

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**RESOLUTION NO. 2446**

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 **\$ 67,344.11**, is hereby approved.

PROJECT	BILLS FOR JANUARY 2025 TOTALS:	\$ 12,482.22
SECTION 8	BILLS FOR JANUARY 2025 TOTALS:	\$ 54,861.89

TERRENCE J. CORRISTON
Executive Director

Board of Commissioners

Introduced by: _____

Sherry Bauer

Offered by: _____

Dolores Steinberg

Housing Authority Borough of Fort Lee

Vendor Accounting Cash Payment/Receipt Register

FLASH Corp.

Filter Criteria Includes: 1) Program: FLASH Corp. 2) Project: All Projects 3) Payment Date: 1/1/2025 to 1/31/2025 4) Financial Period: All 5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8067	01/03/2025	No	CHK	Anchor Pest Control	HJHH -Services for Jan 2025	No	\$67.14
8068	01/03/2025	No	CHK	Better Image Landscapes, Inc.	HJHH/ Dec 23-24 Snow/ICE 1"	No	\$1,135.00
8069	01/03/2025	No	CHK	Better Image Landscapes, Inc.	HJHH/ Dec21 Snow 2.7"	No	\$1,135.00
8070	01/15/2025	No	CHK	PSE & G	Acct# 6759444906 (11/23/24-12/26/	No	\$3,930.52
8071	01/15/2025	No	CHK	PSE & G	Acct# 6768536303 (11/23/24-12/26/	No	\$738.11
8072	01/15/2025	No	CHK	PSE & G	Acct# 7766836718 (11/23/24-12/26/	No	\$27.00
8073	01/15/2025	No	CHK	PSE & G	Acct# 6520316105 (12/4/24-1/3/25)	No	\$203.09
8074	01/15/2025	No	CHK	PSE & G	Acct# 7260667508 (11/23/24-12/26/	No	\$218.10
8075	01/15/2025	No	CHK	PSE & G	Acct# 7260667400 (11/23/24-12/26/	No	\$322.67
8076	01/15/2025	No	CHK	United Federated Systems, Inc.	Acct#149067/1011768 Quarterly Sta	No	\$132.00
8077	01/15/2025	No	CHK	Veolia Water New Jersey	Acct#10002427312222 12/2/24-1/2/	No	\$1,628.48
8078	01/21/2025	No	CHK	Better Image Landscapes, Inc.	Acct# 0064 (Snow Jan 11, 2025)	No	\$350.00
8079	01/21/2025	No	CHK	Better Image Landscapes, Inc.	Acct# 0064 (Snow Jan 6, 2025)	No	\$645.00
8080	01/21/2025	No	CHK	Roto-Rooter Services Company	Urgent Service 1/9/25 Sewer line is	No	\$1,790.10
8081	01/22/2025	No	CHK	Veolia Water New Jersey	Acct#10008900370055 (Services fro	No	\$160.01
Cleared: 0							\$0.00
Uncleared: 15							\$12,482.22
Total Payments: 15							\$12,482.22

Project Summary

Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
FLASH Corp. - Flash Corp. 10	\$12,482.22	\$0.00
Total:	\$12,482.22	\$0.00

Document Type Summary

Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	15	\$12,482.22
Total:	15	\$12,482.22

Transaction Type Summary

Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.4

<u>Transaction Type</u>	<u>Count</u>	<u>Amount</u>
Vendor Accounting - Payment	15	\$12,482.22
Vendor Accounting Total	15	\$12,482.22
Total:	15	\$12,482.22

End of Report

Housing Authority Borough of Fort Lee

Vendor Accounting Cash Payment/Receipt Register

Housing Choice Voucher

Filter Criteria Includes: 1) Program: Housing Choice Voucher 2) Project: All Projects 3) Payment Date: 1/1/2025 to 1/31/2025 4) Financial Period: All 5) Payments Over: All
 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
4122	01/03/2025	No	CHK	Christopher DePalma	Mileage Reimbursement from June	No	\$326.15
4123	01/03/2025	No	CHK	N.J. Public Housing Authority JIF	Member ID 405 (2025 Fund Year)	No	\$45,349.00
4124	01/03/2025	No	CHK	Nan Mckay & Associates	Cust ID: FOR07024-Annual Subscri	No	\$239.00
4125	01/03/2025	No	CHK	Staples Business Advantage	Order No 7647484807-000-001 / Off	No	\$76.49
4126	01/03/2025	No	CHK	The Nelrod Company	Cust ID: Fort Lee, NJ/ EZ Reasonabl	No	\$1,649.00
4127	01/03/2025	No	CHK	Verizon	Acct#452494976000156 Office Bun	No	\$554.47
4128	01/03/2025	No	CHK	AS Consulting Inc.	IT Computer Services for Dec 2024	No	\$1,093.00
4129	01/17/2025	No	CHK	Atlantic Tomorrows Office	Acct# 15018 Quarterly color usage.(No	\$325.02
4130	01/17/2025	No	CHK	Gannett New York-NewJersey Lo	Acct# 1183942 Order no 10873582	No	\$22.50
4131	01/17/2025	No	CHK	Quadient Inc.	RATE CHANGE PROTECTION/ 890	No	\$629.06
4132	01/17/2025	No	CHK	Staples Business Advantage	ACCT# NYC1060106 Order#764881	No	\$170.37
4133	01/17/2025	No	CHK	Thomas Furlong, C.P.A.	JANUARY 2025/ ACCOUNTING SE	No	\$3,200.00
4134	01/17/2025	No	CHK	Verizon	Acct# 452494976000156 (1/10/25-2/	No	\$555.02
4135	01/17/2025	No	CHK	Verizon	Acct# 556776715000140 (1/8/25-2/7	No	\$68.98
4136	01/17/2025	No	CHK	Verizon	Acct# 64221201000001 (1/4/25-2/3/	No	\$428.83
4137	01/21/2025	No	CHK	NJAHRA	Annual Membership Dues for NJAH	No	\$175.00
Cleared: 0							\$0.00
Uncleared: 16							\$54,861.89
Total Payments: 16							\$54,861.89

Project Summary

Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Housing Choice Voucher - Housing Choice Vouchers	\$54,861.89	\$0.00
Total:	\$54,861.89	\$0.00

Document Type Summary

Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	16	\$54,861.89
Total:	16	\$54,861.89

Transaction Type Summary

Bank: Provident Bank, Bank Account: 650409111, GL Account: 1111.4

<u>Transaction Type</u>	<u>Count</u>	<u>Amount</u>
Vendor Accounting - Payment	16	\$54,861.89
Vendor Accounting Total	16	\$54,861.89
Total:	16	\$54,861.89

End of Report

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2447

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE ADOPTING A CASH MANAGEMENT PLAN FOR THE YEAR 2025.

WHEREAS it is in the best interest of the Housing Authority of the Borough of Fort Lee 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 N.J.S.A. 40A:5-2 and N.J.S.A. 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 Housing Authority of the Borough of Fort Lee 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 Housing Authority of the Borough of Fort Lee.
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 Housing Authority of the Borough of Fort Lee in accordance with N.J.S.A. 40A:5-14. The Housing Authority of the Borough of Fort Lee designates Provident Bank formally Lakeland Bank, Bogota Bank, Bank of America and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

Audit Requirement

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 Housing Authority of the Borough of Fort Lee is so authorized.

Investment Instruments

The Executive Director shall invest at his/her 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 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 Housing Authority of the Borough of Fort Lee 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 the monies in interest bearing accounts wherever practical and in the best interest of the Housing Authority of the Borough of Fort Lee.
4. The Executive Director shall ensure that funds are borrowed for Capital Projects in a timely fashion.

Signatories

The signatories of the Housing Authority shall be Chairman, Vice Chairman, Executive Director and the Section 8 HCV Manager. Transactions must be supported by at least two of the aforementioned officials.

Wire Transfer and ACH Payments Policy

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

1. Terrence Corriston, Sylvia Ruiz, 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.
2. 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.
3. For all wire/ACH transfer of funds, the following information is required:
 - a. Must create a template for all transactions.
 - b. Name of person spoken to, including the recipient vendor title and telephone number.
 - c. 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.
 - d. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
 - e. Memorialization of the transfer and confirmation of completion of the transaction.
 - f. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
4. Memorialization of each transfer/payment must be filed with the Executive Director treasurer and made available for audit.
5. A detailed description of all wire transfers and ACH payments must be filed with the Executive Director.
6. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.
7. 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.

8. 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.
9. 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.
10. 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.
11. Commencing with opening of accounts at Lakeland Bank now Provident 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 Finance Manager shall daily review overnight transactions and balances to identify any unusual transactions or events.
12. The Authority shall notify the bank and Executive Director immediately if suspicious activity is detected.

TERRENCE J. CORRISTON
Executive Director

Board of Commissioners

Introduced by: _____

Sherry Bauer

Offered by: _____

Dolores Steinberg

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2448

RESOLUTION INDEMNIFYING COMMISSIONERS AND EMPLOYEES CONSISTENT WITH N.J.S.A. 59:10-4

WHEREAS, N.J.S.A. 59:10-4 empowers the Board of Commissioners of the Fort Lee Housing Authority to indemnify its employees; and

WHEREAS, it is deemed to be in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.

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

1. It is deemed in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phrases shall have the meaning set forth:
 - INSURANCE — Coverage afforded by insurance policies of every kind whether the premiums be paid by the Authority, the employee or someone on his/her behalf.
 - COMMISSIONER/ EMPLOYEE — Any employee or Commissioner appointed to or hired by the Authority, whether full or part-time.
3. The Authority shall reimburse an employee or Commissioner for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/ her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held by such employee or Commissioner. The Authority shall indemnify an employee or Commissioner for exemplary or punitive damages resulting from the employee's or Commissioner's civil violation of state and/or federal law if the acts committed by the employee or Commissioner upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.
4. The Authority shall not be obligated to provide reimbursement in the following instances:
 - Where the legal proceeding involved a claim of misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/ employee is found liable for the charge.
 - Where the legal proceeding is instigated or brought by the Housing Authority of the Borough of Fort Lee against the Commissioner/ employee.

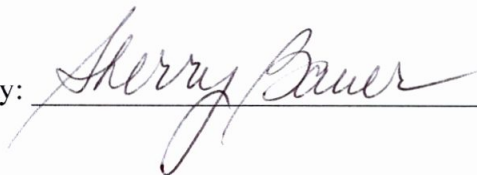
5. The amount the Authority is obligated to reimburse the Commissioner/ employee shall be reduced by an insurance coverage payable to the Commissioner/ employee by the net amount (recovery cost) of any money received by the Commissioner/ employee in any counteraction against the person or persons bringing the action against him/ her.
6. A Commissioner/ employee shall not be entitled to indemnification or reimbursement pursuant to this provision unless, within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/ she delivers the original or a copy thereof to the Executive Director. The Commissioner/ employee shall be obligated to cooperate with the Authority in the conduct of his/her defense. Whenever competent and disinterested legal counsel is available to the Authority through any insurance coverage, the Commissioner/ employee shall be obligated to be represented by such counsel. If the Authority wishes to use the General Counsel of the Authority to defend the action, the Commissioner/ employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner/ employee to cooperate with the Authority shall terminate the Authority's obligation to reimburse the Commissioner/ employee.
7. If the legal proceeding is terminated by an agreement among the parties, then the Housing Authority shall not be obligated to reimburse the Commissioner/ employee unless the Authority approves the settlement agreement.
8. The Authority may reimburse a Commissioner/ employee for a portion of an expense incurred prior to a final decision in a legal proceeding, but the Authority shall be entitled to wait for a final determination before being obligated to make any final payments.
9. That this Resolution shall take effect immediately.

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 5, 2025

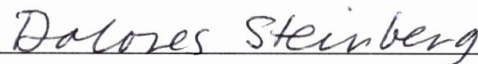
TERRENCE J. CORRISTON
Executive Director

Board of Commissioners

Introduced by:



Offered by:



Dated: February 5, 2025

FLHA RESOLUTION NO. 2448

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2449

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE FOR PUBLICATION OF LEGAL NOTICES

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

1. The official newspaper of the Housing Authority of the Borough of Fort Lee for the publication of legal notices shall be the Record and Herald News.
2. That this Resolution shall take effect immediately.

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 5, 2025

TERRENCE J. CORRISTON
Executive Director

Board of Commissioners

Introduced by: _____

Sherry Bauer

Offered by: _____

Dolores Steinberg

Dated: February 5, 2025

FLHA RESOLUTION NO. 2449

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**RESOLUTION NO. 2450****RESOLUTION AUTHORIZING A POLICY RESPECTING REIMBURSEMENT OF AUTHORITY COMMISSIONERS/EMPLOYEES FOR COSTS OF DEFENDING AGAINST CIVIL CLAIMS AND CRIMINAL CHARGES**

WHEREAS, it is deemed to be in the best interest of the Authority to adopt a uniform policy respecting the reimbursement of Authority Commissioners/ Employees for the costs of defending against civil claims and criminal charges.

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

1. That the Fort Lee Housing Authority shall reimburse any Commissioner/ employee for the actual reasonable legal costs of successfully defending against criminal charges where such charges result from the performance of the Commissioner's/ Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith.
2. That the Fort Lee Housing Authority shall reimburse any Commissioner/ employee for the actual reasonable legal costs of successfully defending against civil suits where such suit results from the performance of the Commissioner's/ Employee's duties and the Commissioner/ Employee is deemed to have acted in good faith.
3. That the Fort Lee Housing Authority shall pay for all legal expenses as incurred in the event the General Counsel advises the Authority that the Commissioner/ Employee in all likelihood will be found to have acted in good faith.
4. That this Resolution shall take effect immediately.

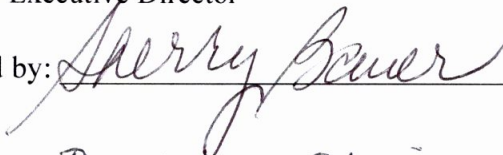
I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Fort Lee at its regular meeting of February 5, 2025

TERRENCE J. CORRISTON

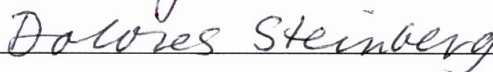
Executive Director

Board of Commissioners

Introduced by:



Offered by:



Dated: February 5, 2025

FLHA RESOLUTION NO. 2450

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2451

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE BOROUGH OF FORT LEE AUTHORIZING THE EXECUTIVE
DIRECTOR TO EXECUTE AN AGREEMENT WITH BERGEN COUNTY COMMUNITY
DEVELOPMENT FOR A BLOCK GRANT AWARD IN THE SUM OF \$70,000 FOR
IMPROVEMENTS TO THE HOLTJE HOUSE FIRE ALARM SYSTEM**

WHEREAS, the Housing Authority of the Borough of Fort Lee (the "Authority") has been awarded a Community Development Block Grant from the County of Bergen in the sum of \$70,000.00 for Improvements to the Holtje House Fire Alarm System.

NOW, THEREFORE , BE IT RESOLVED, that the Executive Director is hereby authorized to execute the agreement prepared by Bergen County Community Development for the award of \$70,000.00 for Improvements to the Holtje House Fire Alarm System

Introduced by: _____

Sherry Bauer

Offered by: _____

Dolores Steinberg