

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

MINUTES OF REGULAR MEETING

SEPTEMBER 1, 2021

1. **MEETING** called to order at 6:00 p.m. by Chairperson, c. Blue, via zoom telephone conference call as directed in the meeting agenda dated August 27, 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.filha.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 C. Blue, J. Silver, S. Bauer, E. O'Neill
R. Sohmer, D. Steinberg and A. Yook

ABSENT: NONE

4. MINUTES:

Motion made by C. Blue, seconded by J. Silver, to dispense with the reading of the Minutes for Regular Meeting of June 2, 2021, and to approve the Minutes as written.

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

Nays: None

Abstain: R. Sohmer, D. Steinberg

Absent: None

5. DIRECTOR'S REPORT:

- A) Landscaping Project: We have had the trees, big and small, removed from the property. It looks quite different outside now especially with the neighbor's cutting down the trees to the front of us. The landscaping work has not been completed, we still need to finish the planter boxes in the back for vegetables or flowers that's up to the tenants. We also need to finish by the flagpole. The landscaper is to bring me some designs to review and pick one to finish off the front.
- B) Section 8 – Everything is leased up and we are moving along well. The full lease up of our vouchers helps with the Budget! We receive extra funds under Administrative Fees. Our inspections are improving - we are catching up on those inspections that we could not do as a result of the pandemic. The inspector is doing not only our current inspections on time but extra inspection daily so we will be caught up by the end of the year on the extra time allotted to complete the postponed inspections due to Covid-19.
- C) Covid Cares Grant Money – we have applied for Covid grant money for rehabilitation and/or replacement of our HVAC /air handling system; air purifiers for the offices, apartments and common areas; install permanent partitions for interviewing clients at the front desk and in the interview areas. We have not heard anything on the awards but they should be coming out soon.

- D) 8TH Street Building - At 12 noon tomorrow we are meeting with the Architect, Mark Montalbano, to inspect the boilers and plumbing so that we can obtain specifications and recommendation from Mark regarding our plans for a new boiler system. We received a grant from CDBG for this project in the amount of \$ 74,000.00. We would like to get this project started before winter is here.
- E) Vacancy on 1st Street - As you know the property on 1st St (Rambo House) had been renovated for veterans.in need of housing. One of the apartments has recently become vacant. A mother and two children occupied Apt. B- and the mother recently passed away. We have checked our Waiting List and there is no veteran family on our list in need of a two bedroom apartment. This property is directly across the street from a grammar school but we have no veteran families in need. I have Veterans Services in Hackensack helping us find an eligible family for this Unit.
- F) Resolutions:

The Resolutions for tonight are:

- 1) Payment of Bills;
- 2) Execute a two year contract with Chemical Specifics for hot water treatment maintenance. They have been doing our maintenance for the past few years and we have had no problems;
- 3) Authorizing the extension of the maintenance Contract to Slade Elevator;
- 4) Authorizing the Executive Director to execute a Contract with Kraft Power Corporation, for maintenance of the Standby Generator System at the Holtje House in the amount of \$ 1,840.00 per year.
- 5) Authorizing the submission of a Funding Application to HUD for the FSS Program Coordinator in the amount of \$ 55,000.00. Our FSS Program is very successful and allows our participants to save money while still paying a higher rent. When a tenant's rent increases and they pay a higher 30% of rent to the Landlord, Housing saves the difference in the new rent for that tenant in an escrow account. They may use this escrow for purchasing a house, education or a car to travel to work. After being off housing subsidy for one year the tenant can receive the monies saved in escrow.

- 6) Renewing our Membership for FLASH and FLHA in the New Jersey Public Housing Authority Joint Insurance Fund.

6. OLD BUSINESS. NONE

7. NEW BUSINESS:

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

Resolution # 2306, to approve payment of the attached list of bills.
Resolution annexed hereto.

Resolution # 2307 authorizing the Executive Director to execute a two-year Contract with CHEMICAL SPECIFICS, INC. (CSI) for a water treatment and Maintenance contract for the existing hot water heating system in the amount of \$ 1,324.00 per year. Resolution annexed hereto.

Resolution # 2308 authorizing the Executive Director to extend the contract for Elevator Maintenance with SLADE INDUSTRIES, INC. for an additional two (2) year term. Resolution annexed hereto.

Resolution # 2309 authorizing the Executive Director to execute a contract with KRAFT POWER CORPORATION for maintenance of the Standby Generator System at the Harry J. Holtje House in the amount of \$ 1,840.00 per year. Resolution annexed hereto.

Resolution #2310 authorizing the submission of a Funding Application to HUD for the Housing Choice Voucher Family Self-Sufficiency Program Coordinator for the period January 1, 2022 to December 31, 2022 Resolution annexed hereto.

Resolution # 2311 to renew membership in the New Jersey Public Housing Authority Joint Insurance Fund (J.I.F.) for the period January 1, 2022 to December 3, 2023. Resolution annexed hereto.

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

NAYS: None

ABSTAIN: None

ABSENT: None

8. **OPEN DISCUSSION: NONE**

9. **ADJOURNMENT:**

Motion made by C. Blue, seconded by J. Silver to adjourn the meeting at 7:00 p.m.

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

NAYS: None

ABSTAIN: None

ABSENT: None

Respectfully submitted,



Terrence Corriston
Executive Director