

**HOUSING AUTHORITY OF THE TOWN OF DOVER
MINUTES OF THE REGULAR MEETING
MAY 6, 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: Vice-Chairman Mullin requested that the roll be called.

PRESENT

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

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 April 25, 2025. In addition, dial-in information was posted to the Housing Authority website on April 25, 2025.

Vice-Chairman Mullin read adequate notice to the Public.

MINUTES FOR APRIL 1, 2025: After discussion a motion was made by Chairman Toohey and seconded by Commissioner Santiago approving the Meeting Minutes of April 1, 2025. The following votes were cast:

AYES

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Kline
Commissioner Santiago

ABSTAIN

Commissioner Summerset-Neely

NAYS

Vice-Chairman Mullin declared said motion carried.

CONFIDENTIAL EXECUTIVE SESSION MINUTES FOR APRIL 1, 2025- After discussion a motion was made by Chairman Toohey and seconded by Commissioner Kline approving the Confidential Executive Session Meeting Minutes of April 1, 2025. The following votes were cast:

AYES

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington
Commissioner Kline
Commissioner Santiago

ABSTAIN

Commissioner Summerset-Neely

NAYS

Vice-Chairman Mullin declared said motion carried.

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

AYES

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

ABSTAIN

NAYS

Vice-Chairman Mullin 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 – Discussed the Executive Director's Performance Review process.

BUILDING & GROUNDS- Change Order for Elevator project was discussed.

FINANCE COMMITTEE- Reviewed the Audit for FYE 9/30/2024.

RESOLUTION 2025-05-14: Anthony Giampaolo, the Auditor discussed FYE 9/30/2024. After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington certifying Group Affidavit Form Prescribed by the New Jersey Local Finance Board. The following votes were cast:

AYES

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

ABSTAIN

NAYS

RESOLUTION 2025-05-15: After discussion a motion was made by Chairman Toohey and seconded by Commissioner Santiago Approving and Authorizing the Adoption of the Updated Personnel Policies and Procedures Manual. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Vice-Chairman Mullin declared said motion carried.

RESOLUTION 2025-05-16: After discussion a motion was made by Commissioner Kline and seconded by Treasurer Washington Approving and Authorizing the Adoption of the Amended Updated Procurement Policy. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Vice-Chairman Mullin declared said motion carried.

RESOLUTION 2025-05-17: After discussion a motion was made by Chairman Toohey and seconded by Commissioner Santiago Approving and Authorizing the Adoption of the Updated Record Retention and Disposition Policy. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Vice-Chairman Mullin declared said motion carried.

RESOLUTION 2025-05-18: After discussion a motion was made by Chairman Toohey and seconded by Commissioner Kline Approving and Authorizing a Change Order to the Contract with Jersey Elevator LLC for the Elevator Upgrades Project. The following votes were cast:

AYES

ABSTAIN

NAYS

Chairman Toohey
Vice Chairman Mullin
Treasurer Washington

Commissioner Kline
Commissioner Santiago
Commissioner Summerset-Neely

Vice-Chairman Mullin declared said motion carried.

RESOLUTION 2025-05-19: At 5:45 pm a motion was made by Chairman Toohey and seconded by Treasurer Washington to go into Executive Session to discuss a personnel matter and also a matter of Attorney/Client privilege. All were in favor of said motion.

At 5:57 pm the Board re-convened into Open Session.

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 6:08 P.M.

Original Signed By:

Maria Tchinchinian, Director/Secretary

6/4/2025

Date Adopted