

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

**MINUTES OF REGULAR MEETING**

**FEBRUARY 7, 2024**

1. **MEETING** called to order at 6:00 PM by Chairperson, C. Blue, via a Hybrid Meeting on February 2, 2022.

2. 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 remaining regular meetings for 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, 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,  
R. Sohmer, D. Steinberg and A. Yook

**ABSENT:** E. O'Neill

**4. NOMINATIONS OF CHAIRPERSON AND VICE CHAIRPERSON:**

- A) **S. BAUER**, nominated **C. BLUE** for **CHAIRPERSON OF THE HOUSING AUTHORITY**, seconded by **J. BLAU**. There being no further nominations, **C. BLUE**, was elected **CHAIRPERSON, UNANIMOUSLY** on **MOTION** made by **S. BAUER** and seconded by **J. BLAU**.
  
- B) **R. SOHMER**, nominated **S. BAUER**, for **VICE CHAIRPERSON OF THE HOUSING AUTHORITY**, seconded by **C. BLUE**. There being no further nominations, **S. BAUER**, was elected **VICE CHAIRPERSON UNANIMOUSLY** on **MOTION** made by **R. SOHMER** and seconded by **C. BLUE**.

**5. MINUTES:**

Motion made by S. Bauer, seconded by C. Blue, to dispense with the reading of the Minutes for Regular Meeting of January 3, 2024, and to approve the Minutes as written.

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

**6. DIRECTOR'S REPORT:**

Prior to the Director's Report being given by the Director he introduced Tom Furlong, the Housing's Accountant to give a brief report on the Financial Proposals prepared by the Lakeland Bank under their accepted Banking Proposal. He answered all questions asked by the Commissioners and resolved their concerns prior to the transfer of funds to Lakeland Bank.

- a. Change Order. I have prepared a Change Order for the work being done by J.T. Fire Safety Company at the request of The Director of the Bergen County Community Development Program who I spoke to regarding obtaining "Unprogrammed Funds". These are funds that are retained by Community Development for projects that were never completed or had monies remaining after work was completed. We did not

anticipate this additional work needed to be done in our initial bid. This is work that is being required by the Borough Electrical Inspector for completion of the program. I have completed an application for these funds and will submit same with the Change Order.

- b. We have a new Housing Inspector and he is working out great. Our previous inspector left and our new Inspector has picked up very fast. I think he will work our fine for us
  
- c. RESOLUTIONS:
  - i) Payment of Bills;
  
  - ii) We have a change in the payment standards for For Section 8 Housing Vouchers. After a discussion with Tom Furlong we agreed to set them as 110% of the HUD published payment standards. Also, giving Fort Lee residents the opportunity to look for higher apartment rents and stay in Fort Lee.
  
  - iii) We are adopting a Cash Management Plan which we are advised to do by Tom (spoke to you about this earlier in his report) and HUD for the Fiscal Year 2024.
  
  - iv) Resolution authorizing a 5% increase for the apartments at the Holtje House which is allowed by HUD. This does not effect the tenant's portion of rent. Their rents remain at 30% of their income.
  
  - v) Awarding a Contract to Parent Door Hardware in the Amount of \$ 9,832.00 for installation of ADA Complaint Automatic Exterior Entry Doors at 1405 Teresa Drive, Fort Lee, N.J. We have received a Grant in the amount of \$ 14,000.00 for this project.

Our next meeting will be Wednesday, March 6<sup>th</sup>, 2024. See you then. Have a great month.

**7. MOTION** made by C. Blue, seconded by S. Bauer to approve the following Resolutions by Consent Agenda.

- A. Resolution No. 2401 to approve payment of the attached list of bills. Resolution annexed hereto.
- B. Resolution No. 2402 authorizing a Change in the Payment Standards for Section 8 Housing Choice Voucher Rent Subsidized Apartments. Resolution annexed hereto.
- C. Resolution No. 2303 adopting a Cash Management Plan For Fiscal Year 2024. Resolution annexed hereto.
- D. Resolution No 2304 authorizing a 5% Rent Increase for Apartments at the Harry J. Holtje House located at 1403, 1405 and 407 Teresa Drive, Fort Lee, New Jersey. Resolution annexed hereto.
- E. Resolution No. 2305 awarding a contract to PARENT DOOR Hardware, the lowest responsible bidder, in the amount of \$ 9,832.00 for Installation of ADA Complaint Automatic Exterior Entry Doors at the Harry J. Holtje House, located at 1405 Teresa Drive, Fort Lee, New Jersey.

**AYES:** C. Blue, S. Bauer, J. Blau, R. Sohmer, D. Steinberg and A. Yook

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** E. O'Neill

**8. OPEN DISCUSSION:** None

**9. ADJOURNMENT:**

**MOTION** made by C. Blue, seconded by S. Bauer, to adjourn  
the meeting at 6:45 p.m.

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

Respectfully submitted,

Terrence J. Corrison  
Executive Director