



**TOWN OF DOVER**  
**MAYOR AND BOARD OF ALDERMEN**  
**CAUCUS MEETING MINUTES**  
**October 28, 2008 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

All joined in the Pledge of Allegiance to the Flag and prayer was given asking for guidance and strength to do what is right for our town and our citizens.

**ROLL CALL:**

Present: Aldermen Delaney, Poolas, Visioli, Donofrio, Picciallo, Timpani, Romaine and Mayor Dodd

Absent: Alderman Fahy

Also present were Attorney Pennella and Clerk Verga

Clerk Verga stated adequate notice was given to the official newspaper.

**MUNICIPAL CORRESPONDENCE:**

1. Invitation from Jay Webber, Assemblyman - NJ General Assembly for a briefing by the Partnership to fight Chronic Disease & the Mayors Wellness Campaign on October 29.

**AGENDA ITEMS:**

**ORDINANCE(S) FOR INTRODUCTION**

1. Ordinance #32-2008 Creating the Position of Municipal Department Head/Ald. Visioli

Mayor Dodd noted a correction in Section F of Ordinance #32-2008. The paragraph states the following: "The powers and duties of the Municipal Department Head shall include supervision of maintenance and repair of streets and roads; supervision of the *construction*, maintenance and repair of public buildings..." However, Mayor Dodd made a correction to have the word "construction" removed. (Attached Ordinance #32-2008 has been corrected)

Alderman Donofrio wanted to know if the Municipal Department Head (DPW) would be given any direction to explore shared services as part of his responsibilities. Mayor Dodd expressed that the individual's position would be to have oversight of the maintenance of buildings. Mayor Dodd is encouraging all department heads to look at shared services as a cost savings measure to the taxpayers. He explained that he's working diligently on shared services for the Town of Dover but he's not at liberty to discuss them at this time because negotiations are ongoing.

Alderman Donofrio wanted to know why the word construction was removed from the paragraph. Mayor Dodd explained that the word "construction" was removed, since the duties of construction require a Professional Engineer's Degree which the current employee does not have.

**ORDINANCE(S) FOR SECOND READING**

1. Ordinance #31-2008 Right of Way Discontinuance by Morris County to the Town of Dover (Section So. Salem St)/Ald. Visioli

**RESOLUTIONS**

1. Approving Bills List
2. Approving Mayor & Board of Aldermen Special Meeting Minutes (July 24, 2007 & August 3, 2007)
3. Approving Mayor & Board of Aldermen Meeting Minutes for October 14, 2008
4. Accepting SHARE Grant for a Feasibility Study on Shared Court Services
5. Rescheduling the Mayor & Board of Aldermen Meeting from November 11, 2008 to November 10, 2008
6. Approving Taxi Drivers Licenses

**REGULAR MEETING MINUTES**  
**October 28, 2008**

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 7:05 pm

**ROLL CALL**

Present: Aldermen Delaney, Poolas, Visioli, Donofrio, Picciallo, Timpani, Romaine and Mayor Dodd

Absent: Alderman Fahy

Also present were Attorney Pennella and Clerk Verga

Clerk Verga stated adequate notice was given to the official newspaper.

Mayor Dodd opened this portion of the meeting to the public for agenda items only.

**Mayor Dodd's Report** – Mayor Dodd has been attending numerous shared services meetings with surrounding towns to try to reduce the expenses for our taxpayers. Mayor Dodd noted that they have had numerous personnel committee meetings and are interviewing administrator candidates. Mayor Dodd attended an event at Millpond Towers which was hosted by Attilio's Tavern. He thanked and commended Attilio's Tavern for their programs. He noted that Attilio's Tavern has a program called "Bridging the Gap" which brings young teens and seniors from Millpond Towers to work together on special projects. Mayor Dodd attended the rededication of the JJ Rich Building and expressed John Rich does a phenomenal job with their landscaping.

**ALDERMEN/COMMITTEE REPORTS –**

**Alderman Fahy** – Absent

**Alderman Picciallo** – Alderman Picciallo attended several personnel committee meetings. He noted that persistence with NJ Transit has paid off. NJ Transit has been cleaning up the rail yard (painting, and other improvements). He attended Sgt. O'Rourke's retirement dinner and expressed that it was a great tribute to an important asset of the police department. Mayor Dodd commended Alderman Picciallo for his efforts with NJ Transit.

**Alderman Poolas** – Alderman Poolas attended Sgt. O'Rourke's retirement dinner which was a great event and a great tribute. Alderman Poolas, Alderman Picciallo, Alderman Delaney and Robin Foster (Shade Tree Commission) addressed a tree/branch complaint which was then forwarded to the town attorney since the property has been in foreclosure since 1986. Alderman Poolas & Alderman Picciallo assisted a resident to take down some shades and outdoor things to help weatherize the resident's home.

**Alderman Donofrio** – Alderman Donofrio attended the Board of Health Meeting and noted that there's a concern with residents putting out mattresses for others to take which poses a health risk (bed bugs). He expressed that there should be some awareness put out about these mattresses. He noted that the Flu Vaccination Program was a big success. Alderman Donofrio noted another area of interest that was expressed by the Board of Health which had to do with OEM and situations that might come under the purview of OEM and there was some inclinations to have Scott Warner give a presentation.

**Alderman Timpani** – Alderman Timpani thanked Louie Acevedo, Superintendent of DPW for his quick assistance when he reported a fallen tree. Alderman Timpani reminded the public to vote next week.

**Alderman Delaney** – Alderman Delaney noted that Attilio's owner drove to PA (Amish Country) to purchase the pumpkins used in the special project for the seniors at Millpond Towers. He attended the rededication of John Rich's Senior Housing and he expressed that a beautiful job was done to the building. Alderman Delaney attended the Fire Committee, Share Services Committee and Sgt. O'Rourke's Retirement Dinner.

**Alderman Visioli** – Alderman Visioli wanted to know from Alderman Donofrio (Liaison of the Bd. Of Health) if garbage pick-up that was skipped due to inclement weather, would it be picked up on the next scheduled date or the next day. Alderman Donofrio noted that he was not sure and would provide him an update in reference to the garbage schedule. Alderman Visioli provided an update with the reverse 911 system and noted that Scott Warner (OEM) would be present at the next town meeting. Alderman Visioli expressed that the interviewing process for administrator continues.

**Alderwomen Romaine** – Alderwoman Romaine reminded the public about the Halloween Costume Contest. She noted that the Recreation Dept. has arranged for another trip to NYC on December 5<sup>th</sup> (Botanical Gardens, Holiday Train Show & Rockefeller Center). She has been working with Alderman Visioli and Aldermen Picciallo with the interviews and reviewing

resumes. She attended the rededication of the JJ Rich Building and expressed she would like to see more activities for their seniors.

**Attorney Pennella Report** – He noted that there has been no change in status of litigation.

## **CONSENT AGENDA**

### **ORDINANCE(S) FOR INTRODUCTION**

#### **ORDINANCE NO. 32-2008**

#### **AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER CREATING THE POSITION OF MUNICIPAL DEPARTMENT HEAD**

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

Section 1. There is hereby established in the Code of the Town of Dover a new Section 2.23 entitled Municipal Department Head. The position of Municipal Department Head shall be an unclassified title under Civil Service:

A. The Municipal Department Head shall be appointed by a majority of the governing body.

B. The term of office is at the pleasure of the Mayor and Board of Aldermen.

C. The Municipal Department Head shall receive as a salary such sums as may be fixed and adopted by the Salary Ordinance of the Town of Dover.

D. Qualifications of the Municipal Department Head shall be an engineer by training and maintain other certifications as are required to oversee streets, roads, public buildings and grounds, parks, playgrounds and the municipal water system.

E. The Municipal Department Head shall report to the Administrator and shall be responsible to the Mayor and Board of Aldermen for the proper and efficient administration of the Department overseen by the Municipal Department Head.

F. The powers and duties of the Municipal Department Head shall include supervision of maintenance and repair of streets and roads; supervision of the maintenance and repair of public buildings and public grounds, including parks and playgrounds; supervision of maintenance and repair of municipal parking lots; supervision of storm water management; provide memorandum and reports to the Administrator and governing body on municipal infrastructure including short term and long range plans for municipal improvement and recommendations on prioritization of municipal improvement and infrastructure projects; supervise and direct all workers dealing with roads, streets, sewer and water systems, repair and maintenance of public buildings, playgrounds and parks, sanitation operations, and traffic signs and signals.

G. Prepare a budget for the calendar year to the Administrator providing estimates of revenues and expenditures and other supporting data relating to the activities under the authority of the Municipal Department Head. Attend meetings of the Mayor and Board of Aldermen upon request and meetings of committees of the Mayor and Board of Aldermen upon request.

H. Keep the Administrator informed as to the conduct of the activities under the control and supervision of the Municipal Department Head on a daily basis and provide such written reports as are requested by the Administrator or by the Mayor and Board of Aldermen.

J. Review daily any complaints concerning the functions and activities under the supervision of the Municipal Department Head made by any of its residents and maintaining a permanent record thereof, notifying the Administrator and taking such action as is necessary to address those complaints.

K. Perform such other duties as may be assigned by the Mayor and Board of Aldermen.

Section 2. All ordinances or parts of ordinances inconsistent with this within ordinance are hereby repealed to the extent of such inconsistencies.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 4. The Ordinance shall take effect in accordance with law.

**Alderman Visioli has moved the foregoing ordinance be adopted and duly seconded by Alderwoman Romaine and passed for first reading by the following roll call vote.**

**Ayes: Aldermen Delaney, Poolas, Visioli, Donofrio, Picciallo, Timpani, Romaine and Mayor Dodd  
Nays: None Absent: Alderman Fahy Abstained: None**

**ORDINANCE(S) FOR SECOND READING**

**ORDINANCE NO. 31-2008**

**AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER,  
COUNTY OF MORRIS, STATE OF NEW JERSEY VACATING A PORTION OF SOUTH SALEM STREET**

**WHEREAS**, by a Resolution adopted by the Morris County Board of Chosen Freeholders at their September 24, 2008 regular meeting, such Board declared that a portion of South Salem Street situated in the Town of Dover, County of Morris and State of New Jersey had been discontinued as a county road and returned to the jurisdiction and control of the Town of Dover; and

**WHEREAS**, the portion of the roadway discontinued is not needed by the Town of Dover for the public purpose of a roadway;

**NOW, THEREFORE**, be it **ORDAINED** by the Mayor and Board of Aldermen of the Town of Dover, Morris County, New Jersey as follows:

1. The portion of South Salem Street in the Town of Dover, County of Morris and State of New Jersey described in the attachment entitled "Metes and Bounds Description Discontinued Right of Way Strip, South Salem Street (C.R. 665), Town of Dover, Morris County, New Jersey" is hereby vacated, such attached description being in accordance with a map entitled "South Salem Street Bridge Replacement Approach Realignment – County Discontinuance Area," dated April 24, 2008, prepared by James A. Baker, P.L.S., 209 Eyland Avenue, Succasunna, New Jersey.

2. There is hereby reserved an easement upon the vacated portion of roadway for all utilities, including but not being limited to electric, gas, sewer and cable television; and

3. All ordinances or parts of ordinances inconsistent with this within ordinance are hereby repealed to the extent of such inconsistencies.

4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

5. The Ordinance shall take effect in accordance with law.

**Mayor Dodd opened the meeting to the public for a hearing, seeing no hands and hearing no voices he then closed this portion of the meeting,**

**Alderman Visioli has moved the foregoing ordinance be adopted and duly seconded by Alderwoman Romaine and passed for second reading by the following roll call vote.**

**Ayes: Aldermen Delaney, Poolas, Visioli, Donofrio, Picciallo, Timpani, Romaine and Mayor Dodd  
Nays: None Absent: Alderman Fahy Abstained: None**

**RESOLUTIONS**

**BILL LIST**

**WHEREAS**, the Mayor and Board of Aldermen of the Town of Dover have examined all bills presented for payment; and

**WHEREAS**, the Chief Financial Officer has certified that there are sufficient funds in the account(s) to which respective bills have been charged.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Dover do hereby approve the bills as listed; and

**BE IT FURTHER RESOLVED** that the proper officials are hereby authorized to sign the checks for payment of same.





