

*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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May 15, 2024

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

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, May 21, 2024 at 4:00 pm at Administrative Offices – 635 West Avenue, Ocean City, NJ 08226.**

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

Very truly yours,

Jacqueline S. Jones  
Executive Director

**REVISED**

**Ocean City Housing Authority  
AGENDA**

Tuesday, May 21, 2024

4:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
  - a. Regular Meeting on April 16, 2024
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business:
10. New Business:
11. Resolutions: **(cash report included)**
  - # 2024-22 Approval of Monthly Expenses **(updated)**
  - # 2024-23 Authorizing Increase to Petty Cash Fund
  - # 2024-24 Amending Elevator Maintenance Contract (Speitel Commons)
  - # 2024-25 Authorizing Payments of Draw #44 Speitel/Bayview

*Executive Session if required*

Comments from the press and/or public – Limited to 2 minutes for each speaker

12. Comments from Board Members

*The Board may act upon or discuss any other matters or resolutions deemed necessary to carry out Authority operations or required by law.*

13. Adjournment

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

**Regular Board of Commissioner Meeting Minutes**

**April 16, 2024 – 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held April 16, 2024, at 4:00 p.m. at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey 08226.

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

Chairperson Barr read the Sunshine Law.

Upon roll call those present were:

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

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

**Minutes** – Chairperson Barr requested a motion to approve the Regular Meeting minutes from March 16, 2024. Motion made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

**Treasurer’s Report**

Linda Cavallo the Financial Report for the six months ending March 2024. Brief discussion regarding maintenance line items. **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 Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

**Executive Director’s Report**

Mrs. Jones asked Ron Miller to provide an update on the construction projects. Ron Miller provided an update on the Bayview Manor fire restoration work. The ACM abatement work started on Monday. Once this work is finished, the restoration company can finish their portion.

Most of the work is done in the building regarding the Bayview renovation project with the exception of the elevators. Ron discussed the elevator piston issue, which will cause a little bit of delay to get this car back in order.

Mrs. Jones asked Mr. Watson for an update on Pecks Beach Redevelopment. Mike Watson updated the board on the status of the Peck’s Beach bid documents as it relates to working with the State on the requirements for the project in regard to the NJ Office of the State Comptroller (OSC) approval. The Authority does not have final OSC approval. However there has been significant and positive progress. The Authority continues to work with the OSC. Brief discussion regarding the bidding process.

Mrs. Jones reported the Authority is in the middle of the audit FYE 9/30/2023. This audit is due June 30<sup>th</sup>. There should be no problem meeting that deadline.

The Authority is at about 98% occupancy. The waiting list was open for a time period and was closed at the end of February. There are a few applicants that are Ocean City residents and both family and senior. The waiting list will open again once the Authority goes through those applicants that are local. The Authority is still looking for a maintenance repairer employee.

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

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

**Committee Reports** – None.

**Old Business** – None.

**New Business** – None.

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

**Resolution #2024-17**  
**Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$295,146.37. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones briefly reviewed the bill list. The following vote was taken:

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

**Resolution #2024-18**  
**Authorizing Payment of Draw 43 – Speitel/Bayview**

Chairperson Barr called for a motion to approve Resolution #2024-18. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones reviewed the draw. The following vote was taken:

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

**Resolution #2024-19**  
**Authorizing Payment of Draw 13 Pecks Beach**

Chairperson Barr called for a motion to approve Resolution #2024-19. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reviewed the draw. The following vote was taken:

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

**Resolution #2024-20**  
**Awarding Janitorial Cleaning Services Contract**

Chairperson Barr called for a motion to approve Resolution #2024-20. Ron Miller provided explanation. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

**Resolution #2024-21**

**Authorizing entering into a National Contract Agreement for Security Equipment, Products and Services**

Chairperson Barr called for a motion to approve Resolution #2024-21. Ron Miller provided explanation. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

No need for Executive Session.

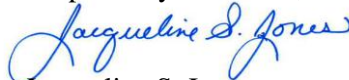
Chairperson Barr requested comments from the public. Resident Caroline Taylor of Speitel #3091 regarding security. Mrs. Jones stated cameras are not watched 24/7. The cameras are in place for incidents that may need investigating. Generally, this is a very safe city and a very safe area.

Kathy Nivey of Mays Landing is there for her daughter who is a resident, Danielle Camp of 635 West Avenue #302, in reference to the security cameras. She wanted to know if they are active. Ron Miller stated they are active and recording, however the Authority is having a difficult time accessing them currently. The authority can access the videos but they are not efficient as they should be. She is not sure if the board is aware of an incident that occurred that is a safety issue that involved her daughter. The police were called. There was a conflict in reference to camera access and visibility of camera footage. Mrs. Jones recommended Ms. Nivey and Ms. Camp have a conversation with Ron immediately after this meeting.

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

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:26 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

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

Month Ending: Apr 2024



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU April</b>	<b>ACTUAL THRU April</b>	<b>VARIANCE THRU April</b>
<b><u>INCOME</u></b>				
DWELLING RENTAL	\$ 632,140	\$ 368,746	\$ <u>401,260</u>	\$ 32,514
OTHER TENANT-EXCESS UTILITIES	-	-	<u>284</u>	284
<b>TOTAL TENANT REVENUE</b>	<b>\$ 632,140</b>	<b>\$ 368,746</b>	<b>\$ 401,543</b>	<b>\$ 32,797</b>
HUD OPERATING SUBSIDY	\$ 200,000	\$ 116,669	\$ <u>94,383</u>	\$ (22,286)
PBV HAP SUBSIDY	357,240	208,390	<u>215,404</u>	7,014
HUD CAPITAL FUNDS-OPERATIONS	200,000	116,669	<u>187,326</u>	70,657
CDBG INCOME	39,100	22,813	<u>5,817</u>	(16,996)
<b>TOTAL HUD FUNDING</b>	<b>\$ 796,340</b>	<b>\$ 464,541</b>	<b>\$ 502,930</b>	<b>\$ 38,389</b>
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 70	\$ <u>386</u>	\$ 316
NONDWELLING RENTAL INCOME	62,400	36,400	-	(36,400)
OTHER INCOME-LAUNDRY	5,300	3,094	<u>1,313</u>	(1,781)
OTHER INCOME-FRAUD RECOVERY	3,000	1,750	-	(1,750)
OTHER INCOME-MISCELLANEOUS	5,050	2,961	<u>16,524</u>	13,563
<b>TOTAL INCOME</b>	<b>\$ 1,504,350</b>	<b>\$ 877,562</b>	<b>\$ 922,696</b>	<b>\$ 45,134</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATIVE SALARIES</b>				
ADMINISTRATIVE SALARIES	\$ 42,390	\$ 24,731	\$ <u>17,839</u>	\$ (6,892)
PAYROLL TAXES - ADMIN	3,820	2,233	<u>1,483</u>	(750)
HEALTH BENEFITS - ADMIN	25,000	14,581	-	(14,581)
<b>TOTAL ADMINISTRATIVE SALARIES</b>	<b>\$ 71,210</b>	<b>\$ 41,545</b>	<b>\$ 19,322</b>	<b>\$ (22,223)</b>
AUDIT FEES	\$ 15,000	\$ 8,750	\$ <u>8,750</u>	-
ADVERTISING	1,500	882	<u>2,334</u>	1,452
<b>OFFICE EXPENSES</b>				
COMPUTER SERVICES	\$ 3,000	\$ 1,757	\$ <u>3,183</u>	\$ 1,426
CONSULTANTS-RAD CONVERSION	11,030	6,433	-	(6,433)
COPIER	2,660	1,554	-	(1,554)
DUES & PUBLICATIONS	730	427	<u>429</u>	2
OFFICE SUPPLIES	600	357	<u>788</u>	431
PHONE & INTERNET	15,080	8,792	<u>11,873</u>	3,081
POSTAGE	2,100	1,225	<u>1,977</u>	752
LEGAL	19,200	11,193	<u>20,099</u>	8,906
CRIMINAL BACKGROUND CHECKS	1,200	700	<u>515</u>	(185)
LEGAL-RAD	4,000	2,331	-	(2,331)
TRAVEL	70	42	<u>391</u>	349

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

Month Ending: Apr 2024



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU April</b>	<b>ACTUAL THRU April</b>	<b>VARIANCE THRU April</b>
<b>TRAINING</b>	2,000	1,169	<u>725</u>	(444)
<b>ACCOUNTING</b>	30,000	17,500	<u>17,500</u>	-
<b>MANAGEMENT FEES</b>	180,000	105,000	<u>131,681</u>	26,681
<b>MISCELLANEOUS-SUNDRY</b>	13,920	8,106	<u>12,411</u>	4,305
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$ 373,300	\$ 217,763	\$ 231,977	\$ 14,214
<b>OTHER TENANT SERVICES</b>	\$ 5,000	\$ 2,912	\$ <u>4,973</u>	\$ 2,061
<b>TENANT SVCS – BEHAVIORAL HEALTH</b>	39,100	22,813	<u>5,817</u>	(16,996)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 44,100	\$ 25,725	\$ 10,790	\$ (14,935)
<b>WATER/SEWER</b>	\$ 106,000	\$ 61,838	\$ <u>67,512</u>	\$ 5,674
<b>ELECTRIC</b>	112,060	65,380	<u>98,816</u>	33,436
<b>GAS</b>	57,230	33,383	<u>37,122</u>	3,739
<b>GARBAGE/TRASH REMOVAL</b>	-	-	<u>108</u>	108
<b>TOTAL UTILITY EXPENSES</b>	\$ 275,290	\$ 160,601	\$ 203,558	\$ 42,957
<b>MAINTENANCE LABOR</b>	\$ 107,550	\$ 62,734	\$ <u>49,027</u>	\$ (13,707)
<b>MAINT. MATERIALS</b>	104,860	61,215	<u>20,847</u>	(40,368)
<b>MAINT. CONTRACT COSTS</b>	226,440	132,104	<u>89,470</u>	(42,634)
<b>EMPLOYEE BENEFITS</b>	88,820	51,821	<u>25,389</u>	(26,432)
<b>TOTAL MAINTENANCE</b>	\$ 527,670	\$ 307,874	\$ 184,733	\$ (123,141)
<b>INSURANCE</b>	\$ 100,940	\$ 58,877	\$ <u>57,904</u>	\$ (973)
<b>FLOOD INSURANCE</b>	42,150	24,584	<u>20,293</u>	(4,292)
<b>BAD DEBTS</b>	5,930	3,458	<u>3,943</u>	485
<b>COMPENSATED ABSENCES</b>	1,500	882	<u>882</u>	-
<b>PAYMENT IN LIEU OF TAXES</b>	35,680	20,811	<u>20,811</u>	-
<b>PENSION</b>	10,690	6,237	<u>1,127</u>	(5,110)
<b>RETIREE BENEFITS</b>	16,000	9,331	<u>4,953</u>	(4,378)
<b>TOTAL OTHER EXPENSES</b>	\$ 212,890	\$ 124,180	\$ 109,913	\$ (14,267)
<b>TOTAL EXPENDITURES</b>	\$ 1,433,250	\$ 836,143	\$ 740,971	\$ (95,172)
<b>Replacement Reserve</b>	\$ 45,890	\$ 26,768	\$ <u>26,821</u>	\$ 53
<b>PROFIT</b>	\$ 25,210	\$ 14,651	\$ 154,903	\$ 140,252



Commissioner's Report - Property Detail

Month Ending: Apr 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	April	April	April		April	April	April		April	April	April	
<b>INCOME</b>												
DWELLING RENTAL	\$ 195,920	\$ 114,289	\$ <u>123,258</u>	\$ 8,969	\$ 162,220	\$ 94,626	\$ <u>96,012</u>	\$ 1,386	\$ 274,000	\$ 159,831	\$ <u>181,990</u>	\$ 22,159
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	<u>14</u>	14	-	-	<u>269</u>	269
<b>TOTAL TENANT REVENUE</b>	<b>\$ 195,920</b>	<b>\$ 114,289</b>	<b>\$ 123,258</b>	<b>\$ 8,969</b>	<b>\$ 162,220</b>	<b>\$ 94,626</b>	<b>\$ 96,026</b>	<b>\$ 1,400</b>	<b>\$ 274,000</b>	<b>\$ 159,831</b>	<b>\$ 182,259</b>	<b>\$ 22,428</b>
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 116,669	\$ <u>94,383</u>	\$ (22,286)
PBV HAP SUBSIDY	167,110	97,482	<u>99,002</u>	1,520	190,130	110,908	<u>116,402</u>	5,494	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	200,000	116,669	<u>187,326</u>	70,657
CDBG INCOME	15,500	9,044	<u>1,629</u>	(7,415)	10,400	6,069	<u>1,047</u>	(5,022)	13,200	7,700	<u>3,141</u>	(4,559)
<b>TOTAL HUD FUNDING</b>	<b>\$ 182,610</b>	<b>\$ 106,526</b>	<b>\$ 100,630</b>	<b>\$ (5,896)</b>	<b>\$ 200,530</b>	<b>\$ 116,977</b>	<b>\$ 117,449</b>	<b>\$ 472</b>	<b>\$ 413,200</b>	<b>\$ 241,038</b>	<b>\$ 284,850</b>	<b>\$ 43,812</b>
INVESTMENT INCOME-UNRESTRICTED	\$ -	\$ -	\$ <u>213</u>	\$ 213	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 70	\$ <u>173</u>	\$ 103
NONDWELLING RENTAL INCOME	62,400	36,400	-	(36,400)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	1,344	<u>130</u>	(1,215)	-	-	<u>765</u>	765	3,000	1,750	<u>419</u>	(1,331)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	1,750	-	(1,750)
OTHER INCOME-MISCELLANEOUS	930	553	<u>1,293</u>	740	-	-	<u>4,018</u>	4,018	4,120	2,408	<u>11,212</u>	8,804
<b>TOTAL INCOME</b>	<b>\$ 444,160</b>	<b>\$ 259,112</b>	<b>\$ 225,523</b>	<b>\$ (33,589)</b>	<b>\$ 362,750</b>	<b>\$ 211,603</b>	<b>\$ 218,258</b>	<b>\$ 6,655</b>	<b>\$ 697,440</b>	<b>\$ 406,847</b>	<b>\$ 478,914</b>	<b>\$ 72,067</b>
<b>EXPENSES</b>												
<b>ADMINISTRATIVE SALARIES</b>												
ADMINISTRATIVE SALARIES	\$ 11,870	\$ 6,923	\$ <u>4,995</u>	\$ (1,928)	\$ 7,630	\$ 4,452	\$ <u>3,211</u>	\$ (1,241)	\$ 22,890	\$ 13,356	\$ <u>9,633</u>	\$ (3,723)
PAYROLL TAXES - ADMIN	1,070	623	<u>415</u>	(208)	690	406	<u>267</u>	(139)	2,060	1,204	<u>801</u>	(403)
HEALTH BENEFITS - ADMIN	5,500	3,206	-	(3,206)	4,500	2,625	-	(2,625)	15,000	8,750	-	(8,750)
<b>TOTAL ADMINISTRATIVE SALARIES</b>	<b>\$ 18,440</b>	<b>\$ 10,752</b>	<b>\$ 5,410</b>	<b>\$ (5,342)</b>	<b>\$ 12,820</b>	<b>\$ 7,483</b>	<b>\$ 3,478</b>	<b>\$ (4,005)</b>	<b>\$ 39,950</b>	<b>\$ 23,310</b>	<b>\$ 10,434</b>	<b>\$ (12,876)</b>
AUDIT FEES	\$ 4,200	\$ 2,450	\$ <u>2,450</u>	\$ -	\$ 2,700	\$ 1,575	\$ <u>1,575</u>	\$ -	\$ 8,100	\$ 4,725	\$ <u>4,725</u>	\$ -
ADVERTISING	420	245	<u>654</u>	409	270	161	<u>420</u>	259	810	476	<u>1,261</u>	785
<b>OFFICE EXPENSES</b>												
COMPUTER SERVICES	\$ 500	\$ 294	\$ <u>1,934</u>	\$ 1,640	\$ 500	\$ 294	\$ <u>312</u>	\$ 18	\$ 2,000	\$ 1,169	\$ <u>936</u>	\$ (233)
CONSULTANTS-RAD CONVERSION	500	294	-	(294)	530	308	-	(308)	10,000	5,831	-	(5,831)

**Commissioner's Report - Property Detail**

Month Ending: Apr 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	April	April	April		April	April	April		April	April	April	
COPIER	740	434	-	(434)	480	280	-	(280)	1,440	840	-	(840)
DUES & PUBLICATIONS	170	98	120	22	200	119	77	(42)	360	210	231	21
OFFICE SUPPLIES	200	119	244	125	200	119	68	(51)	200	119	475	356
PHONE & INTERNET	4,260	2,485	3,071	586	6,220	3,626	4,374	748	4,600	2,681	4,428	1,747
POSTAGE	600	350	554	204	400	231	356	125	1,100	644	1,067	423
LEGAL	5,000	2,912	7,198	4,286	2,600	1,519	3,698	2,179	11,600	6,762	9,203	2,441
CRIMINAL BACKGROUND CHECKS	300	175	335	160	300	175	99	(76)	600	350	81	(269)
LEGAL-RAD	-	-	-	-	-	-	-	-	4,000	2,331	-	(2,331)
TRAVEL	20	14	-	(14)	10	7	-	(7)	40	21	391	370
TRAINING	500	294	-	(294)	500	294	-	(294)	1,000	581	725	144
ACCOUNTING	8,400	4,900	4,900	-	5,400	3,150	3,150	-	16,200	9,450	9,450	-
MANAGEMENT FEES	30,400	17,731	30,629	12,898	32,400	18,900	19,688	788	117,200	68,369	81,364	12,995
MISCELLANEOUS-SUNDRY	4,280	2,506	5,376	2,870	3,540	2,051	1,396	(655)	6,100	3,549	5,639	2,090
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 78,930</b>	<b>\$ 46,053</b>	<b>\$ 62,875</b>	<b>\$ 16,822</b>	<b>\$ 69,070</b>	<b>\$ 40,292</b>	<b>\$ 38,691</b>	<b>\$ (1,601)</b>	<b>\$ 225,300</b>	<b>\$ 131,418</b>	<b>\$ 130,411</b>	<b>\$ (1,007)</b>
<b>OTHER TENANT SERVICES</b>	<b>\$ 2,500</b>	<b>\$ 1,456</b>	<b>\$ 4,809</b>	<b>\$ 3,353</b>	<b>\$ 1,200</b>	<b>\$ 700</b>	<b>\$ 41</b>	<b>\$ (659)</b>	<b>\$ 1,300</b>	<b>\$ 756</b>	<b>\$ 123</b>	<b>\$ (633)</b>
TENANT SVCS - BEHAVIORAL HEALTH	15,500	9,044	1,629	(7,415)	10,400	6,069	1,047	(5,022)	13,200	7,700	3,141	(4,559)
<b>TOTAL OTHER TENANT SERVICES</b>	<b>\$ 18,000</b>	<b>\$ 10,500</b>	<b>\$ 6,438</b>	<b>\$ (4,062)</b>	<b>\$ 11,600</b>	<b>\$ 6,769</b>	<b>\$ 1,088</b>	<b>\$ (5,681)</b>	<b>\$ 14,500</b>	<b>\$ 8,456</b>	<b>\$ 3,264</b>	<b>\$ (5,192)</b>
<b>WATER/SEWER</b>	<b>\$ 20,750</b>	<b>\$ 12,103</b>	<b>\$ 15,428</b>	<b>\$ 3,325</b>	<b>\$ 17,490</b>	<b>\$ 10,206</b>	<b>\$ 10,201</b>	<b>\$ (5)</b>	<b>\$ 67,760</b>	<b>\$ 39,529</b>	<b>\$ 41,883</b>	<b>\$ 2,354</b>
ELECTRIC	80,460	46,935	76,528	29,593	14,930	8,715	11,935	3,220	16,670	9,730	10,353	623
GAS	-	-	-	-	6,780	3,955	3,132	(823)	50,450	29,428	33,990	4,562
GARBAGE/TRASH REMOVAL	-	-	108	108	-	-	-	-	-	-	-	-
<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 101,210</b>	<b>\$ 59,038</b>	<b>\$ 92,064</b>	<b>\$ 33,026</b>	<b>\$ 39,200</b>	<b>\$ 22,876</b>	<b>\$ 25,268</b>	<b>\$ 2,392</b>	<b>\$ 134,880</b>	<b>\$ 78,687</b>	<b>\$ 86,226</b>	<b>\$ 7,539</b>
<b>MAINTENANCE LABOR</b>	<b>\$ 30,110</b>	<b>\$ 17,563</b>	<b>\$ 13,727</b>	<b>\$ (3,836)</b>	<b>\$ 19,360</b>	<b>\$ 11,291</b>	<b>\$ 8,825</b>	<b>\$ (2,466)</b>	<b>\$ 58,080</b>	<b>\$ 33,880</b>	<b>\$ 26,474</b>	<b>\$ (7,406)</b>
MAINT. MATERIALS	18,000	10,514	8,865	(1,649)	64,700	37,758	2,107	(35,651)	22,160	12,943	9,876	(3,067)
MAINT. CONTRACT COSTS	88,290	51,513	42,764	(8,749)	56,850	33,166	21,589	(11,577)	81,300	47,425	25,118	(22,307)
EMPLOYEE BENEFITS	24,870	14,511	7,109	(7,402)	15,980	9,324	4,570	(4,754)	47,970	27,986	13,710	(14,276)
<b>TOTAL MAINTENANCE</b>	<b>\$ 161,270</b>	<b>\$ 94,101</b>	<b>\$ 72,466</b>	<b>\$ (21,635)</b>	<b>\$ 156,890</b>	<b>\$ 91,539</b>	<b>\$ 37,090</b>	<b>\$ (54,449)</b>	<b>\$ 209,510</b>	<b>\$ 122,234</b>	<b>\$ 75,178</b>	<b>\$ (47,056)</b>
<b>INSURANCE</b>	<b>\$ 28,580</b>	<b>\$ 16,674</b>	<b>\$ 14,826</b>	<b>\$ (1,848)</b>	<b>\$ 23,500</b>	<b>\$ 13,706</b>	<b>\$ 11,343</b>	<b>\$ (2,363)</b>	<b>\$ 48,860</b>	<b>\$ 28,497</b>	<b>\$ 31,735</b>	<b>\$ 3,238</b>
FLOOD INSURANCE	4,720	2,751	2,735	(16)	4,430	2,583	2,565	(18)	33,000	19,250	14,993	(4,257)
BAD DEBTS	2,500	1,456	1,456	-	930	546	1,031	485	2,500	1,456	1,456	-
COMPENSATED ABSENCES	500	294	294	-	500	294	294	-	500	294	294	-
PAYMENT IN LIEU OF TAXES	9,470	5,523	5,523	-	12,300	7,175	7,175	-	13,910	8,113	8,113	-

## Commissioner's Report - Property Detail

Month Ending: Apr 2024



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>	<i>ANNUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>VARIANCE</i>
	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>	<i>BUDGET</i>	<i>THRU</i>	<i>THRU</i>	<i>THRU</i>
	<i>April</i>	<i>April</i>	<i>April</i>		<i>April</i>	<i>April</i>	<i>April</i>		<i>April</i>	<i>April</i>	<i>April</i>	
<i>PENSION</i>	3,000	1,750	<u>316</u>	(1,434)	2,430	1,421	<u>203</u>	(1,218)	5,260	3,066	<u>609</u>	(2,457)
<i>RETIREE BENEFITS</i>	4,480	2,611	<u>1,387</u>	(1,224)	2,880	1,680	<u>892</u>	(788)	8,640	5,040	<u>2,675</u>	(2,365)
<i>TOTAL OTHER EXPENSES</i>	\$ 53,250	\$ 31,059	\$ 26,536	\$ (4,523)	\$ 46,970	\$ 27,405	\$ 23,503	\$ (3,902)	\$ 112,670	\$ 65,716	\$ 59,874	\$ (5,842)
<i>TOTAL EXPENDITURES</i>	\$ 412,660	\$ 240,751	\$ 260,378	\$ 19,627	\$ 323,730	\$ 188,881	\$ 125,641	\$ (63,240)	\$ 696,860	\$ 406,511	\$ 354,952	\$ (51,559)
<i>Replacement Reserve</i>	\$ 27,760	\$ 16,191	\$ <u>16,244</u>	\$ 53	\$ 18,130	\$ 10,577	\$ <u>10,577</u>	\$ -	\$ -	\$ -	\$ -	\$ -
<i>PROFIT</i>	\$ 3,740	\$ 2,170	\$ (51,099)	\$ (53,269)	\$ 20,890	\$ 12,145	\$ 82,040	\$ 69,895	\$ 580	\$ 336	\$ 123,962	\$ 123,626

# Ocean City Housing Authority

## Administrative Report

**DATE:** May 15, 2024

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

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

**SUBJECT:** Monthly Report (Stats for April 2024)

**PERIOD:** April 10, 2023, to May 14, 2024

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### **Bayview Manor – Fire**

On October 26, 2023, a small fire occurred in one unit on the 3<sup>rd</sup> floor of Bayview Manor. Several residents were temporarily displaced from the building and re-housed at a local hotel. Currently all tenants have been returned to the building, two residents were temporarily relocated within the building so that repairs can be made to their units. The remaining affected occupants are being notified of pending restoration and cleaning work in their units on a case-by-case basis. There were no injuries reported and most of the damage in the building was due to water from the building sprinkler system. We are working with the insurance adjuster and emergency services contractor to resolve the issues that remain in the building and hope to have all units restored promptly. The residents were and are being kept informed of the progress on a frequent basis.

**December Update:** selective demolition has been completed in the two impacted units. Further progress is currently on hold pending permitting and approvals for ACM work in both units. Two residents remain temporarily relocated to other units in the building.

**January Update:** A meeting with the contractor and the State regarding the ACM removal is imminent; Rehabilitation of both units will continue after this meeting;

**February Update:** Selective demolition has been completed in the two impacted units; The Authority has requested quotes from contractors to complete the ACM work in both units; Once the proposals are received, the quotes will be evaluated in conjunction with the adjuster; The ACM contract will then be awarded and the required permits will be obtained. Two residents are temporarily housed in apartments within the building;

**March Update:** The Authority selected the lowest apparent quote for ACM remediation work in both units. The proposals were evaluated in conjunction with the adjuster, award of a contract for the ACM work, and application for required permits is pending. Two residents remain temporarily relocated to other housing units.

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

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

# Bayview – Renovation Projects

## Interior Renovations

- a. Renovate Lobby;
- b. Addition of Mail Room;
- c. Renovate Community Room;
- d. Renovate Community Bathrooms;
- e. Renovate Laundry Room;
- f. New Flooring in Common Areas;
- g. All Common Areas painted;
- h. Maintenance Shop;
- i. Office & Conference Room;
- j. New Handrails throughout Common hallways;
- k. Elevator renovation;

April update: ACM testing and monitoring continues; There will be a change order presented for the ACM testing & scope of work; Additional work may be needed depending on the ACM testing results;

May update: ACM testing & monitoring continues; A change order is on the Agenda for the ACM removal on the 5<sup>th</sup> Floor (community room floor & ceiling); this work is required under NJAC 5:28-8 (Sub-Chapter 8); Additional work may be needed pending proposals for additional ACM work on the 1<sup>st</sup> & 5<sup>th</sup> floors; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1<sup>st</sup> floor; Work is scheduled to resume about May 18, 2023;

June update: ACM work and monitoring in the 5<sup>th</sup> Floor Community Room has been completed. Additional abatement of flooring in the Laundry began on June 14, 2023, after abatement is completed new flooring has been scheduled to be installed on the 5<sup>th</sup> floor; Notifications & updates to residents are continuing; Two fifth floor residents have been temporarily relocated to the 1<sup>st</sup> floor; Work is scheduled to be completed on the 5<sup>th</sup> floor on or about June 28, 2023; Ceiling anchors will be installed on the 1<sup>st</sup> floor which will allow work to resume, all trades are being scheduled to return and complete work on the remainder of the project.

July update: ACM work has been completed; The Laundry Room was re-opened ahead of schedule; Community Room is in the process of having new kitchenette, flooring, and painting completed. Notifications and updates are continuing to keep the residents informed of the project; Two residents that were temporarily relocated to the 1<sup>st</sup> floor have been moved back to their apartments;

Work on the first floor continues to make good progress; mailboxes have been installed & new fire-sprinkler work has been completed; electrical, plumbing, and drywall all continue to make good progress. Elevator submittals have been received and are currently under review. Work is anticipated to be completed on or around August 31, 2023, except for the elevator.  
 August update: ACM work has been completed; The Community Room kitchenette, flooring, lighting, and painting are completed. Work on the first floor continues to make progress, mailboxes have been installed, new fire-sprinkler work has been completed, electrical, plumbing, and drywall all continue to make progress. Electrical issues throughout the project have caused delays, this continues and is being addressed by our professional team. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.

September update: Drywall work is being completed in the office, conference, and mail rooms. Finishes in other areas of the building are ongoing including the lobby renovation. We do anticipate a delay in getting the first-floor offices opened, and are actively working to resolve the time overrun.

October update: Drywall & painting has been completed in the office, conference, and mail room. Finishes in other areas of the building are ongoing including lobby renovation. Flooring work is scheduled to begin on the 1<sup>st</sup> floor within the next week. New ceiling installation on the first floor has started. Lobby renovation is underway & with some inconvenience; Tenants are being kept informed;

November update: Punch list is scheduled with architect except for the elevator; elevator refurbishment will continue into 2024; All other work is expected to be completed very shortly;

December update: Work is currently in the final punch list stage for the office, conference room, community room, and mail room. Keys were distributed to the residents for the new mailboxes. Elevator work remains to be completed; parts currently remain back ordered for this portion of the project. Access control for residents and staff entry remain pending; additional equipment setup must first be completed.

Furnishings for the spaces have begun to be delivered and are in the setup phase; not all pieces have been received. The address for the Housing Authority is currently in the process of formally being changed to Bayview Manor.

January update: The office, conference/board room and community room are complete. The elevator equipment has been delivered.

February update: Work is currently in the final punch list stage for the office, conference, community room, and mail room. Keys were distributed to the residents for the new mailboxes. Elevator modernization work is underway at the building, car #2 has been removed from service and is anticipated to be under renovation for 10 weeks. Once car #2 is completed work will begin on car #1 for an additional 10 weeks. The address for the Ocean City Housing Authority was officially changed to 635 West Avenue. Residents have been notified of both the elevator work and the change in address.

March update: Work remains in the final punch list stage for the office, conference, community room, and mail room. Elevator modernization work is underway at the building; Car #2 has been removed from service and is anticipated to be under renovation for 10 weeks. Once car #2 is completed, work will begin on car #1 for an additional 10 weeks.

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

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

## Bayview – Renovation Projects (continued)

<p><b>Bayview Manor Landscaping Project</b></p>	<p><b>Project Specifications are being developed for hopeful Fall plantings;</b></p>	<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 needed funds for to complete the Bayview Manor renovations;</b></p> <p><i>No Status Change on this Project;</i></p>
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# Peck’s Beach Family Redevelopment Project

Scope of Work	Work Status	Comments
<p style="text-align: center;"><b>Design Phase of the Redevelopment of Peck’s Beach Family</b></p> <p>September ‘22 update – NJHMFA has received the application. A further update will be given at the board meeting;            October update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1<sup>st</sup>; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward “closing.”</p> <p>December update: The official approval letter (Declaration of Intent) for the financing from the NJHMFA was received in November. Design details are in process. An informal meeting with the Planning Office is to be scheduled prior to the Planning Board presentation, which is anticipated for February 2023;</p> <p>January update: The design is being readied for submission to the Planning Office by the end of January.</p> <p>February update: The design is being readied for submission to the Planning Office. Next steps – finalize construction plans, prepare bid documents; put out for bid; work toward financial closing with HMFA and HUD; the 2nd Resident meeting is scheduled for March;</p> <p>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 attendance; Residents were presented with the plans, asked a lot of questions and were very pleased with the presentation;            The site plans for the project are ready for presentation to the Planning Board for the April 5<sup>th</sup> meeting;</p>	<ul style="list-style-type: none"> <li>• June 2021- Award Special Architectural and Engineering (Electrical &amp; Mechanical) Services</li> <li>• Award Special Engineering (Civil) Services</li> </ul> <p>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;</p> <p>The Authority’s consultants, The Brooke Group, applied for funding known as the Affordable Housing Protection Funds through the NJHMFA. At this writing, the NJHMFA has indicated the application for the \$4M grant is complete. We understand the next step is NJHMFA board approval.</p> <p>May update: The project team continues to meet regularly in anticipation of bid packet completion. Geo-Technical testing services have been ordered. Phase II Environmental Review requirements are pending and are expected to be awarded once final proposals have been received.</p> <p>June update: The project team met and reviewed the 50% plans in detail. Follow-up meetings continue; the next plan review of 90% drawings is scheduled for early July. Bidding is anticipated in August. Phase II &amp; Geo-Technical field work has been completed; reports are still pending.</p> <p>July update: The project team continues to meet regularly in anticipation of putting together a public bid package, the project team is currently reviewing 90% plans. Geo-Technical testing services – a preliminary report of the findings has been issued. Phase II Environmental Review remains pending, field work has been started, but reports have not yet been issued.</p> <p>August update: The project team has completed design work and put this project out to public bid. A pre-bid meeting has been scheduled; bids are being received in early September.</p>	<p>September update: Bids were received on September 12, 2023 &amp; were rejected due to over budget; are being evaluated by the Project Team.</p> <p>October update: Bids were rejected for being over budget; Bidding is expected to begin in November 2023;</p> <p>November update: The bid package is under review with the OCHA team and is gathering responses to the Comptroller’s office;</p> <p>December update: This project remains under review at the Office of the State Comptroller. The project team has been in communication with the OSC and is working diligently to resolve the remaining issues.</p> <p>January update: The project team continues to communicate with the OSC on this project. A verbal status update will be provided at the meeting.</p> <p>February update: This project is under review for a possible change in approach.</p> <p>March update: Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.</p> <p><i>April update: Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.</i></p> <p><i>May Update: Pecks Beach Village Family – currently advertised for public bid. Bids are due May 29, 2024, at 11:00 AM EST.</i></p>

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

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



**Program Statistics Report 10/2023 - 10/2024**

**2024  
APR**

**2024  
MAR**

**2024  
FEB**

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	0	6	0
<b>Unit Inspections</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.)	0	119	3
Total number of units inspected year-to-date - all sites	479	479	360
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	70	70	57
Annual Unit Turnaround Time (For Fiscal Year)	1415	1345	1275
Monthly - Number of Vacancies Filled (this month)	0	1	1
Monthly - Average unit turnaround time in days for Lease up	0	6	45
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	58	6
PIC Score	94.87%	92.50%	92.50%
<b>Vacancies - At end of Month</b>			
Bay View Manor	2	1	1
Speitel Commons	2	2	1
Peck's Beach Family	0	0	0
Total	4	3	2
Occupancy Rate	96.69%	97.52%	97.83%
<b>Vacancy Turnovers by VHA Maintenance Staff</b>			
Total Hours (Summarized Quarterly)		21.57	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	7.50	14.66	0.92
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	10.97	11.55	10.93
<b>Rent Roll</b>			
Bay View Manor - Elderly/Disabled	\$18,434	\$18,676	\$18,301
Speitel Commons - Elderly/Disabled	\$13,522	\$13,561	\$13,278
Peck's Beach - Family	\$30,437	\$30,198	\$32,499
Total Rent Roll	\$62,393	\$62,435	\$64,078
<b>Waiting List Applicants - (all lists closed)</b>			
Families - Ocean City Preference	14	14	14
Families - No Ocean City Preference	190	190	190
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	9	13	11
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	190	197	218
<b>Maintenance Department</b>			
Average work order turnaround time in days - Tenant Generated	0.09	0.09	0.15
Total Tenant Generated Work Orders	42	39	48
Number of routine work orders written this month	115	39	6
Number of outstanding work orders from previous month	719	708	766
Total number of work orders to be addressed this month	878	786	861
Total number of work orders completed this month	138	67	153
Total number of work orders left outstanding	740	719	708
Number of emergency work orders written this month	2	0	41
Total number of work orders written year-to-date	685	526	448
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<b>Real Estate Assessment Center (REAC) Scores</b>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority  
Cash Report  
As of April 30, 2024**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statement at 04/30/2024	\$801,941.33
<i>2023 Capital Fund available for PH (pbfamily)</i>	\$113,332.00
Add: A/R-Tenants 04/2024	
Current	\$24,433.67
Past	\$7,203.31

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$13,683.69
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$101,526.66

Less: Payments -May 2024 bill list (\$363,345.31)

Accrued Expenses - Total from detail below \$15,483.33

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	143,090.00	7	(40,630.83)
Bad Debt	5,930.00	7	3,459.17
Comp Absences	1,500.00	7	875.00
P.I.L.O.T.	35,680.00	7	20,813.33
Net Accrual	186,200.00		(15,483.33)

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

Net Cash Balance \$514,258.68

	<u>Average Expenses</u>	<u>Cash Available</u>	
		<u>for # of</u>	
Per Month	\$ 105,853	7.58	Months
Per Day	\$ 3,528	146	Days

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

**RESOLUTION NO. 2024-22  
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 \$363,345.31.

**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:** May 21, 2024

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

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

Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on May 21, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY  
BILL LIST - MAY 2024**

**BANK: COCC MGMT (new acct)**

Check #	Vendor	Invoice Notes	Total Amount
1445	ACENDA	June 2023 Resident Wellness Svcs	\$ 1,800.00
1570	ACENDA	Aug/Sept 2023 Resident Wellness Svcs	\$ 5,133.44
1712	ACENDA	July 2023 Resident Wellness Svcs	\$ 1,800.00
1712	ACENDA	Oct 2023 Resident Wellness Svcs	\$ 1,600.08
1712	ACENDA	Nov 2023 Resident Wellness Svcs	\$ 200.01
1783	ACENDA	Feb 2024 Resident Wellness Svcs	\$ 533.36
1679	AIRTUG	Trash Compactor repair - check voided & reissued	\$ (450.00)
1839	AIRTUG	Trash Compactor repair - check #1679 voided & reissued	\$ 450.00
1840	FLORENCE DRISCOLL	May 2024 tenant svcs	\$ 200.00
1841	ASHLEY HARRIS	May 2024 BVM/Speitel cleaning	\$ 200.00
1842	ROBERT HARRIS	May 2024 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1843	ROBERT L ROWELL	May 2024 maint contract grounds services	\$ 200.00
1844	VERIZON CONNECT FLEET	Mar 2024 vehicle tracking subscription	\$ 36.40
1846	TREASURER, STATE OF NJ DCA ELSA	Annual elevator testing/inspection fee - BVM	\$ 516.00
	ACENDA	Mar 2024 Resident Wellness Svcs	\$ 933.38
	ACE PLUMBING	Maint Supplies	\$ 208.74
	ADVANCED CABINETRY	Countertop replacement - BVM	\$ 700.00
	AMBIENT COMFORT	HVAC svc - Speitel/PBF	\$ 3,045.64
	ASBESTOS & MOLD SVCS	Abatement - BVM	\$ 7,949.36
	ATLANTIC COAST ALARM	Repairs - BVM	\$ 853.00
	LINDA AVENA	May 2024 accounting svcs	\$ 2,500.00
	BREWING FLOORING	Installation - BVM	\$ 1,395.00
	CALL EXPERTS	Apr/May 2024 answering svc	\$ 215.63
	CARASOFT TECHNOLOGY CORP	Mar 2024 Security monitoring fee	\$ 14.99
	CDW GOVERNMENT	Install/setup AV equipment	\$ 8,924.49
	CITY OF OCEAN CITY	FYE 9/30/22 PILOT payment	\$ 32,947.00
	CLEAN SWEEP	Mar 2024 cleaning svc - BVM/Speitel	\$ 2,860.00
	CAPE MAY COUNTY MUA	Trash removal - all sites	\$ 51.23
	COLUMN SOFTWARE PBC (THE PRESS OF AC)	Ad for Pecks Beach Redevelopment	\$ 103.20
	COMCAST	Internet svc - Admin Ofc	\$ 258.37
	COPIER PLUS INC	Copier service contract - 4/1/24-3/31/25	\$ 219.00
	SOUTH JERSEY CULLIGAN WATER	Mar/Apr 2024 Water cooler rental	\$ 20.00
	DRAIN DOCTOR	Plumbing svc - PBF/BVM	\$ 1,425.00
	ELDER PEST CONTROL	Mar/Apr 2024 Pest control svc	\$ 1,530.00
	EISENSTAT GABAGE & FURMAN	Mar 2024 Landlord/Tenant legal svc	\$ 1,608.00
	HD SUPPLY	Maint Supplies	\$ 2,611.27
	MASTEC PROFESSIONAL SERVICES	Gas master meter annual certification - PBF	\$ 5,300.00
	HD SUPPLY formerly The Home Depot Pro	Maint Supplies	\$ 3,367.04
	INTEGRATED SYSTEMS ASSOCIATES	IT consulting	\$ 438.75
	JC'S CUSTOM PAINTING	Speitel unit painting	\$ 970.00
	JOHN SPITZ	May 2024 Medicare & Apr 2024 co-pay reimb	\$ 218.62
	JACQUELINE JONES	Oct 2023 - May 2024 expense reimbursement	\$ 5,307.85
	MAX COMMUNICATIONS	Mar/Apr 2024 Office phone system	\$ 379.65
	NATIONAL TENANT NETWORK	Mar 2024 resident background checks	\$ 283.00
	NJ PUBLIC HOUSING AUTHORITY JIF	Insurance premiums - 2nd installment	\$ 59,085.00
	YALEXUS NUNEZ	Petty cash fund - increase	\$ 800.00
	PRINCETON ENGINEERING GROUP	Consulting svcs for Speitel HVAC system	\$ 1,260.00
	ROBINSON & ROBINSON	Apr 2024 landlord/tenant legal svcs	\$ 3,042.00
	SHERWIN WILLIAMS	Painting supplies	\$ 137.50
	VERIZON CONNECT FLEET	Apr 2024 vehicle tracking subscription	\$ 36.40
	VERIZON	May 2024 elevator phone svc - BVM & Speitel	\$ 493.65
	VINELAND HOUSING AUTHORITY	Apr 2024 office/maint svcs, postage, expense reimb; May 2024 mgmt fee; Mar-May 2024 software fees	\$ 36,084.59
	WALLACE HARDWARE	Maint Supplies	\$ 12.42
	W.B. MASON	Office supplies	\$ 117.84
ACH	PNC BANK	Apr 2024 bank fee	\$ 68.00
ACH - 122210522	NJ DIV OF PENSIONS & BENEFITS	Apr 2024 pension deductions	\$ 338.68
ACH - 12980222	NJ SHBP	May 2024 employec premium	\$ 3,737.35
ACH - 12980246	NJ SHBP	May 2024 retirec premium	\$ 459.01
ACH - 20240419	ADP	004/19/24 payroll invoice	\$ 84.64
ACH - 20240503	ADP	05/03/24 payroll invoice	\$ 84.64
ACH - 23968814	NJ AMERICAN WATER	Apr 2024 Water/sewer service - BVM fire svc	\$ 227.52
ACH - 24431643	NJ AMERICAN WATER	Apr 2024 Water/sewer service - PBF	\$ 5,922.60
ACH - 24433465	NJ AMERICAN WATER	Apr 2024 Water/sewer service - BVM	\$ 2,237.57
ACH - 29341274	ATLANTIC CITY ELECTRIC	Apr 2024 electric svc - Speitel	\$ 1,485.79
ACH - 29938506	ATLANTIC CITY ELECTRIC	Apr 2024 electric svc - PBF site lights	\$ 1,218.51
ACH - 29953768	ATLANTIC CITY ELECTRIC	Apr 2024 electric svc - BVM	\$ 7,985.92
ACH - 29954650	ATLANTIC CITY ELECTRIC	Apr 2024 electric svc - 4th St Ofc	\$ 295.00
ACH - 37377940	NJ AMERICAN WATER	Apr 2024 Water/sewer service - Speitel fire svc	\$ 119.61
ACH - 37377964	NJ AMERICAN WATER	Apr 2024 Water/sewer service - Speitel	\$ 1,260.77
ACH - 4192024	ADP	04/19/24 payroll & taxes	\$ 4,288.52
ACH - 5032024	ADP	05/03/24 payroll & taxes	\$ 3,442.89
ACH - 5172024	ADP	05/17/24 payroll & taxes	\$ 1,970.17
ACH - 51074114	COMCAST	May 2024 Internet svc - Admin Ofc	\$ 258.37
ACH - 51083574	COMCAST	May 2024 Internet svc - Speitel	\$ 169.41
ACH - 561175	VERIZON DSL	Apr 2024 Phone svc - BVM elevator	\$ 230.63
ACH - 562985	VERIZON DSL	Apr 2024 Phone svc - Speitel elevator	\$ 301.74
ACH - 563343	VERIZON DSL	Apr 2024 Phone svc - Office phones	\$ 63.67
ACH - 6538690	SOUTH JERSEY GAS	Apr 2024 gas svc - Speitel	\$ 342.33
ACH - 71730000	SOUTH JERSEY GAS	Apr 2024 gas svc - PBF	\$ 3,518.80
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	May 2024 reserve account deposit	\$ 3,824.00

OCEAN CITY HOUSING AUTHORITY  
 BILL LIST - MAY 2024

<b>TOTAL MAY DISBURSEMENTS COCC (cocstur)</b>	<b>\$</b>	<b>244,063.04</b>
<b>TOTAL MAY DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)</b>	<b>\$</b>	<b>-</b>
<b>TOTAL MAY DISBURSEMENTS CONSTR ACCT (sturcons)</b>	<b>\$</b>	<b>17,755.61</b>
<b>TOTAL MAY DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)</b>	<b>\$</b>	<b>101,526.66</b>
<b>TOTAL BILL LIST - MAY 2024</b>	<b>\$</b>	<b>363,345.31</b>

**BANK: BAYVIEW/SPEITEL OPERATING (rad\_bayview & rad\_speitel)**

Check/Wire #	Vendor	Invoice Notes	Total Amount
	<b>TOTAL MAY DISBURSEMENTS (sturbvm)</b>		<b>\$ -</b>

**BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad\_bayview & rad\_speitel)**

Check/Wire #	Vendor	Invoice Notes	Total Amount
	LEVY CONSTRUCTION	Pymt app #16 BVM 1st & 5th Fl Renovations - Draw #44	13,908.11
	THE BROOKE GROUP	Inv #OCHA-SC02-2024 - Draw #44	3,847.50
	<b>TOTAL MAY DISBURSEMENTS (sturcons)</b>		<b>\$ 17,755.61</b>

**BANK: PBFAMILY GENERAL FUND (pbfamily)**

Check/Wire #	Vendor	Invoice Notes	Total Amount
	MCMANIMON SCOTLAND & BAUMANN	Inv #218228 - Pre-Dev Draw #12	845.50
	BROWN & CONNERY	Inv #332280 - Pre-Dev Draw #12	1,785.07
	DONOVAN ARCHITECTS	Inv #21-022-03 - Pre Dev Draw #12	80,967.97
	THE BROOKE GROUP	Inv #OCPB12-2023 - Pre Dev Draw #12	2,320.00
	SCIULLO ENGINEERING	Inv #1989 - Pre Dev Draw #13	1,746.58
	SCIULLO ENGINEERING	Inv #2019 - Pre-Dev Draw #13	6,078.40
	THE BROOKE GROUP	Inv #OCPB01-2024 - Pre-Dev Draw #13	580.00
	MCMANIMON SCOTLAND & BAUMANN	Inv #220955 - Pre-Dev Draw #13	147.50
	BROWN & CONNERY	Inv #333811 - Pre-Dev Draw #13	7,055.64
	<b>TOTAL MAY DISBURSEMENTS (sturgen)</b>		<b>\$ 101,526.66</b>

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

**RESOLUTION NO. 2024-23  
A Resolution Authorizing that the Administrative Office  
Petty Cash Fund be increased to \$1000.00**

**WHEREAS**, it is necessary from time to time for the Executive Director, certain employees, and Commissioners of the Ocean City Housing Authority to be reimbursed through petty cash for certain out-of-pocket expenses; and

**WHEREAS**, the petty cash account is currently \$200.00; and

**WHEREAS**, the petty cash accounts must be increased to meet out-of-pocket expenses; and

**WHEREAS**, it is in the best interest of the Ocean City Housing Authority to authorize this increase in the Administrative Office petty cash fund to \$1,000.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioner of the Ocean City Housing Authority as follows:

The Administrative Office petty cash fund will be increased to the amount of \$1,000.00.

**ADOPTED:** May 21, 2024

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

BY: 

Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on May 21, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

**RESOLUTION NO. 2024-24**

**Amending Elevator Maintenance Contract for Speitel Commons**

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

**WHEREAS**, the Ocean City Housing Authority has the need maintain its elevators at Speitel Commons; and

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

**WHEREAS**, the Ocean City Housing Authority is a registered member agency with OMNIA with the identification code 5171519; and

**WHEREAS**, the Ocean City Housing authority awarded said contract utilizing National Cooperative Contract with Schindler Elevator Corporation (R200501) at its May 17, 2022 (Resolution # 2022-19); and

**WHEREAS**, the Ocean City Housing Authority intends to extend its contract with Schindler Elevator Corporation (#R200501) through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current national contracts to June 30, 2026; and

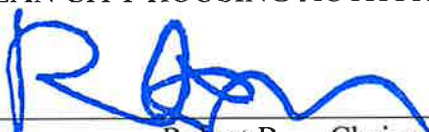
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby approves the extension of the Elevator Maintenance Contract with Schindler Elevator Corporation to June 30, 2026.

**ADOPTED:** May 21, 2024

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

BY:   
Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on May 21, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

March 3, 2024

Speitel Commons  
West Ave  
Ocean City, NJ 08226



Re: Elevator Maintenance/Service Contract  
Amendment  
Speitel Commons  
Schindler Agreement No. 4100119594

Purpose: OMNIA Partners - US Communities Contract - Contract #R200501

- Renew existing agreement, effective 7/1/2024. The monthly price will be \$455.36 (plus tax if applicable). The price will increase every year in the month of July during the term of the agreement.
- Extend agreement until 6/30/26

Should all other terms and conditions of the original contract remain in full force and effect, except as specifically modified herein. Upon approval by authorized officials below, this supplement shall be incorporated into and become a part of the original Maintenance Contract between both parties. If any conflict or inconsistency exists between the terms of the Agreement and this Amendment, the terms of this Amendment shall prevail.

Accepted:  
Speitel Commons

Approved:

Schindler Elevator Corporation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Michal Wachs  
General Manager

\_\_\_\_\_  
Print Name

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date



# Schindler Plus

## SCHINDLER ELEVATOR CORPORATION

840 North Lenola Road  
Suite 4  
Moorestown, NJ 08057-1055  
Phone:  
Fax: 609-641-7175

**Date:** May 05, 2022

**Estimate Number:** KPOZ-C7KHBE (2022.1.1)

**To:**  
Speitel Commons  
West Ave  
Ocean City, NJ 08226

**Building Name:**  
Speitel Commons

**Attn:** Ocean City Housing Authority

### EQUIPMENT DESCRIPTION

Qty	Manufacturer	Equipment	Application	Description	Rise/Length	Capacity	Speed	Install#
					Openings			
1	Schindler	Gearless	Passenger	ELEV 01	4F/0R	3500	100	N3763

**SCHINDLER ELEVATOR CORPORATION** ("Schindler", "we", "us") 840 North Lenola Road Suite 4, Moorestown, NJ 08057-1055, and **SPEITEL COMMONS**, West Ave, Ocean City, NJ 08226 ("you") agree as follows:

### PREVENTIVE MAINTENANCE SERVICE

- Our preventive maintenance program performed in accordance with a maintenance schedule specific to your equipment and its usage
- Examine, lubricate, adjust, and repair/replace covered components
- Criteria for replacement of all wire ropes will be the appropriate factor of safety
- Prompt callback coverage
- Safety testing
- Customer friendly and responsive communications

### PREVENTIVE MAINTENANCE PROGRAM

Our Preventive Maintenance Program, as described in this agreement will be performed in accordance with a maintenance schedule specific to your equipment. A Schindler technician will be assigned to you, and back up technicians are available as required to give you prompt service as required at all times. A Schindler account representative will be assigned to you, and will be your primary contact for communications regarding your agreement. Also available to you is our extensive technical support and parts inventory, at the site as needed, and local warehouses and our national Service Distribution Center available for express delivery in emergencies.

### EXAMINE, LUBRICATE, ADJUST, AND REPAIR/REPLACE COVERED COMPONENTS

We will periodically examine, lubricate, adjust, and as needed or if usage mandates, repair, or replace the Covered Components listed below.

## TRACTION ELEVATORS

**Basic components:** Selector motors; brake: pads, lining, disks or shoes, magnet coils, brushes & commutators; controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; functional components of car and corridor operating stations; hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, overspeed governors, car and counterweight safeties, alarm bells, switches, and door protection devices.

**Major components:** Hoist motors, hoist-ropes, suspension traction media, bearings for machine and sheaves, machine brake, motor generators, PC boards, sheave & sheave assemblies, solid state devices, compensation ropes and chains, and contactors.

We assume no responsibility for the following items: hoistway door hinges, panels, frames, gates and sills; cabs and cab flooring; freight elevator door straps, cab doors, gates and removable cab panels; cab mirrors and handrails; power switches, fuses and feeders to controllers; emergency cab lighting; light fixtures and lamps; cover plates for signal fixtures and operating stations; card readers or other access control devices; smoke/fire alarms and detectors; pit pumps and alarms; cleaning of cab interiors and exposed sills; plungers, pistons, casings and cylinders; automatic ejection systems; all piping and connections except that portion which is exposed in the machine room and hoistway; guide rails; tank; emergency power generators; telephone service, communication devices; disposal of used oil; intercom or music systems; ventilators, air conditioners or heaters; adverse elevator operation as a result of machine room temperatures (including temperature variations below 60 degrees Fahrenheit and above 90 degrees Fahrenheit); media displays; computer consoles or keyboards; fireman's phones; exterior panels, skirt and deck panels, balustrades, relamping of illuminated balustrades; attachments to skirts, decking or balustrades; moving walk belts; pallets; steps; skirt brushes; sideplate devices; any batteries associated with the equipment; obsolete items, (defined as parts, components or equipment either 20 or more years from original installation, or no longer available from the original equipment manufacturer or an industry parts supplier, replaceable only by refabrication.) In the event that safety testing is performed by us at the start of the Agreement, and we find that critical safety components, such as the governor and/or safeties for traction equipment, and/or valves on hydraulic equipment, are not operating correctly, therefore resulting in unsafe conditions, you will be responsible to authorize the necessary repairs/replacements of this equipment, at your expense.

## CLEANING

We will periodically clean the machine room, car top, and pit of debris related to our work in these areas.

## TESTING OF SAFETY DEVICES

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Gearless	No Load	Annually
Gearless	Full Load	Every 5 years

Our testing responsibilities do not include fees or charges imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation of testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above, including, but not limited to seismic tests. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

## CUSTOMER FRIENDLY AND RESPONSIVE COMMUNICATIONS

Service dispatching will take place through our Schindler Customer Service Network (SCSN), which is staffed by qualified Schindler personnel, 24 /7. You will be provided with a customer identification number, which must be referenced when a call is placed for your facility. Our dispatchers will have access to your building's service call records, and will promptly relay the details of your call to the assigned technician. Your cab telephone will be directly programmed to dial SCSN.

## SCHINDLER AHEAD

You will be provided access to the Schindler Ahead tools, which include Schindler Ahead hardware connectivity, Core service in the tier described below, Schindler Actionboard and Actionboard Mobile.

You will also be provided access to the optional Ahead Digital Services as selected and described below.

**Schindler Ahead** provides remote connectivity to your Equipment. Schindler Ahead will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule appropriate service calls. Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment.

**Schindler ActionBoard and ActionBoard Mobile** are communication technologies that provide access to real-time information about your equipment including: performance history, reports, push notifications, service call records, unit profiles and more.

Your contract includes the above features as well as the following Core package:

**Enhanced** – The Enhanced package provides wireless cellular communication from your equipment's controller to Schindler's data network. This allows the Schindler Cube or Schindler SRM to be connected to your equipment 24/7. The Enhanced package also provides access to all features of ActionBoard and ActionBoard Mobile, giving you real-time information on your equipment. You are also provided access to Schindler's Elevated Support Professional team. This team analyzes information gathered by Schindler Ahead, which improves the reliability of your equipment and improves our response time. The Elevated Support Professional team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback related to the following situations: Elevator or escalator running in normal operation, or running under any of the following special services modes: Independent service, fireman's service (Phase I or Phase II), or inspection operation. All other callbacks will be billed as outlined in the service agreement.

If you would like information on upgrading your Core package, please discuss with your sales rep. The upgraded packages are:

**Premium** – The premium package is our top tier, and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

Optional Digital Services:

The following digital services are also available:

**Digital Alarm** – The Schindler Ahead in-car emergency phone service will be added to your digital package. This service includes a reliable digital connection between your existing or new in-car emergency phone and our

Schindler Customer Service Network that handles incoming and outgoing emergency calls with passengers in the elevator. To ensure reliability, Schindler Ahead phone service also provides monitoring of this connection. This in-car emergency phone service feature will be added along with the Schindler Core Services, and is contingent upon code approval by the local authority having jurisdiction. The Schindler Ahead solution must be installed and confirmed by Schindler to be communicating before you proceed with plans to remove or cancel your existing service provider's line for your in-car emergency phone. Schindler will notify you once the Schindler Ahead connection is confirmed. This will ensure there is no disruption with the emergency communications with passengers in the elevator. If proprietary telephone equipment exists, you agree to replace the proprietary hardware with compatible hardware for an additional cost.

\_\_\_\_\_ Initial Here to add DigitalAlarm for \$25 per unit, per month in addition to the subscription price shown in the Price section below

**ElevateMe** - The Schindler Ahead ElevateMe service, which requires a compatible elevator controller, enables passengers to call an elevator via their personal smartphone. Any smartphone with an Apple iOS or a Google Android operating system, can download the ElevateMe app from the respective app store. Via the app the elevator can be called, and the desired destination floor entered. The smartphone will substitute the typical elevator call via a landing or car operating panel\*. Once the service is active, all passengers using the smartphone application can place destination calls. The elevator must be equipped with Schindler Ahead to offer the feature. \*The landing and operating panels will remain and work as is.

**Scope of Services:**

Software update and activation of feature on Schindler Cube  
Creation, printing and installation of QR Codes  
Commissioning of system, testing and registration via Schindler Ahead Control Center  
Permanent Monitoring and support via the Technical Operation Center (TOC)  
Regular Over-The-Air Update to ensure reliability and security of the hardware

\_\_\_\_\_ Initial Here to add ElevateMe for \$25 per unit, per month in addition to the subscription price shown in the Price section below

Schindler Ahead, your Core package, and the digital services described in this agreement require Schindler Ahead Connectivity. If your existing unit(s) are not equipped with the Connectivity to enable the selected services, we will provide a separate invoice for this cost. By signing this agreement, you agree to pay the costs associated with this activation. Work shall be performed during our regular working hours of our regular working days. Title to Hardware remains with Schindler. Schindler may replace or modify Hardware at any time. Customer shall promptly provide Schindler access to Hardware and prevent unauthorized access thereto.

**CALLBACK RESPONSE TIME**

We will respond to callbacks during regular working hours within an average of 4 hours of notification, and during overtime hours within an average of 12 hours of notification, unless we are prevented from doing so by causes beyond our control.

**HOURS OF SERVICE**

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services include callbacks for emergency minor adjustment callbacks during regular working hours. If you authorize callbacks outside regular working hours, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel. All other work outside the services will be billed at our standard billing rates. A request for service will be considered an "emergency minor adjustment callback" if it is to correct a malfunction or adjust the equipment and requires immediate attention and is not caused by misuse, abuse or other factors beyond our control. The term does not include any correction or adjustment that requires more than one technician or more than two hours to complete.

### **TERM**

This Agreement commences on July 01, 2022, and continues until June 30, 2024, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

### **PRICE**

In consideration of the services provided hereunder, you agree to pay us the sum of \$445.00 per month, payable in annual installments of \$5,340.00, exclusive of applicable taxes.

The pricing above includes a subscription price of \$20 per month for Schindler Ahead Enhanced on 1 unit, totaling \$20.00 per month.

### **PRICE ADJUSTMENT**

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

The annual contract price adjustment will not apply to Schindler Ahead. Schindler reserves the right to make adjustments to the monthly fee for the Schindler Ahead tiers as additional value added features and functionality are added to the selected offering.

**PAYMENT OPTIONS**

(1) Please select a Method of Payment:

Direct Debit                      1% Discount (Attach Copy of voided check)

Credit Card                      3% Addition

Visa                       MC                       AMEX

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Check

Other: \_\_\_\_\_

(2) Please select a Payment Frequency (Other than Annual):

Semi-Annual                      1% Addition

Quarterly                      3% Addition

Monthly                      5% Addition

**SPECIAL TERMS AND PRICING**

This contract adheres to Terms and Conditions of the OMNIA Partners contract #R200501.

**The attached terms and conditions** are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

\_\_\_\_\_

By: Alexandra Akeret

For: Schindler Elevator Corporation

Title: Field Superintendent

Date: May 05, 2022

Accepted:

\_\_\_\_\_

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

For: Speitel Commons

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_

By: Nicholas Rainwater

Title: General Manager Service

Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.
2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed pre-maintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.
3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.
4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) one-half of the remaining amount due under this Agreement.
6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; use of a stopped escalator as a stair; adverse environmental or premises conditions, including but not limited to water damage, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.
7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:
  - (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
  - (b) Termination of the Agreement on ten (10) days prior written notice; and
  - (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.



8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs. If you elect to modernize any or all of the Equipment during the term of this agreement, you will give us the option, within a reasonable time, to prepare an offer for the work and/or evaluate competitor proposals and compare scope of work and price. If we are unable to match price and scope of work, or present an alternative proposal, this Agreement may be canceled with ninety (90) days written notice.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.

10. You will prevent access to the Equipment, including the SA feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SA, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SA output, nor for claims arising from acts or omissions of others in connection with SA or from interruptions of telephone service to SA regardless of cause. You agree, which obligation shall survive this Agreement, that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence, Products/Completed Ops Aggregate \$5,000,000.
- (c) Auto Liability - \$5,000,000 CSL.
- (d) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

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

**RESOLUTION NO. 2024-25  
Resolution Authorizing Payment of Draw 44**

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

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

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

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

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

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

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

**WHEREAS**, **Project Draw #44 in the amount of \$17,755.61** is attached for approval of this payment process; and

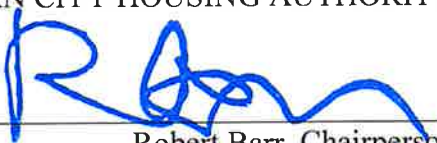
**THEREFORE**, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

**ADOPTED:** May 21, 2024

**VOTE:**

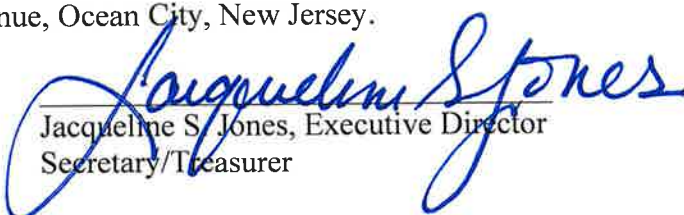
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY:   
Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on May 21, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

# HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones  
Executive Director  
Ocean City Housing Authority

May 10, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #44

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$17,755.61**. That amount will be paid entirely from OCHA funds. The Housing Authority will pay the project contractors as follows:

<b>Contractor</b>	<b>Address</b>	<b>Draw Amount</b>
<b>Levy Construction Co. Inc</b>	<b>800 Newton Ave., Oaklyn, NJ 080107</b>	<b>\$17,908.11</b>
<b>The Brooke Group LLC</b>	<b>209 E Egnor Dr., Galloway, NJ 08205</b>	<b>\$3,847.50</b>
	<b>TOTAL</b>	<b>\$17,755.61</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #44 Submission

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).