

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Regular Board Meeting held on Tuesday, June 25<sup>th</sup> 2019, at 6:06 pm, in the Community Room at the Rev. Albert Clayton Administration Building, 317 Sampson Avenue, Lakewood, NJ.*

### **MEETING CALLED TO ORDER**

Mr. Stafford-Smith called the meeting to order at 6:06 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 January 3<sup>rd</sup>, 2019 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 – *Vice Chairperson*  
Shabsi Ganzweig – *2<sup>nd</sup> Vice Chairperson*  
Angela Caldwell – *Commissioner*  
Denise Douglas – *Commissioner*  
Eli Rennert – *Commissioner*

#### Also attending:

Scott Parsons – *Assistant Executive Director*  
Terrence Corrison – *Attorney*

#### Absent were:

Miriam Medina – *Chairperson*  
Joseph Weingarten – *Commissioner*  
Ray Coles – *Township Liaison*

### **READING OF MINUTES**

Minutes of the Special Board Meeting of April 15<sup>th</sup>, 2019 and Closed Session Meeting of April 30<sup>th</sup>, 2019 were reviewed. Motion to approve made by Mr. Stafford-Smith, seconded by Mr. Rennert. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, 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. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas. Bills were approved.

### **CORRESPONDENCE** - none

### **REPORTS OF COMMITTEES** –

There was brief discussion regarding the distribution of the Administrative Plan. The Board agreed that all members will begin reviewing the plan and arrange to regroup with questions.

Personnel Committee: Mr. Stafford-Smith mentioned that a complaint has been brought up and will be addressed at a later meeting due the availability of a few members of the Personnel Committee.

Budget Committee: Mr. Rennert had asked if the Board can be provided with either a monthly or quarterly financial

report. Mr. Parsons stated that the accountant comes in on a monthly basis and provides a monthly Profit and Loss which he will provide to the Board going forward.

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Parsons presented the Board with his Executive Directors report.

Mr. Parsons stated that after reviewing the information regarding HQS Inspections/Termination Notices, there is not a significant difference in the number of missed inspections regardless of the process the LHA follows and nor does the existing Admin Plan contains anything specific as to when a termination letter would be sent out in regards to a missed inspection. Mr. Parsons informed the Board that he has revised the internal procedure and instructed the staff to not send out termination letters for missed HQS inspections until the second occurrence.

The window replacements have been completed at all of the LuLu Duffy apartments and they have begun at the Peter Ward building. Mr. Parsons mentioned that all of the tenants are extremely pleased with the results.

Quarterly resident meetings at all three developments were completed. Mr. Parsons stated that all of the tenant concerns and issues have been noted and will be addressed shortly.

Mr. Parsons informed the Board regarding the recent staffing changes that have taken place to address the absences of two employees due to medical leave and an on the job injury. At the present time there is no need for more staffing to be hired.

Mr. Parsons updated the Board regarding his recent meeting with Mr. McNeil from STEPS. There were four applicants that were referred to Mr. McNeil for him to review. Mr. Parsons stated that after reviewing the files he believes there can be an acceptable resolution on most of the cases.

### **REPORT OF ATTORNEY**

#### **REPORT OF TOWNSHIP LIAISON** - None

### **OLD BUSINESS**

Child Care Providers – Mr. Corrison handed the Board the draft letter regarding Childcare Providers that was created and stated that there is nothing in the letter that is inaccurate or harmful. Mr. Corrison stated that the letter is more of an alert to inform the clients of the law. After discussion, the Board agreed to seek out Special Counsel that is experienced in childcare law to advise the LHA on their obligations regarding in-home (within the assisted unit) childcare providers. The Board approved the letter to be mailed out to all clients. Motion made by Mr. Ganzweig and seconded by Mr. Rennert to obtain special counsel regarding childcare issues. All present were in favor.

Ms. Caldwell asked if the LHA can request an update from Audrey Wise regarding funds that were provided to the Lakewood Affordable Housing Non Profit years ago. At a previous meeting Ms. Wise stated that they intended to create a project to build tiny homes for veterans and also that she has no obligation to the LHA. Mr. Parsons stated that he will reach out to Ms. Wise asking her for an update.

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

- a. **Resolution 5237** - Legal Services for General Counsel. After brief discussion, motion to approve made by Mr. Ganzweig, seconded by Mr. Rennert. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell, and Ms. Douglas. Resolution 5237 approved.

**Resolution 5238** - Legal Services for Landlord/Tenant Actions. After brief discussion, motion to approve made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell, and Ms. Douglas. Resolution 5238 approved.

**b. Additions:**

Executive Director Search – Mr. Parsons had asked the Board what steps will be taken place to implement the search. After brief discussion, Mr. Corrison will create the ad and will notify DCA that Ms. Grauso retired and Mr. Parsons will be serving as the Acting Executive Director until a permanent director is selected through the search.

Special Counsel – Mr. Ganzweig suggested the LHA put out an RFP for Special Counsel to handle special issues that are unable to be handled by the LHA's general counsel. Motion made by Mr. Ganzweig and seconded by Mr. Rennert to post an RFP to create a pool of attorneys to handle special situations as needed. All present were in favor with the exception of Ms. Douglas who abstained.

Clarification of First Time Home Buyers & working full time for Home Ownership Program – Mr. Parsons reached out to HUD regarding HUD's definition of "employed on a fulltime basis" in relation to the Homeownership Program requirements. HUD responded stating that as long as a participant is working 30+ hours per week and the job(s) are continuous for at least one year prior to enrollment into the Homeownership Program, the 30 hours can consist of 2 jobs.

There was also discussion regarding the definition of "First Time" Home Buyers. HUD's standard definition of "First Time" Home Buyers is a family of which no member had an ownership interest in a residence during the 3 years before commencement of Homeownership Assistance. The LHA has been treating the program as a true First Time Home Buyer Program requiring no previous ownership interest in a residence.

After discussion a motion was made by Mr. Ganzweig and seconded by Mr. Rennert to change the LHA's Homeownership policies/procedures to use HUD's definition of First Time Home Buyer and to allow the 30-hour employment requirement to be comprised of 2 jobs. All present were in favor.

**MEETING OPENED TO HOUSING AUTHORITY CLIENTS**

**MEETING OPENED TO THE PUBLIC**

**COMMENTS FROM COMMISSIONERS**

Mr. Ganzweig congratulated Mr. Parsons on his first month and is looking forward to working together.

**CLOSED SESSION**

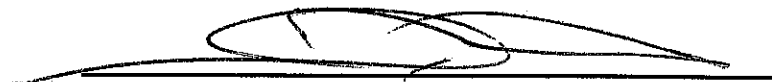
Motion to go into closed session to discuss a litigation matter and some personnel matters at 7:14 pm made by Mr. Ganzweig, seconded by Ms. Douglas. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas.

Motion to return to open session at 7:23 pm made by Mr. Rennert, seconded by Ms. Caldwell.

**ADJOURNMENT**

On motion by Mr. Ganzweig, seconded by Ms. Caldwell. All present voted to adjourn at approximately 7:23 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, June 25<sup>th</sup>, 2019.*



Scott Parsons, Secretary  
Acting Executive Director