

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

May 2, 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:

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

ABSENT:

Peter Colao, Chairman

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the April 4, 2022 regular meeting. Motion to approve the minutes of the April 4, 2022 regular meeting made by Commissioner Guttillai, seconded by Vice Chairman Calabrese. Vote of the board was ayes, five – nays, none – abstain, one.

Executive Director's Report:

- **Professional Services** – RFP Results for: Exterminator Services, Video Surveillance Maintenance Services, and Automatic Doors Maintenance Services.
- **Audit FYE 3/31/2021** – Mr. Capano reported that the Cliffside Park Housing Authority's 2021 Audit has been finalized. He thanked Bill Katchen, CPA, for coming into the office and assisting. Mr. Capano also thanked Vanessa Paradiso, Housing Programs Coordinator, Lisa Frato, Housing Authority Coordinator, and James Santasiero, Assistant Executive Director, for their role and hard work in assisting the audit.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Vice Chairman's Report- Vice Chairman Calabrese had no formal report.

Finance Committee – Mr. Capano reported a clean audit for FYE 3/31/2021.

Buildings and Grounds Committee – There are currently three apartments being turned over for June. Michael Turek, Maintenance Supervisor, advised that striping in the parking lot and on the curbing of the 500/550 Gorge Road parking lot will be taking place next week.

Personnel Committee – The Cliffside Park Housing Authority will be hiring summer help this year, offering positions to those who worked summer 2021 first. If there are positions not filled, Mr. Capano will look into hiring qualified students from the Cliffside Park High School.

Activity Center Report – Linda Phillips-Perez, Senior Activity Center Coordinator, reported that last week's overnight trip to Pennsylvania was a great success, and next year's extended trip is already booked (Niagara Falls). iPad workshops are ongoing, as well as the WISE Program, which is a living healthy program. New Jersey Department of Motor Vehicles is bringing a mobile unit to our complex, so our senior community may make any updates that they haven't been able to make. Educational classes begin May 12th, and shore trips are scheduled. Mr. Capano added that the Senior Activity Center is now making appointments for COVID Booster shots.

Old Business – None.

New Business – None.

Resolutions No. 32-2022 to 37-2022 were discussed, and Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.32 - 2022: (Award of Exterminator Services Contract) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.33 - 2022: (Award of Automatic Doors Maintenance Contract) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.34 - 2022: (Award of Video Surveillance Maintenance Contract) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.35 - 2022: (Final Payment to Liberty Mechanical Contractors, Inc. for Booster Pump Replacement in 500 Building) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.36 - 2022: (Approval of Unpaid Medical Leave for William Yu) Motion made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.37 - 2022: (May 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 Candela. 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, May 2, 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
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	✓			