

**HOUSING AUTHORITY OF THE TOWN OF DOVER**  
**MINUTES OF THE REGULAR MEETING**  
**October 1, 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 4:43 P.M.

**PLEDGE OF ALLEGIANCE**

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

**PRESENT**

Chairman Toohey  
Treasurer Washington  
Commissioner Munoz Reina  
Commissioner Kline

**ABSENT**

Vice Chairman Mullin

**Also attending meeting:**

Maria Tchinchinian, Executive Director  
Joseph Manfredi, Attorney

**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 August 29, 2024. In addition, dial-in information was posted to the Housing Authority website on August 29, 2024.

Chairman Toohey read adequate notice to the Public.

**Minutes for September 3, 2024-** Upon review by counsel, the motion failed as there were not four affirmative votes. A motion was made by Commissioner Kline and seconded by Chairman Toohey to table the minutes and place them on the next Board meeting agenda in November 2024. The following votes were cast:

**AYES**

Chairman Toohey  
Treasurer Washington  
Commissioner Munoz Reina  
Commissioner Kline

**ABSTAIN**

**NAYS**

Chairman Toohey declared said motion carried to table the minutes until the November 2024 meeting.

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

**AYES**

Chairman Toohey  
Treasurer Washington  
Commissioner Munoz Reina  
Commissioner Kline

**ABSTAIN**

**NAYS**

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** – None

**Personnel** – None

**Building & Grounds-** Resolution on hot water heater on the agenda was discussed with committee members

**Finance Committee-** CD rates were reviewed

**Resolution 2024-10-23** After discussion a motion was made by Chairman Toohey and seconded by Commissioner Kline Approving and Authorizing the Award of a Contract to Aero Plumbing & Heating Co. for the hot water heater replacement. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Treasurer Washington  
Commissioner Munoz Reina  
Commissioner Kline

Chairman Toohey declared said motion carried.

**Resolution 2024-10-24** At 5 pm a motion was made by Commissioner Kline and seconded by Treasurer Washington to go into Executive Session to discuss a contract matter. All were in favor of said motion.

At 5:17 pm the Board re-convened into Open Session.

**Old Business:** There was discussion regarding the vacant Board position for 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 and Seconded by Chairman Toohey to adjourn the meeting. All were in favor. Meeting ended at 5:22 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

11/22/2024

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Date Adopted