

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

February 7, 2022

Meeting called to order at 9:30AM. 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
Janet Merrill, Commissioner
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner
Vito Candela, Commissioner
Bruce Bonaventura, 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 January 3, 2022 regular meeting. Motion to approve the minutes of the January 3, 2022 regular meeting made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, six - nays, none - abstain, one.

Executive Director's Report:

- **RFP: Elevator Maintenance, Landscaping, and Flooring as Needed-Discussion**
- **215 Riverview Avenue Acquisition** - The Cliffside Park Housing Authority has received HUD approval and is waiting only on documents from the seller. Mr. Capano is hopeful that closing should be very soon. Mr. Capano expressed his gratitude to Bill Katchen, CPA, for his assistance throughout this endeavor.
- **Policy Updates** - The Cliffside Park Housing Authority and Senior Activity Center has a 16-Passenger bus through New Jersey Transit and has recently applied for a second one to accommodate our senior community. Mr. Capano explained that, in order to be in compliance, we had to update policies involving transportation.
- **JIF Public Employee Occupational Safety and Health (PEOSH) Standards** - after a RIM Review, it was suggested to the Executive Director that the Housing Authority update its PEOSH Programs. With the Borough's guidance, our safety standards have been updated, and we maintain compliance with OSHA and PEOSH standards.
- **Opening of the Senior Building Waiting List 3/14/2022 through 3/25/2022** - The Cliffside Park Housing Authority will be opening the Senior Building Waiting List to Cliffside Park Senior residents only. Applications will be available from March 14, 2022 through March 25, 2022, and must be returned to the Cliffside Park Housing Authority by April 1, 2022. No applications will be accepted after April 1. Mr. Capano stressed that the waiting list is always open for U.S. Veterans and Spouses of Deceased U.S. Veterans.
- **Updating the Interlocal Agreement Between Secaucus HA & Cliffside Park HA - Discussion**
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

Finance Committee- The annual budget was sent to the State for approval. They responded with two inquiries, which were answered by Bill Katchen, CPA.

Buildings and Grounds Committee -Maintenance continues to turnover apartments and sanitize all buildings. Chairman Colao and Executive Director, Joseph Capano, commended Michael Turek, Maintenance Coordinator, and the maintenance staff for their efforts with last week's snow removal.

Personnel Committee - No Report.

Activity Center Report - Linda Phillips-Perez, Activity Center Coordinator, reported slightly lower numbers due to Omicron Variant and the winter weather; however, she anticipates an upcoming rise in attendance. The casino trips have not been suffering, as Linda noted that they have been sending two full busses. Ms. Phillips-Perez also mentioned that the Activity Center has been planning their spring and summer events while continuing weekly transportation and special trips.

Old Business - None.

New Business - None.

Resolutions No. 6-2022 to 15-2022 were discussed, and Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.6 - 2022: (Adoption of The Hazard Communication Plan) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.7 - 2022: (Adoption of The Personal Protective Equipment Program) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.8 - 2022: (Adoption of The Blood Born Pathogen Exposure Control Plan) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.9 - 2022: (Adoption of The Emergency Action and Fire Control Plan) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.10 - 2022: (Award of Landscaping Contract) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.11 - 2022: (Award of Installation of Floor Tiles in Vacant Apartments-as needed Contract) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.12 - 2022: (Award of Elevator Maintenance Contract) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.13 - 2022: (Opening of the Public Housing -Senior Building- Waiting List to Cliffside Park Residents) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.14 - 2022: (Updating the Interlocal Shared Service Agreement between CPHA and SHA) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.15 - 2022: (February 2022 Bills) Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; 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, seven - 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, February 7, 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.

R ?r/#?I _____
Joseph Capano, PHM
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				
BRUCEBONAVENTURO	/			