

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, November 10th, 2022 at 7:06 pm.

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 7:06 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 October 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*
Denise Douglas – *Commissioner (via Zoom)*
Eli Rennert – *Commissioner*
Bassi Aderet – *Commissioner*

Also attending:

Scott Parsons – *Executive Director*

Absent were:

Angela Caldwell – *2nd Vice Chairperson*
Terrence Corriston – *Attorney*
Ray Coles – *Township Liaison*

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of October 6th, 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

INTRODUCTION OF THE 2022 STATE BUDGET

Thomas Furlong, the Lakewood Housing Authority Fee Accountant, introduced the proposed 2023 budget to the Commissioners. The budget will be sent to the NJDCA who will then review/approve the budget and then the LHA will adopt the budget at the January board meeting.

Mr. Furlong presented the budget in summary format, which shows the 2023 proposed budget as compared to the 2022 adopted budget and the 2021 actual results.

The revenues show an increase of about 8%. Landlord subsidies will increase, administration fees will go up this year and the proration factor has also increased. Expenses are up 8.5% due to inflation, increases in utility costs, insurance and employee benefit costs. Overall the budget is still a surplus with all of the increases, there is a .5% increase in overall cost.

The budget is showing a surplus of \$41,240, it is a surplus budget and it will help offset the deficit which after this fiscal year will be a deficit of about \$36,000. There is a reserve deficit due to booking of unfunded pension liability.

Mr. Furlong stated that the authority is in very good financial shape and does not foresee any recommendations by the State. After brief discussions, Mr. Parsons and the Commissioners thanked Mr. Furlong for his presentation.

BILLS AND APPROVAL OF SAME

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

CORRESPONDENCE

Cares Act closeout reconciliation was completed.

PHADA Notice pointing out that HUD is aware that the FMR data is not accurate and that it is an issue across the nation.

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 97.7% leased up with 99.7% of the HAP budget expended through September 2022. The RAD PBV program has 5 vacancies as of November 1st with 1 unit being leased since last month and 3 more becoming vacant. One unit is in the process of being leased and the other four units are in the process of being turned over by maintenance.

Peter Ward Laundry Room: The laundry room is nearing its completion with the expectation that it will be completed by December 1.

HCV Waiting List: The Housing Choice Voucher waiting list was opened from October 19th through November 2nd. 4,590 applications were received and a lottery was run to select 1,000 applicants to be added to the waiting list. Of the 1,000 applicants selected, 525 appear to have a local preference which is in the process of being verified.

Lulu Duffy Boiler Bid: The weatherization grant administrator is unaware of the procedure they need to go through in order to properly bid out the job and utilize the weatherization funds. Since it was stated that they may not have answers until February 2023, the LHA entered into a contract to replace the boilers with the lowest bidder of our sealed bid solicitation.

FSS Action Plan: The FSS Action Plan was approved by HUD. We anticipate beginning to enroll clients into the FSS program again effective November 15th.

Flu Shots and COVID Vaccines for Residents: We are in the process of scheduling dates for Ocean Health Initiatives to come onsite to provide flu shots, COVID shots and COVID boosters for those residents that are interested.

Mr. Parsons briefed the board regarding a discrimination charge from an employee that was terminated. The insurance company has assigned legal representation.

Shared Services Agreement: Berkeley HA has a need for bookkeeping services starting January. If there is no objection, Mr. Parsons would like to present an agreement for consideration at the December meeting.

REPORT OF COMMITTEES –

Mr. Stafford-Smith spoke on behalf of the Budget Committee. The committee met to review the 2023 budget.

LHA BUDGET REPORT

The budget report through September 30th, 2022 was provided and briefly discussed.

REPORT OF ATTORNEY

Mr. Corrison reported that there had been quite a few tenants violating their lease. With the support of the onsite

cameras it has helped to successfully pursue the violations.

Ms. Bassi Aderet was sworn in by Mr. Corrison as commissioner to the LHA Board.

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 Mr. Rennert to approve the following Consent Agenda. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Douglas, Mr. Rennert and Ms. Aderet. The following Consent Agenda was approved.

a. Resolutions:

Resolution 5327: Executive Director's Evaluation Merit/Salary Increase 2022

Resolution 5328: LHA Approved Budget, FY 01/01/23 to 12/31/23

b. Additions: None

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

COMMENTS FROM COMMISSIONERS

Mr. Ganzweig thanked Ms. Aderet for joining the board and congratulated Mr. Parsons with successfully completing the Cares Act. All was wished a safe and warm winter.

ADJOURNMENT

Motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Aderet. All present voted to adjourn at approximately 7:58 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, November 10th, 2022.



Scott Parsons, Secretary
Executive Director