

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING

March 4, 2014

TIME: 4:30 P.M.

PLACE: Housing Authority of the Town of Dover, John J. Rich
Senior Apartments, 215 E. Blackwell St., Dover, New Jersey

SALUTE TO THE FLAG

CALL TO ORDER: Chairman Rich called the meeting to order
at 4:30 P.M.

ROLL CALL: Chairman Rich requested that the roll be called.

PRESENT

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

ABSENT

Commissioner Donaghy
Commissioner Garzon

Also attending meeting:

Roberta L. Strater, Executive Director
Maria Tchinchinian, Deputy Executive Director
William Lovas, Attorney

Public Notice - I hereby announce and state that adequate notice of this meeting being held on this fourth day of March was provided by the Executive Director of the Housing Authority of the Town of Dover by preparing a notice specifying the time, date and place of this meeting. Posting such notice on the bulletin board at the John J. Rich Senior Apartments and filing said notice with the Town Clerk and the Daily Record, which was published in the Daily Record. I hereby hand a copy of such notice to the Executive Director of the Housing Authority of the Town of Dover for inclusion in the minutes of this meeting, all of the above in accordance with N.J.S.A. 10:4-6et.seq. "Open Public Meetings Act."

Maria Tchinchinian advised the Board that Commissioner Patrick Donaghy has resigned from the board. Mayor Dodd has been notified of his resignation states he will appoint a new Commissioner for the Housing Authority. Commissioner Kline asked if we could acknowledge Commissioner Donaghy's time served on the board. Maria Tchinchinian explained a plaque honoring his time served can be ordered.

Minutes - A motion was made by Commissioner Kline and seconded by Commissioner Toohey approving the Minutes of February 4, 2014. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Commissioner Kline asked a question regarding the computer that was purchased. Roberta L. Strater explained that it is all set up and a second one will be purchased for interview room.

Receivables - After discussion a motion was made by Commissioner Kline and seconded by Vice Chairman Inglis approving the bills for March 4, 2014. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Resolution 2014-03-07 - A motion was made by Vice Chairman Inglis and seconded by Commissioner Kline Awarding Contract for Lawn & Property Maintenance to Steve's Lawn and Landscaping.

The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Roberta L. Strater discussed setting aside the Pre-2004 Administrative Assets for a number of items that were previously spoken about in a Building and Grounds Committee meeting.

Resolution 2014-03-08 - After discussion a motion was made by Commissioner Mullin and seconded by Vice Chairman Inglis Approving Unrestricted Assets "HCV Administrative Fee Reserves" Funds to the John J. Rich Senior Housing.

The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Commissioner Kline discussed hiring of an additional part-time employee. Also Commissioner Kline stated that Roberta Strater, Executive Director will continue to conduct performance evaluations and professional development opportunities for the Deputy Executive Director.

Resolution 2014-03-10 - After discussion a motion was made by Commissioner Kline and seconded by Vice Chairman Inglis approving a Salary Adjustment for the Deputy Executive Director.

The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Rich
Vice Chairman Inglis
Commissioner Kline
Commissioner Mullin
Commissioner Toohey

Chairman Rich declared said motion carried.

Financial Statements- No comments

Report of Legal Counsel - Mr. Lovas reported that everything was quiet.

Board Report - Ms. Strater's report is attached to the minutes.

New Business

Report of Committees:

Tenant Relations - None

Personnel - None

Building & Grounds - Roberta L. Strater advised that there is a property that she is looking at in Dover for possible affordable housing. She will be informed of any opportunity for a joint venture between Dover and Morris County.

Also, Maria Tchinchinian advised that the couple that was cleaning the building is no longer physically able to do the work; therefore, the Housing Authority is seeking proposals to have a cleaning company come twice a week.

Commissioner Kline also asked about the possibility of the Housing Authority looking at doing a contract for lower electricity rates. Roberta L. Strater explained that at one point there was a consortium to do this, but it was not advantageous.

Commissioner Mullin inquired if there were any prior Commissioners that have already been certified as a Commissioner to recommend to the Mayor to appoint. The Board concurred that we could pass the information on to the Mayor but that they recognized that it is his appointment and decision.

Old Business - None

Original Signed By:

Roberta L. Strater, Director/Secretary

4/1/2014

Date Adopted