



# *Fort Lee Housing Authority*

1403 Teresa Drive  
Fort Lee, New Jersey 07024  
Tel (201) 947-7400/7401  
Fax (201) 947-9710

## HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

### MINUTES OF SCHEDULED MEETING

**APRIL 30<sup>TH</sup>, 2024**

1. **MEETING** called to order at 6:00 pm by Chairperson, C. Blue, via a Hybrid Meeting on April 30<sup>th</sup>, 2024.
2. Pursuant to the Open Public Meetings Act the Chair read the following statement adequate notice of this meeting has been provided in the following matter:

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

### 4. Minutes:

Motion made by S. Bauer, seconded by C. Blue, to dispense with reading the Minutes for the Scheduled Meeting of April 3, 2024, and the Minutes for the Confidential Meeting April 3, 2024, and to approve the Minutes with one correction as to the attendance of D. Steinberg attending in person.

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

May 30, 2024



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## **5. Executive Director's Report:**

Mr. Coriston advised the Board that we have been making great progress.

- a. There are many Bank accounts. There are accounts in Citizens (formerly Investors Bank), TD Bank and Bogota Bank. There is lots of paperwork to be completed because Signatories need to be changed on some of these accounts. We will be switching to Lakeland Bank, but the signatories must be changed first. We will be having a FLASH Meeting in the next two weeks on which Sherry will be serving with Dolores, who has been on the Board for years.
- b. We have been addressing things as they come in and improving the process with easier access, computerizing, and sharing the information with other employees.
- c. We are working on establishing log ins for Sylvia Ruiz and Steve Cuifo for eLoccs which is a HUD computer program that Peggy only had access for Drawdowns and getting financing. Both are getting access for back up just in case one isn't here.
- d. The insurance company has assigned an auditor to work with us to determine the full extent of the loss. We have \$1 million in coverage which should help us fully recover the misappropriated funds.
- e. Tom Furlong has continued to be a great help with this transition. He is familiar with and has access to all the financials. He is the Authority's Fee Accountant, which is like our in-house accountant. He handles our drawdowns, HUD requisition funds. Tom calculates our Section 8 Housing programs to make sure we stay on target and don't lose funds for the 500 families we help.
- f. Mr. Coriston received word that the PIC system will be transitioning to a new program and there will be downtime. It is recommended that we complete recertifications 3 months out. Recerts will have to be completed three months earlier or we may have an issue with funding.
- g. We will be looking to hire someone part-time. We're looking for someone who is good with numbers, who may help with recerts and tackle projects that we can't get to. Most of the work will be clerical. Staff are willing to train. As suggested by C. Blue, we will do a background check being that that is part of our hiring procedure. Mr. Coriston advised that he is consulting the Director of Bergen Housing Authority, who have hired two part-timers in the last six months to do what we would need.
- h. Preliminary findings have been submitted to the Police Department, HUD, and the Insurance company. They advised that they'd get back to us.



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## 6. RESOLUTIONS:

### a. Payment of Bills:

The motion for approval of bill payments was made by S. Bauer and seconded by C. Blue.

## 7. ADJOURNMENT:

Motion made by Commissioner C. Blue, seconded by Commissioner R. Sohmer to adjourn the meeting at 6:15 pm.

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

Respectfully submitted,

Terrence Cormiston  
Executive Director

May 30, 2024

