

*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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July 10, 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, July 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, July 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 June 17, 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)**
    - # 2025-36 Approval of Monthly Expenses **(updated)**
    - # 2025-37 Authorizing Payments of Draw #20 Pecks Beach
    - # 2025-38 Appointing Purchasing Agent
  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**

**June 17, 2025 – 4:02 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held June 17, 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   |          |
| Commissioner Robert Henry     |          |
| Commissioner Patricia Jackson | (Absent) |
| Commissioner Brian Broadley   |          |
| Chairperson Robert Barr       |          |

Also, present were 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 May 20, 2025. Motion made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

#### **Treasurer's Report**

Linda Cavallo presented the Financial Report for the eight months ending May 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  | (Yes)    |
| Commissioner Patrick Mumman   | (Yes)    |
| Commissioner Beverly McCall   | (Yes)    |
| Commissioner Robert Henry     | (Yes)    |
| Commissioner Patricia Jackson | (Absent) |
| Commissioner Brian Broadley   | (Yes)    |
| Chairperson Robert Barr       | (Yes)    |

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

Ron Miller reported for Mrs. Jones. Biweekly calls for construction updates are being held for the Pecks Beach Redevelopment Project. The Authority is now meeting with NJHMFHA as well as the Tax Credit Investor, Century Bank. It is progressing and moving forward in the right direction with an anticipated September closing.

In regard to Community Outreach, events for the summer will be scheduled. No events were held in the past month other than the health services through Acenda.

Resolutions explanations will be provided during the resolution portion of the meeting.

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

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

**Committee Reports** – None.

**Old Business** – None.

**New Business** – None.

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

### **Resolution #2025-27** **Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$191,163.92. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided a brief explanation of the bill list. The following vote was taken:

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

**Resolution #2025-28**

**Resolution Disposing of Furniture and Equipment Utilizing the Disposition Policy**

Chairperson Barr called for a motion to approve Resolution #2025-28. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Ron Miller provided an explanation the item being disposed. The following vote was taken:

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

**Resolution #2025-29**

**Transfer Ownership of Authority Owned Vehicle**

Chairperson Barr called for a motion to approve Resolution #2025-29. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller provided an explanation of this resolution. The following vote was taken:

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

**Resolution #2025-30**

**Authorization to Use Cooperative Contract – Playground Equipment**

Chairperson Barr called for a motion to approve Resolution #2025-30. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided an explanation of this resolution. The following vote was taken:

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

**Resolution #2025-31**  
**Resolution to Borrow – Limited Liability Company**  
**New Jersey Housing & Mortgage Finance Agency (NJHMFA) – Pecks Beach**

Chairperson Barr called for a motion to approve Resolution #2025-31. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller provided an explanation of this resolution. The following vote was taken:

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

**Resolution #2025-32**  
**Construction Bank Account Resolution**  
**Pecks Beach Redevelopment LLC**

Chairperson Barr called for a motion to approve Resolution #2025-32. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided an explanation of this resolution. The following vote was taken:

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

**Resolution #2025-33**  
**2025-2026 Housing Authority Budget Resolution**

Chairperson Barr called for a motion to approve Resolution #2025-33. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller reviewed the budget line items. Commissioner Halliday asked if the cyber insurance is tier rated are based on guidelines. Ron indicated they are tier rated. The OCHA actually benefits from Vineland's management because they have the capacity to have a much larger IT infrastructure. Last year it was a tier three which is the highest rating. Vineland has their own consultants and Ron also has a background in cyber security.

We're making the Board aware of the replacement reserve activity and current balance. The Executive Director is required to certify that this information has been disclosed to the Board of Commissioners. The Board of Commissioners have been made aware of the balance and withdraw activity at today's meeting.

The following vote was taken:

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

#### **Resolution #2025-34**

#### **PHA Certifications of Compliance with the Five-Year Plan 2025-2029 and Related Regulations Board Resolution to Accompany the PHA Plan**

Chairperson Barr called for a motion to approve Resolution #2025-34. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller briefly explained the Authority's five-year plan. The following vote was taken:

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

#### **Resolution #2025-35**

#### **2025 Capital Fund Appropriations Program**

Chairperson Barr called for a motion to approve Resolution #2025-35. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. Ron Miller provided an explanation of this resolution. The following vote was taken:

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

Chairperson Barr requested public comments. No comments. Chairperson Barr requested comments from Board Commissioners and/or Administration. Chairperson Barr stated today is Commissioner Mumman's last meeting. Ron Miller and Chairperson Barr presented him with an award in appreciation of his service to the Ocean City Housing Authority. Commissioner Mumman stated it was an honor to serve and thanked the Board.

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:28 p.m.

Respectfully submitted,



Handwritten signature of Jacqueline S. Jones in blue ink.

Jacqueline S. Jones  
Secretary/Treasurer



Handwritten signature of Ronald Miller in blue ink.

Ronald Miller  
Director of Affordable Housing



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

Month Ending: Jun 2025



|                                      | <b>TOTAL</b>             |                                 |                                 |                                   |
|--------------------------------------|--------------------------|---------------------------------|---------------------------------|-----------------------------------|
|                                      | <b>ANNUAL<br/>BUDGET</b> | <b>BUDGET<br/>THRU<br/>June</b> | <b>ACTUAL<br/>THRU<br/>June</b> | <b>VARIANCE<br/>THRU<br/>June</b> |
| <b><u>INCOME</u></b>                 |                          |                                 |                                 |                                   |
| DWELLING RENTAL                      | \$ 753,570               | \$ 565,182                      | \$ <u>560,213</u>               | \$ (4,969)                        |
| OTHER TENANT-EXCESS UTILITIES        | -                        | -                               | <u>(396)</u>                    | (396)                             |
| <b>TOTAL TENANT REVENUE</b>          | <b>\$ 753,570</b>        | <b>\$ 565,182</b>               | <b>\$ 559,817</b>               | <b>\$ (5,365)</b>                 |
| HUD OPERATING SUBSIDY                | \$ 160,000               | \$ 119,997                      | \$ <u>92,519</u>                | \$ (27,478)                       |
| PBV HAP SUBSIDY                      | 432,640                  | 324,477                         | <u>301,395</u>                  | (23,082)                          |
| HUD CAPITAL FUNDS-OPERATIONS         | 150,350                  | 112,761                         | <u>218,928</u>                  | 106,167                           |
| CDBG INCOME                          | 44,200                   | 33,156                          | <u>-</u>                        | (33,156)                          |
| <b>TOTAL HUD FUNDING</b>             | <b>\$ 787,190</b>        | <b>\$ 590,391</b>               | <b>\$ 612,842</b>               | <b>\$ 22,451</b>                  |
| INVESTMENT INCOME-<br>UNRESTRICTED   | \$ 550                   | \$ 414                          | \$ <u>326</u>                   | \$ (88)                           |
| NONDWELLING RENTAL INCOME            | 52,000                   | 38,997                          | <u>-</u>                        | (38,997)                          |
| OTHER INCOME-LAUNDRY                 | 4,300                    | 3,231                           | <u>1,219</u>                    | (2,013)                           |
| OTHER INCOME-FRAUD RECOVERY          | 800                      | 603                             | <u>898</u>                      | 295                               |
| OTHER INCOME-MISCELLANEOUS           | 13,160                   | 9,873                           | <u>74,284</u>                   | 64,411                            |
| <b>TOTAL INCOME</b>                  | <b>\$ 1,611,570</b>      | <b>\$ 1,208,691</b>             | <b>\$ 1,249,386</b>             | <b>\$ 40,695</b>                  |
| <b><u>EXPENSES</u></b>               |                          |                                 |                                 |                                   |
| AUDIT FEES                           | \$ 17,250                | \$ 12,933                       | \$ <u>12,933</u>                | \$ -                              |
| ADVERTISING                          | 1,900                    | 1,431                           | <u>712</u>                      | (719)                             |
| OFFICE EXPENSES                      |                          |                                 |                                 |                                   |
| COMPUTER SERVICES                    | \$ 1,660                 | \$ 1,251                        | \$ <u>1,075</u>                 | \$ (176)                          |
| CONSULTANTS-RAD CONVERSION           | 6,320                    | 4,743                           | <u>-</u>                        | (4,743)                           |
| COPIER                               | 1,220                    | 918                             | <u>219</u>                      | (699)                             |
| DUES & PUBLICATIONS                  | 730                      | 549                             | <u>436</u>                      | (113)                             |
| OFFICE SUPPLIES                      | 840                      | 630                             | <u>2,667</u>                    | 2,037                             |
| PHONE & INTERNET                     | 14,980                   | 11,232                          | <u>14,082</u>                   | 2,850                             |
| POSTAGE                              | 4,200                    | 3,150                           | <u>2,653</u>                    | (497)                             |
| LEGAL                                | 26,600                   | 19,953                          | <u>13,133</u>                   | (6,820)                           |
| CRIMINAL BACKGROUND CHECKS           | 1,050                    | 792                             | <u>557</u>                      | (235)                             |
| LEGAL-RAD                            | -                        | -                               | <u>41</u>                       | 41                                |
| TRAVEL                               | 4,000                    | 2,997                           | <u>-</u>                        | (2,997)                           |
| TRAINING                             | 440                      | 333                             | <u>238</u>                      | (95)                              |
| ACCOUNTING                           | 34,500                   | 25,884                          | <u>25,875</u>                   | (9)                               |
| MANAGEMENT FEES                      | 316,960                  | 237,726                         | <u>237,552</u>                  | (174)                             |
| MISCELLANEOUS-SUNDRY                 | 14,760                   | 11,088                          | <u>32,793</u>                   | 21,705                            |
| BILL PAY ACH/CHECK WRITING FEE       | -                        | -                               | <u>79</u>                       | 79                                |
| <b>TOTAL ADMINISTRATIVE EXPENSES</b> | <b>\$ 447,410</b>        | <b>\$ 335,610</b>               | <b>\$ 345,044</b>               | <b>\$ 9,434</b>                   |

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

Month Ending: Jun 2025



|                                            | <b>TOTAL</b>             |                                 |                                 |                                   |
|--------------------------------------------|--------------------------|---------------------------------|---------------------------------|-----------------------------------|
|                                            | <b>ANNUAL<br/>BUDGET</b> | <b>BUDGET<br/>THRU<br/>June</b> | <b>ACTUAL<br/>THRU<br/>June</b> | <b>VARIANCE<br/>THRU<br/>June</b> |
| <b>OTHER TENANT SERVICES</b>               | \$ 11,700                | \$ 8,775                        | \$ <u>6,852</u>                 | \$ (1,923)                        |
| <b>TENANT SVCS – BEHAVIORAL<br/>HEALTH</b> | 44,200                   | 33,156                          | <u>9,860</u>                    | (23,296)                          |
| <b>TOTAL OTHER TENANT SERVICES</b>         | <u>\$ 55,900</u>         | <u>\$ 41,931</u>                | <u>\$ 16,712</u>                | <u>\$ (25,219)</u>                |
| <b>WATER/SEWER</b>                         | \$ 130,840               | \$ 98,127                       | \$ <u>112,058</u>               | \$ 13,931                         |
| <b>ELECTRIC</b>                            | 145,590                  | 109,197                         | <u>114,451</u>                  | 5,254                             |
| <b>GAS</b>                                 | 39,040                   | 29,286                          | <u>46,341</u>                   | 17,055                            |
| <b>GARBAGE/TRASH REMOVAL</b>               | -                        | -                               | <u>117</u>                      | 117                               |
| <b>TOTAL UTILITY EXPENSES</b>              | <u>\$ 315,470</u>        | <u>\$ 236,610</u>               | <u>\$ 272,966</u>               | <u>\$ 36,356</u>                  |
| <b>MAINTENANCE LABOR</b>                   | \$ 112,390               | \$ 84,303                       | \$ <u>73,612</u>                | \$ (10,691)                       |
| <b>MAINT. MATERIALS</b>                    | 111,490                  | 83,664                          | <u>32,571</u>                   | (51,093)                          |
| <b>MAINT. CONTRACT COSTS</b>               | 179,040                  | 134,298                         | <u>119,805</u>                  | (14,493)                          |
| <b>EMPLOYEE BENEFITS</b>                   | 90,360                   | 67,779                          | <u>59,878</u>                   | (7,901)                           |
| <b>TOTAL MAINTENANCE</b>                   | <u>\$ 493,280</u>        | <u>\$ 370,044</u>               | <u>\$ 285,867</u>               | <u>\$ (84,177)</u>                |
| <b>INSURANCE</b>                           | \$ 142,910               | \$ 107,199                      | \$ <u>106,917</u>               | \$ (282)                          |
| <b>FLOOD INSURANCE</b>                     | 24,760                   | 18,567                          | <u>29,767</u>                   | 11,200                            |
| <b>BAD DEBTS</b>                           | 7,690                    | 5,769                           | <u>5,769</u>                    | -                                 |
| <b>COMPENSATED ABSENCES</b>                | 3,600                    | 2,700                           | <u>2,700</u>                    | -                                 |
| <b>PAYMENT IN LIEU OF TAXES</b>            | 43,810                   | 32,868                          | <u>32,868</u>                   | -                                 |
| <b>REAL ESTATE TAXES</b>                   | -                        | -                               | <u>774</u>                      | 774                               |
| <b>PENSION</b>                             | 6,010                    | 4,509                           | <u>7,576</u>                    | 3,067                             |
| <b>RETIREE BENEFITS</b>                    | 12,650                   | 9,486                           | <u>6,714</u>                    | (2,772)                           |
| <b>TOTAL OTHER EXPENSES</b>                | <u>\$ 241,430</u>        | <u>\$ 181,098</u>               | <u>\$ 193,085</u>               | <u>\$ 11,987</u>                  |
| <b>TOTAL EXPENDITURES</b>                  | <u>\$ 1,553,490</u>      | <u>\$ 1,165,293</u>             | <u>\$ 1,113,674</u>             | <u>\$ (51,619)</u>                |
| <b>Replacement Reserve</b>                 | \$ 45,890                | \$ 34,416                       | \$ <u>34,445</u>                | \$ 29                             |
| <b>PROFIT</b>                              | <u>\$ 12,190</u>         | <u>\$ 8,982</u>                 | <u>\$ 101,267</u>               | <u>\$ 92,285</u>                  |

Commissioner's Report - Property Detail

Month Ending: Jun 2025



|                                | BAYVIEW          |                        |                        |                          | SPEITEL          |                        |                        |                          | PECK'S FAMILY    |                        |                        |                          |
|--------------------------------|------------------|------------------------|------------------------|--------------------------|------------------|------------------------|------------------------|--------------------------|------------------|------------------------|------------------------|--------------------------|
|                                | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>June | ACTUAL<br>THRU<br>June | VARIANCE<br>THRU<br>June | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>June | ACTUAL<br>THRU<br>June | VARIANCE<br>THRU<br>June | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>June | ACTUAL<br>THRU<br>June | VARIANCE<br>THRU<br>June |
| <b><u>INCOME</u></b>           |                  |                        |                        |                          |                  |                        |                        |                          |                  |                        |                        |                          |
| DWELLING RENTAL                | \$ 267,850       | \$ 200,889             | \$ <u>170,391</u>      | \$ (30,498)              | \$ 180,030       | \$ 135,027             | \$ <u>132,456</u>      | \$ (2,571)               | \$ 305,690       | \$ 229,266             | \$ <u>257,366</u>      | \$ 28,100                |
| OTHER TENANT-EXCESS            | -                | -                      | -                      | -                        | -                | -                      | <u>(396)</u>           | (396)                    | -                | -                      | -                      | -                        |
| UTILITIES                      |                  |                        |                        |                          |                  |                        |                        |                          |                  |                        |                        |                          |
| TOTAL TENANT REVENUE           | \$ 267,850       | \$ 200,889             | \$ 170,391             | \$ (30,498)              | \$ 180,030       | \$ 135,027             | \$ 132,060             | \$ (2,967)               | \$ 305,690       | \$ 229,266             | \$ 257,366             | \$ 28,100                |
| HUD OPERATING SUBSIDY          | \$ -             | \$ -                   | \$ -                   | \$ -                     | \$ -             | \$ -                   | \$ -                   | \$ -                     | \$ 160,000       | \$ 119,997             | \$ <u>92,519</u>       | \$ (27,478)              |
| PBV HAP SUBSIDY                | 214,210          | 160,659                | <u>137,027</u>         | (23,632)                 | 218,430          | 163,818                | <u>164,368</u>         | 550                      | -                | -                      | -                      | -                        |
| HUD CAPITAL FUNDS-OPERATIONS   | -                | -                      | -                      | -                        | -                | -                      | -                      | -                        | 150,350          | 112,761                | <u>218,928</u>         | 106,167                  |
| CDBG INCOME                    | 15,500           | 11,628                 | -                      | (11,628)                 | 15,500           | 11,628                 | -                      | (11,628)                 | 13,200           | 9,900                  | -                      | (9,900)                  |
| TOTAL HUD FUNDING              | \$ 229,710       | \$ 172,287             | \$ 137,027             | \$ (35,260)              | \$ 233,930       | \$ 175,446             | \$ 164,368             | \$ (11,078)              | \$ 323,550       | \$ 242,658             | \$ 311,447             | \$ 68,789                |
| INVESTMENT INCOME-UNRESTRICTED | \$ 300           | \$ 225                 | \$ <u>98</u>           | \$ (127)                 | \$ -             | \$ -                   | \$ -                   | \$ -                     | \$ 250           | \$ 189                 | \$ <u>228</u>          | \$ 39                    |
| NONDWELLING RENTAL INCOME      | 52,000           | 38,997                 | -                      | (38,997)                 | -                | -                      | -                      | -                        | -                | -                      | -                      | -                        |
| OTHER INCOME-LAUNDRY           | 2,300            | 1,728                  | <u>394</u>             | (1,334)                  | -                | -                      | <u>780</u>             | 780                      | 2,000            | 1,503                  | <u>45</u>              | (1,459)                  |
| OTHER INCOME-FRAUD RECOVERY    | -                | -                      | -                      | -                        | -                | -                      | -                      | -                        | 800              | 603                    | <u>898</u>             | 295                      |
| OTHER INCOME-MISCELLANEOUS     | 3,950            | 2,961                  | <u>32,695</u>          | 29,734                   | 1,610            | 1,215                  | <u>1,170</u>           | (45)                     | 7,600            | 5,697                  | <u>40,418</u>          | 34,721                   |
| TOTAL INCOME                   | \$ 556,110       | \$ 417,087             | \$ 340,605             | \$ (76,482)              | \$ 415,570       | \$ 311,688             | \$ 298,378             | \$ (13,310)              | \$ 639,890       | \$ 479,916             | \$ 610,402             | \$ 130,486               |
| <b><u>EXPENSES</u></b>         |                  |                        |                        |                          |                  |                        |                        |                          |                  |                        |                        |                          |
| AUDIT FEES                     | \$ 7,000         | \$ 5,247               | \$ <u>5,247</u>        | \$ -                     | \$ 4,200         | \$ 3,150               | \$ <u>3,150</u>        | \$ -                     | \$ 6,050         | \$ 4,536               | \$ <u>4,536</u>        | \$ -                     |
| ADVERTISING                    | 500              | 378                    | <u>199</u>             | (179)                    | 500              | 378                    | <u>128</u>             | (250)                    | 900              | 675                    | <u>385</u>             | (290)                    |
| OFFICE EXPENSES                |                  |                        |                        |                          |                  |                        |                        |                          |                  |                        |                        |                          |
| COMPUTER SERVICES              | \$ 500           | \$ 378                 | \$ <u>301</u>          | \$ (77)                  | \$ 500           | \$ 378                 | \$ <u>195</u>          | \$ (183)                 | \$ 660           | \$ 495                 | \$ <u>579</u>          | \$ 84                    |
| CONSULTANTS-RAD CONVERSION     | 500              | 378                    | -                      | (378)                    | 3,040            | 2,277                  | -                      | (2,277)                  | 2,780            | 2,088                  | -                      | (2,088)                  |
| COPIER                         | 740              | 558                    | <u>61</u>              | (497)                    | 480              | 360                    | <u>39</u>              | (321)                    | -                | -                      | <u>118</u>             | 118                      |
| DUES & PUBLICATIONS            | 170              | 126                    | <u>122</u>             | (4)                      | 200              | 153                    | <u>78</u>              | (75)                     | 360              | 270                    | <u>235</u>             | (35)                     |

# Commissioner's Report - Property Detail

Month Ending: Jun 2025



|                                            | <u>BAYVIEW</u>           |                                 |                                 |                                   | <u>SPEITEL</u>           |                                 |                                 |                                   | <u>PECK'S FAMILY</u>     |                                 |                                 |                                   |
|--------------------------------------------|--------------------------|---------------------------------|---------------------------------|-----------------------------------|--------------------------|---------------------------------|---------------------------------|-----------------------------------|--------------------------|---------------------------------|---------------------------------|-----------------------------------|
|                                            | <i>ANNUAL<br/>BUDGET</i> | <i>BUDGET<br/>THRU<br/>June</i> | <i>ACTUAL<br/>THRU<br/>June</i> | <i>VARIANCE<br/>THRU<br/>June</i> | <i>ANNUAL<br/>BUDGET</i> | <i>BUDGET<br/>THRU<br/>June</i> | <i>ACTUAL<br/>THRU<br/>June</i> | <i>VARIANCE<br/>THRU<br/>June</i> | <i>ANNUAL<br/>BUDGET</i> | <i>BUDGET<br/>THRU<br/>June</i> | <i>ACTUAL<br/>THRU<br/>June</i> | <i>VARIANCE<br/>THRU<br/>June</i> |
| <b>OFFICE SUPPLIES</b>                     | 320                      | 243                             | <u>747</u>                      | 504                               | 110                      | 81                              | <u>480</u>                      | 399                               | 410                      | 306                             | <u>1,440</u>                    | 1,134                             |
| <b>PHONE &amp; INTERNET</b>                | 3,660                    | 2,745                           | <u>3,825</u>                    | 1,080                             | 7,420                    | 5,562                           | <u>6,346</u>                    | 784                               | 3,900                    | 2,925                           | <u>3,911</u>                    | 986                               |
| <b>POSTAGE</b>                             | 1,200                    | 900                             | <u>759</u>                      | (141)                             | 1,200                    | 900                             | <u>474</u>                      | (426)                             | 1,800                    | 1,350                           | <u>1,420</u>                    | 70                                |
| <b>LEGAL</b>                               | 8,950                    | 6,714                           | <u>4,236</u>                    | (2,478)                           | 7,200                    | 5,400                           | <u>2,818</u>                    | (2,582)                           | 10,450                   | 7,839                           | <u>6,079</u>                    | (1,760)                           |
| <b>CRIMINAL BACKGROUND<br/>CHECKS</b>      | 250                      | 189                             | <u>449</u>                      | 260                               | 350                      | 261                             | <u>33</u>                       | (228)                             | 450                      | 342                             | <u>75</u>                       | (267)                             |
| <b>LEGAL-RAD</b>                           | -                        | -                               | -                               | -                                 | -                        | -                               | <u>41</u>                       | 41                                | -                        | -                               | -                               | -                                 |
| <b>TRAVEL</b>                              | 2,000                    | 1,503                           | -                               | (1,503)                           | 1,000                    | 747                             | -                               | (747)                             | 1,000                    | 747                             | -                               | (747)                             |
| <b>TRAINING</b>                            | 140                      | 108                             | -                               | (108)                             | 200                      | 153                             | -                               | (153)                             | 100                      | 72                              | <u>238</u>                      | 166                               |
| <b>ACCOUNTING</b>                          | 8,600                    | 6,453                           | <u>7,245</u>                    | 792                               | 9,500                    | 7,128                           | <u>4,658</u>                    | (2,471)                           | 16,400                   | 12,303                          | <u>13,973</u>                   | 1,670                             |
| <b>MANAGEMENT FEES</b>                     | 87,520                   | 65,637                          | <u>56,003</u>                   | (9,634)                           | 71,370                   | 53,532                          | <u>36,002</u>                   | (17,530)                          | 158,070                  | 118,557                         | <u>145,547</u>                  | 26,990                            |
| <b>MISCELLANEOUS-<br/>SUNDRY</b>           | 3,960                    | 2,988                           | <u>14,686</u>                   | 11,698                            | 3,980                    | 2,979                           | <u>4,065</u>                    | 1,086                             | 6,820                    | 5,121                           | <u>14,041</u>                   | 8,920                             |
| <b>BILL PAY ACH/CHECK<br/>WRITING FEE</b>  | -                        | -                               | <u>22</u>                       | 22                                | -                        | -                               | <u>14</u>                       | 14                                | -                        | -                               | <u>43</u>                       | 43                                |
| <b>TOTAL ADMINISTRATIVE<br/>EXPENSES</b>   | \$ 126,010               | \$ 94,545                       | \$ 93,902                       | \$ (643)                          | \$ 111,250               | \$ 83,439                       | \$ 58,522                       | \$ (24,918)                       | \$ 210,150               | \$ 157,626                      | \$ 192,621                      | \$ 34,995                         |
| <b>OTHER TENANT<br/>SERVICES</b>           | \$ 8,350                 | \$ 6,264                        | \$ <u>3,463</u>                 | \$ (2,801)                        | \$ 3,350                 | \$ 2,511                        | \$ <u>912</u>                   | \$ (1,599)                        | \$ -                     | \$ -                            | \$ <u>2,477</u>                 | \$ 2,477                          |
| <b>TENANT SVCS –<br/>BEHAVIORAL HEALTH</b> | 15,500                   | 11,628                          | <u>2,761</u>                    | (8,867)                           | 15,500                   | 11,628                          | <u>1,775</u>                    | (9,853)                           | 13,200                   | 9,900                           | <u>5,324</u>                    | (4,576)                           |
| <b>TOTAL OTHER TENANT<br/>SERVICES</b>     | \$ 23,850                | \$ 17,892                       | \$ 6,224                        | \$ (11,668)                       | \$ 18,850                | \$ 14,139                       | \$ 2,687                        | \$ (11,452)                       | \$ 13,200                | \$ 9,900                        | \$ 7,802                        | \$ (2,098)                        |
| <b>WATER/SEWER</b>                         | \$ 30,420                | \$ 22,815                       | \$ <u>28,607</u>                | \$ 5,792                          | \$ 23,040                | \$ 17,280                       | \$ <u>13,390</u>                | \$ (3,891)                        | \$ 77,380                | \$ 58,032                       | \$ <u>70,061</u>                | \$ 12,029                         |
| <b>ELECTRIC</b>                            | 106,400                  | 79,803                          | <u>89,421</u>                   | 9,618                             | 20,710                   | 15,534                          | <u>12,192</u>                   | (3,342)                           | 18,480                   | 13,860                          | <u>12,839</u>                   | (1,021)                           |
| <b>GAS</b>                                 | -                        | -                               | -                               | -                                 | 4,590                    | 3,447                           | <u>3,751</u>                    | 304                               | 34,450                   | 25,839                          | <u>42,589</u>                   | 16,750                            |
| <b>GARBAGE/TRASH<br/>REMOVAL</b>           | -                        | -                               | <u>117</u>                      | 117                               | -                        | -                               | -                               | -                                 | -                        | -                               | -                               | -                                 |
| <b>TOTAL UTILITY<br/>EXPENSES</b>          | \$ 136,820               | \$ 102,618                      | \$ 118,145                      | \$ 15,527                         | \$ 48,340                | \$ 36,261                       | \$ 29,333                       | \$ (6,929)                        | \$ 130,310               | \$ 97,731                       | \$ 125,489                      | \$ 27,758                         |
| <b>MAINTENANCE LABOR</b>                   | \$ 31,470                | \$ 23,607                       | \$ <u>21,691</u>                | \$ (1,916)                        | \$ 20,230                | \$ 15,174                       | \$ <u>10,710</u>                | \$ (4,464)                        | \$ 60,690                | \$ 45,522                       | \$ <u>41,212</u>                | \$ (4,311)                        |
| <b>MAINT. MATERIALS</b>                    | 27,620                   | 20,727                          | <u>13,280</u>                   | (7,447)                           | 69,360                   | 52,038                          | <u>4,671</u>                    | (47,367)                          | 14,510                   | 10,899                          | <u>14,620</u>                   | 3,721                             |

Commissioner’s Report - Property Detail

Month Ending: Jun 2025



|                          | BAYVIEW          |                        |                        |                          | SPEITEL          |                        |                        |                          | PECK'S FAMILY    |                        |                        |                          |
|--------------------------|------------------|------------------------|------------------------|--------------------------|------------------|------------------------|------------------------|--------------------------|------------------|------------------------|------------------------|--------------------------|
|                          | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>June | ACTUAL<br>THRU<br>June | VARIANCE<br>THRU<br>June | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>June | ACTUAL<br>THRU<br>June | VARIANCE<br>THRU<br>June | ANNUAL<br>BUDGET | BUDGET<br>THRU<br>June | ACTUAL<br>THRU<br>June | VARIANCE<br>THRU<br>June |
| MAINT. CONTRACT COSTS    | 85,920           | 64,458                 | <u>56,132</u>          | (8,326)                  | 55,250           | 41,436                 | <u>26,408</u>          | (15,028)                 | 37,870           | 28,404                 | <u>37,265</u>          | 8,861                    |
| EMPLOYEE BENEFITS        | 25,470           | 19,107                 | <u>17,229</u>          | (1,878)                  | 16,370           | 12,285                 | <u>11,068</u>          | (1,217)                  | 48,520           | 36,387                 | <u>31,582</u>          | (4,805)                  |
| TOTAL MAINTENANCE        | \$ 170,480       | \$ 127,899             | \$ 108,332             | \$ (19,567)              | \$ 161,210       | \$ 120,933             | \$ 52,857              | \$ (68,076)              | \$ 161,590       | \$ 121,212             | \$ 124,678             | \$ 3,466                 |
| INSURANCE                | \$ 40,010        | \$ 30,015              | \$ <u>29,937</u>       | \$ (78)                  | \$ 25,730        | \$ 19,305              | \$ <u>19,245</u>       | \$ (60)                  | \$ 77,170        | \$ 57,879              | \$ <u>57,735</u>       | \$ (144)                 |
| FLOOD INSURANCE          | 5,520            | 4,140                  | <u>3,879</u>           | (261)                    | 5,860            | 4,392                  | <u>3,969</u>           | (423)                    | 13,380           | 10,035                 | <u>21,919</u>          | 11,884                   |
| BAD DEBTS                | 2,730            | 2,052                  | <u>2,052</u>           | -                        | 1,840            | 1,377                  | <u>1,377</u>           | -                        | 3,120            | 2,340                  | <u>2,340</u>           | -                        |
| COMPENSATED ABSENCES     | 1,200            | 900                    | <u>900</u>             | -                        | 1,200            | 900                    | <u>900</u>             | -                        | 1,200            | 900                    | <u>900</u>             | -                        |
| PAYMENT IN LIEU OF TAXES | 13,100           | 9,828                  | <u>9,828</u>           | -                        | 13,170           | 9,882                  | <u>9,882</u>           | -                        | 17,540           | 13,158                 | <u>13,158</u>          | -                        |
| REAL ESTATE TAXES        | -                | -                      | <u>-</u>               | -                        | -                | -                      | <u>-</u>               | -                        | -                | -                      | <u>774</u>             | 774                      |
| PENSION                  | 1,590            | 1,197                  | <u>1,972</u>           | 775                      | 1,010            | 756                    | <u>1,290</u>           | 534                      | 3,410            | 2,556                  | <u>4,314</u>           | 1,758                    |
| RETIREE BENEFITS         | 3,540            | 2,655                  | <u>1,880</u>           | (775)                    | 2,280            | 1,710                  | <u>1,208</u>           | (502)                    | 6,830            | 5,121                  | <u>3,626</u>           | (1,495)                  |
| TOTAL OTHER EXPENSES     | \$ 67,690        | \$ 50,787              | \$ 50,448              | \$ (339)                 | \$ 51,090        | \$ 38,322              | \$ 37,872              | \$ (450)                 | \$ 122,650       | \$ 91,989              | \$ 104,766             | \$ 12,777                |
| TOTAL EXPENDITURES       | \$ 524,850       | \$ 393,741             | \$ 377,051             | \$ (16,690)              | \$ 390,740       | \$ 293,094             | \$ 181,269             | \$ (111,825)             | \$ 637,900       | \$ 478,458             | \$ 555,355             | \$ 76,897                |
| Replacement Reserve      | \$ 27,760        | \$ 20,817              | \$ <u>20,846</u>       | \$ 29                    | \$ 18,130        | \$ 13,599              | \$ <u>13,599</u>       | \$ -                     | \$ -             | \$ -                   | \$ <u>-</u>            | \$ -                     |
| PROFIT                   | <u>\$ 3,500</u>  | <u>\$ 2,529</u>        | <u>\$ (57,292)</u>     | <u>\$ (59,821)</u>       | <u>\$ 6,700</u>  | <u>\$ 4,995</u>        | <u>\$ 103,511</u>      | <u>\$ 98,516</u>         | <u>\$ 1,990</u>  | <u>\$ 1,458</u>        | <u>\$ 55,047</u>       | <u>\$ 53,589</u>         |

# Ocean City Housing Authority

## Administrative Report

**DATE:** July 8, 2025

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

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

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

**PERIOD:** June 11, 2025 to July 8, 2025

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

*July 2025 Update - Communication continues with NJHMFA for required documents; Contact with the HUD Newark team has been made to ensure the RAD closing process continues.*

*June 2025 Update - The project team is working on all fronts to move this project to closing; Communication continues with NJHMFA for required documents; Contact with the HUD Newark team has been made to ensure the RAD closing process continues.*

**May 2025 Update - 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. The loan commitment fee and the tax credit application and fee have been forwarded to the NJHMFA. The OCHA staff and consultants are working with the NJHMFA and HUD staffs to move this project to closing.**

**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.**

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

**December 2024 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;

**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;

## **History of Project (continued)**

**January 2023 update:** The design is being prepared 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 prepared 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.

**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> |
|------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# **Community Outreach**

*July 2025 – Out-reach was limited this past month by staff availability; however, our team is working to plan events for the summer months.*

**June 2025 – The OCHA team is planning events for the summer months.**

**May 2025 - In the month of April there were events at both Bayview Manor and Pecks Family. On April 10<sup>th</sup>, Acme Grocery Store held a vaccine clinic on the 5<sup>th</sup> floor community room at Bayview Manor. Every tenant that received a vaccine received a coupon towards groceries; there was a good turn out with many tenants getting booster vaccines.**

**On April 24<sup>th</sup>, the property manager hosted an Easter Egg Hunt with the children at Pecks Family. There was an amazing turnout and the children had a blast and are excited for next year's event.**

**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 who are 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>Vacant</b>                                  | Completed                      |

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

**2025**  
**JUN**

**2025**  
**MAY**

**2025**  
**APR**

|                                                                           |          |          |          |
|---------------------------------------------------------------------------|----------|----------|----------|
| <b><u>Tenant Accounts Receivable</u></b>                                  |          |          |          |
| Number of “non-payment of rent” cases referred to the solicitor           | 0        | 0        | 0        |
|                                                                           |          |          |          |
| <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.) | 30       | 129      | 4        |
| Total number of units inspected year-to-date - all sites                  | 576      | 546      | 417      |
|                                                                           |          |          |          |
| <b><u>Occupancy</u></b>                                                   |          |          |          |
| Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)           | 73       | 31       | 34       |
| Annual Unit Turnaround Time (For Fiscal Year)                             | 293      | 220      | 189      |
| Monthly - Number of Vacancies Filled (this month)                         | 1        | 1        | 1        |
| Monthly - Average unit turnaround time in days for Lease up               | 29       | 9        | 5        |
| Monthly - Average unit turnaround time in days to Prep Unit (Maint)       | 23       | 20       | 24       |
| PIC Score                                                                 | 100.00%  | 100.00%  | 100.00%  |
|                                                                           |          |          |          |
| <b><u>Vacancies - At end of Month</u></b>                                 |          |          |          |
| Bay View Manor                                                            | 1        | 2        | 3        |
| Speitel Commons                                                           | 0        | 0        | 0        |
| Peck's Beach Family                                                       | 1        | 0        | 0        |
| Total                                                                     | 2        | 2        | 3        |
| Occupancy Rate                                                            | 98.35%   | 98.35%   | 97.52%   |
|                                                                           |          |          |          |
| <b><u>Vacancy Turnovers by VHA Maintenance Staff</u></b>                  |          |          |          |
| Total Hours (Summarized Quarterly)                                        | 44.37    |          |          |
| Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)                  | 5.10     | 11.00    | 8.64     |
| Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)                        | 5.64     | 3.67     | 3.69     |
|                                                                           |          |          |          |
| <b><u>Rent Roll</u></b>                                                   |          |          |          |
| Bay View Manor - Elderly/Disabled                                         | \$20,586 | \$18,165 | \$17,812 |
| Speitel Commons - Elderly/Disabled                                        | \$14,972 | \$14,440 | \$14,299 |
| Peck's Beach - Family                                                     | \$28,858 | \$30,080 | \$27,749 |
| Total Rent Roll                                                           | \$64,416 | \$62,685 | \$59,860 |
|                                                                           |          |          |          |
| <b><u>Waiting List Applicants - (0 &amp; 1 Bedroom Lists Open)</u></b>    |          |          |          |
| Families - Ocean City Preference                                          | 13       | 13       | 13       |
| Families - No Ocean City Preference                                       | 198      | 198      | 198      |
| Elderly (Seniors - 62+)/Disabled - Ocean City Preference                  | 5        | 6        | 5        |
| Elderly (Seniors - 62+)/Disabled - No Ocean City Preference               | 57       | 164      | 166      |
| 0/1 Bedroom                                                               | 62       | 170      | 171      |
| 2 Bedroom                                                                 | 56       | 56       | 56       |
| 3 Bedroom                                                                 | 112      | 112      | 112      |
| 4 Bedroom                                                                 | 43       | 43       | 43       |
| Success Rate                                                              | 25%      | 25%      | 25%      |
|                                                                           |          |          |          |
| <b><u>Maintenance Department</u></b>                                      |          |          |          |
| Average work order turnaround time in days - Tenant Generated             | 0.10     | 0.10     | 0.11     |
| Total Tenant Generated Work Orders                                        | 42       | 38       | 37       |
| Number of routine work orders written this month                          | 217      | 106      | 126      |
| Number of outstanding work orders from previous month                     | 196      | 211      | 189      |
| Total number of work orders to be addressed this month                    | 455      | 355      | 352      |
| Total number of work orders completed this month                          | 148      | 159      | 141      |
| Total number of work orders left outstanding                              | 307      | 196      | 211      |
| Number of emergency work orders written this month                        | 0        | 0        | 0        |
| Total number of work orders written year-to-date                          | 1686     | 1427     | 1283     |
| 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 June 30, 2025**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statement at 06/30/2025 \$574,005.90

|                          |         |             |
|--------------------------|---------|-------------|
| Add: A/R-Tenants 06/2025 | Current | \$4,252.75  |
|                          | Past    | \$13,620.20 |

|                                                           |             |
|-----------------------------------------------------------|-------------|
| <b><u>Reimbursements Due From The City</u></b>            |             |
| Reimbursement for Pecks Family Redevelopment - City of OC | \$10,720.00 |

Less: Payments - July 2025 bill list (\$177,655.70)

Accrued Expenses - Total from detail below (\$6,921.50)

| <u>Accrued Expenses</u> | <u>Annual<br/>Budget</u> | <u>No of Months</u> | <u>Amount Accrued<br/>Less Paid</u> |
|-------------------------|--------------------------|---------------------|-------------------------------------|
| Insurance-Prop/Flood    | 167,670.00               | 9                   | (34,403.50)                         |
| Bad Debt                | 7,690.00                 | 9                   | 5,767.50                            |
| Comp Absences           | 3,600.00                 | 9                   | 2,700.00                            |
| P.I.L.O.T.              | 43,810.00                | 9                   | 32,857.50                           |
| Net Accrual             | 222,770.00               |                     | 6,921.50                            |

|                  |              |
|------------------|--------------|
| Net Cash Balance | \$418,021.65 |
|------------------|--------------|

|           | <u>Average Expenses</u> | <u>Cash Available<br/>for # of</u> |        |
|-----------|-------------------------|------------------------------------|--------|
| Per Month | \$ 123,742              | 4.64                               | Months |
| Per Day   | \$ 4,125                | 101                                | Days   |

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

RESOLUTION NO. 2025-36  
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 \$177,655.70.

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: July 15, 2025

VOTE:

| Commissioner           | Yes | No | Abstain | Absent | Motion | Second |
|------------------------|-----|----|---------|--------|--------|--------|
| Vice Chairman Halliday | ✓   |    |         |        |        |        |
| Commissioner McCall    | ✓   |    |         |        | ✓      |        |
| Commissioner Jackson   |     |    |         | ✓      |        |        |
| Commissioner Henry     | ✓   |    |         |        |        |        |
| 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 July 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<br>BILL LIST - JULY 2025 |                                                             |                                                                                                                                                         |               |
|-------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| BANK: COCC MGMT                                       |                                                             |                                                                                                                                                         |               |
| Check/ACH/Wire #                                      | Vendor                                                      | Invoice Notes                                                                                                                                           | Total Amount  |
| 2276                                                  | NJ MOTOR VEHICLE COMMISSION                                 | Title transfer fee for 2019 Ford F-250 Econoline                                                                                                        | \$ 60.00      |
| 994745                                                | VERIZON                                                     | Elevator phone lines - Speitel 05/11/2025-06/10/2025                                                                                                    | \$ 402.07     |
| 995001                                                | VERIZON                                                     | Office phone svc - 06/16/25-07/15/25                                                                                                                    | \$ 64.01      |
| 6272025                                               | ADP                                                         | 06/27/2025 payroll & taxes                                                                                                                              | \$ 4,263.28   |
| 15589673                                              | COMCAST                                                     | Internet - Speitel 05/27/25-06/26/25                                                                                                                    | \$ 206.54     |
| 18430502                                              | NJ DIV OF PENSIONS & BENEFITS                               | Pension deductions - June 2025                                                                                                                          | \$ 518.72     |
| 19541955                                              | NJ STATE HEALTH BENEFITS                                    | Health benefits - employees - July 2025                                                                                                                 | \$ 7,404.62   |
| 19541961                                              | NJ STATE HEALTH BENEFITS                                    | Health benefits - retiree - July 2025                                                                                                                   | \$ 516.04     |
| 20250627                                              | ADP                                                         | 06/27/2025 invoice                                                                                                                                      | \$ 88.88      |
| 27037273                                              | COMCAST                                                     | Business internet - office - 06/13-07/12/2025                                                                                                           | \$ 265.50     |
| 27051233                                              | COMCAST                                                     | Internet - Speitel 06/27/25-07/26/25                                                                                                                    | \$ 206.54     |
| 52064757                                              | NJ AMERICAN WATER                                           | Water/sewer service - BVM fire svc 05/20/25-06/18/25                                                                                                    | \$ 277.40     |
| 52170255                                              | NJ AMERICAN WATER                                           | Water/sewer service - BVM 05/20/25-06/18/25                                                                                                             | \$ 2,997.04   |
| 52174575                                              | NJ AMERICAN WATER                                           | Water/sewer service - Speitel 05/20/25-06/18/25                                                                                                         | \$ 1,376.53   |
| 52176869                                              | NJ AMERICAN WATER                                           | Water/sewer service - Speitel fire svc 05/20/25-06/18/25                                                                                                | \$ 135.64     |
|                                                       | ACE PLUMBING                                                | Maint Supplies                                                                                                                                          | \$ 26.43      |
|                                                       | ACENDA                                                      | Resident Wellness Svcs - May 2025                                                                                                                       | \$ 1,119.39   |
|                                                       | ADP                                                         | 07/11/2025 payroll & taxes                                                                                                                              | \$ 3,927.15   |
|                                                       | ATLANTIC CITY ELECTRIC                                      | Electric svc - 4TH ST OFC 05/30/2025 - 06/27/2025                                                                                                       | \$ 126.00     |
|                                                       | ATLANTIC CITY ELECTRIC                                      | Electric svc - SP 05/29/2025 - 06/26/2025                                                                                                               | \$ 993.69     |
|                                                       | ATLANTIC CITY ELECTRIC                                      | Electric svc - PBF site lights - 05/30/2025 - 06/27/2025                                                                                                | \$ 1,043.78   |
|                                                       | ATLANTIC CITY ELECTRIC                                      | Electric svc - BVM 05/29/2025 - 06/26/2025                                                                                                              | \$ 6,125.90   |
|                                                       | ATLANTIC COAST ALARM                                        | Alarm svc - Speitel                                                                                                                                     | \$ 1,222.00   |
|                                                       | BAI-LAR INTERIOR SERVICE                                    | Supplies - roller shades - BVM                                                                                                                          | \$ 847.68     |
|                                                       | BROWN & CONNERY                                             | Legal Services - May 2025                                                                                                                               | \$ 676.50     |
|                                                       | CALL EXPERTS                                                | Answering svc - July 2025                                                                                                                               | \$ 196.78     |
|                                                       | CDW GOVERNMENT                                              | Computer equipment                                                                                                                                      | \$ 2,528.06   |
|                                                       | CITY OF OCEAN CITY                                          | PILOT FYE 9/30/2023                                                                                                                                     | \$ 39,673.00  |
|                                                       | CLEAN SWEEP                                                 | Cleaning svcs - BVM/Speitel June 2025                                                                                                                   | \$ 3,325.00   |
|                                                       | COSTELLO HOME CONSTRUCTION                                  | Siding repair - PBF                                                                                                                                     | \$ 1,600.00   |
|                                                       | ELDER PEST CONTROL                                          | Pest svc - June 2025                                                                                                                                    | \$ 2,957.00   |
|                                                       | FEDERAL EXPRESS                                             | Deliveries - June 2025                                                                                                                                  | \$ 21.97      |
|                                                       | FLORENCE DRISCOLL                                           | JULY 2025 tenant svcs                                                                                                                                   | \$ 200.00     |
|                                                       | HD SUPPLY                                                   | Maint Supplies                                                                                                                                          | \$ 1,711.01   |
|                                                       | JOHN SPITZ                                                  | Co-pay reimb - June 2025; Medicare Supplemental premium - July 2025                                                                                     | \$ 238.27     |
|                                                       | LENEGAN PLUMBING & HEATING                                  | HVAC service - Speitel                                                                                                                                  | \$ 670.50     |
|                                                       | LINDA AVENA                                                 | Accounting svcs - JULY 2025                                                                                                                             | \$ 2,875.00   |
|                                                       | LINWOOD GULF                                                | Vehicle maintenance                                                                                                                                     | \$ 52.45      |
|                                                       | MAX COMMUNICATIONS                                          | Office phone system - June 2025                                                                                                                         | \$ 193.92     |
|                                                       | NATIONAL TENANT NETWORK                                     | Background checks for potential residents                                                                                                               | \$ 290.00     |
|                                                       | NJ AMERICAN WATER                                           | Water/sewer service - PBF 05/17/25-06/17/25                                                                                                             | \$ 8,845.89   |
|                                                       | ROBERT L ROWELL                                             | JULY 2025 maint contract grounds services                                                                                                               | \$ 200.00     |
|                                                       | ROBINSON & ROBINSON                                         | Eviction filings - May 2025                                                                                                                             | \$ 108.00     |
|                                                       | SHOEMAKER LUMBER                                            | Maint Supplies                                                                                                                                          | \$ 89.99      |
|                                                       | SOUTH JERSEY CULLIGAN                                       | Water cooler rental - JULY 2025                                                                                                                         | \$ 10.95      |
|                                                       | SOUTH JERSEY GAS                                            | Gas svc - Speitel - 05/27/2025-06/25/2025                                                                                                               | \$ 348.90     |
|                                                       | SOUTH JERSEY GAS                                            | Gas svc - PBF - 05/28/2025-06/27/2025                                                                                                                   | \$ 1,218.54   |
|                                                       | SOUTH JERSEY GLASS & DOOR                                   | Community room panic bar install - BVM                                                                                                                  | \$ 836.00     |
|                                                       | SPECIALTY CLEANING & MAINTENANCE INC                        | BVM unit cleaning                                                                                                                                       | \$ 1,689.75   |
|                                                       | STERICYCLE                                                  | Shredding svc - 6/13                                                                                                                                    | \$ 165.52     |
|                                                       | TREASURER, STATE OF NJ                                      | Fire registration renewal - BVM                                                                                                                         | \$ 191.00     |
|                                                       | VERIZON                                                     | Elevator phone lines - BVM 06/29/2025-07/28/2025                                                                                                        | \$ 184.13     |
|                                                       | VERIZON CONNECT                                             | Vehicle tracking subscription - June 2025                                                                                                               | \$ 36.40      |
|                                                       | VERIZON WIRELESS                                            | Maint cellphone service - 05/02/2025-06/01/2025 & 06/02/2025-07/01/2025                                                                                 | \$ 389.12     |
|                                                       | VINELAND HOUSING AUTHORITY                                  | May 2025 expense reimb;Dec 2024-May 2025 office/maint coverage correction;Jun 2025 office/maint coverage & postage;Jul 2025 mgmt & software license fee | \$ 57,238.40  |
|                                                       | W.W. GRAINGER INC                                           | Maint Supplies                                                                                                                                          | \$ 61.82      |
| ACH - Transfer                                        | OCEAN CITY HOUSING AUTHORITY                                | Reserve account deposit BVM/Speitel - JULY 2025                                                                                                         | \$ 3,824.00   |
| ACH - Transfer                                        | PNC BANK FEES                                               | Fees - Jun 2025                                                                                                                                         | \$ 73.00      |
|                                                       | TOTAL JULY DISBURSEMENTS COCC (coccstur)                    |                                                                                                                                                         | \$ 166,935.70 |
|                                                       | TOTAL JULY DISBURSEMENTS PBFAM GEN (pbfamily redevelopment) |                                                                                                                                                         | \$ 10,720.00  |
|                                                       | TOTAL JULY DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)         |                                                                                                                                                         | \$ -          |
|                                                       | TOTAL JULY DISBURSEMENTS CONSTR ACCT (sturcons)             |                                                                                                                                                         | \$ -          |
|                                                       | TOTAL BILL LIST - JULY 2025                                 |                                                                                                                                                         | \$ 177,655.70 |

| BANK: PBFAMILY GENERAL FUND (pbfamily)                         |                                     |                                                                      |              |
|----------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------|--------------|
| Check/ACH/Wire #                                               | Vendor                              | Invoice Notes                                                        | Total Amount |
|                                                                | SCIULLO ENGINEERING                 | Engineering svc - Pre Dev Draw #20                                   | 720.00       |
|                                                                | BROOKE GROUP                        | Reimb for Water/Sewer Extension Deposit Agreement - Pre Dev Draw #20 | 10,000.00    |
|                                                                | TOTAL JULY DISBURSEMENTS (sturgen)  |                                                                      | \$ 10,720.00 |
| BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel) |                                     |                                                                      |              |
| Check/ACH/Wire #                                               | Vendor                              | Invoice Notes                                                        | Total Amount |
|                                                                |                                     |                                                                      |              |
|                                                                |                                     |                                                                      |              |
|                                                                | TOTAL JULY DISBURSEMENTS (sturcons) |                                                                      | \$ -         |
| BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)    |                                     |                                                                      |              |
| Check/ACH/Wire #                                               | Vendor                              | Invoice Notes                                                        | Total Amount |
|                                                                |                                     |                                                                      |              |
|                                                                |                                     |                                                                      |              |
|                                                                | TOTAL JULY DISBURSEMENTS (sturbvm)  |                                                                      | \$ -         |

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

**RESOLUTION NO. 2025-37  
Resolution Authorizing Payment of Draw #20  
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 #20 in the amount of \$10,720** 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:** July 15, 2025

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

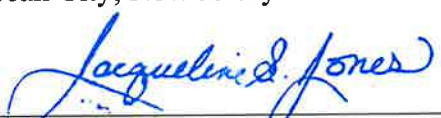
BY:

  
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 July 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

July 7, 2025

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 20 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$10,720.00. The Housing Authority will pay the project service providers as follows:

| Payee                                           | Address                                                        | Draw Amount        |
|-------------------------------------------------|----------------------------------------------------------------|--------------------|
|                                                 |                                                                |                    |
|                                                 |                                                                |                    |
|                                                 |                                                                |                    |
| <b>The Brooke Group LLC<br/>(reimbursement)</b> | <b>209 E Egnor Drive<br/>Galloway, NJ 08205</b>                | <b>\$10,000.00</b> |
| <b>Sciullo Engineering</b>                      | <b>137 S. New York Ave., Ste 2<br/>Atlantic City, NJ 08401</b> | <b>\$720.00</b>    |
|                                                 |                                                                |                    |
|                                                 | <b>TOTAL</b>                                                   | <b>\$10,720.00</b> |

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #20

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).

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

**RESOLUTION NO. 2025-38**

**A Resolution Appointing Ron Miller as Purchasing Agent  
for the Ocean City Housing Authority**

**WHEREAS**, P.L. 2009, c. 166, codified as N.J.S.A. 40A:11-9 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing Agent; and

**WHEREAS**, the Ocean City Housing Authority appointed Ron Miller as the Purchasing Agent for the Ocean City Housing Authority at its meeting held on January 16, 2018; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-3(c), the State Treasurer has exercised her authority to adjust bid thresholds for contracting units subject to the Local Public Contracts Law. The adjustment became effective on July 1, 2025, and is available on the Division of Purchase and Property’s webpage for bid thresholds adjusted by the State Treasurer on a five-year schedule.

**WHEREAS**, for contracting units that have appointed a Qualified Purchasing Agent, pursuant to N.J.S.A 40A:11-9(b) and avail themselves of the related higher bid threshold pursuant to N.J.S.A 40A:11-3, the maximum bid threshold has been increased from \$44,000 to \$53,000.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners of the Ocean City Housing Authority reappoints Ron Miller as the Purchasing Agent for the Ocean City Housing Authority; and

**BE IT FURTHER RESOLVED** as follows:

- 1) The Purchasing Agent shall be appointed by the Board of Commissioners of the Ocean City Housing Authority; and,
- 2) The Purchasing Agent possesses a valid Qualified Purchasing Agent certificate, as issued by the New Jersey Division of Local Government Services, Department of Community Affairs; and,
- 3) The Purchasing Agent shall have the authority, responsibility and accountability for the purchasing activity for the Ocean City Housing Authority, to prepare public advertising for bids and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts on behalf of the Ocean City Housing Authority, and to award contracts permitted through New Jersey statutes and in accordance with the regulations, forms and procedures promulgated by state regulatory agencies in the name of the Ocean City Housing Authority and conduct any activities as may be necessary or appropriate to the purchasing function of the Ocean City Housing Authority; and,
- 4) The Ocean City Housing Authority shall set its bid threshold at \$53,000 pursuant to N.J.S.A 40A:11-3.

**ADOPTED:** July 15, 2025

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

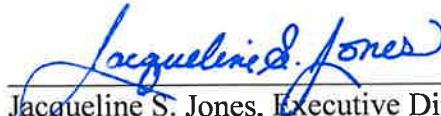
BY: \_\_\_\_\_

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

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

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer