

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

January 3, 2023

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 – 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
Frank Borin, Attorney – via ZOOM
William Katchen, CPA
Michael Turek, Maintenance Coordinator
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Ralph Calabrese, Vice Chairman

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the December 5, 2022 regular meeting. Motion to approve the minutes of the December 5, 2022 regular meeting made by Chairman Colao, seconded by Commissioner Merrill. Vote of the board was ayes, five – nays, none – abstain, one.

Executive Director's Report:

- **Budget Introduction** – Executive Director, Joseph Capano, indicated that the budget noted is for fiscal year 4/1/2023 – 3/31/2024. He then turned the meeting over to Mr. Bill Katchen, CPA who described the NJ State Budget and HUD Budget, as well as their purposes, in detail.
- **2023 Annual Plan** – The Cliffside Park Housing Authority's Annual Plan for 2023 is complete and will be submitted by end of day once the Board of Commissioners passes Resolution No.4-2023 certifying its submission to HUD.
- **Payment #3 to GM Builders Group for Masonry Repairs** – GM Builders Group has requested a third payment in the amount of \$72,540.00. The documents submitted supporting this request have been reviewed and approved by the Cliffside Park Housing Authority Legal Team, as well as LAN Associates.
- **Year in Review** – 2022: Discussion
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report - Chairman Colao wished everyone a Happy New Year and congratulated both the Staff and Board on their success in receiving grants. The Chairman then brought up a more aggressive goal of expanding the Housing Authority and Senior Activity Center. He advised that the expansion would be a great benefit, there is an underutilized portion of the Borough's Park that will now be used by the Senior Activity Center, as well as the Housing Authority Administrative Offices.

Finance Committee – Mr. Capano indicated that the Cliffside Park Housing Authority completed a successful audit. We will certify the audit at the February 6 Commissioner's Meeting.

Buildings and Grounds Committee – Apartments are being turned over, and the PAL Roof Project is complete. The Cliffside Park Housing Authority has received a CDBG Grant for Generator Replacement at the 550 Building, with the contingency that it is completed by April 2023. Michael Turek, Maintenance Supervisor, indicated that on December 24, 2022, a water pipe burst, and six heat risers broke down. These heat risers are original, rusted and eroded. Mr. Turek mentioned that they must be addressed and should be replaced. Mr. Capano advised that LAN Associates has done an assessment in the past, and it is a tremendous undertaking.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that the Center just closed out a 2022 with a nice New Year's Eve Party. Moving into the new year, the Senior Activity Center is adjusting the trip schedule to accommodate winter. Linda noted that there are several luncheon trips, tea trips, Atrium Concerts at Lincoln Harbor, and a long-awaited Karaoke Night are all on the upcoming schedule. Health screenings and speakers continue to be scheduled. Ms. Phillips-Perez also noted that on the days that Music with Richie is not scheduled, an afternoon movie will be scheduled. She also mentioned that February's schedule will include a Superbowl Party, Valentine's Day Luncheon, and a Short Hills Mall shopping trip. Mr. Capano briefly added that one of the Senior Transportation Vehicles, the 16-Passenger Bus, has been in the shop and out of commission for several weeks. It has been determined that a piston is jammed, and the bus may need a new engine. Mr. Capano is waiting until he speaks with NJ Transit to move forward with repairs.

Professionals' Reports – Frank Borin, Legal Counsel, approved the third payment to GM Builders Group.

Old Business – None.

New Business – None.

Resolutions No. 01-2023 to 07-2023 were discussed, and Motion made by Commissioner Guttilla, seconded by Vice Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.01 - 2023: (4/1/2023-3/31/2024 NJ State Annual Budget) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.02 - 2023: (4/1/2023-3/31/2024 HUD Annual Budget) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.03 - 2023: (Designation of P.A.C.O.) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.04 - 2023: (PHA 2023 Annual Plan Submission to HUD) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.05 - 2023: (Payment #3 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.06 - 2023: (Employee Healthcare Contributions) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.07 - 2023: (January 2023 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 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, January 3, 2023, 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