



DELAWARE TOWNSHIP
COMMITTEE VIRTUAL MEETING MINUTES
APRIL 27, 2020 - 7:30 P.M.

Mayor Charles Herman called the regular Virtual meeting of the Delaware Township Committee to order on April 27, 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, Mr. Bill Colantano, Laura Atwell, Attorney Joseph Tauriello

APPROVAL OF MINUTES FROM APRIL 13, 2020 TOWNSHIP COMMITTEE MEETING

Mr. Waltman motioned to approve the minutes from the Township Committee meeting of April 13, 2020. Mrs. Lockwood seconded the motion.

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

COVID-19 UPDATES AND DISCUSSION

Hunterdon County Call (last week) –

The Testing Center for Hunterdon/Somerset opened at Raritan Valley Community College and more testing dates will be added. Residents can go to the Hunterdon County website to receive more information and/or schedule an appointment.

The Hunterdon County Freeholders sent letters to the US Senate and the Department of Treasury asking for additional funding for municipal aid.

Hunterdon County Freeholders introduced their budget of \$89.348 million dollars which is a tax rate freeze for Hunterdon County.

Hunterdon County Freeholders Budget included \$100k additional toward COVID-19 response.

The number of cases as of April 28, 2020 - 550 Hunterdon County, 14 cases in Delaware Township, 23 deaths county wide.

Hunterdon Medical Center remaining steady and has the ability for additional capacity if necessary.

Congressman Malinowski is sending a letter on behalf of local and county governments asking for more federal monies to be used towards loss of tax revenue.

Governor's address today- 6,044 deaths across the state, new cases and new hospitalizations are dropping.

The Road Back Plan – 5 steps

1. Sustained reductions in new cases – 14 days of fewer new cases and hospitalizations.
2. Expedited Testing – double testing capacity throughout the state - should be achievable by end of May.
3. Robust Contact Tracing for those in contact with positive confirmed cases – virtual army of 1,300-7,000 people needed to do it right.
4. Securing safe places to isolate – for new diagnosed cases.
5. Responsible economic restart - phase-in business openings based on need and risks.
6. Ensuring Resiliency – for months and periods of time after.

Mr. Waltman asked if these steps would be applied state wide or if these steps would be applied by County?

Mayor Herman stated he will ask this question at the Wednesday Mayor meeting.

Congressman Malinowski was seated with the Governor for this address. He is working with Federal Legislative team from New Jersey to request more funding be set aside for state, local and county governments

The July 7, 2020 Primary Election - vote by mail only has not determined at this time.

Delaware Township Dilts Park

There have been a number of issues with dogs off leash and kids cutting fences to access the basketball court. The social distancing at Dilts Park is being followed and there has been good feedback from residents that the Township is keeping Dilt's Park open.

There are lots of people out on roads walking, riding bicycles and please, we encourage drivers and pedestrians to be cautious.

TOWNSHIP COMMITTEE REPORTS

Newsletter

Mrs. Lockwood stated the County has agreed to print the Delaware Township Newsletter for June.

Energy Aggregation

Mrs. Lockwood stated there have been 146 Delaware Township Resident's that have chosen to opt out of the Energy Aggregation Program which is about 9%. Mrs. Lockwood stated JCP&L rate is .09 per KWH and the rate for the Energy Cooperative is .08 per KWH. Mrs. Lockwood stated there is an issue now where other 3rd party Energy Companies are calling and sending information on their energy savings program and this is due to the Board of Public Utilities releasing a list of Municipalities that are using an Energy Aggregation Cooperative to purchase energy. Mrs. Lockwood cautioned residents to be careful and not get confused by all these different 3rd party energy savings programs. Mrs. Lockwood will make a note in the Newsletter to reassure residents about the Delaware Township's Energy Cooperative and warn residents about the other 3rd party energy company's marketing advertisements.

Road Department

Mr. Kwasnik stated the DPW has removed the basketball hoops from Dilt’s Park on April 14, 2020.

Mr. Kwasnik stated the signs for no trucks allowed on Yard Road have been installed so this should prevent large trucks from entering this road and hitting the guard rails.

MEETING OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS ONLY

No comments were made.

RESOLUTION #2020-39-

DELAWARE TOWNSHIP
RESOLUTION #2020-39

WHEREAS, the Township Committee of the Township of Delaware in the County of Hunterdon and State of New Jersey desires to adopt the 2020 annual Delaware Township Municipal Budget; and

WHEREAS, the public hearing is scheduled for April 27, 2020 at which meeting the Delaware Township Committee desires to read the proposed 2020 budget by title only; and

WHEREAS, a summary of the budget introduced by the Township Committee on March 30, 2020 was properly advertised in the Hunterdon County Democrat on April 9, 2020; and

WHEREAS, a complete copy of the proposed budget has been posted in the Delaware Township Municipal Building since March 31, 2020, a copy was posted on the Delaware Township website, and a copy was made available to each person requesting the same during this period and during the public hearing.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that the proposed 2020 Delaware Township Municipal Budget be read by title only and that the conditions set forth in the law have been met.

ATTEST:

Jodi McKinney, RMC, CMC
Township Clerk
April 27, 2020

Charles Herman, Mayor

Mr. Waltman motioned to approve Resolution #2020-39. Mrs. Lockwood seconded the motion, and the members approved the motion by roll call vote.

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

PROPOSED 2020 TOWNSHIP BUDGET – PUBLIC HEARING

Mr. Waltman motioned to open public hearing on the proposed 2020 Township Budget. Mrs. Lockwood seconded the motion, and the members unanimously approved the motion by all in favor vote.

Mr. Bill Colantano stated the following:

1. The Delaware Township tax rate will remain the same as the 2019 Budget for the average \$400,000.00 house at 42 ½ cents and 6 cents for open space.

- 2. The tax rate increased in 2016 & 2017 due to the lack of surplus and since this time the Township has been able to make a positive move to increase the Townships surplus.
- 3. The biggest increase in the budget is in the area of Debt service. This is due primarily to the Payment of Note Principal due the first time in three years since the first issuance of bond anticipation notes.

Mr. Chuck Cline asked if there is any advantage to re-evaluate the interest rates for the debt service?

Mrs. Lockwood stated Delaware Township was considering potentially turning one of the Township note into a Bond before the COVID-19 crisis. Mrs. Lockwood stated the rates have increased and are no longer in the Township’s favor.

Ms. McDaniel stated the Township has to the end of June to possible turn the note into a bond and the rate is being watched by the Townships Bond Council to see if it will decrease by the end of June. Ms. McDaniel stated the notes can be renewed again for one year if the bond rate does not decrease.

Mr. Waltman motioned to close public hearing on the proposed 2020 Township Budget. Mrs. Lockwood seconded the motion, and the members unanimously approved the motion by all in favor vote.

RESOLUTION #2020-40-

DELAWARE TOWNSHIP
RESOLUTION #2020-40

2020 BUDGET AMENDMENT

WHEREAS, the local municipal budget for the year 2020 was approved on the 27th day of April, 2020; and

WHEREAS, the public hearing on said budget has been held as advertised; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon, New Jersey that the following amendments to the approved budget of 2020 be made:

	<u>CURRENT FUND</u>	<u>From</u>	<u>To</u>
GENERAL REVENUES-CURRENT FUND			
Miscellaneous Revenues:			
Section A: Local Revenues			
Interest on Investments and Deposits	\$	110,000.00	\$ 100,027.00
Fines and Costs:			
Municipal Court	\$	49,900.00	\$ 45,000.00
Section B: State Aid Without Offsetting Appropriations			
Garden State Trust	\$	27,412.00	\$ 42,285.00
 Total	 \$	 <u>187,312.00</u>	 <u>\$ 187,312.00</u>
Total General Revenues	\$	<u>4,847,740.27</u>	<u>\$ 4,847,740.27</u>

BE IT FURTHER RESOLVED that two (2) certified copies of this Resolution be filed forthwith in the Office of the Director of Local Government Services for his certification of the local municipal budget so amended.

ATTEST:

Mayor
Jodi McKinney, RMC, CMC

Charles Herman,

Township Clerk
April 27, 2020

Roll Call Vote: Ayes –Vocke, Kwasnik, Waltman, Lockwood, Herman
Nays and abstain – none

CERTIFICATION

It is hereby certified that this is a true copy of a resolution amending the budget adopted by the Delaware Township Committee on the 27th day of April 2020.

Date: April 27, 2020

Jodi McKinney, RMC, CMC
Township Clerk

It is hereby certified that this Resolution has been reviewed and the 2020 budget as amended by this Resolution has been found to be in balance.

Date: April 27, 2020

William Colantano
Registered Municipal Accountant

Mr. Waltman motioned to approve Resolution #2020-40. Mrs. Lockwood seconded the motion, and the members approved the motion by roll call vote.

Ms. McDaniel stated this amendment to the 2020 Budget is changing the revenue and does not change the bottom line of the budget. Ms. McDaniel explained that at the time of the introduction of the 2020 Budget the Township did not have the Garden State Trust state aid numbers. Ms. McDaniel stated these numbers remained the same for many years but have increased in 2020. Ms. McDaniel stated there is now an increase for the Garden State Trust State Aid of \$14,873.00 and therefore a change in line items were made to reduce the interest for investments and municipal court.

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

RESOLUTION #2020-41-

DELAWARE TOWNSHIP
RESOLUTION #2020-41

BE IT RESOLVED by the Township of Delaware, County of Hunterdon and State of New Jersey that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$3,417,415.00 (Item 2 below) for Municipal Purposes
- (d) \$ 482,450.00 (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy

1. GENERAL REVENUES

Surplus Anticipated	\$	407,000.00
Miscellaneous Revenues Anticipated	\$	732,712.27
Receipts from Delinquent Taxes	\$	290,613.00

2. AMOUNT TO BE RAISED BY TAXATION
FOR MUNICIPAL PURPOSES

\$ 3,417,415.00

TOTAL REVENUES	\$	4,847,740.27
5. GENERAL APPROPRIATIONS:		
Within "CAPS"		
(a & b) Operations Including Contingent	\$	3,322,295.00
(e) Deferred Charges and Statutory Expenditures - Municipal	\$	437,350.00
Excluded from "CAPS"		
(a) Operations - Total Operations Excluded from "CAPS"	\$	68,495.27
(c) Capital Improvements	\$	240,000.00
(d) Municipal Debt Service	\$	379,600.00
(e) Deferred Charges – Municipal		0
(m) Reserve for Uncollected Taxes	\$	400,000.00
TOTAL APPROPRIATIONS	\$	4,847,740.27

ATTEST:

 Jodi McKinney, RMC, CMC
 Township Clerk
 April 27, 2020

 Charles Herman, Mayor

CERTIFICATION

I CERTIFY THIS to be a true copy of Resolution #2020-41 approved by the Delaware Township Committee on April 27, 2020.

 Jodi McKinney, RMC, CMC
 Township Clerk

Mr. Waltman motioned to approve Resolution #2020-41. Mrs. Lockwood seconded the motion, and the members approved the motion by roll call vote.

Mrs. Lockwood stated the 2020 Budget process changed due to the COVID-19 crisis. The Finance Committee and Township Committee had to reevaluate and make the proper changes to help Delaware Township residents. Mrs. Lockwood stated she feels the 2020 Budget is a solid budget, the tax rate is flat due to all the uncertainty for Delaware Township residents. Mrs. Lockwood stated this budget helps the Township remain functioning, as the Township has been able to in the past, without placing any undue burden on the Township residents.

Mr. Waltman stated he does not know when the last time the Township was able to accomplish this goal and he is happy the Township was able to accomplish keeping the Township tax rate flat. Mr. Waltman stated with the uncertainty in these times for both the Municipality and the residents it was a great choice to keep the Township tax rate flat with no increases.

Mayor Herman thanked the Finance Committee, Ms. McDaniel and Mr. Colantano and his team.

Mr. Colantano stated due to the COVID-19 crisis this is the perfect time to have the added to the Township surplus and hopefully we will have additional surplus for 2021.

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

RESOLUTION #2020-42-

DELAWARE TOWNSHIP
RESOLUTION #2020-42

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 27, 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 27, 2020

I hereby certify the foregoing to be a true copy of a Resolution #2020-42 adopted by the Township Committee at a Virtual meeting held on April 27, 2020.

Jodi McKinney, RMC, CMC
Township Clerk

Mrs. Lockwood motioned to approve Resolution #2020-42. Mr. Waltman seconded the motion, and the members approved the motion by roll call vote.

Mayor Herman stated the Personnel Committee met with Mrs. McKinney and discussed accomplishments, received feedback about personal goals and Township goals for the future. Mayor Herman stated Mrs. McKinney has accomplished re-organization, records retention and archiving of Delaware Township documents. Mayor Herman stated Mrs. McKinney has worked with the Township on RFPS and has been with the Township Committee through many challenging times in the past few years. Mayor Herman stated filling a position with the Township after having an employee fill this position for many years is a daunting task. The fact that Mrs. McKinney stepped into this position and did this well is an accomplishment in itself. Mayor Herman stated Mrs. McKinney was chosen Employee of the Year in 2019 by the Township Committee and the Personnel Committee would like to recommend Mrs. McKinney for re-appointment as the Township Clerk and to receive tenure.

Mrs. Lockwood stated the Township Committee chose to employ Mrs. McKinney because we saw lot of potential in her. Mrs. Lockwood stated the Township needed to employ a Clerk that would be able to

come into this position and take charge. Mrs. Lockwood stated Mrs. McKinney has done this task, has come a long way, has provided the right spirit, diligence and hard work that the Township needed. Mrs. Lockwood thanked Mrs. McKinney. Mrs. Lockwood stated that it is very appropriate to be giving Mrs. McKinney reappointment and tenure.

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

Mrs. McKinney thanked the Township Committee and it has been a pleasure to work for Delaware Township.

MEETING DATES

The Planning Board will be conducting a Virtual meeting on May 5, 2020 @ 7:30 and Board of Adjustment will be conducting a Virtual meeting on May 14, 2020 at 7:30 p.m. through Zoom.

Mayor Herman stated the Delaware Township School District is also doing “Virtual” meetings and they are introducing their budget.

MEETING OPEN TO THE PUBLIC

Mr. Chuck Cline congratulated Mrs. McKinney, having watched the Township meetings over the last twenty years, she has been able to smooth these meetings out. Mr. Cline asked Mrs. Lockwood if there is any update on the Pipeline.

Mrs. Lockwood stated FERC denied the request by PennEast Pipeline on the separate application that PennEast recently submitted. Mrs. Lockwood stated Mayor Herman signed and the Pipeline SubCommittee submitted a letter of objection to FERC on approving this separate PennEast Pipeline application. Mrs. Lockwood stated that FERC responded to PennEast, by denying this separate application and requested PennEast to submit a large amount of additional information to FERC.

Mr. Cline stated he had a Zoom conference with Attorney Goodell and Ms. Klink to discuss meeting procedure for the Board of Adjustment and Planning Board. Mr. Cline stated trial runs for the Virtual meetings will be set up for this week.

Ms. Klink requested a motion for support for the final work on the School Meadow Trail and that the Environmental Commission has the approval from the Township Committee to apply for a grant. Ms. Klink stated the final piece that is needed on this trail will be to install a crossing over the ditch on this trail to give access between the school and the Township property.

Mrs. Lockwood motioned to authorize the Environmental Commission to apply for a grant for the final piece of the School Meadow Trail project. Mr. Waltman seconded the motion, and the members unanimously approved the motion by all in favor vote.

Ms. Klink stated the Environmental Commission and Shade Tree Commission gave away the Arbor Day trees to the 2nd graders. Ms. Klink reported 50% of the students picked the trees up and Mr. Hornby is coordinating to deliver the remain 2nd grader’s their trees.

Ms. Klink stated she has been walking the White Oak trail to observe if there are any issues with the public having access to this trail. Ms. Klink reported that she does see that the trail being used but does not see any community members abusing the trail at this time.

FINAL COMMENTS OF THE TOWNSHIP COMMITTEE

Mr. Waltman thanked the Finance Committee, Ms. McDaniel and Mr. Colantano for all the work on the 2020 Budget. Mr. Waltman stated the Delinquency Tax rate that the Township Committee discussed last meeting had to be re-evaluated. Mr. Waltman stated after Ms. McDaniel researched this in more detail, it was discovered that there were many underlying ramifications beyond lost revenue.

Ms. McDaniel stated most Municipalities are waiting for guidance by Local Government Services agency. Ms. McDaniel stated the Township does not want this to interfere with tax sales, redemptions and liens. Ms. McDaniel stated this can be revisited before the August tax payments are due and when more information becomes available.

Mayor Herman stated Hunterdon County received \$1.8 million in State grants for the repair of bridges. Mayor Herman reported \$450,000.00 was granted for work on Delaware Township's Covered Bridge and \$850,000.00 was granted for work on the bridge on Dunkard Church Road between Delaware Township and East Amwell

Mayor Herman stated the sidewalk project is progressing and positive feedback has been given by the residents on this route and other residents in town.

Mayor Herman reported the Shop Rite Shopping for Seniors program being run by Alex and Ellen Jeyschune from Delaware Township is doing great and by the end of this week will have made over 200 deliveries of groceries to the Senior Citizens of Delaware Township and surrounding communities.

Mayor Herman stated Crown Trophies in Flemington is running a fundraiser to help to supply the Health Care Community at Hunterdon Medical Center with meals. Crown Trophy is producing signs for the entrances of Hunterdon Medical Center for the cost of \$20.00 to \$30.00 per donated sign. Mayor Herman requested Delaware Township purchase a sign to help with this COVID-19 cause.

Mr. Waltman motioned to authorize the expenditure to purchase a sign on behalf of Delaware Township. Mrs. Lockwood seconded the motion, and the members approved the motion by roll call vote.

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

Mayor Herman stated the Personnel Committee has requested to have the Board of Health/Administrative position advertised on the NJ League of Municipalities website. Mayor Herman stated the Township received a few resumes but would like to expand the applicant field.

APPROVAL OF BILL LIST

Members reviewed and approved the following vouchers for payment in the amount of \$110,052.78 at the Regular Virtual Meeting of the Delaware Township Committee held on April 27, 2020. Mr. Waltman moved to approve payment of the bills on the bill list. Mrs. Lockwood 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 27, 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 8:35 p.m.

Respectfully submitted,

Jodi McKinney, RMC, CMC
Township Clerk

Approved: (May 11, 2020)

Charles Herman, Mayor