



TOWN OF DOVER
MAYOR AND BOARD OF ALDERMEN
CAUCUS MEETING MINUTES
JANUARY 9, 2018 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

ROLL CALL:

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

Also present were Administrator Donald Travisano, Attorney Lisa Thompson and Deputy Municipal Clerk Tara Pettoni.

Deputy Municipal Clerk Tara Pettoni 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.

MUNICIPAL CORRESPONDENCE:

1. Received from NJ League of Municipalities—Weekly Update
2. Received from Rockaway Township—Notice of Public Hearing
3. Received from Morris & Hantman—Notice of Board of Adjustment Hearing in Rockaway Township

CONSENT AGENDA

1. Resolution Approving Taxi Cab Driver's Licenses as per Schedule A
2. Resolution Approving Taxis as per Schedule A
3. Resolution Approving Raffle License—College Club of Dover
4. Corrected Resolution Appointing Planning Board Members
5. Corrected Resolution Appointing Board of Adjustment Members
6. Corrected Resolution Appointing Historic Preservation Commission Members
7. Resolution Authorizing the Execution of a Mutual Firefighting & EMS Agreement with the Township of Mine Hill
8. Resolution Appointing a Fund Commissioner(s) for the North Jersey Health Insurance Fund (HIF)
9. Resolution Appointing a Fund Commissioner(s) for the Morris County Joint Insurance Fund (JIF)

RESOLUTIONS

1. Resolution Approving Bills List
2. Resolution Certifying Compliance with the United States Equal Employment Opportunity Commission
3. Resolution Approving Personnel Action
4. Resolution Authorizing the Award of a Fair and Open Contract for Grant Writing Services to Millennium Strategies
5. Resolution Designating Acting Municipal Clerk as an Authorized Signatory on Town Checks

**REGULAR MEETING MINUTES
JANUARY 9, 2018**

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 7:00 PM

ROLL CALL:

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

Also present were Administrator Donald Travisano, Attorney Lisa Thompson and Deputy Municipal Clerk Tara Pettoni.

Deputy Municipal Clerk Tara Pettoni stated adequate notice was given to the official newspaper.

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.

CONSENT AGENDA:

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

CITY LIMO AND TAXI, INC.

Marvin Moncada
Steven SanJuan

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

FIRST CLASS OF DOVER, INC.

2007 TOYOTA	X73016455	OL6159H	LIMO #39 (Renewal)
2007 TOYOTA	U645563	OL2360K	LIMO #008 (New)
2012 TOYOTA	U097817	OT315A	TAXI #4
2007 TOYOTA	U003883	OL1431K	LIMO #44 (Renewal)

2014 TOYOTA	U380456	OT4521A	TAXI #11
2008 DODGE	B126721	OL1432K	LIMO# 43 (Renewal)

**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

College Club of Dover
To be held April, 3 2018
(Off-premise 50/50)
RL #1068

**CORRECTED RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPOINTING MEMBERS TO THE PLANNING BOARD THE TOWN OF DOVER**

BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that the following be and hereby are appointed to the **PLANNING BOARD** commencing January 1, 2018.

Scott Miller – Regular Member, 4 year term ending 12/31/21
Frank Zanotti – Regular Member, 4 year unexpired term ending 12/31/19
Nicola Cerilli – Regular Member, 4 year term ending 12/31/21
James Visioli – Class III Member, 1 year term ending 12/31/18
William Isselin– Class II Member, 1 year term ending 12/31/18

**CORRECTED RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPOINTING MEMBERS TO THE BOARD OF ADJUSTMENT FOR THE TOWN OF DOVER**

BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that the following be and hereby are appointed to the **BOARD OF ADJUSTMENT** commencing January 1, 2018.

Paul Schmolke – Regular Member, 4 year term ending 12/31/21
William Hann – Regular Member, 4 year term ending 12/31/21
Richard Fox – Regular Member, 4 year unexpired term ending 12/31/18
Gilbert Roman – Alternate II, 2 year term ending 12/31/19

**CORRECTED RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
APPOINTING MEMBERS TO THE HISTORIC PRESERVATION COMMISSION FOR THE TOWN OF
DOVER**

BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that the following be and hereby are appointed to the **HISTORIC PRESERVATION COMMISSION** commencing January 1, 2018.

Bill Bisset – Alternate II, 1 year term ending 12/31/18

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN
OF THE TOWN OF DOVER AUTHORIZING THE EXECUTION OF A MUTUAL FIREFIGHTING AND
EMERGENCY MEDICAL SERVICES ASSISTANCE AGREEMENT WITH THE TOWNSHIP OF MINE HILL**

WHEREAS, the Town of Dover and the Township of Mine Hill wish to enter into a mutual aid agreement for the provisions of firefighting and EMS Assistance; and

WHEREAS, N.J.S.A. 40A:14-26 provides for emergency assistance for fire and police protection from another municipality; and

WHEREAS, it is in the public interest to provide for this additional coverage and support; and

WHEREAS, the agreement is non-binding and subject to the immediate needs of each municipality at the time of the request for assistance; and

WHEREAS, there contains in the agreement provisions for the reimbursement of materials used or other direct expenses or losses; 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. The Mayor and Clerk are hereby authorized to execute a mutual firefighting and EMS Assistance Agreement with the Township of Mine Hill

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN
OF DOVER APPOINTING A FUND COMMISSIONER(S) FOR THE NORTH JERSEY HEALTH INSURANCE
FUND**

WHEREAS, there exists a need for a Commissioner and an Alternate for the Town of Dover under the North Jersey Health Insurance Fund (HIF); 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 Donald J. Travisano be and is hereby appointed Fund Commissioner and Janette Taveras is hereby appointed Alternate Fund Commissioner for the Town of Dover under the North Jersey Health Insurance Fund.

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN
OF DOVER APPOINTING A FUND COMMISSIONER(S) FOR THE MORRIS COUNTY MUNICIPAL JOINT
INSURANCE FUND**

WHEREAS, there exists a need for a Commissioner and an Alternate for the Town of Dover under the Morris County Municipal Joint Insurance Fund (JIF); 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 Donald J. Travisano be and is hereby appointed Fund Commissioner and Kelly Toohey is hereby appointed Alternate Fund Commissioner for the Town of Dover under the North Jersey Health Insurance Fund.

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

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

BILLS 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.

CURRENT APPROPRIATIONS RESERVE ACCT claims in the amount of:	\$117,372.92
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$304,129.50
GENERAL CAPITAL ACCT claims in the amount of:	\$28,311.44
WATER UTILITY RESERVE ACCT claims in the amount of:	\$22,827.79
WATER UTILITY ACCT claims in the amount of:	\$85,494.50
WATER CAPITAL ACCT claims in the amount of:	\$23,030.00
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$162.43
PARKING UTILITY ACCT claims in the amount of:	\$5,022.69
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:	\$0.00
COAH TRUST ACCT claims in the amount of:	\$0.00
TOTAL CLAIMS TO BE PAID	\$586,351.27

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

TRUST/OTHER ACCT claims in the amount of:	\$0.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$0.00
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
WATER UTILITY OPERATING claims in the amount of:	\$589.58
TOTAL CLAIMS PAID	\$589.58
TOTAL BILL LIST RESOLUTION	\$586,940.85

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

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

GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Mayor and Board of Aldermen of the Town of Dover, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained

and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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

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

SALARY RESOLUTION

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 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, 2018.

Douglas Cabana, Municipal Prosecutor	\$40,290	1/1/2018
Kyle Dickerson, Firefighter	\$35,500	1/2/2018
Justin Gabrys, Police Captain	\$148,346	12/21/2017
Cecilia Guzman, Judge	\$48,000	1/1/2018
James Kerrigan, Sr. Code Enforcement Officer	\$52,840	1/1/2018
Evan Ridner, Firefighter	\$38,643	1/2/2018
Dominick Ruiz, Firefighter	\$35,500	1/2/2018
Wilson Sarmiento, Maint. Worker 1, Grounds/Maint. Repairer	\$42,776	1/1/2018

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

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

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AUTHORIZING THE AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICES CONTRACT FOR
GRANT WRITING TO MILLENNIUM STRATEGIES**

WHEREAS, the Town of Dover has a need to contract for professional services for Grant Writing Services pursuant to the provisions of N.J.S.A. 19:44A-20.5, et seq to perform grant writing; and

WHEREAS, the Town Administrator recommends that Millennium Strategies is qualified to perform this work on behalf of the Town of Dover; and

WHEREAS, the Town Administrator recommends the award of a contract to Millennium Strategies, 60 Columbia Road, Morristown, New Jersey 07960, under a fair and open process, for a one year period at a cost not to exceed \$40,000.00 unless further authorized by the governing body; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Board of Aldermen of the Town of Dover authorizes the Mayor and Municipal Clerk to enter into a contract with Millennium Strategies for the work described above, for a one year period, at a cost not to exceed \$40,000.00; and

BE IT FURTHER RESOLVED that a copy of this resolution, certified to be a true copy by the Town Clerk shall be advertised as required by law within ten (10) days from the date adoption; and

BE IT FURTHER RESOLVED that the Professional(s) listed above is/are directed to prepare a written contract to be executed with the Town and that a copy of this Resolution, the Business Entity Disclosure Certification and Contract shall be placed on file with the Town Clerk.

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

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

RESOLUTION DESIGNATING ACTING MUNICIPAL CLERK AS AN AUTHORIZED SIGNATORY ON TOWN CHECKS

WHEREAS, the current Municipal Clerk, Margaret J. Verga, will retire January 31, 2018; and

WHEREAS, there will be a need to replace a signatory on the Town of Dover Central Disbursement Account; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Dover hereby designate Tara Pettoni, Acting Municipal Clerk, as an authorized signatory on the Town of Dover Central Disbursement account.

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

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

Mayor Dodd opened the meeting to the public.

Seeing no hands and hearing no voices, Mayor Dodd closed the meeting to the public and asked for a motion to adjourn.

Mayor Dodd made the motion to adjourn at 7:10 PM and Alderwoman Romaine the motion and duly seconded and passed it by the following voice vote.

Respectfully submitted,

Tara Pettoni, Deputy Municipal Clerk