

*These minutes are not verbatim, but a condensed version of what transpired at the Lakewood Housing Authority (LHA) Board of Commissioners Special Board Meeting held on Thursday, September 19<sup>th</sup>, 2019, at 6:12 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 6:12 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 August 19<sup>th</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:

Miriam Medina – *Chairperson (via phone)*  
Gregory Stafford Smith – *Vice Chairperson*  
Shabsi Ganzweig – *2<sup>nd</sup> Vice Chairperson*  
Eli Rennert – *Commissioner*  
Angela Caldwell – *Commissioner (via phone)*  
Denise Douglas – *Commissioner*

Also attending:

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

Absent were:

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

### **REPORT BY RICHARD LARSEN**

Mr. Larsen, a Partner with Novogradac & Company, LLP, briefly reported on the LHA Financial Audit, FYE December 31, 2018. He reviewed the three reports conducted and signed off by his firm:

1. The Independent Auditor's Report on LHA Financial Statements. This report addresses whether LHA financial statements present fairly in accordance with generally accepted accounting principles. The report received, once again, as in past years, an "Unmodified Opinion" which is the highest level of assurance that can be given by an auditor.
2. The Independent Auditor's Report in Accordance with Government Auditing Standards. According to Mr. Larsen, every Governmental Agency regardless of size is required to participate in this type of audit. It consists of two parts:
  - a. Internal control over Financial Reporting, which documents and tests an Agency's internal control structure over financial reporting; documenting and testing its payroll system, cash disbursements process, cash receipts process, procurement process, etc. No deficiencies or weaknesses in your system were identified; a good outcome, another highest level of assurance an auditor can give.
  - b. Compliance with contracts, grant agreements, New Jersey laws, regulations, everything from the filing of payroll taxes to following State of New Jersey procurement law. No instances of non-compliance were found. This is again the highest level of assurance we give.

3. The Independent Auditor's Report in Accordance with the Uniform Guidance and State of New Jersey OMB Circular 15-08. Uniform Guidance is Federal Law enacted by Congress. Any Government Agency that expends more than \$750,000.00 in Federal awards is required to have this audit. The Authority spends upwards of about 15 million dollars of federal awards. This type of audit requires an opinion of the Auditor regarding Agency compliance with provisions of its major Federal programs. The LHA complied in all material respects with the requirements that could have an effect on its major programs. The Housing Choice Voucher Program, which is audited every year, is a complex program to maintain compliance. This year we give the Housing Authority an unmodified opinion on your compliance for The Housing Choice Voucher Program.

Mr. Larsen stated that there were no findings among the three reports; nothing required reporting to HUD or the State of New Jersey. In addition, he pointed out that the Authority's financials are strong and the has about nine months of liquid reserves. The Authority is in good financial shape.

### **READING OF MINUTES**

Minutes of the Regular and Closed Session Board Meetings of May 28<sup>th</sup>, 2019 and July 23<sup>rd</sup>, 2019 were reviewed. A motion was made by Mr. Ganzweig to reduce the Executive Director section of the May 28<sup>th</sup>, 2019 Closed Session minutes to be not verbatim. The motion was seconded by Mr. Rennert, all present were in favor. Motion to approve minutes of the Regular and Closed Session Board Meetings of May 28<sup>th</sup>, 2019 and July 23<sup>rd</sup>, made by Mr. Rennert, seconded by Mr. Ganzweig. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas with the exception of the modified Regular Minutes of May 28<sup>th</sup>, 2019 meeting which Mr. Ganzweig abstained. Minutes were approved.

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

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

**CORRESPONDENCE** - None

**REPORTS OF COMMITTEES** - None

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

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

Mr. Parsons informed the Board that since he had reached out to Detective Reyes requesting more routine patrols at Peter Ward and Currey, there have been less complaints from the tenants. Ms. Douglas commented that there has been a significant change and that the tenants have expressed their gratitude as well.

The window replacement work has been completed and there have been no issues and all positive responses from the residents regarding the new windows and the quality of the window contractors work during the process.

After completing some research and looking at the existing policy, Mr. Parsons prepared a resolution to amend the Admin policy regarding pregnant women counting as two people.

Mr. Parsons briefly reviewed with the Board the current leasing status of the Authority. The RAD PBV program is 100% leased as of August, the HCV program is 100.6% leased as of August with the goal of being as close to 100% cumulative % annual leased as of 12/31/19. Mr. Parsons explained that leasing less than 100% HCV will result in receiving less HAP funding from HUD in 2020 and leasing over 100% will result in reduction in LHA reserves.

**REPORT OF ATTORNEY**

Mr. Corrison stated that he had withdrawn the LHA's answer from the Tri-Star Capital case so it will proceed as an uncontested case.

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

- a. **Special Legal Services:** Mr. Parsons discussed his latest conversations with Bathgate, Wegener & Wolf and will update the Board moving forward.
- b. **RFP- Establishing a Pool of Qualifies Attorneys for Various Professional Services:** After brief discussion a motion by Mr. Ganzweig was made to put both attorney firms into a pool with a price not to exceed depending on the type of matter/case. The motion was seconded by Mr. Rennert. All present were in favor.

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

- a. **Resolution 5242** – Local Authorities Accounting & Auditing Certification. Motion to approve made by Mr. Ganzweig, seconded by Mr. Rennert. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas. Resolution 5227 approved.  
  
**Resolution 5243** – Approving the LHA Annual Plan & 5 Year Plan Beginning January 1, 2020. Motion to approve made by Mr. Rennert, seconded by Ms. Douglas. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas. Resolution 5243 approved.  
  
**Resolution 5244** – Amending the Section 8 HCV Administrative Plan. Motion to approve made by Mr. Ganzweig, seconded by Mr. Rennert. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Ganzweig, Mr. Rennert, Ms. Caldwell and Ms. Douglas. Resolution 5244 approved.  
  
**Resolution 5245** – Awarding Contract for Entry Door & Canopy Replacement at Peter Ward. Motion to approve made by Ms. Medina, seconded by Ms. Douglas. On roll call approving, Ms. Medina, Mr. Stafford-Smith, Mr. Rennert, Ms. Caldwell and Ms. Douglas. Mr. Ganzweig abstained. Resolution 5245 approved.

- b. **Additions:**

Annual and 5 Year Plan was previously discussed during the approval of the resolutions.

Post-employment supplemental medical coverage compensation was discussed. Mr. Parsons will provide the Board with a projected cost over the next five years of employees that may fall into the criteria for the compensation.

Family Self Sufficiency Program training has been scheduled in mid-November and all staff members will be trained. Moving forward the Mr. Parsons will determine how the cross training can be implemented within the Authority. After discussion with the Board and the current FSS Coordinator, Mr. Parsons expressed that the goal is to not have a waiting list and it is reasonable to see this happen having more people trained to avoid delay.

Review of proposed candidates for the ED position will be discussed in Closed Session

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

**MEETING OPENED TO THE PUBLIC** - None

**COMMENTS FROM COMMISSIONERS**

Mr. Rennert and the Board expressed their condolences to Ms. Medina for her recent loss. Mr. Rennert also expressed his thanks to the staff and Mr. Parsons as he acknowledged the results of the recent audit report did not happen by itself.

**CLOSED SESSION**

Motion to go into closed session to discuss a matter of personnel was made at 7:34 pm.


Motion to return to open session at 8:23 pm made by Mr. Ganzweig, seconded by Mr. Rennert.

Motion to continue the discussion at the December meeting pending DCA approval made by Ms. Medina, seconded by Mr. Ganzweig. All present were in favor.

**ADJOURNMENT**

On motion by Ms. Douglas, seconded by Mr. Ganzweig. All present voted to adjourn at approximately 8:25 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 Thursday, September 19<sup>th</sup>, 2019.*

  
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Scott Parsons, Secretary  
Acting Executive Director