

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2315

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 \$ 9,617.37 is hereby approved.

INTRODUCED BY: _____

Just Place

SECONDED BY: _____

Mary Bann

DATED: November 3, 2021

PROJECT BILLS FOR NOVEMBER 2021:

\$ 1,179.92	P.S.E. & G. – Invoice for Services 9/25 TO 10/23/21 @ HJHH
1,447.53	Suez Water NJ - Inv. for 9/15 to 10/14/21
154.60	P.S.E. & G. –Street Lighting for October 2021
626.23	P.S.E. & G. – Invoice for Services 9/25 to 10/23/20 @ Office
961.04	Grainer – Potable Circulating Pump for Heating System
77.64	Direct Supplies – CFG40002 Cerm Cartridges (six) S/L Faucets
<hr/>	
\$ 4,446.96	TOTAL

SECTION 8 BILLS FOR NOVEMBER 2021:

\$ 665.49	Staples – Office Supplies i.e. Paper, Ink, etc.
840.00	Atlantic Tomorrows Office- Maintenance for 10/15-10/14/2022
270.89	Atlantic Tomorrows Office – Colored Copies 10/15 to 10/14/21
719.00	AS Consulting-Managed Services & Backup Recovery and E-mail Backup for October 2020 for Computers
532.43	Verizon – FIOS for 10/10/21 to 11/09/2021
35.47	Ready Refresh – Inv. for September 2021
413.19	Verizon Wireless – Services for 10/04/21 to 11/3/21
44.94	Verizon – Fax Services 10/08/21 to 11/07/2021
1,649.00	NELROD – Rent Reasonable Software for Oct. 2021-Oct. 2022
<hr/>	
\$ 5,170.41	TOTAL

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2316

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE 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.

WHEREAS, the Housing Authority requires a contract for snow plowing/removal services at the Harry J. Holtje House for the period commencing November 15, 2021, or sooner if necessary, and terminating April 15, 2022; and

WHEREAS, pursuant to quotes received in accordance with the Small Purchase Procedure of the Housing Authority's Procurement Policy, and of the three (3) firms solicited, a quote was received from Better Image Landscapes, Inc. and a Resolution awarded said contractor a one year term and an option for two one (1) year extensions, and said contractor has satisfactorily completed said contract term; and

WHEREAS, it is the desire of the Housing Authority to exercise the extension option, based upon the good performance and cost of services by **BETTER IMAGE LANDSCAPES, INC.**;

NOW, THEREFORE, BE IT RESOLVED, THAT THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE hereby authorize the Executive Director to execute a Contract with **BETTER IMAGE LANDSCAPES, INC.** for an additional one (1) year period, beginning November 15, 2021 or sooner if necessary, and terminating April 15, 2022, based upon the same terms and conditions.

That the aforementioned Service Contract for the Harry J. Holtje House be and the same is hereby approved, ratified and confirmed; and

That this Resolution shall take effect immediately.

INTRODUCED BY: 

SECONDED BY: 

DATED: November 3, 2021

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2317

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE 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.

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended December 31, 2020, has been completed and filed with the Housing Authority of the Borough of Fort Lee pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, a Synopsis will be published in the officially designated newspaper; and

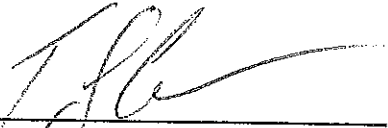
WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by Resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "Audit Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual Audit and have specifically reviewed the sections of the Audit Report entitled "Audit Findings and Recommendations" in accordance with N.J.S.A. 40A:5A-17.

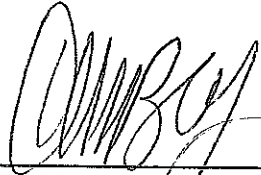
BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

	AYES	NAYS	ABSTAIN	ABSENT
C. Blue	X			
J. Silver	X			
S. Bauer	X			
E. O'Neill	X			
R. Sohmer				X
D. Steinberg	X			
A. Yook	X			

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Fort Lee at its Regular Meeting of November 3, 2021.

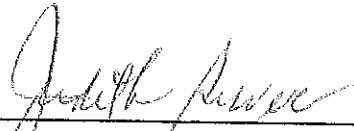


TERRENCE J. CORRISTON
Executive Director



CHARLES BLUE, Chairman
Board of Commissioners

INTRODUCED BY:



OFFERED BY:



DATED: November 3, 2021

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

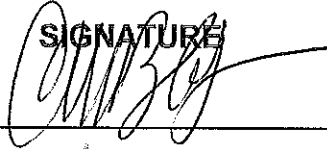
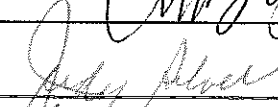


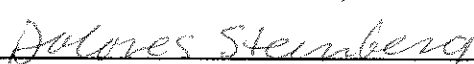
**PRESCRIBED BY THE
NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATION

We, the members of the governing body of the Housing Authority of the Borough of Fort Lee being of full age and being duly sworn according to law, upon our oath, depose and say:

- 1) We are duly appointed members of the Housing Authority of the Borough of Fort Lee.

- 2) We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the Annual Audit Report for the Fiscal Year ended 12/31/2020 and specifically the Sections entitled "Audit Findings and Recommendations" of the Audit Report.

NAME	SIGNATURE
<u>CHARLES BLUE, Chairman</u>	
<u>JUDY SILVER, Vice Chairman</u>	
<u>SHERRY BAUER</u>	
<u>ELSIE O' NEILL</u>	
<u>ROBERTA SOHMER</u>	
<u>DOLORES STEINBERG</u>	
<u>ASHLEY YOOK</u>	

Sworn to and subscribed before me
this day of November 3, 2021.

TERRENCE J. CORRISTON
An Attorney at Law of New Jersey


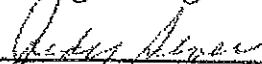
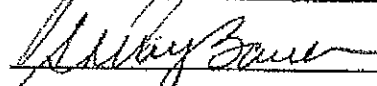

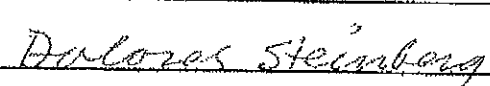
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GROUP AFFIDAVIT FORM**

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NAME	SIGNATURE
<u>CHARLES BLUE, Chairman</u>	<u></u>
<u>JUDY SILVER, Vice Chairman</u>	<u></u>
<u>SHERRY BAUER</u>	<u></u>
<u>ELSIE O' NEILL</u>	<u></u>
<u>ROBERTA SOHMER</u>	<u> </u>
<u>DOLORES STEINBERG</u>	<u></u>
<u>ASHLEY YOOK</u>	<u> </u>

Sworn to and subscribed before me
this day of November 3, 2021.

TERRENCE J. CORRISTON
An Attorney at Law of New Jersey


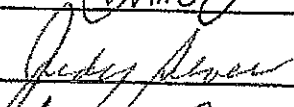
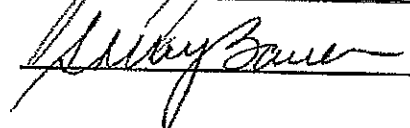
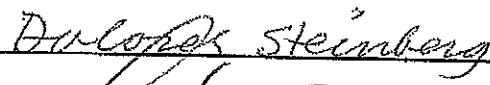

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GROUP AFFIDAVIT FORM**

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- 2) We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the Annual Audit Report for the Fiscal Year ended 12/31/2020 and specifically the Sections entitled "Audit Findings and Recommendations" of the Audit Report.

<u>NAME</u>	<u>SIGNATURE</u>
<u>CHARLES BLUE, Chairman</u>	
<u>JUDY SILVER, Vice Chairman</u>	
<u>SHERRY BAUER</u>	
<u>ELSIE O' NEILL</u>	
<u>ROBERTA SOHMER</u>	
<u>DOLORES STEINBERG</u>	
<u>ASHLEY YOOK</u>	

Sworn to and subscribed before me
this day of November 3, 2021.

TERRENCE J. CORRISTON
An Attorney at Law of New Jersey



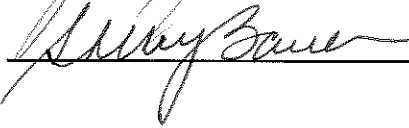

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY THE
NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATION

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- 1) We are duly appointed members of the Housing Authority of the Borough of Fort Lee.
- 2) We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the Annual Audit Report for the Fiscal Year ended 12/31/2020 and specifically the Sections entitled "Audit Findings and Recommendations" of the Audit Report.

NAME	SIGNATURE
<u>CHARLES BLUE, Chairman</u>	
<u>JUDY SILVER, Vice Chairman</u>	
<u>SHERRY BAUER</u>	
<u>ELSIE O' NEILL</u>	
<u>ROBERTA SOHMER</u>	
<u>DOLORES STEINBERG</u>	
<u>ASHLEY YOOK</u>	

Sworn to and subscribed before me
this day of November 3, 2021.

TERRENCE J. CORRISTON
An Attorney at Law of New Jersey

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2318

INTRODUCTION OF BUDGET

FISCAL YEAR PERIOD JANUARY 1, 2022, TO DECEMBER 31, 2022

WHEREAS, the Annual Budget and Capital Budget for the Fort Lee Housing Authority for the fiscal year beginning January 1, 2022, and ending December 31, 2022, has been presented before the governing body of the Fort Lee Housing Authority at its Open Public Meeting of November 3, 2021; and

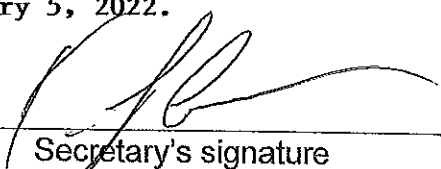
WHEREAS, the schedule of rents, fees and other charges shown on **Budget Page F-2** in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves shown on **Budget Page F-4**, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program shown on **Capital Budget Page CB-3**, pursuant to N.J.A.C.5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Fort Lee Housing Authority, at an Open Public Meeting held on November 3, 2021, that the Annual Budget, including all related Schedules, and the Capital Budget/Program of the Fort Lee Housing Authority for the fiscal year beginning January 1, 2022, and ending December 31, 2022, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Fort Lee Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on **January 5, 2022.**



Secretary's signature

November 3, 2021

Date

INTRODUCED BY: 

SECONDED BY: 

DATED: November 3, 2021

<u>RECORDED VOTE:</u>	AYES	NAYS	ABSTAIN	ABSENT
C. BLUE	X			
J. SILVER	X			
S. BAUER	X			
E. O'NEILL	X			
R. SOHMER				X
D. STEINBERG	X			
A. YOOK	X			

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2319

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE 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 THE IMPROVEMENTS TO THE HARRY J. HOLJTE HOUSE PUBLIC HOUSING COMPLEX FOR THE FISCAL YEAR PERIOD 2021-2022.

WHEREAS, the Housing Authority submitted an application to the County of Bergen for funds for improvements to the Harry J. Holtje House Public Housing Complex; and

WHEREAS, the County of Bergen has allocated the amount of \$ 65,000.00 to the Housing Authority for improvements to the Harry J. Holtje House Public Housing Complex; and

WHEREAS, the County of Bergen requires authorization by the Commissioners of the Housing Authority, by Resolution, to enter into the aforementioned agreement,

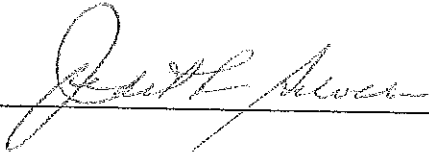
NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE IN THE COUNTY OF BERGEN that they hereby approve the following:

- 1. Authorization 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.**
- 2. That the Executive Director, Terrence J. Corrison, is authorized to execute the aforementioned Agreement and to submit same to the County of Bergen for the execution by the County Executive.**
- 3. That the Executive Director is authorized to sign all County Vouchers submitted in connection with the aforementioned contract.**

4. That the Board of Commissioners recognize that the Housing Authority of the Borough of Fort Lee is liable for any funds not spent in accordance with the Grant Agreement; and that liability of the Board Members is in accordance with N.J.S.A. 2A:53A-7 et seq.

5. That this Resolution shall take effect immediately.

INTRODUCED BY:



SECONDED BY:



DATED: November 3, 2021

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2320

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE 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.

WHEREAS, the Housing Authority submitted an application to the County of Bergen for Covid-19 Relief Funding for improvements to the Fort Lee Housing Authority Office and Building; and

WHEREAS, the County of Bergen has allocated the amount of \$ 55,000.00 for COVID-19 Relief Funding to the Housing Authority for improvements to the Fort Lee Housing Authority Office and Building; and

WHEREAS, the County of Bergen requires authorization by the Commissioners of the Housing Authority, by Resolution, to enter into the aforementioned agreement,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE IN THE COUNTY OF BERGEN that they hereby approve the following:

- 1. Authorization 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) for 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.**
- 2. That the Executive Director, Terrence J. Corrison, is authorized to execute the aforementioned Agreement and to submit same to the County of Bergen for the execution by the County Executive.**

3. That the Executive Director is authorized to sign all County Vouchers submitted in connection with the aforementioned contract.

4. That the Board of Commissioners recognize that the Housing Authority of the Borough of Fort Lee is liable for any funds not spent in accordance with the Grant Agreement; and that liability of the Board Members is in accordance with N.J.S.A. 2A:53A-7 et seq.

5. That this Resolution shall take effect immediately.

INTRODUCED BY: _____

SECONDED BY: _____

DATED: November 3, 2021

Banking Resolution and Certificate of Incumbency

Note: Please enable Macros

CLIENT INFORMATION

Please select one of the following options:

- New Resolution/Incumbency
- Update Incumbency (*Used to Add or Delete individual authorized signers*)
- Supersede Resolution/Incumbency (*Replaces any and all prior banking resolutions*)

ORGANIZATION LEGAL NAME (Must match legal name indicated in company formation documents)

FORT LEE HOUSING AUTHORITY

- This Banking Resolution and Certificate of Incumbency will apply to all accounts the Organization maintains with us.
- The Organization adopts the following Banking Resolution and Certificate of Incumbency (with specimen signatures)*

The undersigned certifies that:

1) Any individual (each an "Authorized Signer") with any of the following Titles

Title: EXECUTIVE DIRECTOR

Title: Deputy Director

Title: Chairperson

Title: Vice Chairperson

Title:

Add Row

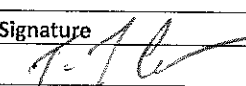
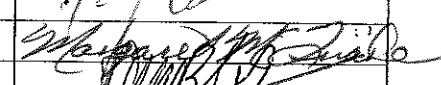
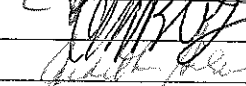
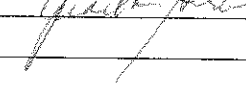
is authorized, acting alone, including by electronic signature, electronic record or other electronic form, (a) to establish accounts from time to time for the Organization at Bank of America, N.A. (the "Bank"), as well as to operate and close such accounts, (b) to enter into any and all agreements and transactions contemplated by the provision of treasury management services by the Bank, including but not limited to Electronic Funds Transfer services, and (c) designate persons to operate each such accounts including closing the account, and to designate persons to act in the name and on behalf of the Organization/Client with respect to the establishment and operation of treasury management services.

2) the person whose signature, name, and title appear in the "AGREEMENT, TAX INFORMATION CERTIFICATION and AUTHORIZATION" section of the Deposit Account Documentation Signature Card or Amendment to Signature Card ("Signature Card") and those persons listed below on the Incumbency Certificate, are Authorized Signers who are authorized, including by electronic signature, electronic record or other electronic form, to establish accounts and to designate persons to operate each such account and to execute contracts and agreements (including treasury management service agreements, including but not limited to Electronic Funds Transfer Agreements) with the Bank and that the signatures of such Authorized Signers are genuine.

3) the persons who signed in the Designated Account Signers section of the Signature Card or Amendment to Signature Card are authorized to operate any accounts opened with the deposit account documentation unless otherwise noted on the Signature Card, and that the signatures of such Designated Account Signers are genuine.

4) the foregoing is a complete, true and correct copy of the banking resolutions adopted by the Board of Directors, the Members or the General Partners, Commission, Council or Governing Board as applicable, of the Organization, government entity or authority and that the resolutions are still in full force and effect and have not been amended or revoked and do not exceed the objects or powers of the Organization, government entity, authority or the powers of its management or Governing Board, Commission or Council. For government entities, agencies or authorities, each of the individuals noted below are an officer, employee, or agent of the Organization who has plenary authority over funds (an "official custodian") for which the official custodian is appointed or elected to serve. The authority of the official custodian(s) listed below derives from an official source, such as an ordinance or statute.

Incumbency Certificate:

Add/Delete	Name	Title	Signature
Add	Terrence Corriston	Executive Director	
Select One	Margaret McQuade	Deputy Director	
Select One	Charles Blue	Chairperson	
Select One	Judith Silver	Vice Chairperson	
Select One			

Add Row

* If you choose to provide your own Banking Resolution and Certificate of Incumbency (with specimen signatures), it must be attached to the signature card.

This Banking Resolution and Certificate of Incumbency must be signed as follows:

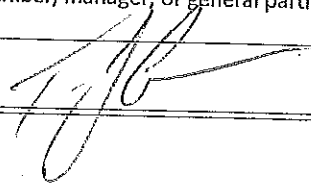
- Corporations: Secretary or assistant secretary of the company must sign.
- Any Partnership type: One of the general partners must sign. If the general partner is an organization, show the name of the general partner and include capacity of signer.
- Limited Liability Company:
 - Member Managed LLC: One of the members or an officer of the company must sign. If the member or manager is an organization, show the name of the member or manager and include capacity of signer.
 - Manager Managed LLC: The manager or managers or an officer authorized of the company must sign. If the member or manager is an organization, show the name of the member or manager and include capacity of signer.
- Other unincorporated organizations: An officer of the organization who is authorized by the by-laws or operating agreement of the company must sign.
- Government entities, authorities or agencies: An authorized signer of the government entity/authority who is authorized by the statutes must sign.


In Witness Whereof, I have hereunto set my hand as (title) of the Organization listed above

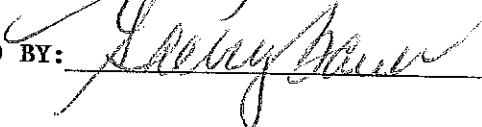
Title: SECRETARY/EXECUTIVE DIRECTOR

Type or Print Name of Certifying Individual
TERRENCE J. CORRISTON

Name of Company who is General Partner or Member, leave blank if not applicable. (Type or print Name of company including the legal name of any member, managing member, manager, or general partner who is signing and who is not an individual)

Signature:		Date:	November 3, 2021
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OFFERED BY: 

SECONDED BY: 

Dated: November 3, 2021