

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Special Meeting held on Tuesday, December 22, 2015, at 6:01 pm, in the Community Room at the Rev. Albert Clayton Administration Building, 317 Sampson Avenue, Lakewood, NJ.*

### **MEETING CALLED TO ORDER**

Eric Sherman called the meeting to order at 6:01 pm. Ana María García 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, a 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 15, 2015, and was posted on the Authority's official designated public bulletin board at the LHA Administration Building.

### **ROLL CALL**

On roll call, attending Commissioners were:

Miriam Medina – *Chairperson (via telephone)*  
Eric Sherman – *Vice Chairperson*  
Gregory Stafford Smith – *2<sup>nd</sup> Vice Chairperson*  
Angela Caldwell – *Commissioner*

Also attending:

Mary Jo Grauso – *Executive Director*  
Scott Parsons – *Assistant Executive Director*

Absent were:

Joseph Weingarten – *Commissioner*  
Nechama Heinemann – *Commissioner*  
Terrence Corriston – *Attorney*  
Ray Coles – *Township Liaison*

### **READING OF MINUTES**

Minutes of the LHA Regular Board Meeting of November 24, 2015 were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Medina. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Minutes were approved.

### **BILLS AND APPROVAL OF SAME**

Bills were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Medina. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Bills were approved.

**CORRESPONDENCE** – None.

**REPORTS OF COMMITTEES** – None.

**EXECUTIVE DIRECTOR'S REPORT** – None.**REPORT OF ATTORNEY** – None.**REPORT OF TOWNSHIP LIAISON****OLD BUSINESS** – None.**NEW BUSINESS**

The following resolutions were introduced:

**Resolution No. 5152** - Approving the Schedule of Regular Board Meetings: For Calendar Year 2016. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Medina. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5152 approved.

**Resolution No. 5153** - Lakewood Housing Authority Local Authorities - Accounting and Auditing Certification. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Medina. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5153 approved.

**Resolution No. 5154** - Resolution by the Commissioners of the Lakewood Housing Authority Adopting a Revised Procurement Policy. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5154 approved.

**Resolution No. 5155** - Writing Off Uncollectible Rents. Mr. Parsons explained that the total rents were higher than previous years due to the writing off of uncollectible rents from the John F. Kennedy (JFK) Apartments prior to the Rental Assistance Demonstration (RAD) conversion. Motion to approve made by Ms. Medina, seconded by Ms. Caldwell. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5155 approved.

**Resolution No. 5156** - Approving a 3% Salary Increase for Lakewood Housing Authority Staff Effective January 1, 2016. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5156 approved.

**Resolution No. 5157** - Appointment of Commissioner to New Jersey Public Housing Authority Joint Insurance Fund. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Caldwell. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5157 approved.

**Resolution No. 5158** - Adoption of a Retirement Plan for the Lakewood Housing Authority. Ms. Grauso clarified that no changes had been made to the profit sharing fund, which had been adopted in 1996. However, E. H. Thompson, the fund administrator, required this new resolution because a new trustee had to be named to replace former Commissioner Elliot Zaks. Motion to approve made by Mr. Stafford

Smith, seconded by Ms. Caldwell. On roll call approving, Mr. Sherman, Mr. Stafford Smith, Ms. Caldwell, and Ms. Medina. Resolution No. 5158 approved.

**MEETING OPENED TO HOUSING AUTHORITY RESIDENTS** – None.

**MEETING OPENED TO THE PUBLIC** – None.

**COMMENTS FROM COMMISSIONERS**

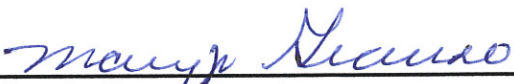
Mr. Stafford Smith asked for a JFK update. Ms. Caldwell stated that Jeffrey Oakman, the Director of Project Development for Community Strategic Investments, LLC (CIS), was willing to pay a tenant's security deposit in order to move her out of her unit. About 22 families remain in JFK and must move before renovations begin. Ms. Grauso shared that she has seen dumpsters, clean up, and rehab going on, and that CIS is under pressure to move forward.

Ms. Medina wished everyone a very Merry Christmas and a happy, healthy and prosperous New Year.

**ADJOURNMENT**

On motion by Ms. Medina, seconded by Mr. Stafford Smith, all present voted to adjourn at approximately 6:19 pm.

*I hereby certify that the above is a true copy of the Minutes of the Special 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 Tuesday, December 22, 2015.*

  
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Mary Jo Grauso, Secretary  
Executive Director