

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

January 3, 2022

Meeting called to order at 9:30A.M. by 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
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner
Vito Candela, Commissioner
Bruce Bonaventuro, Commissioner

ABSENT:

Janet Merrill, Commissioner

ALSO PRESENT:

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

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the December 6, 2021 regular meeting. Motion to approve the minutes of the December 6, 2021 regular meeting made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, five – nays, none – abstain, one.

Executive Director's Report:

- **Budget Introduction - FY April 1, 2022 – March 31, 2023** – Bill Katchen, CPA discussed the CPHA budget. Executive Director, Joseph Capano, noted that the 4/1/22-3/31/23 will be sent to the N.J. State DCA for approval.
- **Year in Review 2021** – Executive Director, Joseph Capano, explained the goals that were set and met in 2021. He stressed that none of it would have been possible without the Mayor and Council, Board of Commissioners, and staff.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report- Chairman Colao had no formal report. He did, however, acknowledge the great job everyone did in 2021 and expressed his expectations that the same work ethic carries into 2022. He also wished everyone happiness and good health in the new year.

Finance Committee – Bill Katchen, CPA, spoke about the April 1, 2021 Budget. Mr. Capano and Chairman Colao discussed Spencer Savings Bank taking over/merging with Mariner's Bank. After several meetings with banks, then sitting with a committee from Spencer Savings, Mr. Capano thought it would be best for the Cliffside Park Housing Authority to stay with Spencer Savings Bank, as they had the best interest rates and waived certain costs for the Cliffside Park Housing Authority.

Buildings and Grounds Committee – Maintenance continues to turnover apartments and sanitize all buildings.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that adjustments have been made due to the status of the pandemic. Staff and participants must wear a face covering while in the Activity Center despite vaccination status, certain trips were cancelled due to higher risks of COVID exposure. Other programs are still running at the Activity Center, within all Government Guidelines; however, some classes may go virtual, depending on COVID numbers and Activity Center attendance. Mr. Capano has been in contact with Mr. Rutch and the Borough of Cliffside Park in regard to COVID Testing at the Activity Center.

Old Business – Executive Director, Joseph Capano reported that, although HUD offices have been closed for the Holiday, he had correspondence with the Cliffside Park Housing Authority's financial engineer regarding the Acquisition of 215 Riverview Avenue, and the paperwork is in circulation.

New Business – The community rooms in the buildings have been closed until further notice, due to the increase of COVID cases in the State of New Jersey. Michael Turek, Maintenance Coordinator, has been working with his team to clean and sanitize the buildings top to bottom. The Cliffside Park Housing Authority has been working with Lori Lukanik, Public Health Nurse for the Borough of Cliffside Park.

Resolutions No. 1-2022 to 5-2022 were discussed, and Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.1 - 2022: (4/1/2022-3/31/2023 NJ State Annual Budget) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.2 - 2022: (4/1/2022-3/31/2023 HUD Annual Budget) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.3 - 2022: (Designation of P.A.C.O.) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.4 - 2022: (Final payment to Cypreco Industries, Inc.) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.5 - 2022: (January Bills 2022) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. 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, January 3, 2022 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	✓			