

**HOUSING AUTHORITY OF THE TOWN OF DOVER**  
**MINUTES OF THE REGULAR MEETING**  
**March 1, 2022**

**TIME:** 4:30 P.M.

**PLACE:** Virtual Meeting was held via "Conference Call" Meeting Platform.  
Conference Call Dial In: (978) 990-5000 Access Code: 634261#

**SALUTE TO THE FLAG**

**CALL TO ORDER:** The meeting was called to order at 4:39 P.M.

**ROLL CALL:** Chairman Toohey requested that the roll be called.

**PRESENT**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Washington

**ABSENT**

Commissioner Munoz Reina  
Commissioner Sierra

**Also attending meeting:**

Maria Tchinchinian, Executive Director  
Joseph Manfredi, Attorney  
Peter Polcari, Accountant

**Public Notice** – I hereby announce and state that adequate notice of this regular meeting being held on this first day of March 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, the Daily Record, Star Ledger, and Citizen of Morris County and which was published in the Daily Record, Star Ledger and Citizen of Morris County. 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."

Chairman Toohey read adequate notice to the Public.

**Minutes** – A motion was made by Chairman Toohey and seconded by Vice Chairman Mullin approving the Re-Organization Meeting Minutes of February 1, 2022. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Washington

Chairman Toohey declared said motion carried.

**Payment of Bills** – A motion was made by Chairman Toohey and seconded by Vice Chairman Mullin approving the bills for March 2022. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Washington

Chairman Toohey declared said motion carried.

**Report of Financial Statements-** Mr. Polcari discussed the financial statements.

**Report of Legal Counsel** – Mr. Manfredi worked with Director on the resolutions presented and also advised with tenant matters.

**Board Report** – Ms. Tchinchinian’s report is attached to the minutes.

**New Business-**

**Report of Committees:**

**Tenant Relations** – Discussed meeting with Tenants regarding Fire Safety Procedures, also interviews for new Tenants.

**Personnel** – Vice Chairman Mullin about a Performance Appraisal form

**Building & Grounds-** Discussed the parking lot plans, also 50<sup>th</sup> Anniversary of Building, and flower rotation for building.

**Resolution 2022-03-08-** A motion was made by Commissioner Washington and seconded by Chairman Toohey Approving and Authorizing the Hiring of Grumer Elisa Serano to the Position of Resident Opportunity and Self Sufficiency Service Coordinator. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Washington

Chairman Toohey declared said motion carried.

**Resolution 2022-03-09-** A motion was made by Vice Chairman Mullin and seconded by Commissioner Washington Approving and Authorizing the Award of Contract to Remove and Replace Sewage Ejector Pump at John J. Rich Dover Senior Apartments. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Washington

Chairman Toohey declared said motion carried.

**Old Business:** None

**Open to the Public:** No one from the public on the meeting call

**Motion to Adjourn-** Motion was made Chairman Toohey. All were in favor. Meeting ended at 5:17 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

4/5/2022

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Date Adopted