



TOWN OF DOVER

MAYOR AND BOARD OF ALDERMEN

CAUCUS MEETING MINUTES FEBRUARY 27, 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 Acting Municipal Clerk Tara Pettoni.

Acting 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—February 16, 2018
2. Received from NJ League of Municipalities—Weekly Update—February 23, 2018
3. Received from Township of Randolph—Notice of Hearing
4. Received from Township of Randolph—Notice of Hearing
5. Received from JCP&L—Notice of Public Hearing
6. Thank you card from the Nunn Family
7. Received from the NJDEP—News Release—Fish Consumption

CONSENT AGENDA

1. Resolution Approving Raffle License—Morris County Hispanic Affairs & Academy Street PTA
2. Resolution Approving the Submission of a Grant Application for the Dover Highway Safety Grant
3. Resolution Approving a Transfer Resolution
4. Resolution Approving Auction License—Berman's Auction

ORDINANCE(S) FOR SECOND READING

1. Ord. No. 01-2018 – Bond Ordinance for the Acquisition, Renovation and Improvement of Berkeley College—Alderwoman Romaine
2. Ord. No. 02-2018 – Purchase Sale Agreement for the new Town Hall—Alderwoman Romaine

RESOLUTIONS

1. Resolution Approving Bills List
2. Resolution Approving the Minutes for the January 23, 2018 Caucus and Regular
3. Resolution Approving the Minutes for the February 13, 2018 Caucus and Regular
4. Resolution Authorizing the Award of a Contract to Tony Sanchez for the Purchase and Installation of One New and Unused Service Body with Accessories
5. Resolution Approving Personnel Action
6. Resolution Approving a Person-to-Person Liquor License Transfer—MCRS Dover Tenant LLC
7. Resolution Authorizing the Award of a Fair and Open Professional Services Contract for Architectural Services to Netta Architects

**REGULAR MEETING MINUTES
FEBRUARY 27, 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 Acting Municipal Clerk Tara Pettoni.

Acting 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
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

Morris County Organization for Hispanic Affairs, Inc.

To be held April 27, 2018
(50/50 Raffle Off-Premise)
RL #1071

Academy Street School PTA

To be held April 20, 2018
(Tricky Tray On-Premise)
RL #1072

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING
THE SUBMISSION OF A GRANT APPLICATION FOR THE DOVER HIGHWAY SAFETY GRANT 2017**

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for **DOVER HIGHWAY SAFETY GRANT 2017**.

NOW, THEREFORE, BE IT RESOLVED that the Board of Alderman of the Town of Dover formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Board of Alderman of the Town of Dover and Clerk are hereby authorized to submit an electronic grant application identified as "HSF-2017-Dover Town-00025" to the New Jersey Department of Transportation on behalf of the Town of Dover.

BE IT FURTHER RESOLVED that the Mayor and Clerk of the Town of Dover are hereby authorized to sign the grant

agreement on behalf of the Town of Dover and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

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: 2017

Police OE

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: 2017

Group Insurance OE

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	
Group Insurance OE	7,400.00	Police OE	7,400.00
Total	7,400.00	Total	7,400.00

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING AN AUCTION LICENSE FOR BERMAN’S AUCTION

WHEREAS, Section 118-2 of the Code of the Town of Dover requires any person who operates a auction apply to the Clerk of the Town of Dover for a license to operate; and

WHEREAS, Donna Kurtz, t/a Berman’s Auction, located at 33 West Blackwell Street, Dover, New Jersey, has applied for renewal of an Auction license ; and,

WHEREAS, the applicant has submitted the appropriate fees and completed the application as needed;

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 application of Donna Kurtz, t/a Berman’s Auction for a license to operate an auction house at 33 West Blackwell Street, Dover, New Jersey is hereby approved.

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, Camacho & Mayor Dodd
Nays: None Absent: None Abstained: None**

ORDINANCES FOR SECOND READING:

ORDINANCE NO. 01-2018

BOND ORDINANCE PROVIDING FOR THE ACQUISITION, RENOVATION AND IMPROVEMENT OF THE BERKELEY COLLEGE BUILDING AND PROPERTY IN AND BY THE TOWN OF DOVER, IN THE COUNTY OF MORRIS, NEW JERSEY, IN ORDER TO PROVIDE NEW TOWN HALL FACILITIES, APPROPRIATING \$16,000,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$15,000,000 BONDS OR NOTES OF THE TOWN FOR FINANCING SUCH APPROPRIATION.

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, IN THE COUNTY OF MORRIS, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by the Town of Dover, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to \$16,000,000 including the aggregate sum of \$1,000,000 as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of the Town for down payment or for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$16,000,000 appropriations not provided for by application hereunder of said down payments, negotiable bonds of the Town are hereby authorized to be issued in the principal amount of \$15,000,000 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Town in a principal amount not exceeding \$15,000,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

Section 3. The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

<u>IMPROVEMENT OR PURPOSE</u>	<u>APPROPRIATION AND ESTIMATED COST</u>	<u>ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES</u>
(a) Acquisition, by purchase, of lands in and by the Town for use as new Town Hall facilities, said lands consisting of approximately .469 acres and located at 1-3-5 West Blackwell Street, and identified as Lot 2 in Block 1207 on the Official Tax Map of the Town and commonly known as Berkeley College, all in accordance with the proposed contract therefor on file or to be filed in the office of the Town Clerk and hereby approved, and including also the acquisition, by purchase or condemnation, of lands in and by the Town for municipal purposes, said lands consisting of approximately .07 acres and located at 15 North Sussex Street and 8 Bassett Highway and identified as Lot 1 in Block 1207 on the Official Tax Map of the Town, and including also site work and other improvements to the property	\$2,000,000	\$1,900,000
(b) Acquisition, by purchase, and improvement of the Berkeley College building and improvement of the adjacent property in and by the Town (said building consisting of approximately 55,914 square feet and having four levels and being at least equal in useful life to a building of Class A construction as such term is used or referred to in section 40A:2-22 of said Local Bond Law), including the renovation thereof in order to provide new Town Hall facilities, including the construction, reconstruction, or renovation of offices and other areas, the acquisition and installation as necessary of electrical and other systems, equipment and furnishings, and the construction of a new entrance, a new public plaza and parking improvements, together with all property acquisition, structures, equipment, lighting, site work, work and materials necessary therefor or	<u>14,000,000</u>	<u>13,100,000</u>

incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Town Clerk and hereby approved as such plans and specifications may be modified or amended from time to time

Totals

\$16,000,000

\$15,000,000

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purpose.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the Town may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 22.53 years.

(c) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Town Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Town as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$15,000,000, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) Amounts not exceeding \$2,000,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

Section 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale at not less than par and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Town at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

Section 6. The full faith and credit of the Town are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Town, and the Town shall be obligated to levy ad valorem taxes upon all the taxable property within the Town for the payment of said obligations and interest thereon without limitation of rate or amount.

Section 7. The capital budget or temporary capital budget of the Town is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Town Clerk and are available for public inspection.

Section 8. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

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

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:	\$27,373.98
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$1,544,064.18
GENERAL CAPITAL ACCT claims in the amount of:	\$3,399.87
WATER UTILITY RESERVE ACCT claims in the amount of:	\$16,907.71
WATER UTILITY ACCT claims in the amount of:	\$47,939.10
WATER CAPITAL ACCT claims in the amount of:	\$5,700.00
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$7,500.00
PARKING UTILITY ACCT claims in the amount of:	\$2,773.44
PARKING CAPITAL ACCT claims in the amount of:	\$0.00
ANIMAL CONTROL TRUST ACCT claims in the amount of:	\$822.60
EVIDENCE TRUST ACCT claims in the amount of:	\$284.35
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	\$1,656,765.23

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:	\$3,888.27
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
WATER UTILITY OPERATING claims in the amount of:	\$0.00
TOTAL CLAIMS PAID	\$3,888.27
TOTAL BILL LIST RESOLUTION	\$1,660,653.50

Alderman Picciallo has moved the foregoing resolution be adopted and duly seconded by Alderman O'Connor 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

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:

January 23, 2018 – Caucus & Regular

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

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:

February 13, 2018 – Caucus & Regular

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

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

PERSONNEL ACTION 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.

NEW HIRES:

Christina Pinto, Student Asst./Intern	\$14/hr.	3/3/2018
Steven Willenborg, Code Enforcement Trainee	\$40,000	3/19/2018

Alderman Visioli has moved the foregoing resolution be adopted and duly seconded by Alderman O'Connor 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 OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AUTHORIZING THE AWARD OF A CONTRACT PURSUANT TO A SEALED BID TO TONY SANCHEZ
LTD. FOR THE PURCHASE AND INSTALLATION OF ONE (1) NEW AND UNUSED SERVICE BODY WITH
ACCESSORIES

WHEREAS, the Town of Dover solicited bids for the purchase and installation of one (1) new and unused service body with accessories; and

WHEREAS, bids were received on January 3, 2018; and

WHEREAS, the sole responsive and responsible bidder submitted a bid, using maximum quantity anticipated over the life of the contract, as follows:

Tony Sanchez Ltd.	\$55,950.00
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WHEREAS, the CFO has prepared a certificate of availability of funds which is on file in the Clerk's office; and

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 in the amount for \$55,950.00 from Tony Sanchez Ltd. is hereby accepted as the lowest responsible and responsive bid and is hereby awarded; and
2. The Mayor and Clerk are hereby authorized to execute a contract with Tony Sanchez Ltd. in the amount of \$55,950.00.

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, & Camacho
Nays: None Absent: None Abstained: Mayor Dodd

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING A
PERSON-TO-PERSON TRANSFER OF AN ALCOHOLIC BEVERAGE LICENSE

WHEREAS, an application has been filed for a Person-to-Person Transfer of Plenary Retail Consumption (Hotel/Motel exception) License Number 1409-36-042-003, heretofore issued to MCRS Dover Tenant LLC which is an active license with the mailing address of 2 Commerce Center Drive, Dover, NJ 07801; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

Kim Conner—45 Livingston Avenue—Ms. Conner came to express her gratitude to our Public Works Department. Public Works rescued her cat that fell 8 feet after climbing into a catch basin. Ms. Conner is extremely grateful and thankful for the Town's efforts that were put forth to rescue her cat.

Mayor Dodd made the motion to adjourn at 7:13 PM and Alderman Picciallo the motion and duly seconded and passed it by the following voice vote.

Respectfully submitted,

Tara Pettoni, Acting Municipal Clerk