

Board of Commissioners
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Jacqueline S. Jones, Executive Director

March 13, 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, March 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, March 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 February 18, 2025
 6. Fee Accountant's Report
 7. Executive Director's Report
 8. Committee Reports
 9. Old Business:
 10. New Business:
 11. Resolutions: **(cash report included)**
 - # 2025-14 Approval of Monthly Expenses **(updated)**
 - # 2025-15 Award Cleaning Services Contract
 - # 2025-16 Award Pest Control Services Contract
 - # 2025-17 Award Special Legal Services – Landlord/Tenant
 - # 2025-18 Amending Resolution #2021-34 Entering into a Special Engineering Services Contract for Pecks Family Redevelopment
 - # 2025-19 Authorizing Payments of Draw #18 Pecks Beach
 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: Feb 2025



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
<u>INCOME</u>				
DWELLING RENTAL	\$ 753,570	\$ 313,990	\$ <u>308,676</u>	\$ (5,314)
OTHER TENANT-EXCESS UTILITIES	-	-	\$ <u>(293)</u>	(293)
TOTAL TENANT REVENUE	\$ 753,570	\$ 313,990	\$ 308,384	\$ (5,606)
HUD OPERATING SUBSIDY	\$ 160,000	\$ 66,665	\$ <u>56,391</u>	\$ (10,274)
PBV HAP SUBSIDY	432,640	180,265	<u>164,991</u>	(15,274)
HUD CAPITAL FUNDS-OPERATIONS	150,350	62,645	<u>218,928</u>	156,283
CDBG INCOME	44,200	18,420	<u>5,277</u>	(13,143)
TOTAL HUD FUNDING	\$ 787,190	\$ 327,995	\$ 445,587	\$ 117,592
INVESTMENT INCOME- UNRESTRICTED	\$ 550	\$ 230	\$ <u>172</u>	\$ (58)
NONDWELLING RENTAL INCOME	52,000	21,665	-	(21,665)
OTHER INCOME-LAUNDRY	4,300	1,795	<u>740</u>	(1,056)
OTHER INCOME-FRAUD RECOVERY	800	335	<u>771</u>	436
OTHER INCOME-MISCELLANEOUS	13,160	5,485	<u>35,124</u>	29,639
TOTAL INCOME	\$ 1,611,570	\$ 671,495	\$ 790,778	\$ 119,283
<u>EXPENSES</u>				
AUDIT FEES	\$ 17,250	\$ 7,185	\$ <u>7,185</u>	-
ADVERTISING	1,900	795	<u>284</u>	(511)
OFFICE EXPENSES				
COMPUTER SERVICES	\$ 1,660	\$ 695	\$ <u>200</u>	\$ (495)
CONSULTANTS-RAD CONVERSION	6,320	2,635	-	(2,635)
COPIER	1,220	510	-	(510)
DUES & PUBLICATIONS	730	305	<u>436</u>	131
OFFICE SUPPLIES	840	350	<u>274</u>	(76)
PHONE & INTERNET	14,980	6,240	<u>7,868</u>	1,628
POSTAGE	4,200	1,750	<u>1,422</u>	(328)
LEGAL	26,600	11,085	<u>5,070</u>	(6,015)
CRIMINAL BACKGROUND CHECKS	1,050	440	<u>295</u>	(145)
LEGAL-RAD	-	-	<u>41</u>	41
TRAVEL	4,000	1,665	-	(1,665)
TRAINING	440	185	<u>238</u>	53
ACCOUNTING	34,500	14,380	<u>14,375</u>	(5)
MANAGEMENT FEES	316,960	132,070	<u>122,167</u>	(9,903)
MISCELLANEOUS-SUNDRY	14,760	6,160	<u>12,671</u>	6,511
BILL PAY ACH/CHECK WRITING FEE	-	-	<u>79</u>	79
TOTAL ADMINISTRATIVE EXPENSES	\$ 447,410	\$ 186,450	\$ 172,604	\$ (13,846)

Ocean City Housing Authority - Commissioner's Report - TOTAL

Month Ending: Feb 2025



	TOTAL			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
OTHER TENANT SERVICES	\$ 11,700	\$ 4,875	\$ <u>5,776</u>	\$ 901
TENANT SVCS - BEHAVIORAL HEALTH	44,200	18,420	<u>5,277</u>	(13,143)
TOTAL OTHER TENANT SERVICES	\$ 55,900	\$ 23,295	\$ 11,053	\$ (12,242)
WATER/SEWER	\$ 130,840	\$ 54,515	\$ <u>59,425</u>	\$ 4,910
ELECTRIC	145,590	60,665	<u>65,583</u>	4,918
GAS	39,040	16,270	<u>27,600</u>	11,330
GARBAGE/TRASH REMOVAL	-	-	<u>117</u>	117
TOTAL UTILITY EXPENSES	\$ 315,470	\$ 131,450	\$ 152,724	\$ 21,274
MAINTENANCE LABOR	\$ 112,390	\$ 46,835	\$ <u>34,781</u>	\$ (12,054)
MAINT. MATERIALS	111,490	46,480	<u>19,113</u>	(27,367)
MAINT. CONTRACT COSTS	179,040	74,610	<u>78,426</u>	3,816
EMPLOYEE BENEFITS	90,360	37,655	<u>31,625</u>	(6,030)
TOTAL MAINTENANCE	\$ 493,280	\$ 205,580	\$ 163,945	\$ (41,635)
INSURANCE	\$ 142,910	\$ 59,555	\$ <u>55,487</u>	\$ (4,068)
FLOOD INSURANCE	24,760	10,315	<u>16,417</u>	6,102
BAD DEBTS	7,690	3,205	<u>3,205</u>	-
COMPENSATED ABSENCES	3,600	1,500	<u>1,500</u>	-
PAYMENT IN LIEU OF TAXES	43,810	18,260	<u>18,260</u>	-
PENSION	6,010	2,505	<u>4,208</u>	1,703
RETIREE BENEFITS	12,650	5,270	<u>3,698</u>	(1,572)
TOTAL OTHER EXPENSES	\$ 241,430	\$ 100,610	\$ 102,775	\$ 2,165
TOTAL EXPENDITURES	\$ 1,553,490	\$ 647,385	\$ 603,102	\$ (44,283)
Replacement Reserve	\$ 45,890	\$ 19,120	\$ <u>19,134</u>	\$ 14
PROFIT	\$ 12,190	\$ 4,990	\$ 168,541	\$ 163,551

Commissioner's Report - Property Detail

Month Ending: Feb 2025



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU February</u>	<u>ACTUAL THRU February</u>	<u>VARIANCE THRU February</u>	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU February</u>	<u>ACTUAL THRU February</u>	<u>VARIANCE THRU February</u>	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU February</u>	<u>ACTUAL THRU February</u>	<u>VARIANCE THRU February</u>
<u>INCOME</u>												
DWELLING RENTAL	\$ 267,850	\$ 111,605	\$ <u>92,607</u>	\$ (18,998)	\$ 180,030	\$ 75,015	\$ <u>73,301</u>	\$ (1,715)	\$ 305,690	\$ 127,370	\$ <u>142,769</u>	\$ 15,399
OTHER TENANT-EXCESS UTILITIES	-	-	-	-	-	-	<u>(293)</u>	(293)	-	-	-	-
TOTAL TENANT REVENUE	\$ 267,850	\$ 111,605	\$ 92,607	\$ (18,998)	\$ 180,030	\$ 75,015	\$ 73,008	\$ (2,007)	\$ 305,690	\$ 127,370	\$ 142,769	\$ 15,399
HUD OPERATING SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 66,665	\$ <u>56,391</u>	\$ (10,274)
PBV HAP SUBSIDY	214,210	89,255	<u>73,891</u>	(15,364)	218,430	91,010	<u>91,100</u>	90	-	-	-	-
HUD CAPITAL FUNDS-OPERATIONS	-	-	-	-	-	-	-	-	150,350	62,645	<u>218,928</u>	156,283
CDBG INCOME	15,500	6,460	<u>1,478</u>	(4,982)	15,500	6,460	<u>950</u>	(5,510)	13,200	5,500	<u>2,850</u>	(2,650)
TOTAL HUD FUNDING	\$ 229,710	\$ 95,715	\$ 75,369	\$ (20,346)	\$ 233,930	\$ 97,470	\$ 92,050	\$ (5,420)	\$ 323,550	\$ 134,810	\$ 278,169	\$ 143,359
INVESTMENT INCOME-UNRESTRICTED	\$ 300	\$ 125	\$ <u>56</u>	\$ (69)	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 105	\$ <u>116</u>	\$ 11
NONDWELLING RENTAL INCOME	52,000	21,665	-	(21,665)	-	-	-	-	-	-	-	-
OTHER INCOME-LAUNDRY	2,300	960	<u>181</u>	(779)	-	-	<u>514</u>	514	2,000	835	<u>45</u>	(791)
OTHER INCOME-FRAUD RECOVERY	-	-	-	-	-	-	-	-	800	335	<u>771</u>	436
OTHER INCOME-MISCELLANEOUS	3,950	1,645	<u>2,811</u>	1,166	1,610	675	<u>830</u>	155	7,600	3,165	<u>31,483</u>	28,318
TOTAL INCOME	\$ 556,110	\$ 231,715	\$ 171,024	\$ (60,691)	\$ 415,570	\$ 173,160	\$ 166,402	\$ (6,758)	\$ 639,890	\$ 266,620	\$ 453,352	\$ 186,732
<u>EXPENSES</u>												
AUDIT FEES	\$ 7,000	\$ 2,915	\$ <u>2,915</u>	\$ -	\$ 4,200	\$ 1,750	\$ <u>1,750</u>	\$ -	\$ 6,050	\$ 2,520	\$ <u>2,520</u>	\$ -
ADVERTISING	500	210	<u>80</u>	(130)	500	210	<u>51</u>	(159)	900	375	<u>153</u>	(222)
OFFICE EXPENSES												
COMPUTER SERVICES	\$ 500	\$ 210	\$ <u>56</u>	\$ (154)	\$ 500	\$ 210	\$ <u>36</u>	\$ (174)	\$ 660	\$ 275	\$ <u>108</u>	\$ (167)
CONSULTANTS-RAD CONVERSION	500	210	-	(210)	3,040	1,265	-	(1,265)	2,780	1,160	-	(1,160)
COPIER	740	310	-	(310)	480	200	-	(200)	-	-	-	-

Commissioner's Report - Property Detail

Month Ending: Feb 2025



	BAYVIEW				SPEITEL				PECK'S FAMILY			
	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February	ANNUAL BUDGET	BUDGET THRU February	ACTUAL THRU February	VARIANCE THRU February
DUES & PUBLICATIONS	170	70	<u>122</u>	52	200	85	<u>78</u>	(7)	360	150	<u>235</u>	85
OFFICE SUPPLIES	320	135	<u>77</u>	(58)	110	45	<u>49</u>	4	410	170	<u>148</u>	(22)
PHONE & INTERNET	3,660	1,525	<u>2,158</u>	633	7,420	3,090	<u>3,463</u>	373	3,900	1,625	<u>2,247</u>	622
POSTAGE	1,200	500	<u>398</u>	(102)	1,200	500	<u>256</u>	(244)	1,800	750	<u>768</u>	18
LEGAL	8,950	3,730	<u>1,738</u>	(1,992)	7,200	3,000	<u>1,164</u>	(1,836)	10,450	4,355	<u>2,168</u>	(2,187)
CRIMINAL BACKGROUND CHECKS	250	105	<u>220</u>	115	350	145	-	(145)	450	190	<u>75</u>	(115)
LEGAL-RAD	-	-	-	-	-	-	<u>41</u>	41	-	-	-	-
TRAVEL	2,000	835	-	(835)	1,000	415	-	(415)	1,000	415	-	(415)
TRAINING	140	60	-	(60)	200	85	-	(85)	100	40	<u>238</u>	198
ACCOUNTING	8,600	3,585	<u>4,025</u>	440	9,500	3,960	<u>2,588</u>	(1,373)	16,400	6,835	<u>7,763</u>	928
MANAGEMENT FEES	87,520	36,465	<u>28,768</u>	(7,697)	71,370	29,740	<u>18,494</u>	(11,246)	158,070	65,865	<u>74,905</u>	9,040
MISCELLANEOUS-SUNDRY	3,960	1,660	<u>7,460</u>	5,800	3,980	1,655	<u>1,219</u>	(436)	6,820	2,845	<u>3,992</u>	1,147
BILL PAY ACH/CHECK WRITING FEE	-	-	<u>22</u>	22	-	-	<u>14</u>	14	-	-	<u>43</u>	43
TOTAL ADMINISTRATIVE EXPENSES	\$ 126,010	\$ 52,525	\$ 48,038	\$ (4,487)	\$ 111,250	\$ 46,355	\$ 29,203	\$ (17,152)	\$ 210,150	\$ 87,570	\$ 95,363	\$ 7,793
OTHER TENANT SERVICES	\$ 8,350	\$ 3,480	\$ <u>2,398</u>	\$ (1,082)	\$ 3,350	\$ 1,395	\$ <u>901</u>	\$ (494)	\$ -	\$ -	\$ <u>2,477</u>	\$ 2,477
TENANT SVCS – BEHAVIORAL HEALTH	15,500	6,460	<u>1,478</u>	(4,982)	15,500	6,460	<u>950</u>	(5,510)	13,200	5,500	<u>2,850</u>	(2,650)
TOTAL OTHER TENANT SERVICES	\$ 23,850	\$ 9,940	\$ 3,876	\$ (6,064)	\$ 18,850	\$ 7,855	\$ 1,850	\$ (6,005)	\$ 13,200	\$ 5,500	\$ 5,327	\$ (173)
WATER/SEWER	\$ 30,420	\$ 12,675	\$ <u>15,815</u>	\$ 3,140	\$ 23,040	\$ 9,600	\$ <u>7,365</u>	\$ (2,235)	\$ 77,380	\$ 32,240	\$ <u>36,245</u>	\$ 4,005
ELECTRIC	106,400	44,335	<u>51,585</u>	7,250	20,710	8,630	<u>7,361</u>	(1,269)	18,480	7,700	<u>6,636</u>	(1,064)
GAS	-	-	-	-	4,590	1,915	<u>2,057</u>	142	34,450	14,355	<u>25,543</u>	11,188
GARBAGE/TRASH REMOVAL	-	-	<u>117</u>	117	-	-	-	-	-	-	-	-
TOTAL UTILITY EXPENSES	\$ 136,820	\$ 57,010	\$ 67,517	\$ 10,507	\$ 48,340	\$ 20,145	\$ 16,784	\$ (3,361)	\$ 130,310	\$ 54,295	\$ 68,424	\$ 14,129
MAINTENANCE LABOR	\$ 31,470	\$ 13,115	\$ <u>10,397</u>	\$ (2,718)	\$ 20,230	\$ 8,430	\$ <u>6,204</u>	\$ (2,226)	\$ 60,690	\$ 25,290	\$ <u>18,180</u>	\$ (7,110)
MAINT. MATERIALS	27,620	11,515	<u>7,520</u>	(3,995)	69,360	28,910	<u>3,314</u>	(25,596)	14,510	6,055	<u>8,280</u>	2,225

Commissioner's Report - Property Detail

Month Ending: Feb 2025



	<u>BAYVIEW</u>				<u>SPEITEL</u>				<u>PECK'S FAMILY</u>			
	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU February</i>	<i>ACTUAL THRU February</i>	<i>VARIANCE THRU February</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU February</i>	<i>ACTUAL THRU February</i>	<i>VARIANCE THRU February</i>	<i>ANNUAL BUDGET</i>	<i>BUDGET THRU February</i>	<i>ACTUAL THRU February</i>	<i>VARIANCE THRU February</i>
MAINT. CONTRACT COSTS	85,920	35,810	<u>32,940</u>	(2,870)	55,250	23,020	<u>19,607</u>	(3,413)	37,870	15,780	<u>25,879</u>	10,099
EMPLOYEE BENEFITS	25,470	10,615	<u>9,183</u>	(1,432)	16,370	6,825	<u>5,910</u>	(915)	48,520	20,215	<u>16,532</u>	(3,683)
TOTAL MAINTENANCE	\$ 170,480	\$ 71,055	\$ <u>60,039</u>	\$ (11,016)	\$ 161,210	\$ 67,185	\$ <u>35,036</u>	\$ (32,149)	\$ 161,590	\$ 67,340	\$ <u>68,871</u>	\$ 1,531
INSURANCE	\$ 40,010	\$ 16,675	\$ <u>15,536</u>	\$ (1,139)	\$ 25,730	\$ 10,725	\$ <u>9,988</u>	\$ (737)	\$ 77,170	\$ 32,155	\$ <u>29,963</u>	\$ (2,192)
FLOOD INSURANCE	5,520	2,300	<u>2,155</u>	(145)	5,860	2,440	<u>2,085</u>	(355)	13,380	5,575	<u>12,177</u>	6,602
BAD DEBTS	2,730	1,140	<u>1,140</u>	-	1,840	765	<u>765</u>	-	3,120	1,300	<u>1,300</u>	-
COMPENSATED ABSENCES	1,200	500	<u>500</u>	-	1,200	500	<u>500</u>	-	1,200	500	<u>500</u>	-
PAYMENT IN LIEU OF TAXES	13,100	5,460	<u>5,460</u>	-	13,170	5,490	<u>5,490</u>	-	17,540	7,310	<u>7,310</u>	-
PENSION	1,590	665	<u>1,100</u>	435	1,010	420	<u>714</u>	294	3,410	1,420	<u>2,394</u>	974
RETIREE BENEFITS	3,540	1,475	<u>1,036</u>	(439)	2,280	950	<u>666</u>	(284)	6,830	2,845	<u>1,997</u>	(848)
TOTAL OTHER EXPENSES	\$ 67,690	\$ 28,215	\$ <u>26,927</u>	\$ (1,288)	\$ 51,090	\$ 21,290	\$ <u>20,207</u>	\$ (1,083)	\$ 122,650	\$ 51,105	\$ <u>55,641</u>	\$ 4,536
TOTAL EXPENDITURES	\$ 524,850	\$ 218,745	\$ <u>206,397</u>	\$ (12,348)	\$ 390,740	\$ 162,830	\$ <u>103,080</u>	\$ (59,750)	\$ 637,900	\$ 265,810	\$ <u>293,625</u>	\$ 27,815
Replacement Reserve	\$ 27,760	\$ 11,565	\$ <u>11,579</u>	\$ 14	\$ 18,130	\$ 7,555	\$ <u>7,555</u>	\$ -	\$ -	\$ -	\$ -	\$ -
PROFIT	\$ 3,500	\$ 1,405	\$ <u>(46,953)</u>	\$ (48,358)	\$ 6,700	\$ 2,775	\$ <u>55,767</u>	\$ 52,992	\$ 1,990	\$ 810	\$ <u>159,727</u>	\$ 158,917

Ocean City Housing Authority

Administrative Report

DATE: March 12, 2025

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for February 2025)

PERIOD: February 12, 2025 to March 11, 2025

Peck's Beach Family Redevelopment Project

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

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 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 funds needed to complete the Bayview Manor renovations;</p> <p><i>No Status Change on this Project;</i></p>
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Community Outreach

March 2025 update: St Peter's United Methodist Church provided a Valentine's Day luncheon for both Bayview Manor and Speitel residents. They had a nice meal of pasta, salad, and light refreshments. The event was well received & the Authority is thankful for the partnership with those in the community willing to help.

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.

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.

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 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.

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

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

2025
FEB

2025
JAN

2024
DEC

	2025 FEB	2025 JAN	2024 DEC
<u>Tenant Accounts Receivable</u>			
Number of "non-payment of rent" cases referred to the solicitor	0	2	0
<u>Unit Inspections</u>			
Total number of units to be inspected in fiscal year	119	119	119
Number of inspections completed this month - all sites (include BB insp.)	40	119	0
Total number of units inspected year-to-date - all sites	278	238	119
<u>Occupancy</u>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	0	0	41
Annual Unit Turnaround Time (For Fiscal Year)	71	71	71
Monthly - Number of Vacancies Filled (this month)	0	0	1
Monthly - Average unit turnaround time in days for Lease up	0	0	6
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	0	26
PIC Score	100.00%	100.00%	100.00%
<u>Vacancies - At end of Month</u>			
Bay View Manor	2	2	2
Speitel Commons	1	1	1
Peck's Beach Family	0	0	0
Total	3	3	3
Occupancy Rate	97.52%	97.52%	97.52%
<u>Vacancy Turnovers by VHA Maintenance Staff</u>			
Total Hours (Summarized Quarterly)			12.04
Average Hours per Vacancy per Month (Br. Sizes 0 thru 4)	0.00	0.00	3.67
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	2.62	2.62	2.62
<u>Rent Roll</u>			
Bay View Manor - Elderly/Disabled	\$18,611	\$18,592	\$18,480
Speitel Commons - Elderly/Disabled	\$14,328	\$14,396	\$14,881
Peck's Beach - Family	\$27,734	\$27,307	\$27,247
Total Rent Roll	\$60,673	\$60,295	\$60,608
<u>Waiting List Applicants - (all lists closed)</u>			
Families - Ocean City Preference	13	13	13
Families - No Ocean City Preference	198	197	196
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	5	5	5
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	168	170	171
0/1 Bedroom	173	175	176
2 Bedroom	57	56	55
3 Bedroom	111	112	112
4 Bedroom	43	42	42
Success Rate	25%	25%	25%
<u>Maintenance Department</u>			
Average work order turnaround time in days - Tenant Generated	0.07	0.05	0.10
Total Tenant Generated Work Orders	24	37	47
Number of routine work orders written this month	232	139	143
Number of outstanding work orders from previous month	139	187	167
Total number of work orders to be addressed this month	396	366	357
Total number of work orders completed this month	168	227	170
Total number of work orders left outstanding	228	139	187
Number of emergency work orders written this month	1	3	0
Total number of work orders written year-to-date	937	680	501
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	0	0	0
<u>Real Estate Assessment Center (REAC) Scores</u>			
Year-End 2018 - Audited - Remains static due to RAD Application	68	68	68

**Ocean City Housing Authority
Cash Report
As of February 28, 2025**

Net Cash Position:

Cash Balance per Reconciled Bank Statement at 02/28/2025 \$719,645.47

Add: A/R-Tenants 02/2025 \$8,829.83
Current \$1,555.34
Past

Reimbursements Due From The City	
Reimbursement for Behavioral Health Svcs - CDBG Grant - Acenda	\$13,367.33
Reimbursement for Bayview Manor/Speitel Construction - City of OC	\$0.00
Reimbursement for Pecks Family Redevelopment - City of OC	\$29,489.00

Less: Payments - March 2025 bill list (\$190,836.04)

Accrued Expenses - Total from detail below (\$9,810.83)

<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	5	(13,147.50)
Bad Debt	7,690.00	5	3,204.17
Comp Absences	3,600.00	5	1,500.00
P.L.L.O.T.	43,810.00	5	18,254.17
Net Accrual	222,770.00		9,810.83

Net Cash Balance \$572,240.10

	<u>Average Expenses</u>	<u>Cash Available for # of</u>	
Per Month	\$ 120,620	5.97	Months
Per Day	\$ 4,021	142	Days

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

**RESOLUTION NO. 2025-14
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 \$190,836.04.


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: March 18, 2025

VOTE:

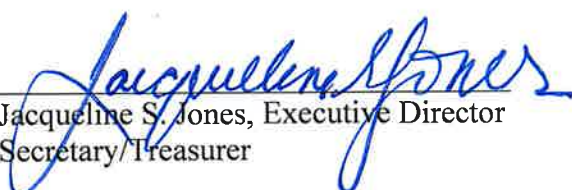
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday				✓		
Commissioner McCall	✓				✓	
Commissioner Jackson	✓			✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

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 March 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
BILL LIST - MARCH 2025**

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
87	ACENDA	Oct 2024 Resident Wellness Svcs	\$ 1,229.39
87	ACENDA	Nov 2024 Resident Wellness Svcs	\$ 1,551.41
96	ACENDA	Dec 2024 Resident Wellness Svcs	\$ 1,462.07
	ACENDA	Jan 2025 Resident Wellness Svcs	\$ 1,034.05
2167	SPECIALTY CLEANING & MAINT	BVM Unit cleaning	\$ 900.00
2168	FLORENCE DRISCOLL	Mar 2025 tenant svcs	\$ 200.00
2169	ROBERT L ROWELL	Mar 2025 maint contract grounds services	\$ 200.00
2212025	ADP	02/21/2025 payroll & taxes	\$ 1,898.09
6451247	NJ DIV OF PENSIONS & BENEFITS	Pension deductions - Feb 2025	\$ 669.40
6560579	NJ DIV OF PENSIONS & BENEFITS	Life Ins - R Lane Feb 2025	\$ 24.08
20250221	ADP	02/21/2025 payroll invoice	\$ 85.51
20250307	ADP	03/07/2025 invoice	\$ 88.88
20887776	SOUTH JERSEY GAS	Gas svc - PBF 01/30/25-02/27/25	\$ 5,335.22
29737876	SOUTH JERSEY GAS	Gas svc - SP 01/29/25-02/21/25	\$ 315.46
60916990	ATLANTIC CITY ELECTRIC	Electric svc - SP 01/29/25-02/21/25	\$ 1,602.25
60938766	ATLANTIC CITY ELECTRIC	Electric svc - 4TH ST OFC 01/30/25-2/27/25	\$ 292.00
64767657	VERIZON	Office phone svc - 02/16/25-3/15/25	\$ 63.99
80279932	COMCAST	Office internet - 02/12/25-3/26/25	\$ 206.54
88051465	NJ AMERICAN WATER	Water/sewer service - Speitel fire svc 01/22/25-02/20/25	\$ 135.64
88058767	NJ AMERICAN WATER	Water/sewer service - BVM fire svc 01/22/25-02/20/25	\$ 277.40
88067769	NJ AMERICAN WATER	Water/sewer service - BVM 01/22/25-02/20/25	\$ 2,874.85
88076457	NJ AMERICAN WATER	Water/sewer service - Speitel 01/22/25-02/20/25	\$ 1,349.72
	ACE PLUMBING	Maint Supplies	\$ 962.57
	AIRTUG	Dumpster mover	\$ 4,290.00
	AMBIENT COMFORT	HVAC replacement & troubleshooting - Speitel	\$ 17,017.24
	ATLANTIC CITY ELECTRIC	Electric svc - BVM 01/29/25-02/26/25	\$ 12,897.70
	ATLANTIC CITY ELECTRIC	Electric svc - PBF site lights 01/30/25-02/27/25	\$ 1,127.38
	ATLANTIC CITY ELECTRIC	Electric svc - Speitel vacant unit 01/29/25-03/09/25	\$ 296.53
	LINDA AVENA	Accounting svcs - Mar 2025	\$ 2,875.00
	BOWMAN & COMPANY	Audit - fye 9/2023	\$ 2,500.00
	BROWN & CONNERY	Legal svcs - Dec 2024-Jan 2025	\$ 913.02
	CALL EXPERTS	Answering svc - Mar 2025	\$ 128.03
	CHUTEMASTER	Trash chute cleaning - Speitel	\$ 500.00
	CLEAN SWEEP	Cleaning - BVM/Speitel Feb 2025	\$ 2,860.00
	COMCAST	Business internet - Office - 03/13/25-04/12/25	\$ 265.50
	SOUTH JERSEY CULLIGAN WATER	Water & water cooler rental	\$ 75.00
	ELDER PEST CONTROL	Pest svc - Feb 2025	\$ 2,164.00
	FEDERAL EXPRESS	Deliveries - Feb 2025	\$ 21.97
	FERGUSON ENTERPRISES LLC	HVAC repair - Speitel	\$ 4,871.19
	HD SUPPLY	Maint Supplies	\$ 2,111.72
	HD SUPPLY FACILITIES	Maint Supplies	\$ 275.98
	JOHN SPITZ	Feb 2025 co-pay reimb; Mar 2025 Medicare reimb	\$ 218.00
	LENEGAN PLUMBING & HEATING	HVAC repairs - PBF	\$ 3,118.70
	MASTEC PROFESSIONAL SERVICES	Gas Master Meter Annual Certification - PBF	\$ 5,300.00
	MAX COMMUNICATIONS	Office phone system - Feb 2025	\$ 194.02
	NJ AMERICAN WATER	Water/sewer service - PBF 01/18/25-02/19/25	\$ 8,812.79
	RICHLAND CARPET & FLOORING	Carpet install - BVM	\$ 1,813.98
	ROBINSON & ROBINSON	Eviction filings - PBF & Speitel	\$ 957.00
	SELECTIVE INSURANCE	Flood insurance 4/15/25-4/15/26 - Speitel	\$ 5,864.00
	SHERWIN WILLIAMS	Paint supplies	\$ 51.59
	SOUTH JERSEY ELEVATOR	Emergency elevator maintenance & repairs - BVM	\$ 11,527.07
	STERICYCLE	Shredding svc - Jan 2025	\$ 157.20
	TK ELEVATOR	Preventive Maint Svc - 03/01/25-02/28/26	\$ 1,241.33
	TREASURERE, STATE OF NJ/DCA ELSA	Annual fee & inspection fee - Elevators - BVM & Speitel	\$ 855.00
	VECTOR SECURITY	Fire system inspection & monitoring - 3/1/25-5/31/25	\$ 423.51
	VERIZON	BVM elevator - 02/28/25-03/27/25	\$ 197.02
	VERIZON	Speitel alarm/elevator - 02/11/25-03/10/25	\$ 416.09
	VERIZON CONNECT	Vehicle tracking subscription - Feb 2025	\$ 55.35
	VERIZON WIRELESS	Maint cellphone svc - 02/02-03/01/25	\$ 164.33
	VINELAND HOUSING AUTHORITY	Jan 2025 expense reimb; Feb 2025 office/maint coverage & postage; Mar 2025 mgmt & software license fee	\$ 29,212.75
	WEAVER'S EQUIPMENT SALES & SVC	Maint Supplies	\$ 79.00
	YALEXUS NUNEZ	Petty cash replenishment - 11/13/24-03/13/25	\$ 757.12
ACH - Transfer	OCEAN CITY HOUSING AUTHORITY	Reserve account deposit BVM/Speitel - Mar 2025	\$ 3,824.00
ACH - Transfer	PNC BANK FEES	Fees -Feb 2025	\$ 68.00
	TOTAL MARCH DISBURSEMENTS COCC (cocestur)		\$ 161,347.04
	TOTAL MARCH DISBURSEMENTS BVM/SP OPER ACCT (sturbyvm)		\$ -
	TOTAL MARCH DISBURSEMENTS CONSTR ACCT (sturcons)		\$ -
	TOTAL MARCH DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)		\$ 29,489.00
	TOTAL BILL LIST - MARCH 2025		\$ 190,836.04

BANK: PBFAMILY GENERAL FUND (pbfamily)

Check/ACH/Wire #	Vendor	Invoice Notes	Total Amount
2304	TREASURER, STATE OF NJ	Pecks Beach Village Annual Site Remediation Fee	\$ 950.00
	REFORMA ENVIRONMENTAL	LSRP Svcs - PB Pre Dev Draw #18	\$ 1,000.00
	SCIULLO ENGINEERING	Engineering svcs - Invoice 02438 - PB Pre Dev Draw #18	\$ 1,325.00
	THE BROOKE GROUP	Consulting - Invoice OCPB12-2024, OCPB01-2025, OCPBMisc-2025 - PB Pre Dev Draw #18	\$ 18,231.25
	DONOVAN ARCHITECTS	A/E svcs - Invoice 21-022-04 - PB Pre Dev Draw #18	\$ 7,982.75
	TOTAL MARCH DISBURSEMENTS (sturgen)		\$ 29,489.00

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - MARCH 2025**

BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad_bayview & rad_speitel)

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

BANK: BAYVIEW/SPEITEL OPERATING (rad_bayview & rad_speitel)

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

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

**RESOLUTION NO. 2025-15
A Resolution Awarding Cleaning Services Contract**

WHEREAS, the Ocean City Housing Authority recognizes the need to have janitorial cleaning services; and

WHEREAS, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority received one proposal for janitorial cleaning services; and,

WHEREAS, Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ provided the lowest qualified submission; and,

WHEREAS, Clean Sweep Services – 1221 West Avenue; 1st Floor, Ocean City, NJ has completed and submitted a Political Contributions Disclosure form which certifies that Clean Sweep Services has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Clean Sweep Services from making any reportable contributions through the term of the contract, and

WHEREAS, it is recommended to the Board of Commissioners to contract Clean Sweep Services to provide the Ocean City Housing Authority with its janitorial cleaning services for a 12-month period commencing April 1, 2025 through March 31, 2026 in an amount not to exceed \$44,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the janitorial cleaning services contract for Clean Sweep Services for the term indicated above.

ADOPTED: March 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: _____

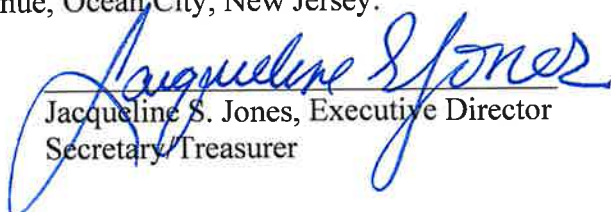


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on March 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:

CLEANING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-10-000.


Wendy Hughes
Certifying Financial Officer

3/18/25
Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

CLEANING SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	UNIT PRICE <small>(each service)</small>	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
CLEAN-A-BAYVIEW	Provide price to clean Bayview Manor - A-SCHEDULE (Defined in specification above)	300	52	\$ 15,600
CLEAN-B-BAYVIEW	Provide price to clean Bayview Manor - B-SCHEDULE (Defined in specification above)	175	52	\$ 9,100
CLEAN-A-SPEITEL	Provide price to clean Spittel Commons - A-SCHEDULE (Defined in specification above)	165	52	\$ 8,528
CLEAN-B-SPEITEL	Provide price to clean Spittel Commons - B-SCHEDULE (Defined in specification above)	75	52	\$ 3,900

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

Total Price of all rows \$ 37,128.00

Thirty seven thousand one hundred twenty eight

TOTAL PRICE IN WRITTEN WORD FORM

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

Clean Sweep Services by Rose Balic

Firm Name

1221 West Ave 1st Fl Ocean City NJ 08224

Street, Town, State, Zip Code

609-398-6446

Telephone

Fax

Sworn to and subscribed Rose Marie Balic

before me on this 21st

day of February 2025

Signature of proposer if the proposer is an individual

Notary Public

Signature of partner if proposer is a partnership

R. Balic

Signature of officer if the proposer is a corporation

Pres. JERRY FRUCELLI

Title

Notary Public, State of New Jersey
My Commission Expires Oct 11, 2026

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

**RESOLUTION NO. 2025-16
Resolution Awarding Pest Control Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Quotes for Pest Control Services; and

WHEREAS, this is a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, two Pest Control companies submitted proposals; and

WHEREAS, Elder Pest Control, Inc. provided the lowest qualified submission; and

WHEREAS, Elder Pest Control, Inc. – 505 Hamilton Avenue – Linwood, NJ 08221 has completed and submitted a Political Contributions Disclosure form which certifies that Elder Pest Control, Inc. has not made any reportable contributions to a political or candidate committee in the Ocean City Housing Authority in the previous one year, and that the contract will prohibit the Elder Pest Control from making any reportable contributions through the term of the contract, and

WHEREAS, it is recommended to the Board of Commissioners to contract Elder Pest Control to provide the Ocean City Housing Authority with its Pest Control services for a 12-month period commencing April 1, 2025 through March 31, 2026 in an amount not to exceed \$44,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Pest Control Services contract for Elder Pest Control, Inc. for the term indicated above.

ADOPTED: March 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 March 18, 2025 at Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By:

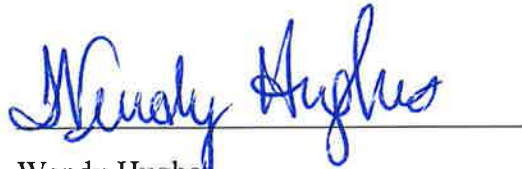

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

PEST CONTROL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-07-000.



Wendy Hughes

Certifying Financial Officer



Date

THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

PEST CONTROL SERVICES

UNIT PRICING TABLE PAGE 1 OF 2

CODE	DESCRIPTION	UNIT PRICE (TREATMENT FOR 1 MONTH)	# OF TIMES SERVICES ARE RENDERED	TOTAL PRICE
EXT-BAYVIEW	Provide price to exterminate at Bayview Manor (Defined in specification above, service all units 1 time)	335. ⁰⁰	12	\$ 4020. ⁰⁰
EXT-SPEITEL	Provide price to exterminate at Speitel Commons (Defined in specification above, service all units 1 time)	190. ⁰⁰	12	\$ 2280. ⁰⁰
EXT-PECKS-FAMILY	Provide price to exterminate at Pecks Beach Family (Defined in specification above, service all units 1 time)	240. ⁰⁰	12	\$ 2880. ⁰⁰
BB-INSPECTION-BAYVIEW	Provide price to complete K-9 Bed Bug inspection at Bayview Manor (inspect all units 1 time) (Quarterly)	1,100. ⁰⁰	4	\$ 4400. ⁰⁰

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

Total Price of all rows **\$13580.⁰⁰**

THIRTEEN THOUSAND FIVE HUNDRED & EIGHTY DOLLARS
TOTAL PRICE IN WRITTEN WORD FORM

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

ELDER PEST CONTROL BY: TOM THOMPSON

Firm Name

505 HAMILTON AVE LINWOOD NJ 08221
Street, Town, State, Zip Code

609 748-8001 Telephone 609 926-0506 Fax

Sworn to and subscribed before me on 20th this FEBRUARY 2025

Signature of proposer if the proposer is an individual day of February 2025

Lorena M. Amato
Notary Public

Signature of partner if proposer is a partnership

Tom Thompson
Signature of officer if the proposer is a corporation

(SEAL)

DIRECTOR OF OPERATIONS
Title

LORENA M. AMATO
Notary Public, State of New Jersey
Comm. # 50219074
My Commission Expires 2/23/2029



THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

UNIT PRICING - CONTRACTOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

PEST CONTROL SERVICES

UNIT PRICING TABLE PAGE 2 OF 2

CODE	DESCRIPTION	UNIT PRICE	# of Times Services are Rendered	Total
EXT-BED-0BR	Provide Price for treatment of Bed Bugs in an efficiency apartment.	249 ⁰⁰		
EXT-BED-1BR	Provide Price for treatment of Bed Bugs in a one (1) bedroom apartment.	299 ⁰⁰		
EXT-BED-2BR	Provide Price for treatment of Bed Bugs in a two (2) bedroom apartment.	299 ⁰⁰		
EXT-BED-3BR	Provide Price for treatment of Bed Bugs in a three (3) bedroom apartment.	329 ⁰⁰		
EXT-BED-4BR	Provide Price for treatment of Bed Bugs in a four (4) bedroom apartment.	349 ⁰⁰		
EXT- HOURS	Provide Price for 1 exterminator per hour. (Unit costed for hourly wage rate)	95 ⁰⁰		
VEG-SPEITEL	Provide a price to complete vegetation control (Defined in specification above)	X	6	
VEG-PCKSFAMILY	Provide a price to complete vegetation control (Defined in specification above)		6	
VEG-BAYVIEW	Provide a price to complete vegetation control (Defined in specification above)		6	

Apartment Size by "Average Total Square Footage"

370	Average Square footage for an EFFICIENCY apartment
704	Average Square footage for a ONE BEDROOM apartment
722	Average Square footage for a TWO BEDROOM apartment
756	Average Square footage for a THREE BEDROOM apartment
1008	Average Square footage for a FOUR BEDROOM apartment

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

**RESOLUTION NO. 2025-17
Resolution Awarding Special Legal Services Contract – Landlord/Tenant**

WHEREAS, the Ocean City Housing Authority is required to have licensed legal representation to act as its Landlord/Tenant counsel; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services – Landlord/Tenant; and

WHEREAS, one proposal for Legal Services – Landlord/Tenant was submitted; and

WHEREAS, the Contract Committee has reviewed the one proposal submitted; and,

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to Robinson & Robinson, LLC to provide the Ocean City Housing Authority with its Landlord/Tenant legal services commencing April 1, 2025, through March 31, 2026 per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Legal Services Contract – Landlord/Tenant to Robinson & Robinson, LLC for the term indicated above.

ADOPTED: March 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 March 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:

LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-04.

A handwritten signature in blue ink, reading "Wendy Hughes", is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "3/18/25" in blue ink is written over a horizontal line.

Date

**Comparison of Special Legal Firms Submitting RFP 2025-2026
Landlord Tenant Counsel**

Evaluation Factors	Vendor Name						
	Possible Points	Robinson & Robinson, LLC					
1. General Legal Experience	20						
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20						
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20						
4. Specialized experience of key personnel in Housing Authority programs	20						
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10						
6. Fee structure as shown in the RFP unit pricing document.	10						
Total Average Score	100						

No other RFP's received.

Cost Breakdown							
Legal Counsel cost per hour	\$	165.00					
Paralegal cost per hour	\$	165.00					
Legal Filing - Tenant non-payment	\$	300.00					
Legal Appearance - Tenant non-payment	\$	450.00					
Legal Civil Action - Flat Fee	\$	750.00					

THE HOUSING AUTHORITY OF OCEAN CITY

UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
SPECIAL LEGAL SERVICES - LANDLORD TENANT
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CONS.	Provide price per hour for General Counsel as defined in the scope above.	\$165	25	\$4,125
LEGAL-PARA.	Provide price per hour for a Paralegal as defined in the scope above.	\$165	15	\$2,475
LEGAL-FILING	Provide a price to file legal action for non-payment, of rent and/or lease violation as defined in the scope above. (Residents - Public Housing, Section B, Affordable Housing, Low Income Tax Credit)	\$300	FLAT FEE PER FILING	Per filing
LEGAL-APPEAR	Provide a price to appear in court to represent VHA in non-payment of rent case and/or lease violation as defined in the scope above. (Residents - Public Housing, Section B, Affordable Housing, Low Income Tax Credit)	\$450	FLAT FEE PER FILING	Per filing
LEGAL-CIVIL	Provide a price to both file and appear in court to represent VHA in Civil Court Matter. (Examples: unpaid damages, uncollected court costs, etc.)	\$750	FLAT FEE PER FILING	Per filing

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

Total Price of all rows \$6,600 + per filing flat fees

Six thousand six hundred dollars, plus per filing flat fees

TOTAL PRICE IN WRITTEN WORD FORM

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

Robinson & Robinson, LLC by: Matthew J. Robinson, Esq.
Firm Name
2057 Wheaton Avenue, P.O. Box 788, Millville, NJ 08332
Street, Town, State, Zip Code

(856) 825-7700 Telephone (856) 825-4762 Fax

Sworn to and subscribed before me on this 5th day of March 2025

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

Managing Member
Title

TARA S ROBERTS
Commission # 50216271
Notary Public, State of New Jersey
My Commission Expires November 16, 2028



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

RESOLUTION NO. 2025-18

**Amending Resolution 2021-34 Entering into a Special Engineering Services
Contract for Pecks Beach Family Redevelopment**

WHEREAS, the Ocean City Housing Authority solicited Requests for Proposals for Special Engineering Services – Pecks Family Redevelopment; and

WHEREAS, the Ocean City Housing Authority Board of Commissioners awarded the Special Engineering Services – Pecks Beach Family Development contract to Sciullo Engineering Services, LLC at the Board of Commissioners meeting on June 15, 2021 under Resolution #2021-34; and

WHEREAS, it is the desire of the Ocean City Housing Authority Board of Commissioners to amend resolution 2021-34 for additional services required to update their previously prepared boundary and topography surveys for the subject project as requested by NJ Housing Mortgage and Finance Agency (HMFA) in the amount not to exceed \$2,360; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the amendment to Resolution #2021-34 for additional services from Sciullo Engineering in the amount not to exceed \$2,360.

ADOPTED: March 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 March 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:

Special Engineering Services Contract – PECKS BEACH FAMILY REDEVELOPMENT

from the public housing operating funds to be reimbursed by the City of Ocean City. The line item to be charged for the above expenditure is Account #1405-05-000 (Construction in Progress).



Wendy Hughes

Certifying Financial Officer



Date



137 South New York Avenue, Suite 2
Atlantic City, New Jersey 08401
Phone (609) 300-5171
www.sciulloengineering.com

ADDITIONAL WORK AUTHORIZATION

March 4, 2025

OCH 003.02 – AWA-5

Client:

Ocean City Housing Authority
Attn: Jacqueline Jones, Executive Director
204 Fourth Street
Ocean City, NJ 08226

Project:

OCHA-SP-ENG2021
Special Engineering Services
Pecks Beach Village Redevelopment
Ocean City, Cape May County
New Jersey

Date of Existing Contract: July 1, 2021 SE Proposal No. PRO #21-1038, Project No. OCH 003.02

Sciullo Engineering Services, LLC (SE) is hereby authorized to perform the following specifically described additional services:

Note that the task numbers below supplement those included in our previously authorized proposal and additional work authorizations for the subject project:

Task 11: Survey Updates

SE will retain Cape Land Surveying, LLC (formerly Martinelli Surveying) to update their previously prepared boundary and topography surveys for the subject project as requested by NJ Housing Mortgage and Finance Agency (HMFA). The specific updates to be provided under this task are as follows:


1. Update survey for Blocks 309 and 310 to remove previously depicted improvements that have been demolished;
2. Updates surveys for Blocks 309, 310, 409 and 410 to add certification language requested by HMFA.

FEES:


Task 11: Survey Updates Lump Sum \$ 2,360

BILLING AND PAYMENT:

Invoicing will be as described in the original contract. Payment will be made in accordance with the billing description in the original contract. The additional work described above will be performed under same Terms and Conditions as specified in original contract unless otherwise stipulated.

 Jacqueline S. Jones, Exec. Dir. 3/18/25
Authorizing Signature (Client) Printed Name and Title Date

We hereby agree to furnish labor in accordance with the above specifications, at above stated price. Reimbursable expenses shall be billed at the same rate stipulated in the existing contract.

 Jason Sciuillo, Principal Engineer March 4, 2025
Authorizing Signature for SE Printed Name and Title Date

NOTE: This revision becomes part of, and in conformance with, the existing contract.

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

**RESOLUTION NO. 2025-19
Resolution Authorizing Payment of Draw #18
Pecks Beach Family Redevelopment**

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

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

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

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

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

WHEREAS, Project Draw #18 in the amount of \$28,539 is attached for approval of this payment process;


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

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

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

HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones
Executive Director
Ocean City Housing Authority

March 10, 2025

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 18 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$28,539.00. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
Reforma Environmental	P.O. Box 25097 Philadelphia, PA 19147	\$1,000.00
The Brooke Group LLC	209 E Egnor Drive Galloway, NJ 08205	\$18,231.25
Sciullo Engineering	137 S. New York Ave., Ste 2 Atlantic City, NJ 08401	\$1,325.00
Donovan Architects	9 Tanner St, Ste #201 Haddonfield, NJ 08033	\$7,982.75
	TOTAL	\$28,539.00

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #18

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

**Ocean City Community Development Corporation
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2025-03
A Resolution Approving Regular Monthly Expenses**

WHEREAS, the Ocean City Community Development Corporation incurred various financial obligations since the last meeting; and it is the desire of the Trustees of said Corporation to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Trustees 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 \$6,812.41.

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 Trustees for consideration on this date.

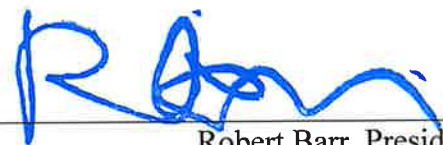
ADOPTED: March 18, 2025

VOTE:

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

OCEAN CITY COMMUNITY DEVELOPMENT CORPORATION

BY: _____



Robert Barr, President

ATTESTATION:

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Ocean City Community Development Corporation at a meeting held on the 18th day of March 2025. The above resolution was duly adopted.

By: _____



Jacqueline S. Jones, Secretary

