

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

March 7, 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
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
Paul Marino, Attorney
Frank Borin, Special Counsel
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 February 7, 2022 regular meeting. Motion to approve the minutes of the February 7, 2022 regular meeting made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, seven – nays, none – abstain, none.

Executive Director's Report:

- **RFP: HVAC Preventive Maintenance Contract** – Discussion
- **Write off Uncollected Rent: Walter Mulvaney** – Long standing tenant, Walter Mulvaney, passed away last year. With no next of kin on file, and no security deposit, the Cliffside Park Housing Authority must write off one month of uncollected rent in the amount of \$354.00 for FYE 3/31/2022.
- **215 Riverview Avenue Acquisition** – Mr. Capano explained that, after visiting the building and meeting with some of the tenants, the building is in good shape and the tenants are receptive to the Cliffside Park Housing Authority becoming their landlord. He thanked Bill Katchen, Frank Borin and the Team at Decotiis, Fitzpatrick, Cole and Gibln, and the Board of Commissioners for their help and hard work throughout this endeavor. Mr. Capano introduced Frank Borin, Special Counsel on this project for an overview of events. Mr. Borin opened by congratulating the Board on the acquisition. He followed by explaining that the process took longer than anticipated due to the type of closeout causing a delay with HUD's approval.
- **Paul Marino, Esq.:** Not listed on the agenda, but should be noted: Paul Marino, Esq., Attorney to the Cliffside Park Housing Authority for sixteen years announced his retirement at today's meeting. He thanked Chairman, Commissioners Bill Katchen, CPA, Executive Director, Joseph Capano, Mayor Calabrese, and the Town of Cliffside of Park with sincerity. Mr. Capano thanked Mr. Marino for serving the Authority and for being a mentor to him. Chairman Colao thanked him for his many years of hard work and for the very kind words.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

Finance Committee – The annual budget has been approved by the State. A resolution to adopt the approved annual budget will be presented this meeting.

Buildings and Grounds Committee – Maintenance department has a higher than usual number of apartments to turnover, however, it is getting done at a rapid rate. Ongoing repairs are being made.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that she has been planning spring and summer trips now that the weather has been improving. Riverboat trips have been booked. A trip to Pennsylvania Amish Country and a trip to Sight & Sound, which is an overnight trip, have been booked as well. Workshops, programs and events will be in full swing in the upcoming months. The seniors are looking forward to a St. Paddy's Day Party and a new salsa-cise class (salsa and exercise).

Old Business – The waiting list for the Senior Buildings will be open from March 14, 2022 through March 25, 2022. Notices have been posted both on the Cliffside Park Housing Authority website and in the Record.

New Business – Mr. Capano attended a settlement conference with the New Jersey Superior Court to discuss a tenant who is housing an unauthorized guest.

Resolutions No. 16-2022 to 22-2022 were discussed, and Motion made by Commissioner Conforti, seconded by Commissioner Merrill. Vote of the board was ayes, seven; nays, none.

Resolution No.16 - 2022: (DCA Compliance Certification) Motion made by Commissioner Conforti, seconded by Commissioner Merrill. Vote of the board was ayes, seven; nays, none.

Resolution No.17 - 2022: (Award of HVAC Maintenance Contract) Motion made by Commissioner Conforti, seconded by Commissioner Merrill. Vote of the board was ayes, seven; nays, none.

Resolution No.18 - 2022: (Adopting Annual Budget: FY 4/1/2022 – 3/31/2023) Motion made by Commissioner Conforti, seconded by Commissioner Merrill. Vote of the board was ayes, seven; nays, none.

Resolution No.19 - 2022: (Write-off Uncollected Rent FYE 3/31/2022) Motion made by Commissioner Conforti, seconded by Commissioner Merrill. Vote of the board was ayes, seven; nays, none.

Resolution No.20 - 2022: (First Payment to Liberty Mechanical Contractors, Inc.) Motion made by Commissioner Conforti, seconded by Commissioner Merrill. Vote of the board was ayes, seven; nays, none.

Resolution No.21 - 2022: (Entering Into BCCDBG Agreement for Hot Water Boilers – 550 Building) Motion made by Commissioner Conforti, seconded by Commissioner Merrill. Vote of the board was ayes, seven; nays, none.

Resolution No.22 - 2022: (March Bills 2022) Motion made by Commissioner Conforti, seconded by Commissioner Merrill. 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, March 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.

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	✓			