



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 OF BOARD OF COMMISSIONERS

MAY 6, 2026

1. **MEETING** called to order at 6:10 pm by Vice Chair, Dolores Steinberg on May 6, 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, 2025, a schedule of the Regular Meetings for the Year 2026 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, www.flha.org and mailed to The Record, The Star Ledger and Clerk of the Borough of Fort Lee.

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

Roll Call:

PRESENT: Commissioners D. Steinberg, C. Chung, S. DePalma, (via speaker phone),
R. Sohmer (via Zoom) A. Yook

ABSENT: S. Bauer, E. O'Neill

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

3. Minutes:

Motion made by Shari DePalma, and seconded by Chris Chung, to approve the Minutes of the meeting of April 8, 2026.

Ayes: D. Steinberg, C. Chung, S. DePalma, and A. Yook.

Nays: None

Abstain: None

Absent: S. Bauer, E. O'Neil



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4. Executive Director's Report:

Mr. Corriston advised the Board of the following:

We have been working with our Qualified Purchasing Agent who has been terrific. We purchased a new copier and postage meter. We are registered for cooperative purchasing with Amazon Business, WB Mason and HD Supplies and have completed our registration with Omnia Partners. We can get the bulk state pricing for supplies.

Our A/E is finishing up the specs for the entry door access and the generator which are funded by Community Development. Community Development advised that they cannot fund the painting/refinishing of the fire escapes as that is "maintenance" but will allow us to substitute flooring in the units. Hopefully, this will address the noise between the units.

Work orders are up to date. We are issuing five new vouchers, and we have three on the street now and four interviews are scheduled.

The President's budget calls for a reduction in vouchers by not re-issuing them when they are no longer used. While we expect some reduction in the ultimate budget, we don't anticipate that cutting the number of vouchers in the program will ultimately be approved by Congress. We need to ensure we maintain our utilization but always balance that against possible cuts in funding.

We paid an FSS Participant \$572 from her escrow account for new tires for her vehicle which is a permitted expenditure.

Mr. Corriston reviewed the proposed resolutions on the agenda.

The first is for to write off account receivables for two tenants, both of whom died. Both were sick for a few months, and one had been in a nursing home and was in the process of surrendering the apartment. Dolores and Carlos put in a lot of work clearing out the apartment. We need to replace the flooring before it can be reoccupied.

The next resolution is for the retention of the auditor. We received only one proposal from Novogradic, which is very good and who we've worked with before.



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The last resolution is to amend the personnel policy as per the requirements of the Joint Insurance Fund. We receive a lower deductible if we comply with their mandates for the personnel policy. There were only some minor changes to comply with the federal Family Medical Leave Act and the NJ Medical Leave Act.

A question was raised by Commissioner Sohmer as to whether the Board should put approval of the painting of the fire escapes with our own funding on the agenda. Mr. Corrison explained that it is a FLASH project and we are going out to bid for painters who will be able to address the issue.

5. RESOLUTIONS:

A motion to approve the Resolutions by Consent Agenda was made by Commissioner Chung, seconded by Commissioner Steinberg.

- **2500-** Bills for payment
- **2501-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Write-Off of Tenant Accounts Receivable.
- **2502-** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee authorizing the Executive Director to Execute a Contract with Novogradac & Company LLP to Audit the Books and Records of the Housing Authority for the 12-month period ending December 31, 2025.
- **2503** Resolution by the Commissioners of the Housing Authority of the Borough of Fort Lee Adopting a Revised Personnel Policies and Procedure Manual and Revised Employee Handbook to comply with JIF Employment Practices.

The motion was unanimously approved.

- 6. OTHER BUSINESS:** Commissioner Yook inquired about the large payment for insurance. Mr. Corrison replied that we only pay twice per year and that reflects the premium for six months. Commissioner DePalma asked if we will revise the budget for this year and next year for the increase in snow removal. Mr. Corrison said he will address it with Tom Furlong



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7. ADJOURNMENT:

A motion made by Commissioner Yook and seconded by Commissioner Chung, to adjourn the meeting at 6:28 pm.

The motion was unanimously approved.

Respectfully submitted,

Terrence Corriston
Executive Director