

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



635 West Avenue  
Ocean City, New Jersey 08226

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

*Jacqueline S. Jones, Executive Director*

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September 5, 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 **Thursday, September 12, 2024 at 3:00 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**

Thursday, September 12, 2024  
3:00 p.m.

1. Call to Order
  2. Pledge of Allegiance
  3. Reading of the "Sunshine Law Statement"
  4. Roll Call
  5. Approval of Minutes:
    - a. Regular Meeting on August 20, 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)**
    - # 2024-44 Approval of Monthly Expenses **(updated)**
    - # 2024-45 Award Accounting Services **(updated)**
    - # 2024-46 Award Auditing Services **(updated)**
    - # 2024-47 Award Legal Services **(updated)**
    - # 2024-48 Award Consulting Services **(updated)**
    - # 2024-49 Adopt State Budget (2024-2025)
    - # 2024-50 Authorizing Payments of Draw #47 Speitel/Bayview
    - # 2024-51 Executive Session **(updated)**
    - # 2024-52 Authorizing Award of Contract for the Pecks Beach Family Redevelopment
  12. Comments from the press and/or public – Limited to 2 minutes for each speaker
  13. Comments from Board Members
- The Board may act upon or discuss any other matters or resolutions deemed necessary to carry out Authority operations or required by law.*
14. Adjournment

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

**Regular Board of Commissioner Meeting Minutes**

**August 20, 2024 – 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held August 20, 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	(Absent)
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Absent)
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 July 16, 2024. Motion made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

**Treasurer’s Report**

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

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

**Executive Director’s Report**

Mrs. Jones asked Ron Miller to provide an update on the construction projects. Ron Miller reported the fire units at Bayview are anticipated to be turned over August 30<sup>th</sup>. Waiting on one change to the sprinkler system that needs to be completed, but otherwise it should be completed by August 30<sup>th</sup>. The Authority has two tenants waiting for the units.

There is no new update on the landscaping project.

The interior renovation at Bayview Manor is wrapped up and closed out at this point. Final payment for Levy Construction will be processed.

Mr. Watson provided an update on the Pecks Family negotiations. Mr. Watson reported, based on the board’s approval from last month to go ahead and try to negotiate this contract, the Authority has entered into negotiations with two contractors. The two contractors are those who submitted the two lowest bids from the last round of bids. The contractors are negotiating in good faith. From a detailed standpoint Mr. Watson is not in a position where we have enough details to disclose to the board to make any decisions today. However, he is confident that by the next meeting there will be action for the board to consider and hopefully voting on the approval of a contractor in which case the Board will go into closed session and discuss in depth the details of that contract and address any questions the Board may have.

Commissioner Henry asked if these contractors are changing the scope of the contract. Mr. Watson stated there may be some subtle changes. Based on the resolution that was passed we cannot depart too much in a material way from the prior bid specifications. The contract in negotiations is staying true to those bid specifications, however there is a little bit of flexibility. There may be a couple of changes here and there from a cost-savings standpoint. Those would be discussed and disclosed to the Board.

Commissioner Halliday asked if the contract is awarded next month what is the timeline for approval and groundbreaking. Mrs. Jones stated if the contract is awarded next month and if it can make NJHMFA’s board meeting for approval then groundbreaking would be 6-9 months into next year.

Mrs. Jones reported the waiting list will be open on Monday for all bedroom sizes and will remain open for about three weeks. This is an online application process. A paper application can be received if the internet is not available to applicants.

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

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Absent)
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 #2024-33 - REVISION**  
**Approval of Budget**  
**Fiscal Year October 1, 2024 to September 30, 2025**

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

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

**Resolution #2024-40**  
**Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$225,280.87. 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	(Absent)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Absent)
Chairperson Robert Barr	(Yes)

**Resolution #2024-41**  
**Awarding Resident Wellness Services**

Chairperson Barr called for a motion to approve Resolution #2024-41. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller explained the resolution. The following vote was taken:

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

**Resolution #2024-42**  
**Authorizing Payment of Draw 46 – Speitel/Bayview**

Chairperson Barr called for a motion to approve Resolution #2024-42. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reviewed the draw. The following vote was taken:

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

**Resolution #2024-43**  
**Authorizing Payment of Draw 15 – Pecks Beach Family Redevelopment**

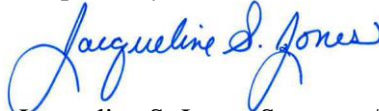
Chairperson Barr called for a motion to approve Resolution #2024-43. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones reviewed the draw. The following vote was taken:

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

Chairperson Barr requested comments from the public. No Comments. Chairperson Barr requested comments from Board Commissioners and/or Administration. Commissioner Halliday wanted to set the record straight regarding the comment made about work orders and the need to be kept up to speed with or inspection and the process the Authority goes through. The grounds, facilities and all the OCHA's housing has never been in better condition than it is now.

With no further business to discuss, Chairperson Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:14 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

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

Month Ending: Aug 2024



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU August</b>	<b>ACTUAL THRU August</b>	<b>VARIANCE THRU August</b>
<b><u>INCOME</u></b>				
DWELLING RENTAL	\$ 632,140	\$ 579,458	\$ <u>644,991</u>	\$ 65,533
OTHER TENANT-EXCESS UTILITIES	-	-	<u>284</u>	284
<b>TOTAL TENANT REVENUE</b>	<b>\$ 632,140</b>	<b>\$ 579,458</b>	<b>\$ 645,274</b>	<b>\$ 65,816</b>
HUD OPERATING SUBSIDY	\$ 200,000	\$ 183,337	\$ <u>151,129</u>	\$ (32,208)
PBV HAP SUBSIDY	357,240	327,470	<u>347,666</u>	20,196
HUD CAPITAL FUNDS-OPERATIONS	200,000	183,337	<u>102,596</u>	(80,741)
CDBG INCOME	39,100	35,849	<u>12,701</u>	(23,148)
<b>TOTAL HUD FUNDING</b>	<b>\$ 796,340</b>	<b>\$ 729,993</b>	<b>\$ 614,092</b>	<b>\$ (115,901)</b>
INVESTMENT INCOME- UNRESTRICTED	\$ 120	\$ 110	\$ <u>564</u>	\$ 454
NONDWELLING RENTAL INCOME	62,400	57,200	-	(57,200)
OTHER INCOME-LAUNDRY	5,300	4,862	<u>2,199</u>	(2,663)
OTHER INCOME-FRAUD RECOVERY	3,000	2,750	<u>514</u>	(2,236)
OTHER INCOME-MISCELLANEOUS	5,050	4,653	<u>30,939</u>	26,286
<b>TOTAL INCOME</b>	<b>\$ 1,504,350</b>	<b>\$ 1,379,026</b>	<b>\$ 1,293,582</b>	<b>\$ (85,444)</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATIVE SALARIES</b>				
ADMINISTRATIVE SALARIES	\$ 42,390	\$ 38,863	\$ <u>19,099</u>	\$ (19,764)
PAYROLL TAXES - ADMIN	3,820	3,509	1,588	(1,921)
HEALTH BENEFITS - ADMIN	25,000	22,913	-	(22,913)
<b>TOTAL ADMINISTRATIVE SALARIES</b>	<b>\$ 71,210</b>	<b>\$ 65,285</b>	<b>\$ 20,687</b>	<b>\$ (44,598)</b>
AUDIT FEES	\$ 15,000	\$ 13,750	\$ <u>13,750</u>	-
ADVERTISING	1,500	1,386	<u>3,750</u>	2,364
<b>OFFICE EXPENSES</b>				
COMPUTER SERVICES	\$ 3,000	\$ 2,761	\$ <u>3,232</u>	\$ 471
CONSULTANTS-RAD CONVERSION	11,030	10,109	-	(10,109)
COPIER	2,660	2,442	<u>219</u>	(2,223)
DUES & PUBLICATIONS	730	671	<u>507</u>	(164)
OFFICE SUPPLIES	600	561	<u>1,798</u>	1,237
PHONE & INTERNET	15,080	13,816	<u>18,114</u>	4,298
POSTAGE	2,100	1,925	<u>2,878</u>	953
LEGAL	19,200	17,589	<u>27,657</u>	10,068
CRIMINAL BACKGROUND CHECKS	1,200	1,100	<u>1,066</u>	(34)
LEGAL-RAD	4,000	3,663	<u>1,886</u>	(1,777)
TRAVEL	70	66	<u>391</u>	325
TRAINING	2,000	1,837	<u>725</u>	(1,112)
ACCOUNTING	30,000	27,500	<u>27,500</u>	-
MANAGEMENT FEES	180,000	165,000	<u>248,979</u>	83,979
MISCELLANEOUS-SUNDRY	13,920	12,738	<u>24,837</u>	12,099
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 373,300</b>	<b>\$ 342,199</b>	<b>\$ 397,975</b>	<b>\$ 55,776</b>

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

Month Ending: Aug 2024



	<u>TOTAL</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU August</i>	<i>ACTUAL THRU August</i>	<i>VARIANCE THRU August</i>
<i>OTHER TENANT SERVICES</i>	\$ 5,000	\$ 4,576	\$ 10,675	\$ 6,099
<i>TENANT SVCS – BEHAVIORAL HEALTH</i>	39,100	35,849	<u>12,701</u>	(23,148)
<i>TOTAL OTHER TENANT SERVICES</i>	\$ 44,100	\$ 40,425	\$ 23,376	\$ (17,049)
<i>WATER/SEWER</i>	\$ 106,000	\$ 97,174	\$ 108,810	\$ 11,636
<i>ELECTRIC</i>	112,060	102,740	<u>129,931</u>	27,191
<i>GAS</i>	57,230	52,459	<u>43,240</u>	(9,219)
<i>GARBAGE/TRASH REMOVAL</i>	-	-	<u>168</u>	168
<i>TOTAL UTILITY EXPENSES</i>	\$ 275,290	\$ 252,373	\$ 282,148	\$ 29,775
<i>MAINTENANCE LABOR</i>	\$ 107,550	\$ 98,582	\$ 72,009	\$ (26,573)
<i>MAINT. MATERIALS</i>	104,860	96,195	<u>45,263</u>	(50,932)
<i>MAINT. CONTRACT COSTS</i>	226,440	207,592	<u>183,431</u>	(24,161)
<i>EMPLOYEE BENEFITS</i>	88,820	81,433	<u>39,949</u>	(41,484)
<i>TOTAL MAINTENANCE</i>	\$ 527,670	\$ 483,802	\$ 340,653	\$ (143,149)
<i>INSURANCE</i>	\$ 100,940	\$ 92,521	\$ 94,143	\$ 1,622
<i>FLOOD INSURANCE</i>	42,150	38,632	<u>32,091</u>	(6,542)
<i>BAD DEBTS</i>	5,930	5,434	<u>5,919</u>	485
<i>COMPENSATED ABSENCES</i>	1,500	1,386	<u>1,386</u>	-
<i>PAYMENT IN LIEU OF TAXES</i>	35,680	32,703	<u>32,703</u>	-
<i>PENSION</i>	10,690	9,801	<u>1,127</u>	(8,674)
<i>RETIREE BENEFITS</i>	16,000	14,663	<u>7,902</u>	(6,761)
<i>TOTAL OTHER EXPENSES</i>	\$ 212,890	\$ 195,140	\$ 175,270	\$ (19,870)
<i>TOTAL EXPENDITURES</i>	\$ 1,433,250	\$ 1,313,939	\$ 1,219,421	\$ (94,518)
<i>Replacement Reserve</i>	\$ 45,890	\$ 42,064	\$ 42,152	\$ 88
<i>PROFIT</i>	\$ 25,210	\$ 23,023	\$ 32,009	\$ 8,986



Commissioner's Report - Property Detail

Month Ending: Aug 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
<b>INCOME</b>												
DWELLING RENTAL	\$ 195,920	\$ 179,597	\$ 196,880	\$ 17,283	\$ 162,220	\$ 148,698	\$ 151,893	\$ 3,195	\$ 274,000	\$ 251,163	\$ 296,218	\$ 45,055
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	14	14	-	-	269	269
<b>TOTAL TENANT REVENUE</b>	\$ 195,920	\$ 179,597	\$ 196,880	\$ 17,283	\$ 162,220	\$ 148,698	\$ 151,907	\$ 3,209	\$ 274,000	\$ 251,163	\$ 296,487	\$ 45,324
<b>HUD OPERATING SUBSIDY</b>												
PBV HAP SUBSIDY	167,110	153,186	155,029	1,843	190,130	174,284	192,637	18,353	200,000	183,337	151,129	(32,208)
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	200,000	183,337	102,596	(80,741)
CDBG INCOME	15,500	14,212	3,556	(10,656)	10,400	9,537	2,286	(7,251)	13,200	12,100	6,858	(5,242)
<b>TOTAL HUD FUNDING</b>	\$ 182,610	\$ 167,398	\$ 158,586	\$ (8,812)	\$ 200,530	\$ 183,821	\$ 194,923	\$ 11,102	\$ 413,200	\$ 378,774	\$ 260,583	\$ (118,191)
<b>INVESTMENT INCOME-UNRESTRICTED</b>												
NONDWELLING RENTAL INCOME	62,400	57,200	-	(57,200)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	2,112	130	(1,983)	-	-	1,651	1,651	3,000	2,750	419	(2,331)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	3,000	2,750	514	(2,236)
OTHER INCOME-MISCELLANEOUS	930	869	1,753	884	-	-	4,446	4,446	4,120	3,784	24,739	20,955
<b>TOTAL INCOME</b>	\$ 444,160	\$ 407,176	\$ 357,647	\$ (49,529)	\$ 362,750	\$ 332,519	\$ 352,927	\$ 20,408	\$ 697,440	\$ 639,331	\$ 583,008	\$ (56,323)
<b>EXPENSES</b>												
<b>ADMINISTRATIVE SALARIES</b>												
ADMINISTRATIVE SALARIES	\$ 11,870	\$ 10,879	\$ 5,348	\$ (5,531)	\$ 7,630	\$ 6,996	\$ 3,438	\$ (3,558)	\$ 22,890	\$ 20,988	\$ 10,313	\$ (10,675)
PAYROLL TAXES - ADMIN	1,070	979	445	(534)	690	638	286	(352)	2,060	1,892	858	(1,034)
HEALTH BENEFITS - ADMIN	5,500	5,038	-	(5,038)	4,500	4,125	-	(4,125)	15,000	13,750	-	(13,750)
<b>TOTAL ADMINISTRATIVE SALARIES</b>	\$ 18,440	\$ 16,896	\$ 5,792	\$ (11,104)	\$ 12,820	\$ 11,759	\$ 3,724	\$ (8,035)	\$ 39,950	\$ 36,630	\$ 11,171	\$ (25,459)
AUDIT FEES	\$ 4,200	\$ 3,850	\$ 3,850	\$ -	\$ 2,700	\$ 2,475	\$ 2,475	\$ -	\$ 8,100	\$ 7,425	\$ 7,425	\$ -
ADVERTISING	420	385	965	580	270	253	621	368	810	748	2,164	1,416

Commissioner's Report - Property Detail

Month Ending: Aug 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
<b>OFFICE EXPENSES</b>												
COMPUTER SERVICES	\$ 500	\$ 462	\$ <u>1,948</u>	\$ 1,486	\$ 500	\$ 462	\$ <u>321</u>	\$ (141)	\$ 2,000	\$ 1,837	\$ <u>963</u>	\$ (874)
CONSULTANTS-RAD CONVERSION	500	462	-	(462)	530	484	-	(484)	10,000	9,163	-	(9,163)
COPIER	740	682	<u>61</u>	(621)	480	440	<u>39</u>	(401)	1,440	1,320	<u>118</u>	(1,202)
DUES & PUBLICATIONS	170	154	<u>142</u>	(12)	200	187	<u>91</u>	(96)	360	330	<u>274</u>	(56)
OFFICE SUPPLIES	200	187	<u>636</u>	449	200	187	<u>201</u>	14	200	187	<u>961</u>	774
PHONE & INTERNET	4,260	3,905	<u>4,687</u>	782	6,220	5,698	<u>7,101</u>	1,403	4,600	4,213	<u>6,325</u>	2,112
POSTAGE	600	550	<u>808</u>	258	400	363	<u>514</u>	151	1,100	1,012	<u>1,555</u>	543
LEGAL	5,000	4,576	<u>8,111</u>	3,535	2,600	2,387	<u>5,428</u>	3,041	11,600	10,626	<u>14,119</u>	3,493
CRIMINAL BACKGROUND CHECKS	300	275	<u>626</u>	351	300	275	<u>359</u>	84	600	550	<u>81</u>	(469)
LEGAL-RAD	-	-	-	-	-	-	<u>1,886</u>	1,886	4,000	3,663	-	(3,663)
TRAVEL	20	22	-	(22)	10	11	-	(11)	40	33	<u>391</u>	358
TRAINING	500	462	-	(462)	500	462	-	(462)	1,000	913	<u>725</u>	(188)
ACCOUNTING	8,400	7,700	<u>7,700</u>	-	5,400	4,950	<u>4,950</u>	-	16,200	14,850	<u>14,850</u>	-
MANAGEMENT FEES	30,400	27,863	<u>57,692</u>	29,829	32,400	29,700	<u>37,084</u>	7,384	117,200	107,437	<u>154,203</u>	46,766
MISCELLANEOUS-SUNDRY	4,280	3,938	<u>8,808</u>	4,870	3,540	3,223	<u>3,009</u>	(214)	6,100	5,577	<u>13,020</u>	7,443
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$ 78,930	\$ 72,369	\$ <u>101,827</u>	\$ 29,458	\$ 69,070	\$ 63,316	\$ <u>67,803</u>	\$ 4,487	\$ 225,300	\$ 206,514	\$ <u>228,344</u>	\$ 21,830
<b>OTHER TENANT SERVICES</b>	\$ 2,500	\$ 2,288	\$ <u>7,373</u>	\$ 5,085	\$ 1,200	\$ 1,100	\$ <u>941</u>	\$ (159)	\$ 1,300	\$ 1,188	\$ <u>2,361</u>	\$ 1,173
TENANT SVCS - BEHAVIORAL HEALTH	15,500	14,212	<u>3,556</u>	(10,656)	10,400	9,537	<u>2,286</u>	(7,251)	13,200	12,100	<u>6,858</u>	(5,242)
<b>TOTAL OTHER TENANT SERVICES</b>	\$ 18,000	\$ 16,500	\$ <u>10,929</u>	\$ (5,571)	\$ 11,600	\$ 10,637	\$ <u>3,227</u>	\$ (7,410)	\$ 14,500	\$ 13,288	\$ <u>9,219</u>	\$ (4,069)
<b>WATER/SEWER</b>	\$ 20,750	\$ 19,019	\$ <u>27,010</u>	\$ 7,991	\$ 17,490	\$ 16,038	\$ <u>15,847</u>	\$ (191)	\$ 67,760	\$ 62,117	\$ <u>65,953</u>	\$ 3,836
ELECTRIC	80,460	73,755	<u>98,369</u>	24,614	14,930	13,695	<u>16,587</u>	2,892	16,670	15,290	<u>14,975</u>	(315)
GAS	-	-	-	-	6,780	6,215	<u>4,526</u>	(1,689)	50,450	46,244	<u>38,714</u>	(7,530)
GARBAGE/TRASH REMOVAL	-	-	<u>102</u>	102	-	-	-	-	-	-	<u>66</u>	66
<b>TOTAL UTILITY EXPENSES</b>	\$ 101,210	\$ 92,774	\$ <u>125,481</u>	\$ 32,707	\$ 39,200	\$ 35,948	\$ <u>36,960</u>	\$ 1,012	\$ 134,880	\$ 123,651	\$ <u>119,707</u>	\$ (3,944)
<b>MAINTENANCE LABOR</b>	\$ 30,110	\$ 27,599	\$ <u>20,163</u>	\$ (7,436)	\$ 19,360	\$ 17,743	\$ <u>12,962</u>	\$ (4,781)	\$ 58,080	\$ 53,240	\$ <u>38,885</u>	\$ (14,355)
MAINT. MATERIALS	18,000	16,522	<u>22,246</u>	5,724	64,700	59,334	<u>4,611</u>	(54,723)	22,160	20,339	<u>18,407</u>	(1,932)

Commissioner's Report - Property Detail

Month Ending: Aug 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August	ANNUAL BUDGET	BUDGET THRU August	ACTUAL THRU August	VARIANCE THRU August
<b>MAINT. CONTRACT COSTS</b>	88,290	80,949	<u>80,595</u>	(354)	56,850	52,118	<u>45,971</u>	(6,147)	81,300	74,525	<u>56,865</u>	(17,660)
<b>EMPLOYEE BENEFITS</b>	24,870	22,803	<u>11,332</u>	(11,471)	15,980	14,652	<u>7,285</u>	(7,367)	47,970	43,978	<u>21,332</u>	(22,646)
<b>TOTAL MAINTENANCE</b>	\$ 161,270	\$ 147,873	\$ <u>134,336</u>	\$ (13,537)	\$ 156,890	\$ 143,847	\$ <u>70,828</u>	\$ (73,019)	\$ 209,510	\$ 192,082	\$ <u>135,489</u>	\$ (56,593)
<b>INSURANCE</b>	\$ 28,580	\$ 26,202	\$ <u>24,577</u>	\$ (1,625)	\$ 23,500	\$ 21,538	\$ <u>18,129</u>	\$ (3,409)	\$ 48,860	\$ 44,781	\$ <u>51,437</u>	\$ 6,656
<b>FLOOD INSURANCE</b>	4,720	4,323	<u>4,297</u>	(26)	4,430	4,059	<u>4,233</u>	174	33,000	30,250	<u>23,560</u>	(6,690)
<b>BAD DEBTS</b>	2,500	2,288	<u>2,288</u>	-	930	858	<u>1,343</u>	485	2,500	2,288	<u>2,288</u>	-
<b>COMPENSATED ABSENCES</b>	500	462	<u>462</u>	-	500	462	<u>462</u>	-	500	462	<u>462</u>	-
<b>PAYMENT IN LIEU OF TAXES</b>	9,470	8,679	<u>8,679</u>	-	12,300	11,275	<u>11,275</u>	-	13,910	12,749	<u>12,749</u>	-
<b>PENSION</b>	3,000	2,750	<u>316</u>	(2,434)	2,430	2,233	<u>203</u>	(2,030)	5,260	4,818	<u>609</u>	(4,209)
<b>RETIREE BENEFITS</b>	4,480	4,103	<u>2,212</u>	(1,891)	2,880	2,640	<u>1,422</u>	(1,218)	8,640	7,920	<u>4,267</u>	(3,653)
<b>TOTAL OTHER EXPENSES</b>	\$ 53,250	\$ 48,807	\$ <u>42,831</u>	\$ (5,976)	\$ 46,970	\$ 43,065	\$ <u>37,068</u>	\$ (5,997)	\$ 112,670	\$ 103,268	\$ <u>95,371</u>	\$ (7,897)
<b>TOTAL EXPENDITURES</b>	\$ 412,660	\$ 378,323	\$ <u>415,404</u>	\$ 37,081	\$ 323,730	\$ 296,813	\$ <u>215,886</u>	\$ (80,927)	\$ 696,860	\$ 638,803	\$ <u>588,131</u>	\$ (50,672)
<b>Replacement Reserve</b>	\$ 27,760	\$ 25,443	\$ <u>25,531</u>	\$ 88	\$ 18,130	\$ 16,621	\$ <u>16,621</u>	\$ -	\$ -	\$ -	\$ <u>-</u>	\$ -
<b>PROFIT</b>	\$ 3,740	\$ 3,410	\$ <u>(83,288)</u>	\$ (86,698)	\$ 20,890	\$ 19,085	\$ <u>120,420</u>	\$ 101,335	\$ 580	\$ 528	\$ <u>(5,123)</u>	\$ (5,651)

# Ocean City Housing Authority

## Administrative Report

**DATE:** September 5, 2024

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

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

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

**PERIOD:** August 13, 2024, to September 5, 2024

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### **Bayview Manor – Fire**

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

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

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

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

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

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

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

**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.

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

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

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

Work on the first floor continues to make 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 1<sup>st</sup> floor within the next week. New ceiling installation on the first floor has started. Lobby renovation is underway & with some inconvenience; Tenants are being kept informed;

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

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

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

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

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

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

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

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

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

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

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

*September update: Work is completed. Project is being administratively closed out.*

## Bayview – Renovation Projects (continued)

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

Scope of Work	Work Status	Comments
<p style="text-align: center;"><b>Design Phase of the Redevelopment of Peck’s Beach Family</b></p> <p>September ‘22 update – NJHMFA has received the application. A further update will be given at the board meeting;            October update – NJHMFA has received the application. A further update will be given at the board meeting;</p> <p>November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1<sup>st</sup>; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward “closing.”</p> <p>December update: The official approval letter (Declaration of Intent) for the financing from the NJHMFA was received in November. Design details are in process. An informal meeting with the Planning Office is to be scheduled prior to the Planning Board presentation, which is anticipated for February 2023;</p> <p>January update: The design is being readied for submission to the Planning Office by the end of January.</p> <p>February update: The design is being readied for submission to the Planning Office. Next steps – finalize construction plans, prepare bid documents; put out for bid; work toward financial closing with HMFA and HUD; the 2nd Resident meeting is scheduled for March;</p> <p>March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2<sup>nd</sup>;            The second resident meeting was held on March 7<sup>th</sup>; The consultant, architect and Authority staff were in attendance; Residents were presented with the plans, asked a lot of questions, and were pleased with the presentation;            The site plans for the project are ready for presentation to the Planning Board for the April 5<sup>th</sup> meeting;</p>	<ul style="list-style-type: none"> <li>• June 2021- Award Special Architectural and Engineering (Electrical &amp; Mechanical) Services</li> <li>• Award Special Engineering (Civil) Services</li> </ul> <p>April update: The presentation to the Planning Board was held on April 5<sup>th</sup>. The presentation was well received with votes for approval of the plan;</p> <p>The Authority’s consultants, The Brooke Group, applied for funding known as the Affordable Housing Protection Funds through the NJHMFA. At this writing, the NJHMFA has indicated the application for the \$4M grant is complete. We understand the next step is NJHMFA board approval.</p> <p>May update: The project team continues to meet regularly in anticipation of bid packet completion. Geo-Technical testing services have been ordered. Phase II Environmental Review requirements are pending and are expected to be awarded once final proposals have been received.</p> <p>June update: The project team met and reviewed the 50% plans in detail. Follow-up meetings continue; the next plan review of 90% drawings is scheduled for early July. Bidding is anticipated in August. Phase II &amp; Geo-Technical field work has been completed; reports are still pending.</p> <p>July update: The project team continues to meet regularly in anticipation of putting together a public bid package, the project team is currently reviewing 90% plans. Geo-Technical testing services – a preliminary report of the findings has been issued. Phase II Environmental Review remains pending, field work has been started, but reports have not yet been issued.</p> <p>August update: The project team has completed design work and put this project out to public bid. A pre-bid meeting has been scheduled; bids are being received in early September.</p>	<p>September update: Bids were received on September 12, 2023 &amp; were rejected due to over budget; are being evaluated by the Project Team.</p> <p>October update: Bids were rejected for being over budget; Bidding is expected to begin in November 2023;</p> <p>November update: The bid package is under review with the OCHA team and is gathering responses to the Comptroller’s office;</p> <p>December update: This project remains under review at the Office of the State Comptroller. The project team has been in communication with the OSC and is working diligently to resolve the remaining issues.</p> <p>January update: The project team continues to communicate with the OSC on this project. A verbal status update will be provided at the meeting.</p> <p>February update: This project is under review for a possible change in approach.</p> <p>March update: Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.</p> <p>April update: Counsel to provide an update on the status of the project with respect to the approvals from the Office of the State Comptroller.</p> <p>May Update: Pecks Beach Village Family – currently advertised for public bid. Bids are due May 29, 2024, at 11:00 AM EST.</p> <p>June Update: Bids were received May 29, 2024; The project was determined to be over-budget, the recommendation to the Board is to re-bid this project;</p> <p>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> <p><i>September Update – An update on this project will be provided at the Board meeting.</i></p>

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

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



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

**2024  
AUG**

**2024  
JUL**

**2024  
JUN**

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	0	2	0
<b>Unit Inspections</b>			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	20	119	7
Total number of units inspected year-to-date - all sites	755	735	616
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	56	56	56
Annual Unit Turnaround Time (For Fiscal Year)	1562	1506	1450
Monthly - Number of Vacancies Filled (this month)	0	0	2
Monthly - Average unit turnaround time in days for Lease up	0	0	8
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	17
PIC Score	100.00%	100.00%	97.50%
<b>Vacancies - At end of Month</b>			
Bay View Manor	3	2	0
Speitel Commons	0	0	0
Peck's Beach Family	1	1	1
Total	4	3	1
Occupancy Rate	96.69%	97.52%	99.17%
<b>Vacancy Turnovers by VHA Maintenance Staff</b>			
Total Hours (Summarized Quarterly)			59.38
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	2.50	0.00	0.00
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	8.55	9.15	10.17
<b>Rent Roll</b>			
Bay View Manor - Elderly/Disabled	\$18,814	\$18,450	\$19,521
Speitel Commons - Elderly/Disabled	\$13,946	\$14,046	\$13,932
Peck's Beach - Family	\$27,471	\$29,338	\$29,125
Total Rent Roll	\$60,231	\$61,834	\$62,578
<b>Waiting List Applicants - (all lists open)</b>			
Families - Ocean City Preference	12	10	14
Families - No Ocean City Preference	216	179	190
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	2	1	5
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	167	131	153
0/1 Bedroom	169	158	158
2 Bedroom	97	88	103
3 Bedroom	98	76	76
4 Bedroom	33	25	25
Success Rate	25%	25%	25%
<b>Maintenance Department</b>			
Average work order turnaround time in days - Tenant Generated	0.08	0.07	0.10
Total Tenant Generated Work Orders	49	59	56
Number of routine work orders written this month	165	107	113
Number of outstanding work orders from previous month	326	781	766
Total number of work orders to be addressed this month	540	948	976
Total number of work orders completed this month	200	622	195
Total number of work orders left outstanding	340	326	781
Number of emergency work orders written this month	0	1	41
Total number of work orders written year-to-date	1487	1273	1106
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	1
<b>Real Estate Assessment Center (REAC) Scores</b>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority  
Cash Report  
As of August 31, 2024**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statement at 08/31/2024	\$536,186.32
<i>2023 Capital Fund available for PH (pbfamily)</i>	\$113,332.00
<i>2024 Capital Fund available for PH (pbfamily)</i>	\$155,596.00
Add: A/R-Tenants 08/2024	
	Current (\$46.86)
	Past \$26,125.48

**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 -September 2024 bill list (\$234,274.03)

Accrued Expenses - Total from detail below (\$12,186.33)

<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	11	(27,331.17)
Bad Debt	5,930.00	11	5,435.83
Comp Absences	1,500.00	11	1,375.00
P.I.L.O.T.	35,680.00	11	32,706.67
Net Accrual	186,200.00		12,186.33

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

Net Cash Balance \$413,388.72

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 110,856	4.84	Months
Per Day	\$ 3,695	112	Days

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

**RESOLUTION NO. 2024-44  
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 \$234,274.03.

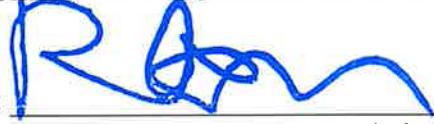
**NOW, THEREFORE, BE IT RESOLVED** that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

**ADOPTED:** September 12, 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 September 12, 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 - SEPTEMBER 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
48	ACENDA	June 2024 Resident Wellness Svcs	\$ 1,700.09
48	ACENDA	July 2024 Resident Wellness Svcs	\$ 1,816.76
1992	FLORENCE DRISCOLL	September 2024 tenant svcs	\$ 200.00
1993	ROBERT L ROWELL	September 2024 maint contract grounds services	\$ 200.00
822315	VERIZON	August 2024 office phone svc.	\$ 63.65
8232024	ADP	08/23/2024 payroll & taxes	\$ 2,734.60
9062024	ADP	09/06/24 payroll & taxes	\$ 3,396.90
15465516	NJ AMERICAN WATER	August 2024 Water/sewer service - Speitel	\$ 1,234.55
15465528	NJ AMERICAN WATER	August 2024 Water/sewer service - BVM fire svc	\$ 243.57
15465625	NJ AMERICAN WATER	August 2024 Water/sewer service - Speitel fire svc	\$ 120.60
15465651	NJ AMERICAN WATER	August 2024 Water/sewer service - PBF	\$ 6,234.14
15465665	NJ AMERICAN WATER	August 2024 Water/sewer service - BVM	\$ 2,611.72
18783860	COMCAST	Internet svc 8/27-9/26/24 - Speitel	\$ 169.41
20240823	ADP	08/23/24 payroll invoice	\$ 88.88
20240906	ADP	09/06/24 payroll invoice	\$ 88.88
24840576	NJ DIV OF PENSIONS & BENEFITS	Aug 2024 pension deductions	\$ 973.08
	AMBIENT COMFORT	HVAC repair - Speitel	\$ 1,561.76
	ATLANTIC CITY ELECTRIC	August 2024 Electric - Speitel	\$ 1,061.57
	ATLANTIC CITY ELECTRIC	August 2024 Electric - 4th St Office	\$ 345.81
	ATLANTIC CITY ELECTRIC	August 2024 Electric - PBF site lights	\$ 1,126.90
	ATLANTIC CITY ELECTRIC	August 2024 Electric - BVM	\$ 5,770.52
	ATLANTIC CITY ELECTRIC	August 2024 Electric - 426 PBF vacant unit	\$ 22.91
	ATLANTIC COAST ALARM	Alarm repair - BVM	\$ 517.00
	BROWN & CONNERY	July legal svcs	\$ 362.66
	CALL EXPERTS	September 2024 Answering Service	\$ 235.48
	CARAHSOFT TECHNOLOGY	July 2024 Account svcing fee	\$ 14.99
	CLEAN SWEEP	August 2024 Cleaning - BVM/Speitel	\$ 3,110.00
	DUDLEY GENERAL CONTRACTING	Stair tread repair - PBF	\$ 950.00
	ELDER PEST CONTROL	August 2024 Pest svc & inspections	\$ 765.00
	FEDERAL EXPRESS	Overnight delivery	\$ 20.93
	GEN X ELECTRICAL	Electrical repairs - BVM	\$ 1,407.70
	HOME DEPOT CREDIT SERVICES	Maint Supplies	\$ 514.00
	HD SUPPLY (formerly Home Depot Pro)	Maint Supplies	\$ 15.98
	JC'S CUSTOM PAINTING	Vacant unit painting - BVM	\$ 940.00
	JOHN SPITZ	September 2024 copay reimb	\$ 184.70
	LINDA AVENA	September 2024 accounting svcs	\$ 2,500.00
	LINWOOD GULF	Vehicle maint	\$ 715.00
	MAX COMMUNICATIONS	August 2024 office phone system	\$ 187.02
	NATIONAL TENANT NETWORK	August 2024 resident screenings	\$ 218.00
	NJ SHBP	September 2024 employee premium	\$ 8,824.63
	NJ SHBP	September 2024 retiree premium	\$ 459.01
	ROBINSON & ROBINSON	July 2024 landlord/tenant legal svcs	\$ 114.00
	SCHINDLER ELEVATOR	Elevator repair - Speitel	\$ 2,150.46
	SHERWIN WILLIAMS	Paint supplies	\$ 284.60
	SHOEMAKER LUMBER	Maint Supplies	\$ 62.73
	SOUTH JERSEY GAS	August 2024 Gas svc- PBF	\$ 813.44
	SOUTH JERSEY GAS	August 2024 Gas svc- Speitel	\$ 312.38
	SPECIALTY CLEANING & MAINT	Unit prep (2) for pest control treatment - BVM	\$ 1,550.00
	VECTOR SECURITY	Fire system inspection & monitoring 9/1-11/30/24	\$ 403.32
	VERIZON	September 2024 BVM elevator phone svc	\$ 180.12
	VERIZON WIRELESS	August 2024 cell phone svc	\$ 164.28
	VINELAND HOUSING AUTHORITY	July 2024 exp reimb; August 2024 ofc/maint coverage; August 2024 postage; September 2024 mgmt fee & software license fee	\$ 37,765.40
	WALLACE HARDWARE	Maint Supplies	\$ 145.16
	W.B. MASON	Office supplies	\$ 13.99
	W.W.GRAINGER	Tools & Furniture for Maint Shop; Maint supplies	\$ 8,034.63
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	September 2024 reserve account deposit	\$ 3,826.00
ACH - Transfer	PNC BANK FEES	August 2024 fees	\$ 68.00
<b>TOTAL SEPTEMBER DISBURSEMENTS COCC (coccestur)</b>			<b>\$ 122,363.88</b>
<b>TOTAL SEPTEMBER DISBURSEMENTS BVM/SP OPER ACCT (sturvvm)</b>			<b>\$ -</b>
<b>TOTAL SEPTEMBER DISBURSEMENTS CONSTR ACCT (sturcons)</b>			<b>\$ 99,537.83</b>
<b>TOTAL SEPTEMBER DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)</b>			<b>\$ 12,372.32</b>
<b>TOTAL BILL LIST - SEPTEMBER 2024</b>			<b>\$ 234,274.03</b>

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

<b>BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview &amp; rad_speitel)</b>			
<b>Check/ACH/Wire #</b>	<b>Vendor</b>	<b>Invoice Notes</b>	<b>Total Amount</b>
		<b>TOTAL SEPTEMBER DISBURSEMENTS (sturbvm)</b>	<b>\$ -</b>
<b>BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview &amp; rad_speitel)</b>			
<b>Check/ACH/Wire #</b>	<b>Vendor</b>	<b>Invoice Notes</b>	<b>Total Amount</b>
	LEVY CONSTRUCTION CO INC	BVM 1st & 5th Floor renovations - payment app #19 - Draw #47	95,840.33
	THE BROOKE GROUP LLC	Inv #OCHA-SC07-2024 - Consulting svcs - BVM 1st & 5th Floor renovations - Draw #47	3,697.50
		<b>TOTAL SEPTEMBER DISBURSEMENTS (sturcons)</b>	<b>\$ 99,537.83</b>
<b>BANK: PBFAMILY GENERAL FUND (pbfamily)</b>			
<b>Check/ACH/Wire #</b>	<b>Vendor</b>	<b>Invoice Notes</b>	<b>Total Amount</b>
	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
		<b>TOTAL SEPTEMBER DISBURSEMENTS (sturgen)</b>	<b>\$ 12,372.32</b>

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

**RESOLUTION NO. 2024-45  
Awarding Accounting Services Contract**

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

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

**WHEREAS**, one proposal was submitted and reviewed; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to Linda M. Avena, CPA, to provide the Ocean City Housing Authority with its Management Fee Accountant services for its fiscal year commencing October 1, 2024 through September 30, 2025 for a cost of \$34,500.

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

**ADOPTED:** September 12, 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 September 12, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

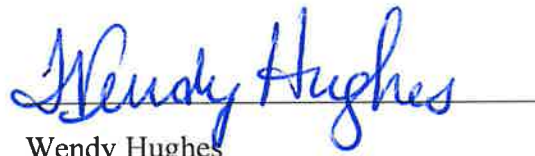
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**CERTIFICATION**

Funding is available for:

**FEE ACCOUNTANT SERVICES CONTRACT**

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



Wendy Hughes

Certifying Financial Officer



Date

Comparison of Accounting Firms Submitting RFP 2024-2025

Evaluation Factors	Possible Points	Vendor Name							
		AVENA ACCOUNTANTS							
1. Overall accounting approach and methodology	20								
2. Demonstrated experience and competence in the accounting of government agencies	20								
3. Proposer's accounting experience with Housing Authorities; Budgeting; Tenant Accounting; Project Based Accounting; Federal & State Housing Regulations and Statutes	30								
4. Specialized experience of key personnel in Housing Authority programs	20								
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10								
<b>No other RFP's received.</b>									
<b>Cost Breakdown</b>									
CPA Rate per hour		\$ 99.17							
Attendance at Board Meeting		\$ 100.00							
CPA Rate per hour for Ocean City Community Development Corporation (OCCDC)		\$ 98.96							



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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
OCHA-ACCT-HOURS	Ocean City Housing Authority - Provide price per hour for Accountant (CPA)		240	23800.00
ACCT-BOARD	Provide price to complete monthly report and present report at monthly Board of Commisioners Meeting.		12	1200.00
OCCDC-ACCT-HOURS	Ocean city Community Development Corporation - Provide price per hour for Accountant (CPA)		96	9500.00

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 \$34,500.00

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

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

Linda M Avena CPA PA BY: Linda M Cavallo  
Firm Name

2581 E Chestnut Avenue, Ste B, Vineland, NJ 08361  
Street, Town, State, Zip Code

1-856-696-8000 1-856-794-1295  
Telephone Fax

Sworn to and subscribed before me 10<sup>th</sup>  
 day of August 2024

Signature of proposer if the proposer is an individual \_\_\_\_\_  
 Signature of partner if proposer is a partnership \_\_\_\_\_  
 Signature of officer if the proposer is a corporation \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
 (SEAL)

\_\_\_\_\_  
President  
Title

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

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

**RESOLUTION NO. 2024-46  
Resolution Awarding Professional Auditing Services Contract**

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

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

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

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Bowman & Company LLP** to complete an Audit of the fiscal year ending September 30, 2024 at a cost not to exceed **\$13,800**; and

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Bowman & Company LLP** to complete an Audit of the Ocean City Community Development Corporation (OCCDC) fiscal year ending September 30, 2024 at a cost not to exceed **\$4,000**; and

**WHEREAS**, said audit reports shall be completed no later than June 30, 2024.

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

**ADOPTED:** September 12, 2024

**VOTE:**

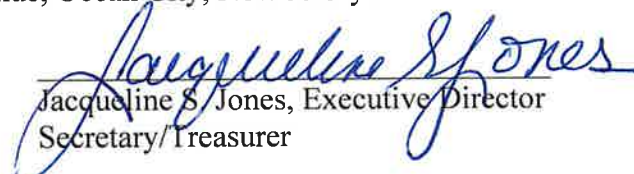
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall				✓		
Commissioner Jackson	✓					
Commissioner Henry				✓		
Commissioner Mumman	✓				✓	
Commissioner Broadley	✓					
Chairman Barr	✓					

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 September 12, 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:

**AUDITING SERVICES CONTRACT**

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



Wendy Hughes

Certifying Financial Officer



Date

Comparison of Auditing Firms Submitting RFP 2024-2025

Evaluation Factors	Possible Points	Vendor Name					
		BOWMAN & COMPANY LLP					
1. Overall audit approach and methodology	10						
2. Demonstrated experience and competence in the audit of government agencies manner.	15						
3. Proposer's professional experience with the "Single Audit Act" or in audits of the United States Department of Housing and Urban Development (HUD) or similar governmental audits	20						
4. Capability and capacity to accomplish work within the required time period	10						
5. Geographic location of the firm relative to the proximity to the Housing Authority	5						
6. Specialized experience of key personnel in Housing Authority programs	20						
7. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10						
8. Fee structure as shown on the unit pricing document in the RFP.	10						
<b>Cost Breakdown</b>							
Cost of Complete 2024 Audit for OCHA		\$	13,800.00				
Cost of Complete 2024 Audit for OCCDC		\$	4,000.00				
Hourly Rate for Partner		\$	315.00				
Hourly Rate for Senior Accountant CPA		\$	165.00				
Hourly Rate for Junior Accountant		\$	125.00				
Hourly Rate for Senior Manager		\$	80.00				
Qualified Report (if necessary)		\$	4,000.00				
Single Audit Report (if necessary)		\$	4,500.00				

No other RFP's received.

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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AUDIT-HOURS-2024	Provide price for complete Audit FYE September 30, 2024 as defined in the scope above for the Ocean City Housing Authority. Include the estimated number of hours needed to complete the Audit.			\$ 13,800
OCCDC-HOURS-2024	Provide price for complete Audit FYE September 30, 2024 as defined in the scope above for the Ocean City Community Development Corporation (OCCDC). Include the estimated number of hours needed to complete the Audit.			\$ 4,000
HOURS	Provide an hourly rates for services outside of the scope of work:	Partner \$ 315 Senior Accountant - CPA \$ 165 Jr. Accountant \$ 125 Other \$ 80		
QUALIFIED	Provide price to provide Qualified Audit Report.			\$ 4,000
SINGLE	Provide price to provide Single Audit Report.			\$ 4,500

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

Total Price of all rows **\$ 26,300**

Twenty Six Thousand Three Hundred Dollars  
 TOTAL PRICE IN WRITTEN WORD FORM

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

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

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

856.435.6200 856.435.0440  
Telephone Fax

Sworn to and subscribed before me 12th  
day of August 20 24

Signature of proposer if the proposer is an individual *Michael J. Thilker*  
 Signature of partner if proposer is a partnership \_\_\_\_\_  
 Signature of officer if the proposer is a corporation \_\_\_\_\_

Marybeth Chaslong  
Notary Public (SEAL)

Partner  
Title

**MARYBETH CHASLONG**  
 NOTARY PUBLIC OF NEW JERSEY  
 MY COMMISSION EXPIRES SEPT. 22, 2024

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

**RESOLUTION NO. 2024-47  
Resolution Awarding Legal Services Contract – General Counsel**

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

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

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

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Brown and Connery** to provide the Ocean City Housing Authority with its legal services for its fiscal year commencing October 1, 2024 through September 30, 2025 for a yearly retainer of **\$7,610** and additional services per the rates attached hereunto.

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

**ADOPTED:** September 12, 2024

**VOTE:**

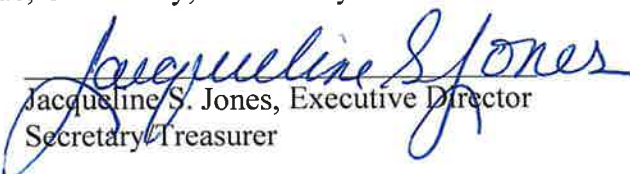
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall				✓		
Commissioner Jackson	✓					
Commissioner Henry				✓		
Commissioner Mumman	✓				✓	
Commissioner Broadley	✓					
Chairman Barr	✓					

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 September 12, 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:

**LEGAL SERVICES CONTRACT**

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



Wendy Hughes

Certifying Financial Officer



Date

Comparison of Legal Firms Submitting RFP 2024-2025  
GENERAL COUNSEL

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

No other RFP's received.

Cost Breakdown							
Legal Counsel cost per hour	\$	205.00					
Paralegal cost per hour	\$	105.00					
Monthly Retainer Fee	\$	205.00					



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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$205.00	20	\$4,100.00
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	\$105.00	10	\$1,050.00
LEGAL-RETAIN	Provide a price for monthly retainer fee as defined in the scope above.	\$205.00	12	\$2,460.00

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 \$ 7,610.00

Seven Thousand, Six Hundred and Ten Dollars  
 TOTAL PRICE IN WRITTEN WORD FORM

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

Brown & Connery, LLP by: Michael J. DiPiero  
Firm Name

360 North Haddon Avenue, Westmont, NJ 08108  
Street, Town, State, Zip Code

(856) 854-8900 (856) 858-4967  
Telephone Fax

Sworn to and subscribed before me on this 26th day of August, 2024

*[Signature]*  
Signature of proposer if the proposer is an individual

*[Signature]*  
Signature of partner if proposer is a partnership

*[Signature]*  
Signature of officer if the proposer is a corporation

Partner  
Title

*[Signature]*  
Notary Public

(SEAL)  
 AMY J. McCAUSLAND  
 NOTARY PUBLIC OF NEW JERSEY  
 MY COMMISSION EXPIRES MAY 15, 2026

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

**RESOLUTION NO. 2024-48  
Resolution Awarding Consulting Services Contract**

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

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

**WHEREAS**, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **The Brooke Group LLC** to provide the Ocean City Housing Authority with its consulting services for one year commencing October 1, 2024 through September 30, 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 Consulting Services contract to **The Brooke Group LLC** for the term indicated above.


**ADOPTED:** September 12, 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

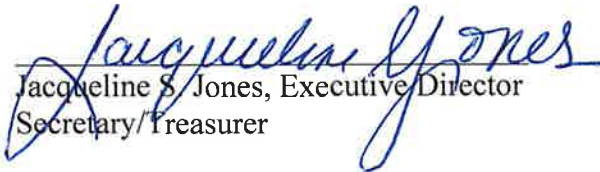
BY: \_\_\_\_\_

  
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 September 12, 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:

**CONSULTING SERVICES CONTRACT**

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



Wendy Hughes

Certifying Financial Officer



Date



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

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
CNSLT-HOURS	Provide price per hour for Principle/Senior Associates	150	50	7,500
CNSLT-CLERICAL	Provide price per hour for Clerical Work	75	20	1,500
CNSLT-LEGAL	Provide price per hour for Legal Consultation - legal counsel should be familiar with Housing matters (Public Housing, Affordable, Redevelopment, Tax Credits, RAD, etc.) (vendor may elect to use their in-house counsel or contracted Counsel)	275	15	4,125
CNSLT-FINANCE	Provide price per hour for financial caseworker	110	25	2,750
CNSLT-CSWRK	Provide price per hour for resident caseworker	150	50	7,500
CNSLT-PRJTMGR	Provide price per hour for a project manager	150	50	7,500

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

Total Price of all rows \$ **30,875**

*Thirty thousand eight hundred seventy five 00/100*  
 TOTAL PRICE IN WRITTEN WORD FORM

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

Firm Name: The Brooke Group LLC BY: Kelly Ginnetti

Street, Town, State, Zip Code: 209 East Egnor Dr. (Holloway), NJ 08205

Telephone: (609) 652-7788 Fax: (609) 652-2065

Sworn to and subscribed before me 12th day of AUGUST 2024

Signature of proposer if the proposer is an individual: [Signature]

Signature of partner if proposer is a partnership: [Signature]

Signature of officer if the proposer is a corporation: [Signature]

Notary Public: Kelly Cavileer  
 Title: Business Manager (SEAL)

KELLY CAVILEER  
 Notary Public, State of New Jersey  
 My Commission Expires Nov 13, 2026

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

**RESOLUTION NO. 2024-49  
ADOPTED BUDGET RESOLUTION  
FISCAL YEAR: FROM OCTOBER 1, 2024 TO SEPTEMBER 30, 2025**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2024 and ending, September 30, 2025 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 12, 2024; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption 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 presented for adoption reflects Total Capital Appropriations of \$112,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of Ocean City Housing Authority, at an open public meeting held on September 12, 2024 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2024 and, ending, September 30, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**ADOPTED:** September 12, 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

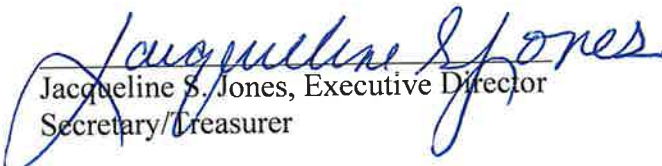
BY: 

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 September 12, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

**RESOLUTION NO. 2024-50  
Resolution Authorizing Payment of Draw 47**

**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 #47 in the amount of \$99,537.83** is attached for approval of this payment process; and

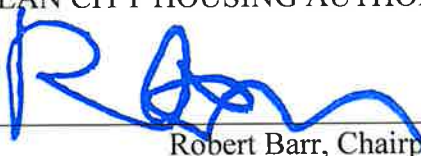
**THEREFORE**, the Ocean City Housing Authority Board of Commissioners authorizes the payment of the above mentioned and attached draws upon receipt of the funds through the Shared Services Agreement with the City of Ocean City.

**ADOPTED:** September 12, 2024

**VOTE:**

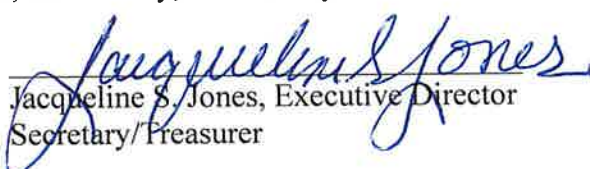
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall				✓		
Commissioner Jackson	✓					✓
Commissioner Henry				✓		
Commissioner Mumman	✓				✓	
Commissioner Broadley	✓					
Chairman Barr	✓					

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 September 12, 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

September 5, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #47

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$99,537.83**. That amount will be paid entirely from OCHA funds. The Housing Authority will pay the project contractors as follows:

<b>Contractor</b>	<b>Address</b>	<b>Draw Amount</b>
<b>Levy Construction Co. Inc</b>	<b>800 Newton Ave., Oaklyn, NJ 080107</b>	<b>\$95,840.33</b>
<b>The Brooke Group LLC</b>	<b>209 E Egnor Dr., Galloway, NJ 08205</b>	<b>\$3,697.50</b>
	<b>TOTAL</b>	<b>\$99,537.83</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #47 Submission

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



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

RESOLUTION NO. 2024-51  
A Resolution Authorizing Executive Session

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

**WHEREAS**, the Ocean City Housing Authority has determined that 1 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on September 12, 2024 at 3.14 P.M., and

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

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

\_\_\_\_\_  
\_\_\_\_\_;

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

\_\_\_\_\_  
\_\_\_\_\_;

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees"**

of the public body” The collective bargaining contract(s) discussed are between the Board and \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_;

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

\_\_\_\_\_  
\_\_\_\_\_;

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

\_\_\_\_\_  
\_\_\_\_\_;

**“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The nature of the discussion, described as specifically as possible without undermining the need for confidentiality, pertains to the Authority’s options and procedural requirements under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., in connection with Resolution No. 2024-52 Authorizing the Award of a Contract for the Pecks Beach Family Redevelopment, and the terms of the Contract under consideration.

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

\_\_\_\_\_  
\_\_\_\_\_;

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

WHEREAS, the length of the Executive Session is estimated to be 20 minutes after which the public meeting of the Ocean City Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business

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

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

Subject of Discussion	Estimated Date	Necessary Occurrence
Contract Procurement and Award	TBD	Award of Contract for Pecks Beach Redevelopment

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


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

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE OCEAN CITY HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON SEPTEMBER 12, 2024.

ADOPTED: September 12, 2024

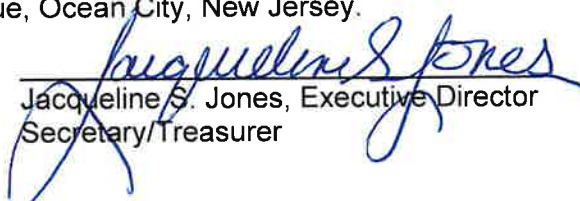
**VOTE:**

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 September 12, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

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

**RESOLUTION NO. 2024-52  
RESOLUTION AUTHORIZING AWARD OF CONTRACT  
FOR THE PECKS BEACH FAMILY REDEVELOPMENT**

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

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

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

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

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

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

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

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

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

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

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

**WHEREAS**, the Authority authorized the negotiation of a contract through Resolution 2024-38 on July 16, 2024;

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

**WHEREAS**, through the aforementioned negotiations, the Authority negotiated a contract for the Pecks Beach Family Redevelopment with Gary F. Gardner, Inc. in the amount of \$22,999,987.00, which is less than the bid amounts previously received by the Authority in response to its April 30, 2024 and June 13, 2024 Bid Advertisements;

**WHEREAS**, Gary F. Gardner, Inc. has provided the Authority with completed and responsive records in full compliance with the Bid Specifications and as required under the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.,

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, the Authority hereby recognizes and states that the following minor amendments to the Bid Specifications were agreed upon during the negotiations with Gary F. Gardner, Inc. and shall be incorporated into the contract: (i) Removal of decorative cabinet door side panels, standard finish to match cabinets; and (ii) Change Kohler Cimmaron toilet to Pro-Flo;

**WHEREAS**, the Authority has followed the applicable procedures set forth in the applicable provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq., including the provisions set forth under N.J.S.A. 40A:11-5(3), in the negotiation and award of this contract; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(3), the award of this contract shall require a two-thirds affirmative vote of the Authority Board of Commissioners.


**NOW, THEREFORE BE IT RESOLVED**, the governing body of the Ocean City Housing Authority hereby authorizes the Authority to award a contract for the Pecks Beach Family Redevelopment pursuant to N.J.S.A. 40A:11-5(3) to Gary F Gardner, Inc. in the amount of \$22,999,987.00, which shall be contingent upon the Authority’s receipt of sufficient funding through the New Jersey Housing and Mortgage Finance Agency Affordable Housing Production Fund, the New Jersey Affordable Housing Trust Fund and National Housing Trust Fund, and/or Low Income Housing Tax Credit Program.

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

**ADOPTED:** September 12, 2024

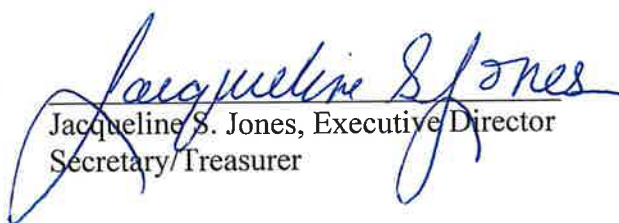
**VOTE:**

OCEAN CITY HOUSING AUTHORITY

BY:   
 Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on September 12, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

**CERTIFICATION**

Funding is available, contingent upon the Authority's receipt of sufficient funding through the New Jersey Housing and Mortgage Finance Agency Affordable Housing Production Fund, the New Jersey Affordable Housing Trust Fund and National Housing Trust Fund, and/or Low Income Housing Tax Credit Program, for:

**THE PECKS BEACH FAMILY REDEVELOPMENT CONSTRUCTION CONTRACT**  
**BETWEEN THE OCEAN CITY HOUSING AUTHORITY AND**  
**GARY F. GARDNER, INC.**

from the Construction Budget. Contingent upon the Authority's receipt of the aforementioned funding, the line item to be charged for the above expenditure is Account # 1405-05-000.



Wendy Hughes

Certifying Financial Officer



Date