

SPECIAL MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

August 16, 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
Ralph Calabrese, Vice Chairman
Janet Merrill, Commissioner
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner

ALSO PRESENT:

Joseph Capano, Executive Director
James Santasiero, Assistant Executive Director
Paul Marino, Esq.
William Katchen, CPA
Frank Borin, Esq.

ABSENT:

Vito Candela, Commissioner
Michael Turek, Maintenance Coordinator
Linda Phillips-Perez, Activity Center Coordinator

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the July 12, 2021, regular meeting. Motion to approve the minutes of the July 12, 2021 regular meeting made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, five – nays, none.

Executive Director's Report:

- **215 Riverview Place Aquisition** – Executive Director, Joseph Capano, stated that everything is coming together with the 215 Riverview Place property, with the help of Bill Katchen, CPA, Frank Borin, ESQ, Paul Marino, ESQ, and the Cliffside Park Housing Authority Board of Commissioners. We have received a signed approval from HUD. However, HUD has conditions, and requires validation that this acquisition will not interfere with the status of the existing RAD portfolio. Both Bill Katchen, CPHA Accountant, and Frank Borin, Esq., clarified what is, has been and will be going on.
- **Parking Lot Upgrades: Phase II** – At the July 12, 2021 Commissioners' Meeting, the single bid that was submitted was rejected. At the re-bid, only one came in as well at the cost of \$279,000.00. Our budget, however, was set at \$200,000.00. After putting the rapidly rising costs of materials into consideration, the Architect/Engineers and Paul Marino, Esq. have suggested we move forward as we must soon expend our county granted dollars.
- **Personnel Policy** – No Report.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report- Chairman Colao had no formal report but thanked the Housing Authority's professional team for their help and their work during the 215 Riverview Place Acquisition process.

Finance Committee – Bill Katchan closed the books for FYE 3/31/2021. We are waiting for a date from our auditors for the Audit for FYE 3/31/2021.

Buildings and Grounds Committee – Summer help is finishing up their projects at The Authority. Maintenance is working on new projects and turning over apartments.

Personnel Committee – No Report.

Activity Center Report – Executive Director, Joseph Capano, gave today's Activity Center Report on behalf of Linda Phillips-Perez. Mr. Capano noted that there have been some adjustments made to the Activity Center's COVID-19 Policy, keeping the Delta Variant of the COVID-19 Virus in mind. Temperature checks are required upon entrance, and masks and/or proof of vaccination are mandatory as well. Last week's Casino Trip was a success, filling two charter busses, and we look forward to Hawaiian Night scheduled for August 20.

Old Business – None.

New Business – None.

Resolutions No. 48-2021 to 53-2021 were discussed, and Motion made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five nays, none.

Resolution No. 48 - 2021: (Award of Parking Lot /Concrete Upgrades Bid) Motion made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five – nays, none.

Resolution No.49 - 2021: (JIF Renewal 1/1/2022 – 12/31/2024) Motion made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five – nays, none

Resolution No. 50 - 2021: (Award of Mortgage Loan Services for Acquisition of 215 Riverview Place) Motion made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five – nays, none

Resolution No. 51 - 2021: (Award of Financial Advisory Services for Acquisition of 215 Riverview Place) Motion made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five – nays, none

Resolution No. 52 - 2021: (Resolution Stating the Purchase of 215 Riverview Place Will Not Negatively Impact the Existing RAD Portfolio) Motion made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five – nays, none

Resolution No. 53 - 2021: (August Bills 2021) Motion made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five – 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, and Mr. Capano thanked everyone for their help and support.

Motion to adjourn 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, August 16, 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	✓			