

*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



635 West Avenue  
Ocean City, New Jersey 08226

Phone: 609-399-1062  
Fax: 609-399-7590

*Jacqueline S. Jones, Executive Director*

---

July 11, 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, July 16, 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, July 16, 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 June 12, 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)**
  - # 2024-30 Approval of Monthly Expenses **(updated)**
  - # 2024-31 Change Order #5 Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations  
*(tabled from last month)*
  - # 2024-32 Annual Plan (2024-2025)
  - # 2024-33 Budget 2024-2025 (Operating and Capital Budget) **(updated)**
  - # 2024-34 Approving Leave of Absence (Robert Lane – Workman's Comp)
  - # 2024-35 Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy
  - # 2024-36 **Authorizing Payments of Draw #45 Speitel/Bayview**
  - # 2024-37 **Resolution Authorizing the Rejection of Bid Received for the Peck Beach Family Redevelopment**
  - # 2024-38 **Resolution Authorizing Contract Procurement for the Pecks Beach Family Redevelopment through Negotiations and Related Procedural Requirements Pursuant to N.J.S.A. 40A:11-5(3)**
  - # 2024-39 **Executive Session**

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**

**June 12, 2024 – 4:02 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held June 12, 2024, at 4:02 p.m. at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey 08226.

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

Chairperson Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	(Absent)
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	(Absent)
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, and Gloria Pomales, Executive Assistant.

**Minutes** – Chairperson Barr requested a motion to approve the Regular Meeting minutes from May 21, 2024. Motion made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

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

**Treasurer’s Report**

Linda Cavallo the Financial Report for the eight months ending May 2024. **Motion to approve the Treasurer’s report** made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

Commissioner Robert Halliday	(Absent)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Absent)
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 Fire restoration units is ongoing and going well. In regard to the Bayview Manor renovations project for 1<sup>st</sup> and 5<sup>th</sup> Floors, the elevators are expected to be finished at the end of June and the project will be essentially closed out. Ron referred to a resolution this evening for the Pecks Family Redevelopment project and Mr. Watson will provide an update.

Mr. Watson stated he reported last month that the Authority received approval from the OSC to bid the project for the Pecks Family Redevelopment project. The project went out to bid on April 30<sup>th</sup> and bids were due on May 29<sup>th</sup>. The Authority received two bids, which were reviewed for compliance as well as cost. After reviewing them, it was determined that the cost of both bids substantially exceeded the Authority's appropriation for the project. This is a recognized exception for authorization to reject all bids under the law. As a result, there is a resolution on the agenda tonight to reject all bids as well as authorizing rebid of the project.

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

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

**Committee Reports** – None.

**Old Business** – Commissioner McCall stated that she received a call from the resident, Shirley Watts, who attended last month's meeting voicing her concerns about her court case. Commissioner McCall referred her to the Authority's solicitor. Mike Watson had given Ms. Watts his contact information at last month's meeting. Mr. Watson confirmed that Ms. Watts has not reached out to his office.

**New Business** – None.

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

**Resolution #2024-26**  
**Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$161,919.85. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones briefly reviewed the bill list. The following vote was taken:

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

**Resolution #2024-27**  
**Authorizing the Rejection of All Bids for the Pecks Beach Family Redevelopment**

Chairperson Barr called for a motion to approve Resolution #2024-27. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. A question was asked if the Authority provides feedback to the bidders on this

rejection. Mr. Watson said no, because of the readvertisement the Authority does not want to do anything that could possibly be perceived as interfering with the next bid. Readvertisement is scheduled for tomorrow. The following vote was taken:

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

**Resolution #2024-28**

**Authorizing Payment of Draw 14 – Pecks Beach Family Redevelopment**

Chairperson Barr called for a motion to approve Resolution #2024-28. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones reviewed the drawing. The following vote was taken:

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

**Resolution #2024-29**

**Resolution Approving Change Orders #5 for Bayview Manor 1<sup>st</sup> & 5<sup>th</sup> Floor Renovations**

**TABLED FOR NEXT MONTH**

**Chairperson Barr called for a motion to table Resolution #2024-29 for next month.** A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller explained since the contract change order exceeds 20% of the contract value even though it is a credit it requires two third of the majority of the Board vote in affirmative to approve it. Since two thirds of the Board is not present at today’s meeting it cannot be voted on. The following vote was taken:

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

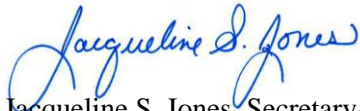
No need for Executive Session.

Chairperson Barr requested comments from the public. Resident, Caroline Taylor - Speitel, Apt. 3091 asked about the cleaning of the windows and being told it cost too much. Mrs. Jones stated she did not say it cost too much but stated that the Authority is working on getting pricing because the prices received were extremely expensive. Ron Miller is trying to obtain some reasonable pricing on this matter.

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 Mumman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:14 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

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

Month Ending: Jun 2024



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU June</b>	<b>ACTUAL THRU June</b>	<b>VARIANCE THRU June</b>
<b><u>INCOME</u></b>				
<b>DWELLING RENTAL</b>	\$ 632,140	\$ 474,102	\$ <u>523,851</u>	\$ 49,749
<b>OTHER TENANT-EXCESS UTILITIES</b>	-	-	<u>284</u>	284
<b>TOTAL TENANT REVENUE</b>	<u>\$ 632,140</u>	<u>\$ 474,102</u>	<u>\$ 524,134</u>	<u>\$ 50,032</u>
<b>HUD OPERATING SUBSIDY</b>	\$ 200,000	\$ 150,003	\$ <u>122,003</u>	\$ (28,000)
<b>PBV HAP SUBSIDY</b>	357,240	267,930	<u>280,657</u>	12,727
<b>HUD CAPITAL FUNDS-OPERATIONS</b>	200,000	150,003	<u>52,596</u>	(97,407)
<b>CDBG INCOME</b>	39,100	29,331	<u>8,117</u>	(21,214)
<b>TOTAL HUD FUNDING</b>	<u>\$ 796,340</u>	<u>\$ 597,267</u>	<u>\$ 463,373</u>	<u>\$ (133,894)</u>
<b>INVESTMENT INCOME- UNRESTRICTED</b>	\$ 120	\$ 90	\$ <u>478</u>	\$ 388
<b>NONDWELLING RENTAL INCOME</b>	62,400	46,800	-	(46,800)
<b>OTHER INCOME-LAUNDRY</b>	5,300	3,978	<u>1,313</u>	(2,665)
<b>OTHER INCOME-FRAUD RECOVERY</b>	3,000	2,250	<u>774</u>	(1,476)
<b>OTHER INCOME-MISCELLANEOUS</b>	5,050	3,807	<u>26,273</u>	22,466
<b>TOTAL INCOME</b>	<u>\$ 1,504,350</u>	<u>\$ 1,128,294</u>	<u>\$ 1,016,345</u>	<u>\$ (111,949)</u>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATIVE SALARIES</b>				
<b>ADMINISTRATIVE SALARIES</b>	\$ 42,390	\$ 31,797	\$ <u>19,099</u>	\$ (12,698)
<b>PAYROLL TAXES - ADMIN</b>	3,820	2,871	<u>1,588</u>	(1,283)
<b>HEALTH BENEFITS - ADMIN</b>	25,000	18,747	-	(18,747)
<b>TOTAL ADMINISTRATIVE SALARIES</b>	<u>\$ 71,210</u>	<u>\$ 53,415</u>	<u>\$ 20,687</u>	<u>\$ (32,728)</u>
<b>AUDIT FEES</b>	\$ 15,000	\$ 11,250	\$ <u>11,250</u>	-
<b>ADVERTISING</b>	1,500	1,134	<u>2,334</u>	1,200
<b>OFFICE EXPENSES</b>				
<b>COMPUTER SERVICES</b>	\$ 3,000	\$ 2,259	\$ <u>3,232</u>	\$ 973
<b>CONSULTANTS-RAD CONVERSION</b>	11,030	8,271	-	(8,271)
<b>COPIER</b>	2,660	1,998	<u>219</u>	(1,779)
<b>DUES &amp; PUBLICATIONS</b>	730	549	<u>429</u>	(120)
<b>OFFICE SUPPLIES</b>	600	459	<u>1,285</u>	826
<b>PHONE &amp; INTERNET</b>	15,080	11,304	<u>14,681</u>	3,377
<b>POSTAGE</b>	2,100	1,575	<u>2,411</u>	836
<b>LEGAL</b>	19,200	14,391	<u>25,294</u>	10,903
<b>CRIMINAL BACKGROUND CHECKS</b>	1,200	900	<u>939</u>	39
<b>LEGAL-RAD</b>	4,000	2,997	<u>1,192</u>	(1,805)
<b>TRAVEL</b>	70	54	<u>391</u>	337

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

Month Ending: Jun 2024



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU June</b>	<b>ACTUAL THRU June</b>	<b>VARIANCE THRU June</b>
<b>TRAINING</b>	2,000	1,503	<u>725</u>	(778)
<b>ACCOUNTING</b>	30,000	22,500	<u>22,500</u>	-
<b>MANAGEMENT FEES</b>	180,000	135,000	<u>184,314</u>	49,314
<b>MISCELLANEOUS-SUNDRY</b>	13,920	10,422	<u>19,365</u>	8,943
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$ 373,300	\$ 279,981	\$ 311,247	\$ 31,266
<b>OTHER TENANT SERVICES</b>	\$ 5,000	\$ 3,744	\$ <u>9,451</u>	\$ 5,707
<b>TENANT SVCS - BEHAVIORAL HEALTH</b>	39,100	29,331	<u>8,117</u>	(21,214)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 44,100	\$ 33,075	\$ 17,568	\$ (15,507)
<b>WATER/SEWER</b>	\$ 106,000	\$ 79,506	\$ <u>87,882</u>	\$ 8,376
<b>ELECTRIC</b>	112,060	84,060	<u>114,959</u>	30,899
<b>GAS</b>	57,230	42,921	<u>40,913</u>	(2,008)
<b>GARBAGE/TRASH REMOVAL</b>	-	-	<u>159</u>	159
<b>TOTAL UTILITY EXPENSES</b>	\$ 275,290	\$ 206,487	\$ 243,913	\$ 37,426
<b>MAINTENANCE LABOR</b>	\$ 107,550	\$ 80,658	\$ <u>62,475</u>	\$ (18,183)
<b>MAINT. MATERIALS</b>	104,860	78,705	<u>40,280</u>	(38,425)
<b>MAINT. CONTRACT COSTS</b>	226,440	169,848	<u>134,665</u>	(35,183)
<b>EMPLOYEE BENEFITS</b>	88,820	66,627	<u>32,679</u>	(33,948)
<b>TOTAL MAINTENANCE</b>	\$ 527,670	\$ 395,838	\$ 270,099	\$ (125,739)
<b>INSURANCE</b>	\$ 100,940	\$ 75,699	\$ <u>74,448</u>	\$ (1,251)
<b>FLOOD INSURANCE</b>	42,150	31,608	<u>26,192</u>	(5,417)
<b>BAD DEBTS</b>	5,930	4,446	<u>4,931</u>	485
<b>COMPENSATED ABSENCES</b>	1,500	1,134	<u>1,134</u>	-
<b>PAYMENT IN LIEU OF TAXES</b>	35,680	26,757	<u>26,757</u>	-
<b>PENSION</b>	10,690	8,019	<u>1,127</u>	(6,892)
<b>RETIREE BENEFITS</b>	16,000	11,997	<u>6,357</u>	(5,640)
<b>TOTAL OTHER EXPENSES</b>	\$ 212,890	\$ 159,660	\$ 140,946	\$ (18,714)
<b>TOTAL EXPENDITURES</b>	\$ 1,433,250	\$ 1,075,041	\$ 983,772	\$ (91,269)
<b>Replacement Reserve</b>	\$ 45,890	\$ 34,416	\$ <u>34,486</u>	\$ 70
<b>PROFIT</b>	\$ 25,210	\$ 18,837	\$ (1,914)	\$ (20,751)



Commissioner's Report - Property Detail

Month Ending: Jun 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June
<b>INCOME</b>												
DWELLING RENTAL	195,920	\$ 146,943	\$ <u>159,730</u>	\$ 12,787	\$ 162,220	\$ 121,662	\$ <u>123,901</u>	\$ 2,239	\$ 274,000	\$ 205,497	\$ <u>240,220</u>	\$ 34,723
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	<u>14</u>	14	-	-	<u>269</u>	269
<b>TOTAL TENANT REVENUE</b>	<b>195,920</b>	<b>\$ 146,943</b>	<b>\$ 159,730</b>	<b>\$ 12,787</b>	<b>\$ 162,220</b>	<b>\$ 121,662</b>	<b>\$ 123,915</b>	<b>\$ 2,253</b>	<b>\$ 274,000</b>	<b>\$ 205,497</b>	<b>\$ 240,489</b>	<b>\$ 34,992</b>
HUD OPERATING SUBSIDY	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 150,003	\$ <u>122,003</u>	\$ (28,000)
PBV HAP SUBSIDY	167,110	125,334	<u>126,723</u>	1,389	190,130	142,596	<u>153,934</u>	11,338	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	200,000	150,003	<u>52,596</u>	(97,407)
CDBG INCOME	15,500	11,628	<u>2,273</u>	(9,355)	10,400	7,803	<u>1,461</u>	(6,342)	13,200	9,900	<u>4,383</u>	(5,517)
<b>TOTAL HUD FUNDING</b>	<b>182,610</b>	<b>\$ 136,962</b>	<b>\$ 128,995</b>	<b>\$ (7,967)</b>	<b>\$ 200,530</b>	<b>\$ 150,399</b>	<b>\$ 155,395</b>	<b>\$ 4,996</b>	<b>\$ 413,200</b>	<b>\$ 309,906</b>	<b>\$ 178,982</b>	<b>\$ (130,924)</b>
INVESTMENT INCOME-UNRESTRICTED	-	\$ -	\$ <u>257</u>	\$ 257	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 90	\$ <u>221</u>	\$ 131
NONDWELLING RENTAL INCOME	62,400	46,800	-	(46,800)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	1,728	<u>130</u>	(1,599)	-	-	<u>765</u>	765	3,000	2,250	<u>419</u>	(1,831)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	2,250	<u>774</u>	(1,476)
OTHER INCOME-MISCELLANEOUS	930	711	<u>1,703</u>	992	-	-	<u>4,378</u>	4,378	4,120	3,096	<u>20,191</u>	17,095
<b>TOTAL INCOME</b>	<b>444,160</b>	<b>\$ 333,144</b>	<b>\$ 290,815</b>	<b>\$ (42,329)</b>	<b>\$ 362,750</b>	<b>\$ 272,061</b>	<b>\$ 284,453</b>	<b>\$ 12,392</b>	<b>\$ 697,440</b>	<b>\$ 523,089</b>	<b>\$ 441,076</b>	<b>\$ (82,013)</b>
<b>EXPENSES</b>												
<b>ADMINISTRATIVE SALARIES</b>												
ADMINISTRATIVE SALARIES	11,870	\$ 8,901	\$ <u>5,348</u>	\$ (3,553)	\$ 7,630	\$ 5,724	\$ <u>3,438</u>	\$ (2,286)	\$ 22,890	\$ 17,172	\$ <u>10,313</u>	\$ (6,859)
PAYROLL TAXES - ADMIN	1,070	801	<u>445</u>	(356)	690	522	<u>286</u>	(236)	2,060	1,548	<u>858</u>	(690)
HEALTH BENEFITS - ADMIN	5,500	4,122	-	(4,122)	4,500	3,375	-	(3,375)	15,000	11,250	-	(11,250)
<b>TOTAL ADMINISTRATIVE SALARIES</b>	<b>18,440</b>	<b>\$ 13,824</b>	<b>\$ 5,792</b>	<b>\$ (8,032)</b>	<b>\$ 12,820</b>	<b>\$ 9,621</b>	<b>\$ 3,724</b>	<b>\$ (5,897)</b>	<b>\$ 39,950</b>	<b>\$ 29,970</b>	<b>\$ 11,171</b>	<b>\$ (18,799)</b>
AUDIT FEES	4,200	\$ 3,150	\$ <u>3,150</u>	\$ -	\$ 2,700	\$ 2,025	\$ <u>2,025</u>	\$ -	\$ 8,100	\$ 6,075	\$ <u>6,075</u>	\$ -
ADVERTISING	420	315	<u>654</u>	339	270	207	<u>420</u>	213	810	612	<u>1,261</u>	649

Commissioner's Report - Property Detail

Month Ending: Jun 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June	ANNUAL BUDGET	BUDGET THRU June	ACTUAL THRU June	VARIANCE THRU June
<b>OFFICE EXPENSES</b>												
COMPUTER SERVICES	500 \$	378 \$	<u>1,948</u> \$	1,570 \$	500 \$	378 \$	<u>321</u> \$	(57) \$	2,000 \$	1,503 \$	<u>963</u> \$	(540)
CONSULTANTS-RAD CONVERSION	500	378	-	(378)	530	396	-	(396)	10,000	7,497	-	(7,497)
COPIER	740	558	<u>61</u>	(497)	480	360	<u>39</u>	(321)	1,440	1,080	<u>118</u>	(962)
DUES & PUBLICATIONS	170	126	<u>120</u>	(6)	200	153	<u>77</u>	(76)	360	270	<u>231</u>	(39)
OFFICE SUPPLIES	200	153	<u>407</u>	254	200	153	<u>130</u>	(23)	200	153	<u>748</u>	595
PHONE & INTERNET	4,260	3,195	<u>3,741</u>	546	6,220	4,662	<u>5,700</u>	1,038	4,600	3,447	<u>5,240</u>	1,793
POSTAGE	600	450	<u>675</u>	225	400	297	<u>434</u>	137	1,100	828	<u>1,302</u>	474
LEGAL	5,000	3,744	<u>7,555</u>	3,811	2,600	1,953	<u>4,412</u>	2,459	11,600	8,694	<u>13,327</u>	4,633
CRIMINAL BACKGROUND CHECKS	300	225	<u>499</u>	274	300	225	<u>359</u>	134	600	450	<u>81</u>	(369)
LEGAL-RAD	-	-	-	-	-	-	<u>1,192</u>	1,192	4,000	2,997	-	(2,997)
TRAVEL	20	18	-	(18)	10	9	-	(9)	40	27	<u>391</u>	364
TRAINING	500	378	-	(378)	500	378	-	(378)	1,000	747	<u>725</u>	(22)
ACCOUNTING	8,400	6,300	<u>6,300</u>	-	5,400	4,050	<u>4,050</u>	-	16,200	12,150	<u>12,150</u>	-
MANAGEMENT FEES	30,400	22,797	<u>42,991</u>	20,194	32,400	24,300	<u>27,634</u>	3,334	117,200	87,903	<u>113,689</u>	25,786
MISCELLANEOUS-SUNDRY	4,280	3,222	<u>7,943</u>	4,721	3,540	2,637	<u>2,408</u>	(229)	6,100	4,563	<u>9,014</u>	4,451
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>78,930 \$</b>	<b>59,211 \$</b>	<b>81,836 \$</b>	<b>22,625 \$</b>	<b>69,070 \$</b>	<b>51,804 \$</b>	<b>52,926 \$</b>	<b>1,122 \$</b>	<b>225,300 \$</b>	<b>168,966 \$</b>	<b>176,485 \$</b>	<b>7,519 \$</b>
<b>OTHER TENANT SERVICES</b>	<b>2,500 \$</b>	<b>1,872 \$</b>	<b>6,294 \$</b>	<b>4,422 \$</b>	<b>1,200 \$</b>	<b>900 \$</b>	<b>941 \$</b>	<b>41 \$</b>	<b>1,300 \$</b>	<b>972 \$</b>	<b>2,215 \$</b>	<b>1,243 \$</b>
TENANT SVCS - BEHAVIORAL HEALTH	15,500	11,628	<u>2,273</u>	(9,355)	10,400	7,803	<u>1,461</u>	(6,342)	13,200	9,900	<u>4,383</u>	(5,517)
<b>TOTAL OTHER TENANT SERVICES</b>	<b>18,000 \$</b>	<b>13,500 \$</b>	<b>8,567 \$</b>	<b>(4,933) \$</b>	<b>11,600 \$</b>	<b>8,703 \$</b>	<b>2,402 \$</b>	<b>(6,301) \$</b>	<b>14,500 \$</b>	<b>10,872 \$</b>	<b>6,599 \$</b>	<b>(4,273) \$</b>
<b>WATER/SEWER</b>	<b>20,750 \$</b>	<b>15,561 \$</b>	<b>21,079 \$</b>	<b>5,518 \$</b>	<b>17,490 \$</b>	<b>13,122 \$</b>	<b>13,168 \$</b>	<b>46 \$</b>	<b>67,760 \$</b>	<b>50,823 \$</b>	<b>53,635 \$</b>	<b>2,812 \$</b>
ELECTRIC	80,460	60,345	<u>87,914</u>	27,569	14,930	11,205	<u>14,323</u>	3,118	16,670	12,510	<u>12,723</u>	213
GAS	-	-	-	-	6,780	5,085	<u>3,860</u>	(1,225)	50,450	37,836	<u>37,052</u>	(784)
GARBAGE/TRASH REMOVAL	-	-	<u>102</u>	102	-	-	<u>(8)</u>	(8)	-	-	<u>66</u>	66
<b>TOTAL UTILITY EXPENSES</b>	<b>101,210 \$</b>	<b>75,906 \$</b>	<b>109,095 \$</b>	<b>33,189 \$</b>	<b>39,200 \$</b>	<b>29,412 \$</b>	<b>31,342 \$</b>	<b>1,930 \$</b>	<b>134,880 \$</b>	<b>101,169 \$</b>	<b>103,475 \$</b>	<b>2,306 \$</b>
<b>MAINTENANCE LABOR</b>	<b>30,110 \$</b>	<b>22,581 \$</b>	<b>17,493 \$</b>	<b>(5,088) \$</b>	<b>19,360 \$</b>	<b>14,517 \$</b>	<b>11,245 \$</b>	<b>(3,272) \$</b>	<b>58,080 \$</b>	<b>43,560 \$</b>	<b>33,736 \$</b>	<b>(9,824) \$</b>
MAINT. MATERIALS	18,000	13,518	<u>21,903</u>	8,385	64,700	48,546	<u>4,253</u>	(44,293)	22,160	16,641	<u>14,124</u>	(2,517)
MAINT. CONTRACT COSTS	88,290	66,231	<u>58,440</u>	(7,791)	56,850	42,642	<u>35,441</u>	(7,201)	81,300	60,975	<u>40,784</u>	(20,191)
EMPLOYEE BENEFITS	24,870	18,657	<u>9,150</u>	(9,507)	15,980	11,988	<u>5,882</u>	(6,106)	47,970	35,982	<u>17,647</u>	(18,335)
<b>TOTAL MAINTENANCE</b>	<b>161,270 \$</b>	<b>120,987 \$</b>	<b>106,986 \$</b>	<b>(14,001) \$</b>	<b>156,890 \$</b>	<b>117,693 \$</b>	<b>56,822 \$</b>	<b>(60,871) \$</b>	<b>209,510 \$</b>	<b>157,158 \$</b>	<b>106,291 \$</b>	<b>(50,867) \$</b>

**Commissioner's Report - Property Detail**

Month Ending: Jun 2024



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU June</i>	<i>ACTUAL THRU June</i>	<i>VARIANCE THRU June</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU June</i>	<i>ACTUAL THRU June</i>	<i>VARIANCE THRU June</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU June</i>	<i>ACTUAL THRU June</i>	<i>VARIANCE THRU June</i>
<i>INSURANCE</i>	28,580	\$ 21,438	\$ <u>19,062</u>	\$ (2,376)	\$ 23,500	\$ 17,622	\$ <u>14,584</u>	\$ (3,038)	\$ 48,860	\$ 36,639	\$ <u>40,802</u>	\$ 4,163
<i>FLOOD INSURANCE</i>	4,720	3,537	<u>3,516</u>	(21)	4,430	3,321	<u>3,399</u>	78	33,000	24,750	<u>19,276</u>	(5,474)
<i>BAD DEBTS</i>	2,500	1,872	<u>1,872</u>	-	930	702	<u>1,187</u>	485	2,500	1,872	<u>1,872</u>	-
<i>COMPENSATED ABSENCES</i>	500	378	<u>378</u>	-	500	378	<u>378</u>	-	500	378	<u>378</u>	-
<i>PAYMENT IN LIEU OF TAXES</i>	9,470	7,101	<u>7,101</u>	-	12,300	9,225	<u>9,225</u>	-	13,910	10,431	<u>10,431</u>	-
<i>PENSION</i>	3,000	2,250	<u>316</u>	(1,934)	2,430	1,827	<u>203</u>	(1,624)	5,260	3,942	<u>609</u>	(3,333)
<i>RETIREE BENEFITS</i>	4,480	3,357	<u>1,780</u>	(1,577)	2,880	2,160	<u>1,145</u>	(1,015)	8,640	6,480	<u>3,433</u>	(3,047)
<i>TOTAL OTHER EXPENSES</i>	53,250	\$ 39,933	\$ <u>34,025</u>	\$ (5,908)	\$ 46,970	\$ 35,235	\$ <u>30,121</u>	\$ (5,114)	\$ 112,670	\$ 84,492	\$ <u>76,801</u>	\$ (7,691)
<i>TOTAL EXPENDITURES</i>	412,660	\$ 309,537	\$ <u>340,509</u>	\$ 30,972	\$ 323,730	\$ 242,847	\$ <u>173,613</u>	\$ (69,234)	\$ 696,860	\$ 522,657	\$ <u>469,650</u>	\$ (53,007)
<i>Replacement Reserve</i>	27,760	\$ 20,817	\$ <u>20,887</u>	\$ 70	\$ 18,130	\$ 13,599	\$ <u>13,599</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -
<i>PROFIT</i>	<u>3,740</u>	\$ <u>2,790</u>	\$ <u>(70,580)</u>	\$ <u>(73,370)</u>	\$ <u>20,890</u>	\$ <u>15,615</u>	\$ <u>97,241</u>	\$ <u>81,626</u>	\$ <u>580</u>	\$ <u>432</u>	\$ <u>(28,574)</u>	\$ <u>(29,006)</u>

# Ocean City Housing Authority

## Administrative Report

**DATE:** July 11, 2024

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

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

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

**PERIOD:** June 4, 2024, to July 10, 2024

---

---

### **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.

**July Update:** *The restoration work on both units continues, we anticipate the remodel work to be completed in 2-3 months. We're working through submittals and construction simultaneously.*

# 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.

June Update: The elevator modernization is expected to be completed near the end of June; Close-out documents are being gathered to complete this project;

*July Update: Work remains in the final punch list stage for the office, conference, community room, and mail room. Elevator modernization work continues, the modernization of elevator car #1 is underway and anticipated to be completed July 2024. This project is currently in the closeout phase.*

## 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>
---	--	---



# 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>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.</p> <p>May Update: Pecks Beach Village Family – currently advertised for public bid. Bids are due May 29, 2024, at 11:00 AM EST.</p> <p>June Update: 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;</p> <p><i>July Update: Bids will be received on July 11, 2024. An update on this project will be provided at the Board meeting;</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  
JUN**

**2024  
MAY**

**2024  
APR**

	2024 JUN	2024 MAY	2024 APR
<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	0	0	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.)	7	130	0
Total number of units inspected year-to-date - all sites	616	609	479
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	56	88	70
Annual Unit Turnaround Time (For Fiscal Year)	1450	1394	1306
Monthly - Number of Vacancies Filled (this month)	2	2	0
Monthly - Average unit turnaround time in days for Lease up	8	4	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	17	77	0
PIC Score	97.50%	97.50%	94.87%
<b>Vacancies - At end of Month</b>			
Bay View Manor	0	1	2
Speitel Commons	0	1	2
Peck's Beach Family	1	0	0
Total	1	2	4
Occupancy Rate	99.17%	96.69%	96.69%
<b>Vacancy Turnovers by VHA Maintenance Staff</b>			
Total Hours (Summarized Quarterly)	36.88		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	9.79	7.50
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	9.62	10.83	10.97
<b>Rent Roll</b>			
Bay View Manor - Elderly/Disabled	\$19,521	\$18,119	\$18,434
Speitel Commons - Elderly/Disabled	\$13,932	\$13,813	\$13,522
Peck's Beach - Family	\$29,125	\$29,105	\$26,268
Total Rent Roll	\$62,578	\$61,037	\$58,224
<b>Waiting List Applicants - (all lists closed)</b>			
Families - Ocean City Preference	14	14	14
Families - No Ocean City Preference	189	190	190
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	5	7	9
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	153	181	190
0/1 Bedroom	158		
2 Bedroom	103		
3 Bedroom	76		
4 Bedroom	24		
Success Rate	25%		
<b>Maintenance Department</b>			
Average work order turnaround time in days - Tenant Generated	0.10	0.09	0.09
Total Tenant Generated Work Orders	56	56	42
Number of routine work orders written this month	113	155	115
Number of outstanding work orders from previous month	766	769	748
Total number of work orders to be addressed this month	976	980	907
Total number of work orders completed this month	193	214	138
Total number of work orders left outstanding	783	766	769
Number of emergency work orders written this month	41	0	2
Total number of work orders written year-to-date	1106	896	685
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	1	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 June 30, 2024**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statement at 06/30/2024	\$628,558.70
<i>2023 Capital Fund available for PH (pbfamily)</i>	\$113,332.00
Add: A/R-Tenants 06/2024	
Current	\$19,101.94
Past	\$10,730.01

**Reimbursements Due From The City**

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$12,766.97
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$17,933.68

Less: Payments -July 2024 bill list (\$246,563.08)

Accrued Expenses - Total from detail below (\$15,550.00)

<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	9	(16,782.50)
Bad Debt	5,930.00	9	4,447.50
Comp Absences	1,500.00	9	1,125.00
P.I.L.O.T.	35,680.00	9	26,760.00
Net Accrual	186,200.00		15,550.00

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

Net Cash Balance \$340,310.22

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 109,308	5.75	Months
Per Day	\$ 3,644	93	Days

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

**RESOLUTION NO. 2024-30  
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 \$246,563.08.

**NOW, THEREFORE, BE IT RESOLVED** that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

**ADOPTED:** July 16, 2024

**VOTE:**

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

\* Acenda invoices

OCEAN CITY HOUSING AUTHORITY

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

Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on July 16, 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 - JULY 2024**

**BANK: COCC MGMT**

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
1888	ACENDA	Apr 2024 Resident Wellness Svcs	\$ 1,366.73
	ACENDA	May 2024 Resident Wellness Svcs	\$ 1,066.72
1915	VERIZON WIRELESS	May 2024 maintenance cell phones & equipment	\$ 173.87
1916	ATLANTIC CITY ELECTRIC	Electric - vacant unit - 5/30-6/5/2024 Speitel #2051	\$ 30.40
1917	ASHLEY HARRIS	July 2024 BVM/Speitel cleaning	\$ 200.00
1918	ROBERT HARRIS	July 2024 BVM/Speitel trash rm cleaning; recyclable	\$ 200.00
1919	ROBERT L ROWELL	July 2024 maint contract grounds services	\$ 200.00
1920	CAROLINE TAYLOR	Reimbursement for gardening supplies	\$ 353.95
1921	FLORENCE DRISCOLL	July 2024 tenant svcs	\$ 200.00
1922	YALEXUS NUNUZ	OCHA petty cash replenishment	\$ 830.89
	ACE PLUMBING	Maint Supplies	\$ 216.61
	ADVANCED ENVIRO SYSTEMS	Dumpster repair - BVM	\$ 291.12
	AMBIENT COMFORT LLC	HVAC evaluation - Speitel #2051	\$ 833.64
	ASAP PLUMBING	Hot water heater install - PBF	\$ 1,438.00
	A SHORE MAID	Vacant unit cleanings - BVM/Speitel	\$ 525.00
	ATLANTIC COAST ALARM	Fire alarm monitoring 7/1/24-6/30/25 - Speitel	\$ 480.00
	LINDA AVENA	July 2024 accounting svcs	\$ 2,500.00
	BOWMAN & COMPANY LLP	Progress billing fye 9/2023 audit	\$ 6,000.00
	BROWN & CONNERLY	Legal svcs - Speitel HVAC	\$ 694.06
	CALL EXPERTS	June/July 2024 answering service	\$ 225.63
	CARASOFT TECHNOLOGY CORP	May 2024 Security Monitoring fee	\$ 14.99
	CLEAN SWEEP SERVICES	June 2024 cleaning svc - BVM/Speitel	\$ 2,860.00
	COLUMN SOFTWARE PBC	Advertising	\$ 501.44
	COMCAST	Internet svc 7/13-8/12/24 - business internet	\$ 258.37
	SOUTH JERSEY CULLIGAN WATER	June 2024 Water cooler rental	\$ 10.00
	CUSTOM GRAPHICS INC	Maint t-shirts	\$ 274.38
	ELDER PEST CONTROL	June 2024 Pest svc & inspections	\$ 2,146.00
	FEDERAL EXPRESS	Overnight delivery	\$ 12.74
	FIRE DEFENSE SYSTEMS	Annual fire inspection - BVM/Speitel	\$ 2,240.00
	GENSERVE	Generator preventative svc - BVM/Speitel	\$ 800.00
	GOGO GENERATOR	Camera equipment - BVM/Speitel	\$ 19,497.29
	W.W.GRAINGER	Maint uniforms; maint supplies	\$ 670.11
	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 157.99
	HD SUPPLY (formerly Home Depot Pro)	Maint Supplies; Dehumidifiers; Refrigerator	\$ 5,707.49
	HOME DEPOT CREDIT SVCS	Maint Supplies	\$ 157.99
	HUBER LOCKSMITHS	BVM compactor room rekey	\$ 345.00
	JOHN SPITZ	June 2024 copay reimb; July 2024 Medicare reimb	\$ 344.70
	LENEGAN PLUMBING	Tub repair - BVM; Gas leak repair - PBF	\$ 2,135.00
	MAX COMMUNICATIONS	May/June 2024 Office phone system	\$ 378.99
	NATIONAL TENANT NETWORK	June 2024 resident background checks	\$ 127.00
	PDQ SUPPLY	Maint Supplies	\$ 249.36
	ROBINSON & ROBINSON	May 2024 landlord/tenant legal svcs	\$ 1,507.50
	RON MILLER	Reimbursement for website SSL certificate	\$ 75.00
	SCHINDLER ELEVATOR	Annual Preventive Maint 7/1/24-6/30/25 - Speitel	\$ 5,710.75
	SHOEMAKER LUMBER	Maint Supplies	\$ 13.98
	SOUTH JERSEY WEB DESIGN	Website changes	\$ 50.00
	STERICYCLE	Paper shredding svc - 3/29-5/10/24	\$ 625.40
	VECTOR SECURITY	Fire system inspection - 4th St office - 6/1-8/31/24	\$ 403.32
	VERIZON CONNECT FLEET	June 2024 vehicle tracking subscription	\$ 36.40
	VERIZON	June 2024 office phone, Speitel & BVM elevator phone svc	\$ 616.25
	VINELAND HOUSING AUTHORITY	June 2024 postage; June 2024 ofc/maint coverage; July 2024 mgmt fee & software license fee	\$ 47,000.36
	WALLACE HARDWARE	Maint Supplies	\$ 59.78
ACH - 20240614	ADP	06/14/24 payroll invoice	\$ 84.64
ACH - 6142024	ADP	06/14/24 payroll & taxes	\$ 3,322.43
ACH - 20240628	ADP	06/28/24 payroll invoice	\$ 84.64
ACH - 6282024	ADP	06/28/24 payroll & taxes	\$ 2,968.34
ACH - 20240712	ADP	06/28/24 payroll invoice	\$ 85.51
ACH - 7122024	ADP	07/12/24 payroll & taxes	\$ 2,288.90
ACH - 14682392	NJ AMERICAN WATER	June 2024 Water/sewer service - BVM fire svc	\$ 243.20
ACH - 14682499	NJ AMERICAN WATER	June 2024 Water/sewer service - PBF	\$ 6,151.41
ACH - 14682501	NJ AMERICAN WATER	June 2024 Water/sewer service - BVM	\$ 2,772.25
ACH - 14682517	NJ AMERICAN WATER	June 2024 Water/sewer service - Speitel fire svc	\$ 120.23
ACH - 14682363	NJ AMERICAN WATER	June 2024 Water/sewer service - Speitel	\$ 1,404.35
ACH - 18421899	NJ DIV OF PENSIONS & BENEFITS	June 2024 pension deductions	\$ 201.62
ACH	NJ SHBP	July 2024 employee premium	\$ 3,737.35
ACH	NJ SHBP	July 2024 retiree premium	\$ 459.01
ACH - 18248272	COMCAST	Internet svc 6/13-7/12/24 - business internet	\$ 258.37
ACH - 18337513	COMCAST	Internet svc 6/27-7/26/24 - Speitel	\$ 169.41
ACH - 30213203	SOUTH JERSEY GAS	June 2024 Gas svc- PBF	\$ 906.93
ACH - 30238768	SOUTH JERSEY GAS	June 2024 Gas svc- Speitel	\$ 315.16
ACH - 37322072	ATLANTIC CITY ELECTRIC	June 2024 Electric svc - Speitel	\$ 1,005.95
ACH - 37335229	ATLANTIC CITY ELECTRIC	June 2024 Electric svc - PBF site lights	\$ 1,024.44
ACH - 37322082	ATLANTIC CITY ELECTRIC	June 2024 Electric svc - 4th St Office	\$ 212.00
ACH - 37322059	ATLANTIC CITY ELECTRIC	June 2024 Electric svc - BVM	\$ 5,147.95
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	July 2024 reserve account deposit	\$ 3,824.00
ACH	PNC BANK	June 2024 bank fee	\$ 68.00
	<b>TOTAL JULY DISBURSEMENTS COCC (cocctur)</b>		<b>\$ 160,003.81</b>
	<b>TOTAL JULY DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)</b>		<b>\$ 75.00</b>
	<b>TOTAL JULY DISBURSEMENTS CONSTR ACCT (sturcons)</b>		<b>\$ 68,525.59</b>
	<b>TOTAL JULY DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)</b>		<b>\$ 17,958.68</b>
	<b>TOTAL BILL LIST - JULY 2024</b>		<b>\$ 246,563.08</b>



OCEAN CITY HOUSING AUTHORITY  
BILL LIST - JULY 2024

<b>BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview &amp; rad_speitel)</b>			
Check/Wire #	Vendor	Invoice Notes	Total Amount
127	CELLINA RODRIGUEZ	Security deposit refund	75.00
	<b>TOTAL JULY DISBURSEMENTS (sturbvm)</b>		<b>\$ 75.00</b>
<b>BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview &amp; rad_speitel)</b>			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	LEVY CONSTRUCTION	BVM 1st & 5th floor renovations - pymt app #17	58,364.34
	THE BROOKE GROUP	Consulting - March - May invoices	10,161.25
	<b>TOTAL JULY DISBURSEMENTS (sturcons)</b>		<b>\$ 68,525.59</b>
<b>BANK: PBFAMILY GENERAL FUND (pbfamily)</b>			
Check/Wire #	Vendor	Invoice Notes	Total Amount
	SCIULLO ENGINEERING	Inv #2073 - Pre Dev Draw #14	625.00
	MCMANIMON SCOTLAND & BAUMANN	Inv #223535 - Pre-Dev Draw #14	737.50
	BROWN & CONNERY	Inv #337996 - Pre-Dev Draw #14	12,424.56
	OCHA	Inv #3AAA8715-0012 - PBF construction ad - Pre-Dev Draw #14	103.20
	THE BROOKE GROUP	Inv #OCPB02-2024 & OCPB03-2024 - Pre-Dev Draw #14	3,973.75
	GANNETT NY/NJ LOCALIQ	Ad for Pecks Beach Redevelopment	69.67
2296	STEPHANIE SCHICK	Refund of credit balance to pay pet deposit; this will be deposited back into operating account	25.00
2297	STEPHANIE SCHICK	Refund of credit balance to pay pet deposit; this will be deposited into the security deposit account	200.00
	<b>TOTAL JULY DISBURSEMENTS (sturgen)</b>		<b>\$ 17,958.68</b>

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

**RESOLUTION NO. 2024-31**

**Resolution Approving Change Orders #5 for Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations**

**WHEREAS**, the Ocean City Housing Authority solicited Invitation for Bids for the Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations Project; and

**WHEREAS**, bids were advertised pursuant to section 4 of P.L.1971, c.198 (C.40A:11-4); and

**WHEREAS**, the lowest responsible bidder for this project was Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107 with a bid amount of \$1,106,600; and

**WHEREAS**, the contract for construction was awarded to Levy Construction Company, Inc. – 800 Newton Avenue, Oaklyn, NJ 08107 with Resolution 2022-43 at the August 16, 2022 board meeting; and

**WHEREAS**, Change Order #5 (-\$14,486.93) is necessary for repacking of the elevator piston, rupture valve installation, lobby threshold, elevator 1 & 2 alarm devices, and line item credits identified on the application for payment; and

**WHEREAS**, the aforementioned change orders are described and attached herein; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby accepts the change order in the credit of (-\$14,486.93) for the Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations Project.

**ADOPTED:** July 16, 2024

**VOTE:**

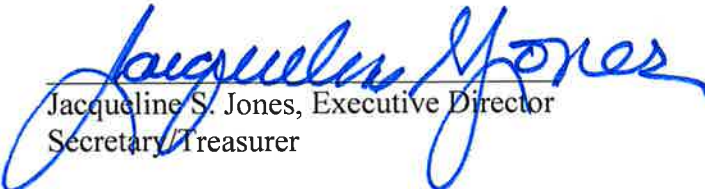
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓				✓	
Commissioner Jackson	✓					✓
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

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 July 16, 2024 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

<b>PROJECT: (Name and address)</b> 21-005 Bayview Manor 635 West Ave and Sixth St	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: 08/17/2022	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 005 Date: 06/05/2024
<b>OWNER: (Name and address)</b> Ocean City Housing Authority 204 4th St Ocean City, NJ 08226	<b>ARCHITECT: (Name and address)</b> Donovan Architects, LLC 9 Tanner St., Suite 201, Haddonfield NJ 08033	<b>CONTRACTOR: (Name and address)</b> Levy Construction Company, Inc. 800 Newton Ave., Oaklyn, NJ 08107

**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.)*

This Change Order includes:

- PCO #14 Repack of elevator piston.
  - PCO #16 Rupture valve.
  - PCO #17 Lobby threshold.
  - PCO #18 Elevators 1 & 2 Alarm Devices.
  - Credits for identified Payment Application items (executed Payment Application, #15, for reference).
- Refer to attached documentation.

The original Contract Sum was	\$ 1,106,600.00
The net change by previously authorized Change Orders	\$ 786,645.60
The Contract Sum prior to this Change Order was	\$ 1,893,245.60
The Contract Sum will be decreased by this Change Order in the amount of	\$ 14,486.93
The new Contract Sum including this Change Order will be	\$ 1,878,758.67

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.**

Donovan Architects, LLC ARCHITECT (Firm name)	Levy Construction Company, Inc. CONTRACTOR (Firm name)	Ocean City Housing Authority OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
Michael R. Donovan, Principal PRINTED NAME AND TITLE	Simon Levy, President PRINTED NAME AND TITLE	Jacqueline Jones, Executive Director PRINTED NAME AND TITLE
06/05/2024 DATE	06/10/2024 DATE	7/10/2024 DATE

*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



635 West Avenue  
Ocean City, New Jersey 08226

Phone: 609-399-1062  
Fax: 609-399-7590

*Jacqueline S. Jones, Executive Director*

---

July 16, 2024

Ocean City Housing Authority  
635 West Avenue  
Ocean City, NJ 08226

To: Member of the Board of Commissioners

I would recommend the Members of the Board of Commissioners take action to approve Resolution #2024-31 for the reasons presented in the Certification provided by Donovan Architects.

To my knowledge the bid documents and relevant pre-planning inspections were prepared in accordance with all applicable industry standards. The Housing Authority professional team in conjunction with Levy Construction agreed to complete unforeseen work throughout the building, including but not limited to elevator repairs, flooring, and alarm work. A credit change order in the amount of \$14,486.93 is being proposed for approval.

In order to expeditiously complete the contract, I recommend the Board approve Resolution #2024-31.

Respectfully Submitted,

Jacqueline Jones  
Executive Director





June 7, 2024

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

Re: Ocean City Housing Authority  
Bayview Manor 1<sup>st</sup> and 5<sup>th</sup> Floor Renovations  
Change Order #05 for Closing Items

Dear Ms. Jones,

Donovan Architects LLC is assisting the Ocean City Housing Authority with document preparation, bid coordination and construction observation services for the subject renovations project in Ocean City, Cape May County, New Jersey. The subject renovations contract was awarded to Levy Construction Company Inc. through a competitive bidding process outlined in our previous letter to you dated August 12, 2022. Part of the scope of the project is renovation of the entry lobby, elevator interior finishes, a few 1<sup>st</sup> floor units, and renovation of the 5<sup>th</sup> floor common toilet, and Community room, and other improvements. The scope of the renovation included in the bid documents was based on existing drawings, done some years ago, and, without a major extensive demolition, a building walk survey of buildings existing conditions. The initial scope of work was based on what was containing on existing building drawings and what was observable at the time of the survey, on behalf of the Housing Authority.

During construction work of elevator scope it was found that the elevator presented additional damages which required additional material and work to safely function. As such, a few equipments were required to be purchased and installed. These items are as follows:

- Repack the elevator piston.
- Installation of a rupture valve in the pit, per State Inspector.
- Reinstallation of 1<sup>st</sup> floor lobby floor transition between the corridor's resilient vinyl plank and the lobby's ceramic tile, to increase accessibility of materials' transition.
- Elevator Fire Alarm was revised approved during Change Order #01 evaluation, that eventually was not included into the final price of Change Order.
- Several schedule of value line items' that were charged and approved during construction and turned out to not being required and/or installed.

**donovan**  
a r c h i t e c t s

9 TANNER ST. | SUITE 201  
HADDONFIELD NJ 08033  
donovanarchitects.com

The additional unforeseen scope is critical to completion of the scope of work and must be completed in compliance with applicable regulatory standards. As outlined in the enclosed change order documents, the estimated cost is a credit of \$14,486.93. The contract awarded to Levy Construction Company Inc. was for a total of \$1,106,600.00. The change order constitutes a credit of 1.31% of the original contract value. The sum of this change order and previously approved change orders #01 through #04 constitute a 69.78% of the original contract value, which exceeds the typical New Jersey Local Public Contracts Law at NJSA 40A:11 and NJAC 5:34 order limitation of 20%.

New Jersey Local Finance Board Regulations at NJAC 5:30-11.9 Procedures for change orders which exceed 20 percent limitation states:

- (a) General provisions regarding the procedures for change orders which exceed the 20 percent limitation are as follows:
  1. The procedures in this section shall only be followed when a particular change order on any type of contract, except professional and extraordinary unspecifiable service contracts, will cause the total amount of change order executed for the particular contract to exceed the originally awarded contract price by more than 20 percent. The purpose of the procedures is to allow for such a change only in limited instances. Such a change shall not be permitted when the factual circumstances make it reasonably possible to execute a new contract for the additional work. Such a change may be allowed, for example, when an unforeseen circumstance or differing site condition is combined with a situation which renders execution of a new contract an unreasonable interference with the efficient completion of the work.
  2. Generally such change orders are not justifiable and the ready issuance of them by contracting units would constitute an abuse of these rules.
- (b) A written certification justifying the performance of the work or the furnishing of the services which would necessitate issuance of such a change order shall be filed by the contractor with the chief executive officer or designee. This certification shall include an explanation of the factual circumstances which necessitate issuance of the change order; a statement indicating why these circumstances could not have been foreseen; a statement indicating why issuance of the change order would be in the best interests of the contracting unit and would not constitute an abuse of these rules; and, if the nature of the change order is technical, the certification shall include a certified statement from the contractor's appropriate expert, such as an engineer or architect. This statement shall explain in detail the factual circumstances which necessitate issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.
- (c) The governing body approval process for change orders which exceed the 20 percent limitation is as follows:
  1. The chief executive officer or his or her designee shall file a request for the change order with the governing body. This request shall include a statement indicating why the proposed change may be allowed under this subchapter. A copy of the certification required under (b) above must also be attached to the request.
  2. If the certification required pursuant to (b) above includes a certified statement from an engineer or other expert as required by (b) above, the request to the governing body shall also include a statement from the contracting unit's engineer or an official or employee with the appropriate expertise. This statement shall explain in detail the factual circumstances which

d

justify issuance of the proposed change order. A rewrite or paraphrase of the rules in this subchapter is not acceptable.

Please accept this letter as the certification required in (b) above. The need for this change order is due to an unforeseen site condition as stated above it would interfere with completion of the rest of the contract to bid this specific piece of work since it is integral to the full building renovation currently under contract. A rebid of the work would increase the base bid of this additional work considering the updated of the elevator scope of work amount require Based on our experience and current market conditions a rebid of the entire project would surely cost the Ocean City Housing Authority more than this original contract and change order.

It is my professional opinion that execution of this change order, although greater than 20% above the original contract amount, meets the requirements of NJAC 5:30- 11.9(a), it not an abuse of this regulatory provision, and is in the best interest of the Ocean City Housing Authority. Should you have any questions or require additional information, please feel free to contact me at 856-203-6061 ext. 201 or [mdonovan@donovanarchitects.com](mailto:mdonovan@donovanarchitects.com).

Sincerely,



Michael R. Donovan, AIA

**donovan**  
a r c h i t e c t s

9 TANNER ST. | SUITE 201  
HADDONFIELD NJ 08033  
[donovanarchitects.com](http://donovanarchitects.com)

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

**RESOLUTION NO. 2024-32  
PHA Certifications of Compliance  
with the PHA Annual Plan (2024-2025) and Related Regulations  
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman, I approve the submission of the **Annual Plan (2024-2025)** for PHA fiscal year beginning October 1, 2024, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing & Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

- 903.7a Housing Needs
- 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership Programs
- 903.7r Additional Information
  - A. Progress in meeting 5-year mission and goals
  - B. Criteria for substantial deviation and significant amendments
  - C. Other information requested by HUD
    - 1. Resident Advisory Board consultation process
    - 2. Membership of Resident Advisory Board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the

Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances



- required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).
  23. The PHA plan includes the RAD requirements as stated in PIH 2012-32 (HA) H-2017-3 Rev 3 and any successor notices.

**ADOPTED:** July 16, 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 July 16, 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. 2024-33  
2024 HOUSING AUTHORITY BUDGET RESOLUTION  
FISCAL YEAR: FROM OCTOBER 1, 2024 TO SEPTEMBER 30, 2025**

**WHEREAS**, the Annual Budget and Capital Budget for the Ocean City Housing Authority for the fiscal year beginning October 1, 2024 and ending September 30, 2025 has been presented before the Members of the Ocean City Housing Authority at its open public meeting of July 16, 2024; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$1,611,570, Total Appropriations, including any Accumulated Deficit if any, of \$1,599,380 and Total Unrestricted Net Position utilized of \$0; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$112,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

**WHEREAS**, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW, THEREFORE BE IT RESOLVED**, by the Members of the Ocean City Housing Authority, at an open public meeting held on July 16, 2024 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning October 1, 2024 and ending September 30, 2025 is hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the governing body of the Ocean City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on October 15, 2024.

**DATED:** July 16, 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 July 16, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

**OCHA BUDGET- FY2025**

**Budget Comparison 2024-2025**

Account	2024	2025			
Name	Budget	Budget	Variance	Variance %	NOTES
<b>TENANT INCOME</b>					
Tenant Rent	632,140	753,570	121,430	19%	Increase
Other Rental Inc - Mkt Rate	62,400	52,000	(10,400)	-17%	Decrease
PBV HAP Subsidy	357,240	425,460	68,220	19%	Increase-Estimate-OCAF
Less: Vacancies	-	7,180	7,180	100%	Increase-for budgeting
<b>Total Rental Income</b>	<b>1,051,780</b>	<b>1,238,210</b>	<b>186,430</b>	<b>18%</b>	
Laundry and Vending	5,300	4,300	(1,000)	-19%	Decrease
Damages	1,300	6,500	5,200	400%	Increase
Late Charges	1,400	1,800	400	29%	Increase
Legal Fees - Tenant	2,020	4,200	2,180	108%	Increase
NSF Charges	30	-	(30)	-100%	Decrease
Misc. Tenant Income	300	660	360	120%	Increase
CDBG Income	39,100	44,200	5,100	13%	Increase
<b>Total Other Tenant Income</b>	<b>49,450</b>	<b>61,660</b>	<b>12,210</b>	<b>25%</b>	
<b>NET TENANT INCOME</b>	<b>1,101,230</b>	<b>1,299,870</b>	<b>198,640</b>	<b>18%</b>	
HUD PHA Operating Grants/Subsidy	200,000	160,000	(40,000)	-20%	Decrease-Estimate
Capital Fund Grants	200,000	150,350	(49,650)	-25%	Decrease-Estimate
<b>TOTAL GRANT INCOME</b>	<b>400,000</b>	<b>310,350</b>	<b>(89,650)</b>	<b>-22%</b>	
Investment Income - Unrestricted	120	550	430	358%	Increase
Fraud Recovery	3,000	800	(2,200)	-73%	Decrease
<b>TOTAL OTHER INCOME</b>	<b>3,120</b>	<b>1,350</b>	<b>(1,770)</b>	<b>-57%</b>	
<b>TOTAL INCOME</b>	<b>1,504,350</b>	<b>1,611,570</b>	<b>107,220</b>	<b>7%</b>	
Administrative Salaries	42,390	-	(42,390)	-100%	Decrease due to SSA for Site Manager
Health Benefits-Admin	25,000	-	(25,000)	-100%	Decrease due to SSA for Site Manager
Payroll Taxes-Admin	3,820	-	(3,820)	-100%	Decrease due to SSA for Site Manager
<b>Total Administrative Salaries</b>	<b>71,210</b>	<b>-</b>	<b>(71,210)</b>	<b>-100%</b>	
<b>Legal Expense</b>					
Criminal Background Checks	1,200	1,050	(150)	-13%	Decrease-Vendor change for lower cost
Tnt/Empl Screening	550	550	-	0%	Same
General Legal Expense	8,900	14,000	5,100	57%	Increase
Special Investigations	1,000	3,000	2,000	200%	Increase
Legal Exp - RAD	4,000	-	(4,000)	-100%	Removed
Legal Exp - Eviction	9,300	9,600	300	3%	Increase
<b>Total Legal Expense</b>	<b>24,950</b>	<b>28,200</b>	<b>3,250</b>	<b>13%</b>	
<b>Other Admin Expenses</b>					
Board/Staff Training	2,000	440	(1,560)	-78%	Decrease
Travel	70	4,000	3,930	5614%	Increase
Accounting Fees	30,000	34,500	4,500	15%	Increase
Auditing Fees	15,000	17,250	2,250	15%	Decrease
Management Fee	180,000	316,960	136,960	76%	Increase due to SSA for Site Manager
Consultants	11,030	6,320	(4,710)	-43%	Decrease
IT Consultants	3,000	1,660	(1,340)	-45%	Decrease
<b>Total Other Admin Expenses</b>	<b>241,100</b>	<b>381,130</b>	<b>140,030</b>	<b>58%</b>	
<b>Miscellaneous Admin Expenses</b>					
Membership and Fees	730	730	-	0%	Same
Advertising	1,500	1,900	400	27%	Increase-cost increase
Office Supplies	600	840	240	40%	Increase-office full time
Computer Parts	590	590	-	0%	Same
Telephone	8,600	8,600	-	0%	Same
Postage	2,100	4,200	2,100	100%	Increase-cost increase
Software License Fees	9,600	9,500	(100)	-1%	Decrease



**OCHA BUDGET- FY2025**

**Budget Comparison 2024-2025**

Account	2024	2025			
Name	Budget	Budget	Variance	Variance %	NOTES
Copiers	2,660	1,220	(1,440)	-54%	Decrease
Printer Supplies - Toner	160	160	-	0%	Same
Internet	5,360	5,360	-	0%	Same
Cell Phones/Pagers	1,120	1,020	(100)	-9%	Decrease
GPS Vehicle Tracking	240	300	60	25%	Increase
Bank Fees	300	-	(300)	-100%	Removed
Other Misc Admin Expenses	2,160	3,160	1,000	46%	Increase
Coffee Supplies	160	200	40	25%	Increase
Paper	160	300	140	88%	Increase
<b>Total Miscellaneous Admin Expenses</b>	<b>36,040</b>	<b>38,080</b>	<b>2,040</b>	<b>6%</b>	
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>373,300</b>	<b>447,410</b>	<b>74,110</b>	<b>20%</b>	
<b>TENANT SERVICES</b>					
Other Tenant Svcs.	5,000	11,700	6,700	134%	Increase
Tenant Svcs - Behavioral Health	39,100	44,200	5,100	13%	Increase
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>44,100</b>	<b>55,900</b>	<b>11,800</b>	<b>27%</b>	
<b>UTILITIES</b>					
Water	106,000	130,840	24,840	23%	Increase-based on average usage
Electricity	111,460	144,300	32,840	29%	Increase-based on average usage
Electricity-Vacant Units	600	1,290	690	115%	Increase-based on average usage
Gas	57,230	39,040	(18,190)	-32%	Decrease-based on average usage
<b>TOTAL UTILITY EXPENSES</b>	<b>275,290</b>	<b>315,470</b>	<b>40,180</b>	<b>15%</b>	
<b>MAINTENANCE AND OPERATIONS</b>					
<b>General Maint Expense</b>					
Maintenance Salaries	107,550	112,390	4,840	5%	Increase-Added Maint person
Payroll Taxes-Maint.	9,680	9,510	(170)	-2%	Increase-Added Maint person
Health Benefits-Maint.	79,140	80,850	1,710	2%	Increase-Added Maint person
Maintenance Uniforms	970	1,250	280	29%	Increase-Added Maint person
Vehicle Gas, Oil, Grease	900	900	-	0%	Same
<b>Total General Maint Expense</b>	<b>198,240</b>	<b>204,900</b>	<b>6,660</b>	<b>3%</b>	
<b>Materials</b>					
Supplies-Grounds	3,500	2,550	(950)	-27%	Decrease
Supplies-Snow Removal	810	810	-	0%	Same
Supplies-Appliance	5,810	7,800	1,990	34%	Increase
Supplies-Decorating	50,760	56,500	5,740	11%	Increase
Supplies-Electrical	3,450	3,620	170	5%	Increase
Supplies-Exterminating	710	530	(180)	-25%	Decrease
Supplies-Janitorial/Cleaning	4,750	6,000	1,250	26%	Increase
Supplies-Maint/Repairs	10,890	7,200	(3,690)	-34%	Decrease
Supplies-Plumbing	5,590	4,730	(860)	-15%	Decrease
Supplies-Tools and Equipment	4,540	4,470	(70)	-2%	Decrease
Supplies-Paint	3,670	2,760	(910)	-25%	Decrease
Supplies-Paint Supplies	1,000	1,000	-	0%	Same
Supplies-HVAC	2,640	6,600	3,960	150%	Increase
Supplies - Alarm/Extinguishers	2,350	2,250	(100)	-4%	Decrease
Supplies - Flooring	2,520	2,520	-	0%	Same
<b>Total Materials</b>	<b>102,990</b>	<b>109,340</b>	<b>6,350</b>	<b>6%</b>	
<b>Contract Costs</b>					
Contract-Alarm/Extinguisher	3,620	3,620	-	0%	Same
Contract-Building Repairs	13,500	8,370	(5,130)	-38%	Decrease
Contract-Carpet Cleaning	120	120	-	0%	Same
Contract-Decorating/Painting	16,500	10,120	(6,380)	-39%	Decrease
Contract-Electrical	1,550	1,550	-	0%	Same
Contract-Pest Control	11,620	10,620	(1,000)	-9%	Decrease
Contract-Bedbugs-Pest Control	11,800	11,800	-	0%	Same
Contract-Floor Covering	14,000	7,330	(6,670)	-48%	Decrease
Contract-Grounds	30,050	20,510	(9,540)	-32%	Decrease

**OCHA BUDGET- FY2025**

**Budget Comparison 2024-2025**

Account	2024	2025			
Name	Budget	Budget	Variance	Variance %	NOTES
Contract - Grounds - tnt svcs	4,800	1,200	(3,600)	-75%	Decrease
Contract-Janitorial/Cleaning	35,480	44,000	8,520	24%	Increase
Contract-Plumbing	11,200	3,560	(7,640)	-68%	Decrease
Contract-HVAC	5,500	5,400	(100)	-2%	Decrease
Contract-Vehicle Maintenance	1,100	1,630	530	48%	Increase
Contract - Equip Repair	330	300	(30)	-9%	Decrease
Contract-Maint Consultants	5,500	4,330	(1,170)	-21%	Increase
Contract-Elevator Monitoring	13,750	13,750	-	0%	Same
Contract-Alarm Monitoring	4,100	2,890	(1,210)	-30%	Decrease
Contract - Trash Compact Maint/Rep	1,300	1,300	-	0%	Same
Contract - Garbage/Trash Removal	360	360	-	0%	Same
Contract - Generator	2,100	3,400	1,300	62%	Increase
Contract - VHA Maint SSA	32,660	19,520	(13,140)	-40%	Decrease
Contract - Other Maint SSA	5,500	3,360	(2,140)	-39%	Decrease
<b>Total Contract Costs</b>	<b>226,440</b>	<b>179,040</b>	<b>(47,400)</b>	<b>-21%</b>	
<b>TOTAL MAINTENACE EXPENSES</b>	<b>527,670</b>	<b>493,280</b>	<b>(34,390)</b>	<b>-7%</b>	
<b>GENERAL EXPENSES</b>					
Insurance-Property	69,140	114,320	45,180	65%	Increase-estimate-coastal
Insurance-Gen. Liab.	20,170	21,440	1,270	6%	Increase-estimate-coastal
Insurance-WC	11,630	7,150	(4,480)	-39%	Decrease-estimate-based on payroll
Flood Insurance	42,150	24,760	(17,390)	-41%	Decrease-based on actual
Payments in Lieu of Taxes	35,680	43,810	8,130	23%	Formula-due to rent increase
Pension - Annual Pymt	10,690	6,010	(4,680)	-44%	Decrease-Retiree Deceased
Compensated Absences	1,500	3,600	2,100	140%	Increase-additional maintenance person
Retiree Health Benefits	16,000	12,650	(3,350)	-21%	Decrease-Retiree Deceased
Bad Debt-Tenant Rents	5,930	7,690	1,760	30%	Increase-estimate
<b>TOTAL GENERAL EXPENSES</b>	<b>212,890</b>	<b>241,430</b>	<b>28,540</b>	<b>13%</b>	
<b>TOTAL EXPENSES</b>	<b>1,433,250</b>	<b>1,553,490</b>	<b>120,240</b>	<b>8%</b>	
<b>NET INCOME</b>	<b>71,100</b>	<b>58,080</b>	<b>(13,020)</b>	<b>-18%</b>	
<b>ADJUSTMENTS</b>					
Replacement Reserve	(45,890)	(45,890)	-	0%	
<b>TOTAL ADJUSTMENTS</b>	<b>(45,890)</b>	<b>(45,890)</b>	<b>-</b>	<b>0%</b>	
<b>CASH FLOW</b>	<b>25,210</b>	<b>12,190</b>	<b>(13,020)</b>	<b>-52%</b>	

**OCHA - Capital Expenditures - 2025**

Property	Description	Cost
	New Maintenance Vehicle-Replace	
All	2013 Pickup	\$ 60,000
	Maintenance Vehicle-Transfer 2019	
All	Ford F250 From VHA	\$ 22,000
All	Snow Blower	\$ 2,500
All	Grounds Improvements - Grass, Tree	\$ 5,000
Bayview Manor	Maintenance Tools\Equip	\$ 2,500
All	Office Furniture - Additional	\$ 5,000
Bayview Manor	Community Room Furniture -Additio	\$ 15,000
	<b>Total</b>	<b>\$112,000</b>

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

**RESOLUTION NO. 2024-34  
Granting an Official Leave of Absence (Workmen's Compensation)**

**WHEREAS**, employee Robert Lane was injured on the job on June 13, 2024; and

**WHEREAS**, said employee has been under Workmen's Compensation as of June 13, 2024; and

**WHEREAS**, it is recommended the Board of Commissioners of the Ocean City Housing Authority grant an official leave of absence under Workmen's Compensation to Robert Lane; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioner of the Ocean City Housing Authority grants Robert Lane an official leave of absence until released to full active duty with no restrictions by the Workmen's Compensation insurance company.

**ADOPTED:** July 16, 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

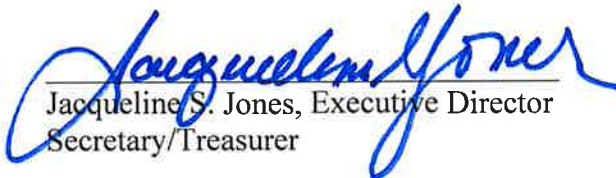
BY: \_\_\_\_\_

  
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 July 16, 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. 2024-35  
Resolution Adopting Revision to the  
Public Housing Admissions and Continued Occupancy Policy**

**WHEREAS**, the Ocean City Housing Authority is required by the U.S. Department of Housing and Urban Development to have an Admissions and Occupancy Policy (ACOP) for its Public Housing Program, and

**WHEREAS**, said plan and policy outline the objectives and program functions for the Public Housing Program; and

**WHEREAS**, the revision to the Admissions and Continued Occupancy Policy is updating said plan and policy according to the U.S. Department of Housing and Urban Development final rule according to the Housing Opportunity Through Modernization Act of 2016 (HOTMA) revising regulations related to income, assets, and adjusted income as described in Sections 101 & 104 of HOTMA; and

**WHEREAS**, the HOTMA revising regulations related to over-income families are described in Section 103 of HOTMA; and

**WHEREAS**, the ACOP revision, attached hereunto, implements the above-mentioned regulatory changes according to HOTMA; and

**WHEREAS**, although HOTMA will not be implemented by the Authority until an unknown date in the future, per Notice PIH 2023-27, the Authority must update the ACOP on the PHA's fiscal year start date of 10/1/2024; and

**WHEREAS**, these policies will not be effective until the Authority's compliance date; and

**WHEREAS**, this means the Authority's policies will be approved well ahead of when the Authority actually implements HOTMA; and

**WHEREAS**, during the transition period between when the Authority adopts the new HOTMA-compliant policies and the date the Authority fully implements HOTMA, the Authority will have two policies in place – one that is updated for HOTMA and the pre-HOTMA policy;


**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Ocean City Housing Authority adopt the revised Admissions and Continued Occupancy Policy for the Public Housing Program with a future compliance to be determined by the Department of Housing and Urban Development.

**ADOPTED:** July 16, 2024

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

BY:   
Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on July 16, 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. 2024-36  
Resolution Authorizing Payment of Draw 45**

**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 #45 in the amount of \$68,525.59** 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:** July 16, 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 July 16, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

# HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones  
Executive Director  
Ocean City Housing Authority

July 12, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #45

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$68,525.59**. 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>\$58,364.34</b>
<b>The Brooke Group LLC</b>	<b>209 E Egnor Dr., Galloway, NJ 08205</b>	<b>\$10,161.25</b>
	<b>TOTAL</b>	<b>\$68,525.59</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 #45 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).

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

**RESOLUTION NO. 2024-37**

**RESOLUTION AUTHORIZING THE REJECTION OF BID RECEIVED FOR THE  
PECKS BEACH FAMILY REDEVELOPMENT**

**WHEREAS**, on June 13, 2024, the Ocean City Housing Authority publicly advertised a Notice to Bidders soliciting sealed bids for the redevelopment of Pecks Beach Family Redevelopment pursuant to N.J.S.A. 40A:11-4; and

**WHEREAS**, in response to the public advertisement, the Authority received one (1) sealed bid on July 11, 2024; and

**WHEREAS**, the Authority has determined that the bid is substantially higher than the Authority's appropriation for the goods or services in connection with the Pecks Beach Family Redevelopment; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-13.2(b), the Authority may reject all bids when the lowest bid substantially exceeds the appropriation for the requested goods or services; and

**WHEREAS**, based on the aforesaid excessive bid amount and applicable sections of the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., the Authority has determined to reject the one (1) bid received in response to the June 13, 2024 Notice to Bidders.

**NOW, THEREFORE BE IT RESOLVED**, the governing body of the Ocean City Housing Authority hereby authorizes the rejection of the one (1) bid submitted in response to the June 13, 2024 Notice to Bidders.

**ADOPTED:** July 16, 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 July 16, 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. 2024-38**

**RESOLUTION AUTHORIZING CONTRACT PROCUREMENT FOR  
THE PECKS BEACH FAMILY REDEVELOPMENT  
THROUGH NEGOTIATIONS AND RELATED PROCEDURAL REQUIREMENTS  
PURSUANT TO N.J.S.A. 40A:11-5(3)**

**WHEREAS**, on April 30, 2024, pursuant to Section 40A:11-4 of the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., the Ocean City Housing Authority publicly advertised a Notice to Bidders soliciting sealed bids for the Pecks Beach Family Redevelopment; and

**WHEREAS**, in response to the advertisement, two (2) sealed bids were received on May 29, 2024; and

**WHEREAS**, the Authority determined that the two (2) bids received were not reasonable as to price, based on the Authority's appropriation for the requested goods or services and estimates prepared in advance of the advertised Notice to Bidders; and

**WHEREAS**, on June 12, 2024, by Resolution No. 2024-27, the Authority Board of Commissioners authorized the rejection of the aforesaid bids and further authorized the Authority to rebid for the Pecks Beach Family Redevelopment; and

**WHEREAS**, on June 13, 2024, the Authority publicly re-advertised a Notice to Bidders for the Pecks Beach Family Redevelopment, which was identical in all material aspects to the April 30, 2024 publicly advertised Notice to Bidders; and

**WHEREAS**, in response to the public advertisement, the Authority received one (1) sealed bid on July 11, 2024; and

**WHEREAS**, the Authority determined that the bid was not reasonable as to price, based on the Authority's appropriation for the requested goods or services and estimates prepared in advance of the advertised Notice to Bidders; and

**WHEREAS**, on July 16, 2024, by Resolution No. 2024-37, the Authority Board of Commissioners authorized the rejection of the aforesaid bid; and

**WHEREAS**, the Authority has not received any "responsive" bids, as defined under N.J.S.A. 40A:11-2(33), in response to the two (2) aforementioned public advertisements for the Pecks Beach Family Redevelopment; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(3), a contract may be negotiated and awarded without further public advertisement for bids when a local public entity has advertised for bids on two (2) occasions and has not received any responsive bids in response to the advertisement(s); and

**WHEREAS**, the Authority has a compelling and time-sensitive interest in procuring a contract for the Pecks Beach Redevelopment Project.

**NOW, THEREFORE BE IT RESOLVED**, the governing body of the Ocean City Housing Authority hereby authorizes the Authority to commence negotiations for a contract for the Pecks Beach Family Redevelopment pursuant to N.J.S.A. 40A:11-5(3);

**BE IT FURTHER RESOLVED** that the Authority shall comply with all applicable provisions and requirements under N.J.S.A. 40A:11-5(3)(i)-(iii) when commencing negotiations, negotiating with prospective contractors, and awarding any contract pursuant to this Resolution.

**ADOPTED:** July 16, 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 July 16, 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. 2024-39  
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 multiple issues, as identified below, 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 July 16, 2024 at 4:53 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 \_\_\_\_\_

\_\_\_\_\_;

**"(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 nature of the discussion, described as specifically as possible without undermining the need for confidentiality, pertains to the Authority’s options and procedural requirements under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., Resolution No. 2024-36 Authorizing the Rejection of the Bid Received for the Pecks Beach Family Redevelopment, and Resolution No. 2024-37 Authorizing Contract Procurement for the Pecks Beach Family Redevelopment through Contract Negotiations and Related Procedural Requirements Pursuant to N.J.S.A. 40A:11-5(3)

“(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 20 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
Contract Procurement Options	TBD	Negotiation and Award of Contract for Pecks Beach Redevelopment

**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 JULY 16, 2024.

**ADOPTED:** July 16, 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 July 16, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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