

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

June 6, 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.**

PRESENT:

Peter Colao, Chairman
Ralph Calabrese, Vice Chairman
Janet Merrill, Commissioner
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner
Vito Candela, Commissioner
Bruce Bonaventuro, Commissioner

ALSO PRESENT:

Joseph Capano, Executive Director
James Santasiero, Assistant Executive Director
William Katchen, CPA
Frank Borin, Attorney
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 May 2, 2022 regular meeting. Motion to approve the minutes of the May 2, 2022 regular meeting made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, seven – nays, none – abstain, one.

Executive Director's Report:

- **RFP's Received for Services** – RFP Results for: Accounting Services and Sewer Maintenance Services.
- **Audit Certification FYE 3/31/2021** – Bill Katchen, CPA, explained that this audit has been extended over a period of time, due to COVID-19; however, we are getting caught up. Upcoming audit, 2022, will be completed in October, which will be on time. Mr. Katchen also indicated that the audit being certified at today's meeting, FYE 3/31/2021, is a single, clean audit, and informed the Board that next year's audit will include 215 Riverview Avenue Apartments.
- **Roof Replacement at PAL** – Bid results for the roof replacement at the PAL building have been recommended by Mark Montalbano, Cliffside Park Housing Authority Architect and reviewed and approved by Frank Borin, Cliffside Park Housing Authority Attorney.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report - Chairman Colao had no formal report, however, he expressed his gratitude to the Cliffside Park Housing Authority Board of Commissioners and Staff.

Finance Committee – Bill Katchen, CPA, was in the office closing out the books for FYE 2022. Mr. Katchen has also been working on financial programs with Vanessa Paradiso, Housing Programs Coordinator, and James Santasiero, Assistant Executive Director.

Buildings and Grounds Committee – There are currently three apartments being turned that will be available for June. An HVAC technician was on site to repair the air conditioning in the 500 Building Hallways. Mr. Capano noted that he had dialogue with Michael Turek, Maintenance Supervisor, regarding 215 Riverview Avenue and its first upcoming vacant apartment. It will be leased to an existing Housing Choice Voucher holder who is having difficulties finding a two-bedroom unit for their family.

Personnel Committee – One of our summer staff members has returned to work in the Administrative Offices. Some of our other summer interns will be returning as well.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that summer trips have begun, and the seniors have gone on their first shore trip. The Activity Center's first Point Pleasant trip left today, and a second one is scheduled for tomorrow, as so many seniors were interested. The Senior Activity Center is scheduling Booster Shots for Tuesdays and Fridays, as well as providing transportation to the appointments. Bill Yu, Senior Transportation, has returned to work, therefore Mr. Capano and Ms. Phillips-Perez are looking into expanding the Activity Center's Medical Transportation Program.

Old Business – None.

New Business – None.

Resolutions No. 38-2022 to 37-2022 were discussed, and Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.38 - 2022: (Award of Accounting Services Contract) Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.39 - 2022: (Award of Sewer Maintenance Contract) Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.40 - 2022: (Bid Award for Roof Replacement at PAL Building) Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.41 - 2022: (Entering into the Union County Cooperative Pricing Agreement) Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.42 - 2022: (Submission of SEMAP to HUD, FYE 3/31,2021) Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays,

Resolution No.43 - 2022: (Audit Certification, FYE 3/31/2021) Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.44 - 2022: (Approval of Shared Services Agreement with Borough of Fairview) Motion made by Commissioner Conforti, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.45 - 2022: (June Bills 2022) Motion made by Commissioner Conforti, seconded by Commissioner Candela. 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 Guttilla seconded by Commissioner Bonaventuro. 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, June 13, 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	✓			