

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Special Meeting held on Tuesday, February 27, 2018, at 6:03 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 6:03 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 February 22, 2018 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*

Nechama Heinemann - *Commissioner*

Angela Caldwell – *Commissioner*

Denise Douglas (*via phone*) – *Resident Commissioner*

Also attending:

Mary Jo Grauso – *Executive Director*

Scott Parsons – *Assistant Executive Director*

Terrence Corrison – *Attorney*

Absent were:

Joseph Weingarten – *Commissioner*

Ray Coles – *Township Liaison*

### **READING OF MINUTES**

Minutes of the Regular Board Meeting of November 28, 2017 were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Heinemann. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Minutes were approved.

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

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

### **CORRESPONDENCE –**

**Item 1:** The Board of Chosen Freeholders: Reappointment to the County Housing Advisory Committee

**Item 2:** Memo to Director of CDBG: CDBG Funding follow up request

**Item 3:** Memo from NJ Joint Insurance Fund

**Item 4:** Letter from HUD : FSS Program

**Item 5:** Letter from HUD: Approval of Annual Plan

**Item 6:** Letter from Township of Lakewood: Reappointment of Gregory Stafford-Smith – *Sworn in by Terrance Corrison*

**Item 7:** Emails between LHA and HUD: Financial support for students

**Item 8:** LHA letter to reinstate students onto waiting list

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

Ms. Grauso stated that December 1, 2017 marked the one year anniversary of converting Public Housing to RAD. As part of the conversion and RAD regulations tenants have the opportunity after one year to apply for a Section 8 Voucher and they would go to the top of the waiting list. There have been over ten residents requesting Section 8 Vouchers and several have found housing and are now assisted through the Section 8 program. This has also created vacancies in our PBV developments. Maintenance is keeping up with the vacancies and they are being filled as quickly as the units are being turned over.

Ms. Grauso reported that proposals for A/E firms have gone out for the two upcoming projects; new replacement windows for the Peter Ward Tower and LuLu Duffy Cottages and an addition to the Administration Building.

The parking lot project is moving forward. The architect has been in touch with the engineer and hopes to resolve any issues so that construction can begin as soon as possible.

STEPS has been working with three residents who are in danger of eviction for unsanitary conditions in their units. The LHA will continue legal action while working with STEPS to remedy the conditions of their units.

There was a proposal for Unarmed Security Guards for the John J. Currey Building. Four bids did come in but they were rejected as we decided to go out for bid under the nonprofit and add a scoring criteria. The new proposal has been listed in the Legal Notice of the Asbury Park Press. The current unarmed security guard contractor, Iron Rock Security has agreed to stay on until the new contract is awarded.

The LHA's AM receptionist for the past 7 years, Susan Pierson resigned from her position to take a full time position elsewhere. A new receptionist has begun working as of Monday, February 26<sup>th</sup>.

Ms. Grauso stated that the LHA received several obscene and threatening phone calls after the articles about LTRAP, LTO and Rabbi Hertz appeared in the newspaper. A press release will be put out explaining that the LHA has no affiliation with LTRAP, the LTO or their CEO, Rabbi Hertz. Ms. Medina and Mr. Ganzweig agreed. Mr. Ganzweig also stated that the LHA should keep it neutral and agreed we are our own independent organization. Ms. Grauso asked Mr. Ganzweig if he would consider reaching out to the local Shopper to release the same. The goal is to clarify that the LHA and LTRAP are two separate entities. Mr. Ganzweig did not feel that would be an issue his concern was not having the media jumping on negativity that the housing authority came out against LTRAP and did not want to get involved in that. Mr. Ganzweig later asked if the LHA knew where the calls came from and asked if the LHA should inform LTRAP of the calls for their own safety as well. Ms. Grauso has agreed to send LTRAP an email.

Ms. Grauso mentioned that we will continue to call in applicants from the waiting list. The first call ins are residents who live in our developments who had requested a voucher.

We are having monthly conference calls with our partners regarding the FUPY Program. After the youth is on the program for one year they will be transitioned to the FSS Program to become self-sufficient.

Ms. Grauso reviewed what was outlined in the correspondence regarding a mailing to all students who were deemed ineligible for the Section 8 Program. At a recent Informal Hearing one of the students stated that if his parents were eligible he would be eligible. He was asked to provide proof of their income and he was reinstated to the waiting list. Ms. Grauso contacted HUD and explained that all students deemed ineligible were advised in writing and offered an Informal Review. Ms. Grauso was assured that the LHA did not violate any HUD regulations and the fact that the LHA is willing to reinstate all students regardless if they requested an Informal Review or not went above and beyond as stated by Ms. Maio, the PH Director in Newark. Therefore after the Resolution is passed at this meeting the letters will be mailed out and all students will be reinstated according to the

date and time they applied for Section 8.

Ms. Grauso stated that she has emailed HUD in Washington, DC concerning financial support for students. As per HUD's email response, there has not been a final answer that supports the fact that this is not a clear cut issue. As soon as HUD reaches a conclusion the LHA will abide by that decision.

The HQS Inspector was in a motor vehicle accident with the Jeep. He was not injured but the Jeep needed costly repairs. The accident occurred at an intersection in Lakewood.

### **REPORT OF ATTORNEY**

Mr. Corrison indicated that he was back in court for the third time for the tenant that was evicted in September. The tenant has attempted several times put applications into court to get back on the program. The judge suggested that the tenant obtain a lawyer.

### **REPORT OF TOWNSHIP LIAISON** – None

### **OLD BUSINESS** - None

**NEW BUSINESS** - The following new business came before the Board:

#### **a. Reorganization of Board – Nominations of Officers for 2018**

**Chairperson:** Miriam Medina was nominated by Ms. Caldwell, seconded by Ms. Douglas. On roll call approving, Ms. Medina, Mr. Stafford Smith, Ms. Heinemann, Ms. Caldwell, Ms. Douglas. Mr. Ganzweig abstained. Election of Chairperson approved.

**Vice Chairperson:** Mr. Stafford-Smith was nominated by Mr. Ganzweig, seconded by Ms. Heinemann. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell, Ms. Douglas. Election of Vice Chairperson approved.

**2<sup>nd</sup> Vice Chairperson:** Mr. Ganzweig was nominated by Ms. Heinemann seconded by Mr. Stafford-Smith. Ms. Douglas was nominated by Ms. Medina, seconded by Ms. Caldwell. Ms. Douglas declined the nomination. Ms. Caldwell was nominated by Ms. Medina, seconded by Ms. Douglas. On roll call voting for Mr. Ganzweig – Mr. Stafford-Smith, Ms. Heinemann and Mr. Ganzweig and voting for Ms. Caldwell – Ms. Medina, Ms. Douglas and Ms. Caldwell. Due to the vote resulting in a tie, Mr. Ganzweig will continue as 2<sup>nd</sup> Vice Chair.

#### **b. Resolution 5208** - Approving the Schedule of Regular Board Meetings for Calendar Year 2018. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Heinemann. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5208 approved.

**Resolution 5209** - Writing Off Uncollectible Rents. Motion to approve made by Mr. Stafford Smith, seconded by Mr. Ganzweig. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5209 approved.

**Resolution 5210** - Amending the Section 8 Housing Choice Voucher Administrative Plan. Motion to approve made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5210 approved.

**Resolution 5211** - Appointment of Commissioner to New Jersey Public Housing Authority 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. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5211 approved.

**c. Additions:**

**Follow Up: Parent Support and Student Rule (HUD Docket No. FR5036-N-02)**

Information pertaining to this matter has previously been discussed.

**Follow Up: Inspection Memo from 7/12/17**

Mr. Ganzweig inquired about the status of inspection notifications. Mr. Parsons stated that the software company had received the request and is working on the development process. Mr. Parsons will follow up.

**Hearing Procedures, appeal and notification (Letter from LHA)**

After discussions of recertification notifications, hearing letter determinations and time frames of response deadlines Mr. Corrison will provide the correct terminology to the LHA to look further into modifying hearing decision documents.

**Student Financial Assistance (CFR 5.609)**

Information pertaining to this matter has previously been discussed.

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

**MEETING OPENED TO THE PUBLIC -**

**COMMENTS FROM COMMISSIONERS -**

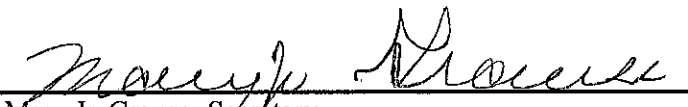
Mr. Stafford Smith requested a copy of the Annual Plan. Ms. Grauso stated that all commissioners were sent a copy. Mr. Stafford-Smith asked where he would be able to locate the Admin Plan. Ms. Grauso stated that it is available on the website. Mr. Parsons briefed the Board about requesting a proposal to have the Admin Plan updated and the plan will provide hyperlinks to corresponding HUD CFR Regulations.

Mr. Ganzweig asked what process will be taken if any of the student rule letters are undeliverable and should a press release be issued. Ms. Grauso stated that she will use the services of Intellius to research for current information. Mr. Ganzweig said should we ask maybe BMG, LRRRC or put in newspapers. Ms. Grauso said I am not involving other agencies. Mr. Parsons stated that we should send the letters out, see what letters come back, see which individuals can't be located through Intellius and address any un-located individuals at that time.

**ADJOURNMENT**

On motion by Ms. Stafford-Smith, seconded by Mr. Ganzweig. All present voted to adjourn at approximately 7:32 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, February 27, 2018.*

  
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 Mary Jo Grauso, Secretary  
 Executive Director