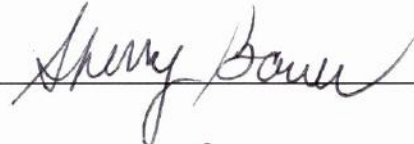


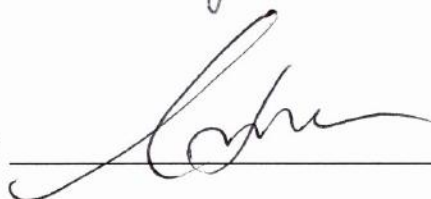
HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2423

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 the current bills, list
attached, amounting to **\$ 41,340.48**, is hereby approved.

PROJECT BILLS FOR JULY 2024 TOTALS:	\$ 8,258.23
PROJECT BILLS FOR AUGUST 2024 TOTALS:	\$ 11,042.40
SECTION 8 BILLS FOR JULY 2024 TOTALS:	\$ 10,648.79
SECTION 8 BILLS FOR AUGUST 2024 TOTALS:	\$ 11,391.06

INTRODUCED BY: 

SECONDED BY: 

DATE: September 4, 2024

Housing Authority Borough of Fort Lee

Vendor Accounting Transaction Audit Report

Program: FLASH Corp., Project: All Projects, Case Worker: All Case Workers, Period: July 2024, Port In Only: No, Show Details: Yes, Process: All

Control Group Process		Date Time Posted	Posted By User	Description		
Invoice		7/1/2024 1:16:00 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
04/30/2024	0083111	Acct#0005682S Elevator Maintenance From 4/1/24-4/30/24	SLADE INDUSTRIES, INC.		\$235.00	\$235.00
Control Group Total:						\$235.00
Invoice		7/1/2024 1:16:00 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/06/2024	600409078808	Acct# 6520316105 (Services for 5/4/24-6/4/24)	P.S.E. & G.		\$158.50	\$158.50
Control Group Total:						\$158.50
Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/11/2024	NJSAINV188282	Cust#FORTL002 Contract 101378 (Quarterly Minor PM)	KRAFT POWER CORPORATION		\$460.00	\$460.00
Control Group Total:						\$460.00
Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/01/2024	230733	Acct#100954 Inv#230733 (July Services)	Anchor Pest Control		\$62.75	\$62.75
Control Group Total:						\$62.75
Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/08/2024	604607945798	Acct# 6520316105 Inv 604607945798 (Services 6/5/24-7/3/24)	PSE & G		\$148.53	\$148.53
Control Group Total:						\$148.53
Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/28/2024	600409118784	Acct# 6759444906 Inv#600409118784 (Services From 5/25/24-6/26/24)	PSE & G		\$1,782.09	\$1,782.09
Control Group Total:						\$1,782.09
Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/28/2024	602408623973	Acct# 6768536303 Inv#602408623973 (Services From 5/25/24-6/26/24)	PSE & G		\$467.84	\$467.84
Control Group Total:						\$467.84
Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/01/2024		Acct#10002427312222 (Services 5/30/24-7/1/24)	Veolia Water New Jersey		\$2,339.52	\$2,339.52
Control Group Total:						\$2,339.52
Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/12/2024	070924a	Water Heater Repair Parts and Labor	Ransom Hydronics, Inc		\$1,280.00	\$1,280.00
Control Group Total:						\$1,280.00

Invoice		7/15/2024 5:17:12 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/01/2024	10076265	Acct# 511079 (Job# 702402) Annual Charge for Water Treatment (Hot Water Heat System)	Chemical Specifics Inc.		\$1,324.00	\$1,324.00
Control Group Total:						\$1,324.00
Grand Total For July 2024:						\$8,258.23

End of Report

Housing Authority Borough of Fort Lee

Vendor Accounting Transaction Audit Report

Program: FLASH Corp., Project: All Projects, Case Worker: All Case Workers, Period: August 2024, Port In Only: No, Show Details: Yes, Process: All

Control Group Process		Date Time Posted	Posted By User	Description		
Invoice		8/2/2024 2:13:16 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/12/2024	4557	Landscaping & Grounds maintenance for April & May 2024 for Harry J. Holtje House 1403/05/07	Bill's Landscaping & Design Inc.		\$1,275.00	\$1,275.00
Control Group Total:						\$1,275.00
Invoice		8/2/2024 2:13:16 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/12/2024	4553	Landscaping & Grounds maintenance for November 2023 for Harry J. Holtje House 1403/05/07	Bill's Landscaping & Design Inc.		\$637.50	\$637.50
Control Group Total:						\$637.50
Invoice		8/2/2024 2:13:16 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	234579	Monthly Pest Control Service for 8/24 Location 100954	Anchor Pest Control		\$62.75	\$62.75
Control Group Total:						\$62.75
Invoice		8/2/2024 2:13:16 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/01/2024	7557402	Acct# 609893 3 emergency calls 7/1/24-9/30/24	LifeStation		\$731.40	\$731.40
Control Group Total:						\$731.40
Invoice		8/2/2024 2:13:16 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/03/2023	10071472	Acct# 511079 Previous balance/ reviewed account	Chemical Specifics Inc.		\$331.00	\$331.00
Control Group Total:						\$331.00
Invoice		8/2/2024 2:13:16 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/13/2024	8thStGarage	8thStGarage: Michael Colon Garage Rental Pymnt 4 months (included in Rent Check)	F.L.A.S.H. Corp.		\$880.00	\$880.00
Control Group Total:						\$880.00
Invoice		8/2/2024 2:13:16 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/30/2024		GPS Ridgefield/ Reimbursement for Water Heater	Ulysses Varela		\$125.82	\$125.82
Control Group Total:						\$125.82
Invoice		8/8/2024 1:20:06 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/05/2024	BidsFacade	Fee for plans for Facade project (50/50)	FLASH CORPORATION		\$122.50	\$122.50
Control Group Total:						\$122.50
Invoice		8/8/2024 1:20:06 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024		Acct No. 10002427312222 inv 7/1-8/1/24	Veolia Water New Jersey		\$2,502.19	\$2,502.19
Control Group Total:						\$2,502.19

Invoice		8/8/2024 1:20:06 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/30/2024	600409168317	AcctNo 6759444906 Period of 6/27/24-7/26/24	PSE & G		\$1,812.37	\$1,812.37
Control Group Total:						\$1,812.37
Invoice		8/8/2024 1:20:06 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/30/2024	605307110594	Acct No 6768536303 (Period of 6/27/24-7/26/24)	PSE & G		\$528.62	\$528.62
Control Group Total:						\$528.62
Invoice		8/8/2024 1:20:06 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/30/2024	603508364531	Acct No 7744641418 (Period of 7/1/24-7/26/24) APT #11	PSE & G		\$16.75	\$16.75
Control Group Total:						\$16.75
Invoice		8/16/2024 1:45:30 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
08/06/2024	602909257376	Acct# 6520316105 Service from 7/4/24-8/2/24	P.S.E. & G.		\$152.76	\$152.76
Control Group Total:						\$152.76
Invoice		8/20/2024 12:59:01 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/15/2024	8134	FLHA Holtje House Facade / Inv 8134 (Balance Due)	Coppa Montalbano Architects		\$1,863.74	\$1,863.74
Control Group Total:						\$1,863.74
Grand Total For August 2024:						\$11,042.40

End of Report

Housing Authority Borough of Fort Lee

Vendor Accounting Transaction Audit Report

Program: Housing Choice Voucher, Project: All Projects, Case Worker: All Case Workers, Period: July 2024, Port In Only: No, Show Details: Yes, Process: All

Control Group Process		Date Time Posted	Posted By User	Description		
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/30/2024	10551	Network Tech Support and Backup	A S Consulting Inc.		\$1,016.00	\$1,016.00
Control Group Total:						\$1,016.00
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/09/2024	06092024	Acct#452494976000156 (Fios Services 6/10-7/9)	Verizon FIOS		\$544.62	\$544.62
Control Group Total:						\$544.62
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/04/2024	10234031	Acct# 1183942 The Record-Add for Proposal for Accounting Services	Gannett New York-NewJersey LocaliQ		\$47.60	\$47.60
Control Group Total:						\$47.60
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/04/2024	10234047	Acct# 1183942 The Record - Ad for Audit Services	Gannett New York-NewJersey LocaliQ		\$47.60	\$47.60
Control Group Total:						\$47.60
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/07/2024	060720204	Acct# 556776715000140 (Services from 6/8-7/7)	Verizon		\$72.94	\$72.94
Control Group Total:						\$72.94
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/31/2024	6003403598	Order#7633554250-000-001	Staples Business		\$103.96	\$103.96
Control Group Total:						\$103.96
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/18/2024		Costco Reimbursement for Office Supplies	Terrence Corrison		\$119.44	\$119.44
Control Group Total:						\$119.44
Invoice		7/1/2024 12:49:24 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
05/17/2024		Reimbursement Office Furniture(FB Market Place)	Ulysses Varela		\$40.00	\$40.00
Control Group Total:						\$40.00
Invoice		7/1/2024 2:17:31 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/01/2024	612024	Serviced Rendered-June 2024 Accounting Services	Thomas Furlong, C.P.A.		\$3,100.00	\$3,100.00
Control Group Total:						\$3,100.00
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/11/2024	904232	Acct# 15018 Inv#904232	Atlantic Tomorrows Office		\$434.74	\$434.74
Control Group Total:						\$434.74

Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/01/2024	NJ6000407	Acct# NJ-6000 (Inv# NJ6000407)	NTN- Philadelphia		\$34.12	\$34.12
Control Group Total:						\$34.12
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/08/2024	24M-14132	NJ Municipalities Magazine 10/24-6/25 (Inv # 24M-14132)	New Jersey State League of Municipalities		\$25.00	\$25.00
Control Group Total:						\$25.00
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
06/27/2024	6005505681	Acct# 1010685 Order #7635344381-000-002 (Office Supplies)	Staples Business Advantage		\$512.00	\$512.00
Control Group Total:						\$512.00
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
06/29/2024	6005621615	Acct# 1010685 Order# 7635344381-000-001 (Office supplies)	Staples Business Advantage		\$23.49	\$23.49
Control Group Total:						\$23.49
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/01/2024	July2024	Accounting Services for July 2024	Thomas Furlong, C.P.A.		\$3,200.00	\$3,200.00
Control Group Total:						\$3,200.00
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/03/2024	9968190596	Acct# 642212010-00001 Inv# 9968190596 (6/4-7/3/24)	Verizon Wireless		\$426.90	\$426.90
Control Group Total:						\$426.90
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/07/2024		Acct#556776715000140 (7/8-8/7)	Verizon FIOS		\$67.65	\$67.65
Control Group Total:						\$67.65
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
07/09/2024		Acct#452494976000156 (7/10-8/9)	Verizon FIOS		\$550.17	\$550.17
Control Group Total:						\$550.17
Invoice		7/15/2024 4:29:29 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Jul		
<i>Doc Date</i>	<i>Doc Num</i>	<i>Document Description</i>	<i>Doc Reference</i>	<i>Tran Reference</i>	<i>Tran Amt</i>	<i>Doc Amt</i>
06/30/2024	1841464	Acct# 511540-Star Ledger Ads Bids for (Acct Services and Audit Services)	Staten Island Media Group		\$282.56	\$282.56
Control Group Total:						\$282.56
Grand Total For July 2024:						\$10,648.79

End of Report

Housing Authority Borough of Fort Lee

Vendor Accounting Transaction Audit Report

Program: Housing Choice Voucher, Project: All Projects, Case Worker: All Case Workers, Period: August 2024, Port In Only: No, Show Details: Yes, Process: All

Control Group Process		Date Time Posted	Posted By User	Description		
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/01/2024	6.1.24/7.1.24/8.1.24	Employee Life Ins Premium for June, July and August 2024	Borough Of Fort Lee		\$737.10	\$737.10
Control Group Total:						\$737.10
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
06/01/2024	6.1.24-7.1.24-8.1.24	Employee Dental Insurance for June, July and August 2024	Borough Of Fort Lee		\$414.00	\$414.00
Control Group Total:						\$414.00
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/31/2024	0721936	Customer PO: 240718 / Service Order# 234014	Reiner Group, Inc		\$265.00	\$265.00
Control Group Total:						\$265.00
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/31/2024	10578	July 2024 Monthly Services Inv#10578	A S Consulting Inc.		\$1,025.00	\$1,025.00
Control Group Total:						\$1,025.00
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	10589	Annual Fee for Office 365 Business Inv#10589	A S Consulting Inc.		\$1,050.00	\$1,050.00
Control Group Total:						\$1,050.00
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	NJ6000408	Background Check fee	NTN- Philadelphia		\$12.80	\$12.80
Control Group Total:						\$12.80
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/16/2024	6006870232	Office Supplies Order# 7636478730-000-001	Staples Business Advantage		\$75.56	\$75.56
Control Group Total:						\$75.56
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	721015	Acct#FTV98 (Billing Period July 2024)	AFLAC		\$57.00	\$57.00
Control Group Total:						\$57.00
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/27/2024	6007754286	Office Supplies Order No.7637323574-000-001	Staples Business Advantage		\$313.57	\$313.57
Control Group Total:						\$313.57
Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/21/2024	7/21/24	Acct#6035322006257335	Home Depot Credit		\$592.45	\$592.45
Control Group Total:						\$592.45

Invoice		8/2/2024 1:00:04 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
07/23/2024	10400193	Acct#1183942 Order # 10400193	Gannett New York-NewJersey LocaliQ		\$54.64	\$54.64
Control Group Total:						\$54.64
Invoice		8/8/2024 2:03:43 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	8/1/24	Accounting Services August 2024	Thomas Furlong, C.P.A.		\$3,200.00	\$3,200.00
Control Group Total:						\$3,200.00
Credit Memo		8/8/2024 2:00:03 PM	Sylvia Ruiz	Vendor Credit Memo Transactions Aug		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	10589	Annual Fee for Office 365 Business Inv#10589	A S Consulting Inc.		(\$1,050.00)	(\$1,050.00)
Control Group Total:						(\$1,050.00)
Invoice		8/8/2024 2:03:43 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	10589a	Office 365 Business annual Fee	A S Consulting Inc.		\$1,210.23	\$1,210.23
Control Group Total:						\$1,210.23
Credit Memo		8/8/2024 2:09:09 PM	Sylvia Ruiz	Vendor Credit Memo Transactions Aug		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	10589	Annual Fee for Office 365 Business Inv#10589	A S Consulting Inc.		(\$1,050.00)	(\$1,050.00)
Control Group Total:						(\$1,050.00)
Invoice		8/16/2024 1:28:53 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/07/2024	8/8/24-9/7/24	Acct# 556776715000140 Fax Services from 8/8-9/7/24	Verizon FIOS		\$67.72	\$67.72
Control Group Total:						\$67.72
Invoice		8/16/2024 1:28:53 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/09/2024	8/10-9/9/24	Acct# 45249497600156 Fios Services 8/10-9/9/24	Verizon FIOS		\$550.44	\$550.44
Control Group Total:						\$550.44
Invoice		8/16/2024 1:28:53 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/13/2024	059795	Acct# FTV98 Inv# 059795 Policy #P0B6E3Z5	AFLAC		\$45.60	\$45.60
Control Group Total:						\$45.60
Invoice		8/16/2024 1:28:53 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/07/2024	6008807750	Acct# NYC1060106 Inv#6008807750 Order No 7638124680-000-002	Staples Business Advantage		\$64.32	\$64.32
Control Group Total:						\$64.32
Invoice		8/16/2024 1:28:53 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/07/2024	6008807751	Acct# NYC1060106 Inv 6008807751 Order No 7638121021000002	Staples Business Advantage		\$389.99	\$389.99
Control Group Total:						\$389.99
Invoice		8/16/2024 1:28:53 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
09/02/2024	9970610338	Acct# 642212010-00001 Inv # 9970610338	Verizon Wireless		\$426.90	\$426.90
Control Group Total:						\$426.90

Invoice		8/16/2024 1:28:53 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/12/2024		Amazon Frosted cubicle panels/ Facebook Market place book case	Sylvia Ruiz		\$214.42	\$214.42
Control Group Total:						\$214.42
Invoice		8/20/2024 12:42:41 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/10/2024	6008991947	Acct# NYC1060106 Order no.7907235740-000-001	Staples Business Advantage		\$312.41	\$312.41
Control Group Total:						\$312.41
Invoice		8/20/2024 12:42:41 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/08/2024	6008866153	Acct# NYC 1060106 Order No 7638121021-000-001	Staples Business Advantage		\$336.63	\$336.63
Control Group Total:						\$336.63
Invoice		8/20/2024 12:42:41 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/08/2024	6008866154	Acct# NYC1060106 Order No 7638124680-000-001	Staples Business Advantage		\$312.41	\$312.41
Control Group Total:						\$312.41
Invoice		8/20/2024 12:42:41 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/10/2024	06/2024	Legal Services for June 2024	Breslin And Breslin, P.A.		\$590.00	\$590.00
Control Group Total:						\$590.00
Invoice		8/21/2024 12:11:49 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/19/2024	RAB/Supplies	Reimbursement for RAB Meeting and Paper on Amazon	Terrence Corriston		\$122.87	\$122.87
Control Group Total:						\$122.87
Invoice		8/21/2024 12:32:32 PM	Sylvia Ruiz	Vendor Invoice/Memo Transactions Au		
Doc Date	Doc Num	Document Description	Doc Reference	Tran Reference	Tran Amt	Doc Amt
08/01/2024	10589-b	Balance of Office 365 Business Annual Fee (Correction)	A S Consulting Inc.		\$1,050.00	\$1,050.00
Control Group Total:						\$1,050.00
Grand Total For August 2024:						\$11,391.06

End of Report

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

2424

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE BOROUGH OF FORT LEE ADOPTING A CONFLICT OF INTEREST POLICY**

WHEREAS, HUD requires PHA employees, PHA Board members, and public officials that exercise authority over the PHA to perform their duties in an ethical manner; and

WHEREAS, HUD outlines conflicts of interest in the HCV program at 24 CFR 982.161; and

WHEREAS, the Fort Lee Housing Authority wishes to adopt a Conflict of Interest policy as a “best practice.”

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Fort Lee hereby adopts the Conflict of Interest Policy attached hereto.

INTRODUCED BY: _____

SECONDED BY: _____

Dated: September 4, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE CONFLICT OF INTEREST POLICY

This policy establishes a standard of conduct to protect the financial well-being, reputation and legal obligations of the Fort Lee Housing Authority (“”). This policy also establishes a method to protect the community from questionable circumstances that might arise and to resolve any real or apparent conflicts of interest.

This policy shall be used as the criteria for determining conflicts of interest and applying standards of procedures in the event a conflict of interest or a perceived conflict of interest exists.

This policy applies to FLHA employees and Board members and all programs administered by the FLHA.

This policy should be read in conjunction with the following documents:

- HUD guidance and requirements for prospective and new Board members
- Board policies, by-laws or commissioner’s handbook (if applicable)
- FLHA contracts
- FLHA personnel policy
- FLHA employment form for new hires

Definitions

For the purposes of this policy, the following definitions apply:

Conflicts of Interest – Occurs when a person’s public duties or actions lacks independence or impartiality, either real or perceived, and is unduly influenced by a secondary interest such as financial gain, professional advancement or a wish to do favors for family and friends.

Apparent Conflicts of Interest – The conflict exist when there is a perception of conflicts regardless of whether a person is actually influenced by a secondary interest. If the circumstances are reasonably believed (on the basis of past experience and objective evidence) to create a risk that decisions made may be unduly influenced by other interests, then a conflict of interest does exist.

Nepotism is the practice of showing favoritism to relatives or close friends through employment or by appointing them to public position.

Immediate Family Member – “First-degree” relationships are considered immediate family members under both the Rental Assistance Demonstration Project-based Voucher (“RAD Program”) and Housing Choice Voucher Programs (“HCV Program”) – includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

For the HCV Programs, “second-degree” relationships, e.g., grandparents, grandchildren including step/half grandparents and step/half grandchildren, are also considered to be immediate family members.

HUD Requirements

The FLHA adopts all HUD provisions for conflicts of interest into its own policy, including prohibition of nepotism for the RAD and HCV Programs, and additional conflicts of interest requirements for landlords/owners that participate in the HCV Programs as summarized below.

1. HUD Requirement - Conflicts of Interest for RAD and HCV Programs

The FLHA may not enter into any contract or other arrangement in which any covered individual or immediate family member has a direct or indirect interest while the person is a covered individual and for one (1) year thereafter. Covered individuals include the following:

- Current or former Board member;
- Current or former FLHA employee who makes policy or has influence on decisions with respect to the properties
- Current or former public official, members of local governing body or State/local legislator or any public official who exercises functions or responsibilities with respect to the FLHA properties or programs.
- Member of U.S. Congress (applies to the HCV Programs only).

A current or prospective conflict of interest must be disclosed to the FLHA and HUD.

Waiver – A conflict of interest may be waived by HUD for good cause, if permitted under State and local law. While the waiver is under consideration by HUD, the person for whom a waiver is requested may not exercise responsibilities or functions related to the waiver request.

2. HUD Requirement – Nepotism

HUD prohibits the FLHA from hiring an employee in connection with a project under the Annual Contributions Contract, if the prospective employee is an immediate family member of:

- A present or former member or officer of the Board of Commissioners;
- An employee of the FLHA who makes policy or influences decisions; or
- A public official, member of local governing body, or state or local legislator who exercises functions or responsibilities with respect to projects or the FLHA.

The nepotism prohibition is in effect during the covered class's tenure and for one (1) year thereafter.

The nepotism prohibition applies to immediate family members for the aforementioned class of people.

Waiver – A waiver can be permitted for good cause, provided that a waiver is permitted under State and local law. HUD's General Counsel regards nepotism to be a type of conflict of interest. As such, the FLHA must seek a waiver request from HUD.

3. HUD Requirement – Conflicts of Interest for HCV Owners/Landlords

The following conflicts of interest provisions are applicable to owners and landlords of units under the HCV Programs.

- Current or former Board members, public officials, members of U.S. Congress, or FLHA employees with policy or decision-making authority, and their immediate family members cannot be an owner/landlord in the HCV Programs.
- The owner/landlord is prohibited from living in the assisted unit.
- The owner/landlord is prohibited from renting to immediate relatives, grandparents, grandchildren, step-family, or in-laws. The exception is for a household member with a disability if it is necessary to accommodate such disability.

The same HUD requirements are codified into the FLHA's policy and for ease of understanding, the requirements are further organized into the following two categories: 1) Conflicts of interest requirements that apply to the Board of Commissioners and public officials, and 2) Conflicts of interest requirements that apply to the Executive Director and all other FLHA employees.

FLHA Policy – Board Members and Public Officials

The following conflicts of interest guidance is applicable to the Board of Commissioners and public officials and is based on the more stringent of HUD or State/local law.

During the Board member or public official's term and for one (1) year thereafter,

- The Board member or public official cannot enter into a contract or arrangement with the FLHA , either as a contractor or a subcontractor (directly or indirectly).
- The **immediate family member** of a Board member or public official cannot enter into a contract or arrangement with the FLHA, either as a contractor or a subcontractor (directly or indirectly).
- An **immediate family member** of a Board member or public official cannot be an employee of the FLHA.
- The Board member or public official must disclose to the FLHA if an immediate family member is or will be a tenant in the FLHA's RAD or HCV Programs.
- **(HCV Only)** A Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV Programs.
- **(HCV Only)** The **immediate family member** of a Board member, public official, or member of U.S. Congress cannot serve as an owner or landlord in the HCV Programs.

FLHA Policy – Executive Director and FLHA Employees

The following guidance applies to Executive Director and FLHA employees that have policy or decision-making duties. In general, FLHA employees that have supervisory duties are considered to have policy or decision-making duties and would include the following positions: Deputy Director, HCV Housing Manager, and Maintenance Supervisor.

The conflicts of interest prohibition is in effect for the duration of the Executive Director or employee's employment at the FLHA and for one (1) year after and provides that:

- The Executive Director or FLHA employee with policy/decision-making duties cannot enter into a contract or arrangement with the FLHA either as a contractor or a subcontractor (directly or indirectly).
- The **immediate family member** of the Executive Director or FLHA employee with policy/decision-making duties cannot enter into a contract or arrangement with the FLHA, either as a contractor or subcontractor (directly or indirectly).
- An **immediate family member** of the Executive Director or FLHA employee with policy/decision-making duties cannot be an employee of the FLHA.
- The Executive Director or FLHA employee, irrespective of whether the employee has policy/decision-making duties, must disclose to the FLHA if an immediate family member is or will be a tenant or participant in the FLHA's programs.
- **(HCV Only)** The Executive Director and any FLHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with the FLHA.
- **(HCV Only)** The **immediate family member** of the Executive Director or FLHA employee, even those without policy/decision-making duties, cannot enter into a HAP contract with the FLHA.

FLHA Policy – Administrative Requirements

The FLHA will remedy all conflicts of interest, except where the FLHA has obtained a waiver from HUD for the conflict of interest.

All conflicts of interest, apparent conflicts of interest and potential conflicts of interest will be brought to the attention of the Board as soon as possible after the discovery is made. To safeguard the FLHA, in cases where the FLHA is in the process of determining whether a conflict of interest exists or is requesting a waiver from HUD, the FLHA will take actions that assume the conflict of interest exists or that the waiver will not be granted.

The FLHA may only request a waiver from HUD for a conflict of interest when the FLHA can substantially minimize or remove the risk of the conflict of interest through the implementation of compensating controls and when remedying the conflict of interest itself will not result in undue administrative and financial hardship to the FLHA and its mission.

CONFLICT OF INTEREST PROCEDURES

A copy of the FLHA's conflicts of interest policy and procedures should be provided to each Board member upon appointment to the Board. Each Board member should complete a disclosure form upon appointment to the Board and the form should be updated annually. Similarly, the conflicts of interest policy and procedures should be included in the FLHA's Personnel Policy and all FLHA staff shall be required to update the disclosure form annually.

The following procedures relate to the housing authority's conflicts of interest policy and are provided below.

- Conflicts of Interest Notification and Adjudication
- HUD Notification and Waiver Procedures
- Conflicts of Interest Record-keeping

Conflicts of Interest Notification and Adjudication

On appointment or employment and on an annual basis thereafter, the Board of Commissioners, Executive Director and all other FLHA staff will be required to complete a disclosure form, which states that they have no conflicts of interest. If there are any perceived or real conflict of interest, it must be stated on the disclosure form.

At other times during the year, if a potential conflict of interest arises based on the FLHA's policy, the conflict of interest must be immediately disclosed.

The procedures below must be used to provide notification of a current or prospective conflict of interest.

1. Board member or FLHA staff must provide a written disclosure of the conflict of interest. The written disclosure will contain the following information:
 - a. Name and title of person submitting disclosure.
 - b. A description of the specific conflict of interest provision that is the subject of the disclosure.
 - c. Provide the title, position, or other information of the individual, contract, or arrangement that gives rise to the potential conflict of interest.
2. As a general rule, the Executive Director will make the determination on conflicts of interest for FLHA staff. Where the Executive Director is the individual involved in a conflict of interest, the determination on whether there is a conflict of interest is made by the Board. Where a Board member is the party involved in the conflict of interest, the remaining Board members will make the determination on whether there is a conflict of interest.
3. For all current or prospective conflicts of interest, the determination of whether a conflict of interest exists will be documented. Where a conflict-of-interest situation is affirmed to exist, the FLHA's proposed action to remove the conflict of interest, including any safeguards that the FLHA puts in place to prevent the perception of undue influence or favoritism must be documented.

Determinations made by the Executive Director will be provided to the Board as part of the monthly Board package.

4. Where the FLHA has determined that a current or prospective conflict of interest exists, as required by HUD, the FLHA will provide all information associated with the conflict of interest to the HUD field

office along with the FLHA's recommendation on whether a conflict of interest exists and the FLHA's documentation of how the matter was resolved by the FLHA .

5. If a conflict of interest was not initially disclosed by the interested party and is later identified by the FLHA , the interested party may be subject to disciplinary actions as outlined in the FLHA's personnel policy, the Board's by-laws (applies to Board members), or other penalties that may be associated with procurement actions.

These matters and their resolution must also be disclosed to the HUD field office.

Requests for HUD Waiver from Conflicts of Interest Requirements

Note – Waiver from HUD's policy on conflicts of interests, including nepotism for the public housing and HCV Programs as codified in the FLHA's policy must also be permitted under State and local law.

Waiver requests from the conflicts of interest requirements should be submitted to the FLHA's HUD field office.

The following procedure should be used to submit a HUD waiver request.

1. Complete the HUD waiver request form which requests information on the following:
 - a. The title and position of the individual involved in the contract or arrangement that gave rise to the conflict of interest.
 - b. A description of the nature of the conflict of interest.
 - c. Information on the date and manner in which the conflict was disclosed to the FLHA.
 - d. Provide a justification of the reason that "good cause" is present for HUD to grant a waiver.
 - e. Attach documentation that provides evidence of "good cause."
 - f. Attach supporting documentation, as well as any analysis or other evidence that the contract or arrangement is in compliance with State and local law. In addition, the documentation should include a local attorney's legal opinion that the waiver request is in compliance with State law.
2. The completed form must be reviewed and approved by the Executive Director and Board.
3. The completed form is submitted to the HUD field office for consideration. Actions that allow for or support the potential conflicts of interest must not be taken by the FLHA until HUD provides a decision regarding the waiver request.

Conflicts of Interest Record-keeping

All disclosures should be maintained in the Board and FLHA employee's files. Similarly, all FLHA action on conflicts of interest disclosures and actions should be maintained by a designated office or individual.

FORT LEE HOUSING AUTHORITY

CONFLICT OF INTEREST STATEMENT OF ACKNOWLEDGEMENT

I, Charles Blue, as an Employee/Board Member (Circle One) of the Housing Authority of the Borough of Fort Lee, have received and reviewed the **HOUSING AUTHORITY BOROUGH OF FORT LEE'S CONFLICTS OF INTEREST POLICY**. I understand the terms of the Conflicts of Interest Policy and agree to notify the Housing Authority of the Borough of FORT LEE should any conflicts of interest arise pursuant to the policy.

In the space provided below, please disclose any affiliations that are, or could be perceived as, a conflict of interest.

Charles M. Blue Jr.

Print Name

CMBJ

Signature

Date

FORT LEE HOUSING AUTHORITY

CONFLICT OF INTEREST STATEMENT OF ACKNOWLEDGEMENT

I, Ashley Yook, as an Employee Board Member (Circle One) of the Housing Authority of the Borough of Fort Lee, have received and reviewed the **HOUSING AUTHORITY BOROUGH OF FORT LEE'S CONFLICTS OF INTEREST POLICY**. I understand the terms of the Conflicts of Interest Policy and agree to notify the Housing Authority of the Borough of FORT LEE should any conflicts of interest arise pursuant to the policy.

In the space provided below, please disclose any affiliations that are, or could be perceived as, a conflict of interest.

N/A	

Ashley Yook

Print Name

[Signature]

Signature

8/4/2024

Date

FORT LEE HOUSING AUTHORITY

CONFLICT OF INTEREST STATEMENT OF ACKNOWLEDGEMENT

I, SHERRY BAUER, as an Employee/Board Member (Circle One) of the Housing Authority of the Borough of Fort Lee, have received and reviewed the **HOUSING AUTHORITY BOROUGH OF FORT LEE'S CONFLICTS OF INTEREST POLICY**. I understand the terms of the Conflicts of Interest Policy and agree to notify the Housing Authority of the Borough of FORT LEE should any conflicts of interest arise pursuant to the policy.

In the space provided below, please disclose any affiliations that are, or could be perceived as, a conflict of interest.

SHERRY BAUER

Print Name

Sherry Bauer

Signature

8/28/2024

Date

FORT LEE HOUSING AUTHORITY

CONFLICT OF INTEREST STATEMENT OF ACKNOWLEDGEMENT

I, Dolores Steinberg, as an Employee/Board Member (Circle One) of the Housing Authority of the Borough of Fort Lee, have received and reviewed the **HOUSING AUTHORITY BOROUGH OF FORT LEE'S CONFLICTS OF INTEREST POLICY**. I understand the terms of the Conflicts of Interest Policy and agree to notify the Housing Authority of the Borough of FORT LEE should any conflicts of interest arise pursuant to the policy.

In the space provided below, please disclose any affiliations that are, or could be perceived as, a conflict of interest.

Dolores Steinberg

Print Name

Dolores Steinberg

Signature

September 3, 2024

Date

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2425

RESOLUTION AUTHORIZING RENEWAL OF MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND (J.I.F.)

WHEREAS, FORT LEE HOUSING AUTHORITY is a member of the New Jersey Public Housing Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2024, unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership.

NOW THEREFORE, BE IT RESOLVED as follows:

1. The **FORT LEE HOUSING AUTHORITY** agrees to renew its Membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The **Chairperson or Executive Director** shall be and hereby are authorized to execute the Agreement to Renew Membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this ____ day of _____, 2024 by a vote of

_____ Affirmative _____ Negative

SYLVIA RUIZ
Housing Manager

TERRENCE J. CORRISTON
Executive Director

September 4, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

**RESOLUTION AUTHORIZING APPOINTMENT OF FUND COMMISSIONERS
TO THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE
FUND**

2426

RESOLUTION NO. _____

WHEREAS, the Fort Lee Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund (the "Fund"); and

WHEREAS, the bylaws of said Fund require that each housing authority member appoint a Fund Commissioner and Alternate Fund Commissioner to represent and serve the Authority as its representative to said Fund; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the **FORT LEE HOUSING AUTHORITY** does hereby appoint Terrence Corrison as its Fund Commissioner and Sylvia Ruiz as Alternate Fund Commissioner effective September 1, 2024, for the New Jersey Public Housing Authority Joint Insurance Fund.

INTRODUCED BY: _____

SECONDED BY: _____

DATED: September 4, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER
(P.A.C.O.)**

RESOLUTION NO. 2427

WHEREAS, the State of New Jersey requires that public agencies appoint a Public Agency Compliance Officer who is designated to ensure compliance with equal opportunity and affirmative action requirements; and

WHEREAS, the Executive Director recommends that Sylvia Ruiz, the Housing Manager of Finance and Human resources fill the position.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the **FORT LEE HOUSING AUTHORITY** does hereby appoint Sylvia Ruiz to serve as Public Agency Compliance Officer.

INTRODUCED BY:  _____

SECONDED BY:  _____

DATED: September 4, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2428

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE BOROUGH OF FORT LEE ADOPTING A REVISED PROCUREMENT
POLICY**

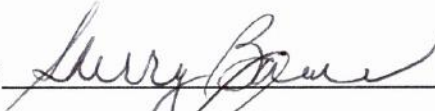
WHEREAS, the Fort Lee Housing Authority Procurement Policy (the 'Policy') is based upon various state and federal laws, regulations, rules and policies; and

WHEREAS, it is appropriate to revise the Policy to reflect changes due to the conversion to RAD as well as revisions to HUD and state procurement regulations and laws; and

WHEREAS, the Executive Director has reviewed the current Policy and revised it to reflect the aforesaid revisions; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE that the Revised Procurement Policy dated September 4, 2024, be and hereby is approved.

INTRODUCED BY:



SECONDED BY:



DATED: September 4, 2024

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

2429

RESOLUTION NO. _____

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE BOROUGH OF FORT LEE AUTHORIZING THE EXECUTIVE
DIRECTOR TO ENTER INTO A RIGHT OF WAY LICENSE AGREEMENT
WITH 47TH STREET GROUP, LLC**

WHEREAS, 47TH Street Group, LLC ("47th Street") is the owner of adjoining property on 10th Street which is to the west side of the Fort Lee Housing Authority's property at 1403 Teresa Drive (the "FLHA Property"); and

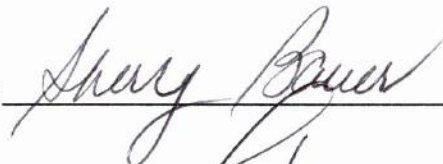
WHEREAS, 47th Street has built a retaining wall which encroaches on the FLHA property; and

WHEREAS, 47th Street has requested permission by way of a revocable Right-of-Way License Agreement attached hereto, for the use of a portion of the FLHA property consisting of approximately 49.64 square feet where the retaining wall encroaches into the FLHA; and

WHEREAS, the granting of the Right-of-Way License, which contains a 30- day termination clause, will not have any effect on the FLHA's use of its property nor will it impact the FLHA in any way.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE that the Executive Director be and hereby is authorized to execute the Right-of-Way License Agreement attached hereto *nunc pro tunc*.

INTRODUCED BY: _____



SECONDED BY: _____



DATED: September 4, 2024

Prepared by:

Brian M. Chewcaskie, Esq.

RIGHT-OF-WAY LICENSE AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2024, between the **FORT LEE HOUSING AUTHORITY**, 1403 Teresa Drive, Fort Lee, New Jersey 07024 (hereinafter "**FLHA**"), and **47th STREET GROUP, LLC**, whose address is 120 Sylvan Avenue, Englewood Cliffs, New Jersey 07632 (hereinafter "**47th Street**").

WHEREAS, FLHA is the owner of property identified as Block 2752, Lot 20 on the tax map of the Borough of Fort Lee, adjacent to Block 2752, Lot 19, commonly known as 1435 10th Street; and

WHEREAS, 47th Street has submitted a survey delineating an encroachment on the west side of the residential structure located on 10th Street consisting of a retaining wall into the FLHA property; and

WHEREAS, 47th Street has requested use of a portion of the FLHA property at the location where the retaining wall encroaches onto the FLHA property; and

WHEREAS, 47th Street is desirous of obtaining permission from FLHA for the use of a portion of the FLHA property adjacent to Block 2752, Lot 19 where the retaining wall encroaches into the FLHA property on the west side of the residential structure located on Block 2752, Lot 19 in accordance with terms and conditions contained herein; and

WHEREAS, the parties wish to effectuate the foregoing and set rights and obligations in connection therewith.

NOW, THEREFORE, be it agreed by and between the parties hereto as follows:

1. **Revocable License to 47th Street Group, LLC**: FLHA grants to 47th Street a revocable license for use of a portion of the FLHA property adjacent to Block 2752, Lot 20 at the location on west side of the residential structure located on Block 2752, Lot 19 where the retaining wall encroaches onto the FLHA property subject to the following terms:

- A. 47th Street may utilize the portion of the FLHA Property designated on the survey, prepared by Azzolina & Feury Engineering, Inc. dated February 2, 2024, along with metes and bounds descriptions dated July 23, 2024, attached hereto and made a part hereof as collective Exhibit "A"; and

- B. 47th Street shall maintain the portion of the FLHA property designated on Exhibit "A" and shall be responsible for the cost of any repairs and maintenance as a result of the its use thereof; and
- C. The areas designated on Exhibit "A" shall be solely due to the existing encroachment of the retaining wall located on the west side of the residential structure located on Block 2751, Lot 19 into the FLHA property and for no other purposes whatsoever; and
- D. The parties agree that if at any time in the future the retaining wall is damaged beyond reasonable repair or removed from the area, which is the subject of this Agreement, this Agreement shall become null and void.
- E. 47th Street accepts the areas described on Exhibit "A" in "as is" condition and acknowledges that the FLHA has made no representations or warranties regarding the condition thereof.

3. **Term of License:** The License granted herein shall commence on date aforesaid and shall continue in full force and effect on a month-to-month basis unless terminated in accordance with this Agreement.

4. **Termination:** The License granted herein may be revoked and terminated at any time by either party upon thirty (30) days written notice to the other party.

5. **No Property Rights.** The License granted herein shall not be construed or deemed to create any property right(s) in either party other than a temporary license.

6. **Indemnification.** 47th Street, to the fullest extent permitted by law and at its own cost and expense, defend, indemnify and hold the FLHA, its directors, officers, servants, employees, agents and representatives harmless from and against any and all claims, loss (including attorney fees, witness fees and all court costs), damages, expense and liability, including statutory liability, resulting from injury and/or death of any person or damage to or loss of any property arising out of any negligent or wrongful act, error or omission or breach of contract, in connection with the use of the FLHA property by 47th Street including, but not limited to respective employees, agents, tenants and invitees.

7. **INSURANCE**

47th Street shall procure insurance for public personal injury liability and property damage liability including contingent liability and

contractual liability and shall provide the FLHA with a Certificate of Insurance designating FLHA shall be in at least the following amounts:

One person in any one occurrence	\$2,000,000.00
Two or more persons in any one occurrence	\$5,000,000.00
Property damage in any one occurrence	\$2,000,000.00
Aggregate property damage limit	\$5,000,000.00

47th Street further covenants and agrees that it will provide automobile liability and property damage insurance coverage and provide FLHA with a Certificate of Insurance designating FLHA as an additional insured under said policy, which insurance coverage shall be in at least the following amounts:

Bodily injury, each person	\$1,000,000.00
Bodily injury, each occurrence	\$3,000,000.00
Property damage	\$1,000,000.00

47th Street further covenants and agrees that it will provide workman's compensation coverages for employees and will require evidence of such coverages to be supplied by any contractor or subcontractor.

8. **Jurisdiction.** It is agreed that this Agreement shall be governed by, construed and enforced in accordance with the laws of the State of New Jersey.

9. **Modification.** Any modification of this License Agreement or any additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing and signed by the parties.

10. **Notices:** Wherever notice is required to be given under any terms of the within Agreement, the terms requiring such notice shall be deemed to have been satisfied by serving such notice upon the other party by United States Certified, Registered or Express Mail, Return Receipt Requested and Postage Prepaid, to the Parties at the addresses set forth below and/or to such other parties or addresses either Party may designate by written notice to the other. Use of one of the major overnight delivery services and/or the facsimile transmission of such notices, receipt of which is confirmed in writing, shall also constitute compliance with this Agreement. A copy of any such notice is to be forwarded to the other party's attorney by the same manner or by fax transmittal and regular mail. Notices shall be directed to the following address unless subsequently changed by written notice:

Upon 47th Street Group, LLC

Gloriana Bussanich
120 Sylvan Avenue, Suite 301
Englewood Cliffs, NJ 07632

With a copy to:

Upon Fort Lee Housing Authority:

Terrance Corriston, Executive Director
Fort Lee Housing Authority
1403 Teresa Drive
Fort Lee, NJ 07024

With a copy to:

Brian M. Chewcaskie, Esq.
Cleary Giacobbe Alfieri Jacobs
169 Ramapo Valley Road, UL 105
Oakland, NJ 07436

Except as to any notice pertaining to the change of a party's address, all notice hereunder shall be effective upon the date of any confirmed delivery (whereby such confirmation is either by signature received by an overnight delivery service or by the return receipt card used by the U.S. Postal Service) or shall be deemed effective three days after depositing any such notice for delivery with the U. S. Postal Service, where such deposit can be confirmed by a proof of mailing certificate obtained from the U. S. Postal Service or a signed return receipt card is received from the addressee. Any notice pursuant to which the address for notices to any of the named addressees is to be changed shall be effective only upon receipt thereof.

This Agreement shall be binding upon and shall inure to the benefit of the parties herein and their respective heirs, legal representatives, successors and permitted assigns.

11. FLHA and 47th Street each acknowledge that no tenancy relationship, or easement is created or intended to be created by this Right-of-Way License Agreement.

12. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of New Jersey. Any litigation arising out of this Agreement

shall be brought in the Superior Court of New Jersey, Bergen County vicinage and the parties agree to submit to the jurisdiction of said Court.

13. All understandings and agreements heretofore had between the parties are merged in this Agreement which alone fully and completely expresses their agreement, and it is entered into after full investigation, neither party relying upon any statement or representations, not embodied in this Agreement, made by the other.

14. 47th Street and FLHA shall (without additional cost or liability) cooperate with each other at reasonable times and on reasonable conditions and shall execute and deliver such instruments and documents as may be necessary in order to fully carry out the interest and purposes of the license contemplated hereunder.

15. This Agreement may be executed in one or more counterparts, each of which, when taken with the others, shall be deemed one and the same instrument.

16. This Agreement shall be binding upon 47th Street, successors, heirs and assigns.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on this ____ day of _____, 2024.

Attest:

47TH STREET GROUP, LLC

Attest:

FORT LEE HOUSING AUTHORITY

By: Terrance Corrison, Executive Director



AZZOLINA & FEURY ENGINEERING, INC.

Professional Engineers and Land Surveyors

30 Madison Avenue, Paramus, NJ 07652 • (201) 845-8500 • Fax (201) 845-3825
110 Stage Road, Monroe, NY 10950 • (845) 782-8681 • Fax (845) 782-4212

Job No. 10399

July 23, 2024

Description of Easement from Fort Lee Housing Authority

Prepared For
47th Street Group, LLC.
Block 2752 – Lot 19
1435 Tenth Street
Borough of Fort Lee
Bergen County, New Jersey

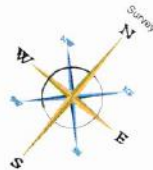
All that certain lot, piece or parcel of land with buildings and improvements thereon erected, situate, lying and being in the Borough of Fort Lee, County of Bergen, State of New Jersey:

Beginning at a point, said point being described as follows:

- a) South 50 degrees 00 minutes 00 seconds West, 308.89 feet Southwesterly from the intersection formed by the aforesaid Northwesterly line of Tenth Street and the Southwesterly line of Stillwell Lane (60.00 feet wide) and running, thence;
- b) North 10 degrees 43 minutes 00 seconds East, 43.68 feet to the point and place of beginning for the easement as described below:
 - 1) North 04 degrees 46 minutes 03 seconds East, 34.47 feet to a point; thence,
 - 2) South 85 degrees 10 minutes 28 seconds East, 2.00 feet to a point; thence,
 - 3) South 04 degrees 49 minutes 32 seconds West, 15.42 feet to a point; thence,
 - 4) South 10 degrees 43 minutes 00 seconds West, 19.15 feet to the Point or Place of Beginning.

Said parcel contains 49.64 Sq. Ft. or 0.0011 Acres.

JOHN A. LOCH, P.L.S.
N.J. LICENSE No. 35853



Tax Block 2752
Tax Lot 20
N/P Fort Lee Housing
Authority

4 STORY MASONRY
MULTI-FAMILY
RESIDENTIAL BUILDING
FF EL. 112.3
GAR. FLR. EL. 112.5
ROOF PEAK EL. 161.4

Tax Block 2752
Tax Lot 15

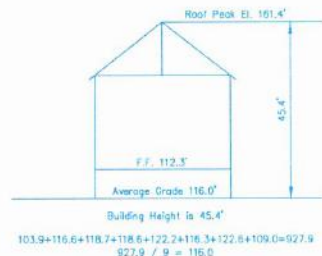
Tax Block 2752
Tax Lot 16
N/P Cha

Tax Block 2752
Tax Lot 17
N/P Murthy

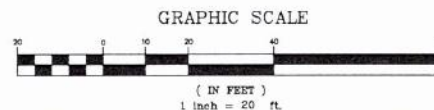
Tax Block 2752
Tax Lot 18
N/P Ngai

STILLWELL
60' R.O.W.
LANE

TENTH 60' R.O.W. STREET



BUILDING HEIGHT DIAGRAM
N.T.S.



- Notes:**
1. Being Known As Lot 19 Block 2752 as shown on the Tax Map of the Borough of Fort Lee.
 2. Area Of Entire Property: 12.846 S.F. Or 0.4007 Acres.
 3. Vertical Datum Shown Hereon Is Based Upon An Assumed Datum.
 4. Boundary Information Shown Hereon Is Based On A Survey As Prepared By Azzolina & Feury Engineering, Inc. Dated June 2, 2017.
 5. Lot Corners Were Set As Per Contractual Agreement With Owner Of Property.
 6. Utility Locations Shown Hereon Are Based Upon Information As Provided By Others And Does Not Constitute A Utility Manual Performed By Utility Companies.
 7. As Built Utility Locations Are Shown As Per Field Locations As Furnished By The Builder.
 8. Property Located in the R-3 Zone (single family residential zone).
 9. Building Coverage:

Building Coverage:	12,653 Sq. Ft.
Covered Platform:	65 Sq. Ft.
Total:	12,718 / 12,846 = 91.3%

10. Impervious Coverage:	
Building Coverage:	12,653 Sq. Ft.
Covered Platform:	65 Sq. Ft.
Total:	14,881 / 17,640 = 84.4%

"SURVEY INSPECTIONS" or "UPDATES" of this map are **PROHIBITED**.
This map **MAY NOT BE COPIED** in whole or in part.
This map **MAY NOT BE USED** for other purposes or transactions
This map was prepared for a **SPECIFIC** transaction involving **ONLY** the parties listed below
Certified Only To:

ONLY copies of this map bearing the **EMBOSSED** seal of Michael Ritchie are **VALID**.
Certifications are **NOT** transferable to additional institutions or
subsequent owners.
Easements or Rights of Way on or below the surface of the ground that are **NOT** visible
are **NOT** SHOWN.
Subject to the findings of a **COMPLETE** and **UP TO DATE** title search.

Date:	Description:	Check By:
As Built Survey Map		

As Built Survey Map
Prepared For
47th Street Group, LLC
1485 Tenth Street
Block 2752 - Lot 19
Borough of Fort Lee
Bergen County New Jersey

Azzolina & Feury Engineering Inc.
PROFESSIONAL ENGINEERS AND LAND SURVEYORS
30 Madison Avenue, Paramus, NY 10765 - (201) 261-8000 - Fax (201) 261-8000
110 Stage Road, Monroe, NY 10646 - (914) 793-0001 - Fax (914) 793-0001

N.J. CERTIFICATE OF AUTHORIZATION
340A29003800



Digitally signed by John Loch
Date: 2024.02.15 11:43:10
-05'00'

Date: February 2, 2024	Drawn By: JF/RB	Checked By: RB
Scale: 1"=20'	Dwg. No. 1 of 1	Job No: 10899

Stormwater Management Certification

This is to certify that the As-Built site improvements as depicted
thereon have been constructed in substantial compliance with the
stormwater management plan that has been approved for this project,
and that the good construction methods and materials practices have been
followed from the pre-construction condition.

Digitally signed
by Perry Frenzel
Date: 2024.02.15
11:43:38 -05'00'

