

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

April 4, 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

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

ABSENT:

Janet Merrill, Commissioner

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the March 7, 2022 regular meeting. Motion to approve the minutes of the March 7, 2022 regular meeting made by Commissioner Conforti, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six – nays, none – abstain, none.

### **Executive Director's Report:**

- **Professional Services** – RFP Results for: Public Auditor, Legal Counsel, and IT Services. Due to the fact that the Cliffside Park Housing Authority's software has expanded so broadly, our COMPUTER/PHONE/NETWORK/SOFTWARE Maintenance package went out to bid rather than request for proposal.
- **215 Riverview Avenue Acquisition** – Mr. Capano advised that, due to the length of time that it took to close on 215 Riverview Avenue, Decotiis, FitzPatrick, Cole & Giblin, LLP spent additional time on the acquisition, therefore would like to amend the contract to properly compensate the firm for their efforts and time spent.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

**Finance Committee** – The auditors will be in office this month to close out fiscal year ending 4/1/2020.

**Buildings and Grounds Committee** – Maintenance has been rapidly turning over apartments to be ready for May, as there were more than usual. Chairman Colao commended the maintenance staff for their efforts. A list is being made for summer projects.

**Personnel Committee** – No Report.

**Activity Center Report** – Linda Phillips-Perez, Activity Center Coordinator, reported that she has been planning spring and summer trips. Riverboat luncheons and shore trips are booked, as well as a cherry blossom/cathedral trip and a two-day trip to Pennsylvania. Ms. Phillips-Perez has also scheduled several workshops which include a six-week iPad workshop, two AARP driver safety courses, and a health and wellness workshop. Mr. Capano noted that he, Ms. Phillips-Perez and other members of staff met with the County via ZOOM regarding the Senior Nutrition Program, and we anticipate positive results.

**Old Business** – The Cliffside Park Housing Authority closed the Senior Housing Waiting List on April 1, 2022. About 110 applications were returned.

**New Business** – As April 2022 comes to a close, Mr. Capano reminded the board that Paul Marino, Esq. has announced his retirement. Mr. Capano thanked Mr. Marino for his time and efforts with the Cliffside Park Housing Authority and wished him luck in his future endeavors. Mr. Marino gave thanks as well. We all look forward to working with Mr. Frank Borin of Decotiis, FitzPatrick, Cole & Giblin, LLP.

**Resolutions No. 23-2022 to 31-2022 were discussed, and Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.**

**Resolution No.23 - 2022:** (Award of Audit Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.24 - 2022:** (Award of Legal Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.25 - 2022:** (Award of Phone/Computer/Network/Software Maintenance Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.26 - 2022:** (Employee Health Insurance Waiver Incentive) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.27 - 2022:** (Travel to NJNAHRO Conference: May 1, 2022-May 4, 2022) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.28 - 2022:** (Approval of 215 Riverview Avenue Apartments-PBV Administrative Plan) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.29 - 2022:** (Amending Decotiis, FitzPatrick, Cole & Giblin, LLP Special Counsel Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.30 - 2022:** (Award of Contract of A/E Hot Water Boiler Replacement-550 Building) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.31 - 2022:** (April Bills 2022) Motion made by Commissioner Guttilla, 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 Vice Chairman Calabrese 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, April 4, 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*

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	✓			
BRUCE BONAVENTURO	✓			