



TOWN OF DOVER
MAYOR AND BOARD OF ALDERMEN
CAUCUS MEETING MINUTES
September 9, 2014 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, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd

Absent: Alderwoman Romaine and Alderman MacDonald

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

Clerk 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.

MUNICIPAL CORRESPONDENCE:

1. Notice of Hearing – Bank of America, N.A. – 137 Center Grove Road – Township of Randolph
2. Notice of Hearing – The Asshirwad Palace – 169 South Salem Street – Township of Randolph
3. Thank you letter from Morris County Board of Chosen Freeholders (MCBCF) re: the town hosting November's MCBCF Public meeting.

CONSENT AGENDA

1. Resolution Approving Tax Redemption for 111 Searing Avenue Block 111 Lot 12
2. Resolution to Provide for the Mandatory Direct Deposit of Net Pay for All Employees
3. Resolution Approving Personnel Action

AGENDA ITEMS:

RESOLUTIONS

1. Resolution Approving Bills List
2. Resolution Approving Limos
3. Resolution Appointing IMAC Insurance Agency LLC as Risk Management Consultant
4. Resolution Accepting Ownership and Maintenance of the Traffic Signal installed by NJDOT – E. Blackwell Street and S. Morris
5. Resolution Authorizing the Town Administrator to request permission from the Administrative Office of the Courts to commence the competitive contracting process in order to select a qualified entity for private collection of distressed court debt

REGULAR MEETING MINUTES
September 9, 2014

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, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd

Absent: Alderwoman Romaine and Alderman MacDonald

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

Municipal Clerk Verga 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.

MAYOR'S REPORT:

- Mayor Dodd explained the town will be purchasing its' own Everbridge (reverse 911) System to communicate with the public during an emergency or for everyday announcements. The town currently uses Morris County's system and our limited to how many and the type of announcements made.
- A fall newsletter will be sent out to residents
- There will be a town wide property assessment done which will equalize values
- This year's senior picnic was the best ever thanks to Alderwoman Blackman.
- He commented on 9/11, stating it will be 13 years and that he worked at ground zero and how it still effects many people, and also our thoughts and prayers are with them. Dover has the monument at Prospect Street Park.

Mayor Dodd is appointing Alderman Rutan to the Picatinny Arsenal Advisory Board.

ATTORNEY REPORT: No formal report.

CONSENT AGENDA

RESOLUTION

WHEREAS, at the Municipal Tax Sale held on July 17, 2014, a lien was sold on Block 2020 Lot 12 also known as 111 Searing Avenue, Dover, New Jersey for delinquent 2013 taxes; and,

WHEREAS, this lien, known as Tax Sale Certificate 13-00013 was sold to PC4 Firstrust Bank, LLC; and,

WHEREAS, redemption fees for Certificate No.13-00013 were received in full.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen, Town of Dover, County of Morris, State of New Jersey that the Treasurer be authorized to issue a check in the amount of \$18,194.84 for redemption payment and premium made at time of sale, payable to US Global Corp Trust Service, 50 South 16th Street, Suite 2050, Philadelphia, PA. 19102

BE IT FURTHER RESOLVED that two certified copies of this resolution be returned to the Tax Collector.

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, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None

RESOLUTION TO PROVIDE FOR THE MANDATORY DIRECT DEPOSIT OF NET PAY FOR ALL EMPLOYEES

WHEREAS, P.L. 2013, Chapter 28, approved March 12, 2013, addresses the concerns for the use of State, county, county college, municipal and school district employee compensation; and

WHEREAS, on or after July 1, 2014 this act allows for a municipality to adopt a resolution to provide for the mandatory direct deposit of net pay for all employees of the municipality. Compliance by an employee shall be mandatory. This act allows for an exemption for seasonal and temporary employees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey, that mandatory direct deposit of net pay for all employees of the municipality shall be required. An exemption shall be granted for seasonal or temporary employees.

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, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None

RESOLUTION APPROVING PERSONNEL ACTION

BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Dover upon the recommendation of the Business Administrator do hereby approve the following personnel actions subject to NJ Department of Personnel provisions:

Transfer: Anthony Rosario from Firefighter to Fire Official

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, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None

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:	\$422.86
CURRENT ACCT claims in the amount of:	\$798,173.75
GENERAL CAPITAL ACCT claims in the amount of:	\$5,192.77
WATER UTILITY ACCT claims in the amount of:	\$85,278.63
WATER UTILITY RESERVE ACCT claims in the amount of:	\$0.00
WATER CAPITAL ACCT claims in the amount of:	\$434.96
PARKING UTILITY ACCT claims in the amount of:	\$12,116.85
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING CAPITAL ACCT claims in the amount of:	\$336.77
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:	\$1,850.00
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:	\$38,209.73

COAH TRUST Acct claims in the amount of: \$0.00
TOTAL CLAIMS TO BE PAID \$942,016.32

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: \$316,859.46
WATER UTILITY ACCT claims in the amount of: \$24,352.24
PARKING UTILITY ACCT claims in the amount of: \$3,184.86
PAYROLL AGENCY ACCT claims in the amount of: \$160,898.46
UNEMPLOYMENT TRUST ACCT claims in the amount of: \$0.00
TOTAL CLAIMS PAID \$505,295.02
TOTAL BILL LIST RESOLUTION \$1,447,311.34

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

Ayes: Aldermen Visioli, Picciallo, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None

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
ELITE LIMO AND TAXI SERVICE, LLC

2004 Toyota	5TDZA22C34S054872	OL1049J	Renewal
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FIRST CLASS OF DOVER, INC

2005 Lincoln	1LNHM81W75Y622284	OL7211H	Renewal
2005 Lincoln	1LNHM81W15Y603813	OL6159H	Renewal
2005 Lincoln	1LNHM81W45Y655064	OL7212H	Renewal

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

Ayes: Aldermen Picciallo, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: Alderman Visioli Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None

RESOLUTION OF THE TOWN OF DOVER FOR THE APOINTMENT OF IMAC INSURANCE
AGENCY LLC AS RISK MANAGEMENT CONSULTANT

WHEREAS, the Town of Dover is a member of the Municipal Excess Liability Joint Insurance Fund, (hereinafter known as the MEL), a public entity established under Public Law 1983, c.372 of Title 40A enabling local contracting units to join together for the purpose of self-insuring for excess coverage's as defined by statute; and

WHEREAS, the Bylaws of the MEL provide for appointment of a Risk Management Consultant by the municipality or authority to advise the municipality or authority on matters relating to the MEL's operation and coverage's provided; and

WHEREAS, the Risk Management Consultant's specific duties include, but are not limited to:

- 1.) Evaluation of the town's or authority exposure
- 2.) Explanation of the various coverage's available from the MEL and assisting the municipality or authority in the selection of proper coverage.
- 3.) Preparation of applications, statement of values, etc., required by the MEL
- 4.) Review of the town's or authority's assessment and assisting in the preparation of the town's or authority's insurance budget.
- 5.) Review of losses and engineering reports and providing assistance to the town's or authority's safety committee
- 6.) Assistance in the claims settlement process.
- 7.) Attendance at the majority of meetings of the MEL's Commissioners/Board of Fund Commissioners and the performance of such other services as required by the municipality or authority of the MEL.

WHEREAS, the Bylaws of the MEL further provides for said Risk Management Consultant to be paid a fee of six percent (6%) of the municipality's or authority's assessment for the current fund year; and

WHEREAS, the Bylaws of the MEL allows a member municipality or authority to waive such services and elect to perform all or any portion of the duties normally assigned to the Risk Management Consultant provided it notify the MEL in writing and further agrees to indemnify and hold harmless the MEL and certain of its agents.

WHEREAS, the municipality wishes to contract with the Risk Management Consultant itself and pay same directly.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Dover elects to have its six percent (6%) fee for Risk Management Services returned by the MEL, if applicable;

Alderman Rutan 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, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None**

RESOLUTION ACCEPTING OWNERSHIP AND MAINTENANCE OF THE TRAFFIC SIGNAL KNOWN AS "TRAIN PREEMPTION FOR TRAFFIC SIGNALS NORTH II" INSTALLED BY THE NEW JERSEY DEPARTMENT OF TRANSPORTATION AND LOCATED PROXIMATE TO THE INTERSECTION OF E. DICKERSON STREET AND S. MORRIS STREET

WHEREAS, the County of Morris and the New Jersey Department of Transportation ("NJDOT") have embarked on a project to improve the flow of traffic and to create safer pedestrian crossings near the railroad right-of-way on S. Morris Street; and

WHEREAS, the full cost of the project will be borne by the County of Morris and NJDOT and said improvements will result in a direct benefit to the residents of the Town of Dover and to those passengers who utilize the Dover train station; and

WHEREAS, in order for this project to proceed, it is required that the Board of Aldermen of the Town of Dover accept ownership and maintenance of the traffic signal designated in the title of this Resolution; and

WHEREAS, the project plans are on file in the offices of the municipal clerk and the municipal engineer;

NOW, THEREFORE, BE IT RESOLVED that the Town of Dover hereby accepts ownership and maintenance of the traffic signal known as "Train Preemption for Traffic Signals North II" installed by the New Jersey Department of Transportation and located proximate to the intersection of E. Dickerson Street and S. Morris Street, as set forth in the plans for construction on file in the offices of the municipal clerk and municipal engineer.

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, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald None Abstained: None**

RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO REQUEST PERMISSION FROM THE ADMINISTRATIVE OFFICE OF THE COURTS TO COMMENCE THE COMPETITIVE CONTRACTING PROCESS FOR THE PURPOSES OF ISSUING A REQUEST FOR PROPOSALS AND SELECTING A QUALIFIED ENTITY FOR PRIVATE COLLECTION OF DISTRESSED MUNICIPAL COURT DEBT PURSUANT TO L. 2009, C. 233 AND ONCE PERMISSION IS RECEIVED, TO COMMENCE THE COMPETITIVE CONTRACTING PROCESS.

WHEREAS, pursuant to N.J.S.A. 40A:11-4.1, the Local Public Contracts Law, the Town of Dover desires to begin the competitive contracting process in order to issue an RFP and to select a qualified entity to for private collection of distressed municipal court debt as authorized by L. 2009, C. 233; and

WHEREAS, prior to the release of an RFP, the Town of Dover must receive permission from the New Jersey Supreme Court Administrative Office of the Courts to commence said process; and

WHEREAS, this process should result in increased revenue to the Town of Dover with no capital outlay; and

WHEREAS, this authorization is only to commence the process and selection of an entity to collect the debt, once permitted by the AOC, must be done by future action of the governing body;

NOW, THEREFORE, BE IT RESOLVED that the Town Administrator is authorized to request permission from the New Jersey Supreme Court Administrative Office of the Courts to commence the competitive contracting process for the purposes of issuing an RFP and selecting a qualified entity for private collection of distressed municipal court debt pursuant to L. 2009, c. 233;

BE IT FURTHER RESOLVED that upon permission of the AOC, the Town Administrator, pursuant to N.J.S.A. 40A:11-4.1, the Local Public Contracts Law, will issue an RFP and begin the competitive contracting process in order to select a qualified entity for private collection of distressed municipal court debt;

BE IT FURTHER RESOLVED that selection of the qualified entity to collect the debt shall be done by future action of this Honorable Body.

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

**Ayes: Aldermen Visioli, Picciallo, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None**

PUBLIC COMMENTS

Maria Tambini- 10 E. Blackwell St. – She asked about the re-assessment process and it was explained. Also when the flu shots would be given and was told October 15th. The she went on to give accolades for the senior’s picnic, telling the Mayor and Board that they outdid themselves this year and how much it was appreciated by all the seniors. There were so many prizes and awards. Alderwoman Blackman said there were 82 giveaways.

Mrs. Tambini then presented the Mayor and Board with framed certificates of appreciation showing from the seniors, she also presented Clerk Verga with a thank you card.

**Motion to adjourn made by Alderman Visioli at 7:21 pm,
and duly seconded by Alderman Picciallo passed by the following voice vote.**

**Ayes: Aldermen Visioli, Picciallo, Blackman, Rutan, Noriega, Yzarnotegui and Mayor Dodd
Nays: None Absent: Alderwoman Romaine and Alderman MacDonald Abstained: None**

Respectfully submitted,

Margaret J. Verga, Municipal Clerk