

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2298

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE, upon the recommendation and approval of the Executive Director, that the following claims on current bills, list attached, amounting to **\$ 11,645.59** is hereby approved.

INTRODUCED BY: /s/ JUDITH SILVER

SECONDED BY: /s/ SHERRY BAUER

DATED: May 5, 2021

PROJECT BILLS TO BE PAID FOR MAY 2021:

| | |
|-------------|---|
| \$ 1,202.41 | Suez Water Co. – Inv. for April 2021 |
| 168.81 | P.S.E. & G – Street Lighting for April 2021 |
| 3,219.48 | P.S.E. & G. – Gas and Electric for Holtje House for April 2021 |
| 686.09 | P.S.E. & G. – Gas and Electric for Office for April 2021 |
| 562.50 | J. Donovan – Services Rendered for period December 2020 to April 21, 2021 in connection with Review and Recommendations for FY 2021 CDBG Grant Application and New Security Cameras and Monitoring System |
| 1,500.00 | Cerullo Fire Protection Inc. – Annual Test and Inspection for Fire Sprinkler System |
| 600.00 | Better Image Landscapes, Inc. – 2021 Spring Clean up |
| 95.20 | North Jersey Media Group – Advertisement for Bids for Site Improvements for Landscaping at HJHH |
| 348.89 | Home Depot – Maintenance Supplies for March & April 2021 |
| 950.00 | PHADA – Membership Dues for 4/1/2021- 4/1/2022 |
| 156.20 | Metro Fire & Safety – Service Call & Replacement of Extinguisher |

\$ 9,509.58 TOTAL

SECTION 8 BILLS TO BE PAID FOR MAY 2021:

| | |
|-----------|--|
| \$ 769.00 | A.S. Consulting Inc. – Managed Services for April 2021 Backup Disaster Services and E-Mail backup etc. |
| 213.55 | Verizon - Services for 4/10/21 to 5/9/21 |
| 50.88 | Fusion – Inv. for Services for May 2021 |
| 415.68 | Verizon Wireless – Services 4/4/21 to 5/3/21 |
| 239.00 | Nan McKay & Assocs. – FSS MB Revision Services |
| 250.00 | Government Printing – Deposit for Code of Federal Registers |
| 131.59 | Atlantic Tomorrows Office – Color Copies 1/15/21 to 4/14/2021 |
| 216.38 | Staples – Inv. # 3473272248 – Office Supplies |
| 250.62 | Staples – Inv. # 3475333528 – Office Supplies |
| 14.99 | Staples – Inv. # 3475333532 – USB Pinstripe (2Pk) |

\$ 2,136.01 TOTAL

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2299

**RESOLUTION OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE
ADOPTING A REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL AND A
REVISED EMPLOYEE HANDBOOK TO COMPLY WITH MEL EMPLOYMENT
PRACTICES**

WHEREAS, the Housing Authority of the Borough of Fort Lee (the "Authority") participates in the Municipal Excess Liability ("MEL") Insurance Fund which provides, among other coverage, Employment Practices Liability insurance to the Authority; and

WHEREAS, in order to qualify for the lowest Employment Practices Liability Policy deductible the Authority must revise its Personnel Policies and Procedures Manual (the "Manual") and Employee Handbook ("Handbook") to include MEL required provisions; and

WHEREAS, the Executive Director has revised and amended the Manual and Handbook in the form attached hereto and posted to the Authority's website to include the MEL required provisions and will review them with staff;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Fort Lee that the revised Personnel Policies and Procedures Manual and Employee Handbook attached hereto and posted to the Authority's website be and hereby are adopted.

OFFERED BY: /s/ JUDITH SILVER

SECONDED BY: /s/ SHERRY BAUER

DATED: May 5, 2021

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2300

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE HEREBY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH BEUCLER TREE EXPERTS LLC, 48 HAROLD STREET, TENAFLY, NEW JERSEY 07670, 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".

WHEREAS, a legal notice was published in The Record Newspaper on April 14, 2021, requesting sealed bids for the above captioned project with a return date of April 29, 2021; and

WHEREAS, the Housing Authority did receive, as a result of this advertisement, a total of three (3) bids; and

WHEREAS, after review by the Executive Director, Terrence J. Corrison, and John Donovan, Project Manager, it was determine that BEUCLER TREE EXPERTS LLC submitted the lowest responsible bid in the amount of \$ 7,125.00;

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE, as follows:

- 1. That the Executive Director is hereby authorized to execute a contract with BEUCLER TREE EXPERTS LLC, in the amount of \$ 7,125.00 for project entitled "Tree and Shrubs Removal" at the Harry J. Holtje House, 1403 Teresa Drive, Fort Lee, New Jersey.**

2. That the aforesaid award was made in accordance with the competitive sealed bids procedures.

3. That this Resolution shall take effect immediately.

INTRODUCED BY: /s/ JUDITH SILVER

SECONDED BY: /s/ SHERRY BAUER

DATED: May 5, 2021

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2301

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE HEREBY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH LSI SERVICES INC. 48 BISTATE PLAZA, # 235, OLD TAPPAN, NEW JERSEY 07675, IN THE AMOUNT \$ 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".

WHEREAS, a legal notice was published in The Record Newspaper on April 14, 2021, requesting sealed bids for the above captioned project with a return date of April 29, 2021; and

WHEREAS, the Housing Authority did receive, as a result of this advertisement, a total of three (3) bids; and

WHEREAS, after review by the Executive Director, Terrence J. Corrison, and John Donovan, Project Manager, it was determine that LSI SERVICES INC. submitted the lowest responsible bid in the amount of \$ 37,980.00;

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE, as follows:

- 1. That the Executive Director is hereby authorized to execute a contract with LSI SERVICES INC., 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.**

2. That the aforesaid award was made in accordance with the competitive sealed bids procedures.

3. That this Resolution shall take effect immediately.

INTRODUCED BY: /s/ JUDITH SILVER

SECONDED BY: /s/ SHERRY BAUER

DATED: May 5, 2021