



# *Fort Lee Housing Authority*

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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

**June 4, 2025**

1. **MEETING** called to order at 6:09 pm by Chair, Sherry Bauer, via a Hybrid Meeting on June 4, 2025.

2. Pursuant to the Open Public Meetings Act the Chair read the following statement:

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

On December 22<sup>nd</sup>, 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, C. Chung, E. O'Neill, A. Yook,

ABSENT: D. Steinberg, R. Sohmer

ALSO PRESENT: Council Liaison Joseph Cervieri, Exec. Director Terrence Corriston,  
and Lisa Cartagena

This meeting was open to the public, but no public members were present.

4. **Minutes:**

Motion made by Ashley Yook, seconded by Sherry Bauer, to approve the Minutes of the meeting of May 7, 2025.

Ayes: S. Bauer, C. Chung, E. O'Neill, A. Yook

Nays: None

Abstain: None

Absent: D. Steinberg, R. Sohmer



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## **5. Executive Director's Report:**

Mr. Corriston advised the Board of the following:

There are ongoing issues with window leaks in two apartments where waterproofing was previously completed. The contractor is scheduled to return next week to resolve the problem.

We had Anchor Pest Control come out and complete an extermination of this building and the process went smoothly.

We had our biennial inspections for our units and most of them passed. We have two tenants that we are working with because they tend to hold on to a lot. It's not a hoarding issue is a safety issue. We must make sure there are no flammables and that the windows and doors are not blocked.

I met with the Risk Manager who reviewed our sites. He recommended that we increase the property replacement cost for 8<sup>th</sup> Street from \$1,730,700.00 to \$2,497,472.00. JIF accepted his recommendation and raised the limit without any additional premium.

We have issued FSS funds through ACH transactions to sixteen participants totaling \$165,035.00. We have three more going out next week which will be issued as checks. We are working on finding the others.

We had our kickoff meeting with Community Development and the contractors on the Roof Replacement project for 8<sup>th</sup> Street and the Life Safety Alarm project for 1403 Teresa Dr. The Roof project will be starting on Monday, and the Life Safety project should start in two weeks.

Every two years JIF puts out recommendations to amend the personnel policies and if you adopt those recommendations they decrease your deductible. We will be updating the personnel policy taking into consideration the recommendations by the JIF.



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We will be opening our Housing Chouse Voucher wait list for people who live or work in Fort Lee. I will send you all the notice before we publish it just in case you have any suggestions. We do need to modify our administrative plan because as it states now it does suggest that applications be accepted in our office or by mail, and we want to do what everyone else is doing and strictly have them online. We will be making accommodation for people who need assistance for about four hours for the four days. We will be advertising it in four languages (English, Spanish, Korean and Russian). The computer will randomly select 500 names to place on our Waiting List.

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

- **Resolution 2463-** Bills for payment
- **Resolution 2464-** Resolution of the Commissioners of the Housing Authority of the Borough of Fort Lee revising the Administrative Plan for the Housing Choice Voucher Program.
- **Resolution 2465-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Executive Director to execute a contract with Thomas Furlong, CPA, for Accounting Services for the period beginning July 1, 2025, and terminating on June 30, 2026.

## **6. RESOLUTIONS:**

A motion to adopt Resolution 2463 was made by S. Bauer and seconded by A. Yook.

- **Resolution 2463-** Bills for payment

### **Roll Call:**

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





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- **Resolution 2464-** Resolution of the Commissioners of the Housing Authority of the Borough of Fort Lee revising the Administrative Plan for the Housing Choice Voucher Program.
- **Resolution 2465-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Executive Director to execute a contract with Thomas Furlong, CPA, for Accounting Services for the period beginning July 1, 2025, and terminating on June 30, 2026.

The Board had no concerns with Resolution 2464.

The Board then discussed resolution no. 2465, Commissioner A. Yook expressed some hesitancy to enter into the contract in light of the issues that occurred with the FSS program. Other members felt that Mr. Furlong should not be penalized for what had occurred. Mr. Corrison pointed out that we only had one response to the RFP and the price was reasonable. He indicated that there are very few qualified and experienced accountants to do this essential work.

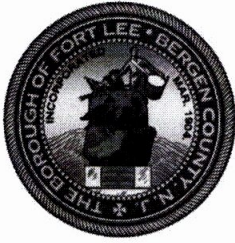
A motion to adopt Resolutions 2464 and 2465 was made by S. Bauer and seconded by E. O'Neill.

Roll Call:

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

Mr. Corrison mentioned that our voucher utilization is excellent. We have 492 vouchers and another 11 coming on making it 503 total.

Work orders and Inspections are up to date.



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## **7. ADJOURNMENT:**

A motion made by A. Yook, seconded by C. Chung, to adjourn the meeting at 6:40 pm.

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

Respectfully submitted,

Terrence Corriston  
Executive Director