

**Instructions for How to Attend the September 10, 2020  
Emergency Meeting of the Mayor and Board of Aldermen of  
the Town of Dover**

**TO JOIN MEETING VIA PHONE**

**PHONE NUMBER: 929-205-6099**

**Meeting ID: 990 9613 4974**

**Passcode: 422350**

**TO JOIN MEETING VIA COMPUTER**

**[https://zoom.us/j/99096134974?pwd=WGhxMHZmK2J3TGpJV  
WRta3JtMEVGZz09](https://zoom.us/j/99096134974?pwd=WGhxMHZmK2J3TGpJVWRta3JtMEVGZz09)**

**Meeting ID: 990 9613 4974**

**Passcode: 1DCMj5**



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

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## EMERGENCY MEETING AGENDA ELECTRONIC MEETING September 10, 2020 7:00 P.M.

**A) STATEMENT BY ACTING MUNICIPAL CLERK** – Acting Municipal Clerk Schmidt to make statement regarding Zoom and Meeting

**B) CALL MEETING TO ORDER / SUNSHINE STATEMENT** – Mayor Carolyn Blackman to call meeting to order and read the Sunshine Statement:

“This meeting is being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, N.J.S.A. 10:4-6 et. seq. N.J.S.A. 10:4-9 allows the Mayor and Board of Aldermen to hold a meeting upon the affirmative vote of three quarters of the members present when such a meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would likely result in substantial harm to the public interest. Currently the Town of Dover is without an Interim Administrator (this position also serves as purchasing agent for the Town of Dover) and an Interim Chief Financial Officer which are required for the Town of Dover to operate and perform basic operations. A delay in holding this meeting to appoint Interim officials will prevent the Town of Dover from being able to provide necessary services, process forms, make payments and procurement of needed items could not occur which would harm the public interest if the meeting was delayed. At the Regular Meeting of September 8, 2020 a number of items listed on the agenda were unanimously carried for an Emergency Meeting to be held on September 10, 2020 at 7:00p.m. On September 9, 2020 the Acting Municipal Clerk reviewed the items with Town professionals as to which remaining matters urgently needed to be discussed and acted upon. The meeting is limited to the following items of urgency and importance to enable the Town to be able to operate: Appointment of Interim Town Administrator and Interim CFO/Treasurer and associated responsibilities. Res. 209-2020 / Appointment of Interim Town Administrator; Res. 219-2020 – Resolution Appointing Public Agency Compliance Officer; Res. 222-2020 – Resolution Increasing the BID Threshold and Appointing a Qualified Purchasing Agent; Res. 223-2020 / Appointment of an Interim CFO/Treasurer; Res. 224-2020 – Resolution Authorizing Individuals to Sign Documents Relating to 457 Savings Plans; Res. 225-2020 - Resolution Appointing Tax Searcher. The need for this meeting could not reasonably have been foreseen at a time when adequate notice could have been provided as the tabling of Res. 209-2020 regarding the appointment of an Interim Administrator on September 8, 2020 impacted the above urgent items and was not foreseen. Following the review by the Acting Municipal Clerk with professionals, notice was posted on the bulletin Board in Town Hall and provided as soon as possible in accordance with the OPMA to the Star Ledger and Daily Record in the early morning hours of September 10, 2020.”

**C) PLEDGE OF ALLEGIANCE** – Mayor Carolyn Blackman to lead those in attendance in the Pledge of Allegiance to the Flag

**D) ROLL CALL – Acting Municipal Clerk to Conduct Roll Call:**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Alderman Correa			
Alderman Tapia			
Alderman Ballesteros			
Alderwoman Rugg			
Alderwoman Cruz			
Alderman Valencia			
Alderman Quinones			
Alderwoman Wittner			
Mayor Blackman			

**E) VOTE TO HOLD EMERGENCY MEETING**

**Vote to Hold Emergency Meeting**

	A.M. Correa	A.M. Tapia	A.M. Ballesteros	A.M. Rugg	A.M. Cruz	A.M. Valencia	A.M. Quinones	A.M. Wittner	Mayor Blackman
<b>Motion</b>									
<b>Second</b>									
<b>Yes</b>									
<b>No</b>									
<b>Abstain</b>									

**F) DISCUSSION & APPOINTMENT OF INTERIM TOWN (MUNICIPAL) ADMINISTRATOR and INTERIM CHIEF FINANCIAL OFFICER**

**Res. 209-2020 Appointing Interim Town (Municipal) Administrator**

	A.M. Correa	A.M. Tapia	A.M. Ballesteros	A.M. Rugg	A.M. Cruz	A.M. Valencia	A.M. Quinones	A.M. Wittner	Mayor Blackman
<b>Motion</b>									
<b>Second</b>									
<b>Yes</b>									
<b>No</b>									
<b>Abstain</b>									

**Interim Chief Financial Officer**

	A.M. Correa	A.M. Tapia	A.M. Ballesteros	A.M. Rugg	A.M. Cruz	A.M. Valencia	A.M. Quinones	A.M. Wittner	Mayor Blackman
<b>Motion</b>									
<b>Second</b>									
<b>Yes</b>									
<b>No</b>									
<b>Abstain</b>									

**G) APPROVAL OF RESOLUTIONS**

- 1) Res. 219-2020 - Resolution Appointing Public Agency Compliance Officer
- 2) Res. 222-2020 – Resolution Increasing the BID Threshold and Appointing a Qualified Purchasing Agent
- 3) Res. 224-2020 – Resolution Authorizing Individuals to Sign Documents Relating to 457 Savings Plans
- 4) Res. 225-2020 - Resolution Appointing Tax Searcher

	A.M. Correa	A.M. Tapia	A.M. Ballesteros	A.M. Rugg	A.M. Cruz	A.M. Valencia	A.M. Quinones	A.M. Wittner	Mayor Blackman
<b>Motion</b>									
<b>Second</b>									
<b>Yes</b>									
<b>No</b>									
<b>Abstain</b>									

**H) PUBLIC COMMENT:**

The Town of Dover highly values the input of residents in making important decisions that affect the residents of our community. We also believe in the rights of residents to observe Governing Body Meetings. To ensure that all of our residents have the opportunity to attend our Meetings and offer comment, and to ensure that the Governing Body can conduct the important business of the Town, we ask that speakers follow these guidelines for making public comments.

**Please respect the following procedures:**

- 1. The Mayor will recognize members of the public who wish to comment.
- 2. All members of the public attending Mayor and Board of Aldermen Meetings must treat each other and the Mayor and Board of Aldermen with respect.
- 3. State your full name and address for the record.
- 4. Please limit your comments to five (5) minutes. Each member of the public after being recognized by the Mayor can speak once for up to five (5) consecutive minutes. No member of the public can yield their time to another member of the public.
- 5. If you have a question that we are unable to answer at the Meeting, feel free to submit your questions to the Office of the Municipal Clerk, in writing, and include your name, address and telephone number where you can be contacted. The email address of the Clerks Office is [doverclerk@dover.nj.us](mailto:doverclerk@dover.nj.us). Questions will be answered within a reasonable time.
- 6. Individuals offering comments are not permitted to make personal attacks on any Town Employees, the Mayor or any Member of Town Government, other testifiers or members of the public.

**ADJOURNMENT**



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 219-2020

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, N.J.A.C. 17:27-3.5 requires that each public agency designate annually an individual to serve as its Public Agency Compliance Officer (P.A.C.O.); and

**WHEREAS**, the position is currently vacant; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey that \_\_\_\_\_ is hereby designated PUBLIC AGENCY COMPLIANCE OFFICER for the remainder of the year 2020.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
John P. Schmidt, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

**ADOPTED:** \_\_\_\_\_



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

## RESOLUTION NO. 222-2020

### RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS INCREASING THE BID THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT PURSUANT TO N.J.S.A 40A:11-3(a) and N.J.A.C. 5:34-5 ET. SEQ.

**WHEREAS**, the recent changes to the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$44,000; and

**WHEREAS**, N.J.S.A. 40A:11-3(a), permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, \_\_\_\_\_ possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq; and

**WHEREAS**, the Town of Dover desires to take advantage of the increased bid threshold;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Board of Aldermen of the Town of Dover, in the county of Morris, in the State of New Jersey hereby increases its bid threshold to \$44,000; and

**BE IT FURTHER RESOLVED**, that the governing body hereby appoints \_\_\_\_\_ as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and

**BE IT FURTHER RESOLVED**, that in accordance with N.J.A.C. 5:34-5.2 the local unit Clerk is hereby authorized and directed to forward a certified copy of this resolution and a copy of \_\_\_\_\_ certification to the Director of the Division of Local Government Services.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
John P. Schmidt, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

ADOPTED: \_\_\_\_\_



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 224-2020

## RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING INDIVIDUALS TO SIGN DOCUMENTS

**WHEREAS**, certain documents are required to be signed on behalf of the Town of Dover concerning the 457 savings plans; and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Alderman of the Town of Dover, County of Morris, State of New Jersey that the following individuals within the Town of Dover be and they are hereby authorized to sign documentation on behalf of the Town of Dover in order to process, transfer or qualified transfer requests effective upon the adoption of this resolution.

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
John P. Schmidt, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

**ADOPTED:** \_\_\_\_\_



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 225-2020

## RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY APPOINTING TAX SEARCHER

**WHEREAS**, Resolution 64-2020 appointed Ashley Wilson as Tax Searcher of the Town of Dover; and

**WHEREAS**, Ashley Wilson has submitted her resignation to take effect on September 9, 2020; and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Alderman of the Town of Dover, County of Morris, State of New Jersey that \_\_\_\_\_ be and hereby is appointed Tax Searcher for the Town of Dover for the balance of year 2020 effective September 10, 2020.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
John P. Schmidt, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

**ADOPTED:** \_\_\_\_\_