



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **REGULAR MEETING AGENDA**

**Town of Dover Town Hall  
February 13, 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. 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.

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

**C) ROLL CALL** – Clerk to Conduct Roll Call:

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
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			

**D) APPROVAL OF MINUTES—NONE**

**E) REPORT OF COMMITTEES**

**F) PRESENTATIONS, MUNICIPAL CORRESPONDENCE**

Presentation of 2022 Audit, Municipal Auditor John Mooney

**G) ORDINANCES FOR FIRST READING**

- a. Ordinance 01-2024 Amending and Supplementing Chapter 72, Salaries and Compensation

**H) ORDINANCES FOR SECOND READING, PUBLIC HEARING AND ADOPTION**  
**NONE**

## **I) APPROVAL OF BILLS**

- a. Resolution 70-2024 - Approval of Bills List

## **J) APPROVAL OF RESOLUTIONS**

### **1) CONSENT AGENDA RESOLUTIONS**

- a. Resolution 71-2024 Renewal of Social and Athletic Club Licenses – Dover Moose Lodge #541
- b. Resolution 72-2024 Authorizing the Execution of Agreement for Membership with Cooperative Pricing System
- c. Resolution 73-2024 of the Mayor and Town Council of the Town of Dover, County of Morris, State of New Jersey Concerning the NJDCA Local Recreation Improvement Grant
- d. Resolution 74-2024 Amending Resolution 265-2023 Approving the Renewal of Alcoholic Beverage License for 2023-2024

### **2) RESOLUTIONS FOR DISCUSSION AND CONSIDERATION**

- a. Resolution 75-2024 Approving Taxicab Driver Licenses
- b. Resolution 76-2024 Approving Taxis/Limos to be Licensed in the Town of Dover
- c. Resolution 77-2024 Resolution Approving the 2022 Audit
- d. Resolution 78-2024 Resolution Authorizing the Adoption of the Corrective Action Plan for the 2022 Audit
- e. Resolution 79-2024 Authorizing Prior Claims of Payment
- f. Resolution 80-2024 Authorizing Award of a Professional Services Contract for Municipal Prosecutor, Daniel R. Danzi, Esq.

## **K) OLD BUSINESS**

## **L) NEW BUSINESS**

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

## **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 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 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 Town Council. The Mayor and Council 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 [dooverclerk@doover.nj.us](mailto:dooverclerk@doover.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 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.

**N) CLOSED/EXECUTIVE SESSION**

**O) ACTIONS CONSIDERED FOLLOWING CLOSED SESSION**

**P) ADJOURNMENT**



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

**ORDINANCE NO. 01-2024**

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER, COUNTY OF MORRIS AND STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 72, SALARIES AND COMPENSATION**

**BE IT ORDAINED** by the Mayor and Town Council, Town of Dover, County of Morris, NJ as follows:

**CHAPTER C.** "Salaries and Compensation for Certain Employees" is hereby amended and supplemented by the following:

**CHAPTER C.**  
**SALARIES & COMPENSATION FOR CERTAIN**  
**EMPLOYEES**

Effective January 1, 2024, as indicated below, salaries, compensation or fees are hereby established for the following named officers, employees, or positions in the Town of Dover at the rate of or within the salary ranges listed.

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

B. All collective bargaining agreements in effect as of the adoption of this ordinance are included by reference.

C. This ordinance shall take effect immediately upon final passage and publication. The Town Council shall adopt resolutions, from time to time as needed, to establish individual salaries for employees impacted by this ordinance.

<b>Title</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Period</b>
Electrical Inspector PT	\$25.00	\$62.22	Hourly
Laborer Non-Union I PT	\$15.00	\$20.00	Hourly
Laborer Non-Union II PT	\$16.00	\$24.00	Hourly
Principal Payroll Clerk/Pension Clerk	\$50,000	\$65,000	Annually
Professional Standards Accountability & Cybersecurity Director	\$50,000	\$125,000	Annually
Sanitation Enforcement Officer PT	\$17.00	\$40.00	Hourly
Supervising Planner	\$95,000	\$125,000	Annually

ATTEST:

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Tara M. Pettoni, Municipal Clerk

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James P. Dodd, Mayor

ADOPTED: \_\_\_\_\_



# TOWN OF DOVER

## MAYOR & TOWN COUNCIL

### RESOLUTION NO. 70-2024 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:	\$1,662.24
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$1,885,863.31
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
WATER UTILITY RESERVE ACCT claims in the amount of:	\$0.00
WATER UTILITY ACCT claims in the amount of:	\$46,208.76
WATER CAPITAL ACCT claims in the amount of:	\$2,857.14
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$23,394.85
PARKING UTILITY ACCT claims in the amount of:	\$0.00
PARKING CAPITAL ACCT claims in the amount of:	\$0.00
ANIMAL CONTROL TRUST ACCT claims in the amount of:	\$0.00
EVIDENCE TRUST ACCT claims in the amount of:	\$0.00
RECYCLING TRUST ACCT claims in the amount of:	\$0.00
COUNTY FORFEITED ASSETS TRUST ACCT claims in the amount of:	\$0.00
FEDERAL FORFEITED ASSETS ACCT claims in the amount of:	\$4,171.05
TRUST/OTHER ACCT claims in the amount of:	\$2,910.00
COAH TRUST ACCT claims in the amount of:	\$0.00
UNEMPLOYMENT TRUST ACCT claims in the amount of:	\$0.00
<b>TOTAL CLAIMS TO BE PAID</b>	<b>\$1,967,067.35</b>

**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:	\$1,950.00
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
CURRENT APPROPRIATIONS RESERVE ACCT claims in the amount of:	\$0.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$1,233.55
PARKING UTILITY ACCT claims in the amount of:	\$0.00
WATER UTILITY OPERATING claims in the amount of:	\$920.08
WATER UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING UTILITY CAPITAL claims in the amount of:	\$0.00
<b>TOTAL CLAIMS PAID</b>	<b>\$4,103.63</b>
<b>TOTAL BILL LIST RESOLUTION</b>	<b>\$1,971,170.98</b>

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

Tara M. Pettoni, Municipal Clerk

James P. Dodd, Mayor

ADOPTED 02/13/2024



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **RESOLUTION 71-2024**

#### **RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER FOR THE RENEWAL OF SOCIAL AND ATHLETIC CLUB LICENSES**

**WHEREAS**, any person or group of persons, association, or corporation, which meets for the purpose of promoting athletic sports, contests, exhibitions, classes, or gymnasium; and

**WHEREAS**, any person or group or persons, association or corporation which owns, leases, operates or controls premises for the purpose of social intercourse and entertainment; excluding organizations of state or national scope and religious organizations; and

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

Dover Moose Lodge #541  
21 Sammis Avenue  
Dover, New Jersey 07801

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

**RESOLUTION NO. 72-2024**

**RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER,  
COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION  
OF AGREEMENT FOR MEMBERSHIP WITH COOPERATIVE PRICING SYSTEM**

**WHEREAS,** the Town of Dover desires to become a member of the following Cooperative Pricing System:

Educational Purchasing Interlocal Cooperative at Region 6 (EPIC6)

**NOW, THEREFORE, BE IT RESOLVED,** that the Mayor and Town Council of the Town of Dover, County of Morris and State of New Jersey are hereby authorized to execute agreement for such membership.

**ATTEST:**

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_





## Educational Purchasing Interlocal Cooperative at Region 6

The Educational Purchasing Interlocal Cooperative at ESC Region 6 (EPIC6) is located at 3332 Montgomery Road, Huntsville, Walker County, Texas. EPIC6 is operated and managed by:

**Matthew Reddoch - [mreddoch@esc6.net](mailto:mreddoch@esc6.net) (mailto:mreddoch@esc6.net) 936-435-8288**

The purpose of EPIC6 is to facilitate the procurement process between members (public school districts, private schools, charter schools, colleges, and universities, cities, and municipalities, counties, state agencies), and vendors through pre-negotiated agreements enabling the member to receive better value. EPIC6 is committed to provide a proven process to eliminate procurement related stress for our members.

School districts are authorized to use purchasing cooperatives by the Texas Education Code, and as a local government entity by the Texas Local Government Code. The Texas Education Code, Section 44.031, authorizes districts to enter into inter-local agreements with other government entities, including purchasing cooperatives that are managed by a government entity, for aggregate purchases of \$50,000 or more, instead of using competitive bidding.

### Why EPIC6?

- **EPIC6** provides government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively procured vendor agreements.
- **EPIC6** provides comprehensive purchasing practices according the Laws of the State of Texas and Federal Regulation 2 CFR part 200, when appropriate, and is designed to result in competitive agreements that meet a wide variety of needs.
- **EPIC6** provides competitively priced purchasing options for multiple government entities that yields economic benefits usually unobtainable by the individual entity.
- **EPIC6** provides quick and efficient delivery of goods and services by entering into pricing agreements with "high performance" vendors.
- **EPIC6** provides document retention for competitive procurement process for all EPIC6 Awarded Agreements and direct access to documents.
- **EPIC6** maintains credibility and confidence in business procedures by maintaining free, full and open competition for purchases and by complying with purchasing laws and ethical business practices.
- **EPIC6** staff is available to members and vendors for assistance with procurement documents.
- **EPIC6** provides a way for government entities to avoid the time and expense of seeking competition for their purchasing needs.
- **EPIC6** enables vendors to become more efficient and competitive by reducing the number of proposals that require responses to be made to individual entities.
- **EPIC6** equalizes purchasing power for smaller entities.

- **EPIC6** is dedicated to serve.

# About Us

## History

In 1967 the Texas Legislature directed that the State Board of Education provide, by rules and regulations, for the establishment and operation of regional Education Service Centers (ESCs). Twenty Regional Service Centers were established to provide services to school districts throughout the state. The Centers are service organizations, not regulatory arms of the Texas Education Agency, and participation by schools in services of the centers is voluntary.

Chapter 8 of the Texas Education Code, enacted by the 75th Texas Legislature in 1997, specified the following purposes of ESCs:

"Regional Education Service Centers shall:

1. assist school districts in improving student performance in each region of the system;
2. enable school districts to operate more efficiently and economically; and
3. implement initiatives assigned by the legislature or the commissioner."

### ***EDUCATION SERVICE CENTERS FOCUS ON THE WORD IN THE MIDDLE: SERVICE.***

Service to, and support of, educators in helping students succeed is at the heart of everything that we do. Every service we provide was developed at the request of schools and we pride ourselves on being responsive to the needs of educators and the communities that they serve.

### **Region 6 ESC VISION:**

Dedicated to Serve.

### **Region 6 ESC MISSION:**

The mission of Region 6 ESC is to empower the educational community to achieve excellence.

### **REGION 6 ESC WILL:**

- Communicate effectively.
- Utilize technology to enhance services.
- Seek and manage organizational resources.
- Recruit and retain quality personnel.
- Promote high student performance.

### **Region 6 ESC BELIEF STATEMENTS:**

- We are here to serve.
- We are committed to excellence.
- Teamwork is crucial to success.

The Region 6 Education Service Center is located in beautiful southeast Texas in the piney woods, 60 miles north of Houston. Region 6 encompasses 12,400 square miles that includes 15 counties and over 60 school districts, private schools, and charter schools.

Region 6 serves over 150,000 students and over 20,000 teachers and staff members. The region demographics include primarily rural districts that are highly multi-ethnic and reflect the trend of growing diversity that is common in much of the entire state. More than 48% of students are eligible for free or reduced lunches. Region 6 districts have consistently increased student

## Member/Vendor Registration



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**How to Become an EPIC6 Member**

An inter-local agreement is a contract between a local government such as a school district, another local government, or a state agency, that can be used to procure goods or services. The Texas Local Government Code, Section 271.102, authorizes a local government, including a school district, to participate in a cooperative purchasing program with a local government or cooperative organization of Texas or another state. By doing so, a local government entity automatically satisfies any requirement to seek competitive bidding.

There is no cost for membership and open to all K-12 School Districts, Colleges and Universities, Cities and Municipalities, Counties, State Agencies, Private Schools, and Charter Schools.

**For Texas entities:**

Download the **Interlocal Agreement**

([https://files.gabbart.com/2166/epic6\\_texas\\_interlocal\\_agreement.pdf](https://files.gabbart.com/2166/epic6_texas_interlocal_agreement.pdf)), have your Board, Governing Body, or Authorized Authority approve it and submit the signed Interlocal Agreement to EPIC6 at [epic6@esc6.net](mailto:epic6@esc6.net) (<mailto:epic6@esc6.net>).

If your organization requires a Board Resolution for the approval of the Interlocal Agreement, **download here** ([https://files.gabbart.com/2166/epic6\\_membership\\_resolution.pdf](https://files.gabbart.com/2166/epic6_membership_resolution.pdf)). Please send Board Resolution with Interlocal Agreement to [epic6@esc6.net](mailto:epic6@esc6.net) (<mailto:epic6@esc6.net>).

**For Out-of-State entities:**

Download the **Membership Agreement**

([https://s3.amazonaws.com/scschoollfiles/2166/epic6\\_membership\\_agreement.pdf](https://s3.amazonaws.com/scschoollfiles/2166/epic6_membership_agreement.pdf)), have your Board, Governing Body, or Authorized Authority approve it and submit the signed Out-of-State Membership Agreement to EPIC6 at [epic6@esc6.net](mailto:epic6@esc6.net) (<mailto:epic6@esc6.net>).

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**How to Become an EPIC6 Vendor**

Vendors interested in doing business with EPIC6 and its member buyers are encouraged to register with the ESC6 eMarketplace e-bidding and supplier management system. This electronic procurement system allows EPIC6 and its members to maintain accurate information about ESC6 eMarketplace registered vendors and the goods and services they offer. It electronically notifies those registered vendors of applicable bid opportunities. In addition, it allows registered vendors to electronically submit bids to EPIC6.

To participate in the ESC6 eMarketplace system, please register online at: [esc6emkt.ionwave.net](https://esc6emkt.ionwave.net)  
(<https://esc6emkt.ionwave.net/Login.aspx>)

Click on "Supplier Registration" and follow the prompts to complete the registration process.

All bid notifications will be sent to the e-mail address on file so it is imperative that the vendor information be kept current. You are encouraged to include more than one company "User" when you register. It is the sole responsibility of each vendor to maintain and update their company's information on the e-bidding site.

**NOTE:** By registering with ESC6 eMarketplace vendors are added to the EPIC6 Bidder's List and will receive automated e-mail notifications regarding bid opportunities associated with commodities selected by the vendor within the system. **A vendor that has registered with ESC6 eMarketplace IS NOT considered an "authorized vendor" or "awarded vendor".** A vendor must submit a bid and be awarded a contract before becoming a EPIC6 vendor.

**The Educational Purchasing Interlocal Cooperative at Region 6 ("EPIC6")  
Out-of-State Membership Agreement**

This agreement (the "Agreement") is intended to be used when approval by the governing bodies of the entities of an interlocal agreement is not required by statute. (THIS AGREEMENT IS NOT VALID IN AND IS NOT INTENDED FOR USE BY GOVERNMENTAL ENTITIES IN TEXAS.)

**Purpose:**

This Agreement, entered into by and between EPIC6 and the member entity (the "Member Entity"), each a "Party" and together the "Parties," permits the Member Entity, when allowed under the applicable purchasing cooperative statutes of the Member Entity's home jurisdiction, to make lawful purchases through EPIC6 under the same terms and conditions and proposed pricing as provided by EPIC6 to its members. The stated purpose of EPIC6 is to increase purchasing efficiency, and effectiveness and to obtain substantial savings for participating school and public entities through cooperative purchasing.

**Disclaimer:**

Each Member Entity is responsible for following its applicable state and/or federal procurement laws when utilizing cooperative purchasing agreements, or joint power agreements with another state's public entities. Additionally, the Member Entity is responsible for ensuring the vendor complies with the terms and conditions of the EPIC6 contractual agreement and Member Entities are further solely responsible for the resolution of any disputes with a non-performing vendor thereunder.

**Term:**

This Agreement shall be effective immediately upon execution by the Parties and shall remain effective until terminated by either Party upon thirty (30) days' written notice.

**EPIC6 agrees to:**

1. provide the organizational and administrative structure of the Program;
2. provide the administrative and support staff necessary for efficient operation of the EPIC6 purchasing cooperative;
3. provide marketing of EPIC6 to expand its membership to the benefit of its members;
4. initiate and implement activities required for the competitive bidding and vendor award processes, including, but not limited to, posting, advertising, collecting proposals, scoring proposals, and awarding of vendor contracts;
5. provide EPIC6 members with current approved vendor contracts, instructions for obtaining quotes, and ordering procedures.;
6. maintain the filing system for all competitive bidding procedure requirements;
7. provide reports as requested by EPIC6 members;
8. maintain an active membership database of approved vendors;

9. provide training to EPIC6 members and vendors, upon request; and,
10. collect fees to finance the operation of the EPIC6 purchasing cooperative from approved vendors generated from sales through EPIC6 contracts with EPIC6 members.

**The EPIC6 Member Entity agrees to:**

1. commit to participate in the Program via an authorized signature on membership forms reflecting the approval of such Member Entity's governing body, as required;
2. designate and maintain a Primary Contact and Secondary Contact for the Member Entity;
3. commit to purchase products and/or services from EPIC6 vendors when in the best interest of the Member Entity;
4. submit a monthly report of purchases and /or copies of purchase orders to EPIC6;
5. accept shipments of products ordered from approved vendors;
6. process payments to approved vendors in a timely manner and according to the terms of the contractual agreement(s);
7. include EPIC6 and the appropriate contract number on the Member's Entity's purchase orders and/or contracts in which an EPIC6 contractual agreement is utilized.

**General Provisions:**

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations, as amended, in connection with the programs contemplated under this Agreement.

If any term(s) or provision(s) of this Agreement is/are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of such provision(s) shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies, if any, paid pursuant to this Agreement, shall be paid from budgeted available funds for the current fiscal year.

This Agreement, represents the entire agreement between the Member Entity and EPIC6. No other agreements, verbal or otherwise, are valid unless agreed to by the Parties in writing. This Agreement may be modified from time to time, upon written agreement of the Parties.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of itself, its directors, officers, employees, and agents as a result of its execution of this Agreement and the performance of the functions and obligations set forth herein.

**Authorization:**

Region 6 Education Service Center and EPIC6 have entered into an agreement to provide cooperative purchasing opportunities to public entities and other legally eligible entities. If so required, this Agreement was approved by the governing boards of the respective Parties at meetings that were duly called and held in accordance with the Texas Open Meetings Act, Chapter 551, Texas Government Code.

The individuals signing below are authorized to do so on behalf of the Parties.

**Entity or District Name:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Region 6 Education Service Center**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** Executive Director Region 6 ESC

**Date:** \_\_\_\_\_

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## Public Entity Contact Information

Primary Contact Name: \_\_\_\_\_

Address City, State Zip: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Email Address: \_\_\_\_\_



# TOWN OF DOVER

## MAYOR & TOWN COUNCIL

### RESOLUTION NO. 73-2024

#### RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY CONCERNING THE NJDCA LOCAL RECREATION IMPROVEMENT GRANT

*Whereas*, the Town of Dover

(formal name of organization)

desires to apply for and obtain a grant from the New Jersey Department of Community Affairs in an amount not to exceed \$100,000.00 to carry out a project to make improvements to

(dollar amount of request)

Overlook Park in the Town of Dover.

(briefly describe the project)

***Be it therefore RESOLVED***,

1) that the Town of Dover

(formal name of organization)

does hereby authorize the application for such a grant; and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Town of Dover and the New Jersey Department of Community Affairs.

***Be it further RESOLVED***, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

(signature)

(type or print name)

Tara M. Pettoni

(title)

Municipal Clerk

(signature)

(type or print name)

BettyLou DeCrocce

(title)

Business Administrator

#### ***CERTIFICATION:***

I, Tara M. Pettoni, the Municipal Clerk,

(name of Board Secretary / Government Clerk) (title of position - Board Secretary or Government Clerk)  
of the Town of Dover

(formal name of organization)

hereby certify that at a meeting of the Board of Directors / Governing Body held on February 13, 2024

(meeting date)

the above *RESOLUTION* was duly adopted.

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **RESOLUTION NO. 74-2024**

#### **RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AMENDING RESOLUTION 265- 2023 APPROVING THE RENEWAL OF ALCOHOLIC BEVERAGE LICENSE FOR 2023-2024**

**WHEREAS**, the herein named duly filed applications for renewal of their Alcoholic Beverage License for their respective premises as show below for July 1, 2023, to June 30, 2024; and

**WHEREAS**, no objections have been received from the public; and

**WHEREAS**, any prior conditions established by the Mayor and Town Council to be carried over to the 2023-2024 license; and

**WHEREAS**, the required fees have been paid and all premises have been inspected and approved by the Office of the Municipal Clerk, Police Department, Board of Health and the Bureau of Fire Prevention; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of the Town of Dover, that said application be approved and that the respective license be granted; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk or Director in the case of a conflict license be and hereby is authorized to issue license certificate accordingly as listed below.

#### **2023-2024 LIQUOR LICENSE**

DLTL Corp. – Pocket License  
1409-33-030-006

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **RESOLUTION 75-2024**

#### **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:

#### **PREMIER CAR SERVICE CORP.**

Yunior Manzueta Garcia  
Edgar Moreira

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

**RESOLUTION NO. 76-2024**

### **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.

#### **CARMEN TAXI SERVICE INC.**

2014 LINCOLN MKT	OT324G	2LMHJ5NK8EBL52367	TAXI #36
2015 HONDA ACCORD	OT350H	1HGCR2F37FA114114	TAXI #40

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **RESOLUTION 77-2024**

#### **RESOLUTION AUTHORIZING THE ADOPTION OF THE 2022 AUDIT**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

**WHEREAS**, N.J.S.A. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit containing the auditor's findings, comments, and recommendations, and,

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit containing the auditor's findings, comments, and recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A. 52:27BB-52, to wit:

N.J.S.A. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Town Council of the Town of Dover, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON FEBRUARY 13, 2024.





# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **RESOLUTION 78-2024**

#### **RESOLUTION AUTHORIZING THE ADOPTION OF THE CORRECTIVE ACTION PLAN FOR THE 2022 AUDIT**

**WHEREAS**, Local Finance Notice 97-16 requires the Chief Financial Officer, with assistance from other officials affected by the audit recommendations, to prepare and submit a Corrective Action Plan for approval by the governing body within sixty (60) days from the date the audit is received by the governing body; and

**WHEREAS**, the 2022 Annual Audit was received on December 18, 2023; and

**WHEREAS**, the State requires a separate resolution to be done for the Certification of Review of the Annual Audit and the adoption of said Corrective Action Plan; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Town Council of the Town of Dover, in the County of Morris, State of New Jersey, that the attached Corrective Action Plan be approved, placed on file in the Clerk's Office, and submitted to the Division of Local Government Services. A copy of this resolution will be forwarded to the Municipal Auditor.

ATTEST:

\_\_\_\_\_  
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



## CORRECTIVE ACTION REPORT

AUDIT 12/31/2022

The audit disclosed the following material weakness required to be reported under Generally Accepted Government Auditing Standards:

### **Finding 2022-001:**

All bank accounts of the Town should be fully reconciled monthly. All reconciling items on the cash reconciliations should be identified, valid and liquidated in a timely manner.

### **Corrective Action:**

Starting from October of 2023 all bank accounts were reconciled monthly and reconciling items are identified. After I was appointed in October of 2023, I reconciled all bank accounts starting from January 2023 and proved the cash balance to the General Ledger and made necessary adjusting entries.

Other Comments and recommendations:

### **Finding #2**

#### **Animal Control Fund:**

It was noted during our testing of the Animal Control Fund that the tags were not issued in numerical sequence.

### **Corrective Action:**

The Town will issue Dog and Cat tags in sequential order.

### **Finding # 3 & 4**

#### **Federal and State Grant Fund:**

1. It was noted during the audit that there were expenditures charged to two grants which were already full expended. This created an expenditure without grant reserve that will be raised in the subsequent year's budget. It is recommended that extra care be taken to ensure grant funds are available before expenditures are made.

2. It was noted that there were several grant receivables and appropriated grant reserves which have been on the records of the Town for over five years. It is recommended that the Finance Office identify which grants receivable are still valid, and which appropriated grant reserves are still active reserves within the Federal and State Grant Fund.

### **Corrective Action:**

1. Starting in October 2023 grant balances will be verified before expenditures are made.

2. In 2024 Grant Receivables and Grant Reserves will be investigated and possibly cancelled.

#### **Finding #5**

##### **General Capital Fund:**

During the audit, it was noted that there was a bond ordinance which was adopted during 2022. This ordinance was created by reappropriating balances from older ordinances to create a new ordinance; however, the funds from the older ordinances were no longer available to reappropriate. Bond Counsel confirmed that they did not assist in drafting this ordinance, and it was written by the Town Administrator and Chief Finance Officer.

##### **Corrective Action:**

The Town will ensure that all bond ordinances in the future are written by Bond Counsel.

#### **Finding #6**

##### **Interfund Balances:**

During the audit, it was noted that substantial interfund balances existed at year end between the different funds of the Town. It is recommended that interfund balances be liquidated prior to year end.

##### **Corrective Action:**

Starting in 2024 interfund balances will be liquidated prior to the end of the year.

#### **Finding #7**

##### **Payroll:**

1. The accumulated absence liability estimate for 2022 was not prepared. The 2021 estimate was available. It is recommended that the finance office prepare a detailed liability analysis on an annual basis.
2. During our payroll testing we noted that there was an individual who received overtime pay while on workman's compensation. We also noted in our testing that an employee's health benefit waiver was included in the amount reported as pensionable wages. It is recommended that greater care be taken with employees payroll activity, and that the governing body identify how they wish to proceed with these issues.
3. It was noted on the payroll bank reconciliation that there was one reconciling item, identified as "Manual G/L Entry", in the amount of \$611,722.98. We were unable to identify specific items which created this "Manual G/L Entry" amount. Further, the only bank reconciliation that we were provided with was the December 2022 bank reconciliation. It appears as though that was the only bank reconciliation performed for the 2022 year. It is recommended that the unidentified material reconciling item on the December 2022 cash reconciliation payroll account be identified and liquidated as soon as possible and that the payroll bank accounts are reconciled on a monthly basis and any future reconciling items are resolved in a timely manner.
4. There was no analysis of the balance of the payroll account prepared at year end. An analysis of the ending reconciled balance should be prepared on a monthly basis to identify funds remaining in the payroll account. It is recommended that the finance office maintain an analysis of balance in the payroll account on a monthly basis.

**Corrective Action:**

Starting on October 2023 greater care with payroll will be taken in the Town. Starting in 2024 an analysis of balance for the payroll account will be maintained. The unidentified material reconciling item on the December 2022 cash reconciliation payroll account will be identified and liquidated and the payroll bank accounts will be reconciled on a monthly basis and any future reconciling items will be resolved in a timely manner. Finally, greater care will be taken in reporting pensionable wages and paying employees' overtime.

**Finding #8 & 9**

**Purchasing:**

1. During the audit, it was noted that there was a vendor that exceeded the bid threshold. There was no bid information for this vendor as the purchase never went through the bid process. It is recommended that for purchases which will exceed the bid threshold, the Town go through the proper purchasing process, and bids are requested from vendors.
2. During the audit, it was noted that there were line items in the 2022 budget which were over expended at year end. It is recommended that the Town make the appropriate budget transfers prior to the end of the year, to ensure that no line items in the budget are over expended.

**Corrective Action:**

1. Starting on October 2023 the town will follow the purchasing process and go out for bids when bids are required.
2. Starting in 2024, the Town will make all appropriate budget transfers prior to year-end to avoid over expenditures.

**Finding #10**

**Current Fund:**

We were unable to obtain sufficient appropriate audit evidence to support a material unidentified reconciling item totaling \$2,962,298.07 on the Town's Current Fund December 2022 cash reconciliation which is reflected as a reduction in the Town's cash balance. This reconciling item appears to be comprised of several items some of which are identified as a "Manual G/L Entry". It is recommended that the material unidentified reconciling item on the December 2022 cash reconciliation be identified and resolved and that the bank account is fully reconciled on a monthly basis and any future reconciling items are resolved in a timely manner.

**Corrective Action:**

The Town will ensure that the material unidentified reconciling item on the Current Fund December 2022 cash reconciliation is identified and resolved and that in the future any reconciling items on the Current Fund bank reconciliation are identified and resolved in a timely manner.

**Finding #11**

**Water Utility Operating Fund:**

1. During the audit, we noted that there were bonds authorized by not issued dating back to 2001. By not issuing this debt it has created negative cash positions on the ordinances in which the debt was intended to be issued for. It is recommended that the Town begin to raise the funds that are authorized but not issued in future water utility budgets starting in 2024.

2. We noted that there were accounts payable in the water utility operating fund greater for more than one year. It is recommended that the Town determine the validity of older accounts payable and liquidate or cancel the prior year accounts payable.

**Corrective Action:**

1. In 2024 the Town renewed their Bond Anticipation Notes in which the Water Capital Bonds and Notes Authorized but Not Issued were included.
2. The Town will investigate the validity of Accounts Payable in the Water Utility Operating Fund and either pay or cancel them in 2024.

**Finding #11**

**Municipal Court**

During our audit, it was noted that there were months in which receipts were not turned over to the associated agencies within the deadline of the 15<sup>th</sup> day of the following month. It is recommended that all municipal court receipts be paid to the proper agencies by the 15<sup>th</sup> day of the following month.

**Corrective Action:**

The Municipal Court will begin remitting payments to the proper agencies by the 15<sup>th</sup> day of the following month.



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **RESOLUTION 79-2024**

#### **RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING PRIOR CLAIMS OF PAYMENT**

**WHEREAS**, all claims for payment by the Town of Dover are required to be first submitted to the Governing Body of the Town of Dover, for consideration before payment is made; and

**WHEREAS**, due to the nature of certain claims and timing of the particular meetings involved, certain claims which are statutory and regular in nature should be paid when presented, other than for the next meeting of the Governing Body due to the nature of said bills; and

**WHEREAS**, any bill/invoice of an urgent matter may be paid upon approval of the town administration. Any such bills approved for payment by the town administrator shall be listed on the next bills list - approved by the governing.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Town of Dover, as follows:

1. The governing Body does hereby approve of the payment between meetings of the following enumerated claims for payment, and the same are presented to the Town Treasurer of the Town of Dover:

Utilities, Insurance, and Other Interim Check/Non-Claimant Signature Required

- A. Direct Energy
- B. UGI Energy Services
- C. JCP&L
- D. NJ Natural Gas
- E. Optimum
- F. Cablevision Lightpath
- G. Canon (Copier Maintenance)
- H. Quadient (Meter Replenishment & Lease Payments & Supplies)
- I. Verizon (Landlines)
- J. Verizon Wireless
- K. Spectrotel (Telecommunications)
- L. North Jersey Municipal Employee Benefits Fund (Group Health Insurance)
- M. Dover Board of Education
- N. Rockaway Valley Regional Sewerage Authority
- O. Morris County Municipal Joint Insurance Fund
- P. Township of Randolph Taxes
- Q. O.P.E.I.U Local 32
- R. TransAmerica Insurance
- S. PBA Local 107
- T. SOA of PBA Local 107
- U. Teamsters Local 469
- V. FMBA Local 60
- W. Transworld Assurance Co.

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_



# **TOWN OF DOVER**

## **MAYOR & TOWN COUNCIL**

### **RESOLUTION NO. 80-2024**

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

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

**WHEREAS**, the Administrator and Mayor after reviewing submissions recommends the appointment of Daniel R. Danzi, Esq. as Municipal Prosecutor; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Town Council of the Town of Dover authorizes the Mayor and Municipal Clerk to enter into a contract with Daniel R. Danzi, Esq., expiring December 31, 2024; 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 Daniel R. Danzi, Esq. and the Municipal Court.

ATTEST:

\_\_\_\_\_  
Tara M. Pettoni, Municipal Clerk

\_\_\_\_\_  
James P. Dodd, Mayor

**ADOPTED:** \_\_\_\_\_