

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