

# HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

## MINUTES OF REGULAR MEETING

OCTOBER 6, 2021

1. **MEETING** called to order at 6:00 PM 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 provide 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](http://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](http://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, R. Sohmer and D. Steinberg

**ABSENT:** A. Yook

**4. MINUTES:**

Motion made by J. Silver, seconded by E. O'Neill to dispense with the reading of the Minutes for Regular Meeting of September 1, 2021, and to approve the Minutes as written.

**Ayes:** C. Blue, J. Silver, S. Bauer, E. O'Neill,  
R. Sohmer and D. Steinberg

**Nays:** NONE

**Abstain:** NONE

**Absent:** A. Yook

**5. DIRECTOR'S REPORT:**

- a) Our Landscaping Project had not been completed yet. I had called last week to make an appointment for today but I received a call this morning from the contractor who cancelled our meeting due to him hurting his back but I saw from my office windows that his workers were here and they were installing the boxes for the vegetables. So we are still working on that. It's okay because we haven't paid him yet.
- b) Lease Up - we are in very good shape with our lease ups, that's for our Housing Choice Voucher Program. The Staff has been doing an excellent job keeping our numbers up and tom is very pleased. We did have to terminate two of our vouchers one due to tenant causing damage to Landlord's property and another committing fraud. We had asked for documents for recertification

and the tenant failed to provide documents that we kept asking for and she never handed them in like paystubs, bank statements school information when she was asked about it she said she had so many problems in her life, stories as to why she couldn't get them. I advised her that there was no excuse for not going to the bank, or requesting copies of paystubs, school transcripts. We also found out that the tenant was cheating, she had rented out rooms in the house and charging the tenant rent.

- c) GOOD NEWS: We received notice of our receiving another Grant Award from Bergen County community Development in the amount of \$ 65,000.00 for the Holtje House for HVAC unit etc. The unit is old and we are doing preventive work before anything goes wrong. We had no damage during the flood but we try to keep ahead of any issues.

John Donovan, our Project Modernization Coordinator is working on an RFP for work at replacing the boilers at 8<sup>th</sup> Street and I will speak to him with regarding to incorporating this work into the proposal.

We have plenty of money to spend on these projects from BCCD and will use some of our reserves to complete the projects.

We should hear something on our COVID Grant request within the Next two weeks.

Also, the new applications for 2022 are out and they are to be submitted to the County by December 20, 2021. Gives us a little time to think about another project.

- d) I have placed an ad for part-time worker for the office. I have received 2-3 positive candidates. I checked with Tom and we have budget funds to hire a part-time person to do filing, computer work, etc.
- e) I also checked with Tom on the question you asked last month Sherry Regarding the purchase of refrigerators coming out of the operating fund. He state that because we buy the refrigerators /stoves on a need basis If we're renovating an apartment for a move-in its simpler to take from our operating account than our reserves. Our reserves are used for major project i.e. a renovation of all the kitchens in the project. When we converted from Public Housing to RAD we had to set aside a reserve account which we contribute to every quarter. Like the boiler project,

The funding we receive from Community Development will not cover the entire project, so we will use our reserves to complete the project with those funds.

- f) Rambo House – we still have not found a new family to move in but I spoke to the Veterans Program in Bergen County and a person in The Borough who handles Veterans Affairs they are both looking to see if anyone on their programs needs a two bedroom low income apartment. Hopefully we will hear something shortly.

g) RESOLUTIONS:

- 1) Payment of Bills;
- 2) Rent increase for the FASH Corp. (Holtje House).  
according to Tom we can ask for an increase of 2.68% increase for the apartments at the Holtje House. This will not effect the rents paid by the tenants, they still pay 30% of their income towards the rent, this increase is paid by the HAP we receive from HUD every month for the units.
- 3) We are increasing the payment standards for the one and two bedroom apartment units in the Fort Lee area only. We are going to 110% of the fair market for Fort Lee so that our voucher holders can find apartments in Fort Lee and stay in Fort Lee.

6. OLD BUSINESS:

None

**7. NEW BUSINESS:**

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

- A. Resolution # 2312 to approve payment of the attached list of bills. Resolution annexed hereto.
- B. Resolution # 2275 authorizing a 2.68% rent increase for apartments at the Harry J. Holtje House located at 1403, 1405 and 1407 Teresa Drive, Fort Lee, New Jersey. Resolution annexed hereto.
- E. Resolution # 2278 adopting Small Area Fair Market Rents established by HUD for Fiscal Year 2022 and increasing the FMR's for the one and two bedroom apartment units in Fort Lee by 110% as allowed by HUD. Resolution annexed hereto.

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

**8. ADJOURNMENT:**

**Motion** made by C. Blue, seconded by S. Bauer to adjourn the meeting at 7:15 p.m.

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

Respectfully submitted,

Terrence J. Corrison  
Executive Director