



HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2329

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 \$ 11,992.32 is hereby approved.

INTRODUCED BY:  _____

SECONDED BY:  _____

DATED: February 2, 2022

PROJECT BILLS FOR FEBRUARY 2022

| | |
|-------------|---|
| \$ 3,772.76 | P.S.E. & G. – Gas & Electric Invoice for January/HJHH |
| 1,405.39 | United Water NJ – Invoice for Services for 12/01/21 to 12/31/21 |
| 161.46 | P.S.E. & G. – Street Lighting for January 2022 |
| 825.17 | P.S.E. & G. –Gas & Electric Invoice for Office/January 2022 |
| 288.70 | Home Depot – Invs. for December 2021/January 2022 |
| 73.17 | U. Varela- Reimbursement for ELC Life Coolant/Generator |
| 690.00 | LifeStation – Emergency Call Service- 12/22/21 to 3/21/2022 |
| 935.00 | Better Image Landscapes, Inc – Snow Plowing & Services for Snow Storm on 1/7/22 and follow-up work |
| 975.00 | John G. Donovan – PSR on Grant Projects for HJHH and 8 th St. including but not limited to Engineering Reports |
| 1,641.74 | Magic Touch Construction Co. Inc - Emergency Work in Connection with frozen/broken pipe in Apt. 2K/1407 Teresa Dr. on Sunday, January 16, 2022. |

\$ 9,888.39 TOTAL

SECTION 8 BILLS FOR FEBRUARY 2022

| | |
|-----------|---|
| \$ 719.00 | A.S. Consulting – Backup and Computer Maintenance |
| 52.06 | Fusion, LLC – Inv. for December 2021 |
| 537.09 | Verizon FIOS - Services for 1/10/22 to 2/9/22 |
| 63.43 | Staples – Office Supplies |
| 164.97 | Staples – Ink Cartridges and Webcams |
| 44.21 | Verizon – Services from 1/8/22 to 2/7/22 |
| 93.45 | Quadient – Meter Tapes for Mail Machine |
| 12.79 | Staples- Tax Forms 2021 |
| 416.93 | Verizon Wireless – Services 1/4/22 to 2/3/22 |

\$ 2,103.93 TOTAL

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2330

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE ADOPTING A CASH MANAGEMENT PLAN

WHEREAS, it is in the best interest of the Fort Lee Housing Authority to earn additional revenue through the investment and prudent management of its cash receipts; and

WHEREAS, P.L. 1983, Chapter 8 is an act concerning the Local Fiscal Affairs Law and amends NJSA 40A:5-2 and NJSA 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan,

NOW, THEREFORE, BE IT RESOLVED, that the following shall constitute the Cash Management Plan for the Fort Lee Housing Authority and the Executive Director shall deposit and manage its funds pursuant to this plan:

Definitions

1. Executive Director shall mean the Executive Director of the Fort Lee Housing Authority.
2. Fiscal Year shall mean the twelve-month period ending December 31st.
3. Cash Management Plan shall mean that plan as approved by resolution.

Designation of Depositories

At least once each fiscal year the governing body shall by resolution designate the depositories for the Fort Lee Housing Authority in accordance with N.J.S.A. 40A:5-14. The Fort Lee Housing Authority designates Bogota Savings Bank, Bank of America and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

Audit Requirement

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Authority to Invest

The Board of Commissioners shall pass a resolution at its first meeting of the fiscal year designating the official who shall make and be responsible for municipal deposits and investments. The Executive Director of the Fort Lee Housing Authority is so authorized.

Investment Instruments

1. The Executive Director shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

Records and Reports

1. The Executive Director shall report all investments in accordance with N.J.S.A. 40A:5-14E.
2. At a minimum the Executive Director shall:
 - a) Keep a record of all investments.
 - b) Keep a cash position record of the daily cash balance of all investment accounts.
 - c) Confirm investments with the Board of Commissioners at the next regularly scheduled meeting.
 - d) Report monthly to the Board of Commissioners as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

Cash Flow

1. The Executive Director shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
2. All monies shall be turned over to the Executive Director or his designee and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Executive Director is authorized and directed to invest surplus funds of the Fort Lee Housing Authority as the availability of the funds permit. In addition, it shall be the responsibility of the Executive Director to minimize the possibility of idle cash by depositing monies in interest bearing accounts wherever practical and in the best interest of the Fort Lee Housing Authority.
4. The Executive Director shall ensure that funds are borrowed for Capital Project in a timely fashion.


Signatories

The signatories of the Housing Authority shall be Chairman, Vice Chairman, Executive Director and Deputy Director. Transactions must be supported by at least two of the aforementioned officials.

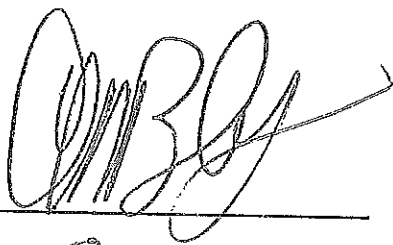
I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Fort


Lee at its Regular Meeting of February 2, 2022.

TERRENCE J. CORRISTON
Executive Director



CHARLES BLUE, Chairman
Board of Commissioners

INTRODUCED BY: 

OFFERED BY: 

DATED: February 2, 2022

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2331

RESOLUTION ADOPTING WORKPLACE SAFETY POLICIES ADDRESSING PUBLIC EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH (PEOSH) STANDARDS

WHEREAS, the Fort Lee Housing Authority is insured through the New Jersey Public Housing Authority Joint Insurance Fund (NJ JIF) which participates in the MEL Safety Institute; (the "MEL"); and

WHEREAS, the MEL requires that participants comply with the Public Employees Occupational Safety and Health (PEOSH) standards and provides model policies for adoption by participants; and

WHEREAS, it is in the best interest of the Fort Lee Housing Authority to comply with MEL and PEOSH standards; and

WHEREAS the Executive Director has adopted the following policies from the models prepared by the MEL and recommends that they be adopted:

**Emergency Action and Fire Prevention Plan;
Blood Borne Pathogen Exposure Control Plan;
Hazard Communication Plan;
Personal Protective Equipment Plan; and
Control of Hazardous Energy (Lockout/Tag out) Plan; and**

WHEREAS the Executive Director has reviewed the aforesaid policies with the Maintenance Supervisor who also recommends that they be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FORT LEE HOUSING AUTHORITY:

That the following policies dated February 2, 2022 be and hereby are adopted effective immediately:

- 1. Emergency Action and Fire Prevention Plan;**
- 2. Blood Borne Pathogen Exposure Control Plan;**
- 3. Hazard Communication Plan;**
- 4. Personal Protective Equipment Plan; and**

5. Control of Hazardous Energy (Lockout/Tag out) Plan

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 February 2, 2022.

TERRENCE J. CORRISTON
Executive Director



CHARLES BLUE, Chairman
Board of Commissioners

INTRODUCED BY: _____

OFFERED BY: _____

DATED: February 2, 2022