



TOWN OF DOVER

MAYOR AND BOARD OF ALDERMEN

CAUCUS MEETING MINUTES
DECEMBER 28, 2018 10:00 AM

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 Picciallo, Romaine, Blackman, MacDonald, O'Connor, Camacho and Mayor Dodd
Absent: Aldermen Visioli & Toth

Also present were Administrator Donald Travisano, Town Attorney Jarrid Kantor and Municipal Clerk Tara Pettoni.

Municipal Clerk Tara Pettoni 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. Received from NJ League of Municipalities—Weekly Update—December 14, 2018
2. Received from NJ League of Municipalities—Weekly Update—December 21, 2018
3. Received from the NJDEP—Weekly Update—December 14, 2018
4. Received from the NJDEP—Weekly Update—December 20, 2018
5. Received from the NJDEP—Re: Regional Greenhouse Gas Initiative Rule Proposals

CONSENT AGENDA

1. Resolution Approving a Transfer Resolution
2. Resolution Approving the Minutes for the November 27, 2018 Caucus and Regular

RESOLUTIONS

1. Resolution Approving Bills List
2. Resolution Approving Personnel Action
3. Resolution Approving the Minutes for the January 1, 2018 Reorganization Meeting
4. Resolution Approving the Minutes for the December 11, 2018 Caucus and Regular
5. Resolution Approving the Memorandum of Agreement between the Town and OPEIU Local 32
6. Resolution Authorizing the Employment Agreement between the Town of Dover and Public Safety Director
7. Resolution Authorizing the Employment Agreement between the Town of Dover and Director of Economic Development
8. Resolution Authorizing the Employment Agreement between the Town of Dover and Director of Public Works
9. Resolution Pre-Qualifying Professional Services Related to Legal Services
10. Resolution Pre-Qualifying Professional Services Related to Engineering, Architecture, Surveying, Construction Management, Grant Procurement, Financial Services & IT
11. Resolution Authorizing the Award of a Contract to Johnston Communications
12. Resolution to Enter into Executive Session—Litigation

**REGULAR MEETING MINUTES
DECEMBER 28, 2018**

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 7:00 PM

ROLL CALL:

Present: Aldermen Picciallo, Romaine, Blackman, MacDonald, O'Connor, Camacho and Mayor Dodd

Absent: Aldermen Visioli & Toth

Also present were Administrator Donald Travisano, Town Attorney Jarrid Kantor and Municipal Clerk Tara Pettoni.

Municipal Clerk Tara Pettoni stated adequate notice was given to the official newspaper.

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

John Schmidt—Gloucester City, Camden County—Mr. Schdmit raised concern with Ordinance 15-2018 and the adoption procedure.

Stacey Gregg—40 Sunrise Road, Rockaway Township—Ms. Gregg mentioned that the agenda was revised after she reviewed it on the Town website.

CONSENT AGENDA:

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: 2018

Town Clerk OE	Mayor & Board S & W	Mayor & Board OE
Legal OE	Construction S & W	Code Enforcement OE
Police S & W	Fire S & W	Fire Prevention S & W
OEM S & W	Streets & Roads OE	Recycling S & W
Sewer S & W	Public Bldgs & Grds S & W	Public Bldgs & Grds OE
Health S & W	Recreation OE	Utilities OE
Social security/med OE		Municipal Court 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: 2018

Group Insurance

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

CURRENT APPROPRIATIONS RESERVE ACCT claims in the amount of:	\$0.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$410,708.66
GENERAL CAPITAL ACCT claims in the amount of:	\$169,825.21
WATER UTILITY RESERVE ACCT claims in the amount of:	\$0.00
WATER UTILITY ACCT claims in the amount of:	\$65,036.95
WATER CAPITAL ACCT claims in the amount of:	\$1,370.00
PARKING UTILITY RESERVE ACCT claims in the amount of:	\$0.00
PARKING UTILITY ACCT claims in the amount of:	\$4,560.13
PARKING CAPITAL ACCT claims in the amount of:	\$0.00
ANIMAL CONTROL TRUST ACCT claims in the amount of:	\$99.68
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:	\$776.55
COAH TRUST ACCT claims in the amount of:	\$0.00
TOTAL CLAIMS TO BE PAID	\$652,377.18

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:	\$0.00
CURRENT APPROPRIATIONS ACCT claims in the amount of:	\$2,135.00
GENERAL CAPITAL ACCT claims in the amount of:	\$0.00
WATER UTILITY OPERATING claims in the amount of:	\$0.00
TOTAL CLAIMS PAID	\$2,135.00
TOTAL BILL LIST RESOLUTION	\$654,512.18

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

Ayes: Aldermen Picciallo, Romaine, MacDonald, O'Connor & Mayor Dodd
Nays: Alderman Blackman **Absent: Aldermen Visioli & Toth**
Abstained: Alderman Camacho

PERSONNEL ACTION RESOLUTION

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 annual, hourly salaries and wages as set forth hereunder be and hereby are established for the officials and listed employees of the Town of Dover at the respective sums shown following their names and or position designation following their name listed below.
2. This resolution directs the Treasurer of the Town of Dover to withhold such monies from individual salaries and wages so there is no advance payment of salaries and wages and annual sums may be adjusted through December 31, 2018.

PROMOTIONS:

Jeromy Allen	Truck Driver	\$51,320	12/1/2018
Dale Bixler	Water Repairer	\$55,732	12/1/2018
Ronald J. Camacho	Police Sergeant	\$135,598	12/12/2018
Oxmani Corona	Police Sergeant	\$135,598	12/12/2018
John Delaney	Police Captain	\$145,653	12/12/2018
Justin Gabrys	Deputy Police Chief	\$155,000	12/12/2018
Thomas Kratz	Water Repairer	\$55,732	12/1/2018
Gerald Libby	Library Page	\$8.67/hr.	1/1/2018

Anthony Liguori	Police Sergeant	\$135,598	12/12/2018
Gabriela Luna	Library Supervisor	\$21.12/hr.	1/1/2018
Scott Mack	DPW General Supervisor	\$80,000	1/1/2019
Cory Murdter	Water Repairer	\$49,865	12/1/2018
William Newton	Police Captain	\$145,653	12/12/2018
Henry Nieves	Supervisor	\$70,000	1/1/2019
Bruno Parente	Bldg. Maint. Worker	\$42,868	1/1/2018
John Rotondo	Motor Vehicle Operator	\$39,727	1/1/2018
Beverly Rowan	Librarian I	\$24.16/hr.	1/1/2018
Wilson Sarmiento	Maint. Worker 1/Grounds	\$43,632	1/1/2018
Anthony Smith	Police Chief	\$161,200	12/12/2018
Sharon Wagner	Payroll Clerk	\$65,000	1/1/2018
Ashley Wilson	Deputy Municipal Dept. Head	\$65,000	1/1/2018

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

Ayes: Aldermen Picciallo, Romaine, Blackman, MacDonald, O'Connor & Mayor Dodd
Nays: None **Absent: Aldermen Visioli & Toth** **Abstained: Alderman Camacho**

**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:

January 1, 2018 – Reorganization Meeting

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

Ayes: Aldermen Picciallo, Romaine, MacDonald, O'Connor, Camacho & Mayor Dodd
Nays: Alderman Blackman **Absent: Aldermen Visioli & Toth** **Abstained: None**

**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:

December 11, 2018 – Caucus & Regular

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

Ayes: Aldermen Picciallo, Romaine, O'Connor, Camacho & Mayor Dodd
Nays: Alderwoman Blackman **Absent: Aldermen Visioli & Toth**
Abstained: Alderman MacDonald

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AUTHORIZING EXECUTION OF MEMORANDUM OF AGREEMENT (MOA) WITH THE OPEIU LOCAL 32

WHEREAS, the Town of Dover and Local 32 are parties to a collective bargaining agreement which expired on December 31, 2018; and

WHEREAS, the parties have engaged in negotiations; and

WHEREAS, those negotiations have resulted in an agreement for a five (5) year contract commencing January 1, 2019 through December 31, 2023; and

WHEREAS, a copy of the MOA is attached hereto;

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. The Town Administrator is hereby authorized to execute the MOA between Dover and Local 32 in substantially the same form as it is attached hereto.
2. The Mayor and Clerk are also authorized to execute a contract drafted in accordance with the Memorandum of Agreement.

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

Ayes: Aldermen Picciallo, Romaine, Blackman, MacDonald, O'Connor, Camacho & Mayor Dodd
Nays: None **Absent: Aldermen Visioli & Toth** **Abstained: None**

RESOLUTION AUTHORIZING EMPLOYMENT AGREEMENT

WHEREAS, the Mayor and Board of Aldermen of the Town of Dover desire to authorize the Mayor to enter into an Employment Agreement, with Daniel DeGroot, for the position of, Director of Public Safety on behalf of the Town;

NOW, THEREFORE BE IT RESOLVED that the Mayor is hereby authorized to execute an Employment Agreement between the Town and Daniel DeGroot, in substantially the form on file with the Municipal Clerk and incorporated herein.

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

Ayes: Aldermen Picciallo, Romaine, MacDonald, O'Connor, Camacho & Mayor Dodd
Nays: Alderwoman Blackman **Absent: Aldermen Visioli & Toth** **Abstained: None**

RESOLUTION AUTHORIZING EMPLOYMENT AGREEMENT

WHEREAS, the Mayor and Board of Aldermen of the Town of Dover desire to authorize the Mayor to enter into an Employment Agreement, with William Reyes, for the position of, Director of Economic Development, Community Affairs and Recreation on behalf of the Town;

NOW, THEREFORE BE IT RESOLVED that the Mayor is hereby authorized to execute an Employment Agreement between the Town and William Reyes, in substantially the form on file with the Municipal Clerk and incorporated herein.

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5, et seq., this Board has determined to implement a fair and open process for the procurement of such services; and

WHEREAS, a Request for Qualifications (“RFQ”) was issued for calendar year 2019 and responses were received; and

WHEREAS, having considered the recommendation of the Town Administrator and Town Engineer, the Mayor and Board of Aldermen of the Town of Dover has determined that the attached list of firms should be pre-qualified to provide said services; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Dover that the attached list of ENGINEERING, ARCHITECTURE, SURVEYING, CONSTRUCTION MANAGEMENT, GRANT PROCUREMENT, FINANCIAL SERVICES AND IT firms are hereby approved and deemed pre-qualified to provide the necessary services as outlined above; and

BE IT FURTHER RESOLVED that the Town Administrator is hereby directed to utilize the attached list of firms to provide the necessary services as outlined herein for the period of January 1, 2019 through December 31, 2019.

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

Ayes: Aldermen Picciallo, Romaine, MacDonald, O’Connor, Camacho & Mayor Dodd
Nays: Alderwoman Blackman **Absent: Aldermen Visioli & Toth** **Abstained: None**

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF DOVER
AUTHORIZING THE AWARD OF A CONTRACT UNDER NEW JERSEY STATE CONTRACT T-1316
CONTRACT 80802 AND 8-UCCP COOP BID #42-2017 TO JOHNSTON COMMUNICATIONS

WHEREAS, the Town of Dover purchased the property known as 1-3-5 West Blackwell Street in the Town of Dover to locate Dover’s new town hall and the Town has commenced the process of renovating the building to accommodate same; and

WHEREAS, as part of the renovation, the Town has engaged the services of Johnston Communications to provide the following services to the new town hall: (1) Building cabling for all systems; (2) Building Video Surveillance System; (3) Building Phone System Expansion; (4) Building Access Control; (5) Building Burglar System; (6) Building Burglar Monitoring System; and (7) Multimedia for Council Chambers and Conference Rooms; and

WHEREAS, the Town of Dover has received a proposal from Johnston Communications for the above services under New Jersey State Contract T-1316 Contract 80802 and Union County Co-op 8-UCCP Coop Bid# 42-2017; and

WHEREAS, the Town Administrator recommends the award of a contract to Johnston Communications, PO Box 390, Kearney, New Jersey under New Jersey State Contract T-1316 Contract 80802 and Union County Co-op 8-UCCP Coop Bid# 42-2017 in an amount not to exceed \$592,398.43; and

WHEREAS, the CFO has certified that sufficient funds are available and the Certification of Availability of Funds is on file in the office of the Municipal Clerk; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Board of Aldermen of the Town of Dover authorizes the Mayor and Municipal Clerk to enter into a contract with Johnston Communications, PO Box 390, Kearney, New Jersey under New Jersey State Contract T-1316 Contract 80802 and Union County Co-op 8-UCCP Coop Bid# 42-2017 in an amount not to exceed \$592,398.43 for the following services to the new town hall: (1) Building cabling for all systems; (2) Building Video Surveillance System; (3) Building Phone System Expansion; (4) Building Access Control; (5) Building Burglar System; (6) Building Burglar Monitoring System; and (7) Multimedia for Council Chambers and Conference Rooms; and

BE IT FURTHER RESOLVED that written contract shall be prepared to be executed by the parties and that a copy of this Resolution, the Business Entity Disclosure Certification and Contract shall be placed on file with the Town Clerk.

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

Ayes: Aldermen Picciallo, Romaine, Blackman, MacDonald, O’Connor, Camacho & Mayor Dodd
Nays: None **Absent: Aldermen Visioli & Toth** **Abstained: None**

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

WHEREAS, the Open Public Meetings Act provides that the Mayor and Board of Aldermen may go into executive session to discuss matters that may be confidential or listed pursuant to N.J.S.A. 10:4-12; and

WHEREAS, it is recommended by the Town Attorney and Administrator that the Mayor and Town Committee go into executive session to discuss matters set forth hereinafter which are permissible for discussion in executive session; now, therefore,

BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Dover shall go into executive session to discuss the following items:

Litigation/Potential Litigation – N.J.S.A. 10:4-12(b)(7)

Dickerson v. Town of Dover (Tax Appeal)

Official Action may be taken.

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

**Ayes: Aldermen Picciallo, Romaine, Blackman, MacDonald, O'Connor, Camacho & Mayor Dodd
Nays: None Absent: Aldermen Visioli & Toth Abstained: None**

Mayor Dodd opened the meeting to the public.

John Schmidt—Gloucester City, Camden County—Mr. Schmidt had questions regarding the advertising for Town Meetings. He also spoke about the adoption of Ordinance 15-2018 and following OPMA. Mr. Schmidt also commented on the proposed Reorganization Meeting date.

Stacey Gregg—40 Sunrise Road, Rockaway Township—Ms. Gregg advised that the Town of Dover should follow OPMA to avoid issues similar to Rockaway Township.

Mayor Dodd made the motion to adjourn at 11:20 AM and Alderswoman Romaine the motion and duly seconded and passed it by the following voice vote.

Respectfully submitted,

Tara Pettoni, Municipal Clerk