



TOWN OF DOVER

MAYOR AND BOARD OF ALDERMEN

CAUCUS MEETING MINUTES JANUARY 23, 2018 7:00 PM

The Caucus Meeting of the Mayor and Board of Aldermen was held in council chambers, 37 N. Sussex Street, Dover, New Jersey.

Mayor Dodd called the meeting to order at 7:00 PM

ROLL CALL:

Present: Aldermen Visioli, Picciallo, Blackman, MacDonald, Toth, O'Connor, Camacho and Mayor Dodd

Absent: Alderwoman Romaine

Also present were Administrator Donald Travisano, Attorney Timothy Downs and Deputy Municipal Clerk Tara Pettoni.

Deputy Municipal Clerk Tara Pettoni stated adequate notice was given to the official newspaper.

SUNSHINE LAW STATEMENT

In accordance with the provisions set forth in the Open Public Meeting Law, notification of this meeting has been sent to all officially designated Town newspapers and notice is posted in the Town Hall.

MUNICIPAL CORRESPONDENCE:

1. Received from NJ League of Municipalities—Weekly Update—January 12, 2018
2. Received from NJ League of Municipalities—Weekly Update—January 19, 2018
3. Received from NJ Transit—News Release
4. Received from Aloia Law Firm LLC—Notice of Planning Board Hearing
5. Received from Morris & Hantman—Notice of Board of Adjustment Hearing in Rockaway Township
6. Thank you card from Joan Smith
7. Received from Township of Morris—Resolution Opposing Proposed Beekeeping Rules
8. Thank you card from the Delaney Family
9. Thank you card from Marge Verga

CONSENT AGENDA

1. Resolution Approving Taxis as per Schedule A
2. Resolution Approving Raffle License—Dover High School Band Booster
3. Resolution Approving Billiard Hall License as per Schedule A—Just a Bar Corp/Los Arrieros
4. Resolution Approving a Transfer Resolution
5. Resolution Approving the Minutes for the January 9, 2018 Caucus and Regular
6. Resolution Authorizing a Waiver of Certain Sewer Fees—25-27 E. Dickerson Street
7. Resolution Authorizing the Execution of the Small Cities, Housing Rehabilitation Agreement
8. Resolution Authorizing the Execution of the Small Cities, Public Facilities Agreement
9. Resolution Pre-Qualifying Professional Services Related to Legal Services
10. Resolution Pre-Qualifying Professional Services Related to Engineering Architecture, Surveying, Construction Management, Financial Services, & Auditor

RESOLUTIONS

1. Resolution Approving Bills List
2. Resolution Amending Resolution 2017-198—Liquor License Renewals
3. Resolution Approving the Renewal of a Liquor License as per Schedule A
4. Resolution Approving a Person-to-Person Liquor License Transfer—Dover Entertainment
5. Resolution Approving the Minutes for the December 28, 2017 Caucus and Regular
6. Resolution Approving Personnel Action

**REGULAR MEETING MINUTES
JANUARY 23, 2018**

The Regular Meeting of the Mayor and Board of Aldermen was held in council chambers, 37 N. Sussex Street, Dover, New Jersey.

The meeting was called to order by Mayor Dodd at 7:00 PM

ROLL CALL:

Present: Aldermen Visioli, Picciallo, Blackman, MacDonald, Toth, O'Connor, Camacho and Mayor Dodd
Absent: Alderwoman Romaine

Also present were Administrator Donald Travisano, Attorney Timothy Downs and Deputy Municipal Clerk Tara Pettoni.

Deputy Municipal Clerk Tara Pettoni stated adequate notice was given to the official newspaper.

Mayor Dodd opened the meeting to the public on any agenda items. Seeing no hands and hearing no voices, Mayor Dodd closed the meeting to the public.

CONSENT AGENDA:

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPROVING TAXIS/LIMOS TO BE LICENSED IN THE TOWN OF DOVER**

WHEREAS, the following companies, have applied for a license to operate the vehicle(s) listed below on Schedule A hereto and made a part hereof as taxicab(s)/limo(s) in the Town of Dover; and

WHEREAS, the appropriate municipal departments have reviewed the application(s) as required and have no objections to same being licensed as taxicabs/limos;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey that the taxicab(s)/limo(s) listed below are hereby approved for taxi/limo license(s) in the Town of Dover.

SCHEDULE A

FIRST CLASS OF DOVER, INC.

2011 LINCOLN	X761793	OT2463	TAXI #2 (Renewal)
2008 DODGE	R753117	OT1188	TAXI #5 (Renewal)
2007 TOYOTA	U046543	OL1365K	LIMO #49 (Renewal)

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN
OF THE TOWN OF DOVER APPROVING OF RAFFLE LICENSES**

WHEREAS, the below listed organization has applied for a Raffle/Bingo License; and

WHEREAS, such licenses have been reviewed by the appropriate departments and found to meet with all of the requirements and conditions of the municipality;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey as follows:

The below listed raffles for the date set forth following their names are hereby approved:

SCHEDULE A

Dover High School Band Booster

To be held February, 10 2018 through March 18, 2018

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING
BILLIARD HALL LICENSES**

WHEREAS, application for a billiard hall license has been made as listed on Schedule A; and

WHEREAS, the appropriate fees have been paid and the license shall be prominently displayed; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey that the billiard hall license for pool tables are hereby approved.

SCHEDULE A

Just a Bar Corp./Los Arrieros – 9 West Clinton Street

TRANSFER RESOLUTION

WHEREAS, there appears to be insufficient funds in the following accounts (excepting the Appropriation of Contingent Expenses or Deferred Charges) to meet the demands thereon for the balance of the year, viz: 2017

Parking OE	Fire OE	Mayor & Board OE
Police OE	Recreation OE	Public Defender OE
Accum Absence Comp OE		

WHEREAS, there appears to be a surplus in the following accounts (excepting the Appropriation for Contingent Expenses, Down Payments and Capital Improvement Fund) over and above the demand necessary for the balance of the year, viz: 2017

Parking SS/Medicare	Group Health Insurance OE	Administration S & W
Town Clerk S & W	Finance S & W	Engineering S & W
Code Enforce S & W	OEM S & W	Fire S & W
Fire Prevention S & W	Muni Prosecutor S & W	Streets & Roads S & W
Solid Waste/Recycling S & W	Sewer S & W	Public Bldgs & Grds S & W
Senior Services S & W	Municipal Court S & W	

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover (not less than two thirds of all members thereof affirmatively concurring) that in accordance with the provision of R.S. 40A:4-58, part of the surplus in the accounts heretofore mentioned be and the same are hereby transferred to the account (excepting the Appropriation for Contingent Expenses or Deferred Charges) mentioned as being sufficient to meet the current demands; and

BE IT FURTHER RESOLVED that the Treasurer be and she is hereby authorized to make the following transfers:

FROM

TO

Parking Social Security/medicare	3,750.00		Parking OE	3,750.00
Group Health Insurance	10,000.00		Fire OE	4,000.00
Administration S & W	20,000.00		Mayor & Board OE	2,500.00
Town Clerk S & W	1,500.00		Police OE	1,000.00
Finance S & W	1,500.00		Recreation OE	1,000.00
Engineering S & W	12,000.00		Public Defender OE	1,500.00
Code Enforcement S & W	3,000.00		Accumulated Absence Comp OE	118,000.00
OEM S & W	1,000.00			
Fire S & W	2,000.00			
Fire Prevention S & W	1,000.00			
Municipal Prosecutor S & W	6,000.00			
Streets & Roads S & W	17,000.00			
Solid Waste & Recycling S & W	24,000.00			
Sewer S & W	7,000.00			
Public Bldgs & Grds S & W	4,000.00			
Senior Services S & W	1,000.00			
Municipal Court S & W	17,000.00			
Total	131,750.00		Total	131,750.00

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER FOR APPROVAL OF MINUTES

WHEREAS, in accordance with the provisions set forth in the Open Public Meeting Law, annual notice has been provided for all Mayor and Board of Aldermen meetings; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Dover held their Public Meetings, and minutes of those meetings were transcribed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey for approval the minutes for the following meetings:

January 9, 2018 – Caucus & Regular

RESOLUTION AUTHORIZING A WAIVER OF CERTAIN SEWER FEES

WHEREAS, the owner of **25-27 E. Dickerson Street** has contacted Dover Water Commission seeking a waiver for certain Sewer Charges due to a water leak; and

WHEREAS, the owner has corrected the leak and it was verified that the loss of water had not entered the sewer system; and

WHEREAS, he is requesting an adjustment on the sewer portion of his utility bill; and

WHEREAS, the Dover Water Board Commissioners recommend that the owner of account **#109990-1** be credited **\$1,582.04**.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Aldermen of the Town of Dover that a sewer credit be issued in the amount of **\$1,582.04**.

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER AUTHORIZING THE MAYOR AND CLERK TO SIGN THE SMALL CITIES AGREEMENT

WHEREAS, the Town of Dover is in receipt of notification of the approval of Small Cities CDBG Grant for Small Cities CDBG Housing Rehabilitation Project; and

WHEREAS, the Town of Dover is required to enter into agreements with the State of New Jersey Department of Community Affairs accepting the terms and conditions of these grants; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Dover authorizes the Mayor and Municipal Clerk to sign the necessary grant agreements as follows:

1. Small Cities CDBG Program 2018 – Grant Agreement Number – 2018-02292-0161-00,
Amount \$126,000.00 – Housing Rehabilitation Project

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AUTHORIZING THE MAYOR AND CLERK TO SIGN THE SMALL CITIES AGREEMENT**

WHEREAS, the Town of Dover is in receipt of notification of the approval of Small Cities CDBG Grant for Small Cities CDBG Public Facilities Project – reconstruction of parts of Third, Fourth and Fifth Street including drainage and associated infrastructure improvements; and

WHEREAS, the Town of Dover is required to enter into agreements with the State of New Jersey Department of Community Affairs accepting the terms and conditions of these grants.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Dover authorizes the Mayor and Municipal Clerk to sign the necessary grant agreements as follows:

1. Small Cities CDBG Program 2018 – Grant Agreement Number – 2018-02292-0151-00
Amount \$420,000.00 – Small Cities Public Facilities Project for the reconstruction of parts of Third, Fourth and Fifth Street including drainage and associated infrastructure improvements

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER PRE-
QUALIFYING PROFESSIONAL SERVICES RELATED TO LEGAL SERVICES PURSUANT TO A FAIR AND
OPEN PROCESS AS OUTLINED IN N.J.S.A. 19:44A-20.5, ET SEQ.**

WHEREAS, there exists a need for the provision of Professional Services related to Legal Services in the Town of Dover; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5, et seq., this Board has determined to implement a fair and open process for the procurement of such services; and

WHEREAS, a Request for Qualifications (“RFQ”) was issued for calendar year 2018 and responses were received; and

WHEREAS, having considered the recommendation of the Town Administrator, the Mayor and Board of Aldermen of the Town of Dover have determined that the attached list of individuals and/or firms should be pre-qualified to provide said services; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that the attached list of individuals and/or firms are hereby approved and deemed pre-qualified to provide the necessary services as outlined above; and

BE IT FURTHER RESOLVED that the Town Administrator is hereby directed to utilize the attached list of firms to provide the necessary services as outlined herein for the period of January 1, 2018 through December 31, 2018.

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER PRE-
QUALIFYING PROFESSIONAL SERVICES RELATED TO ENGINEERING, ARCHITECTURE,
SURVEYING, CONSTRUCTION MANAGEMENT, FINANCIAL SERVICES, AUDITOR AND IT PURSUANT
TO A FAIR AND OPEN PROCESS AS OUTLINED IN NJSA 19:44A-20.5 ET SEQ.**

WHEREAS, there exists a need for the provision of Professional Services related to Engineering, Architecture, Surveying and Construction Management Services in the Town of Dover; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5, et seq., this Board has determined to implement a fair and open process for the procurement of such services; and

WHEREAS, a Request for Qualifications (“RFQ”) was issued for calendar year 2018 and responses were received; and

COUNTY FORFEITED ASSETS TRUST ACCT claims in the amount of:	\$0.00
FEDERAL FORFEITED ASSETS ACCT claims in the amount of:	\$0.00
TRUST/OTHER ACCT claims in the amount of:	\$37,543.20
COAH TRUST ACCT claims in the amount of:	\$0.00
TOTAL CLAIMS TO BE PAID	\$2,724,541.43

BE IT FURTHER RESOLVED that the following claims have been paid prior to the Bill List Resolution in the following amounts:

TRUST/OTHER ACCT claims in the amount of:	\$0.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$0.00
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
WATER UTILITY OPERATING claims in the amount of:	\$1,803.58
TOTAL CLAIMS PAID	\$1,803.58
TOTAL BILL LIST RESOLUTION	\$2,726,345.01

Alderman Picciallo has moved the foregoing resolution be adopted and duly seconded by Alderman O'Connor passed by the following roll call vote.

Ayes: Aldermen Visioli, Picciallo, Blackman, MacDonald, Toth, & O'Connor
Nays: None **Absent: Alderwoman Romaine** **Abstained: Alderman Camacho & Mayor Dodd**

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AMENDING RESOLUTION NO. 2017-198 SCHEDULE A

WHEREAS, the Town of Dover renewed the following liquor license for July 1, 2017 to June 30, 2018 license year on August 18, 2017, Resolution No. 2017-198:

DOVER ENTERTAINMENT LLC POCKET LICENSE 1409-33-002-008

WHEREAS, the license should not have been renewed until a Special Ruling as per N.J.S.A. 33:1-12:39 was received by licensee from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Division of Alcoholic Beverage Control; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that Resolution No. 2017-98 is amended by removing Dover Entertainment, LLC from Schedule A.

Alderman Visioli has moved the foregoing resolution be adopted and duly seconded by Alderman Picciallo passed by the following roll call vote.

Ayes: Aldermen Visioli, Picciallo, Blackman, MacDonald, Toth, O'Connor, Camacho & Mayor Dodd
Nays: None **Absent: Alderwoman Romaine** **Abstained: None**

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPROVING THE RENEWAL OF AN ALCOHOLIC BEVERAGE LICENSE

WHEREAS, Dover Entertainment, LLC., needed a Special Ruling to permit renewal of an inactive license pursuant to N.J.S.A. 33:1-12.39 for the 2017-2018 License Term for License No. 1409-33-002-008; and

WHEREAS, it was necessary to file a verified petition in accordance with N.J.S.A. 33:1-12.39 to seek relief to permit renewal of an inactive license; and

WHEREAS, a Special Ruling, Agency No. 12-17-1325 and Job No. 202872 was received and gave relief to permit renewal of an inactive license for the 2017-2018 license term; and

WHEREAS, proper advertisement has been made and no objections have been filed with the Town Clerk; and

WHEREAS, an application was filed with the municipal clerk for the 2017-2018 license term; and

WHEREAS, the required fees have been paid and all premises have been inspected and approved by the Police Department, Board of Health and the Bureau of Fire Prevention.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that said application be approved and that the respective license renewal be granted; and

BE IT FURTHER RESOLVED that the Town Clerk or Director in the case of a conflict license be and hereby is authorized to issue license certificates accordingly as listed below.

1409-33-002-008

Dover Entertainment, LLC

2017-2018 License Term

Alderman Picciallo has moved the foregoing resolution be adopted and duly seconded by Alderman O'Connor passed by the following roll call vote.

**Ayes: Aldermen Visioli, Picciallo, Blackman, MacDonald, Toth, O'Connor, Camacho & Mayor Dodd
Nays: None Absent: Alderwoman Romaine Abstained: None**

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING A PERSON-TO-PERSON TRANSFER OF AN ALCOHOLIC BEVERAGE LICENSE

WHEREAS, an application has been filed for a Person-to-Person Transfer of Plenary Retail Consumption License Number 1409-33-0002-008, heretofore issued to Dover Entertainment, LLC which is an inactive license with the mailing address of 25 Congregational St., Bristol, RI 02809; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, as well as pertinent local ordinances and conditions consistent with Title 33; and; and

WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the licensed business; and

WHEREAS, proper advertisement has been made and no objections have been filed with the Town Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, does hereby approve, effective January 24, 2018, the transfer of the aforesaid Plenary Retail Consumption License to F & GSL, LLC as an inactive license with the mailing address of 26 Wharton Avenue, Mine Hill, New Jersey 07803 and does hereby direct the Municipal Clerk to hold the license until it becomes an active license.

Alderman Picciallo has moved the foregoing resolution be adopted and duly seconded by Alderwoman Blackman passed by the following roll call vote.

**Ayes: Aldermen Visioli, Picciallo, Blackman, MacDonald, Toth, O'Connor, Camacho & Mayor Dodd
Nays: None Absent: Alderwoman Romaine Abstained: None**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER FOR
APPROVAL OF MINUTES**

WHEREAS, in accordance with the provisions set forth in the Open Public Meeting Law, annual notice has been provided for all Mayor and Board of Aldermen meetings; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Dover held their Public Meetings, and minutes of those meetings were transcribed.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey for approval the minutes for the following meetings:

December 28, 2017 – Caucus & Regular

Alderman Picciallo has moved the foregoing resolution be adopted and duly seconded by Alderman O'Connor passed by the following roll call vote.

Ayes: Aldermen Visioli, Picciallo, MacDonald, Toth, O'Connor & Mayor Dodd
Nays: None **Absent: Alderwoman Romaine** **Abstained: Aldermen Blackman & Camacho**

PERSONNEL ACTION RESOLUTION

BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, and State of New Jersey as follows:

1. That the annual, hourly salaries and wages as set forth hereunder be and hereby are established for the officials and listed employees of the Town of Dover at the respective sums shown following their names and or position designation following their name listed below.
2. This resolution directs the Treasurer of the Town of Dover to withhold such monies from individual salaries and wages so there is no advance payment of salaries and wages and annual sums may be adjusted through December 31, 2018.

Edwin Martinez, Laborer	\$36,307	1/29/2018
Raymond Turpin, Public Works Supervisor	\$65,000	1/22/2018

Alderman Picciallo has moved the foregoing resolution be adopted and duly seconded by Alderman Camacho passed by the following roll call vote.

Ayes: Aldermen Visioli, Picciallo, Blackman, MacDonald, Toth, O'Connor, Camacho & Mayor Dodd
Nays: None **Absent: Alderwoman Romaine** **Abstained: None**

Mayor Dodd opened the meeting to the public.

Seeing no hands and hearing no voices, Mayor Dodd closed the meeting to the public and asked for a motion to adjourn.

Mayor Dodd made the motion to adjourn at 7:08 PM and Alderman MacDonald the motion and duly seconded and passed it by the following voice vote.

Respectfully submitted,

Tara Pettoni, Deputy Municipal Clerk