

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

March 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:

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

ALSO PRESENT:

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

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the February 1, 2021 regular meeting. Motion to approve the minutes of the February 1, 2021 regular meeting made by Chairman Colao, seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Executive Director's Report:

- **HVAC Preventive Maintenance Contract** – Discussion was held regarding the recommendation to award Express Air Systems the HVAC Preventive Maintenance Contract.
- **Social Media Specialist** – Mr. Capano introduced the idea of utilizing the Borough's Social Media Specialist to promote the Cliffside Park Housing Authority and the Senior Activity Center. There will be an amendment to the resolution to include this title in the Shared Service Agreement the Housing Authority has with the Borough to compensate the individual in the position.

- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report- Chairman Colao had no formal report.

Finance Committee – The auditor will be coming to audit the fiscal year ending March 31, 2020.

Buildings and Grounds Committee – A total of six apartments are being turned over between the 500 & 550 buildings. Maintenance continues to clean and sanitize the complex throughout the day and did a great job removing snow during the storms.

Personnel Committee – The Cliffside Park Housing Authority has gained a Health and Social Services Ambassador for the Senior Activity Center. She has many years of experience and is going to be a great addition to the team. The Borough of Cliffside Park will be paying the Health and Social Services Ambassador.

Activity Center Report – The Senior Activity Center opened again today. Fifty people registered for their vaccines in person and the first group of participants went to get their first shots this morning. The schedule is light for now, but luncheon and shopping trips are scheduled along with Wednesday & Friday Bingo.

Old Business – None.

New Business – Discussed.

Resolutions No. 15-2021 to 18-2021 were discussed, and Motion made by Commissioner Guttilla, seconded by Commissioner Candela. Vote of the board was ayes, six nays, none.

Resolution No.15 - 2021: (DCA Compliance Certification) Motion made by Commissioner Guttilla, seconded by Commissioner Candela. Vote of the board was ayes, six – nays, none.

Resolution No.16 - 2021: (Award of HVAC Maintenance Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Candela. Vote of the board was ayes, six – nays, none.

Resolution No.17 - 2021: (Social Media Specialist Appointment) Motion made by Commissioner Guttilla, seconded by Commissioner Candela. Vote of the board was ayes, six – nays, none.

Resolution No.18 - 2021: (March Bills 2021) Motion made by Commissioner Guttilla, seconded by Commissioner Candela. Vote of the board was ayes, six – nays, none.

Commissioners' Comments – None.


The Executive Director opened the meeting to the public. There were no members of the public present.

Public portion was closed.

Motion to adjourn made by Commissioner Conforti seconded by Commissioner Merrill. 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, March 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	✓			