

*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 26, 2018, at 6:03 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 6:03 pm. Teresa Acosta announced that consistent with the Open Public Meetings Law: P.L.1975 c23 l, 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.

### **ROLL CALL**

On roll call, attending Commissioners were:

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 Corriston – *Attorney (6:06pm)*

Absent were:

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

### **READING OF MINUTES**

Minutes and the Closed session Minutes of the Regular Board Meeting of May 22, 2018 were reviewed and the Motion to approve made by Ms. Caldwell, seconded by Mr. Ganzweig. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Minutes were approved.

### **BILLS AND APPROVAL OF SAME**

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

**CORRESPONDENCE** – n/a

**REPORTS OF COMMITTEES** – n/a

**EXECUTIVE DIRECTOR'S REPORT -**

Ms. Grauso informed the Board that the Diamond Construction contract has been terminated due to the amount of the change order. They will be billing the authority for bond and the survey work that has been completed.

The architect has been to the Peter Ward building to finalize details on the window replacement project. Ms. Grauso was assured that the project will be going out for bid soon and that the windows will be replaced prior to the cold weather.

Further investigation concerning the Adler Street Property will be discussed in closed session.

Two part time temporary maintenance workers have been hired. As Ms. Grauso previously mentioned, one of the maintenance staff will be out on medical leave in the fall and this will help with the increase in turnovers since the RAD conversion.

Management met with the John J. Currey residents to update them on any changes involving their development. Presently there are no plans for any renovations. Ms. Grauso stated her intentions of having the Community Room painted and redecorated with new furniture.

The LHA has reached out to Enable to become more proactive and involved with all of the LHA residents. They have assured us that they will reach out to their staff worker and have him out to the other sites and engaging with those residents as well.

Ms. Grauso informed the Board that Mr. Parsons has been working excess hours on Princeton HA matters. After a brief discussion, Mr. Parsons stated that he has put in approximately 25 hours a week in order to finalize the RAD closing, prepare the authority's June 30<sup>th</sup> year-end and train the staff for the July 31<sup>st</sup> completion of the shared services agreement.

The auditors will be conducting the IPA on site, July 2<sup>nd</sup> and 3<sup>rd</sup>. They have requested items from applicable staff members so they can begin the process remotely.

Ms. Grauso stated that the authority has completed the call in of applicants from the Waiting List. The case workers have met with the applicants after the briefings to set up the appointments to establish eligibility and distribute vouchers to those families who qualify.

Mr. Ganzweig asked Ms. Grauso to clarify the Housing Authority's policy regarding Lakewood residents coming onto the Section 8 Program who wish to live outside of Lakewood. Ms. Grauso clarified that the authority can keep mainstream and FUP clients if they are out of jurisdiction however within means of distance for inspections. If a Lakewood resident finds a house in Jackson, they would be ported out to DCA because Jackson does not have a housing authority. If a Lakewood resident finds a house in Brick, Brick has a housing authority so it will go to Brick. If there is no assigned HA it will be sent to Trenton DCA. Trenton will then disburse it to the proper housing authorities. Some housing authorities absorb the client and the voucher is given back, some housing authorities are at capacity so they bill us. In those cases, we do not do the inspections or the recertifications.

**REPORT OF ATTORNEY**

Mr. Corrison stated that the Adler Street property will be discussed in closed session.

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

Mr. Ganzweig asked what the status was regarding the updates to the Admin Plan. Ms. Grauso stated that they are almost at the end of the review process and the draft will be presented to the Board upon completion.

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

- a. **Resolution 5220** - Awarding Contract for Elevator Maintenance. Motion to approve made by Mr. Ganzweig, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5220 approved.

b. **Additions:** -

Ms. Douglas requested that parking spaces located at the Peter Ward building need to be assigned to the residents. After brief discussion, Ms. Grauso asked Ms. Douglas to add it to the agenda for the next meeting to discuss it further however the issue will be further reviewed by Ms. Grauso and Mr. Parsons

Mr. Parsons requested a budget revision to add back a fourth full time maintenance position. Mr. Parsons briefed the board regarding the increase of turnovers since the RAD conversion, and feels that a fourth maintenance employee with trade skills would minimize the use of outside contractors, enhance turnovers and become a cost savings to the authority as well. After discussion, Motion to create Resolution 5221 and move forward with the Budget Revision made by Mr. Ganzweig, seconded by Ms. Douglas. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas. Resolution 5221 approved.

Mr. Parsons briefly discussed the possibility of changing the health benefits plan from the current State Health Benefits plan to a high deductible plan by funding the deductible to the employees with a HSA card. The potential savings could be between 10k-40k per year. Motion to move forward to

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

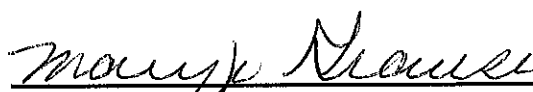
Motion to go into closed session to discuss potential litigation at 6:46 pm made by Mr. Ganzweig, seconded by Mr. Stafford-Smith. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas.

Motion to return to open session at 7:15 pm made by Mr. Ganzweig, seconded by Ms. Douglas. On roll call approving, Mr. Stafford Smith, Mr. Ganzweig, Ms. Heinemann, Ms. Caldwell and Ms. Douglas.

**MEETING OPENED TO THE PUBLIC** -**ADJOURNMENT**

On motion by Ms. Stafford-Smith, seconded by Mr. Ganzweig. All present voted to adjourn at approximately 7:18 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 26<sup>th</sup>, 2018.*



Mary Jo Grauso, Secretary  
Executive Director