

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, September 4, 2025, at 6:10 pm.

MEETING CALLED TO ORDER

Mr. Stafford-Smith called the meeting to order at 6:10 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 and the Star-Ledger on January 9, 2025 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)*

Denise Douglas – *Commissioner (via Zoom)*

Bassi Aderet – *Commissioner (via Zoom)*

Also attending:

Scott Parsons – *Executive Director (via Zoom)*

Terrence Corrison – *Attorney (via Zoom)*

Absent were:

Angela Caldwell – *2nd Vice Chairperson*

Eli Rennert – *Commissioner*

Ray Coles – *Township Liaison*

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of July 3, 2025 were reviewed.

A motion was made by Ms. Aderet, 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 was made by Mr. Ganzweig, seconded by Ms. Douglas. All present were in favor. Bills were approved.

CORRESPONDENCE – The following correspondence were briefly discussed.

Letter from HUD – Housing Choice Voucher – CY 2025 HAP Shortfall

Letter from HUD – Final SEMAP Score FY24

Letter to LHA Clients – Office Move

Email with HUD regarding Shortfall

REPORT OF THE EXECUTIVE DIRECTOR

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

- **Leasing %** - For 2025, the HCV program was 100.6% leased with 102.8% of the HAP budget expended through July 31. The RAD PBV program had 1 vacancy as of August 1 with 5 units being leased since the last board meeting. The one vacant unit became vacant on August 1st.
- **Section 8 Shortfall** - Since the last board meeting, HUD has taken us out of shortfall, but they are monitoring our HAP expenditures closely on a month-by-month basis as we are hovering around the shortfall threshold.
Current improvements/contracts in process - The office renovation has been completed, and the office move is scheduled for the week of September 2nd through 5th. Roof replacement for the John J. Currey building and Peter Ward Tower is scheduled to begin in mid-September. We are still awaiting a decision/response regarding CDBG funding for the roof replacement projects.
Improvements in planning stages - Documents/Plans for the window replacement at the Currey building are completed and ready for bidding, however, this project was part of the weatherization grant program which has since come to a halt. (see weatherization grant).
Weatherization grant - There has been little to no movement on the heating boiler replacement projects at the John J. Currey building and Peter Ward Tower, and window replacement at the John J. Currey building due to several factors concerning OCEAN, Inc. and the energy audit. I have a call into the energy audit contractor (contracted by OCEAN, Inc.) to try to resolve potential issues with the energy audit that are significantly limiting the amount of grant funding that may be made available.
- **AI/facial recognition cameras** - The camera system has been extremely beneficial in both identifying and documenting issues while also providing significant time savings in doing such. The system has been instrumental in expediting the eviction process for habitual lease offenders which has already made a noticeable improvement in the living environment for the other residents.
- **House Rules** - By the next board meeting I hope to have a draft set of House Rules to be added as an addendum to the LHA lease agreements that will provide additional information to the tenants while also filling in the areas where the existing lease agreement is deficient when it comes to enforcing violations.
- **Rahway HA Agreement Termination** - We have terminated the Bookkeeping/training agreement with the Rahway HA effective 8/31/25. The decision to terminate the agreement earlier than its intended expiration date was because the bookkeeper has been adequately trained to handle most, if not all, of her job duties effectively.
- **PARTNER/Keansburg HA** - On the agenda is a proposed short-term agreement to provide bookkeeping/training services for PARTNER, the non-profit that manages the Keansburg HA. They are in the process of hiring a new bookkeeper that Teresa will train (if the new hire doesn't have previous experience with PHA's or the software) and Teresa will handle the bookkeeping until the position is filled. Keansburg is a very small housing authority, and it is expected to only require 2 to 4 hours per week and to last fewer than 6 months.

REPORT OF COMMITTEES - Requests to schedule a Budget & Personnel Committee Meeting

LHA BUDGET REPORT - The budget through July 2025 was reviewed.

REPORT OF ATTORNEY

Mr. Corrison briefly discussed recent legal issues regarding lease violations & nonpayment of rent cases.

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

a. Resolutions:

Resolution 5410: Approving Shared Services Agreement LHA & PARTNER – Bookkeeping Services

Resolution 5411: Approving the Lakewood Housing Authority PHA Annual Plan


b. Additions: None**ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD - None****COMMENTS FROM COMMISSIONERS**

Mr. Stafford-Smith thanked Mr. Parsons and the LHA staff for obtaining a score of 100% on the SEMAP.

ADJOURNMENT

A motion to adjourn was made by Mr. Ganzweig, seconded by Ms. Aderet. All present voted to adjourn at approximately, 6:38 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 4, 2025.



Scott Parsons, Secretary
Executive Director