

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

April 6, 2020

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 conference call due to COVID-19 Pandemic.**

PRESENT:

Peter Colao, Chairman  
Janet Merrill, Commissioner  
Harry Guttilla, Commissioner  
Vito Candela, Commissioner  
Vincent Conforti, Commissioner

ABSENT

Ralph Calabrese, Vice Chairman

ALSO PRESENT

Joseph Capano, Executive Director  
James Santasiero, Assistant Executive Director  
Michael Turek, Maintenance Coordinator  
Linda Philips Perez, Senior Coordinator  
Paul Marino, Attorney  
William Katchen, CPA

Joseph Capano, Executive Director, asked if there were any corrections, additions or deletions to the minutes of the March 2, 2020 regular meeting. Motion to approve the minutes of the March 2, 2020 regular meeting made by Commissioner Candela, seconded by Commissioner Guttilla. Vote of the board was ayes, four – nays, none -abstain, one.

- **COVID 19 Virus** – Update.
- **Professional Services** – RFP Results.
- **Concrete/Curbing Upgrades Phase I** – Discussion.
- **Vacant Apartments** – See attachment A
- **Section Eight** – See attachment B
- **Investments** – See attachment C

**Chairman's Report-** Chairman Colao thanked the administrative staff, senior center staff, and maintenance staff for all work with this COVID-19 Pandemic.

**Finance Committee** – Fiscal year started April 1, 2020. Bill Katchen, CPA has begun to close books remotely.

**Buildings and Grounds Committee** –Joseph Capano, Executive Director and Michael Turek, Maintenance Coordinator gave an update on the ongoing maintenance related projects. Two apartments are being turned over for April. Maintenance team is aggressively cleaning and sanitizing buildings during COVID-19 Pandemic.

**Personnel Committee** – None.

**Activity Center Report** – Linda Phillips Perez, Senior Coordinator, gave the Board an update on Senior Activity Center. During the COVID-19 Pandemic we continue to serve homebound meals to tenants in buildings and residents in Cliffside Park and Fairview.

**Old Business** – None.

**New Business** – None.

**Resolution No.13-2020 to 20-2020 were discussed and Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none on all Resolutions.**

**Resolution No.13- 2020:** (Award of Audit Contract) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none.

**Resolution No.14- 2020:** (Award of Legal Contract) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none.

**Resolution No.15- 2020:** (Award of Phone/Computer/Network Contract) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none.

**Resolution No.16- 2020:** (Write off uncollected rents FYE 3/31/2020) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none.

**Resolution No.17- 2020:** (Employee Health Insurance Waiver Incentive) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none.

**Resolution No.18- 2020:** (Retirement pay for Marie Donato) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none.

**Resolution No.19- 2020:** (Award of Concrete/Curbing Upgrades Phase I Bid) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was ayes, five nays, none.

**Resolution No.20- 2020:** (April Bills 2020) Motion made by Commissioner Merrill seconded by Commissioner Candela. Vote of the board was six – nays, none.

**Commissioners' Comments** – None.

The Executive Director opened the meeting to the public. No one from public was present on conference call. Public portion was closed.

Motion made to adjourn by Commissioner Guttilla seconded by Commissioner Conforti. Vote of the board was ayes, five - 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, April 6, 2020 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 OF BOARD OF COMMISSIONERS VOTE ON ADOPTION |     |     |         |        |
|---|-----|-----|---------|--------|
| BOARD MEMBER                                      | AYE | NAY | ABSTAIN | ABSENT |
| PETER COLAO                                       | ✓   |     |         |        |
| RALPH CALABRESE                                   |     |     | ✓       |        |
| VITO CANDELA                                      | ✓   |     |         |        |
| VINCENT CONFORTI                                  | ✓   |     |         |        |
| HARRY GUTTILLA                                    | ✓   |     |         |        |
| JANET MERRILL                                     | ✓   |     |         |        |
|   |     |     |         |        |