

*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, July 6<sup>th</sup>, 2023 at 6:04 pm.***

**MEETING CALLED TO ORDER**

Mr. Stafford-Smith called the meeting to order at 6:02 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 December 21, 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 6:04-6:15pm)*  
Eli Rennert – *Commissioner*  
Bassi Aderet – *Commissioner*

Also attending:

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

Absent were:

Angela Caldwell – *2<sup>nd</sup> Vice Chairperson*  
Ray Coles – *Township Liaison*

**APPROVAL OF MINUTES**

Minutes of the Regular Board Meeting of May 4<sup>th</sup>, 2023 were reviewed. A motion was made by Ms. Douglas, seconded by Mr. Ganzweig. 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. Rennert, seconded by Mr. Ganzweig. All present were in favor. Bills were approved.

**CORRESPONDENCE**

HUD letter to LHA – SEMAP Final score of 100% for FYE 12/31/2022  
May 31, 2023 Advocate article re: HUD requesting HOTMA Sections 102 & 104 effective date postponement  
Memos 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 100% leased up with 97.9% of the HAP budget expended through May 31. The RAD PBV program has 5 vacancies as of July 1<sup>st</sup> with 4 units being leased since last board meeting and 5 more coming vacant. One units are in the process of being leased and four units are in the process of being turned over by maintenance.

**Interest Income:** The LHA bookkeeper had negotiated an interest rate with the bank which resulted in retroactive interest income and a monthly increase.

**Section 8 Management Assessment Program (SEMAP):** Due to COVID, there were 2 years where the LHA operations were not assessed by HUD through SEMAP. The SEMAP evaluation was reinstated for the LHA's 12/31/22 Fiscal Year in which a score of 100% was achieved.

**Power Outage to Peter Ward:** On May 20<sup>th</sup>, the power was lost at the Peter Ward building for approximately 12 hours due to 3 phases of wire melting together on a pole providing the main electric feed to the building. Mr. Parsons commended a resident whom is employed to assist in the building, stating she did an excellent job in being a point of contact and keeping the residents comfortable during the outage.

**Juneteenth:** After receiving notification that the Township has passed a resolution to recognize Juneteenth as an official holiday, and approval from the Chair and Vice Chair, the LHA will provide June 16<sup>th</sup> as a holiday to the employees.

**CDBG Grant:** Mr. Parsons reached out to the Township regarding the CDBG funds that they administer and has been told that the Mayor approved the window insulation project to be funded through the Townships CDBG Grant.

**Additional Parking Lot for Office and Office Renovation:** The parking lot plans were submitted to the Township for site plan exemption and was approved. A package is currently being prepared for the Township Engineer to review. It is expected that the office renovation project will be ready to go out to bid by September.

**HUD HOTMA Implementation:** There was further discussion regarding the Final Rule implementing Sections 102, 103 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) having an implementation date of 1/1/24 despite there being no implementation guidance from HUD, which creates an unrealistic timeframe to implement the changes. There is significant pressure on HUD to postpone/delay implementation of the new regulations in order to provide agencies adequate time to make the necessary policy changes, make clients aware of the changes and to properly train staff on the changes. After discussion, it was decided to send a letter to all clients, general in nature, notifying them of the upcoming changes and providing the HUD website information so the clients can look into the changes themselves (since HUD has not provided us with guidance in order to properly notify the clients).

## **REPORT OF COMMITTEES**

The Buildings & Grounds - plan revisions of the Administrative Office renovations will be further discussed in the Executive Director's report.

## **LHA BUDGET REPORT**

The budget report through July 2023 was provided and briefly discussed.

## **REPORT OF ATTORNEY**

Mr. Corrison informed the board that several notices are currently pending. Regarding the recent news on HOTMA, Mr. Corrison mentioned that Mr. Parsons is ahead of this more than any other authority since it will impact the LHA clients the most.

**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. Douglas and Ms. Aderet. The following Consent Agenda was approved.

**a. Resolutions:**

**Resolution 5343:** Extending Shared Services Agreement between LHA & MHA

**Resolution 5344:** Authorizing a Revision to LHA Holiday Schedule

**b. Additions:** The LHA Board Members recognized by proclamation, a retired LHA employee with 30 years of service.

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


**COMMENTS FROM COMMISSIONERS**

Mr. Ganzweig wished all a happy and healthy summer.

**ADJOURNMENT**

Motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Aderet. All present voted to adjourn at approximately 6:33 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, July 6<sup>th</sup>, 2023.*

  
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Scott Parsons, Secretary  
Executive Director