



TOWN OF DOVER
MAYOR AND BOARD OF ALDERMEN
CAUCUS MEETING MINUTES
March 8, 2016 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.

ROLL CALL:

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

Absent: Alderwoman Blackman

Also present were Municipal Clerk Margaret Verga, Administrator Donald Travisano and Attorney Timothy Downs

Municipal Clerk Margaret Verga 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.

PROCLAMATION: AMERICAN RED CROSS MONTH 2016

MUNICIPAL CORRESPONDENCE:

1. Ordinance from Mine Hill Township re: Amending Chapter 310 of the Revised General Ordinances of the Township of Mine Hill and Increasing the Permitted Sixe for Storage Sheds

CONSENT AGENDA

1. Resolution Approving Raffle License –Schedule A
2. Resolution Authorizing the submission of a strategic plan for the Dover/Victory Gardens Municipal Alliance

AGENDA ITEMS:

RESOLUTIONS

1. Resolution Approving Temporary Budget 2016
2. Resolution Approving Bills List
3. Resolution Approving Limos - Schedule A
4. Resolution Approving Transfer Resolution
5. Resolution Approving Personnel Action

REGULAR MEETING MINUTES

March 8, 2016

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 7:03 pm

ROLL CALL:

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

Absent: Alderwoman Blackman

Also present were Municipal Clerk Margaret Verga, Administrator Donald Trivisano and Attorney Timothy Downs

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

MAYOR'S REPORT: RESERVED

ATTORNEY REPORT: RESERVED

CONSENT AGENDA

**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

Academy Street Elementary PTA

To be held April 15, 2016 from 3:00 PM to 9:00 PM
(Tricky Tray)

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, MacDonald, Toth, O'Connor, Camacho and Mayor Dodd
Nays: None Absent: Alderwoman Blackman Abstained: None**

**RESOLUTION
GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE
FISCAL GRANT CYCLE JULY 2014 - JUNE 2019**

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Town of Dover Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Town of Dover Mayor and Board of Aldermen further recognizes that is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Town of Dover Mayor and Board of Aldermen has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Morris;

NOW, THEREFORE, BE IT RESOLVED that the Town of Dover, County of Morris, State of New Jersey hereby recognizes the following:

1. The Mayor and Board of Aldermen does hereby authorize the submission of a strategic plan for the Dover/Victory Gardens Municipal Alliance grant for the fiscal year 2017 in the amount of:

DEDR	\$ 23,361.00
Cash Match	\$ 5,840.25
In-Kind	\$ 17,520.75

2. The Town of Dover Mayor and Board of Aldermen acknowledge the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd
 Nays: None Absent: Alderwoman Blackman None Abstained: None**

RESOLUTIONS

**TOWN OF DOVER
TEMPORARY BUDGET 2016**

WHEREAS, N.J.S.A. 40A:4-19 provides for the making of temporary appropriations to finance the operations of municipal government between the first day of January of the budget year and the date of the adoption of the budget for such year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that there be and is hereby appropriated as follows:

CURRENT FUND	10,628,390.00
WATER UTILITY	1,596,663.39
PARKING UTILITY	202,245.00

as temporary appropriations for the year 2016

<u>FCOA</u>	<u>GENERAL GOVERNMENT</u>		
20-100	Administrative & Executive	Salaries & Wages	130,000.00
		Other Expenses	60,000.00
20-110	Mayor & Board of Aldermen	Salaries & Wages	56,000.00
		Other Expenses	20,000.00
20-125	Town Clerk	Salaries & Wages	90,000.00
		Other Expenses	10,000.00
20-130	Financial Administration	Salaries & Wages	90,000.00
		Other Expenses	20,000.00
20-135	Annual Audit	Other Expenses	20,000.00
20-145	Collection of Taxes	Salaries & Wages	70,000.00
		Other Expenses	5,000.00
20-150	Assessment of Taxes	Salaries & Wages	48,000.00
		Other Expenses	24,000.00
20-155	Legal Services & Costs	Other Expenses	100,000.00
20-165	Engineering Services	Salaries & Wages	90,000.00
		Other Expenses	30,000.00
20-170	Economic Development	Salaries & Wages	100,000.00
		Other Expenses	10,000.00
20-167	Planning Consultant	Other Expenses	-

20-175	Historic Preservation	Salaries & Wages	3,000.00
		Other Expenses	4,000.00
21-180	Planning Board	Salaries & Wages	3,500.00
		Other Expenses	6,000.00
21-185	Board of Adjustment	Salaries & Wages	3,500.00
		Other Expenses	6,000.00
22-195	Construction	Salaries & Wages	60,000.00
		Other Expenses	10,000.00
22-200	Code Enforcement	Salaries & Wages	170,000.00
		Other Expenses	7,000.00
23-210	Other Insurance/Gen'l Liability		136,000.00
23-215	Workers Compensation		146,500.00
23-220	Group Insurance		925,000.00
25-240	Police	Salaries & Wages	2,000,000.00
		Other Expenses	100,000.00
25-250	Police Dispatch/911	Other Expenses	
25-252	Office of Emergency Mgmt.	Salaries & Wages	5,000.00
		Other Expenses	4,000.00
25-265	Fire	Salaries & Wages	250,000.00
		Other Expenses	55,000.00
25-266	Uniform Fire Safety Act	Salaries & Wages	45,000.00
		Other Expenses	6,000.00
25-275	Municipal Prosecutor	Salaries & Wages	46,000.00
26-290	Streets & Roads	Salaries & Wages	400,000.00
		Other Expenses	60,000.00
26-292	Snow & Ice Removal	Salaries & Wages	40,000.00
		Other Expenses	50,000.00
26-295	Solid Waste & Recycling	Salaries & Wages	50,000.00
		Other Expenses	450,000.00
26-300	Sewer	Salaries & Wages	95,000.00
		Other Expenses	6,000.00
26-310	Public Buildings & Grounds	Salaries & Wages	35,000.00
		Other Expenses	30,000.00
27-330	Health	Salaries & Wages	70,000.00
		Other Expenses	60,000.00
27-347	Sr. Citizen Services	Salaries & Wages	20,000.00
		Other Expenses	10,000.00
28-370	Parks & Playgrounds	Salaries & Wages	40,000.00
		Other Expenses	40,000.00
28-375	Shade Tree	Other Expenses	15,000.00
29-390	Maint of Free Public Library		200,000.00
30-419	Lease Agreement	Other Expenses	
31-430	Utilities & Bulk Purchases	Other Expenses	1,300,000.00
37-480	Judgements		
42-490	ILSA - Municipal Court		
42-330	ILSA - Mt Olive Twsp Health Services		26,000.00
43-490	Municipal Court	Salaries & Wages	240,000.00
		Other Expenses	36,000.00
43-495	Public Defender	Other Expenses	26,000.00
 <u>STATUTORY EXPENDITURES</u>			
36-471	Public Employees Retirement System		

			370,000.00
36-474	Consolidated Police & Firemen's Pension Fund		
36-475	Police & Firemen's Retirement System		1,075,730.00
36-472	Social Security/medicare		200,000.00
36-477	DCRP		5,000.00

OTHER OPERATIONS

Municipal Alliance Grant/Local
Municipal Alliance Grant/County

SUB TOTAL 9,914,230.00

45-920	Debt Service - Payment of Bonds	Principal	570,000.00
45-930		Interest	144,160.00
45-935	Debt Service - Interest on Notes	Interest	-

TOTAL GENERAL APPROPRIATIONS 10,628,390.00

WATER UTILITY

55-500		Salaries & Wages	325,000.00
55-500		Other Expenses	750,000.00
55-508		Social Security	20,000.00
55-511		Capital Imp Fund	25,000.00
55-540		PERS	64,000.00
		SUB TOTAL	1,184,000.00

55-520	Debt Service - Payment of Bonds	Principal	285,000.00
55-522		Interest	81,609.68
55-524	NJEIT		46,053.71

TOTAL WATER APPROPRIATIONS 1,596,663.39

PARKING UTILITY

55-500		Salaries & Wages	60,000.00
55-500		Other Expenses	65,000.00
55-503		Social Security	3,300.00
55-540		PERS	8,500.00
		SUB TOTAL	136,800.00

55-520	Debt Service - Payment of Bonds		45,000.00
55-522	Debt Service - Interest on Bonds	Interest	20,445.00

TOTAL PARKING APPROPRIATIONS 202,245.00

Alderman 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, MacDonald, Toth, O'Connor and Mayor Dodd
Nays: None Absent: Alderman Blackman Abstained: Alderman Camacho**

BILL LIST RESOLUTION

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:	\$29,086.00
CURRENT ACCT claims in the amount of:	\$178,542.88
GENERAL CAPITAL ACCT claims in the amount of:	\$90,888.01
WATER UTILITY ACCT claims in the amount of:	\$19,981.83
WATER UTILITY RESERVE ACCT claims in the amount of:	\$7,226.04
WATER CAPITAL ACCT claims in the amount of:	\$10,820.64
PARKING UTILITY ACCT claims in the amount of:	\$3,353.22
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:	\$0.00
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:	\$31,473.78
COAH TRUST ACCT claims in the amount of:	\$4,375.57
TOTAL CLAIMS TO BE PAID	\$375,747.97

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:	\$270.00
STATE & FEDERAL GRANT FUND	\$26,150.00
COUNTY FORFEITED ASSETS TRUST ACCT claims in the amount of:	\$569.06
WATER UTILITY ACCT claims in the amount of:	
TOTAL CLAIMS PAID	\$26,989.06
TOTAL BILL LIST RESOLUTION	\$402,737.03

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, MacDonald, Toth and O'Connor
Nays: None Absent: Alderwoman Blackman Abstained: Alderman Camacho & Mayor Dodd

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

AXELS EXPRESS LIMO & TAXI

2005 Dodge	R528719	OL8450J	Transfer
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CITY LIMO & TAXI INC

2006 Dodge	B512961	OL6355J	Renewal
2004 Ford	HA42500	OL5747H	Renewal
2009 Ford	X144043	OL8463J	Transfer

ELITE LIMO & TAXI SERVICE LLC

2006 Dodge	R816521	OL8466J	Transfer
2006 Lincoln	Y625165	OL4021J	Renewal
2006 Dodge	B689093	OL4019J	Renewal
2006 Dodge	B625559	OL4020J	Renewal
2011 Lincoln	X762766	OL1577J	Transfer
2011 Toyota	S005537	OL6503J	Renewal

FIRST CLASS OF DOVER, INC

2008 Dodge	R772539	OL4107J	Transfer
2005 Ford	X120426	OL6350J	Renewal

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, MacDonald, Toth, O'Connor, Camacho and Mayor Dodd
Nays: None Absent: Alderwoman Blackman Abstained: None**

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: 2015

Accumulated Absence Compensation S & W

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: 2015

Code Enforcement S & W OEM S & W Municipal Prosecutor S & W Recreation 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	
Code Enforcement S & W	5,000.00	Accumulated Absence Comp S & W	23,000.00
OEM S & W	2,000.00	Police S & W	16,500.00
Municipal Prosecutor S & W	7,000.00		
Recreation S & W	9,000.00		
Utilities OE	16,500.00		
Total	39,500.00	Total	39,500.00

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, MacDonald, Toth O'Connor, Camacho and Mayor Dodd
Nays: None Absent: Alderwoman Blackman Abstained: None**

SALARY RESOLUTION

BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, 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, 2016.

NON – UNION

Werner Heinemann	P/T Plumbing Subcode Official	\$40.00 hourly	3/9/2016
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WHITE COLLAR UNION

Awilda Jasmine Ramos	Clerk Typist / Construction Dept.	\$33,902	2/29/2016
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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, MacDonald, Toth, O'Connor, Camacho and Mayor Dodd
Nays: None Absent: Alderwoman Blackman Abstained: None**

PUBLIC COMMENTS

Connie Foster-Sibona – 90 Penn Avenue, Dover – She’s happy to see the children using the park at Crescent Field and suggested better lighting and more recycling bins in the area (basketball court). Mayor Dodd expressed that it’s a great suggestion.

**Motion to adjourn made by Alderman Visioli at 7:09 pm,
and duly seconded by Alderman Camacho passed by the following voice vote.**

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

Respectfully submitted,

Margaret Verga, Municipal Clerk