

*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, October 10, 2024, at 6:18 pm.***

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 6:18 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 September 11th, 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 (via Zoom)*

Shabsi Ganzweig – *Vice Chairperson (via Zoom)*

Denise Douglas – *Commissioner (via Zoom)*

Bassi Aderet – *Commissioner (via Zoom)*

Also attending:

Scott Parsons – *Executive Director (via Zoom)*

Terrence Corriston – *Attorney (via Zoom)*

Absent were:

Angela Caldwell – *2nd Vice Chairperson*

Eli Rennert – *Commissioner*

Ray Coles – *Township Liaison*

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of September 5, 2024 & minutes of the Special Board Meeting of September 25th, 2024 were reviewed.

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

COMMENTS FROM HOUSING AUTHORITY RESIDENTS - None

COMMENTS FROM THE PUBLIC – None

INDEPENDENT AUDITOR'S REPORT PRESENTED BY RICHARD LARSEN

Mr. Larsen, a Partner with Novogradac & Company, LLP, briefly reported on the LHA Financial Audit, FYE December 31, 2023. He reviewed the three reports conducted and signed off by his firm:

1. The Independent Auditor's Report on LHA Financial Statements. This report addresses whether LHA financial statements present fairly in accordance with generally accepted accounting principles. The report received, once again, as in past years, an "Unmodified Opinion" which is the highest level of assurance that can be given by an auditor.
2. The Independent Auditor's Report in Accordance with Government Auditing Standards. According to Mr. Larsen, every Governmental Agency regardless of size is required to participate in this type of audit. It consists of two parts:
 - a. Internal control over Financial Reporting, which documents and tests an Agency's internal control structure over financial reporting; documenting and testing its payroll system, cash disbursements process,

cash receipts process, procurement process, etc. No deficiencies or weaknesses in your system were identified; a good outcome, another highest level of assurance an auditor can give.

- b. Compliance with contracts, grant agreements, New Jersey laws, regulations, everything from the filing of payroll taxes to following State of New Jersey procurement law. No instances of non-compliance were found. This is again the highest level of assurance we give.
3. The Independent Auditor's Report in Accordance with the Uniform Guidance and State of New Jersey OMB Circular 15-08. Uniform Guidance is Federal Law enacted by Congress. Any Government Agency that expends more than \$750,000 in Federal awards is required to have this audit. The Authority spends upwards of about 16.7 million dollars of federal awards. This type of audit requires an opinion of the Auditor regarding Agency compliance with provisions of its major Federal programs. The LHA complied in all material respects with the requirements that could have an effect on its major programs. The Housing Choice Voucher Program, which is audited every year, is a complex program to maintain compliance. This year we give the Housing Authority an unmodified opinion on your compliance for the Housing Choice Voucher Program & Mainstream Program.

Mr. Larsen stated that Authority is operating in accordance with the Administration Plan and there were no findings among the three reports; no required reporting to HUD or the State of New Jersey. In addition, he pointed out that the Authority's financials are strong and show that the Authority has about fifteen months of operating reserves. He expressed that the Authority is in very good financial shape.

Mr. Stafford-Smith expressed his thanks to Mr. Parsons, Ms. Acosta and the staff at the LHA for their work in order to have very positive audit report results.

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

Notice from HUD regarding HOTMA implementation date.

REPORT OF THE EXECUTIVE DIRECTOR

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

Current leasing percentage: For 2024 the HCV program was 100.9% leased with 94.8% of the HAP budget expended through August 31. The RAD PBV program has 9 vacancies as of October 1 with 6 units being turned over and leased since the last meeting. Two units are in the process of being leased and seven units are in the process of being turned over by maintenance, five of them becoming vacant effective September 30th.

Administrative Office Renovation: The interior framing has been completed. The contractors are currently working on some exterior items, the windows, electric and HVAC.

OCEAN, Inc. Weatherization: Currently in a holding pattern waiting approvals.

Administrative Plan HOTMA Update: The HOTMA Administrative Plan was sent to all commissioners for review. HUD has sent notice that the HOTMA implementation date is being postponed to a date to be determined in the future.

Fire Damaged Building: The time frame for the completion of the building has been pushed back to the beginning of November.

Current Improvements/Contracts in Process: The facial recognition access system at Peter Ward and John J Currey has been completed. The new administrative parking lot and mill/pave at Peter Ward and John J Currey parking lots are

expected to begin along with removal of trees at the Currey site. The John J Currey shower stall conversion/plumbing improvements is scheduled to begin October 7th. The hot water heater replacement at the John J Currey building start date is pending due to the lead time for the equipment.

Employment: A full-time maintenance employee and a full-time Section 8 case worker have been hired to replace the two upcoming retirees.

NMA Award Application: The LHA won an honorable mention for the 2024 NMA Resident Service Award for our First Time Homeownership program.

REPORT OF COMMITTEES - None

LHA BUDGET REPORT - The budget through August 2024 was reviewed.

REPORT OF ATTORNEY

Mr. Corrison had no report this month.

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. Douglas 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 5385: Approving the Lakewood Housing Authority's PHA Annual & 5-Year Plan

Resolution 5386: Amending the Section 8 HCV Administrative Plan regarding: Mainstream Program

Resolution 5387: Local Authorities – Accounting & Auditing Certification

Resolution 5388: Extending Shared Services Agreement LHA & BHA for Bookkeeping Services

Resolution 5389: Adopting the HOTMA Compliant HCV Administrative Plan

Resolution 5390: Awarding Contract for Shingle Roofing Replacement at LuLu Duffy Cottages

b. Additions: None

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

COMMENTS FROM COMMISSIONERS

Ms. Aderet expressed thanks to Mr. Parsons, Ms. Acosta and staff for doing such a great job after hearing the report given by the auditors. Ms. Aderet also mentioned that at the NJ Housing Development meeting she had attended, it was mentioned what a great job the LHA has been doing.

Mr. Stafford-Smith also expressed thanks to Mr. Parsons and staff for a job well done regarding the NMA Award and the financials.

ADJOURNMENT

A motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Douglas. All present voted to adjourn at approximately, 6:45 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, October 10th, 2024.

Scott Parsons, Secretary
Executive Director