

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**

**MINUTES OF REGULAR MEETING**

**DECEMBER 6, 2023**

- 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.
- Pursuant to the Open Public Meetings Act adequate notice of this meeting has been provided in the following manner:

On December 14, 2022, a schedule of the remaining regular meetings for the year 2023, setting forth the date, time and location of this meeting was posted on The Housing Authority's officially designated public bulletin board at 309 Main Street, Fort Lee, New Jersey, and mailed to The Record, The Jersey Journal and The Clerk of the Borough of Fort Lee.

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, J. Blau, E. O'Neill, R. Sohmer, D. Steinberg and A. Yook

**ABSENT:** None

**4. MINUTES:**

Motion made by J. Blau, seconded by D. Steinberg to dispense with the reading of the Minutes for Regular Meeting of November 1, 2023 and to approve the Minutes with correction.

- Ayes: C. Blue, S. Bauer; J. Blau, E. O’Neill, R. Sohmer  
D. Steinberg; and A. Yook
- Nays: None
- Abstain: None
- Absent: None

**5. DIRECTOR'S REPORT:**

1. We had a meeting with Spectrum Cable regarding our participation in a program they have in operation for low income families. They advised how the system works regarding the reduction of the cost of cable to our seniors and families. The more seniors and families we have signed up the better the break they receive. One catch is that we take on the payment for the services and we become the collector of the monies owed by the families for the cable service. I will look into this a bit further some of the Housing Authorities I know already have this service.
2. We had our Senior dinner for Thanksgiving and it was a great success. We receive wonderful responses from all our seniors how much they appreciate receiving the food and we also give them food home with them so they can have it if they are home on Thanksgiving. We are not sure if we will be receiving any turkeys this year haven’t received any word.
3. We are also collecting presents for our families in our building with small children and for our FSS participants. We give out presents to the children under 11 and then give a gift card for children over 12. Everyone enjoys receiving the gifts and it puts a smile on them as they receive their gifts.

4. We are preparing our new applications for CDBG which are due on December 15, 2023. We have one for the Housing Authority in the amount of \$ 90,000.00, for the replacement of our Fire Alarm Panel. Our current panel becoming obsolete so we need to update it especially now with the new fire pump system. Also we are applying for a grant for 8<sup>th</sup> Street, in the same amount of \$ 90,000.00 for the repair/replacement of some areas of the roof shingles where they are leaking and around the windows where water collects under the ledges during a windy and wet storm.

5. We have received a Grant of Unprogrammed Funds from the County in the amount of \$ 14,000.00 to replace the front doors of 1405 Teresa Drive, with handicapped doors to accommodate a tenant who lives on the first floor and has a terrible time getting in and out of the building. We will be completing this project as soon as possible. I have already requested quotes for this work.

6. The Fire Pump project is still being worked on. We have requested electrical drawings from the engineer/architect for review by the Fire Code Official.

**RESOLUTIONS:**

- A. Payment of Bills
- B. Authorization to publish the monthly Board of Commissioners' Meetings in various newspapers for Fiscal Year 2024.
- C. Adopting the Budget for Fiscal Year Period January 1, 2024 to December 31, 2024.
- D. Awarding a Contract for Professional Services with Coppa Montalbano, Architects, in the amount of \$ 9,700.00 for Project entitled "Improvements to the Harry J. Holtje House" At 1403, 1405 and 1407 Teresa Drive, Fort Lee, New Jersey; and
- E. Appointing Peggy McQuade as Fund Commissioner for The JIF Insurance Fund for year 2024, and Terrence J. Corriston as ~~Alternative~~ Commissioner.

**WISHING EVERYONE A SAFE, HEALTHY AND HAPPY HOLIDAY SEASON**

**SEE YOU NEXT YEAR ON JANUARY 3<sup>RD</sup>, 2024.**

**6. OLD BUSINESS**

None

**7. NEW BUSINESS:**

**Discussion was held by the Commissioners regarding salaries and bonuses for the Housing Authority staff. MOTION** made by A. Yook, seconded by E. O'Neill to approve a Five Per Cent (5%) raise across the board for the staff and a bonus of Five Hundred Dollars (\$ 500.00).

AYES: C. Blue, S. Bauer, J. Blau, E O'Neill, R. Sohmer;  
D. Steinberg and A. Yook

NAYES: None

ABSTAIN: None

ABSENT: None

**MOTION** made by C. Blue, seconded by J. Blau, to approve the following Resolution by Consent Agenda:

i. Resolution # 2393 to approve payment of the attached list of bills. Resolution annexed hereto.

ii. Resolution # 2394 authorizing the Executive Director to publish the monthly Board of Commissioners' Meeting in various newspapers for the Year 2024. Resolution annexed hereto.

iii. Resolution # 2395 adopting the Budget for Fiscal Year Period January 1, 2024 to December 31, 2024. Resolution annexed hereto.

iv. Resolution # 2396 authorizing the Executive Director to execute a Contract for Professional Services with COPPA MONTALBANO, Architects, in the amount of \$ 9,700.00 for Project entitled "Improvements to the Harry J. Holtje House" at 1403, 1405 and 1407 Teresa Drive, Fort Lee, New Jersey. Resolution annexed hereto.

v . Resolution # 2397 approving the appointment of Peggy McQuade, As Fund Commissioner, for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2024 and Terrence J. Corrison, as Alternative Commissioner. Resolution annexed hereto.

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

8. **OPEN DISCUSSION.** None

9. **ADJOURNMENT.**

**Motion** made by j. Blau, seconded by C. Blue to adjourn the meeting at 6:40 p.m.

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

Respectfully submitted,

Terrence J. Corrison  
Executive Director