

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



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Ocean City, New Jersey 08226

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Jacqueline S. Jones, Executive Director

September 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, September 16, 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, September 16, 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 August 19, 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)**
 - # 2025-47 Approval of Monthly Expenses **(updated)**
 - # 2025-48 Award Accounting Services
 - # 2025-49 Award Auditing Services
 - # 2025-50 Award Legal Services
 - # 2025-51 Award Consulting Services
 - # 2025-52 Authorizing Payments of Draw #22 Pecks Beach
 - # 2025-53 Authorizing Award of Value Engineering Change Order #1 to Contract with Gary F. Gardner, Inc. for the Pecks Beach Family Redevelopment
 - # 2025-54 Executive Session
 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 August 19, 2025 – 4:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held August 19, 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 Beverly McCall
Commissioner Robert Henry
Commissioner Patricia Jackson
Commissioner Brian Broadley
Chairperson Robert Barr

Also, present were Jacqueline S. Jones – Executive Director, Ron Miller – Director of Affordable Housing, Michael Waton, 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 July 15, 2025. Motion made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Treasurer's Report

Linda Cavallo presented the Financial Report for the ten months ending July 2025. Brief discussion on tenant services and water line items. The water increase may be due to sprinkler system.

Motion to approve the Treasurer's report made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Executive Director's Report

Mrs. Jones reported there are two resolutions tonight for the Pecks Beach Family Redevelopment Project to solidify the project and get it finished. Mrs. Jones briefly explained the two resolutions. The goal is for an October closing date. This is a complex project and The Brooke Group is working extremely hard to bring it to settlement.

Ron Miller stated the engineering evaluation for the Pecks Beach Family Redevelopment Project will be sent to Mr. Watson for review in hopes to bring to the Board for award in September.

Ron reported there is a back-to-school event scheduled at the end of August for the children at Pecks later this week. Update will be provided in September regarding the event.

Mrs. Jones stated once closing occurs on the Pecks Beach Family Redevelopment Project, a groundbreaking ceremony will be planned along with a press release.

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2025-39 **Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$259,577.96. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones provided a brief explanation of the bill list. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes with exception of Acenda invoices)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

Resolution #2025-40
**Authorizing Member Participation in a Cooperative Pricing Agreement – Hunterdon County
Educational Services Commission #34HUNCCP**

Chairperson Barr called for a motion to approve Resolution #2025-40. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Ron Miller provided an explanation of this resolution. The following vote was taken:

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

Resolution #2025-41
**Authorizing use of Contract #HCESC-SER-24-16
(McCloskey Mechanical Contractors-HVAC Services)**

Chairperson Barr called for a motion to approve Resolution #2025-41. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Ron Miller provided an explanation of this resolution. The following vote was taken:

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

Resolution #2025-42
Awarding Resident Wellness Services

Chairperson Barr called for a motion to approve Resolution #2025-42. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller provided explanation of resolution. The following vote was taken:

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

Resolution #2025-43
**Resolution of the Housing Authority of the City of Ocean City Confirming
its intent to use a Section 18 RAD/Voucher Blend for its Pecks Beach Family Rental Assistance
demonstration (RAD) Conversion Whereas up to 36
of the Units will be Disposed of under Section 18**

Chairperson Barr called for a motion to approve Resolution #2025-43. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones provided an explanation of the resolution. The following vote was taken:

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

Resolution #2025-44
Adopt Budget 2025-2026

Chairperson Barr called for a motion to approve Resolution #2025-44. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this is the budget the Board approved a few months ago. The State has reviewed the budget and approved it. The Board must now adopt the budget effective for October 1, 2025. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes with exception of Acenda)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

Resolution #2025-45
Authorizing Payments of Draw #21 Pecks Beach

Chairperson Barr called for a motion to approve Resolution #2025-45. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones provided an explanation of Draw #21. The following vote was taken:

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

Resolution #2025-46
Authorizing Execution of RAD Conversion Commitment – Pecks Beach

Chairperson Barr called for a motion to approve Resolution #2025-46. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones provided an explanation of the resolution. The following vote was taken:

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

Chairperson Barr requested public comments.

Resident Kathleen Ek, Speitel #2091 – distributed documents to the Board regarding lease.

Solicitor Michael Watson advised the Board not to read the documents at this moment or to answer any questions as it is not reasonable for the Board to review this information and be prepared to have a discussion tonight. Mr. Watson thanked Ms. Ek for her submission. Should she have questions following the submission please feel free to ask them and the Housing Authority will get back to her.

Resident Philip Brown, BVM #214 – reported the light in the park has not been working for a month and he has asked for it to be fixed. Ron Miller stated the Authority is aware of it and staff was actually working on it today.

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

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:22 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Aug 2025



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
<u>INCOME</u>				
DWELLING RENTAL	\$ 753,570	\$ 690,778	\$ <u>676,693</u>	\$ (14,085)
OTHER RENTAL INC - MKT RATE	52,000	47,663	<u>13,800</u>	(33,863)
OTHER TENANT-EXCESS UTILITIES	-	-	<u>(396)</u>	(396)
TOTAL TENANT REVENUE	\$ 805,570	\$ 738,441	\$ 690,097	\$ (48,344)
HUD OPERATING SUBSIDY	\$ 160,000	\$ 146,663	\$ <u>112,492</u>	\$ (34,171)
PBV HAP SUBSIDY	432,640	396,583	<u>369,815</u>	(26,768)
HUD CAPITAL FUNDS-OPERATIONS	150,350	137,819	<u>218,928</u>	81,109
CDBG INCOME	44,200	40,524	<u>-</u>	(40,524)
TOTAL HUD FUNDING	\$ 787,190	\$ 721,589	\$ 701,235	\$ (20,354)
INVESTMENT INCOME- UNRESTRICTED	\$ 550	\$ 506	\$ <u>390</u>	\$ (116)
OTHER INCOME-LAUNDRY	4,300	3,949	<u>1,644</u>	(2,305)
OTHER INCOME-FRAUD RECOVERY	800	737	<u>1,128</u>	391
OTHER INCOME-MISCELLANEOUS	13,160	12,067	<u>92,953</u>	80,886
TOTAL INCOME	\$ 1,611,570	\$ 1,477,289	\$ 1,487,448	\$ 10,159
<u>EXPENSES</u>				
AUDIT FEES	\$ 17,250	\$ 15,807	\$ <u>15,807</u>	\$ -
ADVERTISING	1,900	1,749	<u>770</u>	(979)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 1,660	\$ 1,529	\$ <u>1,525</u>	\$ (4)
CONSULTANTS-RAD CONVERSION	6,320	5,797	<u>-</u>	(5,797)
COPIER	1,220	1,122	<u>219</u>	(903)
DUES & PUBLICATIONS	730	671	<u>436</u>	(235)
OFFICE SUPPLIES	840	770	<u>2,667</u>	1,897
PHONE & INTERNET	14,980	13,728	<u>17,764</u>	4,036
POSTAGE	4,200	3,850	<u>3,234</u>	(616)
LEGAL	26,600	24,387	<u>13,461</u>	(10,926)
CRIMINAL BACKGROUND CHECKS	1,050	968	<u>1,018</u>	50
LEGAL-RAD	-	-	<u>41</u>	41
TRAVEL	4,000	3,663	<u>-</u>	(3,663)
TRAINING	440	407	<u>238</u>	(169)
ACCOUNTING	34,500	31,636	<u>31,625</u>	(11)
MANAGEMENT FEES	316,960	290,554	<u>311,807</u>	21,253
MISCELLANEOUS-SUNDRY	14,760	13,552	<u>35,876</u>	22,324
BILL PAY ACH/CHECK WRITING FEE	-	-	<u>79</u>	79
TOTAL ADMINISTRATIVE EXPENSES	\$ 447,410	\$ 410,190	\$ 436,567	\$ 26,377

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Aug 2025



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
OTHER TENANT SERVICES	\$ 11,700	\$ 10,725	\$ <u>7,449</u>	\$ (3,276)
TENANT SVCS – BEHAVIORAL HEALTH	44,200	40,524	<u>11,675</u>	(28,849)
TOTAL OTHER TENANT SERVICES	\$ 55,900	\$ 51,249	\$ 19,124	\$ (32,125)
WATER/SEWER	\$ 130,840	\$ 119,933	\$ <u>139,445</u>	\$ 19,512
ELECTRIC	145,590	133,463	<u>134,312</u>	849
GAS	39,040	35,794	<u>49,510</u>	13,716
GARBAGE/TRASH REMOVAL	-	-	<u>117</u>	117
TOTAL UTILITY EXPENSES	\$ 315,470	\$ 289,190	\$ 323,384	\$ 34,194
MAINTENANCE LABOR	\$ 112,390	\$ 103,037	\$ <u>91,557</u>	\$ (11,480)
MAINT. MATERIALS	111,490	102,256	<u>57,018</u>	(45,238)
MAINT. CONTRACT COSTS	179,040	164,142	<u>150,580</u>	(13,562)
EMPLOYEE BENEFITS	90,360	82,841	<u>74,138</u>	(8,703)
TOTAL MAINTENANCE	\$ 493,280	\$ 452,276	\$ 373,293	\$ (78,983)
INSURANCE	\$ 142,910	\$ 131,021	\$ <u>132,633</u>	\$ 1,612
FLOOD INSURANCE	24,760	22,693	<u>36,478</u>	13,785
BAD DEBTS	7,690	7,051	<u>7,051</u>	-
COMPENSATED ABSENCES	3,600	3,300	<u>3,300</u>	-
PAYMENT IN LIEU OF TAXES	43,810	40,172	<u>40,172</u>	-
REAL ESTATE TAXES	-	-	<u>774</u>	774
PENSION	6,010	5,511	<u>9,260</u>	3,749
RETIREE BENEFITS	12,650	11,594	<u>8,274</u>	(3,320)
TOTAL OTHER EXPENSES	\$ 241,430	\$ 221,342	\$ 237,942	\$ 16,600
TOTAL EXPENDITURES	\$ 1,553,490	\$ 1,424,247	\$ 1,390,310	\$ (33,937)
Replacement Reserve	\$ 45,890	\$ 42,064	\$ <u>42,102</u>	\$ 38
PROFIT	\$ 12,190	\$ 10,978	\$ 55,037	\$ 44,059

Commissioner's Report - Property Detail

Month Ending: Aug 2025



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
<u>INCOME</u>												
DWELLING RENTAL	\$ 267,850	\$ 245,531	\$ <u>203,248</u>	\$ (42,283)	\$ 180,030	\$ 165,033	\$ <u>162,447</u>	\$ (2,586)	\$ 305,690	\$ 280,214	\$ <u>310,998</u>	\$ 30,784
OTHER RENTAL INC - MKT RATE	52,000	47,663	<u>13,800</u>	(33,863)	-	-	-	-	-	-	-	-
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	<u>(396)</u>	(396)	-	-	-	-
TOTAL TENANT REVENUE	\$ 319,850	\$ 293,194	\$ 217,048	\$ (76,146)	\$ 180,030	\$ 165,033	\$ 162,051	\$ (2,982)	\$ 305,690	\$ 280,214	\$ 310,998	\$ 30,784
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 146,663	\$ <u>112,492</u>	\$ (34,171)
PBV HAP SUBSIDY	214,210	196,361	<u>168,892</u>	(27,469)	218,430	200,222	<u>200,923</u>	701	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	150,350	137,819	<u>218,928</u>	81,109
CDBG INCOME	15,500	14,212	-	(14,212)	15,500	14,212	-	(14,212)	13,200	12,100	-	(12,100)
TOTAL HUD FUNDING	\$ 229,710	\$ 210,573	\$ 168,892	\$ (41,681)	\$ 233,930	\$ 214,434	\$ 200,923	\$ (13,511)	\$ 323,550	\$ 296,582	\$ 331,420	\$ 34,838
INVESTMENT INCOME-UNRESTRICTED	\$ 300	\$ 275	\$ <u>121</u>	\$ (154)	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 231	\$ <u>268</u>	\$ 37
OTHER INCOME-LAUNDRY	2,300	2,112	<u>394</u>	(1,718)	-	-	<u>1,205</u>	1,205	2,000	1,837	<u>45</u>	(1,793)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	800	737	<u>1,128</u>	391
OTHER INCOME-MISCELLANEOUS	3,950	3,619	<u>46,823</u>	43,204	1,610	1,485	<u>1,290</u>	(195)	7,600	6,963	<u>44,840</u>	37,877
TOTAL INCOME	\$ 556,110	\$ 509,773	\$ 433,279	\$ (76,494)	\$ 415,570	\$ 380,952	\$ 365,470	\$ (15,482)	\$ 639,890	\$ 586,564	\$ 688,699	\$ 102,135
<u>EXPENSES</u>												
AUDIT FEES	\$ 7,000	\$ 6,413	\$ <u>6,413</u>	\$ -	\$ 4,200	\$ 3,850	\$ <u>3,850</u>	\$ -	\$ 6,050	\$ 5,544	\$ <u>5,544</u>	\$ -
ADVERTISING	500	462	<u>216</u>	(246)	500	462	<u>139</u>	(323)	900	825	<u>416</u>	(409)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 462	\$ <u>427</u>	\$ (35)	\$ 500	\$ 462	\$ <u>277</u>	\$ (185)	\$ 660	\$ 605	\$ <u>821</u>	\$ 216
CONSULTANTS-RAD CONVERSION	500	462	-	(462)	3,040	2,783	-	(2,783)	2,780	2,552	-	(2,552)
COPIER	740	682	<u>61</u>	(621)	480	440	<u>39</u>	(401)	-	-	<u>118</u>	118

Commissioner's Report - Property Detail

Month Ending: Aug 2025



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
DUES & PUBLICATIONS	170	154	<u>122</u>	(32)	200	187	<u>78</u>	(109)	360	330	<u>235</u>	(95)
OFFICE SUPPLIES	320	297	<u>747</u>	450	110	99	<u>480</u>	381	410	374	<u>1,440</u>	1,066
PHONE & INTERNET	3,660	3,355	<u>4,723</u>	1,368	7,420	6,798	<u>8,104</u>	1,306	3,900	3,575	<u>4,937</u>	1,362
POSTAGE	1,200	1,100	<u>922</u>	(178)	1,200	1,100	<u>578</u>	(522)	1,800	1,650	<u>1,734</u>	84
LEGAL	8,950	8,206	<u>4,345</u>	(3,861)	7,200	6,600	<u>2,928</u>	(3,672)	10,450	9,581	<u>6,188</u>	(3,393)
CRIMINAL BACKGROUND CHECKS	250	231	<u>774</u>	543	350	319	<u>33</u>	(286)	450	418	<u>211</u>	(207)
LEGAL-RAD	-	-	-	-	-	-	<u>41</u>	41	-	-	-	-
TRAVEL	2,000	1,837	-	(1,837)	1,000	913	-	(913)	1,000	913	-	(913)
TRAINING	140	132	-	(132)	200	187	-	(187)	100	88	<u>238</u>	150
ACCOUNTING	8,600	7,887	<u>8,855</u>	968	9,500	8,712	<u>5,693</u>	(3,020)	16,400	15,037	<u>17,078</u>	2,041
MANAGEMENT FEES	87,520	80,223	<u>76,725</u>	(3,498)	71,370	65,428	<u>48,396</u>	(17,032)	158,070	144,903	<u>186,686</u>	41,783
MISCELLANEOUS- SUNDRY	3,960	3,652	<u>15,407</u>	11,755	3,980	3,641	<u>4,522</u>	881	6,820	6,259	<u>15,947</u>	9,688
BILL PAY ACH/CHECK WRITING FEE	-	-	<u>22</u>	22	-	-	<u>14</u>	14	-	-	<u>43</u>	43
TOTAL ADMINISTRATIVE EXPENSES	\$ 126,010	\$ 115,555	\$ 119,758	\$ 4,203	\$ 111,250	\$ 101,981	\$ 75,173	\$ (26,808)	\$ 210,150	\$ 192,654	\$ 241,635	\$ 48,981
OTHER TENANT SERVICES	\$ 8,350	\$ 7,656	\$ <u>3,877</u>	\$ (3,779)	\$ 3,350	\$ 3,069	\$ <u>950</u>	\$ (2,119)	\$ -	\$ -	\$ <u>2,623</u>	\$ 2,623
TENANT SVCS – BEHAVIORAL HEALTH	15,500	14,212	<u>3,269</u>	(10,943)	15,500	14,212	<u>2,102</u>	(12,110)	13,200	12,100	<u>6,304</u>	(5,796)
TOTAL OTHER TENANT SERVICES	\$ 23,850	\$ 21,868	\$ 7,145	\$ (14,723)	\$ 18,850	\$ 17,281	\$ 3,052	\$ (14,229)	\$ 13,200	\$ 12,100	\$ 8,927	\$ (3,173)
WATER/SEWER	\$ 30,420	\$ 27,885	\$ <u>35,381</u>	\$ 7,496	\$ 23,040	\$ 21,120	\$ <u>16,473</u>	\$ (4,647)	\$ 77,380	\$ 70,928	\$ <u>87,591</u>	\$ 16,663
ELECTRIC	106,400	97,537	<u>104,525</u>	6,988	20,710	18,986	<u>14,581</u>	(4,405)	18,480	16,940	<u>15,206</u>	(1,734)
GAS	-	-	-	-	4,590	4,213	<u>4,778</u>	565	34,450	31,581	<u>44,731</u>	13,150
GARBAGE/TRASH REMOVAL	-	-	<u>117</u>	117	-	-	-	-	-	-	-	-
TOTAL UTILITY EXPENSES	\$ 136,820	\$ 125,422	\$ 140,023	\$ 14,601	\$ 48,340	\$ 44,319	\$ 35,833	\$ (8,486)	\$ 130,310	\$ 119,449	\$ 147,528	\$ 28,079
MAINTENANCE LABOR	\$ 31,470	\$ 28,853	\$ <u>27,758</u>	\$ (1,095)	\$ 20,230	\$ 18,546	\$ <u>13,840</u>	\$ (4,706)	\$ 60,690	\$ 55,638	\$ <u>49,959</u>	\$ (5,679)
MAINT. MATERIALS	27,620	25,333	<u>14,971</u>	(10,362)	69,360	63,602	<u>5,881</u>	(57,721)	14,510	13,321	<u>36,166</u>	22,845

Commissioner’s Report - Property Detail

Month Ending: Aug 2025



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
MAINT. CONTRACT COSTS	85,920	78,782	<u>72,517</u>	(6,265)	55,250	50,644	<u>32,948</u>	(17,696)	37,870	34,716	<u>45,115</u>	10,399
EMPLOYEE BENEFITS	25,470	23,353	<u>21,192</u>	(2,161)	16,370	15,015	<u>13,638</u>	(1,377)	48,520	44,473	<u>39,309</u>	(5,164)
TOTAL MAINTENANCE	\$ 170,480	\$ 156,321	\$ 136,438	\$ (19,883)	\$ 161,210	\$ 147,807	\$ 66,306	\$ (81,501)	\$ 161,590	\$ 148,148	\$ 170,549	\$ 22,401
INSURANCE	\$ 40,010	\$ 36,685	\$ <u>37,137</u>	\$ 452	\$ 25,730	\$ 23,595	\$ <u>23,874</u>	\$ 279	\$ 77,170	\$ 70,741	\$ <u>71,622</u>	\$ 881
FLOOD INSURANCE	5,520	5,060	<u>4,741</u>	(319)	5,860	5,368	<u>4,947</u>	(421)	13,380	12,265	<u>26,790</u>	14,525
BAD DEBTS	2,730	2,508	<u>2,508</u>	-	1,840	1,683	<u>1,683</u>	-	3,120	2,860	<u>2,860</u>	-
COMPENSATED ABSENCES	1,200	1,100	<u>1,100</u>	-	1,200	1,100	<u>1,100</u>	-	1,200	1,100	<u>1,100</u>	-
PAYMENT IN LIEU OF TAXES	13,100	12,012	<u>12,012</u>	-	13,170	12,078	<u>12,078</u>	-	17,540	16,082	<u>16,082</u>	-
REAL ESTATE TAXES	-	-	<u>-</u>	-	-	-	<u>-</u>	-	-	-	<u>774</u>	774
PENSION	1,590	1,463	<u>2,408</u>	945	1,010	924	<u>1,578</u>	654	3,410	3,124	<u>5,274</u>	2,150
RETIREE BENEFITS	3,540	3,245	<u>2,317</u>	(928)	2,280	2,090	<u>1,489</u>	(601)	6,830	6,259	<u>4,468</u>	(1,791)
TOTAL OTHER EXPENSES	\$ 67,690	\$ 62,073	\$ 62,223	\$ 150	\$ 51,090	\$ 46,838	\$ 46,749	\$ (89)	\$ 122,650	\$ 112,431	\$ 128,969	\$ 16,538
TOTAL EXPENDITURES	\$ 524,850	\$ 481,239	\$ 465,588	\$ (15,651)	\$ 390,740	\$ 358,226	\$ 227,113	\$ (131,113)	\$ 637,900	\$ 584,782	\$ 697,609	\$ 112,827
Replacement Reserve	\$ 27,760	\$ 25,443	\$ <u>25,481</u>	\$ 38	\$ 18,130	\$ 16,621	\$ <u>16,621</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -
PROFIT	<u>\$ 3,500</u>	<u>\$ 3,091</u>	<u>\$ (57,789)</u>	<u>\$ (60,880)</u>	<u>\$ 6,700</u>	<u>\$ 6,105</u>	<u>\$ 121,736</u>	<u>\$ 115,631</u>	<u>\$ 1,990</u>	<u>\$ 1,782</u>	<u>\$ (8,910)</u>	<u>\$ (10,692)</u>

Ocean City Housing Authority

Administrative Report

DATE: September 9, 2025

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for August 2025)

PERIOD: August 14, 2025 to September 9, 2025

Peck's Beach Family Redevelopment Project

September 2025 Update - Communication continues with NJHMFA and HUD for a combined closing on this project. Final documents with the Tax Credit investor are being prepared along with all necessary documents required by NJHMFA and HUD for the closing. The closing date of October 30, 2025, is on the calendar for closing.

August 2025 Update - Communication continues with NJHMFA for required documents; The tax credit application has been submitted and documents are readied for the NJHMFA Bond Sale; HUD communication continues with updated documents and questions answered as the Authority moves toward the RAD and Tax Credit combined closing on this 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.

Peck's Beach Family Redevelopment Project (continued)

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 5th. 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.

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 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward “closing.”

December update: The official approval letter (Declaration of Intent) for the financing from the NJHMFA was received in November. Design details are in process. An informal meeting with the Planning Office is to be scheduled prior to the Planning Board presentation, which is anticipated for February 2023;

January 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 2nd; The second resident meeting was held on March 7th; 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 5th meeting;

April update: The presentation to the Planning Board was held on April 5th. The presentation was well received with votes for approval of the plan;

The Authority’s consultants, The Brooke Group, applied for funding known as the Affordable Housing Protection Funds through the NJHMFA. At this writing, the NJHMFA has indicated the application for the \$4M grant is complete. We understand the next step is NJHMFA board approval.

May update: The project team continues to meet regularly in anticipation of bid packet completion. Geo-Technical testing services have been ordered. Phase II Environmental Review requirements are pending and are expected to be awarded once final proposals have been received.

June update: The project team met and reviewed the 50% plans in detail. Follow-up meetings continue; the next plan review of 90% drawings is scheduled for early July. Bidding is anticipated in August. Phase II & Geo-Technical field work has been completed; reports are still pending.

July update: The project team continues to meet regularly in anticipation of putting together a public bid package, the project team is currently reviewing 90% plans. Geo-Technical testing services – a preliminary report of the findings has been issued. Phase II Environmental Review remains pending, field work has been started, but reports have not yet been issued.

August 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;

History of Project (continued)

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

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

September 2025 – Our Property Manager and operations team held a back-to-school event for the families at Pecks Beach Village. The event represents our staff commitment to giving back to the community; food, fun, and giveaways were all part of the event. Backpacks, clothes, school supplies, and food were all given away. This was a highly successful first back-to-school event and we look forward to expanding the event in the future.



August 2025 – A back-to-school event is being planned for the end of August.

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 10th, Acme Grocery Store held a vaccine clinic on the 5th 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 24th, 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 10th. 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 19th 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

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

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

2025
AUG

2025
JUL

2025
JUN

<u>Tenant Accounts Receivable</u>			
Number of “non-payment of rent” cases referred to the solicitor	3	0	0
<u>Unit Inspections</u>			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	0	119	30
Total number of units inspected year-to-date - all sites	695	695	576
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	0	0	73
Annual Unit Turnaround Time (For Fiscal Year)	293	293	293
Monthly - Number of Vacancies Filled (this month)	0	0	1
Monthly - Average unit turnaround time in days for Lease up	0	0	29
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	23
PIC Score	97.44%	97.50%	100.00%
<u>Vacancies - At end of Month</u>			
Bay View Manor	1	1	1
Speitel Commons	0	0	0
Peck's Beach Family	1	1	1
Total	2	2	2
Occupancy Rate	98.35%	98.35%	98.35%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)			44.37
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	0.00	5.10
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	5.64	5.64	5.64
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$18,702	\$21,055	\$20,586
Speitel Commons - Elderly/Disabled	\$15,010	\$14,981	\$14,972
Peck's Beach - Family	\$27,071	\$27,749	\$28,858
Total Rent Roll	\$60,783	\$63,785	\$64,416
<u>Waiting List Applicants - (all lists closed)</u>			
Families - Ocean City Preference	13	13	13
Families - No Ocean City Preference	198	198	198
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	10	10	5
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	99	95	57
0/1 Bedroom	109	105	62
2 Bedroom	56	56	56
3 Bedroom	112	112	112
4 Bedroom	43	43	43
Success Rate	25%	25%	25%
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.18	0.11	0.10
Total Tenant Generated Work Orders	49	86	42
Number of routine work orders written this month	102	128	217
Number of outstanding work orders from previous month	254	307	196
Total number of work orders to be addressed this month	406	521	455
Total number of work orders completed this month	156	267	148
Total number of work orders left outstanding	250	254	307
Number of emergency work orders written this month	1	0	0
Total number of work orders written year-to-date	2052	1900	1686
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	1	1	0
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

Ocean City Housing Authority
Cash Report
As of August 31, 2025

Net Cash Position:

Cash Balance per Reconciled Bank Statement at 08/31/2025 \$381,363.88

Add: A/R-Tenants 08/2025	Current	\$9,737.85
	Past	\$13,578.98

Reimbursements Due From The City

Reimbursement for Pecks Family Redevelopment - City of OC	\$203,129.41
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Less: Payments - Sept 2025 bill list (\$344,100.99)

Accrued Expenses - Total from detail below (\$23,906.83)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	167,670.00	11	(26,601.50)
Bad Debt	7,690.00	11	7,049.17
Comp Absences	3,600.00	11	3,300.00
P.I.L.O.T.	43,810.00	11	40,159.17
Net Accrual	222,770.00		23,906.83

Net Cash Balance	\$239,802.30
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	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 126,392	3.02	Months
Per Day	\$ 4,213	57	Days

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

RESOLUTION NO. 2025-47
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 \$344,100.99

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: September 16, 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 September 16, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

OCEAN CITY HOUSING AUTHORITY BILL LIST - SEPTEMBER 2025			
BANK: COCC MGMT			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
2329	VERIZON WIRELESS	Maint cell phone svc 07/02/2025-08/01/2025	\$ 164.29
2330	STATE OF NJ, DEPT OF LABOR & WORKFORCE DEV	Combined annual assessment billing for NJ Employers based on taxable wages for 2024	\$ 25.33
2331	YALEXUS NUNEZ	Petty cash replenishment 7/25/2025-9/8/2025	\$ 683.82
190289	NFIP DIRECT	Flood Ins renewal 400-422 Pecks Bldg #4 09/01/2025-08/31/2026	\$ 5,259.00
190318	NFIP DIRECT	Flood Ins renewal 421-439 Pecks Bldg #2 09/01/2025-08/31/2026	\$ 5,259.00
190329	NFIP DIRECT	Flood Ins renewal 424-438 Pecks Bldg #1 09/01/2025-08/31/2026	\$ 4,621.00
190343	NFIP DIRECT	Flood Ins renewal 204 4th St Bldg #9 09/01/2025-08/31/2026	\$ 5,004.00
507919	VERIZON	Elevator phone lines - Speitel 07/11/2025-08/10/2025	\$ 486.19
508137	VERIZON	Office phone svc - 08/16/2025-09/15/2025	\$ 63.95
8222025	ADP	08/22/2025 payroll & taxes	\$ 4,028.74
8272025	NFIP DIRECT	Flood Ins renewal 401-409 Pecks Bldg #3 09/01/2025-08/31/2026	\$ 5,100.00
9052025	ADP	09/05/2025 payroll & taxes	\$ 4,001.18
20250822	ADP	08/22/2025 invoice	\$ 93.32
20250827	NFIP DIRECT	Flood Ins renewal 635 West Ave 09/01/2025-08/31/2026	\$ 5,708.00
20250905	ADP	09/05/2025 invoice	\$ 93.32
24065213	COMCAST	Business internet - office - 08/13-09/12/2025	\$ 265.50
24631580	NJ DIV OF PENSIONS & BENEFITS	Pension deductions - Aug 2025	\$ 691.62
25410827	NJ STATE HEALTH BENEFITS PROGRAM	Health Benefits - active employees - Sept 2025	\$ 7,404.62
25410832	NJ STATE HEALTH BENEFITS PROGRAM	Health Benefits - retired employee - Sept 2025	\$ 516.04
25436433	COMCAST	Internet - Speitel 08/27/25-09/26/25	\$ 206.54
29542281	SOUTH JERSEY GAS	Gas svc - Speitel - 07/28/2025-08/26/2025	\$ 337.06
42075475	NJ AMERICAN WATER	Water/sewer service - BVM 07/19/25-08/19/25	\$ 3,194.27
42097509	NJ AMERICAN WATER	Water/sewer service - Speitel 07/19/25-08/19/25	\$ 1,428.99
42097877	NJ AMERICAN WATER	Water/sewer service - BVM fire svc 07/19/25-08/19/25	\$ 277.40
42099517	NJ AMERICAN WATER	Water/sewer service - Speitel fire svc 07/19/25-08/19/25	\$ 135.64
95404248	ATLANTIC CITY ELECTRIC	Electric svc - BVM 07/29/2025 - 08/27/2025	\$ 6,411.41
96065840	ATLANTIC CITY ELECTRIC	Electric svc - 4TH ST OFC 07/30/2025 - 08/28/2025	\$ 51.70
96080582	ATLANTIC CITY ELECTRIC	Electric svc - PBF site lights - 07/30/2025 - 08/28/2025	\$ 1,104.24
	ACENDA	Resident Wellness Svcs - July 2025	\$ 1,760.09
	ACE PLUMBING, HEATING & ELECTRICAL SUPPLIES	Maint Supplies	\$ 120.47
	ATLANTIC CITY ELECTRIC	Electric svc - SP 07/29/2025 - 08/27/2025	\$ 1,033.93
	LINDA AVENA	Accounting svcs - Sept 2025	\$ 2,875.00
	BOYCE RECREATION	Playground parts/install	\$ 2,404.31
	BROWN & CONNERY	Legal Services - July 2025	\$ 287.00
	THE BROOKE GROUP	Consulting - BVM/Speitel - 11/2024-07-2025	\$ 591.75
	CALL EXPERTS	Answering svc - Sept 2025	\$ 233.42
	CITY OF OCEAN CITY	PILOT FYE 9/30/2024	\$ 41,423.00
	CLEAN SWEEP	Cleaning svcs - BVM/Speitel Aug 2025	\$ 2,860.00
	SOUTH JERSEY CULLIGAN	Water cooler rental - Sept 2025	\$ 10.95
	FLORENCE DRISCOLL	Sept 2025 tenant svcs	\$ 200.00
	ELDER PEST CONTROL	Pest svc - Aug 2025	\$ 765.00
	FEDERAL EXPRESS	Deliveries - Aug 2025	\$ 21.97
	GANNETT NY/NJ LOCAL IQ	Advertising - Professional Svcs RFPs	\$ 160.88
	HOME DEPOT CREDIT SERVICES	50 gal rollout recycling trash can	\$ 31.92
	HD SUPPLY formerly Home Depot Pro	Maint Supplies	\$ 3,364.84
	JC'S CUSTOM PAINTING	Painting - BVM	\$ 1,000.00
	JM REFINISHING LLC	Bathtub crack repair - Speitel	\$ 450.00
	JOHN SPITZ	Medicare Supplemental premium - Sept 2025; Co-pay reimb - Aug 2025	\$ 195.00
	LENEGAN PLUMBING & HEATING	HVAC service - Speitel	\$ 2,375.00
	LINWOOD GULF	Vehicle maintenance	\$ 98.45
	MAX COMMUNICATIONS	Office phone system - Aug 2025	\$ 193.92
	NATIONAL TENANT NETWORK	Background checks for potential residents	\$ 68.00
	NJ AMERICAN WATER	Water/sewer service - PBF 07/18/25-08/18/25	\$ 9,131.86
	ROBERT L ROWELL	Sept 2025 maint contract grounds services	\$ 200.00
	SHERWIN WILLIAMS	Paint supplies	\$ 149.40
	STERICYCLE	Shredding svc - 7/25/25 & 8/8/25	\$ 72.13
	SOUTH JERSEY GLASS & DOOR	Vestibule door repair - BVM	\$ 874.00
	SOUTH JERSEY WEB DESIGN LLC	Website changes	\$ 50.00
	SOUTH JERSEY GAS	Gas svc - PBF - 07/29/2025-08/27/2025	\$ 890.65
	VECTOR SECURITY INC	Security inspection - PBF	\$ 656.51
	VERIZON CONNECT	Vehicle tracking subscription - Aug 2025	\$ 36.40
	VERIZON	Elevator phone lines - BVM 08/29/2025-09/28/2025	\$ 182.87
	VERIZON WIRELESS	Maint cell phone svc 08/02/2025-09/01/2025	\$ 164.38
	VINELAND HOUSING AUTHORITY	July 2025 ofc & maint coverage; Aug 2025 postage & expense reimb	\$ 21,089.89
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	Reserve account deposit BVM/Speitel - Sept 2025	\$ 3,826.00
ACH - Transfer	PNC BANK FEES	Fees - Jul 2025	\$ 73.00
	TOTAL SEPTEMBER DISBURSEMENTS COCC (cocctur)		\$ 140,971.58
	TOTAL SEPTEMBER DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 203,129.41
	TOTAL SEPTEMBER DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL SEPTEMBER DISBURSEMENTS CONSTR ACCT (sturcons)		\$ -
	TOTAL BILL LIST - SEPTEMBER 2025		\$ 344,100.99

BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
26614	NJHMFA	LITC #2552 - Tax Credit Fee - Pre Dev Draw #21	\$ 120,077.00
26711	SCIULLO ENGINEERING	Inv #2611 - Engineering svc - Pre Dev Draw #21	\$ 700.00
26712	MCMANIMON, SCOTLAND & BAUMANN	Inv #244036 - Legal svc - Pre Dev Draw #21	\$ 6,585.50
26723	CBRE INC.	Inv #089595-2-24 -Appraisal Fee - Pre Dev Draw #21	\$ 14,000.00
	OCHA	Reimb for Novogradac Inv #10660075 - 2023 tax preparation - Pre Dev Draw #21	\$ 1,500.00
	OCHA	Reimb for Novogradac Inv #10669503 - 2024 tax preparation - Pre Dev Draw #21	\$ 1,500.00
	MCMANIMON, SCOTLAND & BAUMANN	Inv #245723 & #247361 - July/Aug 2025 Legal svc - Pre Dev Draw #22	\$ 33,779.41
	SCIULLO ENGINEERING	Inv #2670 - Engineering svc - Pre Dev Draw #22	\$ 1,000.00
	THE BROOKE GROUP	Inv #OCPB03-2025, #OCPB04-2025 & #OCPB05-2025 - Mar-May 2025 Consulting svcs - Pre Dev Draw #22	\$ 23,987.50
	TOTAL SEPTEMBER DISBURSEMENTS (sturgen)		\$ 203,129.41
BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL SEPTEMBER DISBURSEMENTS (sturbvm)		\$ -
BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL SEPTEMBER DISBURSEMENTS (sturcons)		\$ -

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

**RESOLUTION NO. 2025-48
Awarding Accounting Services Contract**

WHEREAS, the Ocean City Housing Authority is required to have a professional certified public accountant to act as its Management Fee Accountant; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Management Fee Accountant services; and

WHEREAS, one proposal was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **Linda M. Avena, CPA**, to provide the Ocean City Housing Authority with its Management Fee Accountant services for its fiscal year commencing October 1, 2025 through September 30, 2026 for a cost of **\$35,300**.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Management Fee Accountant contract to **Linda M. Avena, CPA**, for the term indicated above.

ADOPTED: September 16, 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 September 16, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

FEE ACCOUNTANT SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4170-00.

Wendy Hughes
Certifying Financial Officer

Date

Comparison of Accounting Firms Submitting RFP 2025-2026

Evaluation Factors	Vendor Name									
	Possible Points	AVENA ACCOUNTANTS								
1. Overall accounting approach and methodology	20									
2. Demonstrated experience and competence in the accounting of government agencies	20									
3. Proposer's accounting experience with Housing Authorities; Budgeting; Tenant Accounting; Project Based Accounting; Federal & State Housing Regulations and Statutes	30									
4. Specialized experience of key personnel in Housing Authority programs	20									
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10									
Cost Breakdown										
CPA Rate per hour		\$ 102.08								
Attendance at Board Meeting		\$ 100.00								
CPA Rate per hour for Ocean City Community Development Corporation (OCCDC)		\$ 100.00								

No other RFP's received.

THE HOUSING AUTHORITY OF OCEAN CITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
ACCOUNTING SERVICES
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
OCHA-ACCT-HOURS	Ocean City Housing Authority - Provide price per hour for Accountant (CPA)		240	24500.
ACCT-BOARD	Provide price to complete monthly report and present report at monthly Board of Commissioners Meeting.		12	1200.
OCCDC-ACCT-HOURS	Ocean city Community Development Corporation - Provide price per hour for Accountant (CPA)		96	9600.

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

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

Total Price of all rows \$ 35300.00

Thirty-five thousand and three hundred dollars
TOTAL PRICE IN WRITTEN WORD FORM

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

Linda M. Avena, CPA, PA BY: Linda M. Cavallo
Firm Name
2581 E. Chestnut Ave., Suite B, Vineland, NJ 08361
Street, Town, State, Zip Code
1-856-696-8000 1-856-794-1295
Telephone Fax

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Fax

Sworn to and subscribed
before me

day of

Notary Public

(SEAL)

Title

PATRICIA J PEARSON
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 2207910
MY COMMISSION EXPIRES DEC. 03, 2027

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

RESOLUTION NO. 2025-49
Resolution Awarding Professional Auditing Services Contract

WHEREAS, the Ocean City Housing Authority is required to have professional auditing services performed annually; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for auditing services; and

WHEREAS, one proposal for Auditing Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Bowman & Company LLP** to complete an Audit of the fiscal year ending September 30, 2025 at a cost not to exceed **\$13,800**; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Bowman & Company LLP** to complete an Audit of the Ocean City Community Development Corporation (OCCDC) fiscal year ending September 30, 2025 at a cost not to exceed **\$4,000**; and

WHEREAS, said audit reports shall be completed no later than June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to award the Auditing Services Contract to **Bowman & Company LLP** not to exceed \$26,300.

ADOPTED: September 16, 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 September 16, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

AUDITING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4171-00.

Wendy Hughes
Certifying Financial Officer

Date

Comparison of Auditing Firms Submitting RFP 2025-2026

Evaluation Factors	Vendor Name							
	Possible Points	BOWMAN & COMPANY LLP						
1. Overall audit approach and methodology	10							
2. Demonstrated experience and competence in the audit of government agencies manner.	15							
3. Proposer's professional experience with the "Single Audit Act" or in audits of the United States Department of Housing and Urban Development (HUD) or similar governmental audits	20							
4. Capability and capacity to accomplish work within the required time period	10							
5. Geographic location of the firm relative to the proximity to the Housing Authority	5							
6. Specialized experience of key personnel in Housing Authority programs	20							
7. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10							
8. Fee structure as shown on the unit pricing document in the RFP.	10							
Cost Breakdown								
Cost of Complete 2025 Audit for OCHA		\$ 13,800.00						
Cost of Complete 2025 Audit for OCCDC		\$ 4,000.00						
Hourly Rate for Partner		\$ 330.00						
Hourly Rate for Senior Accountant CPA		\$ 215.00						
Hourly Rate for Junior Accountant		\$ 130.00						
Hourly Rate for Other		\$ 85.00						
Qualified Report (if necessary)		\$ 4,000.00						
Single Audit Report (if necessary)		\$ 4,500.00						

No other RFP's received.

OCEAN CITY HOUSING AUTHORITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
AUDITING SERVICES
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AUDIT-HOURS-2025	Provide price for complete Audit FYE September 30, 2025 as defined in the scope above for the Ocean City Housing Authority. Include the estimated number of hours needed to complete the Audit.			\$ 13,800
OCCDC-HOURS-2025	Provide price for complete Audit FYE September 30, 2025 as defined in the scope above for the Ocean City Community Development Corporation (OCCDC). Include the estimated number of hours needed to complete the Audit.			\$ 4,000
HOURS	Provide an hourly rates for services outside of the scope of work;	Partner	\$ 330	
		Senior Accountant - CPA	\$ 215	
		Jr. Accountant	\$ 130	
		Other	\$ 85	
QUALIFIED	Provide price to provide Qualified Audit Report.			\$ 4,000
SINGLE	Provide price to provide Single Audit Report.			\$ 4,500

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

Total Price of all rows	\$ 17,800
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Seventeen Thousand Eight Hundred Dollars
TOTAL PRICE IN WRITTEN WORD FORM

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

Bowman & Company LLP BY: Michael J. Thilker, CPA, CITP
Firm Name

6 North Broad Street, Suite 201, Woodbury, NJ, 08096
Street, Town, State, Zip Code

856.435.6200 856.435.0440
Telephone Fax

Sworn to and subscribed before me 18th

day of August, 20 25

Signature of proposer if the proposer is an individual
Michael J. Thilker

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Partner
Title

Notary Public
(MARYBETH CHASLONG)
(SEAL)

MARYBETH CHASLONG
NOTARY PUBLIC OF NEW JERSEY
COMMISSION EXPIRES 9/22/2029

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

RESOLUTION NO. 2025-50
Resolution Awarding Legal Services Contract – General Counsel

WHEREAS, the Ocean City Housing Authority is required to have licensed legal representation to act as its solicitor; and

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

WHEREAS, one proposal for Legal Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Brown and Connery** to provide the Ocean City Housing Authority with its legal services for its fiscal year commencing October 1, 2025 through September 30, 2026 for a yearly retainer of **\$7,820** and additional services per the rates attached hereunto.

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

ADOPTED: September 16, 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 September 16, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-00.

Wendy Hughes
Certifying Financial Officer

Date

Comparison of Legal Firms Submitting RFP 2025-2026
GENERAL COUNSEL

Evaluation Factors	Vendor Name						
	Possible Points	BROWN AND CONNERY					
1. General Legal Experience	20						
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20						
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20						
4. Specialized experience of key personnel in Housing Authority programs	20						
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10						
6. Fee structure as shown in the RFP unit pricing document.	10						
Total		0	0				

No other RFP's received.

Cost Breakdown								
Legal Counsel cost per hour		\$	210.00					
Paralegal cost per hour		\$	110.00					
Monthly Retainer Fee		\$	210.00					

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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$210.00	20	\$4,200.00
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	\$110.00	10	\$1,100.00
LEGAL-RETAIN	Provide a price for monthly retainer fee as defined in the scope above.	\$210.00	12	\$2,520.00

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

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Total Price of all rows	\$ 7,820.00
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Seven Thousand, Eight Hundred, Twenty Dollars and Zero Cents

TOTAL PRICE IN WRITTEN WORD FORM

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

Brown & Connery, LLP BY William M. Tambussi, Partner

Firm Name

360 North Haddon Avenue, Westmont, NJ 08108

Street, Town, State, Zip Code

(856) 854-8900

Telephone

(856) 858-4967

Fax

Sworn to and subscribed
before me on this 29th

day of August 2025

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

Partner

Title

Marianne M. DiPiero
Notary Public

(SEAL)

MARIANNE M. DIPIERO
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES JAN 30, 2027

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

RESOLUTION NO. 2025-51
Resolution Awarding Consulting Services Contract

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Consulting Services; and

WHEREAS, one proposal for Consulting Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to The Brooke Group LLC to provide the Ocean City Housing Authority with its consulting services for one year commencing October 1, 2025 through September 30, 2026 per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Consulting Services contract to The Brooke Group LLC for the term indicated above.

ADOPTED: September 16, 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 September 16, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

CERTIFICATION

Funding is available for:

CONSULTING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4182-00.

Wendy Hughes

Certifying Financial Officer

Date

Comparison of Consulting Firms Submitting RFP 2025-2026

[illegible][illegible]

THE OCEAN CITY HOUSING AUTHORITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
CONSULTING SERVICES
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
CNSLT-HOURS	Provide price per hour for Principle/Senior Associates	155	50	\$7,750
CNSLT-CLERICAL	Provide price per hour for Clerical Work	75	20	\$1,500
CNSLT-LEGAL	Provide price per hour for Legal Consultation - legal counsel should be familiar with Housing matters (Public Housing, Affordable, Redevelopment, Tax Credits, RAD, etc.) (vendor may elect to use their in-house counsel or contracted Counsel)	300	15	\$4,500
CNSLT-FINANCE	Provide price per hour for financial caseworker	115	25	\$2,875
CNSLT-CSWRK	Provide price per hour for resident caseworker	155	50	\$7,750
CNSLT-PRJTMGR	Provide price per hour for a project manager	155	50	\$7,750

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

Total Price of all rows \$ **32,125**

thirtytwo thousand one hundred twenty five
TOTAL PRICE IN WRITTEN WORD FORM

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

The Brooke Group LLC BY: Holly Ginnetti
Firm Name
209 EAST FORD DR. CRANFORD, N.J. 08205
Street, Town, State, Zip Code
(609) 652-7788 (609) 652-2065
Telephone Fax
Sworn to and subscribed before me 18th
day of August, 2025
Signature of proposer if the proposer is an individual
[Signature]
Signature of partner if proposer is a partnership
Signature of officer if the proposer is a corporation
Business Manager
Title

BIANCA RIOS
Notary Public, State of New Jersey
My Commission Expires Feb 24, 2028

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

RESOLUTION NO. 2025-52
Resolution Authorizing Payment of Draw #22
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 #22 in the amount of \$58,766.91 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: September 16, 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 September 16, 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

September 12, 2025

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 22 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$58,766.91. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
MS&B	75 Livingston Ave 2 nd Flr, Roseland, NJ 07068	\$33,779.41
The Brooke Group LLC	209 E Egnor Dr Galloway, NJ 08205	\$23,987.50
Sciullo Engineering	137 S. New York Ave., Ste 2 Atlantic City, NJ 08401	\$1,000.00
	TOTAL	\$58,766.91

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #22

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

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

RESOLUTION NO. 2025-53

**RESOLUTION AUTHORIZING AWARD OF VALUE ENGINEERING CHANGE
ORDER NO. 1 TO CONTRACT WITH GARY F. GARDNER, INC.
FOR THE PECKS BEACH FAMILY REDEVELOPMENT**

WHEREAS, on July 16, 2024, pursuant to N.J.S.A. 40A:11-5(3), the Ocean City Housing Authority (“Authority”) adopted Resolution 2024-38 authorizing the negotiation of a contract for the Pecks Beach Family Redevelopment; and,

WHEREAS, pursuant to Resolution No. 2024-38, the Authority entered into contract negotiations with two (2) entities that previously submitted bids for the Pecks Beach Family Redevelopment contract; and,

WHEREAS, through the aforementioned negotiations, the Authority negotiated a contract for the Pecks Beach Family Redevelopment with Gary F. Gardner, Inc. in the amount of \$22,999,987.00; and,

WHEREAS, in connection with the aforementioned negotiated contract, Gary F. Gardner, Inc. provided the Authority with completed and responsive records in full compliance with the Bid Specifications and as required under the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. (“Local Public Contracts Law”); and,

WHEREAS, on September 12, 2024, pursuant to Resolution No. 2024-52, the Authority Board of Commissioners formally awarded the contract for the Pecks Beach Family Redevelopment to Gary F. Gardner, Inc., in the amount of \$22,999,987.00 (the “Contract”); and,

WHEREAS, pursuant to N.J.S.A. 40A:11-16.6, the Contract for the Pecks Beach Family Redevelopment is a qualifying contract, and is required to provide for the use of value engineering construction change orders, in the event such change orders are requested by Gary F. Gardner, Inc.; and,

WHEREAS, pursuant to the terms and conditions of the Contract and in accordance with the Local Public Contracts Law, Gary F. Gardner, Inc. is permitted to use value engineering construction change orders pursuant to, and consistent with, N.J.S.A. 40A:11-16.6, satisfying the requirements of N.J.S.A. 40A:16-6.6(c); and,

WHEREAS, Gary F. Gardner, Inc. has provided the Authority with a value engineering construction proposal (the “VE Proposal”) for a change order to the Contract for the Pecks Beach Family Redevelopment (“Change Order No. 1”); and,

WHEREAS, the Authority's Engineering Consultant for the Pecks Beach Family Redevelopment, Donovan Architects, LLC, has reviewed the VE Proposal and has determined that the VE Proposal is compliant with the requirements under N.J.S.A. 40A:11-16.6(c); and,

WHEREAS, as is set forth in further detail in the VE Proposal submitted to the Authority by Gary F. Gardner, Inc. Gary F. Gardner Inc. proposes Change Order No. 1 to the Contract, with the following changes: deletion of mortar setting under tubs, deletion of fiberglass roofing below 2nd and 3rd floor decks, alternative security camera equipment, and the removal of builders risk insurance from the GC contract; and,

WHEREAS, following its analysis of the VE Proposal, Donovan Architects, LLC submitted a written report to the Authority and its Board of Commissioners, dated September 11, 2025, which satisfies the requirements of N.J.S.A. 40A:11-16.6(c)(4) and (5); and,

WHEREAS, Donovan Architects, LLC has determined that the VE Proposal is consistent with the required performance, quality, reliability and safety of the Pecks Beach Family Redevelopment and does not impair any of the essential functions or characteristics of the Pecks Beach Family Redevelopment or any portion of the work involved therewith and is in all aspects consistent with the requirements of N.J.S.A. 40A:16.6; and,

WHEREAS, as is set forth in the VE Proposal provided by Gary F. Gardner, Inc. and the VE Report provided by Donovan Architects, LLC, the proposed Change Order No. 1 will result in an anticipated potential savings, and net decrease under the Contract, in the total amount of \$459,935.00 which savings, after a final cost determination is made following completion of these work activities, will be equally shared by the Authority with Gary F. Gardner Inc. pursuant to the terms of the Contract and N.J.S.A. 40A:16-6.6(c)(7); and,

WHEREAS, pursuant to the terms of the Contract and N.J.S.A. 40A:16-6.6(c)(2), Gary F. Gardner Inc. shall not be eligible for reimbursement by the Authority for any costs incurred by Gary F. Gardner Inc. in developing the VE Proposal; and,

WHEREAS, pursuant to the terms of the Contract and N.J.S.A. 40A:16-6.6(c)(3), Gary F. Gardner Inc. shall be liable for all reasonable costs incurred by the Authority for the technical evaluation and engineering review of the VE Proposal by Donovan Architects, LLC; and,

WHEREAS, the Authority, based upon the above, has determined that the approval of Change Order No. 1 to the Contract, which will result in an estimated net decrease under the Contract in the total amount of (\$459,935.00) is necessary for the efficient operation of the Authority and is in the best interests of the Authority and its residents; and,

NOW, THEREFORE BE IT RESOLVED, the governing body of the Ocean City Housing Authority, that the Authority is hereby authorized to execute Change Order No. 1 to the Contract for the Pecks Beach Family Redevelopment, pursuant to and consistent with the requirements under N.J.S.A. 40A:16-6.6; and,

BE IT FURTHER RESOLVED that, following a final cost determination confirming the realized net decrease under the Contract as a result of Change Order No. 1, the realized net decrease will be equally shared by the Authority with Gary F. Gardner, Inc., pursuant to the terms of the Contract and N.J.S.A. 40A:16-6.6(c)(7); and,

BE IT FURTHER RESOLVED that a copy of this Resolution shall be placed on file and made available for public inspection in the Office of the Executive Director; and,

BE IT FURTHER RESOLVED that notice of Change Order No. 1 to the Contract shall be published in accordance with applicable New Jersey law.

ADOPTED: September 16, 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 September 16, 2025, at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*

Pecks Beach Redevelopment
Ocean City NJ

CONTRACT INFORMATION:

Contract For: General Construction
Date: 09-13-2024

CHANGE ORDER INFORMATION:

Change Order Number: 001
Date: 09-11-2025

OWNER: *(Name and address)*

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

ARCHITECT: *(Name and address)*

Donovan Architects
9 Tanner St., Suite 201, Haddonfield, NJ
08033

CONTRACTOR: *(Name and address)*

Gary F. Gardner, Inc.
624 Gravely Hollow Road, Medford, NJ
08055

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Pecks Beach Redevelopment Change Order pursuant to N.J.S.A. 40A:11-16.6:

Delete mortar setting bed under tubs.

Total contract reduction of \$5,850.00

Delete fiberglass roof beneath second floor decks.

Total contract reduction of \$100,630.00

Furnish and install an alternate Security Camera System.

Total contract reduction of \$40,200.00

Delete fiberglass roof membrane under third floor decks and provide tongue and groove porch boards.

Total contract reduction of \$46,699.00

Builders Risk Insurance.

Total contract reduction of \$266,556.00

TOTAL CONTRACT REDUCTION: \$459,935.00

The original Contract Sum was

\$ 22999987.00

The net change by previously authorized Change Orders

\$ 0.00

The Contract Sum prior to this Change Order was

\$ 22,999,987.00

The Contract Sum will be decreased by this Change Order in the amount of

\$ (459935.00)

The new Contract Sum including this Change Order will be

\$ 22,540,052.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

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

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



ARCHITECT *(Signature)*

BY: Michael R. Donovan, Principal

(Printed name, title, and license number if required)

9-11-25

Date

CONTRACTOR *(Signature)*

BY: Douglas Shendock, VP
Operations/Development

(Printed name and title)

Date

OWNER *(Signature)*

BY: Jacqueline S. Jones, Executive
Director

(Printed name and title)

Date

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

RESOLUTION NO. 2025-54
A Resolution Authorizing Executive Session

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Ocean City Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

WHEREAS, the Ocean City Housing Authority has determined that _____ (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on September 16, 2025 at _____ P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

“(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion.” The legal citation to the provision(s) at issue is:_____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

“(2) Any matter in which the release of information would impair a right to receive funds from the federal government.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

“(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

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“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” The collective bargaining contract(s) discussed are between the Board and _____

_____;

☐

“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐

“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____

and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

_____;

☐

“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are _____

_____;



“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting of the Ocean City Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE OCEAN CITY HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON SEPTEMBER 16, 2025

ADOPTED: September 16, 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 September 16, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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