

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
February 6, 2024

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#

CALL TO ORDER: The meeting was called to order at 4:31 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: The Attorney, Mr. Manfredi, requested that the roll be called.

PRESENT

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Munoz Reina
Commissioner Kline

ABSENT

Also attending meeting:

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

READING OF OPMA NOTICE: Adequate notice of this meeting of the Board of Commissioners of the Housing Authority of the Town of Dover was given in accordance with the New Jersey Open Public Meetings Act by providing the time, date, and location of the meeting via: (1) publication in the Daily Record, and the Citizen of Morris County on or about December 27, 2023; (2) posting on the bulletin board at the John J. Rich Senior Apartments on December 27, 2023 ; and (3) filing with the Town Clerk on January 31, 2024. In addition, dial-in information was posted to the Housing Authority website on January 31, 2024.

The Attorney, Mr. Manfredi read adequate notice to the Public.

Resolution 2024-02-03- Mr. Manfredi called for nominations to the positions of Chairman, Vice Chairman, and Treasurer.

Commissioner Mullin nominated Commissioner Toohey as Chairman. Hearing no other nominations, Mr. Manfredi closed the nominations for the position of Chairman and the following vote ensued:

AYES

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Munoz Reina
Commissioner Kline

ABSTAIN

NAYS

Mr. Manfredi declared that Commissioner Toohey was re-elected as Chairman.

Commissioner Toohey nominated Commissioner Mullin as Vice Chairman. Hearing no other nominations, Mr. Manfredi closed the nominations for Vice Chairman and the following vote ensued:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Munoz Reina
Commissioner Kline

Mr. Manfredi declared that Commissioner Mullin was re-elected as Vice Chairman.

Commissioner Mullin nominated Commissioner Washington as Treasurer. Commissioner Toohey nominated Commissioner Mullin as Treasurer, but Commissioner Mullin did not accept the nomination and withdrew his name. The nomination for Commissioner Washington as Treasurer was the only accepted nomination. Hearing no other nominations, Mr. Manfredi closed the nominations for Treasurer and the following vote ensued:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Munoz Reina
Commissioner Kline

Mr. Manfredi declared that Commissioner Washington was elected as Treasurer.

Minutes for January 3, 2024- After discussion a motion was made by Commissioner Kline and seconded Vice Chairman Mullin approving the Meeting Minutes of January 3, 2024. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Kline
Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

Payment of Bills – After discussion, a motion was made by Chairman Toohey and seconded by Vice Chairman Mullin approving the bills for February 2024. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Kline
Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

Report of Financial Statements – Board received Financial Statements.

Report of Legal Counsel – Mr. Manfredi reviewed matters that were pertaining to legal issues.

Board Report – Ms. Tchinchinian’s report is attached to the minutes. After discussion a motion was made by Commissioner Munoz Reina and Seconded by Commissioner Kline for an appeal to be filed for our SEMAP score to show the corrective action taken. All were in favor.

New Business-

Report of Committees: Chairman asked for volunteers to be on the different committees. The Chairman sits on all the Committees along with two other Commissioners. The following Commissioners were assigned to the Committees listed:

Tenant Relations – Chairman Toohey and Commissioner Munoz Reina

Personnel – Vice Chairman Mullin and Commissioner Washington

Building & Grounds- Commissioner Kline and Commissioner Munoz Reina

Finance Committee- Vice Chairman Mullin and Treasurer Washington

Resolution 2024-02-04- A motion was made by Vice Chairman Mullin and seconded by Commissioner Washington Designating Depository for the Housing Authority Town of Dover. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Kline
Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

Resolution 2024-02-05- A motion was made by Commissioner Kline and seconded by Commissioner Washington Designating Official Newspapers as the Daily Record and Citizen of Morris County. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Kline
Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

Resolution 2024-02-06- A motion was made by Commissioner Kline and seconded by Vice Chairman Mullin for the Appointment of Manfredi & Pellechio as Legal Counsel. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Kline
Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

Resolution 2024-02-07- A motion was made by Commissioner Kline and seconded by Commissioner Munoz Reina for the Appointment of Peter Polcari as Fee Accountant. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Kline
Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

Resolution 2024-02-08- After discussion a motion was made by Commissioner Kline and seconded by Commissioner Munoz Reina Approving and Authorizing the Award of Contract for FSS Program Management Services. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Amaro
Commissioner Kline
Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

Old Business: Commissioner Amaro addressed the other Commissioners as this will be her last meeting, as she resigned from the Board. Ms. Tchinchinian presented a plaque to Commissioner Amaro thanking her for the time she served as a Commissioner of the Housing Authority.

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

Motion to Adjourn- Motion was made by Commissioner Kline to adjourn the meeting. All were in favor. Meeting ended at 6:05 P.M.

Maria Tchinchinian, Director/Secretary

Date Adopted