

*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, February 3rd, 2022 at 7:06 pm.***

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 7:06 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, both adequate and electronic 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 January 24th, 2022 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 (via Zoom)*
- Shabsi Ganzweig – *Vice Chairperson (via Zoom)*
- Angela Caldwell – *2nd Vice Chairperson (via Zoom)*
- Denise Douglas – *Commissioner (via Zoom)*
- Eli Rennert – *Commissioner*

Also attending:

- Scott Parsons – *Executive Director*
- Terrence Corriston – *Attorney (via Zoom)*

Absent were:

- Gizel Torres – *Commissioner*
- Ray Coles – *Township Liaison*

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of January 6th, 2022 were reviewed. A motion was made by Ms. Douglas, seconded by Ms. Caldwell; all commissioners present were in favor. Minutes were approved.

COMMENTS FROM HOUSING AUTHORITY RESIDENTS - None

COMMENTS FROM THE PUBLIC

Mr. Antonio Ramirez was present. Translation was conducted by Tania Berrios. Mr. Ramirez was inquiring about housing located in Florida. He was directed to contact a local Florida agency for low income housing for seniors.

BILLS AND APPROVAL OF SAME

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

CORRESPONDENCE

- HUD Notice of Award for FSS Grant
- HUD letter to LHA approving Annual Plan
- Email from Mr. Parsons to Senator Singer to set a meeting to review the Affordable Housing Trust Fund Spending Plan
- Letter from LHA client

REPORTS OF THE EXECUTIVE DIRECTOR

Mr. Parsons presented the Board with his Executive Directors report including the following items:

Current leasing percentage: the HCV program ended the 2021 fiscal year being 99.2% leased up.

Recent employment terminations.

Upcoming RFP's: Extermination/Pest Control services and Elevator Maintenance.

Mr. Parsons briefly updated the Board regarding his email to Senator Singer. A meeting has been set to discuss the LHA's proposal regarding revising the allowable uses of the LHA dedicated funds within the Affordable Housing Trust Fund Spending Plan. Mr. Stafford-Smith and Mr. Parsons will be attending the meeting and welcomed any other board members to join.

A recent budget revision request was proposed by Mr. Parsons to the Budget Committee to add a new split position, HQS Inspector/Maintenance. The revision will require adding wages to the 2022 budget. The request was discussed and a resolution will be proposed during this meeting.

REPORT OF COMMITTEES

There was discussion regarding revisions of two sections of the Homeownership Program Policy. One suggested revision has to do with the down payment provisions and the other to do with home equity loans provisions. A motion to approve the proposed revisions was made by Mr. Rennert and seconded by Ms. Douglas, all present were in favor. Details of the revisions will be provided in the resolution.

LHA BUDGET REPORT

The budget report was not provided due to the pending year end close.

REPORT OF ATTORNEY

Mr. Corrison briefly stated that there are 2 eviction matters pending with the court. Previous cases agreed to sign consents to resolve the matters.

REPORT OF TOWNSHIP LIAISON – None

UNFINISHED BUSINESS - None

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

a. Resolutions:

Resolution 5301: Writing Off 2021 Uncollectible Rents

Motion made by Mr. Rennert, seconded by Ms. Caldwell. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Mr. Rennert. Resolution 5301 was approved.

Resolution 5302: Ratification of Full-Time Section 8 Caseworker

Motion made by Mr. Rennert, seconded by Mr. Ganzweig. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Mr. Rennert. Resolution 5302 was approved.

Resolution 5303: Extending Unarmed Security Guard Services 4/1/22-3/31/23

Motion made by Mr. Rennert, seconded by Mr. Ganzweig. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Mr. Rennert. Resolution 5303 was approved.

Resolution 5304: Approving FYE 12/31/2022 Budget revision

Motion made by Mr. Rennert, seconded by Mr. Ganzweig. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Mr. Rennert. Resolution 5304 was approved.

Resolution 5305: Approving revisions to the Homeownership Program Policy

Motion made by Mr. Rennert, seconded by Ms. Douglas. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Mr. Rennert. Resolution 5305 was approved.

b. **Additions:** None

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

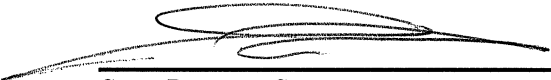
Mr. Stafford-Smith mentioned his recent discussions with the Executive Director regarding his contract terms and structure. It was mutually agreed to table the discussion to the next meeting.

COMMENTS FROM COMMISSIONERS - None

ADJOURNMENT

Motion to adjourn was made by Mr. Ganzweig, seconded by Mr. Rennert. All present voted to adjourn at approximately 7:32 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, February 3rd, 2022.



Scott Parsons, Secretary
Executive Director