

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

March 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 – via ZOOM

ALSO PRESENT:

Joseph Capano, Executive Director
James Santasiero, Assistant Executive Director
William Katchen, CPA – via ZOOM
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Frank Borin, Attorney
Michael Turek, Maintenance Coordinator

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the February 6, 2023 regular meeting. Motion to approve the minutes of the February 6, 2023 regular meeting made by Commissioner Conforti, seconded by Commissioner Guttilla. Vote of the board was ayes, seven – nays, none.

Executive Director's Report:

- **Adoption of 2023 Budget** – Discussion
- **Bus Repair** – Mr. Capano indicated that due to the ongoing issues that have been going on with the 16-passenger bus, it was taken to our mechanic where it was suggested that a Ford specialist take over. All-American Ford found that the engine must be replaced and our warranty expired. Mr. Capano advised that it is in our best interest to move forward with the replacement, as the 16-passenger bus is only five years old and would have many more years on it with a new engine.
- **HVAC Preventive Maintenance Contract** – Discussion
- **Opening the Senior Complex Waiting List** - Discussion
- **Vacant Apartments**
- **Section Eight**
- **Investments**

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

Finance Committee – Today, a resolution will be presented to the Board of Commissioners to adopt the 2023 Annual Budget.

Buildings and Grounds Committee – Apartments are being turned over for March and April. The Cliffside Park Housing Authority discussed the expansion of the Administrative Office and Senior Activity Center with the Borough of Cliffside Park. Both are in agreement that there are many benefits to the project. There were 2 major repairs on two different units at 215 Riverview Avenue: one regarding a frozen burst pipe, and the other involving a broken waste pipe.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, noted that all of the upcoming trips are full: the Resorts Casino trip, the Doolan's Feast, and two luncheons. The Activity Center is now in the process of planning their Spring & Summer trips and events. The Cliffside Park Senior Activity Center has been asked to participate in the Bergen County's Senior Center Open House on May 16. Linda noted that the Center's health screenings are ongoing. Mr. Capano commended the Senior Activity Center on their efforts and how staff came together while working shorthanded.

Professionals' Reports – Bill Katchen, CPA, spoke about the resolution for adopting the 2023 Annual Budget.

Old Business – None.

New Business – None.

Resolutions No. 16-2023 to 23-2023 were discussed, and Motion made by Commissioner Bonaventuro, seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.16 - 2023: (DCA Compliance Certification) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.17 - 2023: (HVAC Maintenance Contract) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.18 - 2023: (Adopting 2023 Annual Budget) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.19 - 2023: (Write Off Uncollected Rent FYE 3/31/2023) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.20 - 2023: (Travel to NJNAHRO Conference 4/23/2023-4/26/2023) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none. ayes, seven; nays, none.

Resolution No.21 - 2023: (Amending the Housing Choice Voucher Program’s Rent Payment Standards) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.22 - 2023: (Opening the Senior Complex Waiting List) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. Vote of the board was ayes, seven; nays, none.

Resolution No.23 - 2023: (March 2023 Bills) Motion made by Commissioner Bonaventuro seconded by Commissioner Candela. 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 Bonaventuro. Vote of the board was ayes, seven – 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, March 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
 Joseph Capano, PHM
 Executive Director/Secretary