

REGULAR MEETING
HOUSING AUTHORITY OF THE
BOROUGH OF CLIFFSIDE PARK

April 6, 2026

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. The meeting was conducted via ZOOM-Hybrid.

PRESENT:

Peter Colao, Chairman
Ralph Calabrese, Vice Chairman
Janet Merrill, Commissioner
Vincent Conforti, Commissioner
Peter Tworkowski, Commissioner

ALSO PRESENT:

Joseph Capano, Executive Director
James Santasiero, Assistant Executive Director
Lisa Frato, Housing Authority Coordinator
Frank Borin, Attorney
Bill Katchen, CPA
Linda Phillips-Perez, Senior Activity Center Coordinator

ABSENT:

Bruce Bonaventuro, Commissioner
Joseph Rutch, Commissioner

Joseph Capano, Executive Director, asked if there were any corrections, additions, or deletions to the minutes of the March 2, 2026 regular meeting. Motion to approve the minutes of the March 2, 2026 regular meeting made by Commissioner Tworkowski, seconded by Commissioner Conforti. Vote of the board was ayes, Five; nays, none.

Executive Director's Report:

- **Award of Various RFPs** – Discussion
- **Bid Award** – Parking Lot Paving & Striping at 215 Riverview Avenue
- **Weehawken Housing Authority** – Discussion

- **Vacant Apartments**
- **Section Eight**
- **Investments**

Chairman's Report – No Report.

Finance Committee – Bill Katchen, CPA, will be in the office within the next month to close the books for FYE 3/31/2025.

Buildings and Grounds Committee – Several apartments are being turned over for April/May occupancy. The Outside Improvements Project is going to pick up tomorrow, as Westcraft Builders was able to coordinate all contractors necessary to pour concrete. P&P Landscape and Hardscape submitted a proposal in regard to Retaining Wall Modifications, we are waiting on other proposals to come in. The fire pumps project is still on hold as Creamer still has to work on the domestic and fire lines. Creamer is waiting on Veolia to install a pit at the 550 Building to continue the Water Service Improvements. Water Service Improvements at 500 Gorge Road are near completion; however, Creamer asked the Housing Authority to be patient, as they would like Improvements at both buildings to be complete to pave the asphalt at one time. We are waiting on further testing and guidance on the hot water boilers at the 550 building.

Personnel Committee – A part time maintenance staff member has sent in their letter of resignation.

Activity Center Report – Senior Activity Center Coordinator, Linda Phillips-Perez, reported that this has been a busy time for the Activity Center. The classes have been jam-packed, and many trips have been scheduled. Some upcoming events/trips include: an Atrium Concert, a shopping/lunch trip to Marburn, a trip to the Botanical Gardens, a trip to Lambert Castle, the Spring Dance is on the schedule, as well as a karaoke night. A memory chat, where memory issues are discussed will be held, as well as a Dick Van Dyke Presentation. The Annual Summer Barbecue is going to be held in conjunction with the Senior Activity Center's Grand Re-Opening on June 12th, all are welcome, and the Volunteer Luncheon will be held on April 22nd.

Professionals' Reports – None.

Old Business – None.

New Business – None.

Resolutions No.28-2026 to 42-2026 were discussed, and Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No. 28 - 2026: (Employee Health Insurance Waiver) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.29 - 2026: (Award of Audit Contract) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No. 30 - 2026: (Award of Legal Contract) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.31 - 2026: (Award of Phone/Network/Computer Contract) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.32 - 2025: (Award of Automatic Door Maintenance Contract) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.33 - 2025: (Award of Monthly Exterminator Contract) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.34 - 2025: (Award of Video Surveillance Maintenance Contract) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.35 - 2025: (Award of Contract for A/E Services for Window Assessment and Replacement Phases I, II & III at 215 Riverview Avenue) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.36 - 2025: (Bid Award for Parking Lot Paving at 215 Riverview Avenue) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No. 37 - 2026: (Adopting Revisions to Administrative Plan) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No. 38 - 2026: (Removing Maintenance Vehicle from Service Fleet) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.39 - 2026: (Write of Uncollected Rent) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No. 40 - 2026: (Payment #2 to Westcraft Builders) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.41 - 2026: (Payment Application #1 to J Fletcher Creamer & Son) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. Vote of the board was ayes, five; nays, none.

Resolution No.42 - 2025: (April Bills 2026) Motion made by Commissioner Vincent Conforti, seconded by Chairman Peter Colao. 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 Vice Chairman Calabrese, 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, 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, AHP

Joseph Capano, PHM, AHP
Executive Director/Secretary

RECORD ON BOARD OF COMMISSIONERS VOTE ON ADOPTION				
BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
PETER COLAO	✓			
RALPH CALABRESE	✓			
JANET MERRILL	✓			
VINCENT CONFORTI	✓			
BRUCE BONAVENTURO			✓	
PETER TWORKOWSKI	✓			
JOSEPH RUTCH	✓			