

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
January 5, 2016

TIME: 4:40 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 4:40 P.M.

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

PRESENT

Chairman Rich
Commissioner Garzon
Vice Chairman Inglis
Commissioner Kline (arrived at 5pm)
Commissioner Picciallo
Commissioner Toohey

ABSENT

Commissioner Mullin

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 fifth 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 Toohey and seconded by Commissioner Picciallo approving the Minutes of December 1, 2015. The following votes were cast:

AYES

Chairman Rich
Vice Chairman Inglis
Commissioner Picciallo
Commissioner Toohey

ABSTAIN

Commissioner Garzon

NAYS

Chairman Rich declared said motion carried.

Receivables - A motion was made by Commissioner Garzon and seconded by Vice Chairman Inglis approving the bills for January 5, 2016. The following votes were cast:

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

Chairman Rich declared said motion carried.

Resolution 2016-01-01 - A motion was made by Commissioner Toohey and seconded by Commissioner Picciallo for the Appointment of the Fund Commissioner for Joint Insurance Fund.

The following votes were cast:

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

Chairman Rich declared said motion carried.

Resolution 2016-01-02- A motion was made by Commissioner Toohey to table the resolution at this time to Extend Contract For Executive Management Services. All were in favor of said motion. Ms. Strater discussed the Executive Management component of the contract and explained that this includes the management of the Section 8 program.

Resolution 2016-01-03 - At 5:10 pm a motion was made by Commissioner Picciallo and seconded by Commissioner Toohey to go into Executive Session to discuss Executive Management Services Contract and Personnel Issues. All were in favor of said motion. Ms. Strater and Ms. Tchinchinian were asked to leave for the Executive Session.

At 6:13pm the Board re-convened into open Session

Resolution 2016-01-02- A motion was made by Commissioner Toohey and seconded by Commissioner Picciallo to Extend Contract For Executive Management Services with an amendment on the resolution that states, "with such payments to be prorated for the year."

Report of Legal Counsel - Mr. Lovas stated that the Housing Authority received a letter from an attorney's office in regards to a tenant on the Section 8 program that was bitten by a dog. Mr. Lovas will be writing a letter to the attorney's office explaining that the Housing Authority is not the owner of the property where the incident occurred.

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

New Business

Report of Committees:

Tenant Relations - None

Personnel - Commissioner Kline stated that these items were discussed and the Board would like to have them on record in the minutes. First item is for the February meeting, the Board would like a Resolution promoting the Deputy Executive Director to the Executive Director position. Second, the Board would like to have a classified ad to post for a new position, such as a Housing Assistance Technician. Commissioner Kline stated that the Board is continuing to look forward to extending the relationship with everything in place as was voted on. Commissioner Kline mentioned that with the extension of the executive management services, it would be appreciated for the Executive Director to continue her mentoring of Ms. Tchinchinian in her new position. Ms. Strater reminded the Board that HUD requires a salary comparability study completed and kept on file for the Executive Director's position.

Building & Grounds - None

Old Business

Personnel - None

Building & Grounds - None

Motion to Adjourn- All were in favor.

Original Signed By:

Roberta L. Strater, Director/Secretary

2/2/2016

Date Adopted