



DELAWARE TOWNSHIP COMMITTEE
REGULAR MEETING MINUTES
December 28, 2020 – 7:30 PM
Via Zoom

Mayor Herman called the regular meeting of the Delaware Township Committee to order on December 28, 2020 at 7:30 PM. Mayor Herman announced that this meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was faxed to the Hunterdon County Democrat, Trenton Times, Courier News and the Star Ledger, was posted on the bulletin board in the Municipal Building and filed with the Township Clerk on January 3, 2020.

PLEDGE OF ALLEGIANCE

Mayor Herman led those in attendance in the pledge to the nation's flag.

ROLL CALL/AGENDA REVIEW

Present: Mayor Charles Herman, Deputy Mayor James Waltman, Committee Members Susan Lockwood, Joseph Vocke, and Daniel Kwasnik along with Deputy Township Clerk Tiffany Crivelli and Township Attorney Joseph Tauriello .

APPROVAL OF TOWNSHIP COMMITTEE MEETING MINUTES

A motion by Lockwood, seconded by Herman, to approve the Committee's 12/14/20 Regular and Executive Session minutes with no revisions noted was approved by voice vote.

TOWNSHIP COMMITTEE LIAISON REPORTS

Daniel Kwasnik noted that he spoke with the Department of Public Works regarding the snowstorm. He stated that they only had two minor breakdowns with equipment during the storm, but were not hindered by this in clearing the roadways. Some areas of the township did not have the snow fence up still as the ground has been too wet.

Committeewoman Lockwood noted that the Martin Farm property closed on December 18, 2020 and is now preserved.

Committeewoman Lockwood also noted that the Pipeline Committee member is still monitoring the air quality.

Committeewoman Lockwood also noted that the Environmental Commission was still looking into buying their own air quality monitor equipment.

OPEN TO THE PUBLIC

Mayor Herman opened the floor to public comment for any items listed on the agenda.

Charles Cline of 139 Upper Creek Road, inquired if the Pipeline Committee submitted materials to the VRBC. Committeewoman Lockwood was going to check and see if it was done, but believes there may have been an issue with where the information was located. Committeewoman Lockwood noted she would obtain the information and resubmit.

APPROVAL OF RESOLUTIONS #2020-93, #2020-95 -2020-98

A motion by Waltman, seconded by Lockwood to approve the following resolutions by consent agenda was approved by roll call vote.

Kwasnik: Yes, Lockwood: Yes, Vocke: Yes, Waltman: Yes, Herman: Yes

Resolution #2020-93

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

WHEREAS, due to several appropriations having insufficient balances to meet demands for the remainder of the fiscal year, it has been deemed necessary to make several transfers at this time.

NOW, THEREFORE, BE IT RESOLVED, 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
Building & Grounds O/E	\$210.00	Building & Grounds S/W	\$210.00
TOTAL:	\$210.00	TOTAL:	\$210.00

BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon, and State of New Jersey that the following transfers be made in the 2020 Budget Manual.

ATTEST:

Maria Andrews, Township Clerk, RMC

Charles Herman, Mayor

CERTIFICATION

This is to certify the above is a true copy of a Resolution adopted by the Township Committee of the Township of Delaware at a meeting of said Township Committee conducted on December 28, 2020.

Maria Andrews, Township Clerk, RMC

Resolution #2020-95

WHEREAS, The Hunterdon County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Grants Program to provide Program Funds in connection with municipal acquisitions of lands for recreation, conservation and general open space purposes; farmland preservation; preparation of plan elements of a municipal Master Plan and restoration of county owned or municipal owned historic facilities.

WHEREAS, the Governing Body of the Township of Delaware may submit a request to bank and reserve its 2020 Municipal Allocation balance of Hunterdon County Open Space Trust Funds;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Delaware that it hereby requests that the Municipal Allocation balance for the Township of Delaware, in the amount of \$29,005.34 be banked and reserved for future use.

ATTEST:

Maria Andrews, Township Clerk, RMC

Charles Herman, Mayor

Resolution #2020-96

BE IT RESOLVED by the Township Committee of the Township of Delaware that the first Contract Payment less a 2% retainage fee authorized in accordance with the Top Line Construction MC Project No. DPT127 correspondence dated December 18 2020, including Variation for Additional Base Repairs \$5,152.59, a copy of which is attached for the Lower Ferry Road Improvement Project:

Bid Amount	\$140,455.02
Plus Variation for Additional Repairs	\$5,152.59
Less 2% Retainage	(\$2,912.15)

Amount Due Payment Request final: \$ 142,695.46

Topline Construction
22 Fifth Street

Somerville, NJ 08876

ATTEST:

Maria Andrews, Township Clerk, RMC

Charles Herman, Mayor

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 Fund.

Diane S. McDaniel, CFO

Resolution #2020-97

WHEREAS, the following checks have been outstanding and considered lost and outdated by the Delaware Township Treasurer; and,

WHEREAS, the following Grant Fund checks are hereby VOID:

CK # 1155 \$1,350.00

CK # 1168 \$ 300.00

WHEREAS, the following Recreation Fund check are hereby VOID:

CK# 1132 \$ 42.80

WHEREAS, the following Escrow Fund checks are hereby VOID:

CK# 2281 \$ 5.00

This Resolution shall take effect immediately upon adoption by the Delaware Township Committee at their meeting held December 28, 2020.

ATTEST:

Maria Andrews, Township Clerk, RMC

Charles Herman, Mayor

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 Fund.

Diane S. McDaniel, CFO

Resolution #2020-98

WHEREAS, certain Grant Trust Reserve balances remain dedicated to grants now completed or no longer considered receivable; and

WHEREAS, it is necessary to formally cancel said balances;

NOW THEREFORE, BE IT RESOLVED, by the Township Committee, Township of Delaware that it hereby authorizes the Chief Financial Officer to cancel the following unexpended and dedicated Reserves of Grant Fund Trust and offsetting reserves to operating or capital account:

OES Grant 390.37

Wild and Scenic River 4,000.00

Sidewalk Grant 1,043.50

Cool Cities 23,150.00
Recreation Trails 1,414.41
Delaware River Joint Toll Bridge-Federal Twist Road Project 55,524.53
NJ Dept of Transpt-Mexzaros Road 533.51
NJ Dept of Transpt-Grafton Road 86,350.00
Lower Delaware Wild & Scenic River 1,000.00

ATTEST:

Maria Andrews, Township Clerk, RMC

Charles Herman, Mayor

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 Fund.

Diane S. McDaniel, CFO

NEW BUSINESS/OTHER

Mayor Herman is going to speak with the committees in which two Citizen Leadership forms were submitted to see if they would be appointing Zack Burger and Felipe Botero as advisors.

OPEN TO THE PUBLIC

Mayor Herman opened the floor to public comment.

Charles Cline of 139 Upper Creek Road, inquired about how long the 2% retainage will be retained from Resolution #2020-96. Mayor Herman advised he would speak with the Diane McDaniel, CFO.

FINAL COMMENTS OF THE TOWNSHIP COMMITTEE

Committeeman Waltman noted that Mayor Herman did an admirable job as Mayor for 2020 during the pandemic and went above and beyond his duties in the Township.

Mayor Herman noted that it was a challenging year, but everyone worked together and it was a team effort between Township Hall employees, Police Department, Fire Department and the local businesses. Special thanks to Maria Rosa and The Sergeantsville Inn who helped with providing meals and support to the local families in need. Money from the "to go" orders made at The Sergeantsville Inn went to the local food pantry. Residents John Martin and Rick Yard also ordered any supplies that the Township would need as well as the Seniors to keep everyone safe.

APPROVAL OF THE BILL LIST

A motion by Waltman, seconded by Lockwood to approve payment of the \$171,791.76 bill list was unanimously approved by roll call vote.

Kwasnik: Yes, Lockwood: Yes, Vocke: Yes, Waltman: Yes, Herman: Yes

ADJOURNMENT

A motion by Waltman, seconded by Lockwood to adjourn the meeting was unanimously approved by voice vote.

The meeting adjourned at 7:56 PM.

Tiffany Crivelli, Deputy Township Clerk

Charles Herman, Mayor

Approved: January 11, 2021