

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, March 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 6:01 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 – *2nd Vice Chairperson*
Angela Caldwell – *Commissioner*
Denise Douglas – *Resident Commissioner*

Also attending:

Mary Jo Grauso – *Executive Director*
Scott Parsons – *Assistant Executive Director*
Terrence Corrison – *Attorney*

Absent were:

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

READING OF MINUTES

Minutes of the Regular Board Meeting of February 27, 2018 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.

BILLS AND APPROVAL OF SAME

Bills were reviewed. After discussion a 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. Bills were approved.

CORRESPONDENCE –

Item 1: Intergovernmental Service Agreement - Item will be discussed further in closed session

Item 2: Land Appraisal Report – Item will be discussed further in closed session

Item 3: HUD Notice PIH 2018-01- Small Area FMR – Mr. Parsons explained that the SAFMRs require breaking down the FMR and Payment Standard to the zip code level instead of the county level. The LHA covers approximately 40 zip codes which the LHA has grouped into six FMR/Payment Standard groupings. Even though the SAMFR for Lakewood went down by 6-7% the groupings were able to be categorized in a fashion which resulted in no change to the Payment Standards for Lakewood.

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

Ms. Grauso provided information pertaining to the cell phone tower contract with TMobile. The contract was not renewed at the Currey Building and Mr. Parsons has been in contact with Verizon who is interested in the site.

There is renegotiating of the lease at the Peter Ward Tower for the continuation of the current cell phone provider. A third party attempted to renegotiate the lease and reduce the price. After discussion with our attorney we reduced the rent, by a lesser amount than TMobile requested, and was able to extend the contract for a longer term with guaranteed payments.

RFP's for Architect/Engineer concerning the window replacements at Peter Ward and LuLu Duffy and the addition to the Administration Building. A resolution with the recommendation for the firm that we would like to award the contract to is included in the resolution section.

The Brick Housing Authority has reached out to the LHA to inquire about performing their inspections on their 266 Project Based Vouchers. A proposal was sent to them and we are awaiting their reply.

There will be a closed session in reference to a lot that is owned by the LHA.

Unarmed guard services were rebid and there is a resolution with the recommendation to approve a new contract with our current provider – IronRock.

Ms. Grauso mentioned that the administration office was closed for one day due to inclement weather. The phone system message was changed so the public is made aware when they call that the office was not open.

STEPS continues working with the three residents that have serious non rent related lease violation issues. Ms. Grauso stated that it is very difficult to evict tenants if there is not a rent issue. The LHA does not desire to make anyone homeless and it is our mission to house individuals and families however when it becomes a safety and health hazard to others in the building, action must be taken.

Ms. Grauso stated that she had reached out through an email to LTRAP at the suggestion of the Board regarding the threatening phone calls that came in. There has not been any response from LTRAP.

Applicants from the Waiting List are continuing to be called in. The first call ins are residents who live in our developments who had requested a voucher.

Letters to the students who were deemed ineligible for the Section 8 Program were all mailed out. Several came back with new forwarding addresses and those were resent. Any letters that came back with no forwarding address were successfully researched through Intellius and resent to their current addresses. Ms. Grauso stated that she had spoken to Rabbi Glibberman from BMG and if there are any letters that are returned and have not been able to locate an applicant that the LHA will work with BMG to locate those particular students.

Ms. Grauso mentioned that misinformation was given to some applicants whose applications were deactivated for reasons other than the student rule and confusion resulted. Many applicants never responded to the purge and were taken off the waiting list and some were under the impression that they would be reinstated because they were students when they were terminated for not responding and was not related to the student rule.

Ms. Grauso and Mr. Parsons went to HUD in Newark for training regarding the Small Area Fair Market Rents (SAFMR). Mr. Parsons will be briefing the Board an overview of that training.

The Township refused to have the News Release clarifying the differences between the two housing agencies in town. The Asbury Park Press did publish the notice in their paper. Commissioner Ganzweig was also asked to reach out to other sources in town. – Mr. Ganzweig stated that there was no response.

Ms. Grauso stated that the software provider is working on a program that will enhance the timing of the HQS Inspections. They have moved this request up in their priorities and the Board will be advised of any progress in the future. – Mr. Parsons stated that he feels PHA Web will be approximately 1-2 months away and that the LHA will be the first housing authority to implement it.

REPORT OF ATTORNEY

Items will be discussed in closed session.

REPORT OF TOWNSHIP LIAISON – None

OLD BUSINESS -

Mr. Ganzweig asked what the total count was of the letters that had gone out. Ms. Grauso stated that there was a total of 191 letters.

Mr. Ganzweig asked how the letters of hearing notifications are mailed out. Staff members and Ms. Grauso replied that the letters are sent regular and certified. Most certified letters are returned unclaimed.

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

- a. **Resolution 5212** - Awarding Contract for Unarmed Security Guards Service. 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 5212 approved.

Resolution 5213 - Awarding Contract for A/E Services. 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 5213 approved.

b. **Additions:**

Follow Up: Residency Requirement (24 CFR 982.207)

Mr. Ganzweig brought up the issue of applications being deactivated due to the applicants residing outside of the United States. After lengthy discussion it was decided that the attorney would look into the issue and report back with the proper procedures.

Follow Up: Personnel Committee

Mr. Ganzweig suggested that the Personnel Committee should be the officers of the Board rather than being appointed by the Chairperson. Mr. Ganzweig made a motion to change the selection of the Personnel Committee, as indicated above, which was seconded by Mr. Stafford-Smith. After discussion, on roll call, approving is Mr. Stafford-Smith and Mr. Ganzweig. Not approving, Ms. Medina, Ms. Caldwell and Ms. Douglas. Motion denied.

MEETING OPENED TO HOUSING AUTHORITY CLIENTS - None

COMMENTS FROM COMMISSIONERS -

Mr. Ganzweig had two questions/comments on the Executive Directors report. First was a question on how we will handle the Brick inspections if staff is already overloaded with inspections. Ms. Grauso stated that the Brick inspections would be completed on a Saturday. Mr. Parsons stated that Brick may not accept our proposal or may only want to contract for turnover inspections, which would be only 1 to 2 inspections per month. Second was a comment regarding #3 on the Executive Directors Report (misinformation regarding student rule application deactivations). Mr. Ganzweig stated that its important for the LHA to put out press releases to avoid misinformation. Ms. Medina questioned where the public got the misinformation assuming it may have come from board members. After a lengthy discussion/debate, Mr. Ganzweig stated to the Chair " I request that you resign from your position, this is uncalled for". Ms. Medina declined to resign. Ms. Grauso stated that she has been the Executive Director for 16 years and has never heard a display like this. She further stated that the Commissioners, Executive Director and staff all need to work together, appreciate each other's differences and the way we come together to be the same.

CLOSED SESSION -

Motion to go into closed session to discuss potential litigation at 6:47pm made by Mr. Stafford- Smith, seconded by Mr. Ganzweig. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Motion to return to open session at 7:38 pm made by Mr. Stafford-Smith, seconded by Mr. Ganzweig. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas.

INTERGOVERNMENTAL SERVICE AGREEMENT - LHA & PRINCETON HA -

Motion to draft a letter to the Princeton Housing Authority, in accordance with the proposed letter that was already sent, giving two weeks to respond. Failure to respond will result in the LHA terminating the contract immediately. Motion made by Mr. Stafford- Smith, seconded by Mr. Ganzweig. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas.

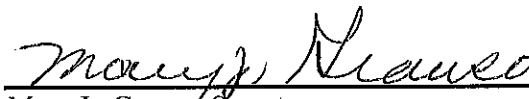
MEETING OPENED TO THE PUBLIC -

Benjamin Burzstein introduced himself to the Board. He stated he has been he has been on the waiting list for several years. He has been residing in Israel and when he moved back he had requested an update of his status on the list and received a letter stating that his application was terminated. He referenced the HUD regulations that residency requirements are prohibited. Mr. Corriston stated that this matter has been previously discussed and it will be addressed and the Housing Authority will get back to him.

ADJOURNMENT

On motion by Ms. Stafford-Smith, seconded by Mr. Ganzweig. All present voted to adjourn at approximately 7:51 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, March 27, 2018.



Mary Jo Grauso, Secretary
Executive Director