

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

November 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.**

PRESENT:

Peter Colao, Chairman  
Ralph Calabrese, Vice Chairman  
Janet Merrill, Commissioner – via ZOOM  
Harry Guttilla, Commissioner  
Vincent Conforti, Commissioner

ALSO PRESENT:

Joseph Capano, Executive Director  
James Santasiero, Assistant Executive Director  
Frank Borin, Attorney – via ZOOM  
William Katchen, CPA – via ZOOM  
Michael Turek, Maintenance Coordinator

ABSENT:

Vito Candela, Commissioner  
Bruce Bonaventuro, Commissioner – Phone-In  
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 October 3, 2022 regular meeting. Motion to approve the minutes of the October 3, 2022 regular meeting made by Commissioner Guttilla, seconded by Commissioner Conforti. Vote of the board was ayes, four – nays, none – abstain, one.

**Executive Director's Report:**

- **Award of Hot Water Boiler Replacement Bid at 550 Building** – After the initial bids were rejected, several of the same contractors submitted for the re-bid, some contractors were new. The lowest qualified bidder was William J. Guarini, Inc.
- **CDBG 2022 Grant Award Contract (Senior Activity Center)** – The Cliffside Park Housing Authority has been awarded a contract for grant, in the amount of \$45,000, for the salary of a Nutrition Coordinator in the Senior Activity Center for Grant Cycle 2022-2023.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

**Finance Committee** – Mr. Capano advised that James Santasiero, Assistant Executive Director, and Mr. Bill Katchen, CPA, have been working in-office, preparing for the annual audit. The audit has been scheduled for November 28/November 29.

**Buildings and Grounds Committee** – Two apartments have been turned over for November. The re-pointing and waterproofing project is making progress. There have been issues with the PAL roof project, as the consistency in the worker's presence, as well as the quality of the work are questionable. Mr. Capano noted that the contractors have been put on notice.

**Personnel Committee** – No report.

**Activity Center Report** – The October 31<sup>st</sup> Halloween Dance was a great success, with great costumes, and a visit from Mayor Calabrese. The upcoming month of November is busy with trips, workshops and events. Yesterday, the Senior Activity Center hosted a very successful Horse Race. Throughout November, there are several health, healing and AARP workshops scheduled. The Activity Center has added a new Zumba Class and a second Exercise Class to the Class Roster. There is a trip to the Yogi Berra Museum, as well as luncheon trips on the calendar, as well. The Veterans' Honoring will be happening on Monday, November 14.

**Old Business** – The Housing Choice Voucher (Section 8) Waiting List was open from October 17, 2022 through October 31, 2022. The Cliffside Park Housing Authority collected completed applications through November 4, 2022. We are now going through the screening process, determining applicants' eligibility. Once vouchers are ready to be distributed, we will host a "Housing Choice Voucher Course" where several applicants will receive their vouchers, as well as learn about the program. Mr. Capano also indicated that protocols for HQS Inspections have changed, and courses with updated information will be scheduled.

**New Business** – None.

**Resolutions No. 63-2022 to 66-2022 were discussed, and Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, five; nays, none.**

**Resolution No.63 - 2022:** (Award of Hot Water Boiler Replacement Bid at 550 Building) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, five; nays, none.

**Resolution No.64 - 2022:** (Payment #1 to GM Builders Group) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, five; nays, none.

**Resolution No.65 - 2022:** (CDBG 2022 Grant Award Contract (Senior Activity Center) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, five; 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 Conforti. 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, November 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*

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			✓	