

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

MINUTES OF REGULAR MEETING

MAY 5, 2021

1. **MEETING** called to order at 6:00 PM by Chairperson, C. Blue, via zoom conference call as directed in the meeting agenda dated April 30, 2021.
2. Pursuant to the Open Public Meetings Act adequate notice of this meeting has been provided in the following manner.

In accordance with the Open Public Meetings Act and the Emergency Remote Meeting Protocol for Public Bodies on January 7, 2021, an Annual and Electronic Notice of this Meeting was:

- a) Sent to the Record and the Jersey Journal;
- b) Sent to the Clerk of the Borough of Fort Lee and posted on The Housing Authority's officially designated bulletin board in the Borough Hall;
- c) Posted on the Fort Lee Housing Authority's website: www.flha.org
- d) Posted on the doors of the Housing Authority's offices at 1403 Teresa Drive, Fort Lee, N.J.; and
- e) Access to participate in the meeting was included in said Notice.

The Secretary is hereby directed to enter into the minutes of this meeting this public announcement.

3. ROLL CALL:

PRESENT: Commissioners J. Silver, C. Blue, S. Bauer, E. O'Neill, R. Sohmer; and A. Yook

ABSENT: Commissioner D. Steinberg

4. MINUTES:

Motion made by J. Silver, seconded by A. Yook to dispense with the reading of the Minutes for Regular Meeting of April 7, 2021 and to approve the Minutes as written above.

Ayes: J. Silver, C. Blue, S. Bauer, E. O'Neill,
R. Sohmer and A. Yook
Nays: None
Abstain: None
Absent: D. Steinberg

5. EXECUTIVE DIRECTOR'S REPORT:

1. LANDSCAPING PROJECT: We opened bids for the Landscaping project on April 29, 2021. We received three bids and have selected two separate proposals which gave us the lowest responsible bids. One for tree removal and the second for new trees, shrubs and plantings and irrigation system. The total of the project amounted to roughly \$ 45,000.00 and our Grant was for \$ 42,500.00 so we did well. We will be replacing backyard trees, trimming trees by the sidewalks and the building, planting flower beds, improving the seating area and making planter boxes for flowers or vegetables so that our tenants can plant and be outdoors and also reap the rewards for their efforts.

2. GRANT. The Bergen County Community Development has issued another grant under the coronavirus CARES Act. I have applied for another grant in the amount of \$ 110,000.00 for improvements to the Harry J. Holtje House. Some items applied for an air-purification system, stations for the employees; etc. We won't know on this award for a while yet.

3. RENT LEVELING BOARD. Our Contract with the Borough for Rent Leveling Services will be expiring and I have applied for an increase in our operating costs.

4. PERSONNEL POLICY. We have once again revised our Personnel Policies and Procedures Manual to comply with the requirements of our insurance company to receive the lowest deductible for the Employment Practices Liability Insurance coverage. Some of these items do not apply to us as we are a very small housing authority but in order to receive low deductibles we need to comply with their requirements. A copy of the revised Personnel Policies and Procedures Manual as well as the Employee Handbook is available for your review.

5. LEASING UP. We have leased up our Section 8 vouchers per Tom Furlong's instructions. This provides us with more funding from HUD to provide tenants with housing, Our waiting list is currently closed so we are now able to help those tenants who have been waiting a number of years, some over ten years or more, to obtain housing assistance. We have recently given out 20 vouchers. Some of those 20 vouchers will find apartments and lease up and other will not and go back on the waiting list. We have recently increased our payment standards, this will allow tenants to find units in Fort Lee as the rents in Fort Lee are high and our tenants had to go outside of Fort Lee to find affordable units. Our increasing payment standards is one way we keep our residents in Fort Lee.

1. RESOLUTIONS:

- a) Payment of Bills.
- b) Adopting a revised Personnel Policies and Procedural Manual and a revised Employee Handbook to comply with the MEL Employment Practices.
- c) Execute a Contract with Beucler Tree Experts, LLC In the amount of \$ 7,125.00 for trees and shrubs removal at the Harry J. Holtje House.
- d) Execute a Contract with LSI Services LLC in the amount of \$ 37,980 for new trees, shrubs, plantings and irrigation system at the Harry J. Holtje House.

Our next Board Meeting will be on Wednesday, June 2, 2021
Have a great month.

6. OLD BUSINESS

NONE

7. NEW BUSINESS

A. **MOTION** made by J. Silver, seconded by S. Bauer to approve the following Resolutions by Consent Agenda.

1. Resolution No. 2298 approving payment of the attached list of bills. Resolution annexed hereto.
2. Resolution No. 2299 adopting a revised Personnel Policies and Procedures Manual and a revised Employee Handbook to comply with MEL Employment Practices. Resolution annexed hereto.
3. Resolution No. 2300 authorizing the Executive Director to execute a contract with Beucler Tree Experts, LLC., in the amount of \$ 7,125.00, for project entitled "Trees and Shrubs Removal" at the Harry J. Holtje House, 1403 Teresa Drive, Fort Lee, New Jersey. Resolution annexed hereto.
4. Resolution No 2301 authorizing the Executive Director to execute a contract with LSI Services LLC., in the amount of \$ 37,980.00, for project entitled "New Trees, Shrubs, Plantings and Irrigation System" at the Harry J. Holtje House, 1403 Teresa Drive, Fort Lee, New Jersey. Resolution annexed hereto.

AYES: J. Silver, C. Blue, S. Bauer, E. O'Neill,
R. Sohmer and A. Yook

NAYS: None

ABSTAIN: None

ABSENT: D. Steinberg

8. OPEN DISCUSSION: NONE

9. ADJOURNMENT:

MOTION made by C. Blue, seconded s. Bauer to adjourn the meeting at 6:30 p.m.

AYES: J. Silver, C. Blue, S. Bauer, E. O'Neill,
R. Sohmer, and A. Yook
NAYS: None
ABSTAIN: None
ABSENT: D. Steinberg

Respectfully submitted,


Terrence J. Corrison
Executive Director