

**HOUSING AUTHORITY OF THE TOWN OF DOVER  
MINUTES OF THE RE-SCHEDULED REGULAR MEETING  
NOVEMBER 22, 2024**

**TIME:** 2 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 2 P.M.

**PLEDGE OF ALLEGIANCE**

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

**PRESENT**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

**ABSENT**

Commissioner Munoz Reina

**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 November 12, 2024; (2) posting on the bulletin board at the John J. Rich Senior Apartments on November 12, 2024 ; and (3) filing with the Town Clerk on November 12, 2024. In addition, dial-in information was posted to the Housing Authority website on November 12, 2024.

Chairman Toohey read adequate notice to the Public.

**Minutes for September 3, 2024-** After discussion a motion was made by Commissioner Kline and seconded Treasurer Washington approving the Meeting Minutes of September 3, 2024. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

**ABSTAIN**

**NAYS**

Chairman Toohey declared said motion carried.

**Minutes for October 1, 2024-** After discussion a motion was made by Commissioner Kline and seconded Chairman Toohey approving the Meeting Minutes of October 1, 2024. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin

**ABSTAIN**

**NAYS**

Treasurer Washington  
Commissioner Kline

Chairman Toohey declared said motion carried

**Confidential Executive Session Minutes for October 1, 2024-** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington approving the Confidential Executive Session Meeting Minutes of October 1, 2024. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

Chairman Toohey declared said motion carried

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

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

Chairman Toohey declared said motion carried.

**Report of Financial Statements** – N/A at this time due to closing of FYE 9/30/2024.

**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** – New tenant moving in on 12/1/2024

**Personnel** – Resolution regarding ratifying new staff on the agenda

**Building & Grounds-** Discussed the building for the HUD Site Visit

**Finance Committee-** FYE 9/30/2024 is processed and Audit will be done.

**Resolution 2024-11-25** After discussion a motion was made by Chairman Toohey and seconded by Vice Chairman Mullin Awarding Contract for Snow Plowing Services to Lawn X. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

Chairman Toohey declared said motion carried.

**Resolution 2024-11-26-** After discussion a motion was made by Commissioner Kline and seconded by Commissioner Washington approving the Meeting Dates for 2025 with two amended dates. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Commissioner Washington  
Commissioner Kline

**Resolution 2024-11-27** At 3:03 pm a motion was made by Commissioner Kline and seconded by Vice Chairman Mullin to go into Executive Session to discuss a contract matter and a personnel matter. All were in favor of said motion.

At 3:23 pm the Board re-convened into Open Session.

**Resolution 2024-11-28** After discussion a motion was made by Vice Chairman Mullin and seconded by Treasurer Washington Ratifying the Hiring of Kysbel Taveras 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 Washington  
Commissioner Kline

Chairman Toohey declared said motion carried.

**Resolution 2024-11-29** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington Approving and Authorizing the Executive Director to Pay All Bills in the Event that a Monthly Meeting of the Board of Commissioners Cannot be Held. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

Chairman Toohey declared said motion carried.

**Old Business:** There was discussion regarding the HUD Site Visit on November 26, 2024.

**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 Chairman Toohey to adjourn the meeting. All were in favor. Meeting ended at 3:32 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

12/3/2024

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Date Adopted