

**HOUSING AUTHORITY OF THE TOWN OF DOVER**  
**MINUTES OF THE REGULAR MEETING**  
**November 6, 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 4:30 P.M.

**PLEDGE OF ALLEGIANCE**

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

**PRESENT**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Kline  
Commissioner Munoz Reina (Arrived at 4:40 pm)

**ABSENT**

Commissioner Washington

**Also attending meeting:**

Maria Tchinchinian, Executive Director  
Joseph Manfredi, Attorney

**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 November 2, 2023. In addition, dial-in information was posted to the Housing Authority website on November 2, 2023.

Chairman Toohey read adequate notice to the Public.

**Minutes for October 3, 2023-** Upon review by counsel, the motion therefore failed as there were not four affirmative votes. The minutes will therefore be placed on the next Board meeting agenda in December 2023.

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

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Amaro  
Commissioner Kline

**ABSTAIN**

**NAYS**

Chairman Toohey declared said motion carried.

**Report of Financial Statements** – N/A at this time due to closing of FYE 9/30/2023.

**Report of Legal Counsel** – Mr. Manfredi reviewed matters that were pertaining to legal issues.

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

**New Business-**

**Report of Committees:**

**Tenant Relations** – No information to report

**Personnel** – No information to report

**Building & Grounds-** The grounds look spectacular- trees up front were trimmed by JCP&L

**Finance Committee-** Fully vested with the Certificate of Deposits, and should get more quotes from other banks, when CD’s become due.

**Resolution 2023-11-26-** After discussion a motion was made by Commissioner Kline and seconded by Vice Chairman Mullin Approving and Authorizing the Award of a Cleaning Service Contract. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-11-27-** After discussion a motion was made by Vice Chairman Mullin and seconded by Commissioner Kline Awarding Contract for Pest Control Services. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-11-28-** After discussion a motion was made by Chairman Toohey and seconded by Commissioner Kline Awarding Contract for Consulting Services. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

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

Chairman Toohey declared said motion carried.

**Resolution 2023-11-29-** After discussion a motion was made by Commissioner Kline and seconded by Vice Chairman Mullin for the Appointment of the Fund Commissioner for Joint Insurance Fund. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin

Treasurer Amaro  
Commissioner Kline  
Commissioner Munoz Reina

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 Chairman Toohey and Seconded by Vice Chairman Mullin. All were in favor. Meeting ended at 5:25 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

12/5/2023

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Date Adopted