

Board of Commissioners
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Jacqueline S. Jones, Executive Director

December 12, 2024

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

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, December 17, 2024 at 4:00 pm at Administrative Offices – 635 West Avenue, Ocean City, NJ 08226.**

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

Very truly yours,

Jacqueline S. Jones
Executive Director

REVISED

**Ocean City Housing Authority
AGENDA**

Tuesday, December 17, 2024

4:00 p.m.

1. Call to Order
 2. Pledge of Allegiance
 3. Reading of the "Sunshine Law Statement"
 4. Roll Call
 5. Approval of Minutes:
 - a. Regular Meeting on November 19, 2024
 6. Fee Accountant's Report
 7. Executive Director's Report
 8. Committee Reports – Election of Officers
 9. Old Business:
 10. New Business:
 11. Resolutions: **(cash report included)**
 - # 2024-63 Approval of Monthly Expenses **(updated)**
 - # 2024-64 Approve 2025 Board Meeting Dates
 - # 2024-65 Appoint JIF Fund Commissioner
 - # 2024-66 Appoint Risk Management Consultant
 - # 2024-67 Designate Public Agency Compliance Officer (P.A.C.O.)
 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

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Nov 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
<u>INCOME</u>				
DWELLING RENTAL	\$ 753,570	\$ 125,596	\$ <u>127,346</u>	\$ 1,750
TOTAL TENANT REVENUE	\$ 753,570	\$ 125,596	\$ 127,346	\$ 1,750
HUD OPERATING SUBSIDY	\$ 160,000	\$ 26,666	\$ <u>25,965</u>	\$ (701)
PBV HAP SUBSIDY	432,640	72,106	\$ <u>65,526</u>	(6,580)
HUD CAPITAL FUNDS-OPERATIONS	150,350	25,058	-	(25,058)
CDBG INCOME	44,200	7,368	-	(7,368)
TOTAL HUD FUNDING	\$ 787,190	\$ 131,198	\$ 91,491	\$ (39,707)
INVESTMENT INCOME- UNRESTRICTED	\$ 550	\$ 92	\$ <u>33</u>	\$ (59)
NONDWELLING RENTAL INCOME	52,000	8,666	-	(8,666)
OTHER INCOME-LAUNDRY	4,300	718	\$ <u>467</u>	(252)
OTHER INCOME-FRAUD RECOVERY	800	134	\$ <u>257</u>	123
OTHER INCOME-MISCELLANEOUS	13,160	2,194	\$ <u>8,578</u>	6,384
TOTAL INCOME	\$ 1,611,570	\$ 268,598	\$ 228,172	\$ (40,426)
<u>EXPENSES</u>				
AUDIT FEES	\$ 17,250	\$ 2,874	\$ <u>2,874</u>	-
ADVERTISING	1,900	318	-	(318)
<u>OFFICE EXPENSES</u>				
COMPUTER SERVICES	\$ 1,660	\$ 278	\$ -	\$ (278)
CONSULTANTS-RAD CONVERSION	6,320	1,054	-	(1,054)
COPIER	1,220	204	-	(204)
DUES & PUBLICATIONS	730	122	-	(122)
OFFICE SUPPLIES	840	140	\$ <u>2</u>	(138)
PHONE & INTERNET	14,980	2,496	\$ <u>3,052</u>	556
POSTAGE	4,200	700	\$ <u>431</u>	(269)
LEGAL	26,600	4,434	\$ <u>2,147</u>	(2,287)
CRIMINAL BACKGROUND CHECKS	1,050	176	\$ <u>75</u>	(101)
TRAVEL	4,000	666	-	(666)
TRAINING	440	74	-	(74)
ACCOUNTING	34,500	5,752	\$ <u>5,750</u>	(2)
MANAGEMENT FEES	316,960	52,828	\$ <u>32,945</u>	(19,883)
MISCELLANEOUS-SUNDRY	14,760	2,464	\$ <u>5,007</u>	2,543
TOTAL ADMINISTRATIVE EXPENSES	\$ 447,410	\$ 74,580	\$ 52,283	\$ (22,297)
OTHER TENANT SERVICES	\$ 11,700	\$ 1,950	\$ <u>648</u>	\$ (1,302)
TENANT SVCS - BEHAVIORAL HEALTH	44,200	7,368	-	(7,368)
TOTAL OTHER TENANT SERVICES	\$ 55,900	\$ 9,318	\$ 648	\$ (8,670)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Nov 2024



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU November	ACTUAL THRU November	VARIANCE THRU November
WATER/SEWER	\$ 130,840	\$ 21,806	\$ <u>24,620</u>	\$ 2,814
ELECTRIC	145,590	24,266	<u>19,364</u>	(4,902)
GAS	39,040	6,508	<u>6,015</u>	(493)
TOTAL UTILITY EXPENSES	<u>\$ 315,470</u>	<u>\$ 52,580</u>	<u>\$ 49,998</u>	<u>\$ (2,582)</u>
MAINTENANCE LABOR	\$ 112,390	\$ 18,734	\$ <u>18,210</u>	\$ (524)
MAINT. MATERIALS	111,490	18,592	<u>9,097</u>	(9,495)
MAINT. CONTRACT COSTS	179,040	29,844	<u>21,793</u>	(8,051)
EMPLOYEE BENEFITS	90,360	15,062	<u>12,021</u>	(3,041)
TOTAL MAINTENANCE	<u>\$ 493,280</u>	<u>\$ 82,232</u>	<u>\$ 61,121</u>	<u>\$ (21,111)</u>
INSURANCE	\$ 142,910	\$ 23,822	\$ <u>19,848</u>	\$ (3,974)
FLOOD INSURANCE	24,760	4,126	<u>6,567</u>	2,441
BAD DEBTS	7,690	1,282	<u>1,282</u>	-
COMPENSATED ABSENCES	3,600	600	<u>600</u>	-
PAYMENT IN LIEU OF TAXES	43,810	7,304	<u>7,304</u>	-
PENSION	6,010	1,002	<u>1,002</u>	-
RETIREE BENEFITS	12,650	2,108	<u>1,429</u>	(679)
TOTAL OTHER EXPENSES	<u>\$ 241,430</u>	<u>\$ 40,244</u>	<u>\$ 38,031</u>	<u>\$ (2,213)</u>
TOTAL EXPENDITURES	<u>\$ 1,553,490</u>	<u>\$ 258,954</u>	<u>\$ 202,082</u>	<u>\$ (56,872)</u>
Replacement Reserve	\$ 45,890	\$ 7,648	\$ <u>7,651</u>	\$ 3
PROFIT	<u>\$ 12,190</u>	<u>\$ 1,996</u>	<u>\$ 18,440</u>	<u>\$ 16,444</u>

Commissioner's Report - Property Detail

Month Ending: Nov 2024



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>
<u>INCOME</u>												
<i>DWELLING RENTAL</i>	\$ 267,850	\$ 44,642	\$ 36,919	\$ (7,723)	\$ 180,030	\$ 30,006	\$ 29,946	\$ (60)	\$ 305,690	\$ 50,948	\$ 60,481	\$ 9,533
<i>TOTAL TENANT REVENUE</i>	\$ 267,850	\$ 44,642	\$ 36,919	\$ (7,723)	\$ 180,030	\$ 30,006	\$ 29,946	\$ (60)	\$ 305,690	\$ 50,948	\$ 60,481	\$ 9,533
<i>HUD OPERATING SUBSIDY</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 26,666	\$ 25,965	\$ (701)
<i>PBV HAP SUBSIDY</i>	214,210	35,702	28,672	(7,030)	218,430	36,404	36,854	450	-	-	-	-
<i>HUD CAPITAL FUNDS-OPERATIONS</i>	-	-	-	-	-	-	-	-	150,350	25,058	-	(25,058)
<i>CDBG INCOME</i>	15,500	2,584	-	(2,584)	15,500	2,584	-	(2,584)	13,200	2,200	-	(2,200)
<i>TOTAL HUD FUNDING</i>	\$ 229,710	\$ 38,286	\$ 28,672	\$ (9,614)	\$ 233,930	\$ 38,988	\$ 36,854	\$ (2,134)	\$ 323,550	\$ 53,924	\$ 25,965	\$ (27,959)
<i>INVESTMENT INCOME-UNRESTRICTED</i>	\$ 300	\$ 50	\$ 11	\$ (39)	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 42	\$ 22	\$ (20)
<i>NONDWELLING RENTAL INCOME</i>	52,000	8,666	-	(8,666)	-	-	-	-	-	-	-	-
<i>OTHER INCOME-LAUNDRY</i>	2,300	384	181	(203)	-	-	241	241	2,000	334	45	(290)
<i>OTHER INCOME-FRAUD RECOVERY</i>	-	-	-	-	-	-	-	-	800	134	257	123
<i>OTHER INCOME-MISCELLANEOUS</i>	3,950	658	50	(608)	1,610	270	80	(190)	7,600	1,266	8,448	7,182
<i>TOTAL INCOME</i>	\$ 556,110	\$ 92,686	\$ 65,833	\$ (26,853)	\$ 415,570	\$ 69,264	\$ 67,121	\$ (2,143)	\$ 639,890	\$ 106,648	\$ 95,218	\$ (11,430)
<u>EXPENSES</u>												
<i>AUDIT FEES</i>	\$ 7,000	\$ 1,166	\$ 1,166	\$ -	\$ 4,200	\$ 700	\$ 700	\$ -	\$ 6,050	\$ 1,008	\$ 1,008	\$ -
<i>ADVERTISING</i>	500	84	-	(84)	500	84	-	(84)	900	150	-	(150)
<i>OFFICE EXPENSES</i>												
<i>COMPUTER SERVICES</i>	\$ 500	\$ 84	\$ -	\$ (84)	\$ 500	\$ 84	\$ -	\$ (84)	\$ 660	\$ 110	\$ -	\$ (110)
<i>CONSULTANTS-RAD CONVERSION</i>	500	84	-	(84)	3,040	506	-	(506)	2,780	464	-	(464)
<i>COPIER</i>	740	124	-	(124)	480	80	-	(80)	-	-	-	-
<i>DUES & PUBLICATIONS</i>	170	28	-	(28)	200	34	-	(34)	360	60	-	(60)
<i>OFFICE SUPPLIES</i>	320	54	1	(54)	110	18	0	(18)	410	68	1	(67)

Commissioner's Report - Property Detail

Month Ending: Nov 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE	ANNUAL	BUDGET	ACTUAL	VARIANCE
	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU	BUDGET	THRU	THRU	THRU
	November	November	November		November	November	November		November	November	November	
PHONE & INTERNET	3,660	610	<u>818</u>	208	7,420	1,236	<u>1,359</u>	123	3,900	650	<u>875</u>	225
POSTAGE	1,200	200	<u>121</u>	(79)	1,200	200	<u>78</u>	(122)	1,800	300	<u>233</u>	(67)
LEGAL	8,950	1,492	<u>714</u>	(778)	7,200	1,200	<u>357</u>	(843)	10,450	1,742	<u>1,076</u>	(666)
CRIMINAL BACKGROUND CHECKS	250	42	-	(42)	350	58	-	(58)	450	76	<u>75</u>	(1)
TRAVEL	2,000	334	-	(334)	1,000	166	-	(166)	1,000	166	-	(166)
TRAINING	140	24	-	(24)	200	34	-	(34)	100	16	-	(16)
ACCOUNTING	8,600	1,434	<u>1,610</u>	176	9,500	1,584	<u>1,035</u>	(549)	16,400	2,734	<u>3,105</u>	371
MANAGEMENT FEES	87,520	14,586	<u>8,094</u>	(6,492)	71,370	11,896	<u>5,203</u>	(6,693)	158,070	26,346	<u>19,648</u>	(6,698)
MISCELLANEOUS-SUNDRY	3,960	664	<u>3,500</u>	2,836	3,980	662	<u>360</u>	(302)	6,820	1,138	<u>1,147</u>	9
TOTAL ADMINISTRATIVE EXPENSES	\$ 126,010	\$ 21,010	\$ 16,023	\$ (4,987)	\$ 111,250	\$ 18,542	\$ 9,092	\$ (9,450)	\$ 210,150	\$ 35,028	\$ 27,168	\$ (7,860)
OTHER TENANT SERVICES	\$ 8,350	\$ 1,392	\$ 530	\$ (862)	\$ 3,350	\$ 558	\$ 85	\$ (473)	\$ -	\$ -	\$ 32	\$ 32
TENANT SVCS – BEHAVIORAL HEALTH	15,500	2,584	-	(2,584)	15,500	2,584	-	(2,584)	13,200	2,200	-	(2,200)
TOTAL OTHER TENANT SERVICES	\$ 23,850	\$ 3,976	\$ 530	\$ (3,446)	\$ 18,850	\$ 3,142	\$ 85	\$ (3,057)	\$ 13,200	\$ 2,200	\$ 32	\$ (2,168)
WATER/SEWER	\$ 30,420	\$ 5,070	\$ <u>6,229</u>	\$ 1,159	\$ 23,040	\$ 3,840	\$ <u>2,915</u>	\$ (925)	\$ 77,380	\$ 12,896	\$ <u>15,475</u>	\$ 2,579
ELECTRIC	106,400	17,734	<u>14,821</u>	(2,913)	20,710	3,452	<u>2,122</u>	(1,331)	18,480	3,080	<u>2,421</u>	(659)
GAS	-	-	-	-	4,590	766	<u>787</u>	21	34,450	5,742	<u>5,227</u>	(515)
TOTAL UTILITY EXPENSES	\$ 136,820	\$ 22,804	\$ 21,050	\$ (1,754)	\$ 48,340	\$ 8,058	\$ 5,824	\$ (2,234)	\$ 130,310	\$ 21,718	\$ 23,124	\$ 1,406
MAINTENANCE LABOR	\$ 31,470	\$ 5,246	\$ <u>5,099</u>	\$ (147)	\$ 20,230	\$ 3,372	\$ <u>3,278</u>	\$ (94)	\$ 60,690	\$ 10,116	\$ <u>9,833</u>	\$ (283)
MAINT. MATERIALS	27,620	4,606	<u>4,200</u>	(406)	69,360	11,564	<u>837</u>	(10,727)	14,510	2,422	<u>4,060</u>	1,638
MAINT. CONTRACT COSTS	85,920	14,324	<u>11,220</u>	(3,104)	55,250	9,208	<u>6,317</u>	(2,891)	37,870	6,312	<u>4,257</u>	(2,055)
EMPLOYEE BENEFITS	25,470	4,246	<u>3,365</u>	(881)	16,370	2,730	<u>2,163</u>	(567)	48,520	8,086	<u>6,493</u>	(1,593)
TOTAL MAINTENANCE	\$ 170,480	\$ 28,422	\$ 23,883	\$ (4,539)	\$ 161,210	\$ 26,874	\$ 12,595	\$ (14,279)	\$ 161,590	\$ 26,936	\$ 24,643	\$ (2,293)
INSURANCE	\$ 40,010	\$ 6,670	\$ <u>5,557</u>	\$ (1,113)	\$ 25,730	\$ 4,290	\$ <u>3,573</u>	\$ (717)	\$ 77,170	\$ 12,862	\$ <u>10,718</u>	\$ (2,144)
FLOOD INSURANCE	5,520	920	<u>862</u>	(58)	5,860	976	<u>834</u>	(142)	13,380	2,230	<u>4,871</u>	2,641

Commissioner's Report - Property Detail

Month Ending: Nov 2024



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU November</i>	<i>ACTUAL THRU November</i>	<i>VARIANCE THRU November</i>
BAD DEBTS	2,730	456	<u>456</u>	-	1,840	306	<u>306</u>	-	3,120	520	<u>520</u>	-
COMPENSATED ABSENCES	1,200	200	<u>200</u>	-	1,200	200	<u>200</u>	-	1,200	200	<u>200</u>	-
PAYMENT IN LIEU OF TAXES	13,100	2,184	<u>2,184</u>	-	13,170	2,196	<u>2,196</u>	-	17,540	2,924	<u>2,924</u>	-
PENSION	1,590	266	<u>266</u>	-	1,010	168	<u>168</u>	-	3,410	568	<u>568</u>	-
RETIREE BENEFITS	3,540	590	<u>400</u>	(190)	2,280	380	<u>257</u>	(123)	6,830	1,138	<u>772</u>	(367)
TOTAL OTHER EXPENSES	\$ 67,690	\$ 11,286	\$ 9,925	\$ (1,361)	\$ 51,090	\$ 8,516	\$ 7,534	\$ (982)	\$ 122,650	\$ 20,442	\$ 20,572	\$ 130
TOTAL EXPENDITURES	\$ 524,850	\$ 87,498	\$ 71,412	\$ (16,086)	\$ 390,740	\$ 65,132	\$ 35,130	\$ (30,002)	\$ 637,900	\$ 106,324	\$ 95,539	\$ (10,785)
Replacement Reserve	\$ 27,760	\$ 4,626	\$ <u>4,629</u>	\$ 3	\$ 18,130	\$ 3,022	\$ <u>3,022</u>	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 3,500	\$ 562	\$ (10,207)	\$ (10,769)	\$ 6,700	\$ 1,110	\$ 28,969	\$ 27,859	\$ 1,990	\$ 324	\$ (322)	\$ (646)

Ocean City Housing Authority

Administrative Report

DATE: December 11, 2024

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for November 2024)

PERIOD: November 13, 2024, to December 11, 2024

Peck's Beach Family Redevelopment Project

December 2024 Update – The project is now scheduled for the February 2025 NJHMFA board meeting for approval of tax credit funding.

November 2024 The project is scheduled for the December 2024 NJHMFA board meeting to receive tax credit funding approval.

October Update – The Board awarded the contract for this project to Gary F. Gardner at the September 2024 board meeting. Contract amendments are being prepared for review to meet NJHMFA lending requirements. Final environmental services for the PHASE II are being completed along with a final project appraisal. The project team has submitted for building permits and is working through the NJ Energy Star program requirements.

September Update – An update on this project will be provided at the Board meeting.

August Update – Bidding is in a negotiation phase. An update on this project will be provided at the Board meeting.

July Update: Bids will be received on July 11, 2024. An update on this project will be provided at the Board meeting;

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;

May Update: Pecks Beach Village Family – currently advertised for public bid. Bids are due May 29, 2024, at 11:00 AM EST.

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.

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.

February update: This project is under review for a possible change in approach.

January 2024 update: The project team continues to communicate with the OSC on this project. A verbal status update will be provided at the meeting.

Peck's Beach Family Redevelopment Project (continued)

History of Project

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;

November update: NJHMFA board approved the Declaration of Intent (DOI); The DOI has been passed to the Governor for the 14-day veto period; Notice of approval is anticipated for the first week in December; Next step is the submission of the project to the Planning Board by the end of November; We had a meeting with the Pecks Family residents on November 1st; The next meeting is planned for January 2023; Work on the RAD conversion process will continue to work toward “closing.”

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;

January 2023 update: The design is being readied for submission to the Planning Office by the end of January.

March Update: A courtesy review by the sub-committee of the Planning Board was held on March 2nd; The second resident meeting was held on March 7th; The consultant, architect and Authority staff were in a

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;

The site plans for the project are ready for presentation to the Planning Board for the April 5th meeting;

April update: The presentation to the Planning Board was held on April 5th. The presentation was well received with votes for approval of the plan;

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.

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.

June update: The project team met and reviewed the 50% plans in detail. Follow-up meetings continue; the next plan review of 90% drawings is scheduled for early July. Bidding is anticipated in August. Phase II & Geo-Technical field work has been completed; reports are still pending.

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.

August 2023 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.

September update: Bids were received on September 12, 2023 & were rejected due to over budget; are being evaluated by the Project Team.

Peck's Beach Family Redevelopment Project (continued)

History of Project

October 2023 update: Bids were rejected for being over budget; Bidding is expected to begin in November 2023;

November update: The bid package is under review with the OCHA team and is gathering responses to the Comptroller's office;

December 2023 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.

Bayview Manor

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

On October 24, 2024, the property manager and operations manager held a meeting with Bayview Manor and Speitel residents. Light refreshments and snacks were provided. Discussion was had regarding the provisions of our lease, and house rules as a friendly reminder. Maintenance came and demonstrated to the tenants, mainly for Speitel, the proper function of the HVAC remotes because we were getting a few calls about remote errors. Since this meeting we haven't gotten any HVAC calls for Speitel regarding those issues. The tenants that came to the meeting filled out the form for the vehicle registration and parking permits were issued.

On Nov 12, 2024, there was an outreach event for Pecks Family with the same guidelines, discussing some lease violations, ex: dogs, housekeeping, parking, smoking. Parking permits were distributed to the tenants who are ready with their information.

On November 19th community members from St James Church came and distributed Thanksgiving goodie bags to the tenants at Bayview Manor and Speitel Commons. We expect additional events in the future from this church.

On December 3rd members from St. Peters Church hosted a holiday event with the tenants at Bayview Manor and Speitel Commons. A lasagna lunch was served buffet style along with salad, dinner rolls, and light refreshments. Tenants enjoyed their time in the community room with Holiday décor and music.

Board of Commissioners –Rutgers Training Program Status

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

Program Statistics Report 10/2024 - 10/2025

**2024
NOV**

**2024
OCT**

Tenant Accounts Receivable		
Number of "non-payment of rent" cases referred to the solicitor	3	2
Unit Inspections		
Total number of units to be inspected in fiscal year	119	119
Number of inspections completed this month - all sites (include BB insp.)	119	0
Total number of units inspected year-to-date - all sites	119	0
Occupancy		
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	0	364
Annual Unit Turnaround Time (For Fiscal Year)	1859	1859
Monthly - Number of Vacancies Filled (this month)	0	2
Monthly - Average unit turnaround time in days for Lease up	0	15
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	349
PIC Score	100.00%	100.00%
Vacancies - At end of Month		
Bay View Manor	2	1
Speitel Commons	0	0
Peck's Beach Family	0	0
Total	2	1
Occupancy Rate	98.35%	99.17%
Vacancy Turnovers by VHA Maintenance Staff		
Total Hours (Summarized Quarterly)		
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	2.45	1.74
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.09	1.74
Rent Roll		
Bay View Manor - Elderly/Disabled	\$18,612	\$18,178
Speitel Commons - Elderly/Disabled	\$14,973	\$14,973
Peck's Beach - Family	\$30,010	\$30,471
Total Rent Roll	\$63,595	\$63,622
Waiting List Applicants - (all lists closed)		
Families - Ocean City Preference	13	13
Families - No Ocean City Preference	196	196
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	5	6
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	171	188
0/1 Bedroom	176	194
2 Bedroom	55	55
3 Bedroom	112	112
4 Bedroom	42	42
Success Rate	25%	25%
Maintenance Department		
Average work order turnaround time in days - Tenant Generated	0.09	0.09
Total Tenant Generated Work Orders	52	65
Number of routine work orders written this month	121	72
Number of outstanding work orders from previous month	205	343
Total number of work orders to be addressed this month	378	481
Total number of work orders completed this month	211	276

Program Statistics Report 10/2024 - 10/2025**2024
NOV****2024
OCT**

Total number of work orders left outstanding	167	205
Number of emergency work orders written this month	0	1
Total number of work orders written year-to-date	311	138
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>		
Year-End 2018 - Audited - Remains static due to RAD Application	68	68

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

Net Cash Position:

Cash Balance per Reconciled Bank Statement at 11/30/2024			\$553,676.38
<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 10/2024		Current	\$11,579.24
		Past	\$1,555.00

<u>Reimbursements Due From The City</u>			
Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda			\$8,090.41
Reimbursement for Bayview Manor/Speitel Construction - City of OC			\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC			\$7,177.50

Less: Payments -December 2024 bill list			(\$117,199.31)
Accrued Expenses - Total from detail below			(\$37,128.33)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	167,670.00	2	27,945.00
Bad Debt	7,690.00	2	1,281.67
Comp Absences	3,600.00	2	600.00
P.I.L.O.T.	43,810.00	2	7,301.67
Net Accrual	222,770.00		37,128.33

Net Cash Balance			\$696,678.89
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	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 101,041	5.48	Months
Per Day	\$ 3,368	207	Days

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

**RESOLUTION NO. 2024-63
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 **\$117,199.31**.

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

ADOPTED: December 17, 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 December 17, 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 - DECEMBER 2024**

BANK: COCC MGMT

Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
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
61	ACENDA	Aug 2024 Resident Wellness Svcs	\$ 1,106.72
70	ACENDA	Sept 2024 Resident Wellness Svcs	\$ 1,033.39
2091	FLORENCE DRISCOLL	December 2024 tenant svcs	\$ 200.00
2092	ROBERT L ROWELL	December 2024 maint contract grounds services	\$ 200.00
575067	VERIZON	Office phone svc - 11/16/24-12/15/24	\$ 64.02
8653276	ATLANTIC CITY ELECTRIC	Electric svc - BVM 10/30-11/25/24	\$ 5,561.86
8694900	ATLANTIC CITY ELECTRIC	Electric svc - SP 10/30-11/25/24	\$ 834.99
8696052	ATLANTIC CITY ELECTRIC	Electric svc - 4TH ST OFC 10/31-11/26/24	\$ 292.00
8697334	ATLANTIC CITY ELECTRIC	Electric svc - PBF SITE LIGHTS 10/31-11/26/24	\$ 1,054.88
11292024	ADP	11/29/2024 payroll & taxes	\$ 4,105.21
12132024	ADP	12/13/2024 payroll & taxes	\$ 4,154.70
20241129	ADP	11/29/2024 invoice	\$ 88.88
22616477	SOUTH JERSEY GAS	Gas svc - SP 10/28-11/24/24	\$ 316.88
24302969	SOUTH JERSEY GAS	Gas svc - PBF 10/29-11/26/24	\$ 2,616.84
33941374	NJ DIV OF PENSIONS & BENEFITS	Pension deductions - Nov 2024	\$ 1,037.43
34500964	NJ SHBP	Employee premium - Dec 2024	\$ 6,365.90
34500994	NJ SHBP	Retiree premium - Dec 2024	\$ 459.01
62304257	NJ AMERICAN WATER	Water/sewer service - PBF 10/17-11/18/24	\$ 8,012.34
62313207	NJ AMERICAN WATER	Water/sewer service - Speitel fire svc 10/18-11/19/24	\$ 135.64
63763023	NJ AMERICAN WATER	Water/sewer service - Speitel 10/18-11/19/24	\$ 1,364.35
63775521	NJ AMERICAN WATER	Water/sewer service - BVM 10/18-11/19/24	\$ 2,967.77
63777129	NJ AMERICAN WATER	Water/sewer service - BVM fire svc 10/18-11/19/24	\$ 277.40
79012853	COMCAST	Speitel Internet 11/27-12/26/24	\$ 199.41
	ACE PLUMBING	Maint Supplies	\$ 135.83
	AMBIENT COMFORT	SP HVAC; CO leak - PBF	\$ 2,684.00
	COURT OFFICER ANDREW GREEN	Warrant of removal service charge - BVM	\$ 82.00
	LINDA AVENA	Accounting svcs - Dec 2024	\$ 2,875.00
	BROOKE GROUP	BVM renovations consulting - Sept 2024	\$ 2,177.50
	CALL EXPERTS	Answering service - Dec 2024	\$ 76.10
	CHUTE MASTER ENVIRONMENTAL	Trash chute cleaning - BVM	\$ 625.00
	CLEAN SWEEP	Cleaning - BVM/Speitel Nov 2024	\$ 2,695.00
	SOUTH JERSEY CULLIGAN WATER	Water cooler rental - Dec 2024	\$ 10.00
	DRAIN DOCTOR	Plumbing svcs - BVM	\$ 370.00
	DUDLEY GENERAL CONTRACTING	Stair tread repair - PBF	\$ 1,225.00
	ELDER PEST CONTROL	Pest svc - Nov 2024	\$ 1,865.00
	FEDERAL EXPRESS	Deliveries - Nov 2024	\$ 20.93
	GEN X ELECTRICAL	Circuit breaker repair - PBF	\$ 384.00
	W.W.GRAINGER	Maint Supplies	\$ 690.53
	HD SUPPLY (formerly Home Depot Pro)	Maint Supplies	\$ 2,264.26
	JOHN SPITZ	Nov 2024 co-pay reimb; Dec 2024 Medicare reimb	\$ 268.63
	JACQUELINE S. JONES	Resident 2024 holiday card & gift card reimbursement	\$ 4,527.83
	LINWOOD GULF INC	Vehicle maintenance	\$ 287.73
	MAX COMMUNICATIONS	Office phone syestem - Nov 2024	\$ 187.03
	NATIONAL TENANT NETWORK	Resident background check - PBF	\$ 220.00
	PHADA	Memebership renewal	\$ 215.00
	RICHLAND CARPET	Carpet install - BVM	\$ 1,205.67
	ROBINSON & ROBINSON	Eviction filings - Nov 2024	\$ 1,076.00
	STERICYCLE	Paper shredding svc - 5/2024-11/2024	\$ 1,591.93
	SOUTH JERSEY GLASS	Vestibule door - BVM	\$ 894.00
	TK ELEVATOR	PM svc 3/1/24-2/28/2025	\$ 1,149.38
	VECTOR SECURITY	Fire system inspection & monitoring - 12/2024-02/2025	\$ 403.32
	VERIZON CONNECT	Vehicle tracking subscription - Nov 2024	\$ 55.35
	VERIZON	Speitel elevator phone svc - 11/11-12/10/24; BVM elevator 11/29-12/28/24	\$ 520.55
	VERIZON WIRELESS	Maint cell phone svc - 11/02-12/01/24	\$ 164.31
	VINELAND HOUSING AUTHORITY	Oct 2024 exp reimb; Nov 2024 postage, office/maint billing; Dec 2024 mgmt fee	\$ 26,704.83
	W.B. MASON CO.	Office supplies	\$ 78.18
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	Reserve account deposit BVM/Speitel - Nov 2024	\$ 3,824.00
ACH - Transfer	PNC BANK FEES	Fees - Nov 2024	\$ 68.00
	TOTAL DECEMBER DISBURSEMENTS COCC (cocctur)		\$ 110,021.81
	TOTAL DECEMBER DISBURSEMENTS BVM/SP OPER ACCT (sturbvm)		\$ -
	TOTAL DECEMBER DISBURSEMENTS CONSTR ACCT (sturcons)		\$ -
	TOTAL DECEMBER DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 7,177.50
	TOTAL BILL LIST - DECEMBER 2024		\$ 117,199.31

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)

Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL DECEMBER DISBURSEMENTS (sturbvm)		\$ -

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	THE BROOKE GROUP	Consulting svcs - Sept 2024	\$ 7,177.50
	TOTAL DECEMBER DISBURSEMENTS (sturgen)		\$ 7,177.50

BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)

Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
	TOTAL DECEMBER DISBURSEMENTS (sturcons)		\$ -

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

RESOLUTION NO. 2024-64

A Resolution Approving Dates for 2025 Board Meetings

WHEREAS, the Board of Commissioners of the Ocean City Housing Authority officially meets on the third Tuesday of each month at 4:00 p.m. unless noted below; and,

WHEREAS, the list of dates below identifies those Tuesday throughout the year, 2025, on which Board meetings have been scheduled; and,

**Tuesday, January 21, 2025
Tuesday, February 18, 2025
Tuesday, March 18, 2025
Tuesday, April 15, 2025
Tuesday, May 20, 2025
Tuesday, June 17, 2025
Tuesday, July 15, 2025
Tuesday, August 19, 2025
Tuesday, September 16, 2025
Tuesday, October 21, 2025
Tuesday, November 18, 2025
Tuesday, December 16, 2025**

WHEREAS, this list will be forwarded to the City of Ocean City’s Clerk and will be published in *The Press of Atlantic City and the Daily Journal – Vineland Edition* well in advance of the January 2025 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the schedule of dates as listed above for the year 2025.

ADOPTED: December 17, 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 December 17, 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. 2024-65

**Resolution Appointing Jacqueline Jones as the Housing Authority of Ocean City’s Fund
Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF)
for the Fund Year 2025**

WHEREAS, the Housing Authority of the City of Ocean City is a member of the New Jersey Public Housing Joint Insurance Fund; and,

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its’ representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby appoints Jacqueline S. Jones as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2025.

ADOPTED: December 17, 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 December 17, 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. 2024-66
Appointing Risk Management Consultant**

WHEREAS, the Ocean City Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund, and;

WHEREAS, the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds require that each municipality appoint a Risk Management Consultant to perform various professional services as detailed in the By-laws; and;

WHEREAS, the bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditures represents reasonable compensation for the services required and was included the cost considered by the governing body, and;

WHEREAS, NJSA 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service and;

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Ocean City does hereby appoint Thomas H. Heist Insurance Agency as its Risk Management Consultant for the calendar year 2025 in accordance with 40A:11-5; and

BE IT FURTHER RESOLVED that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA:11-5(1), (a), (i).

ADOPTED: December 17, 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 December 17, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 25 between the Housing Authority of the City of Ocean City (hereinafter referred to as the AUTHORITY) and Thomas H. Heist Insurance Agency (hereinafter referred to as the CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on December 17, 2024 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b. Assist the AUTHORITY in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
 - d. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
 - f. Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND's bylaws.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - a. The AUTHORITY authorizes the FUND to pay its CONSULTANT compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
 - b. For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
 - c. If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \$100 per hour, in addition to actual expenses incurred.

3. The of this Agreement shall be one (1) year beginning on 1st day of January 2025 and ending on 31st day of December, 2025. However, this agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:

AUTHORITY:

ATTEST:

CONSULTANT:

Note: This sample has been promulgated by the JIF/MEL to assist municipalities or authorities in preparing or negotiating agreements with their risk managers. It does not represent an official statement of JIF/MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's or authority's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action language, etc.

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

RESOLUTION NO. 2024-67

**Resolution Appointing Ronald Miller as the Ocean City Housing Authority's
Public Agency Compliance Officer (P.A.C.O.)**

WHEREAS, the Ocean City Housing Authority as a Public Agency is required by law to designate a Public Agency Compliance Officer (P.A.C.O.) every year; and,

WHEREAS, the individual designated to serve as the P.A.C.O. will be the point of contact for all matters concerning the implementation and administration of the legal requirements of the Equal Opportunity Monitoring Program; and,

WHEREAS, the P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment regarding both the Public Agency and its service providers; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority hereby appoints Ronald Miller as its Public Agency Compliance Officer (P.A.C.O.) for the year 2025.

ADOPTED: December 17, 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 December 17, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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