

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



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*Jacqueline S. Jones, Executive Director*

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February 12, 2025

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, February 18, 2025** 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, February 18, 2025  
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 January 21, 2025
  6. Fee Accountant's Report
  7. Executive Director's Report
  8. Committee Reports
  9. Old Business:
  10. New Business: Kevin Kreiser – Heist Insurance
  11. Resolutions: **(cash report included)**
    - # 2025-11 Approval of Monthly Expenses **(updated)**
    - # 2025-12 Executive Session
    - # 2025-13 Emergency Elevator Maintenance
  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**

**January 21, 2025 – 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held January 21, 2025, at 4:00 p.m. at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey 08226.

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

Chairperson Barr read the Sunshine Law.

Upon roll call those present were:

- Commissioner Robert Halliday
- Commissioner Patrick Mumman
- Commissioner Beverly McCall
- Commissioner Robert Henry
- Commissioner Patricia Jackson
- Commissioner Brian Broadley
- Chairperson Robert Barr

Also, present were Jacqueline S. Jones, Executive Director, Ron Miller, Director of Affordable Housing, Michael Watson, Esquire – Solicitor, Linda Cavallo – Accountant, Gloria Pomales, Executive Assistant and Michael Thilker, Auditor – Bowman & Company.

**Approval of Minutes**

Chairperson Barr requested a motion to approve the Regular Meeting minutes from December 17, 2024. Motion made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

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

Chairperson Barr changed the order of the meeting.

**New Business:** Chairperson Barr moved the order of the meeting and requested the audit report from Mike Thilker of Bowman and Company. Mr. Thilker wanted to start off by thanking the Authority team for assisting in answering all the questions during the audit. Mr. Thilker presented the Audit FYE 2023. He stated the audit report was clean. There were no modifications to the opinion and no issues with internal control. Overall, the values for the Authority as far as the assets are concerned increased. He reviewed the balance sheet. Mr. Thilker explained the delay in the Audit is due to not receiving information from the State regarding the pension and other post-employment benefit plans in a timely manner. Income statement and statement of cash flow was reviewed. Mr. Thilker briefly reviewed the new accounting standards that were adopted during the year. The statement of expenditure and federal awards were explained. There was

not any conflict with management and/or disagreements in accounting pronouncements or implementation of account pronouncements. The audit went smoothly. Mr. Thilker would like to have the audit completed in a timely manner, but due to the fact of waiting for information from the State it is delayed. The audit was clean with no issues.

**Treasurer’s Report**

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

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

**Executive Director’s Report**

Mrs. Jones provided an update on the Pecks Beach family project. The approval from NJHMFA was to take place in February. It has been pushed to March. It appears they pushed every project to March. They need documentation for the five (5) special needs units, which the Authority is required to have. The Authority was aware of the five (5) special needs but those details are typically taken care of after the NJHMFA Board votes. Not sure why it is being requested prior, but the Authority will provide what is needed. A provider is required to help with the five (5) special needs units. The Authority is in contact with Acenda to sign a Memorandum of Understanding to provide to the NJHMFA for final approval. Other than that, the project is moving forward in every other aspect as well as the RAD conversion with HUD.

Mrs. Jones highlighted the Community Outreach with Ron and the staff working along with Acenda occasionally. The Authority intends to continue this process through the year. Events will be scheduled.

The Authority has been at 98-99% occupancy for the last 4-5 months or so.

Commissioner Halliday asked with NJHMFA pushing the Pecks Beach family project to March ,would it affect the project at all? The Authority’s consultant is not happy about it, but it is not going to affect the settlement date when HUD and NJHMFA come together. Settlement should hopefully be 3-4 months after approval from NJHMFA.

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

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

**Committee Reports** – None.

**Old Business** – None.

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

**Resolution #2025-01**  
**Resolution to Approve Monthly Expenses**

Chairperson Barr called for a motion to approve the monthly expenses in the amount of \$246,950.79. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones provided a brief explanation of the bill list. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes with exception of Acenda invoices)
Commissioner Brian Broadley	(Yes)
Chairperson Robert Barr	(Yes)

**Resolution #2025-02**  
**Designating Official Newspapers**

Chairperson Barr called for a motion to approve Resolution #2025-02. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided a brief explanation. The following vote was taken:

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

**Resolution #2025-03**  
**Authorizing Payment of Draw 17 – Pecks Beach Family Redevelopment**

Chairperson Barr called for a motion to approve Resolution #2025-03. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones provided a brief explanation. The following vote was taken:

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

**Resolution #2025-04**  
**Granting Official Leave of Absence (Workman’s Compensation)**

Chairperson Barr called for a motion to approve Resolution #2025-04. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones provided an explanation. The following vote was taken:

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

**Resolution #2025-05**  
**Awarding Contract for Asbestos Containing Material (ACM) Abatement (Bayview Manor)**

Chairperson Barr called for a motion to approve Resolution #2025-05. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided an explanation. The following vote was taken:

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

**Resolution #2025-06**

**Authorizing Immediate Replacement of HVAC Equipment at Speitel Commons**

Chairperson Barr called for a motion to approve Resolution #2025-06. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Ron Miller provided an explanation. Mrs. Jones indicated there were some negative public comments regarding the heating situation at Speitel. She reported at no time was anyone without heat. All residents had heat within the State guidelines. Residents were also offered transfers to other units as well as hotel stays. All residents declined transfers and/or hotel stays. Brief discussion regarding the possible recourse against the architect, installer, or manufacturer. Ron indicated the Authority's legal firm has assigned counsel to this situation. The Authority retained a forensic engineer to review the drawings. There was a general consensus that there was not a significant design problem with the building. They reversed engineered all the calculations. They all met spec; however, they are stretching the capabilities of the equipment. They were designed to 100% of the equipment's capacity. Nothing was done improperly. The counsel from the Authority's legal firm decided not to pursue it further. Ron has been working with the consultant for close to a year because it was believed that there was some sort of problem with these units although nothing has been found to be improper. These units are new technology and NJHMFA requires green heating and cooling technology. The Authority is required to follow the Energy Star guidelines to obtain NJHMFA funding. The following vote was taken:

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

*Commissioner Jackson briefly left the meeting.*

**Resolution #2025-07**

**Authorizing use of Omnia Cooperative Contract #02-138 (Ferguson)**

Chairperson Barr called for a motion to approve Resolution #2025-07. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller provided an explanation. This contract is for the replacement of the HVAC equipment at Speitel. Not all the units have the same issue. Ron briefly explained it particularly affects the second-floor north side of the building because the line sets are further. The staff is pressing as hard as possible to get this done correctly. The Authority believes it has a workable solution, but time will tell. It may be an ongoing problem. The best the Authority can do is to manage it. The staff is going over and above to try and manage these problems. Ron further explained the issues with the units. The following vote was taken:

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

**Resolution #2025-08**

**Entering into a Contract Agreement with Nielsen of Morristown**

Chairperson Barr called for a motion to approve Resolution #2025-08. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Ron Miller provided an explanation. The following vote was taken:

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

**Resolution #2025-09**

**Authorizing Immediate Elevator Maintenance Updates and Repairs at Bayview Manor**

Chairperson Barr called for a motion to approve Resolution #2025-09. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Ron Miller provided an explanation. The following vote was taken:

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

**Resolution #2025-10**

**Certifying the 2023 Fiscal Year Annual Audit**

Chairperson Barr called for a motion to approve Resolution #2025-10. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

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

*Commissioner Jackson returned to the meeting.*



Chairperson Barr requested comments from the public. Shirley Watts, Speitel Commons, Apt 4061, states she is being evicted because her son is supposedly staying at her place. She would like to see evidence of a picture the Authority may have of him staying at her place for three (3) days per correspondence she received. Ms. Watts wanted to know if she could see the picture so that she could decide which way she could go forward with this. She indicated he does have a place to live and does have a girlfriend. She stated she got injured this year at her job and has been home six (6) months. She reported her son comes to her unit to cook and do laundry for her. Mr. Watson stated that this sounds like it is actively litigated. There are several procedures once something goes into litigation. Ms. Watts is asking for the discovery of the litigation. Mr. Watson stated she is entitled to requests of records of information from the Authority, however in an attempt to make it a little less formal in asking for the information tonight, tonight would not be the place for the Authority to respond to that. Mr. Watson suggested she send an email to the Authority and the Authority can forward the request to his office. He cannot guarantee that she will get a response to what she is looking for but will do their best. She believes she deserves to see the evidence.

Caroline Taylor, Speitel Commons, Apt 3091, commented on heating issues and the second floor is extremely cold because it is above the garage. She personally does not have an issue with her heat as she lives on the third floor. Ms. Taylor stated the windows are another problem because three (3) of the six (6) windows in her unit have their seals broken. The windows are becoming foggy and dirty looking. She knows other units have a similar problem with at least one (1) window. The windows have been an ongoing problem as far as getting them cleaned. She stated the Housing Authority advised it would be done and it has not been done. She hears every month the Authority is below budget at the meetings but is not spending the budget and does not understand why the windows cannot get cleaned.

Ron asked if Ms. Taylor called in a work order for her broken window gaskets. She stated the first week of moving in she told the maintenance person and nothing has happened in the last 3 years. Ron stated the Authority will address the window gaskets and this is the first time that he has heard about her issue. Someone will be at her unit tomorrow to investigate it. As far as the cleaning of the windows is concerned, the cleaning materials have been ordered. It is below 32 degrees and windows cannot be cleaned when there are freezing temperatures.

The public comments portion is closed. Chairperson Barr requested comments from Board Commissioners and/or Administration. Commissioner Jackson asked if it was possible to add some attraction to the 5<sup>th</sup> floor community space such as puzzles, games, etc. She understands something may go missing. Mrs. Jones said yes. Commissioner Jackson asked about a TV and revisiting that. Mrs. Jones asked Commissioner Jackson to speak to Lexy the manager about this. Lexy will then look into it further, but Mrs. Jones does not see a problem with the requests.

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 4:54 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

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

Month Ending: Jan 2025



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU January</b>	<b>ACTUAL THRU January</b>	<b>VARIANCE THRU January</b>
<b><u>INCOME</u></b>				
<b>DWELLING RENTAL</b>	\$ 753,570	\$ 251,192	\$ <u>248,017</u>	\$ (3,175)
<b>TOTAL TENANT REVENUE</b>	<u>\$ 753,570</u>	<u>\$ 251,192</u>	<u>\$ 248,017</u>	<u>\$ (3,175)</u>
<b>HUD OPERATING SUBSIDY</b>	\$ 160,000	\$ 53,332	\$ <u>47,695</u>	\$ (5,637)
<b>PBV HAP SUBSIDY</b>	432,640	144,212	<u>132,117</u>	(12,095)
<b>HUD CAPITAL FUNDS-OPERATIONS</b>	150,350	50,116	<u>63,332</u>	13,216
<b>CDBG INCOME</b>	44,200	14,736	<u>4,243</u>	(10,493)
<b>TOTAL HUD FUNDING</b>	<u>\$ 787,190</u>	<u>\$ 262,396</u>	<u>\$ 247,387</u>	<u>\$ (15,009)</u>
<b>INVESTMENT INCOME- UNRESTRICTED</b>	\$ 550	\$ 184	\$ <u>97</u>	\$ (87)
<b>NONDWELLING RENTAL INCOME</b>	52,000	17,332	-	(17,332)
<b>OTHER INCOME-LAUNDRY</b>	4,300	1,436	<u>487</u>	(950)
<b>OTHER INCOME-FRAUD RECOVERY</b>	800	268	<u>771</u>	503
<b>OTHER INCOME-MISCELLANEOUS</b>	13,160	4,388	<u>23,835</u>	19,447
<b>TOTAL INCOME</b>	<u>\$ 1,611,570</u>	<u>\$ 537,196</u>	<u>\$ 520,594</u>	<u>\$ (16,602)</u>
<b><u>EXPENSES</u></b>				
<b>AUDIT FEES</b>	\$ 17,250	\$ 5,748	\$ <u>5,748</u>	-
<b>ADVERTISING</b>	1,900	636	<u>81</u>	(555)
<b><u>OFFICE EXPENSES</u></b>				
<b>COMPUTER SERVICES</b>	\$ 1,660	\$ 556	\$ <u>200</u>	\$ (356)
<b>CONSULTANTS-RAD CONVERSION</b>	6,320	2,108	-	(2,108)
<b>COPIER</b>	1,220	408	-	(408)
<b>DUES &amp; PUBLICATIONS</b>	730	244	<u>215</u>	(29)
<b>OFFICE SUPPLIES</b>	840	280	<u>119</u>	(161)
<b>PHONE &amp; INTERNET</b>	14,980	4,992	<u>6,064</u>	1,072
<b>POSTAGE</b>	4,200	1,400	<u>666</u>	(734)
<b>LEGAL</b>	26,600	8,868	<u>4,113</u>	(4,755)
<b>CRIMINAL BACKGROUND CHECKS</b>	1,050	352	<u>295</u>	(57)
<b>TRAVEL</b>	4,000	1,332	-	(1,332)
<b>TRAINING</b>	440	148	<u>238</u>	90
<b>ACCOUNTING</b>	34,500	11,504	<u>11,500</u>	(4)
<b>MANAGEMENT FEES</b>	316,960	105,656	<u>85,702</u>	(19,954)
<b>MISCELLANEOUS-SUNDRY</b>	14,760	4,928	<u>10,429</u>	5,501
<b>BILL PAY ACH/CHECK WRITING FEE</b>	-	-	<u>79</u>	79
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<u>\$ 447,410</u>	<u>\$ 149,160</u>	<u>\$ 125,450</u>	<u>\$ (23,710)</u>
<b>OTHER TENANT SERVICES</b>	\$ 11,700	\$ 3,900	\$ <u>5,576</u>	\$ 1,676
<b>TENANT SVCS - BEHAVIORAL HEALTH</b>	44,200	14,736	<u>4,243</u>	(10,493)
<b>TOTAL OTHER TENANT SERVICES</b>	<u>\$ 55,900</u>	<u>\$ 18,636</u>	<u>\$ 9,819</u>	<u>\$ (8,817)</u>

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

Month Ending: Jan 2025



	<b>TOTAL</b>			
	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU January</b>	<b>ACTUAL THRU January</b>	<b>VARIANCE THRU January</b>
<b>WATER/SEWER</b>	\$ 130,840	\$ 43,612	\$ <u>49,706</u>	\$ 6,094
<b>ELECTRIC</b>	145,590	48,532	<u>60,367</u>	11,835
<b>GAS</b>	39,040	13,016	<u>23,401</u>	10,385
<b>TOTAL UTILITY EXPENSES</b>	<u>\$ 315,470</u>	<u>\$ 105,160</u>	<u>\$ 133,474</u>	<u>\$ 28,314</u>
<b>MAINTENANCE LABOR</b>	\$ 112,390	\$ 37,468	\$ <u>30,463</u>	\$ (7,005)
<b>MAINT. MATERIALS</b>	111,490	37,184	<u>16,370</u>	(20,814)
<b>MAINT. CONTRACT COSTS</b>	179,040	59,688	<u>55,354</u>	(4,334)
<b>EMPLOYEE BENEFITS</b>	90,360	30,124	<u>25,489</u>	(4,635)
<b>TOTAL MAINTENANCE</b>	<u>\$ 493,280</u>	<u>\$ 164,464</u>	<u>\$ 127,677</u>	<u>\$ (36,787)</u>
<b>INSURANCE</b>	\$ 142,910	\$ 47,644	\$ <u>42,629</u>	\$ (5,015)
<b>FLOOD INSURANCE</b>	24,760	8,252	<u>13,134</u>	4,882
<b>BAD DEBTS</b>	7,690	2,564	<u>2,564</u>	-
<b>COMPENSATED ABSENCES</b>	3,600	1,200	<u>1,200</u>	-
<b>PAYMENT IN LIEU OF TAXES</b>	43,810	14,608	<u>14,608</u>	-
<b>PENSION</b>	6,010	2,004	<u>3,366</u>	1,362
<b>RETIREE BENEFITS</b>	12,650	4,216	<u>2,872</u>	(1,344)
<b>TOTAL OTHER EXPENSES</b>	<u>\$ 241,430</u>	<u>\$ 80,488</u>	<u>\$ 80,373</u>	<u>\$ (115)</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,553,490</u>	<u>\$ 517,908</u>	<u>\$ 476,793</u>	<u>\$ (41,115)</u>
<b>Replacement Reserve</b>	\$ 45,890	\$ 15,296	\$ <u>15,304</u>	\$ 8
<b>PROFIT</b>	<u>\$ 12,190</u>	<u>\$ 3,992</u>	<u>\$ 28,497</u>	<u>\$ 24,505</u>

Commissioner's Report - Property Detail

Month Ending: Jan 2025



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>
<b><u>INCOME</u></b>												
<b>DWELLING RENTAL</b>	\$ 267,850	\$ 89,284	\$ <u>73,996</u>	\$ (15,288)	\$ 180,030	\$ 60,012	\$ <u>58,987</u>	\$ (1,026)	\$ 305,690	\$ 101,896	\$ <u>115,035</u>	\$ 13,139
<b>TOTAL TENANT REVENUE</b>	\$ 267,850	\$ 89,284	\$ <u>73,996</u>	\$ (15,288)	\$ 180,030	\$ 60,012	\$ <u>58,987</u>	\$ (1,026)	\$ 305,690	\$ 101,896	\$ <u>115,035</u>	\$ 13,139
<b>HUD OPERATING SUBSIDY</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 53,332	\$ <u>47,695</u>	\$ (5,637)
<b>PBV HAP SUBSIDY</b>	214,210	71,404	<u>58,934</u>	(12,470)	218,430	72,808	<u>73,183</u>	375	-	-	-	-
<b>HUD CAPITAL FUNDS-OPERATIONS</b>	-	-	-	-	-	-	-	-	150,350	50,116	<u>63,332</u>	13,216
<b>CDBG INCOME</b>	15,500	5,168	<u>1,188</u>	(3,980)	15,500	5,168	<u>764</u>	(4,404)	13,200	4,400	<u>2,291</u>	(2,109)
<b>TOTAL HUD FUNDING</b>	\$ 229,710	\$ 76,572	\$ <u>60,122</u>	\$ (16,450)	\$ 233,930	\$ 77,976	\$ <u>73,947</u>	\$ (4,029)	\$ 323,550	\$ 107,848	\$ <u>113,318</u>	\$ 5,470
<b>INVESTMENT INCOME-UNRESTRICTED</b>	\$ 300	\$ 100	\$ <u>34</u>	\$ (66)	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 84	\$ <u>63</u>	\$ (21)
<b>NONDWELLING RENTAL INCOME</b>	52,000	17,332	-	(17,332)	-	-	-	-	-	-	-	-
<b>OTHER INCOME-LAUNDRY</b>	2,300	768	<u>181</u>	(587)	-	-	<u>261</u>	261	2,000	668	<u>45</u>	(624)
<b>OTHER INCOME-FRAUD RECOVERY</b>	-	-	-	-	-	-	-	-	800	268	<u>771</u>	503
<b>OTHER INCOME-MISCELLANEOUS</b>	3,950	1,316	<u>547</u>	(769)	1,610	540	<u>480</u>	(60)	7,600	2,532	<u>22,808</u>	20,276
<b>TOTAL INCOME</b>	\$ 556,110	\$ 185,372	\$ <u>134,880</u>	\$ (50,492)	\$ 415,570	\$ 138,528	\$ <u>133,674</u>	\$ (4,854)	\$ 639,890	\$ 213,296	\$ <u>252,040</u>	\$ 38,744
<b><u>EXPENSES</u></b>												
<b>AUDIT FEES</b>	\$ 7,000	\$ 2,332	\$ <u>2,332</u>	\$ -	\$ 4,200	\$ 1,400	\$ <u>1,400</u>	\$ -	\$ 6,050	\$ 2,016	\$ <u>2,016</u>	\$ -
<b>ADVERTISING</b>	500	168	<u>23</u>	(145)	500	168	<u>15</u>	(153)	900	300	<u>44</u>	(256)
<b>OFFICE EXPENSES</b>												
<b>COMPUTER SERVICES</b>	\$ 500	\$ 168	\$ <u>56</u>	\$ (112)	\$ 500	\$ 168	\$ <u>36</u>	\$ (132)	\$ 660	\$ 220	\$ <u>108</u>	\$ (112)
<b>CONSULTANTS-RAD CONVERSION</b>	500	168	-	(168)	3,040	1,012	-	(1,012)	2,780	928	-	(928)
<b>COPIER</b>	740	248	-	(248)	480	160	-	(160)	-	-	-	-
<b>DUES &amp; PUBLICATIONS</b>	170	56	<u>60</u>	4	200	68	<u>39</u>	(29)	360	120	<u>116</u>	(4)
<b>OFFICE SUPPLIES</b>	320	108	<u>34</u>	(74)	110	36	<u>21</u>	(15)	410	136	<u>64</u>	(72)

**Commissioner's Report - Property Detail**

Month Ending: Jan 2025



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>
<i>PHONE &amp; INTERNET</i>	3,660	1,220	<u>1,498</u>	278	7,420	2,472	<u>2,744</u>	272	3,900	1,300	<u>1,822</u>	522
<i>POSTAGE</i>	1,200	400	<u>186</u>	(214)	1,200	400	<u>120</u>	(280)	1,800	600	<u>360</u>	(240)
<i>LEGAL</i>	8,950	2,984	<u>1,738</u>	(1,246)	7,200	2,400	<u>807</u>	(1,593)	10,450	3,484	<u>1,568</u>	(1,916)
<i>CRIMINAL BACKGROUND CHECKS</i>	250	84	<u>220</u>	136	350	116	-	(116)	450	152	<u>75</u>	(77)
<i>TRAVEL</i>	2,000	668	-	(668)	1,000	332	-	(332)	1,000	332	-	(332)
<i>TRAINING</i>	140	48	-	(48)	200	68	-	(68)	100	32	<u>238</u>	206
<i>ACCOUNTING</i>	8,600	2,868	<u>3,220</u>	352	9,500	3,168	<u>2,070</u>	(1,098)	16,400	5,468	<u>6,210</u>	742
<i>MANAGEMENT FEES</i>	87,520	29,172	<u>19,883</u>	(9,289)	71,370	23,792	<u>12,782</u>	(11,010)	158,070	52,692	<u>53,037</u>	345
<i>MISCELLANEOUS-SUNDRY</i>	3,960	1,328	<u>6,166</u>	4,838	3,980	1,324	<u>1,016</u>	(308)	6,820	2,276	<u>3,247</u>	971
<i>BILL PAY ACH/CHECK WRITING FEE</i>	-	-	<u>22</u>	22	-	-	<u>14</u>	14	-	-	<u>43</u>	43
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 126,010</b>	<b>\$ 42,020</b>	<b>\$ 35,438</b>	<b>\$ (6,582)</b>	<b>\$ 111,250</b>	<b>\$ 37,084</b>	<b>\$ 21,064</b>	<b>\$ (16,020)</b>	<b>\$ 210,150</b>	<b>\$ 70,056</b>	<b>\$ 68,948</b>	<b>\$ (1,108)</b>
<i>OTHER TENANT SERVICES</i>	\$ 8,350	\$ 2,784	\$ <u>2,198</u>	\$ (586)	\$ 3,350	\$ 1,116	\$ <u>901</u>	\$ (215)	\$ -	\$ -	\$ <u>2,477</u>	\$ 2,477
<i>TENANT SVCS - BEHAVIORAL HEALTH</i>	15,500	5,168	<u>1,188</u>	(3,980)	15,500	5,168	<u>764</u>	(4,404)	13,200	4,400	<u>2,291</u>	(2,109)
<b>TOTAL OTHER TENANT SERVICES</b>	<b>\$ 23,850</b>	<b>\$ 7,952</b>	<b>\$ 3,386</b>	<b>\$ (4,566)</b>	<b>\$ 18,850</b>	<b>\$ 6,284</b>	<b>\$ 1,664</b>	<b>\$ (4,620)</b>	<b>\$ 13,200</b>	<b>\$ 4,400</b>	<b>\$ 4,769</b>	<b>\$ 369</b>
<i>WATER/SEWER</i>	\$ 30,420	\$ 10,140	\$ <u>11,645</u>	\$ 1,505	\$ 23,040	\$ 7,680	\$ <u>6,817</u>	\$ (863)	\$ 77,380	\$ 25,792	\$ <u>31,245</u>	\$ 5,453
<i>ELECTRIC</i>	106,400	35,468	<u>46,965</u>	11,497	20,710	6,904	<u>6,967</u>	63	18,480	6,160	<u>6,435</u>	275
<i>GAS</i>	-	-	-	-	4,590	1,532	<u>1,966</u>	434	34,450	11,484	<u>21,435</u>	9,951
<b>TOTAL UTILITY EXPENSES</b>	<b>\$ 136,820</b>	<b>\$ 45,608</b>	<b>\$ 58,610</b>	<b>\$ 13,002</b>	<b>\$ 48,340</b>	<b>\$ 16,116</b>	<b>\$ 15,750</b>	<b>\$ (366)</b>	<b>\$ 130,310</b>	<b>\$ 43,436</b>	<b>\$ 59,115</b>	<b>\$ 15,679</b>
<i>MAINTENANCE LABOR</i>	\$ 31,470	\$ 10,492	\$ <u>9,249</u>	\$ (1,243)	\$ 20,230	\$ 6,744	\$ <u>5,619</u>	\$ (1,125)	\$ 60,690	\$ 20,232	\$ <u>15,596</u>	\$ (4,636)
<i>MAINT. MATERIALS</i>	27,620	9,212	<u>6,956</u>	(2,256)	69,360	23,128	<u>2,139</u>	(20,989)	14,510	4,844	<u>7,275</u>	2,431
<i>MAINT. CONTRACT COSTS</i>	85,920	28,648	<u>22,885</u>	(5,763)	55,250	18,416	<u>14,761</u>	(3,655)	37,870	12,624	<u>17,709</u>	5,085
<i>EMPLOYEE BENEFITS</i>	25,470	8,492	<u>7,126</u>	(1,366)	16,370	5,460	<u>4,586</u>	(874)	48,520	16,172	<u>13,778</u>	(2,394)
<b>TOTAL MAINTENANCE</b>	<b>\$ 170,480</b>	<b>\$ 56,844</b>	<b>\$ 46,215</b>	<b>\$ (10,629)</b>	<b>\$ 161,210</b>	<b>\$ 53,748</b>	<b>\$ 27,105</b>	<b>\$ (26,643)</b>	<b>\$ 161,590</b>	<b>\$ 53,872</b>	<b>\$ 54,357</b>	<b>\$ 485</b>
<i>INSURANCE</i>	\$ 40,010	\$ 13,340	\$ <u>11,936</u>	\$ (1,404)	\$ 25,730	\$ 8,580	\$ <u>7,673</u>	\$ (907)	\$ 77,170	\$ 25,724	\$ <u>23,020</u>	\$ (2,704)
<i>FLOOD INSURANCE</i>	5,520	1,840	<u>1,724</u>	(116)	5,860	1,952	<u>1,668</u>	(284)	13,380	4,460	<u>9,742</u>	5,282

**Commissioner's Report - Property Detail**

Month Ending: Jan 2025



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU January</i>	<i>ACTUAL THRU January</i>	<i>VARIANCE THRU January</i>
<i>BAD DEBTS</i>	2,730	912	<u>912</u>	-	1,840	612	<u>612</u>	-	3,120	1,040	<u>1,040</u>	-
<i>COMPENSATED ABSENCES</i>	1,200	400	<u>400</u>	-	1,200	400	<u>400</u>	-	1,200	400	<u>400</u>	-
<i>PAYMENT IN LIEU OF TAXES</i>	13,100	4,368	<u>4,368</u>	-	13,170	4,392	<u>4,392</u>	-	17,540	5,848	<u>5,848</u>	-
<i>PENSION</i>	1,590	532	<u>882</u>	350	1,010	336	<u>570</u>	234	3,410	1,136	<u>1,914</u>	778
<i>RETIREE BENEFITS</i>	3,540	1,180	<u>804</u>	(376)	2,280	760	<u>517</u>	(243)	6,830	2,276	<u>1,551</u>	(725)
<i>TOTAL OTHER EXPENSES</i>	<b>\$ 67,690</b>	<b>\$ 22,572</b>	<b>\$ 21,026</b>	<b>\$ (1,546)</b>	<b>\$ 51,090</b>	<b>\$ 17,032</b>	<b>\$ 15,832</b>	<b>\$ (1,200)</b>	<b>\$ 122,650</b>	<b>\$ 40,884</b>	<b>\$ 43,514</b>	<b>\$ 2,630</b>
<b><i>TOTAL EXPENDITURES</i></b>	<b>\$ 524,850</b>	<b>\$ 174,996</b>	<b>\$ 164,675</b>	<b>\$ (10,321)</b>	<b>\$ 390,740</b>	<b>\$ 130,264</b>	<b>\$ 81,415</b>	<b>\$ (48,849)</b>	<b>\$ 637,900</b>	<b>\$ 212,648</b>	<b>\$ 230,703</b>	<b>\$ 18,055</b>
<i>Replacement Reserve</i>	<b>\$ 27,760</b>	<b>\$ 9,252</b>	<b>\$ <u>9,260</u></b>	<b>\$ 8</b>	<b>\$ 18,130</b>	<b>\$ 6,044</b>	<b>\$ <u>6,044</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><i>PROFIT</i></b>	<b>\$ 3,500</b>	<b>\$ 1,124</b>	<b>\$ (39,056)</b>	<b>\$ (40,180)</b>	<b>\$ 6,700</b>	<b>\$ 2,220</b>	<b>\$ 46,215</b>	<b>\$ 43,995</b>	<b>\$ 1,990</b>	<b>\$ 648</b>	<b>\$ 21,337</b>	<b>\$ 20,689</b>

# Ocean City Housing Authority

## Administrative Report

**DATE:** February 11, 2025

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

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

**SUBJECT:** Monthly Report (Stats for January 2025)

**PERIOD:** January 15, 2025, to February 11, 2025

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### **Peck's Beach Family Redevelopment Project**

*February 2025 Update – The project remains on schedule for the March 2025 NMHMFA board meeting for approval of the tax credit funding.*

**January 2025 Update – The project is now scheduled for the March 2025 NJHMFA board meeting for approval of tax credit funding.**

**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.**

# **Peck's Beach Family Redevelopment Project (continued)**

**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.

## **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 1<sup>st</sup>; 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 2<sup>nd</sup>; The second resident meeting was held on March 7<sup>th</sup>; 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 5<sup>th</sup> meeting;**

**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;

**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><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 funds needed to complete the Bayview Manor renovations;</b></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 have not 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 19<sup>th</sup> 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 3<sup>rd</sup> 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.

Additionally, on December 19, 2024, St James's church hosted a Holiday sing along, hot chocolate, and snacks were provided for the residents. Both events were a success, with a lot of great feedback received from tenants.

*The team is currently planning events for the year 2025.*

## **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

**OCEAN CITY HOUSING AUTHORITY**  
**Program Statistics Report 10/2024 - 10/2025**

**2025**  
**JAN**

**2024**  
**DEC**

**2024**  
**NOV**

	2025 JAN	2024 DEC	2024 NOV
<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	2	0	3
<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.)	119	0	119
Total number of units inspected year-to-date - all sites	238	119	119
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	0	41	0
Annual Unit Turnaround Time (For Fiscal Year)	1900	1900	1859
Monthly - Number of Vacancies Filled (this month)	0	1	0
Monthly - Average unit turnaround time in days for Lease up	0	6	0
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	26	0
PIC Score	100.00%	100.00%	100.00%
<b>Vacancies - At end of Month</b>			
Bay View Manor	2	2	2
Speitel Commons	1	1	0
Peck's Beach Family	0	0	0
Total	3	3	2
Occupancy Rate	97.52%	97.52%	98.35%
<b>Vacancy Turnovers by VHA Maintenance Staff</b>			
Total Hours (Summarized Quarterly)		12.04	
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	3.67	2.45
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.62	2.62	2.09
<b>Rent Roll</b>			
Bay View Manor - Elderly/Disabled	\$18,592	\$18,480	\$18,612
Speitel Commons - Elderly/Disabled	\$14,396	\$14,881	\$14,973
Peck's Beach - Family	\$27,307	\$27,247	\$30,010
Total Rent Roll	\$60,295	\$60,608	\$63,595
<b>Waiting List Applicants - (all lists closed)</b>			
Families - Ocean City Preference	13	13	13
Families - No Ocean City Preference	197	196	196
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	5	5	5
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	170	171	171
0/1 Bedroom	175	176	176
2 Bedroom	56	55	55
3 Bedroom	112	112	112
4 Bedroom	42	42	42
Success Rate	25%	25%	25%
<b>Maintenance Department</b>			
Average work order turnaround time in days - Tenant Generated	0.05	0.10	0.09
Total Tenant Generated Work Orders	37	47	52
Number of routine work orders written this month	139	143	121
Number of outstanding work orders from previous month	187	167	205
Total number of work orders to be addressed this month	366	357	378
Total number of work orders completed this month	227	170	211
Total number of work orders left outstanding	139	187	167
Number of emergency work orders written this month	3	0	0
Total number of work orders written year-to-date	680	501	311
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<b>Real Estate Assessment Center (REAC) Scores</b>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority  
Cash Report  
As of January 31, 2025**

**Net Cash Position:**

Cash Balance per Reconciled Bank Statement at 01/31/2025	\$634,790.64
<i>2024 Capital Fund available for PH (pbfamily)</i>	\$155,596.00
Add: A/R-Tenants 01/2025	\$6,320.44
	\$1,236.34

<b><u>Reimbursements Due From The City</u></b>	
Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$12,333.28
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	

Less: Payments -February 2025 bill list	(\$149,941.81)
Accrued Expenses - Total from detail below	\$2,889.33

<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	4	(21,256.00)
Bad Debt	7,690.00	4	2,563.33
Comp Absences	3,600.00	4	1,200.00
P.I.L.O.T.	43,810.00	4	14,603.33
Net Accrual	222,770.00		(2,889.33)

Net Cash Balance	\$663,224.22
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	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 119,198	5.33	Months
Per Day	\$ 3,973	167	Days

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

**RESOLUTION NO. 2025-11  
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 \$149,941.81.

**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:** February 18, 2025

**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

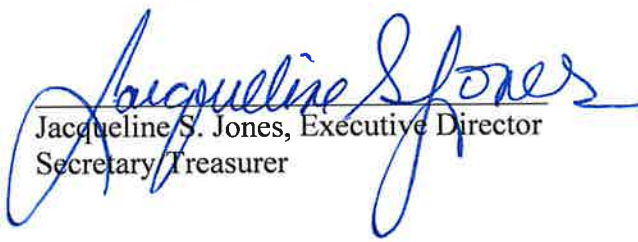
BY: 

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 February 18, 2025 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. 2025-12  
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 February 18, 2025 at 4:34 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 Board and its consultants discussed the status of a contract performance issue in connection with the Elevator Maintenance and Modernization Project at Bayview Manor including, but not limited to, liability issues, legal strategy, and potential remedies. The Authority’s Solicitor provided legal analysis of the issues, the Authority’s options, and related recommendations.

**“(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 23 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

**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.

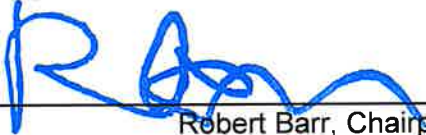
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE OCEAN CITY HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON FEBRUARY 18, 2025.

**ADOPTED:** February 18, 2025

**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 February 18, 2025 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. 2025-13**

**Resolution of the Ocean City Housing Authority Authorizing Immediate Elevator Maintenance Updates and Repairs at Bayview Manor**

**WHEREAS**, it is necessary for immediate emergency maintenance updates and repairs to the elevators at Bayview Manor; and,

**WHEREAS**, it is necessary for the Ocean City Housing Authority to implement elevator maintenance updates and repairs to the elevator cab ceilings; and,

**WHEREAS**, the Purchasing Agent has declared the need to enter an emergency contract to make the necessary updates and repairs; and,

**WHEREAS**, pursuant to N.J.S.A. 40A:11-6, – Any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefor, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners to the Ocean City Housing Authority authorizes the Purchasing Agent to enter such contract make the immediate maintenance updates and repairs to the elevator cab ceilings at Bayview Manor in the amount not to exceed \$20,000.

**ADOPTED:** February 18, 2025

**VOTE:**

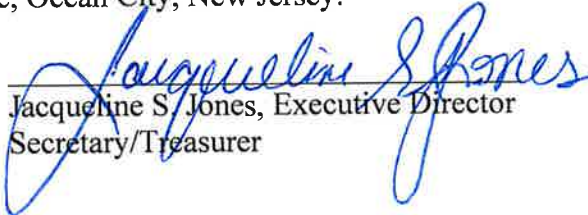
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall				✓		
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley				✓		
Chairman Barr	✓					

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 February 18, 2025 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

**CERTIFICATION**

Funding is available for:

**Elevator Maintenance Update and Repairs – Bayview Manor**

from the Bayview/Speitel Replacement Reserve account. The line item to be charged for the above expenditure is Account # 1400-07-000 (Furniture & Equipment – Dwelling).



Wendy Hughes  
Certifying Financial Officer

2/18/25  
Date