



TOWN OF DOVER
MAYOR AND BOARD OF ALDERMEN
CAUCUS MEETING MINUTES
December 22, 2015 7:00 PM

The Caucus Meeting of the Mayor and Board of Aldermen was held in council chambers, 37 N. Sussex Street, Dover, New Jersey.

Mayor Dodd called the meeting to order at 7:00 pm

All joined in the Pledge of Allegiance to the Flag.

ROLL CALL:

Present: Aldermen Visioli, Picciallo, Romaine, Blackman, Rutan, Noriega, MacDonald, Toth and Mayor Dodd

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

Municipal Clerk Margaret Verga stated adequate notice was given to the official newspaper

SUNSHINE LAW STATEMENT

In accordance with the provisions set forth in the Open Public Meeting Law, notification of this meeting has been sent to all officially designated Town newspapers and notice is posted in the Town Hall.

MUNICIPAL CORRESPONDENCE:

1. Invitation to the Board of Chosen Freeholders' Official Swearing In on January 3, 2016

ORDINANCE FOR SECOND READING/PUBLIC HEARING

1. Ord. No. 26-2015 – Establishing Municipal Identification Cards/Mayor Dodd

Mayor Dodd commented that ordinance No. 26-2015 is a win-win for Dover, the community and residents. He continued by summarizing the ordinance (noted within the minutes). Mayor Dodd emphasized that the identification cards are not to collect data from the residents and the information will not be shared. He also noted that they are looking into working with local businesses to offer a discount program to ID card holders.

Karol Ruiz volunteered to translate the Mayor's comments.

Mayor Dodd noted that the application will be available immediately but will not be accepted until after April 2016. He noted the fees and that all applications must be completed, signed and verified with the appropriate required documentation.

Mayor Dodd noted that the program is intended to provide the residents with an identification card which will also benefit the municipality to know their residents.

AGENDA ITEMS:

RESOLUTIONS

1. Resolution Approving Bills List
2. Resolution Transfer Resolution
3. Resolution Approving Salary Resolution – Police Benevolent Association (PBA)

Alderman Picciallo abstained from line item #15-03045 on the bills list.

Alderman Visioli complimented the staff for their work on the salary resolution for the Police Benevolent Association.

REGULAR MEETING MINUTES
December 22, 2015

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 7:15 pm

ROLL CALL:

Present: Aldermen Visioli, Picciallo, Romaine, Blackman, Rutan, Noriega, MacDonald, Toth and Mayor Dodd

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

Municipal Clerk Margaret Verga stated adequate notice was given to the official newspaper

Mayor Dodd opened the meeting to the public on any agenda items.

Walter Medina – 67 Prospect Street, Dover – Mr. Medina asked what requirements are needed to obtain the ID Card. Mayor Dodd noted that the criteria is noted in the ordinance but provided some examples of documentation that would be acceptable.

Karol Ruiz – 98 Prospect Street, Dover – Ms. Ruiz commented that this program will benefit all the residents of the Town of Dover including the homeless population as well as to assist the accountants and local businesses.

Rey (did not mention last name) – Blackwell Street, Dover – He wanted to know if there's an age requirement to obtain an ID card and it was noted that anyone over the age of 14. He thanked the board because this is very important for the families.

Andres Fuentes (name inaudible) – 2 Wabash Avenue, Wharton – He lives in Wharton and wanted to know if he would qualify for the ID card. It was noted that ID cards will only available to Dover residents.

Jose David Ruiz (Pastor) – 27 W. Fairview Avenue, Dover – Pastor Ruiz noted that the approval of the ID cards is a good thing because it helps us to be able to identify each other.

Diana Mejia – Madison, NJ – Thanked the board for welcoming the ordinance. She expressed that the approval of the ordinance it's an early Christmas gift.

Johan Ruiz – 98 Prospect Street – Mr. Ruiz commented that the identification card is a great thing because it helps those that are not able to obtain any other identification due to a suspended driver's license or homelessness.

Jason Canales – 121 Prospect Street – He thanked the board for considering the ordinance on municipal identification cards. He also commented that it provides safety in the community because it helps them be able to identify themselves.

Luis Huerta – 66 Central Avenue, Dover – Mr. Huerta appreciates the board coming closer to the community. He wanted to know if the municipal identification card would be valid for the Dover Police Department along with surrounding municipalities. Mayor Dodd noted that he cannot speak for the other municipalities but hopes the other municipalities follow Dover's lead.

Jackie Zapata – Michigan Avenue, Wharton – Ms. Zapata thanked Donald Travisano, Patrick Laverty, Dominick Saldida, Mayor Dodd and Board of Aldermen for being on board with the municipal id program. She commented that 2015 has been an exciting year and she looks forward to 2016 to continue to working with the Town of Dover. She hopes that other towns will follow Dover's lead.

Justo (last name inaudible) – 158 Richards Avenue, Dover – He asked for clarification on the required proof that is required to obtain a municipal identification card. Mayor Dodd noted that ordinance provides a list of criteria required for the application process.

MAYOR'S REPORT: Mayor Dodd publicly thanked Jackie Zapata and Donald Travisano for their efforts. He understands all the resources that the Town of Dover will have to use in order to make it a successful program and noted that the administration is working very hard to make it successful.

ATTORNEY REPORT: No Report

ORDINANCE FOR SECOND READING/PUBLIC HEARING

AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY ENTITLED "MUNICIPAL ID PROGRAM."

SECTION 1. DEFINITIONS

A. "Dover Identity Card" shall mean an identification card issued by the Town of Dover that shall, at a minimum, display the cardholder's photograph, name, date of birth, address, and an expiration date. Such card shall also, at the cardholder's option, display the cardholder's self-designated gender. Such identification card shall be designed in a manner to deter fraud.

B. "Resident" shall mean a person who can establish that he or she is a current resident of Dover pursuant to Section 4 of this Act.

SECTION 2. MUNICIPAL IDENTITY CARD PROGRAM

The Town, through a designated Department, shall administer the municipal identity card program and shall promulgate all rules necessary to effectuate the purposes of this subchapter. Such office shall make applications for such card available for pick-up and submission at any agency or office where there is substantial contact with the public and shall also make applications available on-line.

SECTION 3. ISSUANCE OF MUNICIPAL IDENTITY CARDS

A. The Dover Identity Card shall be available to any resident of the Town of Dover, regardless of his or her race, color, creed, age, national origin, alienage or citizenship status, gender, sexual orientation, disability, marital status, partnership status, any lawful source of income, housing status, status as a victim of domestic violence or status as a victim of sex offenses or stalking, or conviction or arrest record, provided that such resident is able to meet the requirements for establishing his or her identity and residency set forth in this section.

B. The Town of Dover shall establish a reasonable application fee for municipal identity cards and adopt rules permitting residents who cannot afford to pay such fee to receive a full or partial waiver. The application fee shall be set at \$25 for an initial card and \$15 for a replacement card.

SECTION 4. MUNICIPAL IDENTITY CARD ELIGIBILITY

A. Proof of identity. In order to obtain a municipal identity card an applicant must establish proof of identity and proof of residency within the Town as follows:

(1) Proof of identity. In order to establish identity, an applicant shall be required to produce one or more of the following documents, current or expired not more than 5 years prior to the date of the municipal ID card application:

- (i) a U.S. or foreign passport;
- (ii) a U.S. state driver's license;
- (iii) a U.S. state identification card;
- (iv) a U.S. permanent resident card;
- (v) a consular identification card;
- (vi) a photo identification card with name, address, date of birth, and expiration date issued by another country to its citizens or nationals as an alternative to a passport for re-entry to the issuing country;
- (vii) a certified copy of U.S. or foreign birth certificate;
- (viii) a Social Security card;
- (ix) a national identification card with photo, name, address, date of birth, and expiration date;
- (x) a foreign driver's license;
- (xi) a U.S. or foreign military identification card;
- (xii) a current visa issued by a government agency;
- (xiii) a U.S. individual taxpayer identification number (ITIN) authorization letter;
- (xiv) an electronic benefit transfer (EBT) card; or
- (xv) any other documentation that the administering agency deems acceptable.
- (xvi) [Administering office/agency] may determine by rule the weight to be given to each type of document, and may require that an applicant produce more than one document to establish identity.

B. Proof of Residency. In order to establish residency, an applicant shall be required to produce one or more of the following items each of which must show the applicant's name and residential address located within the Town and must be dated no more than sixty days prior to the date such document is presented, except as otherwise indicated in this paragraph:

- (i) a utility bill;

- (ii) a current residential property lease;
- (iii) a local property tax statement dated within one year of the date it is submitted;
- (iv) a local real property mortgage payment receipt;
- (v) a bank account statement;
- (vi) proof that the applicant has a minor child currently enrolled in a school located within the city;
- (vii) an employment pay stub;
- (viii) a jury summons or court order issued by a federal or state court;
- (ix) a federal or state income tax or refund statement dated within one year of the date it is submitted;
- (x) an insurance bill (homeowner, renter, health, life, or automobile insurance);
- (xi) written verification issued by a homeless shelter that receives city funding confirming at least fifteen days residency;
- (xii) written verification issued by a hospital, health clinic or social services agency located within Dover confirming at least fifteen days residency; or
- (xiii) Any other documentation the Town of Dover deems acceptable.
- (xiv) The Town of Dover may determine the weight to be given to each type of document, and may require that an applicant produce more than one document to establish residency.
- (xv) The Town of Dover shall create alternative methods by which individuals who are homeless can establish residency notwithstanding the lack of fixed address.

SECTION 6. CONFIDENTIALITY OF MUNICIPAL ID CARD APPLICATION INFORMATION

The Town of Dover shall not retain originals or copies of records provided by an applicant to prove identity or residency for a municipal identity card.

SECTION 7. ACCESS TO SERVICES

A. All municipal agencies and offices, and all municipal employees, including law enforcement officers, shall accept such card as proof of identity and residency.

B. The Town of Dover shall seek to expand the benefits associated with the municipal identity card, including encouraging eligible persons to apply for the card and promoting the acceptance of the municipal identity card by banks and other public and private institutions.

C. The Town of Dover agencies and officers shall not require the possession of a Town of Dover identity card where identification is not already required to obtain city services. Provided, however that agencies may require the possession of a municipal identity card to obtain benefits or privileges offered exclusively to those who possess a municipal identity card as an incentive to apply for a municipal identity card.

D. No Town of Dover agencies or officers shall discriminate against or draw any inference about an individual's national origin, race, language proficiency, immigration status, religion, sexual orientation, disability, housing status, financial status, marital status, status as a victim of domestic violence, criminal history, or gender identity (although an inference about an individual's gender identity is permissible if the cardholder has elected to designate a gender on the card), based upon the fact that the individual holds or presents a municipal identity card issued under this ordinance.

SECTION 8. LANGUAGE ASSISTANCE SERVICES

Town of Dover shall, consistent with all federal, state and local laws, provide language assistance to applicants for the municipal identity cards to facilitate access thereto. Town of Dover shall identify and implement measures, including but not limited to staff training, community outreach, and language assistance tools, to address the needs of limited English proficient individuals in the administration of the municipal identity card program.

SECTION 9: COUNTERFEIT AND FRAUDULENT CARDS

It is a violation of Code of the Town of Dover under this section for any person or entity to undertake any of the following acts. Violations shall be governed by the general penalty provision.

To knowingly present false information in the course of applying for a Dover ID Card,

To alter, copy, or replicate a Dover ID Card without the authority of the [municipality], or

To use the Dover ID Card issued to another person, with the intent to cause a third person or entity to believe the holder of the Card is the person to whom the card was issued.

SECTION 10.

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance be and the same are hereby repealed.

SECTION 11.

If any portion or clause of this ordinance is declared invalid for any reason whatsoever, same shall not affect the validity or constitutionality of any other part or portion of this ordinance.

SECTION 12.

The Ordinance shall take effect in accordance with law.

Mayor Dodd has moved the ordinance be adopted and duly seconded by Alderman Rutan and passed for second reading by the following roll call vote.

**Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Rutan, Noriega, MacDonald, Toth and Mayor Dodd
Nays: None Absent: None 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:	\$0.00
CURRENT ACCT claims in the amount of:	\$379,452.54
GENERAL CAPITAL ACCT claims in the amount of:	\$55,490.55
WATER UTILITY ACCT claims in the amount of:	\$52,712.79
WATER UTILITY RESERVE ACCT claims in the amount of:	\$0.00
WATER CAPITAL ACCT claims in the amount of:	\$0.00
PARKING UTILITY ACCT claims in the amount of:	\$3,465.16
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING CAPITAL ACCT claims in the amount of:	\$0.00
ANIMAL CONTROL TRUST ACCT claims in the amount of:	\$0.00
EVIDENCE TRUST ACCT claims in the amount of:	\$0.00
RECYCLING TRUST ACCT claims in the amount of:	\$0.00
COUNTY FORFEITED ASSETS TRUST ACCT claims in the amount of:	\$0.00
FEDERAL FORFEITED ASSETS ACCT claims in the amount of:	\$0.00
TRUST/OTHER ACCT claims in the amount of:	\$185.62
COAH TRUST ACCT claims in the amount of:	\$0.00
TOTAL CLAIMS TO BE PAID	\$491,306.66

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:	\$0.00
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
COUNTY FORFEITED ASSETS TRUST ACCT claims in the amount of:	\$0.00
WATER UTILITY ACCT claims in the amount of:	\$0.00
TOTAL CLAIMS PAID	\$0.00
TOTAL BILL LIST RESOLUTION	\$491,306.66

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

Alderman Picciallo abstained from line item #15-03045 on the bills list.

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

TRANSFER RESOLUTION

WHEREAS, there appears to be insufficient funds in the following accounts (excepting the Appropriation of Contingent Expenses or Deferred Charges) to meet the demands thereon for the balance of the year, viz: 2015

Municipal Court OE	Public Defender OE	Finance OE
Police S & W		

WHEREAS, there appears to be a surplus in the following accounts (excepting the Appropriation for Contingent Expenses, Down Payments and Capital Improvement Fund) over and above the demand necessary for the balance of the year, viz: 2015

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	48,500.00	Municipal Court OE	6,000.00
		Public Defender OE	2,500.00
		Finance OE	5,000.00
		Police S & W	35,000.00
Total	48,500.00	Total	48,500.00

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

**Ayes: Aldermen Visioli, Picciallo, Romaine, Blackman, Rutan, Noriega, MacDonald, Toth and 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, State of New Jersey as follows:

- 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.
- This resolution directs the Treasurer of the Town of Dover to withhold such monies from individual salaries and wages so there is no advance payment of salaries and wages and annual sums may be adjusted through December 31, 2016 as listed below.

<u>PBA</u>	2015	2016	2016 Step	Effect.Date
Cachola, Jonathan, Police Officer	\$ 114,878	\$ 120,235		
Camacho, Ronald, Police Officer	\$ 114,878	\$ 120,235		
Cicchetti, Jr. Aldo, Police Officer	\$ 114,878	\$ 120,235		
Corona, Oxmani, Police Officer	\$ 117,878	\$ 123,235		
Delaney, Jonthan, Police Officer	\$ 117,878	\$ 123,235		
Flamia, Bryan, Police Officer	\$ 115,898	\$ 121,255		
Gabrys, Justin, Police Officer	\$ 115,898	\$ 121,255		
Galgano, Vincent, Police Officer	\$ 117,878			
Matos, Jose, Police Officer	\$ 114,878	\$ 120,235		
McCarthy, William, Police Officer	\$ 114,878	\$ 120,235		
Michalski, Walter, Jr., Police Officer	\$ 114,878	\$ 120,235		

Newton, William, Police Officer	\$ 117,878	\$ 123,235		
Peterson, Charles, Police Officer	\$ 115,758	\$ 121,115		
Pier, Michael, Police Officer	\$ 117,878	\$ 123,235		
Pritchard, James, Police Officer	\$ 114,878	\$ 120,235		
Scinto, Anthony, Police Officer	\$ 114,878	\$ 120,235		
Smith, Keith, Police Officer	\$ 114,998	\$ 120,235		
Sperry, Louis, Police Officer	\$ 114,878	\$ 120,235		
Suarez, Oscar, Police Officer	\$ 114,878	\$ 120,235		
Thiel, Timothy, Police Officer	\$ 114,878	\$ 120,235		
Wilkes, Paul, Police Officer	\$ 116,078	\$ 121,435		
Wojtylo, Krzystof, Police Officer	\$ 71,848	\$ 73,285	\$ 79,109	06/01/2016
Liguori, Anthony, Police Officer	\$ 71,848	\$ 73,285	\$ 79,109	04/01/2016
Keyworth, Dakota, Police Officer	\$ 54,717	\$ 55,811	\$ 61,635	07/01/2016
Corona, Ulises, Police Officer	\$ 54,717	\$ 55,811	\$ 61,635	07/01/2016

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

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

PUBLIC COMMENTS

Mayor Dodd opened the meeting to the public. Seeing no hands and hearing no voices, Mayor Dodd closed the meeting to the public.

Mayor Dodd wished everyone a Merry Christmas and a healthy New Year. He thanked everyone for attending the meeting.

**Motion to adjourn made by Alderman Rutan 7:45 pm,
and duly seconded by Mayor Dodd passed by the following voice vote.**

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

Respectfully submitted,

Margaret Verga, Municipal Clerk