



DELAWARE TOWNSHIP COMMITTEE
REORGANIZATION MEETING MINUTES

January 7, 2022 – 5:00 PM
ZOOM

Township Clerk Maria Andrews called the reorganization meeting of the Delaware Township Committee to order on January 7, 2022 at 5:00 PM. Clerk Andrews 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 December 29, 2021.

PLEDGE OF ALLEGIANCE

Clerk Andrews led those present on ZOOM in the pledge to the nation's flag.

STATEMENT OF ELECTION

Township Clerk Andrews read the Statement of Elections from the November 8, 2022 election whereby James Waltman and Chad Bower were duly elected as members of the Township Committee for 3-year terms ending 12/31/24.

OATHS ADMINISTERED

Attorney Joseph Tauriello administered the Oath of Office to Committeeman James Waltman and Committeeman Chad Bowers.

ROLL CALL/AGENDA REVIEW

Present: Chad Bower, Charles Herman, Susan Lockwood, Joseph Vocke, James Waltman, Township Clerk Maria Andrews, Deputy Township Clerk Tiffany Crivelli and Township Attorney Joseph Tauriello.

It is noted for the record that Committeewoman Susan Lockwood joined the meeting at 5:04pm and did not vote on the Mayor's nomination.

NOMINATION FOR MAYOR 2022

A nomination was made by Herman and seconded by Bower nominating James Waltman as Mayor for 2022. The motion was unanimously approved by roll call vote.

Bower: Yes, Herman: Yes, Vocke: Yes, Waltman: Yes

NOMINATION FOR DEPUTY MAYOR 2022

A nomination was made by Bower and seconded by Waltman nominating Charles Herman as Deputy Mayor for 2022. The motion was unanimously approved by roll call vote.

Bower: Yes, Herman: Yes, Lockwood: Yes, Vocke: Yes, Waltman: Yes

TOWNSHIP COMMITTEE ASSIGNMENTS

A motion by Herman, seconded by Vocke was unanimously approved by voice vote. It is noted for the record that Committeewoman Lockwood voted Nay.

The Committee approved the following list of assignments:

Public Works Commissioner	James Waltman
Public Works Commissioner	Joseph Vocke
Public Safety Commissioner	James Waltman
Deputy Public Safety Commissioner	Charles Herman
Finance Commissioners	James Waltman and Chad Bower
Personnel Commissioners	Charles Herman and Chad Bower
Board of Education Liaison	Joseph Vocke
HCRHS Liaison	James Waltman
Senior Citizen Liaison	All Committee Members as available
Open Space Liaison	Charles Herman
Municipal Court Liaison	James Waltman
Insurance Commissioner	Diane McDaniel
Alternate Insurance Commissioner	James Waltman
Environmental Liaison	Susan Lockwood

Contract Negotiators	Susan Lockwood and Joseph Vocke
Energy Aggregation Liaison	Susan Lockwood
Quarry Compliance Liaison	Chad Bower
DTMUA Liaison	Joseph Vocke
Stormwater Management Liaison	Susan Lockwood

ADOPTION OF PARLIAMENTARY PROCEDURES – Robert’s Rules

A motion by Herman, seconded by Vocke adopting the Robert’s Rules of Parliamentary Procedures was unanimously approved by voice vote.

AUTHORIZATION TO SIGN CHECKS AND OFFICIAL DOCUMENTS AND STATEMENTS

A motion by Lockwood, seconded by Bower authorizing the Mayor, the Deputy Mayor, the Township Clerk, the Treasurer and the Deputy Treasurer to sign checks and official documents and statements was unanimously approved by roll call vote.

Bower: Yes, Herman: Yes, Lockwood: Yes, Vocke: Yes, Waltman: Yes

APPOINTMENTS AND OATHS FOR 2022

The Township Committee recognized the employee and board/committee appointments for 2022.

EMPLOYEE BONDS AND INSURANCE RISK MANAGER

It was noted for the record that the Deputy Clerk is working on updating this and it will be listed on the Committee’s 1/19/21 agenda for approval.

SCHEDULE OF CERTAIN FEES TO BE ADOPTED IN 2022

A motion by Lockwood, seconded by Bower adopting the fees as outlined below in 2022 was unanimously approved by roll call vote.

Bower: Yes, Herman: Yes, Lockwood: Yes, Vocke: Yes, Waltman: Yes

Percolation or Soil Log Test Fee	\$350.00 per day for first lot \$ Applicable postage, if mailed
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 – non-spayed/neutered \$30.00 late fee per dog as of 3/1/2022
Cat Registration	\$10.00 per family (any number of cats) \$10.00 late fee per family as of 3/1/2022

TOWNSHIP HALL OFFICE HOURS

A motion by Herman, seconded by Lockwood acknowledging the following Township Hall office hours was approved by voice vote:

Township Hall Offices	Mon, Tues, Thurs Wednesday Friday	8:30am – 3:00pm 8:30am – 7:00pm 8:30am – 12:30pm
Construction Code Official	First Wednesday of Every Month	5:00pm – 7:00pm
Construction Office	Monday Wednesday Friday	9:00am – 3:00pm 9:00am – 7:00pm 9:00am – 12:30pm
Zoning Officer	Wednesday	4:45pm – 6:45pm
Board of Adjustment	Wednesday	5:30pm – 7:00pm
Tax Assessor	Wednesday	9:30am-3pm & 5:30pm-7pm

Tax Collector	Mon, Tues, Wed, Thurs	9:00am – 3:00pm
Board of Health Secretary	Mon, Tues, Wed, Thurs	9:00am – 3:00pm
Open Space Coordinator	Wednesday	10:00am – 1:00pm
Road & Police Depts.	Weekdays	8am – 3pm or by appt.
Animal Licensing Agent	Weekdays	8am -3pm (at Police HQ)

CONSENT AGENDA (Resolutions #2022-01 through #2022-25)

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

Bower: Yes, Herman: Yes, Lockwood: Yes, Vocke: Yes, Waltman: Yes

**Resolution #2022-01
Annual Notice Schedule**

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975) provides for the giving of annual notice by public bodies of the time, date and location of the regular meetings of such public body to be held during the succeeding year; and

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975) hereinafter referred to as the Act, authorizes a public body to make certain other determinations and take certain other actions in conformance therewith.

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

1. Regular meetings of this Committee shall be held during the 2022 calendar year at 7:30 p.m. at the Delaware Township Municipal Building, Township Hall, 570 Rosemont Ringoes Road, Sergeantsville, New Jersey on the following dates:
 - a. The second Monday of each and every month except the Monday, October 10, 2022 meeting will be held on Tuesday, October 11, 2022. All meetings commence at 7:30 p.m. in the Delaware Township Municipal Bldg., 570 Rosemont Ringoes Rd. (County Rt. 604), Sergeantsville, NJ or via ZOOM. Copies of the Annual Notice Schedule are available to the public for inspection upon request to Tiffany Crivelli, Deputy Township Clerk
2. The following newspapers are hereby designated as the newspapers to receive any and all notice required or permitted to be given under the Act including but not limited to Annual Notice and 48 Hour Notice:
 - a. The Hunterdon County Democrat which is the official newspaper of this public body; and
 - b. The Star Ledger and the Trenton Times which are hereby designated and determined to be the other two newspapers that have the greatest likelihood of informing the public within the area of jurisdiction of this Township of its meetings.
3. Copies of this Resolution and any revisions or modifications thereof, certified to be true copies by the Clerk of this municipality, shall be disseminated and distributed as required by the Act as follows:
 - a. Posted and maintained through the 2022 calendar year on the bulletin board at the Delaware Township Municipal Building;
 - b. Mailed or hand delivered to the newspapers designated in paragraph 2 of this resolution;
 - c. Filed with the Municipal Clerk of this municipality; and
 - d. Mailed to such other persons as may be entitled thereto under the terms of the Act and this resolution.

4. Pursuant to Section 14 of this Act, the Municipal Clerk of this municipality is thereby authorized and directed to mail such notice as may be required an authorized under the Act to any persons requesting the same providing that person has first complied with the following terms and conditions.
 - a. Any and all requests for notice under the Act shall be made in writing either by letter or by signing a Request List to be maintained in the office of the Municipal Clerk.
 - b. Any person requesting such notice, other than the news media which is expressly excluded from payment of any fee hereunder, shall pay to the Township of Delaware a fee of \$3.00 which said sum is hereby designated to be a reasonable sum, the amount of which is calculated solely to reimburse this Township for the costs incurred in providing the said notice including but not limited to printing, photocopying cost, clerical time and postage.

BY ORDER OF THE TOWNSHIP COMMITTEE:

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-02

Awarding Contracts for Professional Services Over \$17,500

WHEREAS, the Township of Delaware has a need to acquire legal and accounting services without a “fair and open process” as defined by P.L. 2004, c.19, the “Local Unit Pay-to-Play Law”; and

WHEREAS, Township Attorney Joseph Tauriello, Township Engineer Paul Sterbenz, and Township Auditor William Colantano have proposed legal, engineering and accounting services for the year 2022; and

WHEREAS, Chief Financial Officer Diane McDaniel has determined and certified in writing that the value of the acquisition over the course of the contract is anticipated to exceed \$17,500.00; and

WHEREAS, the above named professionals have completed and filed with Delaware Township a Campaign Contributions Affidavit as required by N.J.S.A. 19:44A-20.2 et seq. certifying that they have not made any prohibited contributions to a candidate committee or municipal committee representing the elected officials of the Township of Delaware; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of this contract for professional services without competitive bidding and requires that such award be publicly advertised; and

WHEREAS, Chief Financial Officer Diane McDaniel has certified that sufficient funds are available for this purpose.

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

1. William Colantano, RMA is hereby retained as Auditor for the Township of Delaware.
2. Joseph Tauriello, Esq. is hereby retained as Attorney for the Township of Delaware.
3. Paul Sterbenz, P.E., PP is hereby retained as Township Engineer for the Township of Delaware.
4. Each of the above mentioned individuals is authorized by law to practice a recognized profession and the practice of the profession of each respectively is regulated by law.
5. Each of the above mentioned individuals is a member in good standing of his or her respective profession.

- 6. The Mayor and Clerk are hereby authorized and directed to execute an agreement with the above named professionals for legal and accounting services.
- 7. A copy of this Resolution, the Certification of Contract Value, the Campaign Contributions Affidavit, and the executed Agreement for each professional shall be placed on file in the office of the Delaware Township Clerk.
- 8. A notice of this award shall be published in the Hunterdon County Democrat not more than ten (10) days after passage hereof.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-03
Awarding of Non-Fair and Open Contracts for Professional Services Under \$17,500

WHEREAS, the Township of Delaware has a need to acquire additional professional services of Township Professionals as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5 for the year 2022; and

WHEREAS, it is anticipated that the value of these services over the course of the one-year contracts will not exceed \$17,500; and

WHEREAS, these professional services are services that are of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids; and

WHEREAS, each of these professionals is authorized by law to practice a recognized profession, and the practice of the profession is regulated by law.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Delaware authorizes the Mayor and Clerk to enter into contracts with the Township Professionals as described below:

<u>Non-Fair and Open Contracts</u>		
<u>Professional</u>	<u>Position</u>	<u>Term of Contract</u>
John R. Lanza, Esq.	Labor Attorney	One Year
Kyle+McManus Associates	COAH Planner	One Year
Stanley J. Troy, Esq.	Public Defender	One Year
Colliers Engineering & Design	Hydrogeologist	One Year
	Environmental Consultant	
	PERC Test Witness	
Phoenix Advisors, LLC	Continuing Disclosure Agent and Independent Municipal Advisor	One Year

BE IT FURTHER RESOLVED that a copy of this Resolution and the executed Agreement for each professional shall be place on file in the office of the Township Clerk.

BE IT FURTHER RESOLVED that a copy of this resolution shall be published in the Hunterdon County Democrat as required by law.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-04
Cash Management Plan

WHEREAS, it is in the best of the Township of Delaware to earn additional revenue through the investment and prudent management of its cash receipts in 2022; and

WHEREAS, P.L. 1983, Chapter 8, approved January 18, 1983 is an act concerning the Local Fiscal Affairs law and amends N.J.S.A. 40A:5-2, and N.J.S.A. 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that the following shall constitute the Cash Management Plan for the Township of Delaware, and the Treasurer shall deposit and manage its funds pursuant to this plan:

1. Definitions:
 - a. Treasurer shall mean the Treasurer of the Township of Delaware.
 - b. Fiscal Year shall mean the twelve-month period ending December 31.
 - c. Cash Management Plan shall mean that plan as approved by resolution.
2. Designation of Depositories:
 - a. At least once each fiscal year the governing body shall designate the depositories for the Township of Delaware in accordance with N.J.S.A. 40A:5-14.
3. Audit Requirements:
 - a. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.
4. Authority to Invest:
 - a. The governing body shall designate at its first meeting of the fiscal year the Township officials who shall make and be responsible for municipal deposits and investments.
5. Investment Instruments:
 - a. The Treasurer shall invest at his/her discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.
6. Records and Reports:
 - a. The Treasurer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
7. At a minimum the Treasurer shall:
 - a. Keep a record of all investments;
 - b. Keep a cash position record that reveals, on a daily basis, the status of the cash in its bank accounts.
 - c. Confirm investments with the governing body at the next regularly scheduled meeting.
 - d. Report monthly to the governing body as to the status of cash balances in bank accounts, revenue collection, interest rate and interest earned.
8. Cash Flow:
 - a. The Treasurer shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
 - b. All monies shall be turned over to the Treasurer and deposited in accordance with N.J.S.A. 40a: 5-15.
 - c. The Treasurer is authorized and directed to invest surplus funds of the Township of Delaware as the availability of funds permit. In addition, it shall be the responsibility of the Treasurer to minimize the possibility of idle cash depositing the monies in interest bearing accounts wherever practical and in the best interest of the Township of Delaware.
 - d. The Treasurer shall ensure that funds are borrowed for Capital Projects in a timely fashion.
 - e. The Treasurer is authorized to use wire transfer services between financial institutions.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

**Resolution #2022-05
Authorizes Tax Assessor to File Petitions, Notices, and other Documents Regarding the
Assessing of Roll-Back Taxes**

WHEREAS, the Township Committee of the Township of Delaware has been informed by Delaware Township Tax Assessor Michelle Trivigno that from time to time changes in property use occur in the Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of the Township of Delaware has requested the Township Committee to authorize her to file petitions, notice and other documents regarding the assessing of such roll-back taxes with the Hunterdon County Board of Taxation; and

WHEREAS, the filing of these documents regarding roll-back taxes by the Tax Assessor is important to the tax assessment process of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that the Tax Assessor of the Township of Delaware be and hereby is authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes in 2022 with the Hunterdon County Board of Taxation.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Assessor.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

**Resolution #2022-06
Fixes the Rate of Interest to be Charged on Delinquent Taxes of Assessments**

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

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

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date, and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31 an additional 6% shall be charged against the delinquency.
2. Effective January 1, 2022 there shall be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in the Hunterdon County Democrat.
5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Delaware.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

**Resolution #2022-07
Authorizing Tax Collector to Cancel Refunds and/or Overpayments for Taxes and/or
Municipal Charges Less Than \$10.00**

WHEREAS, P.L. 1996, Ch. 113 amended P.L. 1983, Ch. 568, allows for the cancellation of a refund or delinquency less than \$10.00; and

WHEREAS, the governing body of a municipality may authorize a municipal employee to cancel a refund or delinquency of property taxes and/or municipal charges less than \$10.00 without further action of the governing body.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Delaware Township, in the County of Hunterdon and State of New Jersey that the Tax Collector is hereby authorized to process refunds and delinquencies as permitted by applicable law.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Danene Gooding, Tax Collector, CTC

**Resolution #2022-08
Appoints Insurance Commissioner and Alternate Insurance Commissioner**

WHEREAS, as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Township Official to serve as a Commissioner to represent the Township of Delaware.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Delaware, County of Hunterdon, and State of New Jersey that Diane McDaniel be designated as the Commissioner for the Township of Delaware with Charles Herman designated as the Alternate Commissioner.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true copy of the Resolution Approved by the Mayor and Township Committee of the Township of Delaware at their meeting of January 7, 2022.

Maria Andrews, Township Clerk, RMC

**Resolution #2022-09
Appoints 2022 Emergency Management Council**

WHEREAS, the Township of Delaware, County of Hunterdon and State of New Jersey, under the authority of the Civil Defense and Disaster Control Act, New Jersey Statutes Annotated, Appendix A:9-30 through 63, established the Delaware Township Office of Emergency Management (O.E.M.) on January 31, 1994; and

WHEREAS, the Delaware Township Committee appointed Police Chief Phillip C. Cane to serve as the Township's Emergency Management Coordinator effective December 1, 2017 through November 30, 2022; and

WHEREAS, the Delaware Township Committee appointed the Township's Emergency Management Council on January 5, 2015 and now wishes to update and amend the Council membership.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that it hereby appoints the following individuals to serve on the Delaware Township Emergency Management Council.

Phillip C. Cane	Coordinator, Chief of Delaware Township Police Department
William J. Powell	Deputy Coordinator
Greg Bunting	Fire Chief/Assistant Deputy Coordinator
James Waltman	Mayor
James Waltman	Public Safety Commissioner
Nick Brancato	Deputy Chief, Sergeantsville Volunteer Fire Company

Rick Hendricks	Chief, Stockton Fire Company and First Aid Squad
Jay Trstensky	Director of Public Works, Delaware Township
Deanna Higgins	OEM/Police/Road Secretary
Diane McDaniel	Financial Officer, Delaware Township
Michelle Trivigno	Tax Assessor, Delaware Township
Thomas Dodd	Animal Control Officer, Delaware Township
Thomas Petto	Construction Code Official, Delaware Township
Diane McDaniel	Flood Hazard Mitigation Committee, Delaware Township
Edward Fleming	Sheltering
Vivian Fleming	Sheltering

BE IT FURTHER RESOLVED that Coordinator Phillip C. Cane shall be authorized to make such additional appointments as needed to assist with the duties of the Office of Emergency Management.

BE IT FURTHER RESOLVED that it shall be the duty of all municipal employees, appointees and agencies to fully cooperate with the Municipal Coordinator in carrying out his responsibilities for planning, activating, coordinating, and conducting disaster control operations within the municipality.

BE IT FINALLY RESOLVED that the purpose of the Office of Emergency Management is to provide for the health, safety and welfare of the people of Delaware Township and to aid in the prevention of damage to and the destruction of property during any emergency or disaster resulting from natural or unnatural causes.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-10
Authorizes Mayor of Delaware Township to Preside Over Meeting and Deputy Mayor in Absence of Mayor

WHEREAS, the Mayor of Delaware Township presides over meetings of the Delaware Township Committee, when present; and

WHEREAS, the Deputy Mayor of Delaware Township presides over meetings of the Delaware Township Committee in the absence of the Mayor; and

WHEREAS, the Delaware Township Committee wishes to establish a policy to formalize who would preside at a meeting of the Township Committee in the absence of both the Mayor and Deputy Mayor.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that in the absence of the Mayor and Deputy Mayor, the most senior member of the Township Committee in terms of continuous years of service on the Township Committee will preside over meetings of the Township Committee.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-11
Appoints Public Agency Compliance Officer

WHEREAS, Delaware Township has been advised by the New Jersey Department of the Treasury, Affirmative Action Office, that it is necessary to appoint an Affirmative Action/Public Compliance Officer (P.A.C.O.) annually.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey that it hereby designates Diane McDaniel, CMFO, as Affirmative Action/Public Agency Compliance Officer of the Township of Delaware, in Hunterdon County, New Jersey for the year 2022.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-12
Authorizes the Acceptance of On-Line Credit Card, On-Line Debit Card, and E-Check
Payments for the Collection of Taxes

WHEREAS, under New Jersey State Statute 40A:5-43 and New Jersey Administrative Code 5:30-9.1 through 5:30-9.10, authorizing municipalities to accept credit card payments in accordance with the provisions of the Administrative Code; and

WHEREAS, subject to those provisions the Township of Delaware, Hunterdon County seeks to offer to its resident's on-line payment for taxes in the form of credit/debit cards and e-checks; and **WHEREAS**, the municipality does not charge for this service, any charges/fees are paid by the property owner to the provider; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, hereby authorize the tax office to accept on-line credit/debit cards and e-checks as a forms of payment for taxes.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Tax Collector and to the Chief Financial Officer.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Danene Gooding, Tax Collector, CTC

CERTIFICATION

I hereby certify this to be a true copy of Resolution #2022-12 approved by the Delaware Township Committee on January 7, 2022.

Maria Andrews, Township Clerk, RMC

Resolution #2022-13
Authorizing the Tax Collector to Conduct a 2022 Tax Sale

BE IT RESOLVED, by the Mayor and Township Committee of the Township of Delaware that the Tax Collector is hereby authorized to conduct a tax sale for all prior year's delinquent taxes pursuant to New Jersey Law, Chapter 99.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Danene Gooding, Tax Collector, CTC

CERTIFICATION

I hereby certify this to be a true copy of Resolution #2022-13 approved by the Delaware Township Committee on January 7, 2022.

Maria Andrews, Township Clerk, RMC

Resolution #2022-14
Authorizing Signatures for Township Accounts and Signing of Checks

BE IT RESOLVED that the Township Committee of Delaware Township, authorize the following signatures for all Township accounts and the signing of checks, notes and bonds or any other negotiable papers requiring signatures for Delaware Township:

Joseph Vocke, Committee Member
or
Charles Herman, Deputy Mayor
And
Diane McDaniel, CFO
or
Danene Gooding, Deputy Treasurer
And
Tiffany Crivelli, Deputy Township Clerk (as necessary)

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

**Resolution #2022-15
Appointment of Registrar of Vital Statistics**

WHEREAS, Delaware Township has fewer than 5,000 residents according to the most recent Census report. Therefore, the Township Clerk serves as Registrar pursuant to N.J.S.A. 26:8-11.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey hereby appoints Maria Andrews, RMC, CMR as the Registrar of Vital Statistics in Delaware Township to a three-year term effective January 1, 2022 expiring January 1, 2025.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

**Resolution #2022-16
Appointment of Deputy Registrar of Vital Statistics**

WHEREAS, pursuant to New Jersey Revised Statutes Title 26:8-17, Chapter 8, Article 2, Administrative Personnel, there exists a need for the appointment of a Local Deputy Registrar of Vital Statistics for the Township of Delaware; and

WHEREAS, Maria Andrews, CMR, RMC has named Deanna Higgins to serve in the position of the Deputy Registrar for Delaware Township; and

WHEREAS, Deanna Higgins holds the required New Jersey registrar certification.

NOW, THEREFORE, BE IT RESOLVED by the Delaware Township Committee, that Deanna Higgins, CMR is appointed as Deputy Registrar of Vital Statistics in Delaware Township to a three-year term effective January 1, 2022 and expiring January 1, 2025, and that the amount of her compensation shall be determined by the Salary and Wage Ordinance of Delaware Township.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

**Resolution #2022-17
Appointment and Salary of the Open Space Coordinator**

WHEREAS, the Township Committee of the Township of Delaware, Hunterdon County, New Jersey acknowledges a need for an Open Space Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Delaware Township Committee that the salary for the position of Delaware Township Open Space Coordinator is established as follows:

Open Space Coordinator

Tiffany Crivelli (effective 1/1/2022)

\$9,500 for 2022

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-18

Governor’s Council on Alcoholism and Drug Abuse Fiscal Grant Cycle October 2020 – June 2025 FORM 1B

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Township Council of the Township of Delaware, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township Council has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Hunterdon.

NOW, THEREFORE, BE IT RESOLVED by the Township of Delaware, County of Hunterdon, State of New Jersey hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the Central Hunterdon Municipal Alliance grant for fiscal year 2023 in the amount of:

DEDR	\$ 15,463.00
Cash Match	\$ 3,865.75
In-Kind	\$ 11,597.25

2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.
3. The Township Council further acknowledges that the Hunterdon County Educational Services Commission shall act as Fiscal Agent to all Hunterdon County Municipal Alliance Consortiums to provide a streamlined process for the reimbursement of expenditures.

APPROVED:

James Waltman, Mayor

CERTIFICATION

I, Maria Andrews, Municipal Clerk of the Township of Delaware, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council on this 7th day of January, 2022.

Maria Andrews, Township Clerk, RMC

Resolution #2022-19

Appointment and Salary of Police Sergeant

WHEREAS, there exists a need within the Delaware Township Police Department to maintain a level of supervisory positions and make certain promotions; and

WHEREAS, based on the results of the current sergeant's promotional examination, Chief Cane hereby recommends the promotion of Patrolman Robert Illes to the position of Police Sergeant.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of Delaware Township that Acting Sergeant Robert Illes is hereby promoted to Sergeant Robert Illes effective from January 1, 2022 until December 31, 2022 at the salary of Sergeant Step 1 (\$103,889) as stated in the Agreement by and between the Township of Delaware and the PBA Local No. 188 for January 1, 2021 through December 31, 2022

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true copy of the Resolution Approved by the Mayor and Township Committee of the Township of Delaware at their meeting of January 7, 2022.

Maria Andrews, Township Clerk, RMC

**Resolution #2022-20
Re-Appointment / Tenure of CFO**

WHEREAS, N.J.S.A. 40A:9-140.10 requires every municipality to have a Chief Financial Officer appointed by the governing body of the municipality; and

WHEREAS, Diane McDaniel, a certified municipal Chief Financial Officer was appointed, to serve as the Chief Financial Officer for a term of four years to expire December 31, 2021; and

WHEREAS, Diane McDaniel has successfully served as Chief Financial Officer for the Township of Delaware for the past four years; and

WHEREAS, the Township Committee of the Township of Delaware wishes to reappoint Diane McDaniel to the position of Chief Financial Officer; and

WHEREAS, this second appointment to a four-year term for Diane McDaniel will grant her tenure in that position, pursuant to N.J.S.A. 40A:9-140.13

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, that Diane McDaniel is hereby reappointed to the position of Chief Financial Officer for the Township of Delaware for which appointment shall grant her tenure in such position.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the Chief Financial Officer and Chief Financial Officer.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

CERTIFICATION

I, Maria Andrews, hereby certify this to be a true copy of Resolution #2022-20 approved by the Delaware Township Committee on January 7, 2022.

Maria Andrews, Township Clerk, RMC

**Resolution #2022-21
2022 Temporary Budget**

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2022 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year, and

WHEREAS, the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$5,154,298, and

WHEREAS, 26.25% of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$4,399,937.

NOW, THEREFORE, BE IT RESOLVED, by the Committee of Delaware Township, in the County of Hunterdon, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief financial officer for her records.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true copy of the Resolution Approved by the Mayor and Township Committee of the Township of Delaware at their meeting of January 7, 2022.

Maria Andrews, Township Clerk, RMC

**Resolution #2022-22
2022 Temporary Debt**

WHEREAS, N.J.S.A. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt services requirements for the coming fiscal year providing such a resolution is not made earlier than the last ten days of the preceding fiscal year, and

WHEREAS, the date of this resolution is subsequent to that date, and

WHEREAS, Principal and interest will be due on various dates from January 1, 2022 to December 31, 2022, inclusive, on sundry bonds issued and outstanding,

NOW, THEREFORE, BE IT RESOLVED, by the Committee of Delaware Township, in the County of Hunterdon, State of New Jersey, that the following appropriations be made to cover the period from January 1, 2022 to December 31, 2022 inclusive:

DEBT SERVICE – CURRENT FUND

Payment of Bonds	\$375,000.00
Interest on Bonds	\$165,907.00

DEBT SERVICE – OPEN SPACE

Payment of Bonds	\$307,000.00
Interest on Bonds	\$ 82,812.00

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true copy of the Resolution Approved by the Mayor and Township Committee of the Township of Delaware at their meeting of January 7, 2022.

Maria Andrews, Township Clerk, RMC

Resolution #2022-23
Authorizing Holiday Schedule for Non-Union Employees and Public Works Employees of Delaware Township

BE IT RESOLVED, by the Township Committee of the Township of Delaware in the County of Hunterdon and State of New Jersey that the following holiday schedule will be observed by non-union employees and public works employees of Delaware Township and the Municipal Building will be closed to the public on these days:

Monday, January 17 – Martin Luther King Jr. Day
Monday, February 21 – President’s Day
Friday, April 15 – Good Friday
Monday, May 30 – Memorial Day
Monday, June 20 – Juneteenth (Observance)
Monday, July 4 – Independence Day
Monday, September 5 – Labor Day
Monday, October 10 – Columbus Day
Friday, November 11 – Veterans Day
Thursday, November 24 – Thanksgiving Day
Friday, November 25 – Day After Thanksgiving
Friday, December 23 – Christmas Eve (Observance)
Monday, December 26 – Christmas Day (Observance)
Monday, January 2, 2023 – New Year’s Day (Observance)

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-24
Authorizing a COVID-19 Policy and Procedure for All Township Employees Regardless of Vaccination Status

WHEREAS, there is still an increase of cases of COVID-19 in the State of New Jersey; and

WHEREAS, the Township Committee of the Township of Delaware realizes a need to implement a policy and procedure to protect Township employee’s health and well-being while also being able to remain operational.

BE IT RESOLVED, by the Township Committee of the Township of Delaware in the County of Hunterdon and State of New Jersey that the following policy is in effect for all Township employees regardless of vaccination status regarding COVID-19 exposure and diagnosis:

1. Any employee who tests positive should notify their supervisor as soon as possible and forward medical documentation within three business days to their supervisor.
2. Diagnosed employees will be required to stay home and follow medical direction regarding treatment and absence from work.
3. Employees who have been exposed to or diagnosed with the COVID-19 virus will not be permitted to enter the workplace until they are medically cleared or until the expiration of the current recommended period of quarantine per the CDC.
4. If you become ill while at work and suspect your symptoms are consistent with COVID-19, you should immediately contact your supervisor, separate from other employees, and go home. Medical documentation must be provided to your supervisor clearing you to return to work.
5. For cases where individuals are undergoing a period of isolation or quarantine, documentation from a local, state, or federal government agency, a medical professional office, or hospital or proof that the employee was recently in a location where the recommendation is to self-quarantine will satisfy the requirement to provide documentation.

6. For cases where individuals are caring for an immediate family member exposed by or diagnosed with COVID-19, then the employee shall submit documentation verifying the family member's COVID-19 related illness to their supervisor within three days of employee's initial absence.
7. An employee may fax or send a scanned copy via email only of the documentation in support of their COVID-19 related absence to Danene Gooding. Text messages / digital pictures will not be accepted.
8. Failure to follow this policy will be investigated and may lead to disciplinary action being taken.

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Delaware in the County of Hunterdon and State of New Jersey that all Town Hall employees notify and submit all documentation to Danene Gooding.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

Resolution #2022-25

Township of Delaware, County of Hunterdon, State of New Jersey Support for an Application to The State Agricultural Development Council for Farmland Preservation Grant Funds for FY2023

WHEREAS, the State of New Jersey created the Agriculture Retention and Development Act in 1983 (C.4:1C-11 et seq) allowing for the preservation of appropriate farmland; and

WHEREAS, the State of New Jersey established the Planning Incentive Grant Act in 1999 (NJSA 4:1C-43.1) to provide grants to eligible municipalities to purchase agricultural easements. These grants come with certain requirements, such as a Farmland Preservation Plan as part of the municipality's Master Plan, a Right to Farm ordinance, a dedicated funding source such as an Open Space Tax and an Open Space Trust Fund, and establish an Agricultural Advisory Committee; and

WHEREAS, the Township of Delaware created an Open Space Tax in 1996 with a tax of \$0.02 per \$100.00 of assessed value of real property located in the Township. This tax was increased in 2001 to \$0.04 per \$100.00 of assessed value of real property located in the Township, and increased again in 2006 to \$0.06 per \$100.00 of assessed value of real property located in the Township; and

WHEREAS, the Township of Delaware has followed all the requirements as part of the SADC Municipal Planning Incentive Grant Program such as the Open Space Tax and Open Space Trust Fund, as well as a Right-to-Farm ordinance, a Farmland Preservation Plan element of the Master Plan and the creation of an Agricultural Advisory Committee; and

WHEREAS, the Township of Delaware has actively preserved farmland since 1999, preserving a total of 5,000 acres within the past 21 years; and

WHEREAS, there are certain properties within the Township of Delaware for which the owners of have expressed an interest to place their properties within the farmland preservation program; and

WHEREAS, continued investment in open space and farmland preservation is vitally important to the Township of Delaware, as it enhances the local economy, safeguards its remaining natural and agricultural resources, and contributes to the quality of life for Delaware Township residents; and

WHEREAS, the Township of Delaware anticipates on preserving more than 1,000 acres through the State Farmland Preservation Program and will need to make an application to the State to receive such preservation funds.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Delaware endorses and supports the annual application being made to the State Agriculture Development Council for anticipated Farmland Preservation in 2023; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

ATTEST:

Maria Andrews, Township Clerk, RMC

James Waltman, Mayor

CERTIFICATION

I, Maria Andrews, Clerk of the Township of Delaware, in the County of Hunterdon, New Jersey do hereby certify that the foregoing is correct and true copy of a resolution adopted by the Township Committee of the Township of Delaware, in the County of Hunterdon, in the State of New Jersey on January 7, 2022.

Maria Andrews, Township Clerk, RMC

COMMENTS OF THE TOWNSHIP COMMITTEE

Deputy Mayor Herman wished everyone a Happy New Year and welcomed Chad Bower to the Committee. Committeeman Herman also hopes for a more normal year for the Township with no devastating storms.

Committeewoman Lockwood agreed with Committeeman Herman and also stated that she is starting to organize for the next newsletter.

Committeeman Vocke wished everyone a Happy New Year and welcomed Committeeman Chad Bower.

Committeeman Bower noted it is an honor to work beside the members of the Township Committee and he looks forward to a great year and hopes to bring the community together more.

Mayor Waltman wished for a storm free and healthier year so everyone can get back to "normal". Mayor Waltman also welcomed Committeeman Bower and thanked all the township employees for their hard work throughout everything in 2021.

MEETING OPENED TO THE PUBLIC

Mayor Waltman opened the floor to public comment.

Jes Stahl, 38 Dunkard Church Road, wished everyone luck and a happy 2022.

Seeing no other members of the public who wished to speak, Mayor Waltman closed the floor to public comment.

ADJOURNMENT

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

The meeting adjourned at 5:25 PM.

Tiffany Crivelli, Deputy Township Clerk

James Waltman, Mayor

Approved: January 19, 2022