

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

September 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:

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
Frank Borin, Attorney – via ZOOM
Michael Turek, Maintenance Coordinator
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Vito Candela, Commissioner
William Katchen, CPA

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the July 10, 2023 regular meeting. Motion to approve the minutes of the July 10, 2023 regular meeting made by Commissioner Bonaventuro, seconded by Commissioner Guttilla. Vote of the board was ayes, six – nays, none.

Executive Director's Report:

- **Commissioner Candela's Resignation** – Discussion.
- **Award of Legal Services Contract for Landlord/Tenant Matters** – Results & Discussion.
- **Bid Award for Installation/Removal of Laundry Equipment** – Results & Discussion.
- **CDBG Grant Award for Senior Transport Driver** – 2023-2024.
- **CDBG Grant Award for Generator Replacement: 500 Building** – 2023-2024.
 - **Vacant Apartments**
 - **Section Eight**
 - **Investments**

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

Finance Committee – The office is getting ready for FYE 3/31/2023 Audit.

Buildings and Grounds Committee – Apartments are being turned over for September and October occupancy. The parking lot assessment at 215 Riverview Avenue Apartments has been completed, and parking tenants are now paying proper rates. A dehumidifier is going to be installed in the administrative office to resolve a moisture issue, and construction on the smoking area has begun. Summer help was a big help.

Personnel Committee – Summer help has completed the purging of the files and the waiting lists. They did an excellent job.

Activity Center Report – Mr. Capano advised that this Friday, September 8 is the Cliffside Park Housing Authority and Senior Activity Center's End of Summer BBQ. He noted that this year the Activity Center Senior Club will be making a donation to the Michael Russo Foundation. Linda Phillips-Perez reported that the summer concerts have been a huge success. September 1st was the Activity Centers first special ordered lunch, which will be offered twice monthly. Linda also noted that coming up in September are the Bergen County Picnic, Picnic on the Palisades, a trip to Resorts Casino, as well as the Activity Center's last two shore trips. The Activity Center will also be working with the Barrymore Theater in Fort Lee, Borough of Cliffside Park, Borough of Edgewater, and the Borough of Fort Lee for matinee movie trips.

Professionals' Reports – Frank Borin, Legal Counsel, advised that he is now reviewing recommendations for the updates to the personnel manual.

Old Business – None.

New Business – None.

Resolutions No. 55-2023 to 62-2023 were discussed, and Motions were as follows:

Resolution No.55 - 2023: (Award of Legal Services for Landlord/Renant Matters) Motion made by Vice Chairman Calabrese, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.56 - 2023: (Travel to NJAHRA Conference 9/24/23-9/26/23) Motion made by Commissioner Merrill, seconded by Vice Chairman Calabrese. Vote of the board was ayes, six; nays, none.

Resolution No.57 - 2023: (Bid Award for Laundry Equipment Removal/Installation) Motion made by Commissioner Merrill, seconded by Vice Chairman Calabrese. Vote of the board was ayes, six; nays, none.

Resolution No.58 - 2023: (Travel to NAHRO Conference 11/14/23-11/16/23) Motion made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, six; nays, none.

Resolution No.59 - 2023: (August Bills 2023) Motion made by Commissioner Bonaventuro, seconded by Commissioner Guttilla. Vote of the board was ayes, six; nays, none.

Resolution No.60 - 2023: (September Bills 2023) Motion made by Commissioner Bonaventuro, seconded by Commissioner Guttilla. Vote of the board was ayes, six; nays, none.

Resolution No.61 - 2023: (CDBG Grant Award Contract for Senior Transport Driver 2023-2024) Motion made by Commissioner Guttilla, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Resolution No.62 - 2023: (CDBG Grant Award Contract for Generator Replacement: 500 Building 2023-2024) Motion made by Commissioner Guttilla, seconded by Commissioner Conforti. Vote of the board was ayes, six; nays, none.

Commissioners' Comments – Chairman Colao inquired about the status of the expansion project. Mr, Capano advised that the architect has reviewed the original plans of the building and has made measurements.

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 Merrill. 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.

RECORD ON BOARD OF COMMISSIONERS VOTE ON ADOPTION				
BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
PETER COLAO	✓			
RALPH CALABRESE	✓			
JANET MERRILL	✓			
HARRY GUTTILLA	✓			
VINCENT CONFORTI				✓
BRUCE BONAVENTURO	✓			

Joseph Capano, PHM
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Executive Director/Secretary