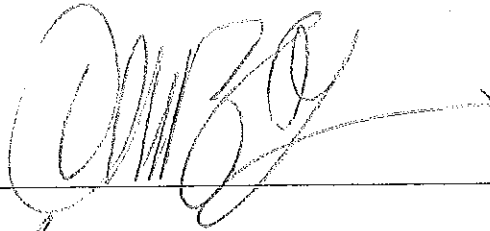


HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2401

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE, upon the recommendation and approval of the Executive Director, that the following claims on current bills, list attached, amounting to \$ 19,114.70 is hereby approved.

INTRODUCED BY: _____



SECONDED BY: _____



DATED: February 7, 2024

PROJECT BILLS FOR FEBRUARY 2024

\$ 3,652.45	P.S.E. & G. – Gas & Electric Invoice for December/HJHH
3,497.34	United Water NJ – Invoice for Services for 12/01/23 to 1/03/2024
161.46	P.S.E. & G. – Street Lighting for 12/1/23 to 1/4/24
543.78	P.S.E. & G. –Gas & Electric Invoice for Office/December 2023
257.44	Home Depot – Inv. for January 2022
2,970.00	John G. Donovan – PSR on Fire Standpipe Projects for HJHH from 9/22/2022 to 1/31/24 (33 hours spent for this period)
690.00	LifeStation – Emergency Call System – 12/22/23 to 3/31/24
460.00	Kraft Power – Quarterly Inspection on Generator (1/03/24)
2,550.00	Better Image Landscapes, Inc, - Snow removal, Rock Salt Application and Calcium Chloride Application (3 times) on Storm 1/16/24 and Rock Salt Application and Calcium Chloride Application on 1/19/2024
28.00	Parent Door Hardware – Deadbolt Rekeyed and three keys

\$ 14,180.47 TOTAL

SECTION 8 BILLS FOR FEBRUARY 2024

\$ 1,649.00	Nelrod Company – EZ Reasonable Rent Determinations for HCVP
988.00	A.S. Consulting – Backup and Computer Maintenance
424.66	Atlantic Tomorrows Office – Overcharge for Colored Copies (5,515)
208.91	P McQuade – Reimbursement for Food & Drinks for Holiday Party
555.64	Verizon FIOS - Services for 1/10/24 – 2/9/24
89.57	NTN Philadelphia – Criminal and Credit Reports
547.01	Quadient – 8905 Rate Pak for Scale (New Postage Rates)
431.25	Verizon Wireless – Services to 01/04/24-02/03/2024
70.40	T. Corrison – Reimbursement for Office Supplies
49.27	Staples – Office Supplies

\$ 4,934.23 TOTAL

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2402

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE AUTHORIZING A CHANGE IN THE PAYMENT STANDARDS FOR SECTION 8 HOUSING CHOICE VOUCHER RENT SUBSIDIZED APARTMENTS.

WHEREAS, in Fort Lee and areas in close proximity to Fort Lee, the rents are higher than the HUD published Fair Market Rents and a review of the Housing Authority's rental payment reports indicate that the rents for apartments in the Fort Lee and surrounding areas are higher than HUD's FMRs; and

WHEREAS, HUD recently published its new Fair Market Rents (FMR) for the Fiscal Year 2024. Although these FMRs increased the rents for the Fort Lee area, they are still too low to afford tenants an opportunity to lease up in Fort Lee; and

WHEREAS, HUD regulations indicate that Public Housing Authorities are permitted to increase the payment standards up to 110% of Fair Market Rent and the Executive Director, Terrence J. Corrison, and Thomas Furlong, Consulting CPA, have determined that it would be in the best interest of the Section 8 Rent Subsidy Program to increase the rental payment standard for the certain units to offer Section 8 participants a greater selection of housing in the Fort Lee area; and

WHEREAS, the current Fair Market Rents (Housing Authority Payment Standards) as established by HUD and effective October, 2023, are higher FMR's than previously set, namely:

0 Bedroom -	\$ 1,950.00
1 Bedroom -	\$ 2,300.00
2 Bedrooms -	\$ 2,640.00
3 Bedrooms -	\$ 3,270.00
4 Bedrooms -	\$ 4,110.00

Said FMRs shall remain in effect until new rates are issued by HUD; and

WHEREAS, the Fort Lee Housing Authority has determined that the Fair Market Rent (Housing Authority Payment Standard) for the following units shall be increased effective February, 2024, for the Fiscal Year 2024 as follows:

0 Bedroom	-	\$ 2,145.00
1 Bedroom	-	\$ 2,530.00
2 Bedrooms	-	\$ 2,904.00
3 Bedrooms	-	\$ 3,597.00
4 Bedrooms	-	\$ 4,521.00

NOW, THEREFORE, BE IT RESOLVED THAT THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE hereby:

1. Authorize the increase of the payment standards for the above listed units.
2. Authorize the notification to HUD of the increased payment standard if required to do so by HUD.
3. That this Resolution shall take effect immediately.

INTRODUCED BY: _____

SECONDED BY: _____

DATED: February 7, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2703

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE ADOPTING A CASH MANAGEMENT PLAN FOR YEAR 2024.

WHEREAS it is in the best interest of the Fort Lee Housing Authority to earn additional revenue through the investment and prudent management of its cash receipts; and

WHEREAS P.L. 1983, Chapter 8 is an act concerning the Local Fiscal Affairs Law and amends NJSA 40A:5-2 and NJSA 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan,

NOW, THEREFORE, BE IT RESOLVED, that the following shall constitute the Cash Management Plan for the Fort Lee Housing Authority and the Executive Director shall deposit and manage its funds pursuant to this plan:

Definitions

1. Executive Director shall mean the Executive Director of the Fort Lee Housing Authority.
2. Fiscal Year shall mean the twelve-month period ending December 31st.
3. Cash Management Plan shall mean that plan as approved by resolution.

Designation of Depositories

At least once each fiscal year the governing body shall by resolution designate the depositories for the Fort Lee Housing Authority in accordance with N.J.S.A. 40A:5-14. The Fort Lee Housing Authority designates Lakeland Bank, Bogota Savings Bank, Bank of America, and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

Audit Requirement

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Authority to Invest

The Board of Commissioners shall pass a resolution at its first meeting of the fiscal year designating the official who shall make and be responsible for municipal deposits and investments. The Executive Director of the Fort Lee Housing Authority is so authorized.

Investment Instruments

1. The Executive Director shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

Records and Reports

1. The Executive Director shall report all investments in accordance with N.J.S.A. 40A:5-14E.
2. At a minimum, the Executive Director shall:
 - a) Keep a record of all investments.
 - b) Keep a cash position record of the daily cash balance of all investment accounts.
 - c) Confirm investments with the Board of Commissioners at the next regularly scheduled meeting.
 - d) Report monthly to the Board of Commissioners as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

Cash Flow

1. The Executive Director shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
2. All monies shall be turned over to the Executive Director or his designee and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Executive Director is authorized and directed to invest surplus funds of the Fort Lee Housing Authority as the availability of the funds permit. In addition, it shall be the responsibility of the Executive Director to minimize the possibility of idle cash by depositing monies in interest bearing accounts wherever practical and in the best interest of the Fort Lee Housing Authority.
4. The Executive Director shall ensure that funds are borrowed for any Capital Projects in a timely fashion.

Signatories

The signatories of the Housing Authority shall be Chairman, Vice Chairman, Executive Director and Deputy Director. Transactions must be supported by at least two of the officials.\

Wire Transfer and ACH Payments Policy

The following requirements are part of the wire transfer and ACH payments policy:

- a. Terrence Corrison, Peggy McQuade, and Lisa Cartagena are authorized to execute and confirm wire transfers and ACH payments ("electronic payments"). The person who initiates the electronic payment may not be the same person who authorizes the release of the payment directly with the bank utilizing a separate platform other than the electronic platform utilized to initiate the wire, i.e., Telephone call or Phone Text, not an email on the same network.
- b. Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template is authorized are allowed. Wire and ACH Template authorizations should go through the same approval process as noted in a. above, wherein one person initiates and the other person confirms. Also, any changes to a template must be authorized using this same process. A wire transfer or ACH payment requires at least two forms of verification from the vendor bank before a transfer can be authorized. The verification should include: (i) multi-factor authentication for each authorized user; (ii) user verbal authorization and verbal confirmation using phone contact information on file, not the phone number in an email; and (iii) a limited email exchange to confirm the wire transfer. The additional factor(s) can be a text with a code sent to an authorized user's smartphone, a hard token, or biometrics. The email exchange shall never contain specific information relating to the actual contents of the transfer.
- c. For all wire/ACH transfer of funds, the following information is required:
 - i. Must create a template for all transactions.
 - ii. Name of person spoken to, including the recipient vendor title and telephone number.
 - iii. Name of the two individuals from the covered entity that verbally and in writing confirmed the authorization of the transfer, and the receiving bank information, including routing number, account number and dollar amount.
 - iv. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
 - v. Memorialization of the transfer and confirmation of completion of the transaction.
 - vi. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
- d. Memorialization of each transfer/payment must be filed with the Chief Financial Officer/JIF treasurer and made available for audit. 3
- e. A detailed description of all wire transfers and ACH payments must be filed with the Executive Director.
- f. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.

g. Wire transfers are restricted to infrequent or emergent matters, and real estate transactions, rather than for routine payments to vendors. Templates must be set up for wire transfers.

h. Wire transfers may not exceed \$10,000.00 unless specifically authorized by the Executive Director. ACH payment shall not exceed \$700,000.00 per month.

i. The Authority shall establish on-line banking alerts for all wires & ACHs changes to a template. The online banking policy shall include a requirement that the wire/ACH is not released until the recipient of the alert approves it.

j. Covered entities are required to restrict all permissions on international wires. Authorized users are required to set up restrictions on the banking institution's on-line system.

k. Commencing with opening of accounts at Lakeland Bank, the Authority will utilize "Positive Pay" to ensure that any transactions not specifically authorized will be flagged by the banking system, and the Authority must authorize each flagged transaction. Additionally, the Deputy Director shall daily review overnight transactions and balances to identify any unusual transactions or events.

l. The Authority shall notify the bank and Executive Director immediately if suspicious activity is detected.

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Fort Lee at its Regular Meeting of February 7, 2024.

TERRENCE J. CORRISTON
Executive Director


CHARLES BLUE, Chairman
Board of Commissioners

INTRODUCED BY: _____

OFFERED BY: _____

DATED: February 7, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2404

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE FORT LEE HOUSING AUTHORITY AUTHORIZING A 5% RENT INCREASE FOR APARTMENTS AT THE HARRY J. HOLTJE HOUSE LOCATED AT 1403, 1405 AND 1407 TERESA DRIVE, FORT LEE, NEW JERSEY.

WHEREAS, as a result of the conversion from public housing to project based vouchers, the **FORT LEE ASSISTANCE AND SUPPORT HOUSING CORP. ("FLASH")** has been contracted to manage the Harry J. Holtje House Apartments (the "PBV Units") in accordance with applicable HUD Rules and Regulations; and

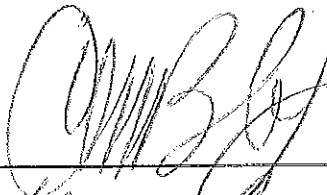
WHEREAS, the United States Department of Housing and Urban Development ("HUD") has authorized contract rent increases of up to 5% for project based Vouchers; and

WHEREAS, in accordance with applicable regulations, by letter FLASH submitted a request to a third party requesting an increase in the contract rents for the PBV units by 5%; and

WHEREAS, that the request submitted by FLASH is reasonable in light of comparable rents.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Fort Lee hereby approves the FLASH request to increase contract rents for the PBV Units by 5%.

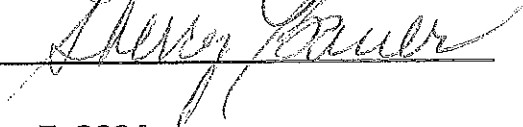
INTRODUCED BY: _____



CHARLES BLUE Chairperson



SECONDED BY: _____



DATED: February 7, 2024



HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, 2ND FLOOR
HACKENSACK, NJ 07601
PHONE: 201-336-7600
FAX: 201-336-7630
WWW.HABCNJ.ORG

LYNN BARTLETT
EXECUTIVE DIRECTOR

January 10, 2024

Terrence Corrison, Executive Director
Fort Lee Housing Authority
1403 Teresa Dr.
Fort Lee, NJ 07024

Regarding: PBV Contract Rents for PBV Harry J Holtje House (OCAF increase)

Dear Terrence Corrison,

I have reviewed your OCAF rent increase requests for the current rents for units located at 1403 & 1405, 1407 Teresa Drive, Fort Lee, New Jersey. I have found that the current rents and requested increases.

Number of Bedrooms	Current Rent	OCAF Adjusted Rent
0	\$696.00	\$731.00
1	\$749.00	\$787.00
2	\$891.00	\$936.00
3	\$1,188.00	\$1,248.00

for all units and unit sizes are rent reasonable. This holds true for all the units and unit sizes reviewed.

Respectfully,

Shahin Rahvar
Director of Voucher Programs
201-336-7656
rahvar@habcnj.org

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE.

RESOLUTION NO. 2405

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE HEREBY AWARDING A CONTRACT TO PARENT DOOR HARDWARE, THE LOWEST RESPONSIBLE BIDDER, IN THE AMOUNT \$ 9,832.00 FOR INSTALLATION OF ADA COMPLIANT AUTOMATIC EXTERIOR ENTRY DOORS AT THE HARRY J. HOLTJE HOUSE, LOCATED AT 1405 TERESA DRIVE, FORT LEE, NEW JERSEY.

WHEREAS, as a result of a Reasonable Accommodation Request; and after discussions held between the Executive Director, Terrence J. Corrison, Family and Housing Maintenance Supervisor; the Housing Authority agreed to the family's request; and

WHEREAS, the Housing Authority did issue a Request for Proposals for installation of ADA compliant Automatic Exterior Entry Doors at the Harry J. Building 1405 Teresa Drive, Fort Lee, New Jersey; and

WHEREAS, the Housing Authority did receive, as a result of said Request for Proposals, a total of four (4) bids; and

WHEREAS, it was determine, after review by the Executive Director, that PARENT DOOR HARDWARE, submitted the lowest responsible bid in the amount of \$ 9,832.00; and

WHEREAS, PARENT DOOR HARDWARE has suitable references for similar work performed and has performed satisfactory prior work for the Fort Lee Housing Authority.

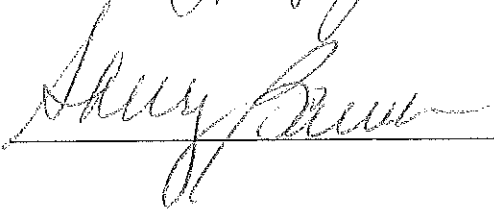
NOW, THEREFORE, BE IT RESOLVED, BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE, as follows:

1. That the Executive Director is hereby directed to enter into a contract with PARENT DOOR HARDWARE in the amount of \$ 9,832.00 for installation of ADA-compliant Automatic Exterior Entry Doors at the Harry J. Holtje House, 1405 Teresa Drive, Fort Lee, New Jersey.
2. That this Resolution shall take effect immediately.

INTRODUCED BY: _____



SECONDED BY: _____



DATED: February 7, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2406

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE FORT LEE HOUSING AUTHORITY AUTHORIZING A CHANGE ORDER TO JT FIRE AND SAFETY, LLC FOR THE INSTALLATION OF A FIRE STAND PUMP SYSTEM FOR THE HARRY J. HOLTJE BUILDING

WHEREAS, the Fort Lee Housing Authority (the "Authority") previously issued a contract to JT Fire Safety LLC for the installation of a Fire Stand Pump (the 'work'); and

WHEREAS, as per the memo dated February 5, 2024 prepared by Executive Director Corrison it is necessary to have additional unanticipated work performed to comply with the current building code; and

WHEREAS, the additional work needs to be done before the contracted work can be completed and as such, it is necessary to issue a change order in order to avoid a substantial increase in costs; and

WHEREAS, the total additional cost for additional work is \$20,525.00 as provided in the aforesaid memo, and

WHEREAS, Bergen County Community Development has agreed to provide a grant for additional funding in the sum not to exceed \$11,625.00.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE FORT LEE HOUSING AUTHORITY hereby authorizes Change Order No. 1 to the Contract with JT for an additional sum of \$20,525.00

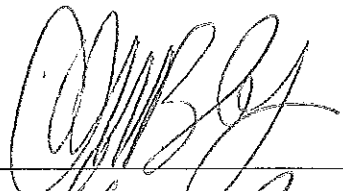
Introduced by:

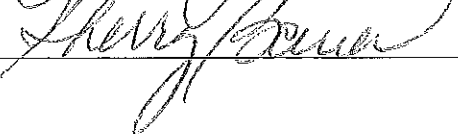
Seconded by:

Dated: February 7, 2024



Charles Blue, Chair





MEMORANDUM

To: Board of Commissioners

From: Terrence J. Corrison, Executive Director

Re: Change Order for Fire Stand Pipe Sysemt

Date: February 5, 2024

As the result of an inspection conducted by the Fort Lee Fire Department the Authority was advised that the Fire Stand Pump system for Holtje House needed replacement. After obtaining price quotes, it was determined that it would be necessary to bid the project. After bidding the work twice, based upon the quotes received prior to initiating the bids, it was determined that the lowest quotes exceeded the budget allocated for the work. As such, we negotiated with the bidders and awarded a contract to JT Fire & Safety, LLC. Fortunately we were awarded \$60,000.00 in unprogrammed funds form a Bergen County Community Development Grant.

Subsequently we contracted with JT Fire & Safety, LLC (hereinafter "JT") however, we then learned that as a result of supply chain shortages due to the Coronavirus pandemic, the specified fire stand pump was on back order. As such, the installation was significantly delayed.

JT finally commenced the work and replaced the fire stand pump. Before finishing the job, they called the Borough for an inspection to confirm that the subcode officials were satisfied with the installation. At that time, for the first time, JT learned that the nature of the replacement of the fire stand pump was such, that it triggered the necessity to upgrade the entire system, including the electrical connections, to current standards. This was not anticipated in the original plans and had not previously been told to us. As a result, JT submitted a change order proposal for a total of \$35,000.00 to complete the following necessary work:

1. Installation of new overhead services (200 amps)
2. Installation of Service disconnect as per NEC
3. Provide engineered drawings
4. Provide all necessary grounding of electrical system

JT's estimate for the aforesaid engineering (\$14,475,000.00) has been eliminated from the proposal because the Authority is obtaining that work through it's own contract with the A/E, Coppa Montalbano at a more favorable cost of \$6500.00. That leaves a change order of \$20,525.00 for JT. The necessary work has been reviewed by the Authority's A/E which has verified that the work is necessary and that the cost is reasonable.

The total cost for the work is:

JT Fire & Safety LLC

\$58,129