

**HOUSING AUTHORITY OF THE TOWN OF DOVER  
MINUTES OF THE RE-ORGANIZATION MEETING  
FEBRUARY 4, 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 4:30 P.M.

**PLEDGE OF ALLEGIANCE**

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

**PRESENT**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

**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 January 28, 2025. In addition, dial-in information was posted to the Housing Authority website on January 28, 2025.

Chairman Toohey read adequate notice to the Public.

**RESOLUTION 2025-02-03-** 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 Washington  
Commissioner Kline  
Commissioner Santiago

**ABSTAIN**

**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:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

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

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

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

Mr. Manfredi declared that Commissioner Washington was elected as Treasurer.

**MINUTES FOR JANUARY 7, 2025-** After discussion a motion was made by Commissioner Kline and seconded by Vice Chairman Mullin approving the Meeting Minutes of January 7, 2025. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

Chairman Toohey declared said motion carried

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

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

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

**NEW BUSINESS-**

**REPORT OF COMMITTEES:**

**TENANT RELATIONS-** The Board discussed not having this committee active during the 2025 Calendar Year. The Board voted and all were in favor.

**PERSONNEL** – Commissioner Kline and Commissioner Santiago would like to be on this committee.

**BUILDING & GROUNDS-** Chairman Toohey and Commissioner Kline will remain on this committee.

**FINANCE COMMITTEE-** Vice Chairman Mullin and Treasurer Washington will remain on this committee.

**RESOLUTION 2025-02-04-** A motion was made by Vice Chairman Mullin and seconded by Treasurer Washington Designating Depository for the Housing Authority Town of Dover. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

Chairman Toohey declared said motion carried.

**RESOLUTION 2025-02-05-** A motion was made by Commissioner Kline and seconded by Commissioner Santiago 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 Washington  
Commissioner Kline  
Commissioner Santiago

Chairman Toohey declared said motion carried.

**RESOLUTION 2025-02-06-** A motion was made by Commissioner Kline and seconded by Treasurer Washington for the Appointment of Manfredi & Pellechio as Legal Counsel. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

Chairman Toohey declared said motion carried.

**RESOLUTION 2025-02-07-** A motion was made by Treasurer 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 Washington  
Commissioner Kline  
Commissioner Santiago

Chairman Toohey declared said motion carried.

**RESOLUTION 2025-02-08-** After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington Awarding Contract for Service Agreement to Protective Systems Services. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

Chairman Toohey declared said motion carried.

**RESOLUTION 2025-02-09-** After discussion a motion was made by Commissioner Kline and seconded by Commissioner Santiago Approving and Authorizing the Award of a Contract for the Elevator Upgrades Project. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Chairman Toohey  
Vice Chairman Mullin  
Treasurer Washington  
Commissioner Kline  
Commissioner Santiago

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 Vice Chairman Mullin and Seconded by Chairman Toohey to adjourn the meeting. All were in favor. Meeting ended at 5:20 P.M.

Original Signed By:

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Maria Tchinchinian, Director/Secretary

3/4/2025

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Date Adopted