



# 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 OF BOARD OF COMMISSIONERS

**March 4, 2026**

1. **MEETING** called to order at 6:03 pm by Chair, Sherry Bauer on March 4, 2026.
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 December 30<sup>th</sup>, 2025, 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 Star Ledger and Clerk of the Borough of Fort Lee.

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

#### **Roll Call:**

**PRESENT:** Commissioners S. Bauer, D. Steinberg, Shari DePalma, A. Yook, R. Sohmer (via Zoom) E. O'Neill (via Zoom), C. Chung (via Zoom)

**ABSENT:** None

**ALSO PRESENT:** Council Liaison Joseph Cervieri (arrived via Zoom at 6:18 pm), Executive Director Terrence Corriston, and Sylvia Ruiz

#### **3. Minutes:**

Motion made by Dolores Steinberg and seconded by Shari DePalma, to approve the Minutes of the meeting of February 4, 2026, with one amendment.

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

**Nays:** None

**Abstain:** None

**Absent:** None



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

Mr. Corriston advised the Board of the following:

Mr. Corriston advised the Board that hopefully we are done with the snow. We have spent quite a bit on snow removal.

A long time senior tenant of the building has passed away. She had been in a nursing home for about 2 months. We had been working with her daughter to vacate her apartment because we were told by the nursing home that she would not be returning, but her daughter is not being cooperative. We have put out a public notice about her passing to see if anyone else turns up. We've sent numerous letters to her daughter and have asked her if she doesn't want the belongings, to please let us know and we can donate them.

We met with the Qualified Purchasing Agent this afternoon and he's going to hit the ground running. We gave him the list of things we need, for example the office computers, copier and postage machine. He's going to take care of that through the state contract.

Counsel Liaison Joseph Cervieri joined the meeting via zoom at 6:18 pm.

The A&E Services we contracted with will be helping us with Community Development work that we got the funds for which is for the entry-door access in this building and connecting some of the systems to the stand-by generator.

We finally got two big checks from Community Development. We received about \$131,000 for several projects that have been completed here, and we also received \$124,000 for FLASH/ 8th St.

HUD published a proposed rule on term limits and work requirements for people on the Housing Choice Voucher program. At this point they are both optional. The Housing Authority can choose if and what they would like to implement either program. The way it works is that a Housing Authority can implement a requirement of up to 40 hours work week per family member between 18 to 61 years of age in the household, however the Housing Authority must provide the services to help them get a job. There is also a minimum term limit of 2 years that can be implemented. At this time, this is optional for the Housing Authorities



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to implement these terms. They would not apply for the elderly or disabled participants.

Mr. Corriston reviewed the Resolutions on the Agenda (Nos. 2492-2496) with the Board.

## 5. RESOLUTIONS:

A motion to approve the Resolutions by Consent Agenda was made by Commissioner Steinberg and seconded by Commissioner Yook.

- **2492-** Bills for payment
- **2493-** Resolution of the Board of Commissioners of the Fort Lee Housing Authority amending the Procurement Policy to increase the bid threshold to \$53,000 and designating Vincent M. Bufis as the Authority's Qualified Purchasing Agent.
- **2494-** 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).
- **2495-** Resolution awarding a contract for professional services to Coppa Montalbano for a project entitled "to Replace exterior entry doors security access systems and connection of standpipe and office electrical system to existing standby generator" at HJHH.
- **2496-** Resolution Authorizing the Executive Director to execute a contract with GJEM Insurance Agency, Inc. for Risk Management Services for the Period beginning March 15, 2026, and terminating on March 14, 2027.

The motion was unanimously approved.

## 6. OTHER BUSINESS.

Mr. Corriston advised the Board about an email he sent out to them regarding training given by MEL / Joint insurance Fund (JIF) for the Commissioners. It's a short, interesting course which lasts about 20 to 30



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minutes. For each person who takes the training we would get \$100 credit (up to 5 people) towards our premium.

## **7. ADJOURNMENT:**

A motion made by Commissioner Yook and seconded by Commissioner Steinberg, to adjourn the meeting at 6:31 pm.

### Roll Call:

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

Respectfully submitted,

Terrence Corrison  
Executive Director