

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Regular Meeting held on Tuesday, September 26, 2017, at 6:02 pm, in the Community Room at the Rev. Albert Clayton Administration Building, 317 Sampson Avenue, Lakewood, NJ.*

### **MEETING CALLED TO ORDER**

Ms. Medina called the meeting to order at 6:02 pm. Teresa Acosta announced that consistent with the Open Public Meetings Law: P.L.1975 c231, which requires that all meetings of public bodies shall be open to the public at all times, a notice of this meeting was provided to the clerk of the Township of Lakewood, the Ocean County Library, the Asbury Park Press, and the Star-Ledger on December 21, 2016 and was posted on the Authority's official designated public bulletin board at the LHA Administration Building.

### **ROLL CALL**

On roll call, attending Commissioners were:

Miriam Medina - Chairperson  
Gregory Stafford Smith – Vice Chairperson  
Shabsi Ganzweig – 2<sup>nd</sup> Vice Chairperson  
Angela Caldwell – Commissioner (at 6:06)  
Denise Douglas – Resident Commissioner

Also attending:

Mary Jo Grauso – Executive Director  
Scott Parsons – Assistant Executive Director  
Terrence Corriston – Attorney

Absent were:

Nechama Heinemann - Commissioner  
Joseph Weingarten – Commissioner  
Ray Coles – Township Liaison

### **PRESENTATION BY STEPS**

Mr. Michael McNeil and Ms. Price from STEPS answered questions from the previous meeting. Representatives from Gateway Day Treatment Program presented their services and offered a site visit to the LHA's Board of Commissioners. After brief discussion the LHA Board offered to implement a PILOT program selecting 3 current tenants that are non-compliant which may benefit from the program.

### **READING OF MINUTES**

Minutes of the Regular Board Meeting of July 25, 2017 were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Minutes were approved.

Minutes of the Special Meeting of August 16, 2017 were also reviewed. Motion to approve made by Mr. Stafford Smith, second by Mr. Ganzweig. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Minutes were approved.

### **BILLS AND APPROVAL OF SAME**

Bills were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Mr. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Bills were approved.

**CORRESPONDENCE**

**Item 1:** Letter to STEPS from Executive Director.

**Item 2:** Letter to Township of Lakewood from Executive Director requesting funding from the CDBG.

**Item 3:** Resolution from the Township of Lakewood appointing a member to the Lakewood Housing Authority Board. Ms. Grauso introduced newest Commissioner, Denise Douglas, to the Board. Ms. Douglas spoke briefly about her background working with seniors and the public. She was then welcomed by the other Commissioners.

**REPORTS OF COMMITTEES – None****EXECUTIVE DIRECTOR'S REPORT**

Ms. Grauso reported that there were several vacancies due to recent passing of tenants.

Two of the parking lots have been numbered and assigned. All residents are aware of the risks of having their cars towed if they park in the wrong space.

Ms. Grauso provided an update that Venture Tank has removed all of the oil tanks and the soil samples have been sent out for testing.

In the near future the Housing Authority will be going out to bid for window replacement for Peter Ward and the possibility of LuLu Duffy depending on the cost.

Ms. Grauso briefly discussed her recent attendance at the NJAHRO conference in Atlantic City and a brief introduction meeting with the new HUD Region II director.

Ms. Grauso discussed that the beginning stages of adding a second floor to the administration building has begun. The plan is to expand space to have more interviewing rooms.

There will be a ribbon cutting for Chambers Crescent on November 1, 2017. All Board members are encouraged to attend.

The Lakewood Housing Authority is continuing to cooperate with outside federal agencies such as the FBI, OIG and IRS regarding ongoing investigations of program fraud. Ms. Grauso stated as of today none of the cases has involved any Lakewood Housing Authority participants.

Over 70 families have been called in from the Section 8 waiting list, all eligible families have been issued vouchers. As of today 27 have been leased up. There are 3 slots left for the Family Unification Program.

Ms. Grauso asked Mr. Parsons to discuss the new parking lot. Mr. Parsons stated that the contract has already been awarded to start in October and the project should take approximately 2-3 weeks. A proposal was also requested for changes to add more spots to the Peter Ward parking lot. Mr. Ganzweig asked what the cost was and Mr. Parsons stated it was part of the last Board Meeting, approximately sixty thousand dollars. Ms. Grauso confirmed that awarding the parking lot contract was the reason for the Special Board Meeting in August.

**REPORT OF ATTORNEY**

Mr. Corrison reported the tenant that was discussed at the last meeting had made an application to vacate the eviction and the court denied it. As of today the tenant has been locked out. Ms. Grauso stated that she has been notified that the tenant has since gone to other agencies looking to have the eviction overturned.

**REPORT OF TOWNSHIP LIAISON – None****OLD BUSINESS - None****NEW BUSINESS**

Mr. Parsons discussed the past application which was put in to manage the Brick Housing Authority. Mr. Parsons stated that the contract was awarded to another housing authority. Mr. Parsons was told that the contract was not given to the Lakewood Housing Authority due to the affiliation with "Lakewood" and the recent bad publicity. Ms. Grauso has instructed LHA staff to have all incoming support calls from the Brick Housing Authority redirected to the awarding housing authority.

Mr. Parsons stated he would like to revisit recognizing the staff involved in administering the vouchers for Princeton Community Village and Lakewood Plaza II which generate approximately ninety thousand dollars in extra revenue of admin fees each year. The Board has asked Mr. Parsons to prepare a proposal to present at the next meeting.

**Resolution 5199** - Resolution Approving the Renewal of the Intergovernmental Service Agreement between the Lakewood Housing Authority and the Princeton Housing Authority for Management Services. Mr. Parsons explained that over the course of the contract it has generated \$390,000 of additional income that the LHA would not have otherwise realized. Mr. Ganzweig questioned how we can handle the contract with our staff being overloaded? How does additional work getting done, as much as it is bringing in additional revenue, affect doing our main job of Lakewood Housing Authority? If we are so busy how do we manage another Authority? Mr. Parsons indicated that he is the only person that services the Princeton account and it has no effect on any other employee. Mr. Parsons further explained that he puts in 10-15 extra hours per week to handle the account, that he spends one 10-12 hour day in Princeton each week and that he works approximately 45-50 hours in total each week where the requirement is 35 hours. Mr. Parsons stated that the results speak for themselves as both Housing Authorities are High Performing. Ms. Grauso stated that the contract is getting done very efficiently and that the LHA is not losing anything in the process. The contract is bringing in \$65,000 per year and there is one person doing the work. Both Housing Authorities are benefiting because the Princeton HA is saving money by not having to hire a full time Executive Director and the Lakewood HA is receiving additional money and both are High Performing Housing Authorities. HUD also encourages Housing Authorities to enter into Intergovernmental/Shared Service agreements. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Ms. Caldwell and Ms. Douglas. Mr. Ganzweig abstained. Resolution 5199 approved.

**Resolution 5200** - Assistant Executive Director's Compensation for Management of the Princeton Housing Authority. Motion to approve made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Resolution 5200 approved.

**Resolution 5201** - Resolution to Renew Membership in the New Jersey Public Housing Joint Insurance Fund. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Resolution 5201

approved.

**MEETING OPENED TO HOUSING AUTHORITY CLIENTS - None**

**MEETING OPENED TO THE PUBLIC – None**

**COMMENTS FROM COMMISSIONERS**

Mr. Ganzweig welcomed the new Commissioner.

Mr. Ganzweig had asked to have the 2017 Board Meeting dates updated on the website.

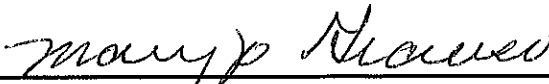
Mr. Ganzweig asked if there is a policy regarding use of personal or gmail accounts instead of a lakewoodha.org email when corresponding via email. Mr. Corrison stated that some Housing Authorities have adopted an email policy but the LHA has never adopted such. Mr. Ganzweig suggested that it should be addressed. Mr. Corrison further stated that if you are going to send something from a personal email account then you should copy your business account so there is a business record of it in the interim.

Mr. Ganzweig requested to discuss an email he had sent to the director on August 23<sup>rd</sup>, regarding a letter from HUD in reference to parental support. Ms. Grauso stated that the letter is in reference to parental support for higher education. Ms. Grauso informed the board that parental support for higher education tuition is not counted as household income and the LHA never counts such as income. The LHA does not count parental support, scholarships or Kollles for qualified higher education tuition as income. However, parental support for private schooling of minors is not higher education and that support is counted as income. The letter from HUD addresses the issue for qualified institutes of higher education, not private schools for minors. Ms. Grauso further stated that HUD has indicated that the LHA is interpreting and implementing the HUD regulation correctly. Mr. Ganzweig requested the email from HUD to be forwarded to him. There was a dispute as to whether the letter being discussed was from LTRAP or HUD and it was eventually clarified that the letter was received by LTRAP from HUD. Ms. Grauso stated that she sometimes feels intimidated by Mr. Ganzweig and that she is in a hostile work environment. Mr. Ganzweig stated that he is just asking questions and is not intimidating at all. Commissioner Ganzweig made a motion to enter into closed session to discuss a personnel matter/terms of employment of Ms. Grauso due to her actions. A second to the motion was not made and the matter was dropped.

**ADJOURNMENT**

On motion by Mr. Stafford Smith, seconded by Ms. Caldwell. All present voted to adjourn at approximately 7:34 pm.

*I hereby certify that the above is a true copy of the Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the Township of Lakewood, County of Ocean, State of New Jersey, as held on Tuesday, September 26, 2017.*

  
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Mary Jo Grauso, Secretary  
Executive Director