

*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, December 8<sup>th</sup>, 2022 at 7:07 pm.***

### **MEETING CALLED TO ORDER**

Mr. Stafford-Smith called the meeting to order at 7:07 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 November 23<sup>rd</sup>, 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 – *2<sup>nd</sup> Vice Chairperson*

Denise Douglas – *Commissioner (via Zoom)*

Bassi Aderet – *Commissioner*

Also attending:

Scott Parsons – *Executive Director*

Absent were:

Eli Rennert – *Commissioner*

Terrence Corriston – *Attorney*

Ray Coles – *Township Liaison*

### **APPROVAL OF MINUTES**

Minutes of the Regular Board Meeting of November 10<sup>th</sup>, 2022 were reviewed.

A motion was made by Mr. Ganzweig, seconded by Ms. Aderet. 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. Douglas. All present were in favor. Bills were approved.

### **CORRESPONDENCE** - None

### **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 100.3% of the HAP budget expended through October 2022. The RAD PBV program has 9 vacancies as of December 1<sup>st</sup> with 1 unit being leased since last month and 5 more becoming vacant. One unit is in the process of being leased and the other eight units are in the process of being turned over by maintenance.

Peter Ward Laundry Room: The laundry room received the new washers and dryers. A final punch list inspection will be conducted to address any outstanding issues.

HCV Waiting List: 40 applicants were called in from the waiting list, of which 25 attended briefings for the program. 2 units have already had passed the HQS inspection and 12 more inspections are scheduled with hopes of having them all leased up effective 12/15/22. An additional 30 applicants will be called in hopes of leasing up between 15 to 20 more vouchers in order to get to and above 100% utilization for the beginning of the 2023 year.

Berkeley Housing Authority Shared Service Agreement – The proposed agreement and resolution to follow.

Brick Housing Authority Agreement: There has been discussion for the LHA to provide their move in/turnover HQS inspections.

Flu Shots and COVID Vaccines for Residents: The event with Ocean Health Initiatives was scheduled for November 30<sup>th</sup> and everything has gone smoothly.

LuLu Duffy Boiler Replacement: The permits were approved by the township and the contractor expects to begin the work the week of December 5<sup>th</sup>.

Automobile Accident at the John J. Currey Building: On November 25<sup>th</sup>, a resident of the Currey building backed their car into the building and took out the natural gas supply lines and meter creating an emergency situation for the entire building, residents and surrounding area. The entire building was evacuated and the residents were transported to the Lakewood High School for the evening. There were a lot of people and organizations that pulled together in order to quickly and safely address and correct the situation.

Mr. Parsons thanked Mr. Stafford-Smith for his assistance and support with the recent permit issues and natural gas incident. A motion was made by Mr. Ganzweig and seconded by Ms. Aderet to consider naming the renovated administration building to recognize Mr. Stafford-Smith. All present were in favor.

### **REPORT OF COMMITTEES** –

Mr. Parsons mentioned that the Buildings & Grounds committee should meet soon to review the plans for the administration building renovation and the parking lot.

### **LHA BUDGET REPORT**

The budget report through October 31<sup>st</sup>, 2022 was provided and briefly discussed.

### **REPORT OF ATTORNEY** - None

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

#### **a. Resolutions:**

**Resolution 5329:** Approving 2023 Budgeted Salary Increase for LHA Staff Effective 1/1/2023

**Resolution 5330:** Approving Shared Services Agreement Between LHA and BHA

**Resolution 5331:** JIF Fund Commissioner

**Resolution 5332:** 2023 Board Schedule of Regular Board Meetings

**b. Election of Officers:**

Motion was made by Mr. Stafford-Smith and seconded by Mr. Ganzweig to remain status quo and leave the current slate as is. All present were in favor.

**c. Additions: None**

**ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

Mr. Ganzweig requested a motion regarding the ongoing discussions regarding shared housing, mentioning that the authority may need to obtain special council because it is complicated with the township's ordinances. The motion, seconded by Ms. Aderet, authorizes the Executive Director to hire special council if needed in consultation with the chairman. All present were in favor.

**COMMENTS FROM COMMISSIONERS**


Mr. Ganzweig wished all a happy New Year.

Mr. Stafford-Smith wished happy holidays to all and thanked the Board for their continued support.

**ADJOURNMENT**

Motion to adjourn was made by Ms. Douglas, seconded by Mr. Ganzweig. All present voted to adjourn at approximately 7:23 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, December 8<sup>th</sup>, 2022.*

  
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Scott Parsons, Secretary  
Executive Director