

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

February 6, 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
Ralph Calabrese, Vice Chairman
Janet Merrill, Commissioner – via ZOOM
Harry Guttilla, Commissioner – via ZOOM
Vincent Conforti, Commissioner
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 – via ZOOM
Michael Turek, Maintenance Coordinator
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 January 3, 2023 regular meeting. Motion to approve the minutes of the January 3, 2023 regular meeting made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, six – nays, none – abstain, one.

Executive Director's Report:

- **RFP: Elevator Maintenance, Landscaping, and Flooring as Needed** – Discussion
- **CDBG Contracts** – Waterproofing Rehabilitation at Riverview Towers: LAN Associates is doing an evaluation.

Generator Replacement at Terraceview Towers: the Cliffside Park Housing Authority received CDBG grant dollars to replace the generator at the 550 Building; however, the work must be done by April 2023. Executive Director, Joseph Capano, has begun the necessary steps to ensure that the work will be done in a timely manner.

- **Payment to Phenix Pro Group for PAL Roof Replacement** – Discussion
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

Finance Committee – Today, the Board of Commissioners will be signing a certification for the audit for FYE 3/31/2022 which will then be certified by Housing Authority Attorney Frank Borin. The Cliffside Park Housing Authority Budget, which was introduced at the January 3 Commissioner's Meeting, was approved by the DCA and will be adopted at our March 6 meeting.

Buildings and Grounds Committee – Apartments are being turned over, and we are receiving proposals for a new Key Fob System for the 500/550 buildings.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, spoke about many successful trips and classes. She reported a recent trip to a museum that received great feedback from the seniors. Linda spoke about the upcoming Superbowl Party, Valentine's Day Party and Movie Day featuring Top Gun. She continues to schedule workshops, as well as Thursday Education Sessions. The sixteen passenger bus is still out of commission and at the shop. Linda is contacting the necessary people to find out what needs to happen to expedite its repair. Linda noted that a staff member is still out due to an injury; however, they are expected back on February 21.

Professionals' Reports – Bill Katchen, CPA, noted that the State received the Housing Authority's Budget, and their comments were promptly responded to. Mr. Katchen also explained the Audit Certification, and why the Commissioners are signing.

Old Business – None.

New Business – Mr. Capano reported turnover in staff at the HUD Field Office. Ms. Peterson is still present; however there is a new financial analyst, among other new employees.

Resolutions No. 08-2023 to 15-2023 were discussed, and Motion made by Commissioner Conforti, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.08 - 2023: (Award of Landscaping Contract) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.09 - 2023: (Award of Floor Installation Contract) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.10 - 2023: (Award of Elevator Maintenance Contract) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.11 - 2023: (CDBG 2022 Contract for Riverview Towers Waterproofing and Rehabilitation) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.12 - 2023: (CDBG 2023 Contract for Terraceview Towers Generator Replacement) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.13 - 2023: (Payment to Phenix Pro Group) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.14 - 2023: (February 2023 Bills) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.15 - 2023: (FYE 3/31/2022 Audit Certification) Motion made by Commissioner Conforti seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; 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 Monday, February 6, 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