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*Housing Authority of the  
City of Vineland*

*191 W. Chestnut Ave. – Vineland, NJ 08360*



*Board of Commissioners'*

*Meeting*

*March 21, 2024*

*6 p.m.*

# **REVISED**

## **Housing Authority of the City of Vineland**

### **AGENDA**

**Thursday, March 21, 2024**

**6:00 p.m.**

1. Open Meeting
  2. Swearing in of Commissioner: Albert Porter
  3. Roll Call
  4. Reading of the "Sunshine Law Statement"
  5. Approval of Minutes of the Regular Meeting conducted on December 14, 2023  
Approval of Minutes of the Regular Meeting conducted on January 18, 2024  
Approval of Minutes of the Regular Meeting conducted on February 15, 2024
  6. Fee Accountant's Report
  7. Executive Director's Report
  8. Committee Report
  9. Old Business
  10. New Business
  11. Resolutions:
    - # 2024-15 Monthly Expenses (*updated*)
    - # 2024-16 Approval Extending Pest Control Services Contract
    - # 2024-17 Authorization of Immediate Repair and Replacement of Failed Generator Equipment at Kidston Towers
    - # 2024-18 Award Special Legal Services – Landlord/Tenant

*Executive Session if required*
  12. Comments from the press and/or public (*limited to 5 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 Vineland

*REGULAR MEETING*  
**Thursday, February 15, 2024**  
**6:03 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Vice Chairperson Chapman on Thursday, February 15, 2024, at 6:03 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

Commissioner Chris Chapman	
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	
Commissioner Albert Porter	
Commissioner Iris Acosta-Jimenez	
Chairperson Mario Ruiz-Mesa	(Absent)

Also, present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, Director of Affordable Housing, Michael Watson, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales Executive Assistant.

Vice Chairperson Chapman read the Sunshine Law.

Vice Chairperson Chapman entertained a motion to approve the minutes of the Regular Meeting held on December 14, 2023. Tabled for next month.

Vice Chairperson Chapman entertained a motion to approve the minutes of the Regular Meeting held on January 18, 2024. Tabled for next month.

Vice Chairperson Chapman called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the four months ending January 30, 2024.

## **Executive Director's Report:**

Vice Chairperson Chapman requested the Executive Administrative Report. Mrs. Jones stated Ron Miller will update the Board on all the ongoing projects. Ron reported there was a kick-off meeting for the Tarklin roof project with the architects. The plans are pretty far along and anticipate this being out for bid March with hopefully award contract in May for construction over the summer.

The equipment is still on order for the Kidston and Olivio elevator refurbishment project. Some equipment came in and it is sitting in a warehouse but has been recalled. Unfortunately, this project is still on hold until they can determine the recall status on the equipment.

No new update on the interior renovations project or water filtration system.

The underground work for the fire pump replacement is 90% complete. All of the inspections were done by the City. The equipment is due to arrive in the middle of March. Once the equipment is received the new pump will be installed and this should be completed in about 5-6 weeks. The Authority will communicate with the fire department once the system is installed.

Mrs. Jones provided an update on the Scattered Site project. The Scattered Site project consists of 72 homes. The Authority will retain 38 of the homes. Currently, there are 14 sold, 3 pending

settlements, 1 under contract and 6 listed for sale. This would leave 10 remaining homes to sell. The 10 homes are currently occupied and the families are in various stages of moving out with a voucher or moving out on their own. Once the remaining 10 houses are sold, the Authority will use the funds for the D'Orazio redevelopment. At the same time, the Scattered Site project's funding source will be changed from Public Housing to Rental Assistance Demonstration. Consultant, Rick Ginnetti has started the application. There is a meeting next week with the 38 families that will be remaining in the homes. There will be another meeting in March. The Authority is required to inform residents of the process and their rights. A letter was sent with information regarding the conversion to RAD and meeting information. The conversion will more than likely happen next year.

Mrs. Jones reported in the winter the Authority has homeless population come into Kidston and Olivio to camp out in the stair towers. The Authority had some police participation in the last couple of years and sometimes not. The Authority has also hired security during the winter. The Authority is in the process of doing that again. Ron Miller updated the Board on his meeting with the police this past week. A meeting was held with a deputy chief, a sergeant from community policing and one of the community policing officers. The meeting was productive. Ron had his staff involved and prepared with all documentation for calls for service as well as informing them of the steps the Authority was taking. Private security will start next Tuesday in both buildings. It will consist of 30 hours a week and it is randomized hours. The Authority's Community Outreach employee will be spearheading this and will be meeting with the owner of the company on Tuesday to go over the schedule and expectations. The patrols will be tracked with QR codes. Vineland Police agreed to meet with the Authority security company on Tuesday at the building. They also agreed that we do not need to set up random patrol checks. Vineland Police will only give the Authority patrol checks every 3 days but would have to consistently call to set them up. They will now keep an ongoing patrol check schedule for the two buildings. The community police department is small in the City of Vineland. There are only three officers assigned to community policing. Patrol officers have been introduced to the VHA's staff members at the buildings. Ron has contact with the Chief who said if we have problems and are experiencing long response times to report it to him for him to address. Ron explained how the homeless are getting into the building by jamming their phone through the top of the door triggering the inside motion detector to open the doors. From the outside you need a FOB to enter the building, but from the inside when the motion detector eye sees you coming the doors will open. The Vineland Police have now agreed to arrest under the defined trespass statute, but the municipal prosecutor will not prosecute. They will be arrested but then released. If there are any active warrants on the individual they would hold them. Security company patrolling discussed. Residents will not be notified of the schedule to keep it completely random. The Authority also has to post no trespassing signs per the police indicating we will prosecute otherwise the police do not have the power to arrest.

**Committee Report:** None.

**Old Business:** None.

**New Business:** None.

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

**Resolution #2024-11**  
**Resolution to Approve Monthly Expenses**

Vice Chairperson Chapman stated the bills have been reviewed and are recommended for payment in the sum of \$1,506,865.61. A motion was made by Commissioner Porter; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Chairperson Mario Ruiz-Mesa	(Absent)

**Resolution #2024-12**  
**Adopting Budget Resolution**  
**Fiscal Year October, 1, 2023 – September 30, 2024**

Vice Chairperson Chapman called for a motion to approve Resolution #2024-12. Mrs. Jones provided a brief explanation. A motion was made by Commissioner Asselta; seconded by Commissioner Porter. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Chairperson Mario Ruiz-Mesa	(Absent)

**Resolution #2024-13**  
**Amending Resolution #2023-42**  
**Contract Agreement with All Risk, Inc. for the Construction Renovations**  
**at D’Orazio Terrace – Bldg. #1 – Change Order #2 and #3**

Vice Chairperson Chapman called for a motion to approve Resolution #2024-13. Ron Miller provided an explanation regarding the change orders. A motion was made by Commissioner Asselta; seconded by Commissioner Acosta-Jimenez. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Chairperson Mario Ruiz-Mesa	(Absent)

**Resolution #2024-14**  
**Award Contract for Roof Replacement at 1810 Jackson Drive  
to Costello Home Construction**

Vice Chairperson Chapman called for a motion to approve Resolution #2024-14. Mrs. Jones indicated this is one of the scattered site homes the VHA is retaining and it needs a new roof. A motion was made by Commissioner Asselta; seconded by Commissioner Porter. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Absent)
Commissioner Brian Asselta	(Yes)
Commissioner Albert Porter	(Yes)
Commissioner Iris Acosta-Jimenez	(Yes)
Chairperson Mario Ruiz-Mesa	(Absent)

There is no need for an Executive Session.

Vice Chairperson Chapman asked for comments from the press, public or any Board Member. No comments.

With no further business to discuss, Vice Chairperson Chapman entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Acosta-Jimenez. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 6:21 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FIVE MONTHS ENDED FEBRUARY 29, 2024**

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	<b><u>ANNUAL BUDGET</u></b>	<b><u>BUDGET THRU FEB</u></b>	<b><u>ACTUAL THRU FEB</u></b>	<b><u>FROM BUDGET (+OVER/-UNDER)</u></b>
<b><u>INCOME</u></b>				
TENANT RENT	804,440	335,183	312,205	(22,978)
OTHER INCOME MISC.	8,140	3,392	3,080	(312)
PHA OPERATING SUBSIDY	404,810	168,671	151,522	(17,149)
HUD ASSET REPOSITIONING FEE	29,150	12,146	26,361	14,215
SECTION 8 ADMIN. FEE INCOME	1,092,000	455,000	475,575	20,575
CAPITAL FUNDS	762,740	317,808	299,503	(18,305)
FSS GRANT-PH	101,820	42,425	42,425	0
CSP-CONGREGATE SERVICES INCOME	83,880	34,950	10,977	(23,973)
INVESTMENT INCOME	1,910	796	11,933	11,137
CF MANAGEMENT FEE	60,170	25,071	0	(25,071)
MGMT FEE-PH	155,160	64,650	55,149	(9,501)
MGMT FEE-SEC 8	138,240	57,600	59,904	2,304
MGMT FEE-MELROSE	10,200	4,250	4,250	0
MGMT FEE-RAD	450,000	187,500	187,500	0
BOOKKEEPING FEE	13,910	5,796	5,137	(659)
BOOKKEEPING FEE-SEC 8	86,400	36,000	37,440	1,440
ASSET MGMT FEE	19,680	8,200	8,090	(110)
SHOP RENT	64,800	27,000	27,005	5
INCOME FROM OTHER AUTHORITIES	330,000	137,500	187,107	49,607
SERVICE INCOME FROM MELROSE	55,000	22,917	17,720	(5,197)
FRAUD RECOVERY	11,840	4,933	6,634	1,701
MISCELLANEOUS INCOME	9,650	4,021	774	(3,247)
<b>TOTAL INCOME</b>	<b>4,693,940</b>	<b>1,955,808</b>	<b>1,930,291</b>	<b>(25,517)</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATION:</b>				
ADMINISTRATIVE SALARIES	1,266,000	527,500	571,956	44,456
PAYROLL TAXES	111,500	46,458	44,401	(2,057)
HEALTH BENEFITS	360,700	150,292	111,984	(38,308)
PENSION EXPENSE	141,950	59,146	58,971	(175)
CRIMINAL BACKGROUND CHECKS	8,910	3,713	4,199	487
TNT/EMPL SCREENING	18,600	7,750	31,340	23,590
LEGAL-GENERAL	29,750	12,396	7,235	(5,161)
LEGAL-OTHER	6,500	2,708	5,875	3,167
STAFF TRAINING	11,000	4,583	758	(3,825)
TRAVEL	3,750	1,563	0	(1,563)
ACCOUNTING	85,000	35,417	35,417	0
AUDITING	50,580	21,075	21,075	0
PORT OUT ADMIN FEES	2,400	1,000	667	(333)
MANAGEMENT FEES	293,400	122,250	115,054	(7,196)
BOOKKEEPING FEES	100,310	41,796	42,577	781
ASSET MGMT FEES	19,680	8,200	8,090	(110)
CF MANAGEMENT FEES	47,500	19,792	0	(19,792)
CONSULTANTS	11,900	4,958	18,183	13,225
IT CONSULTANTS	46,270	19,279	22,355	3,076
CONSULTANTS-RAD	8,000	3,333	0	(3,333)
RAD CONVERSION EXPENSES	6,000	2,500	0	(2,500)

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FIVE MONTHS ENDED FEBRUARY 29, 2024**

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	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU FEB</b>	<b>ACTUAL THRU FEB</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>MEMBERSHIP DUES/FEES</b>	6,800	2,833	1,526	(1,307)
<b>PUBLICATIONS</b>	1,500	625	0	(625)
<b>ADVERTISING</b>	5,000	2,083	2,215	132
<b>OFFICE SUPPLIES</b>	11,500	4,792	5,362	570
<b>PAPER</b>	4,000	1,667	633	(1,034)
<b>COMPUTER &amp; SOFTWARE EXPENSES</b>	164,410	68,504	58,653	(9,851)
<b>FUEL-ADMIN</b>	3,000	1,250	0	(1,250)
<b>TELEPHONE AND CELL</b>	36,100	15,042	15,165	123
<b>POSTAGE</b>	9,400	3,917	6,080	2,163
<b>COPIER SUPPLIES</b>	10,900	4,542	3,384	(1,158)
<b>INSPECTION FEES</b>	13,700	5,708	5,551	(157)
<b>COFFEE SUPPLIES</b>	1,200	500	651	151
<b>MISCELLANEOUS EXPENSES</b>	21,160	8,817	22,591	13,774
<b>TOTAL ADMINISTRATION EXPENSES</b>	<u>2,918,370</u>	<u>1,215,988</u>	<u>1,221,948</u>	<u>5,961</u>
<b>TENANT SERVICES:</b>				
<b>SALARIES-CONGREGATE SERVICES</b>	64,000	26,667	15,623	(11,044)
<b>PAYROLL TAXES</b>	5,640	2,350	1,224	(1,126)
<b>BENEFITS</b>	20,000	8,333	0	(8,333)
<b>FSS ESCROWS-PH</b>	6,890	2,871	0	(2,871)
<b>OTHER</b>	19,450	8,104	26,498	18,394
<b>TOTAL TENANT SERVICES</b>	<u>115,980</u>	<u>48,325</u>	<u>43,345</u>	<u>(4,980)</u>
<b>UTILITIES:</b>				
<b>WATER</b>	37,600	15,667	11,963	(3,704)
<b>ELECTRIC</b>	161,530	67,304	56,458	(10,846)
<b>GAS</b>	34,610	14,421	17,687	3,266
<b>GARBAGAE/TRASH REMOVAL</b>	19,500	8,125	7,435	(690)
<b>SEWER</b>	62,140	25,892	24,379	(1,513)
<b>TOTAL UTILITIES EXPENSE</b>	<u>315,380</u>	<u>131,408</u>	<u>117,922</u>	<u>(13,485)</u>
<b>ORDINARY MAINTENANCE AND OPERATIONS:</b>				
<b>MAINTENANCE LABOR</b>	349,000	145,417	116,441	(28,976)
<b>PAYROLL TAXES</b>	30,580	12,742	9,125	(3,617)
<b>HEALTH BENEFITS</b>	60,140	25,058	21,376	(3,682)
<b>PENSION EXPENSE</b>	37,940	15,808	15,983	175
<b>MAINTENANCE UNIFORMS</b>	2,210	921	1,518	597
<b>VEHICLE GAS, OIL, GREASE</b>	30,550	12,729	7,921	(4,808)
<b>MATERIALS</b>	116,300	48,458	68,050	19,592
<b>CONTRACT-COSTS</b>	146,080	60,867	91,135	30,268
<b>REPAIRS-VEHICLES</b>	9,780	4,075	4,307	232
<b>RENT EXPENSE</b>	18,570	7,738	7,740	3
<b>EXTERMINATION</b>	7,800	3,250	3,792	542
<b>TRASH REMOVAL</b>	9,600	4,000	4,306	306
<b>TOTAL ORDINARY MAINT. &amp; OPERATIONS EXP.</b>	<u>818,550</u>	<u>341,063</u>	<u>351,694</u>	<u>10,632</u>
<b>GENERAL EXPENSES:</b>				
<b>BAD DEBTS</b>	18,900	7,875	7,875	0



**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE FIVE MONTHS ENDED FEBRUARY 29, 2024**

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	<b><u>ANNUAL BUDGET</u></b>	<b><u>BUDGET THRU FEB</u></b>	<b><u>ACTUAL THRU FEB</u></b>	<b><u>FROM BUDGET (+OVER/-UNDER)</u></b>
COMPENSATED ABSENCES	14,000	5,833	5,833	(0)
FSS ESCROWS-SEC 8	30,000	12,500	13,130	630
INSURANCE	158,280	65,950	58,878	(7,072)
OTHER GENERAL EXPENSES	1,500	625	625	0
PAYMENTS IN LIEU OF TAXES	53,810	22,421	21,348	(1,073)
PORT-IN HAP EXPENSE	500	208	0	(208)
REPLACEMENT RESERVES	95,000	39,583	39,583	(0)
RETIREE HEALTH BENEFITS	93,520	38,967	30,417	(8,550)
<b>TOTAL GENERAL EXPENSES</b>	<b><u>465,510</u></b>	<b><u>193,963</u></b>	<b><u>177,689</u></b>	<b><u>(16,274)</u></b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>4,633,790</u></b>	<b><u>1,930,746</u></b>	<b><u>1,912,598</u></b>	<b><u>(18,147)</u></b>
<b>PROFIT (LOSS) EXCLUDING HAP</b>	<b><u>60,150</u></b>	<b><u>25,062</u></b>	<b><u>17,693</u></b>	<b><u>(7,371)</u></b>
HAP REVENUES	7,824,000	3,260,000	3,193,952	(66,048)
HAP EXPENSES	7,794,000	3,247,500	3,742,452	494,952
<b>NET HAP (LOSS)</b>	<b><u>30,000</u></b>	<b><u>12,500</u></b>	<b><u>(548,500) *</u></b>	<b><u>(561,000)</u></b>
<b>GRAND TOTAL PROFIT (LOSS)</b>	<b><u>90,150</u></b>	<b><u>37,562</u></b>	<b><u>(530,807)</u></b>	<b><u>(568,371)</u></b>
<b>UNRECONCILED HUD HELD RESERVES AT 02/29/24</b>			<b><u>410,376</u></b>	
<b>GRAND TOTAL PROFIT (LOSS) AFTER HUD HELD RESERVES</b>			<b><u>(120,431)</u></b>	

# Housing Authority of the City of Vineland

## Administrative Report

**DATE:** March 14, 2024

**TO:** Board of Commissioners, Vineland Housing Authority

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

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

**PERIOD:** February 8, 2024 to March 14, 2024

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### **Rental Assistance Demonstration (RAD) Conversions - Status**

Below is a table with the RAD Conversion Status for each property. Tarkiln Asselta Acres, Parkview Apartments, Kidston Towers and Olivio Towers have been converted to RAD. These properties are no longer considered “Public Housing” and are now known as Project Based Section 8 properties.

<b>Development</b>	<b>CHAP Award Date</b>	<b>RAD Closing Date</b>	<b>RAD Effective Date</b>
<b>Kidston/Olivio</b>	<b>02/13/2018</b>	<b>11/06/2020</b>	<b>12/01/2020</b>
<b>Tarkiln/Asselta</b>	<b>03/25/2015</b>	<b>11/16/2018</b>	<b>12/01/2018</b>
<b>Parkview</b>	<b>03/25/2015</b>	<b>11/16/2018</b>	<b>12/01/2018</b>
<b>Scattered Sites</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
<b>D’Orazio</b>	<b>12/07/2018</b>	<b>TBD</b>	<b>TBD</b>

### **Community Room Furniture**

The furniture in the Kidston and Olivio community rooms is in the process of being replaced. Authority staff are working with a State Contract vendor for this purchase. This project is on hold pending availability of funds after close-out of the current construction project and the award of the fire-pump project. **The status of this project has not changed as the cost of the fire-pump project has not been determined.**

## Renovation Projects

Scope of Work	Work Status	Comments
<p style="text-align: center;"><b>Tarkiln Acres – Roof Replacements</b></p>	<p style="text-align: center;"><b>In Planning Stage</b></p>	<p>6/2021 – No Update;            9/2021 – A&amp;E proposals received and under review;            12/2023- Project is in the planning stages with the architects;            1/2024 –Architect is preparing a proposal for this project; The plan is to move forward in 2024;  <i>2/2024 – A project kickoff meeting was held with the architects; Bid documents are in process;</i>  <i>3/2024 – No change in project status;</i></p>
<p style="text-align: center;"><b>KT/OT – Elevator Refurbishment;</b></p> <p>07/2023 – Olivio Towers elevators are planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers elevators are planned for machine replacement. The contract has been awarded and a pre-construction meeting has been scheduled with the Contractor and Professional Team.</p> <p>8/2023 – The elevator contract has been awarded. A pre-construction meeting has been scheduled with the Contractor and Professional Team.</p> <p>9/2023 - Olivio Towers is planned for a complete modernization including controllers, machine replacement, and cab interiors. Kidston Towers is planned for machine replacement. Contract has been awarded and signed, a pre-construction meeting was held with the Contractor and Professional Team. The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Currently, Olivio Towers elevator car #2 is out-of-service waiting on motor repairs to be completed.</p>	<p style="text-align: center;"><b>Bid opening on 5/17/22</b></p> <hr style="width: 20%; margin: 10px auto;"/> <p>10/2023 - The contractor assumed regular maintenance of the elevators at both buildings as of August 1, 2023, the remainder of the project is currently in the submittals phase. Olivio Towers elevator car #2 has been repaired and is in service. The project remains in the submittals stage.</p> <p>11/2023 - The project continues in the submittals stage. One potential change order has been received and is under review by our professional team for reasonableness.</p> <p>12/2023 - The project team is meeting to discuss the potential change order and overall project status on December 11, 2023, further updates may be available for discussion at the Board Meeting.</p>	<p>1/2024 – A change order is needed to replace the rear door to one elevator in Kidston Towers along with the sill plate; The equipment for the elevator modernization has not been received.</p> <p>2/2024 – Equipment for the modernization is pending delivery from the manufacturer.</p> <p><i>03/2024 – Equipment has been received but not yet delivered to the property. The subcontractor (OTIS) plans to begin with Olivio Towers – Car #2 within the next 2-3 weeks. The car is expected to be out-of-service for a period of 10-12 weeks. Once completed, work will begin on Car #1. Work at Kidston Towers has not yet been scheduled.</i></p>

## **Kidston & Olivio Towers – Renovation Projects**

The following renovation projects are part of the improvements as a result of the RAD conversion:

<b>Scope of Work</b>	<b>Work Status</b>	<b>Comments</b>
<p><b>KT/OT Exterior Renovations (Façade caulking/sealing &amp; selective repointing);</b></p> <p><b>KT – New elevator lobby windows; stair tower window replacement;</b></p> <p><b>OT – Complete window replacement in units &amp; communal areas; painting of A/C sleeves; replace window unit stools throughout;</b></p>	<p><b>Contract Award Expected April 2021</b></p>	<p><b>5/2021 – Resolution to Reject Bids; Bids are Over Budget; Re-bidding project under consideration;</b></p> <p><b>6/2021 – No Update;</b></p> <p><b>7/2021 – No Update;</b></p> <p><b>9/2021- No Update;</b></p> <p><b>10/2021 – Contract Award recommendation via resolution for October meeting;</b></p> <p><b>11/2021 Update: Contract was awarded in October to Gary F. Gardener, Inc.: Project meetings have begun;</b></p> <p><b>12/2021 Update: Project construction to begin first quarter of 2022;</b></p> <p><b>1/2022 Update: Window submittals have been approved; Construction meetings continue;</b></p> <p><b>2/2022 Update: Window submittals have been approved; Construction meetings continue; Supply chain issues are anticipated for receipt of windows;</b></p> <p><b>3/2022 Update: Change Order #1 is on the agenda to repair mortar &amp; brick cracks at units 10A &amp; 9A;</b></p> <p><b>4/2022 Update: All window materials has been ordered; Possible June delivery for window materials; Mortar repair will be completed along with window replacement project;</b></p> <p><b>5/2022 Update – same status as 4/2022;</b></p> <p><b>6/2022 Update: Same as 5/2022;</b></p> <p><b>7/2022 Update: Same as 6/2022;</b></p> <p><b>8/2022 Update: The windows for have been received; waiting on additional materials before the work will begin;</b></p> <p><b>9/2022 Update: <i>The work on this project has begun;</i></b></p> <p><b><u>10/2022 Update Detail:</u></b></p> <ol style="list-style-type: none"> <li>1. A\C sleeves – this includes painting and new grills - 100% completed.</li> <li>2. the front canopy re-facing remains – not started yet.</li> <li>3. new domestic water pump replacement remains – not started yet.</li> <li>4. new OSY valve replacement remains – not started yet.</li> <li>5. new public restrooms – 50% completed.</li> <li>6. new kitchenette – not started yet.</li> <li>7. water filtration system - not started yet.</li> </ol>

# **Kidston & Olivio Towers – Renovation Projects**

The following renovation projects are part of the improvements as a result of the RAD conversion:

Scope of Work	Work Status	Comments
<p><b>KT/OT Exterior Renovations (Façade caulking/sealing &amp; selective repointing);</b></p> <p><b>KT – New elevator lobby windows; stair tower window replacement;</b></p> <p><b>OT – Complete window replacement in units &amp; communal areas; painting of A/C sleeves; replace window unit stools throughout;</b></p> <p><b><u>11/2022 Update Detail:</u></b></p> <ol style="list-style-type: none"> <li>1. A\C sleeves – this includes painting and new grills - 100% completed .</li> <li>2. The front canopy re-facing remains – not started yet.</li> <li>3. new domestic water pump replacement remains – not started yet.</li> <li>4. new OSY valve replacement remains – not started yet.</li> <li>5. new public restrooms – 50% complete.</li> <li>6. new kitchenette – to be removed from project.</li> <li>7. water filtration system - not started yet.</li> <li>8. Kidston Towers – Waiting on window delivery for elevator lobby windows.</li> <li>9. Olivio Towers – Waiting on letters for portico.</li> </ol> <p><b><u>12/2022 Update Detail:</u></b></p> <ol style="list-style-type: none"> <li>1. A\C sleeves – this includes painting and new grills - 100% completed.</li> <li>2. The front canopy re-facing remains – Final submittal received and approved; work not yet started;</li> <li>3. new domestic water pump replacement remains – Scheduled to begin 2/7/2023;</li> <li>4. new OSY valve replacement remains – Scheduled to begin 2/7/2023;</li> <li>5. new public restrooms – Kidston to be complete week of 12/19/22; Olivio to be complete week of 1/9/23;</li> <li>6. new kitchenette – removed from scope of project;</li> <li>7. water filtration system - not started yet. Olivio scheduled to begin 2/14/23; Kidston scheduled to begin 1/19/23;</li> <li>8. Kidston Towers – Windows have been received, pending date from installer; Olivio Towers – Final submittal received and rejected; waiting for re-submission; lettering needs to be fabricated and then installed;</li> </ol>	<p><b>Contract Award Expected April 2021</b></p>	<p><b>Continued from above:</b></p> <p><b><u>1/2023 Update Detail:</u></b></p> <ol style="list-style-type: none"> <li>1. Olivio Towers - front canopy– Letters have been received; work not yet started;</li> <li>2. New domestic water pump replacement remains – Scheduled to begin 2/7/2023;</li> <li>3. New OSY valve replacement remains – Scheduled to begin 2/7/2023;</li> <li>4. New public restrooms – Kidston complete; Olivio to be complete week of 1/16/23;</li> <li>5. Water filtration system - not started yet. Olivio scheduled to begin 2/14/23; Kidston scheduled to begin 1/19/23;</li> <li>6. Kidston Towers – Windows have been received; Installation to be complete week of 1/11/23;</li> <li>7. Olivio Towers – Final submittal received and rejected; waiting for re-submission; lettering needs to be fabricated and then installed;</li> </ol> <p><b><u>2/2023 Update Detail:</u></b></p> <ol style="list-style-type: none"> <li>1. Olivio Towers - front canopy– Letters have been installed; complete;</li> <li>2. New domestic water pump replacement remains – Scheduled to begin 2/7/2023; this project is in process;</li> <li>3. New OSY valve replacement remains – Scheduled to begin 2/7/2023; this project is in process.</li> <li>4. New public restrooms – Kidston complete; Olivio to be complete in February;</li> <li>5. Water filtration system - not started yet. Olivio scheduled to begin 2/14/23; Kidston scheduled to begin 1/19/23; This project is in process;</li> <li>6. Kidston Towers – Windows have been received; Installation is complete;</li> </ol> <p><b><u>3/2023 Update Detail:</u></b></p> <p>This project is complete with the close-out process progressing;</p> <p><b><u>5/2023 Update Detail:</u></b></p> <p>This project is complete with the close-out process progressing;</p> <p><b><u>6/2023 Update Detail:</u></b></p> <p>This project is complete with the close-out process progressing;</p> <p><b><u>9/2023 Update Detail:</u></b></p> <p>This project is complete with the close-out process progressing;</p> <p><b><u>10/2023 Update Detail:</u></b></p> <p>This project is complete with the close-out process progressing;</p> <p><b><u>1/2024 Update: The Certificate of Substantial Completion on this project has been processed.</u></b></p>

## **Kidston & Olivio Towers – Renovation Projects - Active**

Scope of Work	Work Status	Comments
<p style="text-align: center;"><b>KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;</b></p>	<p style="text-align: center;"><b>July-August 2021 Award Anticipated</b></p>	<p>Pre-bid meeting was held on site May 11, 2021, with potential contractors;          6/2021 - Bids Received on June 10, 2021 – under review;          Resolution to Reject Bids; Bids are Over Budget;          7/2021- Re-bidding project; Bids are due July 15, 2021, a recommendation will be made after the bid opening;          7/2021 – Contract Awarded;          8/2021 – Kick-off meeting held with contractor;          9/2021 – Currently in submittals process with Professional Team;          10/2021 – Submittals in process;          11/2021 Update: Construction to begin in November;          12/2021 Update: Project construction to begin first quarter of 2022;          01/2022 Update: Preliminary work has begun on plumbing work; “Hotel” units are being refurbished and staged with furniture;          2/2022 Update: Some unknown issues have been uncovered as preliminary work has begun; Change orders are being reviewed prior to presenting to the Board for approval;          3/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps &amp; supports for wiring in first floor drop ceiling; eliminate an unneeded wiring; black off any junction boxes without covers; G &amp; H risers are almost complete; these will become the “hotel units” for temporary relocation; work on the next two risers is expected to begin in early April;          4/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps; G &amp; H risers are complete, and work continues on E &amp; F risers; Residents are temporarily relocating to G &amp; H;          5/2022 Update: Work on E &amp; F risers is in process; it is expected the work will be completed in four weeks &amp; residents can return to their units;</p>

## Kidston & Olivio Towers – Renovation Projects – Active

Scope of Work	Work Status	Comments
<p style="text-align: center;"><b>KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;</b></p> <hr/> <p>3/2023 Update: This plumbing project is complete with the exception of the items listed above on Page 4;            4/2023 Update:  <ul style="list-style-type: none"> <li>- New domestic water pump replacement – Complete;</li> <li>- Kidston mechanical room piping replacement – Complete;</li> <li>- Water filtration system - Olivio is complete; Kidston – parts are backordered;</li> </ul>           5/2023 Update: Water filtration system - Kidston – parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning.            Kidston/Olivio fire pump replacement is out for public bid; bids due June 1, 2023;            6/2023 Update: No status change;            7/2023 Update: No status change;            8/2023 Update: Water filtration system - Kidston – parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning.            Kidston/Olivio fire pump replacement initial bid was rejected; Project is out for public bid again;</p>		<p>9/2023 Update: - Water filtration system - Kidston – parts are backordered; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of September. The team is evaluating the installation of the water treatment systems for both buildings and will be making the necessary changes, Kidston Towers water treatment system has not yet been installed.</p> <p>10/2023 Update: - No update;</p> <p>11/2023 Update: - Water filtration system – systems in both buildings are now installed; Currently in final punch-list stage; Substantial Completion issued; Close-out process beginning. Final punch list work is in process and expected to be completed by the end of October. The team is evaluating the installation of the water treatment systems to ensure it is functioning properly.</p> <p>12/2023 Update – Close-out process in motion; The water treatment system installation has been delayed; the system must be configured by the manufacturer, but the system was shipped without being configured; the system is being sent back to the manufacturer for configuration;</p> <p><i>02/2024 Update – Additional water testing has been ordered to compare the results of the test conducted in 2020 to conditions today; no further update is available. The Close-out process is currently in process, no further work is anticipated on this project.</i></p> <p><i>03/2024 – Update: - Water filtration system – additional water testing has been received and reviewed; a flow test is being ordered to determine the best course of action; no further update is available. The Close-out process is currently in process, no further work is anticipated on this project.</i></p>

## **Kidston/Olivio Towers – Fire Pump Replacement**

### **9/2023 - Fire Pump Replacement**

**Project was bid on two occasions –**

**Round #1 – No Bids Received on June 1, 2023**

**Round #2 – 1 bid received on June 21, 2023**

**Negotiated Contract – the project team met with the sole bidder in an attempt to negotiate a contract. A follow-up meeting with the contractor has been scheduled for the end of August to review their new proposed pricing structure along with any possible value engineering cost savings. Negotiations are ongoing, our team began working with additional vendors to obtain more competitive pricing on this project.**

**10/2023 Update: Negotiated Contract – The project team negotiated with three (3) vendors and received best and final pricing; a recommendation for award is being presented on the Agenda for the October board meeting.**

**11/2023 Update: Negotiated Contract – Pending final contract completion.**

**12/2023 - Final contract has been received from the Contractor. The Team met to discuss the project, expectations were defined, and submittals are expected to be received for review. The Vineland Fire Department was made aware of the contract being awarded.**

**01/2024 - Final contract Underground utility infrastructure work is underway at the site. The construction team has been making regular site visits to inspect the work. The fire pump has been ordered but has not yet been shipped by the manufacturer.**

*03/2024 - Underground utility infrastructure work has been substantially completed. The tie-in at Kidston remains to be completed. The construction team has been making regular site visits to inspect the work. The fire pump has been shipped by the manufacturer, but not yet delivered to the site. Electrical, mechanical and concrete work are being completed within the space to prepare for the pump delivery.*



## Scattered Site Disposition – Status

- **The Scattered Site program was approved for disposition by HUD.**
- **Several homes have been listed for sale. The below chart summarizes the status of the 72 homes;**
- **Due to market conditions, many residents have been unable to obtain rental housing using their Housing Choice Voucher; this is due to the low or no availability of rental housing.**
- **The board was presented with a concept at the September 2022 meeting of the Authority retaining approximately 35 of the 72 homes. The 35 homes could be converted to the Rental Assistance Demonstration (RAD) program while receiving a higher fair market rent. The Authority staff and consultant are working on a presentation for the board to consider, which will change the status of 35 homes from “disposition” to RAD conversion;**
- **A conference call was held in November 2022 with the HUD Special Applications Center (SAC) staff to discuss the concept of converting some of the Scattered Site homes to a RAD project. The SAC staff gave an initial “ok” to move forward with the plan; Some additional work on the project is needed prior to presenting the plan to the board for approval;**
- **The Authority staff and consultant are working on a plan to move residents from the houses that are to be sold into houses that are being kept; The financial plan for the program as well as the steps needed to complete this program are being formulated and will be presented to the board at the February meeting;**
- **Staff continues to work with residents to move them from houses that are going to be sold to homes that are not going to be sold;**
- *Staff continue to work with residents to move them from houses that are going to be sold to homes that are not going to be sold; homes are in the process of being vacated and appraised. Listings are active on several units. Please see the below chart for status details;*

## SCATTERED SITE HOMES – STATUS SUMMARY

Date	Addresses	Status	Total Homes
			<b>39</b>
			<b>Keeping</b>
<i>2022 Activity</i>	<i>4209 Marilyn Avenue</i>	<i>SOLD</i>	-1
	<i>1441 Nylund Drive</i>	<i>SOLD</i>	-1
	<i>612 Oxford Street</i>	<i>SOLD</i>	-1
	<i>1137 East Elmer Rd</i>	<i>SOLD</i>	-1
	<i>1409 Brown Road</i>	<i>SOLD</i>	-1
	<i>864 Columbia Avenue</i>	<i>SOLD</i>	-1
	<i>1745 Jackson Drive</i>	<i>SOLD</i>	-1
	<i>4331 Robert Drive</i>	<i>SOLD</i>	8 Sold 25 Remaining
<i>2023 Activity</i>	<i>760 N. Mill Rd</i>	<i>SOLD – 12/1/23</i>	
	<i>1091 N. Mill Rd</i>	<i>SOLD – 10/31/23</i>	
	<i>1290 Old Lake Rd</i>	<i>SOLD – 12/29/23</i>	
	<i>930 Charles St</i>	<i>SOLD – 1/11/2024</i>	
	<i>30 Avon Place</i>	<i>SOLD – 1/31/2024</i>	
	<i>5578 High Ridge Rd</i>	<i>SOLD – 1/31/2024</i>	
	<i>1479 Brown Rd</i>	<i>SOLD – 2/21/2024</i>	
	<i>2174 Sunset Ave</i>	<i>K SIGNED 1/31/24 - Vineland Realty</i>	
	<i>5599 Lodge Place</i>	<i>Listed for Sale (1/5/24) Vineland Realty</i>	7 Sold/3 Pending Settlement 16 Remaining
<i>2024 Activity</i>	<i>2961 Athens Way</i>	<i>Contract signed 2/8/24 - Exit Realty-Relisting</i>	
	<i>3188 Hance Bridge Rd</i>	<i>Listed for Sale (1/5/24) Vineland Realty</i>	
	<i>5633 High Ridge Rd</i>	<i>Listed with Keller Williams</i>	
	<i>4630 Bernard Rd</i>	<i>November 2023 November 2023 Listed with Keller Williams- 2/14/24</i>	
	<i>4509 Noel Drive</i>	<i>Vacated 1/26/24;to Vineland Realty Corp 1/31/24</i>	
	<i>721 S. Valley Ave</i>	<i>Listed with Exit Realty – 2/12/24</i>	
	<i>4511 Robin Road</i>	<i>Listed for Sale (3/11/24) Vineland Realty</i>	
	<i>1659 Venus Drive</i>	<i>Vacant</i>	
	<i>38 Victory Lane</i>	<i>Vacant</i>	
	<i>1306 Brown Rd</i>	<i>90-day notice to tenant/issued voucher/Found a home to purchase</i>	
	<i>2149 Berkley Dr</i>	<i>90-day notice to tenant/issued voucher/Offering AA 44</i>	
	<i>4486 Robin Road</i>	<i>90-day notice to tenant/issued voucher</i>	
	<i>1017 Alexander Dr</i>	<i>90-day notice to tenant/eviction;/Offering AA 41</i>	
	<i>1460 Neptune Terr</i>	<i>90-day notice to tenant/issue voucher/Moving 3/31/24</i>	
	<i>5691 High Ridge Rd</i>	<i>90-day notice to tenant/issue voucher/Moving 3/15 without Voucher</i>	
	<i>2935 Athens Way</i>	<i>90-day notice to tenant/issued voucher/May have voucher unit</i>	#16
			<i>End of List</i>

## **D’Orazio Terrace – Redevelopment**

The board discussion regarding the D’Orazio Terrace will continue. The Scattered Site homes must be sold prior to the redevelopment of D’Orazio Terrace; the proceeds from the sale of the Scattered Site homes will be used in the D’Orazio Terrace redevelopment, but the sales must occur prior to redevelopment, or the Authority must return the Scattered Site sales proceeds to HUD.

**Update:** The Contract to enter into a Housing Assistance Payment (CHAP) the Authority currently has with HUD may need to be rescinded as the funds from the scattered site sales are needed to move forward with this project as stipulated above. A new CHAP may be permitted to be issued in the future. Waiting for confirmation from HUD before moving forward.

**September 2022 Update:** The CHAP for D’Orazio Terrace has been withdrawn by the Authority as more time is needed to develop the required financial plan;

**September 2023 Update:** Staff continue to work with the JIF assigned insurance adjuster and contractor to finalize a scope of work (SOW) for the fire that occurred in Building #1 in January of 2023. The tenants in Building #1 have been relocated to other VHA properties due to the extensive nature of work needed in their units. Due to time constraints, a new architect is being utilized, Pederson Architects of Vineland will be assisting with this project. Limited demolition of affected areas has begun, the professional team will be evaluating and making recommendations on the repairs needed. We continue to work with our partners to obtain pricing on a complete rehab of building #1. We anticipate presenting options for Board consideration.

**October 2023 Update:** Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. A scheduled of values is being finalized with All-Risk and the project Team met on site with the insurance company on October 11, 2023. Design documents remain in progress and under review.

**November 2023 Update:** Board approved work on ten (10) units per Resolution. Limited demolition of the affected area has been completed. We continue to work with our partners to obtain pricing on a complete rehab of building #1, we anticipate presenting options for Board consideration. Work has started at the building; a final scope is being developed in conjunction with the adjuster for presentation at the December JIF meeting.

**December 2023 Update:** Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

**February 2024 Update:** Additional scope of work is required to rehab building #1; Additional investigation into perc rates and water tables are in process to determine best solutions; A verbal update will be given at the board meeting;

## **D’Orazio Terrace – Redevelopment - continued**

*March 2024 - Work continues within the Architects office to develop a comprehensive set of construction plans to make improvements to the building. Floor plans have been approved and interior framing, plumbing/electrical rough ins are underway. Repairs to the roof are expected to begin within the next few weeks, weather dependent. A limited Survey and Geotech study are being completed to better determine the correct course of action to prevent future water infiltration into the crawl spaces of the building. A further explanation of this project will be provided at the Board meeting.*

## **Melrose Court**

The property has one vacancy. The waiting list is strong with applicants. The property is financially strong.

### **Board of Commissioners NJ Local Housing Authority Training Program Status**

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Brian Asselta</b>	Completed with Certificate
<b>Chris Chapman</b>	Completed with Certificate
<b>Mario Ruiz-Mesa</b>	Completed with Certificate
<b>Daniel J. Peretti, Jr.</b>	Completed with Certificate
<b>Albert D. Porter</b>	Completed with Certificate
<b>Iris Acosta-Jimenez</b>	Completed with Certificate
<b>Vacant</b>	

**Program Statistics Report**

**10/2023 - 10/2024**

Feb2024

Jan2024

Dec2023

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	0	7	0
<b>Unit Inspections</b>			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	42	8	3
Total number of units inspected year-to-date - all sites	247	205	197
City Inspections	98	0	18
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	113	107	204
Annual Unit Turnaround Time (For Fiscal Year)	143	151	166
Monthly - Number of Vacancies Filled (this month)	11	10	3
Monthly - Average unit turnaround time in days for Lease Up	20	31	36
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	41	47	149
PIC Score	97.64	97.74	98.52
Occupancy Rate	97.78%	97.00%	97.50%
<b>Public Housing &amp; RAD Waiting List Applicants 0, 1, 5 &amp; 6 bedroom lists open 3/1/24</b>			
Families - With Local Preference	117	374	372
Families - Without Local Preference	246		
Elderly (Seniors - 62+)/Disabled - With Local preference	32	176	192
Elderly (Seniors - 62+)/Disabled - Without Local preference	119		
<b>Work Order Statistics</b>			
Average work order turnaround time in days - Tenant Generated	0.11	0.09	0.09
Number of routine work orders written this month	460	561	459
Number of outstanding work orders from previous month	1,525	1,534	1,537
Total number of work orders to be addressed this month	1,985	2,095	1,996
Total number of work orders completed this month	532	570	462
Total number of work orders left outstanding	1,453	1,525	1,534
Number of emergency work orders written this month	0	14	3
Total number of work orders written year-to-date	2,754	2,294	1,733
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	3	5	2
<b>Section 8</b>			
Level of leased units of previous month was:	1017	1003	1002
Level of leased units this month is:	1019	1017	1003
Number of increased leased-units over last month	2	14	1
Total number of units inspected this month	37	32	25
<b>Programs (Voucher):</b>			
ABA Utilization %	110.17%	108.82%	103.75%
Repayment Agreements	31	31	31
Total repayments due YTD	\$91,675.64	\$91,915.64	\$93,870.64
Total repayments received YTD	\$10,647.32	\$8,452.32	\$5,922.32
PIC Score (Oakview added 10/13)	103.52	103.44	99.49
Section 8 Housing Choice Voucher Waiting List Applicants - With Local Preference - <b>CLOSED</b>	117	1832	1840
Section 8 Housing Choice Voucher Waiting List Applicants - Without Local Preference - <b>CLOSED</b>	1716		
Section 8 Project Based Waiting List Applicants- <b>Oakview - OPEN (all br sizes)</b>	373	335	298
Section 8 Project Based Waiting List Applicants- With Local Preference - <b>Buena HA - Open 3/7/24</b>	9	160	161
Section 8 Project Based Waiting List Applicants- Without Local Preference - <b>Buena HA - Open 3/7/24</b>	140		
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	82%/18%	83%/17%	88%/12%
Section 8 - Choice Mobiltiy List	140		
<b>Department of Social Services - FSS</b>			
<b>Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined</b>			
The number of residents that received "outreach" information about FSS	6	10	4
The number of residents signed on to the program. (FSS Contracts).	18	19	19
The number of FSS Participants with established escrow accounts.	16	14	14
Number of residents in need of employment skills (GED, DL, Job Training.)	2	3	3
The number of meetings, workshops and case management services	6	19	8
<b>Congregate Services</b>			
Number of clients on the Congregate Program	19	21	30
Number of clients on Meal Program	0	0	0
Number of clients on Homemaking Program	15	15	12

**Program Statistics Report**

**10/2023 - 10/2024**

Feb2024

Jan2024

Dec2023

Number of clients on Laundry Services (This service is included in housekeeping)	17	18	14
Number of clients on Shopping Services (This service is included in housekeeping)	13	4	4
<b>Registered Nurse</b>			
Number of clients served this month	133	135	132
Blood Pressure Clinics (clinics) # of residents attending	0	0	0
Health Assessments/re-assessments	10	6	11
Meds Supervision	29	27	22
<b>VHA - (FAMILY SW)</b>			
Number of Residents on ROSS (Family)	0	119	100
Number of residents that received case management services	6	10	12
Number of Meetings	3	119	0
Number of residents enrolled in academic/employment workshops (FSS)	2	3	3
<b>VHA - (MEDICAL)</b>			
Number of residents received health assessment	10	6	11
Number of residents health activities of daily living assessments.	10	6	11
Resident's medicine monitoring/supervision for month	29	35	22
Self-sufficiency - improved living conditions.	10	0	11
<b>Community Development Block Grant Program</b>			
<b>Clients Served</b>			
Number of new clients served	0	0	0
Number of ongoing clients	64	64	64
Total clients currently being served this month	16	64	100
<b>Income</b>			
Median Family Income (MFI)	0	0	0
Moderate 80%-51% (MFI)	22%	22%	22%
Low 50%-31% (MFI)	28%	28%	28%
Very Low 30%-0% (MFI)	50%	50%	50%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Client Demographics</b>			
White	6	6	6
Black	6	6	6
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	48	48	48
Non-Hispanic	16	16	16

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

**RESOLUTION NO. 2024-12  
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 \$261,720.81.

**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:** March 19, 2024

**VOTE:**

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

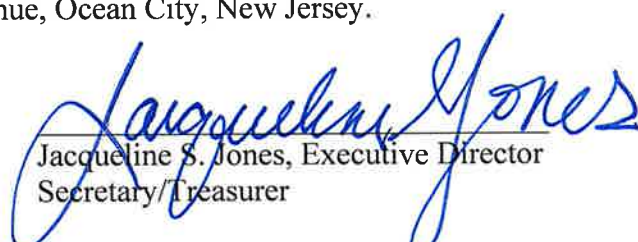
OCEAN CITY HOUSING AUTHORITY

BY:   
Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on March 19, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

By:

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

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

**BANK; COCC MGMT (new acct)**

Check #	Vendor	Invoice Notes	Total Amount
1445	ACENDA	June 2023 Resident Wellness Svcs	\$ 1,800.00
1570	ACENDA	Aug/Sept 2023 Resident Wellness Svcs	\$ 5,133.44
1712	ACENDA	July 2023 Resident Wellness Svcs	\$ 1,800.00
1712	ACENDA	Oct 2023 Resident Wellness Svcs	\$ 1,600.08
1712	ACENDA	Nov 2023 Resident Wellness Svcs	\$ 200.01
1712	ACENDA	Dec 2023 Resident Wellness Svcs	\$ 616.70
1730	ACENDA	Jan 2024 Resident Wellness Svcs	\$ 1,066.72
1769	SOUTH JERSEY CULLIGAN WATER	Water cooler & delivery fees - 08/2023-02/2024	\$ 150.00
1770	FLORENCE DRISCOLL	Mar 2024 Tenant services	\$ 200.00
1771	ERNIE'S MAGIC CARPETS	Carpet installation - BVM	\$ 2,101.85
1772	FEDERAL EXPRESS	Package delivery - Jan 2024	\$ 38.66
1773	W.W.GRAINGER	Furniture for maintenance shop	\$ 1,628.48
1774	ASHLEY HARRIS	Mar 2024 BVM/Speitel cleaning	\$ 200.00
1775	ROBERT HARRIS	Mar 2024 BVM/Speitel trash rm cleaning; recyclable removal	\$ 200.00
1776	LENEGAN PLUMBING & HEATING	Plumbing svc	\$ 700.00
1777	LINWOOD GULF	Vehicle maintenance	\$ 777.05
1778	NATIONAL TENANT NETWORK	Background checks	\$ 609.00
1779	ROBERT L ROWELL	Mar 2024 maint contract grounds services	\$ 200.00
1780	VECTOR SECURITY	Admin Ofc monitoring - 12/1/23-02/29/24	\$ 384.12
1781	VERIZON CONNECT	Feb 2024 vehicle tracking	\$ 36.40
1782	WALLACE HARDWARE	Maint Supplies	\$ 34.55
	A SHORE MAID	Janitorial/cleaning svc	\$ 300.00
	ACE PLUMBING	Maint Supplies	\$ 361.41
	ACENDA	Feb 2024 Resident Wellness Svcs	\$ 533.36
	AMBIENT COMFORT	Maint Supplies/HVAC svd - PBF	\$ 1,247.00
	ATLANTIC CITY ELECTRIC	Feb 2024 electric svc	\$ 13,365.24
	ATLANTIC COAST ALARM	Speaker replacement - Speitel	\$ 417.00
	BROWN & CONNERY	Speitel legal svc - Feb 2024	\$ 661.97
	CALL EXPERTS	Feb/Mar 2024 answering svc	\$ 226.26
	CLEAN SWEEP SVCS	Cleaning svcs BVM/Speitel - Feb 2024	\$ 3,110.00
	COLUMN SOFTWARE PBC	Advertising - Landlord/Tenant counsel RFP	\$ 51.68
	COMCAST	Mar 2024 Internet svc - Admin Ofc/Speitel	\$ 260.37
	DRAIN DOCTOR	Plumbing svc - PBF	\$ 565.00
	ELDER PEST CONTROL	Pest control svc - Feb 2024	\$ 765.00
	FEDERAL EXPRESS	Package delivery - Feb 2024	\$ 80.05
	GENRON	Fire extinguisher svc/certification - BVM/Speitel	\$ 183.50
	GRUCCIO PEPPER DESANTO & RUTH	Landlord/Tenant legal svc - Feb 2024	\$ 1,190.00
	HD SUPPLY	Maint Supplies	\$ 2,238.09
	THE HOME DEPOT PRO	Maint Supplies	\$ 488.73
	HUBER LOCKSMITH	BVM generator room lock repair	\$ 185.00
	JOHN SPITZ	Mar 2024 Medicare & Feb 2024 copay reimb	\$ 240.72
	LINDA AVENA	Mar 2024 accounting svcs	\$ 2,500.00
	MAX COMMUNICATIONS	BVM office setup - run wire for fax;Office phone svc - Feb 2024	\$ 611.12
	NATIONAL TENANT NETWORK	Background checks	\$ 240.00
	PRINCETON ENGINEERING GROUP	Consulting svcs - Speitel	\$ 600.00
	SOUTH JERSEY CULLIGAN WATER	Water cooler rental & delivery fees	\$ 85.00
	THOMAS HEIST INSURANCE	Speitel Flood Insurance 4/2024-3/2025	\$ 5,015.00
	VECTOR SECURITY	Admin Ofc monitoring - 3/1-5/31/24	\$ 403.32
	VERIZON DSL	Phone svc - BVM elevator	\$ 82.23
	VERIZON WIRELESS	Mar 2024 cell phone svc	\$ 71.84
	VINELAND HOUSING AUTHORITY	Jan 2024 postage; Feb 2024 office/maint svcs & postage; Mar 2024 mgmt fee & balance of OCT-JAN fees	\$ 24,733.22
	W.B. MASON CO	Office supplies	\$ 177.15
	W.W.GRAINGER	Furniture for maintenance shop; office supplies; electrical supplies	\$ 1,236.28
ACH	ADP	02/23/24 payroll & taxes	\$ 2,965.66
ACH	ADP	02/23/24 payroll invoice	\$ 84.64
ACH	ADP	03/08/24 payroll & taxes	\$ 2,056.18
ACH	ADP	03/08/24 payroll invoice	\$ 81.43
ACH	VERIZON DSL	Admin Ofc phones 2/16-3/15/24; Speitel alarm/elevator line 1/11-2/10/24	\$ 427.27
ACH	NJ AMERICAN WATER	Feb 2024 water/sewer svc	\$ 9,569.53
ACH	SOUTH JERSEY GAS	Feb 2024 gas svc	\$ 6,607.56
ACH	ATLANTIC CITY ELECTRIC	Feb 2024 electric svc	\$ 1,404.73
ACH	NJ DIV OF PENSIONS & BENEFITS	Feb 2024 pension deductions	\$ 338.68
ACH	NJ SHBP	Mar 2024 employee premium	\$ 3,737.35
ACH	NJ SHBP	Mar 2024 retiree premium	\$ 459.01
ACH	OCEAN CITY HOUSING AUTHORITY	Mar 2024 Reserve account deposit	\$ 3,824.00
ACH	PNC BANK	Feb 2024 bank fee	\$ 68.00
	<b>TOTAL MAR DISBURSEMENTS COCC (cocctur)</b>		<b>\$ 113,326.64</b>
	<b>TOTAL MAR DISBURSEMENTS BVM/SP OPER ACCT (sturvvm)</b>		<b>\$ -</b>
	<b>TOTAL MAR DISBURSEMENTS CONSTR ACCT (sturcons)</b>		<b>\$ 62,475.63</b>
	<b>TOTAL MAR DISBURSEMENTS PBFAM GEN (pbfamily redevelopment)</b>		<b>\$ 85,918.54</b>
	<b>TOTAL BILL LIST - MAR 2024</b>		<b>\$ 261,720.81</b>



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

<b>BANK: BAYVIEW/SPEITEL OPERATING (rad bayview &amp; rad speitel)</b>			
<b>Check/Wire #</b>	<b>Vendor</b>	<b>Invoice Notes</b>	<b>Total Amount</b>
	<b>TOTAL MAR DISBURSEMENTS (sturbvm)</b>		<b>\$ -</b>
<b>BANK: BAYVIEW/SPEITEL CONSTRUCTION (rad bayview &amp; rad speitel)</b>			
<b>Check/Wire #</b>	<b>Vendor</b>	<b>Invoice Notes</b>	<b>Total Amount</b>
	LEVY CONSTRUCTION	Balance of pymt app #13 BVM 1st & 5th Fl Renovations - Draw #42	1,000.00
	LEVY CONSTRUCTION	Pymt app #14 BVM 1st & 5th Fl Renovations - Draw #42	59,373.13
	THE BROOKE GROUP	Inv #OCHA-12-2023 - Draw #42	2,102.50
	<b>TOTAL MAR DISBURSEMENTS (sturcons)</b>		<b>\$ 62,475.63</b>
<b>BANK: PBFAMILY GENERAL FUND (pbfamily)</b>			
<b>Check/Wire #</b>	<b>Vendor</b>	<b>Invoice Notes</b>	<b>Total Amount</b>
	MCMANIMON, SCOTLAND & BAUMANN LLC	Inv #218228 - Pre Dev Draw #12	845.50
	BROWN & CONNERY LLP	Inv #332280 - Pre-Dev Draw #12	1,785.07
	DONOVAN ARCHITECTS	Inv #21-022-03 - Pre-Dev Draw #12	80,967.97
	THE BROOKE GROUP	Inv #OCPB12-2023 - Pre-Dev Draw #12	2,320.00
	<b>TOTAL MAR DISBURSEMENTS (sturgen)</b>		<b>\$ 85,918.54</b>

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

**RESOLUTION NO. 2024-13  
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**, one Pest Control company submitted a quote; 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 March 1, 2024 through February 28, 2025 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 19, 2024

**VOTE:**


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

OCEAN CITY HOUSING AUTHORITY

BY:   
Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 19, 2024 at Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

**CERTIFICATION**

Funding is available for:

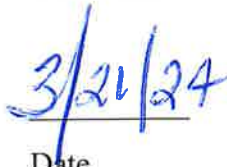
**PEST CONTROL SERVICES CONTRACT**

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

A handwritten signature in blue ink that reads "Wendy Hughes". The signature is written in a cursive style and is positioned above a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date in blue ink that reads "3/21/24". The date is written in a cursive style and is positioned above a horizontal line.

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 <sup>00</sup>	12	\$ 4020.00
EXT-SPEITEL	Provide price to exterminate at Speitel Commons (Defined in specification above, service all units 1 time)	190 <sup>00</sup>	12	\$ 2280.00
EXT-PECKS-FAMILY	Provide price to exterminate at Pecks Beach Family (Defined in specification above, service all units 1 time)	240 <sup>00</sup>	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 <sup>00</sup>	4	\$ 4,400.00

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 **\$13,580.00**

**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

Telephone **609 748 8001** Fax **609 926 0506**

Sworn to and subscribed before me on **26<sup>th</sup>**  
this **February** day of **2024**

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

Signature of partner if proposer is a partnership

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

(SEAL)

**JAYSON MATTHEW ASPENBERG**  
**NOTARY PUBLIC OF NEW JERSEY**  
**ID # 2434824**

Commission Expires June 6, 2028



**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 <sup>00</sup>		
EXT-BED-1BR	Provide Price for treatment of Bed Bugs in a one (1) bedroom apartment.	299 <sup>00</sup>		
EXT-BED-2BR	Provide Price for treatment of Bed Bugs in a two (2) bedroom apartment.	299 <sup>00</sup>		
EXT-BED-3BR	Provide Price for treatment of Bed Bugs in a three (3) bedroom apartment.	329 <sup>00</sup>		
EXT-BED-4BR	Provide Price for treatment of Bed Bugs in a four (4) bedroom apartment.	349 <sup>00</sup>		
EXT- HOURS	Provide Price for 1 exterminator per hour. (Unit costed for hourly wage rate)	95 <sup>00</sup>		
VEG-SPEITEL	Provide a price to complete vegetation control (Defined in specification above)	<del>X</del>	6	
VEG-PCKSFAMILY	Provide a price to complete vegetation control (Defined in specification above)	<del>X</del>	6	
VEG-BAYVIEW	Provide a price to complete vegetation control (Defined in specification above)	<del>X</del>	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. 2024-14  
Resolution Authorizing Payment of Draw 42**

**WHEREAS**, the Ocean City Housing Authority solicited an Invitation for Bids for construction of four-story residential apartment building consisting of three stories of wood frame residential over one-story of reinforced concrete frame parking/utility to be known as Speitel Commons at Bayview Manor; and

**WHEREAS**, the Ocean City Housing Authority is committed to renovations at Bayview Manor, which is located next to Speitel Commons;

**WHEREAS**, the funding for the construction of Speitel Commons at Bayview Manor is partly through the New Jersey Housing and Mortgage Finance Agency and partly through the City of Ocean City;

**WHEREAS**, the funding for the renovations at Bayview Manor is through the City of Ocean City; and

**WHEREAS**, the funding through the City of Ocean City is via a partnership established through a Shared Services Agreement with the Ocean City Housing Authority; and

**WHEREAS**, the payments to the vendors for the construction of Speitel Commons at Bayview Manor and the renovations at Bayview Manor will be paid by the Ocean City Housing Authority through "Project Draws" funded by the City of Ocean City; and

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

**WHEREAS**, **Project Draw #42 in the amount of \$62,475.63** is attached for approval of this payment process; and

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

**ADOPTED:** March 19, 2024

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

BY:   
Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on March 19, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

# HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones  
Executive Director  
Ocean City Housing Authority

March 11, 2024

Re: Payment to contractors for Redevelopment of Speitel Commons and Bayview Manor – Overall Project Draw #42

Dear Ms. Jones:

The above captioned draw request is being submitted for payment. The total amount of the draw is **\$62,475.63**. That amount will be paid entirely from OCHA funds. The Housing Authority will pay the project contractors as follows:

<b>Contractor</b>	<b>Address</b>	<b>Draw Amount</b>
<b>Levy Construction Co. Inc</b>	<b>800 Newton Ave., Oaklyn, NJ 080107</b>	<b>\$60,373.13</b>
<b>The Brooke Group LLC</b>	<b>209 E Egnor Dr., Galloway, NJ 08205</b>	<b>\$2,102.50</b>
	<b>TOTAL</b>	<b>\$62,475.63</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Each Contractor
- W9s for Contractors Listed Above
- Copy of Draw #42 Submission

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

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

**RESOLUTION NO. 2024-15  
Resolution Authorizing Payment of Draw #12  
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 #12 in the amount of \$85,918.54 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.

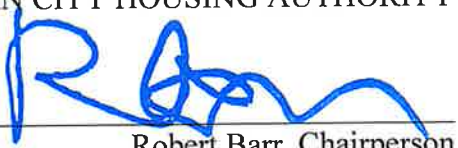
**ADOPTED:** March 19, 2024

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

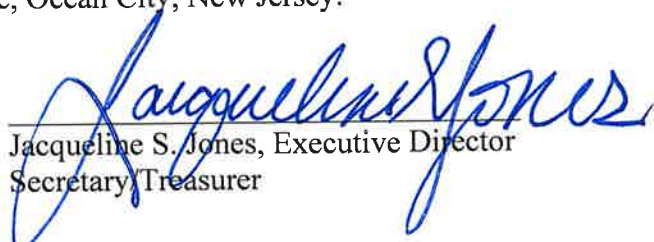
BY: \_\_\_\_\_

  
Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority’s Board of Commissioners held on March 19, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer



# HOUSING AUTHORITY OF THE CITY OF OCEAN CITY

Jacqueline Jones  
Executive Director  
Ocean City Housing Authority

March 12, 2024

Re: Payment to Service Providers for Pecks Beach Family Pre-Development Draw 12 from City

Dear Ms. Jones:

The above captioned draw to be paid from Housing Authority funds. The total amount of the draw is \$85,918.54. The Housing Authority will pay the project service providers as follows:

Payee	Address	Draw Amount
<b>Donovan Architects</b>	<b>9 Tanner St, Ste #201 Haddonfield, NJ 08033</b>	<b>\$80,967.97</b>
<b>McManimon, Scotland &amp; Baumann LLC</b>	<b>75 Livingston Ave, 2<sup>nd</sup> Floor Roseland, NJ 07068</b>	<b>\$845.50</b>
<b>Brown &amp; Connery LLP</b>	<b>360 Haddon Ave., PO Box 539 Westmont, NJ 08108</b>	<b>\$1,785.07</b>
<b>The Brooke Group LLC 209 E Egnor Dr Galloway, NJ 08205</b>	<b>209 E Egnor Drive Galloway, NJ 08205</b>	<b>\$2,320.00</b>
	<b>TOTAL</b>	<b>\$85,918.54</b>

Attached are the following items to back up this disbursement:

- Bank Wire Instructions for Payees
- Copy of Pre-Development Draw #12

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

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

**RESOLUTION NO. 2024-16  
Resolution Awarding Special Legal Services Contract – Landlord/Tenant**

**WHEREAS**, the Ocean City Housing Authority desires to have 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 reviewed; 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, 2024 through March 31, 2025 per the rates attached hereunto.

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

**ADOPTED:** March 19, 2024

**VOTE:**

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

OCEAN CITY HOUSING AUTHORITY

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

Robert Barr, Chairperson

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on March 19, 2024 at the Administrative Offices – 635 West Avenue, Ocean City, New Jersey.

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

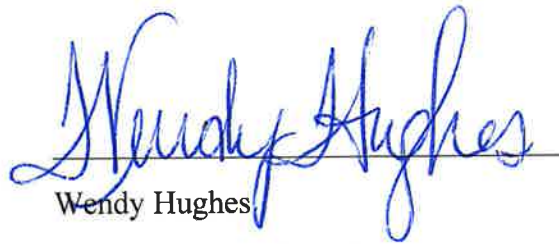
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

**CERTIFICATION**

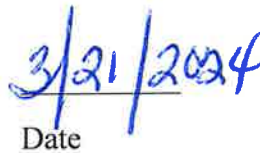
Funding is available for:

**LEGAL SERVICES CONTRACT**

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

A handwritten signature in blue ink that reads "Wendy Hughes". The signature is written in a cursive style and is positioned above a horizontal line.

Wendy Hughes  
Certifying Financial Officer

A handwritten date in blue ink that reads "3/21/2024". The date is written in a simple, legible style and is positioned above the word "Date".

Date

Comparison of Special Legal Firms Submitting RFP 2024-2025  
Landlord Tenant Counsel

Evaluation Factors	Possible Points	Vendor Name					
		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						
<b>Total Average Score</b>	<b>100</b>						

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					

**THE HOUSING AUTHORITY OF OCEAN CITY**  
 UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - (BY NOTARY PUBLIC)  
 SPECIAL LEGAL SERVICES - LANDLORD TENANT  
 UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above	\$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 as defined in the scope above (residents - Public Housing Section 8, 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 as defined in the scope above (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$450	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
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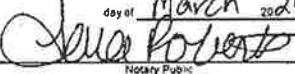
Six thousand six hundred dollars, plus per filing flat fees  
 TOTAL PRICE IN WRITTEN WORD FORM

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 (856) 825-4762  
Telephone Fax

Sworn to and subscribed before me on this 14 day of March 2024  
  
Notary Public

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 # 5021627  
 Notary Public, State of New Jersey  
 My Commission Expires  
 November 16, 2028