



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

OCTOBER 1st, 2024

1. **MEETING** called to order at 6:05 pm by Vice Chairperson, S. Bauer, via a Hybrid Meeting on October 1st, 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 6th, 2023, a notice of this meeting, 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, the authority's website and provided 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, S. Bauer, R. Sohmer, D. Steinberg, E. O'Neill, A. Yook, J. Blau
ABSENT: C. Blue

4. Minutes:

Motion made by J. Blau, seconded by A. Yook, to approve the Minutes of the meeting of September 4th, 2024.

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

October 30th, 2024



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5. Executive Director's Report:

Mr. Corriston advised the Board of the following:

- a. August was a very busy month as our annual audit was conducted with a new auditor. The staff worked together to get files from a list provided to us. The Auditors were very thorough and when they viewed those files, they would request additional ones. The audit was awarded in June with a deadline of September 30th. It may be best for us to award it earlier next year. I believe we did well. There was a finding related to maintaining adequate internal controls over financial reporting with respect to the FSS program, which was what the issue was. The Auditors recommended that we institute adequate segregation of the duties and internal controls to institute monthly procedures whereby financial statements for accounts were reviewed for accuracy and reconciled to the subsidiary ledgers monthly. With respect to the FSS issue, we already had a policy in place for segregation of duties. The problem was someone abusing the policy and double stamping checks that needed two signatures. This is no longer an issue because all statements with canceled checks are opened only by me, and no one can remove checks that are signed improperly and that I wouldn't see. Also, we do not use any stamps for signatures.
- b. We have an action plan and are working together to get the FSS accounts set up and rectified and the money will be allotted to the proper parties by the end of the year.
- c. We did receive word from the JIF counsel that our insurance claim has been approved. They are waiting for the other counsel to draft an Assignment and Subordination Agreement so that if we do recover any of the money from the person at fault or any other way, we would pay it back to the insurance company. Our claim is fully covered less our deductible. We also have a small policy of \$25,000 that will cover our deductible.
- d. There is nothing to report with regard to action from the government. I did touch base with them last week and they have requested some additional information from us which we will give them.
- e. We received our SEMAP score which is the annual Section 8 Management Assessment Program. Based on the score we are a high performer. The good news is that due to our score we are exempt from having to make certain applications to HUD and exempt from certain requirements.



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- f. We had our public hearing on our Administrative Plan and our Five Year Plan which was sent out to you last month for your review. No one appeared to object or ask questions. The Five Year Plan will be submitted to HUD. The Administrative plan is like our bible. When we have certain situations, we refer to it for guidance.
- g. Next month we will have our auditor present the audit and our accountant present the new proposed budget.
- h. Last month we adopted the Conflict of Interest policy and all commissioners were asked to complete a form. One of our commissioners has a brother-in-law on the program. We have to submit a waiver to HUD to continue to administer his voucher. Alternatively, HUD may have us transfer it to another agency. As such, I would like to add an additional resolution to the consent agenda to request a HUD waiver to continue administering this particular voucher. I will submit a confirming resolution next month.

6. RESOLUTIONS:

- a. The Board approved the following resolution:
 - 1. **2430-** Payment of Bills

The motion for approval was made by J. Blau and seconded by D. Steinberg.

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

2. Consent Agenda

The motion to adopt the following Resolutions was made by J. Blau and seconded by D. Steinberg.

- o **2431-** Authorizing Charles Blue, Chair, Sherry Bauer, Vice Chair, Terrence J. Corrison, Executive Director/ Secretary and Steve



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Ciufo, HCV Manager to be signatories on the Fort Lee Housing Authority accounts at TD Bank.

- **2432-** Adopting the Revised Housing Choice Voucher (HCV) Administrative Plan as required by the Housing Opportunity through Modernization Act (HOTMA) Section 102 and 104.
- **2433-** Approving the submission of the Five-Year Plan (2025-2029) and Annual Plan for the Fiscal Year 2025 to the U.S. Department of Housing and Urban Development (HUD).
- **2434-** Authorizing the submission of a request to HUD for a waiver to permit the Authority to continue to administer a housing voucher for a program participant who is a relative of a Commissioner.

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

7. ADJOURNMENT:

Motion made by A. Yook and seconded by S. Bauer to adjourn the meeting at 6:35 pm.

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

Respectfully submitted,

Terrence Corriston
Executive Director

October 30th, 2024