



# **DELAWARE TOWNSHIP**

## **COMMITTEE REORGANIZATION AGENDA**

### **JANUARY 3, 2019- 7:00 P.M.**

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(Items marked with an asterisk \* require a motion)

1. Pledge to the Flag
2. Notice Requirements
3. Township Clerk opens the meeting to read the statement of election whereby James Waltman and Daniel Kwasnik were duly elected as member of the Delaware Township Committee for three-year term.
4. Attorney Sharon Dragan will perform the Oath of Office to the Newly Elected members of the Delaware Township Committee: James Waltman and Daniel Kwasnik
5. Roll Call: James Waltman, Daniel Kwasnik, Charles Herman, Susan D. Lockwood, Joseph Vocke
- \*6. Nomination for Mayor for 2019

BE IT RESOLVED that Joseph Vocke shall be named Mayor for the year 2019

- \*7. Nomination for Deputy Mayor for 2019

BE IT RESOLVED that Charles Herman shall be named Deputy Mayor for the Year 2019 and will assume all the duties of the Mayor in his absence, including signing of official documents and checks.

- \*8. Committee Assignments:
  - Public Works Commissioner – Charles Herman
  - Public Works Commissioner – Daniel Kwasnik
  - Public Safety Commissioner – Susan Lockwood
  - Deputy Public Safety Commissioner – Joseph Vocke
  - Finance Commissioners – Charlie Herman and James Waltman
  - Personnel Commissioners – Joseph Vocke and Daniel Kwasnik
  - Board of Education Liaison – James Waltman
  - HCRHS Liaison - Charles Herman
  - Senior Citizen Liaison - Susan Lockwood and all Committee members as available
  - Open Space Liaison – Susan Lockwood
  - Municipal Court Liaison - James Waltman
  - Insurance Commissioner - Diane McDaniel
  - Alternate Insurance Commissioner – Joseph Vocke
  - Pipeline Commissioner - Susan Lockwood
  - Contract Negotiators - Joseph Vocke and Daniel Kwasnik

- \*9. Adoption of Parliamentary Procedure - Robert's Rules
- \*10. Schedule of Township Meetings:
  - Second and last Monday of each month - 7:30 p.m. prevailing time unless otherwise indicated
  - in Annual Notice Resolution #2019-01

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- \*11. Authorization for Mayor, Deputy Mayor, Township Clerk, Treasurer, and Deputy Treasurer to Sign Checks, Official Documents, Statements, etc. for Delaware Township
- \*12. Appointments and Oaths of Office for the Year 2019 (See attached listing)  
Oath of Office given to Appointees Collectively by Mayor Joseph Vocke
- \*13. Employee Bonds and Insurance Risk Manager – Richland Knowles Agency
- \*14. Monthly Reports by all Departments Heads to the Township Committee
- \*15. Schedule of Certain Fees to be Adopted in 2019:

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 3/1/19
Cat Registration	\$ 10.00 per family (any number of cats) \$ 10.00 late fee per family as of 3/1/19

\*16 Township Hall Office Hours:

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	
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.
Zoning Officer - 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	

**CONSENT AGENDA – ONE MOTION, ONE SECOND, AND ONE VOTE FOR THE FOLLOWING FOURTEEN RESOLUTIONS:**

17. Resolution #2019-01 - Annual Notice Schedule
18. Resolution #2019-02 - Appointment of Accounting, Engineering, and Legal Professional Services awarded through the “Non-fair and Open” process with services estimated at more than \$17,500 annually
19. Resolution #2019-03 – Appointments for Additional Professional Services – Professional Services estimated at less than \$17,500 annually
20. Resolution #2019-04 - Cash Management Plan
21. Resolution #2019-05 - Authorizes Tax Assessor to File Corrective Appeals
22. Resolution #2019-06 - Authorizes Tax Assessor to File Petitions, Notices and other Documents regarding the Assessing of Roll-Back Taxes
23. Resolution #2019-07 - Fixes the Rate of Interest to be Charged on Delinquent Taxes of Assessments
24. Resolution #2019-08 – Authorizes Tax Collector to Cancel Refunds and/or Overpayments for Taxes and/or Municipal Charges less than \$10.00
25. Resolution #2019-09 – Appoints Insurance Commissioner and Alternate Insurance Commissioner
26. Resolution #2019-10 – Appoints 2019 Emergency Management Council
27. Resolution #2019-11- Authorizes Mayor of Delaware to preside over meeting and Deputy Mayor in absence of Mayor
28. Resolution #2019-12 – Appoints Public Agency Compliance Officer
- 29\*. Resolution #2019-13 – Authorizes the acceptance of on-line credit card, on-line debt card, and e-check payments for the collection of taxes
- \*30. Approval of Bill List – 3 Petty Cash –
 

check	Roads	\$100.00
	Police	\$100.00
	Finance	\$200.00
	OEM	<u>\$200.00</u>
	Total Bill List	\$600.00
31. Comments of Township Committee Members
32. Meeting Opened to the Public
- \*33. Adjournment