



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

July 2, 2025

1. **MEETING** called to order at 6:07 pm by Executive Director, Terrence Corriston on July 2, 2025.
2. Pursuant to the Open Public Meetings Act the Executive Director read the following statement:

Adequate notice of this meeting has been provided in the following manner:

On December 22nd, 2024, 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 Clerk of the Borough of Fort Lee.

The Secretary is hereby directed to enter into the minutes of this Meeting this public announcement.

3. **Roll Call:**

PRESENT: Commissioners S. Bauer (Zoom initially, and then in person), E. O'Neill (Zoom), R. Sohmer (Zoom), D. Steinberg, A. Yook (Zoom), C. Chung (Zoom)

ABSENT:

ALSO PRESENT: Council Liaison Joseph Cervieri, Exec. Director Terrence Corriston, and Sylvia Ruiz

4. **Minutes:**

Motion made by Sherry Bauer, seconded by Elsie O'Neill, to approve the Minutes of the meeting of June 4, 2025.

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



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5. Executive Director's Report:

Mr. Corriston advised the Board of the following:

There were ongoing issues with window leaks in two apartments where waterproofing was previously completed. The contractor came out and addressed the problems.

We had two tenants whose apartments failed the HQS inspection. One tenant has addressed the problem. The other tenant is still an issue. We are working with her on a reasonable accommodation basis. She needs to clear items blocking the window to allow the fire department to access her windows in case of a fire.

We received Community Development Funds for a new roof for 8th Street. I am pleased to report that the construction for this project has been completed. We are just waiting for the closeout documents from the architects.

The preliminary set up and delivery materials for the Life Safety project here, which is also funded by Community Development, is setup for tomorrow. They will be starting next week.

You all received the notice regarding the opening of the Waiting List from July 21, 2025, through July 23, 2025. We have sent notices to our community partners, the library, community action, food banks, other housing authorities, and the shelter in Hackensack. We placed advertisements in the newspapers and posted the notice on our website. The notices are in three languages (English, Spanish and Korean). We have sent about 500 emails to people that have requested to be notified when the wait list opens. The list is opening only for people who live or work in Fort Lee. Since we cannot accommodate everyone, there will be a lottery in which 300 names will be chosen by the computer. The applicants will then be ranked by a points system with veterans being placed first because it's New Jersey State Law. Our staff will be available to assist people who are unable to access a computer. Mr. Cervieri advised that the people at the Fort Lee Library would also make accommodation to assist applicants. There are about 14 computers available there.



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Mr. Corrison asked if there were any questions or comments about his report. Commissioner Sohmer raised a question about the vacancy created by Commissioner Jay Blau's resignation. Mr. Cervieri said that it is a matter for the Council and that it was on the upcoming agenda to be addressed.

Mr. Corrison reviewed the following proposed Resolutions with the Board:

- **Resolution 2466-** Bills for payment
- **Resolution 2467-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee Authorizing the Executive Director to Execute a Contract with Novogradac & Company, LLP, 1144 Hooper Ave, Toms River, NJ 08753 to Audit the Books and Records of the Housing Authority of the Borough of Fort Lee for the Twelve-Month Period ending December 31, 2024.

6. RESOLUTIONS:

Resolution 2466- Bills for payment

A motion to adopt **Resolution 2466** was made by S. Bauer and seconded by D. Steinberg.

Roll Call:

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

Resolution 2467- Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee Authorizing the Executive Director to Execute a Contract with Novogradac & Company, LLP, 1144 Hooper Ave, Toms River, NJ 08753 to Audit the Books and Records of the Housing Authority of the Borough of Fort Lee for the Twelve-Month Period ending December 31, 2024.



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Mr. Corrison advised that we went out for competitive proposals for Auditor and received one bid from Novogradac. They did a thorough job last year with our audit. They are very organized. Their bid came in \$495.00 more than last year. They are a national firm that completes dozens of audits for housing authorities each year.

A motion to adopt **Resolutions 2467** was made by D. Steinberg and seconded by R. Sohmer.

Roll Call:

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

7. OTHER BUSINESS.

Mr. Corrison said that our accountant, Thomas Furlong, CPA was unable to join the meeting as he is on vacation. However, he plans to attend our next meeting to discuss where we stand and to answer any questions the Board may have.

Mr. Corrison asked to go into closed session to discuss a personnel matter.

A motion was made by A. Yook and seconded by S. Bauer to go into closed session to discuss a personnel matter.

Roll Call:

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

CLOSED SESSION began at 6:20 pm



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A motion was made by S. Bauer, seconded by R. Sohmer to return to public session.

Roll Call:

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

CLOSED SESSION ended at 6:29 pm

Mr. Corrison advised the board that Work Orders and Inspections are all up to date. We have 489 Voucher and 2 vouchers on the street currently looking for rentals. We are holding off on issuing vouchers due to the waiting list opening up.

8. ADJOURNMENT:

A motion made by S. Bauer, seconded by D. Steinberg, to adjourn the meeting at 6:34 pm.

Roll Call:

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

Respectfully submitted,

Terrence Corrison
Executive Director