

*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, May 5th, 2022 at 7:12 pm.***

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 7:12 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, both adequate and electronic 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 24th, 2022 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 (via Zoom)*
Denise Douglas – *Commissioner (via Zoom)*
Eli Rennert – *Commissioner (via Zoom)*

Also attending:

Scott Parsons – *Executive Director*
Terrence Corrison – *Attorney (via Zoom)*

Absent were:

Ray Coles – *Township Liaison*

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of April 7th, 2022 were reviewed.

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

COMMENTS FROM HOUSING AUTHORITY RESIDENTS - None

COMMENTS FROM THE PUBLIC – None

BILLS AND APPROVAL OF SAME

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

CORRESPONDENCE

Notes of appreciation from LHA clients.

REPORTS OF THE EXECUTIVE DIRECTOR

Mr. Parsons presented the Board with his Executive Directors report including the following items:

Current leasing percentage: the HCV program was 96.7% leased up through March 2022.

Pater Ward Laundry Room: Funding was rejected through the Township ARP Grant and an application was submitted to receive funding from the Township's CDBG funding.

LuLu Duffy Heating Boiler Replacement:

After consulting with the Building & Grounds Committee, Mr. Parsons advertised an RFP for A/E Services to replace the heating boilers at LuLu Duffy. Funding for the boiler replacement is being applied for through the county Weatherization Grant in addition to the Township CDBG program.

Legal & Accounting RFP/Contracts:

Mr. Parsons advertised the Legal and Accounting RFP's this year with both one and two-year term options to offer the opportunity to request proposals every two years instead of every year. The actual contracts provide the ability to terminate the contracts with 60-day notice, so the LHA is protected and not obligated to continue for the entire contract period if not desired.

Middletown HA Intergovernmental Agreement:

Mr. Parsons was approached by the MHA regarding their need for temporary bookkeeping services toward the end of July for approximately 3 months. The expectation is that Teresa Acosta could complete the work they need completed in one day per week. Mr. Parsons requested permission from the Board to explore this opportunity to generate additional income for the LHA and bring a proposed agreement for consideration to the next board meeting.

Commissioner Status:

Mr. Parsons briefly discussed the current status of Commissioner Torres. The required commissioner courses were not completed and the 18-month time limit to complete the courses has passed. Ms. Torres was contacted and she indicated that she no longer has the availability that she once has and will have to resign from the LHA Board.

Juneteenth:

Mr. Parsons had been asked by staff if Juneteenth would be a holiday for LHA employees since it has recently become a Federal holiday. After his discussion with legal counsel, the Board would need to adopt Juneteenth as a recognized/observed holiday. Mr. Parsons requested the Board's attention for a determination. After discussion, a motion was made by Mr. Ganzweig to observe the holiday if the township observes it. The motion was seconded by Mr. Stafford-Smith. All commissioners present were in favor.

REPORT OF COMMITTEES –

The Personnel Committee was solicited to complete the Executive Directors annual evaluation.

LHA BUDGET REPORT

The budget report through February 28, 2022 was provided and briefly discussed.

REPORT OF ATTORNEY

Mr. Corrison updated the Board regarding tenant issues and the current evictions statuses. Mr. Corrison mentioned that the LHA staff is very good with keeping on top of it.

REPORT OF TOWNSHIP LIAISON – None

UNFINISHED BUSINESS - None

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

A motion was made by Mr. Ganzweig and seconded by Ms. Douglas to approve the following Consent Agenda. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Mr. Rennert. The following Consent Agenda was approved.

a. Resolutions:

Resolution 5312: Amending the Board Meeting Schedule *(to memorialize)*

Resolution 5313: Ratification of Full-Time Maintenance Worker

Resolution 5314: Hiring Fee Accountant 06/01/2022 – 05/31/2024

Resolution 5315: Awarding Contract for General Counsel 06/01/2022 – 05/31/2024

Resolution 5316: Awarding Contract for Landlord/Tenant Actions 06/01/2022 – 05/31/2024

b. Additions: None

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

Mr. Stafford-Smith mentioned he has been asked a lot of questions regarding the current rents and market value changes and asked if there is anything HUD can do as far as fair market rents. Mr. Parsons stated that the payment standards are currently at 110% and the LHA can apply to HUD to increase them to 120%. Mr Parsons also mentioned that a lot of rent increase requests have come in and the LHA tries to approve up to the maximum if we have the ability to.

COMMENTS FROM COMMISSIONERS

Mr. Ganzweig wished Mr. Parsons and the Board a safe summer and a Happy Mother's Day.

ADJOURNMENT

Motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Douglas. All present voted to adjourn at approximately 7:48 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, May 5th, 2022.



Scott Parsons, Secretary
Executive Director