

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2387

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 \$ 6,189.21 is hereby approved.

INTRODUCED BY: _____

SECONDED BY: _____

DATED: October 4, 2023

PROJECT BILLS FOR OCTOBER 2023

\$ 1,539.55 P.S.E. & G. – Invoice for September 2023/HJHH
1,326.08 Veolia Water NJ - Inv. for 8/1/21 to 8/31/21
147.11 P.S.E. & G. – Street Lighting for September 2023
587.94 P.S.E. & G. – Office Invoice for September 2023
613.00 Pye Barker Fire & Safety – Service for Fire Extinguishers
102.62 Home Depot – Invs, for September 2023

\$ 3,702.76 TOTAL

SECTION 8 BILLS FOR OCTOBER, 2023

\$ 206.12 Staples – Office Supplies
998.00 A S Consulting Inc. – Managed Services for September 2021
535.66 Verizon – FIOS Services 9/10/23 to 10/9/2023
19.99 Ready Refresh – Services
488.33 Verizon Wireless – Services 9/4/23 to 10/3/2023
21.45 NTN - Criminal and Credit Reports for September 2023
216.90 Verizon – Services for 9/10/23 to 10/9/2023

\$ 2,486.45 TOTAL

2024 HOUSING AUTHORITY BUDGET RESOLUTION

Fort Lee Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget for Fort Lee Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Fort Lee Housing Authority at its open public meeting of October 4, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$9,165,000.00, Total Appropriations including any Accumulated Deficit, if any, of \$9,092,305.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$15,759.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Fort Lee Housing Authority, at an open public meeting held on October 4, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Fort Lee Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Fort Lee Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 06, 2023.

terry@flha.org

(Secretary's Signature)

10/4/2023

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Charles Blue	X			
Sherry Bauer	X			
Roberta Sohmer	X			
Elsie O'Neil	X			
Ashley Yook				X
Delores Steinberg	X			
Jay Blau				X

**FORT LEE HOUSING AUTHORITY
HOUSING PROGRAMS
BUDGET WORKSHEET
12/31/2024**

ACCOUNT NAME	PHA- ACTUAL 12/31/2022	BUDGET 12/31/2023	BUDGET 12/31/2024
DWELLING RENT	187,166	196,000	210,000
MAINTENANCE RENTAL UNIT	5,520	6,000	6,000
INTEREST INCOME	6,432	8,000	8,500
SECTION 8 SUBSIDY	8,341,253	8,500,000	8,640,000
OTHER INCOME	42,734	41,000	41,500
FSS COORDINATOR	55,000	59,000	61,000
OPERATING SUBSIDY	191,476	192,070	198,000
TOTAL INCOME	8,829,581	9,002,070	9,165,000
ADMINISTRATIVE SALARIES	407,669	422,120	453,800
LEGAL	25,839	26,650	27,980
TRAINING/TRAVEL	1,246	10,000	10,000
AUDITING	11,900	14,500	14,500
ACCOUNTING	35,400	37,500	39,000
SUNDRY	69,345	115,000	115,000
TOTAL ADMIN.	551,399	625,770	660,280
TENANT SERVICES COSTS	0	1,000	1,000
TOTAL TENANT SVCS.	0	1,000	1,000
UTILITIES	70,729	75,000	80,000
TOTAL UTILITIES	70,729	75,000	80,000
MAINTENANCE LABOR	77,274	90,600	94,610
MAINTENANCE MATERIALS	22,132	19,000	20,800
CONTRACT COSTS	74,416	54,500	58,500
TOTAL MAINTENANCE	173,822	164,100	173,910
INSURANCE	32,387	35,000	38,000
PILOT	9,918	10,340	10,640
EMPLOYEE BENEFIT CONTR.	173,394	170,300	178,000
PORT FEES	4,401	5,000	5,000
HAP PAYMENTS	7,591,444	7,800,000	7,900,000
DEBT SERVICE	15,945	15,945	15,945
RESERVE FOR REPLACEMENT	20,690	21,110	21,530
EQUIPMENT/ EXTRAORDINARY MAINT	15,802	8,000	8,000
TOTAL GENERAL	7,863,981	8,065,695	8,177,115
TOTAL EXPENDITURES	8,659,931	8,931,565	9,092,305
RESIDUAL RECEIPTS	169,650	70,505	72,695

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2389

RESOLUTION OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE
ADOPTING A REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL AND A
REVISED EMPLOYEE HANDBOOK TO COMPLY WITH MEL EMPLOYMENT
PRACTICES

WHEREAS, the Housing Authority of the Borough of Fort Lee (the "Authority") participates in the Municipal Excess Liability ("MEL") Insurance Fund which provides, among other coverage, Employment Practices Liability insurance to the Authority; and

WHEREAS, in order to qualify for the lowest Employment Practices Liability Policy deductible the Authority must revise its Personnel Policies and Procedures Manual (the "Manual") and Employee Handbook ("Handbook") to include MEL required provisions; and

WHEREAS, the Executive Director has revised and amended the Manual and Handbook in the form attached hereto and posted to the Authority's website to include the MEL required provisions and will review them with staff;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Fort Lee that the revised Personnel Policies and Procedures Manual and Employee Handbook attached hereto and posted to the Authority's website be and hereby are adopted.

OFFERED BY: *Sheri Bauer*

SECONDED BY: *Dalores Steinberg*

DATED: October 4, 2023

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2390

BE IT RESOLVED, that the BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE wish 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"; and

BE IT FURTHER RESOLVED, that the BOARD OF COMMISSIONERS hereby authorizes TERRENCE J. CORRISTON to be a signatory for the aforesaid Grant Agreement; and

BE IT FURTHER RESOLVED, that the BOARD OF COMMISSIONERS hereby authorizes TERRENCE J. CORRISTON, to sign all County Vouchers submitted in connection with the aforesaid project; and

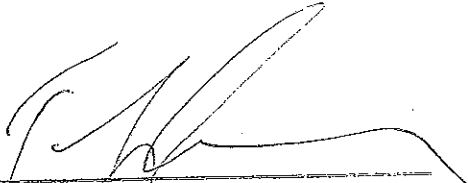
BE IT FURTHER RESOLVED, that the BOARD OF COMMISSIONERS recognizes that the HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE is liable for any funds not spent in accordance with the Grant Agreement; and that liability of Board Members is in accordance with N.J.S.A. 2A:53A-7 et seq.

THIS RESOLUTION was adopted by the BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE at a Meeting held on October 4, 2023.

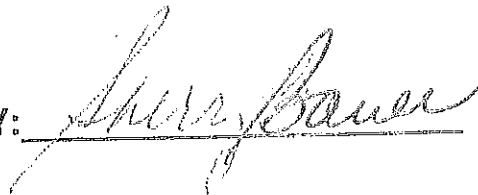


CHARLES BLUE, Chairman
Board of Commissioners

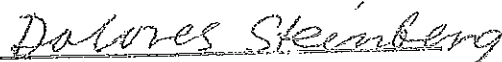
ATTEST:


TERRENCE J. CORRISTON
Executive Director

INTRODUCED BY:



SECONDED BY:



DATED: October 4, 2023