



DELAWARE TOWNSHIP COMMITTEE

REORGANIZATION AGENDA

January 4, 2021 - 6:30 P.M.

ZOOM Meeting: <https://us02web.zoom.us/j/88634041023>

Meeting ID: 886 3404 1023

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

This meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this reorganization meeting was emailed to the Hunterdon County Democrat, Trenton Times, Courier News and the Star Ledger on December 17, 2020 and posted on the bulletin board in the Municipal Building and filed with the Township Clerk.

3. STATEMENT OF ELECTION

Township Clerk opens the meeting to read the statement of election, whereby Charles Herman and Susan Lockwood were dually re-elected as Township Committee members for a 3-year term.

4. OATHS

Attorney Joseph Tauriello will perform the Oath of Office to the Newly Elected members of the Delaware Township Committee.

5. ROLL CALL AND AGENDA REVIEW BY TOWNSHIP CLERK

Daniel Kwasnik, Susan Lockwood, Joseph Vocke, James Waltman, Charles Herman

6. NOMINATION FOR MAYOR 2021

BE IT RESOLVED that James Waltman shall be named Mayor for the year 2021.

7. NOMINATION FOR DEPUTY MAYOR 2021

BE IT RESOLVED that Joseph Vocke shall be named Deputy Mayor for the year 2021 and will assume all duties of the Mayor in his absence, including signing of official documents and checks.

8. COMMITTEE ASSIGNMENTS

Public Works Commissioner	Daniel Kwasnik
Public Works Commissioner	Joseph Vocke
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	Charles Lockwood

Insurance Commissioner	Diane McDaniel
Alternate Insurance Commissioner	James Waltman
Pipeline Commissioner	Susan Lockwood
Contract Negotiators	James Waltman and Joseph Vocke
Energy Aggregation Liaison	Susan Lockwood

9. ADOPTION OF PARLIAMENTARY PROCEDURE

Robert's Rules

10. AUTHORIZATION

Authorization for Mayor, Deputy Mayor, Township Clerk, Treasurer, and Deputy Treasurer to Sign Checks, Official Documents, Statements, etcetera for Delaware Township.

11. APPOINTMENTS AND OATHS

Appointments and oaths of office for the Year 2021 given to appointees collectively by Mayor James Waltman. (See Attached Listing)

12. EMPLOYEE BONDS AND INSURANCE RISK MANAGER

13. MONTHLY REPORTS

By all the Department Heads to the Township Committee.

14. SCHEDULE OF CERTAIN FEES TO BE ADOPTED IN 2021

Percolation or Soil Log Test Fee	\$350.00 per day for 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 – non-spayed/neutered \$30.00 Late fee per dog as of 3/1/2021
Cat Registration	\$10.00 per family (any number of cats) \$10.00 Late fee per family as of 3/1/2021

15. TOWNSHIP HALL OFFICE HOURS

Township Hall Offices	Mon, Tues, Thurs Wednesday Friday	8:30am – 3:00pm 8:30am – 7:00pm 8:30am – 12:30pm
Construction Code Official	Wednesday	5:00pm – 7:00pm
Construction Office	Monday Wednesday Friday	9:00am – 3:00pm 9:00am – 7:00pm 9:00am – 12:20pm

Zoning Officer	Wednesday	4:445pm – 6:45pm
Board of Adjustment	Wednesday	5:30pm – 7:00pm
Tax Assessor	Wednesday	9:30am – 3:00pm and 5:30pm – 7:00pm
Tax Collector	Mon, Tues, Wed, Thur	9:00am – 3:00pm
Board of Health Secretary	Mon, Tues, Wed, Thur	9:00am – 3:00pm
Open Space Coordinator	Wednesday	10:00am – 1:00pm
Road and Police Department	Weekdays	8:00am – 3:00pm or by appointment
Animal Licensing Agent	Weekdays	8:00am – 3:00pm - Located at Police HQ

16. CONSENT AGENDA

ONE MOTION, ONE SECOND, AND ONE VOTE FOR THE FOLLOWING THIRTEEN RESOLUTIONS

Resolution #2021-01	Annual Notice Schedule
Resolution #2021-02	Appointment of Accounting, Engineering, and Legal Professional Services awarded through the “Fair and Open” process with services estimated at more than \$17,500
Resolution #2021-03	Appointments for Additional Professional Services awarded through the “Non-Fair and Open” process with services estimated at less than \$17,500
Resolution #2021-04	Cash Management Plan
Resolution #2021-05	Authorizes Tax Assessor to File Petitions, Notices, and other Documents regarding the Assessing of Roll-Back Taxes
Resolution #2021-06	Fixes the Rate of Interest to be Charged on Delinquent Taxes of Assessments
Resolution #2021-07	Authorizes Tax Collector to Cancel Refunds and/or Overpayments for Taxes and/or Municipal Charges less than \$10.00
Resolution #2021-08	Appoints Insurance Commissioner and Alternate Insurance Commissioner
Resolution #2021-09	Appoints 2021 Emergency Management Council
Resolution #2021-10	Authorizes Mayor of Delaware Township to Preside Over Meetings and Deputy Mayor in Absence of Mayor

- Resolution #2021-11 Appoints Public Agency Compliance Officer
- Resolution #2021-12 Authorizes Acceptance of On-Line Credit Card, On-Line Debit Card, and E-Check Payments for the Collection of Taxes
- Resolution #2021-13 Authorizing the Tax Collector to Conduct a 2021 Tax Sale
- Resolution #2021-14 Authorizing Signatures for Township Accounts and Signing of Checks

17. COMMENTS OF THE TOWNSHIP COMMITTEE

18. MEETING OPENED TO THE PUBLIC

19. ADJOURNMENT