

**HOUSING AUTHORITY OF THE TOWN OF DOVER**  
**MINUTES OF THE RE-ORGANIZATION MEETING**  
**February 7, 2023**

**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:** The Attorney, Mr. Manfredi, requested that the roll be called.

**PRESENT**

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

**ABSENT**

**Also attending meeting:**

Maria Tchinchinian, Executive Director  
Joseph Manfredi, Attorney  
Peter Polcari, Accountant  
Lisa Jorgenson, Norwescap

**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 Star Ledger, the Daily Record, and the Citizen of Morris County on or about December 30, 2022; (2) posting on the bulletin board at the John J. Rich Senior Apartments on December 30, 2022 ; and (3) filing with the Town Clerk on February 2, 2023. In addition, dial-in information was posted to the Housing Authority website on February 2, 2023.

The Attorney, Mr. Manfredi read adequate notice to the Public.

**PRESENTATION OF FAMILY SELF-SUFFICIENCY PROGRAM:** Lisa Jorgenson with Norwescap gave a presentation to the Board of Commissioners on the Family Self-Sufficiency Program.

**Resolution 2023-02-02-** Mr. Manfredi called for nominations to the positions of Chairman, Vice Chairman, and Treasurer.

Commissioner Mullin nominated Commissioner Toohey as Chairman. Hearing no other nominations, Mr. Manfredi closed the nominations for the position of Chairman and the following vote ensued:

**AYES**

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

**ABSTAIN**

Commissioner Kline

**NAYS**

Mr. Manfredi declared that Commissioner Toohey was re-elected as Chairman.

Commissioner Toohey nominated Commissioner Mullin as Vice Chairman. Hearing no other nominations, Mr. Manfredi closed the nominations for Vice Chairman and the following vote ensued:

| <u><b>AYES</b></u>       | <u><b>ABSTAIN</b></u> | <u><b>NAYS</b></u> |
|--------------------------|-----------------------|--------------------|
| Chairman Toohey          | Commissioner Kline    |                    |
| Vice Chairman Mullin     |                       |                    |
| Treasurer Amaro          |                       |                    |
| Commissioner Washington  |                       |                    |
| Commissioner Munoz Reina |                       |                    |

Mr. Manfredi declared that Commissioner Mullin was re-elected as Vice Chairman.

Commissioner Toohey nominated Commissioner Amaro as Treasurer. Hearing no other nominations, Mr. Manfredi closed the nominations for Treasurer and the following vote ensued:

| <u><b>AYES</b></u>       | <u><b>ABSTAIN</b></u> | <u><b>NAYS</b></u> |
|--------------------------|-----------------------|--------------------|
| Chairman Toohey          |                       |                    |
| Vice Chairman Mullin     |                       |                    |
| Treasurer Amaro          |                       |                    |
| Commissioner Washington  |                       |                    |
| Commissioner Munoz Reina |                       |                    |
| Commissioner Kline       |                       |                    |

Mr. Manfredi declared that Commissioner Amaro was re-elected as Treasurer.

**Minutes**- After discussion, a motion was made by Chairman Toohey and seconded by Commissioner Munoz Reina approving the Meeting Minutes of January 3, 2023. The following votes were cast:

| <u><b>AYES</b></u>       | <u><b>ABSTAIN</b></u> | <u><b>NAYS</b></u> |
|--------------------------|-----------------------|--------------------|
| Chairman Toohey          |                       |                    |
| Vice Chairman Mullin     |                       |                    |
| Treasurer Amaro          |                       |                    |
| Commissioner Washington  |                       |                    |
| Commissioner Munoz Reina |                       |                    |
| Commissioner Kline       |                       |                    |

Chairman Toohey declared said motion carried.

**Payment of Bills** – After discussion, a motion was made by Chairman Toohey and seconded by Commissioner Munoz Reina approving the bills for February 2023. The following votes were cast:

| <u><b>AYES</b></u>       | <u><b>ABSTAIN</b></u> | <u><b>NAYS</b></u> |
|--------------------------|-----------------------|--------------------|
| Chairman Toohey          |                       |                    |
| Vice Chairman Mullin     |                       |                    |
| Treasurer Amaro          |                       |                    |
| Commissioner Washington  |                       |                    |
| Commissioner Munoz Reina |                       |                    |
| Commissioner Kline       |                       |                    |

Chairman Toohey declared said motion carried.

**Report of Financial Statements** – Board received Financial Statements and Mr. Polcari answered questions pertaining to report.

**Report of Legal Counsel** – Mr. Manfredi reviewed the month and advised on the resolutions on the agenda.

**Board Report** – Ms. Tchinchinian’s report is attached to the minutes.

**New Business-**

**Report of Committees:**

**Tenant Relations** – No information to report

**Personnel** – Committee reviewed new hire for ROSS Coordinator.

**Building & Grounds-** Items on ED Report were reviewed by Committee and resolutions to approve them are on the agenda.

**Resolution 2023-02-03-** A motion was made by Commissioner Kline and seconded by Commissioner Washington Designating Depository for the Housing Authority Town of Dover. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-02-04-** A motion was made by Chairman Toohey and seconded by Commissioner Kline Designating Official Newspapers as the Daily Record and Citizen of Morris County. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Washington  
Commissioner Kline

Commissioner Munoz Reina

Chairman Toohey declared said motion carried.

**Resolution 2023-02-05-** A motion was made by Commissioner Kline and seconded by Commissioner Munoz Reina for the Appointment of Manfredi & Pellechio as Legal Counsel. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-02-06-** A motion was made by Commissioner Washington and seconded by Commissioner Kline for the Appointment of Peter Polcari as Fee Accountant. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-02-07-** A motion was made by Chairman Toohey and seconded by Commissioner Munoz Reina for the Installation of three office HVAC units. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-02-08-** A motion was made by Commissioner Washington and seconded by Chairman Toohey for the repair of aluminum handrail. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-02-09-** A motion was made by Vice Chairman Mullin and seconded by Treasurer Amaro Approving and Authorizing the Hiring of Lizbeth Carrasco 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 Amaro  
Commissioner Washington  
Commissioner Munoz Reina  
Commissioner Kline

Chairman Toohey declared said motion carried.

**Resolution 2023-02-10-** A motion was made by Commissioner Kline and seconded by Commissioner Washington approving the purchase of a new recycling station. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Old Business:** Mr. Manfredi reminded Commissioners that they should not reply all to emails, as that might be considered a violation of the OPMA.

**Open to the Public:** No one from the public on the meeting call

**Motion to Adjourn-** Motion was made Vice Chairman Mullin and Seconded by Commissioner Munoz Reina. All were in favor. Meeting ended at 5:57 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

3/7/2023

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Date Adopted