

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
September 2, 2014

TIME: 4:30 P.M.

PLACE: Housing Authority of the Town of Dover, John J. Rich
Senior Apartments, 215 E. Blackwell Street, 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 Picciallo
Commissioner Toohey

ABSENT

Also attending meeting:

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

Public Notice - I hereby announce and state that adequate notice of this meeting being held on this second day of September 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 Toohey and seconded by Commissioner Mullin approving the Minutes of August 5, 2014. The following votes were cast:

AYES

Chairman Rich
Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin

ABSTAIN

NAYS

Commissioner Picciallo
Commissioner Toohey

Chairman Rich declared said motion carried.

Receivables - A motion was made by Commissioner Garzon and seconded Vice Chairman Inglis approving the bills for September 2, 2014. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Chairman Rich		
Commissioner Garzon		
Vice Chairman Inglis		
Commissioner Kline		
Commissioner Mullin		
Commissioner Picciallo		
Commissioner Toohey		

Chairman Rich declared said motion carried.

Commissioner Kline had a question regarding the elevator proposal. She wanted to know if the Housing Authority is allowed to have a shared services contract with another entity such as either the municipality or the school system. Commissioner Toohey responded that the elevator in the Town Hall Building is not operational. The Board was not aware of the schools in Dover having an elevator.

Resolution 2014-09-15 - A motion was made by Vice Chairman Inglis and seconded by Commissioner Garzon Awarding Contract for Elevator Maintenance to Statewide Elevator. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Chairman Rich		
Commissioner Garzon		
Vice Chairman Inglis		
Commissioner Kline		
Commissioner Mullin		
Commissioner Picciallo		
Commissioner Toohey		

Chairman Rich declared said motion carried.

Financial Statements- No comments

Report of Legal Counsel - Mr. Lovas reported that everything up until today has been uneventful. There were no issues to report.

Board Report - Ms. Strater's report is attached to the minutes. Commissioner Kline inquired about the Coffee Klatch celebrating Pastor Cheryl Johnson's Retirement. Ms. Strater explained that Pastor Johnson was given a plaque and flowers from the Housing Authority. In addition, the Housing Authority purchased a cake for

Pastor Johnson and many of the tenants attended the farewell event.

New Business

Report of Committees:

Tenant Relations - None

Personnel - None

Building & Grounds - None

Telephone System: Ms. Strater advised that we are looking at replacing and upgrading current telephone system.

Generator Replacement: Ms. Strater explained that the contractor could not obtain a permit from the Town because DEP does not allow generators to be placed in a flood plain or flood way. This site is in a flood plain and a flood way. Commissioner Toohey asked why we can't do a generator that runs on natural gas. This was previously explained, but we will look for the answer to that question and send to the Board. Commissioner Mullin read the statement from LANS Engineers regarding the new proposed plan for the generator. There was also a discussion regarding needing to move the water softeners as the Engineer has proposed to locate the generator inside the building.. Commissioner Mullin stated the Board is not happy it has to deal with this situation. The Board was disappointed that LANS did not have correct information. The Board questioned the scope of work and Mr. Lovas stated that as long as the scope of work remained the same, a modification in the plans should be allowed. The Board recognized that a change order will be required not exceeding more than 10% of the contract price or the job will require rebidding. Commissioner Kline stated that the Board will not entertain the engineer charging the Housing Authority for the additional work.

Old Business

Personnel- Ms. Strater explained that there does not appear to be enough work at this time to hire an Administrative Assistant. This position might be better looked at once current staff retires. The majority of the people that have applied are looking for full time and we are only offering part time. Commissioner Kline also asked if perhaps looking at the hours for the position might make it more appealing for people applying for the job.

Building & Grounds- Ms. Strater explained to the Board that the water was being tested again to ensure the validity of the water softener system and if it is working correctly. Commissioner Toohey explained the water softeners were necessary due to past plumbing problems with the showers in the apartments.

Chairman Rich expressed concern over the appearance of the new fence on the side of the building. The fence looks very dull and appears to have been painted. Ms. Tchinchinian explained that Essex Fence has been contacted to come out and look at the fence to see if anything could be done to improve the appearance of the fence and the paint used.

Original Signed By:

Roberta L. Strater, Director/Secretary

9/2/2014

Date Adopted