



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

REGULAR MEETING AGENDA

February 7, 2023

7:00 PM

A) CALL MEETING TO ORDER / SUNSHINE STATEMENT – Mayor Carolyn Blackman to call meeting to order and read the Sunshine Statement:

“This meeting is 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 meeting was sent to the Daily Record and Star Ledger on January 4, 2023 and published in the Record and Ledger on January 7, 2023. Notice was also posted on the Bulletin Board of the Municipal Building.”

B) PLEDGE OF ALLEGIANCE – Mayor Carolyn Blackman to lead those in attendance in the Pledge of Allegiance to the Flag

C) ROLL CALL – Clerk to Conduct Roll Call:

Name	Present	Absent	Excused
Alderman			
Alderman Cruz			
Alderman Estacio			
Alderman Rugg			
Alderman Ruiz			
Alderman Santana			
Alderman Tapia			
Alderman Wittner			
Mayor Blackman			

D) VACANCY TO FILL THIRD WARD ALDERMAN SEAT – Mayor Blackman to explain process.

Names of the Nominees Submitted by the Dover Democratic Committee

1. Edward Correa
2. Michael J. Scarneo
3. Hope D. Summerset

E) APPROVAL OF MINUTES

F) REPORT OF COMMITTEES

- a) Personnel Committee

G) PRESENTATIONS, MUNICIPAL CORRESPONDENCE

1. Awards
 - a. Recognition Award - Keith Smith
 - b. Recognition Award - Nathaniel Blackman
 - c. Officer of the Year 2022 - Joseph Dodd
 - d. Honorable Service Award - Ulises Corona
 - e. Honorable Service Award - Anthony Morin
2. Proclamations
 - a. Black History Month
 - b. Gun Violence Survivor Week

H) ORDINANCES FOR FIRST READING

- a) Ordinance 1-2023 Providing Handicapped Parking Space at 43 Central Avenue
- b) Ordinance 2-2023 Providing Handicapped Parking Space at 148 Lincoln Avenue

I) ORDINANCES FOR SECOND READING, PUBLIC HEARING AND ADOPTION

J) APPROVAL OF BILLS

- a) Resolution 77-2023 - Approval of Bills List

K) APPROVAL OF RESOLUTIONS

1) CONSENT AGENDA RESOLUTIONS

2) RESOLUTIONS FOR DISCUSSION AND CONSIDERATION

- a) Resolution 57-2023 Authorizing the award of a Professional Services contract for Consulting Architectural Services
- b) Resolution 58-2023 Authorizing the award of a Professional Services contract for Surveying Services
- c) Resolution 59-2023 Authorizing the award of a Professional Services contract for Traffic Consultant
- d) Resolution 60-2023 Authorizing the award of a Professional Services contract for Municipal Consulting Services
- e) Resolution 78-2023 Authorizing additional payment to the Canning Group, LLC for Professional Services in the position of Business Administrator in the year 2022
- f) Resolution 79-2023 Authorizing the discharge of mortgage under the Rehabilitation Program with Gloria Agron A/K/A Gloria Agront
- g) Resolution 80-2023 Authorizing the payment of \$30,000.00 for the Park Shelter at JFK Park to Ben Shaffer Recreation (Change Order)
- h) Resolution 81-2023 Authorizing Engineering Work for the 2023 Safe Streets to Transit Traffic Signal & Intersection Improvement Project – Phase 2

L) OLD/NEW BUSINESS

- a) Discussion on Strategic Planning Session Initiative for 2024

M) PUBLIC COMMENT:

The Town of Dover highly values the input of residents in making important decisions that affect the residents of our community. We also believe in the rights of residents to observe Governing Body Meetings. To ensure that all of our residents have the opportunity to offer comment, each statement/comment shall be held to a time of five (5) minutes.

All comments must include your name and residential address at the beginning of your comment.

Public comment portions of our agenda are not structured as question-and-answer sessions, but rather they are offered as opportunities to share your thoughts with the Mayor and Board of Aldermen. The Mayor and Board will attempt to engage in dialogue but may not be able to respond to all public comments. However, all comments are considered and will be investigated and addressed as appropriate.

If you have a question that we are unable to answer at the meeting, feel free to submit your questions to the Office of the Municipal Clerk, in writing, and include your name, address and telephone number where you can be contacted. The email address of the Clerk's Office is doverclerk@dover.nj.us. Questions will be answered within a reasonable time.

Please be courteous and mindful of the rights of others when providing comments. Comments may not be abusive, obscene, or threatening. All members of the public attending Mayor and Board of Aldermen meetings must treat each other and the Mayor and Board of Aldermen with respect. Individuals offering comments are not permitted to make personal attacks on any Town Employees, the Mayor or any Member of Town Government, other testifiers, or members of the public.

N) ADJOURNMENT



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

ORDINANCE No. 1-2023

**AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF
DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY PROVIDING HANDICAPPED
PARKING SPACE AT
43 CENTRAL AVENUE**

BE IT ORDAINED, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey, as follows:

SECTION 1. Description for handicap parking space to be located at 43 Central Avenue:

Said handicap parking space shall be located along the northly curb line of Central Avenue beginning at a point located 96' east of the northerly curb line intersection of Central Avenue and Baker Street, thence continuing in a easterly direction for a distance of 20'. End Description

Note: (Not to be part of Ordinance but for informational purposes only) 43 Central Avenue has a driveway that can fit 2 cars.

SECTION 2. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

SECTION 3. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4. The Ordinance shall take effect upon passage and publication in the matter required by New Jersey law.

Attest:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

INTRODUCED: _____

ADOPTED: _____

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Ordinance 1-2023 is a true copy of the Original Ordinance duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February _____, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

ORDINANCE No. 2-2023

**AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF
DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY PROVIDING HANDICAPPED
PARKING SPACE AT
148 LINCOLN AVENUE**

BE IT ORDAINED, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey, as follows:

SECTION 1. Description for handicap parking space to be located at 148 Lincoln Avenue:

Said handicap parking space shall be located along the eastly curb line of Lincoln Avenue beginning at a point located 330' north of the northeasterly curb line intersection of Lincoln Avenue and Clark Street, thence continuing in a easterly direction for a distance of 20'. End Description

Note: (Not to be part of Ordinance but for informational purposes only) 148 Lincoln Avenue has a driveway that can fit 3 cars plus a garage.

SECTION 2. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

SECTION 3. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4. The Ordinance shall take effect upon passage and publication in the matter required by New Jersey law.

Attest:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

INTRODUCED: _____

ADOPTED: _____

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Ordinance 2-2023 is a true copy of the Original Ordinance duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February _____, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 77-2023 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.

CURRENT APPROPRIATIONS RESERVE ACCT claims in the amount of:	\$90,920.73
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$3,924,160.69
GENERAL CAPITAL ACCT claims in the amount of:	\$23,776.78
WATER UTILITY RESERVE ACCT claims in the amount of:	\$55,979.30
WATER UTILITY ACCT claims in the amount of:	\$8,011.98
WATER CAPITAL ACCT claims in the amount of:	\$1,139.00
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$173.12
PARKING UTILITY ACCT claims in the amount of:	\$5,327.53
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:	\$42,358.15
COAH TRUST ACCT claims in the amount of:	\$0.00
UNEMPLOYMENT TRUST ACCT claims in the amount of:	\$0.00
TOTAL CLAIMS TO BE PAID	\$4,151,847.28

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
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$14,634.01
FEDERAL FORFEITED ASSETS ACCT claims in the amount of:	\$3,070.80
WATER UTILITY OPERATING claims in the amount of:	\$653.23
TOTAL CLAIMS PAID	\$18,358.04
TOTAL BILL LIST RESOLUTION	\$4,170,205.32

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED 2/07/2023



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 57-2023

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT FOR CONSULTING ARCHITECTURAL SERVICES UNDER A FAIR AND OPEN PROCESS

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

WHEREAS, the Personnel Committee, Administrator and Mayor after reviewing submissions recommends the appointment of Settembrino Architects, H2M Architects & Engineers, and Arcari & Iovino Architects, as Consulting Architectural Services; 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 Settembrino Architects, H2M Architects & Engineers, and Arcari & Iovino Architects, expiring December 31, 2023; 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 adopted date; 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; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to Settembrino Architects, H2M Architects & Engineers, and Arcari & Iovino Architects, and the Engineering Department.

ATTEST:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: _____

I, John O. Gross as the Town of Dover Chief Financial Officer, do hereby certify that funds are available to meet the Town of Dover's obligation specified by this resolution.

John O. Gross, M.P.A., C.M.F.O.

Amount

Account #

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 57-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February _____, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 58-2023

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT FOR SURVEYING SERVICES UNDER A FAIR AND OPEN PROCESS

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

WHEREAS, the Personnel Committee, Administrator and Mayor after reviewing submissions recommends the appointment of Pennoni Associates, as Surveying Services; 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 Pennoni Associates, expiring December 31, 2023; 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 adopted date; 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; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to Pennoni Associates, and the Engineering Department.

ATTEST:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: _____

I, John O. Gross as the Town of Dover Chief Financial Officer, do hereby certify that funds are available to meet the Town of Dover's obligation specified by this resolution.

John O. Gross, M.P.A., C.M.F.O.

Amount

Account #

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 58-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February ____, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 59-2023

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT FOR TRAFFIC CONSULTANT UNDER A FAIR AND OPEN PROCESS

WHEREAS, the Town of Dover has a need to contract for professional services for Traffic Consultant pursuant to the provisions of N.J.S.A. 19:44A-20.5, et seq.; and

WHEREAS, the Personnel Committee, Administrator and Mayor after reviewing submissions recommends the appointment of Pennoni Associates, as Traffic Consultant; 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 Pennoni Associates, expiring December 31, 2023; 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 adopted date; 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; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to Pennoni Associates, and the Engineering Department.

ATTEST:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: _____

I, John O. Gross as the Town of Dover Chief Financial Officer, do hereby certify that funds are available to meet the Town of Dover's obligation specified by this resolution.

John O. Gross, M.P.A., C.M.F.O.

Amount

Account #

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 59-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February _____, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 60-2023

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT FOR MUNICIPAL CONSULTING SERVICES UNDER A FAIR AND OPEN PROCESS

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

WHEREAS, the Personnel Committee, Administrator and Mayor after reviewing submissions recommends the appointment of Pennoni Associates, as Municipal Consulting Services; 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 Pennoni Associates, expiring December 31, 2023; 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 adopted date; 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; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to Pennoni Associates, and the Engineering Department.

ATTEST:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: _____

I, John O. Gross as the Town of Dover Chief Financial Officer, do hereby certify that funds are available to meet the Town of Dover's obligation specified by this resolution.

John O. Gross, M.P.A., C.M.F.O.

Amount

Account #

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 60-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February _____, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 78-2023

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN
OF THE TOWN OF DOVER AUTHORIZING ADDITIONAL PAYMENT TO THE
CANNING GROUP, LLC FOR PROFESSIONAL SERVICES IN THE POSITION OF
BUSINESS ADMINISTRATOR IN THE YEAR 2022**

WHEREAS, a final payment to the Canning Group, LLC in the amount of \$14,855.00 for the consultant services of the Clerk's Office and Administration during the transition from then John O. Bennett III to Betty Lou Decroce as Interim Administrator is needed for the year 2022; 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 additional funds are to be paid to the Canning Group, LLC in the amount of \$14,855.00 for the year 2022 for the services provided in the Clerk and Administration Office.

ATTEST:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: February 7, 2023

I, John O. Gross as the Town of Dover Chief Financial Officer, do hereby certify that funds are available to meet the Town of Dover's obligation specified by this resolution.

John O. Gross, M.P.A., C.M.F.O.

Amount

Account #

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 78-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February 7, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 79-2023

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN
OF THE TOWN OF DOVER AUTHORIZING THE DISCHARGE OF MORTGAGE
UNDER THE REHABILITATION PROGRAM
WITH GLORIA AGRON A/K/A GLORIA AGRONT**

WHEREAS, Gloria Agron a/k/a Gloria Agront located at 75-77 Thompson Avenue Dover, New Jersey executed a mortgage dated November 5, 2009, to the Town of Dover Rehabilitation Program in the amount of **\$9,650.00**; and

WHEREAS, such funds have been paid in full; 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 mortgage for direct subsidy with perpetual lien dated August 15, 1998, recorded in Mortgage Book 8024 beginning at Page 62 may be discharged.
2. The Mayor and Clerk are hereby authorized to execute such discharge.

ATTEST:

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: _____

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 79-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February 7, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 80-2023

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE PAYMENT OF \$30,000 FOR THE PARK SHELTER AT JFL PARK TO BEN SHAFFER RECREATION (CHANGE ORDER)

WHEREAS, John O. Benntt III determined that there is a need to installation a larger shelter (gazebo) at JFK Park; and

WHEREAS, the gazebo is now installed, and all work completed; and

WHEREAS, the cost(s) of the item(s) being procured from Ben Shaffer Recreation (Change Order dated January 29, 2023) is \$30,000.00; and

WHEREAS, The Town of Dover Chief Financial Officer has determined that funds are available to pay the item(s) being procured; and

WHEREAS, The Town of Dover Qualified Purchasing Agent has determined that this procurement, as specified herein and/or attached, was performed in compliance with the State of New Jersey Public Contracts law using a Change Order process; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey authorizes the procurement identified and described herein.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: _____

I, John O. Gross as the Town of Dover Chief Financial Officer, do hereby certify that funds are available to meet the Town of Dover's obligation specified by this resolution.

John O. Gross, M.P.A., C.M.F.O.

Amount

Account #

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 80-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on February 7, 2023.

Reynaldo Julve
Acting Municipal Clerk



TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

RESOLUTION NO. 81-2023

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF
DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING
ENGINEERING WORK FOR THE 2023 SAFE STREETS TO TRANSIT TRAFFIC
SIGNAL & INTERSECTION IMPROVEMENT PROJECT – PHASE 2**

WHEREAS, the Department Head of Engineering Department has determined that there is a need to begin work on the 2023 Safe Streets to Transit Traffic Signal & Intersection Improvement - Project Phase 2; and

WHEREAS, the estimated Engineering cost which includes surveying, design services, bid documents and construction inspections for this project is \$84,350.00; and

WHEREAS, the Town of Dover Chief Financial Officer has determined that monies are available in existing bonds for this work; and

WHEREAS, there is a need to move forward with this project, specifically authorizing Pennoni Engineers to begin work on this project; and

WHEREAS, the Town of Dover Business Administrator has determined that this procurement provides an effective and efficient use of taxpayer dollars;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey authorizes the work described above to commence and that Pennoni Engineers can begin the Engineering work for this project. A copy of this Resolution shall be provided to William Isselin of the Engineering Department.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

Reynaldo Julve, Acting Municipal Clerk

Carolyn Blackman, Mayor

ADOPTED: _____

I, John O. Gross as the Town of Dover Chief Financial Officer, do hereby certify that funds are available to meet the Town of Dover's obligation specified by this resolution.

John O. Gross, M.P.A., C.M.F.O.

Amount

Account #

CERTIFICATION

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 81-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on [Meeting Date, Year].

Reynaldo Julve
Acting Municipal Clerk



24 Commerce Street
Suite 300
Newark, NJ 07102
T: 973-265-9775
F: 973-265-9774

www.pennoni.com
via email

TODOV23011P

January 18, 2023

Mr. William Isselin
Assistant Engineer/Chief Code Enforcement Officer
Town of Dover - 37 North Sussex Street
Dover, NJ 07801

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
SAFE STREETS TO TRANSIT 2023
TOWN OF DOVER, MORRIS COUNTY, NJ**

Dear Mr. Isselin:

Pennoni Associates, Inc. (Pennoni) is pleased to provide this proposal for professional services associated with the Town of Dover's Safe Streets to Transit 2023 project. As we understand it, the Town has requested funding from the NJ Department of Transportation's Safe Streets to Transit grant program for traffic signal improvements at two street intersections. These intersections include North Warren Street and East Blackwell Street & North Sussex Street and East Blackwell Street. The improvements at these intersections are intended to provide a more walkable, safe, and accessible route for pedestrians and bicyclists from the Town's downtown area to the local train station. We anticipate that this project will require the installation of new traffic signals and controls as well as new wiring.

To assist the Town of Dover, we propose the following Scope of Services based on our experience with similar projects:

SCOPE OF SERVICES

I. SURVEY

Pennoni will prepare a limited topographic survey for the area of the property as identified above and up to 100 linear feet along each intersection approach to create an existing conditions background for the improvement plans. Based on our understanding of the project and experience with similar projects in the area, the extent of the surveys will incorporate portions of the surrounding area as we determine required. Utility information will be obtained via existing surface features where visible.

The limited topographic portion of the survey will be performed in accordance with current industry standards. Our vertical datum will be based on the North American Vertical Datum (NAVD 88) and tied into an Acceptable Published Benchmark. This survey will be prepared in accordance with the "National Map Accuracy Standards". Spot elevations will be taken along roads, gutters, curbs, first floor elevations, and other significant land features. Spot elevations will be taken to the nearest hundredth of a foot (0.01') on hard surfaces and to the nearest one-tenth of a foot (0.1') on grass or earth surfaces. Contouring will be shown at a minimum of 2' intervals.

This topographic survey effort will include a Quality Level B (QL-B) subsurface utility investigation to aid in the preparation of the survey and design documents. A subsurface utility and object investigation will be performed by our teaming partner to target the presence of buried cables, conduits, vaults or other potential underground structures within our target area. This locating effort will be performed by utilizing Ground Penetrating Radar (GPR) and Electromagnetic locating instrumentation (EM). The results will then be layered onto our base topographic mapping.

II. TRAFFIC ENGINEERING

a. PRELIMINARY DESIGN 60%

Prior to the commencement of preliminary design, a Project Kick-off meeting will be held with town representatives and Morris County to obtain information regarding the specific design standards that will be applied to this project. It is anticipated that the kick-off meeting will include a site visit with Town representatives to discuss existing signal conditions and signal upgrades.

Pennoni will develop a preliminary design for the proposed signal improvements. The project limits will, as a minimum, extend 100 feet along each approach, as measured from the intersecting curb line extension, and may be increased to accommodate design improvements. Signing (regulatory and warning) and striping within the project limits will be replaced as necessary.

Four (4) sets of preliminary design plans will be submitted to the Town for review and approval. Preliminary plans will be submitted for traffic signal, signing and striping layout including proposed curb work, and electrical plans.

As part of the preliminary design, Pennoni will calculate minimum pedestrian and vehicular clearances and develop a modified signal timing based on the calculations.

Turning movement counts, including heavy vehicles, bus blockages, and pedestrian counts will be conducted on an average weekday (Tuesday, Wednesday, or Thursday) when schools are in session during the AM and PM peak periods between 7:00 - 9:00 AM and 4:00 - 6:00 PM at the project intersections. The turning movement counts will be used to Pennoni will develop optimized signal timings using Synchro 10 software. Copies of iterations and analyses will be supplied to the County on CD format for review, reference, and record.

Pennoni will provide calculations for conduit fills and capacity analysis iterations to the Town as part of the Preliminary Plan package.

Pennoni will prepare maintenance and protections of traffic plans related to the proposed work and submit them as part of the Preliminary Plan package. Standard details and drawings will be provided and, if required, we will generate MPT plans for site specific improvements for the proposed work.

The proposed work will be performed within the existing right-of-way unless otherwise agreed upon in writing by the Town. Should any right-of-way, temporary or permanent easements need to be acquired the preparation of necessary maps, descriptions, and other documents as required by the

Town for the acquisition of any right-of-way, temporary or permanent easements will be considered additional work.

Pennoni will submit to the Town a written request for additional work or other contract modification form detailing the reason, nature and extent of the work. A detailed cost estimate will also be attached to the request. Pennoni understands that the Town will only reimburse for extra work that has been specifically authorized through a written letter of intent or through approved contract modifications.

Upon receipt of the complete Preliminary Design package, we assume that the Town/County will review and comment, within a four-week period.

b. PHASE II – FINAL DESIGN AND CONTRACT DRAWINGS (90%)

Comments generated upon review of the Preliminary Design package will be addressed and incorporated to create the Final Plans. Pennoni will prepare the Final Design package including the construction plans and documents required for the bidding of this project. The project documents for this assignment will include a complete plan set consisting of, but not limited to, the following:

1. Title Sheet - Including an itemized estimate of project quantities, key map, space for signatures, list affected utility companies, etc.
2. Traffic Signal, Signing and Striping Plan - With comments made during Preliminary Design addressed and including signing, striping and roadway quantities itemized on each plan.
3. Traffic Signal Electrical Plan - With comments made during Preliminary Design addressed and including block wiring diagram and traffic signal electrical quantities itemized on each sheet.
4. Maintenance & Protection of Traffic Plans - With comments made during Preliminary Design addressed.
5. Construction Detail Sheets - Construction including electrical, signing, striping, maintenance & protection of traffic, etc.
6. Additional sheets that may be required to complete the plan set.

The contract drawings and documents will include both existing and proposed information. The plans and specifications will clearly note items to be removed. Overhead utilities and/or utility poles, which may need to be relocated, will be field verified, discussed with the respective utility company, and a schedule developed for any relocation. The contract documents will specify that disturbance to existing sidewalk, curb, landscaped areas and or road areas will be restored to the satisfaction of the Town.

Upon completion of the Final Design Package, four (4) sets of signed and sealed prints will be submitted to the Town for Final Design submission. Should additional comments need addressing, the Town/County will forward any comments to Pennoni for plan incorporation. Additional comments received from the Town/County will be incorporated into the Bid Plan set at no additional cost. Pennoni will revise the plans and resubmit as outlined above.

Details, technical specifications and cost estimates and other items necessary for a complete set of bid documents will be submitted as part of the Final Plan package for review.

c. BID DOCUMENTS (100%)

Pennoni will provide all quantities as part of an engineer's estimate. Pennoni will compile this estimate with Town provided forms, specifications, and contract drawings into a single project manual for use in bidding purposes.

d. MEETINGS AND PROJECT CONTROL

We will attend the following meetings:

- Project Design Kick-Off/Field Meeting (with Town)
- Preliminary Design Review (with Town)

In addition to attending various review meetings, we will evaluate the status of our progress on a monthly basis and will provide a description of work completed with each monthly billing.

e. BID SERVICES

- Pennoni will prepare a notice of advertisement for bidders and coordinate with the Town to publish.
- We will issue bid packages to prospective bidders.
- We will answer bidder questions.
- We will attend the bid opening.
- We will make a recommendation to the Town of Dover of award of contract in conjunction with review by the Town Attorney.

f. CONSTRUCTION PHASE SERVICES

- We will prepare engineering notifications and correspondence to comply with NJDOT Procedures and in accordance with Dover's requirements.
- Pennoni will conduct a pre-construction meeting with Dover and the selected contractor(s).
- We will review the contractor's maintenance and protection of traffic plans, as reviewed and approved by the Dover Police Department. Pennoni is not responsible for the Contractor's traffic control during construction; cost and responsibility will fall to the Contractor and will be paid for with the appropriate payment item.
- We will review shop drawing submittals and coordinate with the contractor to meet the required

NJDOT standards.

- We will conduct part time construction observation for approximately 20 hours per week a construction period not-to-exceed 4 working weeks. In the event that the construction inspection exceeds 4 working weeks, this office will submit a proposal for additional services based on the projected extended work schedule.
- We will document the inspections and provide Dover with daily field reports detailing the inspections and the Contractor's work progress.
- We will respond to Contractor's RFI's.
- We will process payment vouchers and change orders as applicable throughout the period of construction.
- We will provide a final inspection and certify completion. Material testing (including road cores) is anticipated to be completed by others if required.

SCHEDULE

We endeavor to complete this project in accordance with your scheduling requirements. Pennoni will be available to begin work on this project immediately upon receipt of a written agreement with the Town. We estimate a six (6) month time frame from the date of the kick-off meeting to the completion of the Final Design phase.

<u>Project Schedule Outline</u>	<u>Maximum Time Allotted</u>
• Kick-off Meeting and Minutes	7 Calendar Days
• Phase I - Preliminary Design	70 Calendar Days
• Review Time (Town/County)	28 Calendar Days
• Phase II - Final Design	35 Calendar Days
• Review Time (Town/County)	28 Calendar Days

The Schedule may be modified by the Town Engineer due to any Right of Way Acquisitions.

FEES*

I. Survey	\$8,350.00
II. Traffic Engineering	
a) Preliminary Design 60%	\$31,500.00
b) Final Design and Contract Drawings 90%	\$21,100.00
c) Bid Documents	\$6,000.00
d) Meetings and Project Control	\$3,200.00
e) Bid Services	\$2,500.00
f) Construction Phase Services	\$10,200.00
PROFESSIONAL SERVICES TOTAL	\$82,850.00
<u>Reimbursable Expenses (est. T&M)</u>	<u>\$1,500.00</u>
TOTAL	\$84,350.00

*all application and permit fees shall be provided by the owner. All fees are lump sum unless otherwise noted.

REIMBURSABLE EXPENSES

Reproduction for submissions, and Client and project team use (along with overnight mail), are considered reimbursable expenses and will be billed accordingly. Extraordinary expenses identifiable to the specific project will be billed in addition to the above stated fee. These expenses include but are not limited to, travel expenses and lodging for meetings, express or overnight and delivery charges, and the reproduction of plans and reports. In addition, all application fees, review fees, etc. associated with this project will be provided by the Client.

BILLING AND PAYMENT

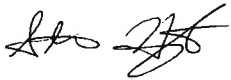
Billing and payment will be in accordance with our existing professional services agreement with the Town.

TERMS AND CONDITIONS

The work will be performed in accordance with the terms and conditions of our existing professional services agreement with the Town. We appreciate the opportunity to partner with you on this project.

Sincerely,

PENNONI ASSOCIATES INC.



Stephen Hoyt, PE
Project Manager



Drew M. Di Sessa, PE, PP, CME
Associate Vice President, Office Director



JOHN H. ALLGAIR, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
JOHN J. STEFANI, PE, LS, PP, CME
JAY B. CORNELL, PE, PP, CME
MICHAEL J. McCLELLAND, PE, PP, CME
GREGORY R. VALES, PE, PP, CME

BRUCE M. KOCH, PE, PP, CME
LOUIS J. PLOSKONKA, PE, CME
TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP
LAURA J. NEUMANN, PE, PP
DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME
KEITH CHIARAVALLO, PE, CME

January 17, 2023

Mr. William J. Isselin
(wisselin@dover.nj.us)
Town of Dover
37 North Sussex Street
Dover, New Jersey 07801

**Re: 2023 NJDOT Safe Streets to Transit
East Blackwell Street Traffic Signal Improvements
Our File No. PTD00611.01**

Dear Mr. Isselin:

It is our understanding that the Town of Dover has received a grant from the NJDOT Safe Streets to Transit program in the amount of \$778,000 and would like to proceed with the above referenced project. Our preliminary construction cost estimate, which was submitted as part of the Safe Streets to Transit Application, was approximately \$699,020.00. However, due to the recent increases in construction costs and availability of material, we have updated the preliminary construction cost estimate to approximately \$900,000.00.

The scope of work outlined in the grant application consists of the installation of new traffic signals with pedestrian signals and push button systems on east Blackwell Street at the intersections of North Warren Street and North Sussex Street. Items not included in the cost estimate include but are not limited to the milling and overlay of each intersection, which may or may not be required for the above referenced improvements.

Our office will design the traffic signal improvements and prepare the required contract documents for same, based upon the below scope of work.

SCOPE OF PROJECT

As part of this proposal, CME Associates will:

1. Conduct a field survey of the site in order to prepare a Topographic Plan/Base Map of the existing conditions. Topographic Plan/Base Map will show natural and manmade features, spot elevations and contours at an interval of 1.00-foot within and adjacent to the project limits only. The project limits are anticipated to be approximately 100-feet in all directions from the centerlines of the intersection. Topographic Plan/Base Map will be compiled from field locations and edits. Plan will be drafted at a scale of 1"=30'.
2. Basis of the horizontal and vertical control will be the New Jersey State Plane Coordinate System, NAD 1983, U.S. Survey Foot, and North American Vertical Datum of 1988, respectively. Permanent points (Capped Rebar, PK Nails, etc.) will be set along the control line. A minimum of two horizontal and vertical control points will be established along the project limits. GPS methodology will be used to establish horizontal and vertical control.
3. Boundary and/or Right-of-Way (R.O.W.) mapping, and as-builts are not included in the cost of this proposal.
4. Locations of the existing R.O.W. will be based on existing Town or County data.

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CONSULTING AND MUNICIPAL ENGINEERS
NJ CERTIFICATE OF AUTHORIZATION NO. 24GA2835900

3141 BORDENTOWN AVENUE • PARLIN, NEW JERSEY 08859-1162 • (732) 727-8000



William J. Isselin
Town of Dover
Re: 2023 Safe Streets to Transit

January 17, 2023
Our File No. PTD00611.01
Page 2

5. Prepare construction plans to replace traffic signals and pedestrian signals and push buttons on East Blackwell Street at the intersection of North Warren Street and North Sussex Street. The construction plans will be planimetric and topographic in nature in order to ensure the proposed roadway is in conformance with the current standards. In addition, preparation of cross sections and a profile view are not included in the cost of this proposal.
6. Prepare detailed technical specifications and a construction cost estimate for the proposed work.
7. Submit the plans to the Morris County Engineering Department for their review and approval.

We respectfully submit the following Professional Engineering Service cost estimates for the various tasks of the above referenced scope of work and project:


• Survey Phase Services	\$ 8,170.00
• Design Phase Services	\$ 65,819.00
• Bid Phase Services	\$ 4,696.00
• Construction Phase Services	<u>\$ 74,550.00</u>
	\$ 153,235.00

Please note the above cost for Design Phase Services does not include additional traffic study analyses such as traffic counts, traffic capacity analysis, and performing synchro analysis. If these are required during the design phase, we will provide a cost for same at that time. In the event that the actual bid is less than the grant amount, in accordance with the Safe Streets to Transit guidelines, up to 5% of the grant amount for Design Engineering and 15% of the final allowable construction cost maximum for construction inspection and material testing is eligible for reimbursement.

The construction cost estimates are based upon similar projects we recently performed. The actual construction cost may vary depending upon our findings during the design phase. Similarly, depending upon the variation in construction materials and oil prices, the project construction costs may increase or decrease. Our Bid Phase proposal cost is for one (1) bidding process. If the Town must bid the project again, we can provide those services based on our hourly rate schedule on file with the Town for the actual hours required to perform same.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,
CME Associates


Bruce M. Koch, PE, PP, CME
Town Engineer

BMK/dy
cc: Betty Lou DeCrocce, Interim Municipal Administrator
Rey Julve, Acting Municipal Clerk