

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, January 28th, 2020 at 6:03 pm, in the Community Room at the Rev. Albert Clayton Administration Building, 317 Sampson Avenue, Lakewood, NJ.

MEETING CALLED TO ORDER

Mr. Stafford-Smith 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 15th, 2019 and was posted on the Authority's official designated public bulletin board at the LHA Administration Building and website.

ROLL CALL

On roll call, attending Commissioners were:

Gregory Stafford-Smith – *Chairperson*
 Shabsi Ganzweig – *Vice Chairperson*
 Angela Caldwell – *2nd Vice Chairperson*
 Denise Douglas – *Commissioner*
 Eli Rennert – *Commissioner*

Also attending:

Scott Parsons – *Acting Executive Director*
 Terrence Corrison – *Attorney (6:11pm)*

Absent were:

Miriam Medina - *Commissioner*
 Ray Coles – *Township Liaison*

COMMENTS FROM THE PUBLIC

Mr. Weitman, a Section 8 client, requested information regarding the recent change of removing the waiting list for the Homebuyers Program. It was to his understanding that as of this time, staff had not been provided with guidance on how to facilitate the change and anything that can help move it along would be appreciated.

Mrs. Sklar, a Section 8 client, received a voucher for the Homebuyers Program approximately 3 years ago. At that time she was unable to find a home that fit within her budget and has since then increased her income. She was recently notified by her landlord that she had to move. After speaking to the LHA staff, she was told that at this time there was not enough staff to assist clients with the Homebuyers Program. Mrs. Sklar stated that it would be very helpful if there was more staff available to assist clients that are ready and/or qualified to purchase a home.

READING OF MINUTES

Minutes of the Special Board Meeting of December 4th, 2019 were reviewed.

A motion was made by Mr. Rennert, seconded by Mr. Ganzweig, all present were in favor. Minutes were approved.

Minutes of the Special Board Meeting of December 30th, 2019 were reviewed.

A motion was made by Ms. Douglas, seconded by Ms. Caldwell, all present were in favor. Minutes were approved.

Minutes of the Special Board Meeting of January 3rd, 2020 were reviewed.

A motion was made by Mr. Ganzweig, seconded by Ms. Douglas, all present were in favor. Minutes were approved.

Minutes of the Special Board Meeting of January 14th, 2020 were reviewed.

A motion was made by Mr. Ganzweig, seconded by Mr. Rennert, all present were in favor. Minutes were approved.

Minutes of the Special Board Meeting of January 21st, 2020 were reviewed.

A motion was made by Mr. Ganzweig, seconded by Ms. Douglas, Mr. Rennert abstained, all others were in favor.

Minutes were approved.

BILLS AND APPROVAL OF SAME

Bills were reviewed. After discussion a motion to approve made by Mr. Ganzweig, seconded by Mr. Rennert, all present were in favor. Bills were approved.

CORRESPONDENCE

HUD Notice: Approved Annual Plan
RFP – Annual Financial Audit FYE 12/31/2019
Reappointment of Mr. Ganzweig – Mr. Ganzweig was sworn in by Mr. Corrison
Thank you email of appreciation from a client of the LHA
Notice of Motion to Enter Final Judgement

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

Mr. Parsons presented the Board with his Executive Directors report. Mr. Parsons mention that he will be working on a redlined version of the Admin Plan for the Board to review. The entry doors and canopy at the Peter Ward building has been completed. Mr. Parsons briefed the Board regarding the implementation of the new building access system. There has been ongoing issues with the elevators at the Currey building. Mr. Parsons stated that he had contracted an elevator engineer to provide inspections on the elevators at both buildings. The reports indicated that the elevators are nearing the end of their useful lives. Once the immediate issues are addressed at the Currey building, the process of going out to bid for elevator modernization/replacement will begin. After a brief discussion regarding the FSS grant allocations, the grant was awarded to the LHA again this year.

REPORT OF ATTORNEY

Mr. Corrison briefed the Board regarding the Notice of Motion to Enter Final Judgement. The notice is procedural, moving towards the foreclosure action that the Board decided to not challenge.

LHA BUDGET REPORT

The budget report was not provided due to the year-end closing still in process.

REPORT OF TOWNSHIP LIAISON - None**OLD BUSINESS****a. Discussion of LHA By-Laws, specifically:**

- 1. Date and time of Regular Board Meetings:** After brief discussion, a motion was made by Mr. Ganzweig to change the Regular Board Meetings to the first Thursday of every month at 7:00 pm or such other time. Ms. Douglas seconded the motion. All present were in favor.
- 2. Requirements to be an officer of the LHA:** Any officer who fails to be physically present for 3 consecutive meetings shall be deemed to have resigned his or her "officer" position. The vacancy should be voted on at the next meeting. After brief discussion, a motion was made by Mr. Rennert and seconded by Mr. Ganzweig. All present were in favor.

b. Removal of FSS Program waiting list and increase of program size:

After discussion, Mr. Parsons stated that there are currently 30 slots, if the program size is going to change the FSS Action Plan needs to be revised and submitted to HUD for approval. Mr. Parsons also stated that requested increase size in the program size should be manageable and sustainable because the

FSS program has a 10% impact on the annual SEMAP scoring. After completing an analysis, Mr. Parsons's recommendation was to request an increase to 40, Mr. Ganzweig's suggestion was to increase that request to 45 slots.

c. Status of FSS & Homeownership Program

Mr. Parsons stated that he had included a new position for a Homeownership/FSS caseworker in order to increase capacity, however there has not been any direction from the Board. The current caseworker is working with 8 families in various stages of purchasing homes in addition to her regular caseload. Mr. Parsons will forward the email that was sent to Mr. Stafford-Smith regarding the last two topics of discussion to the Board.

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

a. Resolutions:

Resolution 5254: Writing Off Uncollectible Rents. Motion to approve made by Mr. Ganzweig, seconded by Mr. Rennert. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas. Resolution 5254 was approved.

b. Additions:

1. HPAC Presentation on Homelessness:

A presentation for the Board was made by Kasey Congero from Monarch Housing and the Ending Homelessness Group in Ocean County and Jackie Edwards from Village Resources, the agency responsible for implementing the Coordinated Entry System in Ocean County. Ms. Congero's presentation documented point in time data of homelessness statistics in Lakewood. HPAC is requesting a set aside to be included in the LHA Administration Plan going forward and asked if the LHA could establish a 10% limited preference of the HCV's for the homeless. Ms. Congero briefed the Board on who HPAC is, the homelessness they are seeing, the Coordinated Entry Program, supportive services that are in the community, the overview of HUD direction and preference recommendations. After brief discussion, the Board will further discuss at a future meeting what the LHA can do to set aside a certain number or percentage of vouchers. Mr. Parsons was asked to prepare what can be considered as a set aside so it may be discussed at the next Board meeting.

2. Committee Assignments:

Mr. Stafford-Smith updated the Board members with the revised assignments of committee members. Ms. Douglas questioned why Ms. Caldwell was no longer on the Personnel Committee and the reason for a change in the members. Ms. Douglas's opinion was that either Ms. Caldwell or herself should be a part of that committee since they both interact with personnel more than other members. She had referred back to the prior meeting where certain members of the Board walked out to confer without her and expressed that she is not comfortable with having those particular members of the Board assigned to the Personnel Committee. Mr. Stafford-Smith said that he will take her thoughts under advisement and hold off on assignment of the Personnel Committee. Mr. Ganzweig stated that if there is no Personnel Committee that they will not be able to approve a contract for the ED and that will delay the process. After discussion, it was clarified that no final decisions are made by committees, they only provide recommendation and that the entire board will vote on the final version of the ED contract. The Personnel Committee will remain as assigned by the Chairperson.

3. Alternate representative to the Joint Insurance Fund:

Mr. Stafford-Smith asked if there is a position for an alternate representative to the Joint Insurance Fund policy. Mr. Parsons confirmed that it is not required however one can be

added. Mr. Stafford-Smith asked Mr. Ganzweig if he would serve as an alternate representative on the Joint Insurance Fund Committee. Mr. Ganzweig accepted the request.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD - None

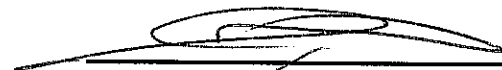
COMMENTS FROM HOUSING AUTHORITY RESIDENTS - None

COMMENTS FROM COMMISSIONERS - None

ADJOURNMENT

Motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Caldwell. All present voted to adjourn at approximately 7:08 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, January 28th, 2020.



Scott Parsons, Secretary
Acting Executive Director