

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 Tuesday, July 24, 2018, at 6:01 pm, in the Community Room at the Rev. Albert Clayton Administration Building, 317 Sampson Avenue, Lakewood, NJ.

MEETING CALLED TO ORDER

Ms. Medina called the meeting to order at 6:01 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, 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 February 22, 2018 and was posted on the Authority's official designated public bulletin board at the LHA Administration Building.

There will be no meeting in the month of August and September's meeting will need to be rescheduled.

ROLL CALL

On roll call, attending Commissioners were:

Miriam Medina - *Chairperson*
Gregory Stafford Smith - *Vice Chairperson*
Shabsi Ganzweig - *2nd Vice Chairperson*
Angela Caldwell - *Commissioner*
Denise Douglas - *Resident Commissioner*

Also attending:

Mary Jo Grauso - *Executive Director*
Scott Parsons - *Assistant Executive Director*
Terrence Corrison - *Attorney (via phone)*

Absent were:

Nechama Heinemann - *Commissioner*
Joseph Weingarten - *Commissioner*
Ray Coles - *Township Liaison*

READING OF MINUTES

Minutes and the Closed session Minutes of the Regular Board Meeting of June 26, 2018 were reviewed and the Motion to approve made by Mr. Stafford-Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Minutes were approved.

BILLS AND APPROVAL OF SAME

Bills were reviewed. After discussion a motion to approve made by Mr. Stafford-Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas. Bills were approved.

CORRESPONDENCE – LHA to Glenn Cochran terminating the Shared Services Agreement with PHA

Mr. Parsons briefed the Board on the events which lead to the termination of the agreement. All PHA documents that were in possession of the LHA were returned to the PHA attorney.

REPORTS OF COMMITTEES –

Mr. Stafford-Smith reported to the Board the description of the Alder St. property. The footprint of the property is not suitable to build on. The best option for now is to allow compensation for use of the facility that encroaches on the property and will not be able to expand what already exists. We will have access to maintain area if needed.

EXECUTIVE DIRECTOR'S REPORT -

Ms. Grauso informed the Board that the advertisement for the window replacements for LuLu Duffy and Peter Ward has been placed in the newspaper. The pre bid meeting will be held on August 9, 2018. Several items are being considered in the Peter Ward project which include renovations to the entry canopy structure, replacing the community room, lobby and vestibule windows.

Maintenance has been catching on unit turnovers. There has been three lockouts during the past month. Two for non-payment of rent and the other was procedural for a resident who was admitted into assisted living without giving the authority notice.

Due to a wind storm one of the trees fell at the LuLu Duffy site, there were no injuries or damage.

Enable will be terminating their services at the end of July. The ROSS grant associate with their services is not applicable to PBV only Public Housing. Once the office is cleared it may be used to have the Housing Operations Coordinator perform tenant recertifications on site.

The Shared Services Contract with Princeton Housing Authority has been terminated. They breached the contract again by interfering with the day to day operation of the authority.

Ms. Grauso informed the Board that the auditors have completed their field work and a the authority has received a draft copy of the audit. There were no findings and Mr. Larson will be attending a future Board meeting to discuss the audit with the Board.

The parking lot at Peter Ward will be stripped and numbered. Letters have gone out to the tenants asking them to supply the LHA with information relating to their vehicles so parking spaces can be assigned.

The E.D. was invited to join the Board of Directors of the Ocean Health Initiatives. They are dedicated to provide quality accessible and comprehensive primary health care to the residents of Ocean County regardless of their economic status. Ms. Grauso was honored to be invited to serve on their Board.

The call ins of applicants on the Waiting List have been completed. The case workers have met with the applicants after the briefings to set up appointments to establish eligibility and distribute vouchers for those families who qualify.

A letter from HUD's Assistant Secretary for Congressional and Intergovernmental Relations was received after business closing on Thursday, July 19th. Ms. Grauso became aware of the letter July 23rd. Upon receipt, Ms. Grauso emailed Cherita Hammond, Housing Voucher Management Operations Division of HUD asking why after numerous emails to HUD requesting clarification of the student parental support issue the LHA never received an answer. We were told beginning in December of last year they would clarify the rule and respond to us after legal (OGC) provided them with a definitive response. There has been no response to that email. Ms. Grauso had asked HUD for clarification as DCA was also counting parental support and Quadel a major consulting firm confirmed only grants, scholarships, educational entitlements, work study programs and financial aid packages are excluded from annual income for students.

The LHA will immediately identify those families who are affected by this ruling and complete an interim adjustment. It appears this ruling will affect approximately 50-60 families and may result in outstanding vouchers being recalled immediately until we have a concrete dollar amount and understand fully the impact on our program. We may have to freeze our program, recall vouchers and/or terminate families.

REPORT OF ATTORNEY

Mr. Corrison briefly discussed the property on Alder. There was an onsite visit to the property and it has been determined that accepting \$5,000 for the encroachment is a decent offer based on the topography of the property. The attorney for the church was contacted and agreed that the contract will state the new owner will maintain the property and there will be an indemnification clause providing that the new owner must insure the property.

REPORT OF TOWNSHIP LIAISON – None**OLD BUSINESS -**

Mr. Ganzweig inquired about the notification process regarding the residency rule. Ms. Grauso responded that five families have been identified and the Section 8 Coordinator is in the process of notifying them and they will be reinstated to the Waiting List.

NEW BUSINESS - The following new business came before the Board:

- a. **Resolution 5222** – Employment of a Part Time Section 8 Case Worker
Motion to approve made by Mr. Stafford-Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Douglas.
Resolution 5222 approved.

b. **Additions :**

Assigned parking at Peter Ward – This was discussed during the Executive Directors Report. There are 68 tenants and only 27 parking spots available. Plans to add additional parking spaces are on hold for now.

Student Financial Assistance Follow Up – This was discussed following the conclusion of the Executive Directors Report. It was pointed out that over the years the LHA has asked HUD repeatedly for clarification of the student financial assistance issue. Despite those requests, HUD has provided either no guidance or guidance that conflicts with other HUD representatives/consultants, etc. The LHA has had HUD reviews and annual audits which have never indicated that it was interpreting the student financial assistance rule incorrectly. Mr. Corrison stated that the July 19, 2018 determination letter from HUD is inconsistent with Quadel training and how many other agencies, including the NJDCA, interpreted the rule. The LHA will immediately determine which current participants are affected by the determination and process interim recertification to make the needed changes. Additionally, the waiting list will be reviewed to determine if any applicants receiving student financial assistance were denied and need to be reviewed. The LHA will also determine the impact this change will have on the overall Section 8 program and recall vouchers if needed. The initial evaluation shows that the determination may result in the LHA being able to serve/assist about 10 less families than it currently does.

Inspections Follow Up – Mr. Ganzweig requested to revisit the inspection time table at a future Board Meeting. Suggestion to review the possibilities to change the inspection time table from an 8 hour period to a 4 hour period. Mr. Parsons stated that the program developers have the request in their queue to implement an Inspection Alert System which will text or email that the inspector will be arriving within a specified timeframe. Ms. Grauso has directed the Inspections Department to notify her of any clients that are sent termination letters for missing their scheduled inspection so she can meet with them immediately to avoid the clients having to come in for an Informal Hearing.

Informal Hearings Follow Up – Mr. Ganzweig asked if informal hearing letters were changed to give clients 15 days to respond and if clients are terminated after a hearing if they are advised that they have the right to go to superior court to challenge the decision. Ms. Grauso stated that the informal hearing letters provide the clients 10 days to respond and that the termination letters now do include language, as provided by attorney Corrison, advising the clients of their right to file a civil action in court.

MEETING OPENED TO HOUSING AUTHORITY CLIENTS - None**COMMENTS FROM COMMISSIONERS –**

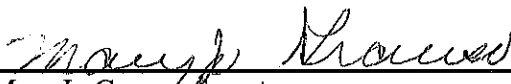
CLOSED SESSION –

MEETING OPENED TO THE PUBLIC –

ADJOURNMENT

On motion by Ms. Stafford-Smith, seconded by Mr. Ganzweig. All present voted to adjourn at approximately 7:08 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 Tuesday, July 24th, 2018.



Mary Jo Grauso, Secretary
Executive Director