

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

July 5, 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 – via ZOOM
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner – via ZOOM
Vito Candela, Commissioner – via ZOOM
Bruce Bonaventuro, Commissioner

ALSO PRESENT:

Joseph Capano, Executive Director
James Santasiero, Assistant Executive Director – via ZOOM
William Katchen, CPA – via ZOOM
Frank Borin, Attorney – via ZOOM
Michael Turek, Maintenance Coordinator
Linda Phillips-Perez, Senior Activity Center Coordinator – via ZOOM

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the June 6, 2022 regular meeting. Motion to approve the minutes of the June 6, 2022 regular meeting made by Vice Chairman Calabrese, seconded by Commissioner Bonaventuro. Vote of the board was ayes, seven – nays, none.

Executive Director's Report:

- **RFP's Received for Services** – RFP Results for: Boiler Maintenance Services, Electrical Maintenance Service, Plumbing Maintenance Services, Painting in Apartments as Needed, and Countertops and Backsplashes as Needed.
- **2017 Lawsuit with HUD** – Mr. Capano indicated, that in 2017, HUD garnished the Cliffside Park Housing Authority's operating reserve. Bill Katchen, CPA, advised the finance committee of a National Lawsuit on behalf of Housing Authorities in attempt to recoup what was garnished from them. Mr. Capano explained that, after several appeals from the Government, reimbursements were issued, and the Cliffside Park Housing Authority has received over \$700,000.00 back. The Cliffside Park Housing Authority will hold on to this money; however, a letter of intent was sent to the owner of a five-unit building (232 Lincoln Cliffside Park, in hopes of converting it into Section-8 Housing.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report - Chairman Colao indicated that sending a letter of intent to the owner of 232 Lincoln Avenue is not a new attempt at acquiring the property. The Cliffside Park Housing Authority has been reaching out to the owner prior to the acquisition of 215 Riverview Avenue. The Chairman explained that any opportunity that we are given to expand Section-8, and provide our voucher holders housing, we must take it, especially when we are awarded new money.

Finance Committee – Bill Katchen, CPA, had no formal report.

Buildings and Grounds Committee – There are currently two apartments being turned over. A preconstruction meeting was held last week in regard to the PAL Roof Replacement, and core drilling will begin there tomorrow, July 6, 2022.

Personnel Committee – Summer help is in the office, as well as maintenance, and projects are moving along. After eight years of working summers, Claire Mancini is training new summer hires in the office, and maintenance help are each teamed with a staff member.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that summer trips and concerts are moving along with a Luau on the patio on July 15th, Farmers' Market on July 12th, two River Queen Luncheons, a Rod Stewart Tribute Trip, a Flea Market, and a Pennsylvania trip with a Riverboat and Flight 93 Tour. Linda indicated that booster shots are still being scheduled, however, the facility limits appointments to Tuesday afternoons. Mr. Capano and Ms. Phillips-Perez are currently looking into a Murder Mystery Dinner Fundraiser.

Old Business – None.

New Business – None.

Resolutions No. 46-2022 to 52-2022 were discussed, and Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, seven; nays, none.

Resolution No.46 - 2022: (Award of Boiler & Heating Maintenance Services Contract) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, seven; nays, none.

Resolution No.47 - 2022: (Award of Electrical Maintenance Services Contract) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, seven; nays, none.

Resolution No.48 - 2022: (Award Plumbing Maintenance Services Contract) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, seven; nays, none.

Resolution No.49 - 2022: (Award of Painting Contract on an As Needed Basis) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, seven; nays, none.

Resolution No.50 - 2022: (Award of Countertop and Backsplashes Contract on an As Needed Basis) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, seven; nays, none.

Resolution No.51 - 2022: (Approval of Leave of Absence Request for Administrative Staff Member) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, seven; nays, none.

Resolution No.52 - 2022: (July Bills 2022) Motion made by Commissioner Candela, seconded by Commissioner Guttilla. 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, July 5, 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	✓			