

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

October 3, 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
Janet Merrill, Commissioner – Phone-In
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner – Phone-In
Vito Candela, Commissioner – via ZOOM
Bruce Bonaventuro, Commissioner – Phone-In

ALSO PRESENT:

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

ABSENT:

Ralph Calabrese, Vice Chairman

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the September 6, 2022 regular meeting. Motion to approve the minutes of the September 6, 2022 regular meeting made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, five – nays, none – abstain, one.

Executive Director's Report:

- **NJNAHRO Conference** – This year's NAHRO Conference, held in Atlantic City, will be attended by inspector, Michael Russo and Executive Director, Joseph Capano. Mr. Capano will be teaching a class at the conference, as well.
- **Opening of the Housing Choice Voucher Waiting List** – The Housing Choice Voucher (Section 8) waiting list will open for two weeks, from October 17, 2022 through October 31, 2022. Individuals meeting occupancy, residency, and payment standards, as well as income limits, may apply.
- **Rejecting Hot Water Heater Bids** – Due to an error in the language of the bid itself, all bids submitted for Hot Water Heater Replacement at the 550 Building have been rejected, as advised by Cliffside Park Housing Authority Attorney, Frank Borin. There will be a re-bid opening on October 13, 2022.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report - Chairman Colao had no formal report; however, Mr. Colao commended Linda Phillips-Perez and the Activity Center Staff on their efforts in coordinating the End of Summer Barbecue, as well as all Housing Authority Staff with the 215 Riverview Avenue Ceremony.

Finance Committee – Mr. Capano reported that Bill Katchen, CPA, has been working with our auditors to have FYE 3/31/2022 financials submitted by November.

Buildings and Grounds Committee – Apartments are continuously being turned over. There will be a preconstruction meeting for the Re-Pointing and Waterproofing of the East Side of the 500 Building. There is an empty apartment at 215 Riverview Avenue, as of October 1, 2022; however, it needs complete rehabilitation.

Personnel Committee – Due to Carol Russo's departure, and the resignation of a Senior Transportation driver, the Senior Activity Center is currently looking for a part-time kitchen assistant, as well as a full-time bus driver.

Activity Center Report – Linda Phillips-Perez expressed her gratitude to the Activity Center Staff for the success of the End of Summer Barbecue, and to Mr. Capano for allowing these events. Ms. Phillips-Perez reported that tomorrow's Oktoberfest trip has booked fifty seniors, and the upcoming Halloween Party is filling up, as well. The annual Veteran's Honoring will take place on November 14, 2022. Throughout the month, there is a flu shot clinic, memory screening, and health workshops. The AARP Driving class is coming back to the Activity Center, as well as a workshop on retail scams. Ms. Phillips-Perez and Mr. Capano noted that there is going to be a new exercise class introduced into the calendar. This class will include exercise and one-on-one follow ups with the participants.

Old Business – None.

New Business – None.

Resolutions No. 59-2022 to 62-2022 were discussed, and Motion made by Commissioner Bonaventuro, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.59 - 2022: (Travel to NAHRO Conference 11/15/2022 to 11/17/2022) Motion made by Commissioner Bonaventuro, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.54 - 2022: (Rejection of Hot Water Heater Replacement Bids) Motion made by Commissioner Bonaventuro, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.55 - 2022: (Opening of the Housing Choice Voucher Waiting List 10/17/2022 to 10/31/2022) Motion made by Commissioner Bonaventuro, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.56 - 2022: (October Bills 2022) Motion made by Commissioner Bonaventuro, seconded by Commissioner Merrill. 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 Candela, seconded by Commissioner Guttilla. 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, October 3, 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				✓