

*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, November 27, 2018, at 6:02 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 6:07 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 September 11, 2018 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 phone)  
Gregory Stafford Smith – *Vice Chairperson*  
Shabsi Ganzweig – *2<sup>nd</sup> Vice Chairperson*  
Nechama Heinemann – *Commissioner*  
Angela Caldwell – *Commissioner*  
Denise Douglas – *Resident Commissioner*

Also attending:

Mary Jo Grauso – *Executive Director*  
Scott Parsons – *Assistant Executive Director*  
Terrence Corrison – *Attorney*

Absent were:

Joseph Weingarten – *Commissioner*  
Ray Coles – *Township Liaison*

### **INTRODUCTION TO THE 2019 STATE AND HUD BUDGETS**

Thomas Furlong, the Lakewood Housing Authority Fee Accountant, introduced the proposed 2019 budgets to the Commissioners. The budget will be sent to the NJDCA who will then review/approve the budget and then the LHA will adopt the budget at the January board meeting.

Mr. Furlong presented the budget in summary format, which shows the 2019 proposed budget as compared to the 2018 adopted budget and the 2017 actual results.

The surplus for the year is \$18,300 which indicates there is enough revenue to cover the expenses. As of December 31<sup>st</sup> there is a reserve deficit of \$58,000 due to booking unfunded pension liability. The required booking of the unfunded pension liability of \$3 million by the state caused this deficit which should be offset within a few years. Mr. Furlong stated that the housing authority is in excellent financial condition. Revenues reflect a 5% decrease in the Section 8 Program due to an anticipated reduction in HUD funding and a 2.4% increase in rents from the RAD Program.

The expenses show a 3% inflation factor and also shows decrease in utility costs by utilizing third party suppliers and obtaining lower unit costs.

After brief discussions, Ms. Grauso and the Commissioners thanked Mr. Furlong for his presentation.

**REPORT OF ATTORNEY**

Mr. Corrison discussed the resolution regarding the Permissive Encroachment Agreement for the Alder Street property. After lengthy discussion, the board will discuss this topic in closed session.

Panoramic Windows, the lowest bidder, claims to have misunderstood the specifications. This will be discussed in closed session.

**REPORT OF TOWNSHIP LIAISON – None****OLD BUSINESS -****STEPS – Revised Pilot Program Invoice**

After discussion, the board questioned if the time frames reflected on the invoice were accurate. Ms. Grauso stated she would look back at previous minutes to determine when the agreement was entered into. The board questioned if there was room in the budget to continue the program into the future since it was not included in a specific line item. Mr. Stafford-Smith stated that there needs to be tighter parameters determined before considering continuing the program moving forward.

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

- a. **Resolution 5227** – 2019 Lakewood Housing Authority Budget Resolution, Fiscal Year from January 1, 2019 to December 31, 2019  
Motion to approve made by Mr. Stafford-Smith, seconded by Ms. Caldwell. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5227 approved.

**Resolution 5228** - Authorizing the execution of a Permissive Encroachment Agreement with Arlington National, LLC for a portion of Lot4, Block 758

Motion to approve, with changes made in closed session, made by Mr. Ganzweig, seconded by Mr. Stafford-Smith. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5228 approved.

b. **Additions :**

Status of renovations for the Administration Building

Mr. Stafford-Smith asked for an update regarding the renovation process. Ms. Grauso stated that the LHA had previously put out an RFP for architect for window replacement and office addition which the board approved such contract at the March 2018 board meeting. Several options for office needs were reviewed, which included building a new office at Peter Ward, building a second floor over the entire existing office, and building a second floor over half of the existing office. Due to budget/financial restrictions, the only feasible option appears to be building a second floor over half of the existing office with an additional parking lot being added across the street at the Currey property. The office will need to relocate to either leased/rented space or to the Currey building during the renovations. The architect is putting together different options for floor plans which will include 4 or 5 private interview rooms on the lower level. The budget for the renovations is approximately \$800,000. After the architect has design and floor plan options that are acceptable to administration they will be brought to the buildings and grounds sub-committee for review and discussion.

**MEETING OPENED TO HOUSING AUTHORITY CLIENTS – None**

**COMMENTS FROM COMMISSIONERS** – Ms. Douglas stated that there is a mail issue at the Peter Ward building where some residents are not either not receiving their mail or receiving other tenants mail. Ms. Grauso spoke to the postmaster who stated that there are a lot of temporary workers during this time of the year which would be the reason for the confusion. Mr. Ganzweig suggested reaching out to Congressman Smith. Ms. Grauso suggested to set up a tenant meeting and for the residents to sign a petition to be presented to the postmaster and Congressman Smith.

Mr. Ganzweig congratulated the commissioners on their reappointments.

**CLOSED SESSION –**

Motion to go into closed session to discuss potential litigation at 7:24 pm made by Mr. Stafford-Smith, seconded by Mr. Ganzweig. On roll call approving, Ms. Medina, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas.

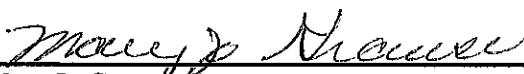
Motion to return to open session at 7:44 pm made by Mr. Stafford-Smith, seconded by Mr. Ganzweig.

**MEETING OPENED TO THE PUBLIC –**

**ADJOURNMENT**

On motion by Mr. Ganzweig, seconded by Mr. Stafford-Smith. All present voted to adjourn at approximately 7:45 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 Tuesday, November 27<sup>th</sup>, 2018.*

  
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Mary Jo Grauso, Secretary  
Executive Director