

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

July 12, 2021

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

PRESENT:

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

ALSO PRESENT:

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

ABSENT:

Ralph Calabrese, Vice Chairman
James Santasiero, Assistant Executive Director

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the June 7, 2021, regular meeting. Motion to approve the minutes of the June 7, 2021 regular meeting made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Executive Director's Report:

- **COVID-19/Board Meetings** – Executive Director, Joseph Capano, discussed that other directors and colleagues have begun meeting in person with the option to utilize ZOOM. Chairman Colao stated that it would be beneficial to finish the year applying this procedure, as we gauge the severity of the new COVID-19 variant.
- **Proposals** – Proposals were submitted for Boiler Maintenance, Electrical Maintenance, Plumbing Maintenance, Painting in Apartments on an as Needed Basis, Installation of Kitchen Countertops and Backsplashes in Vacant Apartments on an as Needed Basis.
- **Rejection of Bids – Sidewalk & Parking Lot Improvements** – Mr. Capano explained that only one bid came back for Sidewalk & Parking Lot Improvements, and it was over budget. The Cliffside Park Housing Authority is currently back out to bid for these improvements, as we had to reject the only bidder.
- **Personnel Policy** – The Cliffside Park Housing Authority is adding the Juneteenth to the Holiday Calendar as President Biden has declared it a Federal Holiday.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

Finance Committee – The audit for FYE 3/31/2020 must be certified by the Board of Commissioners.

Buildings and Grounds Committee – Summer help is here. Maintenance is working on new projects and turning over apartments.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips- Perez reported that the Senior Activity Center has just re-opened for in-house lunches, and it has been going smoothly. The Center's first casino trip since the pandemic has been scheduled and over one hundred seniors have excitedly signed up. The Activity Center is back to an almost pre-pandemic schedule and is set to have a DJ/Comedy show this Friday on our patio.

Old Business – A resolution has been prepared; the contract for the purchase of 215 Riverview Place has been accepted. The Cliffside Park Housing Authority is to accept Proposals for the Financing for the Purchase of 215 Riverview Place.

New Business – None.

Resolutions No. 38-2021 to 47-2021 were discussed, and Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five nays, none.

Resolution No. 38 - 2021: (Award of Boiler and Heating Maintenance Contract) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Resolution No.39 - 2021: (Award of Electrical Maintenance Contract) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Resolution No. 40 - 2021: (Award of Plumbing Maintenance Services) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Resolution No. 41 - 2021: (Award of Plumbing Maintenance Services) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.
none.

Resolution No. 42 - 2021: (Award of Painting Contract on an as Needed Basis) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Resolution No. 43 - 2021: (Award of Kitchen Countertop and Backsplash Contract on an as Needed Basis) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Resolution No. 44 - 2021: (Rejection of Sidewalk & Parking Lot Improvements Bid) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.


Resolution No. 45 - 2021: (Adding Juneteenth to Personnel Policy Holiday Schedule) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Resolution No. 46 - 2021: (July Bills 2021) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

Resolution No. 47 - 2021: (Authorizing & Approving the Acquisition of 215 Riverview Place) Motion made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, five – 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, July 12, 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	✓	✓		