

HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
November 5, 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 4:31 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 4:36 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

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 29, 2025. In addition, dial-in information was posted to the Housing Authority website on October 29, 2025.

Chairman Toohey read adequate notice to the Public.

MINUTES FOR OCTOBER 7, 2025: After discussion a motion was made by Commissioner Santiago and seconded by Vice Chairman Mullin approving the Meeting Minutes of October 7, 2025. The following votes were cast:

AYES

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

ABSTAIN

NAYS

Chairman Toohey declared said motion carried.

CONFIDENTIAL EXECUTIVE SESSION MINUTES FOR OCTOBER 7, 2025- After discussion a motion was made by Commissioner Kline and seconded by Commissioner Santiago approving the Confidential Executive Session Meeting Minutes of October 7, 2025. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Toohey declared said motion carried.

PAYMENT OF BILLS – After discussion, a motion was made by Commissioner Kline and seconded by Treasurer Washington approving the bills for November 2025. The following votes were cast:

AYES

ABSTAIN

NAYS

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

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 2025-11-31: After discussion a motion was made by Commissioner Kline and seconded by Commissioner Santiago approving the Meeting Dates for 2026. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Toohey declared said motion carried.

RESOLUTION 2025-11-32: After discussion a motion was made by Commissioner Kline and seconded by Commissioner Summerset-Neely Awarding Contract for Pest Control Services. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Toohey declared said motion carried.

RESOLUTION 2025-11-33: After discussion a motion was made by Chairman Toohey and seconded by Treasurer Washington Ratifying the Award of Contract for Air Duct Cleaning Services. The following votes were cast:

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 Commissioner Santiago and Seconded by Treasurer Washington to adjourn the meeting. All were in favor. Meeting ended at 4:58 P.M.

Original Signed By:

Maria Tchinchinian, Director/Secretary

12/2/2025

Date Adopted