

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

July 10, 2013

Meeting called to order at 4:00 P.M. by Executive Director. The meeting was opened by the Executive Director reading the Open Public Meeting Act Statement.

PRESENT:

Peter Colao, Chairman  
Sam Carafa, Vice Chairman  
Ralph Calabrese, Commissioner  
Harry Guttilla, Commissioner  
Lynn De Lucia, Commissioner

ABSENT

Sal Spoto, Commissioner  
Janet Merrill, Commissioner

ALSO PRESENT

Joseph Capano, Executive Director  
James Santasiero, Assistant Executive Director  
William Katchen, CPA, Accountant  
Linda Phillips Perez, Senior Coordinator

Joseph Capano, Executive Director, asked if there were any corrections, additions or deletions to the minutes of the June 12, 2013 regular meeting. Motion to approve the minutes of the June 12, 2013 regular meeting made by Commissioner Carafa, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none.

- **HA Expansion CO#4 & Credits** – LAN Associates.
- **Personnel Hire & Salary Adjustment** – Discussion. Motion to hire Lisa Frato, Case Worker, replacing Maria Scala, Section Eight Coordinator, who resigned and motion to adjust Frank Merchand, Director of Operations, salary due to additional responsibilities made by Commissioner Colao, seconded by Commissioner Calabrese. Vote of the board was ayes, five – nays, none.
- **Vacant Apartments** – See attachment A
- **Section Eight** – See attachment B
- **Investments** – See attachment C

**Chairman's Report-** Chairman Colao indicated that Peter Manouvelos, Architect, LAN Associates explained change order in detail. Chairman indicated that the local Fire Inspector has requested additional heat detectors and pull stations. Our contracted fire alarm contractor will perform work. In closing Chairman thanked Housing Authority staff and LAN Associates for a job well done. Grand opening and dedication will take place September 12, 2013.

**Finance Committee** – None.

**Buildings and Grounds Committee** –Joseph Capano, Executive Director, gave an update of the ongoing projects at the Housing Authority. Joseph Capano, Executive Director, indicated that various maintenance service contracts will be awarded at today's meeting. Maintenance team is currently working in various vacated apartments.

**Personnel Committee** – Met to discuss the hiring of Lisa Frato, as case worker, and adjust Frank Merchand, Director of Operations, salary due to additional responsibilities.

**Activity Center Report** – Linda Phillips Perez, Senior Coordinator, gave the Board an update on current events and future events. Many summer trips are ongoing.

**Old Business** – None

**New Business** – None

**Resolution No.44- 2013:** (Award of Boiler & Heating Maintenance Contract) Motion made by Commissioner Guttilla seconded by Commissioner Calabrese. Vote of the board was ayes, five– nays, none.

**Resolution No.45- 2013:** (Award of Floor Cleaning Service Contract) Motion made by Commissioner Colao, seconded by Commissioner Carafa. Vote of the board was ayes, five– nays, none.

**Resolution No.46- 2013:** (Award of Installation of Floor Tiles in Vacated Apts.) Motion made by Commissioner Guttilla, seconded by Commissioner Carafa. Vote of the board was ayes, five– nays, none.

**Resolution No.47- 2013:** (Award of Computer Maintenance Service Contract) Motion made by Commissioner Carafa, seconded by Commissioner Guttilla. Vote of the board was ayes, five– nays, none.

**Resolution No.48- 2013:** (Award of Electrical Maintenance Service Contract) Motion made by Commissioner Calabrese, seconded by Commissioner Carafa. Vote of the board was ayes, five– nays, none.

**Resolution No.49- 2013:** (Award of Plumbing Maintenance Service Contract) Motion made by Commissioner Colao, seconded by Commissioner Carafa. Vote of the board was ayes, five– nays, none.

**Resolution No.50- 2013:** (Closing out the 2010 Capital Fund Program) Motion made by Commissioner Guttilla, seconded by Commissioner Calabrese. Vote of the board was ayes, seven– nays, none.

**Resolution No.51- 2013:** (Payment #5 to DEE –EN Electric Inc.) Motion made by Commissioner Guttilla, seconded by Commissioner Calabrese. Vote of the board was ayes, five– nays, none.

**Resolution No.52- 2013:** (Fine Wall Corporation Change Order #4.) Motion made by Commissioner Colao, seconded by Commissioner Carafa. Vote of the board was ayes, five– nays, none.

**Resolution No.53- 2013:** (Payment #15 to Fine Wall Corporation) Motion made by Commissioner Guttilla, seconded by Commissioner Carafa. Vote of the board was ayes, five– nays, none.

**Resolution No.54- 2013:** (July Bills 2013) Motion made by Commissioner Guttilla, seconded by Commissioner Calabrese. Vote of the board was ayes, five– nays, none.

Commissioners' Comments –None.

The Executive Director opened the meeting to the public, there being no public present the public portion was closed.

Motion made to adjourn by Commissioner Carafa, seconded by Commissioner Guttilla. Vote of the board was ayes, five - nays, none.



\_\_\_\_\_  
Peter Colao, Chairman



\_\_\_\_\_  
Joseph Capano, PHM  
Executive Director/Secretary

I hereby certify the above is a true copy of the minutes of the July 10, 2013 regular meeting.

	Moved	Second	Ayes	Nays	Absent	Abstain
Commissioner. Colao			✓			
Commissioner. Carafa		✓				
Commissioner. Spoto						✓
Commissioner. Merrill					✓	
Commissioner. Calabrese			✓			
Commissioner. Guttilla	✓					
Commissioner. <i>DeWitt</i>			✓			