



TOWN OF DOVER  
37 N. SUSSEX STREET  
DOVER, NJ 07801

973-366-2200  
WWW.DOVER.NJ.US

CAROLYN BLACKMAN  
MAYOR

BOARD OF ALDERMEN

FIRST WARD

SANDRA WITTNER  
JESSICA CRUZ

SECOND WARD

GEOVANI ESTACIO  
JUDITH RUGG

THIRD WARD

MICHAEL SCARNEO  
KAROL RUIZ

FOURTH WARD

ARTURO SANTANA  
MARCOS TAPIA

BETTYLOU DECROCE  
BUSINESS ADMINISTRATOR

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# TOWN OF DOVER

Volume 5

May 01, 2023

## OFFICIAL TOWN NEWSLETTER

### MAYOR'S MESSAGE

Dear Dover Resident and Friend,

It is with great pleasure to give our Residents information that will affect our daily lives. We welcome all new Town of Dover Residents, and hope this newsletter gives you information that will help navigate our small but friendly community that cares for our residents.

More information about the Town of Dover can be found on our website [www.dover.nj.us](http://www.dover.nj.us). We welcome any feedback concerning the website so that we can facilitate an easy but informational website.

We have been challenged as a Nation, as a State, and as a Town with unprecedented roadblocks, and some setbacks, but we have gotten through most of this as a close united Town. We could not have accomplished this without our dedicated staff, and I would like to thank each and every one of our employees for working so hard for our beloved Town.

As we enter the spring and summer months, I would like to ask all our Residents to help clean the Town by picking garbage/recycle around your homes, business, and in your travels. In the month of May many Towns including Dover is focusing on Clean Up Day. This year we will be doing our **I love Dover Clean Up Day on May 20, 2023**. I encourage all to come out and volunteer to make our Town more beautiful by picking up any trash focusing on our Parks, along the river, and all public spaces.

Our services have never stopped and have continued, especially when it comes to our seniors, and youth. This summer we will have our Annual Senior Picnic, which I would like to see it grow even bigger than in past years. My dedication to this event for our seniors has been a passion, I will continue to work hard to make it a huge success.

Last year our Fourth of July Fireworks were a great success, and we plan on having another great event this year. It was so nice to see so many faces back in the bleachers, and around Town to watch the fireworks. I give a huge Thank you to our Police Department and all of the additional Police Officers from neighboring Towns that kept our Town safe. Lets not forget the DPW Department that cleaned all the areas after this well attended event. All I can say is your dedication to the Town of Dover is greatly appreciated, and I personally Thank you from the bottom of my heart.

Our Town events is something that I have been trying to increase so that everyone in Town can be proud to be a resident of Dover. Some of these events which have had great success, and we will continue to improve on consists of: Easter Egg Hunt, Movies at the Park, Car Show, Memorial Day Parade, and Christmas at JFK Park.

In our Fourth Ward the Richard Avenue Park will be completed, and we will celebrate its grand opening by the end of May.

I would also like to Thank the Table of Hope that has assisted our Residents with food since 2020 through Covid-19 and struggles due to the inflation this nation has faced. They have given thousands of foods to many Town of Dover Residents which has been appreciated by

many. The Town of Dover continues to look for grant opportunities, shared services, and any contracts that need ratifying to save our taxpayers money. One of these grants we are currently working towards is a Tree Grant which if awarded would give the Town of Dover the ability to plant 30-50 trees throughout the Town with help from our Shade Tree Commission. This will continue to beautify our parks, and public space for the enjoyment of all. We are continuing to look for an opportunity on a grant for Electric Car Battery Charging Stations that do not come at a cost to our Residents.

Our Code Enforcement Department is currently being restructured and employment opportunities are being looked at to make the Department more efficient. This will help with many overcrowding concerns from our residents and will also help with the clean up initiative.

NJ Transit Station and Transit yard has been top of my list to make sure this area gets cleaned up, and repaired. The Administration continues to have conversations with NJ Transit, and I am extremely happy to see them interested in what the Administration has to say, and is willing to help us achieve our vision with this area.

As Mayor I am here to serve our residents as I can, and I Pledge to continue to look for ways to improve the lives of all our resident in the Town of Dover. If you have any concerns or comments, please let me know by sending an email, calling, or stop by the office. I Thank everyone for making Dover a place we can all call HOME.

Respectfully and truly yours,  
Town of Dover

Carolyn Blackman  
Mayor





## Municipal Road Improvement Projects Underway

The Town's 2023 Municipal Road Improvement Projects are underway. The following is a summary of those projects:

### Projects that will be done in 2023

- Waterworks Park Bathroom Facility – Complete interior renovation
- White Street NJDOT – Drainage and Roadway Improvements

### Small Cities Roadway Improvement Project:

- Bowlby Street
- Leonard Street
- W. Sickie Street
- Grace Street
- White Street

### Safe Streets to Transit Project Phase 1:

- Upgrading of traffic signals and pedestrian safety improvements at S. Morris Street and E. Blackwell Street and Bergen Street & E. Blackwell Street also pedestrian improvements at Essex and E. Blackwell Street intersection.
- Knickerbocker Ave. Milling and Paving – (Completed)
- Service Lane between James Street and Baker Street – Mill and Pave

### Projects that may be done but are dependent on getting Capital monies approved in 2023

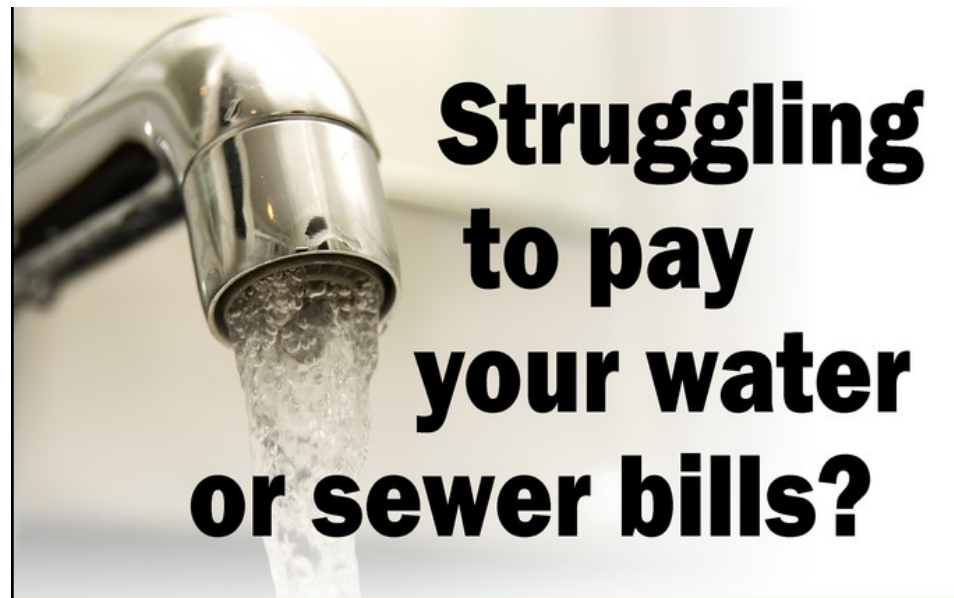
- Richboynton Road – Drainage Improvements

### 2022-23 Capital Improvement Project – (Anticipated roads include but are subject to final bonding amount are);

- New Street
- Arlene Lane
- Green Tree Lane
- W. Elliott Street
- Fred Terrace
- Overlook Avenue
- N. Linden Place
- Ann Street (Capital Monies required)

### 2022 NJDOT Project Roadway Improvements:

- Audrey Place
- Winthrop Place
- Overlook Park—Retaining wall replacement.
- Hooley Park – Retaining wall replacement.



### **LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)**

Provides financial assistance to low-income households to reduce balances on residential water and wastewater bills. Benefits are paid directly to water and wastewater companies, on behalf of residential customers.

Visit:

**[waterassistance.nj.gov](https://waterassistance.nj.gov)**

or call:

**2-1-1**

New Jersey



Hydrant Flushing will begin on or about 05/01/2023. Flushing will be done during the night time hours, between 10pm. to 6am. Our water system needs to be routinely rinsed out. This maintenance process contributes to the long-term health of our water system, and should present minimal inconvenience for our residents.

Subsequently, all of the fire hydrants and water mains in town will be flushed for a period of time. There may be a temporary decrease of water pressure while a main or hydrant is being flushed in a neighborhood. There may also be a slight discoloration to tap water during or following this process. If your water does become discolored, turn on an outside faucet to clear the water line before doing any laundry or cleaning.

Please call the Water Commission 973-366-2200 x 2125 if you have any questions or concerns, thank you.



Online Tax and Utility Payments

Just a reminder that the Town of Dover is now offering the convenience of paying your Tax and Utility bills on line. Simply log on to the Town of Dover website @ [www.dover.nj.us](http://www.dover.nj.us) and click on the “On-line Bill Payments” tab to begin the step by step process. Your payment will then be deducted directly from your checking account. It’s fast, easy and secure.

There is also a drop box on the river side of Town Hall.



FLOOD INFORMATION

Flooding occurs regularly in our area and, at times, can result in evacuations, damage to property, and injuries to individuals, including death. Those persons living near waterways or other low-lying areas are most at risk, but anyone in a community susceptible to flooding can be affected. Hazards range from potential flash flooding to water contamination due to broken gasoline or sewer lines. Below is some information that you might find helpful. For additional information on emergency preparedness, please consult the following agencies websites:

Federal Emergency Management Agency (FEMA)[www.fema.gov](http://www.fema.gov)  
National Weather Service [www.nws.noaa.gov](http://www.nws.noaa.gov)  
American Red Cross [www.redcross.org](http://www.redcross.org)

TIPS FOR PROTECTING YOUR PROPERTY

- ◆ If your home is prone to flooding, move your furnace, water heater, and electric panel to higher floors.
- ◆ Install “check valves” in sewer traps to prevent water and sewer from backing up into your home.
- ◆ Waterproof your basement walls to stop seepage.
- ◆ Build barriers such as floodwalls or levees to keep out flood-water; have sandbags in storage to help divert water away from your structure.
- ◆ Store insurance policies, deeds, and other valuable records in a safe deposit box or other secure location.

DURING A FLOOD – DO THE FOLLOWING:

- ◆ Stay tuned to radio or TV for updates on storm.
- ◆ Watch for flash flooding. This can occur without rain clouds or rain in the immediate area.
- ◆ Avoid low-lying areas such as drainage channels / retention basins.
- ◆ Never walk through moving water more than 6 inches deep.
- ◆ **Do not drive through flooded areas.** Cars can be easily swept away in just two (2) feet of moving water.
- ◆ If your vehicle stalls in water, exit it, and move to higher ground.
- ◆ Evacuate your home if instructed by authorities and return home only when they say it’s safe.

Finally, before the next flood event you are encouraged to **consider purchasing flood insurance through the National Flood Insurance Program (NFIP).**

Regular homeowner’s insurance does not cover flood losses.

IMPORTANT PHONE NUMBERS

Police, Fire, & EMS Emergency - 911 Non-Emergency 973-366-0302
Mayor’s Office 973-366-2200 ext. 1112
Town Administrator 973-366-2200 ext. 1112
Acting Municipal Clerk 973-366-2200 ext. 1110
Code Enforcement Officer 973-366-2200 ext. 2114
Construction Official 973-366-2200 ext. 2147
Electrical Sub-code Official 973-366-2200 ext. 2147
Plumbing Sub-code Official 973-366-2200 ext. 2164
Town Engineer/Planner/Zoning Officer 973-366-2200 ext. 2152
Dial-A-Ride 862-210-4036
Fire Prevention 973-366-3260
Health Officer 973-366-2200, ext. 1120
Registrar of Vital Statistics 973-366-2200, ext. 1120
Public Works 973-366-2200 ext. 3129
Recreation 973-366-2200 ext. 1169
Tax Assessor 973-366-2200 ext. 1149
Tax Collector 973-366-2200 ext. 1134
Water Department 973-366-1221

Special Needs Recreation

The Town of Dover is a proud member of the ARC/Morris Chapter, known as **McARP**.

This agency provides recreational activities to those individuals with disabilities. It provides them the opportunity to explore new leisure time activities in conjunction with their age and specific abilities.

For a calendar of activities/events, please call **McA**rp at :

(973) 326-9750 or (973) 428-5136



## Single Stream Recycling

www.dover.nj.us

## How to Prevent Sewer Backups in Your Basement

**Single Stream Recycling** (glass, plastic, paper, cardboard, aluminum cans etc.) We are all aware of the importance of recycling as one of the most important means to help preserve our world's resources.

**Single stream recycling simply means residents can put all their recycling items into one container without sorting them into categories.** The Morris County Municipal Utilities Authority (MCMUA) has partnered with Re-Community Recycling located in Mine Hill, New Jersey to provide Single Stream recycling to those municipalities who are serviced by the MCMUA.

There are many benefits to single stream recycling, some of which are listed below.

- ◆ **Simplified recycling, as all recyclable materials are collected in one container, making collection easy and convenient.** This typically increases the number of participants, tonnage collected, and material diverted from landfills.
- ◆ **Reduced collection costs by using single-compartment trucks.** These are cheaper to purchase and operate, they also allow for larger loads and fewer trips to the recycling center.
- ◆ **Increased cleanliness** as there is a decrease of loose materials blowing through the streets.
- ◆ **No sorting of materials** at the curb
- ◆ **Recycling collection days can be reduced** from the current Monday thru Wednesday collection every other week.
- ◆ There will be an **increase in the list of items that will be accepted curbside** that are currently not collected.
- ◆ **Reduction in the number of vehicles used for collection,** thereby reducing traffic, **saving energy** and will help to reduce greenhouse gases.
- ◆ By removing recyclables from the solid waste stream we will see a **decrease in the amount of money paid for tonnage fees at the solid waste transfer station.** The value of recycled materials can make a difference in the amount you pay for curbside garbage and recycling pickups. Therefore, in addition to the environmental benefit to you and your family there is a financial benefit as well.

Please monitor our municipal website [www.dover.nj.us](http://www.dover.nj.us) and our Recycling / Garbage Newsletter which is mailed in late December for your recycling collection dates as this is subject to change.

### BRUSH & GARDEN TRIMMINGS PICK-UP DATES

FOR THE ENTIRE TOWN  
(ALL SCHEDULED DATES ARE ON A THURSDAY OR FRIDAY.)

APRIL	13, 14, 20, 21, 27, 28
MAY	4, 5, 11, 12, 18, 19, 25, 26
JUNE	1, 2, 8, 9, 15, 16, 22, 23, 29, 30
JULY	13, 14, 20, 21, 27, 28
AUGUST	3, 4, 10, 11, 17, 18, 24, 25, 31
SEPTEMBER	1, 14, 15, 21, 22, 28, 29
OCTOBER	5, 6, 19, 20, 26, 27
NOVEMBER	2, 3, 16, 17, 30
DECEMBER	1, 7, 8, 14, 15



### PAPER SHREDDING EVENT

DOVER RECYCLING CENTER  
SATURDAY MAY 6, 2023  
8AM–12PM



### SWEEPER SCHEDULE

FIRST WARD	APRIL 3-6	JUNE 5-9	JULY 31, AUG. 1-4
SECOND WARD	APRIL 10-14	JUNE 12-16	AUGUST 7-11
THIRD WARD	APRIL 17-21	JUNE 19-23	AUGUST 14-18
FOURTH WARD	APRIL 24-28	JUNE 26-30	AUGUST 21-25

With the recent flooding from Hurricane Irene and Tropical Storm Lee many people have experienced sewer backups in their homes. Sewerage backups and basement flooding can be caused by several factors. High amounts of rainfall and associated flooding can enter the sanitary drainage system causing the system to become overloaded and backup into your home or business. Backups can also be caused by events not related to storms or flooding. Individual service lines can be plugged by grease, waste, tree roots, and breaks in the pipes or saturated ground. Sewer mains in the street can also be plugged for similar reasons as well as vandalism or placement of illegal items into sewer system. In Dover, the property owner is responsible for the sewer lateral from the curb to the house while the town is responsible for the maintenance of the line from the curb to the main.

The sanitary drain lines are designed for bathroom and kitchen waste only. Connecting sump pumps and roof drains to the sewerage system is illegal and can cause overloading of the system resulting in backups and problems at the sewerage treatment plant. Proper maintenance such as having the line snaked or power jetted may help in certain situations. Certain plumbers are equipped with cameras that can be placed into the drain line which can help to determine the condition of the line and if there are any existing or potential problems with the line.

There are several ways to prevent backups. Although every business and residence is different, bathrooms, laundry facilities and open pipes below grade and at ground level are most susceptible to problems. Here are a few ways to avoid these types of problems:

- ◆ Be sure to install check valves on sump pumps and sewerage injector discharge pipes.
- ◆ Cap floor drains and open pipes in basements with screw plugs or rubber caps.
- ◆ Install a back water check valve on the main sanitary sewer lateral leaving the house. This will protect all piping and fixtures upstream of the valve from backing up due to a surcharged system.

The cost for taking these preventative measures varies greatly. Some simple fixes may cost as little as \$250 and some as much as \$3,000. As always, be prepared if you suspect you may have a problem and be proactive to protect your property and belongings. The cost to replace a finished basement or other rooms could cost much more to replace if damage is sustained.

This information is intended to provide residents and property owners with some information that may help to protect property from potential water and sewerage damages. It is not intended to replace the advice and guidance of an experienced professional given the various conditions that may be found in any given building or property.



## ANNUAL EASTER EGG HUNT AT CRESCENT FIELD

On April 1st, the Town of Dover Recreation Dept. held their Annual Easter Egg Hunt at Crescent Field. The event was hosted by Mayor Carolyn Blackman with several Aldermen attending.

The event was a huge success, with well over 500 children attending with their parents. All children received complementary goodie bags, courtesy of Dover Recreation. Over 20,000 Easter Eggs with candy and some with secret Easter Basket prize tags inside were distributed across Crescent fields.

Each age group was called out by Mayor Blackman and the hunt began! Several children from each age group won East-





DOVER FIRE DEPARTMENT

Are you looking for something new and exciting to do? Have you ever thought about what would be like to be a firefighter or EMT? The Dover Fire Department is looking for people like you! We provide the required training and equipment as well. Come join the team and give back to your community.

Information is available on the Town of Dover website or by contacting [firechief@dover.nj.us](mailto:firechief@dover.nj.us). You can also stop by the station and speak to our staff who are on duty 24/7.



As the summer season approaches it time to head back outdoors for BBQ and nights under the stars. Remember some basic summer safety this year. While camp fires can be fun they can also be dangerous.

Remember a few basic safety tips.

- Campfires must be in an approved fire place. Ground fires are not permitted.
- Only burn approved fuels. This include dry sticks and firewood. Never burn leaves, brush, construction material or garbage.
- Never leave a fire unattended. A responsible adult should always be present.
- Always have a hose or fire extinguisher available in case of an emergency.
- Do not have campfires during dry or windy conditions.



# Grilling Safety

There's nothing like outdoor grilling. It's one of the most popular ways to cook food. But, a grill placed too close to anything that can burn is a fire hazard. They can be very hot, causing burn injuries. Follow these simple tips and you will be on the way to safe grilling.

## SAFETY TIPS

- Propane and charcoal BBQ grills should only be used outdoors.
- The grill should be placed well away from the home, deck railings and out from under eaves and overhanging branches.
- Keep children and pets at least three feet away from the grill area.
- Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.
- Never leave your grill unattended.
- Always make sure your gas grill lid is open before lighting it.

## CHARCOAL GRILLS

- There are several ways to get the charcoal ready to use. Charcoal chimney starters allow you to start the charcoal using newspaper as a fuel.
- If you use a starter fluid, use only charcoal starter fluid. Never add charcoal fluid or any other flammable liquids to the fire.
- Keep charcoal fluid out of the reach of children and away from heat sources.
- There are also electric charcoal starters, which do not use fire. Be sure to use an extension cord for outdoor use.
- When you are finished grilling, let the coals completely cool before disposing in a metal container.

## PROANE Grills

Check the gas tank hose for leaks before using it for the first time each year. Apply a light soap and water solution to the hose. A propane leak will release bubbles. If your grill has a gas leak, by smell or the soapy bubble test, and there is no flame, turn off both the gas tank and the grill. If the leak stops, get the grill serviced by a professional before using it again. If the leak does not stop, call the fire department. If you smell gas while cooking, immediately get away from the grill and call the fire department. Do not move the grill.

If the flame goes out, turn the grill and gas off and wait at least 5 minutes before re-lighting it.

## FACTS

- July is the peak month for grill fires.
- Roughly half of the injuries involving grills are thermal burns.





**NATIONAL FIRE PROTECTION ASSOCIATION**  
The leading information and knowledge resource on fire, electrical and related hazards

Your Logo

[nfpa.org/education](http://nfpa.org/education) ©NFPA 2019

# Campfire Safety

Sitting under the stars by a crackling fire has its appeal. It's where stories are told, sing-a-longs happen, and meals are cooked over an open flame. Campfires bring family and friends together. But campfire mishaps can cause injuries. With a few safety tips, you can prevent these accidents.

## SAFETY AROUND THE FIRE

- Before setting up a campfire, be sure it is permitted. Check with your local fire department.
- If campfires are permitted, they need to be at least 25 feet away from any structure and anything that can burn.
- Clear away dry leaves and sticks, overhanging low branches and shrubs.
- Avoid burning on windy, dry days. It is easier for open burning to spread out of control when it is windy and dry.
- Watch children while the fire is burning. Never let children or pets play or stand too close to the fire.
- Attend to the campfire at all times. A campfire left alone for only a few minutes can grow into a damaging fire.
- Keep a campfire small which is easier to control.
- Never use gasoline or other flammable or combustible liquids.
- Always have a hose, bucket of water, or shovel and dirt or sand nearby to put out the fire. Make sure to put it completely out before leaving the site.
- If your clothes catch fire, stop, drop, and roll. Stop, drop to the ground and cover your face with your hands. Roll over and over or back and forth until the fire is out.
- Treat a burn right away. Cool the burn with cool water for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help if needed.



## ROAST WITH CARE

If roasting marshmallows, help young children. Never shake a roasting marshmallow. It can turn into a flying, flaming ball. A heated metal skewer can cause burns.

## FACT

Campfire accidents send thousands of people to emergency rooms with burn injuries every year.



**NATIONAL FIRE PROTECTION ASSOCIATION**  
The leading information and knowledge resource on fire, electrical and related hazards

[nfpa.org/education](http://nfpa.org/education) ©NFPA 2018



JUNE 6, 2023 PRIMARY ELECTION

In-Person Voting

- Voting Machines will be available June 6th, Primary Election Day for **voting in-person at the polls from 6 am to 8 pm.**
- Early in-person voting will be available throughout Morris County (see some locations below):



- Boonton Township —155 Powerville Road, Boonton Township 07705
- Denville—1 Saint Mary’s Place, Township of Denville 07834
- Hanover—15 N. Jefferson Road, Whippany 07981
- Mount Arlington—18 North Glen Avenue, Mount Arlington 07856
- Morristown—200 South Street, Morristown 07963
- Mount Olive—204 Flanders-Drakestown Road, Mount Olive 07828

Mail-In Ballots

- **Mail-In Ballots** can be requested from the **Morris County Clerk’s Office** as an alternative to voting on the machines.
- If you have previously requested a ballot for all future elections, you will continue to be mailed your ballot. Please [contact the Morris County Clerk](#) with any questions regarding your status.
- Mail-In Ballots can be returned via the USPS or deposited in one of the [secure Mail-In Ballot drop boxes](#) located in Morris County.
- Mail-In Ballots must be postmarked by Election Day, Tuesday, June 6th, and received no later than Monday, June 12th.

Deadlines

- **Voter Registration Deadline** - Tuesday, May 16, 2023
- **Election Day** - Tuesday, June 6, 2023

Warning! Registering to vote is FREE. Any website that charges for voter registration is not an official government site. Beware of releasing personally identifiable voter registration information on non-governmental sites.

Get more information on [Voting and Elections](#) or [Contact the Board of Elections.](#)



Code Enforcement Officer – Full Time

The Town of Dover Code Enforcement Department has an immediate opening Code Enforcement Officer. Duties include under direction, performs various types of field and office work involved in seeing that residents, businesses, and property owners comply with the various municipal codes. As needed assists with zoning regulations, Municipal Code violations, & Property Maintenance Code violations and enforcement and other day-to-day operations of the Code Enforcement Department. Must have exceptional communication skills.



**Education / Experience:** High School Diploma. Must be familiar with Outlook, Microsoft Excel and Word. Must have at least two (2) years of experience in conducting inspections or investigations to detect violations of and ensure compliance with laws, rules and regulations. Valid NJ Driver’s License required.

Please submit qualifications and references via email to: William Isselin, Asst. to the Engineer, Chief Code Enforcement Officer, Zoning Officer, Municipal Recycling Coordinator at [wisselin@doover.nj.us](mailto:wisselin@doover.nj.us) no later than June 1, 2023. The Town of Dover reserves the right to review resumes and conduct interviews as required.

**Salary:** Commensurate with experience

EMPLOYMENT OPPORTUNITY

KEYBOARD CLERK I

EMIAL: [rjulve@doover.nj.us](mailto:rjulve@doover.nj.us)

HOURS: Part Time

DEPT./ORG.: Office of the Municipal Clerk



The Town of Dover has an immediate opening for a part-time Keyboard Clerk I to perform Municipal Clerk responsibilities in a very active office. Knowledge of Excel and Edmunds is strongly preferred. Duties include performing varied accounts assignments of limited complexity, coordinates activities of clerical staff. Performs routine, repetitive clerical work involving the processing of documents in a variety of functions: formats and key enters/types correspondence, documents, reports, charts and other materials. Analyzes, evaluates, and organizes office operations/procedures, answer routine inquiries; may issue and post receipts; performs other related duties as required. Salary is commensurate with experience.

SALARY RANGE: DOQ

Please submit letter of interest and resume via email at: [rjulve@doover.nj.us](mailto:rjulve@doover.nj.us) no later than May 15, 2023  
The Town reserves the right to review and conduct interviews as they are received.

KEYBOARDING CLERK 1 BL - PART TIME

HEALTH DEPARTMENT

The Town of Dover, NJ Health Department is hiring a part time **Spanish Bilingual Keyboarding Clerk I (Administrative Assistant)** to assist with daily health department operational support including issuing vital records. This position is part time with the potential for growth.

Schedule to be determined upon selection of candidate, but preferred schedule is M-F 9am to 1:30pm with 30 minute lunch (5 hours daily/25 hours weekly).

Hourly rate: \$21-\$29/hour

Responsibilities

Perform repetitive clerical work involving the processing of documents in a variety of functions. Enters or types documents from handwritten draft into draft or final form, according to prescribed formats, by transferring information onto letters, reports, schedules, and itinerary. Key enters or types addresses on envelopes, or information on forms, form letters, or other form-type documents. Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy. Maintains records and files. This position will also be required to assist the Municipal Registrar. Active CMR Certification is preferred, but on-site training can/will be provided.

Qualifications

Excellent verbal and written communication skills required. Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

Please submit a letter of interest and resume via email to Victoria Dobrusin [vdo-brusin@doover.nj.us](mailto:vdo-brusin@doover.nj.us) and Sarah Perramant (Assistant Health Officer) [sperramant@bloomfieldtwpnj.com](mailto:sperramant@bloomfieldtwpnj.com)

Collective Bargaining Position

TEMPORARY LABORER NON UNION II

Public Works Department

The Town of Dover has an immediate opening for a Temporary FT Laborer Non Union II to:

Examples of work:

- Loads, lifts, and moves supplies, furniture, and equipment.
- Digs trenches and does manual grading.
- Cleans incinerators.
- Collects rubbish and other refuse.
- Cuts grass.
- Trims hedges.
- Water lawns, flowers, and vegetable beds.
- Loads and unload trucks.
- Whitewashes walls.
- Shovels gravel and sand.
- Mixes cement and mortar.
- Places forms used in concrete work.
- Cleans up underbrush, foliage, vines, and weeds.
- Cuts down trees.
- Digs out stumps of trees, and digs out and destroy poisonous vines, weeds and undergrowth.
- Other duties as requested.



Please submit a letter of interest and resume via email at [vdo-brusin@doover.nj.us](mailto:vdo-brusin@doover.nj.us) no later than May 10, 2023. The Town reserves the right to review resumes and conduct interviews as they are received.



RECREATION DEPARTMENT UPCOMING EVENTS

Online Registration Only  
No Paper Applications  
Available

**Dover Recreation  
Summer Program**

**JUNE 26TH - AUGUST 11TH**

**At Water Works Park**  
100 Princeton Ave.  
Mon. - Fri. 8:30am - 4:30pm

**OUR ACTIVITIES INCLUDE**  
Outdoor games, guest programs, Spirit Week, Field Day, Birthday Bashes, sports games, visits to Dover Library, Tie Dye Day, bus trips each week @ add'l cost, and much more!

**REGISTRATION FEE**  
Dover Residents Only

Online Registration Begins  
May 1st - 31st the fee is \$450 per child. That's \$50 savings!

Starting June 1st:  
1st Child - \$500  
Each Add'l Child - \$475

**OPEN TO AGES**  
**5-12 yrs. old**  
Registration is available online on the Town of Dover website. [www.dover.nj.us](http://www.dover.nj.us)  
Click on the link to Register for the Summer Program. Create an account then complete the application. Credit Card payment.  
**BREAKFAST & LUNCH INCLUDED**

Early Drop-Off Fee \$100/Per Family  
Late Pick-Up Fee \$100/Per Family  
Combo Early/Late \$150/Per Family

**Contact**  
the Recreation Dept. for further information @ 973.366.2200 x1169 / x1168

Registro en línea solamente No hay solicitudes en papel disponibles

**Programa de Verano de Recreación de Dover**

**JUNE 26 - AUGUST 11**

**En el Parque de Water Works**  
100 Princeton Ave.  
Lun. - Vier. 8:30am - 4:30pm

**NUESTRAS ACTIVIDADES INCLUYEN**  
Juegos al aire libre, programas para invitados, fiestas de cumpleaños, juegos deportivos, visitas a la Biblioteca de Dover y mucho más: viajes en autobús cada semana (costo adicional!)

**CUOTA DE INSCRIPCIÓN**  
Solo residentes de Dover

La inscripción por línea comienza desde 1 al 31 de Mayo  
La tarifa es de \$450 por niño. ¡Eso es un ahorro de \$50!

A partir del 1 de Junio:  
1er niño - \$500  
cada niño adicional - \$475

**ABIERTO A LAS EDADES**  
**5-12 años**  
El registro está disponible en línea en el sitio web de la ciudad de Dover. [www.dover.nj.us](http://www.dover.nj.us)  
Haga clic en el enlace para inscribirse en el programa de verano. Cree una cuenta y complete la solicitud. Pago con tarjeta de crédito.  
**DESAYUNO Y ALMUERZO INCLUIDO**

Cargo por entrega temprano \$100/por familia  
Cargo por recogida tarde \$100/por familia  
Combo temprano/tarde \$150/por familia

**Contacta**  
al Dept. de Recreación para mas información @ 973.366.2200 x1169/x1168

Greetings from  
**NEW JERSEY**

**TOP 12 CHERRY BLOSSOM DESTINATIONS**

- 1 Branch Brook Park | Newark
- 2 Frelinghuysen Arboretum | Morristown
- 3 Hurd Park | Dover
- 4 New Jersey Botanical Gardens | Ringwood
- 5 Rahway River Park | Rahway
- 6 Reeves-Reed Arboretum | Summit
- 7 Verona Park | Verona
- 8 Warinanco Park | Elizabeth
- 9 David C. Shaw Arboretum | Holmdel
- 10 Divine Park | Spring Lake
- 11 Sayen House and Gardens | Hamilton Square
- 12 Chapel Avenue | Cherry Hill

JOIN OUR  
GARDEN PARTY  
FOR YOUR CHILD TO MAKE A  
SPECIAL GIFT FOR

**Mother's Day**

**SATURDAY, MAY 13, 2023**

JFK Commons Park  
(across from Dover Public Library)

1st Session from 10:00 AM TO 11:00 AM  
2nd Session from 12:00 PM TO 1:00 PM

**AGES 5 - 10**  
Limited seating available

**Registration required.**

To register your child, contact the Recreation Dept. @ 973.366.2200 x1169 or x1168

ÚNETE A NUESTRA  
FIESTA EN EL JARDIN  
PARA QUE SU NIÑO(A) HAGA UNA  
MAZETA FLORAL

**Regalo Especial Para  
El Día de Las Madres**

**SABADO, 13 DE MAYO, 2023**

JFK Commons Park  
(Localizado al cruzar de la Biblioteca)

1ra Sección de 10:00 AM A 11:00 AM  
2da Sección de 12:00 PM A 1:00 PM

**EDADES 5 - 10**  
Cupo limitado

**Se requiere Inscripción.**

Favor de registrarse con el Depto. de Recreación llamando al 973.366.2200 x1169 or x1160

Morris County's Premier Free Self-Guided  
Weekend Tour of Museums and Historic Sites.

**The Pathways of History**  
MUSEUM & HISTORIC TOURS MORRIS COUNTY, NJ

**2023**



**The Blue Tour**  
Saturday, May 6, 2023  
12pm to 3pm

**The Red Tour**  
Sunday, May 7, 2023  
12pm to 5pm

Refer to individual Museum Tour Pages for dates and times open.  
Scan or visit our website: [www.PathwaysofHistoryNJ.net](http://www.PathwaysofHistoryNJ.net)

**While on tour, please remember...**  
Event is rain or shine.  
Unless otherwise posted, public restrooms are not available.

**1** Pequannock Historic District Commission - Pompton Plains Railroad Station  
**2** Pequannock Twp. - The Martin Berry House  
**3** Rockdale - Glenburn  
**4** Butler - Butler Museum  
**5** Boonton Twp. - Oscar A. Kincaid House of History  
**6** Boonton - The Miller-Kingland House (1740)  
**7** Boonton - Boonton Museum  
**8** Parsippany Twp. - Parsippany Historical Museum at the Bondy-DeGalle House  
**9** Whippany - Whippany Railway Museum  
**10** Whippany - Whippany Burying Yard  
**11** Chatham Twp. - Red Brick Schoolhouse Museum  
**12** Harding Twp. - Tansil-Ellicks House & New Vernon Historic District  
**13** Rockaway Twp. - Rockaway Twp. Public Library  
**14** Pictatinny Arsenal - US Army Garrison Pictatinny Arsenal  
**15** Jefferson Twp. - George Chamberlain House  
**16** Rockaway Twp. - Nor-Ba Lodge  
**17** Mount Tabor - Richardson History House  
**18** Denville Twp. - Ayres/Knuth Farm  
**19** Randolph Twp. - Randolph Friends Meeting House and Cemetery  
**20** Randolph Twp. - The Randolph Museum  
**21** Dover - Dr. Condit House  
**22** Dover - Orchard Street Cemetery  
**23** Wharton - Canal Society of New Jersey at Lock 2 East  
**24** Roxbury Twp. - The 1700's Silas Riggs House  
**25** Washington Twp. Land Trust - Obadiah La Tourette Grist and Saw Mill  
**26** Washington Twp. - Union Schoolhouse & Union Church and Burial Ground  
**27** Chester - Chester's Rockefeller Center

MAYOR CAROLYN BLACKMAN AND BOARD OF  
ALDERMEN INVITE  
DOVER GROUPS, ORGANIZATIONS, BUSINESSES,  
AND CHURCHES TO PARTICIPATE IN THE

**MEMORIAL DAY  
PARADE**

**MONDAY, MAY 29TH  
@ 10AM**

Lineup begins at 9:00am on Rutan Drive with  
parade starting at 10:00am.

Dover scouting groups, youth sports teams, youth organizations, nursery schools, civic organizations, churches, and local businesses that want to come out and show support for our veterans are invited to participate in the Memorial Day Parade  
Show your support and wear red, white, and blue, or carry an American flag, or a banner to identify your organization/business.

Memorial Day Ceremony to follow at Hurd Park.

Contact the Recreation Department at 973-366-2200 x1169 or x1168 to participate.

THE DOVER POLICE DEPARTMENT PRESENTS

the 2nd Annual  
**DOVER NIGHT OUT**

**JULY 29, 2023 5PM - 8PM**  
(RAIN DATE: JULY 30)  
**FREE EVENT!**

COME AND JOIN US FOR A NIGHT OF  
SAFE, FAMILY-FRIENDLY FUN!

CRESCENT FIELD PARKING LOT B IN DOVER  
(ACROSS FROM 26 SOUTH MORRIS STREET)

FACE PAINTING, LOCAL DJS, POLICE CARS,  
FIRE TRUCKS, SHERIFF'S DEPT VEHICLES,  
A HELICOPTER AND MORE!





**TOWN OF DOVER HEALTH DEPARTMENT**  
**NEWS – NOTICIAS**

**Free OTC Antigen Test Kit Distribution**

The federal government has reinstated the free over-the-counter antigen test distribution program.  
Order at: <https://www.covid.gov/tests> or <https://www.covidtests.gov>.

Each household is eligible to order 4 free at-home COVID-19 tests.

**Distribución gratuita de pruebas de antígenos sin receta**

El gobierno federal ha restablecido el programa gratuito de distribución de pruebas de antígenos sin receta. Solicítelos en: <https://www.covid.gov/tests> o <https://www.covidtests.gov>  
Cada familia puede solicitar 4 pruebas de COVID-19 gratuitas.

**FREE Hand sanitizer**

Stop by the Town of Dover Health Department and ask for free hand sanitizer.

2 per family

**Desinfectante de manos GRATIS**

Pase por el Departamento de Salud de Dover y pida desinfectante de manos gratuitos.

2 por Familia

**FREE COVID-19 Antigen test**

Stop by the Town of Dover Health Department and ask for free COVID-19 tests.

2 per family member

**Pruebas GRATIS de antígenos para COVID-19**

Pase por el Departamento de Salud de DOVER y pida pruebas de antígenos gratis para COVID-19.  
2 por cada miembro de la familia


**BLOOD PRESSURE SCREENINGS**  
NO COST

Blood pressure monitoring is the primary tool you have to find out if your blood pressure are within your target range.

**Tuesday, June 6th**  
**Dover Free Public Library**  
**12:30 PM to 1:30 PM**

Brought to you by the Town of Dover Department of Health and the Dover Free Public Library in collaboration with the Bloomfield Department of Health

**FREE**



**TOMA DE LA PRESION ARTERIAL**  
GRATUITO

El control y toma de la presión arterial es la herramienta principal para saber si la presión arterial está controlada o no.

**Martes, 6 de Junio**  
**Dover Free Public Library**  
**12:30 a 1:30 PM**

Traido a usted por: Town of Dover Department of Health y Dover Free Public Library en colaboración Bloomfield Department of Health

**GRATIS**



**EXAMEN DE LA VISTA GRATIS**

Fecha: Primer Martes de cada mes  
Hora: 9:30 a.m. - 11:30 a.m.  
Lugar: 97 Bassett Highway, Dover, NJ

REGISTRARSE LLAMANDO 973-366-4770 EXT 10 O EN PERSONA EN NUESTRA OFICINA

**FREE EYE SCREENING**

Date: First Tuesday of each month  
Time: 9:30 a.m. - 11:30 a.m.  
Place: 97 Bassett Highway, Dover, NJ

CALL 973-366-4770 OR WALK IN TO OUR OFFICE TO MAKE AN APPOINTMENT



**Dover Encourages Use of Web Based "Service Request" Form**

Reporting certain problems and issues directly to the Town just became easier with the “Service Request” Form on the Town of Dover website.

The Service Request Form provides on-line submission for services or problem notifications directly to the appropriate Town Department. The routing to the proper department is done automatically based on the type of request and a tracking number is automatically generated.

Go to [www.dover.nj.us](http://www.dover.nj.us) and look for the Report A Concern link:

Service requests can be made for:

**Service Request Form**

- |                     |                                    |
|---------------------|------------------------------------|
| Pothole Repairs     | Street Sign Repairs or Replacement |
| Animal Control      | Curbside Garbage/Recycling Issues  |
| Reporting           | Construction Without a Permit      |
| Overcrowding Issues | Property Maintenance Issues        |

It is important to note that this service is for Non-Emergency Requests Only!  
If it's an Emergency DIAL 9-1-1



Free Transportation for Dover Residents age 55+ and Residents with Disabilities.

To Schedule a ride please call **862-210-4036** during business hours 8:30 AM-4:30 PM Monday -Friday

**\*\*\*24 hr notice is required; 36 hr is appreciated\*\*\***



TOWN OF DOVER FREE PUBLIC LIBRARY

For imore nformation on library programs and events, please stop by the library at 32 East Clinton Street, call at 973-366-0172, or visit us on the web at <http://www.dfpl.org>.



**Flamingo Friday!**

JOIN US EVERY FRIDAY @  
3 PM FOR FAMILY FUN

Free activities in the  
Conference Room

**DOVER FREE  
PUBLIC LIBRARY**

UPCOMING EVENTS AT THE  
DOVER FREE PUBLIC  
LIBRARY

 **DOVER FREE  
PUBLIC LIBRARY**





comenzando enero 3  
rd

**Club de Tareas**

Lunes - Jueves  
3-4 pm

Un refrigerio y un lugar tranquilo para hacer la tarea.

 **DOVER FREE  
PUBLIC LIBRARY**



Starting  
January 3rd

**Homework Club**

Monday -Thursday 3-4 pm

A snack & a quiet place to do your homework.

**PRESCHOOL STORYTIME**



10:30 am  
Every Wednesday  
Dover Free Public Library

**FREE**

**HORA DEL CUENTO PREESCOLAR**



10:30 am  
Cada miércoles  
Dover Free Public Library

**GRATIS**

 **DOVER FREE  
PUBLIC LIBRARY**

**PUNTO Y  
COSTURA**

SEMANAL LOS LUNES  
2:00 - 3:00 PM




 **DOVER FREE  
PUBLIC LIBRARY**

**KNITTING &  
NEEDLEWORK**


WEEKLY ON MONDAYS  
2:00 - 3:00 P.M.









101-103 Bassett Highway  
Dover NJ  
973-361-5555




Catholic Charities  
Diocese of Paterson  
www.CCPaterson.org  
Providing help - creating hope.



- HIV Services
- Medical & Support Case Management
- Housing Assistance
- Transportation
- HIV Support Groups
- Retreats
- Education & Outreach
- 973-361-5555 ext. 3038




- Homeless Assistance Program
- Rental Assistance
- Rent in Arrears
- Referrals to Other Agencies
- 973-361-5555 ext. 3038




- Hope House Food Pantry
- Non-perishable items
- Personal hygiene products
- Selected vegetables from local farm markets
- 973-361-5555 ext. 3000


- Senior Services
- Hope Connection: Personal - Emergency Response Units
- Fix-It Program: Minor Safety and Home Repairs
- 973-361-5555 ext. 3036




Hope House is a Catholic Charities Agency and receives funding from:  
The Diocese of Paterson  
County of Morris, State of NJ & Federal Grants  
Corporate and Foundation Grants  
Individual Donations




101-103 Bassett Highway  
Dover NJ  
973-361-5555




Catholic Charities  
Diocese of Paterson  
www.CCPaterson.org  
Providing help - creating hope.



- Servicios de VIH
- Apoyo para Manejo de Caso
- Asistencia de Vivienda
- Transportación
- Grupos de Apoyo
- Retiros
- Información & Educación
- 973-361-5555 ext. 3038




- Programa Para Personas en Situación de Calle
- Asistencia para el alquiler
- Referencias a otras agencias
- 973-361-5555 ext. 3038




- Despensa de Comida
- Artículos comestibles
- Productos de higiene personal
- Vegetales de granjas locales
- 973-361-5555 ext. 3000


- Servicios Para Ancianos
- Hope Connection: Dispositivo personal de alerta medica
- Fix-It Program: Ayuda con reparaciones menores en su hogar
- 973-361-5555 ext. 3036



Hope House is a Catholic Charities Agency and receives funding from:  
The Diocese of Paterson  
County of Morris, State of NJ & Federal Grants  
Corporate and Foundation Grants  
Individual Donations


Escuelas Públicas de Dover






**INSCRIPCION PREESCOLAR 2023-24**


Todos los niños que tengan al menos 3 años el 1 de octubre 2023 o antes son elegibles para inscribirse. Se anima a las familias a inscribirse temprano. Los estudiantes de preescolar actuales no necesitan volver a inscribirse para el próximo año.




**JOSE CRUZ,**  
Director de Registro y  
Alcance Estudiantil  
(973) 989-2000 ext. 5023



jcruz@dover-nj.org




21 Belmont Avenue  
Dover, NJ 07801





Escanee el código QR para tener acceso al enlace de registro

*¡Inscríbete hoy!*




Dover Public Schools






**PRESCHOOL REGISTRATION 2023-24**


All children who will be at least 3 years old on or before October 1, 2023 are eligible to enroll. Families are encouraged to enroll early. Current preschool students do not need to register for the upcoming school year.




**JOSE CRUZ,**  
Director of Registration and  
Student Outreach  
(973) 989-2000 ext. 5023



jcruz@dover-nj.org




21 Belmont Avenue  
Dover, NJ 07801



Scan QR code to access registration link

*Enroll Today!*



In collaboration with the Dover School District  
We invite you to the

**HEAD START ANNUAL HEALTH FAIR**



Saturday May 20th, 2023  
11am-2pm  
Dover Middle School  
302 E. McFarlan St.  
Gymnasium

Many Fun Activities and Giveaways

Free Services Include:  
Vision, Dental and Cancer Screenings  
Nutrition Resources  
Health Insurance Information  
Health and Safety Information

**Supported By:**

Zufall Health  
Town of Dover Health Department  
Atlantic Health System  
Morris County Organization for Hispanic Affairs  
United Health Care Community Plan  
Optical Academy  
Navigating Hope  
Partnership for Maternal and Child Health of Northern New Jersey  
Pediatric Dental Associations of Randolph  
St. Joseph's WIC Program  
Well Care  
New Jersey Cancer Education and Early Detection  
Caring Partners of Morris and Sussex County  
Hope House



OTHER EVENTS HAPPENING IN THE TOWN OF DOVER

RECYCLING CENTER

Hours of Operation

Tuesday 8AM—Noon

Thursday 8AM-Noon

Saturday 8AM-2PM

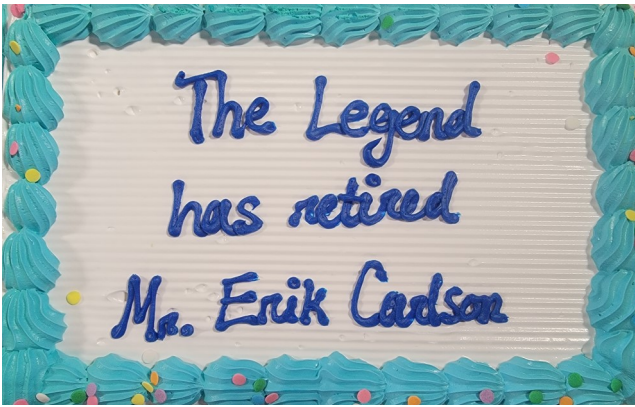
Closed Monday, Wednesday & Friday



**DPW Retirement Party for Erik Carlson Supervisor of Mechanic**  
**31 Year of Service**




**Dover wishes  
you a Happy  
Retirement!**



**HOUSING REHABILITATION PROGRAM**

Program Administered By

 **Rehabco Inc.**  
44 E. Water Street  
Toms River, NJ 08753

Financial assistance is available for the rehabilitation of owner-occupied one-family houses to assist residents in the removal of unsafe conditions in their dwellings, such as plumbing, heating/energy, electrical, lead-based paint, roof, structural, siding and wall masonry, exterior painting, interior improvements and premise repairs. Funding is provided under the local Rehabilitation Program. To be eligible for assistance, applicants must meet federally recognized income guidelines.

**For more information visit the Town of Dover Website at: [dover.nj.us](http://dover.nj.us) or call Tamara Bross at 973-366-2200 Ext. 2141**