



# *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

**SEPTEMBER 4<sup>TH</sup>, 2024**

1. **MEETING** called to order at 6:05 pm by Chairperson, C. Blue, via a Hybrid Meeting on September 4<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<sup>th</sup>, 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 C. Blue, S. Bauer, R. Sohmer, D. Steinberg, E. O'Neill, A. Yook  
ABSENT: J. Blau

4. **Minutes:**

Motion made by R. Sohmer, seconded by S. Bauer, to approve the Minutes of the meeting of July 10, 2024.

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



# Fort Lee Housing Authority

---

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

## 5. Executive Director's Report:

Mr. Corriston advised the Board of the following:

- a. Exterior brick work and waterproofing work at 8<sup>th</sup> Street has been completed except for 2 minor items that the contractors will be returning to finish. We will be issuing payment within the next week or so. Here at Holtje House, work continues and is expected to be completed by the end of week. We do need to pay them so we can get the money from Community Development without having to get an extension. \$61,000 of the \$99,000 is coming from Community Development. Architects will be completing a walk through to give the final approval for both jobs.
- b. The Administrative Plan has been posted on our website for review and we will be having a Public Hearing on September 26, 2024, as required. The Administrative plan is about 500 pages thick, it is our Blueprint or playbook. Sixty percent of the Administrative Plan is made up of the best practices of HUD. Nan McKay helps us with recommendations for what's best structured for our community. Our Administrative Plan hadn't been updated for about 5 years and we needed to update because of HOTMA which has been delayed again this year.
- c. With respect to our 5-year plan, because of our size and we are a high performer, we do not have to issue a formal 1 year plan every year. We did get our SEMAP score, and we scored 97 out of 100. Our 5-year plan is made up of goals and objectives for the program. We are hoping to open the waiting list, and it will be automated. Our recertification will be online, also making the process easier. We are trying to streamline the process.
- d. We have a new Auditor, and it will be a lot of work for us. They have a very good national reputation. We have new questionnaires that we all must fill out regarding the programs, safeguards, practices, guidelines. They are very thorough.
- e. The new hire is working out great. She is relieving a lot of the Rent Leveling duties from Sylvia so she can take care of her other responsibilities.
- f. Regarding the Resolutions:
  - Conflict of Interest Policy which has been modeled from a HUD form. If anyone has a family member on the program, we have to notify HUD.
  - Renewal of our Joint Insurance Fund (JIF). We are part of a non-profit insurance fund which is made up of several Housing Authorities. We are very fortunate to be part of because it would be very expensive if we weren't. We are renewing our membership and appointing myself as primary commissioner and Sylvia will be the secondary commissioner. We will be





# Fort Lee Housing Authority

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

attending their meetings and conferences and participate when they are talking about insurance and liability, which involves a lot.

- Appoint a PACO officer which is a Public Agency Compliance Officer. They receive notices from the state and handle equal employment opportunities. They complete paperwork for our staff if there are any issues with the EEOP and also make sure that our contractors are following the program.
- The Procurement Policy was updated. We used to be funded by both Federal Capital Funds and Operating Funds, and we used to comply with Federal and State Procurement regulations. It was like this for years, now we only get the voucher subsidy from HUD, which is not coming to us, it is for the vouchers. We have an earned fee but again it is not subsidy. We are not subject to the Federal regulations anymore. Which is why the policy has been updated.
- Right of way agreement. The neighbor's retaining wall was built on a small piece of our property and the town's property. The Mayor asked us to give them a license with permission to use this property in order to close on their property. The town also granted this license to them.

## 6. RESOLUTIONS:

- a. The Board approved the following resolution:

1. Payment of Bills

The motion for approval was made by S. Bauer and seconded by D. Steinberg.

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

2. Consent Agenda

The motion to adopt the following Resolutions was made by S. Bauer and seconded by A. Yook.

- 2430 - Bills for payment
- 2431 - Authorizing Charles Blue, Chair, Sherry Bauer, Vice Chair, Terrence J. Corrison, Executive Director/ Secretary and Steve Ciufu, HCV Manager to be signatories on the Fort Lee Housing Authority accounts at TD Bank.



# Fort Lee Housing Authority

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

- 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).

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

## 7. ADJOURNMENT:

Motion made by C. Blue and seconded by S. Bauer to adjourn the meeting at 6:33 pm.

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

Respectfully submitted,

Terrence Corriston  
Executive Director

September 26, 2024