

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

MINUTES OF REGULAR MEETING

NOVEMBER 2, 2022

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 December 30, 2021, an Amendment of the Annual Notice of this Meeting, including the date, time, place and how to participate And attend this hybrid meeting virtually 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.

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

3. ROLL CALL:

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

ABSENT: R. Sohmer and A. Yook

4. MINUTES:

Motion made by S. Bauer, seconded by D. Steinberg, to dispense with the reading of the Minutes for September 7, 2022, and to approve the Minutes as written.

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

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 12/31/2021 and the Budget for year 1/1/2023 to 1/31/2023.

AUDIT: Tom Furlong reviewed the various items of the Audit which was prepared by Polcari & Company for the year ending 1/31/2021. Housing had an excellent year. On Page 33, 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. Commissioners did not have any questions with regard to the Audit.

BUDGET: Tom gave out a Budget Worksheet for the years 2021; 2022 and 2023 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

Dwelling rents to approximately \$196,000. Our Section 8 rent subsidy should increase also. All vouchers are filled, and we are doing well in keeping up with the Section 8 vacancies. Employee Benefits will increase slightly because that is due to changes in Health Benefit costs for our employees. Insurance coverage from JIF is expected to go up, so we anticipate an increase. Budget expected to be approved by the State and we will adopt it on January 4, 2023.

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

1. We held our Memorial Service for Judy on the 28th of October and it was well attended by Judy's many friends and family members. Some of our Commissioners were in attendance and Charlie said a few words and unveiled the plaque in her memory which thanks her for her many years of service and devotion to the Fort Lee Housing Authority. The tree is on the corner by our driveway just in case you would like to stop on your way out to take a look. Hopefully it will bloom in the spring and have a few more leaves than it does now.
2. All of our building projects are coming to an end. We will be having a final walk-thru with the Architect, each Contractors and our office so that we can complete these projects before the end of the year. Bergen County Community Development has extended time on all their projects due to all the difficulties contractors were having getting supplies to complete their various projects. All projects must be completed and monies closed out by April of 2023. We hope to be completed by January 2023.
- 2) We are planning to hold a Senior Lunch for Thanksgiving in the Recreation Room and it will be attended by our Senior tenants who love to get together and enjoy the meal that we serve. We also give them leftovers as they are leaving which they appreciate. Everyone enjoys the afternoon.

RESOLUTIONS for tonight:

- a) Payment of Bills;
- b) Accepting the Audit;
- c) Introduction of the Budget for 2023;
- d) Entering into an Agreement with the County of Bergen for CDBG Funds in the amount of \$ 60,000.00 for Improvements to the Fire Standpipe System at the Harry J. Holtje House;
- e) Rejecting the bids for Fire Standpipe & Sprinkler Rehabilitation at the Harry J. Holtje House and Awarding a Contract which we negotiated with J.T. Fire and Safety LLC.

7. OLD BUSINESS:

None

8. NEW BUSINESS:

MOTION made by D. Steinberg, seconded by S. Bauer, to approve the following Resolutions by Consent Agenda

1. Resolution # 2352 to approve payment of the attached list of bills. Resolution annexed hereto.
2. Resolution # 2353 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 (Unprogrammed) Funds in the amount of \$ 60,000.00 for Improvements to the Fire Standpipe System at the Harry J. Holtje House. Resolution annexed hereto.
3. Resolution # 2354 rejecting the bids for Fire Standpipe & Sprinkler Rehabilitation at the Harry J. Holtje House and Awarding a negotiated Contract to J.T. Fire and Safety, LLC. Resolution annexed hereto.

4. Resolution # 2355 accepting the Audit of the Housing Authority of the Borough of Fort Lee for the year ended December 31, 2021, prepared by Polcari & Co. Certified Public Accountants. Resolution annexed hereto.
5. Resolution # 2356 introducing the budget for the Fiscal Year Period January 1, 2023, to December 31, 2023. Resolution annexed hereto.

Ayes: C. Blue, S. Bauer, E. O'Neill
and D. Steinberg

Nays: None

Abstain: None

Absent: R. Sohmer and A. Yook

PRIOR to the adjournment of the Meeting, Chairman C. Blue, thanked the Director, Terry Corrison, for the Memorial Service held on behalf of Judy Silver. He informed him that Judy's family and friends were extremely thankful for the wonderful service and said to him they were very proud of her service and dedication to the Fort Lee Housing Authority. He said it was a great event, everything went so well, and thanked everyone who was able to be there

10. ADJOURNMENT:

Motion made by C. Blue, seconded by E. O'Neill to adjourn the meeting at 7:10 p.m.

AYES: C. Blue, S. Bauer, E. O'Neill,
and D. Steinberg

NAYS: None

ABSTAIN: None

ABSENT: R. Sohmer and A. Yook

Respectfully submitted,

Terrence J. Corrison
Executive Director