

RESOLUTION NO. 5385

**RESOLUTION APPROVING
THE LAKEWOOD HOUSING AUTHORITY
PHA ANNUAL PLAN AND 5-YEAR PLAN**

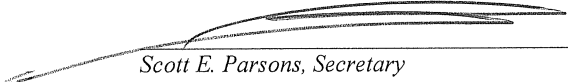
WHEREAS, pursuant to the Quality Housing & Work Responsibility Act, which is part of Title V of the HUD FY Appropriations Act (P.L. 105-276), housing authorities are mandated to complete an Annual Plan each year and a 5-year Plan every fifth year to HUD in order to continue to receive federal funding for Public Housing Programs and the Section 8 Housing Choice Voucher (HCV) Programs; and

WHEREAS, the Executive Director recommends that the Board approve the PHA Annual and 5-year Plans for Fiscal Year beginning January 1, 2025 to be submitted to HUD; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the Lakewood Housing Authority does hereby resolve to approve submission of the above-mentioned Annual and 5-Year Plans to HUD.

BE IT FURTHER RESOLVED that this submission of the PHA Annual Plan is subject to HUD approval.

I hereby certify that the above is a true copy of a Resolution Duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Regular Board Meeting held on the 10th day of October 2024.



Scott E. Parsons, Secretary
Executive Director

Motion: SG Second: DD

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell				X
Denise Douglas	X			
Eli Rennert				X
Bassi Aderet	X			

RESOLUTION NO. 5386

**RESOLUTION AMENDING
THE SECTION 8 HOUSING CHOICE VOUCHER
ADMINISTRATIVE PLAN REGARDING THE MAINSTREAM PROGRAM**

WHEREAS, the LHA operates a Mainstream Voucher Program, which provides 68 special purpose vouchers for non-elderly persons (age 18-61) with disabilities; and

WHEREAS, as per Notice PIH 2024-30, HUD has mandated that PHA's must adopt the mandatory Mainstream Voucher policies described in the notice within 120 days from the publication date of the notice, which was August 20, 2024; and

WHEREAS, based on Notice PIH 2024-30, the following revisions to the LHA Administrative Plan are recommended:

Section 7.4 Voucher Term:

For Mainstream Vouchers, the initial voucher term is 120 calendar days. The family must submit a Request for Tenancy Approval that is complete and a proposed lease within the 120-day period. If the family does not submit a Request for Tenancy Approval by the 90-day mark, a letter, phone call and email (if available) will be sent to the family to remind them of the upcoming 120-day voucher term expiration date, the process for requesting an extension, and to inquire if the family is in need of assistance with their housing search.

Section 7.4 Voucher Extensions:

For Mainstream Vouchers, a 90-day extension will be granted as long as the request is made on or before the voucher term expiration date.

Section 4.3 Maintaining the Waiting List:


The LHA will maintain a separate Mainstream waiting list. All existing HCV applicants meeting the eligibility requirements for a Mainstream voucher will be placed on the Mainstream waiting list in addition to maintaining their original application/position on the HCV waiting list.

Section 4.6 Local Preferences:

For the Mainstream Program waiting list, the residency preference (Residents living or working in Lakewood Township) will not apply. All other local preferences will apply.

NOW THEREFORE BE IT RESOLVED by the members of the Board of Commissioners of the LHA that the Section 8 Housing Choice Voucher Administrative Plan hereby is revised to include the aforementioned changes, effective December 1, 2024.

I hereby certify that the above is a true copy of a Resolution Duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Regular Board Meeting held on the 10th day of October 2024.


Scott E. Parsons, Secretary
Executive Director

Motion: SG Second: DD

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell				X
Denise Douglas	X			
Eli Rennert				X
Bassi Aderet	X			

RESOLUTION NO. 5387

**LOCAL AUTHORITIES - ACCOUNTING AND AUDITING
CERTIFICATION**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended **December 31, 2023** has been completed and filed with the **State of New Jersey** pursuant to N.J.S.A.40A.5A-15; and


WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE BE IT RESOLVED, that the governing body of the Lakewood Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **December 31, 2023**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

I hereby certify that the above is a true copy of the Resolution duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood in the County of Ocean at its Regular Board Meeting held on the 10th day of October 2024.


*Scott E. Parsons, Secretary
Executive Director*

Motion: SG Second: DD

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell				X
Denise Douglas	X			
Eli Rennert				X
Bassi Aderet	X			

RESOLUTION NO. 5388

**EXTENDING SHARED SERVICE AGREEMENT
BETWEEN THE LAKEWOOD HOUSING AUTHORITY
AND THE BERKELEY HOUSING AUTHORITY
FOR BOOKKEEPING SERVICES**

WHEREAS, the Lakewood Housing Authority (the “LHA”) has a desire to maximize revenue opportunities due to lost revenues from reduced HUD subsidies; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1, et seq.), permits, authorizes, and encourages public bodies to enter into agreements with each other for cost saving purposes; and

WHEREAS, the Berkeley Housing Authority (BHA) has determined that it is in need of bookkeeping services and reached out to the LHA regarding providing such services; and

WHEREAS, the LHA has a highly qualified employee, Teresa Acosta, who possesses the expertise and experience to provide the BHA’s bookkeeping service needs; and

WHEREAS, the parties have determined it to be in their mutual best interest to enter into a Shared Service Agreement for bookkeeping services; and

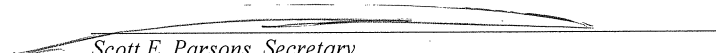
WHEREAS, both the LHA and BHA recognize the value and economic benefit in shared bookkeeping services and desire to enter into a Shared Services Agreement whereby the LHA will designate Teresa Acosta to work on BHA matters for approximately seven (7) hours per work week and no more than fourteen (14) hours per work week, with all agreement terms remaining unchanged with the exception of the hourly rate increasing from \$60/hour to \$65/hour; and

WHEREAS, Teresa Acosta will receive compensation of fifty percent of the revenue generated to be paid on a monthly basis following the providing of services and billing to the BHA; and

WHEREAS, counsel has reviewed and approved the Shared Services Agreement to be entered into with the BHA;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Lakewood Housing Authority hereby approves extending the Shared Service Agreement (see attached), between the Lakewood Housing Authority and the Berkeley Housing Authority for bookkeeping services for one year, through December 31, 2025, and that the Executive Director is hereby authorized to execute said agreement and to take any and all necessary administrative actions to implement this Resolution.

I hereby certify that this is a true copy of a Resolution duly adopted by the Board of Commissioners, of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Regular Board Meeting held on the 10th day of October 2024.


*Scott E. Parsons, Secretary
Executive Director*

Motion: SG Second: DD

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell				X
Denise Douglas	X			
Eli Rennert				X
Bassi Aderet	X			

RESOLUTION NO. 5389

**RESOLUTION ADOPTING THE HOTMA COMPLIANT
SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

WHEREAS, HUD is implementing HOTMA related Section 8 Housing Choice Voucher regulation changes that require significant changes/updates to the LHA Section 8 Administrative Plan; and

WHEREAS, the Board of Commissioners of the Housing Authority of the Township of Lakewood (the “Authority”) has determined that it is appropriate to contract with Nan McKay to both amend the Section 8 Housing Choice Voucher Administrative Plan to be HOTMA compliant and to convert its current plan to the Nan McKay model plan simultaneously; and

WHEREAS, the Administrative Plan was created/amended by LHA Administration in consultation with Nan McKay, and provided to the Board of Commissioners for review; and

WHEREAS, the public hearing was properly advertised and scheduled for September 19, 2024, at 11am and no comments were received prior to or during the public hearing; and

WHEREAS, HUD has since issued notice which is pushing back the implementation date of the HOTMA regulations from January 1, 2025, to a future TBD date.

NOW THEREFORE BE IT RESOLVED that the HOTMA compliant Section 8 Housing Choice Voucher Administrative Plan is hereby approved to be submitted to HUD for review/approval and will become effective on the future HUD required/determined HOTMA implementation date.

I hereby certify that this is a true copy of a Resolution duly adopted by the Board of Commissioners, of the Housing Authority of the Township of Lakewood, in the County of Ocean, at its Regular Board Meeting held on the 10th day of October 2024.

*Scott E. Parsons, Secretary
Executive Director*

Motion: SG Second: DD

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell				X
Denise Douglas	X			
Eli Rennert				X
Bassi Aderet	X			

RESOLUTION NO. 5390

**RESOLUTION AWARDING CONTRACT FOR
SHINGLE ROOFING REPLACEMENT AT LULU DUFFY COTTAGES**

WHEREAS, the Affordable Housing Corporation of Lakewood (AHCL), acting as managing agent for the Lakewood Housing Authority (LHA), has advertised for bids in the appropriate newspaper for the above listed work item; and

WHEREAS, on October 1, 2024, the AHCL received the following eleven (11) bids:

Premier Enterprises, LLC	- \$131,800	Grayson Contracting Co.	- \$325,000
NE Roof Maintenance, Inc.	- \$244,000	High Caliber Renovations, LLC	- \$378,000
Winchester Roofing Corp	- \$258,000	USA General Contractors Corp.	- \$455,000
MTB LLC	- \$276,000	VMG Group	- \$460,000
Sky General Construction	- \$290,000	D.A. Nolt, Inc.	- \$766,945
MACS Construction	- \$305,900		

; and

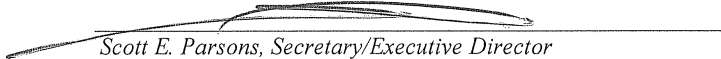
WHEREAS, during review by Habitech Architecture, Premier Enterprises, LLC submitted a letter requesting to withdraw their bid due to calculation errors made while compiling their bid. Being that their bid is approximately \$120,000 less than the pre-bid estimate, the claim of calculation errors appears to be legitimate; and

WHEREAS, after further review by Habitech Architects P.C., assuming the LHA authorizes Premier Enterprises, LLC to withdraw their bid, it was determined that Northeast Roof Maintenance, Inc. submitted the lowest responsible and responsive base bid in accordance with N.J.S.A. 40A:11-4a in the amount of \$244,000, with an add alternate for gutter guards of \$14,900 and

NOW THEREFORE BE IT RESOLVED by the members of the Board of Commissioners of the LHA as follows:

1. The Authority authorizes Premier Enterprises, LLC to withdraw their bid.
2. The public bid for the work described both herein as well as in the bid specification and drawings be awarded to Northeast Roof Maintenance, Inc. in the amount of \$258,900 (base bid of \$244,000 plus alternate of \$14,900).
3. The Executive Director is hereby authorized and directed to execute said contract and to take all necessary administrative actions to implement this Resolution.

I hereby certify that the above is a true copy of a Resolution duly adopted by the Board of Commissioners of the Housing Authority of the Township of Lakewood in the County of Ocean, at its Regular Board Meeting held on the 10th day of October, 2024.


Scott E. Parsons, Secretary/Executive Director

Motion: SG Second: DD

Member	Aye	Nay	Abstain	Absent
Gregory Stafford-Smith	X			
Shabsi Ganzweig	X			
Angela Caldwell				X
Denise Douglas	X			
Eli Rennert				X
Bassi Aderet	X			