

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, January 12th, 2023 at 6:08 pm.

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 6:08 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 December 21, 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*
Shabsi Ganzweig – *Vice Chairperson*
Angela Caldwell – *2nd Vice Chairperson (via Zoom)*
Denise Douglas – *Commissioner (via Zoom)*
Bassi Aderet – *Commissioner*

Also attending:

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

Absent were:

Eli Rennert – *Commissioner*
Ray Coles – *Township Liaison*

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of December 8th, 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 – None

INDEPENDENT AUDITOR'S REPORT PRESENTED BY RICHARD LARSEN

Mr. Larsen, a Partner with Novogradac & Company, LLP, briefly reported on the LHA Financial Audit, FYE December 31, 2021. 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 the 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, is 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, the Housing Authority was given an unmodified opinion on the compliance for the Housing Choice Voucher Program which Mr. Larsen stated is another fantastic outcome.

Mr. Larsen stated that the Authority is operating in accordance with the Administration Plan and there were no findings among the three reports; no required reporting to HUD or the State of New Jersey. In addition, he pointed out that the Authority's financials are strong and the show that the Authority has about thirteen and a half months of operating reserves. He expressed that the Authority is in good financial shape.

The board expressed thanks to Mr. Parsons, Ms. Acosta and the staff at the LHA for their work in order to have a very positive audit report results.

BILLS AND APPROVAL OF SAME

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

CORRESPONDENCE

Email from NJDCA – Notification that the state approved the 2023 Budget for adoption.
HUD Notice – Notification that HUD approved the Annual PHA plan.

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 was 97.7% leased up with 100.1% of the HAP budget expended through November 2022. The RAD PBV program has 11 vacancies as of January 1st with 2 units being leased since last month and 4 more becoming vacant. One unit is in the process of being leased and the other ten units are in the process of being turned over by maintenance.

Peter Ward Laundry Room: The final punch list inspection will be conducted on January 11th.

HCV Waiting List: All outstanding vouchers (without received RTA's) were recalled on December 29th in order to preserve an opportunity for those with vouchers expiring on 12/31/22. All recalled vouchers are placed back on the waiting list in their original location. The authority anticipates beginning to issue vouchers again in February without the Leasing in Place preference in play.

LuLu Duffy Boiler Replacement: Both boilers have been replaced and the job is expected to be fully completed the week of January 9th.

FSS Grant: The LHA's FSS grant application for 2023 was approved in the amount of \$78,513.

RFP's: In January, the authority will be advertising RFP's/Bids for Security Guard Services, Independent Auditor, Pest

Control and Elevator Maintenance.

REPORT OF COMMITTEES – None

LHA BUDGET REPORT

The budget report through November 30th, 2022 was provided and briefly discussed.

REPORT OF ATTORNEY

Mr. Corrison mentioned that the courts are now opened for in person hearings. The first in person hearing will be on the 24th of January and will keep the authority posted with the status.

REPORT OF TOWNSHIP LIAISON – None

UNFINISHED BUSINESS - None

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

A motion was made by Ms. Aderet and seconded by Mr. Ganzweig to approve the following Consent Agenda. On roll call approving, Mr. Stafford-Smith, Mr. Ganzweig, Ms. Caldwell, Ms. Douglas and Ms. Aderet. The following Consent Agenda was approved.

a. **Resolutions:**

Resolution 5333: Accounting and Audit Certification

Resolution 5334: Adopted Budget

b. **Additions:** None

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD


Mr. Parsons recommended a review of the health insurance contribution policy in order to mitigate the negative effect on the recent employees pay/increases and to improve the likelihood of employee retention. After a brief discussion, the board decided that the Personnel Committee will meet to discuss the possibility of freezing the employee contributions for health benefits in 2023 at the 2022 rates and develop a revised contribution schedule to be approved by the board to go into effect in 2024. The board stated that the opinion of the Personnel Committee will be empowered to act and the decision will be memorialized by resolution at the next meeting.

COMMENTS FROM COMMISSIONERS

ADJOURNMENT

Motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Aderet. All present voted to adjourn at approximately 6:35 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, January 12th, 2023.



Scott Parsons, Secretary
Executive Director