

*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 **Thursday, October 15<sup>th</sup>, 2020 at 6:30 pm**, via Zoom.*

### **MEETING CALLED TO ORDER**

Mr. Stafford-Smith called the meeting to order at 6:28 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 October 6<sup>th</sup>, 2020 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 – *Chairperson*  
Shabsi Ganzweig – *Vice Chairperson*  
Angela Caldwell – *2<sup>nd</sup> Vice Chairperson*  
Denise Douglas – *Commissioner*  
Eli Rennert – *Commissioner (at 6:42 pm)*  
Leib Gold - *Commissioner*

Also attending:

Scott Parsons – *Executive Director*  
Terrence Corriston – *Attorney*

Absent were:

Miriam Medina – *Commissioner*  
Ray Coles – *Township Liaison*

Motion made by Ms. Douglas, seconded by Ms. Caldwell to move the Public Comment ahead. All present were in favor. Ms. Gold was absent for the vote

### **PUBLIC COMMENT**

Kasey Congero from Monarch Housing HPAC. Ms. Congero had previously provided the LHA with Moving On initiative data that was requested back in January and had asked if there were any questions regarding the information which was submitted to help support the initiative.

### **READING OF MINUTES**

Minutes of the Regular Board Meeting of October 15<sup>th</sup>, 2020 were reviewed.  
A motion was made by Mr. Ganzweig, seconded by Mr. Gold. All present were in favor. Minutes were approved.

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

Bills were reviewed. After discussion, a motion to approve was made by Mr. Ganzweig, seconded by Ms. Douglas. All present were in favor. Bills were approved.

### **CORRESPONDENCE**

Flier from OHI – Mobile Unit provided free flu and COVID testing to residents. Mr. Parsons will follow up with OHI regarding notification to the residents of the test results.

## **REPORTS OF COMMITTEES**

### **Buildings & Grounds –**

Mr. Stafford-Smith stated that there had been numerous discussions regarding the changes to the plans regarding the renovations of the administration office.

There was brief discussion regarding the elevators, a resolution will follow for the Board to approve.

### **Personnel Committee –**

Mr. Stafford-Smith stated that the Personnel Committee recently discussed the Hazard COVID Compensation and is in the process of finalizing an approach. The committee has been accessing input from other agencies that was received by Mr. Parsons and confirmed by Mr. Corrison.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Mr. Parsons updated the board that OHI came to our developments to provide our residents with free flu and COVID tests. The LHA was notified of a resident that tested positive for COVID during the week that annual HQS inspections, Fire/CO and Nurse Call inspections were performed at all of the sites. The maintenance staff was sent to get tested immediately and RestoreCore was contacted to perform disinfecting treatments to all of the common areas in addition to the administration office.

Mr. Parsons requested permission to utilize the budgeted vacant caseworker position in order to hire a part time caseworker that would allow the LHA to more quickly serve the participants wishing to take advantage of the Homeownership or FSS program. The position would allow removal of the current Homeownership program waiting list.

There was brief discussion regarding the RAD vacancies and Mr. Parsons explained to the Board the process behind being 100% leased up.

Mr. Parsons stated that there is a required training that must be completed by all LHA supervisors, managers and commissioners regarding the Protection and Safe Treatment of Minors Policy. A link will be provided to the appropriate parties to complete the training.

## **REPORT OF ATTORNEY**

Mr. Corrison stated that there was nothing to report at this time.

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

## **LHA BUDGET REPORT**

The budget report was provided through August 2020.

## **OLD BUSINESS**

### **a. LHA Administration Plan – redlined version**

After discussing the proposed redlined changes to the administration plan, a motion was made by Mr. Ganzweig to accept the discussed changes to the administration plan, seconded by Mr. Gold. All present were in favor. Mr. Parsons will make the changes and a draft will be sent out to the Board for review.

A sub-committee to discuss the inclusion to the plan of a limited preference for the FUPY and homeless will meet prior to the next board meeting to finalize discussion.

### **b. Affordable Housing Trust Fund**

A copy of the letter and the STEPS intake form that was sent from the LHA to all of the program participants were provided to the Board.

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

**a. Resolutions:**

**Resolution 5275:** Awarding the Contract for Elevator Modernization/Replacement at John J. Currey. Motion made by Mr. Rennert, seconded by Mr. Ganzweig. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas, Mr. Rennert and Mr. Gold. Resolution 5275 was approved.

**Resolution 5276:** CARES Act Budget. Resolution 5276 was tabled for further discussion.

**b. Additions:**

- 1- Security Contract: Additional hours. After discussions, a motion was made by Mr. Ganzweig to add 8 hours per week to the security contract, seconded by Mr. Gold. All present were in favor.
- 2- Filing Vacant Case Worker position: A motion was made by Mr. Ganzweig to authorize the Executive Director to advertise and hire a part time case worker, seconded by Ms. Douglas. All present were in favor.
- 3- Discussion of the LHA By-Laws, specifically: Changing the Order of Business – Open Public Comment. After discussion, Mr. Corrison will draft the changes discussed and circulate to the Board at the next meeting in accordance with the existing By-Laws. All present were in favor.

**ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD – None**

**COMMENTS FROM HOUSING AUTHORITY RESIDENTS – None**

**COMMENTS FROM COMMISSIONERS**

Mr. Ganzweig thanked everyone for their cooperation and assistance. Mr. Stafford-Smith thanked everyone for being so engaged through these tough times. Mr. Gold also thanked Mr. Parsons.

**ADJOURNMENT**

Motion to adjourn was made by Ms. Douglas, seconded by Mr. Rennert. All present voted to adjourn at approximately 8:11 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, October 15<sup>th</sup>, 2020.*

  
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Scott Parsons, Secretary  
Executive Director