

*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, May 2, 2024, at 6:03 pm.*

**MEETING CALLED TO ORDER**

Mr. Stafford-Smith called the meeting to order at 6:03 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 19<sup>th</sup>, 2024 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 – *2<sup>nd</sup> Vice Chairperson (via Zoom)*
- Denise Douglas – *Commissioner (via Zoom)*
- Eli Rennert – *Commissioner (via Zoom)*

Also attending:

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

Absent were:

- Bassi Aderet – *Commissioner*
- Ray Coles – *Township Liaison*

**APPROVAL OF MINUTES**

Minutes of the Regular Board Meeting of March 7, 2024, were reviewed. A motion was made by Ms. Caldwell, seconded by Mr. Ganzweig. All present were in favor. Minutes were approved.

**COMMENTS FROM HOUSING AUTHORITY RESIDENTS** - None

**COMMENTS FROM THE PUBLIC** – None

**BILLS AND APPROVAL OF SAME**

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

**CORRESPONDENCE**

Email regarding Mainstream vouchers

**REPORT OF THE EXECUTIVE DIRECTOR**

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

Current leasing percentage: For 2024 the HCV program was 101.0% leased with 94.7% of the HAP budget expended through March 31. The RAD PBV program has 3 vacancies as of May 1. One unit is in the process of being leased and two units became vacant 4/30/24 and are in the process of being turned over by maintenance.

**Mainstream Vouchers:** As a follow up from the previous meeting, Mr. Parsons reached out to HUD to see if unutilized Mainstream vouchers can be reallocated to the LHA. HUD's response was the LHA would have to wait for a new opportunity to apply for Mainstream vouchers which was anticipated to not be any time soon.

**Ocean, Inc.:** Requested assistance with relocating 10 families during a rehab of local units. The LHA reached out to landlords and received favorable responses which were forwarded to Ocean, Inc.

**Weatherization Grant:** Ocean, Inc resumed the weatherization grant process for the window/draft issues at the JJC building. An engineer conducted an initial site visit, and the LHA is now awaiting the next steps.

**Fire Building Update:** The roof structure has been scheduled to be removed and the new roof trusses are expected to be installed in early May.

**Rahway HA:** Rahway HA needs temporary bookkeeping assistance and reached out to see if Teresa can assist. A resolution/agreement will be presented for approval.

**Administrative Plan HOTMA Update:** Mr. Parsons received proposals to prepare the new Administrative Plan to be in compliance with the HOTMA requirements. Nan McKay was selected, and the work is scheduled to be conducted in early July. After a brief discussion, discretionary items will be reviewed with the committee as there are options on how the authorities can implement the changes.

**Community Solar:** The State has modified the regulations/requirements and are now allowing master metered accounts to participate. For the LHA to become a subscriber of a solar panel project and receive a credit/savings of at least 20% of electricity usage, the LHA would be required to go out to bid in order to select a provider to contract with. Mr. Parsons is currently in the process of obtaining bid documents/specifications to proceed.

**Laborers Local 55:** Mr. Parsons met with a representative from Local 55, which has partnered with HA's to provide qualified maintenance employees. He is currently in the process of reviewing the CBA and a possible "as needed" agreement with legal counsel prior to presenting the option to the board.

## **REPORT OF COMMITTEES**

On behalf of the Personnel Committee, Mr. Stafford-Smith made a motion to extend the Executive Director's contract to a month to month until the new contract is in place. Ms. Douglas seconded the motion. All present were in favor.

**LHA BUDGET REPORT** - The budget through March 2024 was reviewed.

## **REPORT OF ATTORNEY**

Mr. Corrison briefed the Board regarding the most recent LHA tenant/landlord issues. He mentioned that Mr. Parsons has been diligently pursuing noncompliant tenants.

**REPORT OF TOWNSHIP LIAISON** – None

**UNFINISHED BUSINESS** - None

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

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

### **a. Resolutions:**

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- Resolution 5368:** Approving Shared Services Agreement Between LHA & RHA
  - Resolution 5369:** Awarding Contract for Elevator Maintenance 6/1/24-5/31/25
  - Resolution 5370:** Awarding Contract for General Counsel 6/1/24-5/31/27
  - Resolution 5371:** Awarding Contract for Landlord/Tenant Actions 6/1/24-5/31/7
  - Resolution 5372:** Hiring Fee Accountant 6/1/24-5/31/27
  - Resolution 5373:** A&E Services for Roof Replacement at 3 sites
  - Resolution 5374:** Awarding Contract for Administrative Office Renovations
  - Resolution 5375:** Rejecting Bids for Various Asphalt jobs at JJC & OW: Authorize E.D. to Rebid
  - Resolution 5376:** Extending Bookkeeping Shared Services Agreement between LHA & MHA

b. **Additions:** None

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

**COMMENTS FROM COMMISSIONERS** – None

**ADJOURNMENT**

A motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Douglas. All present voted to adjourn at approximately, 6:25 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, May 2, 2024.*

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Scott Parsons, Secretary  
Executive Director