4,144	<u>5,104</u>	960	4,600	3,064	<u>5,006</u>	1,942
POSTAGE	600	400	<u>590</u>	190	400	264	<u>380</u>	116	1,100	736	<u>1,138</u>	402
LEGAL	5,000	3,328	<u>7,498</u>	4,170	2,600	1,736	<u>4,298</u>	2,562	11,600	7,728	<u>11,345</u>	3,617
CRIMINAL BACKGROUND	300	200	<u>426</u>	226	300	200	<u>291</u>	91	600	400	<u>81</u>	(319)
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	2,664	-	(2,664)
TRAVEL	20	16	-	(16)	10	8	-	(8)	40	24	<u>391</u>	367
TRAINING	500	336	-	(336)	500	336	-	(336)	1,000	664	<u>725</u>	61
ACCOUNTING	8,400	5,600	<u>5,600</u>	-	5,400	3,600	<u>3,600</u>	-	16,200	10,800	<u>10,800</u>	-
MANAGEMENT FEES	30,400	20,264	<u>34,677</u>	14,413	32,400	21,600	<u>22,290</u>	690	117,200	78,136	<u>92,403</u>	14,267
MISCELLANEOUS-SUNDRY	4,280	2,864	<u>6,772</u>	3,908	3,540	2,344	<u>1,902</u>	(442)	6,100	4,056	<u>7,409</u>	3,353
TOTAL ADMINISTRATIVE EXPENSES	\$ 78,930	\$ 52,632	\$ 70,843	\$ 18,211	\$ 69,070	\$ 46,048	\$ 44,376	\$ (1,672)	\$ 225,300	\$ 150,192	\$ 149,105	\$ (1,087)
OTHER TENANT SERVICES	\$ 2,500	\$ 1,664	\$ <u>6,094</u>	\$ 4,430	\$ 1,200	\$ 800	\$ <u>941</u>	\$ 141	\$ 1,300	\$ 864	\$ <u>2,215</u>	\$ 1,351
TENANT SVCS – BEHAVIORAL	15,500	10,336	<u>1,890</u>	(8,446)	10,400	6,936	<u>1,215</u>	(5,721)	13,200	8,800	<u>3,645</u>	(5,155)
HEALTH												
TOTAL OTHER TENANT SERVICES	\$ 18,000	\$ 12,000	\$ 7,984	\$ (4,016)	\$ 11,600	\$ 7,736	\$ 2,156	\$ (5,580)	\$ 14,500	\$ 9,664	\$ 5,861	\$ (3,803)
WATER/SEWER	\$ 20,750	\$ 13,832	\$ <u>18,064</u>	\$ 4,232	\$ 17,490	\$ 11,664	\$ <u>11,643</u>	\$ (21)	\$ 67,760	\$ 45,176	\$ <u>47,483</u>	\$ 2,307
ELECTRIC	80,460	53,640	<u>76,528</u>	22,888	14,930	9,960	<u>13,210</u>	3,250	16,670	11,120	<u>10,353</u>	(767)
GAS	-	-	-	-	6,780	4,520	<u>3,545</u>	(975)	50,450	33,632	<u>36,145</u>	2,513
GARBAGE/TRASH REMOVAL	-	-	<u>102</u>	102	-	-	<u>(8)</u>	(8)	-	-	<u>66</u>	66
TOTAL UTILITY EXPENSES	\$ 101,210	\$ 67,472	\$ 94,694	\$ 27,222	\$ 39,200	\$ 26,144	\$ 28,390	\$ 2,246	\$ 134,880	\$ 89,928	\$ 94,047	\$ 4,119
MAINTENANCE LABOR	\$ 30,110	\$ 20,072	\$ <u>15,645</u>	\$ (4,427)	\$ 19,360	\$ 12,904	\$ <u>10,057</u>	\$ (2,847)	\$ 58,080	\$ 38,720	\$ <u>30,172</u>	\$ (8,548)
MAINT. MATERIALS	18,000	12,016	<u>12,684</u>	668	64,700	43,152	<u>3,034</u>	(40,118)	22,160	14,792	<u>13,148</u>	(1,644)
MAINT. CONTRACT COSTS	88,290	58,872	<u>50,178</u>	(8,694)	56,850	37,904	<u>28,779</u>	(9,125)	81,300	54,200	<u>30,378</u>	(23,822)

Commissioner’s Report - Property Detail

Month Ending: May 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May	ANNUAL BUDGET	BUDGET THRU May	ACTUAL THRU May	VARIANCE THRU May
EMPLOYEE BENEFITS	24,870	16,584	8,096	(8,488)	15,980	10,656	5,204	(5,452)	47,970	31,984	15,613	(16,371)
TOTAL MAINTENANCE	\$ 161,270	\$ 107,544	\$ 86,603	\$ (20,941)	\$ 156,890	\$ 104,616	\$ 47,075	\$ (57,541)	\$ 209,510	\$ 139,696	\$ 89,311	\$ (50,385)
INSURANCE	\$ 28,580	\$ 19,056	\$ 16,944	\$ (2,112)	\$ 23,500	\$ 15,664	\$ 12,964	\$ (2,700)	\$ 48,860	\$ 32,568	\$ 36,268	\$ 3,700
FLOOD INSURANCE	4,720	3,144	3,125	(19)	4,430	2,952	2,982	30	33,000	22,000	17,135	(4,865)
BAD DEBTS	2,500	1,664	1,664	-	930	624	1,109	485	2,500	1,664	1,664	-
COMPENSATED ABSENCES	500	336	336	-	500	336	336	-	500	336	336	-
PAYMENT IN LIEU OF TAXES	9,470	6,312	6,312	-	12,300	8,200	8,200	-	13,910	9,272	9,272	-
PENSION	3,000	2,000	316	(1,684)	2,430	1,624	203	(1,421)	5,260	3,504	609	(2,895)
RETIREE BENEFITS	4,480	2,984	1,577	(1,407)	2,880	1,920	1,014	(906)	8,640	5,760	3,041	(2,719)
TOTAL OTHER EXPENSES	\$ 53,250	\$ 35,496	\$ 30,274	\$ (5,222)	\$ 46,970	\$ 31,320	\$ 26,807	\$ (4,513)	\$ 112,670	\$ 75,104	\$ 68,324	\$ (6,780)
TOTAL EXPENDITURES	\$ 412,660	\$ 275,144	\$ 290,398	\$ 15,254	\$ 323,730	\$ 215,864	\$ 148,805	\$ (67,059)	\$ 696,860	\$ 464,584	\$ 406,647	\$ (57,937)
Replacement Reserve	\$ 27,760	\$ 18,504	\$ 18,566	\$ 62	\$ 18,130	\$ 12,088	\$ 12,088	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 3,740	\$ 2,480	\$ (51,592)	\$ (54,072)	\$ 20,890	\$ 13,880	\$ 90,363	\$ 76,483	\$ 580	\$ 384	\$ (13,914)	\$ (14,298)

Ocean City Housing Authority

Administrative Report

DATE: June 4, 2024

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for May 2024)

PERIOD: May 15, 2023, to June 4, 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.

April Update: Selective demolition has been completed in the two impacted units; ACM permits have been issued by the State of New Jersey; work will be underway to complete the abatement work within the next two weeks; Two residents remain temporarily relocated to other housing units;

May Update: The ACM work has been completed; The restoration work on both units has begun with an anticipated completion date of 2-3 months.

May Update: The restoration work on both units continues with an anticipated completion date of 2 to 3 months.

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.

April update: Work remains in the final punch list stage for the office, conference, community room, and mail room. Elevator modernization work continues at the building, car #2 received a preliminary inspection and requires additional work before final inspection and being placed into service. Once car #2 is completed work will begin on car #1 for an additional 10 weeks.

May update: Work remains in the final punch list stage for the office, conference, community room, and mail room. Elevator modernization work continues, the upgrade on car #2 has been completed and the new elevator is in service and accessible to the residents. Work began on the modernization of elevator car #1 and is anticipated to take 6-8 weeks to complete.

June update: The elevator modernization is expected to be completed near the end of June; Close-out documents are being gathered to complete this project;

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 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. 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>April 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> <i>May Update: Pecks Beach Village Family – currently advertised for public bid. Bids are due May 29, 2024, at 11:00 AM EST.</i> <i>June Update: Bids were received May 29, 2024; The project was determined to be over-budget, the recommendation to the Board is to re-bid this project;</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
MAY

2024
APR

2024
MAR

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	0	0	6
<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.)	130	0	119
Total number of units inspected year-to-date - all sites	609	479	479
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	88	70	70
Annual Unit Turnaround Time (For Fiscal Year)	1503	1415	1345
Monthly - Number of Vacancies Filled (this month)	2	0	1
Monthly - Average unit turnaround time in days for Lease up	4	0	6
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	77	0	58
PIC Score	94.87%	94.87%	92.50%
<u>Vacancies - At end of Month</u>			
Bay View Manor	1	2	1
Speitel Commons	1	2	2
Peck's Beach Family	0	0	0
Total	2	4	3
Occupancy Rate	96.69%	96.69%	97.52%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)			21.57
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	9.79	7.50	14.66
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	10.83	10.97	11.55
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$18,119	\$18,434	\$18,676
Speitel Commons - Elderly/Disabled	\$13,813	\$13,522	\$13,561
Peck's Beach - Family	\$38,718	\$30,437	\$30,198
Total Rent Roll	\$70,650	\$62,393	\$62,435
<u>Waiting List Applicants - (all lists closed)</u>			
Families - Ocean City Preference	14	14	14
Families - No Ocean City Preference	190	190	190
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	7	9	13
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	181	190	197
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.09	0.09	0.09
Total Tenant Generated Work Orders	56	42	39
Number of routine work orders written this month	155	115	39
Number of outstanding work orders from previous month	769	748	737
Total number of work orders to be addressed this month	980	907	815
Total number of work orders completed this month	214	138	67
Total number of work orders left outstanding	766	769	748
Number of emergency work orders written this month	0	2	0
Total number of work orders written year-to-date	896	685	526
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 May 31, 2024

Net Cash Position:

Cash Balance per Reconciled Bank Statement at 05/31/2024	\$744,680.10
2023 Capital Fund available for PH (pbfamily)	\$113,332.00
Add: A/R-Tenants 05/2024	Current \$19,153.67
	Past \$6,857.01

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$13,367.00
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$17,864.01

Less: Payments -June 2024 bill list (\$161,919.85)

Accrued Expenses - Total from detail below (\$33.33)

<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	8	(28,706.67)
Bad Debt	5,930.00	8	3,953.33
Comp Absences	1,500.00	8	1,000.00
P.I.L.O.T.	35,680.00	8	23,786.67
Net Accrual	186,200.00		33.33

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

Net Cash Balance \$553,300.61

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 105,731	7.04	Months
Per Day	\$ 3,524	157	Days

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

RESOLUTION NO. 2024-26
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 **\$161,919.85**.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: June 12, 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 June 12, 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 - JUNE 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
1783	ACENDA	Feb 2024 Resident Wellness Svcs	\$ 533.36
1848	ACENDA	Mar 2024 Resident Wellness Svcs	\$ 933.38
1882	FLORENCE DRISCOLL	June 2024 tenant svcs	\$ 200.00
1883	ASHLEY HARRIS	June 2024 BVM/Speitel cleaning	\$ 200.00
1884	ROBERT HARRIS	June 2024 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1885	ROBERT L ROWELL	June 2024 maint contract grounds services	\$ 200.00
1886	VERIZON WIRELESS	Apr 2024 maintenance cell phones & equipment	\$ 154.77
1887	CAROLINE TAYLOR	Reimbursement for gardening supplies	\$ 386.91
	ACENDA	Apr 2024 Resident Wellness Svcs	\$ 1,366.73
	ACE PLUMBING	Maint Supplies	\$ 60.24
	A SHORE MAID	Vacant unit cleanings - BVM/Speitel	\$ 450.00
	ATLANTIC CITY ELECTRIC	May 2024 Electric svc - BVM; PBF site lights; 4th St office	\$ 7,448.34
	LINDA AVENA	June 2024 accounting svcs	\$ 2,500.00
	BROWN & CONNNERY	Mar/April 2024 Speitel Litigation	\$ 1,192.42
	CARAHSOFT TECHNOLOGY CORP	April 2024 Security Monitoring fee	\$ 14.99
	CDW GOVERNMENT	AV equipment	\$ 195.68
	CLEAN SWEEP	May 2024 cleaning svc - BVM/Speitel	\$ 3,110.00
	SOUTH JERSEY CULLIGAN WATER	May 2024 Water cooler rental	\$ 10.00
	DRAIN DOCTOR	Plumbing svc - PBF	\$ 330.00
	DUDLEY GENERAL CONTRACTING	Stair repair - PBF	\$ 1,200.00
	ELDER PEST CONTROL	May 2024 Pest svc & inspections	\$ 1,757.00
	FEDERAL EXPRESS	Overnight delivery	\$ 46.41
	EISENSTAT, GABAGE & FURMAN	Feb/Mar 2024 legal svcs - landlord/tenant	\$ 1,608.00
	HD SUPPLY (formerly Home Depot Pro)	Maint Supplies	\$ 1,273.60
	JC'S CUSTOM PAINTING	BVM/Speitel unit painting	\$ 1,835.00
	JOHN SPITZ	May 2024 copay reimb; June 2024 Medicare reimb	\$ 267.62
	NATIONAL TENANT NETWORK	May 2024 resident background checks	\$ 141.00
	PDQ SUPPLY	Maint Supplies	\$ 188.14
	ROBINSON & ROBINSON	Apr 2024 landlord/tenant legal svcs	\$ 2,152.50
	SHERWIN WILLIAMS	Painting supplies	\$ 318.98
	SHOEMAKER LUMBER	Maint Supplies	\$ 11.96
	SOUTH JERSEY GLASS & DOORS	Glass - PBF	\$ 271.90
	ALLEGION ACCESS TECHNOLOGIES	BVM entrance door repair	\$ 8,680.00
	TREASURER, STATE OF NJ	Fire registration renewal fee - BVM	\$ 191.00
	TOWER RECYCLING	Speitel trash compactor repairs	\$ 632.00
	VERIZON CONNECT FLEET	May 2024 vehicle tracking subscription	\$ 36.40
	VERIZON	May 2024 BVM & Speitel elevator phone svc	\$ 470.76
	VINELAND HOUSING AUTHORITY	May 2024 mgmt fee; Mar-May 2024 license software fees (correction); VHA staff time - lease up costs for OCCDC units (to be reimbursed by OCCDC); May 2024 postage; May 2024 ofc/maint coverage; June 2024 mgmt fee; June 2024 software license fee	\$ 68,111.50
	WALLACE HARDWARE	Maint Supplies	\$ 221.41
	W.B. MASON	Office supplies	\$ 110.27
ACH - 20240531	ADP	05/31/24 payroll invoice	\$ 81.43
ACH - 5312024	ADP	05/31/24 payroll & taxes	\$ 2,077.68
ACH - 14323265	NJ AMERICAN WATER	May 2024 Water/sewer service - BVM fire svc	\$ 242.58
ACH - 14323497	NJ AMERICAN WATER	May 2024 Water/sewer service - PBF	\$ 5,599.96
ACH - 14323290	NJ AMERICAN WATER	May 2024 Water/sewer service - BVM	\$ 2,393.42
ACH - 14323250	NJ AMERICAN WATER	May 2024 Water/sewer service - Speitel fire svc	\$ 119.61
ACH - 14323474	NJ AMERICAN WATER	May 2024 Water/sewer service - Speitel	\$ 1,322.73
ACH - 15751272	NJ DIV OF PENSIONS & BENEFITS	May 2024 pension deductions	\$ 508.02
ACH	NJ SHBP	June 2024 employee premium	\$ 3,737.35
ACH	NJ SHBP	June 2024 retiree premium	\$ 459.01
ACH - 18129095	COMCAST	Internet svc 5/27-6/26/24 - Speitel	\$ 169.41
ACH - 30213717	SOUTH JERSEY GAS	May 2024 Gas svc- PBF	\$ 2,155.54
ACH - 30242159	SOUTH JERSEY GAS	May 2024 Gas svc- Speitel	\$ 412.82
ACH - 36812553	ATLANTIC CITY ELECTRIC	May 2024 Electric svc - Speitel	\$ 1,274.81
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	June 2024 reserve account deposit	\$ 3,824.00
ACH - 6072024	VERIZON	May 2024 Admin Ofc; elevator phone svc - BVM & Speitel	\$ 63.67
ACH	PNC BANK	May 2024 bank fee	\$ 68.00
	TOTAL JUNE DISBURSEMENTS COCC (cocctur)		\$ 144,055.84
	TOTAL JUNE DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL JUNE DISBURSEMENTS CONSTR ACCT (sturcons)		\$ -
	TOTAL JUNE DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 17,864.01
	TOTAL BILL LIST - JUNE 2024		\$ 161,919.85

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL JUNE DISBURSEMENTS (sturbvm)		\$ -
BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL JUNE DISBURSEMENTS (sturcons)		\$ -
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/Wire #	Vendor	Invoice Notes	Total Amount

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - JUNE 2024			
	SCIULLO ENGINEERING	Inv #2073 - Pre Dev Draw #14	625.00
	MCMANIMON SCOTLAND & BAUMANN	Inv #223535 - Pre-Dev Draw #14	737.50
	BROWN & CONNERY	Inv #337996 - Pre-Dev Draw #14	12,424.56
	OCHA	Inv #3AAA8715-0012 - PBF construction ad - Pre-Dev Draw #14	103.20
	THE BROOKE GROUP	Inv #OCPB02-2024 & OCPB03-2024 - Pre-Dev Draw #14	3,973.75
	TOTAL JUNE DISBURSEMENTS (sturgen)		\$ 17,864.01

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

**RESOLUTION NO. 2024-27
Resolution Authorizing the Rejection of All Bids
for the Pecks Beach Family Redevelopment**

WHEREAS, on April 30, 2024, the Ocean City Housing Authority publicly advertised a Notice to Bidders soliciting sealed bids for the redevelopment of Pecks Beach Family pursuant to N.J.S.A. 40A:11-4; and

WHEREAS, two (2) sealed bids were received on May 29, 2024; and

WHEREAS, the Authority has determined that the lowest bid substantially exceeds the contracting unit's appropriation for the goods or services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-13.2(b), the Authority may reject all bids when the lowest bid substantially exceeds the appropriation for the requested goods or services.

NOW, THEREFORE, BE IT RESOLVED the governing body of the Ocean City Housing Authority hereby authorizes the rejection of all bids submitted in response to the April 30, 2024, Notice to Bidders, and further authorizes the Purchasing Agent to re-bid for the redevelopment of Pecks Beach Family.

ADOPTED: June 12, 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 June 12, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

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

RESOLUTION NO. 2024-28
Resolution Authorizing Payment of Draw #14
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 #14 in the amount of \$17,864.01 is attached for approval of this payment process;

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

ADOPTED: June 12, 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 June 12, 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

June 3, 2024

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 14 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$17,864.01. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering	137 S. New York Ave., Suite 2 Atlantic City, NJ 08401	\$625.00
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2 nd Floor Roseland, NJ 07068	\$737.50
Brown & Connery LLP	360 Haddon Ave., PO Box 539 Westmont, NJ 08108	\$12,424.56
The Brooke Group LLC 209 E Egnor Dr Galloway, NJ 08205	209 E Egnor Drive Galloway, NJ 08205	\$3,973.75
Ocean City Housing Authority (reimbursement – Bid Ads)		\$103.20
	TOTAL	\$17,864.01

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #14

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

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

RESOLUTION NO. 2024-29
Resolution Approving Change Orders #5 for Bayview Manor 1st and 5th Floor Renovations

WHEREAS, the Ocean City Housing Authority solicited Invitation for Bids for the Bayview Manor 1st and 5th Floor Renovations Project; and

WHEREAS, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

WHEREAS, the lowest responsible bidder for this project was Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107 with a bid amount of \$1,106,600; and

WHEREAS, the contract for construction was awarded to Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107 with Resolution 2022-43 at the August 16, 2022 board meeting; and

WHEREAS, Change Order #5 (-\$14,486.93) is necessary for repacking of the elevator piston, rupture valve installation, lobby threshold, elevator 1 & 2 alarm devices, and line item credits identified on the application for payment; and

WHEREAS, the aforementioned change orders are described and attached herein; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby accepts the change order in the credit of (-\$14,486.93) for the Bayview Manor 1st and 5th Floor Renovations Project.

ADOPTED: June 12, 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 June 12, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
21-005 Bayview Manor
635 West Ave and Sixth St

CONTRACT INFORMATION:
Contract For: General Construction
Date: 08/17/2022

CHANGE ORDER INFORMATION:
Change Order Number: 005
Date: 06/05/2024

OWNER: *(Name and address)*
Ocean City Housing Authority
204 4th St Ocean City, NJ 08226

ARCHITECT: *(Name and address)*
Donovan Architects, LLC
9 Tanner St., Suite 201, Haddonfield NJ
08033

CONTRACTOR: *(Name and address)*
Levy Construction Company, Inc.
800 Newton Ave., Oaklyn, NJ 08107

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

This Change Order includes:

- PCO #14 Repack of elevator piston.
 - PCO #16 Rupture valve.
 - PCO #17 Lobby threshold.
 - PCO #18 Elevators 1 & 2 Alarm Devices.
 - Credits for identified Payment Application items (executed Payment Application, #15, for reference).
- Refer to attached documentation.

The original Contract Sum was	\$ 1,106,600.00
The net change by previously authorized Change Orders	\$ 786,645.60
The Contract Sum prior to this Change Order was	\$ 1,893,245.60
The Contract Sum will be decreased by this Change Order in the amount of	\$ 14,486.93
The new Contract Sum including this Change Order will be	\$ 1,878,758.67

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

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

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

Donovan Architects, LLC
ARCHITECT *(Firm name)*

SIGNATURE

Michael R. Donovan, Principal
PRINTED NAME AND TITLE

06/05/2024
DATE

Levy Construction Company, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE

Simon Levy, President
PRINTED NAME AND TITLE

06/10/2024
DATE

Ocean City Housing Authority
OWNER *(Firm name)*

SIGNATURE

Jacqueline Jones, Executive Director
PRINTED NAME AND TITLE

DATE

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



635 West Avenue
Ocean City, New Jersey 08226

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

Jacqueline S. Jones, Executive Director

June 12, 2024

Ocean City Housing Authority
635 West Avenue OFC
Ocean City, NJ 08226

To: Member of the Board of Commissioners

I would recommend the Members of the Board of Commissioners take action to approve Resolution #2024-29 for the reasons presented in the Certification provided by Donovan Architects.

To my knowledge the bid documents and relevant pre-planning inspections were prepared in accordance with all applicable industry standards. The Housing Authority professional team in conjunction with Levy Construction agreed to complete unforeseen work throughout the building, including but not limited to elevator repairs, flooring, and alarm work. A credit change order in the amount of \$14,486.93 is being proposed for approval.

In order to expeditiously complete the contract, I recommend the Board approve Resolution #2024-29.

Respectfully Submitted,

Jacqueline Jones
Executive Director



June 7, 2024

Jacqueline Jones, Executive Director
Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

Re: Ocean City Housing Authority
Bayview Manor 1st and 5th Floor Renovations
Change Order #05 for Closing Items

Dear Ms. Jones,

Donovan Architects LLC is assisting the Ocean City Housing Authority with document preparation, bid coordination and construction observation services for the subject renovations project in Ocean City, Cape May County, New Jersey. The subject renovations contract was awarded to Levy Construction Company Inc. through a competitive bidding process outlined in our previous letter to you dated August 12, 2022. Part of the scope of the project is renovation of the entry lobby, elevator interior finishes, a few 1st floor units, and renovation of the 5th floor common toilet, and Community room, and other improvements. The scope of the renovation included in the bid documents was based on existing drawings, done some years ago, and, without a major extensive demolition, a building walk survey of buildings existing conditions. The initial scope of work was based on what was containing on existing building drawings and what was observable at the time of the survey, on behalf of the Housing Authority.

During construction work of elevator scope it was found that the elevator presented additional damages which required additional material and work to safely function. As such, a few equipments were required to be purchased and installed. These items are as follows:

- Repack the elevator piston.
- Installation of a rupture valve in the pit, per State Inspector.
- Reinstallation of 1st floor lobby floor transition between the corridor's resilient vinyl plank and the lobby's ceramic tile, to increase accessibility of materials' transition.
- Elevator Fire Alarm was revised approved during Change Order #01 evaluation, that eventually was not included into the final price of Change Order.
- Several schedule of value line items' that were charged and approved during construction and turned out to not being required and/or installed.

The additional unforeseen scope is critical to completion of the scope of work and must be completed in compliance with applicable regulatory standards. As outlined in the enclosed change order documents, the estimated cost is a credit of \$14,486.93. The contract awarded to Levy Construction Company Inc. was for a total of \$1,106,600.00. The change order constitutes a credit of 1.31% of the original contract value. The sum of this change order and previously approved change orders #01 through #04 constitute a 69.78% of the original contract value, which exceeds the typical New Jersey Local Public Contracts Law at NJSA 40A:11 and NJAC 5:34 order limitation of 20%.

New Jersey Local Finance Board Regulations at NJAC 5:30-11.9 Procedures for change orders which exceed 20 percent limitation states:

- (a) General provisions regarding the procedures for change orders which exceed the 20 percent limitation are as follows:
 - 1. The procedures in this section shall only be followed when a particular change order on any type of contract, except professional and extraordinaryunspecifiable service contracts, will cause the total amount of change ordersexecuted for the particular contract to exceed the originally awarded contract price by more than 20 percent. The purpose of the procedures is toallow for such a change only in limited instances. Such a change shall not be permitted when the factual circumstances make it reasonably possible toexecute a new contract for the additional work. Such a change may be allowed, for example, when an unforeseen circumstance or differing site condition is combined with a situation which renders execution of a new contract an unreasonable interference with the efficient completion of the work.
 - 2. Generally such change orders are not justifiable and the ready issuance of them by contracting units would constitute an abuse of these rules.
- (b) A written certification justifying the performance of the work or the furnishing of the services which would necessitate issuance of such a change order shall be filedby the contractor with the chief executive officer or designee. This certification shall include an explanation of the factual circumstances which necessitate issuanceof the change order; a statement indicating why these circumstances could not havebeen foreseen; a statement indicating why issuance of the change order would be in the best interests of the contracting unit and would not constitute an abuse of these rules; and, if the nature of the change order is technical, the certification shallinclude a certified statement from the contractor's appropriate expert, such as an engineer or architect. This statement shall explain in detail the factual circumstances which necessitate issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.
- (c) The governing body approval process for change orders which exceed the 20 percent limitation is as follows: 1. The chief executive officer or his or her designee shall file a request for the change order with the governing body. This request shall include a statement indicating why the proposed change may be allowed under this subchapter. A copy of the certification required under (b) above must also be attached to the request. 2. If the certification required pursuant to (b) above includes a certified statement from an engineer or other expert as required by (b) above, the request to the governing body shall also include a statement from the contracting unit's engineer or an official or employee with the appropriate expertise. This statement shall explain in detail the factual circumstances which



justify issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.

Please accept this letter as the certification required in (b) above. The need for this change order is due to an unforeseen site condition as stated above it would interfere with completion of the rest of the contract to bid this specific piece of work since it is integral to the full building renovation currently under contract. A rebid of the work would increase the base bid of this additional work considering the updated of the elevator scope of work amount require Based on our experience and current market conditions a rebid of the entire project would surely cost the Ocean City Housing Authority more than this original contract and change order.

It is my professional opinion that execution of this change order, although greater than 20% above the original contract amount, meets the requirements of NJAC 5:30- 11.9(a), it not an abuse of this regulatory provision, and is in the best interest of the Ocean City Housing Authority. Should you have any questions or require additional information, please feel free to contact me at 856-203-6061 ext. 201 or mdonovan@donovanarchitects.com.

Sincerely,

Michael R. Donovan, AIA