

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 19th, 2023 at 6:11 pm.

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 6:11 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*

Denise Douglas – *Commissioner*

Eli Rennert – *Commissioner*

Bassi Aderet – *Commissioner*

Also attending:

Scott Parsons – *Executive Director*

Absent were:

Shabsi Ganzweig – *Vice Chairperson*

Angela Caldwell – *2nd Vice Chairperson*

Terrence Corriston – *Attorney*

Ray Coles – *Township Liaison*

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of November 2nd, 2023 were reviewed.

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

COMMENTS FROM HOUSING AUTHORITY RESIDENTS - None

COMMENTS FROM THE PUBLIC – None

INTRODUCTION OF THE 2024 STATE BUDGET

Thomas Furlong, the Lakewood Housing Authority Fee Accountant, introduced the proposed 2024 budget to the Commissioners. Due to a delay in receiving some information from HUD there will be a resolution presented later in the meeting to approve a late submission of the budget. The budget will then be sent to the NJDCA who will then review/approve the budget and then the LHA will adopt the budget at the February board meeting.

Mr. Furlong presented the budget in summary format, which shows the 2024 proposed budget as compared to the 2023 adopted budget and the 2022 actual results.

The revenues show an increase of about 8.7%. 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 maintenance costs, insurance and employee benefit costs. Overall the budget is still a surplus with all of the increases.

The budget is showing a surplus of \$81,150, it is a surplus budget and it will help offset any deficit. 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 Ms. Douglas, seconded by Ms. Aderet. All present were in favor. Bills were approved.

CORRESPONDENCE

Notice from HUD approving the LHA Annual Plan for Fiscal Year 2024
Memos from LHA clients

REPORTS OF THE EXECUTIVE DIRECTOR

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

Mr. Parsons updated the Board regarding the recent fire at one of the LuLu Duffy units. It was determined that it was an intentional act.

Current leasing percentage: The HCV program was 100.8% leased with 102% of the HAP budget expended through October 30. The RAD PBV program has 9 vacancies as of December 1, with 7 of them becoming vacant effective 11/30/23. Two units are in the process of being leased and seven units are in the process of being turned over by maintenance.

Change in Banking Relationship Setup: Due to the increase in interest rates, we have changed the account format so each account will be a stand-alone. We are expecting this change to result in an increase in interest income in 2024.

CPR Class: A CPR class has been setup for our residents to take advantage of in each of the buildings.

Board Meetings: Due to the change in the December meeting date and the need to adopt the budget in February, Mr. Parsons suggested the January meeting be cancelled. All commissioners present had no objections.

REPORT OF COMMITTEES – None

LHA BUDGET REPORT - The budget report through October 2023 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 Ms. Aderet and seconded by Ms. Douglas to approve the following Consent Agenda. On roll call approving, Mr. Stafford-Smith, Ms. Douglas, Mr. Rennert and Ms. Aderet. The following Consent Agenda was approved.

a. Resolutions:

Resolution 5353: Appointment of Commissioner to NJPHA JIF

Resolution 5354: 2024 Schedule of Regular Board Meetings

Resolution 5355: LHA Approved Budget, FY 01/01/24 to 12/31/24

Resolution 5356: Approving 2024 Budgeted Salary Increase for LHA Staff Effective 01/01/24

Resolution 5357: Ratification of Full Time Maintenance Mechanic

Resolution 5358: Hiring IT Consultant/Computer Technician

Resolution 5359: Approving Late Submission of 2024 LHA Budget

Resolution 5360: Awarding Contract for A/E Services for Parking Lot Installation

Resolution 5361: Writing Off Uncollectible Rents – 2022 & 2023

b. Election of Officers:

Mr. Stafford-Smith made a recommendation to remain status quo and leave the current slate as is. A motion was made by Ms. Aderet and seconded by Ms. Douglas. All present were in favor.

c. Additions: None


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

COMMENTS FROM COMMISSIONERS – Mr. Stafford-Smith wanted to say thank you to all for showing the tremendous amount of effort in the everyday process to do the best for our clients and it does not go unnoticed. He wished all a happy New Year and happy holidays to all.

ADJOURNMENT

Motion to adjourn was made by Ms. Douglas, seconded by Ms. Aderet. All present voted to adjourn at approximately 6:36 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 19th, 2023.



Scott Parsons, Secretary
Executive Director