

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

July 10, 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
Harry Guttilla, Commissioner
Vincent Conforti, Commissioner
Bruce Bonaventuro, Commissioner

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:

Vito Candela, Commissioner

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the June 5, 2023 regular meeting. Motion to approve the minutes of the June 5, 2023 regular meeting made by Commissioner Bonaventuro, seconded by Commissioner Guttilla. Vote of the board was ayes, three – nays, none – abstains, three.

Executive Director's Report:

- **RFP Results for Plumbing, Boiler, Electrician, Countertop, and Painting Services**– Discussion.
- **Payment #1 to William J. Guarini, Inc.** – Hot Water Boiler Replacement at the 550 Building.
- **Payment #2/Final Payment to William J. Guarini, Inc.** – Hot Water Boiler Replacement at the 550 Building.
 - **Vacant Apartments**
 - **Section Eight**
 - **Investments**

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

Finance Committee – Bill Katchen, CPA, has been in the office closing out the books, FYE 3/31/2023. Executive Director, Joseph Capano, thanked Mr. Katchen for his work. Chairman Colao inquired about the Section 8 finances and account, asking Bill Katchen if some of the administrative funds can be used to open a CD. Mr. Katchen advised that it could be. An analysis is going to be made; the Executive Director, Chairman, and Financial Team will decide if the Cliffside Park Housing Authority will open a CD with a portion of the administrative funds.

Buildings and Grounds Committee – Apartments are being turned over for July and August occupancy. The parking lot at 215 Riverview Avenue Apartments has been assessed, and parking has now been assigned. The Cliffside Park Housing Authority is currently looking for an individual to monitor the premises. We are still working with LAN Associates and Silva Mechanic to rectify mixing valve issues in the 500 Building; most of the valves have been replaced.

Personnel Committee – Summer help has been in the office and has been successfully purging files.

Activity Center Report – Linda Phillips-Perez, Activity Center Coordinator, reported that the summer trips have all been successful. The shore trips have been splitting between Long Branch and Point Pleasant. The casino trips have been full, and the Activity Center is considering booking two buses for Atlantic City's trip. Due to the rain during the Farmers' Market, our seniors were bussed to other markets, so they were able to utilize their voucher, thanks to our Activity Center Staff's quick thinking. Mr. Capano noted that at the Activity Center Advisory Board Meeting, the Summer Barbecue and Holiday Parties were discussed.

Professionals' Reports – Frank Borin is working through the changes for the JIF Employee Handbook, which, when completed, we will update our personnel policy.

Old Business – None.

New Business – Election of Chairman and Vice Chairman of the Cliffside Park Housing Authority: Joseph Capano, Executive Director, asked for nominations for Chairman. A motion was made by Commissioner Bonaventuro to re-appoint Chairman Colao and was seconded by Commissioner Conforti. Vote of the board was ayes, six – nays, none. Next, Mr. Capano, asked for nominations for Vice Chairman. A motion was made by Chairman Colao to re-appoint Vice Chairman Calabrese and was seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none. Both the Chairman and Vice Chairman will serve another two-year term. Executive Director, Joseph Capano, thanked the Chairman and Vice Chairman, as well as the Board of Commissioners, for all of their efforts and support throughout the Housing Authority's endeavors.

Resolutions No. 47-2023 to 54-2023 were discussed, and Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.47 - 2023: (Boiler & Heating Services Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.48 - 2023: (Electrical Maintenance Services Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.49 - 2023: (Plumbing Maintenance Services Contract) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.50 - 2023: (Painting in Vacant Apartments – As Needed) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.51 - 2023: (Instillation of Countertops – As Needed) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.52 - 2023: (Payment #1 to William J. Guarini, Inc.) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.53 - 2023: (Payment #2/Final Payment to William J. Guarini, Inc.) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, six; nays, none.

Resolution No.54 - 2023: (July 2023 Bills) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. 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 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, July 10, 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
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	✓			