



TOWN OF DOVER

MAYOR & TOWN COUNCIL

REGULAR MEETING AGENDA

Town of Dover Town Hall

March 26, 2024 at 7:00PM

A) CALL MEETING TO ORDER / SUNSHINE STATEMENT – Mayor James P. Dodd 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 2, 2024, and published in the Record and Ledger on January 5, 2024 and was sent to the Citizen on February 2, 2024 and published in the Citizen on February 7, 2024. Notice was also posted on the Bulletin Board of the Municipal Building.” These notices were sent within 48 hours prior to this meeting and were sent in sufficient time for the publications to publish them. A copy of said notice is on file with the Municipal Clerk.

B) PLEDGE OF ALLEGIANCE – Mayor James P. Dodd to lead those in attendance in the Pledge of Allegiance to the Flag

C) INVOCATION

D) ROLL CALL – Clerk to Conduct Roll Call:

Name	Present	Absent	Excused
Council Member Estacio			
Council Member Rodriguez			
Council Member Ruiz			
Council Member Santana			
Council Member Scarneo			
Council Member Tapia			
Council Member Toro			
Council Member Wittner			
Mayor Dodd			

E) APPROVAL OF MINUTES

2024 Meeting Minutes:

- January 1, 2024
- January 11, 2024
- February 13, 2024

2023 Meeting Minutes:

- July 25, 2023, Executive Session
- July 25, 2023
- August 15, 2023, Executive Session

- August 15, 2023
- August 22, 2023, Special Meeting
- September 26, 2023, Executive Session
- September 26, 2023
- November 1, 2023, Special Meeting
- December 5, 2023
- December 12, 2023, Special Meeting
- December 19, 2023, Executive Session
- December 19, 2023

F) REPORT OF COMMITTEES

G) PRESENTATIONS, MUNICIPAL CORRESPONDENCE

H) PUBLIC COMMENT ON AGENDA ITEMS ONLY—Three minutes per person

I) ORDINANCES FOR FIRST READING

- a. Ordinance 07-2024 An Ordinance of the Mayor and Town Council of the Town of Dover, County of Morris, State of New Jersey Amending Chapter 349 Taxi Cabs and Limousines
- b. Ordinance 08-2024 Providing Handicapped Parking Space at 73 Thompson Avenue
- c. Ordinance 09-2024 Providing Handicapped Parking Space at 146 Pequannock Street

J) ORDINANCES FOR SECOND READING, PUBLIC HEARING AND ADOPTION NONE

K) APPROVAL OF BILLS

- a. Resolution 103-2024 Approval of Bills List

L) APPROVAL OF RESOLUTIONS

1) CONSENT AGENDA RESOLUTIONS

- a. Resolution 104-2024 Authorizing a Waiver of Certain Sewer Fees

2) RESOLUTIONS FOR DISCUSSION AND CONSIDERATION

- a. Resolution 105-2024 Approving Taxicab Driver Licenses
- b. Resolution 106-2024 Approving Taxis/Limos to be Licensed in the Town of Dover
- c. Resolution 107-2024 Authorizing Appropriations Transfer Pursuant to N.J.S.A. 40A:4-58
- d. Resolution 108-2024 Accepting the New Jersey Department of Community Affairs American Rescue Plan Firefighters Grant
- e. Resolution 109-2024 Resolution Reappointing Class II Special Police Officers
- f. Resolution 110-2024 Authorizing Engineering Work to Begin on the 2023 Liberty Street NJDOT Roadway Improvement Project

M) OLD BUSINESS

N) NEW BUSINESS

1. New Business Items
2. Items Requested for Discussion by Council Member

O) PUBLIC COMMENT—Three minutes per person

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 right of residents to observe Council Meetings. To ensure that all of our residents have the opportunity to offer a comment, each statement/comment shall be held to a time of three (3) minutes.

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 Town Council meetings must treat each other and the Mayor and Council 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.

P) CLOSED/EXECUTIVE SESSION—NONE

Q) ACTIONS CONSIDERED FOLLOWING CLOSED SESSION

R) ADJOURNMENT



TOWN OF DOVER MAYOR & TOWN COUNCIL

ORDINANCE NO. 07-2024

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER AMENDING CHAPTER 349 TAXICABS AND LIMOUSINES

Chapter 349. TAXICABS AND LIMOUSINES

Article I. Taxicabs

§ 349-1. Definitions.

As used in this article, the following terms shall have the meanings indicated:

Holder shall mean a person to whom a taxicab license has been issued.

Law Enforcement shall mean any member of the Dover Police Department and/or the Dover Licensing Inspector if applicable.

Owner shall mean any person who holds legal title to any taxicab, any conditional vendee or lessee, or any other person having an interest in a taxicab which shall entitle him to the immediate possession thereof.

Owner-operator shall mean, in the case of an individual, the person to whom the taxicab license is issued and who drives the taxicab exclusively or in the case of a corporation, the person who holds a minimum of fifty-one (51%) percent of the voting shares or interest in the corporation and to whom a minimum of fifty-one (51%) percent of the net profit or loss is attributable.

Person shall mean and include any individual, partnership, company, association, corporation or joint stock company, their lessees, trustees, or receivers appointed by any court whatsoever.

Principal place of business shall mean the place or places of business of a taxicab service or the location or locations where taxicabs are parked when not in operation or from which taxicab dispatching operations are conducted or to which taxicab drivers report for duty.

Street shall mean and include any street, avenue, park, parkway, highway, or other public place which is used for vehicular travel.

Taxicab (or "Regulated Vehicle") shall mean a motor vehicle commonly called "taxi" which is:

1. Constructed so as to comfortably seat not less than four (4) passengers exclusive of the driver; and
2. Engaged in the business of carrying passengers for hire; and
3. Held out, announced, or advertised to operate on and over the public streets of the Town of Dover; and
4. Accepts persons who may offer themselves for transportation from a place within the Town of Dover; and
5. Not operated over a fixed route; and
6. Not more than fifteen (15) years old or one hundred eighty (180) months of age according to the model year within the Vehicle Identification Number at the time it first becomes engaged in the taxicab business

within the Town of Dover. Taxicabs shall be removed from service prior to the final inspection of each calendar year.

Taxicab Driver's License shall mean the permission granted in accordance with the provisions of this Section which authorizes a person to drive upon the streets of the Town of Dover a licensed taxicab owned and/or operated by the holder of a taxicab license. The term "driver's license" shall not be construed to mean a driver's license issued by the State of New Jersey Motor Vehicle Commission.

Taxicab License shall mean the permission granted in accordance with the provisions of this Section to conduct a taxicab operation upon the streets of the Town of Dover by the use of vehicles which have been issued taxicab vehicle licenses and which are driven by persons who have been issued taxicab driver's licenses by the Town.

Taxicab Vehicle License shall mean the permission granted in accordance with this Section to the holder of a taxicab license to conduct a taxicab operation on the streets of the Town of Dover by use of the vehicle so licensed as long as such vehicle is being driven by a person who is authorized to operate such vehicle by the Town.

Taxicab Operation shall mean conducting a taxi service in the Town of Dover which shall include receiving passengers in the Town of Dover and regularly discharging passengers, whose ride(s) may originate in other jurisdictions, in the Town of Dover.

Taxicab Operator shall mean any person who owns, directs, conducts or is in charge of any taxicab business or of any taxicab either as an owner, manager, driver or otherwise.

Town shall mean the Town of Dover.

Transfer shall mean to sell, transfer or in any other manner dispose of a taxicab license. Where the license is in the name of a corporation or other legal entity, any change in the majority ownership of the corporation or other legal entity shall constitute a transfer of the taxicab license held in the name of the corporation or other legal entity.

§ 349-2. TYPES OF TAXICAB LICENSES

License required.

No person shall conduct or cause to be conducted any taxicab operation upon the streets of the Town of Dover without first having obtained the taxicab licenses required by Article I of this Chapter. There are hereby established three (3) classes of taxicab licenses, a "Taxicab Operation License", a "Taxicab Vehicle License", and a "Taxicab Driver's License".

§ 349-3. Term of license.

All licenses shall be valid from the day of issuance and shall expire the 31st day of December thereafter. Renewed licenses shall be valid from January 1 through December 31 of the calendar year unless suspended or revoked.

§ 349-4. Fees.

Owners or operators shall be required to pay the following license and inspection fees:

- A. Taxicab Operation License: \$500.00 per annum January 1 through December 31.
- B. For each regulated vehicle having a seating capacity of not more than five persons, including the driver: \$150.00 per vehicle per annum.
- C. For each vehicle having a seating capacity of more than five persons: \$250.00 per vehicle per annum.
- D. For each driver license issued to a driver of a regulated vehicle: \$100.00 per annum for a new or renewal of license.
- E. For any replacement of a lost license or for a revised license: \$40.

§ 349-5. Issuance of licenses; limit on regulated vehicles; maximum age of regulated vehicle.

A. The Municipal Clerk or designee is hereby authorized to issue said licenses for regulated vehicles and drivers of regulated vehicles upon receiving notice of approval of the application therefor by the Mayor and Town Council. Each regulated vehicle license shall set forth the dates said license will remain effective and the maximum number of passengers permitted in the vehicle (the maximum number will be determined by allowing one passenger in the front seat and two or three passengers in each additional row of seating depending upon the type of seating available and number of seat belts). Each driver license shall set forth the dates such license will remain effective and shall include a current and clear picture of the driver, the driver's full name, the operator's business name and a brief description of the driver, including his or her age, height, weight, complexion, color of hair and color of eyes. In the event a driver changes employment to a new company, a revised license must be obtained for the unexpired term of the original license. The cost for a revised license shall be the same as for a lost license.

B. A taxicab application will not be deemed complete and a license will not be issued until the following are received:

1. Completed Application; and
2. Insurance Policy and Power of Attorney as set forth in § 349-6; and
3. Vehicle Title (Company Owner's Name); and
4. Vehicle registration (Company Owner's Name); and
5. Storage letter which shall include written approval from the owner or renter of said private property must be provided to the Municipal Clerk as set forth in § 349-7; and
6. All required supporting documentation must be submitted within twenty-one days (21) of the initial application submission. In the event that all required documentation is not submitted within twenty-one (21) days of the date of submission, the Application will be deemed expired. Any and all fees paid as part of the application shall not be refunded.

C. No more than sixty (80) licenses for regulated vehicles shall be issued in the Town of Dover. No one owner or operator shall be permitted more than fifteen (20) licenses for regulated vehicles. Owners or operators shall not hold any ownership interest in more than one business which operates or owns regulated vehicles in the Town of Dover.

D. No regulated vehicle shall be older than ten (15) years on the date of the application for a license or renewal of a license.

§ 349-6. Insurance and power of attorney requirements.

Upon applying for a regulated vehicle license, owners or operators shall furnish proof of an insurance policy covering each regulated vehicle in accordance with N.J.S.A. 48:16-1 et seq., as amended and supplemented from time to time. However, minimum coverage requirements for each regulated vehicle are \$100,000 per occurrence. Operators must produce proof that the required insurance policy will be in effect and has been prepaid for the entire period the requested license will be effective (usually January through December 31). Each owner shall also execute and deliver to the Municipal Clerk the required power of attorney in accordance with N.J.S.A. 48:16-5, as may be amended and supplemented from time to time.

§ 349-7. State inspection; semiannual inspection; parking and sign requirements.

A. Owners or operators must provide proof that each regulated vehicle has been inspected when due by a state-operated inspection facility for all required inspections. State-authorized private inspection facility inspections are not acceptable. A copy of the state inspection report shall be submitted to the Chief of Police and Municipal Clerk or designee for every regulated vehicle, within thirty (30) days of the inspection. Failure of the state inspection shall be deemed an automatic revocation of the regulated vehicle's license to operate under this Chapter. Such revocation shall continue until the state inspection is passed and proof of same is provided to the Municipal Clerk.

B. Owners or operators must submit each vehicle for inspection by the Chief of Police, his designee or the Licensing Inspector semiannually, except if a state inspection is performed within such six-month time period. The six-month time periods for inspection shall be January through June and July through December. The purpose of this inspection is to insure full compliance with all of the requirements of municipal and state laws, rules and regulations. If any violations are found, the Police Department shall inform the Municipal Clerk that the license issued shall be revoked if the violation is not corrected within ten (10) days of the inspection. Under such circumstances, the Police Department will inform the applicant what repairs need to be completed to prevent the revocation of the license. In no way should the provisions of this Chapter be interpreted as to prohibit an applicant from having a previously rejected vehicle reinspected after the required repairs are completed. An applicant aggrieved by any provision of this section has an immediate right of appeal to the Mayor and Town Council. The Police Department shall randomly select the time period within each six-month inspection period when a regulated vehicle must be presented itself for inspection.

C. No more than one regulated vehicle shall be stored on private property with the exception of overnight parking. No regulated vehicle may be parked on a public street overnight.

D. In addition to the requirements, of N.J.S.A. 48:16-2.4, All regulated vehicles must have permanently affixed signs on the driver and passenger doors setting forth the owner's business name, the maximum number of passengers allowed by said license, and the business office telephone number. The letters and numbers on said signs must be at least three inches tall and two inches wide and must be clearly visible from a distance of fifty (50) feet. The color of the letters must contrast with the color of the regulated vehicle so as to be easily read. The vehicle number issued by the Town must also be displayed on the driver's door of the vehicle and rear left of the vehicle on the trunk so as to be clearly visible to the public.

E. The schedule of fares to be charged shall be clearly and prominently displayed in each regulated vehicle in English and Spanish.

§ 349-8. Business office to be maintained.

All owners or operators, upon applying for one or more regulated vehicle licenses, shall be required to maintain a business office. The address and telephone number of said office must be listed on all regulated vehicle license applications.

§ 349-9. Photographs and fingerprints; age requirements for license.

A. Each applicant for a regulated vehicle driver license shall, upon making application therefor, furnish his or her existing driver's license and fingerprints for a record check and three recent photographs of passport size. One shall be retained by the Municipal Clerk, another shall be affixed to the driver's license, and the third shall be affixed to a card, suitably framed under any transparent covering approved by the Police Department and displayed in a prominent place mounted as close as possible to the center of the front dashboard of the regulated vehicle so that it is plainly visible to passengers. Said card must also contain a description of the licensed driver, which shall include his or her age, height, complexion, color of hair and color of eyes. Each applicant shall submit to the Town Police Department his or her driver abstract from the Division of Motor Vehicles.

B. No license to drive a regulated vehicle shall be granted unless the applicant meets the following requirements:

- (1) Have a valid New Jersey driver's license.
- (2) State the name of the taxicab company with whom he or she shall be employed.
- (3) Each applicant for a license shall provide proof that he or she is at least twenty-one (21) years of age.
- (4) The applicant must be either a citizen of the United States or a legal resident alien.

(5) If the applicant is a corporation, the corporation must either be incorporated in the State of New Jersey or authorized to do business in this state. Said Corporation must provide the Municipal Clerk with Good Standing Certificate issued by the State of New Jersey.

(6) The applicant shall not have been convicted of any crime and/or disorderly persons offense within ten (10) years next preceding the date of application for license. If the applicant is a partnership, then no partner may have such criminal record. If the applicant is a corporation, then neither the corporation nor any officer or director thereof may have such criminal record.

(7) Prior license revocations. The applicant must have no record of prior revocation(s) by any jurisdiction of a license related to the taxicab business. If the applicant is a partnership, then no partner may have such record. If the applicant is a corporation, then neither the corporation nor any officer or director may have such record.

(8) The applicant must have complied with the insurance provisions contained in this Chapter. In the event of the cancellation of licensee's insurance, the license shall terminate upon the effective date of the cancellation, unless prior thereto the insurance has been reinstated by withdrawal of the cancellation or issuance of a new policy of insurance, a copy of which shall be delivered to the Municipal Clerk for the remainder of the license year.

(9) The applicant must certify that all child support obligations are current pursuant to the standard set forth in N.J.S.A. 2A:17-56.41.

(10) The applicant must be tested for the presence of controlled dangerous substances, as defined in N.J.S.A. 2C:35-2 pursuant to New Jersey Department of Transportation (NJDOT) (49CFR Part 40 Subpart F) within thirty (30) days of the filing of his or her application. Such testing shall take place at a facility to be designated by the Town of Dover. The results shall be provided to the Municipal Clerk and shall show the applicant to be free of controlled dangerous substances. The same test shall be required for license renewal. The applicant shall assume the cost of all testing. Operators shall also be subject to testing for controlled dangerous substances in the event of an accident by the operator or the observance of an operator driving a regulated vehicle in a careless, reckless, or suspicious manner.

C. All applicants must complete and sign Form SBI-212B, Request for Criminal History Record Information for a Noncriminal Justice Purpose, for a criminal history name search identification check pursuant to N.J.S.A. 53:1-20.5 et seq. The applicant shall submit payment for same drawn on a United States bank in the amount required by the State of New Jersey approved fingerprinting agency, for the criminal history name search. If the applicant is a corporation, then this requirement shall apply to the officers of the corporation. The fully executed form and the applicant's check or money order must be submitted along with the application for a taxicab license.

Each applicant shall be fingerprinted for a criminal history background check at the time of the initial application and annually with each license renewal, any costs associated with same shall be paid by the applicant.

§ 349-10. Maintenance of regulated vehicles.

Every regulated vehicle licensed pursuant to this Chapter shall be properly maintained and equipped at all times in accordance with the manufacturer's recommendations and the standards and regulations of the New Jersey State Motor Vehicles and Traffic Regulation Act and shall further comply with the following additional requirements:

A. The interior shall be clean and sanitary, meaning that the upholstery and carpeting shall be reasonably free from debris, tears, holes, cuts, and stains. Maintaining the regulated vehicle in a sanitary condition means keeping the regulated vehicle free from defects which could adversely affect the health of passengers, such as the presence of volatile fumes, spoiled food or garbage, blood stains or any other items which could affect the health of passengers or the driver.

B. All doors shall open easily and close firmly. This provision requires the immediate repair of doors which cannot be closed by the standard handle for said door (i.e., closing the door with a piece of rope or wire). Furthermore, the door must not be able to be opened without using the door handle, and all locks on the vehicle must operate such as to prohibit the opening of any door while the lock is engaged.

C. Seat belts shall be fully functional and available for the driver and all passengers. Torn, damaged or missing seat belts must be immediately replaced.

D. The exterior shall be clean and free from rust and peeling paint, and all wheels shall be covered by hubcaps.

E. Dents shall not be larger than those that normally occur as a result of parking next to other vehicles. All dents larger than three inches must be repaired promptly. Dents shall be construed to cover damage on any portion of the regulated vehicle, including bumpers and any other exterior facets.

F. Each regulated vehicle in operation must be kept in proper operating condition at all times, including but not limited to a properly functioning muffler and emissions system, a clear and undamaged windshield, and windows (no tinting of windows shall be permitted unless factory original equipment from the manufacturer). The Police Department of the Town of Dover may request an inspection or emissions test for any regulated vehicle if, in its sole discretion, cause exists to believe said regulated vehicle is not in compliance with the maintenance requirements set forth herein.

G. Every regulated vehicle is required to have at least one approved child safety seat which must have permanently affixed thereto the name of the taxicab company or operator and the number assigned by the municipality to such regulated vehicle. The original manufacturers' label must be legible on the child safety seat.

§ 349-11. Schedule of fares.

A. The fare to be charged for the transportation of passengers from anywhere within the Town of Dover to another location within the Town of Dover shall be not greater than the following:

(1) For one (1) or two (2) passengers: the sum of \$7.00 per trip.

(2) For each additional passenger over two (2): the sum of \$1.00.

(3) Waiting time:

(a) First five (5) minutes: free.

(b) Five (5) minutes to thirty (30) minutes: \$0.40 per minute.

(c) Thirty (30) minutes to sixty (60) minutes: \$0.50 per minute.

(4) For one (1) or two (2) passengers sixty-two (62) years of age or older: the charge shall not be more than the sum of \$4.50 per trip.

(5) No extra fee shall be charged for a wheelchair or any other apparatus used by a handicapped person.

B. The fare to be charged for the transportation of passengers from anywhere within the Town of Dover to a location outside the Town of Dover or from a location outside the Town to a location within the Town must be clearly agreed upon with all passengers prior to leaving the pickup location.

§ 349-12. Record of trips.

The drivers of all regulated vehicles must keep a written record of each trip, on a form to be approved by the Town, including the date and exact time the trip commenced and ended and the number of passengers carried. Trip records must be maintained by the operator for at least three (3) years and must be made available for inspection by any law enforcement officer of the Town of Dover upon request. In addition, the owner or operator shall submit to the Municipal Clerk or his designee within ten (10) days of the end of the quarter all records of trip reports. The quarters are designated as follows: January through March, April through June, July through September, and October through December.

§ 349-13. Traffic and other regulations.

A. All drivers will be held fully responsible for compliance with all traffic, parking and safety regulations on the road. In addition, all passengers will be required to enter and exit all regulated vehicles through the door or doors closest to the curb where said passengers are waiting for pick up or are being dropped off.

B. Regulated vehicles that are registered with the state solely as limousines shall not be allowed to solicit fares on the road and may only pick up passengers who have prearranged said limousine transportation.

- C. The pickup or discharge of passengers shall not impede the flow of traffic.
- D. Each regulated vehicle shall maintain a first aid kit and fire extinguisher, which must be inspected annually.
- E. Taxicab drivers will not sound their horns except in the case of an emergency consistent with existing laws. The use of a vehicle horn to signal the arrival of a taxicab at a fare's pickup point will be considered a Town nuisance and an offense against the peace and harmony of the citizens. The vehicle owner shall be responsible for all fines against the peace and harmony of the citizens.
- F. All drivers shall possess a working knowledge of the roadway system and significant points of interest within Morris County, including but not limited to municipal offices and facilities, hospitals, train stations, and the like, a street map of Morris County or an operational GPS device is required to be kept in all taxicabs at all times.
- G. Any change of address of any owner or operator licensed under the provisions of this Chapter must be reported, in writing, to the Municipal Clerk or Licensing Inspector within seventy-two (72) hours of such change. The loss of the license required to be kept by any licensed owner or operator must be reported to the Municipal Clerk or Licensing Inspector, in writing, within seventy-two (72) hours of such loss.
- H. No licensee of any taxicab shall use thereon or thereabout any imitation of any color scheme, monogram or insignia previously adopted or used by any other licensee of a taxicab licensed under the provisions of this Chapter.
- I. No operator of a taxicab shall induce any person to employ him/her by knowingly misinforming or misleading such person either as to the time or place of the arrival or departure of any train, omnibus, boat, aircraft or other means of public transportation or as to the location of any point of destination, nor shall any operator deceive any person or make any false representation to him/her in respect to the transportation or prospective transportation of any passenger, or convey any passenger to any other place or over any other route than that to which or over which such passenger may have instructed the operator to go. Unless otherwise ordered, operators shall convey passengers by the most practical direct routes to their destinations.
- J. No taxicab driver shall solicit additional passengers at the point of origin, and no additional passengers may be picked up en route.
- K. No person other than the licensed operator of the taxicab, excepting a fare occupying the auxiliary seat, shall ride, or sit in the compartment of a taxicab reserved for the operator.
- L. Every operator of a taxicab shall, immediately at the end of his/her shift, carefully search the taxicab for any property lost or left therein and shall, immediately after finding any property, deliver the property to police headquarters.
- M. All taxicab licensees or their representatives shall answer all calls received for taxicab service inside the municipality limits without unreasonable delay. If such service cannot be rendered within a reasonable time, they shall notify the prospective passenger as to how long it will be before the call can be answered and give the reason.
- N. All licensees under this Chapter shall cooperate with law enforcement officers in the performance of their duty. No licensee shall conceal evidence of a crime or voluntarily aid violators to escape arrest. A licensee shall report immediately to the police any attempt to use his/her vehicle to commit a crime or escape from the scene of a crime.
- O. Licensed operators, while engaged in the operation of a taxicab, shall behave in a civil and orderly manner and shall not use any indecent, profane or abusive language.
- P. No operator or passenger shall smoke or possess lighted tobacco products in a licensed vehicle.
- Q. No operator of a taxicab shall operate his/her vehicle in a manner to endanger a passenger or any other person.
- R. Every owner of a licensed taxicab which is involved in an automobile accident shall provide the Municipal Clerk with a copy of the accident report within five (5) working days of the accident. The Municipal Clerk shall inform the taxicab owner of any and all repairs that may be necessary. Any taxicab owner who fails to comply with the terms of this section shall be in violation of this Chapter and subject to suspension of taxicab license.

S. No licensee under this Chapter shall display any advertising on his/her vehicle which obstructs the vision of the operator, including the operator's vision to the rear.

T. No person shall charge or attempt to charge any taxicab passenger a greater rate of fare than that to which the operator is entitled under the provisions of this Chapter.

U. No taxicab operator licensed by the municipality, and who is on duty, shall unreasonably refuse to carry any orderly person applying for a taxicab who agrees and, upon reasonable request, demonstrates ability to pay the proper rate of fare. A refusal to carry an orderly passenger shall be presumptively unreasonable where the refusal is based on the amount of money the operator expects to receive or is based upon the race, sex, religion, physical disability or ethnic background of the passenger.

V. The operator of any taxicab shall, upon demand by any passenger, render to such passenger a receipt for the amount charged, on which shall be the name of the owner of the taxicab, the name of the operator, the date and time of the transaction and the amount of the fare.

§ 349-14. Refusal to issue license; suspension or revocation.

A. The Mayor and Town Council may refuse to issue a license or suspend any license or revoke any license after notice and hearing if:

(1) This Chapter is violated in any particular.

(2) The operator or driver has been convicted of a felony, driving under the influence, refusal to submit to a test for driving under the influence or has had his or her driver's license suspended. The Chief of Police may suspend the license of an operator or driver upon written notice for violations of this section pending a hearing to be conducted in front of the Mayor and Town Council within five (5) days of the operator or driver requesting a hearing in writing.

(3) The driver, while driving a regulated vehicle, has contributed to injury to person or property or for other good cause.

(4) The regulated vehicle has become unsafe or unsanitary as set forth in §349-10.

B. The license to operate a regulated vehicle shall be automatically suspended in the event of a lapse in insurance coverage, and such suspension shall continue until adequate verifiable proof of insurance coverage has been provided to the Municipal Clerk.

§ 349-15. Failure to pay fare.

Any passengers who shall, within the limits of the Town of Dover, engage a regulated vehicle for transportation and who shall refuse to pay some or all of the fare permitted by this Chapter may be found guilty of a disorderly persons offense by the Municipal Court and, for every conviction hereunder, shall be subject to the fines and penalties as set forth in §1-15 (General Penalty) of the Code of the Town of Dover.

§ 349-16. Violations and penalties.

A. Except as required by N.J.S.A. 48:16-1 et seq., any operator and/or driver found to have violated the provisions of this Chapter may have his or her license issued hereunder suspended or revoked either by Chief of Police or by the Mayor and Town Council, and repeat offenders are subject to revocation of all their licenses issued hereunder. Furthermore, upon conviction of said violations by the Municipal Court, any operator and/or driver shall be subject to the fines and penalties as set forth in §1-15 (General Penalty) of the Code of the Town of Dover.

B. In addition to Subsection A above, three (3) or more violations within a thirty (30) day period may be cause for the taxicab-business owner's Town license to be suspended for a period of up to sixty (60) days, and six (6) or more offenses within a twelve (12) month period may be cause for the permanent revocation of his or her Town taxicab license.

Article II. Limousines

§ 349-17. Definitions.

As used in this article, the following terms shall have the meanings indicated:

CRUISING

Shall mean the driving of a limousine on the streets or public places of the town in search of or soliciting prospective passengers for hire.

LAW ENFORCEMENT

Shall mean any member of the Dover Police Department and/or the Dover Licensing Inspector.

LIMOUSINE (or REGULATED VEHICLE)

Shall mean and includes any automobile or motor car used in the business of carrying passengers for hire to provide prearranged passenger transportation at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route and with a seating capacity in no event of more than fourteen (14) passengers, not including the driver, provided that such a vehicle shall not have a seating capacity in excess of four passengers, not including the driver, beyond the maximum passenger seating capacity of the vehicle, not including the driver, at the time of manufacture. Nothing in this article contained shall be construed to include taxicabs, hotel buses, buses employed solely in transporting school children or teachers, vehicles owned and operated directly or indirectly by businesses engaged in the practice of mortuary science when those vehicles are used exclusively for providing transportation related to the provision of funeral services, autobuses which are subject to the jurisdiction of the Department of Transportation, or interstate autobuses required by federal or state law or regulation of the Department of Transportation to carry insurance against loss from liability imposed by law on account of bodily injury or death.

LIMOUSINE OR LIVERY SERVICE

Shall mean and includes the business of carrying passengers for hire by limousines.

LIMOUSINE OPERATOR

Shall mean a person who provides prearranged passenger transportation, for consideration, not on a scheduled, regular route, and not in connection with mortuary and funeral services.

LIMOUSINE OPERATOR ADMINISTRATIVE FEE

Shall mean a fee charged for the administrative paperwork necessary for all limousine operators who are employed by Town of Dover limousine companies.

PERSON

Shall mean and includes any individual, co-partnership, association, corporation or joint-stock company, their lessees, trustees or receivers appointed by any court whatsoever.

PRINCIPAL PLACE OF BUSINESS

Shall mean the location of the main place of business of the limousine service in the Town of Dover where limousine service is conducted, where limousines are dispatched from, or where limousine drivers report for duty.

STREET

Shall mean and includes any street, avenue, park, parkway, highway, or other public place.

§ 349-18. Insurance; amount and Power of Attorney.

Except for limousines registered in other states pursuant to N.J.S.A. 48:16-22.4, no limousine shall be operated wholly or partly along any street in the Town of Dover until the owner of the limousine shall have filed with the Municipal Clerk of the municipality in which the owner has his, her or its principal place of business an insurance policy of a company duly licensed to transact business under the insurance laws of New Jersey in the sum of \$1,500,000 against loss by reason of the liability imposed by law upon every limousine owner for damages on account of bodily injury or death suffered by any person as a result of any accident occurring by reason of the ownership, maintenance or use of the limousine upon any public street. Such operation shall be permitted only so long as the insurance policy shall remain in force to the full and collectible amount of \$1,500,000. The insurance policy shall provide for the payment of any final judgment recovered by any person on account of the ownership, maintenance and use of such limousine or any fault in respect thereto, and shall be for the benefit of every person suffering loss, damage, injury aforesaid. Each owner shall also execute and deliver to the Municipal Clerk the required power of attorney in accordance with N.J.S.A. 48:16-14, as may be amended and supplemented from time to time.

§ 349-19. Parking and Storage of Vehicles

No more than one regulated vehicle shall be stored on private property with the exception of overnight parking. No regulated vehicle may be parked on a public street overnight.

§ 349-20. Certificate of compliance; contents; filing and posting.

Upon the filing of the required insurance policy by an owner having its principal place of business in the Town of Dover of a limousine or livery service, the Municipal Clerk, upon the payment of a fee of \$50, shall issue in duplicate a license to operate showing that the owner of the limousine has complied with the terms and provisions of N.J.S.A. 48:16-14. The license shall recite the name of the insurance company, the number and date of expiration of the policy, a description of every limousine insured thereunder and the registration number of the same. The duplicate license shall be filed with the Division of Motor Vehicles before any such car is registered as a limousine. The original license shall be retained within the limousine and shall be available for inspection by any law enforcement officer of the Town of Dover or police officer in the state. In lieu of the recital of insurance information required on the license, pursuant to this section, the owner of the limousine may affix to the original license retained within the limousine a notarized letter from an insurance company containing the same insurance information required in the recital, which shall constitute proof of insurance coverage, and which shall also be available for inspection by any law enforcement officer of the Town of Dover or police officer in the state.

1. Completed Application; and
2. Insurance Policy and Power of Attorney as set forth in § 349-18; and
3. Vehicle Title (Company Owner's Name); and
4. Vehicle registration (Company Owner's Name); and
5. All required supporting documentation must be submitted within twenty-one days (21) of the initial application submission. In the event that all required documentation is not submitted within the twenty-one (21) days of the date of submission, the application will be deemed expired. Any and all fees paid as part of the application shall not be refunded.

§ 349-21. Certain license or permit required for limousines providing intra-municipal point-to-point service.

Notwithstanding any other provisions of law to the contrary, the Town of Dover requires a limousine service to obtain a corporate license, permit, certificate, or other form of authority if the limousine service is providing service on an intra-municipal point-to-point basis within the Town of Dover. The fee for the issuance of this license is \$50 (which is addition to any other fee), which applies to all limousines operated by a limousine service providing such intra-municipal point-to-point service within the Town of Dover.

§ 349-22. Limousine licensing.

No limousine shall be operated on the highways of the State of New Jersey unless it has a license issued pursuant to N.J.S.A. 48:16-17 and a limousine is equipped in accordance with the minimum standards established by the director of the Division of Motor Vehicles and the Department of Transportation with:

A. A two-way communication system, which, at a minimum, shall provide for communication to a person outside the vehicle for a distance of not less than one hundred (100) miles and which requirement may be satisfied by a mobile telephone;

B. A removable first aid kit and operable fire extinguisher, which shall be placed in an accessible place within the vehicle;

C. Sideboards attached to the permanent body construction of the vehicle if the height of the vehicle floor is 10 inches or more above ground level.

D. Daily log of vehicle condition as follows:

1. Tires
2. Windshield wipers
3. Horn
4. Condition of front, rear and side windows and windshields
5. Front and rear lights
6. Fluid levels
7. Brakes
8. Condition of two-way communication system
9. Inspection of vehicle or, if on an off-year, proof that limousine was inspected by a person qualified to do such examination of the mechanical and operating condition of the limousine including:
 - a. Brakes
 - b. Exhaust system
 - c. Tires
 - d. Function of front and rear lights
 - e. Operation of fan belts
 - f. Other belts in the engine of the vehicle

§ 349-23. Limousine Operator Requirements.

1. Completed application.
2. Have a valid New Jersey driver's license.
3. Limousine Operator Administrative Fee of \$100.00
4. Letter from the Chief Administrator of the New Jersey Motor Vehicle Commission stating the applicant is qualified for employment.
5. State the name of the /limousine company with whom he or she shall be employed, the owner must sign the application.
6. Each applicant for a limousine operator shall provide proof that he or she is at least 21 years of age.
7. The applicant must be tested for the presence of controlled dangerous substances, as defined in N.J.S.A. 2C:35-2, pursuant to New Jersey Department of Transportation (NJDOT) (49CFR Part 40 Subpart F) within thirty (30) days of the filing of his or her application. Such testing shall take place at a facility to be designated by the Town of Dover. The results shall be provided to the Municipal Clerk and shall show the applicant to be free of controlled dangerous substances. The same test shall be required for license renewal. The applicant shall assume the cost of all testing. Operators shall also be subject to testing for controlled dangerous substances in the event of an accident by the operator or the observance of an operator driving the regulated vehicle in a careless, reckless, or suspicious manner.

Any owner, operator or driver shall comply with N.J.S.A. 48:16-13 et seq. and any regulation enacted therefrom.

§ 349-24. Cruising Prohibited

No person shall drive or cause or allow a limousine to be driven on the streets or public places of the Town of Dover in search of or soliciting prospective passengers for hire. For the purposes of this section "in search of or soliciting of prospective passengers" shall mean picking up a passenger or attempting to pick up a passenger who has not previously made arrangements by telephone or other communication for a limousine pickup at a specific time and location. Limousines shall return to their principal place of business where limousines are dispatched from to wait for their next prearranged transportation.

§ 349-25. Violations and penalties.

Any person who shall operate a limousine service in any street in the Town of Dover without complying with the provisions of this article and with the provisions of N.J.S.A. 48:16-13 et seq. shall be subject to the fines and penalties set forth in N.J.S.A. 39:5G-1, as follows:

(1) For operating a limousine without a license issued by a municipality pursuant to N.J.S.A. 48:16-17, knowingly permitting a driver to operate a limousine without a validly issued driver's license or a validly issued commercial driver license if required pursuant to N.J.A.C. 13:21-23.1, failure to have filed an insurance policy in the amount of \$1,500,000 which is currently in force as provided in N.J.S.A. 48:16-14 or in the amounts required pursuant to section 14 of N.J.S.A. 48:16-22.4, operating a limousine in which the number of passengers exceeds the maximum seating capacity as provided in N.J.S.A. 48:16-13 or section 2 of N.J.S.A. 48:16-13.1: a fine of \$2,500.00 for the first offense and a fine of \$5,000.00 for the second or subsequent offense;

(2) For operating a limousine without the special registration plates required pursuant to section 12 of N.J.S.A. 39:3-19.5, or operating a limousine without the limousine being properly inspected as provided in N.J.S.A. 39:8-1: a fine of \$1,250 for the first offense and a fine of \$2,500 for the second or subsequent offense;

(3) For operating a limousine without the attached sideboards required by section 11 of N.J.S.A. 48:16-22.1, failure to retain within the limousine appropriate proof of insurance pursuant to N.J.S.A. 48:16-17 or failure to execute and deliver to the power of attorney required pursuant to N.J.S.A. 48:16-16: a fine of \$250.00 for the first offense and \$500 for the second and subsequent offense;

(4) For failure to be equipped with a two-way communications system, a removable first-aid kit and an operable fire extinguisher as required by section 11 of N.J.S.A. 48:16-22.1, or any other violation of the provisions of article 2 of chapter 16 of Title 48 of the Revised Statutes other than those enumerated in this subsection: a fine of \$50.00 for the first offense and \$100.00 for the second and subsequent offense.

ADOPTED:

Town of Dover, Morris County

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

Introduced:

Adopted:



TOWN OF DOVER

MAYOR & TOWN COUNCIL

ORDINANCE NO. 08-2024

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER,
COUNTY OF MORRIS, STATE OF NEW JERSEY PROVIDING HANDICAPPED PARKING
SPACE AT 73 THOMPSON AVENUE**

BE IT ORDAINED, by the Mayor and Town Council 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 73 Thompson Avenue:

Said handicap parking space shall be located along the westerly curb line of Thompson Avenue
beginning at a point 615 feet south of the southwesterly curb line intersection of Thompson
Avenue and Chestnut Street, thence continuing in a southerly direction for a distance of 22 feet.
End Description

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:

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

INTRODUCED: _____

ADOPTED: _____

TOWN OF DOVER

Engineering Department

Mail: 37 N. Sussex Street
Office: 100 Princeton Avenue
Dover, New Jersey 07801
Phone: 862-437-1672
Fax: 973-366-2200



*William J. Isselin – Assistant to the Engineer, Chief Code Enforcement Officer, Zoning Officer,
Municipal Recycling Coordinator*

March 18, 2024

DESCRIPTION FOR HANDICAP PARKING SPACE TO BE LOCATED AT 73 THOMPSON AVENUE

Said handicap parking space shall be located along the westerly curb line of Thompson Avenue beginning at a point 615 feet south of the southwesterly curb line intersection of Thompson Avenue and Chestnut Street, thence continuing in a southerly direction for a distance of 22 feet. End Description



TOWN OF DOVER

MAYOR & TOWN COUNCIL

ORDINANCE NO. 09-2024

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER,
COUNTY OF MORRIS, STATE OF NEW JERSEY PROVIDING HANDICAPPED PARKING
SPACE AT 146 PEQUANNOCK STREET**

BE IT ORDAINED, by the Mayor and Town Council 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 146 Pequannock Street:

Said handicap parking space shall be located along the easterly curb line of Pequannock
Street beginning at a point located 188 FT. north of the northeasterly curb line
intersection of E. Fairview Avenue and Pequannock Street thence, continuing in a
northerly direction for a distance of 25'. End Description

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:

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

INTRODUCED: _____

ADOPTED: _____

TOWN OF DOVER

Engineering Department

Mail: 37 N. Sussex Street
Office: 100 Princeton Avenue
Dover, New Jersey 07801
Phone: 862-437-1672
Fax: 973-366-2200



*William J. Isselin – Assistant to the Engineer, Chief Code Enforcement Officer, Zoning Officer,
Municipal Recycling Coordinator*

March 1, 2024

DESCRIPTION FOR HANDICAP PARKING SPACE TO BE LOCATED AT 146 PEQUANNOCK STREET

Said handicap parking space shall be located along the easterly curb line of Pequannock Street beginning at a point located 188 FT. north of the northeasterly curb line intersection of E. Fairview Avenue and Pequannock Street thence, continuing in a northerly direction for a distance of 25'. End Description



TOWN OF DOVER

MAYOR & TOWN COUNCIL

RESOLUTION NO. 103-2024 BILLS LIST RESOLUTION

WHEREAS, the Mayor and the Town Council 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 the Town Council 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:	\$51,116.58
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$2,216,350.45
GENERAL CAPITAL ACCT claims in the amount of:	\$26,788.41
WATER UTILITY RESERVE ACCT claims in the amount of:	\$2,833.48
WATER UTILITY ACCT claims in the amount of:	\$79,486.51
WATER CAPITAL ACCT claims in the amount of:	\$340,679.19
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING UTILITY ACCT claims in the amount of:	\$5,402.77
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:	\$24,457.97
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	\$2,747,115.36

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 RESERVE ACCT claims in the amount of:	\$7,950.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$0.00
PARKING UTILITY ACCT claims in the amount of:	\$738.29
WATER UTILITY OPERATING claims in the amount of:	\$0.00
WATER UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING UTILITY CAPITAL claims in the amount of:	\$8,688.29
TOTAL CLAIMS PAID	\$2,755,803.65
TOTAL BILL LIST RESOLUTION	

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED 03/26/2024



TOWN OF DOVER

MAYOR & TOWN COUNCIL

RESOLUTION NO. 104-2024

**RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER,
COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING A WAIVER OF
CERTAIN SEWER FEES**

WHEREAS, the owner of 57 Prospect Street has contacted Dover Water Commission seeking a waiver for certain Sewer Charges due to a water leak; and

WHEREAS, the owner has corrected the leak and it was verified that the loss of water had not entered the sewer system; and

WHEREAS, he is requested an adjustment on the sewer portion of his utility bill; and

WHEREAS, the Dover Water Board Commissioners recommend that the owner of account 114930-0 be credited \$858.87; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Dover, County of Morris, and State of New Jersey that a sewer credit be issued in the amount of \$858.87.

ATTEST:

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED: _____



TOWN OF DOVER

MAYOR & TOWN COUNCIL

RESOLUTION 105-2024

RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY APPROVING TAXICAB DRIVER LICENSES

WHEREAS, applications for taxicab driver's licenses have been made by the people listed below;
and

WHEREAS, the Police Department of the Town of Dover has reviewed their applications and has
advised that there is no prohibition to the issuance of their license; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of
Dover, County of Morris and State of New Jersey that the following taxi driver licenses are hereby
approved:

DOVER TAXI AND LIMO

Enrique A. Mercado-Gonzalez – New Driver

ATTEST:

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED: _____



TOWN OF DOVER

MAYOR & TOWN COUNCIL

RESOLUTION NO. 106-2024

RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER APPROVING TAXIS/LIMOS TO BE LICENSED IN THE TOWN OF DOVER

WHEREAS, the following companies, have applied for a taxi/limo license to operate the vehicle(s) listed below 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 taxicab(s)/limo(s); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council 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.

PREMIER CAR SERVICES CORP.

2015 TOYOTA SIENNA	OT403C	5TDKK3DC1FS629412	Renewal
2017 HONDA ACCORD	OT344A	1HGCR2F53HA108511	Renewal
2016 TOYOTA CAMRY	OT346A	4T4BF1FK3GR575817	Renewal

DOVER TAXI & LIMO SERVICES

2015 HYUNDAI SONATA	OT373H	5NPE24AF6FH009985	New
2016 TOYOTA SIENNA	OT372H	5TDJK3DC5GS138130	New
2015 TOYOTA SIENNA	OT380H	5TDJK3DC4FS094913	Renewal

ATTEST:

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED: _____



TOWN OF DOVER MAYOR & TOWN COUNCIL

RESOLUTION NO. 107-2024

RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING APPROPRIATIONS TRANSFER PURSUANT TO N.J.S.A. 40A:4-58

BE IT RESOLVED, that the Town of Dover Town Council hereby approves the following 2023 Budget Transfers:

<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>
CURRENT BUDGET:		
ADMINISTRATION – OTHER EXPENSES		\$2,406.51
TOWN CLERK – OTHER EXPENSES		\$18,296.70
FINANCE – OTHER EXPENSES		\$8,702.23
PROPERTY TAX ASSESSMENT – OTHER EXPENSES		\$40.53
LEGAL FEES – OTHER EXPENSES		\$19,300.51
ENGINEERING – OTHER EXPENSES		\$11,704.09
CODE ENFORCEMENT – OTHER EXPENSES		\$391.33
EMPLOYEE GROUP HEALTH		\$327,727.46
SOLID WASTE AND RECYCLING		\$280,646.89
BUILDING AND GROUND – OTHER EXPENSES		\$564.89
MUNICIPAL PROSECUTOR – SALARIES AND WAGES		\$4,125.00
HEALTH – OTHER EXPENSES		\$1,535.20
UTILITIES AND BULK PURCHASES		\$49,568.51
MUNICIPAL COURT – OTHER EXPENSES		\$822.85
RVRSA	\$725,832.70	
TOTAL CURRENT BUDGET TRANSFERS	<u>\$725,832.70</u>	<u>\$725,832.70</u>

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Finance Department.

ATTEST:

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED: _____



TOWN OF DOVER

MAYOR & TOWN COUNCIL

RESOLUTION NO. 108-2024

**RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER,
COUNTY OF MORRIS, STATE OF NEW JERSEY ACCEPTING THE NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS AMERICAN RESCUE PLAN
FIREFIGHTERS GRANT**

WHEREAS, the Town of Dover Fire Department has applied for a grant from the NJDCA American Rescue Plan Firefighters Grant Program for the purpose of obtaining reimbursement for Firefighters Turn Out Gear; and

WHEREAS, the Town of Dover received a letter of approval from the NJDCA for reimbursement in the amount of \$72,000.00 to cover the cost incurred; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Town Council of the Town of Dover, County of Morris, State of New Jersey to accept the NJDCA American Rescue plan in accordance with the agreement.

NOW FURTHER BE IT RESOLVED, that a copy of this Resolution be sent to the Fire Chief.

ATTEST:

Tara M Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED: _____



TOWN OF DOVER

MAYOR & TOWN COUNCIL

RESOLUTION NO. 109-2024

RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER APPOINTING CLASS II SPECIAL POLICE OFFICERS

BE IT RESOLVED by the Mayor and Town Council of the Town of Dover, County of Morris, State of New Jersey that the following be and hereby are appointed Special Police Officers for the Town of Dover for a term of one (1) year commencing January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED that a copy of this Resolution be given to the Chief of Police.

CLASS II SPECIAL POLICE OFFICERS

Aldo Cicchetti – Badge 152

Louis Sperry – Badge 150

Mark Zacchini – Badge 805 (previously appointed as Class III Officer)

ATTEST:

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED: _____



TOWN OF DOVER

MAYOR & TOWN COUNCIL

RESOLUTION NO. 110-2024

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF DOVER,
COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING ENGINEERING
WORK TO BEGIN ON THE 2023 LIBERTY STREET NJDOT ROADWAY
IMPROVEMENT PROJECT**

WHEREAS, the Department Head of Engineering Department has determined that there is a need to begin work on the 2023 Liberty Street NJDOT Roadway Improvement Project; and

WHEREAS, the estimated Engineering cost which includes surveying, design services, bid documents and construction administration and inspections for this project is \$85,000.00; and

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

WHEREAS, there is a need to move forward with this project, specifically authorizing Colliers Engineering & Design 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 Town Council of the Town of Dover, County of Morris, State of New Jersey authorizes the work described above to commence and that Colliers Engineering & Design, located at 400 Valley Road, Suite 304, Mt. Arlington, NJ 07856 can begin the Engineering work for this project. A copy of this Resolution shall be provided to William Isselin – Head of Engineering.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED: _____

TOWN OF DOVER

Finance Department
COUNTY OF MORRIS
37 NORTH SUSSEX STREET
DOVER, NEW JERSEY 07801
Telephone: (973) 366-2200
Fax: (973) 328-6524



PROFESSIONAL CONTRACT COLLIERS ENGINEERING & DESIGN

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

Amount: \$85,000.00

**Funding: Federal and State Grant Fund –
New Jersey Department of Transportation-
Liberty Street Improvements**



Thomas M. Ferry CPA, RMA, CMFO.



State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

November 23, 2022

The Honorable Carolyn Blackman
Mayor, Dover Town
37 North Sussex Street
Dover Town, NJ 07801

Dear Mayor Blackman,

I am pleased to inform you that Dover Town has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2023 Municipal Aid Program for LA-2023 MA Dover Town Liberty Street Improvements 14 in the amount of \$399,630.00.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 611 applications requesting more than \$389 million. There is \$161.25 million available in funds for this program from the Transportation Trust Fund (TTF) supported by the State gas tax.

As part of the Department's Commitment to Communities, NJDOT provides statewide assistance for local governments for improvements to and preservation of the local transportation network. This network makes up about 90 percent of New Jersey's roadways. The successful completion of your project will help achieve this goal and provide your constituents and everyone that uses local roads a transportation system that provides the mobility they deserve.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

District 1 - Mt. Arlington - 973-810-9120 District 3 - Trenton - 609-963-2020
District 2 - Newark - 862-350-5730 District 4 - Cherry Hill - 856-414-8414

Again, thank you for your support of this program and good luck with your project.

Sincerely,

A handwritten signature in cursive script, reading "Diane Gutierrez-Scaccetti".

Diane Gutierrez-Scaccetti
Commissioner

cc: Municipal Clerk; Municipal Engineer

400 Valley Road
Suite 304
Mt. Arlington New Jersey 07856
Main: 877 627 3772



March 11, 2024

Betty Lou DeCroce
Municipal Administrator
Town of Dover
37 North Sussex Street
Dover, New Jersey 07801

NJDOT FY2023 – Liberty Street Improvements
Professional Engineering Services
Town of Dover, Morris County
Colliers Engineering & Design Project No. DVR0002P

Dear Ms. DeCroce,

Colliers Engineering & Design Inc. dba Maser Consulting (CED) is pleased to present this agreement to provide design, grant administration services, bidding, and construction observation and administration services relating to the NJDOT FY2023 – Liberty Street Improvements project. Specifically, the limits are Liberty Street, from Thompson Avenue to Penn Avenue. We understand that the Town has been awarded a Fiscal Year 2023 Municipal Aid grant from the New Jersey Department of Transportation (NJDOT) in the amount of \$399,630.00. The preliminary cost estimate included in the grant application for the roadway improvements is approximately \$534,245.00. The grant award is intended to assist the Town with funding of improvements outlined in the Municipal Aid grant application. CED intends to coordinate with NJDOT and the Town regarding NJDOT specific documentation from initial design to final reimbursement.

Accordingly, the construction improvements anticipated will include milling, base repair, replacement of ADA curb ramps, replacement of inlet curb pieces and grates, minor drainage improvements, as needed, paving, striping, and restoration. In consideration of the discrepancy between the grant amount and preliminary construction cost estimate, alternate bids can be prepared, if requested, to match the desired Town funding contribution to the project.

In order to comply with the grant requirements, the Town is obligated to award a construction contract within 24 months of the grant award. CED will provide the following services:

SCOPE OF SERVICES

TASK 1.0 DESIGN AND BIDDING SERVICES

CED will develop construction drawings and specifications to be utilized for public bid. Bid documents will be prepared in accordance with NJDOT requirements. The scope of improvements expressed in the bid documents shall be as specified in the grant application.

The existing site conditions will be investigated during the design; more specifically, the conditions of the curbing, sidewalk, driveway, roadway, and drainage structures. CED will prepare base mapping utilizing available tax maps and GIS, aerial imagery, and field measurements. Once base mapping is completed, we will prepare plan drawings depicting the proposed areas of milling, spot curb repair and installation of curbing, where none exists, reconstruction of driveway aprons, resetting of structures, accessible curb ramps, and striping. The drawings shall be prepared in accordance with the following design criteria and standards:

- a. NJDOT Design Manual for Roadways.
- b. NJDOT Design Manual for Bridges and Structures.
- c. Standard Specifications for Roadways – AASHTO.
- d. NJDOT Standard Specifications for Road and Bridge Construction.
- e. Manual on Uniform Traffic Control Devices.

CED will prepare the base mapping, title sheet, general notes and legends, estimate of quantities, construction plans and the construction details. CED will also prepare the supplemental and technical specifications for the site improvement items that are specified on our construction drawings for incorporation into the overall bid specifications. The specifications will be prepared in the latest NJDOT format, as amended. As this project develops, and the Construction Cost Estimate (CCE) is closer to completion during the design phase, the Town will be updated with the status of design and whether alternate bids are recommended.

The construction plans will callout the curb ramp types in accordance with Public Right-of-Way Guidelines (PROWAG) for ADA accessibility. It will be the responsibility of the contractor to construct ADA-compliant curb ramps. Upon construction of curb ramps, CED will inspect the ramps for compliance with ADA requirements. Curb ramps determined to be non-compliant with the ADA requirements will be reconstructed by the contractor at no additional cost to the Owner.

The project limits may be adjusted by utilizing alternate bids based upon the budget approved by the Town. CED will prepare the CCE based on the quantity required for each alternate bid and finalize the design in order for the project to remain within the construction budget. Bidding services will be coordinated through our Mount Arlington office.

Specifications will be developed in accordance with NJDOT Standard Specifications for Road and Bridge Construction, as currently amended. An Engineer's Estimate will be prepared and submitted to NJDOT Bureau of Local Aid along with an Engineer's Design Certification, plans, and specifications. Upon receiving authorization to bid from NJDOT, we will coordinate with the Town regarding public advertisement of the bid documents.

CED will coordinate with the Town regarding the Bidding Period Services, specifically the following shall be conducted:

- Order the advertisement for bid.
- Development of addendum(s) to clarify or review the bid documents, as required.

- Attend bid opening and reading of bids in order to tabulate them.
- Review the proposals from the responsive bidders and make recommendations to the Town regarding the selection and evaluation of the bids.

TASK 2.0 GRANT APPLICATION SERVICES

Throughout the design and construction services, CED will prepare submittals to NJDOT Bureau of Local Aid in accordance with the Municipal Aid program requirements. Submittals will include final plans, specifications, Engineer's Estimate, Engineer's Design Certifications, Resolution of Award, Bid Tabulation, Pre-Construction Meeting Minutes, 75% Initial Payment Voucher, Construction Start and End Notices, Final Change Order Form, and Reimbursement Vouchers. CED will also coordinate with a separate asphalt testing company to perform material testing per NJDOT Local Aid special provisions. This agreement does not include material testing to be completed by a third-party testing company. This will be recommended to be funded separately and invoiced directly to the Town.

To facilitate the final grant reimbursements, CED will coordinate with the Town to obtain the necessary signatures by the Town personnel, as needed, for the Final Change Order, Chief Financial Officer Certification and Final Payment Voucher.

TASK 3.0 - CONSTRUCTION ADMINISTRATION AND OBSERVATION SERVICES

Upon award of the construction contract to the lowest responsive and responsible bidder, CED shall coordinate a Pre-Construction meeting with the contractor and the Town. During construction, CED shall monitor the contractor's performance and enforce the adherence to the contract documents and project schedule.

CED shall provide the Town with as needed part-time on-site construction administration (full-time during paving operations) services throughout construction operations. This task anticipates construction lasting approximately 8 weeks. In addition, CED anticipates that there will be 2 weeks of part-time construction administration services for the contractor to complete the punch list items.

Daily observation reports will be retained by CED regarding the project. CED shall review and prepare contractor's payments as well as change orders (if necessary). If unacceptable work or material is supplied by the contractor, immediate corrective action shall be taken by CED on behalf of the Town. We will review the submittals for the projects including shop drawings and as-built drawings provided by the contractor.

Prior to completion, a final punch list shall be created by the construction administrator and completion deadlines shall be scheduled for any open items. Upon completion of the punch list items, a final site visit shall be scheduled with the contractor and the Town to close out the project. CED will prepare the paperwork for final payment for the contractor and submittal to the Town for release of retainage, as well as reimbursement and close out documents with NJDOT.

FEE AGREEMENT

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the Scope of Services.

TASK 1.0	DESIGN AND BIDDING SERVICES	\$41,750.00
TASK 2.0	GRANT ADMINISTRATION SERVICES	\$ 4,000.00
TASK 3.0	CONSTRUCTION ADMINISTRATION AND OBSERVATION SERVICES	\$ 39,250.00
TOTAL LUMP SUM FEE		\$85,000.00

The above engineering services will be provided on a lump sum basis not to exceed the listed amount. This contract and fee schedule are based upon the Town Engineering Contract, authorized by the Town.

PROJECT SCHEDULE

The following is the anticipated project schedule:

<u>Anticipated Task</u>	<u>Anticipated Duration</u>
Award of Professional Design Services	Anticipate Authorization March 2024
Preparation of Design Plans and Specifications	To be completed within 60 days of Authorization
NJDOT Concurrence	Anticipate 30 days from submission
Bidding of Project	Anticipate 30 days for bidding process
Contractor Award	TBD
Construction (Anticipated)	TBD – Anticipate Spring/Summer 2024
Project Closeout (Anticipated)	To occur post construction – Anticipate Fall 2024

PROJECT DELIVERABLES

Two (2) copies of the final bid documents will be provided to the Town prior to bidding.

PLAN REVISIONS AND EXTRA SERVICES

Any revision requested by the Town or review agencies that is a major redesign or not an error or omission on the part of CED will be billed on an hourly basis in accordance with our current contract.

REIMBURSABLE EXPENSES

Reimbursable expenses including delivery, printing, copying, postage, and other reproducible costs for the above-mentioned deliverables, are included within this agreement, and are included in the project cost.

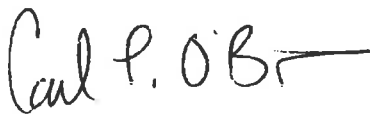
EXCLUSIONS

If any item listed herein, or otherwise not specifically mentioned within this agreement or the Town Engineering Agreement, is deemed necessary, then CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the additional services. Unanticipated additional services shall be in accordance with the Schedule of Hourly Rates for the number of hours necessary to complete the desired tasks. No extra engineering services will be performed without authorization from the Town.

Please forward a copy of the Resolution of Approval and/or Purchase Order to this office. This will constitute approval of the proposed engineering agreement.

We thank you very much for the opportunity to offer our services and look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this agreement, please feel free to contact me.

Sincerely,
Colliers Engineering & Design



Carl P. O'Brien, P.E., P.P., C.M.E., C.P.W.M.
Geographic Discipline Leader

cc: Andrew Hipolit, P.E., (CED)
Kevin Boyer, P.E., (CED)
Patrick Jamieson, (CED)
Bill Isselin, (Dover) - wisselin@Dover.NJ.US