

HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

December 6, 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
Vincent Conforti, Commissioner
Bruce Bonaventuro, 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

ABSENT:

Vito Candela, Commissioner

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the November 1, 2021 Commissioners' Meeting. Motion to approve the minutes of the November 1, 2021 Commissioners' Meeting made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, four – nays, none, abstains, two.

Executive Director's Report:

- **Welcome Commissioner Bruce Bonaventuro** – Before becoming a commissioner, Bruce Bonaventuro has played a pivotal role in helping the Cliffside Park Housing Authority for years. Mr. Capano noted that Commissioner Bonaventuro is knowledgeable on a Governmental level as well as in the Private Sector, and that he will be taking his Commissioners' Courses in the spring.
- **Housing Authority Annual Plan 2022** – The Cliffside Park Housing Authority put together two public meetings: Section-8 Tenants' Advisory Board and Cliffside Park Housing Authority Tenants Association. Here, we explained and discussed the Cliffside Park Housing Authority 2022 Annual Plan. After the Commissioners' Meeting, Chairman Colao will certify the Annual Plan with his signature, and we will then send it to HUD.
- **Vacation Day Payout** – Mr. Capano discussed that several employees have unused vacation days and would like to pay them out using CARES dollars, which has to be expended by the end of the year. Chairman Colao noted that this payout would be on a 2:1 basis. (If an employee has 10 vacation days, they will be paid out for no more than 5 days.)
- **Payment #3 to Cypreco Industries, Inc./Sewer Damage** – The work for parking lot expansion and concrete curbing is coming to an end, our architect and attorney have approved a third payment to Cypreco Industries, Inc. in the amount of \$106,697.01. During the course of their work, it was found that there was a break in the sewer line by the PAL Building, which was caused by the construction. The only expense the Housing Authority had in addition to the concrete work was \$1,200.00 which was paid out to the sewer specialist to locate the break. Mr. Capano asked the Board of Commissioners if the Authority should request reimbursement from Cypreco Industries, or if we should absorb the cost. Chairman Colao advised that we should absorb the cost as Cypreco repaired the damage at no cost to the Housing Authority, and because this was an unavoidable event.
- **Englewood Shared Service Agreement** – Mr. Capano presented a resolution to the Board of Commissioners that was given to us by the Englewood Housing Authority. They would like to appoint Joseph Capano and James Santasiero as hearing officers to assist in their informal hearings on an as needed basis. Chairman Colao indicated that this would be at the convenience of Mr. Capano and Mr. Santasiero, not that of the Englewood Housing Authority. The Board of Commissioners were in agreement with this. A resolution has been made, passed and added to this month's resolution list.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report- Chairman Colao had no formal report. He welcomed Commissioner Bonaventuro to the Board.

Finance Committee – Mr. Capano informed the meeting that we are still waiting for an audit date as there were waivers in place due to COVID-19.

Buildings and Grounds Committee – The concrete work has been completed and is satisfactory. Maintenance continues to turnover apartments and sanitize buildings.

Personnel Committee – Mr. Capano acknowledged the entire Cliffside Park Housing Authority and Senior Activity Staff for all of their efforts throughout the year. He also commended the Board of Commissioners, Mayor and Borough for supporting us and allowing us to thrive in the way that only the Cliffside Park Housing Authority can. Chairman Colao commended everyone and thanked them. Mr. Capano brought up an incident where a tenant hit a staff member's vehicle with hers. Due to her type of insurance, none of the damage to his vehicle was covered. His insurance covered the cost, but he was left paying his deductible. A motion was passed by Commissioner Guttilla and Commissioner Conforti stating that the Cliffside Park Housing Authority will absorb the staff member's payment in the amount \$750.00

Activity Center Report – Linda Phillips-Perez spoke about the end of November events: the Bocce League Luncheon and Veterans' Day Honoring; both of which were great successes. Ms. Phillips-Perez also mentioned that there were two buses going to the Pennsylvania Casino today due to the number of requests the Activity Center has been receiving. Senior education, regular transport, medical transport, and seasonal trips are all being scheduled as usual. Booster registration and transportation is being scheduled twice weekly, and the Cliffside Park Housing Authority and Senior Activity will be hosting a Booster Clinic, in conjunction with the Borough of Cliffside Park and Holy Name Hospital, on Monday, December 13. The Senior Activity Center's Holiday Party will be this Friday at 5:00 P.M.

Old Business – The paperwork for the Acquisition of 215 Riverview Avenue has been completed and submitted on the Housing Authority's end. We are currently waiting on HUD's approval and are hopeful that we will close by the end of the year.

New Business – none.

Resolutions No. 68-2021 to 75-2021 were discussed, and Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No. 68 - 2021: (2022 Commissioners' Meeting Schedule) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.69 - 2021: (Payment #3 to Cypreco Industries) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No. 70 - 2021: (Adopting the 2022 Housing Authority Annual Plan) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No. 71 - 2021: (CDBG 2022 Grant Award Contract – Transportation Coordinator) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No. 72 - 2021: (Vacation Day Payout due to COVID-19 Pandemic) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No. 73 - 2021: (Re-Appointment of NJPHA JIF Commissioner 2022) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No. 74 - 2021: (December 2021 Bills) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No. 75 - 2021: (Shared Services Agreement Between Cliffside Park Housing Authority and Englewood Housing Authority appointing Joseph Capano and James Santasiero hearing officers – as needed) Motion made by Commissioner Merrill, seconded by Commissioner Bonaventuro. 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 Bonaventuro, 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 Monday, December 6, 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 ON BOARD OF COMMISSIONERS VOTE ON ADOPTION				
BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
PETER COLAO	✓			
JANET MERRILL				✓
RALPH CALABRESE	✓			
HARRY GUTTILLA	✓			
VITO CANDELA			✓	
VINCENT CONFORTI	✓			
BRUCE BONAVENTURO	✓			