

**RESOLUTION NO. 5353**


**APPOINTMENT OF COMMISSIONER TO NEW JERSEY PUBLIC  
HOUSING AUTHORITY JOINT INSURANCE FUND**

**WHEREAS**, the Lakewood Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

**WHEREAS**, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its representative to said Fund; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Lakewood Housing Authority does hereby appoint Scott Parsons as its Fund Commissioner and Shabsi Ganzweig as its Alternate Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2024.

*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 Special Meeting held on the 19<sup>th</sup> day of December 2023.*



*Scott Parsons, Secretary  
Executive Director*

Motion: BA      Second: DD

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

**RESOLUTION NO. 5354**

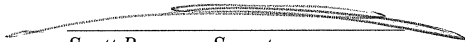
**Approving Schedule of Regular Board Meetings for Calendar Year 2024**  
**LAKWOOD HOUSING AUTHORITY**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean and State of New Jersey, that the following schedule of Board Meetings and locations be and hereby is adopted pursuant to the By-Laws of the Authority. The following dates are hereby scheduled as the Regular meeting nights of the Lakewood Housing Authority Board of Commissioners for the calendar year 2024. All meetings are to be held at the times and the addresses indicated hereinafter,

<b>DATE</b>	<b>PLACE</b>	<b>ADDRESS</b>	<b>TIME</b>
Thursday, January 4, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, February 1, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, March 7, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, April 4, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, May 2, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, June 6, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, July 11, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
August 2024	No Meeting	N/A	N/A
Thursday, September 5, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, October 3, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, November 7, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, December 5, 2024	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM
Thursday, January 2, 2025	Administrative Office	317 Sampson Ave., Lakewood, NJ	6:00 PM

AND, BE IT FURTHERMORE RESOLVED that notice of this Resolution be provided to the newspapers, a copy filed with the Township Clerk, and a copy be posted on the Bulletin Board of the Lakewood Housing Authority and Municipal Building.

*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 Meeting held on the 19<sup>th</sup> day of December 2023.*

  
Scott Parsons, Secretary  
Executive Director

Motion: BA      Second: DD

Governing Body Member	Recorded Vote			
	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Gregory Stafford-Smith	<b>X</b>			
Shabsi Ganzweig				<b>X</b>
Angela Caldwell				<b>X</b>
Denise Douglas	<b>X</b>			
Eli Rennert	<b>X</b>			
Bassi Aderet	<b>X</b>			

**RESOLUTION 5355  
2024 LAKEWOOD HOUSING AUTHORITY  
BUDGET RESOLUTION**

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget for Lakewood Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Lakewood Housing Authority at its open public meeting of December 19, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$20,014,500.00, Total Appropriations including any Accumulated Deficit, if any, of \$19,933,350.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,368,056.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,250,000.00; and


WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lakewood Housing Authority, at an open public meeting held on December 19, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lakewood Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lakewood Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on February 01, 2024.

  
(Secretary's Signature)

12/19/23  
(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Gregory Stafford Smith	X			
Shabsi Ganzweig				X
Angela R. Caldwell				X
Denise Douglas	X			
Eli Rennert	X			
Bassi Aderet	X			

**RESOLUTION NO. 5356**

**APPROVING A 5% SALARY INCREASE FOR LAKEWOOD HOUSING  
AUTHORITY STAFF EFFECTIVE JANUARY 1, 2024**

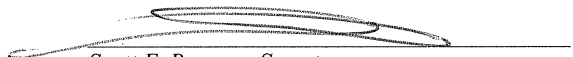
WHEREAS, the Board of Commissioners (“BOARD”), of the Housing Authority of the Township of Lakewood (“AUTHORITY”), in the County of Ocean, and State of New Jersey, wishes to approve a 5% salary increase for the staff and Executive Director of the Authority as reflected in the 2023 Lakewood Housing Authority Budget; and

WHEREAS, the staff of the Authority continues to perform exceptionally well as indicated by SEMAP Scores, PIC Reports, and Independent Audits; and

WHEREAS, the Executive Director certifies funds are available and contained in the proposed 2024 budget for this increase; and

NOW THEREFORE BE IT RESOLVED that the Board approves the 5% increase of annual salary, as indicated in the budget, effective January 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 19<sup>th</sup> day of December 2023.*

  
*Scott E. Parsons, Secretary  
Executive Director*

Motion: BA      Second: DD

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Gregory Stafford-Smith	X			
Shabsi Ganzweig				X
Angela Caldwell				X
Denise Douglas	X			
Eli Rennert	X			
Bassi Alderet	X			

**RESOLUTION NO. 5357**

**FULL-TIME POSITION**  
**MAINTENANCE MECHANIC**  
**(John Rutter)**

**WHEREAS**, the Housing Authority (“Authority”) of the Township of Lakewood, in the County of Ocean, and State of New Jersey, has a need to hire a full-time Maintenance Mechanic (40 hours) to fill a vacant position, and

**WHEREAS**, the Authority advertised for and interviewed several candidates for the vacant position, and

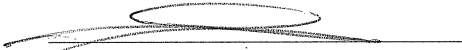
**WHEREAS**, the Authority hired John Rutter, and Mr. Rutter successfully completed his six-month Probationary period on November 30, 2023, and

**WHEREAS**, Mr. Rutter’s job performance has been rated as above average/satisfactory by his direct supervisor, Jim Kelly, and indirect supervisor, Scott Parsons, and

**WHEREAS**, the Executive Director has certified that funds are available in the Authority’s Operating Budget for this expenditure;

**NOW THEREFORE BE IT RESOLVED** by the Board that Robert Vieten be and is hereby hired as a full-time HQS Inspector/Maintenance Mechanic on a permanent full-time basis, (40 hours per week), at a wage of \$26.77 per hour with all full-time benefits extended to full-time employees as per the Lakewood Housing Authority’s Personnel Policy.

*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 Meeting held on the 19<sup>th</sup> day of December 2023.*

  
*Scott E. Parsons, Secretary*  
*Executive Director*

Motion: BA      Second: DD

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



**RESOLUTION NO. 5359**

**RESOLUTION APPROVING THE LATE SUBMISSION OF THE  
2024 LAKEWOOD HOUSING AUTHORITY BUDGET**

WHEREAS, New Jersey State Law requires that a Public Housing Authority submit its budget to the New Jersey Department of Community Affairs sixty (60) days prior to the start of its fiscal year; and


WHEREAS, N.J.A.C. 5:31 requires the Authority to adopt a late budget resolution should it not adhere to the 60 day requirement; and

WHEREAS, the Housing Authority of the Township of Lakewood (Authority) did not submit its budget prior to the 60-day requirement for the following reason:

Financial data needed to complete the budget was not available until after November 1, 2023.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Housing Authority of the Township of Lakewood adopt this resolution to submit the late budget in accordance with N.J.A.C. 5:31.

*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 19<sup>th</sup> day of December 2023.*

  
*Scott E. Parsons, Secretary  
Executive Director*

Motion: BA      Second: DD

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

**RESOLUTION NO. 5360**

**RESOLUTION AWARDING CONTRACT FOR  
A/E SERVICES FOR PARKING LOT INSTALLATION**

WHEREAS, the Lakewood Housing Authority (LHA) has solicited competitive proposals for A/E Services for a parking lot installation at the John J. Currey building for office staff parking; and

WHEREAS, based upon the criteria established in the proposal, the LHA will award the contract to a firm considering price and five (5) other factors; and

WHEREAS, the LHA received requests for RFP documents from five (5) firms/services and received proposals from the following two (2) firms:

O&S Associates Engineers & Architects  
145 Main Street  
Hackensack, NJ 07601  
\$102,310

Habitech Architecture  
12 Pinecrest Drive  
Medford, NJ 08055  
\$24,500


; and

WHEREAS, after review of the proposals, the LHA rated the firm of Habitech Architecture the highest based on criteria set forth in the Specifications for Architectural & Engineering Services and recommends that the contract be awarded to Habitech Architecture; and

NOW THEREFORE BE IT RESOLVED by the members of the Board of Commissioners of the LHA, that the contract for A/E Services for the above-captioned work items be awarded to Habitech Architecture in the amount of \$24,500; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to enter into said contract 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 19<sup>th</sup> day of December 2023.*

  
\_\_\_\_\_  
Scott E. Parsons, Secretary  
Executive Director

Motion: BA      Second: DD

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



**RESOLUTION NO. 5361**

**WRITING OFF UNCOLLECTIBLE RENTS**


WHEREAS, the Housing Authority of the Township of Lakewood in the County of Ocean has made efforts to collect delinquent rents from several former tenants without success, and has/will place appropriate accounts with a collection agency.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Township of Lakewood, in the County of Ocean, State of New Jersey, that the following vacated tenant balances, as of December 31, 2023 (consisting of 2022 and 2023 vacated tenant balances), totaling \$59,205.08, due from the persons named in the attached list be written-off as uncollectible.

Motion: BA      Second: DD

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

*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 19<sup>th</sup> day of December 2023.*

  
Scott E. Parsons, Secretary  
Executive Director