

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2487

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 \$ **69,979.74**, is hereby approved.

PROJECT (FLASH) - BILLS FOR JANUARY 2026 TOTALS: \$ 14,057.02

SECTION 8 (HCV) - BILLS FOR JANUARY 2026 TOTALS: \$ 55,922.72

Introduced by: Dolores Steenberg

Offered by: 

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

Filter Criteria Includes: 1) Program: FLASH Corp. 2) Project: Project 03, Project 05, Project 07, Flash Corp. 8, Flash Corp. 9, Flash Corp. 10, FLASH 1st Street
 3) Payment Date: 1/1/2026 to 1/30/2026 4) Financial Period: January 2026 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

<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>
8294	01/14/2026	No	CHK	Anchor Pest Control	Acct#100954/ (1403 Teresa Dr) Jan-	No	\$71.84
8295	01/14/2026	No	CHK	Better Image Landscapes, Inc.	Acct# 0064 (Teresa Dr) Various	No	\$4,045.00
8296	01/14/2026	No	CHK	Chemical Specifics Inc.	Acct# 511079 Job# 702402 (Jan26-	No	\$331.00
8297	01/14/2026	No	CHK	LifeStation	Acct# 609893 Holtje House/ ECS 90	No	\$775.29
8298	01/14/2026	No	CHK	PSE & G	Acct# 6759444906 (1403 Teresa Dr)	No	\$4,236.34
8299	01/14/2026	No	CHK	PSE & G	Acct# 6568536303 (1403 Teresa Dr	No	\$862.07
8300	01/14/2026	No	CHK	PSE & G	Acct# 6520316105 (1403 Teresa Dr	No	\$208.19
8301	01/14/2026	No	CHK	PSE & G	Acct# 6520316105 (1403 Teresa Dr,	No	\$17.95
8302	01/14/2026	No	CHK	PSE & G	Acct# 7260667400 (2423 1st ST (Fr	No	\$340.74
8303	01/14/2026	No	CHK	PSE & G	Acct# 7260667508 (2423 1st ST (Re	No	\$412.06
8304	01/14/2026	No	CHK	Veolia Water New Jersey	Acct# 1000242731222 (1403 Teresa	No	\$2,181.54
Cleared: 0							\$0.00
Uncleared: 11							\$13,482.02
Total Payments: 11							\$13,482.02

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	\$13,482.02	\$0.00
Total:	\$13,482.02	\$0.00

Document Type Summary

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

<i>Document Type</i>	<i>Count</i>	<i>Amount</i>
Check (CHK)	11	\$13,482.02
Total:	11	\$13,482.02

Transaction Type Summary

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

<i>Transaction Type</i>	<i>Count</i>	<i>Amount</i>
Vendor Accounting - Payment	11	\$13,482.02
Vendor Accounting Total	11	\$13,482.02
Total:	11	\$13,482.02

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

Filter Criteria Includes: 1) Program: FLASH Corp. 2) Project: Project 03, Project 05, Project 07, Flash Corp. 8, Flash Corp. 9, Flash Corp. 10, FLASH 1st Street
 3) Payment Date: 1/1/2026 to 1/30/2026 4) Financial Period: January 2026 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: 1111.1

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>
8305	01/14/2026	No	CHK	Terrence Corrison	Xmas gift/Seniors Cash	No	\$575.00
Cleared: 0							\$0.00
Uncleared: 1							\$575.00
Total Payments: 1							\$575.00

Project Summary

Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.1

<i>Program - Project</i>	<i>Payments</i>	<i>Deposits</i>
FLASH Corp. - Flash Corp. 10	\$575.00	\$0.00
Total:	\$575.00	\$0.00

Document Type Summary

Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.1

<i>Document Type</i>	<i>Count</i>	<i>Amount</i>
Check (CHK)	1	\$575.00
Total:	1	\$575.00

Transaction Type Summary

Bank: Provident Bank, Bank Account: 650409103, GL Account: 1111.1

<i>Transaction Type</i>	<i>Count</i>	<i>Amount</i>
Vendor Accounting - Payment	1	\$575.00
Vendor Accounting Total	1	\$575.00
Total:	1	\$575.00

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: 1/1/2026 to 1/30/2026 4) Financial Period: January 2026
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

<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>
4519	01/13/2026	No	CHK	AS Consulting Inc.	Computer IT Support	No	\$1,387.00
4520	01/13/2026	No	CHK	Atlantic Tomorrows Office	Acct# 15018 Copy Machine (Savin	No	\$299.22
4521	01/13/2026	No	CHK	Gannett New York-NewJersey Lo	Acct#1183942 (Order# 11886610) F	No	\$103.50
4522	01/13/2026	No	CHK	NAHRO	Acct# 1495 Housing Agency Membe	No	\$869.20
4523	01/13/2026	No	CHK	New Jersey Public Housing Autho	Fort Lee HA (ID# 405) January Pym	No	\$49,498.00
4524	01/13/2026	No	CHK	NTN- Philadelphia	Acct# FLHA NJ6000 / Background C	No	\$12.80
4525	01/13/2026	No	CHK	Thomas Furlong, C.P.A.	Jan 2026/Accounting Services	No	\$3,300.00
4526	01/13/2026	No	CHK	Verizon Wireless	Acct# 642212010-00001 (Office Lin	No	\$453.00
Cleared: 0							\$0.00
Uncleared: 8							\$55,922.72
Total Payments: 8							\$55,922.72

Project Summary

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

<i>Program - Project</i>	<i>Payments</i>	<i>Deposits</i>
Housing Choice Voucher - Housing Choice Vouchers	\$55,922.72	\$0.00
Total:	\$55,922.72	\$0.00

Document Type Summary

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

<i>Document Type</i>	<i>Count</i>	<i>Amount</i>
Check (CHK)	8	\$55,922.72
Total:	8	\$55,922.72

Transaction Type Summary

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

<i>Transaction Type</i>	<i>Count</i>	<i>Amount</i>
Vendor Accounting - Payment	8	\$55,922.72
Vendor Accounting Total	8	\$55,922.72
Total:	8	\$55,922.72

End of Report

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2488

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE
BOROUGH OF FORT LEE ADOPTING A CASH MANAGEMENT PLAN FOR THE
YEAR 2026.**

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, 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 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.

Fraud Prevention and Internal Controls

The Housing Authority of the Borough of Fort Lee utilizes commercially reasonable fraud-prevention measures to safeguard public funds. These measures include the use of Positive Pay services with the designated depository bank, which provides an added layer of protection against unauthorized, altered, or fraudulent disbursements. The Authority has also adopted a "Checking Account, Check Writing and Reconciliation Procedure" which provides an additional layer of protection with respect to its checking accounts.

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 Corrison, 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 transfers 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 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:

Dolores Steinberg

Offered by:

[Signature]

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2489

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH B&R HOUSING SOLUTIONS FOR QUALIFIED PURCHASING AGENT SERVICES AND APPOINTING VINCENT M. BUFIS TO SERVE AS THE AUTHORITY'S QUALIFIED PURCHASING AGENT FOR TWO YEARS COMMENCING MARCH 1, 2026 AND ENDING FEBRUARY 28, 2028

WHEREAS, the Local Public Contracts law provides that local contracting units that employ a Qualified Purchasing Agent have an increased bid threshold of \$53,000 as opposed to the bid threshold of \$17,500.00 for local contracting units which do not engage a Qualified Purchasing Agent; and

WHEREAS, it is advisable to employ a state certified Qualified Purchasing Agent ("QPA") to assist the Fort Lee Housing Authority (the "Authority") as needed, with its procurement activities; and

WHEREAS, a public notice was placed in The Record Newspaper and Star Ledger Newspapers on December 24, 2025, for sealed proposals for "Qualified Purchasing Agent" ("QPA") with a return date of February 14, 2026; and

WHEREAS, in response to the aforesaid notice, the Authority received one proposal from BR Housing Solutions, LLC, to provide QPA services at the rate of \$95.00 per hour; and

WHEREAS, the Executive Director reviewed the proposal and qualifications and found them to be satisfactory and found that Vincent M. Bufis, who B&R Housing Solutions proposed to serve as the Authority's QPA, possesses the appropriate qualifications and experience to provide QPA Services to the Authority.

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

1. That the Executive Director is authorized to enter into an Agreement with B&R Housing Solutions for Qualified Purchasing Agent Services for the period beginning March 1, 2026, and ending February 28 2028 with an option to extend the services for one additional year at the rate of \$95.00 per hour; and

2. Vincent M. Bufis is designated as the Authority's Qualified Purchasing Agent; and
3. That the Contract is being awarded in accordance with the Authority's Procurement Policy as a "Professional Service" under the Local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) and that a Notice of this Action shall be published once in The Record; and
4. That this Resolution and the Contract shall remain on file and be available for public inspection at the offices of the Fort Lee Housing Authority; and

BE IT FURTHER RESOLVED THAT effective March 1, 2026, the Authority's procurement policy shall be amended to provide that the threshold for sealed bidding shall be increased to \$53,000.00; and

INTRODUCED BY: *Dolores Steinberg*
SECONDED BY: *[Signature]*

DATED: February 4, 2026

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2490

**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 Star Ledger.
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 4, 2026

TERRENCE J. CORRISTON
Executive Director

Board of Commissioners

Introduced by: Dolores Steinberg

Offered by: [Signature]

Dated: February 4, 2026

FLHA RESOLUTION NO. 2490

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 2491

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 \$78,878.00 FOR IMPROVEMENTS TO THE HOLTJE HOUSE HANDICAPPED ACCESSIBLE DOORS AND CONNECTION OF THE FIRE STANDPIPE SYSTEM AND ADMINISTRATIVE OFFICES' ELECTRICAL SYSTEM TO THE STANDBY GENERATOR

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 \$78,878.00 for Improvements to the Holtje House Handicapped Accessible Doors and connection of the fire standpipe system and administrative office's electrical system to the standby generator.

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 \$78,878.00 for Improvements to the Holtje House Handicapped Accessible Doors and connection of the fire standpipe system and administrative office's electrical system to the standby generator.

OFFERED BY: *Dolores Steinberg*

SECONDED BY: *[Signature]*

Dated: February 4, 2026

FLHA RESOLUTION NO. 2491