

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

January 7, 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  
Vice Chairman Inglis  
Commissioner Kline  
Commissioner Mullin  
Commissioner Toohey

**ABSENT**

Commissioner Donaghy  
Commissioner Garzon

**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 January 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 December 3, 2013. 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.

Commissioner Kline had a question regarding the invoice from Essex Fence, as to whether that was the total for the fence they placed up front.

**Receivables** - After discussion a motion was made by Commissioner Kline and seconded by Commissioner Toohey approving the bills for January 7, 2014. 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.

**Resolution 2014-01-01** - A motion was made by Commissioner Kline and seconded by Commissioner Mullin for the Appointment of William Lovas as Legal Counsel.

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.

**Resolution 2014-01-02** - A motion was made by Commissioner Kline and seconded by Commissioner Mullin for the Appointment of Peter Polcari as Fee Accountant.

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.

**Resolution 2014-01-03** - A motion was made by Commissioner Kline and seconded by Commissioner Toohey Approving the Resolution For General Salary Increase for 2014.

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.

The Board discussed the Request for Proposals for Professional Engineering Services. Commissioner Mullin inquired if the price submitted included all the items that were previously discussed in regards to the underground oil tank, and the maintenance room floor, along with the generator. Ms Tchinchinian stated the Engineer will design the bid specification to include all mention items.

**Resolution 2014-01-04** - After discussion a motion was made by Commissioner Toohey and seconded by Vice Chairman Inglis Awarding The Engineering Contract to Design the Installation of a Diesel Generator at John J. Rich Dover Senior Apartments to LAN Associates.

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 everything was quiet and advised the board of the passing of Mr. Abe Akselrad, the housing authority's attorney.

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

**New Business**

**Report of Committees:**

**Tenant Relations** - None

**Personnel** - Commissioner Kline congratulated Roberta L. Strater on being recognized by Habitat for Humanity and being honored with a Founders Award. Commissioner Kline made a Motion to the Board of Commissioners to support the event and Roberta; and purchase a table at the event for Board of Commissioners and staff to attend. The motion was seconded by Commissioner Mullin. All were in favor

of this motion.

**Building & Grounds** - Commissioner Mullin stated that the housing authority is proceeding with all the projects discussed. The patio project will not start until the spring of this year.

**Old Business** - None

A motion was made by Commissioner Kline and seconded by Commissioner Toohey to go into Executive Session to discuss personnel issues. All were in Favor of said motion.

\*The Board adjourned the current session and went into Executive Session. Staff stepped out of the meeting and returned at 5:17pm. At that time the meeting returned to an Open Session and no action was taken.

A Motion was made to adjourn the regular meeting by Commissioner Kline and Seconded by Commissioner Toohey. All were in favor of adjournment.

Original Signed By:

Roberta L. Strater, Director/Secretary

2/4/2014

Date Adopted