

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING

May 6, 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: Vice-Chairman Inglis called the meeting to order
at 4:30 P.M.

ROLL CALL: Vice-Chairman Inglis requested that the roll be called.

PRESENT

Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

ABSENT

Chairman Rich

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 sixth day of May 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 April 1, 2014. The following votes were cast:

AYES

Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

ABSTAIN

NAYS

Vice-Chairman Inglis declared said motion carried.

Receivables - A motion was made by Commissioner Garzon and seconded Commissioner Toohey approving the bills for May 6, 2014. The following votes were cast:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>NAYS</u> |
|----------------------|----------------|-------------|
| Commissioner Garzon | | |
| Vice Chairman Inglis | | |
| Commissioner Kline | | |
| Commissioner Mullin | | |
| Commissioner Toohey | | |

Vice-Chairman Inglis declared said motion carried.

Roberta L. Strater explained that the resolution for Certificate of Completion for Helios Construction explains that they are now completely finished and all closing documentation have been received and approved by the architect. Helios Construction has also submitted for final payment.

Resolution 2014-05-11 - After discussion motion was made by Commissioner Garzon and seconded by Commissioner Mullin Accepting Certificate of Completion from Helios Construction, Inc. The following votes were cast:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>NAYS</u> |
|----------------------|----------------|-------------|
| Commissioner Garzon | | |
| Vice Chairman Inglis | | |
| Commissioner Kline | | |
| Commissioner Mullin | | |
| Commissioner Toohey | | |

Vice-Chairman Inglis 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 - Vice Chairman Inglis discussed the Resident Advisory Meeting on April 29th. She stated the tenants appear very happy with future the future plans for upgrades to the building.

Personnel - Commissioner Kline inquired if the Housing Authority has advertised for the part-time position. Ms. Strater and Ms. Tchinian explained that we will be finalizing job description and will be advertising in next coming weeks. In addition Commissioner Kline wanted to know if new computer for interview

room has been ordered. Ms. Tchinchinian stated that wireless router is not in place yet, but she will order and have it ready.

Building & Grounds - Ms. Tchinchinian advised the Board of Commissioners that the fence repair upfront was approved by the insurance company and it is being manufactured at this time by Essex Fence. It should be installed before the next board meeting.

Commissioner Mullin also discussed that the new patio and grass area looks really good, and the sod seems to be growing. He mentioned we continue to have an issue with the geese on property and the mess they leave on the patio.

Old Business - Commissioner Mullin inquired if the Mayor has appointed anyone for the Board yet. Ms. Tchinchinian explained that the Mayor has not contacted the Housing Authority yet for with an appointment.

Original Signed By:

Roberta L. Strater, Director/Secretary

6/3/2014

Date Adopted