

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
April 2, 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: Chairman Toohey requested that the roll be called.

PRESENT

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington (Arrived at 4:37 pm)
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 March 26, 2024. In addition, dial-in information was posted to the Housing Authority website on March 26, 2024.

Chairman Toohey read adequate notice to the Public.

Minutes for March 5, 2024- After discussion a motion was made by Vice Chairman Mullin and seconded Chairman Toohey approving the Meeting Minutes of March 5, 2024. The following votes were cast:

AYES

Chairman Toohey
Vice Chairman Mullin
Commissioner Kline
Commissioner Munoz Reina

ABSTAIN

NAYS

Chairman Toohey declared said motion carried.

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

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
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 provided the Board of Commissioners with a copy of the Executive Director’s Report.

New Business-

Report of Committees:

Tenant Relations – There was a discussion concerning the role of tenant relations committee and the specifically role of Commissioners on the Committee.

Personnel – Vice Chairman Mullin discussed video call regarding performance appraisal for ED.

Building & Grounds- Commissioner Kline stated the maintenance of the building looks good.

Finance Committee- Vice Chairman Mullin discussed the resolution for the Audit report.

Resolution 2024-04-09 After discussion a motion was made by Vice Chairman Mullin and seconded by Chairman Toohey certifying Group Affidavit Form Prescribed by the New Jersey Local Finance Board. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Toohey declared said motion carried.

Resolution 2024-04-10 After discussion a motion was made by Commissioner Kline and seconded by Vice Chairman Mullin Approving and Authorizing the Award of Contract for Lawn and Property Maintenance. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Toohey declared said motion carried.

Resolution 2024-04-11 After discussion a motion was made by Vice Chairman Mullin and seconded by Commissioner Washington Approving and Authorizing the Adoption of the updated Conflict of Interest Policy. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Toohey declared said motion carried.

Resolution 2024-04-12 After discussion a motion was made by Vice Chairman Mullin and seconded by Chairman Toohey Approving and Authorizing Memorandum of Understanding with the Morris County Organization for Hispanic Affairs. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Toohey declared said motion carried.

Old Business: Ms. Tchinchinian discussed the leasing up increase for the Housing Choice Voucher Program.

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

Motion to Adjourn- Motion was made by Vice Chairman Mullin and Seconded by Commissioner Kline to adjourn the meeting. All were in favor. Meeting ended at 6:09 P.M.

Original Signed By:

Maria Tchinchinian, Director/Secretary

5/30/2024

Date Adopted