

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2442

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 \$ 54,735.54, is hereby approved.

PROJECT BILLS FOR DECEMBER 2024 TOTALS: \$ 20,404.38

SECTION 8 BILLS FOR DECEMBER 2024 TOTALS: \$ 34,331.16

INTRODUCED BY: Dolores Steinberg

SECONDED BY: 

DATE: January 6th, 2024

Housing Authority Borough of Fort Lee

Vendor Accounting Cash Payment/Receipt Register

FLASH Corp.

Filter Criteria Includes: 1) Project: All Projects 2) Payment Date: 11/24/2024 to 12/31/2024 3) Financial Period: All 4) Payments Over: All 5) Check Numbers: All 6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) Order By: Payment/Receipt Number

Bank: Provident Bank, Bank Account: 650409197, GL Account: 1114

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>
1001	12/19/2024	No	CHK	Lauren Piper	Security Deposit plus interest for 14	No	\$338.52
Cleared: 0							\$0.00
Uncleared: 1							\$338.52
Total Payments: 1							\$338.52

Project Summary

Bank: Provident Bank, Bank Account: 650409197, GL Account: 1114

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
FLASH Corp. - Flash Corp. 10	\$338.52	\$0.00
Total:	\$338.52	\$0.00

Type Summary

Bank: Provident Bank, Bank Account: 650409197, GL Account: 1114

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	1	\$338.52
Total:	1	\$338.52

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>
8044	12/05/2024	No	CHK	Anchor Pest Control	Billing location:100954 Service Loca	No	\$62.75
8045	12/05/2024	No	CHK	Carlos Mendez	Reimbursement - Duct Flex 1405/3F	No	\$13.85
8046	12/05/2024	No	CHK	EFA RENTAL RESOURCES LLC	October inspections for Teresa Dr. (No	\$520.00
8047	12/05/2024	No	CHK	Home Depot Credit Services	Acct#6035322006257335	No	\$3,264.37
8048	12/05/2024	No	CHK	P.S.E. & G.	Acct# 6759444906	No	\$2,565.39
8049	12/05/2024	No	CHK	P.S.E. & G.	Acct#7766836718 (Apt#3H)	No	\$13.87
8050	12/06/2024	No	CHK	Sylvia Ruiz	Refreshments Deserts & Decoration	No	\$145.21
8051	12/06/2024	No	CHK	Terrence Corrison	Thanksgiving Reimbursement/ Holid	No	\$83.93
8052	12/06/2024	No	CHK	United Federated Systems, Inc.	Quarterly Billing for Fire Alarm Monit	No	\$84.00
8053	12/09/2024	No	CHK	John G. Donovan	Assessment of Capital Needs 10/14/	No	\$405.00
8054	12/09/2024	No	CHK	John G. Donovan	CDBG Grant Award FY23-24/ A&E F	No	\$1,845.00
8055	12/09/2024	No	CHK	John G. Donovan	CDBG Grant Award/ Fire alarm Syst	No	\$810.00
8056	12/09/2024	No	CHK	PSE & G	Acct# 6520316105 Service 11.1.24-	No	\$199.98
8057	12/09/2024	No	CHK	Veolia Water New Jersey	Acct#1000242731222 Service 11/1/	No	\$1,784.51
8058	12/11/2024	No	CHK	PSE & G	Acct#67-68536303 Services 10/24/2	No	\$371.46
8059	12/11/2024	No	CHK	Verizon Wireless	Acct#642212010-00001Services 11/	No	\$428.32
8060	12/11/2024	No	CHK	JT Fire & Safety LLC	Change order #2 / Circuit breaker et	No	\$812.50
8061	12/11/2024	No	CHK	Terrence Corrison	Reimbursement /Tenant cookie tins f	No	\$93.25
8062	12/12/2024	No	CHK	All Services APM, LLC	1405/Apt3F Bathroom Remodeling	No	\$3,813.33
8063	12/12/2024	No	CHK	Bill's Landscaping & Design Inc.	Landscaping& Grounds Maintenanc	No	\$1,275.00
8064	12/17/2024	Yes	CHK	TD Bank	Purchase of 20 (\$25 Gift Cards for S	No	\$500.00
8064	12/17/2024	No	VD	TD Bank	Misprint	No	(\$500.00)
8065	12/17/2024	No	CHK	Terrence Corrison	39 Tenants * \$25 gifts for Christmas	No	\$975.00

Housing Authority Borough of Fort Lee
Vendor Accounting Cash Payment/Receipt Register
FLASH Corp.

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6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) Order By: Payment/Receipt Number

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

Posted Payments

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
8066	12/20/2024	No	CHK	Sylvia Ruiz	Reimbursement for Food, Drinks, De	No	\$499.14
Cleared: 0							\$0.00
Uncleared: 24							\$20,065.86
Total Payments: 24							\$20,065.86

Project Summary

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

<i>Program - Project</i>	<i>Payments</i>	<i>Deposits</i>
FLASH Corp. - Flash Corp. 10	\$20,065.86	\$0.00
Total:	\$20,065.86	\$0.00

Type Summary

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

<i>Document Type</i>	<i>Count</i>	<i>Amount</i>
Check (CHK)	23	\$20,565.86
Void Payment (VD)	1	(\$500.00)
Total:	24	\$20,065.86

End of Report

Housing Authority Borough of Fort Lee
Vendor Accounting Cash Payment/Receipt Register
Housing Choice Voucher

Filter Criteria Includes: 1) Project: All Projects 2) Payment Date: 11/24/2024 to 12/31/2024 3) Financial Period: All 4) Payments Over: All 5) Check Numbers: All 6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) Order By: Payment/Receipt Number

Bank: Provident Bank, Bank Account: 650409154, GL Account: 1111.2

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>
1001	12/19/2024	No	CHK	Elsa Lazala	FSS Withdrawal Bal \$8434.47 (Repy	No	\$7,409.47
Cleared: 0							\$0.00
Uncleared: 1							\$7,409.47
Total Payments: 1							\$7,409.47

Project Summary

Bank: Provident Bank, Bank Account: 650409154, GL Account: 1111.2

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Housing Choice Voucher - Housing Choice Vouchers	\$7,409.47	\$0.00
Total:	\$7,409.47	\$0.00

Type Summary

Bank: Provident Bank, Bank Account: 650409154, GL Account: 1111.2

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	1	\$7,409.47
Total:	1	\$7,409.47

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>
4094	12/06/2024	No	CHK	A S Consulting Inc.	November Managed Computer Servi	No	\$1,093.00
4095	12/06/2024	No	CHK	EFA RENTAL RESOURCES LLC	October Inspections for Section 8 (1	No	\$825.00
4096	12/06/2024	No	CHK	NJ Advanced Media	AD for HCV Admin Plan Star Ledger	No	\$38.70
4097	12/06/2024	No	CHK	NTN- Philadelphia	Background Check	No	\$12.80
4098	12/06/2024	No	CHK	Quadient Leasing USA, Inc	Lease No N20111722 Lease Pymnt	No	\$391.26
4099	12/06/2024	No	CHK	Staples Business Advantage	Office Supplies	No	\$98.68
4100	12/06/2024	No	CHK	Staples Business Advantage	Office Supplies	No	\$151.55
4101	12/09/2024	Yes	CHK	Network Solutions, LLC	Acct#52561024 / Annual Renewal of	No	\$420.06
4101	12/09/2024	No	VD	Network Solutions, LLC	Misprint	No	(\$420.06)
4102	12/09/2024	No	CHK	Thomas Furlong, C.P.A.	Dec 2024 Accounting Services	No	\$3,200.00
4103	12/09/2024	No	CHK	Network Solutions, LLC	Acct#52561024 / Annual Renewal of	No	\$420.06
4104	12/11/2024	No	CHK	Management Computer Services I	PHA-WEB Annual Support Fee: Jan-	No	\$19,887.00
4105	12/12/2024	No	CHK	EFA RENTAL RESOURCES LLC	3 hrs-Paperwork for scheduling insp	No	\$108.00
4106	12/13/2024	No	CHK	Gannett New York-NewJersey Lo	The Record New/2023 Audit Synops	No	\$252.38
4107	12/16/2024	No	CHK	Staples Business Advantage	OFFICE SUPPLIES-TONER	No	\$373.91

Housing Authority Borough of Fort Lee

Vendor Accounting Cash Payment/Receipt Register

Housing Choice Voucher

Filter Criteria Includes: 1) Project: All Projects 2) Payment Date: 11/24/2024 to 12/31/2024 3) Financial Period: All 4) Payments Over: All 5) Check Numbers: All 6) Cleared Period: All 7) Check Status: All 8) Payment Status: All 9) Show Payments: Yes 10) Show Deposits: Yes 11) 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>
4108	12/16/2024	No	CHK	Verizon	Acct 556776715000140- (Fax Line S	No	\$69.35
Cleared: 0							\$0.00
Uncleared: 16							\$26,921.69
Total Payments: 16							\$26,921.69

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	\$26,921.69	\$0.00
Total:	\$26,921.69	\$0.00

Type Summary

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

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	15	\$27,341.75
Void Payment (VD)	1	(\$420.06)
Total:	16	\$26,921.69

2025 ADOPTED BUDGET RESOLUTION

Fort Lee Housing Authority

RESOLUTION NO. 2443

FISCAL YEAR: January 01, 2025 to December 31, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Fort Lee Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented for adoption before the governing body of the Fort Lee Housing Authority at its open public meeting of January 6, 2025; and

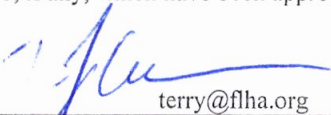
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$9,901,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$9,809,625.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$25,910.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Fort Lee Housing Authority at an open public meeting held on January 6, 2025 that the Annual Budget and Capital Budget/Program of the Fort Lee Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


terry@flha.org
(Secretary's Signature)

1/6/2025
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Sherry Bauer	✓			
Roberta Sohmer	✓			
Elsie O'Neil	✓			
Ashley Yook	✓			
Dolores Steinberg	✓			
Jay Blau	✓			
Chris Chung	✓			

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

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

RESOLUTION NO. 2444

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 Corriston as its Fund Commissioner and Sylvia Ruiz as Alternate Fund Commissioner for the fund year 2025.

INTRODUCED BY: Dolores Steinberg

SECONDED BY: 

DATED: January 6, 2025

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE.

RESOLUTION NO. **2445**

RESOLUTION AWARDING A CONTRACT FOR PROFESSIONAL SERVICES TO COPPA MONTALBANO ARCHITECTS FOR A PROJECT ENTITLED "FIRE ALARM LIFE SAFETY SYTSTEM DEVICES AND CONTROL PANEL UPGRADE" AT THE HARRY J. HOLTJE HOUSE AT 1403-1405 AND 1407 TERESA DRIVE, FORT LEE, NEW JERSEY

WHEREAS, the Housing Authority of the Borough of Fort Lee (the "Authority") has determined the need to upgrade the Fire Alarm and Life Safety System Devices and Control Panel due to the age of the system and the fact that parts have become obsolete; and

WHEREAS, the Authority has secured Community Development Block Grant funds from Bergen County to cover part of the cost of the aforesaid work; and **WHEREAS**, on November 25, 2024 the Authority published a public notice in the Record seeking sealed proposals from Architects and Engineers for professional services with respect to "Fire Alarm Life Safety System Devices and Control Panel Upgrades" at Harry J. Holtje House; and

WHEREAS, in response to the public notice the Authority did forward the RFP to six (6) prospective Architects and Engineers which proposals were due by December 17, 2024; and

WHEREAS, at the bid opening the Authority received a single proposal from COPPA MONTALBANO ARCHITECTS in the sum of \$4500.00 for Overview Assessment of the Fire Alarm Safety System plus 7.5% of Construction Costs for all other professional services required under the Scope of Work as specified in the Request for Proposals; and

WHEREAS, Coppa Montalbano Architects is a qualified and responsible firm that has performed well on past contracts with Authority; and

WHEREAS, the project manager, John Donovan has determined that the proposed fees are reasonable and within the budgeted amount.

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

1. That the Executive Director is hereby authorized to execute a contract with COPPA MONTALBANO ARCHITECTS, in the sum of \$4500.00 for Overview Assessment of the Fire Alarm Safety System plus 7.5% of construction costs for all other professional services required under the Scope of Work as specified in the Request for Proposals for a project entitled " **FIRE ALARM LIFE SAFETY SYTSTEM DEVICES AND CONTROL PANEL UPGRADE**" at Harry J. Holtje House and
2. That this award for professional services is made in accordance with the competitive sealed proposal procedures.

INTRODUCED BY: Dolores Steinberg

SECONDED BY: _____

DATED: JANUARY 6, 2024

Terrence J. Corrison, Executive Director