

**HOUSING AUTHORITY OF THE TOWN OF DOVER  
MINUTES OF THE REGULAR MEETING  
JANUARY 7, 2025**

**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 4:32 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  
Commissioner Santiago

**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 16, 2024; (2) posting on the bulletin board at the John J. Rich Senior Apartments on December 16, 2024; and (3) filing with the Town Clerk on January 3, 2025. In addition, dial-in information was posted to the Housing Authority website on January 3, 2025.

Chairman Toohey read adequate notice to the Public.

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

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline

**ABSTAIN**

Commissioner Santiago

**NAYS**

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 January 2025. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington

**ABSTAIN**

**NAYS**

Commissioner Kline  
Commissioner Santiago

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** – Discussed the COLA increases for staff.

**Building & Grounds-** Discussed going out to bid for elevator upgrades

**Finance Committee-** Discussed items on budget

**Resolution 2025-01-01** After discussion a motion was made by Vice Chairman Mullin and seconded by Treasurer Washington Approving and Authorizing a Salary Increase for All Housing Authority Employees. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

Chairman Toohey declared said motion carried.

**Resolution 2025-01-02** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington Approving and Authorizing the Award of Contract to Lerch Bates Inc. for Elevator Consultant Services. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Commissioner Washington  
Commissioner Kline  
Commissioner Santiago

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 Treasurer Washington to adjourn the meeting. All were in favor. Meeting ended at 5:59 P.M.

Original Signed By:  
Maria Tchinchinian, Director/Secretary

2/4/2025  
Date Adopted