

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

September 14, 2011

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  
Sal Spoto, Commissioner  
Janet Merrill, Commissioner  
Ralph Calabrese, Commissioner  
Harry Guttilla, Commissioner  
Lynn De Lucia

ABSENT

ALSO PRESENT

Joseph Capano, Executive Director  
James Santasiero, Assistant Executive Director  
Bill Katchen, Accountant  
Paul Marino, Attorney  
Arnold Mazzone, Maintenance Supervisor  
Linda-Phillips-Perez, Senior Activity Center Coordinator

Joseph Capano, Executive Director, asked if there were any corrections, additions or deletions to the minutes of the July 13, 2011 regular meeting. Motion to approve the minutes of the July 13, 2011 regular meeting made by Commissioner Carafa, seconded by Commissioner Guttilla. Vote of the board was ayes, five – nays, none - abstain two.

- HA Expansion – Update.
- ACOP Policy - Amendment.
- Bergen County Housing Authority – Discussion.
- Governor Appointment – Commissioner.
- Personnel Matter- Employee (Closed Session). A motion to go into closed session was made by Commissioner Merrill, seconded by Commissioner Calabrese. Motion to go back to open session was made by Commissioner Carafa, Seconded by Commissioner Colao.
- Vacant Apartments – See attachment A
- Section Eight – See attachment B
- Investments – See attachment C

**Chairman's Report-** Chairman Colao welcomed new Commissioner, Lynn De Lucia, to the Board. He explained to her the various roles of Commissioners and indicated that she will be taking courses thru Rutgers to familiarize herself with the duties of a Housing Authority Commissioner. Chairman Colao assigned Commissioner De Lucia to the finance committee.

**Finance Committee** – Joseph Capano, Executive Director, explained to Board that the August bills were paid with the finance committee approval and today there will be a resolution that the August bills were paid. Commissioner Calabrese mentioned to Board that the literature he received last week on HUD's capturing operating reserves will have an impact on our reserves.

**Buildings and Grounds Committee** –Joseph Capano, Executive Director, and Arnold Mazzone, Maintenance Supervisor, gave an update of the ongoing capital improvement projects at the Housing Authority. Joseph Capano, Executive Director, indicated to Board that this year's summer help was a success.

**Personnel Committee** – No Report.

**Activity Center Report** – Joseph Capano, Executive Director, gave the Board an update on funding sources for personnel payroll at the Activity Center. A resolution was introduced to enter in a shared services agreement with BCDSS to offset payroll expenses.

**Old Business** – None.

**New Business** – None.

**Resolution No.47- 2011:** (Award of Website Maintenance Services) Motion made by Commissioner Merrill, seconded by Commissioner Guttilla. Vote of the board was ayes, seven– nays, none.

**Resolution No.48- 2011:** (Amending Admissions & Continued Occupancy Policy) Motion made by Commissioner Carafa, seconded by Commissioner Guttilla. Vote of the board was ayes, seven– nays, none.

**Resolution No.49- 2011:** (Partial Payment #3 to Open System Integrators) Motion made by Commissioner Spoto, seconded by Commissioner Calabrese. Vote of the board was ayes, seven– nays, none.

**Resolution No.50- 2011:** (Approving Leave of absence for Patrick Morrissey, Maintenance Man) Motion made by Commissioner Colao, seconded by Commissioner Spoto. Vote of the board was ayes, seven– nays, none.

**Resolution No.51- 2011:** (BCDSS Shared Services Agreement) Motion made by Commissioner Calabrese, seconded by Commissioner Carafa. Vote of the board was ayes, seven– nays, none.

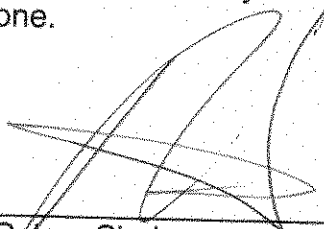
**Resolution No.52- 2011:** (August Bills 2011) Motion made by Commissioner Calabrese, seconded by Commissioner Spoto. Vote of the board was ayes, seven– nays, none.

**Resolution No.53- 2011:** (September 2011 Bills) Motion made by Commissioner Merrill, seconded by Commissioner Calabrese. Vote of the board was seven, six– nays, none.

Commissioners' Comments - None

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

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



Peter Colao, Chairman



Joseph Capano, PHM  
Executive Director

I hereby certify the above is a true copy of the minutes of the September 14, 2011 regular meeting.

	Moved	Second	Ayes	Nays	Absent	Abstain
Commissioner Colao			✓			
Commissioner Carafa		✓				
Commissioner Spoto			✓			
Commissioner Merrill			✓			
Commissioner Calabrese	✓					
Commissioner Gutilla			✓			
Commissioner De Luca			✓			