

*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, February 1, 2024 at 6:06 pm.***

### **MEETING CALLED TO ORDER**

Mr. Stafford-Smith called the meeting to order at 6:06 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 January 19<sup>th</sup>, 2024 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)*

Bassi Aderet – *Commissioner*

#### Also attending:

Scott Parsons – *Executive Director*

#### Absent were:

Angela Caldwell – *2<sup>nd</sup> Vice Chairperson*

Eli Rennert – *Commissioner*

Terrence Corriston – *Attorney*

Ray Coles – *Township Liaison*

### **APPROVAL OF MINUTES**

Minutes of the Regular Board Meeting of December 19<sup>th</sup>, 2023 were reviewed.

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

### **CORRESPONDENCE** - None

### **REPORT 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 current status of the fire damaged building.

Current leasing percentage: For 2023 the HCV program was 100.9% leased with 102.7% of the HAP budget expended through December 31. This equated to being over leased a total of 114 units months for the year and \$128,000 of HAP payments coming from LHA HAP reserves. The RAD PBV program has 8 vacancies as of January 1. Three units are in the process of being leased and seven units are in the process of being turned over by maintenance.

CPR Class: The CPR class for residents was held on January 23<sup>rd</sup> and 25<sup>th</sup> with a total of 18 attendees.

Smoke Free Housing Questionnaire: A questionnaire regarding smoke free housing was hand delivered to all of the residents with a deadline to return the questionnaire by January 31<sup>st</sup> to be reviewed.

Fair Housing Training: A training/refresher on Fair Housing was provided on-site by NAHRO for all office staff.

IT Service: The conversion to our new IT service provider was completed in early January.

Collection Agency: We are in the process of setting up an account with a collection agency to collect vacated tenant receivables and repayment defaults.

There was a brief discussion regarding the current status of the upcoming HOTMA changes.

**REPORT OF COMMITTEES** – None

**LHA BUDGET REPORT** - None

**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. 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 5362:** Authorizing Use of Competitive Contracting for Legal, Audit & Accounting  
**Resolution 5363:** Adopting Lakewood Housing Authority 2024 Budget

**b. Additions:** None

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

**COMMENTS FROM COMMISSIONERS** – None

**ADJOURNMENT**

Motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Aderet. All present voted to adjourn at approximately 6:21 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, February 1, 2024.*

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Scott Parsons, Secretary  
Executive Director