

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

November 6, 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, a moment of silence was held for former Executive Director and Housing Authority mentor, Anthony Calabrese who passed away last week.
Meeting was conducted via ZOOM-Hybrid.

PRESENT:

Peter Colao, 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
Michael Turek, Maintenance Coordinator

ABSENT:

Ralph Calabrese, Vice Chairman
Bill Katchen, CPA
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 October 2, 2023 regular meeting. Motion to approve the minutes of the October 2, 2023 regular meeting made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, four; nays, none; abstain, one.

Joseph Capano, Executive Director, then asked if there were any corrections, additions, or deletions to the minutes of the October 11, 2023 special meeting. Motion to approve the minutes of the October 11, 2023 special meeting made by Commissioner Bonaventuro, seconded by Commissioner Conforti. Vote of the board was ayes, five; nays, none; abstain, one.

Executive Director's Report:

- **FYE 3/31/2023 Audit** – Discussion.
- **Administrative Office and Senior Activity Center Expansion** – Discussion.
- **Authorization for Emergency Repairs at 215 Riverview Avenue** –Discussion.
- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report – None.

Finance Committee – FYE 3/31/2023 Audit is complete and will be certified at our December 4, 2023 Commissioners' Meeting.

Buildings and Grounds Committee – Apartments are being turned over for November and December occupancy. Many maintenance projects are ongoing. The ceiling in the 500 Building lobby is set to be replaced, we are waiting on proposals. A preconstruction meeting was held for the waterproofing remediation, and a start date was set for February.

Personnel Committee – The Activity Center Staff has been restructured, and everyone has adjusted well.

Activity Center Report – Linda Phillips-Perez was unable to attend the meeting, as the Activity Center was getting ready for today's Lunch with Mayor Calabrese; however, Mr. Capano gave the Activity Center Report on her behalf. He advised that trips and events have been scheduled as usual, and this past weekend's Bocce Luncheon was a great success. Mr. Capano noted that today, the Activity Center is hosting a Lunch with Mayor Calabrese, and a Luncheon to honor our Veterans on Thursday. Also mentioned was the Holiday Party at the Senior Activity Center, which will be held on December 8. Carol Russo will be honored at the event.

Professionals' Reports – Frank Borin, Legal Counsel, advised that he has drafted the letter to send to Punjab Construction's bond company for the recoupment of the difference in cost of the contract Punjab withdrew, and the second lowest bidder we awarded. Mr. Borin noted that he is working on the personnel policy and will have it ready before the end of the year.

Old Business – None.

New Business – Mr. Capano noted again that the Senior Holiday Party will be held on December 8.

Resolutions No. 70-2023 to 71-2023 were discussed, and Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, five; nays, none.

Resolution No.70 - 2023: (Authorization for Emergency Repairs at 215 Riverview Avenue) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, five; nays, none.

Resolution No.71 - 2023: (November Bills 2023) Motion made by Commissioner Guttilla, seconded by Commissioner Merrill. Vote of the board was ayes, five; nays, none.

Commissioners' Comments – None.

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 Colao. 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, November 6, 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

Joseph Capano, PHM
Executive Director/Secretary

