

*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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*Jacqueline S. Jones, Executive Director*

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April 8, 2025

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, April 15, 2025 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, April 15, 2025  
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 18, 2025
  - b. Regular Meeting on March 18, 2025
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: **(cash report included)**
  - # 2025-20 Approval of Monthly Expenses **(updated)**
  - # 2025-21 Approving the Relocation Plan for Pecks Beach Family
  - # 2025-22 Commit Funds for the Pecks Beach Family Redevelopment
  - # 2025-23 Adopting Affordable Rent Structure for Four (4) Units at Bayview Manor
  - # 2025-24 Authorizing Payments of Draw #19 Pecks Beach
12. Comments from the press and/or public – Limited to 2 minutes for each speaker
13. 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.*
14. Adjournment

**Housing Authority of the City of Ocean City**

**Regular Board of Commissioner Meeting Minutes**

**February 18, 2025 – 4:07 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held February 18, 2025, 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	(Absent)
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Absent)
Chairperson Robert Barr	

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

**Approval of Minutes**

Chairperson Barr requested a motion to approve the Regular Meeting minutes from January 21, 2025. Motion made by Commissioner Mumman and seconded by Commissioner Halliday. The following vote was taken:

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

Chairperson Barr changes the order of the meeting to New Business.

**New Business:**

Chairperson Barr introduced Kevin Kreiser of Heist Insurance who will provide a presentation to the Board. Mr. Kreiser thanked the Board for having him at tonight's meeting as well as being the Risk Manager for the OCHA for the past 10 years and prior to that Heist was handling the insurance for the Housing Authority with Cumberland Insurance Company. The Authority left Cumberland Insurance Company in 2015 because JIF came in with an \$18,000 savings at that time which, was a significant amount and that was about a 40% savings off of the current premium.

This saving has been compounded through years as the values have increased as the assets of the Authority have grown. The premium is currently up to \$162K with the JIF. He believes the premium would be far

higher if the Authority were still with Cumberland Insurance Company. Discussion regarding the significant savings with the Ocean City Development Corporation's project once it was able to be insured through JIF.

Mr. Kreiser stated it is a pleasure to work with Jackie and Ron. They are prompt and nothing ever sits. Things get moving and done, which makes his job a lot easier. He discussed Heist's various responsibilities as the Authority's Risk Management Consultant. Mr. Kreiser reviewed the Authority's various coverages. There was a brief discussion regarding flood insurance.

### **Treasurer's Report**

Linda Cavallo presented the Financial Report for the three months ending January 2025. **Motion to approve the Treasurer's report** made by Commissioner Halliday and seconded by Commissioner Mumman. The following vote was taken:

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

### **Executive Director's Report**

Mrs. Jones provided a brief update on the Peck's Beach Family Development. Everything looks like it is on track for a March meeting approval with NJHMFA. There has been a lot of communication between NJHMFA and the Authority's consultants.

There was no community outreach for the Month of January. A luncheon event is scheduled for tomorrow afternoon. Ron indicated more events are being planned for 2025.

Commissioner Henry asked when closing is expected for the Pecks Beach Family Development. Mrs. Jones expects it will close in 4-5 months with ground-breaking hopefully right after Labor Day. The Authority has been working diligently with its consultant the Brooke Group to get to the HUD closing and it is coming together at the same time. Mrs. Jones stated she is not completely comfortable with the changes that are happening in Washington and the possible changes in administration in DC and at the Newark HUD field office. The Newark HUD field office helps with the RAD closing and gets it to the table. If people are let go or choose to retire, those who have been in their positions for a long time the institution knowledge goes with them. This process is not simple. This could delay a closing. Commissioner Henry asked if there an expiration in regard to the tax credit financing. Mrs. Jones stated there are always limitations but does not feel there is danger of expiration at this point. Commissioner Halliday asked if a flow chart has been put together. This is not available at the moment. Further into the project one will be provided. Mrs. Jones stated if there are any vacancies at Pecks Family, they will not be filled. The property is 100% occupied currently. The space needed to build the 20 units was discussed as well as the overall construction of the development.

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

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

**Committee Reports** – None.

**Old Business** – None.

**New Business** – No further new business.

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

**Resolution #2025-11**  
**Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$149,941.81. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. Mrs. Jones provided a brief explanation of the bill list. The following vote was taken:

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

Mr. Watson stated the Board will be going into Executive Session to discuss pending or anticipated litigation or contract negotiations in which the public body is or may become a party.

**Resolution #2025-12**  
**Executive Session**

Chairperson Barr called for a motion to approve Resolution #2025-12. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. The following vote was taken:

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

Regular Meeting closed for Executive Session at 4:33 p.m.

Regular Meeting re-opened at 4:57 p.m.

The Board is now back in open session having concluded the Executive Session and can proceed with business. Mr. Watson stated the Board exited Executive Session to discuss matters revolving a potential litigation and contract negotiation in the form of settling an event in matters falling within the attorney-client privilege. He presented Resolution # 2025-13.

**Resolution #2025-13**

**Authorizing Immediate Elevator Maintenance Updates and Repairs at Bayview Manor**

Chairperson Barr called for a motion to approve Resolution #2025-13. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. The following vote was taken:

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

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

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:59 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

**Housing Authority of the City of Ocean City**

**Regular Board of Commissioner Meeting Minutes  
March 18, 2025 – 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held March 18, 2025, 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	(Absent)
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	
Chairperson Robert Barr	

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

**Approval of Minutes**

The minutes of the February 18, 2025 meeting was tabled for next month as not enough commissioners are present to pass the minutes. A motion was made to table the minutes by Commissioner Mumman and seconded by Commissioner Henry. The following vote was taken:

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

**Treasurer's Report**

Linda Cavallo presented the Financial Report for the five months ending February 2025. **Motion to approve the Treasurer's report** made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 provided an update on the Pecks Beach Family Project. The Authority is on schedule for the meeting this month with the NJHMFA. They have everything they need that was requested from the Authority. Assuming the project is approved, the Governor has a 10-day veto period which has never been exercised. This is something to just keep in mind. The Authority should have notice of approval in early April. Mrs. Jones will inform the Board via email once she receives notification of approval.

Ron Miller reported there were a couple of events in March. St. Peter's Methodist Church and provided a Valentine's Day lunch for Bayview Manor and Speitel Commons. Horizon Community Health did an event as well. The Authority is continuing to plan events through April and through the summer. Acenda requested games and books for the Community Room for the use of tenants, which the Authority provided.

Commissioner Henry asked about the Government shutdown and if DOGE (Department of Government Efficiency) contacted the Authority in any way. Mrs. Jones responded in regard to the Government shutdown, in the Authority's cash report there is a calculation that the Authority can survive 6 months without government funds. There are a lot of other housing authorities that would be out of business a lot sooner than the OCHA. Mrs. Jones is not concerned. There have been continuing resolutions for the past 6-7 years. This current one may be particularly difficult, but she is not too concerned about it. In regard to DOGE, they are working at the Washington level. There are rumors that the local field offices will be closed down, which the Authority's would be the Newark office. Back in the 70's there were not any field offices. There were just regional offices. This Authority would report to New York or Philadelphia. The Authority is also hearing that quite a few people have retired from the Newark office. The staff that handles the RAD conversions, which is what the Authority will be going through with Pecks Beach are more in Washington and scattered around the country. The Authority just hopes there are enough staff remaining that know how to handle the conversion. Commissioner Henry raised a concern of the Authority acquiring the loan from NJHMFA. Mrs. Jones does not believe it will be a problem. The tax credits the Authority would be getting through the NJHMFA have already been approved at the Federal level with the NJHMFA approving the application. Because of using 4% tax credits the Authority has to have a mortgage with the NJHMFA. This is not going to be a problem, along with the construction loan. Mrs. Jones does not feel these will be an issue. She feels the biggest problem may be getting the information processed through HUD if the staff shortage is that bad.

Commissioner Mumman asked about the elevator issue from last month. Ron stated the Authority is working through it and will have a better update next month.

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

Commissioner Robert Halliday	(Absent)
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 #2025-14**  
**Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$190,836.04. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided a brief explanation of the bill list. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2025-15**  
**Awarding Cleaning Services Contract**

Chairperson Barr called for a motion to approve Resolution #2025-15. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Ron Miller provided explanation of this resolution. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2025-16**  
**Awarding Pest Control Services Contract**

Chairperson Barr called for a motion to approve Resolution #2025-16. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided explanation of this resolution. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2025-17**  
**Awarding Special Legal Services Contract – Landlord/Tenant**

Chairperson Barr called for a motion to approve Resolution #2025-17. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Ron Miller provided explanation of this resolution. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2025-18**  
**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 #2025-18. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Ron Miller provided explanation of this resolution. The following vote was taken:

Commissioner Robert Halliday	(Absent)
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 #2025-19**  
**Authorizing Payment of Draw 18 – Pecks Beach Family Redevelopment**

Chairperson Barr called for a motion to approve Resolution #2025-19. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided explanation of Draw #18 payment. The following vote was taken:

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

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

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:15 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive, flowing style.

Jacqueline S. Jones  
Secretary/Treasurer

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2025



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU March</b>	<b>ACTUAL THRU March</b>	<b>VARIANCE THRU March</b>
<b><u>INCOME</u></b>				
DWELLING RENTAL	\$ 753,570	\$ 376,788	\$ <u>369,528</u>	\$ (7,260)
OTHER TENANT-EXCESS UTILITIES	-	-	<u>(396)</u>	(396)
<b>TOTAL TENANT REVENUE</b>	<b>\$ 753,570</b>	<b>\$ 376,788</b>	<b>\$ 369,133</b>	<b>\$ (7,655)</b>
HUD OPERATING SUBSIDY	\$ 160,000	\$ 79,998	\$ <u>65,759</u>	\$ (14,239)
PBV HAP SUBSIDY	432,640	216,318	<u>198,375</u>	(17,943)
HUD CAPITAL FUNDS-OPERATIONS	150,350	75,174	<u>218,928</u>	143,754
CDBG INCOME	44,200	22,104	<u>7,144</u>	(14,960)
<b>TOTAL HUD FUNDING</b>	<b>\$ 787,190</b>	<b>\$ 393,594</b>	<b>\$ 490,206</b>	<b>\$ 96,612</b>
INVESTMENT INCOME-UNRESTRICTED	\$ 550	\$ 276	\$ <u>214</u>	\$ (62)
NONDWELLING RENTAL INCOME	52,000	25,998	-	(25,998)
OTHER INCOME-LAUNDRY	4,300	2,154	<u>1,219</u>	(936)
OTHER INCOME-FRAUD RECOVERY	800	402	<u>771</u>	369
OTHER INCOME-MISCELLANEOUS	13,160	6,582	<u>43,034</u>	36,452
<b>TOTAL INCOME</b>	<b>\$ 1,611,570</b>	<b>\$ 805,794</b>	<b>\$ 904,576</b>	<b>\$ 98,782</b>
<b><u>EXPENSES</u></b>				
AUDIT FEES	\$ 17,250	\$ 8,622	\$ <u>8,622</u>	\$ -
ADVERTISING	1,900	954	<u>284</u>	(670)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 1,660	\$ 834	\$ <u>200</u>	\$ (634)
CONSULTANTS-RAD CONVERSION	6,320	3,162	-	(3,162)
COPIER	1,220	612	-	(612)
DUES & PUBLICATIONS	730	366	<u>436</u>	70
OFFICE SUPPLIES	840	420	<u>470</u>	50
PHONE & INTERNET	14,980	7,488	<u>9,503</u>	2,015
POSTAGE	4,200	2,100	<u>1,878</u>	(222)
LEGAL	26,600	13,302	<u>7,127</u>	(6,175)
CRIMINAL BACKGROUND CHECKS	1,050	528	<u>295</u>	(233)
LEGAL-RAD	-	-	<u>41</u>	41
TRAVEL	4,000	1,998	-	(1,998)
TRAINING	440	222	<u>238</u>	16
ACCOUNTING	34,500	17,256	<u>17,250</u>	(6)
MANAGEMENT FEES	316,960	158,484	<u>149,489</u>	(8,995)
MISCELLANEOUS-SUNDRY	14,760	7,392	<u>14,509</u>	7,117
BILL PAY ACH/CHECK WRITING FEE	-	-	<u>79</u>	79
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 447,410</b>	<b>\$ 223,740</b>	<b>\$ 210,421</b>	<b>\$ (13,319)</b>

# Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Mar 2025



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU March</b>	<b>ACTUAL THRU March</b>	<b>VARIANCE THRU March</b>
<b>OTHER TENANT SERVICES</b>	\$ 11,700	\$ 5,850	\$ <u>6,252</u>	\$ 402
<b>TENANT SVCS – BEHAVIORAL HEALTH</b>	44,200	22,104	<u>7,144</u>	(14,960)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 55,900	\$ 27,954	\$ 13,396	\$ (14,558)
<b>WATER/SEWER</b>	\$ 130,840	\$ 65,418	\$ <u>75,807</u>	\$ 10,389
<b>ELECTRIC</b>	145,590	72,798	<u>79,972</u>	7,174
<b>GAS</b>	39,040	19,524	<u>34,784</u>	15,260
<b>GARBAGE/TRASH REMOVAL</b>	-	-	<u>117</u>	117
<b>TOTAL UTILITY EXPENSES</b>	\$ 315,470	\$ 157,740	\$ 190,680	\$ 32,940
<b>MAINTENANCE LABOR</b>	\$ 112,390	\$ 56,202	\$ <u>42,560</u>	\$ (13,642)
<b>MAINT. MATERIALS</b>	111,490	55,776	<u>22,760</u>	(33,016)
<b>MAINT. CONTRACT COSTS</b>	179,040	89,532	<u>111,290</u>	21,758
<b>EMPLOYEE BENEFITS</b>	90,360	45,186	<u>38,655</u>	(6,531)
<b>TOTAL MAINTENANCE</b>	\$ 493,280	\$ 246,696	\$ 215,266	\$ (31,430)
<b>INSURANCE</b>	\$ 142,910	\$ 71,466	\$ <u>68,344</u>	\$ (3,122)
<b>FLOOD INSURANCE</b>	24,760	12,378	<u>19,701</u>	7,323
<b>BAD DEBTS</b>	7,690	3,846	<u>3,846</u>	-
<b>COMPENSATED ABSENCES</b>	3,600	1,800	<u>1,800</u>	-
<b>PAYMENT IN LIEU OF TAXES</b>	43,810	21,912	<u>21,912</u>	-
<b>PENSION</b>	6,010	3,006	<u>5,050</u>	2,044
<b>RETIREE BENEFITS</b>	12,650	6,324	<u>4,502</u>	(1,822)
<b>TOTAL OTHER EXPENSES</b>	\$ 241,430	\$ 120,732	\$ 125,155	\$ 4,423
<b>TOTAL EXPENDITURES</b>	\$ 1,553,490	\$ 776,862	\$ 754,919	\$ (21,943)
<b>Replacement Reserve</b>	\$ 45,890	\$ 22,944	\$ <u>22,962</u>	\$ 18
<b>PROFIT</b>	\$ 12,190	\$ 5,988	\$ 126,696	\$ 120,708

Commissioner's Report - Property Detail

Month Ending: Mar 2025



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March	ANNUAL BUDGET	BUDGET THRU March	ACTUAL THRU March	VARIANCE THRU March
<u>INCOME</u>												
DWELLING RENTAL	\$ 267,850	\$ 133,926	\$ <u>111,362</u>	\$ (22,564)	\$ 180,030	\$ 90,018	\$ <u>87,488</u>	\$ (2,531)	\$ 305,690	\$ 152,844	\$ <u>170,679</u>	\$ 17,835
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	<u>(396)</u>	(396)	-	-	-	-
TOTAL TENANT REVENUE	\$ 267,850	\$ 133,926	\$ 111,362	\$ (22,564)	\$ 180,030	\$ 90,018	\$ 87,092	\$ (2,926)	\$ 305,690	\$ 152,844	\$ 170,679	\$ 17,835
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 79,998	\$ <u>65,759</u>	\$ (14,239)
PBV HAP SUBSIDY	214,210	107,106	<u>89,099</u>	(18,007)	218,430	109,212	<u>109,276</u>	64	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	150,350	75,174	<u>218,928</u>	143,754
CDBG INCOME	15,500	7,752	<u>2,000</u>	(5,752)	15,500	7,752	<u>1,286</u>	(6,466)	13,200	6,600	<u>3,858</u>	(2,742)
TOTAL HUD FUNDING	\$ 229,710	\$ 114,858	\$ 91,099	\$ (23,759)	\$ 233,930	\$ 116,964	\$ 110,562	\$ (6,402)	\$ 323,550	\$ 161,772	\$ 288,545	\$ 126,773
INVESTMENT INCOME-UNRESTRICTED	\$ 300	\$ 150	\$ <u>67</u>	\$ (83)	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 126	\$ <u>148</u>	\$ 22
NONDWELLING RENTAL INCOME	52,000	25,998	-	(25,998)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	1,152	<u>394</u>	(758)	-	-	<u>780</u>	780	2,000	1,002	<u>45</u>	(958)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	800	402	<u>771</u>	369
OTHER INCOME-MISCELLANEOUS	3,950	1,974	<u>7,262</u>	5,288	1,610	810	<u>900</u>	90	7,600	3,798	<u>34,872</u>	31,074
TOTAL INCOME	\$ 556,110	\$ 278,058	\$ 210,184	\$ (67,874)	\$ 415,570	\$ 207,792	\$ 199,334	\$ (8,458)	\$ 639,890	\$ 319,944	\$ 495,059	\$ 175,115
<u>EXPENSES</u>												
AUDIT FEES	\$ 7,000	\$ 3,498	\$ <u>3,498</u>	\$ -	\$ 4,200	\$ 2,100	\$ <u>2,100</u>	\$ -	\$ 6,050	\$ 3,024	\$ <u>3,024</u>	\$ -
ADVERTISING	500	252	<u>80</u>	(172)	500	252	<u>51</u>	(201)	900	450	<u>153</u>	(297)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 252	\$ <u>56</u>	\$ (196)	\$ 500	\$ 252	\$ <u>36</u>	\$ (216)	\$ 660	\$ 330	\$ <u>108</u>	\$ (222)
CONSULTANTS-RAD CONVERSION	500	252	-	(252)	3,040	1,518	-	(1,518)	2,780	1,392	-	(1,392)
COPIER	740	372	-	(372)	480	240	-	(240)	-	-	-	-
DUES & PUBLICATIONS	170	84	<u>122</u>	38	200	102	<u>78</u>	(24)	360	180	<u>235</u>	55
OFFICE SUPPLIES	320	162	<u>132</u>	(30)	110	54	<u>84</u>	30	410	204	<u>254</u>	50

Commissioner's Report - Property Detail

Month Ending: Mar 2025



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	BUDGET	March	March	March	BUDGET	March	March	March	BUDGET	March	March	March
PHONE & INTERNET	3,660	1,830	<u>2,583</u>	753	7,420	3,708	<u>4,232</u>	524	3,900	1,950	<u>2,688</u>	738
POSTAGE	1,200	600	<u>542</u>	(58)	1,200	600	<u>334</u>	(266)	1,800	900	<u>1,002</u>	102
LEGAL	8,950	4,476	<u>2,696</u>	(1,780)	7,200	3,600	<u>1,321</u>	(2,279)	10,450	5,226	<u>3,110</u>	(2,116)
CRIMINAL BACKGROUND CHECKS	250	126	<u>220</u>	94	350	174	-	(174)	450	228	<u>75</u>	(153)
LEGAL-RAD	-	-	-	-	-	-	<u>41</u>	41	-	-	-	-
TRAVEL	2,000	1,002	-	(1,002)	1,000	498	-	(498)	1,000	498	-	(498)
TRAINING	140	72	-	(72)	200	102	-	(102)	100	48	<u>238</u>	190
ACCOUNTING	8,600	4,302	<u>4,830</u>	528	9,500	4,752	<u>3,105</u>	(1,647)	16,400	8,202	<u>9,315</u>	1,113
MANAGEMENT FEES	87,520	43,758	<u>35,121</u>	(8,637)	71,370	35,688	<u>22,578</u>	(13,110)	158,070	79,038	<u>91,790</u>	12,752
MISCELLANEOUS-SUNDRY	3,960	1,992	<u>7,946</u>	5,954	3,980	1,986	<u>1,531</u>	(455)	6,820	3,414	<u>5,032</u>	1,618
BILL PAY ACH/CHECK WRITING FEE	-	-	<u>22</u>	22	-	-	<u>14</u>	14	-	-	<u>43</u>	43
TOTAL ADMINISTRATIVE EXPENSES	\$ 126,010	\$ 63,030	\$ 57,847	\$ (5,183)	\$ 111,250	\$ 55,626	\$ 35,507	\$ (20,119)	\$ 210,150	\$ 105,084	\$ 117,067	\$ 11,983
OTHER TENANT SERVICES	\$ 8,350	\$ 4,176	\$ <u>2,863</u>	\$ (1,313)	\$ 3,350	\$ 1,674	\$ <u>912</u>	\$ (762)	\$ -	\$ -	\$ <u>2,477</u>	\$ 2,477
TENANT SVCS – BEHAVIORAL HEALTH	15,500	7,752	<u>2,000</u>	(5,752)	15,500	7,752	<u>1,286</u>	(6,466)	13,200	6,600	<u>3,858</u>	(2,742)
TOTAL OTHER TENANT SERVICES	\$ 23,850	\$ 11,928	\$ 4,863	\$ (7,065)	\$ 18,850	\$ 9,426	\$ 2,198	\$ (7,228)	\$ 13,200	\$ 6,600	\$ 6,335	\$ (265)
WATER/SEWER	\$ 30,420	\$ 15,210	\$ <u>18,861</u>	\$ 3,651	\$ 23,040	\$ 11,520	\$ <u>8,865</u>	\$ (2,655)	\$ 77,380	\$ 38,688	\$ <u>48,081</u>	\$ 9,393
ELECTRIC	106,400	53,202	<u>63,171</u>	9,969	20,710	10,356	<u>9,037</u>	(1,319)	18,480	9,240	<u>7,763</u>	(1,477)
GAS	-	-	-	-	4,590	2,298	<u>2,057</u>	(241)	34,450	17,226	<u>32,727</u>	15,501
GARBAGE/TRASH REMOVAL	-	-	<u>117</u>	117	-	-	-	-	-	-	-	-
TOTAL UTILITY EXPENSES	\$ 136,820	\$ 68,412	\$ 82,150	\$ 13,738	\$ 48,340	\$ 24,174	\$ 19,959	\$ (4,215)	\$ 130,310	\$ 65,154	\$ 88,571	\$ 23,417
MAINTENANCE LABOR	\$ 31,470	\$ 15,738	\$ <u>12,508</u>	\$ (3,230)	\$ 20,230	\$ 10,116	\$ <u>7,552</u>	\$ (2,564)	\$ 60,690	\$ 30,348	\$ <u>22,500</u>	\$ (7,848)
MAINT. MATERIALS	27,620	13,818	<u>7,796</u>	(6,022)	69,360	34,692	<u>3,314</u>	(31,378)	14,510	7,266	<u>11,651</u>	4,385

Commissioner’s Report - Property Detail

Month Ending: Mar 2025



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
		March	March	March		March	March	March		March	March	March
MAINT. CONTRACT COSTS	85,920	42,972	<u>36,107</u>	(6,865)	55,250	27,624	<u>40,524</u>	12,900	37,870	18,936	<u>34,659</u>	15,723
EMPLOYEE BENEFITS	25,470	12,738	<u>11,303</u>	(1,435)	16,370	8,190	<u>7,170</u>	(1,020)	48,520	24,258	<u>20,183</u>	(4,075)
TOTAL MAINTENANCE	\$ 170,480	\$ 85,266	\$ 67,713	\$ (17,553)	\$ 161,210	\$ 80,622	\$ 58,560	\$ (22,062)	\$ 161,590	\$ 80,808	\$ 88,994	\$ 8,186
INSURANCE	\$ 40,010	\$ 20,010	\$ <u>19,136</u>	\$ (874)	\$ 25,730	\$ 12,870	\$ <u>12,302</u>	\$ (568)	\$ 77,170	\$ 38,586	\$ <u>36,906</u>	\$ (1,680)
FLOOD INSURANCE	5,520	2,760	<u>2,586</u>	(174)	5,860	2,928	<u>2,502</u>	(426)	13,380	6,690	<u>14,613</u>	7,923
BAD DEBTS	2,730	1,368	<u>1,368</u>	-	1,840	918	<u>918</u>	-	3,120	1,560	<u>1,560</u>	-
COMPENSATED ABSENCES	1,200	600	<u>600</u>	-	1,200	600	<u>600</u>	-	1,200	600	<u>600</u>	-
PAYMENT IN LIEU OF TAXES	13,100	6,552	<u>6,552</u>	-	13,170	6,588	<u>6,588</u>	-	17,540	8,772	<u>8,772</u>	-
PENSION	1,590	798	<u>1,318</u>	520	1,010	504	<u>858</u>	354	3,410	1,704	<u>2,874</u>	1,170
RETIREE BENEFITS	3,540	1,770	<u>1,261</u>	(509)	2,280	1,140	<u>810</u>	(330)	6,830	3,414	<u>2,431</u>	(983)
TOTAL OTHER EXPENSES	\$ 67,690	\$ 33,858	\$ 32,821	\$ (1,037)	\$ 51,090	\$ 25,548	\$ 24,578	\$ (970)	\$ 122,650	\$ 61,326	\$ 67,756	\$ 6,430
TOTAL EXPENDITURES	\$ 524,850	\$ 262,494	\$ 245,394	\$ (17,100)	\$ 390,740	\$ 195,396	\$ 140,802	\$ (54,594)	\$ 637,900	\$ 318,972	\$ 368,723	\$ 49,751
Replacement Reserve	\$ 27,760	\$ 13,878	\$ <u>13,896</u>	\$ 18	\$ 18,130	\$ 9,066	\$ <u>9,066</u>	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	<u>\$ 3,500</u>	<u>\$ 1,686</u>	<u>\$ (49,105)</u>	<u>\$ (50,791)</u>	<u>\$ 6,700</u>	<u>\$ 3,330</u>	<u>\$ 49,466</u>	<u>\$ 46,136</u>	<u>\$ 1,990</u>	<u>\$ 972</u>	<u>\$ 126,336</u>	<u>\$ 125,364</u>



# Ocean City Housing Authority

## Administrative Report

**DATE:** April 8, 2025

**TO:** Board of Commissioners, Ocean City Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for March 2025)

**PERIOD:** March 12, 2025 to April 8, 2025

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### **Peck's Beach Family Redevelopment Project**

*April 2025 Update – The Pecks Beach Family redevelopment project was approved at the March 20, 2025, NJHMFA board meeting for the mortgage loan commitment. The next step is to apply for the tax credits. The tax credit application must be accompanied by a \$50,000 check by May 5<sup>th</sup>. There is a resolution on the Agenda approving the \$50,000 payment. There are many more requirements to be completed to move this to closing. OCHA staff and consultants are working toward this goal daily.*

**March 2025 Update – The project remains on schedule for the March 2025 NMHMFA board meeting for approval of the tax credit funding.**

**February 2025 Update – The project remains on schedule for the March 2025 NMHMFA board meeting for approval of the tax credit funding.**

**January 2025 Update – The project is now scheduled for the March 2025 NJHMFA board meeting for approval of tax credit funding.**

**December2024 Update – The project is now scheduled for the February 2025 NJHMFA board meeting for approval of tax credit funding.**

**November 2024 The project is scheduled for the December 2024 NJHMFA board meeting to receive tax credit funding approval.**

**October 2024 – The Board awarded the contract for this project to Gary F. Gardner at the September 2024 board meeting. Contract amendments are being prepared for review to meet NJHMFA lending requirements. Final environmental services for the PHASE II are being completed along with a final project appraisal. The project team has submitted building permits and is working through the NJ Energy Star program requirements.**

**September 2024 – An update on this project will be provided at the Board meeting.**

**August 2024 – Bidding is in a negotiation phase. An update on this project will be provided at the Board meeting.**

**July 2024: Bids will be received on July 11, 2024. An update on this project will be provided at the Board meeting;**

# **Peck's Beach Family Redevelopment Project (continued)**

**June 2024:** 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;

**May 2024:** Pecks Beach Village Family – currently advertised for public bid. Bids are due May 29, 2024, at 11:00 AM EST.

**April 2024:** Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.

**March 2024:** Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.

**February 2024:** This project is under review for a change in approach.

**January 2024 update:** The project team continues to communicate with the OSC on this project. A verbal status update will be provided at the meeting.

## **History of Project**

**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 1<sup>st</sup>; 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 2023 update:** The design is being readied for submission to the Planning Office by the end of January.

**March Update:** A courtesy review by the sub-committee of the Planning Board was held on March 2<sup>nd</sup>; The second resident meeting was held on March 7<sup>th</sup>; The consultant, architect and Authority staff were in a

**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;

The site plans for the project are ready for presentation to the Planning Board for the April 5<sup>th</sup> meeting;

**April update:** The presentation to the Planning Board was held on April 5<sup>th</sup>. 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.

# **Peck's Beach Family Redevelopment Project (continued)**

## **History of Project**

**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 2023 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 2023 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 2023 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.

## Bayview Manor

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

**April 2025 – In April, a fall prevention education event presented by Horizon Blue Cross Blue Shield at the Bayview Manor Community room, the event was hosted on March 10<sup>th</sup>. Great outcome they are planning another presentation this summer.**

**March 2025 update: St Peter's United Methodist Church provided a Valentine's Day luncheon for both Bayview Manor and Speitel residents. They had a nice meal of pasta, salad, and light refreshments. The event was well received & the Authority is thankful for the partnership with those in the community willing to help.**

**On December 3rd members from St. Peters Church hosted a holiday event with the tenants at Bayview Manor and Speitel Commons. A lasagna lunch was served buffet style along with salad, dinner rolls, and light refreshments. Tenants enjoyed their time in the community room with Holiday décor and music.**

**Additionally, on December 19, 2024, St James's church hosted a Holiday sing along, hot chocolate, and snacks were provided for the residents. Both events were a success, with a lot of great feedback received from tenants.**

**On Nov 12, 2024, there was an outreach event for Pecks Family with the same guidelines, discussing some lease violations, ex: dogs, housekeeping, parking, smoking. Parking permits were distributed to the tenants who are ready with their information.**

**On November 19<sup>th</sup> community members from St James Church came and distributed Thanksgiving goodie bags to the tenants at Bayview Manor and Speitel Commons. We expect additional events in the future from this church.**

**On October 24, 2024, the property manager and operations manager held a meeting with Bayview Manor and Speitel residents. Light refreshments and snacks were provided. Discussion was had regarding the provisions of our lease, and house rules as a friendly reminder. Maintenance came and demonstrated to the tenants, for Speitel, the proper function of the HVAC remotes because we were getting a few calls about remote errors. Since this meeting we have not gotten any HVAC calls for Speitel regarding those issues. The tenants that came to the meeting filled out the form for the vehicle registration and parking permits were issued.**

### **Board of Commissioners –Rutgers Training Program Status**

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

**OCEAN CITY HOUSING AUTHORITY**  
**Program Statistics Report      10/2024 - 10/2025**

**2025**  
**MAR**

**2025**  
**FEB**

**2025**  
**JAN**

<b><u>Tenant Accounts Receivable</u></b>			
Number of “non-payment of rent” cases referred to the solicitor	3	0	2
<b><u>Unit Inspections</u></b>			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	135	40	119
Total number of units inspected year-to-date - all sites	413	278	238
<b><u>Occupancy</u></b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	84	0	0
Annual Unit Turnaround Time (For Fiscal Year)	155	71	71
Monthly - Number of Vacancies Filled (this month)	2	0	0
Monthly - Average unit turnaround time in days for Lease up	7	0	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	25	0	0
PIC Score	100.00%	100.00%	100.00%
<b><u>Vacancies - At end of Month</u></b>			
Bay View Manor	2	2	2
Speitel Commons	0	1	1
Peck's Beach Family	0	0	0
Total	2	3	3
Occupancy Rate	98.35%	97.52%	97.52%
<b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>			
Total Hours (Summarized Quarterly)	17.47		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	17.47	0.00	0.00
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	6.33	2.62	2.62
<b><u>Rent Roll</u></b>			
Bay View Manor - Elderly/Disabled	\$18,241	\$18,611	\$18,592
Speitel Commons - Elderly/Disabled	\$13,457	\$14,328	\$14,396
Peck's Beach - Family	\$27,910	\$27,734	\$27,307
Total Rent Roll	\$59,608	\$60,673	\$60,295
<b><u>Waiting List Applicants - (all lists closed)</u></b>			
Families - Ocean City Preference	13	13	13
Families - No Ocean City Preference	198	198	197
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	5	5	5
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	167	168	170
0/1 Bedroom	172	173	175
2 Bedroom	56	57	56
3 Bedroom	112	111	112
4 Bedroom	43	43	42
Success Rate	25%	25%	25%
<b><u>Maintenance Department</u></b>			
Average work order turnaround time in days - Tenant Generated	0.10	0.07	0.05
Total Tenant Generated Work Orders	37	24	37
Number of routine work orders written this month	146	232	139
Number of outstanding work orders from previous month	230	141	189
Total number of work orders to be addressed this month	413	398	368
Total number of work orders completed this month	225	168	227
Total number of work orders left outstanding	188	230	141
Number of emergency work orders written this month	0	1	3
Total number of work orders written year-to-date	1120	937	680
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<b><u>Real Estate Assessment Center (REAC) Scores</u></b>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority  
Cash Report  
As of March 31, 2025**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statement at 03/31/2025 \$661,070.90

Add: A/R-Tenants 03/2025	Current	\$13,463.17
	Past	\$1,848.34

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$15,234.09
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$96,846.50

Less: Payments - April 2025 bill list (\$228,992.06)

Accrued Expenses - Total from detail below (\$28,375.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	167,670.00	6	825.00
Bad Debt	7,690.00	6	3,845.00
Comp Absences	3,600.00	6	1,800.00
P.I.L.O.T.	43,810.00	6	21,905.00
Net Accrual	222,770.00		28,375.00

Net Cash Balance	\$531,095.94
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	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 125,820	5.25	Months
Per Day	\$ 4,194	127	Days

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

**RESOLUTION NO. 2025-20  
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 \$228,992.06.

**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.

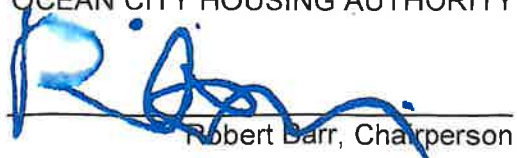
**ADOPTED:** April 15, 2025

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

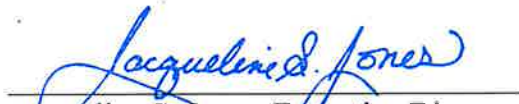
BY:

  
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 April 15, 2025 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 - APRIL 2025

BANK: COCC MGMT			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
1888	ACENDA	Apr 2024 Resident Wellness Svcs	\$ 1,366.73
1923	ACENDA	May 2024 Resident Wellness Svcs	\$ 1,066.72
48	ACENDA	June 2024 Resident Wellness Svcs	\$ 1,700.09
48	ACENDA	July 2024 Resident Wellness Svcs	\$ 1,816.76
61	ACENDA	Aug 2024 Resident Wellness Svcs	\$ 1,106.72
70	ACENDA	Sept 2024 Resident Wellness Svcs	\$ 1,033.39
87	ACENDA	Oct 2024 Resident Wellness Svcs	\$ 1,229.39
87	ACENDA	Nov 2024 Resident Wellness Svcs	\$ 1,551.41
96	ACENDA	Dec 2024 Resident Wellness Svcs	\$ 1,462.07
105	ACENDA	Jan 2025 Resident Wellness Svcs	\$ 1,034.05
	ACENDA	Feb 2025 Resident Wellness Svcs	\$ 1,866.76
2199	FLORENCE DRISCOLL	Apr 2025 tenant svcs	\$ 200.00
2200	JOHN SPITZ	Mar 2025 co-pay reimb; Apr 2025 Medicare reimb	\$ 255.00
2201	ROBERT L ROWELL	Apr 2025 maint contract grounds services	\$ 200.00
442025	ADP	04/04/2025 payroll & taxes	\$ 3,825.55
958737	VERIZON	Office phone svc - 03/16/25-04/15/25	\$ 63.99
3172025	ADP	03/21/2025 payroll & taxes	\$ 4,001.18
9221675	NJ DIV OF PENSIONS & BENEFITS	Annual pension appropriations 2025	\$ 10,100.00
9440640	NJ DIV OF PENSIONS & BENEFITS	Pension deductions - Mar 2025	\$ 862.67
9808622	ATLANTIC CITY ELECTRIC	Electric svc - BVM 02/26/25-03/27/25	\$ 9,688.42
9812606	ATLANTIC CITY ELECTRIC	Electric svc - SP 02/27/25-03/27/25	\$ 1,379.48
20250321	ADP	03/21/2025 invoice	\$ 88.88
20250404	ADP	04/04/2025 invoice	\$ 88.88
24716482	SOUTH JERSEY GAS	Gas svc - PBF 02/27/25-03/28/25	\$ 7,183.98
24952753	NJ AMERICAN WATER	Water/sewer service - BVM fire svc 02/21/25-03/20/25	\$ 277.40
24957357	NJ AMERICAN WATER	Water/sewer service - PBF 02/20/25-03/19/25	\$ 8,023.65
24962721	NJ AMERICAN WATER	Water/sewer service - BVM 02/21/25-03/20/25	\$ 2,769.01
24973151	NJ AMERICAN WATER	Water/sewer service - Speitel fire svc 02/21/25-03/20/25	\$ 135.64
24980537	NJ AMERICAN WATER	Water/sewer service - Speitel 02/21/25-03/20/25	\$ 1,363.55
53057373	COMCAST	Speitel internet - 03/27/25-04/26/25	\$ 206.54
	ACE HARDWARE HOME SVCS OF NJ	PTAC unit repair - Speitel	\$ 939.56
	AMBIENT COMFORT	HVAC full system eval - Speitel	\$ 110.00
	ATLANTIC CITY ELECTRIC	Electric svc - 4TH ST OFC 02/28/25-03/28/25	\$ 292.00
	ATLANTIC CITY ELECTRIC	Electric svc - PBF site lights - 02/28/25-03/28/25	\$ 1,105.41
	LINDA AVENA	Accounting svcs - Apr 2025	\$ 2,875.00
	BROWN & CONNERY	General legal svcs - Feb 2025	\$ 953.83
	CALL EXPERTS	Answering svc - Apr 2025	\$ 78.46
	CLEAN SWEEP	Cleaning - BVM/Speitel Mar 2025	\$ 3,325.00
	COLUMN SOFTWARE PBC	2023 Audit summary synopsis & landlord/tenant legal svcs RFP ads	\$ 216.52
	COPIER PLUS	Svc contract 4/1/25-3/31/26	\$ 219.00
	SOUTH JERSEY CULLIGAN WATER	Water cooler rental - April 2025	\$ 10.95
	ELDER PEST CONTROL	Pest svc - Mar 2025	\$ 765.00
	FEDERAL EXPRESS	Deliveries - Mar 2025	\$ 21.97
	FERGUSON ENTERPRISES LLC	HVAC filters - Speitel	\$ 203.07
	GANNETT NY/NJ LOCALIQ	2023 Audit summary synopsis & landlord/tenant legal svcs RFP ads	\$ 184.35
	GENRON	Fire extinguisher svc/cert - all sites; Annual fire insp - BVM	\$ 1,010.80
	W.W. GRAINGER	Maint Supplies	\$ 20.43
	HILLMAN CONSULTING LLC	Asbestos abatement - BVM	\$ 1,450.00
	HD SUPPLY	Maint Supplies	\$ 2,488.91
	INTEGRATED SYSTEMS ASSOCIATES	Custom report implementation	\$ 200.00
	MAX COMMUNICATIONS	Office phone system - Mar 2025	\$ 194.02
	NATIONAL TENANT NETWORK	Applicant criminal background checks	\$ 81.00
	ROBINSON & ROBINSON	Eviction filings - PBF & BVM	\$ 1,185.00
	RONALD MILLER	Reimb for DCA property registration renewal - PBF	\$ 102.80
	SCHINDLER ELEVATOR CORP	Svc call - Speitel	\$ 1,593.39
	STERICYCLE	Shredding svc - Feb 2025	\$ 157.80
	SOUTH JERSEY ELEVATOR LLC	Svc call - BVM	\$ 3,477.50
	SOUTH JERSEY GAS	Speitel - 02/21-03/27/2025	\$ 591.56
	TOWER RECYCLING SYSTEMS INC	Trash chute repair - Speitel	\$ 550.00
	VERIZON CONNECT	Vehicle tracking subscription - Mar 2025	\$ 55.35
	VERIZON	Elevator phone lines - BVM/Speitel	\$ 556.76
	VERIZON WIRELESS	Maint cell phone svc - 03/02-04/01/2025	\$ 164.32
	VINELAND HOUSING AUTHORITY	Feb 2025 expense reimb; Mar 2025 office/maint coverage & postage; Apr 2025 mgmt & software license fee	\$ 36,976.87
	WALLACE HARDWARE INC	Maint Supplies	\$ 56.47
	W.B. MASON	Office supplies	\$ 92.55
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	Reserve account deposit BVM/Speitel - Apr 2025	\$ 3,824.00
ACH - Transfer	PNC BANK FEES	Fees -Mar 2025	\$ 68.00
	TOTAL APRIL DISBURSEMENTS COCC (cocctur)		\$ 132,145.56
	TOTAL APRIL DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL APRIL DISBURSEMENTS CONSTR ACCT (sturcons)		\$ -
	TOTAL APRIL DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 96,846.50
	TOTAL BILL LIST - APRIL 2025		\$ 228,992.06

BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	REFORMA ENVIRONMENTAL	LSRP Svcs - PB Pre Dev Draw #18	1,000.00
	SCIULLO ENGINEERING	Engineering svcs - Invoice 02438 - PB Pre Dev Draw #18	1,325.00
	THE BROOKE GROUP	Consulting - Invoice OCPB12-2024; OCPB01-2025; OCPBMisc-2025 - PB Pre Dev Draw #18	18,231.25
	DONOVAN ARCHITECTS	A/E svcs - Invoice 21-022-04 - PB Pre Dev Draw #18	7,982.75
	NJHMFA	Mortgage Loan Commitment Fee - PB Pre Dev Draw #19	50,000.00
	NJHMFA	Tax Credit Application Fee - PB Pre Dev Draw #19	5,000.00
2304	TREASURER, STATE OF NJ	Pecks Beach Village Annual Site Remediation Fee - PB Pre Dev Draw #19	950.00
	SCIULLO ENGINEERING	Engineering svcs - Invoice 02495 - PB Pre Dev Draw #19	2,985.00
	THE BROOKE GROUP	Consulting - Invoice OCHA-PB02-2025 - PB Pre Dev Draw #19	9,372.50
	TOTAL APRIL DISBURSEMENTS (sturgen)		\$ 96,846.50

OCEAN CITY HOUSING AUTHORITY			
BILL LIST - APRIL 2025			
BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL APRIL DISBURSEMENTS (sturcons)		\$ -
BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL APRIL DISBURSEMENTS (sturbvm)		\$ -
Wires processed for PBF Pre Dev Draw #18 - 04/04/2025			

Wires processed for PBF Pre Dev Draw #18 - 04/04/2025

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

RESOLUTION NO. 2025-21  
A Resolution Approving the Relocation Plan for Pecks Beach Family

WHEREAS, the Ocean City Housing Authority (the “Authority”) owns public housing known as Pecks Beach; and

WHEREAS, the Authority intends to redevelop Pecks Beach; and

WHEREAS, the Authority has prepared a Relocation Plan for the residents of the Pecks Beach; and

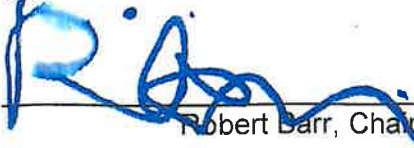
WHEREAS, the Relocation Plan is consistent with all applicable federal and state laws governing relocation including the requirements under Section 18 of the United State Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998 and the New Jersey Relocation Assistance Law and Act and Related Statutes and Regulations; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Ocean City Housing Authority approves the Relocation Plan for Pecks Beach.

ADOPTED: April 15, 2025


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 April 15, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

4/9/25 TBG

# **OCEAN CITY HOUSING AUTHORITY**

## **RELOCATION PLAN**

### **PECKS BEACH FAMILY RAD CONVERSION**

**Date: April 25, 2025**

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## **I. Project Summary**

The Ocean City Housing Authority (OCHA) is a one Asset Management Project (AMP) Housing Authority. It had a total of 121 units, 81 Senior and 40 family. The 81 units were converted to RAD units in the first phase of the OCHA conversion process. The 81 units consisted of 61 units in Bayview Manor and 20 units at Pecks Beach Senior. The remaining 40 public housing units are at the Pecks Beach property and are known as Pecks Beach Family. The Pecks Beach site contained the 20 senior units and the 40 family units. The 20 senior units were demolished as part of the Bayview Manor/Speitel Commons RAD conversion. Over half of the Pecks Beach site is currently vacant and construction will take place in a phased manner so that there is not a need for temporary moves off site. The OCHA applied to the Department of Housing and Urban Development (HUD) for approval to convert the AMP under HUD's Rental Assistance Demonstration Program (RAD) and received from HUD a Commitment for Housing Assistance Payments (CHAP). After review, the OCHA requested, and HUD approved for the CHAP to be split. Bayview and Pecks Beach Senior (81 units total) were converted in the first phase. Pecks Family is its own CHAP and will be converted in a second phase, (the Project) and is the subject of this Relocation Plan (Plan).

Pecks Beach Family is a walkup apartment project with 4 buildings built in the early 1960's.

The OCHA plans to demolish the buildings at Pecks Beach Family and rebuild them, as the units are currently at a 5-foot flood elevation and were flooded in the last major storm known as "Super Storm Sandy." It suffered considerable damage during Super Storm Sandy. It cannot be sustained and is not eligible under NJ rehabilitation regulations to be rehabbed as it does not meet current flood elevation requirements.

The Project will replace the 40 units with newly constructed units, one-for-one. In addition to the 40 replacement units, the OCHA will build an additional 20 affordable units. Four units will be fully accessible with all units being adaptable. In addition, 5 units in the project will be set aside as Special Needs units for individuals with mental illness.

The newly built project will consist of 15 residential buildings and one community building with an office. Each residential building will contain 4 units. The units are elevated above the flood plain. Garages will be below the living area for each unit. The accessible units will have elevators. All units are adaptable, and elevators can be added if needed later. All units will have their own heat and air conditioning. The construction will meet all current energy star requirements.

The new construction of Pecks Beach Family will take place on excess land that is part of the existing project and covered by the Declaration of Trust (DOT), that will be released in this conversion. All residential units will be above the required flood elevation providing safety and security for the residents.

This project is funded through 4% low-income housing tax credits (LIHTC) (\$11,045,974), with a tax-exempt bond as a first mortgage from the New Jersey Housing and Mortgage Finance Agency (NJHMFA) (\$4,900,000). The NJHMFA is also providing funds from the Affordable Housing Production Funds in the amount of 9 million, which will be a soft second mortgage. The City of Ocean City (City) is providing funds of approximately \$7.2million. All funds provided will be secured in the form of a mortgage.

The OCHA and the City of Ocean City collaborated closely with the residents to develop a Plan to minimize any adverse impacts of relocation. The City is contributing over \$7.2 million dollars to this project. One important aspect of its support was to eliminate the need for any temporary moves. This is why the new units will first start to be built on the north side of the site which is currently vacant. The Buildings, each consisting of 4 units, will be completed in order moving north to south. Residents will be able to start moving into new units prior to all units being complete. The OCHA will provide all the moving services needed, including but not limited to the transportation of the household's personal property, and supportive services for transferring all utilities, phone, cable, etc.

In addition to the physical moves the OCHA is providing Counseling and Advisory Services:

The OCHA will hire or procure the services of a relocation case worker. The assigned period of work will be approximately 18 months. The role of the assigned case worker will be to provide day-to-day assistance to the residents and perform the required relocation duties for the Authority. The funds will also support the cost of general office administration (i.e., supplies, phones, postage, etc.), accounting services, outreach and providing an array of group and individual counseling services.

The existing households will move from their current unit to a newly constructed unit in the same project site. The moves contemplated herein will be in the same complex and therefore are not considered relocation under RAD and the tenants are not being displaced under Uniform Relocation Assistance (URA) (see Section VI (a.) for potential Alternate Housing Options and Voluntary Permanent Relocation Assistance.) The Authority will pay all costs associated with these moves. The tenants will not incur any out-of-pocket costs. Supportive services will be provided to assist the tenants throughout the process.

In preparation of this program, the Authority has already started meeting with the affected residents to evaluate the needs that may exist. In conjunction with the residents, programs will be developed that will ensure the success of the relocation.

Upon HUD's approval, the OCHA intends to implement a focused program for the residents as follows:

#### **Program Structure and Procedures**

- Timeframe is approximately 18 months, which will include pre and post relocation counseling.
- A series of meetings with all households to provide information on relocation process and assess needs.
- Personal Counseling and Needs Assessment
  - ✓ Identify the needs of the residents and then provide appropriate workshops and counseling that will assist not just the relocation, but help said residents in other ways such as job readiness, etc.
  - ✓ Exchange of information - the relocation advisory and assistance program will conduct thorough one-on-one interviews on the needs and characteristics of families and individuals that are displaced.



- ✓ Regular contact will keep the households abreast of changing conditions and problems that may affect relocation
  - ✓ Residents will receive information on public transportation.
  - ✓ The Authority will provide transportation to residents.
  - ✓ Assistance will be provided in understanding and completing leases, forms, and other housing documentation.
  - ✓ No household will be rescreened by the OCHA prior to moving into their new unit. However, residents that are evicted or otherwise abandon their units prior to relocation will lose their relocation benefits.
- The program will incorporate a life-skills component to the program in order to minimize hardship to such persons in adjusting to relocation. Workshops will include such things as the following:
- ✓ Financial workshops – money management that includes budgeting and all aspects of banking and understanding credit.
  - ✓ Basic housekeeping and fix-it classes.
  - ✓ Programs to enhance quality of life by bringing community activities to the residents.

The residents will have the right to appeal if it disagrees with an OCHA decision. This is further described in Section X below.

The Housing Authority has brought in professionals that have extensive previous experience with displacement and counseling services at other New Jersey Housing Authorities. This experience will be used to assist the counseling and advisory services at the Ocean City Housing Authority.

## **II. Project Occupancy**

Pecks Beach Family is a family development. Currently all 40 units at the site are occupied. None of the units currently are accessible. The new units will be accessible or adaptable. No residents are known to need accessible units. The relocation case worker will review this with each household at the individual intake. There are a total of 109 residents living at the site.

All residents will be moved to a newly constructed unit on-site or can voluntarily choose to relocate off-site permanently. All utilities, when applicable, will be transferred to the unit to be occupied with the assistance of the OCHA and all costs will be covered by the OCHA through the Project budget. The OCHA has and will continue to take appropriate steps to ensure effective communication with residents including individuals with disabilities during the relocations, such as through the provision of sign language and other interpreters and large print, braille, accessible electronic, and alternate format written communications. Meetings will be held via Zoom or other electronic communication and at the community room, which is accessible. Individual meetings with residents will be held on-site in a fully accessible office. The OCHA will ensure meaningful access for Limited English Proficiency (LEP) persons through written material and oral communications provided in languages other than English.

The OCHA will assign a relocation case worker that will meet individually with each head of household to review said household needs including any accessibility accommodations and modifications that may be



needed. There will also be a continuation of community-wide meetings to review resident concerns in general.

This Plan reviews the eligibility of relocation assistance and payments that are provided to affected residents under Notice PIH 2016-17 (HA) as may be amended.

### **III. Resident Return and Re-Occupancy Policy**

The plan is that all residents, unless they choose otherwise, will remain in their current units or on-site until their new unit is available for them. There are no rescreening or re-occupancy prohibitions. All residents that remain in good standing and continue to occupy a unit at Pecks Beach will be moved into a newly constructed replacement unit on the site. All residents have the Right to Stay at the Pecks Beach site.

### **IV. Transfer of Assistance**

The RAD conversion does not contain a Transfer of Assistance; therefore, this section is not applicable.

### **V. Temporary Relocation Assistance, Potential consolidation moves**

The plan is for there to be no temporary moves. There is the possibility for consolidation moves. The south end of the Pecks Beach site contains the 40 apartments in four buildings. Two of the buildings partially encroach on the site plan for the new units. Based on household sizes, and the need to accommodate households with disabilities, some on-site consolidation of households may need to occur. This would involve consolidation into the two buildings that are not overlapping the new site plan. The plan is to avoid and or limit this need. All reasonable accommodations will be made for residents with disabilities. There will be no resident rescreening. The RIN and GIN notices have been issued. The OCHA will issue the RAD Notice of Relocation after the RCC is issued. We are holding regular resident meetings.

For the residents that have to make a temporary consolidation move to accommodate the construction of new units, this Plan offers the assistance to be provided and the housing resources.

### **VI. Permanent Relocation Assistance**

Each Household will be offered a RAD Section 8 Project Based Voucher (PBV) unit located in the newly constructed Pecks Beach Development. The Pecks Beach Development is a RAD conversion. The location is on the same site as the current Pecks Beach project. The overall site at one time contained Pecks Beach Senior and Pecks beach Family apartments. The Pecks Beach Senior units were part of the Bayview/Speitel RAD conversion. The Bayview/Speitel RAD Conversion constructed a new Senior building (Speitel Commons) on the Bayview site which was all part of the OCHA's one AMP authority. The North side of the Pecks Beach site is currently vacant, demolition is complete, and construction of the new units will start on the north side and progress south. The current Pecks Beach family residents will be able to move into new units directly from their current units once construction of their new unit is complete. This removes the need to temporarily relocate off site. The residents will be right-sized (i.e., if they are in a 2-bedroom unit and need a 3 bedroom, a 3 bedroom will be offered and so on). If a household requires an accessible unit, hearing, or visually impaired unit, one will be offered to them. The residents will incur no costs in the move. The OCHA will procure a moving company to complete the physical move. Each household will receive a dislocation allowance of \$100. All costs associated with the transfer of utilities, phone and cable

TV will be covered by the OCHA. The OCHA will have a designated case worker to assist the residents with all relocation needs.

**a. Alternate Housing Options and Voluntary Permanent Relocation Assistance**

This option is not required for this project since every resident will be offered a new unit at the site. However, during the numerous resident meetings, several residents have expressed an interest in moving out of the newly constructed Pecks Beach. In addition to this, some of these residents are over income. The OCHA will give every resident the right to stay at Pecks Beach, but if some residents prefer to leave and are over income, the OCHA may consider offering these residents a Section 8 tenant-based voucher to use to find private housing. This is conditional on the Section 8 contract administrator having voucher funding available to provide to these residents. The contract administrator is the Vineland Housing Authority. These residents will be voluntarily giving up their right to return to the Pecks Beach site. They will be given the right to stay in the units they have relocated to. In such cases the resident will receive all relocation benefits required under the URA.

**VII. Moving Process for all Moves**

All residents will move at least one time into a newly construction unit. Some residents may be consolidated to existing units to assist in the construction schedule and to accommodate household size, and accessibility accommodations. There may also be occurrences of Alternate Housing Options and Voluntary Permanent Relocation. All moves will be treated in the same manner. The OCHA will maintain continual communication with the residents and follow a process that is consistent with all regulations.

- The OCHA will notify the resident in writing, within a reasonable amount of time prior to the resident's expected move into the permanent or temporary unit. The Notice will include:
  - The address of the unit being assigned to the resident, information regarding the size and amenities of the unit;
  - The date of the resident's relocation, or an approximation of the date which will be supplemented with an additional notice providing the precise date;
  - That the OCHA will reimburse the resident for all reasonable out of pocket expenses incurred in connection with the relocation;

Note: the following is provided for all moves:

- **Packing and Moving Assistance:** The OCHA will undertake the services of moving all the residents' items to the unit location either through its own staff, force labor account, or through a procured moving company. It will provide packing assistance as needed. The residents will not be required to move themselves. A review of the process will be done in advance with the relocation case worker. If a resident needs assistance packing their personal belongings, assistance will be provided. All costs will be paid by the OCHA through the Project Budget. If there are unexpected out of pocket expenses, the OCHA will review them and if appropriate, those expenses will be reimbursed.
- **Storage:** There is no anticipation that storage will be needed. The moves are on-site moves to comparable units. All the resident belongings will be moved to the unit. Proper security measures, if applicable, will be taken for valuables. In the event that a resident has to be temporarily

relocated offsite because of accessibility issues or family size, the OCHA will pay for the storage of their belongings

- **Damage or Loss:** The moving company will be required to have insurance to replace damaged or missing items. The resident and relocation case worker will review belongings before and after the move and document any issues.
- **Out of Pocket expenses:** Out of pocket expenses will be covered with proper documentation. These items will include but not be limited to application fees, additional security deposits, credit reports, etc. (Note; none of the aforementioned charges are required for these moves). The OCHA will provide a dislocation allowance for each household of \$100. The allowance will be provided once, at the time of completion of the move to the temporary or permanent location.
- **Leasing Arrangements:** The residents that move on-site will enter into a lease with the single purpose entity that is the project owner. The OCHA will manage this property and this process. The terms and conditions of the lease will meet with RAD requirements and will be approved as part of the RAD conversion process.
- **Utility Cost:** For any required utility transfer or new service, the relocation caseworker will assist in the transfer and any costs associated with the transfer will be covered by the OCHA. In addition to potential gas and electric service utilities, utilities will also include such things as cable and hard-wired telephone.
- **Reasonable Accommodations:** This Plan ensures that residents with disabilities will receive reasonable accommodations. The units are being constructed as fully accessible for each bedroom size and all units will be adaptable. If applicable, transportation will be provided. The OCHA will also ensure that if a resident has a live-in aid the unit will be able to accommodate such aid.

#### **VIII. Relocation Budget**

Note: As all residents are moving to a new unit on site that is subsidized with PBV's, there will not be costs for increases in monthly housing costs for temporary relocation of replacement housing payments costs. Any increases in costs will be covered from the OCHA development fee budget line item.

Category	Item	Calculation	Amount
<b>Physical Move</b>			
	Actual move (all moves are from either a one-bedroom or efficiency. This estimate covers the potential for reasonable expenses for a person with disabilities see (HUD Handbook 1378, Paragraph 3-2)	40@\$2,750	\$110,000
	Dislocation allowance	40@\$100	\$4,000
	Utility reconnect	Phone, cable, electric, gas 40@\$250	\$10,000

	Security deposit	No cost as all tenants will have current security deposit transferred to new unit	\$0.00
Program Compliance and legal			
	Oversight/consultation	40 @ 350	\$14,000
	Legal consultation		\$3,000
Counseling an Advisory Services			
	Case Manager	18 months @ \$2,600	\$46,800
	Office supplies, phones, Sundry, etc.		\$2,900
	Workshops, Counseling Services		\$5,000
<b>TOTAL</b>			<b>\$195,700</b>

Funds to cover these relocation costs have been made available from the NJHMFA Loan and funds from the City of Ocean City.

#### **IX. Written and Oral Communications with Individuals with Disabilities and LEP Persons and Use of Accessible Meeting Locations**

The OCHA has and will continue to take appropriate steps to ensure effective communication with residents and other individuals with disabilities during the relocations. These steps include communication through the provision of sign language, other interpreters, large print, braille, accessible electronic and alternate format written communications. Meetings will be held via Zoom or other electronic system and at the community room at the site, which is accessible. Individual meetings with residents will be held on-site in a fully accessible office. The OCHA will ensure meaningful access for LEP persons through written material and oral communications provided in languages other than English.

#### **X. Appeal Process**

If a resident disagrees with the OCHA's decision on the resident's eligibility to receive relocation assistance, the amount of relocation payment, or the adequacy of a comparable replacement unit offered to the resident, the resident may file a written appeal to the OCHA. The resident will have 60 days to file an appeal with the OCHA after receiving written notification of a claim or ineligibility determination.

For the appeal process, the OCHA will follow the established OCHA Grievance Procedure listed below:

#### **Grievance Procedure of the Ocean City Housing Authority**

- I. Definitions applicable to the grievance procedure: [966.53]

- A. Grievance: Any dispute, which a Tenant may have with respect to OCHA action or failure to act in accordance with the individual Tenant's lease or OCHA regulations, which adversely affects the individual Tenant's rights, duties, welfare, or status.
- B. Complainant: Any Tenant (as defined below) whose grievance is presented to the OCHA (at the administrative office) in accordance with the requirements presented in this procedure.
- C. Elements of due process: An eviction action or a termination of tenancy in a State or Local court in which the following procedural safeguards are required:
  - (1) Adequate notice to the Tenant of the grounds for terminating the tenancy and for eviction.
  - (2) Right of the Tenant to be represented by counsel;
  - (3) Opportunity for the Tenant to refute the evidence presented by the OCHA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the Tenant may have;
  - (4) A decision on the merits.
- D. Hearing Officer: A person selected in accordance with 24CFR § 966.55 and this procedure is to hear grievances and render a decision with respect thereto.
- E. Hearing Panel: A three-member panel selected in accordance with 24CFR § 966.550 and this procedure to hear grievances and render a decision with respect thereto.
- F. Tenant: The adult person (or persons) (other than a Live-in aide): (1) Who resides in the unit, and who executed the lease with the OCHA as lessee of the dwelling unit, or, if not such person now resides in the unit, (2) Who resides in the unit, and who is the remaining head of the household of the Tenant family residing in the dwelling unit.
- G. Resident Organization: An organization of residents, which also includes a resident management corporation.

## II. Applicability of this grievance procedure [966.51]

In accordance with the applicable Federal regulations (24CFR § 966.55), this grievance procedure shall be applicable to all individuals' grievances (as defined in Section 1 above) between the Tenant and the OCHA with the following two exceptions:

- A. Because HUD has issued a due process determination that the law of the State of New Jersey requires that the Tenant be given the opportunity for a hearing in court, which provides the basic elements of due process (as defined above) before eviction from the dwelling unit, the grievance procedure shall not be applicable to any termination of tenancy or eviction that involves:
  - (1) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the OCHA, or
  - (2) Any drug-related criminal activity on or near such premises, [966.51(2)(i) and (ii)]
- B. The OCHA grievance procedure shall not be applicable to disputes between Tenants not involving the OCHA or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiation policy changes between a group or groups of tenants and the OCHA's Board of Commissioners. [966.51 (b)]

This grievance procedure is incorporated by reference in all Tenant dwelling lease and will be furnished to each Tenant and all resident organizations. [966.52 (b) and (d)]

Any changes proposed in this grievance procedure must provide for at least 30 days' notice to Tenants and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. Comments submitted shall be considered by the OCHA before any revisions are made to the grievance procedure. [966.52 (c)]

### III. Informal settlement of grievance [966.54]

Any grievance must be personally presented, either orally or in writing, to the OCHA's administrative office of the development in which the complainant resides within ten days after the grievable event. Grievances received by the OCHA's administrative office will be referred to the person responsible for the management of the development in which the complainant resides.

As soon as the grievance is received, it will be reviewed by the management office of the development to be certain that neither of the exclusions in paragraphs II.A or II.B above applies to the grievance. Should one of the exclusions apply, the complainant will be notified in writing that the matter raised is not subject to the OCHA's grievance procedure, with the reason therefor.

If neither of the exclusions cited above apply, the complainant will be contacted to arrange a mutually convenient time within ten working days to meet so the grievance may be discussed informally and settled without a hearing. At the information hearing the complainant will present the grievance and the person in charge of the management office will attempt the grievance to the satisfaction of both parties.

Within five working days following the informal discussion, the OCHA shall prepare and either give or mail the Tenant a summary of the discussion that must specify the names of the participants, the dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a formal hearing under this procedure may be obtained if the complainant is not satisfied. A copy of this summary shall also be placed in Tenant's file.

### IV. Formal Grievance Hearing

If the complainant is dissatisfied with the settlement arrived at in the informal hearing, the complainant must submit a written request for a hearing to the management office of the development where the Tenant resides no later than five working days after the summary of the informal hearing is received. A receipt signed by the complainant or a return for delivery of certified mail, whether or not signed, will be sufficient proof of time of delivery for the summary of the informal discussion. [966.55 (a)]

The written request shall specify:

- The reasons for the grievance;

- The action of relief sought from the OCHA; and

- Several dates and times in the following ten working days when the complainant can attend a grievance hearing.

If the complainant requests a hearing in a timely manner, the OCHA shall schedule a hearing on the grievance at the earliest time possible for the complainant, OCHA and the hearing officer or hearing panel, but in no case later than ten working days after the OCHA received the complainant's request.

If the complainant fails to request a hearing within five working after receiving the summary of the informal hearing, the OCHA's decision rendered at the informal hearing becomes final and the OCHA is not obligated to offer the complainant a formal hearing unless the complainant can show good cause why he failed to proceed in accordance with this procedure. [966.552 (c) and (d)]

Failure to request a grievance hearing does not affect the complainant's right to contest the OCHA's decision in a court hearing. [966.55 (c)]

V. Selecting the Hearing Officer or Hearing Panel [966.55 (b)(2)(ii)]

A grievance hearing shall be conducted by an impartial person or persons appointed by the OCHA after consultation with resident organizations, as described below:

- A. The OCHA shall nominate a slate of impartial persons to sit as hearing officers or hearing panel members. Such persons may include OCHA Board members, OCHA staff members, residents, professional arbitrators, or others. The initial slate of nominees should be at least nine persons.

The OCHA will check with each nominee to determine whether there is an interest in serving as a potential hearing officer or panel member, whether the nominee feels fully capable of impartiality, whether the nominee can serve without compensation, and what limitations on the nominee's time would affect such service.

Nominees will be informed that they will be expected to disqualify themselves from hearing grievances that involve personal friends, other residents of development in which they work or reside, or grievances in which they have some personal interest.

Nominees who are not interested in serving as hearing officers or whose time is too limited to make service practical will be withdrawn.

- B. A slate of potential hearing officers or hearing panel members nominated by the OCHA shall be submitted to the OCHA's resident organizations. Written comments from the organizations shall be considered by the OCHA before the nominees are appointed as hearing officers or panel members.
- C. When the comments from resident organizations have been received and considered, the nominees will be informed that they are the OCHA's official grievance hearing committee. The OCHA will subsequently contact committee members in random order to request their participation as hearing panel members or hearing officers.

VI. Escrow deposit required for hearing involving rent [966.55 (e)]

Before a hearing is scheduled in any grievance involving the amount of rent which the OCHA claims is due under this lease, the complainant shall pay the OCHA an amount equal to the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall, thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by the decision of the hearing officer or hearing panel. This requirement will not be waived by the OCHA.

VII. Scheduling hearings [966.55 (f)]

When a complainant submits a timely request for a grievance hearing, the OCHA will immediately contact three members of the hearing committee to schedule the hearing within the following ten working days on one of the dates and times indicated by the complainant. If three committee members can agree on a date and item for the hearing, the complainant will be notified.

If two of the panel members can meet on a date convenient for the complainant, the OCHA will approach another member of the hearing committee to find a third member to complete the panel.

If only one member of the hearing committee can meet on a date named by the complainant, that single committee member shall serve as the hearing officer.

Once the hearing panel or hearing officer have agreed upon the hearing date and time, the complainant, the manager of the development in which the complainant resides, and hearing panel members or officer shall be notified in writing. Notice to the complainant shall be in writing, either personally delivered to the complainant or sent by mail, return receipt requested.

The written notice will specify the time, place and procedures governing the hearing.

VIII. Procedures governing the hearing [966.56]

The hearing shall be held before a hearing panel or hearing officer as described above in section VII. The complainant shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the hearing and OCHA documents, including records and regulations that are directly relevant to the hearing.
- B. The Tenant shall be allowed to copy and such document at the Tenant's expense. If the OCHA does not make the documents available for examination upon request by the complainant, the OCHA may not rely on such documents at the grievance hearing.
- C. The right to be represented by counsel or other person chosen as the Tenant's representative and to have such person make statements on the Tenant's behalf. The right to have a private hearing unless the complainant requests a public hearing. The right to present evidence and arguments in support of the Tenant's complaint to controvert evidence relied on by the OCHA or project management, and to confront and cross-examine all witnesses upon whose testimony or information the OCHA or project management relies; and
- D. A decision based solely and exclusively upon the fact presented at the hearing. [966.56 (b)]

The hearing panel or officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding. [966.56(c)]



At the hearing, the complainant must first make showing of an entitlement to the relief sought and, thereafter, the OCHA must sustain the burden of justifying the OCHA action or failure to act against which the complaint is directed. [966.56(e)]

The hearing panel shall be conducted informally by the hearing panel or officer. Oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. [966.56(f)]

The hearing panel or officer shall require the OCHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing panel or officer to obtain order may result in exclusion from proceedings or in decision adverse to the interest of disorderly party and granting or denial of the relief sought, as appropriate. [966.56(f)]

The complainant or the OCHA may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript. [966.56(g)]

The OCHA must provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the Tenant is visually impaired, any notice to the Tenant which is required under this procedure must be in an accessible format. [966.56(h)]

If a hearing panel member or officer fails to disqualify himself/herself as required in Section V.A., the OCHA will remove the panel member or officer from hearing committee, invalidate the results of the hearing a new hearing panel or officer will be appointed.

IX. Failure to appear at the hearing

If the complainant or the OCHA fails to appear at the scheduled hearing, the hearing panel or officer may make a determination that the party has waived his right to a hearing. [966.56(d)]

Both the complainant and the OCHA shall be notified of the determination by the hearing panel or officer; provided that a determination that the complainant has waived his rights to a hearing shall not constitute a waiver of any right the complainant may have to contest the OCHA's disposition of the grievance in court. [966.56(d)]

X. Decision of the hearing panel or officer [966.57]

The hearing panel or officer shall prepare a written decision, together with the reasons for the decision within ten working days after the hearing. A copy of the decision shall be sent to the complainant and the OCHA.

The OCHA shall retain a copy of the decision in the Tenant's folder. A copy of the decision with the names and identifying references deleted shall also be maintained on file by the OCHA and made available for inspection by a prospective complainant, his representative, or the hearing panel or officer.

The decision of the hearing panel or officer shall be binding on the OCHA, which shall take all actions, or refrain from any actions, necessary to conduct the decision unless the OCHA's Board of Commissioners determines within ten working days, and promptly notifies the complainant of its determination that:

- A. The grievance does not concern OCHA action or failure to act in accordance with or involving the complainant's lease or OCHA regulations, which adversely affect the complainant's rights, duties, welfare, or status.
- B. The decision of the hearing panel or officer is contrary to applicable Federal, State, or local law, HUD regulations, or requirements of the annual contributions contract between HUD and the OCHA.
- C. A decision by the hearing panel or officer or Board Of Commissioners in favor of the OCHA or which denies the relief requested by the complainant in the whole or in part shall not constitute a waiver of, nor affect in any way, the rights of the complainant to a trial or judicial review in and court proceedings which may be brought in the matter later. [966.57]

## **XI. Certification**

The OCHA certifies it will follow all requirements associated with Relocation regulations. In accordance with Notice H 2016 – 17 PIH 2016 – 17 (HA), The Plan to move residents into the newly construction project which is on the same site as Pecks Beach Family is not considered Relocation and a tenant does not become displaced under the URA. This plan does not require any temporary moves. All assistance required by the moves described in this Plan under the aforementioned Notice will be provided to the residents. In the event that Alternate Housing Options and Voluntary Permanent Relocation Assistance is requested by a resident and approved by the OCHA, all applicable URA regulations will be followed as described herein.

## **XII. Notices**

**RAD Information Notice** – The affected residents have been sent this notice prior to the OCHA submitting the RAD application. It was resent due to the bifurcation of the CHAP on October 22, 2024

**General Information Notice** – The affected residents have been sent this notice on October 22, 2024.

**RAD Notice of Relocation** – each affected resident will receive this notice after the issuance of the RAD Conditional Commitment. For residents that will be temporarily relocated on-site, this notice will be issued at least 30 days prior to the household move, for those households that wish to voluntarily accept a permanent relocation option this notice will be issued not less than 90 days prior to the household move. Note: as stated above in this document, the OCHA does not plan to relocate households temporarily off-site.

**URA Notice of Relocation Eligibility** – This notice will be issued to residents whose temporary relocation exceeds one-year. Note: as stated above in this document, the OCHA does not plan to relocate households temporarily off-site. This notice will be issued to residents that have chosen to voluntarily permanently relocate.

**Notification of Return to Covered Project** – With respect to all temporary relocations, the OCHA will notify the resident in writing reasonably in advance of the resident’s expected return to the Covered Project, if applicable. Note: as stated above in this document, the OCHA does not plan to relocate households temporarily off-site.

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

**RESOLUTION NO. 2025-22**

**Authorization for Loan Commitment Fees and Tax Credit Application Fees  
for the  
Pecks Beach Family Redevelopment**

**WHEREAS**, the Ocean City Housing Authority (the "Authority") owns public housing known as Pecks Beach; and

**WHEREAS**, the Authority intends to redevelop Pecks Beach; and

**WHEREAS**, the Authority has applied for a loans through the New Jersey Housing and Mortgage Finance Agency (NJHMFA) under the Multi-Family Program and Affordable Housing Production Funds Program; and

**WHEREAS**, the loans have been approved by the NJHMFA; and

**WHEREAS**, the Authority has received a commitment letter for the loans from the NJHMFA; and

**WHEREAS**, upon receiving the commitment letter, the Authority must pay a loan commitment fee of \$50,000; and

**WHEREAS**, the Authority will also be applying for Low-Income Housing Tax Credits through the NJHMFA; and

**WHEREAS**, the Authority must pay an application fee of \$5,000 for the Low-Income Housing Tax Credits; and

**WHEREAS**, with the approval of this resolution the Ocean City Housing Authority will commit the above-mentioned funds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Ocean City Housing Authority hereby approves the commitment of funds in the amount of \$50,000 for the Multi-Family Program and Affordable Housing Production Funds Program and \$5,000 for the Low-Income Housing Tax Credits application fee.

**ADOPTED:** April 15, 2025

**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 April 15, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By: \_\_\_\_\_

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer



## HOUSING & MORTGAGE FINANCE AGENCY

Jacquelyn A. Suárez | Chair • Melanie R. Walter | Executive Director

April 4, 2025

Ms. Jacqueline Jones  
Ocean City Housing Authority  
204 4<sup>th</sup> Street  
Ocean City, NJ 08226

Re: HMFA #07818  
Pecks Beach  
Ocean City, Cape May County  
Mortgage Commitment

Dear Ms. Jones:

I am pleased to advise you that the members of the New Jersey Housing and Mortgage Finance Agency approved a mortgage commitment for an estimated amount of \$16,732,573 in construction and permanent financing from the Agency's Revenue Bond Financing Program, and an approval of a subsidy mortgage loan commitment for an estimated \$9,000,000 in construction and permanent financing from the Affordable Housing Production Fund (AHPF) Program for the above-captioned project at the public meeting on March 20, 2025 (The "Board Item" attached).

This commitment is subject to the terms and conditions of the enclosed Agency's Multifamily Underwriting Guidelines and Financing Policy dated May 9, 2024, and AHPF Program Guidelines dated February 8, 2024, as may be amended. These guidelines and policies address such issues as the payment of negative arbitrage, the owner's responsibility regarding interest rate risk, the cost of bond issuance and the indemnification of the Agency. Finally, please note that receipt of this mortgage loan commitment is predicated on the application, as approved, accurately reflecting the Project and its financial needs. This letter shall serve as notice of your affirmative obligation to advise the Agency of any changes to any aspect of the Project, as well as to maintain compliance with all Agency mortgage loan requirements.

In accordance with those guidelines, please submit the requisite **\$50,000** commitment fee to the Agency paid through the Multifamily and Supportive Housing Lending Portal in the form of a wire transfer acceptable to the Agency within 30 days after the ten-day Governor's veto period.

If the signed commitment letter and fee are not received by May 5, 2025, this commitment will become null and void.

Ms. Jones  
April 4, 2025  
Page 2

The commitment expiration date is September 30, 2025. If this project has not closed by September 30, 2025, the Executive Director may extend the mortgage commitment for two additional consecutive 90-day periods. A commitment extension must be requested in writing to the attention of Donna Spencer, Director of Multifamily Supportive Housing & Lending. This request must include justification for the extension.

This letter is written to acknowledge that the referenced Tax-Exempt Bond commitment serves as evidence of the generation of 4% tax credits in accordance with the current Qualified Allocation Plan.

The borrower is responsible for satisfaction of the conditions set forth in the commitment. In addition, the borrower is responsible for advising the Agency of any increases in project development costs not covered in the projected costs at the time of the commitment and any changes to sources of funds other than Agency financing. This commitment letter summarizes the terms and conditions of the mortgage loan commitment being offered by the Agency. The full terms and conditions are set forth in the attached request for action by the Members of the New Jersey Housing and Mortgage Finance Agency, which was approved in a resolution by the Board at its March 20, 2025, meeting. Your execution of this commitment signifies acceptance of the mortgage commitment as adopted by the Board in that resolution.

If you have any questions regarding the above, please do not hesitate to contact Parth Patel of my staff at [PSPatel@njhmfa.gov](mailto:PSPatel@njhmfa.gov).

Sincerely,



Debra Urban  
Chief of Multifamily Programs

DU/kfh  
Enclosures

Terms and Conditions Accepted by:

---

Sponsor's Signature

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Date



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

**Resolution #2025-23**

**Resolution Adopting Affordable Rent Structure for Four (4) Units at Bayview Manor**

**WHEREAS**, the Housing Authority of the City of Ocean City has four (4) one-bedroom units available for rent at Bayview Manor, and

**WHEREAS**, said four (4) units are unsubsidized units; and

**WHEREAS**, these four (4) units are available to qualified applicants with income between 51% and 80% of the area median income based on the current applicable Income Limits as published by the Department of Housing & Urban Development for Cape May County, NJ HUD Metro FMR Area; and

**WHEREAS**, The unit applied for must be the applicant's primary residence; and

**WHEREAS**, There is a maximum occupancy of two (2) persons per unit; and

**WHEREAS**, the Waiting List Preferences include - Ocean City Resident; Working in Ocean City; Elderly/Disabled; Handicap; Veteran and Spouse of a Veteran; and

**WHEREAS**, Applicants will be evaluated through the same methods for background and credit history as all other applicants to Authority programs. Applicants must meet all background, credit history, and landlord reference checks as all other applicants to Authority programs; and

**WHEREAS**, The rent for these units will be \$1,150 per month with a Security Deposit required of 1 ½ times the gross monthly rent. The monthly rent amount will be evaluated as needed to adjust to current market conditions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Ocean City adopt the Affordable Rent Structure for Four (4) Units at Bayview Manor.

**ADOPTED:** April 15, 2025

***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 April 15, 2025 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. 2025-24  
Resolution Authorizing Payment of Draw #19  
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 #19 in the amount of \$68,307.50 is attached for approval of this payment process;

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

**ADOPTED:** April 15, 2025

**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 April 15, 2025 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

April 15, 2025

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 19 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$68,307.50. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
<b>Ocean City Housing Authority (reimbursement)</b>	<b>204 E Fourth St. Ocean City, NJ 08226</b>	<b>\$55,950.00</b>
<b>The Brooke Group LLC</b>	<b>209 E Egnor Drive Galloway, NJ 08205</b>	<b>\$9,372.50</b>
<b>Sciullo Engineering</b>	<b>137 S. New York Ave., Ste 2 Atlantic City, NJ 08401</b>	<b>\$2,985.00</b>
	<b>TOTAL</b>	<b>\$68,307.50</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #19

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](mailto:hollyf@brookegroupllc.com).