

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

April 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
Ralph Calabrese, Vice Chairman
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
Frank Borin, Attorney
Michael Turek, Maintenance Coordinator
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Janet Merrill, Commissioner

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

Executive Director's Report:

- **Professional Services** – RFP Results for Public Auditor, Legal Counsel, and Computer/Phone/Network/Software Maintenance
- **2023 Administrative Plan** – Discussion
- **Newton Housing Authority** – Discussion
- **Vacant Apartments**
- **Section Eight**
- **Investments**
- **JIF Appraisals** - Discussion

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

Finance Committee – None.

Buildings and Grounds Committee – Apartments are being turned over for April and May occupancy. There was a pre-construction meeting held last week to discuss the generator replacement at the 550 Building. Maintenance related projects are ongoing.

Personnel Committee – No Report.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that, since the last Commissioners' Meeting, the Senior Activity Center hosted a successful St. Patrick's Day Party, welcoming 112 guests, and took a trip to Doolan's in Spring Lake to Doolan's, transporting 33 of our seniors. Linda also reported that this past Tea Party had the highest attendance, yet, at thirty three attendees. The Mothers' Day Brunch will be held on May 12, and the Senior Center Open House will be on May 16. On the upcoming trip schedule is the Rockland Bakery, Branch Brook Park to see the cherry blossom trees, Turtle Back Zoo, a casino trip, and Cracker Barrel. Linda advised that the scheduled classes will continue and educational programs will be ongoing.

Professionals' Reports – None.

Old Business – The Senior Building Waiting List is open for One-Bedroom Apartments (2-Person Households) until April 17, 2023. The NJNAHRO Convention will be held April 23 – April 26 in Atlantic City, and several staff members will be there to attend educational courses.

New Business – Executive Director, Joseph Capano, informed the Board that the Cliffside Park Housing Authority will be soliciting proposals for Architect and Engineering Services to expand the Housing Authority Administrative Offices and Senior Activity Center.

Resolutions No. 24-2023 to 32-2023 were discussed, and Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, six; nays, none.

Resolution No.24 - 2023: (Audit Contract) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.25 - 2023: (Legal Contract) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.26 - 2023: (Phone/Computer/Network Contract) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.27 - 2023: (Employee Health Insurance Waiver Incentive) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.28 - 2023: (Approval of HCV Administrative Plan) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.seven; nays, none.

Resolution No.29 - 2023: (Award of Generator Replacement Bid – 550 Building) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.30 - 2023: (Administrative Services Contract with Newton Housing Authority) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.31 - 2023: (Final Payment/Change Order to GM Builders Group) Motion made by Commissioner Guttilla, seconded by Vice Chairman Calabrese. Vote of the board was ayes, seven; nays, none.

Resolution No.32 - 2023: (April 2023 Bills) Motion made by Commissioner Guttilla, 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 Bonaventuro. 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, April 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