

HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK  
BERGEN COUNTY, NEW JERSEY

**RESOLUTION NO.46 - 2020**

INTRODUCED BY: COMMISSIONER VINCENT CONFORTI

SECONDED BY: COMMISSIONER HARRY GUTTILLA

DATE: OCTOBER 5, 2020

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF CLIFFSIDE PARK APPROVING AN  
AMENDED BUDGET**

**WHEREAS,** the Board of the Authority have reviewed and adopted the form of HUD Budget for the fiscal year ending March 31, 2021, and;

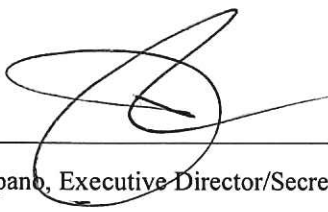
**WHEREAS,** the Authority staffing has changed as a result of a reduction of one position and increases proposed to other staff consolidating the duties and to include the salaries and revenue associated with shared services agreements.

**WHEREAS,** the Authority has determined that in the best interests of the readers of the Budget and consistent with HUD regulations that the Budget be amended to reflect salaries of current staff and changes in payroll taxes, and;

**NOW, THEREFORE,** be it resolved that the HUD Budget for the fiscal year ending March 31, 2021 is hereby approved as amended.

**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 resolution was adopted at a meeting of the Authority duly called and held on Monday, October 5, 2020, at which meeting a quorum was present and acting throughout, by a majority of the full membership of the Board of Commissioners. Such resolution has not been amended, modified, or repealed, and is in full force and effect as of the date hereof and is a true copy of the whole of the resolution.

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

10/5/2020  
\_\_\_\_\_  
Date

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	✓			

# Operating Budget

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending		<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> IHA Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership	
[ ] Original [ X ] Revision No. :		MARCH 31, 2021			
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)					
CLIFFSIDE PARK HOUSING AUTHORITY					
f. Address (city, State, zip code)					
500 GORGE ROAD, CLIFFSIDE PK., NJ					
g. ACC Number		h. PAS/LOCCS Project No.			
NY-531		NJ070-001/003			
j. No. of Dwelling Units		k. No. of Unit Months Available		m. No. of Projects	
354		4,212			

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
<b>Homebuyers Monthly Payments for:</b>						
010	7710	Operating Expenses				
020	7712	Earned Home Payments Account				
030	7714	Nonroutine Maintenance Reserves				
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)				
050	7716	Excess (or Deficit) in Break-Even Amount				
060	7790	Homebuyers Monthly Payments (Contra)				
<b>Operating Receipts</b>						
070	3110	Dwelling Rentals	\$353.05	\$1,487,050		
080	3120	Excess Utilities	\$0.00	\$0		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$353.05	\$1,487,050		
110	3610	Interest on General Fund Investments	\$1.76	\$7,410		
120	3690	Other Operating Receipts	\$31.10	\$131,000		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$385.91	\$1,625,460		
<b>Operating Expenditures - Administration:</b>						
140	4110	Administrative Salaries	\$58.04	\$244,460		
150	4130	Legal Expense	\$4.27	\$18,000		
160	4140	Staff Training	\$1.19	\$5,000		
170	4150	Travel	\$3.30	\$13,900		
180	4170	Accounting Fees	\$5.56	\$23,400		
190	4171	Auditing Fees	\$1.42	\$6,000		
200	4190	Other Administrative Expenses	\$12.56	\$52,900		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$86.34	\$363,660		
<b>Tenant Services:</b>						
220	4210	Salaries	\$47.79	\$201,310		
230	4220	Recreation, Publications and Other Services	\$9.50	\$40,000		
240	4230	Contract Costs, Training and Other	\$9.50	\$40,000		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$66.79	\$281,310		
<b>Utilities:</b>						
260	4310	Water	\$15.51	\$113,600		
270	4320	Electricity	\$68.72	\$338,900		
280	4330	Gas	\$60.23	\$133,000		
290	4340	Fuel	\$0.46	\$0		
300	4350	Labor	\$19.04	\$80,210		
310	4390	Other utilities expense	\$0.71	\$3,000		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$164.67	\$668,710		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

Name of PHA / IHA

CLIFFSIDE PARK HOUSING AUTHORITY

MARCH 31, 2021

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Ordinary Maintenance and Operation:						
330	4410	Labor	\$62.51	\$263,290		
340	4420	Materials	\$18.99	\$80,000		
350	4430	Contract Costs	\$68.71	\$269,400		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$150.21	\$632,690		
Protective Services:						
370	3110	Labor	\$0.00	\$0		
380	3120	Materials	\$0.00	\$0		
390	3190	Contract Costs	\$0.00	\$0		
400	Total	Protective Service Expense (sum of lines 370 to 390)	\$0.00	\$0		
General Expense:						
410	4510	Insurance	\$29.44	\$124,000		
420	4520	Payments in Lieu of Taxes	\$19.43	\$81,830		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$117.61	\$495,370		
450	4570	Collection Losses	\$0.71	\$3,000		
460	4590	Other General Expense	\$37.99	\$160,000		
470	Total	General Expense (sum of lines 410 to 460)	\$205.18	\$864,200		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$673.19	\$2,810,570		
Rent for Leased Dwellings:						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
Nonroutine Expenditures:						
510	4610	Extraordinary Maintenance	\$0.00	\$0		
520	7520	Replacement of Nonexpendable Equipment	\$0.00	\$0		
530	7540	Property Betterments and Additions	\$7.12	\$30,000		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$7.12	\$30,000		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$680.31	\$2,840,570		
Prior Year Adjustments:						
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0		
Other Expenditures:						
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year				
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	\$680.31	\$2,840,570		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$294.40)	(\$1,215,110)		
HUD Contributions:						
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr				
610	8011	Prior Year Adjustments - (Debit) Credit				
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)				
630	8020	Contributions Earned - Op.Sub:-Cur.Yr. (before year-end adj)	\$0.00			
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		Other (specify):				
660		HOUSING ASSISTANCE PAYMENTS		\$1,519,440		
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	\$1,519,440		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$0.00	\$1,519,440		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$0.00	\$1,519,440		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	(\$294.40)	\$304,330		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

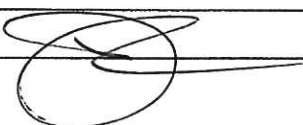
ref. Handbook 7475.1

Name of PHA / IHA CLIFFSIDE PARK HOUSING AUTHORITY		Fiscal Year Ending MARCH 31, 2021	
		Operating Reserve	PHA/IHA Estimates      HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year	
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$1,405,285

Part II - Provision for and Estimated or Actual Operating Reserve at FY End			
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):      MARCH 31, 2019	(\$4,178,482)
790		Provision for Operating Reserve - Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE      MARCH 31, 2020	\$241,428
	<input type="checkbox"/>	Actual for FYE      MARCH 31, 2020	
800		Operating Reserve at End of Current Budget Year (check one)	
	<input checked="" type="checkbox"/>	Estimated for FYE      MARCH 31, 2020	(\$3,937,054)
	<input type="checkbox"/>	Actual for FYE      MARCH 31, 2020	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE      MARCH 31, 2021 Enter Amount from Line 700	\$304,330
0		Operating Reserve at End of Requested Budget Year Estimated for FYE      MARCH 31, 2021 (Sum of lines 800 and 810)	(\$3,632,724)
830		Cash Reserve Requirement:      0% % of line 480	\$0

Comments

PHA / IHA Approval

Name JOSEPH CAPANO, PHM  
 Title EXECUTIVE DIRECTOR  
 Signature 

Date 10/5/2021

Field Office Approval

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_

Date \_\_\_\_\_

# Operating Budget Schedule of All Positions and Salaries

## U. S. Department of Housing and Urban Development Office of Public and Indian Housing

CMB Approval No. 2577-0026 (Exp. 6/30/01)

Name of Housing Authority		CLIFFSIDE PARK HOUSING AUTHORITY		CLIFFSIDE PARK, NEW JERSEY		Fiscal Year End		MARCH 31, 2021			
Position Title By Organizational Unit and Function		Present Salary Rate As of (date) 03/31/20		Requested Budget Year		Allocation of Salaries by Program		Method of Allocation			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ADMINISTRATION:											
1) Executive Director	\$134,160	\$141,160	12	\$141,160	\$63,080	\$1,200		\$63,080	\$13,800		
J. Capano											
2) Assistant Executive Director	\$113,630	\$115,710	12	\$115,710	\$52,960	\$300		\$52,960	\$9,490		
J. SANTASIERO											
3) Project Manager/Section 8 Super.	\$82,450	\$69,450	12	\$69,450	\$15,000			\$44,960	\$9,490		
F. Merchand											
4) Clerk/Typist	\$40,500	\$41,270	12	\$41,270	\$19,630			\$19,640	\$2,000		
M. DONATO											
5) Clerk/Typist	\$41,340	\$44,630	12	\$44,630	\$21,310			\$21,320	\$2,000		
R. Rahvar											
6) Clerk/Typist	\$42,950	\$50,950	12	\$50,950	\$23,390			\$23,390	\$4,170		
L. Frato											
7) Clerk/Typist	\$34,660	\$39,180	12	\$39,180	\$19,590			\$19,590	\$0		
V. Paradiso											
8) Section 8 Inspector	\$12,000	\$12,000	12	\$12,000	\$0			\$12,000			
A. CALABRESE											
9) Housing Assistance Specialist	\$36,000	\$39,220	12	\$39,220	\$0			\$39,220			
A. Fatovic											
10) Clerk/Typist	\$25,000	\$29,500	12	\$29,500	\$29,500			\$0			
J. Romano											
11)	\$0	\$0	12	\$0	\$0			\$0			
TOTAL ADMINISTRATION											
	\$583,070	\$744,460	\$1,500	\$0	\$296,160	\$40,950	\$0				
TENANT SERVICES											
1) BUS DRIVER	\$40,030	\$40,830	12	\$40,830	\$40,830	\$0			\$0		
W. Yu											
2) Activity Center Director	\$60,600	\$61,820	12	\$61,820	\$61,820	\$0					
L. Perez											
3) Activity Center Staff	\$30,000	\$30,600	12	\$30,600	\$30,600	\$0					
P. Dubon								\$0			
4) Activity Center Staff	\$12,240	\$12,500	12	\$12,500	\$12,500	\$0					
P. Higgs											
5) Activity Center Staff	\$14,040	\$14,320	12	\$14,320	\$14,320						
T. Bogos						\$0					
6) Activity Center Staff	\$15,920	\$16,240	12	\$16,240	\$16,240						
V. Locurcio											
7) Activity Center Staff	\$25,000	\$25,000	12	\$25,000	\$25,000						
A. Hasavic											
TOTAL TENANT SERVICES											
	\$201,310	\$201,310	\$0	\$0	\$201,310	\$0		\$0	\$0		
UTILITY LABOR											
1) BUILDING MAINTENANCE											
T. ROME	\$48,240	\$49,210	12	\$49,210	\$49,210						
2) Building Maintenance	\$26,000	\$31,000	12	\$31,000	\$31,000						
H. BIEDENKAPP											
3)											
TOTAL UTILITY LABOR											
	\$80,210	\$80,210			\$80,210						
NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.											
To the best of my knowledge, all the information provided in the accompanying documents, if true and accurate, Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)										Executive Director or Designated Official	Date