



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

REGULAR MEETING MINUTES ELECTRONIC MEETING DECEMBER 29, 2020 4:00 P.M.

Mayor Carolyn Blackman called the December 29, 2020 Regular Meeting of the Mayor and Board of Aldermen to order at 4:06p.m. The Mayor stated that the meeting was being recorded and read the Sunshine Statement that the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, N.J.S.A. 10:4-6. Notice of the location change that the meeting would be conducted by Zoom only was sent to the Daily Record and Star Ledger on December 15, 2020 and published in the Record and Ledger on December 18, 2020. Notice was also posted on the Bulletin Board and entrance doors of Town Hall

The Mayor then led those in attendance in the salute to the flag. Acting Municipal Clerk Schmidt then conducted the roll which resulted in the following:

Name	Present	Absent	Excused
Alderman Correa	X		
Alderman Tapia	X – 4:06p.m. to 5:18p.m. / Rejoined at 5:46		
Alderman Ballesteros	X		
Alderwoman Rugg	X – 4:18p.m.		
Alderwoman Cruz	X		
Alderman Valencia	X		
Alderman Quinones	X – 5:17		
Alderwoman Wittner	X		
Mayor Blackman	X		

Seven members of the governing body were present and there was a quorum. Also in attendance was Interim Business Administrator John O. Bennett, Acting Municipal Clerk John P. Schmidt, Interim CFO John Gross, Auditor Mauricio Canto and Municipal Attorney Tim Downs.

APPROVAL OF MINUTES

The first item for the Board to act on was the November 10, 2020 Regular Meeting Minutes. A motion was made by Alderwoman Wittner to adopt, second by Alderman Ballesteros.

November 10, 2020 Regular Meeting Minutes

	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
Motion								X	
Second			X						
Yes	X	X	X		X	X		X	X
No									
Abstain									

The November 10, 2020 minutes were adopted 7-0.

The Board then considered the December 1, 2020 Regular Meeting Minutes.

December 1, 2020 Regular Meeting Minutes

	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
Motion	X								
Second					X				
Yes	X	X	X		X		X	X	X
No									
Abstain									

The December 1, 2020 Regular Meeting Minutes were adopted 7-0.

PRESENTATIONS, MUNICIPAL CORRESPONDENCE

The Board had two items of correspondence. The first item was the 2020-2021 Elected Officials Risk Management Seminar: Employment Practices Liability. The Town receives a \$250 credit from the JIF. Acting Municipal Clerk Schmidt stated this was similar to training which was done in 2020, except the topic changes each year and stated that if anyone needs assistance registering to please reach out.

The Board then heard a Presentation of the Municipal Audit and the FY2019 Audit Corrective Action Plan, by the Municipal Auditor, Mauricio Canto. Mr. Canto introduced himself and highlighted the audit and reviewed the findings of the audit. Mr. Canto reported that Dover received a clean opinion but that two uncertainties (emphasis of matter) existed. The first concerned financials for COVID-19, which is impacting all government entities this year and the second was a note in the Financial Statement about tax appeals. The emphasis with tax appeals is that Dover is a defendant in various tax appeals going as far back as 2007 and has an exposure of over 22 million. The Town's reserve for tax appeals is less than what the exposure is and is roughly \$100,000.

Mr. Canto stated that the Fund Balance ending in 2018 was roughly \$2.5 million and in 2019 it was \$1.4 million.

Mr. Canto then reviewed the findings, of which there were a total of 17.

Comment 1: Petty Cash Petty cash appears to be generally operating properly, however petty cash is not being adequately accounted for and monitored in accounting system for accuracy and completeness. Recommendation: The petty cash accounts should be regularly and timely reconciled to accounting system to monitor operations and ensure accuracy and completeness of reporting.

Comment 2: Cash Management Plan Cash appears to be managed properly, however a Cash Management Plan was not adopted. Recommendation: A Cash Management Plan be adopted annually.

Comment 3: Interfund Balances Interfund transfers appear to be managed properly and balances avoided, however, there are interfund balances on the various balance sheets at year-end.

Recommendation: Interfund balances be avoided, when possible, and all balances settled prior to year-end.

Comment 4: Due from Police Outside Services A balance due from police outside services is accumulating because payments for police outside services are not being obtained in advance of services rendered and escrowed. Recommendation: To facilitate timely payment to police officers without accumulating a balance due, police outside services be administered in an escrow where payments are collected in advance of services rendered.

Comment 5: Federal Grants Receivable Federal grant receivable of \$290,000.00 for Small Cities CDBG Program – Housing Rehabilitation remains outstanding at December 31, 2019 although the Town fully expended appropriation in 2017. Recommendation: The Town timely submit reimbursement requests for federal grant expenditures and periodically follow up on request until obtained.

Comment 6: State Grant Reserves There are state grant reserves for Hepatitis B Grants with balances that have been inactive for more than 5 years and have no offsetting receivables. Recommendation: Although a substantial amount of grants were cancelled, remaining grants with dormant reserve balances should be investigated for proper follow-up or disposition, including: whether reserve balances exist as a result of charges to incorrect grant years and whether aged reserves are expendable or must be returned to grantor agencies. Going forward, all grants should be continuously monitored for inactivity and aging.

Comment 7: Purchasing An audit of expenditures found eighty-three instances where purchase orders were processed after the invoices were received, whereby “confirming orders”.

Recommendation: Purchase orders be processed when contracts are awarded and prior to purchasing goods and services.

Comment 8: Purchasing Payments were charged to current appropriations and appropriation reserves for lease obligations dating back to four and five years without being properly appropriated as prior year bills. Recommendation: Obligations be encumbered in proper period of performance and any obligations found subsequent to applicable periods of performance be properly appropriated as prior year bills.

Comment 9: Payroll An audit of payroll found instances where employee health benefit contribution deductions appeared to be inaccurate or outdated. Recommendation: Employee health benefit contribution deduction calculations be reviewed and updated on a periodic basis to ensure accuracy.

Comment 10: Payroll An audit of payroll found instances where employee salaries were inconsistent with title pursuant to applicable collective bargaining agreements and civil service

regulations. Recommendation: Employee titles and salaries be reviewed and compared to collective bargaining agreements and civil service regulations to ensure consistency. Years Since Year of Amount Last Activity Last Activity Reserved 5 or more 2006 686.00 \$ 5 or more 2005 1,132.00 5 or more 2004 272.21 2,090.21\$

Comment 11: Reserve for Tax Appeals The Current Fund Reserve for Tax Appeals are not adequate to fund the potential exposure from various tax appeals, some of which are substantial in size and have been pending for several years. Recommendation: The Current Fund Reserve for Tax Appeals be increased to adequately fund potential exposure from pending tax appeals.

Comment 12: Capital Ordinances The analysis of General Capital Fund Cash reports a cash deficit of \$449 for capital ordinance number 30-04 which is over 5 years old. Recommendation: Cash deficits for capital ordinances be funded within 5 years.

Comment 13: Outside Department Cash Receipts Audit procedures of outside departments' cash receipts found reoccurring instances of cash receipts not being deposited timely. Recommendation: Cash receipts be deposited timely within 48 hours of receipt.

Comment 14: Municipal Court Audit procedures on the municipal court found: a) two violations older than three years in the Case Processing Follow Up Incomplete Report; b) Indictable Complaints Not Referred to County Prosecutor Reports are not being retained and therefore could not determine if there were any complaints which had not been referred to the County Prosecutor at year end; c) a case backlog in excess of recommended threshold in monthly Management Reports for Case Management. Recommendation: As per Rule 7:8-9(f), once a case is over three years old, and the follow-up procedures available to the municipal court have not been completed, the ticket must be dismissed. Indictable Complaints Not Referred to County Prosecutor Reports be retained monthly and at year end. Case backlog be reduced to below recommended threshold in monthly Management Reports for Case Management.

Comment 15: Uniform Construction Code – Annual Report The construction code official did not file the required annual report with the State and as a result, this filing could not be audited as required by Statute. Recommendation: The construction code official prepare and timely file the required annual report with the State and retain documentation sufficient to support report.

Comment 16: Dover Free Public Library The Free Public Library did not publicly advertise for bids for building renovations in excess of the statutory bid threshold as required by N.J.S.A. 40A:11-4 “Local Public Contracts Law”, nor document exception with formal contracting resolution. Recommendation: The Free Public Library publicly advertise for bids for good and services in excess of statutory threshold as required by N.J.S.A. 40A:11-4 “Local Public Contracts Law” or document exception with formal contracting resolution.

Comment 17: Dover Free Public Library The Dover Free Public Library as a free public library with its own governing Board of Trustees has not had its own annual audit performed and reported separately from the Town. Furthermore, the Town has not determined the legal custodian of funds from sale of asset being held in trust by the Dover Free Public Library. Recommendation: The Dover Free Public Library as a free public library with its own governing

Board of Trustees have its own annual audit performed and reported separately from the Town. Furthermore, the Town determine the legal custodian of funds from sale of asset being held in trust by the Dover Free Public Library.

Alderswoman Wittner asked Mr. Canto if the Town determines the legal custodian of the funds. Mr. Canto stated that was the issue, who the legal custodian of the funds were. He stated that funds are held as a result of the sale but it legally has to be determined. Currently there is \$3.9 million held in trust.

Mayor Blackman asked a question concerning the petty cash fund. Mr. Canto stated that there was a small discrepancy and stated that he is recommending more oversight. Interim CFO John Gross thanked Mr. Canto. He stated that before seeing the audit he had identified a number of the issues included in the comments and items have been addressed or are working on being addressed. About half of them have been addressed. He recognized the challenge that was faced and will be working on and addressing issues. Mr. Gross also responded to the Mayors question and stated he is not a fan of having petty cash.

Mayor explained that a few months ago the Board authorized the creation of the Racial Equity Initiative Committee and tonight the Mayor was announcing the Appointments. The Mayor explained that the committee would be meeting but the work would not occur overnight but would take some time. The Mayor stated she looks forward to hearing back from the Committee.

Alderman Correa asked Mr. Canto about the Fund Reserves. He asked if he hear correctly that the Fund Balance decreased in 2018 from \$2.5 million to \$1.4 million in 2019 and that it decreased. Mr. Canto stated that was correct. Mr. Canto also stated that \$1.6 million of the Fund Balance was used to balance the past budget. Alderman Correa also asked if there was any liability if the RFQ's for Professional Services were not opened. Mr. Canto stated that there could be. Alderman Correa also asked about the CDBG Funds. Mr. Canto stated that funds should have been put into CDBG trust account but they were being put into the General Fund Balance.

Alderman Correa also asked about the police detail pay and if the recommendation was to have it in a different account. Mr. Canto stated that is correct but also the Town should charge in advance and spend down from the pre-payment for a project so that there is not a cash issue. Alderman Correa also asked if there is any issue resulting from the UCC report not being filed. Mr. Canto stated that he has never seen an issue escalate but it would have to be corrected retroactively. Mr. Gross stated that it is important to file the report as a best practice because it leads to other best practices, including making sure we are not over billing the public.

The Board then considered Res. 260-2020 regarding the 2019 Audit Corrective Action Plan.

A motion was made by Alderman Correa to adopt, second by Alderwoman Cruz.

Res. 260-2020

	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
Motion	X								
Second					X				
Yes	X	X	X	X	X	X		X	X
No									
Abstain									

Res. 260-2020 was adopted 8-0.

Acting Municipal Clerk Schmidt also stated that Alderwoman Rugg joined the meeting at approximately 4:18p.m.

ORDINANCES FOR SECOND READING, PUBLIC HEARING AND ADOPTION

The Board considered Ord. 29-2020 – Ordinance Amending the Pilot and Financial Agreement by and Between the Town of Dover and Meridia, Transit Plaza Urban Renewal, Dover LLC Pursuant to N.J.S.A. 40A:20-1 et. seq, for Property Located at 1 W. Dickerson St., Also Known as Lot 3 Block 1216 and Lots 9 and 20 Block 127, as Shown in the Official Tax Map of the Town of Dover, Located in the Scattered Sites Redevelopment Area for Introduction.

Mayor Blackman commented that she knew this was a hot item for discussion and that the Town has asked their professionals to be here tonight to answer questions. The Mayor stated that she does not believe a person would buy the property and pay the amount that is being paid if they did not care about bettering the community. Mayor Blackman stated that to date no one has been moved in. A temporary C/O was given so that the apartments could be shown but there is a small amount of work to be completed before a final C/O will be issued. The Mayor also stated that Interim CFO John Gross was in attendance, Interim Business Administrator Bennett, Bill Iselin, Chief Code Enforcement Officer / Asst. Engineer, Municipal Attorney Downs and Redevelopment Attorney Frank Regan.

Frank Regan thanked the Mayor. He also corrected comments made which were made on December 1, 2020. He had stated that that the obligation was to pay \$6.8 million. The corrected number is \$7.8 million plus \$350,000, however the agreement had a provision that Meridia would receive any monies back for work on the notes that remain. In total the amount the Town will receive at closing is \$8,041,175.

Mr. Regan also spoke about the revised Pilot and commented on the Resolutions which were connected to the Ordinance that are on the agenda.

Mr. Isselin stated that the project is mostly completed except for a few minor things from an Engineering standpoint. The minor includes some plantings and kiosk installation. He described the work as 99.9% completed.

Alderwoman Wittner thanked Mr. Regan for his work on making everything come together. She also asked when the PILOT will keep in. Mr. Regan stated that the would start when the final C/O would kick in. The original PILOT was 30 years and will remain so.

Alderman Correa asked if he could elaborate on the two models. Redevelopment Counsel Frank Regan explained that one methodology was a total PILOT based on total project costs, which is the less common used but used here. The other methodology is a percentage of annual gross revenue, which is the more common methodology used. The PILOT will be 10% of the gross revenues for Year 1 to 10 and will increase 1% each additional five-year period up to 30 years. Mr. Regan also stated that as it relates for the Town this provides more certainty and he believes the PILOT deal is better. Alderman Correa also asked about the payment made to Meridia which is also called a Capitol Grant. Mr. Regan stated the Grant is not required to be repaid but in this case the Town has been able to get this money back, however there was no agreement that a repayment was being repaid.

Alderman Correa asked the Interim CFO if what the interest payments made since 2017. Mr. Gross stated that it was around \$700,000. Mr. Gross stated that the amount the Town is receiving is enough to cover the debt of the Town and as a result of the re-negotiations would see about a net of \$150,000.

By unanimous consent of the Board of Aldermen with the following in favor the public hearing was opened: Aldermembers Correa, Tapia, Ballesteros, Rugg, Cruz, Valencia, Wittner and Mayor Blackman.

The floor was open for public comment. No one wished to address the governing body regarding to Ord. 29-2020. By unanimous consent of the Board of Aldermen with the following in favor the public hearing was closed: Aldermembers Correa, Tapia, Ballesteros, Rugg, Cruz, Valencia, Wittner and Mayor Blackman.

A motion was made by Alderwoman Correa to adopt Ord. 29-2020, second by Alderwoman Cruz.

Adoption of Ord. 29-2020

	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
Motion								X	
Second					X				
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

Ord. 29-2020 was adopted 9-0. [Alderman Quinones joined the meeting prior to 5:18p.m.]

Alderman Correa stated that there was an individual online who was stating the attorneys were making a killing from the Town on this project. Alderman Correa asked Mr. Regan if the attorneys were being paid from escrow which is money paid by the Developer. Mr. Regan stated that was correct.

APPROVAL OF BILLS

The Board then considered the Approval of Bills List (Res. 261-2020). A motion was made by Alderman Ballesteros, second by Alderwoman Cruz to adopt Res. 261-2020.

Resolution 254-2020

	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
Motion			X						
Second					X				
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 261-2020 was adopted 8-0.

Alderwoman Rugg made a request that in the future the bills from Animal Control be itemized. Administrator Bennett stated that he would take care of that.

APPROVAL OF RESOLUTIONS

---CONSENT AGENDA RESOLUTIONS

- 1) Res. 262-2020 – Resolution Designating an Area of the Town of Dover as “An Area In Need of Redevelopment” Pursuant to the Local Redevelopment and Housing Law. – Block 1315, Lots 1, 3, 4 and 5 / Block 2023, Lots 1, 2 and 4.
- 2) Res. 263-2020 – Resolution Designating Crossroads Companies Conditional Redeveloper for the Properties Commonly Known as Block 1315, Lots 3, 4 and 5 on the Tax Map of the Town of Dover – 80 E. McFarlan.
- 3) Res. 264-2020 – Resolution Designating West Morris O2F Property Development Corp. LLC Conditional Redeveloper for the Properties Commonly Known as Block 1201 Lot 6.01 on the Tax Map of the Town of Dover – 107-111 Bassett Highway.
- 4) Res. 265-2020 – Resolution Authorizing a Shared Service Agreement Contract with Randolph Township for the Year 2021 for Animal Control Services.
- 5) Res. 266-2020 – Resolution Authorizing Engineering Work to Begin for the Essex Street 2020 NJDOT Project.
- 6) Res. 267-2020 – Resolution Authorizing the Procurement of (2) New Stradapal BNA Parking Kiosks, (14) New Upper and Lower Batteries with Cables and (14) 4G Modem Upgrade Kits.

Alderman Ballesteros asked if Lot 4 was being taken out of Res. 262-2020. Acting Municipal Schmidt stated that he was told to put it back in. Administrator Bennett stated that by leaving it in there it allows the owner of the property to take advantage of the Redevelopment Law if they

so choose. He also stated that if the study says Lot 4 should not be included the Planning Board can make that recommendation.

Mayor Blackman asked Mr. Isselin asked if Res. 263-2020 was the old Atilio's / Hibachi Grill. Mr. Isselin confirmed that was correct. Mr. Isselin also explained Res. 267-2020 and that one of the reasons for the upgrades is that they will no longer be used if they are not upgraded to 3G from 4G. Alderman Ballesteros asked about the Conditional Redeveloper and if the Planning Board designates or the Board of Alderman. Mr. Bennett stated that the designation is done by the Board of Aldermen and that the redeveloper is the contract purchaser of the property.

Mayor Blackman also thanked Mr. Isselin and Ms. Tamara Bross, Planning/Zoning Secretary for their efforts.

A motion was made by Alderman Correa to adopt the Consent Agenda, second by Alderwoman Rugg.

Resolutions 262 to 267 2020

	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
Motion	X								
Second				X					
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Resolutions 262 to 267 2020 were adopted 8-0.

--- RESOLUTIONS FOR DISCUSSION AND CONSIDERATION

The Board considered. Res. 268-2020 – Resolution Approving Taxicab Driver License.

A motion was made by Alderwoman Wittner to adopt, second by Alderwoman Cruz.

Resolution 268-2020

	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
Motion								X	
Second					X				
Yes			X	X	X	X	X	X	X
No									
Abstain	X								

Res. 268-2020 was adopted 7-0-1.

The Board then considered Res. 269-2020 – Resolution Approving Taxis/Limos to be Licensed in the Town of Dover.

A motion was made by Alderman Ballesteros to adopt, second by Alderwoman Cruz

Resolution 269-2020

	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
Motion			X						
Second					X				
Yes			X	X	X	X	X	X	X
No									
Abstain	X								

Res. 269-2020 was adopted 7-0-1.

The Board then considered Res. 270-2020 – Resolution Authorizing the Execution of the Second Amendment to the Redevelopment Agreement with Meridia, Transit Plaza Urban Renewal, Dover, LLC, the Redeveloper for the Sussex Street Plaza Redevelopment Project Located in Sub-Area 2 Redevelopment Area.

This Resolution was the first of four Resolutions connected to Ord. 29-2020. A motion was made by Alderwoman Wittner to adopt Res. 270-2020, second by Alderwoman Cruz.

Resolution 270-2020

	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
Motion								X	
Second					X				
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 270-2020 was adopted 8-0.

The Board then considered Res. 271-2020 – Resolution Approving the Sale and Conveyance of Block 1216, Lot 3 and Block 1217, Lots 9 & 20 and 5.01 Located in a Redevelopment Area By Meridia, Transit Plaza Urban Renewal, Dover, LLC to Dover Transit Urban Renewal, LLC and Authorizing the Execution of an Assignment and Assumption Agreement as may be Required.

A motion was made by Alderwoman Cruz to adopt, second by Alderman Valencia to adopt.

Resolution 271-2020

	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
Motion					X				
Second						X			
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 271-2020 was adopted 8-0.

The Board then considered Res. 272-2020 – Resolution Authorizing the Issuance and Execution of a Certificate of Completion to Meridia, Transit Plaza Urban Renewal, Dover, LLC, for Property Known as Tax Block 1216, Lot 3 and Block 1217, Lots 9 & 20 Located in the Scattered Sites Redevelopment Area.

A motion was made by Alderman Ballesteros to adopt, second by Alderwoman Wittner.

Resolution 272-2020

	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
Motion			X						
Second								X	
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 272-2020 was adopted 8-0.

The Board then considered Res. 273-2020 – Resolution Approving and Authorizing the Assignment and Assumption of the Amended and Restated Financial Agreement for a Long-Term Tax Exemption By and Between the Town of Dover, Meridia, Transit Plaza Urban Renewal, LLC and Dover Transit Urban Renewal, LLC the Purchaser of the Project and Block 1216, Lot 3 and Block 1217. Lots 9 & 20.

A motion was made by Alderman Correa to adopt, second by Alderman Valencia.

Resolution 273-2020

	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
Motion	X								
Second						X			
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 273-2020 was adopted 8-0.

The Board then considered Res. 274-2020 – Resolution Authorizing the Issuance of Special Emergency Notes in an Amount Equal to the Special Emergency Appropriation Made for the Purposes Set Forth in N.J.S.A. 40A:5-4-53(l) and/or N.J.S.A. 40A:4-53(m).

A motion was made by Alderman Correa to adopt, second by Alderwoman Rugg.

Resolution 274-2020

	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
Motion	X								
Second				X					
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 274-2020 was adopted 8-0. Acting Municipal stated that the Resolution required a 2/3 affirmative which was received and the Resolution passed.

The Board then acted upon Res. 275-2020 – Resolution Appointing Fire Captain

Resolution 275-2020

	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
Motion								X	
Second			X						
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 275-2020 was adopted 8-0.

The Board then considered Res. 276-2020 – Resolution Authorizing a Shared Service Agreement with the Dover Free Public Library for the Year 2021 for Administrative Services.

Acting Municipal Clerk Schmidt stated this came in today. He stated that the Library's governing body passed a resolution at their last meeting authorizing the Administrator of the Town to supervise Library employees and no cost is involved to either party.

Alderman Ballesteros asked the Clerk to confirm that this was the case in 2020. Acting Municipal Clerk Schmidt stated that this will go into effect in 2021. Alderman Ballesteros asked if this was the first agreement of its kind. Mr. Schmidt stated that is correct, it is the first time.

Mr. Bennett stated that there has always been an understanding that the Library employees are Town employees, they are paid by the Town and in the union. However, under state law, Library employees come under the control of the Board of Library Trustees. The Library Trustees are not in the office each day and are volunteers and it was thought that transferring authority to the Town Administrator would be best to handle employee Civil Service and other employee issues. Administrator Bennett stated he has met with the Library Board and they are trying this and believes it will work. It was also commented that this agreement could be revoked by the Library Board at any time. Alderman Ballesteros asked if there is a Department Head. Administrator Bennett stated that there is a Director of the Library and that person will still be the Director.

With no further discussion, a motion was made by Alderwoman Wittner to adopt, second by Alderwoman Rugg.

Resolution 276-2020

	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
Motion								X	
Second				X					
Yes	X		X	X	X	X	X	X	X
No									
Abstain									

Res. 276-2020 was adopted 8-0.

Alderman Tapia rejoined the meeting at 5:46p.m.

The Board then considered Res. 277-2020 – Resolution Authorizing a Shared Service Agreement with the Township of Mount Olive for the Years 2021 and 2022 for Health Officer Services.

Alderwoman Wittner had a question on the contract. Acting Municipal Clerk Schmidt stated that Administrator Bennett has a report on the Resolution. Mr. Bennett stated that Nursing Services have been removed from the contract, which Alderwoman Rugg will speak about. Mr. Bennett stated that given the pandemic, it was determined now was not the time to change Health Officers, but stated that Mount Olive originally was looking for a substantial increase and that could be changed with taking out the Nursing component. By removing the Nursing component from Mount Olives contract it will be \$20,000 less than this year and \$60,000 less than the original proposed amount for 2021.

Alderwoman Rugg reported that she has been working with the Town Administrator, Senator Bennett in engaging St. Clare's Health to provide Community Health Nursing Services. This would be a new partnership between the Health Department, Town and St. Clare's. The Community Health Nurse through St. Clare's will be an Advanced Practice Nurse and will be bilingual who will assist the Town with Community Health Issues. The Town will also be partnering with the Hospital to provide corporate health services which includes physicians, physician assistants and registered nurses. All new hires will have physicals done through the Hospitals.

Alderwoman Rugg stated that once COVID-19 is under control the Hospital will be having Community Health Clinics. The first clinic will include Prostate testing free of charge. Alderwoman Rugg stated that she is excited to develop this partnership with our neighbor St. Clare's Health.

Alderwoman Rugg thanked Senator Bennett for his efforts to establish this new project and relationship and she looks forward to working with him in the months ahead.

Mayor Blackman stated that St. Clare's is excited about working with the Town of Dover. She stated there has been numerous meetings and took a lot of time to work on this. Mayor Blackman thanked Senator Bennett for his work with this.

Alderwoman Wittner stated she is excited to see that we have a hometown Health partner that will be working with the Town.

A motion was made by Alderwoman Rugg to adopt Res. 277-2020, second by Alderwoman Wittner.

Resolution 277-2020

	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
Motion				X					
Second								X	
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

Res. 277-2020 was adopted 8-0.

Acting Municipal Clerk Schmidt stated that he had one more Resolution that came in. He explained that the Town received a Raffle for the Wm. Hedges American Legion and asked for a motion to adopt Res. 278-2020 to approve the applied raffles subject to final review.

Alderwoman Wittner asked if this was for specific dates or the calendar year. Mr. Schmidt stated that this was for the Calendar Year 2021.

Alderman Correa asked if this would be Res. 278-2020. Mr. Schmidt stated correct and that usually the resolution is done after the approvals but this resolution is being done conditional on the approvals.

Resolution 278-2020

	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
Motion	X								
Second					X				
Yes	X	X	X		X	X	X	X	X
No									
Abstain				X					

Res. 278-2020 was adopted 8-0-1.

NEW BUSINESS ITEMS

Interim Administrator Bennett reported that a lot has been going on. He stated that in regards to employees there is currently one person out in quarantine. He reported that the Hospital has

given 1,000 COVID-19 vaccines. First Responders, starting with EMT's will begin receiving the vaccine on Monday. He stated that there appears to be a spike in COVID-19 cases but 50 of those cases were just reported from November. If those were excluded, the Town is seeing a decrease in cases.

Mr. Bennett thanked the Board for approving the Animal Control Contract. The cost is going up \$2.00 per hour but the overall costs of the contract will decrease by \$15,000 by placing a cap on the number of hours worked.

He stated that the BID for the roof is out as well as the DPW Bathrooms. He also stated that the Newberry Building RFQ's have also been out. He stated that the approach is different in that the Town is asking redevelopers for their ideas. Mr. Bennett also reported that the tax sale is scheduled for tomorrow at 10:00a.m.

Mr. Bennett also stated the RFQ's for professionals are under review and stated that they were opened and reviewed and that none will be found in a draw. He also recognized the work of the Public Works Department with the recent snowstorm. Mr. Bennett also recognized DPW for their work with the food drives and the Fire Department with delivering toys for children.

Mayor Blackman then gave a report. The Mayor recognized the Fire Department for cooking and delivering 60 meals to seniors. Mayor Blackman also recognized the Department for Santa's visit to Dover.

Mayor Blackman stated that Administration will be on a call tomorrow with the County about the COVID-19 vaccine. The Mayor stated that the vaccines are being handled by the County and not the Town. On January 5, 2021 Walgreens and the County will be administering the vaccine at Regency Grande.

Mayor Blackman also announced that last week the front doors of Town Hall were partially opened to pay Water and Tax Bills. The side entrance by the Court has also been opened inside for Court payments and certain Health Department transactions.

Mayor Blackman also addressed a complaint that there was no Christmas music downtown. The Mayor said complaints were received about the music but there was music originally.

The Mayor also spoke about the Board reducing their salaries in the beginning of the year and throughout the year the Board has used their salaries to donate to food drives and various activities in the Town during COVID-19.

Alderman Correa reported that the Racial Equity Committee will be meeting and the community will be seeing action with meetings in February and March at different times to accommodate schedules of the community. He stated that the Committee will be reporting as they go and currently are analyzing data in preparation of community meetings before drafting a report.

PUBLIC COMMENT:

Acting Municipal Clerk Schmidt read the procedures for public comment and the meeting was opened to the public.

Speaker: Antonio Acosta

Address: 130 Madison Street, Dover NJ

Municipality/County: Dover / Morris County

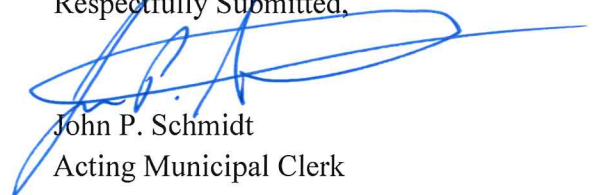
Mr. Acosta spoke about the need to get the virus under control and the need to get our children back to school. He believes that the kids have been hit the hardest. He thanked everyone for the drive by parade with Santa and was happy to see that. Mr. Acosta spoke about the redevelopment resolutions on the agenda. He stated he hates to see parking lots and prefers trees and is glad to see positive redevelopment projects for the Town. He also recognized President-elect Joe Biden's nomination of Puerto Rican native Miguel Cardona, who has been nominated as Secretary of the Department of Education and spoke about the nomination.

With no other members of the public wishing to address the governing body, Mayor Blackman closed that portion of the meeting.

Mayor Blackman also reported that the 2021 Recycling Calendar is now out.

Mayor Blackman then asked for a Motion to adjourn at 6:20p.m. A motion was made by Alderwoman Wittner, second by Alderman Correa to adjourn the meeting at 6:20p.m. with the following members in favor: Aldermembers Correa, Tapia, Ballesteros, Rugg, Cruz, Valencia, Quinones, Wittner and Mayor Blackman.

Respectfully Submitted,



John P. Schmidt
Acting Municipal Clerk