

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

December 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 – via ZOOM  
Janet Merrill, Commissioner – via ZOOM  
Harry Guttilla, Commissioner  
Vincent Conforti, 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  
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Vito Candela, Commissioner  
William Katchen, CPA

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the November 7, 2022 regular meeting. Motion to approve the minutes of the November 7, 2022 regular meeting made by Commissioner Guttilla, seconded by Chairman Colao. Vote of the board was ayes, five – nays, none – abstain, one.

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

- **Annual Plan 2023** – Executive Director, Joseph Capano, explained that all forms for the Cliffside Park Housing Authority's 2023 Annual Plan have been completed and the Tenant and Advisory Board meetings are scheduled for the upcoming week. A resolution to pass the Annual Plan will be presented at today's meeting, allowing the Cliffside Park Housing Authority to submit as the meeting process is completed.
- **Payment #2 to GM Builders Group for Masonry Repairs** – GM Builders Group has requested a second payment in the amount of \$77,760.00. The documents submitted supporting this request have been reviewed and approved by LAN Associates, as well as the Cliffside Park Housing Authority Legal Team.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

**Finance Committee** – Mr. Capano advised that he and James Santasiero, Assistant Executive Director, had a meeting with Spencer Savings Bank, and were able to increase the interest rates of the accounts that the Cliffside Park Housing Authority holds there. Mr. Capano also noted that FYE 2022's audit went well, and the files will be acknowledged in January, per the Auditor.

**Buildings and Grounds Committee** – Masonry repairs to the 500 Building are coming to an end, and construction on the PAL Roof should be completed by December 16. The Cliffside Park Housing Authority has applied for Unprogrammed CDBG Funds for a generator at the 550 Building, CDBG Funds for a generator at the 500 Building, and just commenced a project with a preconstruction meeting for a Hot Water Boiler Replacement at the 550 Building, which will be partially funded by CDBG Funds, as well

**Personnel Committee** – Executive Director, Joseph Capano, met with the Personnel Committee last week to discuss a letter from the HUD Field Office regarding a former employee. The Cliffside Park Housing Authority consulted with Frank Borin, Legal Counsel to the Cliffside Park Housing Authority, and proceeded accordingly.

**Activity Center Report** – Linda Phillips-Perez, Activity Center Coordinator, reported that the Center just closed out a very busy November, and is now on to a busy December. November 14<sup>th</sup>, the Activity Center held a successful Veteran's Honoring, in which the Mayor and County Executive attended. The month was ended with a "Friendsgiving" Potluck and Karaoke Afternoon, both of which were well received. The Holiday Luncheon is set for December 16<sup>th</sup> and is expected to host 200 to 250 guests. The Annual New Year's Eve Party is scheduled for December 30<sup>th</sup>, and the next Casino Trip is set for January 11 (weather permitting). There is currently a trip scheduled for a show at Mountain Lakes, with three full busses and a waiting list. Ms. Phillips-Perez noted that the two current workshops are about to finish up; however, the Activity Center is looking into more workshops for the next cycle.

**Old Business** – None.

**New Business** – None.

**Resolutions No. 67-2022 to 74-2022 were discussed, and Motion made by Commissioner Guttilla, seconded by Vice Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.**

**Resolution No.67 - 2022:** (2023 Holiday Calendar) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.68 - 2022:** (2023 Commissioner’s Meeting Calendar) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.69 - 2022:** (Designated Bank Depository) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.70 - 2022:** (Official Newspaper of the Cliffside Park Housing Authority) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.71 - 2022:** (Cooperative Purchasing with State of NJ, ESCNJ, County of Union, and County of Bergen) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.72 - 2022:** (Payment #2 to GM Builders: Masonry Repairs) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.73 - 2022:** (Re-Appointment of JIF Commissioner 2023) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

**Resolution No.74 - 2022:** (December 2022 Bills) 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 Bonaventuro, seconded by Commissioner Merrill. 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, December 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.

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	✓			

*Joseph Capano, PHM*  
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Executive Director/Secretary