



TOWN OF DOVER
MAYOR AND BOARD OF ALDERMEN
CAUCUS MEETING MINUTES
June 12, 2012 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 Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Absent: Alderman Timpani

Also present were Attorney Downs, Administrator Close and Municipal Clerk Verga

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

BUDGET DISCUSSION

Mayor Dodd noted several highlights in the budget. He explained that Dover is the second lowest town in Morris County, for taxes, and the lowest for a town with a police force. He noted that the Town of Dover's budget is below the levy and expenditure caps. He expressed that all of it was accomplished without raising water and sewer fees, without raising utility fees and without cutting services to the residents of Dover. In addition to not cutting services, the town has included in the budget additional police salary and wages. Mayor Dodd continued to speak on the budget and expressed that a home assessed at \$290,000 will see an increase of \$19.58 per month. He thanked Dave Evans of Nisivoccia & Co., CFO Kelly Toohey and the finance committee for their assistance with the 2012 budget.

Dave Evans of Nisivoccia & Company spoke on the budget noting that Dover is faced with the same problems as all of the other municipalities in New Jersey but expressed, what sets Dover apart from many other towns is that they have been able to put a budget forward without curtailing services, without increasing utility rates and without establishing new service fees. He commended the board for the 2012 budget. He noted that it's important the budget be approved in a timely manner so that the tax bills can be sent out to the property owners.

Mayor Dodd opened the meeting to the public for a hearing on the 2012 budget. Seeing no hands and hearing no voices, Mayor Dodd closed the hearing to the public.

Alderman Visioli thanked everyone involved with putting the budget together. Mr. Close and Alderwoman Romaine made final comments on the budget.

MUNICIPAL CORRESPONDENCE:

1. Letter from Housing & Community Development Services, Inc. (HCDS) re: Two Small Cities Projects & HCDS' future administrative services.
2. Notice of hearing on application by FJH Whitehall, LLC for Block 901, Lot 4 (Town of Dover's Board of Adjustment
3. Notice of hearing on application by Block 101, Lots 21 & 22 (Randolph Township's Planning Board)
4. Notice of hearing on application by Block 121, Lot 32 (Randolph Township's Zoning Board of Adjustment)
5. Notification report from NJDEP Re: 56 Goodale Avenue
6. Notification report from NJDEP Re: 68 Second Street
7. Letter from Morris County Prosecutor's Office announcing a free anti-bullying symposium on June 28, 2012
8. Membership Advisory Re: League Professional Development Program "Cloud Computing in Government" on June 22nd
9. Thank you letter from the Dover Senior Citizen Association re: 2011's donation
10. Letter from Assemblyman Bucco thanking the Town of Dover for their support with "A-2717 extending the time period for municipalities to commit to expend collected development fees and payments in lieu of construction of affordable housing"
11. Letter from Assemblyman Bucco to NJDOT re: the time-line for the installation of a flashing beacon on Grace Street near Dover High School

*NJDEP = NJ Department of Environmental Protection

*NJDOT = NJ Department of Transportation

CONSENT AGENDA

1. Resolution Approving Raffle License – Schedule A
2. Resolution Approving a Billiard Hall License – Su Casa Colombia
3. Resolution Approving a Billiard Hall License – Pancho Villa Rodeo
4. Resolution Approving Tax Redemption – 37 Davis Ave. - Block 704, Lot 36
5. Resolution Approving Amusement Device License – Schedule A
6. Resolution Approving Renewal of Annual Dance Licenses – Schedule A
7. Resolution Approving Mayor & Board of Aldermen Meeting Minutes for 5/8/12 & 5/22/12
8. Resolution Approving Noise Permit for Morris County Organization for Hispanic Affairs

AGENDA ITEMS:

RESOLUTIONS

1. Resolution Adopting the 2012 Municipal Budget
2. Resolution Approving Bills List
3. Resolution Approving Limo & Taxi Application – Schedule A
4. Resolution Approving Taxi Driver's License(s)
5. Resolution Approving Mobile Vendor License Class 2 – Big D's Hot Dog & K&R Hamburgers & Hot Dogs
6. Resolution Amending the Policies and Procedure Manual
7. Resolution Authorizing the Acceptance of a Grant from the Morris County Joint Insurance Fund for Base Accreditation Services and Execution of a Grant Agreement
8. Resolution Authorizing entering into a contract with NewBridge Services, Inc. as Administrative Agent for the administration of affordable units
9. Resolution Appointing a Municipal Administrative Agent – Melody Federico
10. Resolution Awarding Bid for Roadway Improvements – Top Line Construction Corp.

Alderman Picciallo abstained from item #AB-12-01029 on the bills list.

Alderwoman Romaine wanted clarification on the roads that are being improved. Mr. Close noted that it's the roads that were affected by the NJ Natural Gas Company project.

The NewBridge Services, Inc. contract was explained to the board by the town administrator.

REGULAR MEETING MINUTES
June 12, 2012

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 7:28 pm

ROLL CALL

Present: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Absent: Alderman Timpani

Also present were Attorney Downs, Administrator Close and Clerk Verga

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

Mayor Dodd opened the meeting to public.

Seeing no hands and hearing no voices, Mayor closed the meeting to the public.

MAYOR'S REPORT: He provided the public with a summary on the steps that were taken after the violent storm that occurred on Sunday afternoon. He commended Office of Emergency Management (OEM) Coordinator Rich Riley, Lt. Coppinger, the police department, fire department and department of public works (DPW) for their response.

ATTORNEY'S REPORT: Attorney Downs spoke on the agreement with Dover's Board of Education (BOE) and the Town of Dover to permit the BOE to build on two utility easements which run through Hamilton Field. He is also working closely with the Tax Assessor to move forward several tax appeals. Attorney Downs spoke on the litigation matter with NJ Transit and on his recent workshop with regards to the Dover Library's volunteer policy.

Mayor Dodd asked Town Attorney to draft an ordinance regarding the painting on buildings in the town of Dover.

CONSENT AGENDA

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

WHEREAS, the below listed organizations have 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

F&AM #20 ACACIA LODGE

to be held on Friday, July 13, 2012 at 7:00PM
(Casino Night)

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPROVING A BILLIARD HALL LICENSE

WHEREAS, an application for a billiard hall license has been made by Su Casa Colombia located at 112 E. Blackwell Street; and

WHEREAS, the applicant is requesting a license for two (2) pool tables; 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 two (2) pool tables is hereby approved.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING A BILLIARD HALL LICENSE

WHEREAS, an application for a billiard hall license has been made by Pancho Villa Rodeo located at 142 E. Blackwell Street; and

WHEREAS, the applicant is requesting a license for two (2) pool tables; 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 two (2) pool tables is hereby approved.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION

WHEREAS, at the Municipal Tax Sale held on December 5, 2011, a lien was sold on Block 704 Lot 36, also known as 37 Davis Avenue, Dover, New Jersey for delinquent 2010 taxes; and,

WHEREAS, this lien, known as Tax Sale Certificate 10-00002 was sold to FNA JERSEY BOI, LLC, and;

WHEREAS, redemption fees for Certificate No.10-00002 have been received in full.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen, Town of Dover, County of Morris, State of New Jersey that the Treasurer be authorized to issue a check in the amount of \$10,978.00 for Redemption and Premium paid at sale, payable to FNA Jersey BOI, LLC., 575 Route 70, 2nd Floor, PO Box 1030, Brick, NJ 08723.

BE IT FURTHER RESOLVED that two certified copies of this resolution be returned to the Tax Collector.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING AMUSEMENT DEVICE LICENSE(S)

WHEREAS, applications for amusement device licenses have been made by the people listed on Schedule A attached hereto and made a part hereof; and

WHEREAS, the appropriate fees have been paid and the license shall be prominently displayed by attaching the same on each device, and

WHEREAS, the placement of each and every amusement game within an establishment must have the approval of the chief of police of the Town of Dover.

WHEREAS, no amusement device shall be installed within two (200) hundred feet of any school or church.

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 coin operated amusement device licenses for those people listed on Schedule A attached hereto and made a part hereof are hereby approved.

SCHEDULE A

1. Bassett Pub – 8 Bassett Hwy. (1)
2. Murray’s 11 E. Blackwell St. (2)
3. Celebrity Bar & Liquors – 260 Route 46 East (1)
4. Unique Bar – 97 E. Blackwell St. (1)

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani Abstained: None

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPROVING RENEWAL OF ANNUAL DANCE LICENSE(S)**

WHEREAS, Sabor Latino Restaurant located at 19 Bassett Hwy., Dover, NJ & Pancho Villa Rodeo located at 142 E. Blackwell St, Dover, NJ have applied for renewal of their Annual Dance License(s) for the period July 1, 2012 - June 30, 2013; and

WHEREAS, all the applicant(s) have submitted appropriate licensing fee; and,

WHEREAS, the appropriate municipal departments have reviewed the renewal request and have no objections thereto; 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 as follows:

1. An annual dance license is hereby granted for the period July 1, 2012 – June 30, 2013 to the following establishments:

SCHEDULE A

- A. Sabor Latino, 19 Bassett Hwy, Dover
- B. Pancho Villa Rodeo, 142 E. Blackwell St, Dover

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani 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:

May 8, 2012 – Caucus & Regular

May 22, 2012 – Caucus & Regular

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

**Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPROVING A PERMIT FOR USE OF LOUD SPEAKERS OR AMPLIFIERS**

WHEREAS, Morris County Organization for Hispanic Affairs has requested a permit for the use of loud speakers or amplifiers for an outdoor event located at Bassett Highway between Marjorie Lane & Towpath Square on Saturday August 25th from 10:00 am to 6:00 pm (Rain date Sunday, August 26, 2012); and

WHEREAS, the purpose is to celebrate “Green Living” through a street festival.

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

1. There is hereby approved a permit for the use of loudspeakers or amplifiers by Morris County Organization for Hispanic Affairs located at Bassett Highway between Marjorie Lane & Towpath Square on Saturday, August 25th from 10:00 am to 6:00 pm (Rain date Sunday, August 26, 2012); and
2. This authorization is conditioned upon the use of the loudspeakers or amplifiers being in conformance with all regulations of the Code of the Town of Dover.

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

**Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None**

RESOLUTIONS

**ADOPTION OF 2012 MUNICIPAL BUDGET
(SEE ATTACHMENT)**

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

**Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None**

BILLS 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.

RESERVE ACCT claims in the amount of:	\$6,470.00
CURRENT ACCT claims in the amount of:	\$516,357.39
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
WATER UTILITY ACCT claims in the amount of:	\$73,280.38
WATER UTILITY RESERVE ACCT claims in the amount of:	\$0.00
WATER CAPITAL ACCT claims in the amount of:	\$3,666.90

PARKING UTILITY ACCT claims in the amount of:	\$2,261.43
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING CAPITAL ACCT claims in the amount of:	\$0.00
ANIMAL CONTROL TRUST ACCT claims in the amount of:	\$31.80
EVIDENCE TRUST ACCT claims in the amount of:	\$0.00
RECYCLING TRUST ACCT claims in the amount of:	\$0.00
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:	\$9,240.50
COAH TRUST Acct claims in the amount of:	\$0.00
TOTAL CLAIMS TO BE PAID	\$611,308.40

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

CURRENT ACCT claims in the amount of:	\$316,235.33
WATER UTILITY ACCT claims in the amount of:	\$20,943.10
PARKING UTILITY ACCT claims in the amount of:	\$2,742.94
PAYROLL AGENCY ACCT claims in the amount of:	\$153,364.28
UNEMPLOYMENT TRUST ACCT claims in the amount of:	\$116.52
TOTAL CLAIMS PAID	\$493,402.17

TOTAL BILL LIST RESOLUTION **\$1,104,710.57**

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, and Noriega
Nays: None Absent: Alderman Timpani Abstained: Mayor Dodd

Alderman Picciallo voted yes with the abstention noted in caucus section.

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

Axel's Express Limo & Taxi

Year/Model/Make	Vehicle Identification Number	Plate #
2005 Lincoln Towncar (TAXI)	2C8GP54L95R212614	OXZ4928
2002 Lincoln Towncar	1LNHM81W52Y628547	OL8035H
2003 Lincoln Towncar	1LNHM84W23Y629667	OL7851G
2004 Lincoln Towncar	1LNHM81W84Y676501	OL5087G
2011 Chrysler Town & Country	2C4GP44381R324780	OL9958H
2001 Dodge Wagon	1B8GP45371B152850	OL9957H

City Limo & Taxi, Inc.

Year/Model/Make	Vehicle Identification Number	Plate #
2005 Lincoln Towncar	1LNHM82WX5Y640504	OL9950H

Elite Limo & Taxi Service LLC

Year/Model/Make	Vehicle Identification Number	Plate #
2003 Dodge Caravan (TAXI)	1D4GP24333B161500	OXZ5090
2007 Chrysler Town & Country	1A4GJ45R77B208007	OL9946H
1998 Dodge GDC	1B4GP54L3WB522577	OL9944H
2001 Chevy Wagon	3GNFK16T81G237240	OL9945H
2003 Lincoln Towncar	1LNHM81WX3Y638542	OL8357G
2007 Lincoln Towncar	1LNHM84W27Y610025	OL9948H

First Class of Dover, Inc

Year/Model/Make	Vehicle Identification Number	Plate #
2004 Ford Caravan (TAXI)	2FAFP71W24X143420	OXY8394
2007 Chrysler Wagon (TAXI)	1A4GJ45R97B168237	OXZ5077
2004 Ford CVC (TAXI)	2FAFP71W24X127203	OXY8400
2003 Lincoln Towncar	1LNHM83W73Y608962	OL1459H
2003 Lincoln Towncar	1LNHM82WX3Y627202	OL4105H
2003 Lincoln Towncar	1NHM84W23Y621360	OL9956H

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani Abstained: None

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

WHEREAS, applications for taxicab drivers licenses have been made by the people listed on Schedule A attached hereto and made a part hereof; and

WHEREAS, the Police Department of the Town of Dover has reviewed their applications and has advised that there is no prohibition to the issuance of their license; 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 taxi driver licenses for those people listed on Schedule A attached hereto and made a part hereof are hereby approved.

Schedule A

AXEL'S EXPRESS LIMO & TAXI, INC.

Carmen Bustamante
Osvaldo Navarro

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd

Nays: None Absent: Alderman Timpani Abstained: None

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE
TOWN OF DOVER APPROVING A MOBILE RETAIL FOOD ESTABLISHMENT(S)**

WHEREAS, a Class 2 license allows the licensee to set up on the paved portions of the following public parks and or playgrounds of the town: Crescent Field, Second Street Playground, Hooey Park, King Field, Hurd Park, Steffany Park at Waterworks and Overlook Park.

WHEREAS, the vendors have provided proof of insurance, sales tax certificate, physician certificate(s), photograph(s) of employees, proof of citizenship and proof of payment of sales tax; and

WHEREAS, the appropriate fees have been paid.

WHEREAS, this approval is conditioned upon approval of the Health Officer's satisfactory inspection of the vehicle for said license.

WHEREAS, the Police Department has approved the location of the vendors.

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:

1. That the application of Dominick Angelone of Big D's Hot Dogs for a Mobile Retail Food Establishment, Class 2 License be approved.
2. That the application of Karen Blair Pabon of K&R Hamburgers & Hot Dogs for a Mobile Retail Food Establishment, Class 2 License be approved.

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

Ayes: Aldermen Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: Alderman Visioli Absent: Alderman Timpani Abstained: None

A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AMENDING THE POLICIES AND PROCEDURES MANUAL

WHEREAS, the Mayor and Board of Aldermen have adopted a Policies and Procedures setting the benefits of employees; and

WHEREAS, the Mayor and Board of Aldermen has determined that there is a need to update the personnel policies and procedures manual to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, NJ that the Policies and Procedures Manual is hereby amended to include and or update the following sections:

- Americans with Disabilities Act Policy
- Systems Privacy (includes E-mail, Voice Mail, Computer and Internet Usage Policy)
- Access to Personnel Files Policy

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Town of Dover officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION OF THE TOWN OF DOVER AUTHORIZING THE ACCEPTANCE OF A GRANT FROM
THE MORRIS COUNTY JOINT INSURANCE FUND FOR BASE ACCREDITATION
SERVICES AND EXECUTION OF A GRANT AGREEMENT

WHEREAS, the New Jersey Association of Chiefs of Police offer a program to obtain accreditation in order to attain the highest standards of police department management, and

WHEREAS, the Morris County Municipal Joint Insurance Fund is seeking to encourage police departments to pursue such excellence by providing a grant in the amount not to exceed \$50,000 to support the Town of Dover's Police Department's efforts to attain accreditation from the New Jersey Chiefs of Police Association; and

WHEREAS, the Chief of police is committed to taking necessary action in order to support the accreditation process.

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

1. The Mayor, Business Administrator and Chief of Police are hereby authorized to enter into a Grant Agreement with the Morris County Municipal Joint Insurance Fund for the receipt of funding not to exceed \$50,000 for the Police Accreditation Program.
2. The Town of Dover agrees to abide by the terms of the Grant Agreement, (a copy of which is attached to this resolution, to attain certification within two years of the date of the agreement.
3. That certified copies of this resolution along with the signed Grant Agreement shall be forwarded to the Morris County Municipal Joint Insurance Fund and the Chief of Police for reference an action purposes.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH NEWBRIDGE SEVICES, INC. AS ADMINISTRATIVE AGENT FOR THE ADMINISTRATION OF AFFORDABLE UNITS

WHEREAS, the Governing Body of the Town of Dover petitioned the Council on Affordable Housing (COAH) for substantive certification of its Housing Element and Fair Share Plan on December 31, 2008 and

WHEREAS, Town of Dover’s Fair Share Plan promotes an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, *et. seq.*) and COAH’s Third Round Substantive Rules (N.J.A.C. 5:94-1, *et. seq.*); and

WHEREAS, the Mayor and Council of the Town of Dover wish to enter into an agreement with New Bridge Services, Inc. for the purpose of administering and enforcing the affordability controls and the Affirmative Marketing Plan of Town of Dover, adopted by Ordinance Number 3-1997 on February 11, 1997, in accordance with the regulations of the Council on Affordable Housing pursuant to N.J.A.C. 5:94 et.seq. and the New Jersey Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26 et.seq.; and

WHEREAS, the contract designates New Bridge Services, Inc. as the Administrative Agent for all units in the Town of Dover’s affordable housing program.

NOW THEREFORE BE IT RESOLVED, that subject to COAH’s approval of this agreement, the Mayor and Municipal Clerk are hereby authorized to execute a contract in accordance with the proposal submitted; and

BE IT FURTHER RESOLVED, Town of Dover, hereby designates the Municipal Housing Liaison as the liaison to New Bridge Services Inc. at the rate of \$2,000.00 lump sum annually and \$250.00 per affordable housing sale, rental or resale for the period of one (1) year as indicated in their proposal dated May 30, 2012 and

BE IT FURTHER RESOLVED, the contact is hereby attached to the original of this resolution.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION APPOINTING A MUNICIPAL ADMINISTRATIVE AGENT
WHERE A MUNICIPAL EMPLOYEE IS SERVING AS ADMINISTRATIVE AGENT
TOWN OF DOVER, MORRIS COUNTY

WHEREAS, the Governing Body of Town of Dover petitioned the Council on Affordable Housing (COAH) for substantive certification of its Housing Element and Fair Share Plan on December, 31, 2008; and

WHEREAS, under authorization of the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, *et seq.*, hereinafter the “Act”) the Municipality is implementing a program to provide affordable housing units to low- and moderate-income households desiring to live within the Municipality; and

WHEREAS, at Title 5, Chapter 80, Subchapter 26 of the New Jersey Administrative Code, the State has promulgated affordability controls in regulations designed to implement the Act, by assuring that low- and moderate-income units that are created under the Act are occupied by low- and moderate-income households for an appropriate period of time (the “Rules”); and

WHEREAS, Section 5:80-26.14 of the Rules provides that affordability controls shall be administered by an administrative agent acting on behalf of a municipality; and

WHEREAS, the Municipality has selected New Bridge Services, Inc. to be the Administrative Agent for the purposes of providing affordability control services for: all affordable housing within the municipality, as included in this resolution; and

WHEREAS, The Administrative Agent shall perform the duties and responsibilities of an administrative agent as are set forth in the Rules, including those set forth in Sections 5:80-26.14, 16 and 18 thereof, which includes:

- (1) Affirmative Marketing
 - (a) Conducting an outreach process to insure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of Town of Dover and the provisions of N.J.A.C. 5:80-26.15;
 - (b) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by COAH; and
 - (c) Providing counseling or contracting to provide counseling services to low and moderate income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
- (2) Household Certification
 - (a) Soliciting, scheduling, conducting and following up on interviews with interested households;
 - (b) Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;
 - (c) Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
 - (d) Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et. seq.;
 - (e) Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and
 - (f) Employing a random selection process as provided in the Affirmative Marketing Plan of the Town of Dover when referring households for certification to affordable units.
- (3) Affordability Controls
 - (a) Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
 - (b) Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
 - (c) Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the appropriate county’s register of deeds or county clerk’s office after the termination of the affordability controls for each restricted unit;
 - (d) Communicating with lenders regarding foreclosures; and
 - (e) Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10.

- (4) Resale and rental
 - (a) Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or rental; and
 - (b) Instituting and maintaining an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or re-rental.
- (5) Processing requests from unit owners
 - (a) Reviewing and approving requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;
 - (b) Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems; and
 - (c) Processing requests and making determinations on requests by owners of restricted units for hardship waivers.
- (6) Enforcement
 - (a) Securing lists of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;
 - (b) Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
 - (c) The posting annually in all rental properties, including two-family homes, of a notice as to the maximum permitted rent together with the telephone number of the Administrative Agent where complaints of excess rent can be made;
 - (d) Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4;
 - (e) Establishing a program for diverting unlawful rent payments to the municipality's affordable housing trust fund or other appropriate municipal fund approved by the DCA;
 - (f) Creating and publishing a written operating manual, as approved by COAH, setting forth procedures for administering such affordability controls; and
 - (g) Providing annual reports to COAH as required.
- (7) Records received, retained, retrieved, or transmitted in performance of these administrative duties may constitute public records of Town of Dover as defined by N.J.S.A. 47:3-16, and are legal property of Town of Dover. The Administrative Agent named in this resolution must agree to administer and dispose of such records in compliance with the State's public records laws and associated administrative rules.

The Town of Dover has identified the following as public records, subject to the above-cited provisions:

0120-0000	Affordable Housing Project File
0120-0001	Affordable Housing Project File-Approved
0120-0002	Affordable Housing Project File-Denied/Withdrawn
0120-0003	Affordable Housing Project File-Referral List
0112-0000	Affordable Housing Application File-Individual
0121-0002	Affordable Housing Application File-Certification Denied or Expired
0122-0000	Affordable Housing Unit File
0122-0001	Affordable Housing Unit File-Mailing Notification of Responsibilities
0123-0000	Affordable Housing Unit Inventory
0124-0000	Affordable Housing Trust Fund and/or Regional Contribution Agreement (RCA) Bank Account
0125-0000	Enforcement File-Projects and Units
0126-0000	Monitoring Reports-Annual Submission
0127-0000	Operations Manual

Although the State has used its best efforts to identify all records which qualify as public records, the State reserves the right to amend the above list from time to time as warranted.

- (8) The Administrative Agent shall have authority to take all actions necessary and appropriate to carry out its responsibilities hereunder.
- Design, implement and supervise an Affirmative marketing Plan (NJAC 5:80-25.15) to qualify individuals or households for COAH restricted rental units.
 - Assist Developers with initial pricing of their units (N.J.A.C. 5:80-26.12), if applicable.
 - If desired by the Owner, Administrative Agent will provide criminal background and credit checks on the applicant. The Owner agrees to reimburse for these costs.
 - Institute procedures for notification by owners about the availability of rental units in a timely manner.
 - Distribute referral information for households; including information of housing counseling programs, such as HUD certified Credit Counseling agencies

NOW THEREFORE BE IT RESOLVED, by the Governing Body of Town of Dover in the County of Morris, and the State of New Jersey that Melody Federico is hereby appointed by the Governing Body of Town of Dover as the Administrative Agent for the administration of the affordable housing program.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AWARDING BID FOR PHASE TWO, ROADWAY IMPROVEMENTS

WHEREAS, the Town of Dover solicited bids for Phase Two, Roadway Improvements; and

WHEREAS, bids were received on June 6, 2012; and

WHEREAS, the three lowest bidders submitted bids as follows:

- | | |
|--|-------------------|
| A. Top Line Construction Corp, 22 Fifth Ave., Somerville, NJ | \$ 96,240.15 |
| B. English Paving Company, Inc., 650 Route 46 W, Clifton, NJ | \$ 97,414.77 |
| C. AJM Contractors, 300 Kuller Rd., Clifton, NJ | \$ 100,380.00 and |

WHEREAS, the Municipal Engineer recommends awarding the contract to Top Line Construction Corp., located at 22 Fifth Ave., NJ in the amount of \$96,240.15; and

WHEREAS, the project will be funded with Bond Ordinance No. C-04-55-924-001.

NOW THEREFORE, it is hereby RESOLVED by the Mayor and the Board of Aldermen of the Town of Dover, Morris County, New Jersey as follows:

1. The bid of in the amount of \$96,240.15 for Top Line Construction Corp is hereby accepted; and
2. The Mayor and Clerk are hereby authorized to execute a contract with Top Line Construction Corp., Inc. in the amount of \$96,240.15.

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

Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None

PUBLIC COMMENTS

Carol J. Yosh – 32 Audrey Place –She noted that the town put temporary speed limit signs to help reduce the speeding on Audrey Place which made a difference. However, the signs have been removed and she would like to see them again because they really helped with the speeding issue. Mayor Dodd noted that he will put back the temporary signs and will ask for permanent signs to be installed.

**Motion to adjourn made by Alderwoman Romaine at 7:48 pm,
and duly seconded by Mayor Dodd passed by the following voice vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Downs, Rutan, Noriega and Mayor Dodd
Nays: None Absent: Alderman Timpani Abstained: None**

Respectfully submitted,

Margaret J. Verga, Municipal Clerk