

HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

September 7, 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-Hybrid due to the COVID-19 Pandemic.**

PRESENT:

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

ALSO PRESENT:

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

ABSENT:

Paul Marino, Esq.

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the August 16, 2021, special meeting. Motion to approve the minutes of the August 16, 2021 special meeting made by Commissioner Guttilla, seconded by Commissioner Conforti. Vote of the board was ayes, six – nays, none.

Executive Director's Report:

- **Hurricane Ida:** - Executive Director, Joseph Capano, reported that, despite the everything that happened to some buildings in the surrounding area, the Cliffside Park Housing Authority suffered minimal damage. There were some minor leaks, minimal water in the boiler room, and a broken door in the boiler room.
- **Updating Our Shared Service Agreement with the Borough of Cliffside Park** – The Cliffside Park Housing Authority has a Shared Service Agreement with The Borough of Cliffside Park for several services and is introducing a resolution to update our current agreement to include an HQS inspector. Mr. Capano noted that under RAD, the Housing Authority cannot conduct its own inspections.
- **Shared Service Agreement with SHA** – As the Cliffside Park Housing Authority has requested the Borough of Cliffside Park's assistance with inspections, the Secaucus Housing Authority has requested ours. A shared service agreement is being introduced to allow the Cliffside Park Housing Authority to assist the Secaucus Housing Authority with their HQS inspections, Rent Reasonableness, and OCAF process.
- **Vacant Apartments**
- **Section Eight** – There are currently eight vouchers on the street. The Housing Authority is aware of the lease percentage and will be issuing an additional 3-4 vouchers within the next two weeks.
- **Investments**

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

Finance Committee – The auditors will be here next week to close out the CFP Grant years 2005-2006 and 2013-2017 that the Cliffside Park Housing Authority has closed out but have not yet been closed on the auditors' end. This must be done to move forward in the acquisition of the 215 Riverview Place property.

Buildings and Grounds Committee – Maintenance continues to turnover apartments and sanitize the buildings. The parking lot and concrete work has begun. While breaking the concrete, the workers found a 3-foot crack in a storm sewer line that is going to be repaired as the construction continues. Chairman Colao suggested that while the pavement is open, we televise the length of the line to ensure that there are no other issues.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that the Senior Activity Center is getting bigger than it's ever been, and has shown a significant increase since COVID-19. The Senior Center is looking at a busy fall calendar with an Oktoberfest, Halloween Event, and a Veterans' Honoring. Multiple buses have been making trips to Atlantic City throughout the months and a trip to West Virginia taking place next month. Mr. Capano noted that we will be requesting a 25%-30% increase in grant dollars when the Title III Grant Application is submitted due to the increase of clients now utilizing the Senior Activity Center.

Old Business – None.

New Business – None.

Resolutions No. 54-2021 to 58-2021 were discussed, and Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, six nays, none.

Resolution No. 54 - 2021: (Award of Booster Pump Bid) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No.55 - 2021: (Updating the Shared Services Agreement Between CPHA & Borough of Cliffside Park) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No. 56 - 2021: (Shared Service Agreement Between CPHA & SHA for Independent Entity Services) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No. 57 - 2021: (Application to LFB for Purchase of 215 Riverview Place) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No. 58 - 2021: (September Bills 2021) Motion made by Commissioner Candela, 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. There were no members of the public present.

Public portion was closed.

Motion to adjourn made by Commissioner Conforti, seconded by Commissioner Guttilla. 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 Tuesday, September 7, 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	✓			