

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



204 4th Street
Ocean City, New Jersey 08226

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Jacqueline S. Jones, Executive Director

October 11, 2023

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, October 17, 2023** at **4:00 pm** at **Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, October 17, 2023

4:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on September 19, 2023
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: (cash report included)
 - # 2023-61 Approval of Monthly Expenses (updated)
 - # 2023-62 Authorizing Payments of Draw #38 Speitel/Bayview
 - # 2023-63 Authorizing Payment of Draw #10 Pecks Beach Family Redevelopment
 - # 2023-64 Accounts Received Decead as Uncollectible
 - # 2023-65 Void Checks not presented for Payment
 - # 2023-66 Authorizing Contracts with National Contract Vendors
 - # 2023-67 Authorizing Contracts with State Contract Vendors

Executive Session if required
- Comments from the press and/or public – Limited to 5 minutes for each speaker
12. Comments from Board Members
13. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

September 19, 2023 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held September 19, 2023, at 4:00 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

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

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday
Commissioner Patrick Mumman
Commissioner Beverly McCall
Commissioner Robert Henry
Commissioner Patricia Jackson
Commissioner Brian Broadley
Chairman Robert Barr

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

Minutes

Chairman Barr requested a motion to table the approval to next month of the Regular Meeting minutes from August 15, 2023. Motion made by Commissioner Jackson and seconded by Commissioner Mumman. The following vote was taken:

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

Treasurer's Report

Linda Cavallo reviewed the Financial Report for the eleven months ending August 2023. **Motion to approve the Treasurer's report** made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

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

Executive Director's Report

Mrs. Jones asked Ron Miller to provide an update on Bayview. Ron stated there are some delays as discussed last month. There are some challenges in the Community Room with the floor. The contractor redid the floor again, but the Authority is still not happy with it. The Community Room will remain closed until this issue gets resolved. The office and the conference room are

expected to be turned over at the end of October, beginning of November. This will leave the lobby and the elevators remaining. The elevators have a ship date of December 11th. The contractors will need 10 weeks per car to install once they are received. This will take us into February/March. The Authority is waiting for an updated schedule on the elevators from the contractor.

Mrs. Jones stated the Pecks Beach Family Redevelopments specs went out and bids were received on September 12th. The bids were overbudget. There is a resolution tonight to reject those bids. The Authority will rebid. The problem is the amount that is over is insurmountable when it comes to tax credit financing and working with the NJHMFA because there is a limit on square footage cost for affordable housing. Mrs. Jones spoke with the Authority’s consultant Rick Ginnetti to find out how to solve this problem. Rick and his associate, Charles are working with the NJHMFA to find out how far we are able to push the cap over the limit. They do allow developers to go over the limit with a waiver. It is not about getting more money from anywhere. It is about how it affects the tax credits and the trust fund cannot be touched either. Rick’s initial thoughts are to try and bid it out again as is and have two different contracts. A separate contract for the demolition, sitework, community room and the street. If those four items are removed out of the bid, Rick estimates that is worth about \$1.4 million. These areas would not be in the tax credit basis and use City money for those items and not tax credit money. Rick also has some other thoughts to get the contract down to about \$18 million. If it gets down to about \$18 million it would be closer to the square footage that NJHMFA will allow. This is option 1. Rick wanted Mrs. Jones to convey that he would do his because he wants to give the Commissioners the design they are looking for. The other option would be to redesign. The redesign would look something like a condominium. There would be a lot of savings with parking and garages, as well as common walls and sharing sewer, fire suppression systems and elevators. The focus is trying to get the NJHMFA on board with the original design. Possibly changing some of the design on the bid and going with the two contracts if that is allowable. Commissioner Halliday asked if the financing with NJHMFA can be strictly for the units themselves. Mrs. Jones stated this is correct and Rick has done this before, but in the cost of building the units there is the cost of the design and the professional fees as well. This is being worked on now and more information will be provided in October. Commissioner Broadley asked what the cost per square foot at last update. Mrs. Jones is not sure, but Rick’s argument is also that building on the island is more expensive. He is also asking for waivers. Commissioner Broadley is not in favor of redesign because the reason this project was started was to resemble the neighborhood. The Authority is obligated to build 60 units with the COAH agreement with the State and the City. Rick’s opinion is that a waiver will be received but the question is how much of a waiver. It is not about extra money. The NJHMFA will not allow a project that is this far over budget.

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

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2023-43 (Tabled from last month)
Awarding Resident Wellness Services Contract

Chairman Barr called for a motion to approve Resolution #2023-43. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

- | | |
|------------------------------|-------|
| Commissioner Robert Halliday | (Yes) |
| Commissioner Patrick Mumman | (Yes) |

Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Abstain)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-48
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$552,327.32. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones briefly reviewed the bill list. Mrs. Jones stated the only item of significance is the Vineland Housing Authority invoice that is a bit higher than normal due to the OCHA's maintenance repairer is out on Workman's Comp since July and there has been additional assistance from the Vineland maintenance department needed. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes – Abstain from Acenda Invoices)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-49
Resolution Authorizing Payment of Draw 37

Chairman Barr called for a motion to approve Resolution #2023-49. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones reviewed the draw. The following vote was taken:

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

Resolution #2023-50
Resolution Authorizing Payment of Draw #9 Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-50. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained the draw. The following vote was taken:

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

Ron Miller explained Resolutions #2023-51 through 2023-55. The professional services contract went out to RFP as done annually every year. Each one received a single response from the Authority's current vendor with the exception of General Counsel. As the Board is aware the General Counsel stepped down last month. Brief discussion regarding the current recommended General Counsel, Brown and Connery.

Resolution #2023-51
Award Accounting Services Contract

Chairman Barr called for a motion to approve Resolution #2023-51. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2023-52
Award Auditing Services Contract

Chairman Barr called for a motion to approve Resolution #2023-52. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2023-53
Award Legal Services Contract – General Counsel

Chairman Barr called for a motion to approve Resolution #2023-53. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2023-54
Award Special Legal Services Contract – Landlord/Tenant

Chairman Barr called for a motion to approve Resolution #2023-54. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2023-55
Award Consulting Services Contract

Chairman Barr called for a motion to approve Resolution #2023-55. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2023-56
Authorizing Shared Services Agreement with the Vineland Housing Authority

Chairman Barr stated on behalf of the board, the Board would like to amend this resolution to include an additional \$10,000 of which \$5,000 will go to Mrs. Jones and \$5,000 of which will go to her team as she chooses to distribute it. Chairman Barr called for a motion to approve Resolution #2023-56. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones thanked the Board. She stated it was unnecessary, but very much appreciated. Mrs. Jones stated this contract is for another 2 years extended to 2025 for the same services as in the past. She indicated even though the contract includes office coverage on site that it is only billed when needed as needed. The OCHA has an onsite manager. Board Members thanked Mrs. Jones and VHA for their services. Commissioner Jackson asked about the onsite manager. Mrs. Jones provided the onsite manager's hours. Commissioner Jackson asked once the new sites are up will there be a new central location and someone onsite to assist the families. Mrs. Jones stated there will be community space at the new site with the of staffing the office on a part-time basis. Chairman Barr stated that the entire board recognizes what the Vineland Housing Authority does and it is recognized. Mrs. Jones thanked everyone. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)

Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-57
Rejecting Bids for the Pecks Beach Family Redevelopment

Chairman Barr called for a motion to approve Resolution #2023-57. Ron Miller stated there will be a slight delay with the rebid as some of the documents will need to be rewritten and the bid will be out for a longer time period as some of the feedback received from the bidders is that they did not have enough time. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The following vote was taken:

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

Resolution #2023-58
Approving Change Order #5 for Bayview Manor 1st & 5th Floor Renovations
TABLED FOR NEXT MONTH

Ron Miller requested that this resolution be tabled until next month. A job meeting was held today to discuss this change order. The general contractor is not in agreement with the OCHA and the architect in regard to the language in the change order. He would not sign it. Ron believes they can come to an agreement on some language to get it signed but would like it reviewed by the Authority's counsel before presentation. The Authority is trying to gain access to the office, conference room and community room spaces when these spaces are complete understanding that the contractor needs to finish the elevators in the building because it is going to be prolonged due to the shipping delay. Another change order will be presented next month. It is a zero-dollar change order. The scope of work will not be split because the contractor will not sign it that way. The schedule the contractor provides will be used and added language for the Authority to gain access to its space allowing him to finish out his single contract. The contractor indicated that he is willing to cooperate on this. There was not enough time to rewrite everything and get it reviewed by counsel. The contract expires on October 1st and will be working out of contract until next month. Brief discussion on occupancy. Chairman Barr called for a motion to table the approval of Resolution #2023-58. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2023-59
Authorizing Entering into a Contract Agreement with
Global – Dealer of Record Nickerson, NJ – Office/Community Space Furniture

Chairman Barr called for a motion to approve Resolution #2023-59. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained this is the furniture for the community space, new conference space/board room and also the office space. This vendor is an approved State contract vendor. Due to the amount, this requires Board approval and a 49% discount was received on this furniture. This does not include TV's. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)

Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2023-60
Authorizing Shared Services Agreement with the Cape May Housing Authority

Chairman Barr called for a motion to approve Resolution #2023-60. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained there is an existing agreement with Cape May and Ocean City and this is an extension for another 2 years. The following vote was taken:

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

Chairman Barr requested comments from the public. No public comments. Chairman Barr requested comments from Board Commissioners and/or Administration. No further comments.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:32 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Sep 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September
<u>INCOME</u>				
DWELLING RENTAL	\$ 569,880	\$ 569,880	\$ <u>646,254</u>	\$ 76,374
TOTAL TENANT REVENUE	\$ 569,880	\$ 569,880	\$ 646,254	\$ 76,374
HUD OPERATING SUBSIDY	\$ 287,240	\$ 287,240	\$ <u>192,202</u>	\$ (95,038)
PBV HAP SUBSIDY	388,360	388,360	<u>351,323</u>	(37,037)
HUD CAPITAL FUNDS-OPERATIONS	71,000	71,000	<u>121,578</u>	50,578
CDBG INCOME	23,300	23,300	<u>713</u>	(22,588)
TOTAL HUD FUNDING	\$ 769,900	\$ 769,900	\$ 665,815	\$ (104,085)
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 120	\$ <u>548</u>	\$ 428
NONDWELLING RENTAL INCOME	54,000	54,000	-	(54,000)
OTHER INCOME-LAUNDRY	6,900	6,900	<u>2,608</u>	(4,292)
OTHER INCOME-FRAUD RECOVERY	2,500	2,500	<u>6,987</u>	4,487
OTHER INCOME-MISCELLANEOUS	11,540	11,540	<u>6,983</u>	(4,557)
TOTAL INCOME	\$ 1,414,840	\$ 1,414,840	\$ 1,329,195	\$ (85,645)
<u>EXPENSES</u>				
ADMINISTRATIVE SALARIES				
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>31,364</u>	\$ 31,364
PAYROLL TAXES - ADMIN	-	-	<u>2,619</u>	2,619
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 33,982	\$ 33,982
AUDIT FEES	\$ 12,000	\$ 12,000	\$ <u>17,500</u>	\$ 5,500
ADVERTISING	740	740	<u>3,037</u>	2,297
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 3,700	\$ 3,700	\$ <u>300</u>	\$ (3,400)
CONSULTANTS-RAD CONVERSION	11,030	11,030	<u>7,050</u>	(3,980)
COPIER	2,660	2,660	<u>199</u>	(2,461)
DUES & PUBLICATIONS	730	730	<u>571</u>	(159)
OFFICE SUPPLIES	790	790	<u>642</u>	(148)
PHONE & INTERNET	13,780	13,780	<u>12,205</u>	(1,575)
POSTAGE	1,640	1,640	<u>2,328</u>	688
LEGAL	16,020	16,020	<u>15,911</u>	(109)
CRIMINAL BACKGROUND CHECKS	360	360	<u>1,008</u>	648
LEGAL-RAD	4,000	4,000	-	(4,000)
TRAVEL	70	70	-	(70)
TRAINING	440	440	<u>135</u>	(305)
ACCOUNTING	26,540	26,540	<u>30,065</u>	3,525
MANAGEMENT FEES	266,880	266,880	<u>191,472</u>	(75,408)
MISCELLANEOUS-SUNDRY	13,660	13,660	<u>25,411</u>	11,751
TOTAL ADMINISTRATIVE EXPENSES	\$ 375,040	\$ 375,040	\$ 341,816	\$ (33,224)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Sep 2023



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September
OTHER TENANT SERVICES	\$ 3,900	\$ 3,900	\$ <u>2,400</u>	\$ (1,500)
TENANT SVCS - BEHAVIORAL HEALTH	39,100	39,100	<u>14,138</u>	(24,963)
TOTAL OTHER TENANT SERVICES	<u>\$ 43,000</u>	<u>\$ 43,000</u>	<u>\$ 16,538</u>	<u>\$ (26,463)</u>
WATER/SEWER	\$ 104,350	\$ 104,350	\$ <u>102,043</u>	\$ (2,307)
ELECTRIC	98,360	98,360	<u>110,707</u>	12,347
GAS	50,180	50,180	<u>47,930</u>	(2,250)
GARBAGE/TRASH REMOVAL	-	-	<u>184</u>	184
TOTAL UTILITY EXPENSES	<u>\$ 252,890</u>	<u>\$ 252,890</u>	<u>\$ 260,864</u>	<u>\$ 7,974</u>
MAINTENANCE LABOR	\$ 65,000	\$ 65,000	\$ <u>46,756</u>	\$ (18,244)
MAINT. MATERIALS	139,800	139,800	<u>49,932</u>	(89,868)
MAINT. CONTRACT COSTS	220,100	220,100	<u>157,592</u>	(62,508)
EMPLOYEE BENEFITS	37,530	37,530	<u>32,417</u>	(5,113)
TOTAL MAINTENANCE	<u>\$ 462,430</u>	<u>\$ 462,430</u>	<u>\$ 286,697</u>	<u>\$ (175,733)</u>
INSURANCE	\$ 110,490	\$ 110,490	\$ <u>98,166</u>	\$ (12,324)
FLOOD INSURANCE	29,140	29,140	<u>29,999</u>	859
BAD DEBTS	13,230	13,230	<u>13,230</u>	-
COMPENSATED ABSENCES	1,260	1,260	<u>1,260</u>	-
PAYMENT IN LIEU OF TAXES	29,770	29,770	<u>29,770</u>	(0)
PENSION	10,690	10,690	<u>8,253</u>	(2,437)
RETIREE BENEFITS	28,260	28,260	<u>12,276</u>	(15,984)
TOTAL OTHER EXPENSES	<u>\$ 222,840</u>	<u>\$ 222,840</u>	<u>\$ 192,954</u>	<u>\$ (29,886)</u>
TOTAL EXPENDITURES	<u>\$ 1,356,200</u>	<u>\$ 1,356,200</u>	<u>\$ 1,098,868</u>	<u>\$ (257,332)</u>
Replacement Reserve	\$ 44,550	\$ 44,550	\$ <u>44,602</u>	\$ 52
PROFIT	<u>\$ 14,090</u>	<u>\$ 14,090</u>	<u>\$ 185,725</u>	<u>\$ 171,635</u>

Commissioner's Report - Property Detail

Month Ending: Sep 2023



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September	ANNUAL BUDGET	BUDGET THRU September	ACTUAL THRU September	VARIANCE THRU September
<u>INCOME</u>												
DWELLING RENTAL	\$ 161,730	\$ 161,730	\$ <u>187,862</u>	\$ 26,132	\$ 161,150	\$ 161,150	\$ <u>161,603</u>	\$ 453	\$ 247,000	\$ 247,000	\$ <u>296,789</u>	\$ 49,789
TOTAL TENANT REVENUE	\$ 161,730	\$ 161,730	\$ 187,862	\$ 26,132	\$ 161,150	\$ 161,150	\$ 161,603	\$ 453	\$ 247,000	\$ 247,000	\$ 296,789	\$ 49,789
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287,240	\$ 287,240	\$ <u>192,202</u>	\$ (95,038)
PBV HAP SUBSIDY	198,510	198,510	<u>169,143</u>	(29,367)	189,850	189,850	<u>182,180</u>	(7,670)	-	-	-	-
HUD CAPITAL FUNDS- OPERATIONS	-	-	-	-	-	-	-	-	71,000	71,000	<u>121,578</u>	50,578
CDBG INCOME	6,500	6,500	<u>128</u>	(6,372)	4,200	4,200	<u>200</u>	(4,001)	12,600	12,600	<u>385</u>	(12,215)
TOTAL HUD FUNDING	\$ 205,010	\$ 205,010	\$ 169,271	\$ (35,739)	\$ 194,050	\$ 194,050	\$ 182,380	\$ (11,671)	\$ 370,840	\$ 370,840	\$ 314,165	\$ (56,675)
INVESTMENT INCOME- UNRESTRICTED	\$ 40	\$ 40	\$ <u>248</u>	\$ 208	\$ 30	\$ 30	\$ <u>4</u>	\$ (26)	\$ 50	\$ 50	\$ <u>296</u>	\$ 246
NONDWELLING RENTAL INCOME	54,000	54,000	-	(54,000)	-	-	-	-	-	-	-	-
OTHER INCOME- LAUNDRY	2,800	2,800	<u>830</u>	(1,970)	1,200	1,200	<u>770</u>	(431)	2,900	2,900	<u>1,009</u>	(1,892)
OTHER INCOME-FRAUD RECOVERY	-	-	<u>3,891</u>	3,891	-	-	-	-	2,500	2,500	<u>3,096</u>	596
OTHER INCOME- MISCELLANEOUS	3,090	3,090	<u>1,038</u>	(2,052)	1,100	1,100	<u>1,172</u>	72	7,350	7,350	<u>4,773</u>	(2,577)
TOTAL INCOME	\$ 426,670	\$ 426,670	\$ 363,140	\$ (63,530)	\$ 357,530	\$ 357,530	\$ 345,927	\$ (11,603)	\$ 630,640	\$ 630,640	\$ 620,127	\$ (10,513)
<u>EXPENSES</u>												
ADMINISTRATIVE SALARIES												
ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ <u>8,782</u>	\$ 8,782	\$ -	\$ -	\$ <u>5,645</u>	\$ 5,645	\$ -	\$ -	\$ <u>16,936</u>	\$ 16,936
PAYROLL TAXES - ADMIN	-	-	<u>733</u>	733	-	-	<u>471</u>	471	-	-	<u>1,414</u>	1,414

Commissioner's Report - Property Detail

Month Ending: Sep 2023



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>
TOTAL ADMINISTRATIVE SALARIES	\$ -	\$ -	\$ 9,515	\$ 9,515	\$ -	\$ -	\$ 6,117	\$ 6,117	\$ -	\$ -	\$ 18,350	\$ 18,350
AUDIT FEES	\$ 3,520	\$ 3,520	\$ <u>5,068</u>	\$ 1,548	\$ 2,620	\$ 2,620	\$ <u>3,606</u>	\$ 986	\$ 5,860	\$ 5,860	\$ <u>8,826</u>	\$ 2,966
ADVERTISING	170	170	<u>812</u>	642	200	200	<u>522</u>	322	370	370	<u>1,702</u>	1,332
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 500	\$ <u>84</u>	\$ (416)	\$ 1,200	\$ 1,200	\$ <u>54</u>	\$ (1,146)	\$ 2,000	\$ 2,000	\$ <u>162</u>	\$ (1,838)
CONSULTANTS-RAD	500	500	<u>1,400</u>	900	530	530	<u>2,950</u>	2,420	10,000	10,000	<u>2,700</u>	(7,300)
CONVERSION												
COPIER	740	740	<u>56</u>	(684)	480	480	<u>36</u>	(444)	1,440	1,440	<u>107</u>	(1,333)
DUES & PUBLICATIONS	170	170	<u>160</u>	(10)	200	200	<u>103</u>	(97)	360	360	<u>308</u>	(52)
OFFICE SUPPLIES	200	200	<u>265</u>	65	200	200	<u>72</u>	(128)	390	390	<u>305</u>	(85)
PHONE & INTERNET	4,260	4,260	<u>2,978</u>	(1,282)	5,630	5,630	<u>4,705</u>	(925)	3,890	3,890	<u>4,522</u>	632
POSTAGE	420	420	<u>652</u>	232	400	400	<u>419</u>	19	820	820	<u>1,257</u>	437
LEGAL	3,000	3,000	<u>3,674</u>	674	1,880	1,880	<u>1,958</u>	78	11,140	11,140	<u>10,279</u>	(861)
CRIMINAL BACKGROUND	40	40	<u>125</u>	85	20	20	<u>346</u>	326	300	300	<u>537</u>	237
CHECKS												
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	4,000	-	(4,000)
TRAVEL	20	20	-	(20)	10	10	-	(10)	40	40	-	(40)
TRAINING	140	140	<u>38</u>	(102)	200	200	<u>24</u>	(176)	100	100	<u>73</u>	(27)
ACCOUNTING	6,500	6,500	<u>8,418</u>	1,918	4,540	4,540	<u>5,412</u>	872	15,500	15,500	<u>16,235</u>	735
MANAGEMENT FEES	57,840	57,840	<u>42,466</u>	(15,374)	52,040	52,040	<u>27,300</u>	(24,740)	157,000	157,000	<u>121,706</u>	(35,294)
MISCELLANEOUS-	4,740	4,740	<u>7,648</u>	2,908	3,720	3,720	<u>3,404</u>	(316)	5,200	5,200	<u>14,359</u>	9,159
SUNDRY												
TOTAL ADMINISTRATIVE EXPENSES	\$ 82,760	\$ 82,760	\$ 83,359	\$ 599	\$ 73,870	\$ 73,870	\$ 57,029	\$ (16,841)	\$ 218,410	\$ 218,410	\$ 201,429	\$ (16,981)
OTHER TENANT SERVICES	\$ 1,400	\$ 1,400	\$ <u>2,400</u>	\$ 1,000	\$ 1,200	\$ 1,200	\$ -	\$ (1,200)	\$ 1,300	\$ 1,300	\$ -	\$ (1,300)
TENANT SVCS – BEHAVIORAL HEALTH	15,500	15,500	<u>3,959</u>	(11,542)	10,400	10,400	<u>2,545</u>	(7,855)	13,200	13,200	<u>7,634</u>	(5,566)

Commissioner's Report - Property Detail

Month Ending: Sep 2023



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU September</i>	<i>ACTUAL THRU September</i>	<i>VARIANCE THRU September</i>
<i>TOTAL OTHER TENANT SERVICES</i>	\$ 16,900	\$ 16,900	\$ 6,359	\$ (10,542)	\$ 11,600	\$ 11,600	\$ 2,545	\$ (9,055)	\$ 14,500	\$ 14,500	\$ 7,634	\$ (6,866)
<i>WATER/SEWER</i>	\$ 21,540	\$ 21,540	\$ 17,839	\$ (3,701)	\$ 15,000	\$ 15,000	\$ 14,800	\$ (200)	\$ 67,810	\$ 67,810	\$ 69,404	\$ 1,594
<i>ELECTRIC</i>	86,520	86,520	77,877	(8,643)	2,600	2,600	16,781	14,181	9,240	9,240	16,049	6,809
<i>GAS</i>	-	-	-	-	5,040	5,040	5,171	131	45,140	45,140	42,759	(2,381)
<i>GARBAGE/TRASH REMOVAL</i>	-	-	70	70	-	-	15	15	-	-	100	100
<i>TOTAL UTILITY EXPENSES</i>	\$ 108,060	\$ 108,060	\$ 95,785	\$ (12,275)	\$ 22,640	\$ 22,640	\$ 36,767	\$ 14,127	\$ 122,190	\$ 122,190	\$ 128,311	\$ 6,121
<i>MAINTENANCE LABOR</i>	\$ 18,000	\$ 18,000	\$ 13,092	\$ (4,908)	\$ 14,000	\$ 14,000	\$ 8,416	\$ (5,584)	\$ 33,000	\$ 33,000	\$ 25,248	\$ (7,752)
<i>MAINT. MATERIALS</i>	16,800	16,800	16,491	(309)	100,440	100,440	8,910	(91,530)	22,560	22,560	24,532	1,972
<i>MAINT. CONTRACT COSTS</i>	84,390	84,390	74,593	(9,797)	56,930	56,930	36,981	(19,949)	78,780	78,780	46,017	(32,763)
<i>EMPLOYEE BENEFITS</i>	11,240	11,240	9,077	(2,163)	6,900	6,900	5,835	(1,065)	19,390	19,390	17,505	(1,885)
<i>TOTAL MAINTENANCE</i>	\$ 130,430	\$ 130,430	\$ 113,252	\$ (17,178)	\$ 178,270	\$ 178,270	\$ 60,142	\$ (118,128)	\$ 153,730	\$ 153,730	\$ 113,303	\$ (40,427)
<i>INSURANCE</i>	\$ 30,820	\$ 30,820	\$ 25,703	\$ (5,117)	\$ 24,600	\$ 24,600	\$ 18,854	\$ (5,746)	\$ 55,070	\$ 55,070	\$ 53,609	\$ (1,461)
<i>FLOOD INSURANCE</i>	4,000	4,000	5,113	1,113	4,500	4,500	4,512	12	20,640	20,640	20,374	(266)
<i>BAD DEBTS</i>	1,500	1,500	1,500	-	930	930	936	6	10,800	10,800	10,794	(6)
<i>COMPENSATED ABSENCES</i>	420	420	420	-	420	420	420	-	420	420	420	-
<i>PAYMENT IN LIEU OF TAXES</i>	5,370	5,370	5,364	(6)	11,920	11,920	11,926	6	12,480	12,480	12,480	-
<i>PENSION</i>	3,000	3,000	2,311	(689)	2,430	2,430	1,486	(944)	5,260	5,260	4,457	(803)
<i>RETIREE BENEFITS</i>	7,900	7,900	3,437	(4,463)	5,460	5,460	2,210	(3,250)	14,900	14,900	6,629	(8,271)
<i>TOTAL OTHER EXPENSES</i>	\$ 53,010	\$ 53,010	\$ 43,848	\$ (9,162)	\$ 50,260	\$ 50,260	\$ 40,343	\$ (9,917)	\$ 119,570	\$ 119,570	\$ 108,763	\$ (10,807)
<i>TOTAL EXPENDITURES</i>	\$ 391,160	\$ 391,160	\$ 342,603	\$ (48,557)	\$ 336,640	\$ 336,640	\$ 196,825	\$ (139,815)	\$ 628,400	\$ 628,400	\$ 559,440	\$ (68,960)
<i>Replacement Reserve</i>	\$ 26,950	\$ 26,950	\$ 27,002	\$ 52	\$ 17,600	\$ 17,600	\$ 17,600	\$ -	\$ -	\$ -	\$ -	\$ -

Commissioner’s Report - Property Detail
Month Ending: Sep 2023



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>
	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>
		<i>September</i>	<i>September</i>	<i>September</i>		<i>September</i>	<i>September</i>	<i>September</i>		<i>September</i>	<i>September</i>	<i>September</i>
<i>PROFIT</i>	\$ 8,560	\$ 8,560	\$ (6,465)	\$ (15,025)	\$ 3,290	\$ 3,290	\$ 131,502	\$ 128,212	\$ 2,240	\$ 2,240	\$ 60,688	\$ 58,448

Ocean City Housing Authority

Administrative Report

DATE: October 11, 2023

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for September 2023)

PERIOD: September 13, 2023 to October 10, 2023

Please see the next page for Bayview Renovation Projects:

Bayview – Renovation Projects

<p style="text-align: center;"><u>Interior Renovations</u></p> <ul style="list-style-type: none"> a. Renovate Lobby; b. Addition of Mail Room; c. Renovate Community Room; d. Renovate Community Bathrooms; e. Renovate Laundry Room; f. New Flooring in Common Areas; g. All Common Areas painted; h. Maintenance Shop; i. Office & Conference Room; j. New Handrails throughout Common hallways; k. Elevator renovation; <p>March update: 2nd, 3rd & 4th Floors - new common area flooring is complete and handrails have been refinished; The 5th floor Community Room is under renovation – a new kitchen, flooring, lighting, & painting are in progress; Floor tile was found under the Community Room carpet & is being tested for ACM – Asbestos Containing Material; A 5 week completion is expected for this room; The office & conference room is progressing with framing electrical, plumbing & HVAC work underway; Lastly, the unforeseen conditions change order is expected to be complete in the next few days; Recommendation letters are needed from Donovan Architects & Lerch Bates (elevator consultant) to complete the change order process;</p> <p>April update: ACM testing and monitoring continues; There will be a change order presented for the ACM testing & scope of work; Additional work may be needed depending on the ACM testing results;</p>	<p>May update: ACM testing & monitoring continues; A change order is on the Agenda for the ACM removal on the 5th Floor (community room floor & ceiling); this work is required under NJAC 5:28-8 (Sub-Chapter 8); Additional work may be needed pending proposals for additional ACM work on the 1st & 5th floors; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1st floor; Work is scheduled to resume about May 18, 2023;</p> <p>June update: ACM work and monitoring in the 5th Floor Community Room has been completed. Additional abatement of flooring in the Laundry began on June 14, 2023, after abatement is completed new flooring has been scheduled to be installed on the 5th floor; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1st floor; Work is scheduled to be completed on the 5th floor on or about June 28, 2023; Ceiling anchors will be installed on the 1st floor which will allow work to resume, all trades are being scheduled to return and complete work on the remainder of the project.</p> <p>July update: ACM work has been completed; The Laundry Room was re-opened ahead of schedule; Community Room is in the process of having new kitchenette, flooring, and painting completed. Notifications and updates are continuing to keep the residents informed of the project; Two residents that were temporarily relocated to the 1st floor have been moved back to their apartments; Work on the first floor continues to make good progress; mailboxes have been installed & new fire-sprinkler work has been completed; electrical, plumbing, and drywall all continue to make good progress. Elevator submittals have been received and are currently under review. Work is anticipated to be completed on or around August 31, 2023, with the exception of the elevator.</p>	<p>August update: ACM work has been completed; The Community Room kitchenette, flooring, lighting, and painting are completed. Work on the first floor continues to make progress, mailboxes have been installed, new fire-sprinkler work has been completed, electrical, plumbing, and drywall all continue to make progress. Electrical issues throughout the project have caused delays, this continues and is being addressed by our professional team. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.</p> <p>September update: Drywall work is being completed in the office, conference and mail rooms. Finishes in other areas of the building are ongoing including the lobby renovation. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.</p> <p><i>October update: Drywall & painting has been completed in the office, conference and mail room. Finishes in other areas of the building are ongoing including lobby renovation. Flooring work is scheduled to begin on the 1st floor within the next week. New ceiling installation on the first floor has started. Lobby renovation is underway & with some inconvenience; Tenants are being kept informed;</i></p>
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Bayview – Renovation Projects (continued)

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

Scope of Work	Work Status	Comments
<p align="center">Design Phase of the Redevelopment of Peck's Beach Family</p> <p>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;</p> <p>November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward "closing."</p> <p>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;</p> <p>January update: The design is being readied for submission to the Planning Office by the end of January.</p> <p>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;</p>	<ul style="list-style-type: none"> • June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services <p>March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2nd; The second resident meeting was held on March 7th; The consultant, architect and Authority staff were in attendance; Residents were presented with the plans, asked a lot of questions and were very pleased with the presentation; The site plans for the project are ready for presentation to the Planning Board for the April 5th meeting;</p> <p>April update: The presentation to the Planning Board was held on April 5th. The presentation was well received with votes for approval of the plan;</p> <p>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.</p>	<p>May update: The project team continues to meet regularly in anticipation of bid packet completion. Geo-Technical testing services have been ordered. Phase II Environmental Review requirements are pending and is expected to be awarded once final proposals have been received.</p> <p>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.</p> <p>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.</p> <p>August update: The project team has completed design work and put this project out to public bid. A pre-bid meeting has been scheduled; bids are being received in early September.</p> <p>September update: Bids were received on September 12, 2023 & were rejected due to over budget; are being evaluated by the Project Team.</p> <p><i>October update: Bids were rejected for being over budget; Bidding is expected to begin in November 2023;</i></p>

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

Program Statistics Report	10/2022 - 10/2023	2023 SEP	2023 AUG	2023 JUL
<u>Tenant Accounts Receivable</u>				
Number of “non-payment of rent” cases referred to the solicitor	2	0	3	
<u>Unit Inspections</u>				
Total number of units to be inspected in fiscal year	119	119	119	
Number of inspections completed this month - all sites (include BB insp.)	139	20	119	
Total number of units inspected year-to-date - all sites	758	619	599	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	61	539	93	
Annual Unit Turnaround Time (For Fiscal Year)	167	180	129	
Monthly - Number of Vacancies Filled (this month)	2	1	1	
Monthly - Average unit turnaround time in days for Lease up	125	125	37	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	414	414	56	
PIC Score	92.31%	92.31%	94.59%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	3	4	4	
Speitel Commons	1	2	2	
Peck's Beach Family	0	0	1	
Total	4	6	7	
Occupancy Rate	96.69%	95.04%	94.21%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours (Summarized Quarterly)	3.00			
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	3.00	0.00	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	20.16	22.00	26.55	
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$16,287	\$15,187	\$16,159	
Speitel Commons - Elderly/Disabled	\$14,252	\$13,654	\$14,146	
Peck's Beach - Family	\$33,771	\$34,009	\$34,259	
Total Rent Roll	\$64,310	\$62,850	\$64,564	
<u>Waiting List Applicants - All Waiting Lists are CLOSED as of 3/31/2023</u>				
Families - Ocean City Preference	12	13	13	
Families - No Ocean City Preference	180	181	185	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	8	8	8	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	179	183	183	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	0.14	0.04	0.07	
Total Tenant Generated Work Orders	16	17	15	
Number of routine work orders written this month	65	79	105	
Number of outstanding work orders from previous month	733	718	646	
Total number of work orders to be addressed this month	815	815	766	
Total number of work orders completed this month	79	82	48	
Total number of work orders left outstanding	736	733	718	
Number of emergency work orders written this month	1	1	0	
Total number of work orders written year-to-date	1269	1187	1090	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0	
<u>Real Estate Assessment Center (REAC) Scores</u>				
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68	

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

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 09/30/2023			\$1,021,471.75
2021 Capital Fund available for PH (pbfamily)			\$558.00
2022 Capital Fund available for PH (pbfamily)			\$149,280.00
2023 Capital Fund available for PH (pbfamily)			\$150,347.00
Add: A/R-Tenants 09/2023	Current		\$15,694.56
	Past		\$1,333.77

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$1,800.00
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$416,262.87
Reimbursement for Pecks Family Redevelopment - City of OC	\$18,069.01

Less: Bill List payments - Oct 2023 (\$539,615.14)

Accrued Expenses - Total from detail below (\$49,941.00)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	139,630.00	12	5,681.00
Bad Debt	13,230.00	12	13,230.00
Comp Absences	1,260.00	12	1,260.00
P.I.L.O.T.	29,770.00	12	29,770.00
Net Accrual	183,890.00		49,941.00

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

Net Cash Balance \$985,260.82

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 91,572	11.15	Months
Per Day	\$ 3,052	323	Days

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

RESOLUTION NO. 2023-61
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 \$ 539,615.14.

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: October 17, 2023

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓					
Commissioner Jackson	✓		(✓) Agenda Bills			
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 October 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

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

BANK: COCC MGMT (new acct)

Check #	Vendor	Invoice Notes	Total Amount
1445	ACENDA	June 2023 Resident Wellness Svcs	\$ 1,800.00
	ACENDA	Aug 2023 Resident Wellness Svcs	\$ 3,000.00
	ACENDA	Sept 2023 Resident Wellness Svcs	\$ 2,133.44
	ALL ENVIRONMENTAL INC	Utility allowance survey - Speitel	\$ 950.00
1558	ATLANTIC CITY ELECTRIC	Sept 2023 electric svc	\$ 8,002.53
	ATLANTIC CITY ELECTRIC	Sept 2023 electric svc	\$ 351.06
1559	ATLANTIC COAST ALARM	Fire alarm monitoring - 10/2023-09/2024	\$ 480.00
	LINDA AVENA	Oct 2023 accounting svcs	\$ 2,500.00
	BROWN & CONNERY	Legal services	\$ 1,635.01
	CALL EXPERTS	Oct 2023 answering svc	\$ 230.06
	CLEAN SWEEP SVCS	Sept 2023 BVM/Speitel building cleaning	\$ 2,860.00
1560	COMCAST	Oct 2023 internet svc	\$ 157.21
	SOUTH JERSEY CULLIGAN WATER	Water cooler rental - m10/2023	\$ 10.00
1561	FLORENCE DRISCOLL	Oct 2023 Tenant services	\$ 200.00
	ERNIE'S MAGIC CARPET	BVM unit turn - carpet install	\$ 3,128.99
	FIRE DEFENSE SYSTEMS	Fire pump test - BVM/Speitel	\$ 1,999.00
	WW GRAINGER	Maint supplies	\$ 22.04
	GRUCCIO PEPPER DESANTO & RUTH	General legal svcs - 9/2023	\$ 402.50
1562	ASHLEY HARRIS	Oct 2023 BVM/Speitel cleaning	\$ 200.00
1563	ROBERT HARRIS	Oct 2023 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
	HOME DEPOT PRO	Maint supplies	\$ 395.80
	JC'S CUSTOM PAINTING	Painting - Speitel unit turn	\$ 1,060.00
1564	JOHN SPITZ	Oct 2023 medicare reimb	\$ 164.90
	JOHN SPITZ	copay reimb	\$ 175.00
1565	LENEGAN PLUMBING	Plumbing services	\$ 891.22
	LENEGAN PLUMBING	Plumbing services	\$ 272.50
	NATIONAL TENANT NETWORK	Applicant background checks	\$ 61.00
1566	NJ AMERICAN WATER	Sept 2023 water/sewer	\$ 8,092.59
	PHADA	Annual membership fee	\$ 210.00
1567	ROBERT ROWELL	Oct 2023 maint contract grounds services	\$ 200.00
	SOUTH JERSEY GAS	Sept 2023 gas svc	\$ 1,336.56
	ALLEGION ACCESS TECHNOLOGIES	Speitel front door access panel	\$ 406.99
	TK ELEVATOR	BVM elevator repair	\$ 6,992.62
	TREASURER, STATE OF NJ	State elevator safety fee	\$ 182.00
1568	VERIZON CONNECT	Vehicle tracking - Aug 2023	\$ 36.40
1569	VERIZON	Sept 2023 phone svc - ADMIN OFFIC	\$ 408.80
	VERIZON	Oct 2023 phone svc	\$ 283.42
	VERIZON WIRELESS	Sept 2023 cell phone svc	\$ 103.25
	VINELAND HOUSING AUTHORITY	Sept 2023 mgmt fee; Aug 2023 office/maint coverage & postage; July exp reimb invoice	\$ 40,044.51
	WALLACE HARDWARE	Maint supplies	\$ 64.76
ACH	ADP	9/22/23 payroll & taxes	\$ 2,354.99
ACH	ADP	9/22/23 payroll invoice	\$ 84.64
ACH	ADP	10/6/23 payroll & taxes	\$ 2,147.49
ACH	ADP	10/6/23 payroll invoice	\$ 84.64
ACH	NJ STATE HEALTH BENEFITS PROGRAM	Oct 2023 employee health benefits	\$ 3,419.34
ACH	NJ STATE HEALTH BENEFITS PROGRAM	Oct 2023 retiree health benefits	\$ 425.39
ACH	NJ DIV OF PENSIONS & BENEFITS	Aug 2023 pension deductions	\$ 322.56
ACH	OCEAN CITY HOUSING AUTHORITY	Deposit for Oct 2023	\$ 3,824.00
	PNC BANK FEE - SEPT 2023		\$ 68.00
	TOTAL OCT DISBURSEMENTS COCC (cocctur)		\$ 104,375.21
	TOTAL OCT DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL OCT DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 416,262.87
	TOTAL OCT DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 18,977.06
	TOTAL BILL LIST - OCT 2023		\$ 539,615.14

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL OCT DISBURSEMENTS (sturbvm)		\$ -

BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)

Check/Wire #	Vendor	Invoice Notes	Total Amount
	ATLANTIC CITY ELECTRIC	Speitel electric	87.90
	THE DAILY JOURNAL OF NJ	IFB& revised IFB - PBSr demolition	164.46
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #9; Draw #37	250,700.15
	DONOVAN ARCHITECTS	A/E Svcs BVM 1st & 5th Floor Renovations; Draw #37	11,950.45

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

	THE BROOKE GROUP	Reimb for Comcast service fees for Bayview relocation; Draw #37	482.26
	LEVY CONSTRUCTION	Bayview Manor 1st & 5th Floor Renovations; pymt app #10; Draw #38	129,890.15
	THE BROOKE GROUP	Consulting Svcs - BVM 1st & 5th Floor Renovations - 4 invoices	22,987.50
	TOTAL OCT DISBURSEMENTS (sturcons)		\$ 416,262.87

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/Wire #	Vendor	Invoice Notes	Total Amount
2290	JELENA GREY	Sec Dep return	908.05
2289	THE DAILY JOURNAL OF NJ	Ad for PB demo/construction bid; Pre Dev Draw #9	83.01
	SCIULLO ENGINEERING	Engineering services - Peck's Family Development; Invoices #1731 & 1772; Pre Dev Draw #9	15,750.00
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - July 2023 - Peck's Family Development; Inv #211003; Pre Dev Draw #9	54.00
	SCIULLO ENGINEERING	Engineering services - Peck's Family Development; Pre Dev Draw #10	1,750.00
	MCMANIMON, SCOTLAND & BAUMANN LLC	Legal Fees - Peck's Family Development; Pre Dev Draw #10	432.00
	TOTAL OCT DISBURSEMENTS (sturgen)		\$ 18,977.06

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

**RESOLUTION NO. 2023-62
Resolution Authorizing Payment of Draw 38**

WHEREAS, the Ocean City Housing Authority solicited an Invitation for Bids for construction of four-story residential apartment building consisting of three stories of wood frame residential over one-story of reinforced concrete frame parking/utility to be known as Speitel Commons at Bayview Manor; and

WHEREAS, the Ocean City Housing Authority is committed to renovations at Bayview Manor, which is located next to Speitel Commons;

WHEREAS, the funding for the construction of Speitel Commons at Bayview Manor is partly through the New Jersey Housing and Mortgage Finance Agency and partly through the City of Ocean City;

WHEREAS, the funding for the renovations at Bayview Manor is through the City of Ocean City; and

WHEREAS, the funding through the City of Ocean City is via a partnership established through a Shared Services Agreement with the Ocean City Housing Authority; and

WHEREAS, the payments to the vendors for the construction of Speitel Commons at Bayview Manor and the renovations at Bayview Manor will be paid by the Ocean City Housing Authority through "Project Draws" funded by the City of Ocean City; and

WHEREAS, the attached Project Draws will be processed and the vendors paid upon receipt of the funds from the City of Ocean City; and

WHEREAS, **Project Draw #38 in the amount of \$152,877.65** are attached for approval of this payment process;

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

ADOPTED: October 17, 2023

VOTE:

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

OCEAN CITY HOUSING AUTHORITY


BY:


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on October 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Ms. Dorothy F. McCrosson, Esq.
City Solicitor, City of Ocean City
861 Asbury Avenue
Ocean City, NJ 08226

October 11, 2023

Re: City Funding for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #38

Dear Ms. McCrosson:

On behalf of the Ocean City Housing Authority, we are requesting a draw of City funds for the above captioned project. Going forward we will reference the overall project draw number. The total amount of this draw is **\$152,877.65**. This payment will be disbursed by the Ocean City Housing Authority to the following contractors on this project:

Contractor (Payee)	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 08107	\$129,890.15
The Brooke Group LLC (4 Invoices)	209 E Egnor Drive Galloway, NJ 08205	\$22,987.50
TOTAL		\$152,877.65

Enclosed herein is a Hard and Soft Cost Expense Summary Form for all City funded draws. It details the specific project activity(s) being funded; all previous City draw amounts. In addition, attached is an overall project rolled-up budget/draw schedule for Speitel Commons & Bayview Manor which includes all sources of funds and all budget line items. Also enclosed is the backup documentation for all activities being funded in this draw showing work completed and approved by the appropriate party.

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

Thank you for your time and consideration in this matter.

Sincerely,



Jacqueline Jones
Executive Director

Cc: Frank Donato, Ocean City Finance Director, Rick Ginnetti, Project Manager

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Hard and Soft Cost Expense Summary (City funds) Redevelopment of Speitel Commons and Bayview Manor Overall Project Draw #38

HARD COSTS PER PROJECT	Previously Dispersed	Current Draw	Total expended to date:	Notes:
Building wide alarm system replacement	\$148,960.00	\$0.00	\$148,960.00	This sub-project is complete
Roof Replacement Bayview	\$225,444.55	\$0.00	\$225,444.55	This sub-project is complete
Speitel Commons Construction	\$3,023,239.44	\$0.00	\$3,023,239.44	This sub-project is complete
Bayview Electrical	\$94,763.00	\$0.00	\$94,763.00	This sub-project is complete
B&B Lightning Protection	\$10,650.00	\$0.00	\$10,650.00	This sub-project is complete
Bayview Ext & HVAC	\$942,396.31	\$0.00	\$942,396.31	This sub-project is complete
Bayview 1 st & 5 th Floor	\$1,028,674.14	\$129,890.15	\$1,158,564.29	
Peck's Beach Demolition	\$175,150.00	\$0.00	\$175,150.00	This sub-project is complete
Bayview Testing Fees	\$21,280.00	\$0.00	\$21,280.00	
SOFT COSTS				
Architectural construction management & Energy Star	\$165,799.30	\$0.00	\$165,799.30	
Engineering	\$32,160.00	\$0.00	\$32,160.00	
Consulting Fees	\$197,123.43	\$22,987.50	\$220,110.93	
Insurance	\$13,541.50	\$0.00	\$13,541.50	
Relocation	\$41,512.26	\$0.00	\$41,512.26	
Utility Con/Testing Fees	\$30,630.90	\$0.00	\$30,630.90	
Operational Fees	\$7,270.50	\$0.00	\$7,270.50	
Attorney Fees	\$4,770.00	\$0.00	\$4,770.00	
Totals	\$6,293,379	\$152,877.65	\$6,316,367	

TOTAL CITY PROJECT FUNDS	TOTAL EXPENDED TO DATE	BALANCE
\$6,603,943	\$6,316,367	\$287,576

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

**RESOLUTION NO. 2023-63
Resolution Authorizing Payment of Draw #10
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 #10 in the amount of \$2,182.00 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: October 17, 2023

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

October 9, 2023

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 10 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$2,182.00. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Sciullo Engineering	137 S. New York Ave. Ste #2 Atlantic City, NJ 08401	\$1,750.00
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2 nd Floor Roseland, NJ 07068	\$432.00
	TOTAL	\$2,182.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #10

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

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

**RESOLUTION NO. 2023-64
Accounts Receivable Decreed as Uncollectible**

WHEREAS, the Ocean City Housing Authority has several accounts receivable which remain unpaid and impossible to collect; and

WHEREAS, in order to maintain proper records by the Ocean City Housing Authority, it is necessary that these accounts be written off; and

NOW, THEREFORE, BE IT RESOLVED by the Ocean City Housing Authority that the attached list of accounts receivable and the amount indicated thereon be and are hereby decreed and abandoned as uncollectible in the sum of **\$2,009.41**.

This resolution shall take effect immediately.

ADOPTED: October 17, 2023

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

OCHA Year End Bad Debt Write Offs as of 9/30/2023**Aged Receivables**

Age As Of: 09/30/2023 Post To: 09/2023

Property	Unit	Resident	Name	Security Deposit	Move Out Date	Balance	Reason Uncollectible
rad_bayv	302	t0000033	SUSAN DI DATO (Past)	Y	7/21/2021	1,685.50	Deceased
rad_bayv						1,685.50	
rad_spei	2011	t0000959	HELEN DOUGHERTY (Past)	Y	11/30/2022	323.91	Deceased
rad_spei						323.91	
Total						2,009.41	

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

**RESOLUTION NO. 2023-65
Resolution Voiding Checks not presented for payment
as of September 30, 2023**

WHEREAS, the Ocean City Housing Authority, in its various accounts, prepares in excess of 2,000 checks per year; and

WHEREAS, each year a certain number of checks are voided by the Ocean City Housing Authority and/or are released and not presented to the banks of the Housing Authority for payment; and

WHEREAS, appropriate accounting procedures are required to be implemented to account for the voiding of checks not presented for payment as of September 30, 2023; and

WHEREAS, it is necessary at this time to void a number of checks as aforesaid; and

WHEREAS, it is in the best interest of the Ocean City Housing Authority to void said checks.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Ocean City Housing Authority, County of Cumberland and State of New Jersey as follows:

1. Checks on various accounts of the Ocean City Housing Authority written, attached hereunto, and not presented to the banks of the Housing Authority, are hereby declared void and not to be paid;
2. The Fee Accountant of the Ocean City Housing Authority and the Executive Director of the Ocean City Housing Authority shall make the appropriate accounting entries in the books of account of the Ocean City Housing Authority for the voiding of checks outstanding that were issued by the Ocean City Housing Authority not presented for payment as of September 30, 2023;
3. A certified copy of this Resolution shall be filed with the Fee Accountant of the Ocean City Housing Authority.

ADOPTED: October 17, 2023

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on October 17, 2023 at the Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones, Executive Director
Secretary/Treasurer



List of Checks to be Voided as of 09/30/2023

<u>BANK</u>	<u>CHECK #'S</u>	<u>OUTSTANDING</u>	<u>DATE ISSUED</u>	<u>PAYEE</u>	<u>AMOUNT</u>
OCHA- COCC	1071	8/16/2022	Verizon Connect Fleet USA, LLC		30.83
OCHA- COCC	1205	12/13/2022	Linwood GULF, Inc.		35.00
Bayview/Sepeitel Oper	119	11/14/2022	George Powell		451.09
TOTAL					<hr/> \$516.92

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

RESOLUTION NO. 2023-66
Resolution Authorizing Contracts with Approved National
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 52:34-6.2(b)(3)

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 52:34-6.2(b)(3), may by resolution and without advertising for bids, join national cooperative purchasing agreements; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing national cooperative contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced National Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved national cooperative contracts on the attached list, pursuant to all conditions of the individual contracts; and


BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 17, 2023

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on October 17, 2023 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

National Cooperative Contract Vendors

Cooperative Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
OMNIA Partners - US Communities Contract, County of Maricopa, Arizona Contract #16154	HD Supply Facilities Maintenance	Maintenance and Hardware Supplies	12/31/2026
OMNIA Partners - US Communities Contract, Maricopa County, Phoenix, AZ, Contract #16154	Home Depot Pro	Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services	12/31/2026
OMNIA Partners - US Communities Contract, Fresno Unified School District, CA, Contract #22-07	Home Depot Pro	Maintenance and Hardware Supplies	10/31/2025
OMNIA Partners - US Communities Contract, County of Fairfax, Virginia Contract #:4400006644	Insight Public Sector	Technology Products and Solutions	4/30/2023
Sourcewell Contract #081419-CDW	CDW-G Technology Solutions	Technology & Communications Solutions	10/30/2024
Sourcewell Contract#: #080620-WEX	Wright Express Financial Services Corp	Fuel Card Services	9/10/2024
OMNIA Partners - US Communities Contract, Prince William County Public Schools, Virginia, Contract R-BB-19002	CINTAS	Uniform Services	10/31/2027
Sourcewell - Contract#: 121218-WWG	Grainger	Facilities & Maintenance Repair	1/25/2023
Sourcewell - Contract Number: 192163	Grainger	Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials, and Related Services	12/31/2024
OMNIA - Contract Number: 2018.000207	Grainger	Maintenance, Repair, Operations (MRO) Supplies and Related Services	6/30/2024
OMNIA Partners - US Communities Contract, Prince William County Public Schools, VA Contract#:R-TC-17006	Amazon Business	Online Marketplace	1/18/2028
OMNIA Partners - Contract 02-147	Sherwin Williams	Paint and Related Supplies	4/30/2028
Sourcewell Contract #030421-SCS STANLEY Integrated Security Solutions	Stanley Access Technologies	Integrated Systems, Services and Equipment	4/22/2025
Sourcewell Contract #080420-TKE Thyssenkrupp Elevator	TK Elevator	Elevators, Escalators, and Moving Walks with Related Equipment, Services	8/28/2024
Sourcewell Contract #012320-SCC - Staples	Staples	Office Supplies	4/6/2024
Sourcewell Contract #030421-JHN - Johnson Controls	Johnson Controls	Facility Security Systems	4/22/2025
Sourcewell Contract #070121-JHN - Johnson Controls	Johnson Controls (tyco)	HVAC Systems	8/12/2025
OMNIA Partners - US Communities - Contract Number: R192006 Region 4 ESC	Lowes	Maintenance, Repair & Operations Supplies and Related Services	3/31/2024
OMNIA Partners -National IPA - Contract Number: FI-R0251-18	Canon	Multi-Function Copier Devices and Service Solutions	3/31/2024
OMNIA Partners - Contract Number: R200501	Schindler	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2025
OMNIA Partners - US Communities Contract - Contract Number: 4400006642	Carahsoft Software Corp	Google Products, Services and Solutions	10/31/2023
OMNIA Partners - US Communities Contract - Contract #2019001564	KONE	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2024
OMNIA Partners - US Communities Contract - Contract #R200502	TK Elevator Corp	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2024
OMNIA Partners - US Communities Contract - Contract #R200501	Schindler Group	Elevator Industry Equipment, Repair, Related Products and Services	9/30/2023
OMNIA Partners - US Communities Contract - Contract #2019001563	OTIS	Elevator, Escalator, Chairlift and Platform Lift Maintenance & Repair and Related Services	9/30/2024
OMNIA Partners - US Communities Contract - Contract #R190601	GovDeals	Auctioneer Services and Related Products	1/31/2025
OMNIA Partners - US Communities Contract - Contract #18-6320	Shred-it	Document and Media Destruction Services	5/14/2024
Sourcewell Contract #012320-SCC - Staples	Staples	Office Supply Catalog Solutions	4/6/2024
OMNIA Partners - US Communities Contract - Contract #2020002148	Mannington Commercial	Systemwide Flooring	4/14/2025
OMNIA Partners - US Communities Contract - Contract #2020002149	Mohawk Carpet Distribution, Inc.	Systemwide Flooring	4/14/2025

Sourcewell Contract #031121-DAC - Deere and Company	Deere and Company	Grounds Maintenance Equipment	4/30/2025
Sourcewell Contract #091422-FAS - Fastenal Company	Fastenal Company	Facility MRO	11/8/2026
Sourcewell Contract #070121-HNY - Honeywell	Honeywell	Building Management Systems	8/12/2025
Sourcewell Contract #121919-KII - KI Furniture	KI Furniture	Furniture	2/18/2024
Sourcewell Contract #011322-PIT - Pitney Bowes	Pitney Bowes	Mailing & Shipping Software & Solutions	2/28/2026
Sourcewell Contract #121919-STI - Steelcase	Steelcase	Furniture	2/18/2024
OMNIA Partners - US Communities Contract - Contract #2019001568	Lerch Bates Inc.	Elevator Services, Repair, Maintenance, Inspection/Testing, Parts, and Modernization	9/30/2024
OMNIA Partners - US Communities Contract - Contract #3341	Trane	HVAC Products, Installation, Labor Based Solutions, and Related Products and Services	8/31/2027
OMNIA Partners - US Communities Contract - Contract #22601702	Panasonic	Mobile Computing Solutions Including Ruggedized Laptops, Tablets, Accessories and Related Technology Products and Services	4/13/2025
Sourcewell Contract #121919-TKN - Teknion	Teknion	Public Sector & Education Furnishings	2/18/2024
OMNIA Partners - US Communities Contract - Contract #R191811	National Office Furniture	Furniture, Installation and Related Services	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R191802	Allsteel	Furniture, Installation and Related Services	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R191819	Enwork	Furniture, Installation and Related Services	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R200601	Sunbelt Rentals	Equipment and Tool Rental Services	10/31/2025
OMNIA Partners - US Communities Contract - Contract #2017000280	Advance Auto Parts	Automotive Parts & Supplies	6/30/2024
OMNIA Partners - US Communities Contract - Contract #R211201	AutoZone	Automotive Parts & Supplies	12/31/2026
OMNIA Partners - US Communities Contract - Contract #R220201	Burke	Playground Systems, Installation, Service and Related Items	4/30/2025
OMNIA Partners - US Communities Contract - Contract #R220202	Play & Park Structures	Playground Systems, Installation, Service and Related Items	4/30/2027
OMNIA Partners - US Communities Contract - Contract # 20469	Exmark	Tractors, Mowers, and Other Equipment, Parts, and Services	5/14/2027
Sourcewell Contract # - 091422	Grainger	Facility MRO Solution, PPE Safety supplies	11/8/2026
Sourcewell Contact # - 101320-SCC	Grainger	Facilities equipment &supplies	11/16/2024
Sourcewell Contact # - RFP#010720	Panasonic	Equipment, Products, Or Services	2/21/2024
Educational Services Commission of New Jersey - BID: ESCNJ 22/23-23	All-Risk	Disaster Recovery Services	11/15/2024

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

**Resolution #2023-67
Resolution Authorizing Contracts with Approved State
Contract Vendors for Contracting Units
Pursuant to N.J.S.A. 40A:11-12a**

WHEREAS, the Ocean City Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Ocean City Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Ocean City Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

WHEREAS, the Ocean City Housing Authority may through the use of the attached contracts purchase in excess of the bid threshold; and

NOW, THEREFORE, BE IT RESOLVED, that the Ocean City Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Ocean City Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED: October 17, 2023

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on October 17, .2023 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

NJ State Contract Vendors

Contract Information	Vendor	Products\Services	Expiration
NJ State Contract #:19-TELE-00656	DELL MARKETING LP	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	10/31/2023
NJ State Contract #:20-TELE-01510	DELL MARKETING LP	SOFTWARE LICENSE & RELATED SERVICES	5/24/2026
NJ State Contract #:20-TELE-01511	CDW GOVERNMENT LLC	Software Reseller Services	5/24/2026
NJ State Contract #:22-TELE-05441	VERIZON WIRELESS	WIRELESS DEVICES AND SERVICES	8/11/2024
NJ State Contract #:0000003	W B MASON COMPANY INC	T0052 Office Supplies and Recycled Copy Paper Statewide	5/6/2024
NJ State Contract #:88692	MARLEE CONTRACTORS	HVAC, REFRIGERATION AND BOILER SERVICES	10/31/2023
NJ State Contract #:21-FOOD-01747	PEMBERTON ELECTRICAL SUPPLY CO	ELECTRICAL EQUIPMENT AND SUPPLIES	9/30/2024
NJ State Contract #:23-FOOD-50947	PEMBERTON ELECTRICAL SUPPLY CO	T2419 Electrical Equipment, Supplies, Light Poles, and Luminaries with Associated Lamps	7/31/2026
NJ State Contract #:23-FOOD-47763	FRANK MAZZA AND SON	CARPET/FLOORING SUPPLY&INSTALL	6/30/2025
NJ State Contract #:40823	Creston Hydraulics Inc.	T0126 - OEM & NON-OEM MAINTENANCE & REPAIR SERVICES FOR LIGHT/MEDIUM DUTY VEHICLES	3/17/2024
NJ State Contract #:88272	Creston Hydraulics Inc.	T0085 - SNOW PLOW PARTS, AND GRADER AND LOADER BLADES	1/19/2024
NJ State Contract #:19-FOOD-01328	South Jersey Paper Products	T0012 Food Service Items: Disposable, Paper and Plastic for Distribution and Support Services	10/31/2023
NJ State Contract #: 43029	Laurel Lawn Mower	PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2023
NJ State Contract #:19-FLEET-00677	Grainger	M0002 CUSTOM ORDERS Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	6/30/2024
NJ State Contract #:19-FLEET-00566	Grainger	Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	6/30/2024
NJ State Contract #: 43037	Central Jersey Equipment	T2187 - PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2024
NJ State Contract #: 43022	Cherry Valley Tractor Sales	T2187 - PARTS AND REPAIRS FOR LAWN AND GROUNDS EQUIPMENT	2/16/2024
NJ State Contract #: 21-FLEET-03204	Jet Vac Equipment	T3117 12 YD. COMBINATION SEWER CLEANER & VACUUM MANHOLE CLEANER	1/4/2025