

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

MINUTES OF REGULAR MEETING

NOVEMBER 3, 2021

1. **MEETING** called to order at 6:00 PM by Chairperson, C. Blue, at the offices of the Housing Authority, 1403 Teresa Drive, Fort Lee, New Jersey.
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;

- 1) Sent to The Record and the Jersey Journal;
- 2) Sent to the Clerk of the Borough of Fort Lee and posted on the Housing Authority's officially designated public bulletin board in the Borough Hall;
- 3) Posted on the Fort Lee Housing Authority's website www.flha.org
- 4) Posted on the doors of the Housing Authority Offices at 1403 Teresa Drive, Fort Lee; and
- 5) Access to participate in the meeting was included in said Notice.

On August 24, 2021, a Public Notice was mailed to the Clerk of the Borough of Fort Lee, The Record, and The Jersey Journal advising that due to the social distancing mandates of COVID-19 and until further notice, the regular meetings of the Board of Commissioners of the Fort Lee Housing Authority will be Hybrid Meetings. Board Members only may attend either in person at the Conference Room at 1403 Teresa Drive, Fort Lee, N.J. or by ZOOM. Members of the Public can attend via ZOOM only. Details of the ZOOM Meeting are posted on the Authority's website, www.flha.org

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

3. ROLL CALL:

PRESENT: Commissioners C. Blue, J. Silver, S. Bauer
E. O'Neill, D. Steinberg and A. Yook

ABSENT: R. Sohmer

4. MINUTES:

Motion made by J. Silver, seconded by S. Bauer, to dispense with the reading of the Minutes for October 6, 2021 and to approve the Minutes as written.

Ayes: J. Silver, C. Blue, S. Bauer, E. O'Neill,
D. Steinberg and A. Yook

Nays: None

Abstain: None

Absent: R. Sohmer

5. DIRECTOR'S REPORT:

Prior to the Director's Report, the Housing Authority Accountant, Thomas Furlong, C.P.A. gave a report on the Audit for year ending 12/31/2020 and the Budget for year 1/1/2022 to 1/31/2022.

AUDIT: Tom Furlong reviewed the various items of the Audit which was prepared by Polcari & Company for the year ending 1/31/2020. Housing had an excellent year. On Page 32, you will see the results of the Auditor's findings Audit – No Findings; Federal Awards – No Findings. There are no issues found with the Audit. It was a good Audit.

BUDGET: Tom gave out a Budget Worksheet for the years, 2020; 2021 and 2022 for review by the Commissioners. He explained each item and reported on some of the changes namely, our dwelling rents are estimated to go up as the tenants are earning more income and that will increase the rent they will be paying currently \$ 152,000 anticipate an increase to \$ 166,000. Our Section 8 rent subsidy should increase approximately \$ 600,000. Employee Benefits will increase from \$ 118,000 to \$ 153,900 that is due to changes in Health Benefit costs to our employees. Insurance coverage from JIF is expected to go up approximately 10-15% so we anticipate an increase. Budget expected to be approved by the State and we will adopt it on January 5, 2022.

After review by Tom Furlong, Executive Director resumed his
Report:

- 1) We have a new part time employee, Sylvia Ruiz, no relationship to Lydia, but it's a good sign. She is excellent and fits in very well with everyone, She knows the Excel Program and will be an asset to us for the Rent Leveling Program.
- 2) Regarding the house on 1st Street, As I mentioned we have a vacant unit as the former tenant passed away. I have been trying to contact a veteran family for this unit but I am unable to find one in need of housing. I have checked with the Veterans Affairs in Hackensack, Bergen County Housing without success. It seems the Veterans are given a special voucher to prevent homelessness so no one is in need. I have spoken to the town to see if they know of anyone and there is no one – I would like to put a non-veteran into the unit so that it is not sitting there vacant. The town has no objections and also there is no restriction on non-veterans occupying the unit in the Deed. I would like your permission to rent to a non-veterans in the event I cannot find a veteran family in need of a two bedroom unit. Roll call taken and all Commissioners were in agreement,
- 3) We are planning to hold a Senior Lunch for Thanksgiving in the Recreation Room and it will be attended by those tenants who are vaccinated. They will be required to present proof of vaccinations. They are so looking forward to our plans.

RESOLUTIONS for tonight:

- a) Payment of Bills;
- b) Renewal of Snow Plowing Services;
- c) Accepting the Audit;
- d) Introduction of the Budget for 2022;
- e) Entering into an Agreement with the County of Bergen for CDBG Funds in the amount of \$ 65,000.00 For Improvements to the Holtje House;
- f) Entering into an Agreement with the County of Bergen for CDBG Covid-19 Relief Funds in the amount of \$ 55,000.00 for FHLA Office and Building Improvements
- g) Executing an updated Deposit and Treasury Management Services Agreement with Bank of America for the FSS Escrow Account Checking Account.

7. OLD BUSINESS:

None

8. NEW BUSINESS:

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

1. Resolution # 2315 to approve payment of the attached list of bills. Resolution annexed hereto.
2. Resolution # 2316 authorizing the Executive Director to Extend the Contract for Snow Plowing /Removal Services for The Harry J. Holtje House for an additional one (1) year term With Better Image Landscapes, Inc. Resolution annexed hereto.
3. Resolution # 2317 accepting the Audit of the Housing Authority of the Borough of Fort Lee for the year ended December 31, 2020, prepared by Polcari & Co. Certified Public Accountants. Resolution annexed hereto.
4. Resolution # 2318 introducing the budget for the Fiscal Year Period January 1, 2022 to December 31, 2022. Resolution annexed hereto.
5. Resolution # 2319 authorizing the Executive Director to enter into an Agreement between the Housing Authority of the Borough of Fort Lee and the County of Bergen for Community Development Block Grant (CDBG) funds in the amount of \$ 65,000.00 for improvements to the Harry J. Holtje House Public Housing Complex for the Fiscal Year Period 2021-2022. Resolution annexed hereto.
6. Resolution # 2320 authorizing the Executive Director to enter into an Agreement between the Housing Authority of the Borough of Fort Lee and the County of Bergen for Community Development Block Grant Covid-19 Relief Funding in the amount of \$ 55,000.00 for Improvements To the Fort Lee Housing Authority Office and Building at the Harry J. Holtje House. Resolution annexed hereto.

7. Resolution # 2321 authorizing the Executive Director to execute an updated Deposit Account and Treasury Management Services Agreement with Bank of America in connection with the Family Self-Sufficiency (FSS) Account # 999026844. Resolution annexed hereto.

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

10. ADJOURNMENT:

Motion made by C. Blue, seconded by J. Silver to adjourn the meeting at 6:55 p.m.

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

Respectfully submitted,

Terrence J. Corrison
Executive Director