



**DELAWARE TOWNSHIP COMMITTEE  
REGULAR MEETING MINUTES  
September 12, 2022 at 7:30 PM  
In Person**

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Mayor Waltman called the regular meeting of the Delaware Township Committee to order on September 12, 2022 at 7:30 PM. Mayor Waltman 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, and the Star Ledger, was posted on the bulletin board in the Municipal Building and filed with the Township Clerk on January 11, 2022.

**PLEDGE OF ALLEGIANCE**

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

**MOMENT OF SILENCE**

In memory of Planning Board Member Andrea Abbott-Kenyon.

**ROLL CALL**

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

Absent: Committeeman Chad Bower, Township Clerk Maria Andrews

**APPROVAL OF TOWNSHIP COMMITTEE MEETING MINUTES**

A motion by Vocke, seconded by Herman to approve the August 8, 2022 Regular and Executive Session meeting minutes was unanimously approved by voice vote.

**TOWNSHIP COMMITTEE LIAISON REPORTS**

Committeewoman Lockwood noted that the Open Space Farmland Preservation Plan was completed and just needed input from the professionals. Committeewoman Lockwood also stated that outreach flyers for farmland preservation were going to be sent out for residents with more than twenty acres.

Committeewoman Lockwood stated the Stormwater Subcommittee needs to come up with a plan to pursue grants and will try to work with professionals.

Deputy Mayor Herman stated that the fireworks and the kite events were both very successful. Deputy Mayor Herman noted that the town wide yard sale and block party were occurring in the next few weeks, as well as St. Baldricks on the last Sunday of September.

Mayor Waltman stated that resident on Dunkard Church Road would be checking in with DPW regarding the cutback of the bushes creating a hazard. Mayor Waltman noted that same resident requested narrow road signs be erected as well.

Mayor Waltman stated residents of Paulmeir Road are concerned about the school bus only picking up and dropping off children on Route 29 and refusing to turn down the road. Mayor Waltman noted the roadway was designed for use and turn around of a school bus and this should not be an issue. Mayor Waltman asked Committeeman Vocke to speak with the school transportation department for followup.

Mayor Waltman noted that the Lower Creek Road final pavement project is out for NJDEP approval and believes the project will be completed before winter.

**OPEN TO THE PUBLIC**

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

Chuck Cline, 22 Reading Road, inquired about an item not on the agenda regarding bushes and trees on the corner of Rt 604 and Reading Road.

Jes Stahl, 38 Dunkard Church Road, inquired about clarification on Resolution #2022-99.

Hearing no other members of the public speak up, Mayor Waltman closed the floor to public comment.

**INTRODUCTION/PUBLIC HEARING ON ORDINANCES**

**Introduction to Ordinance #2022-09**

Mayor Waltman read Ordinance #2022-09 by title.

**Delaware Township  
Ordinance No. 2022-09**

**A Capital Ordinance of The Township of Delaware, County of Hunterdon, And State Of New Jersey To Authorize an Expenditure and Appropriation from Open Space Fund in The Amount Not to Exceed \$80,000 For Capital Improvements to Dilts Park**

WHEREAS, Delaware Township has an immediate need to make capital improvements to Dilts Park; and

WHEREAS, a referendum was passed in November 2021 allowing funds in an amount not to exceed \$80,000 or 01 cent from the Open Space Tax to be used for the development or improvement of open space property; and

WHEREAS, Delaware Township hereby authorizes an appropriation and expenditure for capital improvements to Dilts Park in an amount not to exceed \$80,000 or 01cent from open space tax.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Delaware, County of Hunterdon, and State of New Jersey that this Ordinance shall take effect immediately upon adoption in accordance with the laws of the State of New Jersey.

A motion by Herman, seconded by Vocke to set the public hearing date of October 11, 2022 for Ordinance #2022-09 was approved by roll call vote.

*Herman: Yes; Lockwood: Yes; Vocke: Yes; Waltman: Yes*

**RESOLUTIONS #2022-99 through #2022-104**

A motion by Herman, seconded by Vocke to approve the following resolutions #2022-99 through #2022-104 by consent agenda was unanimously approved by roll call vote.

*Herman: Yes; Lockwood: Yes; Vocke: Yes; Waltman: Yes*

**Delaware Township Resolution #2022-99  
Place-to-Place Transfer of Plenary Retail Consumption License**

WHEREAS, an application has been filed for a place-to-place transfer (Expansion of Premises) of Plenary Retail Consumption License 1007-33-002-007, for purposes of expanding the premises under license wherein the sale, service, and storage of alcoholic beverages are authorized; and,

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term.

NOW, THEREFORE, BE IT RESOLVED that the Delaware Township Committee does hereby approve, effective September 12, 2022 the expansion of the aforesaid Plenary Retail Consumption licensed premises located at 601 Rosemont Ringoes Road, Sergeantsville, New Jersey, to place under license the area designated in the application form and the sketch of the licensed premises attached thereto.

ATTEST:

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Tiffany Crivelli, Deputy Township Clerk

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James Waltman, Mayor

**CERTIFICATION**

I, Tiffany Crivelli, Deputy 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 Resolution #2022-99 adopted by the Township Committee of the Township of Delaware, in the County of Hunterdon, in the State of New Jersey on September 12, 2022.

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

**Delaware Township Resolution #2022-100  
Appointment and Salary of Municipal Court Violations Clerk**

WHEREAS, the Township Committee of the Township of Delaware, Hunterdon County, New Jersey acknowledges a need for a Municipal Court Violations Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Delaware Township Committee that the salary for the position of the half share for a Municipal Court Violations Clerk is established as follows:

Municipal Court Violations Clerk (1/2 share)		
Savannah Hettman	Effective 9/19/2022	\$18.00/Hr

ATTEST:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

**Delaware Township Resolution #2022-101  
Hunterdon County Records Depository Shared Services**

WHEREAS, the Municipality of Delaware having its principal office located at 570 Rosemont Ringoes Road, Sergeantsville, New Jersey has requested permission to utilize space in the Hunterdon County Records Facility located at 314 State Route 12, Bldg 5C, Flemington NJ 08822; and

WHEREAS, said Municipality of Delaware Township performs a public purpose and possesses certain documents and materials that by law it is required to maintain and preserve; and

WHEREAS, storage of such records in the Hunterdon County Facility has been determined to be of mutual advantage to both the County of Hunterdon and the Municipality of Delaware Township and the parties will enter into a Depository Agreement providing for physical custody/storage, but not the legal custody or ownership, of certain public records to the County of Hunterdon Records Storage Facility; and

WHEREAS, the Hunterdon County Board of Chosen Freeholders has considered said request to store these materials and is of the opinion that such transfer of said public records, reserving to the Municipality of Delaware Township and County of Hunterdon the right to recall or return said public records, would be beneficial to the residents of the County of Hunterdon; and

WHEREAS, the N.J.A.C. 15:3-3.2, provides that such public records may be deposited in another institution with the approval of the State Division of Revenue and Enterprise Services, DORES/OIT, Records Management Services, Department of State; and

WHEREAS, it appears that the County of Hunterdon is currently able to provide sufficient storage space, environmental controls, and security for the preservation of said public records in its Facility, and is able to permit access by the Municipality of Delaware Township to access to said records, upon adequate notice as set forth in the Depository Agreement, during its regular business hours; and

WHEREAS, the Municipality of Delaware Township shall execute a Depository Agreement with the County of Hunterdon setting forth the relative obligations and rights of said parties pertaining to the storage of certain identified records.

NOW THEREFORE, BE IT RESOLVED that the Hunterdon County Board of Chosen Freeholders authorizes transfer of physical custody, but not ownership, of certain public records listed in Exhibit I of the Depository Agreement, and/or any future additions or corrections made to this list under the terms of the said Depository Agreement, authorize the transfer of said Records to the County of Hunterdon. Such records shall be maintained by the County of Hunterdon in accordance with the terms and conditions set forth in said Depository Agreement.

ATTEST:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

**Delaware Township Resolution #2022-102  
Awarding of Non-Fair and Open Contract 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:

Non-Fair and Open Contracts

<b>Professional</b>	<b>Position</b>	<b>Term of Contract</b>
CGP&H	Affordable Housing Agent	9/12/2022 - 12/31/2023

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:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

**Delaware Township Resolution #2022-103  
2021 Audit**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2021 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A-5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments  
Recommendations

And;

WHEREAS, the members of the Delaware Township Committee have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments  
Recommendations

as evidenced by the group affidavit form of the Township Committee; and

WHEREAS, such resolution of certification shall be adopted by the Township Committee no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the Township Committee have received and familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey as stated aforesaid and have subscribed to the affidavit as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgation of the Local Finance Board of the State of New Jersey may subject the members of the Township Committee to the penalty provisions of R.S. 52:27BB-52 to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office."

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

ATTEST:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

**CERTIFICATION**

I, Tiffany Crivelli, Deputy 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 Resolution #2022-103 adopted by the Township Committee of the Township of Delaware, in the County of Hunterdon, in the State of New Jersey on September 12, 2022.

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

**Delaware Township Resolution #2022-104  
2021 Corrective Action Plan**

**CORRECTIVE ACTION PLAN  
2021 AUDIT**

Recommendation

Finding 2021-001: Receiving signatures should be obtained for all purchase orders by individuals having knowledge of the facts.

This Corrective Action Plan, which outlines action Delaware Township will take to correct findings listed above, was prepared in accordance with Federal and State requirements.

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 approves this Corrective Action Plan.

BE IT FURTHER RESOLVED that a copy of this plan will be submitted to the Division of Local Government Services, placed on file and made available for public inspection in the office of the Delaware Township Clerk.

Certified this 12th day of September:

\_\_\_\_\_  
Diane Soriero McDaniel, CFO, CTC, QPA

ATTEST:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

**NEW BUSINESS/OTHER**

- A. Mayor Waltman approved the resignation of M. Royal from the Environmental Commission.
- B. Mayor Waltman acknowledged S. Pittenger and M. Segal as active members of the Sergeantsville Volunteer Fire Company.

**OPEN TO THE PUBLIC**

Mayo opened the floor to public comment for items not on the agenda.

Jes Stahl, 38 Dunkard Church Road, noted the bathrooms at Dilts Park are still failing, asked is the variance applications for the Board of Adjustment could be placed on the website, noted that the DTS Green Team will be hosting March on Litter on October 8th, and inquired if the Township could get involved with the relocation of the Sergeantsville Post Office.

Al Addvensky, 529 Sergeantsville Road, again inquired about a property maintenance ordinance over concerns with his neighbor's property.

Diana Garibaldi, 142 Sandy Ridge Road, inquired about Ordinance 2022-09.

Gail Conover, 60 Covered Bridge Road, inquired about road signs to be replaced or picked up by DPW that have been down since Tropical Storm Ida.

Hearing no other members of the public speak up, Deputy Mayor Herman closed the floor to public comment.

**FINAL COMMENTS OF THE TOWNSHIP COMMITTEE**

Committeeman Vocke noted the DTMUA is in the process of updating some procedures at their facility.

Deputy Mayor Herman reminded residents that Lower Creek Road was not expected to be reopened in under 3 – 5 years and to keep in mind that this was completed in under a year, with the paving being the last portion that may take longer.

**APPROVAL OF THE BILL LIST**

A motion by Herman, seconded by Vocke to approve payment of the \$2,331,983.13 bill list was unanimously approved by roll call vote.

*Herman: Yes; Lockwood: Yes; Vocke: Yes; Waltman: Yes*

**EXECUTIVE SESSION: Approval of Resolution #2022-107: To Enter into Executive Session for the Purpose of Discussing Contracts and Subjects Falling Under Attorney-Client Privilege – The discussion is expected to take approximately 1 hour. Action may be taken.**

A motion by Herman, seconded by Vocke to approve Resolution #2022-107 and enter into Executive Session was unanimously approved by roll call vote.

*Herman: Yes; Lockwood: Yes; Vocke: Yes; Waltman: Yes*

**Resolution #2022-107**

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this governing body is of the opinion that such circumstances presently exist,

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

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The general nature of the subject matter to be discussed is as follows: Contracts, Personnel Matters, and subjects falling under Attorney-Client privilege. The discussion is anticipated to take approximately one hour. Action may be taken.
3. It is intended at this time that the above stated subject matter will be made public when the matter has been resolved.
4. This resolution shall take effect immediately.

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Tiffany Crivelli, Deputy Township Clerk

A motion by Vocke, seconded by Hermn to return to Open Session was unanimously approved by voice vote.

It was noted for the record that the Committee was in Executive Session from 8:22pm to 10:15pm.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

A motion by Herman, seconded by Vocke to approve the following resolutions #2022-105, #2022-106, and #2022-108 by consent agenda was unanimously approved by roll call vote.

*Herman: Yes; Lockwood: Yes; Vocke: Yes; Waltman: Yes*

**Delaware Township Resolution #2022-105  
Appointment and Salary of Municipal Housing Liaison**

WHEREAS, the Township Committee of the Township of Delaware, Hunterdon County, New Jersey acknowledges a need for a Municipal Housing Liaison.

NOW, THEREFORE, BE IT RESOLVED by the Delaware Township Committee that the salary for the position for a Municipal Housing Liaison is established as follows:

Name	Effective Date	Salary
Danene Gooding	July 28, 2022	\$5,000 Salary

ATTEST:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

**Delaware Township Resolution #2022-106  
Appointment and Salary of Technical Assistant**

WHEREAS, the Township Committee of the Township of Delaware, Hunterdon County, New Jersey acknowledges a need for a Part-Time Technical Assistant for the Building Department.

NOW, THEREFORE, BE IT RESOLVED by the Delaware Township Committee that the salary for the position of the Part-Time Technical Assistant is established as follows:

Name	Effective Date	Salary
Taylor Gribbins	September 14, 2022	20 Hours/Week - \$30,000 Salary

ATTEST:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

**Delaware Township Resolution #2022-108  
Professional Services for 2022 Farmland Preservation Plan**

WHEREAS, the Township Committee of the Township of Delaware, Hunterdon County, New Jersey acknowledges a need for an Engineer to provide professional services for the 2022 Farmland Preservation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Delaware Township Committee that the total fee for all professional services as listed in a contract from Colliers Engineering with Deborah Alaimo Lawlor and Nick Dickerson dated August 22, 2022 is not to exceed \$15,000.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the expenditure of funds for this professional service is allocated from the Open Space Committee's account.

ATTEST:

\_\_\_\_\_  
Tiffany Crivelli, Deputy Township Clerk

\_\_\_\_\_  
James Waltman, Mayor

A motion by Herman, seconded by Vocke to proceed in accordance with recommendations as discussed in Executive Session regarding Personnel Matters was unanimously approved by roll call vote.

*Herman: Yes; Lockwood: Yes; Vocke: Yes; Waltman: Yes*

A motion by Herman, seconded by Vocke to proceed with an RFP as discussed in Executive Session was unanimously approved by roll call vote.

*Herman: Yes; Lockwood: Yes; Vocke: Yes; Waltman: Yes*

**ADJOURNMENT**

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

The meeting adjourned at 10:19 PM.

\_\_\_\_\_  
Tiffany Crivelli, Deputy Clerk  
Approved:

\_\_\_\_\_  
James Waltman, Mayor