



DELAWARE TOWNSHIP
COMMITTEE MINUTES
December 9, 2019 – 7:30 P.M.

Mayor Joseph Vocke called the regular meeting of the Delaware Township Committee to order on December 9, 2019 at 7:30 p.m., at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Route 604) in Sergeantsville, New Jersey.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance

NOTICE REQUIREMENTS

Mayor Vocke read a statement noting 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 January 4, 2019.

ROLL CALL

Present: Daniel Kwasnik, James Waltman, Susan Lockwood, Charles Herman, Joe Vocke
Absent: None

APPROVAL OF MINUTES FROM NOVEMBER 25, 2019 TOWNSHIP COMMITTEE MEETING

Mr. Waltman motioned to approve the minutes from the November 25, 2019 Township Committee Meeting. Mrs. Lockwood seconded the motion.

Roll Call Vote: Ayes –Kwasnik, Waltman, Lockwood, Herman, Vocke
Nays - None
Absent: None

TOWNSHIP COMMITTEE REPORTS

DPW

Mr. Kwasnik reported DPW is completing their portion of the project of Ash tree removal at Dilt's Park. Mr. Kwasnik stated the first small snow storm clean up by the DPW crew was successful.

Mr. Herman stated funds were already transferred at the last meeting to cover the additional tree work at Dilt's Park. Mr. Herman stated additional tree removal work will be done by, a State contracted tree company, Rich Tree Service. Mr. Herman stated Rich Tree Service will be splitting this project into two phases. Mr. Herman stated Phase I -Pond area is estimated at \$6,594.20 and Phase II – Driveway area is estimated at \$4,615.94. Mr. Herman stated this project can begin the week of December 16, 2019. Mr. Herman stated the additional areas at Dilt's Park that will need to be budgeted and completed in 2020.

The Township Committee reviewed the two estimates for both Phases and decided to complete both phases.

Mr. Herman motioned to authorize DPW to contact Rich Tree Service to proceed with both phases of the tree project. Mr. Waltman seconded the motion, and the members unanimously approved the motion by a Roll Call vote.

Roll Call Vote: Ayes –Kwasnik, Waltman, Lockwood, Herman, Vocke
Nays - None
Absent: None

Mr. Herman reported Delaware Township received a grant for \$100,000.00 for Lower Ferry Road improvements. Mr. Herman suggested this project be completed between the end of the school year and July 4, 2020.

DTMUA

Mr. Herman stated the Township received a notification from DTMUA for Dwain Floyd who will be retiring on January 1, 2020. Mr. Herman requested a letter of recognition from Delaware Township be sent recognizing Mr. Floyd's many years of hard work and commitment to the utility authority.

ENERGY AGGREGATION

Mrs. Lockwood stated the Energy Aggregation representative emailed the Residential Energy Aggregation Agreement for Mayor Vocke and Mrs. McKinney to sign. Mrs. Lockwood stated Delaware Township residents have been added to the current energy aggregation program at the rate of \$.0863/kWh for a 7-month term, beginning in April 2020 and ending in October 2020. Mrs. Lockwood stated the Energy Aggregation representative will be meeting with Mrs. McKinney to review some documents related to the HAEC program and to review the timeline of next steps in the process. Mrs. Lockwood stated the outreach to residents will be conducted throughout the beginning of 2020.

Mrs. Lockwood motioned to authorize Mayor Vocke and Mrs. McKinney to sign the Residential Energy Aggregation Agreement. Mr. Herman seconded the motion, and the members unanimously approved the motion by a Roll Call vote.

Roll Call Vote: Ayes –Kwasnik, Waltman, Lockwood, Herman, Vocke
Nays - None
Absent: None

Newsletter

Mrs. Lockwood reported the County has outsourced the mailing service for the Newsletter and the Newsletters have been mailed out for this quarter. Mrs. Lockwood stated the payment process for this service has now been established.

Municipal Court Update

Mr. Waltman stated he spoke to Mayor Rick Wolfe from East Amwell Township about the Prosecutor RFP. Mr. Waltman stated Mayor Wolfe explained the reason the RFP was conducted was to help with a question for East Amwell's Best Practice. Mr. Waltman stated their full intention, at this time, is to continue with the current prosecutor. Mr. Waltman stated East Amwell will be reviewing the RFPs on December 12, 2019 and will contact Delaware Township if they decide to make any changes in this position.

MEETING OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS ONLY

No comments were made.

ORDINANCE 2019-21 –SECOND READING

DELAWARE TOWNSHIP **ORDINANCE #2019-21**

MUNICIPAL SALARY AND COMPENSATION RANGES

AN ORDINANCE OF THE TOWNSHIP OF DELAWARE, COUNTY OF
HUNTERDON AND STATE OF NEW JERSEY TO AMEND ORDINANCE #2017-04
TO ESTABLISH MUNICIPAL SALARY AND COMPENSATION BY RANGES.

Section 1. Individual salaries and compensation for employees not covered by a collective bargaining unit shall be established by an annual Resolution to be approved by the Delaware Township Committee. Salaries and compensation from the previous calendar year shall remain in effect until otherwise amended by resolution. The range of municipal salaries and compensation to be paid by the Township of Delaware until otherwise changed or amended shall be as follows:

Mileage	\$.52 – 0.60 per mile
 <u>ADMINISTRATION</u>	
Township Committee	\$ 3,500-\$4,500 yearly
 <u>ASSESSOR’S OFFICE</u>	
Assessor	\$27,000-\$38,000 yearly
 <u>BUILDING DEPARTMENT</u>	
Construction Code Official, Fire Protection Subcode Official, Fire Protection Subcode Inspector, Building Subcode Official, Building Subcode Inspector, Substitute Electrical Subcode Official, Substitute Electrical Subcode Inspector, Substitute Plumbing Inspector, Substitute Mechanical Inspector, ADA Coordinator.	\$25,000-\$50,000 yearly
Electrical Subcode Official and Electrical Subcode Inspector	\$12,000-\$23,000 yearly
Plumbing Subcode Official, Plumbing Subcode Inspector and Mechanical Inspector	\$10,000-\$16,000 yearly
Substitute Electrical Inspector	\$ 25.00 - \$36.50 hourly
Substitute Plumbing Subcode Official	\$ 25.00 - \$36.50 hourly
Substitute Plumbing Inspector	\$ 25.00 - \$36.50 hourly
Substitute Construction Official	\$ 25.00 - \$36.50 hourly
Substitute Building Subcode Official	\$ 25.00 - \$36.50 hourly
Substitute Building Inspector	\$ 25.00 - \$36.50 hourly
Substitute Fire Protection Subcode Official	\$ 25.00 - \$36.50 hourly
Substitute Fire Inspector	\$ 25.00 - \$36.50 hourly
Reimbursement of mileage	\$300.00-\$600.00/qtrly
Zoning Officer/Floor Plain Administrator	\$ 5,000-\$9,500 yearly
Deputy Zoning Officer	\$ 0-\$13,500 yearly
Technical Assistant/Secretary to C.C.O.	\$18.00 - \$25.00 hourly
Clerical Help - Part Time	\$ 10.00-\$25.00 hourly
Stockton Inspections	\$ 28.00 per inspection
 <u>CLERK’S OFFICE</u>	
Township Clerk	\$40,000-\$72,000 yearly
Acting Clerk	\$45,000-\$62,000 yearly
Registrar	\$2,000-\$4,000 yearly
Deputy Clerk	\$ 12,000-\$50,000 yearly

COAH Municipal Housing Liaison	\$ 1,500-\$3,500 yearly
COAH Municipal Administrative Agent	\$ 3,000-\$6,000 yearly
Administrative Assistant	\$ 2,000-\$5,000 yearly
<u>FINANCE ADMINISTRATION</u>	
Tax Collector	\$12,000-\$60,000 yearly
Deputy Tax Collector	\$ 0–\$21,000 yearly
CMFO/Treasurer	\$60,000 - \$98,000 yearly
Qualified Purchasing Agent (QPA)	\$5000-\$8,500 yearly
Deputy Treasurer	\$ 1,000 - \$ 13,000 yearly
<u>HEALTH DEPARTMENT</u>	
Perc Test Witness	\$ 200.00 per test
Perc Test Witness (Alternate)	\$ 175.00 per test
Board of Health Secretary	\$ 3,000-\$8,500 yearly
<u>ANIMAL CONTROL DEPARTMENT</u>	
Animal Control Licensing Agent	\$ 3,000-\$6,500 yearly
<u>POLICE</u>	
Chief of Police	\$90,000-\$120,000 yearly
Part Time Patrolman	\$ 13.00-\$28.00 hourly
Court Security	\$ 200.00 per court session
Police Department Administrative Assistant	\$17,000-\$30,000 yearly
Police Department Matron	\$ 50-\$65 minimum for a 3 hour callout and \$14.00 per hour after three hours if not already covered by salary
Crossing Guard	\$ 14-\$20 per shift
<u>OFFICE OF EMERGENCY MANAGEMENT</u>	
OEM Coordinator	\$ 3,000-\$6,000 yearly
Deputy OEM Coordinator	\$ 6,000-\$12,000 yearly
Emergency Management Coordinator’s Secretary	\$ 1,000 -\$3,000 yearly
<u>ROAD DEPARTMENT</u>	
Road Supervisor/Director of Public Works	\$60,000-\$95,000 yearly
Deputy Road Supervisor	\$ 50,000 – 95,000 yearly
Road Department Labor - Part Time	\$ 10.00-\$25.00 hourly
Road Department – Emergency Worker	\$ 10.00-\$30.00 hourly
Snow Plowers	\$20.00-\$26.00 hourly

Road Department Administrative Assistant \$17,000-\$30,000 yearly

BUILDINGS AND GROUNDS

Dilts Farm Park Custodial Services \$ 4,000-\$8,500 yearly

Cleaning Service and Maintenance Service \$12.00 - \$30.00 hourly

TOWNSHIP BOARDS

Planning Board Clerk \$ 5,000-\$14,000 yearly

Board of Adjustment Clerk \$ 5,000-\$15,000 yearly

Environmental Commission Secretary \$ 500-\$2,500 hourly

Open Space Coordinator \$ 10.00-\$30.00 hourly

Recycling Coordinator \$ 1,000-\$4,000 yearly

MUNICIPAL COURT

Magistrate (1/2 share) \$ 8,000-\$20,000 yearly

Court Administrator (1/2 share) \$21,000-\$45,000 yearly

Prosecutor \$ 7,500-\$20,000 yearly

Deputy Court Administrator (1/2 Share) \$ 10.00-\$25.00 hourly

Court Clerk Secretary (1/2 share) \$ 10.00-\$15.00 hourly

Violations clerk (1/2 Share) \$ 10.00 – 12.00 hourly

Section 2. Compensation for employees in collective bargaining units shall be governed by the specific provisions of agreements between said units and the Township, or in the absence of an agreement, practices in effect at the time of adoption of this Ordinance

Section 3. Full-time employees are eligible for the following paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, 1/2 day Christmas Eve, Christmas Day, and 1/2-day New Year's Eve. Part-time employees are eligible for paid holidays that fall on their regularly scheduled work day. Hourly employees are not entitled to employee benefits or holiday pay.

Section 4. This Ordinance shall take effect immediately after final passage and publication according to law, except as to managerial, executive, confidential or elective employees/officials for whom the effective date shall be as established by N.J.S.A. 40A:9-165.

ATTEST:

Joseph Vocke, Mayor

Jodi McKinney, RMC
Township Clerk
November 25, 2019

PLEASE TAKE NOTICE that the Delaware Township Committee approved the above ordinance on first reading at its Regular Meeting held on November 25, 2019. It will be considered on second reading for final adoption and will have a public hearing at a Regular Meeting beginning at 7:30 p.m. on December 9, 2019 at the Delaware Township Hall, 570 Rosemont Ringoes Rd. (Rt. 604), Sergeantsville, NJ. At that time an opportunity will be given for all interested citizens to be heard.

Mr. Waltman motioned to open the public hearing on Ordinance #2019-21 to the public, Mrs. Lockwood seconded the motion, and the members unanimously approved the motion by all in favor vote.

Mr. Herman motioned to close the public hearing on Ordinance #2019-21 to the public, Mr. Waltman seconded the motion, and the members unanimously approved the motion by all in favor vote.

Mr. Waltman motioned to approve Ordinance #2019-21 on second reading, and Mrs. Lockwood seconded the motion for second reading by roll call vote.

Roll Call Vote: Ayes –Kwasnik, Waltman, Lockwood, Herman, Vocke
Nays - None
Absent: None

EXECUTIVE SESSION –

RESOLUTION AUTHORIZING CLOSED SESSION
DELAWARE TOWNSHIP COMMITTEE

BE IT RESOLVED by the Township Committee of the Township of Delaware in Hunterdon County, New Jersey follows:

1. The Township Committee will now convene in a closed session that will be limited only to consideration of items with respect to which the public may be excluded pursuant to Section 7B of the Open Public Meetings Act.

2. The general nature of the subjects to be discussed in this session is as follows:

- TO DISCUSS RFP RESULTS AND INTERVIEW RECOMMENDATIONS FOR TOWNSHIP ATTORNEY

1. It is unknown precisely when, if ever, the matters discussed in this session may be disclosed to the public; and matters involving personnel evaluations may not ever be released. Approval of any agreement with any bargaining unit shall only take place by action of the governing body in a public session.

ATTEST:

Jodi McKinney
Township Clerk
December 9, 2019

Joseph Vocke, Mayor

Mr. Herman motioned to approve the foregoing resolution. Mr. Waltman seconded the motion, and members unanimously approved the resolution by all in favor vote.

RETURN TO OPEN SESSION

Mr. Herman motioned to come out of Executive Session. Mr. Waltman seconded the motion, and members unanimously approved the motion by all in favor vote.

Mayor Vocke announced that all items in executive shall remain in Executive Session.

Mr. Herman motioned to authorize Attorney Joseph Tauriello as the Township Attorney for 2020. Mrs. Lockwood seconded the motion, and the members unanimously approved the motion by a Roll Call vote.

Roll Call Vote: Ayes –Kwasnik, Waltman, Lockwood, Herman, Vocke
Nays - None
Absent: None

2020 MAYOR AND DEPUTY MAYOR, TOWNSHIP COMMITTEE ASSIGNMENTS, COMMITTEE/COMMISSION APPOINTMENT DISCUSSION

The Township Committee discussed the Mayor and Deputy Mayor positions for 2020. Mr. Waltman suggested Mr. Herman become the Mayor for 2020.

Mrs. Lockwood stated she has been overlooked many times for Mayor. Mrs. Lockwood reviewed the history of who was Mayor since 2014. Mrs. Lockwood stated there is no set process for choosing the Mayor.

Mayor Vocke stated in the past the Deputy Mayor usually moves into the Mayor position for the new year.

Mr. Herman and Mrs. Lockwood discussed their time availability in the past and present for the position of Mayor.

The Township Committee members decided Mr. Herman would become Mayor and Mr. Waltman would become Deputy Mayor for 2020. The Township Committee members reviewed their appointments and committees for 2020.

** This information will be used as a draft list and these decisions are subject to change prior or during the 2020 Township Committee reorganization on January 2, 2020 at 6:30 p.m.

REVIEW OF MEETING DATES

The Township Committee reviewed all meeting dates.

Mr. Waltman stated the IT Sub-Committee will not be meeting on December 18, 2019.

MEETING OPEN TO THE PUBLIC

Mr. Ted Kwasnik asked three questions about the Delaware Township School Referendum.

1. Is there a sub-plan if they find an oil contamination while removing the in ground oil tank?
2. What is the tax burden on the tax payer based on the average size household?
3. Would the size of the proposed generator be able to accommodate the Delaware Township School to become a disaster shelter for Delaware Township?

Mr. Herman reviewed the DTS referendum fact sheet. Mr. Herman stated the proposed generator would not be large enough to support the entire school. The proposed generator would just be to run the essential such as the computer system, etc.

Mrs. Lockwood stated the average household would be \$482,000.00

Mr. Herman stated the average homeowner is currently paying \$336.00 per year for debt service. Mr. Herman stated the estimated impact for the new referendum is estimated to be less than \$100.00 per year for the debt service.

Mrs. Lockwood stated the debt service is decreasing because Delaware Township school is retiring old debt and the new debt is less.

Mr. Waltman stated the old debt interest rate was much higher than the new debt interest rate. Mr. Waltman stated the State is giving a grant to help offset the cost and if this grant is not taken

advantage of now the school infrastructure upgrades will still need to be completed and this will end up costing the homeowners more in the end.

Mr. Herman stated there is nothing in the fact sheet that addresses if DTS does find contamination with the removal of the oil tank. Mr. Herman stated he would assume the school has a plan for if this does happen. Mr. Herman stated if there is contamination this would be a major add on to the project. Mr. Herman stated the school would have to apply for emergency funding and/or the school would need to go into their budget reserve funds. Mr. Herman suggested Mr. Kwasnik call the School to confirm this plan.

FINAL COMMENTS OF THE TOWNSHIP COMMITTEE

Mr. Herman reported Mr. Dale Haggerty will remain with the DPW as a seasonal worker and help with snowplowing for the Winter at a rate of \$22.00 hourly as needed.

Mr. Kwasnik thanked the Township Committee for the opportunity to work with them and feels the members worked well and accomplished a lot together in 2019.

APPROVAL OF BILL LIST

Members reviewed and approved the following vouchers for payment for \$69,342.17 at the Regular Meeting of the Delaware Township Committee meeting held on December 9, 2019. Mr. Herman motioned to approve payment of the bills on the bill list. Mr. Kwasnik seconded the motion. Members approved the motion to pay the bills by roll call vote.

BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon, and State of New Jersey that the December 9, 2019 vouchers be paid.

Roll Call Vote: Ayes – Kwasnik, Waltman, Lockwood, Herman, Vocke
Nays - None
Absent: None

ADJOURNMENT

Members motioned, seconded, and members unanimously approved a motion to adjourn the meeting at 9:13 p.m.

Respectfully submitted,

Jodi McKinney, RMC
Township Clerk

Approved: (December 23, 2019)

Joseph Vocke, Mayor