

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

June 5, 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:

Ralph Calabrese, Vice Chairman
Harry Guttilla, 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 – via ZOOM
Michael Turek, Maintenance Coordinator
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Peter Colao, Chairman
Janet Merrill, Commissioner
Vincent Conforti, Commissioner

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the May 1, 2023 regular meeting. Motion to approve the minutes of the May 1, 2023 regular meeting made by Commissioner Bonaventuro, seconded by Commissioner Guttilla. Vote of the board was ayes, three – nays, none – abstains, one.

Executive Director's Report:

- **RFP Results for Accounting Services and Sewer Maintenance Services** – Discussion
- **Final Payment to Phenix Pro Group for PAL Roof Replacement** – Discussion
- **RFP Results for A/E Services for Expansion of Activity Center & Administrative Office**– Discussion
 - **Vacant Apartments**
 - **Section Eight**
 - **Investments**

Chairman's Report – In Chairman Colao's absence, Vice Chairman Calabrese had no formal report.

Finance Committee – Executive Director, Joseph Capano, advised that the audit for FYE 4/1/22-3/31/23 will be taking place in the office at the end of the summer, early fall.

Buildings and Grounds Committee – Apartments are being turned over for June and July occupancy. The smoking area enclosure will be renovated with a more permanent structure, as the current one continues to be damaged by the elements. We have been soliciting proposals for the project. The hot water boiler project at the 550 building has been completed. We are currently working with LAN Associates and Silva Mechanic to rectify mixing valve issues in the 500 Building.

Personnel Committee – Summer help is beginning work in the Administrative Office and Maintenance.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that today was the Senior Center's first trip of many this summer to Long Branch. Next week will be a trip to the N.J. Pinball Museum in Asbury Park. Linda also noted that this month, Casino Trips will take place in Atlantic City, and summer concerts will continue. The Fathers' Day Brunch will take place on June 16th, and the Farmers' Market will be held on June 26th. Mr. Capano indicated that the Senior Activity Center was able to raise money through events and grant \$1,000.00 scholarships to three students from the Cliffside Park High School.

Professionals' Reports – Frank Borin has approved the final payment to Phenix Pro Group, and is waiting on clarification regarding an insurance inquiry for Executive Director, Joseph Capano.

Old Business – None.

New Business – None.

Resolutions No. 42-2023 to 46-2023 were discussed, and Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four; nays, none.

Resolution No.42 - 2023: (Accounting Services Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four; nays, none.

Resolution No.43 - 2023: (Sewer Maintenance Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four; nays, none.

Resolution No.44 - 2023: (Final Payment to Phenix Pro Group) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four; nays, none.

Resolution No.45 - 2023: (Award of A/E Services Contract for Expansion of Activity Center and Administrative Office) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four; nays, none.

Resolution No.46 - 2023: (June Bills 2023) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four; 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 Candela, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four – 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, June 5, 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.

Joseph Capano, PHM

Joseph Capano, PHM
Executive Director/Secretary

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	✓			