

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



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Jacqueline S. Jones, Executive Director

August 14, 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, August 20, 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, August 20, 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 July 16, 2024
 6. Fee Accountant's Report
 7. Executive Director's Report
 8. Committee Reports
 9. Old Business:
 10. New Business:
 11. Resolutions: **(cash report included)**
 - # 2024-33 REVISION – Budget 2024-2025 (Operating and Capital Budget)
 - # 2024-40 Approval of Monthly Expenses **(updated)**
 - # 2024-41 Awarding Resident Wellness Services
 - # 2024-42 Authorizing Payments of Draw #46 Speitel/Bayview
 - # 2024-43 Authorizing Payments of Draw #15 Pecks Beach

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

July 16, 2024 – 4:00 p.m.

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

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

Chairperson Barr read the Sunshine Law.

Upon roll call those present were:

- Commissioner Robert Halliday
- Commissioner Patrick Mumman
- Commissioner Beverly McCall
- Commissioner Robert Henry
- Commissioner Patricia Jackson
- 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 June 12, 2024. Motion made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

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

Treasurer’s Report

Linda Cavallo presented the Financial Report for the nine months ending June 2024. Commissioner Henry asked about the negative income. Mrs. Jones stated there is a lot of work being completed and it is starting to even out. The Authority is spending the cash available on other Capital items. Mrs. Jones explained the Capital Fund money and the amount drawn down. The HUD operating subsidy is lower this year than anticipated. The Authority anticipates the same for next year as well. **Motion to approve the Treasurer’s report** made by Commissioner McCall and seconded by Commissioner Jackson. The following vote was taken:

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

Executive Director's Report

Mrs. Jones asked Ron Miller to provide an update on the construction projects. Ron Miller provided an update on the Bayview Manor fire units. The floors are laid in both units. The drywall work is all done. Currently waiting on some cabinetry and minor plumbing repairs. Once the kitchen cabinets come in the project should be wrapped up rather quickly.

The Bayview Renovation Project is coming to a close. The elevators are both up and running. The second elevator needs to be inspected by the State and it is not turned on yet. The Authority is in the close out phase with Levy Construction. There will be a meeting soon to start the final punch list, but a lot of it has already been addressed.

Mrs. Jones reported the Audit for fiscal year 2023 has been filed with no issues and no findings. She expects the auditor to present the audit to the Board in September. This audit also included the OCCDC.

Mrs. Jones discussed the recent HUD inspection at Pecks Family. Pecks Family is still public housing and certain inspections by HUD are required periodically. There are new standards called NSPIRE rather than REAC. Not much different than before, but the Authority got hammered pretty hard on some violations. They are mostly tenant damages. Mrs. Jones discussed a plan the Authority will implement going forward regarding these tenant damages. In the past, the Authority did not charge the residents for damages. But they are tenant caused damages, such as holes in walls and doors, doors missing, and locks on doors where they do not belong. The standard way to charge a resident for a repair that is tenant caused is the burdened rate of the maintenance person that completes the repair and the actual cost of materials. This is what has been done historically. The other possibility would be if a contractor was sent out to make a repair, the tenant would be responsible for the amount of the invoice. Per the lease agreement, the tenant is required to be notified of what the charges will be. It is in the lease agreement that they are responsible for tenant caused damages. The Authority will be preparing a letter to go out to the residents regarding this. The Authority would like to see the tenant caused damages to decrease before the new 60 units are built.

Commissioner Halliday asked if this was discovered due to this inspections or has the Authority been aware of the abuses. Mrs. Jones believes the amount of damages are a result of not getting in the units as much as we would have normally because of COVID and catching up after COVID. There have been a lot of repairs. The intent is to have more frequent inspections to monitor this better.

Commissioner Jackson asked if Mrs. Jones thought when you hear residents complain that they put in a request for repairs, and no one got back to them. She said from seeing some of the residents around town that is the story they tell her. Commissioner Jackson can see the residents making that claim. She did have the opportunity to meet the new maintenance man and he was a pleasure to talk to you. He said he was getting into a lot of units and making those necessary repairs. It does seem like the Authority is on top of it now. Mrs. Jones stated those are valid points with being behind in closing work orders, some of the work orders, especially at the family sites because they were extensive. The Authority hired one maintenance man and tried to hire a second with two or three attempts. We now have Troy, the new maintenance person who is trying to help the Authority catch up, but unfortunately, as you will see in the resolution section of the meeting that the Authority's other maintenance person is out on workmen's comp. Mrs. Jones reported there was a resident meeting last week at Pecks Family for the annual plan process, which will be discussed during the resolution portion of the meeting. Tenant charges for damages were discussed at the meeting. The residents had some concerns due to the age of the units. The damages at hand were not normal wear and tear. They are holes in walls, holes in doors, doors missing and things like that which are obvious types of tenant damage. The Authority will be fair with the residents. The Authority wants the residents to understand they are responsible for these types of repairs because we are going to be building 60 new units and do not want to see this type of behavior in the new units.

Mrs. Jones reported the residents were all sent a letter about legal fees and what they cost. There is a charge to file for eviction, which is \$350 for non-payment of rent specifically and another \$350 if the attorney has to show up in court for trial. The Authority is trying to encourage residents to pay their rent and not receive a late fee. The Authority does not want the late fee money and does not want to charge the legal fees. The Authority does not want to charge this because it is so labor intensive to go to court. Mrs. Jones spoke about this at the tenant meeting again and stated the Authority is not in the business to evict people. The Authority is in the business of housing people and just wants everybody to just pay their rent on time. These fees are extremely high now. \$700 per case now. There are times where the Authority cannot

collect that in landlord/tenant court. The next avenue to pursue this is civil court. The Authority has the ability to pursue legal fees in civil court. The Authority does not want to do that either, but this is going to cost the Authority a lot of money if we do not get those funds back.

Mrs. Jones reported there are several resolutions tonight concerning the Annual Plan, the Budget and the Admissions and Continued Occupancy Policy. She will discuss each of those items when these resolutions are presented to the Board.

Chairman Barr asked if there were any question of the Executive Director at this time. Commissioner Broadley questioned the emergency work orders namely, the number of emergency work orders in June. Ron Miller stated last month there was a natural gas leak at Pecks Family, which caused the Authority to go into all the units and in order to do that, per the terms of their lease, an emergency work order is required for each unit to be entered because we didn't provide proper notice. There are 40 units, and the other one must have been another emergency work order for the month, possibly a smoke detector.

Commissioner Broadley stated the other number that sticks out at him is the total number of work orders left outstanding of 783. Mrs. Jones stated it is a lot, but some of them may have been completed and the Authority is going through them now to see if they are still open work orders. A lot of the open work orders have been generated from inspections, so they are not tenant generated work orders. Tenant generated works order are being closed at .10 of a day, which is less than 2 hours. Emergencies are a priority then tenant generated work orders are next and then inspection and other ordinary work orders follow. Ron Miller explained and discussed inspection work orders compared to a tenant generated work order and emergency work orders. Ron Miller reiterated that the Authority's work order priorities are as follows: emergency work orders, high priority, tenant generated, routine and then inspections. Inspections are always the last to get done. He believes a lot of the 783 work orders left outstanding are inspection work orders. Commissioner Broadley asked if any of the 783 outstanding work orders are tenant abuse work orders. Ron Miller stated he is sure that they are because a lot of them relate to the inspections. As Mrs. Jones stated they are due to the inspections of missing closet doors, missing bathroom doors, holes in walls, broken doors and the units are in bad condition and the tenants are not taking care of them. You could potentially have 40 units with 20 works orders. Ron indicated that every task is a separate work order due to having to log all the time, pictures are taken before, during and after the work order. Commissioner Jackson asked how often the Authority is able to go in the unit to inspect. Ron reported there is a site manager currently full time now, so she is in the units every month because she is accompanying the pest control company. Pest control is done every month. They are in the unit not necessarily doing a full housing inspection and there are also special inspections for special cases because of lease enforcement as well as a housing inspector who performs a housing inspection annually. The Authority has only had one maintenance person. We recently hired a second, but as mentioned previously, the other is now on workmen's comp. Work orders are prioritized as previously stated with a single maintenance person. There are a lot of tasks, not just work orders in the units. There is bulk trash being left at the dumpsters that need to be handled, janitorial tasks, as well as groundskeeping tasks. Mrs. Jones anticipated with the second maintenance man hired, the Authority would be getting ahead, but the unexpected injury with the other maintenance person occurred. She believes when he returns, the Authority will see some progress on this. These work orders are going to be reviewed to make sure some of these have not already been completed and have not been closed out. Mrs. Jones again repeated the work order prioritization. You can see by the stats of how quickly the Authority closes tenant generated work orders. Ron Miller stated there are a lot of special inspections that happen throughout the month. For example, there may be a special case where it may not necessarily be a maintenance issue. It may be an unauthorized person in the unit or smoking complaints. They all must be logged in as inspection work orders. There are a lot of reasons to get into these units and we must provide proper notice every time. The Authority is not sure how long the maintenance man will be out on workmen's comp. Mrs. Jones is hoping it is not more than a 6-8-week recovery and we are about a month into that right now. Commissioner Henry asked if the AC is holding up. Mrs. Jones reported that it is.

Chairman Barr asked if there are any further questions at this time. Commissioner Broadley wanted to say that he feels that the Authority should put more effort into this after reading everything that has happened at the Atlantic City Housing Authority and seems to be recurring. He knows the Authority is trying with the manpower, but put some effort into straightening this out. Mrs. Jones stated the OCHA is not the Atlantic City Housing Authority, and she does not appreciate being compared to the Atlantic City Housing Authority. The Atlantic City Housing Authority has been mismanaged for years. There are residents at the Atlantic City Housing Authority today that still do not have hot water. Most likely, they

will not have heat nor hot water in October. This is not Atlantic City. The OCHA would not allow any resident to be without heat or hot water like Atlantic City, ever.

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

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2024-30
Resolution to Approve Monthly Expenses

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$246,453.08. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones briefly reviewed the bill list. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes) – Abstain to Acenda invoices
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

Resolution #2024-31
Resolution Approving Change Orders #5 for Bayview Manor 1st & 5th Floor Renovations
TABLED FOR LAST MONTH

Chairperson Barr called for a motion to approve Resolution #2024-31. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Ron Miller provided an explanation for the change order. This is a negative change order amount resolving all the changes approved in the past. The following vote was taken:

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

Resolution #2024-32
Approval of Annual Plan 2024-2025

Chairperson Barr called for a motion to approve Resolution #2024-32. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided an explanation of the Annual Plan which essentially covers the only public housing property, Pecks Beach Family. The following vote was taken:

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

Resolution #2024-33
Approval of Budget
Fiscal Year October 1, 2024 to September 30, 2025

Chairperson Barr called for a motion to approve Resolution #2024-33. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reviewed the budget. The following vote was taken:

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

Resolution #2024-34
Granting an Official Leave of Absence (Robert Lane - Workmen's Compensation)

Chairperson Barr called for a motion to approve Resolution #2024-34. Mrs. Jones provided a brief explanation. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2024-35

Adopting Revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP)

Chairperson Barr called for a motion to approve Resolution #2024-35. Mrs. Jones explained and reviewed the changes to the ACOP. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2024-36

Authorizing Payment of Draw 45 – Speitel/Bayview

Chairperson Barr called for a motion to approve Resolution #2024-36. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones reviewed the draw. The following vote was taken:

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

Mr. Watson stated the Board will be going into Executive Session to discuss Resolution #2024-37 and #2024-38. Mr. Watson presented Resolution 2024-39 authorizing the Board of Commissioners of the Ocean City Housing Authority to go into closed session to discuss matters of contract negotiations and matters falling under the attorney client privilege. More specifically, the subject matter of Resolution # 2024-37 to Reject a Bid received in connection with the Pecks Beach Redevelopment Project and Resolution # 2024-38 Authorizing the Authority to Negotiate a contract in connection with the Pecks Beach Redevelopment Project. The minutes will be kept of this closed session. Those minutes will be promptly made available to the public when the need for the closed session is no longer present. However, at all times those minutes will be subject to redaction based on matters that still fall under the attorney client privilege.

Resolution #2024-39

Executive Session

Chairperson Barr called for a motion to approve Resolution #2024-39. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Regular Meeting closed for Executive Session at 4:53 p.m.

Regular Meeting re-opened at 5:13 p.m.

The Board is now back in open session having concluded the Executive Session and can proceed with business.

Resolution #2024-37
Authorizing the Rejection of All Bids for the Pecks Beach Family Redevelopment

Chairperson Barr called for a motion to approve Resolution #2024-37. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

Resolution #2024-38
**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)**

Chairperson Barr called for a motion to approve Resolution #2024-38. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mr. Watson provided an explanation of the resolution. The following vote was taken:

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

Chairperson Barr requested comments from the public. Resident, Caroline Taylor - Speitel, Apt. 3091. She filled out a slip that she fell in the hallway at Speitel and requested handrails in the hallways. She has a petition for the handrails.

Phil Brown of 214 Bayview would like to request cameras in the elevator due to someone vomiting and spitting in the elevator. It has happened multiple times. Ron Miller will look into the project specs for the Bayview Manor Renovations Project to see if cameras are included.

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 5:19 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jul 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
<i>INCOME</i>				
<i>DWELLING RENTAL</i>	\$ 632,140	\$ 526,780	\$ <u>585,612</u>	\$ 58,832
<i>OTHER TENANT-EXCESS UTILITIES</i>	-	-	<u>284</u>	284
<i>TOTAL TENANT REVENUE</i>	\$ 632,140	\$ 526,780	\$ 585,895	\$ 59,115
<i>HUD OPERATING SUBSIDY</i>	\$ 200,000	\$ 166,670	\$ <u>136,566</u>	\$ (30,104)
<i>PBV HAP SUBSIDY</i>	357,240	297,700	<u>314,509</u>	16,809
<i>HUD CAPITAL FUNDS-OPERATIONS</i>	200,000	166,670	<u>102,596</u>	(64,074)
<i>CDBG INCOME</i>	39,100	32,590	<u>9,817</u>	(22,773)
<i>TOTAL HUD FUNDING</i>	\$ 796,340	\$ 663,630	\$ 563,489	\$ (100,141)
<i>INVESTMENT INCOME- UNRESTRICTED</i>	\$ 120	\$ 100	\$ <u>525</u>	\$ 425
<i>NONDWELLING RENTAL INCOME</i>	62,400	52,000	-	(52,000)
<i>OTHER INCOME-LAUNDRY</i>	5,300	4,420	<u>1,965</u>	(2,455)
<i>OTHER INCOME-FRAUD RECOVERY</i>	3,000	2,500	<u>1,805</u>	(695)
<i>OTHER INCOME-MISCELLANEOUS</i>	5,050	4,230	<u>30,187</u>	25,957
<i>TOTAL INCOME</i>	\$ 1,504,350	\$ 1,253,660	\$ 1,183,866	\$ (69,794)
<i>EXPENSES</i>				
<i>ADMINISTRATIVE SALARIES</i>				
<i>ADMINISTRATIVE SALARIES</i>	\$ 42,390	\$ 35,330	\$ <u>19,099</u>	\$ (16,231)
<i>PAYROLL TAXES - ADMIN</i>	3,820	3,190	<u>1,588</u>	(1,602)
<i>HEALTH BENEFITS - ADMIN</i>	25,000	20,830	-	(20,830)
<i>TOTAL ADMINISTRATIVE SALARIES</i>	\$ 71,210	\$ 59,350	\$ 20,687	\$ (38,663)
<i>AUDIT FEES</i>	\$ 15,000	\$ 12,500	\$ <u>12,500</u>	-
<i>ADVERTISING</i>	1,500	1,260	<u>3,711</u>	2,451
<i>OFFICE EXPENSES</i>				
<i>COMPUTER SERVICES</i>	\$ 3,000	\$ 2,510	\$ <u>3,232</u>	\$ 722
<i>CONSULTANTS-RAD CONVERSION</i>	11,030	9,190	-	(9,190)
<i>COPIER</i>	2,660	2,220	<u>219</u>	(2,001)
<i>DUES & PUBLICATIONS</i>	730	610	<u>507</u>	(103)
<i>OFFICE SUPPLIES</i>	600	510	<u>1,786</u>	1,276
<i>PHONE & INTERNET</i>	15,080	12,560	<u>16,607</u>	4,047
<i>POSTAGE</i>	2,100	1,750	<u>2,578</u>	828
<i>LEGAL</i>	19,200	15,990	<u>26,801</u>	10,811
<i>CRIMINAL BACKGROUND CHECKS</i>	1,200	1,000	<u>1,066</u>	66
<i>LEGAL-RAD</i>	4,000	3,330	<u>1,886</u>	(1,444)
<i>TRAVEL</i>	70	60	<u>391</u>	331
<i>TRAINING</i>	2,000	1,670	<u>725</u>	(945)
<i>ACCOUNTING</i>	30,000	25,000	<u>25,000</u>	-
<i>MANAGEMENT FEES</i>	180,000	150,000	<u>220,590</u>	70,590
<i>MISCELLANEOUS-SUNDRY</i>	13,920	11,580	<u>22,148</u>	10,568
<i>TOTAL ADMINISTRATIVE EXPENSES</i>	\$ 373,300	\$ 311,090	\$ 360,433	\$ 49,343
<i>OTHER TENANT SERVICES</i>	\$ 5,000	\$ 4,160	\$ <u>10,110</u>	\$ 5,950
<i>TENANT SVCS - BEHAVIORAL HEALTH</i>	39,100	32,590	<u>10,884</u>	(21,706)
<i>TOTAL OTHER TENANT SERVICES</i>	\$ 44,100	\$ 36,750	\$ 20,993	\$ (15,757)
<i>WATER/SEWER</i>	\$ 106,000	\$ 88,340	\$ <u>98,365</u>	\$ 10,025
<i>ELECTRIC</i>	112,060	93,400	<u>123,931</u>	30,531
<i>GAS</i>	57,230	47,690	<u>42,240</u>	(5,450)
<i>GARBAGE/TRASH REMOVAL</i>	-	-	<u>159</u>	159
<i>TOTAL UTILITY EXPENSES</i>	\$ 275,290	\$ 229,430	\$ 264,695	\$ 35,265
<i>MAINTENANCE LABOR</i>	\$ 107,550	\$ 89,620	\$ <u>66,587</u>	\$ (23,033)
<i>MAINT. MATERIALS</i>	104,860	87,450	<u>43,859</u>	(43,591)
<i>MAINT. CONTRACT COSTS</i>	226,440	188,720	<u>172,446</u>	(16,274)
<i>EMPLOYEE BENEFITS</i>	88,820	74,030	<u>40,117</u>	(33,913)
<i>TOTAL MAINTENANCE</i>	\$ 527,670	\$ 439,820	\$ 323,009	\$ (116,811)
<i>INSURANCE</i>	\$ 100,940	\$ 84,110	\$ <u>84,296</u>	\$ 186
<i>FLOOD INSURANCE</i>	42,150	35,120	<u>29,141</u>	(5,979)
<i>BAD DEBTS</i>	5,930	4,940	<u>5,425</u>	485
<i>COMPENSATED ABSENCES</i>	1,500	1,260	<u>1,260</u>	-

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Jul 2024



	<u>TOTAL</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU July</i>	<i>ACTUAL THRU July</i>	<i>VARIANCE THRU July</i>
<i>PAYMENT IN LIEU OF TAXES</i>	35,680	29,730	<u>29,730</u>	-
<i>PENSION</i>	10,690	8,910	<u>1,127</u>	(7,783)
<i>RETIREE BENEFITS</i>	16,000	13,330	<u>7,727</u>	(5,603)
<i>TOTAL OTHER EXPENSES</i>	<u>\$ 212,890</u>	<u>\$ 177,400</u>	<u>\$ 158,705</u>	<u>\$ (18,695)</u>
<i>TOTAL EXPENDITURES</i>	<u>\$ 1,433,250</u>	<u>\$ 1,194,490</u>	<u>\$ 1,127,836</u>	<u>\$ (66,654)</u>
<i>Replacement Reserve</i>	<u>\$ 45,890</u>	<u>\$ 38,240</u>	<u>\$ 38,319</u>	<u>\$ 79</u>
<i>PROFIT</i>	<u>\$ 25,210</u>	<u>\$ 20,930</u>	<u>\$ 17,710</u>	<u>\$ (3,220)</u>

Commissioner's Report - Property Detail

Month Ending: Jul 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
	<i>INCOME</i>											
<i>DWELLING RENTAL</i>	\$ 195,920	\$ 163,270	\$ <u>178,332</u>	\$ 15,062	\$ 162,220	\$ 135,180	\$ <u>137,947</u>	\$ 2,767	\$ 274,000	\$ 228,330	\$ <u>269,333</u>	\$ 41,003
<i>OTHER TENANT-EXCESS UTILITIES</i>	-	-	\$ -	-	-	-	\$ <u>14</u>	14	-	-	\$ <u>269</u>	269
<i>TOTAL TENANT REVENUE</i>	\$ 195,920	\$ 163,270	\$ <u>178,332</u>	\$ 15,062	\$ 162,220	\$ 135,180	\$ <u>137,961</u>	\$ 2,781	\$ 274,000	\$ 228,330	\$ <u>269,602</u>	\$ 41,272
<i>HUD OPERATING SUBSIDY</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 166,670	\$ <u>136,566</u>	\$ (30,104)
<i>PBV HAP SUBSIDY</i>	167,110	139,260	\$ <u>141,281</u>	2,021	190,130	158,440	\$ <u>173,228</u>	14,788	-	-	\$ -	-
<i>HUD CAPITAL FUNDS-OPERATIONS</i>	-	-	\$ -	-	-	-	\$ -	-	200,000	166,670	\$ <u>102,596</u>	(64,074)
<i>CDBG INCOME</i>	15,500	12,920	\$ <u>2,749</u>	(10,171)	10,400	8,670	\$ <u>1,767</u>	(6,903)	13,200	11,000	\$ <u>5,301</u>	(5,699)
<i>TOTAL HUD FUNDING</i>	\$ 182,610	\$ 152,180	\$ <u>144,030</u>	\$ (8,150)	\$ 200,530	\$ 167,110	\$ <u>174,995</u>	\$ 7,885	\$ 413,200	\$ 344,340	\$ <u>244,463</u>	\$ (99,877)
<i>INVESTMENT INCOME-UNRESTRICTED</i>	\$ -	\$ -	\$ <u>281</u>	\$ 281	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 100	\$ <u>245</u>	\$ 145
<i>NONDWELLING RENTAL INCOME</i>	62,400	52,000	\$ -	(52,000)	-	-	\$ -	-	-	-	\$ -	-
<i>OTHER INCOME-LAUNDRY</i>	2,300	1,920	\$ <u>130</u>	(1,791)	-	-	\$ <u>1,417</u>	1,417	3,000	2,500	\$ <u>419</u>	(2,081)
<i>OTHER INCOME-FRAUD RECOVERY</i>	-	-	\$ -	-	-	-	\$ -	-	3,000	2,500	\$ <u>1,805</u>	(695)
<i>OTHER INCOME-MISCELLANEOUS</i>	930	790	\$ <u>1,718</u>	928	-	-	\$ <u>4,408</u>	4,408	4,120	3,440	\$ <u>24,060</u>	20,620
<i>TOTAL INCOME</i>	\$ 444,160	\$ 370,160	\$ <u>324,490</u>	\$ (45,670)	\$ 362,750	\$ 302,290	\$ <u>318,781</u>	\$ 16,491	\$ 697,440	\$ 581,210	\$ <u>540,595</u>	\$ (40,615)
<i>EXPENSES</i>												
<i>ADMINISTRATIVE SALARIES</i>												

Commissioner's Report - Property Detail

Month Ending: Jul 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
	<i>ADMINISTRATIVE SALARIES</i>	\$ 11,870	\$ 9,890	\$ <u>5,348</u>	\$ (4,542)	\$ 7,630	\$ 6,360	\$ <u>3,438</u>	\$ (2,922)	\$ 22,890	\$ 19,080	\$ <u>10,313</u>
<i>PAYROLL TAXES - ADMIN</i>	1,070	890	<u>445</u>	(445)	690	580	<u>286</u>	(294)	2,060	1,720	<u>858</u>	(862)
<i>HEALTH BENEFITS - ADMIN</i>	5,500	4,580	-	(4,580)	4,500	3,750	-	(3,750)	15,000	12,500	-	(12,500)
TOTAL ADMINISTRATIVE SALARIES	\$ 18,440	\$ 15,360	\$ 5,792	\$ (9,568)	\$ 12,820	\$ 10,690	\$ 3,724	\$ (6,966)	\$ 39,950	\$ 33,300	\$ 11,171	\$ (22,129)
<i>AUDIT FEES</i>	\$ 4,200	\$ 3,500	\$ <u>3,500</u>	\$ -	\$ 2,700	\$ 2,250	\$ <u>2,250</u>	\$ -	\$ 8,100	\$ 6,750	\$ <u>6,750</u>	\$ -
<i>ADVERTISING</i>	420	350	<u>954</u>	604	270	230	<u>614</u>	384	810	680	<u>2,143</u>	1,463
<i>OFFICE EXPENSES</i>												
<i>COMPUTER SERVICES</i>	\$ 500	\$ 420	\$ <u>1,948</u>	\$ 1,528	\$ 500	\$ 420	\$ <u>321</u>	\$ (99)	\$ 2,000	\$ 1,670	\$ <u>963</u>	\$ (707)
<i>CONSULTANTS-RAD CONVERSION</i>	500	420	-	(420)	530	440	-	(440)	10,000	8,330	-	(8,330)
<i>COPIER</i>	740	620	<u>61</u>	(559)	480	400	<u>39</u>	(361)	1,440	1,200	<u>118</u>	(1,082)
<i>DUES & PUBLICATIONS</i>	170	140	<u>142</u>	2	200	170	<u>91</u>	(79)	360	300	<u>274</u>	(26)
<i>OFFICE SUPPLIES</i>	200	170	<u>624</u>	454	200	170	<u>201</u>	31	200	170	<u>961</u>	791
<i>PHONE & INTERNET</i>	4,260	3,550	<u>4,282</u>	732	6,220	5,180	<u>6,434</u>	1,254	4,600	3,830	<u>5,890</u>	2,060
<i>POSTAGE</i>	600	500	<u>724</u>	224	400	330	<u>460</u>	130	1,100	920	<u>1,394</u>	474
<i>LEGAL</i>	5,000	4,160	<u>7,555</u>	3,395	2,600	2,170	<u>5,428</u>	3,258	11,600	9,660	<u>13,819</u>	4,159
<i>CRIMINAL BACKGROUND CHECKS</i>	300	250	<u>626</u>	376	300	250	<u>359</u>	109	600	500	<u>81</u>	(419)
<i>LEGAL-RAD</i>	-	-	-	-	-	-	<u>1,886</u>	1,886	4,000	3,330	-	(3,330)
<i>TRAVEL</i>	20	20	-	(20)	10	10	-	(10)	40	30	<u>391</u>	361
<i>TRAINING</i>	500	420	-	(420)	500	420	-	(420)	1,000	830	<u>725</u>	(105)
<i>ACCOUNTING</i>	8,400	7,000	<u>7,000</u>	-	5,400	4,500	<u>4,500</u>	-	16,200	13,500	<u>13,500</u>	-
<i>MANAGEMENT FEES</i>	30,400	25,330	<u>51,395</u>	26,065	32,400	27,000	<u>33,036</u>	6,036	117,200	97,670	<u>136,159</u>	38,489

Commissioner's Report - Property Detail

Month Ending: Jul 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	July	July	July		July	July	July		July	July	July	
MISCELLANEOUS-SUNDRY	4,280	3,580	<u>8,488</u>	4,908	3,540	2,930	<u>2,803</u>	(127)	6,100	5,070	<u>10,856</u>	5,786
TOTAL ADMINISTRATIVE EXPENSES	\$ 78,930	\$ 65,790	\$ 93,093	\$ 27,303	\$ 69,070	\$ 57,560	\$ 62,147	\$ 4,587	\$ 225,300	\$ 187,740	\$ 205,194	\$ 17,454
OTHER TENANT SERVICES	\$ 2,500	\$ 2,080	\$ <u>6,867</u>	\$ 4,787	\$ 1,200	\$ 1,000	\$ <u>941</u>	\$ (59)	\$ 1,300	\$ 1,080	\$ <u>2,301</u>	\$ 1,221
TENANT SVCS - BEHAVIORAL HEALTH	15,500	12,920	<u>3,047</u>	(9,873)	10,400	8,670	<u>1,959</u>	(6,711)	13,200	11,000	<u>5,877</u>	(5,123)
TOTAL OTHER TENANT SERVICES	\$ 18,000	\$ 15,000	\$ 9,915	\$ (5,085)	\$ 11,600	\$ 9,670	\$ 2,900	\$ (6,770)	\$ 14,500	\$ 12,080	\$ 8,178	\$ (3,902)
WATER/SEWER	\$ 20,750	\$ 17,290	\$ <u>23,897</u>	\$ 6,607	\$ 17,490	\$ 14,580	\$ <u>14,750</u>	\$ 170	\$ 67,760	\$ 56,470	\$ <u>59,719</u>	\$ 3,249
ELECTRIC	80,460	67,050	<u>94,302</u>	27,252	14,930	12,450	<u>15,579</u>	3,129	16,670	13,900	<u>14,050</u>	150
GAS	-	-	-	-	6,780	5,650	<u>4,226</u>	(1,424)	50,450	42,040	<u>38,014</u>	(4,026)
GARBAGE/TRASH REMOVAL	-	-	<u>102</u>	102	-	-	<u>(8)</u>	(8)	-	-	<u>66</u>	66
TOTAL UTILITY EXPENSES	\$ 101,210	\$ 84,340	\$ 118,301	\$ 33,961	\$ 39,200	\$ 32,680	\$ 34,546	\$ 1,866	\$ 134,880	\$ 112,410	\$ 111,848	\$ (562)
MAINTENANCE LABOR	\$ 30,110	\$ 25,090	\$ <u>18,644</u>	\$ (6,446)	\$ 19,360	\$ 16,130	\$ <u>11,986</u>	\$ (4,144)	\$ 58,080	\$ 48,400	\$ <u>35,957</u>	\$ (12,443)
MAINT. MATERIALS	18,000	15,020	<u>21,126</u>	6,106	64,700	53,940	<u>4,539</u>	(49,401)	22,160	18,490	<u>18,193</u>	(297)
MAINT. CONTRACT COSTS	88,290	73,590	<u>77,186</u>	3,596	56,850	47,380	<u>43,362</u>	(4,018)	81,300	67,750	<u>51,898</u>	(15,852)
EMPLOYEE BENEFITS	24,870	20,730	<u>11,379</u>	(9,351)	15,980	13,320	<u>7,315</u>	(6,005)	47,970	39,980	<u>21,423</u>	(18,557)
TOTAL MAINTENANCE	\$ 161,270	\$ 134,430	\$ 128,336	\$ (6,094)	\$ 156,890	\$ 130,770	\$ 67,202	\$ (63,568)	\$ 209,510	\$ 174,620	\$ 127,471	\$ (47,149)
INSURANCE	\$ 28,580	\$ 23,820	\$ <u>21,819</u>	\$ (2,001)	\$ 23,500	\$ 19,580	\$ <u>16,357</u>	\$ (3,223)	\$ 48,860	\$ 40,710	\$ <u>46,119</u>	\$ 5,409
FLOOD INSURANCE	4,720	3,930	<u>3,907</u>	(23)	4,430	3,690	<u>3,816</u>	126	33,000	27,500	<u>21,418</u>	(6,082)
BAD DEBTS	2,500	2,080	<u>2,080</u>	-	930	780	<u>1,265</u>	485	2,500	2,080	<u>2,080</u>	-

Commissioner's Report - Property Detail

Month Ending: Jul 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July	ANNUAL BUDGET	BUDGET THRU July	ACTUAL THRU July	VARIANCE THRU July
	<i>COMPENSATED ABSENCES</i>	500	420	<u>420</u>	-	500	420	<u>420</u>	-	500	420	<u>420</u>
<i>PAYMENT IN LIEU OF TAXES</i>	9,470	7,890	<u>7,890</u>	-	12,300	10,250	<u>10,250</u>	-	13,910	11,590	<u>11,590</u>	-
<i>PENSION</i>	3,000	2,500	<u>316</u>	(2,184)	2,430	2,030	<u>203</u>	(1,827)	5,260	4,380	<u>609</u>	(3,771)
<i>RETIREE BENEFITS</i>	4,480	3,730	<u>2,163</u>	(1,567)	2,880	2,400	<u>1,391</u>	(1,009)	8,640	7,200	<u>4,172</u>	(3,028)
<i>TOTAL OTHER EXPENSES</i>	\$ 53,250	\$ 44,370	\$ 38,595	\$ (5,775)	\$ 46,970	\$ 39,150	\$ 33,702	\$ (5,448)	\$ 112,670	\$ 93,880	\$ 86,409	\$ (7,472)
<i>TOTAL EXPENDITURES</i>	\$ 412,660	\$ 343,930	\$ 388,240	\$ 44,310	\$ 323,730	\$ 269,830	\$ 200,497	\$ (69,333)	\$ 696,860	\$ 580,730	\$ 539,099	\$ (41,631)
<i>Replacement Reserve</i>	\$ 27,760	\$ 23,130	\$ <u>23,209</u>	\$ 79	\$ 18,130	\$ 15,110	\$ <u>15,110</u>	\$ -	\$ -	\$ -	\$ -	\$ -
<i>PROFIT</i>	\$ 3,740	\$ 3,100	\$ (86,959)	\$ (90,059)	\$ 20,890	\$ 17,350	\$ 103,175	\$ 85,825	\$ 580	\$ 480	\$ 1,495	\$ 1,015

Ocean City Housing Authority

Administrative Report

DATE: August 12, 2024

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for July 2024)

PERIOD: July 11, 2024, to August 12, 2024

Bayview Manor – Fire

On October 26, 2023, a small fire occurred in one unit on the 3rd 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.

August Update: The restoration work on both units is nearing completion. Final cleaning and countertops remain to be completed.

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

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

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

Work on the first floor continues to make satisfactory progress; mailboxes have been installed & new fire-sprinkler work has been completed; electrical, plumbing, and drywall all continue to make satisfactory 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 1st floor within the next week. New ceiling installation on the first floor has started. Lobby renovation is underway & with some inconvenience; Tenants are being kept informed;

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.

August update: Work is completed. Project is being administratively closed out.

Bayview – Renovation Projects (continued)

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

Scope of Work	Work Status	Comments
<p style="text-align: center;">Design Phase of the Redevelopment of Peck's Beach Family</p> <p>September '22 update – NJHMFA has received the application. A further update will be given at the board meeting; October update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward “closing.”</p> <p>December update: The official approval letter (Declaration of Intent) for the financing from the NJHMFA was received in November. Design details are in process. An informal meeting with the Planning Office is to be scheduled prior to the Planning Board presentation, which is anticipated for February 2023;</p> <p>January update: The design is being readied for submission to the Planning Office by the end of January.</p> <p>February update: The design is being readied for submission to the Planning Office. Next steps – finalize construction plans, prepare bid documents; put out for bid; work toward financial closing with HMFA and HUD; the 2nd Resident meeting is scheduled for March;</p> <p>March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2nd; The second resident meeting was held on March 7th; The consultant, architect and Authority staff were in attendance; Residents were presented with the plans, asked a lot of questions, and were pleased with the presentation; The site plans for the project are ready for presentation to the Planning Board for the April 5th meeting;</p>	<ul style="list-style-type: none"> • June 2021- Award Special Architectural and Engineering (Electrical & Mechanical) Services • Award Special Engineering (Civil) Services <p>April update: The presentation to the Planning Board was held on April 5th. The presentation was well received with votes for approval of the plan;</p> <p>The Authority's consultants, The Brooke Group, applied for funding known as the Affordable Housing Protection Funds through the NJHMFA. At this writing, the NJHMFA has indicated the application for the \$4M grant is complete. We understand the next step is NJHMFA board approval.</p> <p>May update: The project team continues to meet regularly in anticipation of bid packet completion. Geo-Technical testing services have been ordered. Phase II Environmental Review requirements are pending and 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 & Geo-Technical field work has been completed; reports are still pending.</p> <p>July update: The project team continues to meet regularly in anticipation of putting together a public bid package, the project team is currently reviewing 90% plans. Geo-Technical testing services – a preliminary report of the findings has been issued. Phase II Environmental Review remains pending, field work has been started, but reports have not yet been issued.</p> <p>August update: The project team has completed design work and put this project out to public bid. A pre-bid meeting has been scheduled; bids are being received in early September.</p>	<p>September update: Bids were received on September 12, 2023 & were rejected due to over budget; are being evaluated by the Project Team.</p> <p>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>July Update: Bids will be received on July 11, 2024. An update on this project will be provided at the Board meeting;</p> <p><i>August Update – Bidding is in a negotiation phase. An update on this project will be provided at the Board meeting.</i></p>

Board of Commissioners –Rutgers Training Program Status

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

Program Statistics Report 10/2023 - 10/2024

**2024
JUL**

**2024
JUN**

**2024
MAY**

Tenant Accounts Receivable			
Number of "non-payment of rent" cases referred to the solicitor	2	0	0
Unit Inspections			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	119	7	130
Total number of units inspected year-to-date - all sites	735	616	609
Occupancy			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	56	56	88
Annual Unit Turnaround Time (For Fiscal Year)	1506	1450	1394
Monthly - Number of Vacancies Filled (this month)	0	2	2
Monthly - Average unit turnaround time in days for Lease up	0	8	4
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	17	77
PIC Score	100.00%	97.50%	97.50%
Vacancies - At end of Month			
Bay View Manor	2	0	1
Speitel Commons	0	0	1
Peck's Beach Family	1	1	0
Total	3	1	2
Occupancy Rate	97.52%	99.17%	96.69%
Vacancy Turnovers by VHA Maintenance Staff			
Total Hours (Summarized Quarterly)		36.88	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	0.00	9.79
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	10.83	10.83	10.83
Rent Roll			
Bay View Manor - Elderly/Disabled	\$18,450	\$19,521	\$18,119
Speitel Commons - Elderly/Disabled	\$14,046	\$13,932	\$13,813
Peck's Beach - Family	\$29,338	\$29,125	\$29,105
Total Rent Roll	\$61,834	\$62,578	\$61,037
Waiting List Applicants - (all lists closed)			
Families - Ocean City Preference	10	14	14
Families - No Ocean City Preference	179	190	190
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	1	5	7
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	131	153	181
0/1 Bedroom	158	158	
2 Bedroom	88	103	
3 Bedroom	76	76	
4 Bedroom	25	25	
Success Rate	25%	25%	
Maintenance Department			
Average work order turnaround time in days - Tenant Generated	0.07	0.10	0.09
Total Tenant Generated Work Orders	59	56	56
Number of routine work orders written this month	52	113	155
Number of outstanding work orders from previous month	721	766	769
Total number of work orders to be addressed this month	833	976	980
Total number of work orders completed this month	566	193	214
Total number of work orders left outstanding	267	783	766
Number of emergency work orders written this month	1	41	0
Total number of work orders written year-to-date	1218	1106	896
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	1	0
Real Estate Assessment Center (REAC) Scores			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

Net Cash Position:

Cash Balance per Reconciled Bank Statement at 07/31/2024 \$639,400.84

2023 Capital Fund available for PH (pbfamily) \$113,332.00

Add: A/R-Tenants 07/2024 \$4,830.04
Current
Past \$26,221.81

Reimbursements Due From The City

Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda \$16,283.82
 Reimbursement for Bayview Manor/Speitel Construction - City of OC \$0.00
 Reimbursement for Pecks Family Redevelopment - City of OC \$12,372.32

Less: Payments -July 2024 bill list (\$225,280.87)

Accrued Expenses - Total from detail below \$3,330.33

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	143,090.00	10	(39,255.33)
Bad Debt	5,930.00	10	4,941.67
Comp Absences	1,500.00	10	1,250.00
P.I.L.O.T.	35,680.00	10	29,733.33
Net Accrual	<u>186,200.00</u>		<u>(3,330.33)</u>

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

Net Cash Balance \$390,490.29

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 112,784	5.67	Months
Per Day	\$ 3,759	104	Days

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

REVISION

**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 September 17, 2024.

DATED: August 20, 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 August 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

Ocean City Housing Authority - Budget for FYE 2025

Budget Comparison 2024-2025

Account	2024	2025			
Name	Budget	Budget	Variance	Variance %	NOTES
TENANT INCOME					
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
Total Rental Income	1,051,780	1,238,210	186,430	18%	
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
Total Other Tenant Income	49,450	61,660	12,210	25%	
NET TENANT INCOME	1,101,230	1,299,870	198,640	18%	
HUD PHA Operating Grants/Subsidy	200,000	160,000	(40,000)	-20%	Decrease
Capital Fund Grants	200,000	150,350	(49,650)	-25%	Decrease
TOTAL GRANT INCOME	400,000	310,350	(89,650)	-22%	
Investment Income - Unrestricted	120	550	430	358%	Increase
Fraud Recovery	3,000	800	(2,200)	-73%	Decrease
TOTAL OTHER INCOME	3,120	1,350	(1,770)	-57%	
TOTAL INCOME	1,504,350	1,611,570	107,220	7%	
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
Total Administrative Salaries	71,210	-	(71,210)	-100%	
Legal Expense					
Criminal Background Checks	1,200	1,050	(150)	-13%	Decrease
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
Total Legal Expense	24,950	28,200	3,250	13%	
Other Admin Expenses					
Board/Staff Training	2,000	440	(1,560)	-78%	Decrease
Travel	70	4,000	3,930	5614%	Increase
Accounting Fees	30,000	30,400	400	1%	Increase
Auditing Fees	15,000	13,800	(1,200)	-8%	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
Total Other Admin Expenses	241,100	373,580	132,480	55%	
Miscellaneous Admin Expenses					
Membership and Fees	730	730	-	0%	Same
Advertising	1,500	1,900	400	27%	Increase
Office Supplies	600	840	240	40%	Increase
Computer Parts	590	590	-	0%	Same
Telephone	8,600	8,600	-	0%	Same
Postage	2,100	4,200	2,100	100%	Increase
Software License Fees	9,600	9,500	(100)	-1%	Decrease

Ocean City Housing Authority - Budget for FYE 2025

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	
Total Miscellaneous Admin Expenses	36,040	38,080	2,040	6%		
TOTAL ADMINISTRATIVE EXPENSES	373,300	439,860	66,560	18%		
TENANT SERVICES						
Other Tenant Svcs.	5,000	11,700	6,700	134%	Increase	
Tenant Svcs - Behavioral Health	39,100	44,200	5,100	13%	Increase	
TOTAL TENANT SERVICES EXPENSES	44,100	55,900	11,800	27%		
UTILITIES						
Water	106,000	130,840	24,840	23%	Increase	
Electricity	111,460	144,300	32,840	29%	Increase	
Electricity-Vacant Units	600	1,290	690	115%	Increase	
Gas	57,230	39,040	(18,190)	-32%	Decrease	
TOTAL UTILITY EXPENSES	275,290	315,470	40,180	15%		
MAINTENANCE AND OPERATIONS						
General Maint Expense						
Maintenance Salaries	107,550	112,390	4,840	5%	Increase-Added Maint person	
Payroll Taxes-Maint.	9,680	9,000	(680)	-7%	Decrease- Over estimated last year	
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	
Total General Maint Expense	198,240	204,390	6,150	3%		
Materials						
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	
Total Materials	102,990	109,340	6,350	6%		
Contract Costs						
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	

Ocean City Housing Authority - Budget for FYE 2025

Budget Comparison 2024-2025

Account Name	2024 Budget	2025 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/Repairs	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
Total Contract Costs	226,440	179,040	(47,400)	-21%	
TOTAL MAINTENACE EXPENSES	527,670	492,770	(34,900)	-7%	
GENERAL EXPENSES					
Insurance-Property	69,140	114,320	45,180	65%	Increase
Insurance-Gen. Liab.	20,170	21,440	1,270	6%	Increase
Insurance-WC	11,630	7,150	(4,480)	-39%	Decrease
Flood Insurance	42,150	24,760	(17,390)	-41%	Decrease
Payments in Lieu of Taxes	35,680	43,810	8,130	23%	Formula
Pension - Annual Pymt	10,690	6,010	(4,680)	-44%	Decrease
Compensated Absences	1,500	3,600	2,100	140%	Increase
Retiree Health Benefits	16,000	12,650	(3,350)	-21%	Decrease
Bad Debt-Tenant Rents	5,930	7,690	1,760	30%	Increase
TOTAL GENERAL EXPENSES	212,890	241,430	28,540	13%	
TOTAL EXPENSES	1,433,250	1,545,430	112,180	8%	
NET INCOME	71,100	66,140	(4,960)	-7%	
ADJUSTMENTS					
Replacement Reserve	(45,890)	(45,890)	-	0%	
TOTAL ADJUSTMENTS	(45,890)	(45,890)	-	0%	
CASH FLOW	\$ 25,210	\$ 20,250	\$ (4,960)	-20%	

Capital Budget for FYE 2025

Description	Cost
New Maintenance Vehicle-Replace	
2013 Pickup	\$ 60,000
Maintenance Vehicle-Transfer 2019	
Ford F250 From VHA	\$ 22,000
Snow Blower	\$ 2,500
Grounds Improvements - Grass, Trees, E	\$ 5,000
Maintenance Tools\Equip	\$ 2,500
Office Furniture - Additional	\$ 5,000
Community Room Furniture -Additional	\$ 15,000
Total	\$ 112,000

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

**RESOLUTION NO. 2024-40
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 \$225,280.87.

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: August 20, 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 August 20, 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 - AUGUST 2024**

BANK: COCC MGMT

Check/ACH/Wire #	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
1923	ACENDA	May 2024 Resident Wellness Svcs	\$ 1,066.72
	ACENDA	June 2024 Resident Wellness Svcs	\$ 1,700.09
	ACENDA	July 2024 Resident Wellness Svcs	\$ 1,816.76
1961	FLORENCE DRISCOLL	August 2024 tenant svcs	\$ 200.00
1962	ASHLEY HARRIS	August 2024 BVM/Speitel cleaning	\$ 200.00
1963	ROBERT HARRIS	August 2024 BVM/Speitel trash rm cleaning; recyclable	\$ 200.00
1965	ROBERT L ROWELL	August 2024 maint contract grounds services	\$ 200.00
1966	JOHN SPITZ	July 2024 copay reimb; Aug 2024 Medicare reimb	\$ 281.40
1967	YALEXUS NUNEZ	Aug 2024 petty cash replenishment	\$ 427.26
25657	VERIZON	July 2024 office phone svc.	\$ 63.58
7262024	ADP	07/2624 payroll & taxes	\$ 2,167.00
8092024	ADP	08/09/24 payroll & taxes	\$ 1,705.67
15008482	NJ AMERICAN WATER	July 2024 Water/sewer service - Speitel fire svc	\$ 120.60
15008506	NJ AMERICAN WATER	July 2024 Water/sewer service - Speitel	\$ 1,461.37
15008530	NJ AMERICAN WATER	July 2024 Water/sewer service - BVM fire svc	\$ 243.57
15008546	NJ AMERICAN WATER	July 2024 Water/sewer service - BVM	\$ 2,573.77
15008563	NJ AMERICAN WATER	July 2024 Water/sewer service - PBF	\$ 6,083.83
18523201	COMCAST	Internet svc 7/27-8/26/24 - Speitel	\$ 169.41
20240726	ADP	07/26/24 payroll invoice	\$ 85.51
20240809	ADP	08/09/24 payroll invoice	\$ 85.51
21520115	NJ DIV OF PENSIONS & BENEFITS	July 2024 pension deductions	\$ 338.68
22290132	NJ SHBP	Aug 2024 employee premium	\$ 3,737.35
22290138	NJ SHBP	Aug 2024 retiree premium	\$ 459.01
30284502	SOUTH JERSEY GAS	July 2024 Gas svc- PBF	\$ 961.76
30292613	SOUTH JERSEY GAS	July 2024 Gas svc- Speitel	\$ 365.37
37991323	ATLANTIC CITY ELECTRIC	July 2024 Electric - Speitel	\$ 1,218.06
37991965	ATLANTIC CITY ELECTRIC	July 2024 Electric - 4th St Office	\$ 212.00
37998326	ATLANTIC CITY ELECTRIC	July 2024 Electric - PBF site lights	\$ 1,212.58
37998344	ATLANTIC CITY ELECTRIC	July 2024 Electric - BVM	\$ 6,328.98
	ACE PLUMBING	Maint Supplies	\$ 146.53
	ADVANCED ENVIRO SYSTEMS	Trash compactor repair - BVM	\$ 32.95
	AIRTUG, INC.	Airtug machine wheel replacement - BVM	\$ 192.00
	COURT OFFICER ANDREW GREEN	Warrant of removal service - BVM	\$ 82.00
	A SHORE MAID	BVM stairway cleaning	\$ 1,350.00
	LINDA AVENA	Aug 2024 accounting svcs	\$ 2,500.00
	BREWING FLOORING	BVM flooring - vacant unit turnover	\$ 2,445.00
	CALL EXPERTS	Aug 2024 answering service	\$ 132.92
	CARASOFT TECHNOLOGY CORP	June 2024 Security Monitoring fee	\$ 14.99
	CLEAN SWEEP SERVICES	April & July 2024 cleaning svc - BVM/Speitel	\$ 6,650.00
	COSTELLO HOME CONSTRUCTION	Exterior siding repairs - PBF	\$ 1,983.00
	COMCAST	Aug 2024 Business Internet	\$ 258.37
	SOUTH JERSEY CULLIGAN WATER	July 2024 Water cooler rental	\$ 10.00
	DUDLEY GENERAL CONTRACTING	Stair tread repair - PBF	\$ 1,000.00
	ELDER PEST CONTROL	July 2024 Pest svc & inspections	\$ 765.00
	FEDERAL EXPRESS	Overnight delivery	\$ 12.74
	GANNETT NY/NJ LOCAL IQ	Advertising	\$ 22.84
	GENSERVE	Generator repair- BVM	\$ 980.00
	W.W.GRAINGER	Maint supplies	\$ 440.86
	HD SUPPLY	Maint Supplies	\$ 1,338.51
	HD SUPPLY (formerly Home Depot Pro)	Appliance purchases	\$ 3,040.66
	JC'S CUSTOM PAINTING	Vacant unit painting - BVM	\$ 940.00
	LINWOOD GULF	Vehicle maint	\$ 110.90
	MAX COMMUNICATIONS	July 2024 monthly billing - office phone systems	\$ 187.02
	NFIP DIRECT SERVICING AGENT	Flood Insurance 9/1/24-8/31/25 - PBF & BVM	\$ 34,397.00
	PLUMB PERFECT LLC	Water heater installation - BVM; drain clog - Speitel	\$ 1,320.00
	QUALITY PRINTING	Business cards	\$ 168.00
	ROBINSON & ROBINSON	June 2024 landlord/tenant legal svcs	\$ 774.00
	VERIZON CONNECT FLEET	July 2024 vehicle tracking subscription	\$ 36.40
	VERIZON	July 2024 BVM/Speitel elevator phone svc	\$ 531.66
	VERIZON WIRELESS	July 2024 maintenance cell phones & equipment	\$ 164.15
	VINELAND HOUSING AUTHORITY	May 2024 exp reimb; June 2024 exp reimb; July 2024 postage; July 2024 ofc/maint coverage; Aug 2024 mgmt fee & software license fee	\$ 35,903.59
	W.B. MASON	Office supplies	\$ 178.86
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	Aug 2024 reserve account deposit	\$ 3,824.00
ACH	PNC BANK	June 2024 bank fee	\$ 68.00
	TOTAL AUGUST DISBURSEMENTS COCC (coccestur)		\$ 149,388.04
	TOTAL AUGUST DISBURSEMENTS BVM/SP OPER ACCT (sturvvm)		\$ -
	TOTAL AUGUST DISBURSEMENTS CONSTR ACCT (sturcons)		\$ 63,520.51
	TOTAL AUGUST DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 12,372.32
	TOTAL BILL LIST - AUGUST 2024		\$ 225,280.87

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

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL AUGUST DISBURSEMENTS (sturbvm)		\$ -
BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	LEVY CONSTRUCTION CO INC	BVM 1st & 5th Floor renovations - payment app #18 - Draw #46	57,506.01
	SCUILLO ENGINEERING	Inv #02044 - Engineering - BVM 1st & 5th Floor renovations - Draw #46	5,072.00
	THE BROOKE GROUP LLC	Inv #OCHA-SC06-2024 - Consulting svcs - BVM 1st & 5th Floor renovations - Draw #46	942.50
	TOTAL AUGUST DISBURSEMENTS (sturcons)		\$ 63,520.51
BANK: PBFAMILY GENERAL FUND (pbfamily)			
Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	GANNETT NY/NJ LOCALIQ	Ad for Pecks Beach Redevelopment - Draw #15	69.67
	COLUMN SOFTWARE PBC	Ad for Pecks Beach Redevelopment (2) - Draw #15	232.16
	MCMANIMON, SCOTLAND & BAUMANN LLC	Pecks Beach Redevelopment - Legal Svcs - Draw #15	1,032.50
	BROWN & CONNERY LLP	Pecks Beach Redevelopment - Legal Svcs - Draw #15	5,542.99
	THE BROOKE GROUP LLC	Pecks Beach Redevelopment - Consulting - Draw #15	5,495.00
	TOTAL AUGUST DISBURSEMENTS (sturgen)		\$ 12,372.32

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

**RESOLUTION NO. 2024-41
Resolution Awarding Resident Wellness Program Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Resident Wellness Program Services to offer mental health wellness and education services for residents of the Ocean City Housing Authority to be funded by the City of Ocean City – Community Development Block Grant; and

WHEREAS, one proposal for Resident Wellness Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award contract to **Acenda, Inc. – 42 S. Delsea Drive, Glassboro, NJ 08028** to provide the Ocean City Housing Authority with Resident Wellness Services commencing September 1, 2024 through August 31, 2025 per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Resident Wellness Program Services contract to **Acenda, Inc.** for the term indicated above.

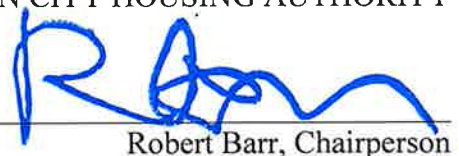
ADOPTED: August 20, 2024

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

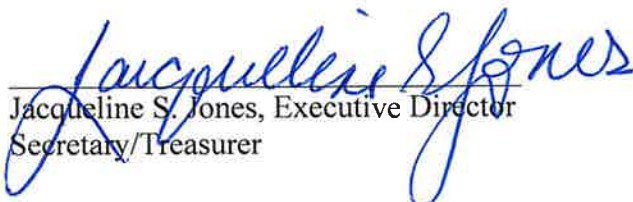
BY: _____


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 August 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By: _____

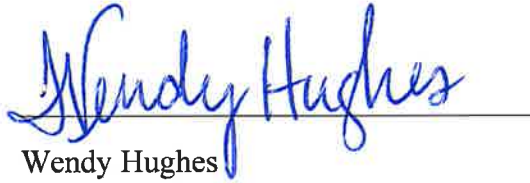

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

Resident Wellness Program Services Contract

from the Operating Budget. The line item to be charged for the above expenditure is Account #4220-02.



Wendy Hughes

Certifying Financial Officer



Date

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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
WELL-CORD	Provide a price per hour for a Resident Services Coordinator	\$66.67	200	\$13,334
WELL-CASE	Provide a price per hour for a Resident Services Case Worker	\$66.67	200	\$13,333
WELL-MSW	Provide a price per hour for a Resident Services - Social Worker	\$66.67	200	\$13,333

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

↓
 Total Price of all rows \$ \$40,000

TOTAL PRICE IN WRITTEN WORD FORM

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

Acenda, Inc. BY: Anthony Ditabio, Psy.D.
Firm Name

42 Delsea Dr S, Glassboro, NJ 08028
Street, Town, State, Zip Code

844-422-3632 856-881-5308
Telephone Fax

Sworn to and subscribed before me on this 22nd day of July, 2024
Alyssa Jakubowski
Notary Public

[Signature] President & CEO
Signature of officer if the proposer is a corporation Title

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

ALYSSA JAKUBOWSKI
 Notary Public - State of New Jersey
 My Commission Expires May 21, 2025

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

**RESOLUTION NO. 2024-42
Resolution Authorizing Payment of Draw 46**

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 #46 in the amount of \$63,520.51** 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: August 20, 2024

VOTE:

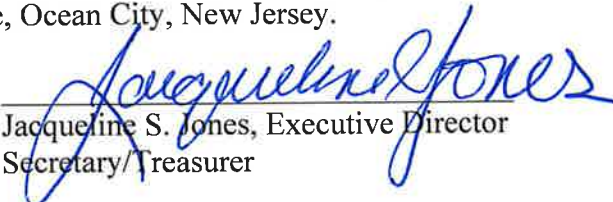
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday						
Commissioner McCall						
Commissioner Jackson						
Commissioner Henry						
Commissioner Mumman						
Commissioner Broadley						
Chairman Barr						

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 August 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

August 13, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #46

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$63,520.51**. That amount will be paid entirely from OCHA funds. The Housing Authority will pay the project contractors as follows:

Contractor	Address	Draw Amount
Levy Construction Co. Inc	800 Newton Ave., Oaklyn, NJ 080107	\$57,506.01
Sciullo Engineering Services LLC	137 S. New York Ave., Ste 2 Atlantic City, NJ 08401	\$5,072.00
The Brooke Group LLC	209 E Egnor Dr., Galloway, NJ 08205	\$942.50
	TOTAL	\$63,520.51

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #46 Submission

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

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

**RESOLUTION NO. 2024-43
Resolution Authorizing Payment of Draw #15
Pecks Beach Family Redevelopment**

WHEREAS, the Ocean City Housing Authority through a Shared Services Agreement with the City of Ocean City have committed to the redevelopment of an Authority property known as Peck’s Beach Family; and

WHEREAS, the Ocean City Housing Authority is committed to redeveloping the Peck’s Beach Family property; and

WHEREAS, the funding for the redevelopment Peck’s Family Redevelopment is through a combination of funding through the Ocean City Housing Authority, the City of Ocean City and a tax credit investor;

WHEREAS, the payment to the vendors for this pre-development expense of Peck’s Beach Family will be paid by the Ocean City Housing Authority through “Project Draws” funded by the City of Ocean City; and

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

WHEREAS, Project Draw #15 in the amount of \$12,372.32 is attached for approval of this payment process;

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

ADOPTED: August 20, 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 August 20, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

August 13, 2024

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 15 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$12,372.32. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
McManimon, Scotland & Baumann LLC	75 Livingston Ave, 2nd Floor Roseland, NJ 07068	\$1,032.50
Brown & Connery LLP	360 Haddon Ave., PO Box 539 Westmont, NJ 08108	\$5,542.99
The Brooke Group LLC 209 E Egnor Dr Galloway, NJ 08205	209 E Egnor Drive Galloway, NJ 08205	\$5,495.00
Ocean City Housing Authority	Reimbursement	\$301.83
	TOTAL	\$12,372.32

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #15

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.