

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 Thursday, September 3rd, 2020 at 6:04 pm, via Zoom.

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 6:04 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 August 29th, 2020 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*
Leib Gold - *Commissioner*

Also attending:

Scott Parsons – *Executive Director*
Terrence Corrison – *Attorney*

Absent were:

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

INDEPENDENT AUDITOR'S REPORT PRESENTED BY RICHARD LARSEN

Mr. Larsen, a Partner with Novogradac & Company, LLP, briefly reported on the LHA Financial Audit, FYE December 31, 2019. He reviewed the three reports conducted and signed off by his firm:

1. The Independent Auditor's Report on LHA Financial Statements. This report addresses whether LHA financial statements present fairly in accordance with generally accepted accounting principles. The report received, once again, as in past years, an "Unmodified Opinion" which is the highest level of assurance that can be given by an auditor.
2. The Independent Auditor's Report in Accordance with Government Auditing Standards. According to Mr. Larsen, every Governmental Agency regardless of size is required to participate in this type of audit. It consists of two parts:
 - a. Internal control over Financial Reporting, which documents and tests an Agency's internal control structure over financial reporting; documenting and testing its payroll system, cash disbursements process, cash receipts process, procurement process, etc. No deficiencies or weaknesses in your system were identified; a good outcome, another highest level of assurance an auditor can give.
 - b. Compliance with contracts, grant agreements, New Jersey laws, regulations, everything from the filing of payroll taxes to following State of New Jersey procurement law. No instances of non-compliance were found. This is again the highest level of assurance we give.
3. The Independent Auditor's Report in Accordance with the Uniform Guidance and State of New Jersey OMB Circular 15-08. Uniform Guidance is Federal Law enacted by Congress. Any Government Agency that expends more than \$750,000.00 in Federal awards is required to have this audit. The Authority spends upwards of about 15

million dollars of federal awards. This type of audit requires an opinion of the Auditor regarding Agency compliance with provisions of its major Federal programs. The LHA complied in all material respects with the requirements that could have an effect on its major programs. The Housing Choice Voucher Program, which is audited every year, is a complex program to maintain compliance. This year we give the Housing Authority an unmodified opinion on your compliance for the Housing Choice Voucher Program.

Mr. Larsen stated that Authority is in accordance with the Administration Plan and there were no findings among the three reports; no required reporting to HUD or the State of New Jersey. In addition, he pointed out that the Authority's financials are strong and the show that the Authority has about twelve months of operating reserves. He expressed that the Authority is in good financial shape.

Mr. Stafford-Smith asked how does the Authority record the CARES Act funding that was received. Mr. Larson stated that the funds were received to help deal with the COVID situation and each Housing Authority is required to do quarterly and semi-annual reporting. Mr. Larson stated that the expenditures that the money can be used was flexible to use on salaries, equipment, safety equipment and cleaning supplies. The exact reporting requirements have not been finalized by HUD as of yet.

READING OF MINUTES

Minutes of the Regular Board Meeting of July 2nd, 2020 were reviewed.

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

BILLS AND APPROVAL OF SAME

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

CORRESPONDENCE

Letter to LHA from JIF regarding 2012-2023 Membership Renewal
Letter to LHA from HUD regarding Second Award from CARES Act
Letter of appreciation from LHA participant

REPORTS OF COMMITTEES - None

EXECUTIVE DIRECTOR'S REPORT

Mr. Parsons presented the Board with his Executive Directors report. There was brief discussion to determine if there is any need to coordinate a future meeting regarding the recent changes to the Administration Plan. The intention is to have any changes finalize prior to the October meeting to move forward.

Mr. Ganzweig asked Mr. Parsons to gather information from the staff regarding the pros and cons working remotely to further discuss with the Building & Grounds Committee.

There was follow up conversation with the Board, Mr. McNeil & Kyra Price from STEPS, regarding the Affordable Housing Trust Fund administrative process. Mr. Parsons also stated that that he has been unsuccessful in setting a meeting up with the appropriate parties to discuss possible reallocation of funds from the security deposit to rehabilitation. Mr. Ganzweig suggested forming a subcommittee including himself, Mr. Stafford-Smith and Ms. Douglas to work with Mr. Parsons and STEPS to draw up a proposal to submit to Mr. Gordon from Fair Share Housing.

Mr. Parsons briefed the Board regarding the CARES Act Funding and where and how the funds will be expended. The following items were currently being researched: staff Hazard Pay, new office phone system, adding/upgrading cameras, thermal temperature scanning, remote boiler monitoring systems, office expansion/renovation, office printers and IT related upgrades.

A synopsis of the Buildings & Grounds committee meeting with the architect was discussed regarding the Currey elevator renovations and ADA door replacement. Mr. Parsons also requested to set up a meeting with the Buildings and Grounds Committee to discuss the renovation plans of the administration office.

There was a handwritten letter that was received via mail threatening to burn down the office and other buildings. The letter was sent to the Lakewood Police Department.

REPORT OF ATTORNEY

Mr. Corrison briefly discussed that there are two pending cases which have not been scheduled with the courts. He may need to file a motion to be heard based on the nature of the situation with those tenants. Mr. Corrison briefly discussed the adoption of the resolution regarding the Protection & Safe Treatment of Minors policy.

REPORT OF TOWNSHIP LIAISON - None

LHA BUDGET REPORT

The budget report was provided through July 2020.

OLD BUSINESS

- a. **LHA Administration Plan – redlined version**
Tabled until the October meeting
- b. **Affordable Housing Trust Fund**
Discussed this during the Executive Directors report.

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

a. **Resolutions:**

Resolution 5271: Annual Audit Resolution & Group Affidavit. Motion made by Mr. Gold, seconded by Mr. Ganzweig. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Douglas, Mr. Rennert and Mr. Gold. Ms. Caldwell was absent for the vote. Resolution 5271 was approved.

Resolution 5272: Adoption of Protection & Safe Treatment of Minors Policy. Motion made by Mr. Rennert, seconded by Ms. Douglas. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Mr. Rennert and Mr. Gold. Resolution 5272 was approved.

Resolution 5273: Renewal of Joint Insurance Fund Membership. Motion made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas, Mr. Rennert and Mr. Gold. Resolution 5273 was approved.

Resolution 5274: Entry Door & Storefront Replacement at John J. Currey. Motion made by Mr. Rennert, seconded by Mr. Ganzweig. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas, Mr. Rennert and Mr. Gold. Resolution 5274 was approved.

b. **Additions:**

Ms. Douglas asked if the discussion to give staff bonuses from the CARES Act fund had been tabled, she had suggested that the staff should be thanked. Mr. Stafford-Smith stated that he would like to requesting a Personnel Committee meeting to discuss COVID Expenditures and a Buildings & Grounds Committee meeting to discuss the elevator bids and renovations to the administration office.

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

COMMENTS FROM HOUSING AUTHORITY RESIDENTS – None

PUBLIC COMMENT


Kasey Congero from Monarch Housing HPAC. Ms. Congero had previously provided the LHA with Moving On initiative data that was requested back in January and had asked if there were any questions regarding the information which was submitted to help support the initiative.

COMMENTS FROM COMMISSIONERS – None

ADJOURNMENT

Motion to adjourn was made by Ms. Douglas, seconded by Mr. Gold. All present voted to adjourn at approximately 7:21 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 Thursday, September 3rd, 2020.



Scott Parsons, Secretary
Executive Director