

**HOUSING AUTHORITY OF THE TOWN OF DOVER  
MINUTES OF THE REGULAR MEETING  
DECEMBER 3, 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  
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 November 27, 2024. In addition, dial-in information was posted to the Housing Authority website on November 27, 2024.

Chairman Toohey read adequate notice to the Public.

**Minutes for November 22, 2024-** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington approving the Meeting Minutes of November 22, 2024. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

**ABSTAIN**

Commissioner Munoz Reina

**NAYS**

Chairman Toohey declared said motion carried

**Confidential Executive Session Minutes for November 22, 2024-** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington approving the Confidential Executive Session Meeting Minutes of November 22, 2024. The following votes were cast:

**AYES**

Chairman Toohey

**ABSTAIN**

Commissioner Munoz Reina

**NAYS**

Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

Chairman Toohey declared said motion carried

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

**AYES**

**ABSTAIN**

**NAYS**

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

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** – Will be discussing the COLA increases for staff.

**Building & Grounds-** Building looked wonderful and very clean.

**Finance Committee-** CD Interest contributed to surplus in Budget

**Resolution 2024-12-30** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington Appointing an Auditor for FYE 2024 to the firm of Giampaolo & Associates The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2024-12-31** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington Extending the Cleaning Service Contract. 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 2024-12-32** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington for the Appointment of the Fund Commissioner for Joint Insurance Fund. 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:** None

**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 5:11 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

01/07/2025

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Date Adopted