



**DELAWARE TOWNSHIP**  
**COMMITTEE VIRTUAL MEETING**  
**MINUTES**  
**APRIL 13, 2020 – 7:30 P.M.**

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Mayor Charles Herman called the regular Virtual meeting of the Delaware Township Committee to order on April 13, 2020 at 7:30 p.m., for Delaware Township, 570 Rosemont Ringoes Road (County Route 604) in Sergeantsville, New Jersey.

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**NOTICE REQUIREMENTS**

Mayor Herman 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 April 3, 2020.

**ROLL CALL**

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

Absent: None

Present: Ms. Diane McDaniel, Mrs. Jodi McKinney

Mayor Herman asked for a moment of silence for all the victims of COVID-19, for the passing of two residents Trudy Grimm a Delaware Township District 1 Election Poll worker and a regular staple at the SVFD events.

**APPROVAL OF MINUTES FROM MARCH 30, 2020 TOWNSHIP COMMITTEE MEETING**

Mrs. Lockwood motioned to approve the minutes from the Township Committee meeting of March 30, 2020. Mr. Waltman seconded the motion.

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

**COVID-19 UPDATES AND DISCUSSION**

COVID-19 Update

1. Current local number of cases is 324 in Hunterdon County, 9 in Delaware Township, 12 deaths in the county.
2. As of Thursday, Hunterdon/Somerset testing site will be opened at RVCC.
3. Hunterdon Healthcare converted old hospital units into working units, creating additional 93% capacity to the hospital from 178 beds to 366.
4. Executive order today from Governor prohibiting telecommunication companies from disconnecting/terminating customers during this period for non-payment. Keep an ear out for any residents who may experience this
5. Last week call with the County:

- YMCA Blood Drive on 4/20 with the American Red Cross
- Prevention NJ – All recovery support services have continued through phone/virtual contacts with individual/group. Concerns are that “social distancing equals social isolation and depression
- Hunterdon Helpline - All of their services are still going on 24/7. Regular updates to their community information webpage to encourage residents to sign up for Senior Reassurance Program.... which will get them daily (or multi-daily calls) to check in. If no answer will contact family or first responders for wellness checks
- United Way of Hunterdon – Biggest challenge is potential increase in poverty numbers after this is over, or as it continues. Expect that up to 1/3 of the county may have needs after this.

#### 6. Thursday call with Governor’s office

Three Executive orders – Construction projects halted (sidewalk seems to be ok), Primary election changed from June 2<sup>nd</sup> to July 7, social distancing measures for essential businesses (grocery stores, etc.) only 50% of capacity allowed at once, and face masks required.

7. May 1<sup>st</sup> Tax Due date no permission or legal authority for municipalities to make changes to that. Most taxes are paid by legal escrow which should have a 6-month buffer period to continue payments. Recommend against making local changes at this point.

8. New guidelines for construction departments coming out soon.

9. **Shop Rite Shopping for Seniors program** Alex and Ellen Jeyschune from Delaware Township.

Mayor Herman suggested having Alex and Ellen Jeyschune come to a Township Committee Meeting when the Township is back to having regular in-person meetings to thank them and honor them for all their hard work.

- Need volunteers, and have the ability to assist more seniors...call 908-806-3418
- Asking seniors or their family members to come up with a shopping list that will last them up to two weeks.
- Letter to go out on Seniors well check calls with DTPD. Possibly create document for each of us and police to send out/post with all the available senior services available.
- Shop Rite also hiring- Shop Rite will be conducting advanced training and will try to keep as many workers after COVID-19 as they possibly can.

10. State and County parks closed. Local parks up to us.

The Township Committee discussed closing of County & State parks.

Mr. Kwasnik will remind Jay Trstensky to remove all basketball hoops due to people removing tape that was placed around the rims to prevent any use.

The Township Committee decided to leave Dilt’s Park open and requested residents follow safe practices and social distancing.

### **TOWNSHIP COMMITTEE REPORTS**

Mrs. Lockwood stated the Newsletter Committee is going to try to put the Delaware Township Newsletter together and contact the County to see if printing the newsletter can be completed due to shut-downs. Mrs. Lockwood stated the deadline for this edition will be April 30, 2020 and a request to print and mail would be for the end of May.

Mr. Kwasnik thanked the Township Committee members and the staff for putting the meetings together. Mr. Kwasnik wished everyone to stay safe and healthy.

Mr. Kwasnik reported a truck striking the guard rail on Yard Road and Mr. Trstensky ordered road signs to stop trucks from entering this area and these signs will be put up this week.

Mr. Kwasnik stated Mr. Trstensky is not bringing back the seasonal employees at this time. Mr. Kwasnik stated Mr. Trstensky is bringing back the regular DPW crew full-time and these employees will be following safety standards, following social distancing requirements and working in groups of two.

**MEETING OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS ONLY**

No comments were made.

**RESOLUTION #2020-37-**

**DELAWARE TOWNSHIP**  
**RESOLUTION #2020-37**

WHEREAS, Franklin Township, Kingwood Township, and Delaware Township jointly requested bids prepared by Kingwood Township Engineer, Wayne J. Ingram, P.E, for municipal road maintenance and repair materials; and

WHEREAS, bids for municipal road maintenance and repair materials were received on March 31, 2020; and

WHEREAS, Kingwood Township Engineer, Wayne J. Ingram, P.E., reported the bid results by memo dated April 1, 2020; and

WHEREAS, Kingwood Township Engineer, Wayne J. Ingram, P.E, reviewed the bid results by memo dated March 31, 2020, found them to be in order, compared mileage distances to suppliers calculating the cost to Kingwood Township, and recommended that contracts be awarded in the amounts herein below set forth; and

WHEREAS, Delaware Township Director of Public Works Jay Trstensky reviewed the quantities and amounts bid for the road maintenance and repair materials and found them to be in order.

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

1. The contracts for municipal road maintenance and repair materials (Unit Price Basis) for Delaware Township are hereby awarded to the following:

Item	Description	Qty	Unit	Unit Price	Distance (miles)	Mileage Adj	Adjusted Unit Price	Bidder
1	Hot Mix Asphalt, Mix I-4 or I-5, Surface Course (FOB)	200	Ton	\$59.31	11	\$	\$	H&K
2	Hot Mix Asphalt, Mix I-4 or I-5, Surface Course (FDS)	200	Ton	\$72.56	N/A	N/A	\$	H&K
3a	Hot Mix Asphalt, Mix I-2, Base Course (FOB)	200	Ton	\$51.97		\$	\$	H&K
3b	Hot Mix Asphalt, Mix I-2 Base Course (FDS)	200	Ton	\$65.22		\$	\$	H&K
	Superpave HMA 9.5M64 Surface Course (FOB)	100	Ton	\$59.31				H&K
	Superpave HMA 9.5M64 Surface Course (FDS)	100	Ton	\$72.56				H&K
	Superpave HMA 25M64 Base Course (FOB)	100	Ton	\$51.97				H&K
	Superpave HMA 25M64 Base Course (FDS)	100	Ton	\$65.22				H&K

4	Emulsified Asphalt – Grade CRS-2P (FDA)	30,000	GAL	\$2.89	N/A	N/A	N/A	Garden State Asphalt Materials
5	3/8" (#8) Clean Crushed Stone (Screw or Belt Washed), No Limestone (FOB)	800	Ton	\$25.00		\$	\$	H&K
6	1" Quarry Process/Road Blend (FOB)	200	Ton	\$13.00		\$	\$	Stavola
	1" Quarry Process/Road Blend (FDS)	200	Ton	\$20.50				Stavola
7	3/4" Clean Crushed Stone (FOB)	200	Ton	\$15.00		\$	\$	Stavola
	" Clean Crushed Stone (FDS)	200	Ton	\$22.50				Stavola
	1.5" Clean Crushed Stone (FOB)	100	Ton	\$11.90		\$	\$	H&K
	1.5" Clean Crushed Stone (FDS)	100	Ton	\$21.80				H&K
	2.5" Clean Crushed Stone (FDS)	100	Ton	\$21.80				H&K
8	Screenings (FOB)	100	Ton	\$11.25		\$	\$	H&K
	Screenings (FDS)	100	Ton	\$19.50				Stavola
	Rip Rap, R-4 6"-8" (FDS)	100	Ton	\$28.00				H&K
	Rip Rap, R-7 24"-42" (FOB)	100	Ton	\$36.00				H&K
	Rip Rap, R-7 24"-42" (FDS)	100	Ton	\$50.00				H&K

2. The Mayor of Delaware Township is hereby directed to execute the contracts in the prescribed form for said maintenance work and materials.

3. The Clerk of Delaware Township is hereby directed to seal said contracts with the corporate seal of this body and to attest to the same.

ATTEST:

\_\_\_\_\_  
 Jodi McKinney, RMC  
 Township Clerk  
 April 13, 2020

\_\_\_\_\_  
 Charles Herman, Mayor

Mr. Waltman motioned to approve Resolution #2020-37. Mrs. Lockwood seconded the motion, and the members approved the motion by roll call vote.

Mrs. Lockwood asked about the items that were not included in the bid and how the Township will purchase these removed items if the Township was in need of those items.

Ms. McDaniel stated there were bid items that were non-responsive items and these items were not included in the resolution. Ms. McDaniel stated that instead of rebidding again on these items, the items were just removed. Ms. McDaniel stated if the Township needed the removed items then the Township would need to go out for bid again if the items needed are above the bid threshold.

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

**RESOLUTION #2020-38- TABLED**

**DELAWARE TOWNSHIP**  
**RESOLUTION #2020-38**

**WHEREAS**, Jodi McKinney was duly appointed and confirmed to the position of Municipal Clerk on April 5, 2017 for a (3) three-year term in accordance with N.J.S.A. 40A:9-133, et seq.; and

**WHEREAS**, Jodi McKinney is and has been certified as a Registered Municipal Clerk since April 5, 2017 and has satisfied the continuing education requirements for said certifications; and

**WHEREAS**, the Township Committee is desirous of reappointing Jodi McKinney, RMC as Municipal Clerk for the Township of Delaware effective April 13, 2020; and

**WHEREAS**, this reappointment has occurred within (60) sixty days of the expiration of the (3) year term identified above.

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

1. Jodi McKinney, RMC is hereby reappointed to the position of Municipal Clerk of the Township of Delaware.
2. Jodi McKinney, RMC is and has upon this reappointment attained tenure pursuant N.J.S.A. 40A:9-133, et. Seq.

ATTEST:

\_\_\_\_\_  
Charles Herman, Mayor

\_\_\_\_\_  
Jodi McKinney, RMC, CMC  
Township Clerk  
April 13, 2020

I hereby certify the foregoing to be a true copy of a Resolution #2020-38 adopted by the Township Committee at a Virtual meeting held on April 13, 2020.

\_\_\_\_\_  
Jodi McKinney, RMC, CMC  
Township Clerk

Mayor Herman requested this Resolution be tabled and placed on the next meeting agenda. The Personnel Committee would like to create a recommendation to go with this Resolution.

### **MEETING OPEN TO THE PUBLIC**

Mr. Chuck Cline asked Mrs. Lockwood if there are any numbers on how many residents opted out of the Energy Aggregation Energy Program. Mr. Cline requested a report at the end of the month on how much energy savings the average resident is seeing in their energy bills.

Mrs. Lockwood stated she will request from the Consultant the number of opt outs, if the consultant has any comparison report on energy bill savings and will report this at the next meeting. Mrs. Lockwood stated the savings should be shown as a comparison on the next energy billing cycle. Mrs. Lockwood reported she personally received a letter on April 1, 2020 from JCP&L confirming the switch to the new energy aggregation company.

Mr. Cline stated a wire came down, by a tree limb, during last week's wind storm and JCP&L was on the scene within 15 minutes and the wire was repaired within 2 ½ hours. Mr. Cline wanted to commend JCP&L on their quick response.

Mr. Hornby requested the link to the Virtual Zoom meeting also be placed on the agenda.

### **FINAL COMMENTS OF THE TOWNSHIP COMMITTEE**

Mrs. Lockwood stated the deadline to enter items in the Newsletter will be April 30, 2020 and the Newsletter will be published and mailed out by June 1, 2020 if County is able to do this mailing.

Mayor Herman discussed with Mr. Jay Trstensky about phasing back in the full-time DPW workers by working in teams of two. Mayor Herman stated the initial response with the COVID-19 was to stagger DPW workers each week. Mayor Herman stated now that the weather is improving and DPW will be following strict safety standards, the full DPW crew is requested to begin to work on Township projects safely.

Mayor Herman stated Ms. Klink will be working with DPW to help plant three trees near the playground.

Mayor Herman stated the Delaware Township staff will be having a Virtual Zoom meeting on April 15, 2020 at 4:30 p.m. Mrs. Lockwood and Mayor Herman will be attending this meeting.

Mayor Herman stated other Townships are doing Zoom meetings for the Planning Board, Board of Adjustment, Board of Health and are only meeting to process less complicated items such as bill list, etc. Mayor Herman requested any of these committee that will need to have a meeting in May please contact Jodi McKinney at [Jmckinney@delawaretpnj.org](mailto:Jmckinney@delawaretpnj.org) to set the meetings up through Virtual Zoom. Mayor Herman stated the longer drawn out items can be completed once the restrictions on regular meetings are lifted.

Mayor Herman asked if there have been any applicants for the Board of Health /Administrative position.

Mrs. McKinney stated there has been three applicants and will be email the information to Personnel Committee.

Mr. Cline stated some applications to the Board of Adjustment have approval deadlines for being heard or they become automatically approved. Mr. Cline stated Attorney Goodell is reviewing this deadline requirement and will be setting up a meeting with Mr. Cline to review the application deadline process.

Mayor Herman stated the Recreation Commission will be reassessing the Fishing Derby and Yard Sale events and the Recreation Commission will be making the decision on cancelling these events at the end of April.

Mayor Herman reminded the employees and committee member to please fill out their Financial Disclosure forms that Ms. McKinney requested to be completed. Mayor Herman stated the deadline for filing the Financial Disclosure Statements with the State is April 30, 2020.

Mrs. McKinney stated if an employee or committee member is having problems please call the phone number of the Financial Disclosure Notice. Mrs. McKinney stated if you have forgotten your PIN# please email [Jmckinney@delawaretpnj.org](mailto:Jmckinney@delawaretpnj.org).

### **APPROVAL OF BILL LIST**

Members reviewed and approved the following vouchers for payment in the amount of \$357,944.37 at the Regular Virtual Meeting of the Delaware Township Committee held on April 13, 2020. Mrs. Lockwood moved to approve payment of the bills on the bill list. Mr. Waltman 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 April 13, 2020 vouchers be paid.

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

### **ADJOURNMENT**

Members motioned, seconded, and unanimously approved a motion to adjourn the meeting at 8:13 p.m.

Respectfully submitted,

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Jodi McKinney, RMC, CMC  
Township Clerk

Approved: (April 27, 2020)

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Charles Herman, Mayor