

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, June 27, 2017, 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. Susan Pierson 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 27, 2016, and was posted on the Authority's official designated public bulletin board at the LHA Administration Building, as well as the LHA website.

ROLL CALL

On roll call, attending Commissioners were:

Gregory Stafford Smith – *Vice Chairperson*
Shabsi Ganzweig – *2nd Vice Chairperson*
Angela Caldwell – *Commissioner*
Nechama Heinemann – *Commissioner*

Also attending:

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

Absent were:

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

READING OF MINUTES

Minutes of the Regular Board Meeting of May 23, 2017 were reviewed. Motion to approve made by Mr. Stafford Smith, seconded by Ms. Heinemann. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Heinemann. Minutes were approved.

BILLS AND APPROVAL OF SAME

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

CORRESPONDENCE

Ms. Grauso reported a letter was sent to Brick Housing Authority for Interim Executive Director Services. LHA intends to submit an Intergovernmental Agreement to Brick Housing to manage their agency. Brick Housing will review all their options and will notify LHA of outcome.

The Code of Conduct was presented and Mr. Ganzweig asked if the attorney reviewed it. Mr. Corriston stated it was reviewed and was the standard HUD uses and is needed when housing authorities apply for grants. Mr. Ganzweig suggested a revision to it and Mr. Corriston will amend it and it will be adopted at the next Board Meeting.

REPORTS OF COMMITTEES – None**EXECUTIVE DIRECTOR'S REPORT**

Ms. Grauso reported that she will be going to Court on July 3rd for an eviction involving a resident who vandalized another resident's car.

The person who charged Ms. Grauso with harassment and the case was dismissed was arrested in the John J. Currey parking lot for the sale and possession of drugs. Ms. Grauso also has a court date regarding that same person for defiant trespassing. He was arrested on LHA property after he was instructed by the Judge not to be on any of LHA's properties.

Bids went out for additional parking on the side of the John J. Currey Building for staff and clients.

Scott Parsons will meet with the oil tank contractor to discuss how much land will be disturbed on the sites in order to properly plan needed parking lot improvements.

Ms. Grauso met with STEPS on June 20. Ms. Caldwell being present, represented STEPS, regarding a program instructing tenants how to properly care for their apartments. Ms. Grauso invited STEPS to attend the next Board Meeting to do a presentation for this pilot program.

Section 8 Housing Choice Voucher will be calling in disabled families from the Waiting List. We have a separate stream of funding for Mainstream Vouchers. We must maintain the number at 68 Mainstream Vouchers for disabled households.

In addition to calling in disabled families, we have accepted referrals from the Division of Child Protection Program and Permanency for FUP families.

Ms. Heinemann reported on June 15th the sub-committee met. Attending was herself, Ms. Caldwell, Scott Parsons, Mike McNeil, Ms. Grauso, and Ana Maria Garcia, regarding the Homeownership Program. Ms. Heinemann reported after going over the Homeownership Program with the sub-committee, that the waiting list will be removed so that applicants, who are eligible for the Homeownership Program, can apply without having to wait to be called in from a waiting list. Also, when Norma Berrios does the briefing with the applicants from the Section 8 Voucher Waiting List, she will briefly inform them of the Homeownership Program and the requirements. At the annual recertification, the caseworkers will provide additional Homeownership Program information. The amended policy will be presented at the July meeting.

REPORT OF ATTORNEY

Mr. Corrison reported that the Grant Program regarding the oil tank removal was for residential only and no longer exists.

Mr. Corrison to implement changes on the Code of Conduct and present to the Board for approval.

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

NEW BUSINESS**Resolutions**

Resolution 5192 - Extending Pest Control Contract April 15, 2017 through April 14, 2018. Motion to approve made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Heinemann. Resolution 5192 approved.

Resolution 5193 - Extending Contract for Elevator Maintenance of Traction Elevators at Peter Ward and John J. Currey. March 1, 2017 through February 28, 2018. Motion to approve made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Heinemann. Resolution 5193 approved.

Resolution 5194 - Awarding Contract for Unarmed Security Guards' Service at John J. Currey. July 7, 2017 through January 31, 2018. Motion to approve made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Heinemann. Resolution 5194 approved.

Motions

Motion to implement changes to the Code of Conduct. Motion to approve made by Mr. Ganzweig, seconded by Ms. Heinemann. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Ms. Caldwell and Ms. Heinemann.

MEETING OPENED TO HOUSING AUTHORITY CLIENTS

Mrs. Denise Douglas, LHA Project Base Voucher tenant at the Peter Ward Towers attended the meeting to find out the status of becoming the Resident Commissioner for the Housing Authority. To date, Ms. Douglas has not received any information as to whether or not she was accepted. Ms. Grauso sent an e-mail to Mayor Coles asking if a decision had been made regarding Ms. Douglas. Mayor Coles stated that the Township Committee had not made a decision and asked Ms. Grauso if a Section 8 Voucher holder could also be eligible to be the Resident Commissioner. To date the Township has not made a decision.

MEETING OPENED TO THE PUBLIC – None**COMMENTS FROM COMMISSIONERS**

Ms. Heinemann questioned the time frame for scheduling inspections and if the inspection window could be less than the entire day, perhaps AM and PM appointments. Mr. Ganzweig asked if there is a way or a program LHA could implement a software system to notify or alert the tenants when the inspector would be at their home for the inspection. Ms. Grauso stated that these inspections are performed once a year and that it should not be that difficult for the tenant, or a designated person they assign, who is 18 years of age or older, to be at the home so the inspections can be performed. Tenants, along with the Landlords receive letters giving them two weeks' notice of the inspection date. Mr. Ganzweig stated that it seemed that LHA is making it difficult for the inspections as though LHA is trying to teach them to be responsible by giving certain time frame for the inspections. Ms. Grauso stated to Mr. Ganzweig "Do not put words into my mouth" regarding LHA inspections and that is not what LHA is trying to do. The tenant has an obligation and a responsibility to conform to these inspections once a year. Ms. Grauso stated that she would have her Inspection staff draft a report, or attend the next Board Meeting to explain why we need to have these time frames and why all tenants need to conform to these times for all the inspections.

Mr. Ganzweig thanked the sub-committee and LHA for their work on the Homeownership Program.

Mr. Ganzweig questioned if it would be feasible to have a tow truck available for illegal cars parking in the LLD lot. Mr. Parsons stated that signs will be posted (permit parking only). A tow truck company on-call is being discussed.

Mr. Ganzweig stated that he completed the required courses for a Housing Commissioner.

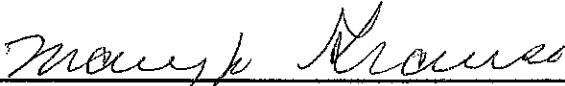
Mr. Ganzweig also questioned the parking lot at the JJC Building for additional parking. Mr. Parsons stated that parking lot will be similar to the lot at the Admin. Building. The Architect completed the plans and submitted documents to the town for Zoning Board approval. Mr. Parsons stated that LHA needs to have the parking lot completed before the oil tank removal at the current Administration parking lot.

Mr. Stafford Smith requested Ms. Grauso to contact Mayor Coles as to status as to when the Township will have a decision on Ms. Denise Davis' appointment for Resident Commissioner.

ADJOURNMENT

On motion by Mr. Stafford Smith, seconded by Ms. Caldwell. All present voted to adjourn at approximately 7:09 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 27, 2017.



Mary Jo Grauso, Secretary
Executive Director