

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

MINUTES OF REGULAR MEETING

OCTOBER 4, 2023

1. **MEETING** called to order at 6:00 p.m. by Chairperson, Charles Blue.
2. 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 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,
E. O'Neill, R. Sohmer and D. Steinberg

ABSENT: J. Blau and A. Yook

4. **MINUTES:**

Motion made by S. Bauer, seconded by C. Blue to dispense with the reading of the Minutes for Regular Meeting of September 6, 2023, and to approve the Minutes as written above.

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

6. **DIRECTOR'S REPORT:**

- a. **Fire Standpipe** - We are having a few problems with the completion of this project. The new fire pump has been installed but there are some new codes which the electrical inspector stated we need to have installed. Steve Curry has said that the water pressure in this building is high enough that it is not necessary for us to have a fire watch on the building while work is continuing. It is in operating condition every night after work is done. J.T. Safety Co., Uly and I are having a meeting tomorrow morning to discuss the situation. We may need to upgrade our electrical in the fire pump room.
- b. The staff is working very hard on transferring files and ultimately our goal is to dispose of files per Regulations,
- c. I had heard we were having a State Inspection per DCA after hearing this I walked around the building and discover that some sidewalk repairs needed to be done. There was a neighbor's tree which was causing our sidewalks to lift. I spoke to the neighbor they agreed to have the tree removed so the sidewalk could be repaired. The tree was removed and we were able to have the sidewalks in the back repaired to ease safety concerns regarding a tripping hazard
- d. We were approved by the County of Bergen for \$ 61,000.00 in grant funds for the waterproofing/caulking of windows and a/c sleeves at the Harry J. Holtje House. John Donovan is preparing Specs. for an A/E and we hope to have them by our next meeting. We may need a Special Meeting in November to approve this Resolution.

- e. **HOTMA** which stands for Housing Opportunities through Modernization, has been delayed again due to HUD's delay in issuing Regulations and Interpretations which are suppose to streamline the process, eliminate waste which will result in people being terminated. Example, new tenants coming on the program cannot have over \$ 100,000.00 in savings which in this economy is not enough. If they are terminated and have to pay full rent (especially in the Fort Lee area) they will use up that amount in no time.

- f. **Personnel Policy.** We utilize the JIF MEL policy for both our Personnel policy and employee handbook. Every two (2) years The JIF updates their policy mostly for purposes related to liability and requires that we update our policy accordingly. We have made the adjustments that were required and need Board approval for same.

- g. We just received a commitment from the County of Bergen for Unprogrammed Funds in the amount of \$ 14,000.00 for automatic doors for 1405 for a handicapped resident who is having difficulty opening and closing these entry doors.

- h. **RESOLUTIONS.**
 - 1. Payment of Bills.
 - 2. Introduction of the Budget for Year 2024.
 - 3. Adopting revised Personnel Policy and Handbook.
 - 4. Authorizing a Grant Agreement with the County of Bergen Community Development for \$ 14,000.00 Unprogrammed Funds for Installation of Automatic Entry Doors at 1405 Teresa Drive.

Our next meeting is scheduled for November 1, 2003. See you then. Now, I turn the Meeting over to Tom Furlong, our accountant, who will go over the proposed Budget with you.

Thomas Furlong, our Accountant, prepared a Budget Worksheet showing figures for 2022, 2023 and 2024 for review by the Commissioners. He explained each item and reported on some of the changes, namely our dwelling rents are going up as the tenants are earning more which in turn raises their rent and we expect that to continue. They are estimated to be approx. \$ 210,000.00 for 2024. Administrative salaries are expected to go up as salaries increase. We increase salaries across the board. Our HAP payments (rent subsidies) are increasing as we are filling our voucher spots, bring our numbers up. As always, health benefits costs increase slightly due to continued costs. JIF Insurance may increase a bit. This cost has increased considerably but as we are a member of the JIF and our policies include everything ie. property, worker's comp, liability, cybersecurity etc. a 10% increase in cost is very reasonable. We have a good reserve for the size agency we are so the Board should be very pleased with that. Our Budget is expected to be approved by the State and should be adopted at our Meeting of December 6th, 2023. The Fort Lee Housing Authority is in very good shape.

6. OLD BUSINESS

NONE

7. NEW BUSINESS

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

1. Resolution No. 2387 approving payment of the attached list of bills. Resolution annexed hereto.
2. Resolution No. 2388 introducing the Budget for Fiscal Year January 01, 2024 to December 3, 2024. Resolution annexed hereto.
3. Resolution No. 2389 adopting a revised Personnel Policies and Procedures Manual and a revised Employee Handbook to comply MEL Employment Practices. Resolution annexed hereto.

4. Resolution NO. 2390 authorizing the Fort Lee Housing Authority to enter into a Grant Agreement for Unprogrammed Funds In the amount of \$ 14,000.00 with the County of Bergen for "Improvements at the Harry J. Holtje House – Installation of ADA Compliant Automatic Exterior Entry Doors at 1405 Teresa Drive, Fort Lee, New Jersey". Resolution annexed hereto.

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

8. **OPEN DISCUSSION: NONE**

9. **ADJOURNMENT:**

MOTION made by C. Blue, seconded by D. Steinberg, to adjourn the meeting at 6:50 p.m.

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

Respectfully submitted,

Terrence J. Corrison
Executive Director