**Town of Dover**

**Mayor and Board of Aldermen**

**CAUCUS MEETING MINUTES**

**November 10, 2016 7:00 PM**

The Caucus Meeting of the Mayor and Board of Aldermen was held in council chambers, 37 N. Sussex Street, Dover, New Jersey.

Mayor Dodd called the meeting to order at 7:00 pm

**ROLL CALL:**

Present: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd

Absent: Alderwoman Blackman

Also present were Municipal Clerk Margaret Verga, Administrator Donald Travisano

Municipal Clerk Margaret Verga stated adequate notice was given to the official newspaper

**SUNSHINE LAW STATEMENT**

In accordance with the provisions set forth in the Open Public Meeting Law, notification of this meeting has been sent to all officially designated Town newspapers and notice is posted in the Town Hall.

**MUNICIPAL CORRESPONDENCE:**

1. Ordinance Received from Randolph Twp. Amending the Land Development Ord. to Allow Garden Apts. As a Conditional Use in the R-4 Garden Apt. District.
2. Letter from NJDEP –Suspected Hazardous Discharge Notification – 69 King St.
3. Received Memo from Freeholder Clerk – Municipal Reorganization Meeting Time and Date
4. Public Notice – JCP&L Co. Rate Increase Hearing on 11/14/16 at MC Admin. &
5. Letter MC Joint Insurance Fund 30 year Anniversary
6. Thank You Card Received from the DeGroot Family

**CONSENT AGENDA**

1. Resolution Approving Taxis/Limousines as per Schedule A
2. Resolution Approving the Cancelling of Escrow Balances
3. Resolution Approving Minutes for October 25th Mayor and Board Meeting – Caucus and Regular
4. Resolution Approving the Cancelation of Grant Balances

**AGENDA ITEMS:**

**RESOLUTIONS**

1. Resolution Approving Bills List
2. Resolution Approving a Transfer of Funds
3. Resolution Approving the Renewal of a Liquor License – Attilio’s Tavern LLC
4. Resolution Approving One Day ABC Permits for Casa Puerto Rico on 12/03/16 from 8pm through 2pm and on 12/31/16 from 8pm through 3am
5. Resolution Approving a Shared Service Agreement with the Twp. Of Mount Olive for Health Services

Alderwoman Romaine asked if the shared service agreement with the Twp. Of Mount Olive was just a renewal. Administrator Travisano explained the new contract included nursing services also.

**REGULAR MEETING MINUTES**

**November 10, 2016**

The Regular Meeting of the Mayor and Board of Aldermen was held in council chambers, 37 N. Sussex Street, Dover, New Jersey.

The meeting was called to order by Mayor Dodd at 7:08 pm

**ROLL CALL:**

Present: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd

Absent: Alderwoman Blackman

Also present were Municipal Clerk Margaret Verga, Administrator Donald

Municipal Clerk Margaret Verga stated adequate notice was given to the official newspaper

Mayor Dodd opened the meeting to the public on any agenda items.

Seeing no hands and hearing no voices, Mayor Dodd closed the meeting to the public.

**MAYOR’S REPORT:** Reserved

**ATTORNEY REPORT**:

**CONSENT AGENDA:**

**RESOLUTION**

**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 taxicabs/limos;

**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.

**Schedule A**

**Axels Express Limo & Taxi**

|  |  |  |  |
| --- | --- | --- | --- |
| 2012 Dodge | R334391 | OL4657J | LIMO |
| 2001 Dodge | R410986 | OL5236J | LIMO |
| 2005 Dodge | R288439 | OL2402J | LIMO |

**Elite Limo & taxi**

|  |  |  |  |
| --- | --- | --- | --- |
| 2009 Chrysler | R572292 | OL1369K | LIMO |
| 2007 Chrysler | B186107 | OL1370K | LIMO |

**CITY LIMO & TAXI**

|  |  |  |  |
| --- | --- | --- | --- |
| 2002 Ford | B05504 | OL7729J | LIMO |
| 2004 Lincoln | Y664559 | OL7732J | LIMO |
| 2007 Ford | DA233633 | OL8917J | LIMO |

**FIRST CLASS OF DOVER**

|  |  |  |  |
| --- | --- | --- | --- |
| 2008 Chrysler | B105982 | OL1365K | LIMO |
| 2005 Lincoln | Y631706 | OL3730J | LIMO |
| 2007 Lincoln | Y613302 | OL5814J | LIMO |
| 2006 Lincoln | Y623446 | OL3578J | LIMO |
| 2007 Lincoln | Y606236 | OL3579J | LIMO |
| 2008 Dodge | B170508 | OL9406J | LIMO |
| 2008 Ford | X142646 | OL1364K | LIMO |
| 2008 Dodge | R753117 | OT1188 | TAXI |

**Alderman Romaine has moved the foregoing resolution be adopted and duly seconded by Alderman Visioli and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**RESOLUTION**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN**

**OF THE TOWN OF DOVER FOR APPROVAL OF MINUTES**

 **WHEREAS**, In accordance with the provisions set forth in the Open Public Meeting Law, annual notice has been provided for all Mayor and Board of Aldermen meetings; and

 **WHEREAS**, The Mayor and Board of Aldermen of the Town of Dover held their Public Meetings, and minutes of those meetings were transcribed.

 **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 for approval the minutes for the following meetings:

**October 25, 2016 – Caucus & Regular**

**Alderman Romaine has moved the foregoing resolution be adopted and duly seconded by Alderman Visioli and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**RESOLUTION**

**CANCELLING ESCROW BALANCES**

 WHEREAS, the rules of procedure of the Town of Dover, New Jersey state that a deposit shall be made to cover performance bonds, maintenance fees and escrows and

WHEREAS, deposits have been received from the following:

Claudia Ibarra $500.00

Highlands Real Estate Investment Group $503.31

Millie De Masi $150.00

Centro Cristiano De Morris IDDP Inc. $500.00

Kris Esparza $241.50

Golden Eagle Equipment Service Group Inc. $487.73

for a total of $2,382.54 and said funds are being held in the Trust Other Fund, and

 WHEREAS, the CFO and/or Engineering/Construction have investigated these deposits and have determined that there is no forwarding address available.

 NOW, THEREFORE, BE IT RESOLVED, that these monies have been unclaimed for a period of 6 years or longer and are hereby cancelled for deposit to the Town of Dover General Account.

**Alderman Romaine has moved the foregoing resolution be adopted and duly seconded by Alderman Visioli and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**RESOLUTION**

**RESOLUTION PROVIDING THE**

**CANCELLATION OF GRANT BALANCES**

WHEREAS, there are certain older grant appropriation and receivable balances remaining on completed grant projects; and

WHEREAS, it is necessary to formally cancel these balances.

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 grant appropriation and receivable balances be cancelled:

Grant Title and Grant Year Amount to be cancelled

Hurricane Irene Relief 2011 $500.00

 Total $500.00

**Alderman Romaine has moved the foregoing resolution be adopted and duly seconded by Alderman Visioli and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**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: | $0.00 |
| CURRENT APPROPRIATIONS ACCT claims in the amount of: | $844,236.63 |
| GENERAL CAPITAL ACCT claims in the amount of: | $99,014.12 |
| WATER UTILITY RESERVE ACCT claims in the amount of:  | $0.00 |
| WATER UTILITY ACCT claims in the amount of: | $73,689.34 |
| WATER CAPITAL ACCT claims in the amount of: | $85,182.85 |
| PARKING UTILITY RESERVE ACCT claims in the amount of: | $0.00 |
| PARKING UTILITY ACCT claims in the amount of: | $8,458.73 |
| PARKING CAPITAL ACCT claims in the amount of:  | $998.95 |
| ANIMAL CONTROL TRUST ACCT claims in the amount of: | $0.00 |
| EVIDENCE TRUST ACCT claims in the amount of: | $0.00 |
| RECYCLING TRUST ACCT claims in the amount of: | $0.00 |
| COUNTY FORFEITED ASSETS TRUST ACCT claims in the amount of: | $0.00 |
| FEDERAL FORFEITED ASSETS ACCT claims in the amount of: | $0.00 |
| TRUST/OTHER ACCT claims in the amount of: | $12,824.33 |
| COAH TRUST ACCT claims in the amount of: | $0.00 |
| **TOTAL CLAIMS TO BE PAID** | **$1,124,404.95** |
|  |  |
| BE IT FURTHER RESOLVED that the following claims have been paid prior to the Bill List Resolution in the following amounts: |
|  |  |
| CURRENT APPROPRIATIONS ACCT claims in the amount of: | $0.00 |
| TRUST/OTHER ACCT claims in the amount of: | $0.00 |
| GENERAL CAPITAL ACCT claims in the amount of: | $0.00 |
| WATER UTILITY OPERATING claims in the amount of: | $595.72 |
| **TOTAL CLAIMS PAID** | **$595.72** |
|  |  |
| ***TOTAL BILL LIST RESOLUTION*** | ***$1,125,000.67*** |

**Alderman Romaine has moved the foregoing resolution be adopted and duly seconded by Alderman O’Connor and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Romaine, MacDonald, Toth and O’Connor**

**Nays: None Absent: Alderwoman Blackman Abstained: Aldermen Picciallo Camacho and Mayor Dodd**

**TRANSFER RESOLUTION**

 WHEREAS, there appears to be insufficient funds in the following accounts (excepting the Appropriation of Contingent Expenses or Deferred Charges) to meet the demands thereon for the balance of the year, viz: 2016

 Police OE Recreation OE Public Bldgs & Grds OE

 Sewer OE Administration S & W Code Enforcement OE

 Pub Bldgs & Grds S & W Engineering S & W Code Enforcement S & W

 Police S & W Municipal Clerk OE Sr Citizen Services

 Other Insurance OE

 WHEREAS, there appears to be a surplus in the following accounts (excepting the Appropriation for Contingent Expenses, Down Payments and Capital Improvement Fund) over and above the demand necessary for the balance of the year, viz: 2016

 Board of Health S & W Tax Assessor S & W OEM S & W

 Economic Devel S & W Finance S & W Tax Collection S & W

 Fire S & W Group Insurance OE

 NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover (not less than two thirds of all members thereof affirmatively concurring) that in accordance with the provision of R.S. 40A:4-58, part of the surplus in the accounts heretofore mentioned be and the same are hereby transferred to the account (excepting the Appropriation for Contingent Expenses or Deferred Charges) mentioned as being sufficient to meet the current demands; and

 BE IT FURTHER RESOLVED that the Treasurer be and she is hereby authorized to make the following transfers:

 FROM TO

Board of Health S & W 37,000.00 Police OE 30,000.00

Tax Assessor S & W 2,300.00 Recreation OE 3,000.00

OEM S & W 1,200.00 Public Bldgs & Grds OE 3,000.00

Economic Devel S & W 12,000.00 Sewer OE 2,500.00

Finance S & W 8,000.00 Administration S & W 1,400.00

Tax Collection S & W 600.00 Code Enforcement OE 500.00

Fire S & W 24,700.00 Public Bldgs & Grds S & W 1,000.00

Group Insurance OE 31,000.00 Engineering S & W 29,000.00

Total 116,800.00 Code Enforcement S & W 1,200.00

 Police S & W 40,000.00

 Municipal Clerk OE 700.00

 Sr Citizen Services OE 500.00

 Other Insurance OE 4,000.00

 Total 116,800.00

**Alderman Picciallo has moved the foregoing resolution be adopted and duly seconded by Alderman Romaine and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: Alderman Camacho**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER**

**APPROVING THE RENEWAL OF ALCOHOLIC BEVERAGE LICENSES**

**WHEREAS**, the herein named duly filed applications for renewal of their Alcoholic Beverage Licenses for their respective premises as shown on Schedule A for July 1, 2016 to June 30, 2017; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Dover that said applications be approved and that the respective licenses be granted; and

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

**SCHEDULE A**

**2016/2017 LIQUOR LICENSES**

ATTILIOS TAVERN LLC 715 ROUTE 10 EAST 1409-33-017-006

(INACTIVE LICENSE) WHIPPANY, NJ 07981

**Alderman Visioli has moved the foregoing resolution be adopted and duly seconded by Alderman Picciallo and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**RESOLUTION**

**WHEREAS**, Casa Puerto Rico, Inc., filed an application for their **fifth and sixth** Special Permits for Social Affairs to be held at the 50 W. Blackwell Street; and

**WHEREAS**, Casa Puerto Rico, Inc., a non-profit organization is permitted to have twenty-five events per year; and

**WHEREAS**, the Police Chief will determine what special conditions if any are needed.

**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 following applications for Alcoholic Beverage Social Affair Permit(s) be approved:

1. Casa Puerto Rico is approved for a fund raising event (#5) to be held on Saturday, December 3, 2016 from 8:00 pm through 2:00 am and event (#6) to be held on Saturday, December 31, 2016 from 8:00pm through 3:00am.
2. This approval is conditioned upon security satisfactory to the Town of Dover Chief of Police being in place for this event.

**Alderman Camacho has moved the foregoing resolution be adopted and duly seconded by Alderman Picciallo and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN**

**OF THE TOWN OF DOVER**

**APPROVING INTERLOCAL HEALTH SERVICE AGREEMENT**

 WHEREAS, the Town of Dover is in need of an appointed Health Officer pursuant to N.J.S.A. 26:3A, 2-14; and

 WHEREAS, the Township of Mt. Olive is willing to enter into a Shared Service Agreement pursuant to N.J.S.A. 40A:65-1 *et. seq.* ; and

 WHEREAS, Mt. Olive will provide and deliver the services of a properly licensed, full-time health officer and registered environmental health specialist together with such other properly trained and experienced personnel as may be required to discharge the duties of public health activity within the territorial jurisdiction of the Town of Dover; and

 WHEREAS, the minimum standards of performance required under the terms of this agreement shall be in accordance with N.J.S.A. 26:3A, 2-1 *et. seq.* and N.J.A.C. 8:52-1.1, *et. seq.* ; and

 WHEREAS, the cost to the Town of Dover for the year 2017 shall be $98,572.00 for the administrative health officer, the registered environmental health specialist, nursing and health education services. For year 2018 the total cost shall be $100,544.00; and

 WHEREAS, payments will be made quarterly in 2017 in the amount of $24,643.00 and quarterly for the year 2018 in the amount of $25,136.00; and

 WHEREAS, Mt. Olive will provide a certificate of insurance in the general liability amount of $1,000,000/$3,000,000 and agrees to indemnify and hold harmless Dover from all claims; and

 WHEREAS, this agreement will be for a period of two years commencing in January of 2017 and extending through December 2018; and

 WHEREAS, either party may terminate the agreement upon six months’ written notice;

 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. There is hereby approved the entry of a Shared Services Agreement with the Township of Mt. Olive for a health officer, registered environmental health specialist and health education services upon the terms and conditions set forth above;

 2. The administrator and municipal attorney are authorized to review and approve a contract based upon the terms set forth herein;

 3. The mayor and clerk are hereby authorized to execute such contract as approved by the administrator and municipal attorney.

**Alderman Romaine has moved the foregoing resolution be adopted and duly seconded by Alderman Picciallo and passed by the following roll call vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**PUBLIC COMMENTS**

Mayor Dodd opened the meeting to the public.

Seeing no hands and hearing no voices, Mayor Dodd closed the portion to the public.

**Motion to adjourn made by Mayor Dodd at 7:06 pm,**

**and duly seconded by Alderwoman Romaine passed by the following voice vote.**

**Ayes: Aldermen Visioli, Picciallo, Romaine, MacDonald, Toth, O’Connor, Camacho and Mayor Dodd**

**Nays: None Absent: Alderwoman Blackman Abstained: None**

**Respectfully submitted,**

**Margaret J. Verga, Municipal Clerk**