

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**MINUTES OF REGULAR MEETING**  
**APRIL 3, 2024**

**1. Call to Order.** Meeting was called to order at 6:04 p.m. by Chair, C. Blue, at the offices of the Housing Authority, 1403 Teresa Drive, Fort Lee, New Jersey.

**2. Open Public Meetings Act.** The Chair read a statement which provided that pursuant to the Open Public Meetings Act adequate notice of this meeting has been provided in the following manner:

On December 6, 2023 a schedule of the regular meetings for the year 2024 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 and emailed to the Record, the Jersey Journal and the Municipal Clerk. Notice was also posted on said date on the Authority's website.

The Secretary is hereby directed to enter this public announcement into the Minutes of this meeting.

**3. Roll Call:**

**PRESENT: In person:** Commissioners Blue and Steinberg; **Via Zoom:** Commissioners Bauer, O'Neill, Sohmer, Blau  
**ABSENT:** Commissioner Yook

**4. Minutes:**

**March 6, 2024**

Motion made by Commissioner Steinberg, seconded by Commissioner Blue to approve the minutes of the Regular Meeting of March 6, 2024.

Ayes: Commissioners Blue, Bauer, O'Neill, Steinberg Sohmer and Blau  
Nays: None  
Abstain: None  
Absent: Commissioner Yook

**March 25, 2024**

Commissioner Steinberg asked that the minutes be revised to reflect that she attended the meeting in person, rather than via Zoom.

Motion made by Commissioner Blau, Seconded by Commissioner Blue to approve the minutes of the Special meeting of March 6, 2024 as revised.

Ayes: Commissioners Blue, Bauer, O'Neill, Steinberg Sohmer and Blau  
Nays: None  
Abstain: None  
Absent: Commissioner Yook

## **5. Report of the Executive Director.**

Mr. Corrison advised the Board that he had a personal conflict on May 1, 2024, the date scheduled for the next meeting, and asked the Board if they would consider holding the meeting on Tuesday, April 30, 2024 instead.

None of the members had an objection. Mr. Corrison advised that he will provide public notice of same and remind the Board of the change.

Commissioner Bauer made a motion, seconded by Commissioner Blau to change the next meeting date to April 30, 2024 at 6:00 p.m.

Ayes: Commissioners Blue, Bauer, O'Neill, Steinberg Sohmer and Blau  
Nays: None  
Abstain: None  
Absent: Commissioner Yook

Mr. Corrison advised the Board that we have been meeting our obligations and that everyone was pitching in to cover some of the tasks that were Peggy's responsibilities. He added that Tom Furlong has been a big help with the financial information. Mr. Corrison said that the staff had been contacting providers to obtain new passwords for accounts which Peggy handled. Staff has been working hard to cover all bases. Sylvia had a previously preplanned/prepaid vacation but will be back next week.

Mr. Corrison also addressed the Resolutions in the packet. The first resolution is for payments of invoices.

The second is to extend the contract for landscaping and ground maintenance services at both Harry J. Holtje and First Street for another year with Bill's Landscaping which has been very responsive.

The Third resolution is to adopt a check writing and reconciliation procedure. Mr. Corrison said he had presented the draft to both Commissioners Blue and Bauer and had revised it in accordance with their suggestions. Commissioner Bauer indicated it was a very good plan.

The final resolution is for closed session for personnel matters and to discuss potential litigation.

**6. New Business. Resolutions**

A motion was made by Commissioner Blue, Seconded by Commissioner Steinberg to approve the following resolutions by consent agenda.

- A. Payment of Bills
- B. Authorizing the Extension of the Contract for Landscaping and Grounds Services for Holtje House and 2423 First Street with Bill's Landscaping for One Year from 4/1/2024 through 1/30/24
- C. Adopting a check writing and reconciliation procedure.

Ayes: Commissioners Blue, Bauer, O'Neill, Steinberg, Sohmer, Blau

Nays: None

Abstention: None

Absent: Commissioner Yook

- D. Resolution to move into closed session to discuss personnel matters and a matter of potential litigation.

Motion was made by Commissioner Bauer, Seconded by Commissioner Steinberg.

Ayes: Blue, Bauer, O'Neill, Steinberg, Sohmer, Blau

Nays: None

Abstention: None

Absent: Commissioner Yook

The Board went into Closed Session at approximately 6:30

CLOSED SESSION

**7. ACTION SUBSEQUENT TO CLOSED SESSION**

Commissioner Blau made a motion, seconded by Commissioner Sohmer to come out of closed session at 7:00 p.m.

Ayes: Commissioners Blue, Bauer, O'Neill, Steinberg, Sohmer Blau

Nays: None

Abstention: None

Absent: Commissioner Yook

**8. ADJOURNMENT.**

Motion made by Commissioner Blau, seconded by Commissioner Blue to adjourn the meeting at 7:01 p.m.

Ayes: Commissioners Blue, Bauer, O'Neill, Steinberg, Sohmer, Blau

Nays: None

Abstain: None

Absent: Commissioner Yook

Respectfully submitted,

Terrence J. Corrison  
Executive Director