



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

## REGULAR MEETING AGENDA

June 13, 2023

7:00 PM

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

“This meeting is being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, N.J.S.A. 10:4-6. Notice of the meeting was sent to the Daily Record and Star Ledger on January 4, 2023, and published in the Record and Ledger on January 7, 2023. Notice was also posted on the Bulletin Board of the Municipal Building.”

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

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

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

**D) APPROVAL OF MINUTES**

**E) REPORT OF COMMITTEES**

- a) Shade Tree Commission Report – Ald. Karol Ruiz

**F) PRESENTATIONS, MUNICIPAL CORRESPONDENCE**

**G) ORDINANCES FOR FIRST READING**

- a) Ordinance 08-2023 Creating prohibited parking regulations for Boonton Street from Dusk to Dawn
- b) Ordinance 09-2023 Install Stop Signs at the intersection of Chestnut Street and Orchard Street as well as 2<sup>nd</sup> Street and Academy Street

**H) ORDINANCES FOR SECOND READING, PUBLIC HEARING AND ADOPTION**

## **I) APPROVAL OF BILLS**

- a) Resolution 163-2023 - Approval of Bills List

## **J) APPROVAL OF RESOLUTIONS**

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

- a) Resolution 164-2023 Approving a Mobile Retail Food Establishment(s) Class I License – El Parche de Duggie
- b) Resolution 165-2023 Approving a Mobile Retail Food Establishment(s) Class III – Ricky’s Ice Cream
- c) Resolution 167-2023 Renewal of Social and Athletic Club License – Acacia Lodge
- d) Resolution 168-2023 Approving Taxis/Limos to be licensed in the Town of Dover
- e) Resolution 169-2023 Approving Taxicab Driver Licenses
- f) Resolution 170-2023 Adoption of amendments to the Town of Dover Employee Handbook
- g) Resolution 179-2023 Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Penn Avenue Improvements Project
- h) Resolution 180-2023 Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Dover Pedestrian Walkway Project
- i) Resolution 173-2023 Waiving the requirement of a Garage Sale Permit – Town Wide Garage Sale for September 9, 2023

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

- j) Resolution 166-2023 Amending Resolution 144-2023 in support of LGBTQ+ Pride Month
- a) Resolution 171-2023 Lien Redemption – 1-21 Bassett Hwy.
- b) Resolution 172-2023 Lead Grant Assistance Program
- c) Resolution 174-2023 Authorizing the “Pay to Play” documentation for a Non-Fair and open process to Capital Supply Construction Products, Inc.
- d) Resolution 175-2023 Authorizing the “Pay to Play” documentation for a Non-Fair and open process to Coronis Health RCM, LLC
- e) Resolution 176-2023 Authorizing the “Pay to Play” documentation for a Non-Fair and open process to Parkeon, Inc.
- f) Resolution 177-2023 Authorizing Engineering work for Traffic Calming measures to be included on Ann Street
- g) Resolution 178-2023 Recommending Water Main Replacements and Extensions in the Mount Hope area of the Town of Dover
- h) Resolution 182-2023 Authorizing to enter into an agreement with the County of Morris in the State of New Jersey for the continuation of a consortium to conduct the HOME Investment Partnership Program

## **K) EXECUTIVE SESSION**

- a) Resolution 181-2023 Executive Session – Litigation Matters

## **L) OLD/NEW BUSINESS**

### **M) PUBLIC COMMENT:**

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

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

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

If you have a question that we are unable to answer at the meeting, feel free to submit your questions to the Office of the Municipal Clerk, in writing, and include your name, address and telephone number where you can be contacted. The email address of the Clerk's Office is [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 Board of Aldermen meetings must treat each other and the Mayor and Board of Aldermen with respect. Individuals offering comments are not permitted to make personal attacks on any Town Employees, the Mayor or any Member of Town Government, other testifiers, or members of the public.

## **N) ADJOURNMENT**



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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**ORDINANCE No. 08-2023**

**AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF  
DOVER, COUNTY OF MORRIS AND THE STATE OF NEW JERSEY CREATING  
PROHIBITED PARKING REGULATIONS FOR BOONTON STREET FROM DUSK TO  
DAWN**

**WHEREAS**, the governing body of a municipality make, amend, repeal, and enforce ordinances to adopt policies and procedures for the benefit of the municipality; and

**WHEREAS**, the Mayor and Aldermen recognize that there is a need to make reasonable changes to the Code of the Town of Dover to prohibit on street parking from Dusk to Dawn on Boonton Street; and

**WHEREAS**, the Mayor and Board of Aldermen have determined that it is in the best interest of the town to prohibit parking from Dusk to Dawn along the northerly side of Boonton Street; and

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

**SECTION 1.            Definition – No Parking Zone**

A “No Parking Zone” for the purpose of this ordinance shall be an area along the sideline(s) of a public street that prohibits parking 7 days a week from Dusk to Dawn.

**SECTION 2.            Description – Location of No Parking Zone**

**North Side of Boonton Street Description:**

Said “No Parking Zone” for the purposes of this ordinance shall be described as the area of prohibited parking for the northerly side of Boonton Street beginning at the northeasterly curb line intersection of Boonton Street and Livingston Avenue thence continuing in a northwesterly direction along the curb line of Boonton Street for a distance of 618 feet.

**SECTION 3.            Violation and Penalties**

Every person convicted of a violation of a provision of this Ordinance, or any supplement thereto shall be liable to a penalty of not more than fifty (\$50.00) dollars or imprisonment for a term not exceeding fifteen (15) days or both.

**SECTION 4.** This ordinance shall take effect in accordance with law. This ordinance shall supersede any previous ordinance(s) that may have been adopted prior to this ordinance being adopted.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Rey Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

**INTRODUCED:** \_\_\_\_\_

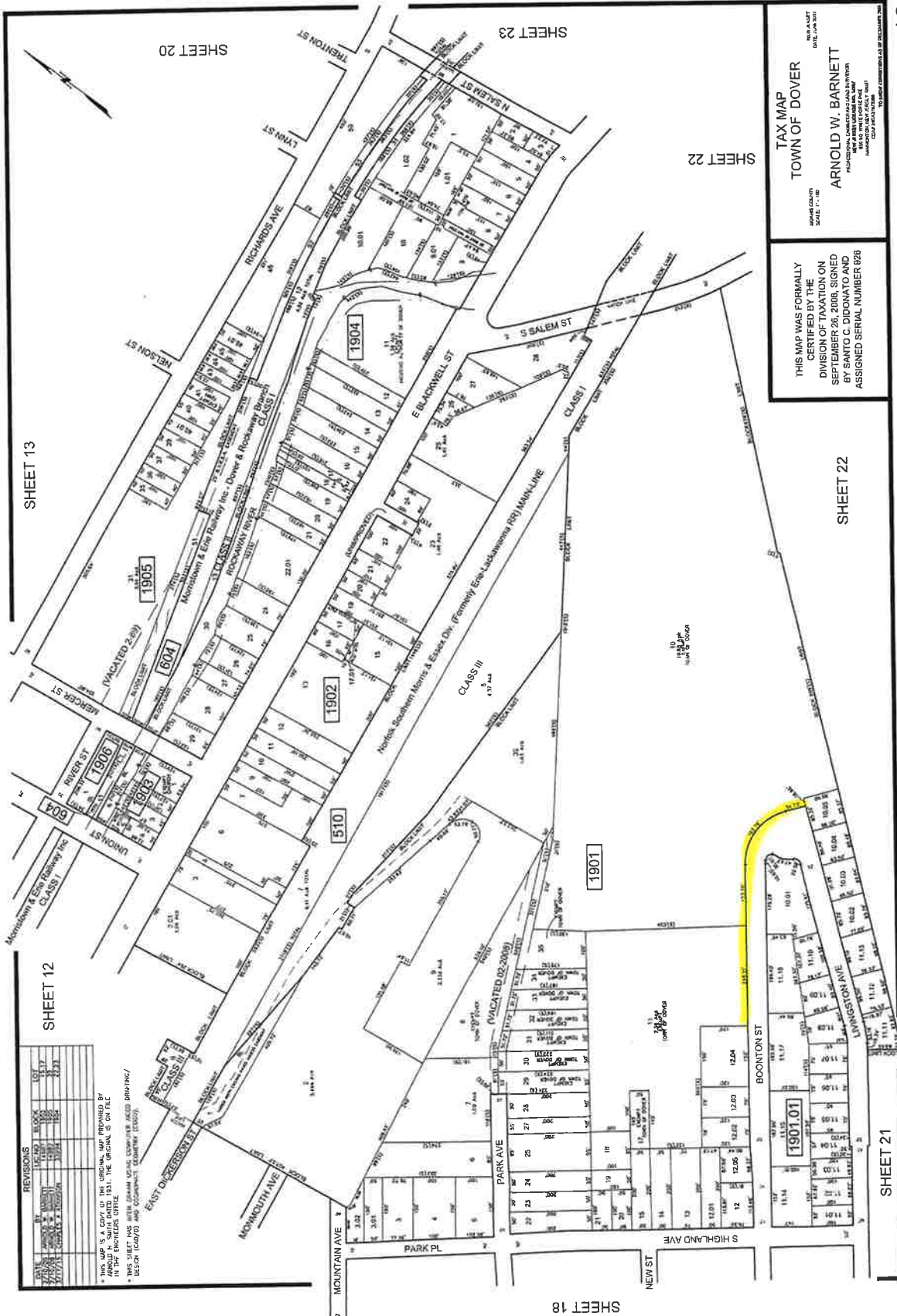
**ADOPTED:** \_\_\_\_\_

### **CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Ordinance 08-2023 is a true copy of the Original Ordinance duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on [Meeting Date, Year].

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Reynaldo Julve  
Acting Municipal Clerk



REVISIONS

NO.	DATE	DESCRIPTION
1	01/17/01	ISSUED
2	01/17/01	ISSUED
3	01/17/01	ISSUED
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100	01/17/01	ISSUED

\* THIS MAP IS A COPY OF THE ORIGINAL MAP PROVIDED BY THE TOWN OF DOVER. THE ORIGINAL MAP IS ON FILE IN THE ENGINEERING OFFICE.  
 \* THIS SHEET HAS BEEN DRAWN USING COMPUTER AIDED DRAFTING/DESIGN (CAD/D) AND OCCUPANTS' COUNTRY (2007).

THIS MAP WAS FORMALLY  
 CERTIFIED BY THE  
 DIVISION OF TAXATION ON  
 SEPTEMBER 26, 2008, SIGNED  
 BY SANTO C. DIONATO AND  
 ASSIGNED SERIAL NUMBER 028

TAX MAP  
 TOWN OF DOVER

ARNOLD W. BARNETT  
 PROFESSIONAL LAND SURVEYOR  
 1000 N. MARKET ST., 2ND FLOOR  
 DOVER, DE 19901  
 DATE: 1/17/01

SHEET 22

SHEET 21

SHEET 18





# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

**ORDINANCE No. 09-2023**

**AN ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS AND THE STATE OF NEW JERSEY TO INSTALL STOP SIGNS AT THE INTERSECTION OF CHESTNUT STREET AND ORCHARD STREET AS WELL AS 2<sup>ND</sup> STREET AND ACADEMY STREET.**

**WHEREAS**, the governing body of a municipality make, amend, repeal, and enforce ordinances to adopt policies and procedures for the benefit of the municipality; and

**WHEREAS**, the Mayor and Aldermen recognize that there is a need to make reasonable changes to the Code of the Town of Dover to properly maintain our streets and roadways and to provide a safe environment for residents; and

**WHEREAS**, the Mayor and Board of Aldermen have determined that it is in the best interest of the town to install stop signs in both directions on Chestnut Street at the intersection of Orchard Street as well as both directions on 2<sup>nd</sup> Street at the intersection of Academy Street to improve the safety of residents and pedestrians in the area of Crescent Field and the Academy Street School. These additional signs will create a three-way stop at Orchard Street and a four-way stop at Academy Street.

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

The above noted stop signs be installed at both intersections which are within 500' of a school and playground in accordance with New Jersey Statute 39:4-197 which gives municipalities the ability to do the following by ordinance:

“Designating any intersection as a stop intersection and erecting appropriate signs, on streets under municipal jurisdiction if that intersection is located within 500 feet of a school, or of a playground or youth recreational facility and the street on which the stop sign will be erected is contiguous to that school, playground, or youth recreational facility. The municipal engineer shall certify to the following in regard to the designated site in which a stop intersection is being designated: (i) that both intersecting streets are under municipal jurisdiction; (ii) that the intersection is within 500 feet of a school, playground, or youth recreational facility as defined herein; and (iii) that the intersection is on a street contiguous to a school, playground, or youth recreational facility. A claim against a municipality for damage or injury under this subparagraph for a wrongful act or omission shall be dismissed if the municipality is deemed to have conformed to the provisions contained in this subparagraph.”



ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

INTRODUCED: \_\_\_\_\_

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

### **CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Ordinance 09-2023 is a true copy of the Original Ordinance duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on \_\_\_\_\_, 2023.

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Reynaldo Julve  
Acting Municipal Clerk



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

## RESOLUTION NO. 163-2023 BILL LIST RESOLUTION

**WHEREAS**, the Mayor and Board of Aldermen of the Town of Dover have examined all bills presented for payment; and

**WHEREAS**, the Chief Financial Officer has certified that there are sufficient funds in the account(s) to which respective bills have been charged.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Dover do hereby approve the bills as listed; and

**BE IT FURTHER RESOLVED** that the proper officials are hereby authorized to sign the checks for payment of same.

CURRENT APPROPRIATIONS RESERVE ACCT claims in the amount of:	\$2,839.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$1,675,645.43
GENERAL CAPITAL ACCT claims in the amount of:	\$164,512.56
WATER UTILITY RESERVE ACCT claims in the amount of:	\$12,053.50
WATER UTILITY ACCT claims in the amount of:	\$46,772.63
WATER CAPITAL ACCT claims in the amount of:	\$115,883.20
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING UTILITY ACCT claims in the amount of:	\$4,995.31
PARKING CAPITAL ACCT claims in the amount of:	\$0.00
ANIMAL CONTROL TRUST ACCT claims in the amount of:	\$66.60
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:	\$57,564.00
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>\$2,080,332.23</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:	\$11,000.00
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$545,530.09
PARKING UTILITY ACCT claims in the amount of:	\$23.99
WATER UTILITY OPERATING claims in the amount of:	\$679.20
<b>TOTAL CLAIMS PAID</b>	<b>\$557,233.28</b>
<b>TOTAL BILL LIST RESOLUTION</b>	<b>\$2,637,565.51</b>

**ATTEST:**

**TOWN OF DOVER, COUNTY OF MORRIS**

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

ADOPTED 6/13/2023



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION NO. 164-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY APPROVING A MOBILE RETAIL FOOD ESTABLISHMENT(S)**

**WHEREAS**, a Class 1 License allows the licensee to set up on within the area of town known as “The Downtown” bordered on the south by parking lots between Morris Street and Prospect Street, on the north by McFarland Street, on the east by Mercer Street and on the west by Prospect Street; and

**WHEREAS**, the vendors have provided proof of insurance, sales tax certificate, physician certificate(s), photograph(s) of employees, proof of citizenship and proof of payment of sales tax; and

**WHEREAS**, the appropriate fees have been paid; and

**WHEREAS**, this approval is conditioned upon approval of the Health Officer’s satisfactory inspection of the vehicle for said license; and

**WHEREAS**, the Police Department has approved the location of the vendors, and

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

1. That the application of Douglas Soto of El Parche de Duggie for a Mobile Retail Food Establishment, Class 1 License be approved. (Renewal)

ATTEST:

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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## **RESOLUTION NO. 165-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING A MOBILE RETAIL FOOD ESTABLISHMENT(S)**

**WHEREAS**, a Class 3 license is for the sale of frozen dairy products and frozen snacks from a motorized vehicle. The license may sell in any zone, provided that no sale stops shall be for more than ten (10) minutes in any residential zone and thirty (30) minutes in any other zone.

**WHEREAS**, the vendors have provided proof of insurance, sales tax certificate, physician certificate(s), photograph(s) of employees, proof of citizenship and proof of payment of sales tax; and

**WHEREAS**, the appropriate fees have been paid.

**WHEREAS**, this approval is conditioned upon approval of the Health Officer's satisfactory inspection of the vehicle for said license.

**WHEREAS**, the Police Department has approved the location of the vendors.

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

Ricky's Ice Cream  
26 Trenton Street  
Dover, NJ 07801

ATTEST:

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

ADOPTED \_\_\_\_\_



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

**RESOLUTION NO. 167-2023**

## **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN 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 Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey that the following Social and Athletic licenses are hereby approved:

### **SCHEDULE A**

Acacia Lodge  
20 Thompson Avenue  
Dover, NJ 07801

ATTEST: \_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION NO. 168-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER APPROVING TAXIS/LIMOS TO BE LICENSED IN THE TOWN OF DOVER**

**WHEREAS**, the following companies, have applied for a license to operate the vehicle(s) listed below on Schedule A hereto and made a part hereof as taxicab(s)/limo(s) in the Town of Dover; and

**WHEREAS**, the appropriate municipal departments have reviewed the application(s) as required and have no objections to same being licensed as taxicab(s)/limo(s); and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey that the taxicab(s)/limo(s) listed below are hereby approved for taxi/limo license(s) in the Town of Dover.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution to be given to the Acting Municipal Clerk.

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

2018 TOYOTA WAGON	OT566E	JTMRJREV9JD247234	TAXI #75
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ATTEST: \_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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





# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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## **RESOLUTION NO. 169-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN 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 on Schedule A attached hereto and made a part hereof; 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 Board of Aldermen of the Town of Dover, County of Morris and State of New Jersey that the taxi driver licenses for those people listed on Schedule A attached hereto and made a part hereof are hereby approved.

**Schedule A**  
**FIRST CLASS TAXI, INC.**

Victor Medina  
Luis H. Hincapié Perez

**CARMEN TAXI SERVICE, INC.**

Justo A. Cruz  
Jorge Gonzalez Calle

**PREMIER CAR SERVICES**

Eusebio Hidalgo  
Luis Javier Amaya  
Humberto Martinez  
Francisco E. Lopez  
Jhon S. Tovar  
Mofid M. Moustafa  
Osiris Cordero

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that a copy of this Resolution be sent to the Office of the Clerk.

ATTEST:

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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## **RESOLUTION NO. 170-2023**

### **RESOLUTION AUTHORIZING THE ADOPTION OF AMENDMENTS TO THE TOWN OF DOVER EMPLOYEE HANDBOOK**

**WHEREAS**, the Town of Dover (the “Town”) has determined that certain amendments and updates to the current Employee Handbook are required to ensure compliance with all state and federal laws; and

**WHEREAS**, the adoption of a revised Employee Handbook will protect the interests and rights of both the Town and its employees; and

**WHEREAS**, the Town has made certain amendments and updates to the current Employee Handbook, so as to conform with the requirements set forth above; and

**WHEREAS**, the revised Employee Handbook will be distributed to all Town employees; and

**WHEREAS**, all Town employees will acknowledge receipt of the revised Employee Handbook and records of such will be kept by the Town.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen for the Town of Dover, County of Morris, State of New Jersey, that the aforesaid revised Employee Handbook be and are hereby accepted and adopted.

**BE IT FURTHER RESOLVED**, that copies of the revised Employee Handbook as well as Policies and Procedures Manual shall be distributed to all employees, as applicable

**BE IT FURTHER RESOLVED**, that the Borough Administrator be and is hereby authorized to execute such documents and undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be given to the Human Resources Department.

ATTEST:

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

**TOWN OF DOVER  
MAYOR & BOARD OF ALDERMEN**

Resolution No. 179-2023

Resolution:      Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Penn Avenue Improvements Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Dover formally approve the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Acting Municipal Clerk are hereby authorized to submit an electronic grant application identified as “MA-2024-Penn Avenue Improvements-00139” to the New Jersey Department of Transportation on behalf of the Town of Dover.

**BE IT FURTHER RESOLVED** that the Mayor and Acting Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Town of Dover and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Mayor and Board of Aldermen  
On this 27<sup>th</sup> day of June, 2023.

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Reynaldo Julve  
Acting Municipal Clerk

My signature and the Clerk’s seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

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Reynaldo Julve  
Acting Municipal Clerk

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Honorable Mayor Blackman  
Presiding Officer

**TOWN OF DOVER  
MAYOR & BOARD OF ALDERMEN**

Resolution No. 180-2023

Resolution:      Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Dover Pedestrian Walkway Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Dover formally approve the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Acting Municipal Clerk are hereby authorized to submit an electronic grant application identified as “SST-2024-Dover Pedestrian Walkway Project-00028” to the New Jersey Department of Transportation on behalf of the Town of Dover.

**BE IT FURTHER RESOLVED** that the Mayor and Acting Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Town of Dover and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Mayor and Board of Aldermen  
On this 27th day of June, 2023.

\_\_\_\_\_  
Reynaldo Julve  
Acting Municipal Clerk

My signature and the Clerk’s seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

\_\_\_\_\_  
Reynaldo Julve  
Acting Municipal Clerk

\_\_\_\_\_  
Honorable Mayor Blackman  
Presiding Officer



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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## **RESOLUTION NO. 173-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY WAIVING THE REQUIREMENT OF A GARAGE SALE PERMIT**

**WHEREAS**, Garage Sales in the Town of Dover (the "Town"), is governed by Chapter 202 of the Town of Dover; and

**WHEREAS**, in order to hold a garage sale an applicant must submit an application and fee for a Garage Sale License to the Office of the Municipal Clerk; and

**WHEREAS**, the Town wished to have a Town wide Garage Sale on September 9, 2023; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, and State of New Jersey that for any individual who registers with the Town of Dover to participate in the Town wide garage sale will not require a permit on September 9, 2023.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that a copy of this Resolution be sent to the Recreation Department.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

### **CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 173-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

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Reynaldo Julve  
Acting Municipal Clerk



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION 166-2023**

### **RESOLUTION BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER AMENDING RESOLUTION 144-2023 IN SUPPORT OF LGBTQ+ PRIDE MONTH**

**WHEREAS**, the Mayor and Board of Aldermen of the Town of Dover welcome and encourage diversity and inclusion within our community; and

**WHEREAS**, June 28<sup>th</sup> marks the anniversary of the 1969 Stonewall uprising in New York City, which sparked the gay rights movement, and nationwide, June is the month to recognize the Lesbian, Gay, Bisexual, Transgender and Queer/Questioning, and Plus (LGBTQ+) community; and

**WHEREAS**, celebrating Pride Month raises awareness and provides support and advocacy for the LGBTQ+ community, and is an opportunity to become educated, engage in dialogue, strengthen alliances and build understanding; and

**WHEREAS**, while there has been remarkable progress towards acceptance and equality, members of the LGBTQ+ community continue to face discrimination, intolerance, and hate; and

**WHEREAS**, we must commit to supporting and accepting LGBTQ+ individuals, in particular our youth, who compared to their peers are far more likely to experience violence and bullying at school; to suffer from depression; to struggle with substance use; and to have attempted suicide; and

**WHEREAS**, we must remain vigilant in deterring oppression and discrimination against people on the basis of sex, gender identity or expression, or sexual orientation; and

**WHEREAS**, by protecting the rights of every individual, we enhance and strengthen the value of everyone throughout our entire society; and

**WHEREAS**, the Town of Dover is proud to be home to LGBTQ+ owned businesses, such as Tequila's 55, owned by Isidro Tobar, where since 2013 patrons have been able to enjoy delicious food in a place where they can feel safe to be themselves freely and without judgment; and

**WHEREAS**, we affirm our support for our LGBTQ+ residents and stand with them to protect their civil rights and their ability to live openly, equally and without fear;

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

That the Mayor and Board of Aldermen of the Town of Dover recognize and support the month of June in 2023 as Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning, and Plus



(LGBTQ+) “Pride Month;” and urge all residents to celebrate and build a culture of inclusiveness and acceptance – during this month and every month.

**AND further,** that the Mayor and Board of Aldermen recognize the importance and significance of Pride Month by flying the rainbow flag at JFK Park for the month of June.

ATTEST: \_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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## **RESOLUTION NO. 171-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY FOR LIEN REDEMPTION**

**WHEREAS**, at the Municipal Tax Sale held on December 30, 2020 a lien was sold on Block 1203 Lot 2, also known as 1-21 Bassett Hwy, Dover, New Jersey for delinquent 2019 taxes; and,

**WHEREAS**, this lien, known as Tax Sale Certificate No. 19-00005 was sold to Pro Cap 8 LLC; and;

**WHEREAS**, redemption fees for Certificate 19-00005 were received in full.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey as follows that the Treasurer is authorized to issue a check in the amount of \$496,361.10 for redemption and premium payment payable to Pro Cap 8 LLC, Pro Cap 8 FBO Firsttrust Bank, P.O. Box 774, Fort Washington, PA, 19034-0774.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

### **CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 171-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

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Reynaldo Julve  
Acting Municipal Clerk



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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## **RESOLUTION 172-2023**

### **TOWN OF DOVER RESOLUTION NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS - LEAD GRANT ASSISTANCE PROGRAM**

**WHEREAS**, effective July 22, 2022, the Legislature enacted P.L. 2021, c. 182, “An Act concerning certain lead-based paint hazard, and residential rental property, and establishing lead-based paint hazard programs, supplementing P.L. 2003, c. 311 (C. 52:27D-437.1 et al.) amending various parts of the statutory law, and making an appropriation;” and

**WHEREAS**, pursuant to N.J.S.A. 52:27D-437.16(b)(1), a municipality that maintains a permanent local agency for the purpose of conducting inspections and enforcing laws, ordinances, and regulations concerning buildings and structures, is required to inspect for lead-based paint hazards in certain specified single-family, two-family, and multiple rental dwellings, at the time periods set forth in the statute; and

**WHEREAS**, pursuant to N.J.S.A. 52:27D-437.16(b)(2) a municipality that does not maintain such a permanent local agency must hire a lead evaluation contractor, certified to provide lead paint inspection services by DCA, or enter a shared services agreement as permitted by law, for the purpose of conducting the inspections for lead-based paint hazards; and

**WHEREAS**, Pursuant to Section 9 of P.L. 2021, c. 182, the State of New Jersey has allocated the sum of \$3,900,000 to effectuate the purposes of P.L. 2021, c. 182 (C. 52:27D-437.16). Further, pursuant to the FY 2023 Appropriations Act (P.L. 2022, Chapter 49), DCA received a grant-in-aid amount of \$3,900,000 for P.L. 2021, c. 182, for a total of \$7,800,000 in appropriations to effectuate the purpose of the Act; and

**WHEREAS**, DCA has allocated \$7,000,000 of this appropriation to the development of the Lead Grant Assistance Program (“LGAP”) for the issuance of grant funds to municipalities for the purpose of assisting in municipal compliance with P.L. 2021, c. 182; and

**WHEREAS**, the Division of Local Government Services (DLGS), within DCA, administers the LGAP; and

**WHEREAS**, the LGAP exists to provide funding to help off-set the costs to municipalities to provide the required inspections at stipulated times of certain single-family, two-family, and multiple rental dwelling units for lead-based paint hazards, pursuant to P.L. 2021, c. 182; and

**WHEREAS**, an authorized municipal officer must execute the attached grant agreement in order to receive LGAP funding; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Aldermen of the Town of Dover does hereby authorize BettyLou DeCroke, Municipal Administrator, to sign the attached grant

agreement, and thus bind the Town of Dover to the grant agreement's terms in order to receive the \$38,100.00 grant from the DLGS.

ATTEST:

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

### **CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 172-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

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Reynaldo Julve  
Acting Municipal Clerk



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION NO. 174-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE “PAY TO PLAY” DOCUMENTATION FOR A NON-FAIR AND OPEN PROCESS TO CAPITOL SUPPLY CONSTRUCTION PRODUCTS, INC.**

**WHEREAS**, The Town of Dover has utilized the services of CAPITOL SUPPLY for the purchase of Hydrants and Water Supplies; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500 in the calendar year of 2023; and

**WHEREAS**, CAPITOL SUPPLY 149 OLD TURNPIKE RD WAYNE, NJ 07470 Has completed and submitted a Business Disclosure Certification which certifies that they have not made any reportable contributions to a candidate or candidate committee in the Town of Dover in the previous one year, and that this contract will prohibit them from making any reportable contractions through the term of the contract; and

**WHEREAS**, the governing body of the Town of Dover pursuant to N.J.A.C.,5:30-5.5(b) the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the good and services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Financial Officer; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey authorizes that the Business Disclosure Entity Certification, C.271 Political Contribution Disclosure Form, Stockholders Disclosure form and the Determination of Value for CAPITOL SUPPLY CONSTRUCTION PRODUCTS, INC be placed on file with this resolution.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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



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



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

NOT TO EXCEED 25,000  
Amount

3-05-55-500-677  
Account #

**CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution 174-2023 duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

Reynaldo Julve  
Acting Municipal Clerk



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION NO. 175-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE “PAY TO PLAY” DOCUMENTATION FOR A NON-FAIR AND OPEN PROCESS TO CORONIS HEALTH RCM, LLC**

**WHEREAS**, The Town of Dover has utilized the services of CORONIS HEALTH RCM, LLC. for the billing service for Ambulance calls; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500 in the calendar year of 2023; and

**WHEREAS**, Coronis Health RCM, LLC 50 B US Highway 9 Morganville, NJ 07751 Has completed and submitted a Business Disclosure Certification which certifies that they have not made any reportable contributions to a candidate or candidate committee in the Town of Dover in the previous one year, and that this contract will prohibit them from making any reportable contractions through the term of the contract; and

**WHEREAS**, the governing body of the Town of Dover pursuant to N.J.A.C.,5:30-5.5(b) the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the good and services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Financial Officer; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey authorizes that the Business Disclosure Entity Certification, C.271 Political Contribution Disclosure Form, Stockholders Disclosure form and the Determination of Value for Coronis Health RCM, LLC be placed on file with this resolution.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

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



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

not to exceed \$35,000  
Amount

3-01-25-265-037  
Account #

**CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 175-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

Reynaldo Julve  
Acting Municipal Clerk



# TOWN OF DOVER MAYOR & BOARD OF ALDERMEN

## RESOLUTION NO. 176-2023

### RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING THE “PAY TO PLAY” DOCUMENTATION FOR A NON-FAIR AND OPEN PROCESS TO PARKEON, INC

**WHEREAS,** The Town of Dover has utilized the services of PARKEON, INC. for the purchase of service warranties for the parking kikoiis; and

**WHEREAS,** the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500 in the calendar year of 2023; and

**WHEREAS,** PARKEON, INC. located 40 Twosome Dr. Suite 7, Moorestown, NJ 08057, Has completed and submitted a Business Disclosure Certification which certifies that they have not made any reportable contributions to a candidate or candidate committee in the Town of Dover in the previous one year, and that this contract will prohibit them from making any reportable contractions through the term of the contract; and

**WHEREAS,** the governing body of the Town of Dover pursuant to N.J.A.C.,5:30-5.5(b) the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the good and services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Financial Officer; and

**NOW, THEREFORE BE IT RESOLVED,** by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey authorizes that the Business Disclosure Entity Certification, C.271 Political Contribution Disclosure Form, Stockholders Disclosure form and the Determination of Value for PARKEON, Inc. be placed on file with this resolution.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

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



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

Not to exceed \$ 38,000  
Amount

3-07-55-500-504  
Account #

#### **CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 176-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

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Reynaldo Julve  
Acting Municipal Clerk



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION NO. 177-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY AUTHORIZING ENGINEERING WORK FOR TRAFFIC CALMING MEASURES TO BE INCLUDED ON ANN STREET**

**WHEREAS**, the Department Head of Engineering Department has determined that there is a need include various traffic calming measures on Ann Street; and

**WHEREAS**, Pennoni Engineers has been advised to include these traffic calming measure into the 2023 Capital Roadway Improvement Project; and

**WHEREAS**, the cost to include this additional work shall be included in the existing Engineering proposal and Resolution #219-2022 for work on this project; and

**WHEREAS**, there is a need to finalize this project, specifically authorizing Pennoni Engineers to complete the proposed design; and

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

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey authorizes the work described above to be included in the 2023 Capital Project and that Pennoni Engineers will include this additional Engineering work in this project. A copy of this Resolution shall be provided to William Isselin of the Engineering Department.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Rey Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

**CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 177-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

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Reynaldo Julve  
Acting Municipal Clerk





# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION 178-2023**

### **AN RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER, COUNTY OF MORRIS AND THE STATE OF NEW JERSEY RECOMMENDING WATER MAIN REPLACEMENTS AND EXTENSIONS IN THE MOUNT HOPE AREA OF THE TOWN OF DOVER**

**WHEREAS**, the Town of Dover Water Commission identified the need for water main replacements and extensions in the Town of Dover to address current water system deficiencies and to comply with a New Jersey Department of Environmental Protection (NJDEP) directive to remove lead and galvanized service lines in the water system in the Mount Hope Avenue area; and

**WHEREAS**, the Mount Hope Avenue area has been inspected and surveyed for design for said water main replacements and extensions; and

**WHEREAS**, the Town of Dover Water Commission ("Commission") posted a Request for Proposal ("RFP") from pre-approved and qualified engineering companies in May of 2023 and the following companies submitted bids and same were reviewed:

- |                             |           |
|-----------------------------|-----------|
| a. Pennoni Associates, Inc. | \$146,800 |
| b. Mott MacDonald           | \$229,700 |
| c. CME Associates           | \$236,005 |
| d.                          |           |

**WHEREAS**, it is the recommendation of the Dover Water Commission that as per the proposals submitted, the bid should be awarded to Pennoni Associates, Inc., of 24 Commerce Street, Suite 300, Newark, New Jersey 07102, as they were the lowest and best qualified bid per the attached May 23, 2023, Proposal; and

**NOW, THEREFORE, BE IT RESOLVED** by the Water Commission of the Town of Dover, in the County of Morris and State of New Jersey, that the Water Commission hereby recommends to the Town of Dover governing body that they accept the bid of to Pennoni Associates, Inc., of 24 Commerce Street, Suite 300, Newark, New Jersey 07102, and enter into a contract for the water main replacements and extensions in the Mount Hope Avenue area in the Town of Dover to address current water system deficiencies and to comply with a New Jersey DEP directive to remove lead and galvanized service lines in the water system, as per the May 23, 2023 Proposal attached hereto and made a part hereof, in the amount of \$146,800; and

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, State of New Jersey authorizing the bid acceptance to Pennoni Associates, Inc. in the amount of \$146,800 for 2023 Water Main Improvements; and

**NOW FURTHER BE IT RESOLVED**, that a copy of this be sent to the Water Authority.

ATTEST:

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

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

\_\_\_\_\_  
**John O. Gross, M.P.A., C.M.F.O.**

\_\_\_\_\_  
**Amount**

\_\_\_\_\_  
**Account #**

**CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 178-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

\_\_\_\_\_  
Reynaldo Julve  
Acting Municipal Clerk



## **TOWN OF DOVER** **WATER COMMISSION**

### **RESOLUTION NO. 2023 - 16**

#### **RESOLUTION RECOMMENDING WATER MAIN REPLACEMENTS AND EXTENSIONS IN THE MOUNT HOPE AREA OF THE TOWN OF DOVER.**

**WHEREAS**, the Town of Dover Water Commission identified the need for water main replacements and extensions in the Town of Dover to address current water system deficiencies and to comply with a New Jersey Department of Environmental Protection (NJDEP) directive to remove lead and galvanized service lines in the water system in the Mount Hope Avenue area; and

**WHEREAS**, the Mount Hope Avenue area has been inspected and surveyed for design for said water main replacements and extensions ; and

**WHEREAS**, the Town of Dover Water Commission ("Commission") posted a Request for Proposal ("RFP") from pre-approved and qualified engineering companies in May of 2023 and the following companies submitted bids and same were reviewed:

- a. Pennoni Associates, Inc. \$146,800
- b. Mott MacDonald \$229,700
- c. CME Associates \$236,005

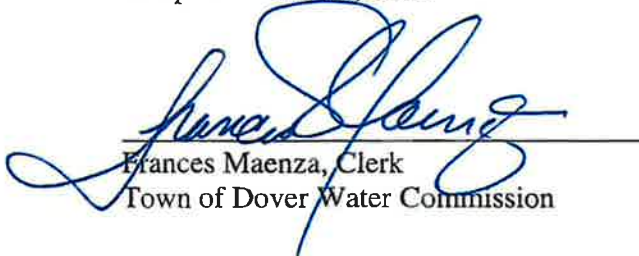
**WHEREAS**, it is the recommendation of the Dover Water Commission that as per the proposals submitted, the bid should be awarded to Pennoni Associates, Inc., of 24 Commerce Street, Suite 300, Newark, New Jersey 07102, as they were the lowest and best qualified bid per the attached May 23, 2023 Proposal.

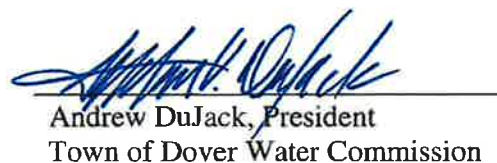


**NOW, THEREFORE, BE IT RESOLVED** by the Water Commission of the Town of Dover, in the County of Morris and State of New Jersey, that the Water Commission hereby recommends to the Town of Dover governing body that they accept the bid of to Pennoni Associates, Inc., of 24 Commerce Street, Suite 300, Newark, New Jersey 07102, and enter into a contract for the water main replacements and extensions in the Mount Hope Avenue area in the Town of Dover to address current water system deficiencies and to comply with a New Jersey DEP directive to remove lead and galvanized service lines in the water system, as per the May 23, 2023 Proposal attached hereto and made a part hereof, in the amount of \$146,800; and

**BE IT FURTHER RESOLVED** a notice of this action shall be printed once in the legal newspaper of the Town of Dover.

Adopted: June 13, 2023

  
Frances Maenza, Clerk  
Town of Dover Water Commission

  
Andrew DuJack, President  
Town of Dover Water Commission

Commissioners	AYE	NAY	N.V.	A.B
CICCHETTI				X
DULFER	X			

Commissioner	AYE	NAY	N.V.	A.B
DUJACK	X			

X - Indicates Vote  
A.B. - Absent

N.V - Not Voting (Abstained or Excused)

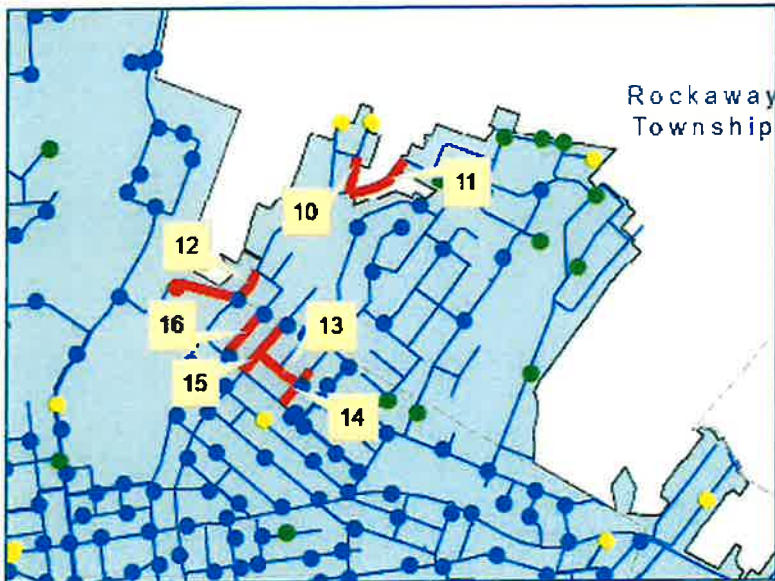
## Project Overview

The project consists of water main replacements and extensions in Dover and Victory Gardens to address current system deficiencies and to comply with a New Jersey Department of Environmental Protection (NJDEP) directive to remove lead and galvanized service lines in the water system, as follows:

### Mount Hope Avenue Area

This area of the system has significant deficiencies, including inoperable valves, periodic water main breaks, and poor fire hydrant flows. The overall main replacement and extensions include approximately 3,450 feet of plan and profile water main design as follows:

- 400 feet on Blakely Avenue (Location 10)
- 1,000 feet on Mount Hope Avenue (County Route 661) (Locations 11 and 12)
- 400 feet on Clark Street (Location 13)
- 350 feet on Oak Street (Location 14)
- 730 feet on Lincoln Ave (Location 15)
- 570 feet on Guy Street (Location 16)



In addition to replacing all valves and hydrants as part of the water main replacement project, there are also broken valves on Searing Lane (3); King Street (1); and Christopher Street (1) that will need to be replaced. There will also be the need to design and include several insertion valves on the periphery of the work area that will allow for needed shutdowns during construction.

At this time, the Town will not design any water main from the Low Service Tank to Mount Hope Avenue (Location 12), but a feasibility study will be performed to determine if this could be constructed in the future to provide significant resiliency and redundancy to the area. In addition, this project includes investigating the location of existing water mains owned by Rockaway Township, and a feasibility study to determine how best to serve the area of Blakely Avenue from either Dover or Rockaway with new water mains or incorporating existing water mains owned by both systems.

### Victory Gardens

The NJDEP is requiring each water utility to replace all existing lead or galvanized water system piping or services with by 2031, at a rate of 10 percent per year of the known inventory of problematic lines. Victory Garden has up to an estimated 2,000 feet of existing small diameter (i.e., 1" to 1.5") galvanized distribution lines and an estimated 30 to 40 galvanized service lines to customers to be replaced. The Town is anticipating financing this design and construction element through the NJ iBank with the hope of obtaining up to 50% principal loan forgiveness for this work. The construction is currently estimated at \$700,000 (including \$10,000 per service line if Dover replaces both the utility and private side lines). It is noted that partial service line replacements cannot be performed.

### Scope of Services

#### **1 Design**

Prepare plans and specifications for a single construction contract for the design of the water mains improvements. Prepare an existing conditions base map from topographical field surveying. Mapping will be prepared utilizing AutoCAD Software at 1:1 in model space and printed at 1" = 30' scale, with 1-foot contours. The vertical and horizontal control will be based on NVGD88 and New Jersey State Plane Coordinate System (NJ-83F), respectively. All field surveying will be supervised by a New Jersey Licensed Land Surveyor.

Local utility companies will be contacted to secure information on locations of underground facilities. Information obtained will be integrated with topographical mapping of utility surface features. During project design, any impacts on existing utilities or needs for utility relocations will be identified and the design will consider and remedy potential conflicts.

Design drawings will be prepared with adequate detail to allow for construction by a general contractor. Detailed "blow-ups" will be provided for tie-in connections to existing water mains. The plans will include plan and profile drawings, as well as, standard details, including site details, service connection details, hydrant, and valve details, thrust restraint details and schedules, pavement restoration, bedding and trench details, sediment control details and traffic control plans. Plans will be prepared in AutoCAD format in accordance with applicable Town standards. Plans and specifications will be submitted to the Town Water Department at the 60%, 90%, and 100% Design Completion Levels for review.

The design effort will include all details needed for miscellaneous valve replacement and the installation of insertion valves.

The design effort will include working with the Town to identify lead/galvanized services lines for replacement in the contract documents. This work will also include working with the Town to provide guidance on Contractor access to private property as no partial service line replacements will be allowed during construction.

No geotechnical services have been included in this design. Utilize available documentation to identify the potential for presence of rock.

In general, it is anticipated that the following drawings would be prepared for the project:

- Cover Sheet
- General Notes, Legend, and Location Plan
- Water Main Plan and Profile Drawings
- Construction Details
- Traffic Control Plans and Details

- **Soil Erosion and Sediment Control Plan**

The contract documents will include technical specifications for water main construction. The documents will also prepare a scope of work, special conditions, and recommended bid proposal breakdown for use with the Town's standard front-end documents.

## **2 Feasibility Study**

This scope involves investigating the feasibility to connect a future water main from the Low Service Tank to Mount Hope Avenue in the future. The primary effort would be to determine an alignment where easements could be obtained from private property owners, including initial contact with property owners to gauge interest in providing easement access. The study will also investigate the ability to permit through the identification of any environmental constraints. Alternative alignments will be evaluated based upon cost, ability to obtain easements, constructability, and ability to permit. The second part of this feasibility study will be to investigate the location of existing water mains owned by Rockaway Township at the northern end of Mount Hope Avenue. Dover provides water service to customers in Rockaway in this area, but this area is known to have lower than desired fire hydrant flows. The study will determine potential methods that the Rockaway system could bolster service to this area which might include incorporation of Rockaway water mains, transfer to customers to Rockaway, or an interconnection with pressure regulating valve (PRV) that could provide additional supply in the event of a fire flow event. This will include a hydraulic analysis using the Dover and Rockaway Township hydraulic models available from the utilities (Bentley Systems WaterGEMS models).

## **3 Permitting**

Prepare the permit application for a Morris County Soil Conservation District Application for Soil Erosion and Sediment Control Plan Certification. Additionally, provide a set of plans to the Morris County Division of Engineering & Transportation for review, to ensure the plans conform with the County's requirements. All municipal and county road opening permits will be obtained by the Contractor.

Permit fees shall be reimbursed by the Town. Advise as to the anticipated length of review time for each permit and any special requirements that have been identified that could induce delay at the time of permit submission.

As the majority of this work is water main replacements, no NJDEP Bureau of Water System Engineering Construction permit will be required.

## **4 Bid Phase**

Bid phase engineering services will include responding to questions and issue addendum as necessary. Review the bids and prepare a bid report with a recommendation for award.

Twenty signed and sealed hard copies and an electronic copy of the final Contract documents will be provided to the Town for bidding purposes. The use of a service such as Napco for bid hosting and document distribution is also acceptable.

Construction phase engineering services will include the following:

- Preparation of Contract Specifications for Contract signing (three sets)
- Coordination and attendance at a preconstruction and construction meetings – with agenda and minutes
- Review of shop drawings
- Response to Contractor's requests for information (RFI's)
- Day-to-day correspondence with Owner and Contractor



- Full time inspection during water main installation (440 hours estimated)
- Preparation of punch list and follow-up inspections
- Preparation of record plans in AutoCAD and GIS format (for incorporation into Town GIS)

TODOV23020P

May 23, 2023

Mr. Robert Kinsey  
Water Superintendent  
Town of Dover Water Commission  
37 N. Sussex Street  
Dover, NJ 07801

**Re: PROPOSAL FOR PROFESSIONAL SERVICES  
2023 WATER MAIN IMPROVEMENTS  
TOWN OF DOVER, MORRIS COUNTY, NEW JERSEY**

Dear Mr. Kinsey:

Pennoni Associates Inc. ("Pennoni") is pleased to provide this proposal for Professional services to assist the Town of Dover Water Commission with its water system improvement project for the 2023 Water Main Improvement project. Based on the request for proposal (RFP) document shared by your office on May 5, 2023, we understand this effort is anticipated to include the following design tasks:

A. The replacement or extension of approximately 3,450 linear feet per the following:

1. 400 linear feet of main within Blakely Avenue
2. 1,000 linear feet within Mount Hope Avenue (County Route 661)
3. 400 linear feet within Clark Street
4. 350 linear feet within Oak Street
5. 730 linear feet within Lincoln Avenue
6. 570 linear feet within Guy Street

B. Based on the RFP supplied by your office, we also understand that there are broken valves within Searing Lane (3), King Street (1), and Christopher Street (1) that need to be replaced as part of this project. The plans and specifications should also include the design of several insertion valves on the periphery of this work area to allow for shutdowns during construction. We anticipate that these improvements can be conveyed to a contractor via aerial backgrounds and Town record plans.

C. In addition to the above noted design efforts, we understand that the RFP is requesting a feasibility study of the following:

1. Water main service from the Low Service Tank to Mount Hope Avenue to improve resiliency and redundancy to that area.
2. An investigation into the location of the existing water mains owned by Rockaway Township and a feasibility study of how best to serve the area of Blakely Avenue from either Dover or Rockaway with new mains or a combination of existing mains from both towns.

D. We also understand that the Victory Gardens area has an estimated 2,000 linear feet of existing small diameter galvanized lines with 30 to 40 galvanized services to be replaced. The design task is to prepare a plan showing the extents of this lines and services for contractor use. We anticipate that these improvements can be conveyed to a contractor via aerial backgrounds and Town record plans.

Based on our understanding of the project intent and our local experience with similar projects, we are pleased to offer the following scope of services:

## **SCOPE OF SERVICES**

### **SURVEY**

#### ***Limited Topographic Survey***

Pennoni will prepare a limited topographic survey of the area of main replacement which will include:

Topographic survey along the length of the replacement. Our vertical datum will be based on the North American Vertical Datum (NAVD 88) and tied into an Acceptable Published Benchmark. Horizontal locations will be relative to the New Jersey State Plane Coordinate System, NAD 83. (NJSPCS, NAD83).

Spot elevations will be taken along roads, gutters, curbs, and other significant land features. Spot elevations will be taken to the nearest hundredth of a foot on hard surfaces and to the nearest one-tenth of a foot on grass or earth surfaces. Invert elevations for storm and sanitary sewers on or along the subject property will be obtained where accessible.

Utilities will be shown from visible surface features.

This topographic survey will be prepared in accordance with the National Map Accuracy Standards at a minimum scale of 1 inch = 30 feet, with 1-foot Contour Intervals.

No formal boundary information will be reviewed or prepared for this project.

We anticipate that the field topographic survey effort will cover approximately 3,450 linear feet of Blakely Avenue, Mount Hope Avenue, Clark Street, Oak Street, Lincoln Avenue, and Guy Street. The survey effort will be from curb line to curb line, no right-of-way or boundary information will be shown in the survey. This scope also includes the associated office effort to prepare a plan of the data as well as reference appropriate reference maps provided by the Town.

#### ***Subsurface Utility Survey***

A subsurface utility and object investigation will be performed in accordance with "ASCE Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data, CI / ASCE 38-02". A "Utility quality level B" investigation will be performed.

This survey will target the presence of features such as buried cables, conduits, vaults, or other potential underground structures within the target area. This locating effort will be performed by utilizing Ground Penetrating Radar (GPR). The locations of identifiable variations in surface conditions will be marked in the roadway. No distinction will be made for the type of variation, only general horizontal location. This scope will be completed from curb line to curb line. The identified utilities will be layered into the Topographic Survey.

#### ***Traffic Control Allowance***

Given the proposed locations of survey work, this task is proposed to establish a traffic control budget to provide for support in temporary lane closures to accommodate this work.

## **DESIGN**

### ***Water Main Improvement Plans***

Pennoni will use the survey to prepare design plans showing the water main improvements to be used by contractors in the field. These plans will consider the initial connection point, the sequence of work, required valve replacements, main shutdowns, final connection points, and service line transfer/replacement work. The design effort will be in accordance with the AWWA water main installation standards as well the Safe Drinking Water Act. We anticipate providing the following plan sheets for each project:

#### **Cover Sheet**

#### **General Notes, Legend, and Location Plan**

**Existing Conditions Plan** – based on the survey information showing the existing features.

**Water Main Improvement Plan** – featuring plan and profile of the main to illustrate routing both vertically and horizontally. These drawings will identify each utility crossing. Additionally, these plans will identify if new valves are required to isolate the main being replaced.

**Site Construction Details** - including Town Water Commission standard details as applicable.

**Maintenance and Protection of Traffic Plan** – providing for basic roadway safety measures and detouring to perform the work, where applicable.

**Soil Erosion and Sediment Control Plan** – showing measures to be implemented to reduce erosion during construction.

As part of the preparation of these plans, we anticipate providing an engineer's estimate for the cost of the proposed improvements for the Town's reference.

These documents will include minor revisions to the plans based upon the Town reviews and minor revisions required by the Water Commission of Dover. Technical specifications will also be prepared and provided to the town for use in the bid package. We anticipate that the Town will provide their typical front end document and will ultimately be responsible for compiling the bid package.

### ***Utility Coordination***

Pennoni will notify the gas, electric, sewer, telephone, and cable companies with underground facilities within the work area during the design phase to advise of the proposed water main replacement and request record information on their utilities to determine impact on main routing. Information provided by their offices will be incorporated into the design plans to the extent possible.

### ***Permitting***

Pennoni will prepare and submit an application to the Morris County Soil Conservation District for soil erosion and sediment control plan certification.

Pennoni will provide a set of plans and specifications to the Morris County Division of Engineering & Transportation for their review as Mount Hope is a County roadway. The contractor shall be responsible for all municipal and county road opening permits.

### **BIDDING PHASE**

Pennoni will assist the Commission during the bid phase by providing the following services:

1. Bid Assistance including front end specification preparation, bid review, and value engineering revisions.
2. We will respond to requests for information (RFI's) to clarify the scope of work during construction and to convey design intent.

### **CONSTRUCTION PHASE**

The effort necessary during construction is dependent on the abilities and judgments of the construction manager and contractors. Pennoni's services during this phase are anticipated to include the following:

1. Schedule and coordinate the pre-construction meeting.
2. We will review shop drawings for conformance with the design concept of the project and compliance with the information provided in the contract documents.
3. We will respond to requests for information (RFI's) to clarify the scope of work during construction and to convey design intent.
4. Preparation of record plans in AutoCAD format for use by the Town and incorporation into the Town's GIS system.

We anticipate that any post construction items will be handled by the Water Commission. Any testing or sampling associated with the water main installation project is excluded from this proposal.

### **INSPECTION EFFORT**

It is our understanding that the Water Commission would like Pennoni to provide full-time construction inspection assistance for this project. In response to the RFP, this task is budgeted for 440 hours of full time inspection for the water main installation. We anticipate that this effort will include full-time field oversight during a typical workday (Monday through Friday, 7:30am – 3:30pm), daily field reports, and observation of all quality and bacteria testing to be completed by the contractor.

**FEES\***

Pennoni states that the above-described activities can be completed for the following fees:

I.	Limited Survey		
	o Limited Topographic Survey	.....	\$21,500.00
	o Utility Location Effort	.....	\$7,500.00
	o <u>Traffic Control Allowance</u>	.....	<u>\$2,500.00 (T&amp;M)</u>
		Total Survey.....	\$31,500.00 (T&M)
II.	Design		
	o 2023 Main Improvements	.....	\$21,800.00
	o Victory Gardens Galvanized Replacement.....		\$10,500.00
	o <u>Permitting</u>	.....	<u>\$4,500.00</u>
		Total Design.....	\$35,800.00
III.	Feasibility Study	.....	\$11,900.00
IV.	Bid Phase	.....	\$2,500.00
V.	Construction Phase	.....	\$8,600.00
VI.	<u>Inspection Effort</u>	.....	<u>\$56,500.00 (est. T&amp;M)</u>
	PROFESSIONAL SERVICES TOTAL		\$146,800.00 (est. T&M)

\*All application and permit fees shall be provided by the owner. All estimates are lump sum unless otherwise noted. "Est. T&M" tasks to be completed in accordance with the attached rate sheet. Additional work will not be performed without prior written authorization.

**SCHEDULE**

Pennoni is prepared to begin work on this project within two to three (2 to 3) weeks of receipt of Notice-to-Proceed and will endeavor to complete the work in accordance with the Client's scheduling needs.

**BILLING AND PAYMENT**

Billing and payment will be in accordance with an agreed upon professional services agreement with the Commission.

**ADDITIONAL SERVICES**

We will also be pleased to furnish the Client with an additional proposal for any of the following professional services not included in this proposal.

Geotechnical effort including test borings, auger probes, or test.  
Design of excavation bracing.  
Environmental Investigations including soil sampling for contaminants.  
NJDOT or NJ Transit permitting.  
Flow tests.  
Public Notices.  
Water main testing including pressure and contamination.  
Traffic Control during construction – to be supplied by the contractor.  
Any other service not specifically included within this proposal.

**TERMS AND CONDITIONS**

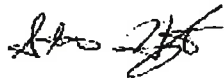
We anticipate that this work will be governed by the terms and conditions of a professional services agreement with the Town.

The above fees are valid for 30 days from the date of this proposal. After this time, we reserve the right to increase the fees as mutually agreed upon between Pennoni Associates Inc. and Client.

We appreciate this opportunity to partner with you on this project. Should you have any questions, please feel free to contact our office.

Sincerely,

**PENNONI ASSOCIATES INC.**



Stephen Hoyt, PE  
Project Manager



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



Mr. Robert Kinsey  
Water Superintendent  
Dover Water Commission  
37 North Sussex St  
Dover, NJ 07801

**Your Reference**  
2023 Water Main  
Improvements

**Our Reference**  
507108786

111 Wood Avenue South  
Iselin NJ 08830-4112  
United States of America

T +1 (800) 832 3272  
F +1 (973) 376 1072  
mottmac.com

## **Proposal for Professional Engineering Services – Town of Dover – 2023 Water Main Improvements**

May 1, 2023

Dear Mr. Kinsey:

In accordance with your request, we are pleased to present this proposal for design, permitting, bid, and construction phase engineering services for the 2023 Water Main Improvements project.

### **Project Overview**

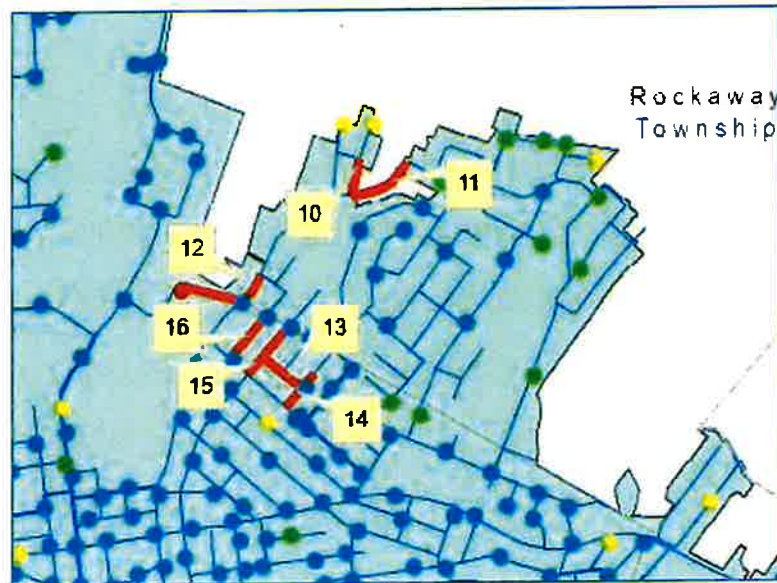
The project consists of water main replacements and extensions in the Town of Dover and the Borough of Victory Gardens to address current water system deficiencies and to comply with a New Jersey Department of Environmental Protection (NJDEP) directive to remove lead and galvanized service lines in the water system, as follows:

#### **Mount Hope Avenue Area**

This area of the system has significant deficiencies, including inoperable valves, periodic water main breaks, and poor fire hydrant flows. The overall main replacement and extensions include approximately 3,450 feet of plan and profile water main design as detailed below:

- 400 feet on Blakely Avenue (Location 10)
- 1,000 feet on Mount Hope Avenue (County Route 661) (Locations 11 and 12)
- 400 feet on Clark Street (Location 13)
- 350 feet on Oak Street (Location 14)
- 730 feet on Lincoln Ave (Location 15)
- 570 feet on Guy Street (Location 16)





In addition to replacing all valves and hydrants as part of the water main replacement project, there are also broken valves on Searing Lane (3); King Street (1); and Christopher Street (1) that will need to be replaced. There will also be the need to design and include several insertion valves on the periphery of the work area that will allow for needed shutdowns during construction.

The estimated construction cost for this work is currently \$1.0 million.

At this time, the Town of Dover will not design any water mains from the Low Service Tank to Mount Hope Avenue (Location 12); however, a feasibility study will be performed to determine if this could be constructed in the future to provide resiliency and redundancy to the area. In addition, this project includes investigating the location of existing water mains owned by Rockaway Township, and a feasibility study to determine how best to serve the area of Blakely Avenue from either Dover or Rockaway with new water mains or incorporating existing water mains owned by both water systems.

#### Victory Gardens

The NJDEP is requiring each water utility to replace all existing lead or galvanized water system piping or services with by 2031, at a rate of 10 percent per year of the known inventory of problematic lines. Victory Garden has up to an estimated 2,000 feet of existing small diameter (i.e., 1" to 1.5") galvanized distribution lines and an estimated 30 to 40 galvanized service lines to customers to be replaced. The Town of Dover is anticipating financing this design and construction element through the NJ i-Bank with the hope of obtaining up to 50% principal loan forgiveness for this work. The construction is currently estimated at \$700,000 (including \$10,000 per service line if the Town of Dover replaces both the utility owned and private side lines). It is noted that partial service line replacements cannot be performed.

## **Scope of Services**

### **1 Design**

Mott MacDonald will prepare plans and specifications for a single construction contract for the design of the water mains improvements. Mott MacDonald will prepare an existing conditions base map with field surveying by Mott MacDonald field crews. Mapping will be prepared utilizing AutoCAD Software at 1:1 in model space and printed at 1" = 30' scale, with 1-foot contours. The vertical and horizontal control will be based on NVGD88 and New Jersey State Plane Coordinate System (NJ-83F), respectively. All field surveying will be supervised by a New Jersey Licensed Land Surveyor.

Local utility companies will be contacted to secure information on locations of underground facilities. Information obtained will be integrated with topographical mapping of utility surface features. During project design, impacts on existing utilities or needs for utility relocations will be identified and the design will consider and remedy potential conflicts.

Design drawings will be prepared with adequate detail to allow for construction by a general contractor. Detailed enlargements will be provided for tie-in connections to existing water mains. The plans will include plan and profile drawings, as well as, standard details, including site details, service connection details, hydrant and valve details, thrust restraint details and schedules, pavement restoration, bedding and trench details, soil erosion and sediment control details, and traffic control plans. Plans will be prepared in AutoCAD format in accordance with applicable Town standards. Plans and specifications will be submitted to the Town Water Department at the 60%, 90%, and 100% Design Completion Levels for review.

No geotechnical services have been included in this design. Mott MacDonald will utilize available documentation to identify the potential for presence of rock.

In general, it is anticipated that the following drawings would be prepared for the project:

- Cover Sheet
- General Notes, Legend, and Location Plan
- Water Main Plan and Profile Drawings
- Construction Details
- Traffic Control Plans and Details
- Soil Erosion and Sediment Control Plan

The contract documents will include technical specifications for water main construction. Mott MacDonald will also prepare a scope of work, special conditions, and recommended bid proposal breakdown for use with the Town's standard front-end documents.

### **2 Feasibility Study**

This scope involves investigating the feasibility to connect a future water main from the Low Service Tank to Mount Hope Avenue in the future. The primary effort would be to determine an alignment where easements could be obtained from private property owners, including initial contact (by Town) with property owners to gauge interest in providing easement access. The study will also investigate the ability to permit through the identification of any environmental constraints.

Alternative alignments will be evaluated based upon cost, ability to obtain easements, constructability, and ability to obtain permits. The second part of this feasibility study will be to investigate the location of existing water mains owned by Rockaway Township at the northern end of Mount Hope Avenue. Dover provides water service to customers in Rockaway in this area, but this area is known to have lower than desired fire hydrant flows. The study will determine potential methods that the Rockaway system could bolster service to this area which might include incorporation of Rockaway water mains, transfer of customers to Rockaway, or an interconnection with a pressure regulating valve (PRV) that could provide additional supply in the event of a fire flow event. This will include a hydraulic analysis using the existing Dover and Rockaway Township hydraulic models previously developed by Mott MacDonald.

### **3 Permitting**

Mott MacDonald will prepare the permit application for a Morris County Soil Conservation District Soil Erosion and Sediment Control Plan Certification. Additionally, Mott MacDonald will provide a set of plans to the Morris County Division of Engineering & Transportation for review, to confirm the plans conform with the County's requirements. All municipal and County road opening permits will be obtained by the Contractor.

With over 3,000 feet of water main replacement, this project will require an NJDEP Bureau of Water System Engineering Construction permit.

Permit fees shall be reimbursed by the Town and have not been included in this proposal. Mott MacDonald will advise as to the anticipated length of review time for each permit and any special requirements that have been identified that could induce delay at the time of permit submission.

### **4 Bid Phase**

Bid phase engineering services will include responding to questions and issue addendum as necessary. We will review the bids and prepare a bid report with a recommendation for award. Our budget is based on bidding of a single contract and does not include re-bidding, should that become necessary.

Three signed and sealed hard copies and an electronic copy of the final Contract documents will be provided to the Town. NAPCO will be utilized for hosting and distribution of plans and specification to prospective construction bidders.

### **5 Construction Phase**

Construction phase engineering services will include the following:

- Preparation of Contract Specifications for Contract signing (three sets)
- Coordination and attendance at a preconstruction and up to three construction meetings – with agenda and minutes prepared
- Review of shop drawings
- Response to Contractor's requests for information (RFI's)
- Day-to-day correspondence with Owner and Contractor
- Full time inspection during water main installation
- Preparation of punch list and follow-up inspections
- Preparation of record plans

Construction oversight (field inspection) services will be provided on a reimbursable basis in accordance with our current hourly rate schedule, copy attached. The budget is based on 440 hours of inspection services being necessary for a production rate of 120 feet of water main replaced per day plus additional time for



field tests, site restoration and punchlist work. Should additional hours be required based on the contractor's actual rate of progress, we will notify the Town accordingly for additional budget approval.

### Fees

Our proposed fees and estimate of the budget necessary to complete the various phases of the work are as follows:

<u>Project Phase</u>	<u>Amount</u>
Task 1: Design (lump sum)	\$ 77,500
Task 2: Feasibility Study (lump sum)	\$ 14,000
Task 3: Permitting (time and materials)	\$ 10,900
Task 4: Bid Phase Services (lump sum)	\$ 5,800
Task 5: Construction Phase Services (time and materials)	\$ 121,500
<b>Total</b>	<b>\$ 229,700</b>

Time and materials work for Tasks 3 and 5 will be in accordance with our 2023 rate schedule associated with our master services agreement, or the prevailing yearly rate schedule at the time the work is performed.

### Schedule

We are prepared to commence work on this project immediately upon authorization from the Town and will complete draft design documents within six months of the notice to proceed

It is anticipated that all construction work will be completed prior to the end of 2024.

Mott MacDonald's general terms and conditions form is attached. Our proposal is based upon these terms and conditions being adopted into any authorization to proceed.

We trust that the above proposal meets with the Town's approval. If you have any questions, or require any additional information, please call.

Very Truly Yours,

Mott MacDonald

**Earl  
Schneider**

Digitally signed by Earl Schneider  
DN: cn=Earl Schneider, o=US,  
ou=Mott MacDonald, ou=Water  
Group,  
email=earl.schneider@mottmac.com  
Date: 2023.05.02 11:50:40 -0400

Earl C. Schneider, PE  
Senior Vice President  
T 973-912-2574  
earl.schneider@mottmac.com

 Digitally signed by  
Michael A. Polito, Jr.  
Contact Info:  
732-333-3287  
Date: 2023.05.02  
11:56:07-04'00'

Michael A. Polito, PE  
Territory Manager  
T 732.333.3287  
Michael.polito@mottmac.com



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

## **RESOLUTION NO. 182-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER AUTHORIZING TO ENTER INTO AN AGREEMENT WITH THE COUNTY OF MORRIS IN THE STATE OF NEW JERSEY FOR THE CONTINUATION OF A CONSORTIUM TO CONDUCT THE HOME INVESTMENT PARTNERSHIP PROGRAM**

**WHEREAS**, certain Federal funds have been available to Morris County under Title II of the National Affordable Housing Act of 1990; and

**WHEREAS**, the U.S. Department of Housing and Urban Development requires an agreement to allow the Town of Dover to join the County of Morris in a Consortium in order to participate in the HOME Investment Partnership Program; and

**WHEREAS**, the three – year renewal period for the Agreement forming the Consortium for the purpose of the HOME Investment Partnership Program is subject to renewal; and

**WHEREAS**, the new term for the renewal is Fiscal Years 2024, 2025 and 2026 and the County proposes a self-renewing agreement for subsequent three-year terms until such time as the Town of Dover or the County choose to dissolve the Consortium; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) provides a mechanism through which the urban county and a municipality may enter into agreements for the provision of joint services; and

**WHEREAS**, it is in the best interest of the Town of Dover to enter into such an agreement; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Dover, that the agreement between the County of Morris in the State of New Jersey and the Town of Dover in the State of New Jersey to form a Consortium to conduct HOME Investment Partnership activities be approved, and that the Mayor and Town Clerk are authorized to execute the agreement, a copy of which is on file in the Finance Department; and

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its enactment.

ATTEST:

TOWN OF DOVER, COUNTY OF MORRIS

\_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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

### **CERTIFICATION**

I, Reynaldo Julve, Acting Municipal Clerk of the Town of Dover in the County of Morris, State of New Jersey, do hereby Certify that the foregoing Resolution 182-2023 is a true copy of the Original Resolution duly passed and adopted by the Mayor and Board of Aldermen of the Town of Dover at its meeting on June 13, 2023.

---

Reynaldo Julve  
Acting Municipal Clerk



**TOWN OF DOVER**  
OFFICE OF THE MUNICIPAL CLERK  
37 NORTH SUSSEX STREET  
DOVER, NEW JERSEY 07801

**Rey Julve**  
*Acting Municipal Clerk*

June 12, 2023

Ms. Amy Archer  
Director of Community Development Programs  
County of Morris Dept. of Human Services  
Div. of Community & Behavioral Health Services  
Office of Community Development  
PO Box 900  
Morristown, NJ 07963-0900

Ms. Annemarie C. Uebbing  
Director  
Community Planning and Development Div.  
U.S. Dept. of Housing & Urban Development  
Newark Field Office – Region II  
One Newark Center, 12<sup>th</sup> Floor  
Newark, NJ 07102-5260

Dear Ms. Archer and Ms. Uebbing,

Please allow this letter to serve as notice that the Town of Dover is exercising the option to be excluded from the Morris County CDBG entitlement program. The municipality will remain in the Small Cities State of New Jersey CDBG program.

Additionally, the Town of Dover will remain in the County's Home Activities Program. You will find enclosed a copy of the certified resolution regarding participation in the 2024-2026 Inter Local Agreement for the HOME Activities Program.

Thank you for your continued assistance. If you should have any questions, please feel free to contact me via email at [rjulve@dover.nj.us](mailto:rjulve@dover.nj.us).

Sincerely,

Reynaldo Julve  
Acting Municipal Clerk

Cc:

Jasmine Tirado  
BettyLou Decroce  
Tamara Bross

**COUNTY OF MORRIS**  
**DEPARTMENT OF HUMAN SERVICES**  
**DIVISION OF COMMUNITY & BEHAVIORAL HEALTH SERVICES**  
**OFFICE OF COMMUNITY DEVELOPMENT**

P.O. Box 900  
Morristown, New Jersey 07963-0900



Board of County Commissioners

*Director*

John Krickus

*Deputy Director*

Christine Myers

Douglas R. Cabana

Thomas J. Mastrangelo

Tayfun Selen

Stephen H. Shaw

Deborah A. Smith

*County Administrator*

Deena Leary

*Department Director*

Katharine A. Errico

973.285.6863

*Deputy Director*

Gary L. Denamen

973.326.7240

*Division Director*

Amy Archer

973-285-6852

FAX 973-285-6713

June 1, 2023

MEMO TO: MAYOR CAROLYN BLACKMAN AND COUNCIL MEMBERS

FROM: JASMINE TIRADO, COORDINATOR OF COMMUNITY DEVELOPMENT PROGRAMS

SUBJECT: MORRIS COUNTY HOME CONSORTIUM INVESTMENT PARTNERSHIPS PROGRAM FEDERAL  
FISCAL YEARS 2024, 2025 AND 2026

In compliance with the regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) the County of Morris is in the process of renewing our designation as a consortium for the HOME Investment Partnerships Program (HOME) for the fiscal years 2024, 2025 and 2026. If your community elects to participate, you must adopt a resolution (sample enclosed) authorizing the proper officials to execute an Agreement with the County to form a Consortium for the purposes of the HOME Program pursuant to the Uniform Shared Services and Consolidation Act.

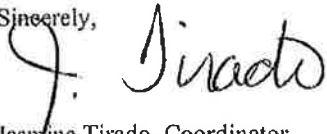
There are several important facts for your community to consider relative to participation in the Morris County HOME Program Consortium. These facts may be outlined as follows:

1. You must notify the Office of Community Development, Department of Human Services, Division of Community & Behavioral Health Services in writing by **June 15<sup>th</sup>, 2023** of your decision regarding participation in the HOME Program Consortium.
2. The current HOME Agreement is enclosed for your review; as you will note the Agreement is executed by the County and participating municipalities. Should you decide to continue your participation in the HOME Program we will provide a new Agreement for signature that must be signed by **June 20<sup>th</sup> 2023**.
3. Regulations require that a community participate in the HOME Consortium for the entire three-year period. HUD Notice CPD 23-02 and that this agreement provides for an automatic renewal provision. Please notify the Office of Community Development, Department of Human Services, Division of Community & Behavioral Health Services of your intent to renew for fiscal years **2024, 2025 and 2026** and agree to automatic renewals for **three-year periods thereafter**. This agreement contains a new automatic renewal provision.
4. If you participate in the Morris County HOME Consortium, HOME Program funds may be used in Dover for affordable housing projects that benefit low and moderate-income persons.
5. If you participate in the Morris County HOME Consortium you may not seek funding from the state HOME allocation unless it is open to entitlement communities.
6. Your current participation in the HOME Consortium has meant that HOME funds have been used in Dover for the proposed construction of for-sale residential units for low- to moderate-income households.
7. If you do not participate in the Consortium, funds from the Morris County HOME Program may not be used in Dover.

Please review this notification and enclosure. If you have any questions, please do not hesitate to contact me at 973.285.6060.



Sincerely,

A handwritten signature in black ink, appearing to read "J. Tirado". The signature is fluid and cursive, with a large initial "J" and a clear last name.

Jasmine Tirado, Coordinator  
Morris County Department of Human Services  
Office of Community Development

cc: Amy Archer - *Division Director*

**COUNTY OF MORRIS**  
**DEPARTMENT OF HUMAN SERVICES**  
**DIVISION OF COMMUNITY & BEHAVIORAL HEALTH SERVICES**  
**OFFICE OF COMMUNITY DEVELOPMENT**

P.O. Box 900  
Morristown, New Jersey 07963-0900



**Board of County Commissioners**

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*Deputy Director*

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*County Administrator*  
Deena Leary

*Department Director*  
Katharine A. Errico  
973.285.6863

*Deputy Director*  
Gary L. Denamen  
973326.7240

*Division Director*  
Amy Archer  
973-285-6852  
FAX 973-285-6713

June 1, 2023

Mayor and Council  
Town of Dover  
37 North Sussex Street  
Dover, NJ 07801

Dear Mayor Blackman:

Re: MORRIS COUNTY COMMUNITY DEVELOPMENT FEDERAL FISCAL YEARS 2024, 2025 AND 2026

Dear Mayor and Council:

This letter is to inform you that for the Fiscal years 2021, 2022 and 2023 the Town of Dover opted out of the Community Development Program. In accordance with Federal Regulations, Morris County is notifying your municipality that it has the option to **elect to be excluded** from the CDBG entitlement program for Fiscal Years 2024, 2025, and 2026 once again. In compliance with the regulations promulgated by the Department of Housing and Urban Development (HUD), we are officially notifying you of your options regarding your municipality's participation in the Morris County Community Development Programs. If you would like to opt-out for FY 2024, 2025 and 2026, please follow the instructions below.

Your municipality's decision to continue to participate, or elect exclusion, from the program will be effective for three years covering the federal Fiscal Years 2024, 2025 and 2026. Please note that the amount of CDBG funds awarded to Morris County is based upon the population within the municipalities participating in the in the CDBG and HOME programs, exclusion by a municipality will effectively reduce available funds to all of Morris County. In order to calculate Morris County's entitlement grant for 2024, HUD needs to know which municipalities will be participating in our Urban County.

There are several very important facts for your community to consider relative to participation in the Morris County Community Development Programs. These facts may be outlined as follows:

1. If your municipality elects **not** to renew, you must notify our office by **July 7, 2023** of your intent to terminate the agreement at the end of the current qualification period. In accordance with Federal regulations, Morris County is notifying your municipality that it has the option to elect to be excluded from the CDBG entitlement program. If your municipality elects to be excluded from the CDBG entitlement program, please notify this office and the US HUD Newark Field Office in writing by **July 7, 2023**. Such election to be excluded will be effective for the entire three-year period for which the urban county qualifies (Fiscal Years 2024, 2025 and

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2026), unless your municipality specifically elects to be included in a subsequent year for the remainder of Morris County's three-year qualification period.

2. Regulations require that a community participate in the County program for the entire three-year period. If you remain in the program, you will be unable to drop out until 2026. **If you do not wish to participate in the County programs you must advise both the Office of Community Development AND the U.S. Department of Housing and Development in writing no later than July 7, 2023.**

**HUD's address is:**

Ms. Annemarie C. Uebbing, Director  
Community Planning and Development Division  
U.S. Department of Housing & Urban Development  
Newark Field Office-Region II  
One Newark Center, 12<sup>th</sup> Floor  
Newark NJ 07102-5260

**Office of Community Development address is:**

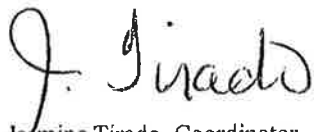
Amy Archer, Director of Comm Dev Programs  
County of Morris Department of Human Services  
Division of Community & Behavioral Health Services  
Office of Community Development  
POB 900  
Morristown, NJ 07963-0900

3. If you participate in the Morris County program, you will be eligible to apply to Community Development for water, sewer, street, recreation, public service, and other projects which benefit low and moderate income persons, eliminate blighted conditions within the community and/or meet an urgent community development need as defined by HUD. In addition, low and moderate-income residents in your municipality will be eligible to receive housing rehabilitation assistance provided through the County program. Participating in the Community Development Program also means that you will be participating in the HOME Program. Moreover, you may only participate in the HOME Program as part of the urban county.
4. If you do not participate in the County program, your community can compete for Community Development Small Cities funds administered by the State of New Jersey. However, please note that if you participate in the County program, you will not be able to participate in the State program.
5. In the past two years (2021 – 2022), the County received \$3.9 million in Community Development Block Grant funds for activities in the participating municipalities. During this same period, the county also received \$1.8 million in HOME funds for affordable housing activities in the participating communities and \$3 million supplemental HOME-ARP funds for housing activities targeted to households experiencing or at-risk of homelessness.

Please review this notification and enclosure in detail. If you have any questions, please do not hesitate to contact me at 973.285.6060 or via email at [jtirado@co.morris.nj.us](mailto:jtirado@co.morris.nj.us).

The County of Morris and the Office of Community Development look forward to your continued participation in the County program.

Sincerely,



Jasmine Tirado, Coordinator  
Morris County Department of Human Services  
Office of Community Development

cc: Amy Archer - Division Director



# **TOWN OF DOVER MAYOR & BOARD OF ALDERMEN**

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## **RESOLUTION NO. 181-2023**

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER ALLOWING TO ENTER INTO EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meeting Act, P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of opinion that such circumstances presently exist; and

**WHEREAS**, the Governing Body starting directly after Open Public Meeting Act wishes to discuss:

Litigation Matters

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Board of Aldermen of the Town of Dover, County of Morris, and State of New Jersey that the public be excluded from this meeting and enter into Executive Session.

ATTEST: \_\_\_\_\_  
Reynaldo Julve, Acting Municipal Clerk

\_\_\_\_\_  
Carolyn Blackman, Mayor

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