

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Regular Board Meeting held on Tuesday, April 30<sup>th</sup> 2019, 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 January 3<sup>rd</sup>, 2019 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 (via phone)*  
Gregory Stafford Smith – *Vice Chairperson*  
Shabsi Ganzweig – *2<sup>nd</sup> Vice Chairperson*  
Angela Caldwell – *Commissioner(via phone)*  
Denise Douglas – *Commissioner*  
Eli Rennert – *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 Special Board Meeting of February 26, 2019 were reviewed. Motion to approve made by Mr. Rennert, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, 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. Rennert, seconded by Mr. Stafford-Smith. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas. Bills were approved.

### **CORRESPONDENCE – None**

Letter from Scott Parsons to the Chief Fire Marshall and also the reply from the Chief Fire Marshall authorizing relocation of the smoke detectors further away from the kitchen in attempt to reduce the amount of false alarms.

HUD notice to LHA of Final SEMAP score of 100%. Ms. Medina congratulated the staff of a job well done.

### **REPORTS OF COMMITTEES –**

**EXECUTIVE DIRECTOR'S REPORT - None****REPORT OF ATTORNEY -**

Mr. Corrison briefly discussed the Alder St. property with the Board and will further discuss the matter in closed session.

**REPORT OF TOWNSHIP LIAISON – None****OLD BUSINESS - Child Care Providers**

Ms. Grauso stated that this topic was tabled from a previous meeting that there would be a discussion for a policy or resolution regarding the issue. Mr. Ganzweig mentioned that there was a prior motion to research and provide language that speaks to our responsibility. Ms. Grauso stated that the issue here is based on verbiage cited from both the Tenancy Addendum and in the HAP Contract regarding the use of the contract unit – *The contract unit may be only used for residents by PHA approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit.*

What was relayed to Ms. Grauso and what was in the regulations that were received from the Bureau of Licensing is that it is illegal in the State of New Jersey to have more than five non-residential children in a household to take care of. Ms. Grauso stated that the issue is having something that is illegal in a Section 8 assisted unit, and the care of the children that are there if God forbid something happens and we know that they are breaking the New Jersey Law. The issue here is the safety of the children, nothing else. Mr. Stafford-Smith agreed with Ms. Grauso that the main concern is the care that is being provided to the children and questioned if the direction should be to notify the clients that they should be legally compliant. Ms. Grauso stated that the LHA is only aware of this because the clients are providing this information to the Authority to determine what their income is, the Authority is not out seeking this information. Ms. Grauso made it clear that we are not reporting clients, however for moral and safety reasons clients need to be notified that if they are providing such services they need to be in compliance with the law. Ms. Grauso had spoken to the Mayor regarding this matter and the township is aware of the situation. Ms. Grauso stated to the Mayor that she proposes to send a letter to all of the child care providers to let them know what the law is and the Mayor stated that he did not have a problem with her proposal. The Board agreed and a motion was made for Mr. Corrison to draft a letter from the Authority informing all of our clients of the statute. Motion made by Mr. Ganzweig and seconded by Mr. Stafford-Smith. All present were in favor.

Mr. Parsons questioned how the Authority should proceed in the future when a client is due in for recertification and a client presents case worker with a list of fifteen children. After brief discussion, a motion was made authorizing the administration to seek special council that specializes in this particular field to assist the Authority in drafting a policy regarding childcare. Motion made by Mr. Ganzweig, seconded by Mr. Rennert. All present were in favor.

Mr. Ganzweig asked when the auditor will be conducting the audit and requested a pre-audit meeting. Ms. Grauso stated that Novogradac is currently collecting the work papers and she will inform them that there is an interest for a pre-audit meeting. It was determined that the Budget Committee will partake in the pre-audit meeting.

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

- a. **Resolution 5236** - Extending Contract for Pest Control. After brief discussion, motion to approve made by Mr. Rennert, seconded by Mr. Stafford-Smith. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell, and Ms. Douglas. Resolution 5236 approved.
- b. **Additions:**  
**STEPS – Mike McNeil** – After a brief discussion with the Board, Mr. McNeil would like to bring information regarding a few client cases to a future Board Meeting. Ms. Grauso requested a list of the client names for the Authority to have the client files prepared for review.

**Full Time Employment Homeownership Program** – Mr. Ganzweig questioned a requirement to qualify for the homeownership program that one of the spouses needs to be employed full time and according to HUD regulations working full time is 30 hours. Mr. Ganzweig questioned if being employed 30 hours, even if working two jobs equaling 30 hours, constitutes a full time position? Ms. Grauso stated that the Homeownership Policy states that with the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance is employed full-time at one job (an average of 30 hours per week) and has been so continuously employed for one year prior to participating in the program. Mr. Ganzweig proposed to allow somebody that has two jobs equaling 30 hours to also qualify as HUD regulations just state the requirement is to work 30 hours per week without specification on whether it needs to be one job or if it could be two jobs. Ms. Grauso recommended that the Homeownership and Family Self Sufficiency Coordinator be invited to the next board meeting to explain the programs to give better insight into why the policy is written the way it is and why she feels strongly that the requirement should be one job of at least 30 hours per week. If after hearing from Ms. Garcia, the Homeownership Coordinator, the board decides that they want to change policy then at least they have all the information and can certainly do so. This item will be put on the agenda for next month.

**Clarification for Family Separation** - Mr. Ganzweig stated that he has reviewed the Authority's current Administrative Plan policy regarding Family Separation if there is a court judgement, whomever has custody of the minor children holds the voucher. Mr. Ganzweig suggested that the policy should leave it to the administration's discretion on a case by case basis as HUD's policy allows. Mr. Corriston stated the Board should consider that the more the Authority leaves to discretion the more problems will be involved.

Mr. Parsons stated that the Admin Plan is 99.9 percent done and asked each member their preferred method of receipt.

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

**CLOSED SESSION –**

Motion to go into closed session to discuss potential matter of litigation at 6:46 pm made by Ms. Medina, seconded by Mr. Stafford-Smith. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas.

Motion to return to open session at 6:54 pm made by Mr. Stafford-Smith, seconded by Mr. Ganzweig.

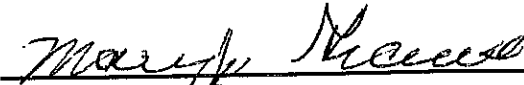
**MEETING OPENED TO THE PUBLIC –**

**COMMENTS FROM COMMISSIONERS –**

**ADJOURNMENT**

On motion by Mr. Stafford-Smith, seconded by Ms. Medina. All present voted to adjourn at approximately 6:57 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, April 30<sup>th</sup>, 2019.*

  
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Mary Jo Grauso, Secretary  
Executive Director