



# *Fort Lee Housing Authority*

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1403 Teresa Drive  
Fort Lee, New Jersey 07024  
Tel (201) 947-7400/7401  
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## HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

### MINUTES OF SCHEDULED MEETING

**October 8, 2025**

1. **MEETING** called to order at 6:05 pm by Sherry Bauer on October 8, 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 October 6, 2025, a notice of this rescheduled 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, E. O'Neill (on Speaker Phone), R. Sohmer (on Speaker Phone), D. Steinberg, C. Chung (on Speaker Phone), Shari DePalma (Speaker Phone)

ABSENT: A. Yook,

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

4. **Minutes:**

Motion made by Sherry Bauer and seconded by Dolores Steinberg, to approve the Minutes of the meeting of September 3, 2025.

Ayes: S. Bauer, D. Steinberg, E. O'Neill, R. Sohmer, Shari DePalma, C. Chung

Nays: None



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Abstain:  
Absent: A. Yook

## 5. Executive Director's Report:

Mr. Corrison advised the Board of the following:

Mr. Corrison advised that despite the government shutdown, HUD will be funding the voucher program for November and December.

The auditors completed their audit with one finding regarding our procedures for tenant files. When a tenant is utilizing a voucher, we run a Rent Reasonable report from a program we subscribe to. The program takes all factors and amenities into account and lets us know if the apartment is Rent Reasonable. We do this routinely for every apartment that is leased. Because it can be difficult to find a rent reasonable apartment, we typically have to run several reports for a tenant looking for an apartment in Fort Lee. We are supposed to put the report in the file to show that it was done. The auditor found that on two occasions the actual report was not filed in the tenant file. The rent was reasonable, and the report was run, however it wasn't in the file when the auditors looked. We will ensure that each staff member confirms that the reports are filed in the future.

The Auditors will be here next month for the presentation of the Audit and Thomas Furlong will be here to present and discuss the Budget with us too.

The work on the fire alarm was completed, the final inspection was performed and everything has been approved. This was funded by Community Development block grant for \$70,000.

The total cost was \$74,000 and professional Services was an additional \$4,500. This came in within budget.

We're getting our next grant application ready. We've been speaking with Ulysses Varela, the building super and John Donovan who is doing our modernization. We anticipate that next grant will be to support sidewalk repairs.



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John Donovan has retired. He is just finishing up a few RFPs for us to carry us through the next couple of months to put us ahead of the game. Our inspector has taken over the duties John Donovan was doing regarding the inspections, reports and recommendations to landlords. He has been in the office completing training with our conflict-of-interest inspector, Henry Lara. Our conflict-of-interest inspector is the person we must utilize to complete the inspections for this building.

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

- **Resolution 2470-** Bills for payment
- **Resolution 2471-** Resolution to extend the agreement for snow plowing /removal services for the Harry J. Holtje House with Better Image Landscapes, Inc. through April 30, 2027.
- **Resolution 2472-** Resolution of the Housing Authority of the Borough of Fort Lee adopting a Revised Personnel Policies and Procedures Manual to Comply with Municipal Excess Liability Joint Insurance Fund (“MEL”) Employment Best Practices.

There was a typo on **Resolution 2470** which has been corrected. The correct total was \$18,959.80.

## 6. RESOLUTIONS:

A motion to approve the Resolutions by Consent Agenda was made by Roberta Sohmer and seconded by Dolores Steinberg.

- **Resolution 2470-** Bills for payment
- **Resolution 2471-** Resolution to extend the agreement for snow plowing /removal services for the Harry J. Holtje House with Better Image Landscapes, Inc. through April 30, 2027.
- **Resolution 2472-** Resolution of the Housing Authority of the Borough of Fort Lee adopting a Revised Personnel Policies and Procedures Manual to Comply with Municipal Excess Liability Joint Insurance Fund (“MEL”) Employment Best Practices.

The motion was unanimously approved.



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## 7. OTHER BUSINESS.

Mr. Corrison advised that next month's meeting, November 5, is important because we will be going over the Audit and the Budget.

## 8. ADJOURNMENT:

A motion made by Elsie O'Neill and seconded by Dolores Steinberg, to adjourn the meeting at 6:26 pm.

### Roll Call:

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

Respectfully submitted,

Terrence Corrison  
Executive Director