

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

September 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 – Phone-In  
Ralph Calabrese, Vice Chairman  
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  
Frank Borin, Attorney – via ZOOM  
Michael Turek, Maintenance Coordinator

ABSENT:

Janet Merrill, Commissioner  
William Katchen, CPA  
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 July 5, 2022 regular meeting. Motion to approve the minutes of the July 5, 2022 regular meeting made by Vice Chairman Calabrese, seconded by Chairman Colao. Vote of the board was ayes, six – nays, none.

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

- **Housing Authority Update** – Much was accomplished this summer with Summer Help. All of the Administrative Offices files were purged, the Section 8 Waiting List was purged, as well. With Section 8 funding at 99%, and the waiting list recently purged, we may consider opening the waiting list within the next few months. Summer Help in the Maintenance Department accomplished many tasks as well, and we have two members until September 9, 2022.
- **RFP's-Website/Fire Alarm Maintenance** – Envision Technology of Cliffside Park, NJ has submitted a proposal for Website Maintenance Services, and United Federated Systems of Totowa, NJ has submitted a proposal for Fire Alarm Maintenance. Both are two-year contracts.
- **Special Legal Counsel** – As it is not customary for Housing Authority Attorneys to take part in Eviction Hearings, the Cliffside Park Housing Authority has sought Special Counsel. Executive Director, Joseph Capano, recommends that Terrence Corriston of Breslin & Breslin, P.A. assist the Cliffside Park Housing Authority with our tenant-landlord matters.
- **Brick Masonry Repairs** – Bid results for the brick masonry repairs on the east side of the 500 Building have been recommended by LAN Associates, Cliffside Park Housing Authority Architect/Engineer and reviewed and approved by Frank Borin, Cliffside Park Housing Authority Attorney.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

**Finance Committee** – Mr. Capano reported that the Cliffside Park Housing Authority's FYE 3/31/2022 will take place in October.

**Buildings and Grounds Committee** – Apartments are continuously being turned over; currently, there are three apartments in the process of being turned over. Video surveillance was installed at 215 Riverview Avenue, per the Joint Insurance Fund guidelines. The mailboxes at 215 Riverview Avenue were relocated to create two additional parking spaces and an area for signage. The tenants are grateful for the proactivity. Mr. Capano credited the maintenance staff for many of the improvements.

**Personnel Committee** – One of the Senior Transport Drivers unexpectedly and suddenly resigned. We are currently looking for a driver, and have placed a notice on our website.

**Activity Center Report** – Mr. Capano reported that the Senior Activity Center has been very busy. The End of Summer BBQ Event will be held on September 23 and will feature a ribbon cutting ceremony for 215 Riverview Avenue/Acquisition.

**Old Business** – None.

**New Business** – None.

**Resolutions No. 53-2022 to 58-2022 were discussed, and Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.**

**Resolution No.53 - 2022:** (Award of Website Maintenance Services- 2 Years) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.54 - 2022:** (Award of Fire Alarm Maintenance Services – 2 years) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.55 - 2022:** (Award of Legal Services Contract – Landlord/Tenant Matters) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.56 - 2022:** (Award of Brick Masonry Repairs – 500 Building) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.57 - 2022:** (August Bills 2022) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.58 - 2022:** (September 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 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 Tuesday, September 6, 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	✓			