

**HOUSING AUTHORITY OF THE TOWN OF DOVER**  
**MINUTES OF THE REGULAR MEETING**  
**October 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 4:33 P.M.

**PLEDGE OF ALLEGIANCE**

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

**PRESENT**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington (Arrived at 4:35 P.M.)  
Commissioner Kline  
Commissioner Santiago  
Commissioner Summerset-Neely (Arrived at 4:34 P.M.)

**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 October 1, 2025. In addition, dial-in information was posted to the Housing Authority website on October 1, 2025.

Chairman Toohey read adequate notice to the Public.

**MINUTES FOR SEPTEMBER 2, 2025:** After discussion a motion was made by Commissioner Summerset-Neely and seconded by Vice Chairman Mullin approving the Meeting Minutes of September 2, 2025. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Santiago  
Commissioner Summerset-Neely

**ABSTAIN**

Commissioner Kline

**NAYS**

Chairman Toohey declared said motion carried.

**CONFIDENTIAL EXECUTIVE SESSION MINUTES FOR SEPTEMBER 2, 2025-** After discussion a motion was made by Vice Chairman Mullin and seconded by Commissioner Summerset-Neely approving the Confidential Executive Session Meeting Minutes of September 2, 2025. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Santiago  
Commissioner Summerset-Neely

**ABSTAIN**

Commissioner Kline

**NAYS**

Chairman Toohey declared said motion carried.

**PAYMENT OF BILLS** – After discussion, a motion was made by Chairman Toohey and seconded by Vice Chairman Mullin approving the bills for October 2025. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago  
Commissioner Summerset-Neely

**ABSTAIN**

**NAYS**

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:**

**PERSONNEL** – No matters at this time.

**BUILDING & GROUNDS-** Discussed elevator rehabilitation project and building inspection.

**FINANCE COMMITTEE-** No matters at this time.

**RESOLUTION 2025-10-28:** After discussion a motion was made by Chairman Toohey and seconded by Commissioner Santiago Awarding Contract for Snow Plowing Services to Lawn X. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago  
Commissioner Summerset-Neely

**ABSTAIN**

**NAYS**

Chairman Toohey declared said motion carried.

**RESOLUTION 2025-10-29:** After discussion a motion was made by Chairman Toohey and seconded by Commissioner Summerset-Neely Approving Upgrade of Access Control System. The following votes were cast:

**AYES**

Chairman Toohey  
Vice Chairman Mullin

**ABSTAIN**

**NAYS**

Treasurer Washington  
Commissioner Kline  
Commissioner Santiago  
Commissioner Summerset-Neely

Chairman Toohey declared said motion carried.

**RESOLUTION 2025-10-30:** At 4:56 pm a motion was made by Vice Chairman Mullin and seconded by Treasurer Washington to go into Executive Session to discuss a matter of Attorney/Client privilege. All were in favor of said motion.

At 5:02 pm a motion was made by Vice Chairman Mullin and seconded by Commissioner Santiago to re-convene into Open Session. All were in favor of said motion.

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago  
Commissioner Summerset-Neely

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 to adjourn the meeting. All were in favor. Meeting ended at 5:04 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

11/5/2025

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Date Adopted