



Township of Delaware Committee
Special Meeting Minutes
December 20, 2023 at 5:00 PM – In Person
Second Floor Meeting Room – Town Hall
570 Rosemont Ringoes Road, Sergeantsville, NJ

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

Mayor Herman called the meeting to order at 5:02 pm and read the statement of compliance with the Open Public Meetings Act.

PLEDGE OF ALLEGIANCE

Mayor Herman led the meeting in the pledge to the flag.

MOMENT OF SILENCE

Mayor Herman asked the meeting for a moment of silence to honor the passing of Sergeantsville volunteer firefighter John “Sully” Sullivan.

ROLL CALL

Township Committee	Present	Absent
Chad Bower	X	
Susan Lockwood	X	
Joseph Vocke	X	
James Waltman	X	
Charles Herman, Mayor	X	

CONSENT AGENDA

Mayor Herman asked if anyone needed any of the Resolutions pulled out of the consent agenda. Mr. Waltman and Mr. Bower asked that Resolution 23-198 be pulled out to be voted on separately.

Mayor Herman asked for a motion to approve Resolution 23-198: Authorizing Partial Payment for Severns Way Roadway Improvement Project – Top Line Construction Corp. The motion was approved by roll call vote. The motion carried

Township Committee	Motion	Second	Yes	No	Abstain	Absent
Chad Bower					X	
Susan Lockwood	X		X			
Joseph Vocke			X			
James Waltman		X	X		X	
Charles Herman, Mayor						

Township Of Delaware
Resolution #23-198

Authorizing Partial Payment for Severns Roadway Improvement Project – Top Line Construction Corp.

WHEREAS, Top Line Construction Corp. has been contracted for work on Severns Way Improvement Project; and

WHEREAS, Top Line Construction Corp. has requested first partial payment for work completed through December 1, 2023 in the amount of \$97,767.50.



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WHEREAS, Township Engineer Adam Wiszniewski has recommended to the Township Committee, in correspondence dated December 8, 2023, that this payment be made.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey that the first contract payment, less a 2% retainage fee, is authorized to be paid to Top Line Construction Corp. for work completed through December 1, 2023 on the Severns Way Improvement Project:

Payment #1	\$ 99,762.76
Less 2% Retainage	(\$1,995.26)
Amount Due Payment Request:	\$ 97,767.50

Top Line Construction Corp.
22 Fifth Street
Somerville, NJ 08876

Certification of Funds

I, Diane S. McDaniel, Chief Financial Officer of the Township of Delaware, do hereby certify that funds for this contract are available from General Capital Account.

Diane S. McDaniel, CFO

ATTEST:

Diana Ramage, Acting Clerk

Charles Herman, Mayor

Approved: December 20, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon at an Official Meeting held December 20, 2023.

Diana Ramage, Acting Clerk

Mayor Herman asked for a motion to approve **Resolution 23-199**: Authorizing Partial Payment for Lambert Road Improvement Project Phases I & II – Top Line Construction Corp., **Resolution 23-200**: Authorizing Payment of Municipal Obligations and **Resolution 23-201**: Authorizing Budget Transfer. Mr. Waltman asked for confirmation that 23-199 was funded by grant money. Mayor Herman asked that the total amount to be paid in Resolution 23-200 is \$224,215.02 be stated for the record. The motion was approved by roll call vote. The motion carried



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Township Committee	Motion	Second	Yes	No	Abstain	Absent
Chad Bower		X	X			
Susan Lockwood			X			
Joseph Vocke			X			
James Waltman	X		X			
Charles Herman, Mayor			X			

Township of Delaware
Resolution #23-199

Authorizing Partial Payment for Lambert Road Improvement Project Phases I & II – Top Line

WHEREAS, Top Line Construction Corp. has been contracted for work on Lambert Road Improvement Project Phases I & II; and

WHEREAS, Top Line Construction Corp. has requested first partial payment for work completed through November 28, 2023 in the amount of \$108,392.51.

WHEREAS, Township Engineer Adam Wiszniewski has recommended to the Township Committee, in correspondence dated December 8, 2023, that this payment be made.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey that the first contract payment, less a 2% retainage fee, is authorized to be paid to Top Line Construction Corp. for work completed through November 28, 2023 on Lambert Road Improvement Project Phases I & II:

Payment #1	\$ 110,604.60
Less 2% Retainage	(\$2,212.09)
Amount Due Payment Request:	\$ 108,392.51

Top Line Construction Corp.
22 Fifth Street
Somerville, NJ 08876

Certification of Funds

I, Diane S. McDaniel, Chief Financial Officer of the Township of Delaware, do hereby certify that funds for this contract are available from General Capital Account.

Diane S. McDaniel, CFO

ATTEST:

Diana Rumage, Acting Clerk

Charles Herman, Mayor



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Diana Ramage, Acting Clerk

Township of Delaware
Resolution #23-200
Authorizing Payment of Municipal Obligations

WHEREAS, the Township Committee of the Township of Delaware finds and declares that certain municipal obligations have come due and are now payable; and

WHEREAS, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby attached and deemed part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Treasurer in the amount of **\$224,215.02**.

ATTEST:

Diana Ramage
Acting Clerk

Charles Herman
Mayor

Approved: December 20, 2023

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Diana Ramage
Acting Clerk

Township of Delaware
Resolution #23-201
Authorizing Budget Transfer

WHEREAS, N.J.S.A. 40A:4-58 allows for the transfer of funds between current year appropriations, should it be deemed necessary, in the last two months of the fiscal year; and

WHEREAS, it has been determined that there will be excesses in certain appropriations over and above the amount deemed to be necessary to fulfill the purpose of such appropriations for the year 2023, and



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it has also been determined that certain appropriations are deemed to be insufficient to fulfill the purposes of such appropriations; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Delaware, County of Hunterdon, and State of New Jersey that in accordance with the provisions of N.J.S.A. 40A:4-58, that the Chief Financial Officer is hereby authorized to make the transfers listed below:

CURRENT FUND		CURRENT FUND	
FROM:	Amount	TO:	Amount
Roads – S/W	3,500.00	Police – O/T	3,500.00
Total:	3,500.00	Total:	3,500.00

ATTEST:

Diana Ramage
Acting Clerk

Charles Herman
Mayor

Approved: December 20, 2023

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Diana Ramage
Acting Clerk

PUBLIC COMMENT

Mayor Herman opened the meeting to any public comment. There were no public comments.

Mr. Waltman read a proclamation honoring Mayor Herman at his last meeting as a member of the Township Committee.

ADJOURNMENT

The motion to adjourn the meeting was made by Mayor Herman, seconded by Mr. Bower and approved unanimously by voice vote. The motion carried. The meeting adjourned at 5:08 pm.

Next meeting: January 3, 2023 at 5:30 pm – Reorganization Meeting

Respectfully submitted,

Diana Ramage, Acting Clerk