

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

February 1, 2021

Meeting called to order at 9:30A.M. by Executive Director. The meeting was opened by the Executive Director reading the Open Public Meeting Act Statement. **Meeting was conducted ZOOM due to the COVID-19 Pandemic.**

PRESENT:

Peter Colao, Chairman
Ralph Calabrese, Vice Chairman
Janet Merrill, Commissioner
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner
Vito Candela, Commissioner

ALSO PRESENT:

Joseph Capano, Executive Director
James Santasiero, Assistant Executive Director
Paul Marino, Attorney
William Katchen, CPA
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Michael Turek, Maintenance Coordinator

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the January 4, 2021 regular meeting. Motion to approve the minutes of the January 4, 2021 regular meeting made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, five – nays, none, abstain, one.

Executive Director's Report:

- **RFPs for Elevator Maintenance, Landscaping, and Flooring as Needed** – Discussion.
- **Housing Authority Expansion Feasibility Study** – Discussion.
- **CPHA Use of Vehicle and Procedure Policy** - Discussion
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report- Chairman Colao spoke about expansion feasibility study and set up a committee consisting of Vice Chairman Ralph Calabrese and Commissioner Vincent Conforti.

Finance Committee – Bill Katchan, CPA, has been working with the State on the budget. With one suggested modification, the budget has been approved from the State.

Buildings and Grounds Committee – Four apartments are being turned over in the 500 Building for February 2021 occupancy. Maintenance continues to clean and sanitize both buildings, focusing on common areas.

Activity Center Report – The Senior Activity Center has been closed, but still offers home delivered lunches, grab & go breakfasts, and transportation for shopping and medical appointments. Linda Phillips-Perez has been guiding the seniors in the direction of COVID vaccination sign-up, as we do not yet have access to them.

Old Business – Executive Director, Joseph Capano, discussed the COVID-19 pandemic and how multiple channels have been explored to acquire vaccines for our seniors.

New Business – None.

Resolutions No. 6-2021 to 14-2021 were discussed, and Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, six nays, none.

Resolution No.6 - 2021: (Award of Landscaping Proposal) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.7 - 2021: (Award of Installation of Floor Tiles in Vacant Apartments on an as Needed Basis) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.8 - 2021: (Award of Elevator Maintenance Services) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.9 - 2021: (Award of A/E Contract for Parking Lot Expansion/PAL Roof) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.10 - 2021: (Award of A/E Contract for Feasibility Study) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.11 - 2021: (Adopting Annual Budget FY 4/1/2021 – 3/31/2022) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.12 - 2021: (CDBG 2020 Grant Award Contract – Senior Activity Center) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.13 - 2021: (Vehicle Policy and Procedures) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Resolution No.14 - 2021: (February 2021) Motion made by Commissioner Conforti seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Commissioners' Comments – None.

The Executive Director opened the meeting to the public. One member was present and gave well wishes for February.

Public portion was closed.

Motion to adjourn made by Commissioner Merrill, seconded by Commissioner Candela. Vote of the board was ayes, six – nays, none.

CERTIFICATION

I, the undersigned Executive Director and Secretary of the Cliffside Park Housing Authority of the Borough of Cliffside Park, New Jersey, do hereby certify that meeting minutes of the Authority duly called and held on Monday, February 1, 2021 at which meeting a quorum was present and acting throughout, by a majority of the full membership of the Board of Commissioners. Such minutes have not been amended, modified, or repealed, and are in full force and effect as of the date hereof and is a true copy of meeting minutes.



Joseph Capano, PHM
Executive Director/Secretary

RECORD OF BOARD OF COMMISSIONERS VOTE ON ADOPTION				
BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
PETER COLAO	✓			
RALPH CALABRESE	✓			
VITO CANDELA	✓			
VINCENT CONFORTI	✓			
HARRY GUTTILLA	✓			
JANET MERRILL	✓			