

HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

October 4, 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
Paul Marino, Esq.
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 September 7, 2021 Commissioners' Meeting. Motion to approve the minutes of the September 7, 2021 Commissioners' Meeting made by Commissioner Guttilla, seconded by Commissioner Conforti. Vote of the board was ayes, six – nays, none.

Executive Director's Report:

- **Parking Lot Expansion Change Order #1** - Executive Director, Joseph Capano, reported that during the course of the work, we have encountered a 15.5% change order rather than the anticipated 15%. This is due to a cracked storm sewer, concrete work at the PAL building, and a recommendation from our engineers to change the pitch of the sidewalks to divert rainwater during storms. The main sources of the change order were unforeseen circumstances.
- **Acquisition 215 Riverview Place** – William Katchen, CPA has been working with Frank Borin, Esq. on the acquisition of 215 Riverview Place. Mariner's Bank has issued a revised commitment letter. The survey and appraisal have been done.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report- Chairman Colao had no formal report. He however thanked Housing Authority staff and professionals for their hard work with the 215 Riverview Place acquisition to date.

Finance Committee – The auditor closed the Capital Fund Accounts. James Santasiero, Assistant Executive Director, has been working with William Katchen, CPA, to prepare for our annual audit.

Buildings and Grounds Committee – Maintenance continues to turnover apartments and sanitize the buildings. The parking lot and concrete upgrades are moving along. The painting in the basement did not turn out as planned; however, the painters came back and remediated all issues.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported the Senior Activity Center's final summer concert of the series was a big hit. Autumnfest drew in 190 seniors who are now looking forward to the Halloween Costume Party on October 28. On November 12, the Activity Center will be honoring our Veterans at the Honor Our Veterans Ceremony. Linda also noted that the fall trips will continue with the orchards and casinos, and health screenings will continue as well.

Old Business – None.

New Business – None.

Resolutions No. 59-2021 to 63-2021 were discussed, and Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, six nays, none.

Resolution No. 59 - 2021: (Payment #1 to Cypreco Industries, Inc. for Parking Lot Expansion) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No.60 - 2021: (Travel to NJNAHRO Conference 11/16/2021 – 11/18/2021) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No. 61 - 2021: (Change Order #1 Cypreco Industries-Unforeseen Circumstances) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No. 62 - 2021: (Cliffside Park HA ACC Closeout) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, Six – nays, none.

Resolution No. 63 - 2021: (October 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 Guttilla, seconded by Commissioner Conforti. 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, October 4, 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
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Executive Director/Secretary

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