



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

MARCH 5, 2025

1. **MEETING** called to order at 6:13 pm by Vice Chair, Sherry Bauer, via a Hybrid Meeting on March 5, 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 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 The Clerk of the Borough of Fort Lee.

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

3. **Roll Call:**

PRESENT: Commissioners, S. Bauer, R. Sohmer, D. Steinberg, A. Yook, C. Chung, Mayor Mark Sokolich

ABSENT: E. O'Neill, J. Blau

4. **Minutes:**

Motion made by Chris Chung, seconded by Sherry Bauer, to approve the Minutes of the meeting of February 5, 2025.

Ayes: S. Bauer, R. Sohmer, D. Steinberg, A. Yook, C. Chung

Nays: None

Abstain: None

Absent: E. O'Neill, J. Blau



Fort Lee Housing Authority

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

5. Executive Director's Report:

Mr. Corriston advised the Board of the following:

This month has been a busy month. We completed and submitted the Section 8 Management Assessment (SEMAP) report. This is a self-evaluation which provides HUD with the status as to where we stand relative to our compliance with the Section 8 program. This was a group effort. We had to pull a sample of files to confirm compliance with various criteria such as Rent reasonableness, Housing Quality Standards – inspections and corrections, Adjusted income and Waitlist admissions. The due date was March 1, and we were able to submit our report on February 24th.

We have been in contact with Community Development regarding payment for several closed-out projects from last year. We were advised that the funds should be approved this month. The ones outstanding are the Handicap Doors at 1405 for \$9,800, the water proofing project for Holtje House for \$61,000 and FLASH site work for \$54,850.

The bids for the Life Safety project for Holtje House have been completed by the A&E. The Life Safety project includes smoke alarms, heat detectors, control panel. Bids are due back by April 10th. We may have to have a special short meeting on April 14th to award the contract.

The soundproof flooring at 8th street has been installed and new tenants are moving in.

We have one vacancy as tenants backed out at the last minute. At Holtje House, we have one tenant transferring apartments and one vacancy due to the death of one of our seniors.

Work orders and Inspections are up to date.

We have ten (10) open vouchers in our Housing Choice Voucher program, so we have contacted twenty (20) people on the waiting list. We are hoping that someone will take the vacancy at 8th street.



Fort Lee Housing Authority

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

Elsie O'Neill joined the meeting at this time.

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

- Resolution 2452- Bills for payment
- Resolution 2453- Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee adopting Payment Standards for One- and Two-Bedroom Apartments at 105% of Small Area Fair Market Rents. Mr. Corrison explained that these are the figures used to determine acceptable rents for voucher participants. HUD authorizes us to use between 90 and 110 of the Small Area Fair Market Rent (FMR). We want our participants to be able to remain in Fort Lee so we are providing greater leeway for one and two bedroom units, which is what most people need. But we need to balance funding to help as many people as possible. We are comfortable going to 105%
- Resolution 2454- Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee regarding the Submission of the Section Eight Management Assessment Program (SEMAP) Certification Form 52648, to the U.S. Department of Housing and Urban Development (HUD). This is authorizing the submission we made on 2/24.
- Resolution 2455- Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Executive Director to Execute a Shared Services Agreement for the Provision of Administrative Services to the Fort Lee Rent Leveling Board. This is to renew our agreement to provide rent leveling services. Services are provided by Sylvia and Marleny. The new contract represents a 3% to 4% increase.
- Resolution 2456- Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Executive Director to Execute a contract with GJEM for Risk Management Services for The Period Beginning March 15, 2025 And Terminating On March 14, 2026. Mr. Corrison stated the GJEM was selected because they had extraordinary references. Mr. Corrison summarized the references they received. Each person he spoke



Fort Lee Housing Authority

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

with said they were among the best in the state and went above and beyond for the municipality or entity. The references were the deciding factor in the award.

6. RESOLUTIONS:

A motion to adopt the following Resolutions by Consent was made by E. O'Neill and seconded by Chris Chung.

- **2452-** Bills for payment.
- **2453-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee adopting Payment Standards for One- and Two-Bedroom Apartments at 105% of Small Area Fair Market Rents.
- **2454-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee regarding the Submission of the Section Eight Management Assessment Program (SEMAP) Certification Form 52648, to the U.S. Department of Housing and Urban Development (HUD).
- **2455-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Executive Director to Execute a Shared Services Agreement for the Provision of Administrative Services to the Fort Lee Rent Leveling Board.
- **2456-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Executive Director to Execute a contract with TBD for Risk Management Services for The Period Beginning March 15,2025 and Terminating on March 14, 2026.

A motion was made to go into Closed Session by R. Sohmer and seconded by S, Bauer to discuss in investigation regarding a former employee.

7. CLOSED SESSION commenced at approximately 6:26 p.m.

Board returned from Closed Session at 6:50 p.m.

8. ADJOURNMENT:

Motion made by A. Yook seconded by R. Sohmer to adjourn the meeting at 6:51 pm.

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



Fort Lee Housing Authority

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

Respectfully submitted,

Terrence Corriston
Executive Director