

TOWN OF DOVER PLANNING BOARD

- Rafael Rivera –Chairman
- Scott Miller – Vice Chairman
- William Isselin
- James Visioli
- Thomas Incera
- Osvaldo Orama
- Michael Scarneo
- Hon. Mayor James P. Dodd – Mayor

TOWN OF DOVER
Mailing Address
37 North Sussex Street
Dover, New Jersey 07801
Office Location
100 Princeton Avenue
Dover, New Jersey 07801
Telephone: 973-366-2200 (Ext. 2141)
Email: boardsecretary@dover.nj.us

- Thomas McDonald – Mayor Designee
- Arturo Santana – Council Member
- Reese Riley - Alternate I
- Vacant - Alternate II
- Stephen Hoyt – Board Engineer
- William J. Rush – Board Attorney
- John McDonough – Board Planner
- Paula Mendelsohn - Board Secretary

Reorganization Meeting Minutes January 15, 2026

Call to Order

The Reorganization Meeting of the Town of Dover Planning Board was called to order at 7:30 p.m. by Clerk Jasmine.

ADEQUATE NOTICE OF MEETING:

The Open Public Meetings Act statement was read into the record BY Jasmine DiGenova.

ROLL CALL

PRESENT: Commissioner Rivera, Commissioner Miller, McDonald, Isselin, Orama, Scarneo, Vizioli, Incera, Riley

ABSENT: Mayor Dodd

EXCUSED: Commissioner Santana

ALSO PRESENT: Paula Mendelsohn, Board Secretary, Jasmine DiGenova, Planning Board Clerk, William J. Rush, Board Attorney, John DeMartinis, representing Stephen Hoyt the Board Engineer.

PLEDGE OF ALLEGIANCE

Was recited by all present.

ELECTION OF OFFICERS

Chairman. Motion made by Commissioner Miller and seconded by Commissioner Incera to appoint **Rafael Rivera** as Chairman. **All in favor vote, 9-0**

Vice Chairman. Motion made by Chairman Rivera and seconded by Commissioner Orama to appoint **Scott Miller** as Vice Chairman. **All in favor vote, 9-0.**

Appointments by Resolution

Secretary Resolution P2026-01. Motion made by Chairman Rivera and seconded by Vice chairman Miller to appoint **Paula Mendelsohn** as Board Secretary. **All in favor vote, 9-0**

Board Attorney Resolution P-2026-02. Motion made by Chairman Rivera and seconded by Commissioner Isselin to appoint **Mr. Rush** as Board Attorney. **All in favor vote, 9-0.**

Board Engineer Resolution P-2026-03. Motion made by Chairman Rivera and seconded by Commissioner Isselin to appoint **Stephen Hoyt** as Board Engineer. **All in favor vote, 9-0.**

Committees

Master Plan Committee: The Board discussed re-establishing a Master Plan Committee. Membership will be reviewed and formalized at a future meeting.

Expedited Waiver Site Plan (EWSP) Committee: Appointments included the Zoning Officer Bill Isselin as chair, Secretary Paula Mendelsohn, and Attorney Glenn Kienz. Motion made by Chairman Rivera and seconded by Commissioner Isselin. **All in favor vote, 9-0.**

Rules and Regulations

The Board confirmed receipt of the Planning Board Rules and Regulations. Motion made by Commissioner Orama and seconded by Vice Chair Miller to adopt The Rules and Regulations of the Town of Dover. **All in favor vote, 9-0.**

Meeting Schedule

The Board confirmed that regular meetings will be held on the **third Thursday of each month at 7:30 PM** at Town Hall. November scheduling conflicts were discussed due to holidays and Town Hall closures; the November meeting will be evaluated and canceled if necessary. Motion made by Commissioner Orama and seconded by Vice Chair Miller to adopt the schedule. **All in favor vote, 9-0.**

Official Newspapers

The Board discussed changes to State law regarding digital public notice requirements and ongoing efforts to ensure compliance and accessibility through the Town website. The following newspapers were designated as official newspapers: *Daily Record*, *Star-Ledger* and, *Citizen*. Motion made by Chairman Rivera and seconded by Vice Chair Miller to adopt the Official Newspapers. **All in favor vote, 9-0.**

Board Memberships

The Board acknowledged continued membership and subscriptions to: New Jersey Planning Officials (NJPO) and, New Jersey Association of Planning and Zoning Administrators.

Public Comment

The meeting was opened to the public. No members of the public were present. Public comment was closed.

Board Discussion

Board members discussed attendance expectations and the importance of regular participation to maintain quorum and ensure fair application review.

The Chair requested advance notice of absences whenever possible and noted the impact attendance has on quorum and voting requirements for applications.

Adjournment

Motion made by Commissioner Orama and seconded by Vice Chair Miller to adopt adjourn the meeting. **All in favor vote, 9-0.**

The meeting was adjourned at **8:51 PM**.

Respectfully submitted,



Paula Mendelsohn
Board of Adjustment Secretary

Dated: 2/19/26

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Regular Meeting Minutes January 15, 2026

Call to Order

Chairman Rivera called the meeting to order at 7:52 pm.

ADEQUATE NOTICE OF MEETING:

The Open Public Meetings Act statement was read into the record By Jasmine DiGenova.

ROLL CALL

PRESENT: Chairman Rivera, Vice Chair Miller, Commissioner McDonald, Isselin, Orama, Scarneo, Vizioli, Incera, Riley.

ABSENT: Mayor Dodd

EXCUSED: Commissioner Santana

ALSO PRESENT: Paula Mendelsohn, Board Secretary, Jasmine DiGenova, Planning Board Clerk, William J. Rush, Board Attorney, and John DeMartinis representing Stephen Hoyt, Board Engineer.

Pledge of Allegiance

The Pledge of Allegiance had previously been conducted; members agreed it was not necessary to repeat.

MINUTES: A motion to approve the minutes of December 15, 2025, meeting made by Commissioner Orama and seconded by Chairman Rivera. **Approved by all present at the December hearing 7-0.**

RESOLUTIONS:

- **P25-09 – 69-75 W. Blackwell Street (Block 1205 Lots 4-7):** Motion to Approve: Commissioner Visioli. Seconded: Commissioner Isselin. **Approved by all present at the December hearing 7-0.**
- **P25-06-86 Millbrook Avenue (Block 1708 Lot 1).** Motion to carry: Commissioner Orama and seconded by Chairman Rivera. **Approved by all 9-0.**

BOARD COMMENTS:

- Chairman Rivera addressed concerns about the increase in apartment developments and potential gentrification. Emphasized the board's responsibility to make informed and prudent decisions to protect the town and its resources, including air and water quality and traffic congestion.
- Commissioner Isselin reviewed the board's existing absenteeism policy: failure to attend four consecutive meetings without an excuse may trigger notification to the appointing authority. Members agreed to monitor attendance and ensure proper notice is provided to absent members.

NEW BUSINESS: None

OLD BUSINESS: None

PUBLIC COMMENT: None

Meeting adjourned at 8:04 PM

Respectfully submitted,



Paula Mendelsohn

Board of Adjustment Secretary

Dated: 2/19/26