

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
April 1, 2014

TIME: 4:30 P.M.

PLACE: Housing Authority of the Town of Dover, John J. Rich
Senior Apartments, 215 E. Blackwell St., Dover, New Jersey

SALUTE TO THE FLAG

CALL TO ORDER: Chairman Rich called the meeting to order
at 4:30 P.M.

ROLL CALL: Chairman Rich requested that the roll be called.

PRESENT

Chairman Rich
Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

ABSENT

Also attending meeting:

Roberta L. Strater, Executive Director
Maria Tchinchinian, Deputy Executive Director
William Lovas, Attorney

Public Notice - I hereby announce and state that adequate notice of this meeting being held on this first day of April was provided by the Executive Director of the Housing Authority of the Town of Dover by preparing a notice specifying the time, date and place of this meeting. Posting such notice on the bulletin board at the John J. Rich Senior Apartments and filing said notice with the Town Clerk and the Daily Record, which was published in the Daily Record. I hereby hand a copy of such notice to the Executive Director of the Housing Authority of the Town of Dover for inclusion in the minutes of this meeting, all of the above in accordance with N.J.S.A. 10:4-6et.seq. "Open Public Meetings Act."

Minutes - A motion was made by Commissioner Kline and seconded by Commissioner Toohey approving the Minutes of March 4, 2014. The following votes were cast:

AYES

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

ABSTAIN

Commissioner Garzon

NAYS

Chairman Rich declared said motion carried.

Minutes of Confidential Closed Session (January 6, 2014)- A motion was made by Commissioner Kline and seconded by Commissioner Toohey approving the Confidential Closed Session Minutes of January 6, 2014. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Commissioner Garzon

Chairman Rich declared said motion carried.

Minutes of Confidential Closed Session (February 4, 2014)- A motion was made by Commissioner Kline and seconded by Commissioner Toohey approving the Confidential Closed Session Minutes of February 4, 2014. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Commissioner Garzon
Vice Chairman Inglis

Chairman Rich declared said motion carried.

Commissioner Mullin asked a question regarding our rate of turnovers for the senior apartments. Ms. Strater explained that it varies from year-to-year.

Receivables - After discussion a motion was made by Commissioner Garzon and seconded Commissioner Toohey approving the bills for April 1, 2014. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Commissioner Mullin inquired about the difference in price from the cleaning service company and the change in the contract term. Ms. Strater explained that the Housing Authority would be purchasing the cleaning supplies, therefore the price of the original quote changed. In addition, the Housing Authority wanted a one-year contract since they never used this contractor in the past. Included also will be a

30 day termination clause in the contract, in the event that the Housing Authority is not satisfied with the contractor's performance and wants to cancel the service.

Resolution 2014-04-10 - After discussion a motion was made by Vice Chairman Inglis and seconded by Commissioner Mullin Awarding Cleaning Service Contract to Sparkle Clean RSS Imperial, LLC. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Commissioner Mullin had a question regarding the Audit. He had asked why the Housing Authority had not made the "Payment in Lieu of Taxes" yearly to the town. It was unclear if the Town of Dover had requested the payment in the past, but Ms. Tchinchian explained that now that the Audit for FYE 9/30/2013 is complete we can now make the current payment. Payments are scheduled to be made each year after the Audit is completed.

Commissioner Kline had a question as to where the Auditor signs off that he was the individual that did the audit, versus a firm signing it. Commissioner Mullin noted that the firm is able to sign it as the responsible party. Mr. Lovas also pointed out that on the last page of the audit, it lists the individual that actually did the work. Ms. Strater explained that the auditor himself comes to the Housing Authority and reviews all the information himself.

Resolution 2014-04-11 - After discussion a motion was made by Commissioner Mullin and seconded by Commissioner Garzon Approving The New Jersey Local Finance Board Audit Review Certificate. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Financial Statements- No comments

Report of Legal Counsel - Mr. Lovas reported that everything was fine and there were no issues at this time.

Board Report - Ms. Strater's report is attached to the minutes.

New Business

Report of Committees:

Tenant Relations - None

Personnel - None

Building & Grounds - Ms. Tchinchinian advised the Board of Commissioners of the car accident on the property caused by a tenant. The handrail on the east side of the building needs to be replaced as well as the Weeping Cherry Tree.

Old Business - A plaque was made for Commissioner Patrick Donaghy who resigned from the board. The plaque was passed around for all of the Commissioners to view. Ms. Tchinchinian will contact Patrick Donaghy and inquire when would be the best time to drop off the plaque at his home.

Original Signed By:

Roberta L. Strater, Director/Secretary

5/6/2014

Date Adopted