

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
October 7, 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
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

ABSENT

Commissioner Garzon
Commissioner Picciallo

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 seventh day of October 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 Vice Chairman Inglis approving the Minutes of September 2, 2014. The following votes were cast:

AYES

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

ABSTAIN

NAYS

Chairman Rich declared said motion carried.

It was confirmed that a check paid to Sal Monteleone was for catering from Charlotte's Web restaurant for the senior picnic.

The Board of Commissioners discussed the payment to the Housing Authority Insurance Group. There were questions regarding the insurance policies that the Housing Authority has with this group. Ms. Strater explained that staff will send information to the Board members regarding the history, claims and dividends that the Housing Authority has received over the past several years. The information will be forwarded to the Board for review in ample time for the next board meeting. The Board also discussed the check for employee health benefits and reviewed how many employees are covered under the plan and the type of coverage.

Commissioner Kline inquired if the Housing Authority receives updates from the NJ Storm Drain Water Management. Mr. Lovas explained the municipality would have to notify the Housing Authority if there is an update or alert from them.

Receivables - After discussion a motion was made by Vice Chairman Inglis and seconded by Commissioner Toohey approving the bills for October 7, 2014. The following votes were cast:

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

Chairman Rich declared said motion carried.

Resolution 2014-10-16 - A motion was made by Commissioner Toohey and seconded by Commissioner Mullin Awarding Contract for Snow Plowing Services to Steve's Lawn & Landscaping Service, Inc. The following votes were cast:

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

Chairman Rich declared said motion carried.

Resolution 2014-10-17 - The Board discussed the steps previously taken in regards to awarding the contract for installation of the emergency generator and changes that were later determined to be necessary. The contractor proposed a change to the cost that exceeds ten percent of the original contract amount. This proposed resolution will allow the Housing Authority to have a re-bid on the project and would terminate any current contract with the contractor that was previously awarded.

After discussion a motion was made by Vice Chairman Inglis and seconded by Commissioner Mullin to Re-bid the Contract for Stand-By Emergency Generator Installation and Underground Storage Tank Removal. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
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 the only issue at this time was regarding going out to re-bid the generator project.

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 explained to the Board that the Housing Authority has its HUD Reac Inspection on November 12, 2014. The maintenance room floor needs to be redone prior to that date. Staff will obtain quotes for the work and the floor will be completed before the inspection.

Old Business

Personnel - None

Building & Grounds - None

Original Signed By:

Roberta L. Strater, Director/Secretary

9/2/2014

Date Adopted