



DELAWARE TOWNSHIP
COMMITTEE REORGANIZATION
MEETING MINUTES
January 2, 2020 - 6:30 P.M.

Township Clerk Jodi McKinney called the Delaware Township 2020 Reorganization meeting of the Delaware Township Committee to order on January 2, 2020 at 6:30 p.m. at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Route 604) in Sergeantsville, New Jersey.

PLEDGE TO THE FLAG

Mrs. McKinney led the assembly in the Pledge of Allegiance to the Flag.

NOTICE REQUIREMENTS

Mrs. McKinney announced that the Notice Requirements provided for in the Open Public Meetings Act have been satisfied. Notice of this meeting was properly given by transmission to the Hunterdon County Democrat, Trenton Times, Courier News, and Star Ledger, by posting at the Delaware Township Municipal Building, and by filing with the Township Clerk all on December 14, 2019.

STATEMENT OF ELECTIONS

Township Clerk read the Statement of Elections from the November 5, 2019 election whereby Joseph Vocke was duly re-elected as member of the Township Committee for a three-year term ending 12/31/22.

OATHS ADMINISTERED

Attorney Joseph Tauriello administered Oath of Office to Joseph Vocke to serve as member of the Township Committee for three-year term expiring December 31, 2022.

ROLL CALL: Present: Joseph Vocke, James Waltman, Susan Lockwood, Charles Herman
Absent: Daniel Kwasnik

ELECTION OF MAYOR

Attorney Tauriello asked for nominations for Mayor for 2020.

Mr. Waltman nominated Charles Herman as Mayor for 2020, and Mr. Vocke seconded the nomination. There were no further nominations. Members present unanimously approved the motion to elect Charles Herman to serve as Mayor for 2020 by a roll call vote.

ROLL CALL: Present: Joseph Vocke, James Waltman, Susan Lockwood, Charles Herman
Absent: Daniel Kwasnik

BE IT RESOLVED that Charles Herman shall be named Mayor for the year 2020 and shall assume all the duties of Mayor, including the signing of official documents and checks.

ELECTION OF DEPUTY MAYOR

Mayor Herman asked for nominations for Deputy Mayor. Mr. Vocke nominated James Waltman as Deputy Mayor for 2020, and Mr. Herman seconded the motion. There were no further nominations. Members present unanimously approved the motion to elect James Waltman to serve as Deputy Mayor for 2020 by a roll call vote.

ROLL CALL: Present: Joseph Vocke, Susan Lockwood, Charles Herman
Abstain: James Waltman
Absent: Daniel Kwasnik

BE IT RESOLVED that James Waltman shall be named Deputy Mayor for the year 2020 and will assume all the duties of the Mayor in his absence, including the signing of official documents and checks.

TOWNSHIP COMMITTEE ASSIGNMENTS

Member reviewed the following list of Committee assignments.

Public Works Commissioner – Joseph Vocke
Public Works Commissioner – Daniel Kwasnik
Public Safety Commissioner – James Waltman
Deputy Public Safety Commissioner – Dan Kwasnik
Finance Commissioners – Susan Lockwood and James Waltman
Personnel Commissioners – Charles Herman and Susan Lockwood
Board of Education Liaison – Joseph Vocke
HCRHS Liaison - Charles Herman
Senior Citizen Liaison - all Committee members as available
Open Space Liaison – Susan Lockwood
Municipal Court Liaison - James Waltman
Insurance Commissioner - Diane McDaniel
Alternate Insurance Commissioner – Charles Herman
Pipeline Commissioner - Susan Lockwood
Contract Negotiators - Joseph Vocke and Daniel Kwasnik
Energy Aggregation Liaison - Susan Lockwood

Mrs. Lockwood motioned to approve these appointments. Mr. Waltman seconded the motion, and members present unanimously approved the motion by an all on favor vote.

ADOPTION OF PARLIAMENTARY PROCEDURES

Mr. Waltman motioned to adopt Robert's Rules for parliamentary procedure at Committee meetings, Mrs. Lockwood seconded the motion, and members present unanimously approved the motion by an all in favor vote.

AUTHORIZATION TO SIGN CHECKS AND OFFICIAL DOCUMENTS AND STATEMENTS

Mrs. Lockwood motioned to authorize the Mayor, Deputy Mayor, Township Clerk, Treasurer, and Deputy Treasurer to sign checks, official documents and statements for Delaware Township. Mr. Waltman seconded the motion and members present unanimously approved the motion by roll call vote.

ROLL CALL: Present: Joseph Vocke, James Waltman, Susan Lockwood, Charles Herman
Absent: Daniel Kwasnik

APPOINTMENTS FOR 2020 - OATHS OF OFFICE

Members reviewed the following list of appointments for 2020. All appointments expire 12/31/20 unless otherwise noted.

Auditor – William Colantano, RMA – Professional Service Agreement with Firm of Bedard, Kurowicki & Co., CPA's, PC
Joint Court Auditor – Robert W. Swisher, RMA – Professional Service Agreement with Firm of Suplee, Clooney & Company
Township Engineer and Stormwater Administrator – C. Richard Roseberry, P.E. – Professional Service Agreement with Firm of Maser Consulting P.A.
Township Attorney – Joseph Tauriello, Esq. – Professional Service Agreement with Firm of

Joseph Tauriello, Esq., P.C.
Labor Attorney – John R. Lanza, Esq. – Professional Service Agreement
COAH Planner – Kyle+McManus Associates – Professional Service Agreement
Hydrogeologists – Robert L. Zelley, P.G. and Thomas E. Dwyer, P.G. Professional Service Agreement with Firm of Maser Consulting P.A.
Environmental Consultant – Kevin Jamieson - Professional Service Agreement with Firm of Maser Consulting P.A.
Continuing Disclosure Agent and Independent Registered Municipal Advisor - Mary Lyons – Professional Service Agreement with Firm of Phoenix Advisors, LLC
Historic Architect - John Bolt, AIA – Professional Service Agreement
Historic Consultant - Dennis Bertland
Public Defender – Stanley J. Troy, Esq. – Professional Service Agreement
Prosecutor –John E. Lanza, Esq.
Magistrate – Edward Martin, Esq.
Court Clerk – Jennifer Budrewicz
Risk Management Consultant – Richland Knowles Agency
General Assistance – Hunterdon County Board of Social Services
Township Clerk –Jodi McKinney
Affirmative Action/Equal Employment Opportunity Compliance Officer –Jodi McKinney
Municipal Improvement Search Officer – Jodi McKinney
Deputy Township Clerk –
Registrar – Jodi McKinney, Registrar
Deputy Registrar –, Deanna Higgins, CMR
Municipal Finance Officer –Diane McDaniel, CMFO/Treasurer
Deputy Finance Officer – Danene Gooding, CTC
Deputy Treasurer –Danene Gooding, CTC
LOSAP Administrator –Diane McDaniel, CMFO
Tax Collector – Danene Gooding, CTC
Tax Search Officer – Danene Gooding, CTC
Tax Assessor – Michelle Trivigno, CTA (Tenured)
Certification Officer – Michelle Trivigno, CTA
Alternate Certification Officer – Planning Board – Kathleen Klink
Alternate Certification Officer – Board of Adjustment – Kathleen Klink
Planning Board Administrative Officer – Kathleen Klink
Board of Adjustment Administrative Officer – Kathleen Klink
Board of Health Secretary – Danene Gooding
Animal Licensing Agent – Deanna Higgins
Animal Control Officer – Animal Control Solutions
Perc Test Witness – Robert Kleckner
Alternate Perc Test Witness – Peter Enea
COAH Municipal Housing Liaison – Kathleen Klink
COAH Administrative Agent –Kathleen Klink
COAH Trust Fund Administrator –Diane McDaniel, CFO
Payroll Clerk – Diane McDaniel
Public Agency Compliance Officer – Diane McDaniel
Open Space Coordinator –
Police Chief – Phillip C. Cane
Special Police Officer, Class I – Jeff Jones
Special Police Officer, Class II – Michael O'Rourke
Emergency Management Coordinator – Phillip C. Cane
Deputy Emergency Management Coordinator – William Powell
911 Coordinator – Sean Conway
Director of Public Works – Jay Trstensky
Deputy Director of Public Works –
Construction Office Technical Assistant –Tammy Oberly
Construction Code Official – Philip Izzo (Tenured)
Fire Protection Subcode Official – Philip Izzo (Tenured)
Building Subcode Official – Phil Izzo (Tenured)
Building Inspector, Fire Protection Inspector, ADA Coordinator, Substitute Electrical Subcode Official, Substitute Electrical Inspector, Substitute Plumbing Inspector, and Substitute Mechanical Inspector – Phil Izzo

Plumbing Subcode Official – Phil Izzo
Plumbing Inspector, Mechanical Inspector, Substitute Construction Code Official, and Substitute Building Inspector –Phil Izzo
Electrical Subcode Official – Peter Buchanan (Tenured)
Electrical Inspector, Substitute Building Inspector, and Substitute Construction Code Official – Peter Buchanan
Zoning Officer – Michael Mullin
Local Floodplain Administrator – Michael Mullin
Flood and Hazard Mitigation Administrative Assistant – Diane McDaniel
Fire Protection Inspector – State of New Jersey
Arborist – A. R. Willey
Senior, Disabilities & Veterans Services Liaison – Paulette Luxich
Township Historian – Historic Advisory Committee
Township Physician – Hunterdon Medical Center Occupational Health Services
Solid Waste Advisory Council Representative – Kathleen Klink
Solid Waste Advisory Council Alternate Representative – Tony Szwed
Clean Communities Coordinator – Kathleen Klink
Recycling Coordinator – Kathleen Klink
Deputy Recycling Coordinator – Jay Trstensky
County Agriculture Development Board Liaison – Interim Appointment Dave Bond
Delaware River Management Committee Representative – Roger Locandro, Sr.
Fire Police – John Grimm, Michel Lemmerling, Jonathan Perlman

Official Newspapers - Hunterdon County Democrat
Trenton Times, Courier News

Township Depositories –
Northfield Bancorp, Inc.
PNC Bank
New Jersey Cash Management
TD Bank
County Educators’ Federal Credit Union
Affinity Credit Union

2020 Board, Commission, and Committee Appointments/Reappointments with term expiration dates.

DTMUA (5 year term unless otherwise indicated)

John Sterbinsky- Chair/Member	1/31/24
Tom Warren- Vice Chair/Member	1/31/24
James Mathews-Member/Treasurer	1/31/23
Mario Russo, 1 st alternate	1/31/23
Joseph Vocke, Alternate II	1/31/20
Tim Drew, Member, Executive Secretary	1/31/22

Board of Adjustment (4 year term unless otherwise indicated)

Scott Emmons, Member	12/31/23
Elizabeth Gilbreath, Member	12/31/23
Caine Fowler, Member	12/31/22
Charles Cline, Member	12/31/20
Tom Warren, Member	12/31/20
Michael Manley, Member	12/31/22
Andrea Abbott-Kenyon, Member	12/31/20
Cullen McAuliffe, Alternate I	12/31/20
Tony Szwed, Alternate II	12/31/21
Charles Cline, Liaison to Planning Board (1 year)	12/31/20
Caine Fowler, Alternate Liaison to Planning Board (1 year)	12/31/20

Planning Board (4 year term unless otherwise indicated)

Rosalind Westlake, Chairperson	
Charles Herman, Class I (1 year)	12/31/20
Elliott Grey, Class II	12/31/20

Joseph Vocke, Class III (1 year)	12/31/20
Kathy Katz, Class IV	12/31/20
Rosalind Westlake, Class IV	12/31/23
Larry Coffey, Class IV	12/31/20
Dave Bond, Vice Chair/Class IV	12/31/21
Russell Cresolini, Class IV	12/31/22
Joan Bailey, Class IV	12/31/22
Ron Tyranski, Alternate I	12/31/20
Richard McCumber, Alternate II	12/31/21
Kathy Katz, Liaison to Environmental Commission (1 year)	12/31/20
Charles Cline, Liaison to Board of Adjustment (1 year)	12/31/20
Caine Fowler, Alternate Liaison to Board of Adjustment (1)	12/31/20

Environmental Commission (3 year term unless otherwise indicated)

Tony Szwed, Chairperson (1 year)	12/31/20
Kathy Klink, Member	12/31/21
Roger Locandro, Member	12/31/21
John Kafarski, Member	12/31/22
Kathy Katz, Member	12/31/20
Tony Szwed, Member	12/31/22
Susan Lockwood, Member	12/31/21
Donna Dahinger, Alternate I	12/31/20
Mary Anne Royal, Alternate II	12/31/21
Joseph Kurowski, Advisor	12/31/20
Alan Scott, Advisor	12/31/20
Linda Bradway, Advisor	
Matthew Baldwin, Advisor	
Rich Mongelli, Advisor	
Kathy Katz, Liaison to Planning Board (1 year)	12/31/20
Susan Lockwood, Liaison to Township Committee (1 year)	12/31/20

Recreation Commission (3 year term unless otherwise indicated)

Brian Sulewski, Chairperson	12/31/20
Steve Smotrich, Vice Chairperson	12/31/20
Julie Luster-Roell, Member	12/31/21
Brian Sulewski, Member	12/31/22
Steve Smotrich, Member	12/31/21
Tim Drew, Member	12/31/21
Linda Ubry, Member	12/31/21
Timothy J. Soltis, Member	12/31/20
Judith Allen, Member	12/31/22
Charles Herman, Alternate I	12/31/21
Tim Drew, Liaison – DTAA	12/31/20
Chad Bower, Alternate Liaison-DTAA	12/31/20
Charles Herman, Liaison – Twp Comm	12/31/20
VACANT, Senior Citizen Liaison	12/31/20
, – DTS Liaison	12/31/20
Kristen Devlin – Alternate DTS Board Liaison	12/31/20
Connor Devlin, Teen Liaison	12/31/20
Toby Ruttenberg, Teen Liaison	12/31/20
Aiden Ricci, Teen Liaison	12/31/20

Board of Health (4 year term unless otherwise indicated)

Michael Textores, Chairperson	12/31/20
Norman Strauss, Member	12/31/20
Katie Hooven, Member	12/31/22
Jorge Berkowitz, Alternate I	12/31/20
Chadd Tindall, DVM Member	12/31/21
Michael Bokach, Member	12/31/21
Peter Sudano, Member	12/31/22

Jim Vena, Alternate II

12/31/20

Agricultural Advisory Committee (1 year term)

Larry Coffey, Liaison
David Bond
Steve Spayd
Glenn Brewer
Christian Bench

Open Space Committee (follows term on the Board that the member represents unless otherwise indicated)

Rosalind Westlake, Chairperson	12/31/20
Rosalind Westlake, Class IV Member	12/31/20
Steve Smotrich, Recreation Commission Member	12/31/20
Emmy Drew, At Large Member	12/31/20
Joshua Goldman, At Large Alternate	12/31/20
Brendan Burns, At Large Member	12/31/20
Don Scholl, At Large Member	12/20/20
Josh Petruchelli, Advisor	12/20/20
Larry Coffey, Planning Board Liaison	12/31/20
Rosalind Westlake, Planning Board Alternate/Member	12/31/20
, Environmental Commission Liaison	12/31/20
Susan Lockwood, Environmental Commission Alternate	12/31/20

Shade Tree Commission (5 year term unless otherwise indicated)

Bob Hornby, Chairperson	12/31/20
Bob Hornby, Citizen Member	12/31/20
A.R. Willey, Citizen Member	12/31/23
Caroline Suesserman, Citizen Member	12/31/22
Larry Coffey, Class IV Member	12/31/20
Susan Lockwood, Alternate I	12/31/20
Kathy Klink, Alternate II (2 years)	12/31/21
Kevin LaVoie, Employee Member	12/31/22
Tony Szwed, Member of Environmental Commission	12/31/20
Cathy Pouria, Liaison to DTS Board of Education (1 year)	12/31/20
Larry Coffey – Planning Board Liaison	12/31/20
Daniel Kwasnik, Liaison to Township Committee (1 year)	12/31/20
Les Alpaugh, Advisor	12/31/20

Newsletter Committee (1 year term)

Susan Lockwood, Editor
Mary Coffey
Alison Wehringer
Bob Hornby
Sally Gullette

Pipeline Committee (1 year term)

, Chair
Susan Lockwood
Charles Cline
Steve Mania
Sam Thompson
Larry Coffey
Joy Stocke
Dein Shapiro
Bob Wolferz

COAH Committee (1 year term)

Susan Lockwood
Kathy Klink
Kristin McCarthy

Stormwater Management Committee (1 year term)

Charles Herman
Jay Trstensky, DPW
Bill Powell
Leslie Sauer -
C. Richard Roseberry, P.E., Township Engineer

Farmers' Market Committee (3 year term unless otherwise indicated)

Anthony Leone Chairperson
James Waltman, Liaison to Township Committee

Historic Advisory Committee (1 year term)

Chuck Taylor, Chairman
Tim Davis, Vice Chair
Robert Chamberlain
Joseph Vocke
Marilyn Cummings
Marfy Goodspeed
Liza Davis
Nancy Bond

Flood and Hazard Mitigation Committee (1 year term)

Joseph Vocke
Phillip C. Cane
Bill Powell
Sean Conway
Jay Trstensky
Robert Streilein
Leslie Sauer
Phil Izzo
C. Richard Roseberry, P.E., Township Engineer
Diane McDaniel, Flood and Hazard Mitigation Administrative Assistant

Quarry Compliance Committee (1 year term)

James Waltman
Kathy Katz
Joseph Chrobak – Trap Rock
Dave Bond Liaison of Planning Board
C. Richard Roseberry, P.E., Township Engineer

IT Subcommittee (1 Year Term)

James Waltman
Cathy Edwards

Pedestrian Safety Subcommittee

Tim Soltis
Jody Williams
Alan Johnson
Cathy Pouria

Mr. Vocke motioned to approve these 2020 appointments. Mr. Waltman seconded the motion, and members present unanimously approved these appointments by an all in favor vote.

Roll Call Vote: Ayes – Vocke, Lockwood, Waltman, Herman
Nays and abstain –None
Absent: Daniel Kwasnik

Mayor Charles Herman administered the Oath of Office to officials and members of the audience who were appointed tonight to various Township Boards/Commissions/Committees.

EMPLOYEE BONDS AND INSURANCE RISK MANAGER – RICHLAND KNOWLES AGENCY

Mrs. Lockwood motioned to authorize Richland Knowles Agency to provide employee bonds and to serve as the Delaware Township Insurance Risk Manager. Mr. Vocke seconded the motion, and members present unanimously approved the motion by a roll call vote.

Roll Call Vote: Ayes – Vocke, Lockwood, Waltman, Herman
Nays and abstain –None
Absent: Daniel Kwasnik

MONTHLY REPORTS BY DEPARTMENT HEADS

Mr. Waltman motioned to require written monthly reports by all the Department of Public Works and Delaware Township Police Department Heads to be submitted to the Township Committee. Mrs. Lockwood seconded the motion, and members present unanimously approved the motion by an all in favor vote.

SCHEDULE OF FEES

Members reviewed the following schedule of miscellaneous municipal fees for 2020.

Percolation or Soil Log Test Fee	\$350.00 per day for the first lot \$250.00 per day for each additional lot
Land Use Ordinance	\$ OPRA Copy fee \$ applicable postage, if mailed
Master Plan	\$ OPRA Copy fee \$ applicable postage, if mailed
Dog Licenses	\$ 11.00 per dog –spayed/neutered \$ 14.00 per dog unsprayed \$ 30.00 Late Fee per dog as of 3/1/20
Cat Registration	\$ 10.00 per family (any number of cats) \$ 10.00 late fee per family as of 3/1/20

Mr. Waltman motioned to adopt the foregoing schedule of miscellaneous municipal fees. Mr. Vocke seconded the motion, and members present unanimously approved this schedule of miscellaneous municipal fees by roll call vote.

Roll Call Vote: Ayes – Vocke, Lockwood, Waltman, Herman
Nays and abstain –None
Absent: Daniel Kwasnik

TOWNSHIP BUILDING OFFICE HOURS

Members reviewed the schedule of office hours as follows:

Township Hall Office Hours:	Mon, Tues, Thurs -	8:30 a.m. to 3:00 p.m.
	Wed.	8:30 a.m. to 7:00 p.m.
	Friday	8:30 a.m. to 12:30 p.m.
	Construction Code Official	Wednesday 5:00 p.m. to 7:00 p.m.
	Construction Office – Technical Assistant and Deputy Zoning Officer	
Zoning Officer -	Monday	9:00 a.m. to 1:00 p.m.
	Wednesday	9:00 a.m. to 1:00 p.m. and 5:00 p.m. to 7:00 p.m.
	Friday	9:00 a.m. to 12:30 p.m.
	Wednesdays	4:45 p.m. to 6:45 p.m.

Board of Adjustment -	Wednesdays	5:30 p.m. to 7:00 p.m.
Tax Assessor –	Wednesdays	9:30 a.m. to 3:30 p.m. and 5:30 p.m. to 7:00 p.m.
Tax Collector -	Mon,Tues,Wed,Thur	9:00 a.m. to 3:00 p.m.
Board of Health Secretary -	Mon,Tues,Wed,Thur	9:00 a.m. to 3:00 p.m.
Open Space Coordinator –		(by appointment)
Road and Police Department –	Weekdays	8:00 a.m. to 3:00 p.m. (or by appointment)
Animal Licensing Agent –	Weekdays	8:00 a.m. to 3:00 p.m.
At Police Headquarters	609-483-2665	

Mr. Vocke motioned to approve these office hours. Mr. Waltman seconded the motion, and members present unanimously approved the motion by an all in favor vote.

CONSENT AGENDA – ONE MOTION, ONE SECOND AND ONE ROLL CALL VOTE FOR THE FOLLOWING THIRTEEN RESOLUTIONS:

Members reviewed the following Resolutions #2020-01 - #2020-13

DELAWARE TOWNSHIP
RESOLUTION #2020-01
ANNUAL MEETING NOTICE SCHEDULE

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975) provides for the giving of annual notice by public bodies of the time, date and location of the regular meetings of such public body to be held during the succeeding year; and

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975) hereinafter referred to as the Act, authorizes a public body to make certain other determinations and take certain other actions in conformance therewith.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey as follows:

1. Regular meetings of this Committee shall be held during the 2020 calendar year at 7:30 p.m. at the Delaware Township Municipal Building, Township Hall, 570 Rosemont Ringoes Road, Sergeantsville, New Jersey on the following dates:
2. The second and last Monday of each and every month except the May 25, 2020 meeting will be held on Tuesday, May 26, 2020, the October 12, 2020 meeting will be held on Tuesday, October 13, 2020, and the Monday, July 27, 2020, Monday, and August 31, 2020 meetings will be cancelled. All meetings commence at 7:30 p.m. in the Delaware Township Municipal Bldg., 570 Rosemont Ringoes Rd. (County Rt. 604), Sergeantsville, NJ. Copies of the Annual Notice Schedule are available to the public for inspection upon request Jodi McKinney, Township Clerk
3. The following newspapers are hereby designated as the newspapers to receive any and all notice required or permitted to be given under the Act including but not limited to Annual Notice and 48 Hour Notice:
 - a. The Hunterdon County Democrat which is the official newspaper of this public body; and
 - b. The Courier News and the Trenton Times which are hereby designated and determined to be the other two newspapers that have the greatest likelihood of informing the public within the area of jurisdiction of this Township of its meetings.
3. copies of this Resolution and any revisions or modifications thereof, certified to be true copies by the Clerk of this municipality, shall be disseminated and distributed as required by the Act as follows:

- a. posted and maintained through the 2020 calendar year on the bulletin board at the Delaware Township Municipal Building;
 - b. mailed or hand delivered to the newspapers designated in paragraph 2 of this resolution;
 - c. filed with the Municipal Clerk of this municipality; and
 - d. mailed to such other persons as may be entitled thereto under the terms of the Act and this resolution.
4. Pursuant to Section 14 of this Act, the Municipal Clerk of this municipality is thereby authorized and directed to mail such notice as may be required an authorized under the Act to any persons requesting the same providing that person has first complied with the following terms and conditions.
- a. Any and all requests for notice under the Act shall be made in writing either by letter or by signing a Request List to be maintained in the office of the Municipal Clerk.
 - b. Any person requesting such notice, other than the news media which is expressly excluded from payment of any fee hereunder, shall pay to the Township of Delaware a fee of \$3.00 which said sum is hereby designated to be a reasonable sum, the amount of which is calculated solely to reimburse this Township for the costs incurred in providing the said notice including but not limited to printing, photocopying cost, clerical time and postage.

BY ORDER OF THE TOWNSHIP COMMITTEE:

ATTEST:

Charles Herman, Mayor

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

DELAWARE TOWNSHIP
RESOLUTION #2020-02
AWARDING CONTRACTS FOR
PROFESSIONAL SERVICES

WHEREAS, the Township of Delaware has a need to acquire legal and accounting services without a “fair and open process” as defined by P.L. 2004, c.19, the “Local Unit Pay-to-Play Law”; and

WHEREAS, Township Attorney Joseph Tauriello, Township Engineer C. Richard Roseberry, and Township Auditor William Colantano have proposed legal, engineering and accounting services for the year 2020; and

WHEREAS, Chief Financial Officer Diane McDaniel has determined and certified in writing that the value of the acquisition over the course of the contract is anticipated to exceed \$17,500.00; and

WHEREAS, the above named professionals have completed and filed with Delaware Township a Campaign Contributions Affidavit as required by N.J.S.A. 19:44A-20.2 et seq. certifying that they have not made any prohibited contributions to a candidate committee or municipal committee representing the elected officials of the Township of Delaware; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of this contract for professional services without competitive bidding and requires that such award be publicly advertised; and

WHEREAS, Chief Financial Officer Diane McDaniel has certified that sufficient funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey as follows:

1. William Colantano, RMA is hereby retained as Auditor for the Township of Delaware.
2. Joseph Tauriello, Esq. is hereby retained as Attorney for the Township of Delaware.
3. C. Richard Roseberry, P.E. is hereby retained as Township Engineer for the Township of Delaware.
4. Each of the above mentioned individuals is authorized by law to practice a recognized profession and the practice of the profession of each respectively is regulated by law.
5. Each of the above mentioned individuals is a member in good standing of his or her respective profession.
6. The Mayor and Clerk are hereby authorized and directed to execute an agreement with the above named professionals for legal and accounting services.
7. A copy of this Resolution, the Certification of Contract Value, the Campaign Contributions Affidavit, and the executed Agreement for each professional shall be placed on file in the office of the Delaware Township Clerk.
8. A notice of this award shall be published in the Hunterdon County Democrat not more than ten (10) days after passage hereof.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

DELAWARE TOWNSHIP
RESOLUTION #2020-03

RESOLUTION AUTHORIZING THE AWARD OF
NON-FAIR AND OPEN CONTRACTS FOR TOWNSHIP PROFESSIONALS

WHEREAS, the Township of Delaware has a need to acquire additional professional services of Township Professionals as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5 for the year 2020; and

WHEREAS, it is anticipated that the value of these services over the course of the one-year contracts will not exceed \$17,500; and

WHEREAS, these professional services are services that are of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids; and

WHEREAS, each of these professionals is authorized by law to practice a recognized profession, and the practice of the profession is regulated by law.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Delaware authorizes the Mayor and Clerk to enter into contracts with the Township Professionals as described below:

Non-Fair and Open Contracts

<u>Professional</u>	<u>Position</u>	<u>Term of Contract</u>
John Lanza, Esq.	Labor Attorney	One Year
Robert Swisher, RMA	Joint Court Auditor	One year
Kyle+McManus Associates	COAH Planner	One year
Robert L. Zelle, P.G. (Maser)	Hydrogeologist	One year
Thomas E. Dwyer, P.G. (Maser)	Hydrogeologist	One year
Kevin Jamieson (Maser)	Environmental Consultant	One year
John Bolt, AIA	Historic Architect	One year
Stanley J. Troy, Esq.	Public Defender	One year
Mary Lyons	Continuing Disclosure	One year
(Phoenix Advisors, LLC)	Agent and Independent Municipal Advisor	

BE IT FURTHER RESOLVED that a copy of this Resolution and the executed Agreement for each professional shall be place on file in the office of the Township Clerk.

BE IT FURTHER RESOLVED that a copy of this resolution shall be published in the Hunterdon County Democrat as required by law.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

DELAWARE TOWNSHIP
CASH MANAGEMENT RESOLUTION #2020-04

WHEREAS, it is in the best of the Township of Delaware to earn additional revenue through the investment and prudent management of its cash receipts in 2020; and

WHEREAS, P.L. 1983, Chapter 8, approved January 18, 1983 is an act concerning the Local Fiscal Affairs law and amends N.J.S.A. 40A:5-2, and N.J.S.A. 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that the following shall constitute the Cash Management Plan for the Township of Delaware, and the Treasurer shall deposit and manage its funds pursuant to this plan.

Definitions:

1. Treasurer shall mean the Treasurer of the Township of Delaware.
2. Fiscal Year shall mean the twelve-month period ending December 31.
3. Cash Management Plan shall mean that plan as approved by resolution.

Designation of Depositories:

At least once each fiscal year the governing body shall designate the depositories for the Township of Delaware in accordance with N.J.S.A. 40A:5-14.

Audit Requirements

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Authority to Invest:

1. The governing body shall designate at its first meeting of the fiscal year the Township officials who shall make and be responsible for municipal deposits and investments.

Investment Instruments:

1. The Treasurer shall invest at his/her discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

Records and Reports:

1. The Treasurer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum the Treasurer shall:
 - a. Keep a record of all investments;
 - b. Keep a cash position record that reveals, on a daily basis, the status of the cash in its bank accounts.
 - c. Confirm investments with the governing body at the next regularly scheduled meeting.
 - d. Report monthly to the governing body as to the status of cash balances in bank accounts, revenue collection, interest rate and interest earned.

Cash Flow:

1. The Treasurer shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
2. All monies shall be turned over to the Treasurer and deposited in accordance with N.J.S.A. 40a: 5-15.
3. The Treasurer is authorized and directed to invest surplus funds of the Township of Delaware as the availability of funds permit. In addition, it shall be the responsibility of the Treasurer to minimize the possibility of idle cash depositing the monies in interest bearing accounts wherever practical and in the best interest of the Township of Delaware.
4. The Treasurer shall ensure that funds are borrowed for Capital Projects in a timely fashion.
5. The Treasurer is authorized to use wire transfer services between financial institutions.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

DELAWARE TOWNSHIP
RESOLUTION #2020-05

WHEREAS, the Township Committee of the Township of Delaware has been informed by Delaware Township Tax Assessor Michelle Trivigno that from time to time changes in

property use occur in the Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of the Township of Delaware has requested the Township Committee to authorize her to file petitions, notice and other documents regarding the assessing of such roll-back taxes with the Hunterdon County Board of Taxation; and

WHEREAS, the filing of these documents regarding roll-back taxes by the Tax Assessor is important to the tax assessment process of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that the Tax Assessor of the Township of Delaware be and hereby is authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes in 2020 with the Hunterdon County Board of Taxation.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Assessor.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

DELAWARE TOWNSHIP
RESOLUTION #2020-06

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date, and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31 an additional 6% shall be charged against the delinquency.

2. Effective January 1, 2020 there shall be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.

3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.

4. This resolution shall be published in its entirety once in the Hunterdon County Democrat.

5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Delaware.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

CERTIFICATION

I hereby certify this to be a true copy of Resolution #2020-06 approved by the Delaware Township Committee on January 2, 2020.

Jodi McKinney, RMC, CMC
Township Clerk

DELAWARE TOWNSHIP
RESOLUTION #2020-07

RESOLUTION AUTHORIZING TAX COLLECTOR
TO CANCEL REFUNDS AND/OR OVERPAYMENTS
FOR TAXES AND/OR MUNICIPAL CHARGES LESS THAN \$10.00

WHEREAS, P.L. 1996, Ch. 113 amended P.L. 1983, Ch. 568, allows for the cancellation of a refund or delinquency less than \$10.00; and

WHEREAS, the governing body of a municipality may authorize a municipal employee to cancel a refund or delinquency of property taxes and/or municipal charges less than \$10.00 without further action of the governing body.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Delaware Township, in the County of Hunterdon and State of New Jersey that the Tax Collector is hereby authorized to process refunds and delinquencies as permitted by applicable law.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

Danene Gooding, CTC
Tax Collector

DELAWARE TOWNSHIP
RESOLUTION #2020-08

WHEREAS, as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Township Official to serve as a Commissioner to represent the Township of Delaware.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Delaware, County of Hunterdon, and State of New Jersey that Diane McDaniel

be designated as the Commissioner for the Township of Delaware with Charles Herman designated as the Alternate Commissioner.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true copy of the Resolution Approved by the Mayor and Township Committee of the Township of Delaware at their meeting of January 2, 2020.

Jodi McKinney, RMC, CMC
Township Clerk

DELAWARE TOWNSHIP
RESOLUTION #2020-09

APPOINTS EMERGENCY MANAGEMENT COORDINATOR AND
EMERGENCY MANAGEMENT COUNCIL

WHEREAS, the Township of Delaware, County of Hunterdon and State of New Jersey, under the authority of the Civil Defense and Disaster Control Act, New Jersey Statutes Annotated, Appendix A:9-30 through 63, established the Delaware Township Office of Emergency Management (O.E.M.) on January 31, 1994; and

WHEREAS, the Delaware Township Committee appointed Police Chief Phillip C. Cane to serve as the Township’s Emergency Management Coordinator effective December 1, 2017 through November 30, 2020; and

WHEREAS, the Delaware Township Committee appointed the Township’s Emergency Management Council on January 5, 2015 and now wishes to update and amend the Council membership.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that it hereby appoints the following individuals to serve on the Delaware Township Emergency Management Council.

Phillip C. Cane	Coordinator, Chief of Delaware Township Police Department
William J. Powell	Deputy Coordinator
Stephen Freedley, Sr.	Fire Chief/Assistant Deputy Coordinator
Charles Herman	Mayor
James Waltman	Public Safety Commissioner
Greg Bunting	Captain, Sergeantsville Volunteer Fire Company
Rick Hendricks	Chief, Stockton Fire Company and First Aid Squad
Jay Trstensky	Director of Public Works, Delaware Township
Deanna Higgins	OEM/Police/Road Secretary
Diane McDaniel	Financial Officer, Delaware Township
Michelle Trivigno	Tax Assessor, Delaware Township
Thomas Dodd	Animal Control Officer, Delaware Township
Philip Izzo	Construction Code Official, Delaware Township
Diane McDaniel	Flood Hazard Mitigation Committee, Delaware Township
Edward Fleming	Sheltering
Vivian Fleming	Sheltering

BE IT FURTHER RESOLVED that Coordinator Phillip C. Cane shall be authorized to make such additional appointments as needed to assist with the duties of the Office of Emergency Management.

BE IT FURTHER RESOLVED that it shall be the duty of all municipal employees, appointees and agencies to fully cooperate with the Municipal Coordinator in carrying out his responsibilities for planning, activating, coordinating, and conducting disaster control operations within the municipality.

BE IT FINALLY RESOLVED that the purpose of the Office of Emergency Management is to provide for the health, safety and welfare of the people of Delaware Township and to aid in the prevention of damage to and the destruction of property during any emergency or disaster resulting from natural or unnatural causes.

ATTEST:

Charles Herman, Mayor

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

DELAWARE TOWNSHIP
RESOLUTION #2020-10

WHEREAS, the Mayor of Delaware Township presides over meetings of the Delaware Township Committee, when present; and

WHEREAS, the Deputy Mayor of Delaware Township presides over meetings of the Delaware Township Committee in the absence of the Mayor; and

WHEREAS, the Delaware Township Committee wishes to establish a policy to formalize who would preside at a meeting of the Township Committee in the absence of both the Mayor and Deputy Mayor.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that in the absence of the Mayor and Deputy Mayor, the most senior member of the Township Committee in terms of continuous years of service on the Township Committee will preside over meetings of the Township Committee.

ATTEST:

Charles Herman, Mayor

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

DELAWARE TOWNSHIP
RESOLUTION #2019-11

WHEREAS, Delaware Township has been advised by the New Jersey Department of the Treasury, Affirmative Action Office, that it is necessary to appoint an Affirmative Action/Public Compliance Officer (P.A.C.O.) annually.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that it hereby designates Diane

McDaniel, CMFO, as Affirmative Action/Public Agency Compliance Officer of the Township of Delaware, in Hunterdon County, New Jersey for the year 2020.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Charles Herman, Mayor

DELAWARE TOWNSHIP
RESOLUTION #2020-12

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF ON-LINE CREDIT CARD, ON-LINE DEBIT CARD, AND E-CHECK PAYMENTS FOR THE COLLECTION OF TAXES

WHEREAS, under New Jersey State Statute 40A:5-43 and New Jersey Administrative Code 5:30-9.1 through 5:30-9.10, authorizing municipalities to accept credit card payments in accordance with the provisions of the Administrative Code; and

WHEREAS, subject to those provisions the Township of Delaware, Hunterdon County seeks to offer to its resident’s on-line payment for taxes in the form of credit/debit cards and e-checks, and

WHEREAS, the municipality does not charge for this service, any charges/fees are paid by the property owner to the provider; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, hereby authorize the tax office to accept on-line credit/debit cards and e-checks as a forms of payment for taxes.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Tax Collector and to the Chief Financial Officer.

ATTEST:

Charles Herman, Mayor

Jodi McKinney, RMC, CMC
Township Clerk
January 2, 2020

Danene L. Gooding, CTC
Tax Collector

CERTIFICATION

I, Jodi McKinney, Clerk of the Township of Delaware, in the County of Hunterdon, New Jersey do hereby certify that the foregoing is correct and true copy of Resolution #2020-12 adopted by the Township Committee of the Township of Delaware, in the County of Hunterdon, in the State of New Jersey on January 2, 2020.

Jodi McKinney, RMC, CMC

DELAWARE TOWNSHIP
RESOLUTION #2020-13

**RESOLUTION REAPPOINTING AND GRANTING TENURE TO
DANENE GOODING, TAX COLLECTOR**

WHEREAS, N.J.S.A. 40A:9-141 requires every municipality to have a Tax Collector appointed by the governing body of the municipality; and

WHEREAS, Danene Gooding, a certified municipal Tax Collector was appointed, to serve as the Tax Collector for a term of four years to expire December 31, 2019; and

WHEREAS, Danene Gooding has successfully served as Tax Collector for the Township of Delaware for the past four years; and

WHEREAS, the Township Committee of the Township of Delaware wishes to reappoint Danene Gooding to the position of Tax Collector; and

WHEREAS, this second appointment to a four-year term for Danene Gooding will grant her tenure in that position, pursuant to N.J.S.A. 40A:9-145.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, that Danene Gooding is hereby reappointed to the position of Tax Collector for the Township of Delaware for which appointment shall grant her tenure in such position.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the Tax Collector and Chief Financial Officer.

ATTEST:

Charles Herman, Mayor

Jodi McKinney, RMC, CMC
Township Clerk

I, Jodi McKinney, RMC, Township Clerk of the Township of Delaware, in the County of Hunterdon, New Jersey do hereby certify that the foregoing is a correct and true copy of Resolution #2020-13 adopted by the Township Committee of the Township of Delaware, in the County of Hunterdon, in the State of New Jersey on January 2, 2020.

Jodi McKinney, RMC, CMC

Mr. Waltman motioned to authorize Resolution #2020-01 through #2020-13. Mrs. Lockwood seconded motion #2020-01 through #2020-13, and members present unanimously approved the motion by roll call vote.

Roll Call Vote: Ayes – Vocke, Lockwood, Waltman, Herman
Nays and abstain –None
Absent: Daniel Kwasnik

APPROVAL OF BILL LIST

Mr. Waltman motioned to approve checks to establish a \$100.00 petty cash fund for the Police Department, a \$100.00 petty cash fund for the Road Department, a \$250.00 petty cash fund for the Delaware Township Finance Office, and a \$200.00 petty cash fund for Emergency Management purposes totaling \$650.00. Mr. Vocke seconded the motion, and members present approved by a roll call vote.

BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that these January 2, 2020

Roll Call Vote: Ayes – Vocke, Lockwood, Waltman, Herman
Nays and abstain –None
Absent: Daniel Kwasnik

COMMENTS OF COMMITTEE MEMBERS

Mrs. Lockwood welcomed Attorney Tauriello and requested Attorney Tauriello to contact Attorney Timothy Duggan to review the Pipeline status.

Attorney Tauriello stated Mrs. McKinney has forwarded the latest update from Attorney Duggan regarding the Pipeline and he will send an introductory email to Attorney Duggan this week.

Mrs. Lockwood thanked the volunteers. Mrs. Lockwood stated without the help and support of volunteers it would be impossible to operate the Township.

Mr. Waltman thanked all that attended the Reorganization meeting and all the individuals that volunteer. Mr. Waltman thanked his fellow Township Committee members for all their hard work in 2019 and is looking forward to working together to complete more projects in 2020.

Mr. Vocke thanked all the volunteers and welcomed Attorney Tauriello.

Mayor Herman wished all a Happy New Year. Mayor Herman thanked all the volunteers for all their hard work and time. Mayor Herman welcomed Attorney Tauriello to Delaware Township.

MEETING OPENED TO THE PUBLIC

Mr. Chuck Cline congratulated Mr. Waltman, Mr. Vocke and Mayor Herman on their appointments. Mr. Cline thanked the Township Committee for working together and accomplishing many projects in 2019.

ADJOURNMENT

Members motioned, seconded and unanimously approved a motion to adjourn the meeting at 6:55 p.m.

Respectfully submitted,

Jodi McKinney, RMC, CMC
Township Clerk

Approved: January 13, 2020

Charles Herman, Mayor