

REGULAR MEETING  
HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK

December 4, 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. **Meeting was conducted via ZOOM-Hybrid.**

**PRESENT:**

Peter Colao, Chairman  
Janet Merrill, Commissioner via ZOOM  
Harry Guttilla, Commissioner  
Vincent Conforti, Commissioner  
Bruce Bonaventuro, Commissioner

**ALSO PRESENT:**

Joseph Capano, Executive Director  
James Santasiero, Assistant Executive Director  
Frank Borin, Attorney  
Bill Katchen, CPA  
Linda Phillips-Perez, Senior Activity Center Coordinator  
Michael Turek, Maintenance Coordinator

**ABSENT:**

Ralph Calabrese, Vice Chairman

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the November 6, 2023 regular meeting. Motion to approve the minutes of the November 6, 2023 regular meeting made by Commissioner Guttilla, seconded by Commissioner Bonaventuro. Vote of the board was ayes, five; nays, none; abstain, none.

## **Executive Director's Report:**

- **FYE 3/31/2023 Audit** – Discussion.
- **Administrative Office and Senior Activity Center Expansion** – Update.
- **Annual Plan 2024** –Discussion.
- **Annual Senior Center Holiday Party** –Discussion.
- **Payment to Gotthold Contractors, LLC for Emergency Repairs** –Discussion.
  - **Vacant Apartments**
  - **Section Eight**
  - **Investments**

**Chairman's Report** – Chairman Colao had no formal report; however, he stated that he will not be in the area for the Holiday Parties and wanted to express his gratitude to the Housing Authority Staff, Volunteers, and everyone in between for their efforts in making the Cliffside Park Housing Authority and Senior Activity Center the successes that they are.

**Finance Committee** – FYE 3/31/23 Audit is ready to be certified. Spencer Savings Bank will continue to be the Cliffside Park Housing Authority's Designated Depository, as they offer the best services to accommodate our needs.

**Buildings and Grounds Committee** – Apartments are being turned over for December and January occupancy. Many maintenance projects are ongoing. The ceiling in the 500 Building lobby has been completed.

**Personnel Committee** – None.

**Activity Center Report** – Linda Phillips-Perez reported that November was a busy and successful month with the Lunch with Mayor Calabrese, a Veterans' Day Ceremony, a Friendsgiving Feast, and a trip to the Barrymore Theater. Coming up in December, there will be the Senior Center's Annual Holiday Party, a trip to the Clifton Art Center Holiday Boutique, the Atrium's Holiday Spectacular, a trip to High Societea, as well as shopping trips and the regularly scheduled classes. Mr. Capano added that after having dialogue with the Activity Center Staff, Senior Center attendance, on average, has increased 20%-30%.

**Professionals' Reports** – Frank Borin, Legal Counsel, advised that he has been following up with Punjab Construction regarding their bid bond.

**Old Business** – None.

**New Business** – None.

**Resolutions No. 72-2023 to 80-2023 were discussed, and Motion made by Commissioner Bonaventuro, seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.**

**Resolution No.72 - 2023:** (2024 Holiday Calendar) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.73 - 2023:** (2024 Commissioners' Meeting Calendar) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.74 - 2023:** (Designated Bank Depository) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.75 - 2023:** (Official Newspaper of CPHA) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.76 - 2023:** (Cooperative Purchasing with State of NJ, ESCNJ County of Union & County of Bergen) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.77 - 2023:** (Re-Appointment of NJPHA JIF Commissioner 2024) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.78 - 2023:** (Audit Certification FYE 3/31/2023) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.79 - 2023:** (December Bills 2023) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. Vote of the board was ayes, five; nays, none.

**Resolution No.80 - 2023:** (Payment to Gotthold Contractors LLC) Motion made by Commissioner Bonaventuro seconded by Commissioner Guttilla. 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 Merrill. 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, December 4, 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*  
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Executive Director/Secretary