



**DELAWARE TOWNSHIP COMMITTEE**  
**REGULAR MEETING MINUTES**  
**June 12, 2023 – 7:30 PM**

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Mayor Herman called the regular meeting of the Delaware Township Committee to order on June 12, 2023 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 19, 2023.

**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 Chad Bower, Committee Member Susan Lockwood, Joseph Vocke and James Waltman along with Administrative Assistant Maria Andrews and Township Attorney Joseph Tauriello. Also present was Diana Ramage (*appointed later in the meeting as Deputy Clerk*) and CFO Diane McDaniel.

**EXECUTIVE SESSION**

A motion was made by Waltman and seconded by Bower to approve Resolution #23-122 and enter into executive session for the purpose of discussing a personnel matter. The motion was unanimously approved by voice vote.

**Resolution #23-122**  
**Authorizing Entering Executive Session**

WHEREAS, when a vacancy occurs in the office of the Municipal Clerk, NJAC 5:32-5.3 permits the governing body to appoint a Deputy Municipal Clerk.

WHEREAS, such a situation has occurred in Delaware Township and the Township Committee wishes to appoint Diana Ramage as Deputy Municipal Clerk for the June 12, 2023 Township Committee meeting.

I hereby certify the above to be a true copy of a Resolution Adopted by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey at a duly convened meeting held on June 12, 2023.

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

It was noted for the record that the Committee was in executive session from 7:31 PM to 7:33 PM.

Upon returning to open session the Committee approved Resolution #23-123, appointing Deputy Clerk Diana Ramage. The motion was unanimously approved by roll call vote.

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

**Resolution #2023-0123**  
**Appointment of Deputy Municipal Clerk**

WHEREAS, when a vacancy occurs in the office of the Municipal Clerk, NJAC 5:32-5.3 permits the governing body to appoint a Deputy Municipal Clerk.

WHEREAS, such a situation has occurred in Delaware Township and the Township Committee wishes to appoint Diana Ramage as Deputy Municipal Clerk for the June 12, 2023 Township Committee meeting.

I hereby certify the above to be a true copy of a Resolution Adopted by the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey at a duly convened meeting held on June 12, 2023.

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

**PUBLIC COMMENT – Agenda Items Only**

Mayor Herman opened the floor to public comment. The following residents came forward:

Mario Russo – Had questions on Ordinance #2023-05. CFO McDaniel explained the funding is from the American Rescue Plan and will be utilized to purchase a dump and pick-up truck for the Department of Public Works.

Dan Aiello – Asked if Ordinance #2023-06 is for general improvements in Dilts Park. Mayor Herman said yes.

Ravenna Taylor – Asked if Ordinance #2023-06 was also introduced last year. Mayor Herman said yes but noted that ordinance was never adopted.

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

**TOWNSHIP COMMITTEE LIAISON REPORTS**

Deputy Mayor Bower noted that all of the compliance reports regarding the Quarry have been satisfied and stated the next meeting on 6/27/23 will include the Township Engineer.

Committeewoman Lockwood updated the Committee on the Shade Tree Commission meeting and asked if the DPW could assist with cutting down the large tree at the lower end of Dilts Park. She also noted that several trees along the “Remer Trail” have invasive vines growing in them. CFO McDaniel stated she would let the DPW know about the large tree and the vines. Next Committeewoman Lockwood suggested trees be planted to help muffle the sound coming from the tennis courts.

Committeewoman Lockwood asked if the newly planted trees along Lower Creek have been watered. CFO McDaniel stated the Director of Public Works has indicated they are keeping up with watering them.

Committeewoman Lockwood noted the Environmental Commission is hosting a presentation on 6/21/23 on “Landscaping with Nature.”

Mayor Herman noted that the Township may have to engage with a service to water the trees along Lower Creek if the summer is dry because the DPW has indicated they can only cover watering them 1 day per week. He also commented on the importance of residents removing dead ash trees from their property.

**APPROVAL OF TOWNSHIP COMMITTEE MEETING MINUTES**

It was noted for the record that approval of the Township Committee’s 5/8/23 meeting minutes will be tabled until they are drafted.

**CONSENT AGENDA**

A motion was made by Waltman and seconded by Bower to approve Resolutions #23-124, #23-125, #23-126, #23-127, #23-128, #23-129, #23-131, #23-132, #23-133, #23-134, #23-135 and #23-137. The motion was approved by roll call vote.

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

**Resolution #2023-124**  
**Appointment and Salary of Full Time Deputy Township Clerk / Administrative Assistant**

WHEREAS, the Township Committee of the Township of Delaware, Hunterdon County, New Jersey desires to hire a Deputy Clerk/Administrative Assistant; and

WHEREAS, Diana Ramage has worked for the Township as a part time administrative assistant: and

WHEREAS, The Township wishes to hire Diana Ramage on June 20, 2023 in accordance with the following agreed upon terms:

- Starting Salary for the position will be \$45,000 per year based on a 35-hour work week.
- Vacation for the remaining year 2023 – 1 week; Vacation for the 2024 – 2 Weeks
- Sick dates are accrued at a rate of one day per month
- 4 personal days per year
- Eligibility for Health Benefits upon start date

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Delaware Township hereby appoints Diana Ramage as the Township Deputy Clerk, with the appointment being effective as of June 20, 2023.

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

**Resolution #2023-125**  
**Authorizing Payment for Township Meetings and Board of Health Secretary**

**WHEREAS**, the last three months have provided difficult and unique challenges associated with continuity in the office of Township Clerk and the Township Health Department; and

**WHEREAS**, Denise Filardo and Danene Gooding have run meetings and completed minutes to ensure that the operational needs of Delaware Township were met.

**NOW, THEREFORE BE IT RESOLVED**, that Delaware Township Committee for the Township of Delaware, Hunterdon County New Jersey authorizes to:

Denise Filardo, Township Meetings, \$800.00 (\$400/meeting) for April & May 2023

Danene Gooding, Board of Health Secretary \$1,251.00 (\$417/month) for March-June 2023

Maria Andrews \$500/meeting June 2023

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

**Resolution #2023-126**  
**Chapter 159- Tier A Funding**  
**Requesting Approval of Items of Revenue and Appropriation NJSA 40A:4-87**

**WHEREAS**, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Delaware in the County of Hunterdon New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$25,000.00, which is now available from the State of New Jersey, Department of Environmental Protection in the amount of \$25,000.00; and

BE IT FURTHER RESOLVED, that the like sum of \$25,000.00 is hereby appropriated under the caption Tier A Municipal Grant; and

BE IT FURTHER RESOLVED, that the above is the result of funds from the State of New Jersey, Department of Environmental Protection the amount of \$25,000.00, and

BE IT FURTHER RESOLVED, that the Chief Financial Officer shall receive a certified copy of this resolution after its adoption.

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

**Resolution #2023-127**  
**Chapter 159- 2023 Sustainable Jersey Grant**  
**Requesting Approval of Items of Revenue and Appropriation NJSA 40A:4-87**

**WHEREAS**, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Delaware in the County of Hunterdon New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$2,000.00, which is now available from the PSEG Foundation in the amount of \$2,000.00; and

BE IT FURTHER RESOLVED, that the like sum of \$2,000.00 is hereby appropriated under the caption 2023 Sustainable Jersey Grant; and

BE IT FURTHER RESOLVED, that the above is the result of funds from the PSEG Foundation in the amount of \$2,000.00, and

BE IT FURTHER RESOLVED, that the Chief Financial Officer shall receive a certified copy of this resolution after its adoption.

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

**Resolution #2023-128**

**Award of Contract Dell Construction Program**

WHEREAS, the Delaware Township Construction Department needs a construction permit software; and

WHEREAS, exemptions from competitive bidding are allowed for items/services purchased through New Jersey State approved Contract and

WHEREAS, the Township Committee of the Township of Delaware has determined Dell Technologies. under the N.J. State Contract #20-TELE-01510 provides the Township with the most competitive price for these items/services;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Delaware that the following purchase be authorized through the utilization of N.J. State Contract #20-TELE-01510.

Unit Price

Spatial Data Logic Enterprise license (2 Seats)

,

Software installation, Data Import

\$23,900.00

ATTEST:

\_\_\_\_\_

Diana Ramage, Deputy Township Clerk

\_\_\_\_\_

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 #2023-129**

**Bids for Road Maintenance and Materials**

WHEREAS, Kingwood Township requested bids prepared by Kingwood Township Engineer, John Hansen, for municipal road maintenance and repair materials as part of a joint bid for Delaware, Franklin and Kingwood Townships; and

WHEREAS, Kingwood Township Engineer, John Hansen, reported the bid results by memo dated April 28, 2023; and

WHEREAS, Kingwood Township Engineer, John Hansen, reviewed the bid results by memo dated April 28, 2023, found them to be in order, compared mileage distances to suppliers calculating the cost to Kingwood Township, and recommended that contracts be awarded in the amounts herein below set forth; and

WHEREAS, Delaware Township Public Workers Director Amanda Kahn reviewed the quantities and amounts bid for the road maintenance and repair materials and found them to be in order.

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

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

- HMA Mix I-4 or I-5 Surface Course (FOB) – 1600 Tons – **Stavola at \$136,000.00**
- HMA Mix I-2 Base Course (FOB) – 900 Tons – **Stavola at \$73,800.00**
- Superpave HMA 9.5M64 Surface Course (FOB) – 167 Tons - **Stavola at \$14,362.00**
- Superpave HMA 25M64 Base Course (FOB) –Kingwood 100 Tons - **Stavola at \$8,200.00**
- Superpave HMA 25M64 Base Course (FOB) – Delaware-101 Tons - **Stavola at \$8,383.00**
- Emulsified Asphalt Grade CRS-2P (FDA) –Kingwood- 30,000 Gallons–**Garden State Asphalt at 128,400.00**
- Emulsified Asphalt Grade CRS-2P (FDA) –Delaware- 35,000 Gallons – **Garden State Asphalt at \$149,800.00**
- Emulsified Asphalt Grade CRS-2P (FDA) –Franklin- 10,000 Gallons–**Garden State Asphalt at \$42,800.00**
- 1" Quarry Process/Road Blend (FOB) – 200 Tons – **Stavola at \$3,600.00**
- 1" Quarry Process/Road Blend (FDS) –Kingwood- 200 Tons - **Stavola at \$5,250.00**
- 1" Quarry Process/Road Blend (FDS) –Delaware- 1,000 Tons - **Stavola at \$26,250.00**
- 3/4" Clean Crushed Stone (FOB) –Kingwood- 225 Tons - **Stavola at \$4,500.00**
- 3/4" Dense Graded Aggregate DGA (FDS)-Delaware – 448 Tons - **Stavola at \$11,760.00**
- 3/4" Clean Crushed Stone (FDS) –Kingwood- 200 Tons - **Stavola at \$5,650.00**
- 3/4" Clean Crushed Stone (FDS) –Delaware- 50 Tons - **Stavola at \$1,412.50**
- 3/4" Clean Crushed Stone (FDS) –Franklin- 24 Tons - **Stavola at \$678.00**
- 1.5" Clean Crushed Stone (FOB) –Kingwood- 100 Tons - **Stavola at \$2,200.00**
- 1.5" Clean Crushed Stone (FDS) –Kingwood- 100 Tons - **Stavola at \$3,025.00**
- 2.5" Clean Crushed Stone (FDS) –Kingwood- 100 Tons - **Stavola at \$3,025.00**
- AASHTO #57 Stone (FDS)-Delaware-75 Tons- **Stavola at \$2,118.75**
- Screenings (FOB) – 300 Tons - **Stavola at \$5,700.00**
- Screenings (FDS) –Kingwood- 100 Tons - **Stavola at \$2,725.00**
- Screenings (FDS) –Delaware- 100 Tons - **Stavola at \$2,725.00**

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

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

ATTEST:

\_\_\_\_\_

Diana Ramage, Deputy Township Clerk

\_\_\_\_\_

Charles Herman, Mayor

Approved: June 12, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_

Diana Ramage, Deputy Township Clerk

**Resolution #23-131**

**ABC License Renewal – Sontort Food Services LLC**

**WHEREAS**, the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey has reviewed an application for renewal of a Plenary Retail Consumption license for the twelve-month period ending June 30, 2024 for the following licensed premise:

Sontort Food Services, LLC  
300 Old Croton Road  
Delaware Township, NJ 08822  
License #1007-33-001-011

**WHEREAS**, no timely written objection has been filed with the office of the Delaware Township Deputy Clerk related to this licensed premise.

**NOW, THEREFORE, BE IT RESOLVED**, that the Delaware Township Committee does hereby grant a one-year renewal to the above listed licensed premise.

**BE IT FURTHER RESOLVED**, that the Delaware Township Deputy Clerk is authorized to execute a license and to issue the license certificate to Sontort Food Services, LLC.

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

Approved: June 12, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

**Resolution #2023-132**  
**NJDOT Grant – Raven Rock Road**

Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Raven Rock Road Improvement project.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Delaware formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED**, that the Mayor and Clerk are hereby authorized to submit an electronic grant application to the New Jersey Department of Transportation on behalf of Township of Delaware.

**BE IT FURTHER RESOLVED**, that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Township of Delaware and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

Approved: June 12, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

**Resolution #2023-0133  
Refund Construction Permit Fees**

**WHEREAS**, David Bell paid Delaware Township construction fees on December 10, 2021 in the amount of \$261.00 (Check #1550)

**WHEREAS**, after construction permit #2021-0377 was reviewed and issued, the Construction Official determined that the permit was not needed to complete the proposed work. The property owner has requested a refund of the fees less 25% plan review and DCA fees in the amount of \$178.50;

**NOW, THEREFORE, BE IT RESOLVED**, the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, is hereby authorized to refund the following amount as indicated:

Block [REDACTED] Lot [REDACTED]

To: David Bell

[REDACTED]

Stockton, NJ 08559

Refund amount: \$178.50

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, that the Chief Financial Officer be authorized to issue a refund check totaling \$178.50 to the applicant listed above.

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

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

\_\_\_\_\_  
Diane McDaniel, CFO

Approved: June 12, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

**Resolution #2023-0134  
Refund Construction Permit Fees**

WHEREAS, John Pellegrino paid Delaware Township construction fees on June 7, 2021 in the amount of \$169.00 (Check #1651)

WHEREAS, after construction permit #2021-0148 was reviewed and issued, the homeowner decided not to complete the proposed work. The homeowner has requested a refund of the fees less 25% plan review and DCA fees in the amount of \$112.50;

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, is hereby authorized to refund the following amount as indicated:

Block [REDACTED] Lot [REDACTED]

To: John Pellegrino

[REDACTED]  
Flemington, NJ 08822 Refund amount: \$112.50

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, that the Chief Financial Officer be authorized to issue a refund check totaling \$112.50 to the applicant listed above.

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

ATTEST:

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

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

\_\_\_\_\_  
Diane McDaniel, CFO

Approved: June 12, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

**Resolution #23-135**

**Authorizing Partial Payment - S. Batata Construction**

**WHEREAS**, S. Batata Construction has been contracted for the Municipal Building Sidewalk and Ramp Replacement Project; and

**WHEREAS**, S. Batata Construction has requested final payment for work completed in the amount of \$87,889.84

**WHEREAS**, Township Engineer Adam Wiszniewski has recommended to the Township Committee, in correspondence dated June 9, 2023, that this payment be made. Payment may be released to the contractor once the conditions listed by the Engineer have been addressed.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey that the Final contract payment is authorized to be paid to

S. Batata Construction for work completed for the Municipal Building Sidewalk and Ramp Replacement Project.

**Amount Due Payment Request final: \$87,889.84**

S. Batata Construction  
238 Ernston Road Suite 1R  
Parlin, NJ 08859

**Certification of Funds**

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 Account.

\_\_\_\_\_  
Diane S. McDaniel, CFO

ATTEST:

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

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

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

**Resolution #23-137**

**ABC License Renewal – Covered Bridge Hospitality Group, LLC**

**WHEREAS**, the Township Committee of the Township of Delaware, County of Hunterdon and State of New Jersey has reviewed an application for renewal of a Plenary Retail Consumption license for the twelve-month period ending June 30, 2024 for the following licensed premise:

Covered Bridge Hospitality Group, LLC  
601 Rosemont Ringoes Rd.  
Stockton, NJ 08559  
License #

**WHEREAS**, no timely written objection has been filed with the office of the Delaware Township Deputy Clerk related to this licensed premise.

**NOW, THEREFORE, BE IT RESOLVED**, that the Delaware Township Committee does hereby grant a one-year renewal to the above listed licensed premise.

**BE IT FURTHER RESOLVED**, that the Delaware Township Deputy Clerk is authorized to execute a license and to issue the license certificate to Covered Bridge Hospitality Group, LLC.

ATTEST:

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

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

Approved: June 12, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

A motion was made by Waltman and seconded by Bower to approve Resolution #23-130. The motion was approved by roll call vote with Mayor Herman abstaining.

*Bower: Yes, Lockwood: Yes, Vocke: Yes, Waltman: Yes*

**Resolution #23-130**

**Authorizing Summer Recreation Salary & Wages**

**WHEREAS**, the Township Committee of the Township of Delaware, Hunterdon County, New Jersey desires to set 2023 salaries for Summer Recreation Township employees not covered under collective bargaining agreements.

**NOW, THEREFORE, BE IT RESOLVED** by the Delaware Township Committee that the salary for the positions of Delaware Township Summer Recreation employees is established as follows:

SUMMER RECREATION PROGRAM

<b>Name</b>	<b>Position</b>	<b>Salary</b>
Maegan Harrington	Director	2,700.00
Caitlin Mee	Creative Director	1,260.00
Brian Smith	PE Director	1,500.00
Rob Mead	PE Director	1,260.00
Stella Maltese	Senior Counselor	19.20 per hour
Kathy Ferry	Senior Counselor	19.20 per hour
Thomas McCloughan	Senior Counselor	19.20 per hour
Alex Reisser	Senior Counselor	19.20 per hour
Nate Ruttenburg	Jr Counselor	14.50 per hour
McKenna Laman	Senior/Jr Counselor	19.20/14.50 per hour
Derek Harrington	(sub) Junior Counselor	14.50 per hour
Lisa Aron	Junior Counselor	14.50 per hour
Sophia May	Junior Counselor	14.50 per hour
Abbey Kostelansky	Junior Counselor	14.50 per hour
Hanna Harrington	Junior Counselor	14.50 per hour
Paul Burgoyne-Black	Junior Counselor	14.50 per hour
Tanya Wintermute	Junior Counselor	14.50 per hour
Mary Kate Herman	Junior Counselor	14.50 per hour
Millie Mead	Junior Counselor	14.50 per hour

ATTEST:

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

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

Approved: June 12, 2023

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

A motion was made by Waltman and seconded by Vocke to approve Resolution #23-136. The motion was unanimously approved by roll call vote.

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

**Resolution #2023-0136**

**Awarding Contract for Park Planner**

**WHEREAS**, the Township of Delaware has a need to acquire Professional Landscape Architectural Design Services; and

**BE IT RESOLVED** by the Township Committee of the Township of Delaware that the Mayor and Deputy Township Clerk be hereby authorized to execute the attached Agreement between the

Township of Delaware and, Gerald DeFelicis of Colliers Engineering and Design, Inc. for a concept design and a plan of improvements for Dilt's Farm Park. The township will be provided services to evaluate the existing Park's properties and develop programming for improvements, not to exceed \$17,500.00.

**BE IT FURTHER RESOLVED** that the Agreement is subject to review and final approval by the Delaware Township Attorney.

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.

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Diane S. McDaniel, CFO

ATTEST:

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Diana Ramage, Deputy Township Clerk

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Charles Herman, Mayor

I certify the foregoing to be a true and correct abstract of a Resolution adopted by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey at an Official Meeting held on June 12, 2023.

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Diana Ramage, Deputy Township Clerk

Mayor Herman explained that the Committee had reached out to a few engineering firms and then asked the Township's current engineer for an updated quote for Park Planner. He remarked that he believes their proposal of \$14,900 is reasonable and indicated a subcommittee consisting of someone from the Recreation Committee, the DTAA, Environmental Committee, Shade Tree and Open Space will work with the Engineer on the work that needs to be done in the park.

#### **INTRODUCTION OF ORDINANCES**

#### **Introduction of Ordinance #2023-05: A CAPITAL ORDINANCE OF THE TOWNSHIP OF DELAWARE, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO AUTHORIZE AN EXPENDITURE AND APPROPRIATION FROM THE CAPITAL IMPROVEMENT FUND FOR THE PURCHASE OF 2023 ROAD IMPROVEMENTS IN THE AMOUNT OF \$108,000.00**

Mayor Herman read Ordinance #2023-05 by title.

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

Section 1. Delaware Township has a need to chip, tar and make improvements on various roads including but not limited to Dunkard Church Road, Raven Rock Road, Brookville Hollow Road, Mason Farm Road Yard Road, Britton Road, and Biser Road in Delaware Township in order to maintain our road system. Delaware Township hereby authorizes an appropriation and expenditure for labor and materials to make improvements on various township roads, in an amount not to exceed \$108,000.00; and,

Section 2. Total amount to be expended from the capital improvement fund shall not exceed \$108,000.00.

Section 3. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 4. This Ordinance shall take effect immediately upon adoption in accordance with the laws of the State of New Jersey.

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

PLEASE TAKE NOTICE that the above Ordinance was approved on first reading at the regular meeting of the Delaware Township Committee held June 12, 2023. It will be considered on second reading for final adoption at a regular meeting to be held July 10, 2023, beginning 7:30 P.M. at Township Hall, Sergeantsville, New Jersey. At that time an opportunity will be given for all interested citizens to be heard.

Introduction: June 12, 2023

Adoption:

A motion by Walton and seconded by Bower to introduce Ordinance #2023-05 upon first reading was unanimously approved by roll call vote.

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

It was noted for the record that Ordinance #2023-05 will be listed on the Committee's 7/10/23 agenda for public hearing.

**Introduction of Ordinance #2023-06: A CAPITAL ORDINANCE OF THE TOWNSHIP OF DELAWARE, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO AUTHORIZE AN EXPENDITURE AND APPROPRIATION FROM THE OPEN SPACE FUND IN THE AMOUNT NOT TO EXCEED \$80,000.00 FOR CAPITAL IMPROVEMENTS OF DILTS PARK**

Mayor Herman read Ordinance #2023-06 by title.

**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.

ATTEST:

\_\_\_\_\_  
Diana Ramage, Deputy Township Clerk

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

PLEASE TAKE NOTICE that the above Ordinance was approved on first reading at the regular meeting of the Delaware Township Committee held June 12, 2023. It will be considered on second reading for final adoption at a regular meeting to be held July 10, 2023, beginning 7:30 P.M. at Township Hall, Sergeantsville, New Jersey. At that time an opportunity will be given for all interested citizens to be heard.

Introduction: June 12, 2023

Adoption:

A motion by Waltman and seconded by Bower to introduce Ordinance #2023-06 upon first reading was unanimously approved by roll call vote.

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

It was noted for the record that Ordinance #2023-06 will be listed on the Committee's 7/10/23 agenda for public hearing.

**Introduction of Ordinance #2023-07: A CAPITAL ORDINANCE OF THE TOWNSHIP OF DELAWARE, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO AUTHORIZE AN EXPENDITURE AND APPROPRIATION FROM ARP FUNDING IN THE AMOUNT NOT TO EXCEED \$463,158.34 FOR PUBLIC WORKS EQUIPMENT**

Mayor Herman read Ordinance #2023-07 by title.

**WHEREAS**, Delaware Township has an immediate need to purchase equipment for the Public Works Department ; and

**WHEREAS**, The American Rescue Plan Act of 2021 (ARPA) distributed \$463,158.34 to Delaware Township classified as a Nonentitlement unit. The funding was provided for COVID-19 pandemic response and recovery; and

**WHEREAS**, Delaware Township hereby authorizes an appropriation and expenditure for Public Works Equipment in an amount not to exceed \$463,158.34.

**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.

ATTEST:

\_\_\_\_\_  
Diana Rumage, Deputy Township Clerk

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

PLEASE TAKE NOTICE that the above Ordinance was approved on first reading at the regular meeting of the Delaware Township Committee held June 12, 2023. It will be considered on second reading for final adoption at a regular meeting to be held July 10, 2023, beginning 7:30 P.M. at Township Hall, Sergeantsville, New Jersey. At that time an opportunity will be given for all interested citizens to be heard.

Introduction: June 12, 2023

Adoption:

A motion by Waltman and seconded by Bower to introduce Ordinance #2023-07 upon first reading was unanimously approved by roll call vote.

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

It was noted for the record that Ordinance #2023-07 will be listed on the Committee's 7/10/23 agenda for public hearing.

**Resolution #23-138: Authorizing Payment of Municipal Obligations**

A motion was made by Bower and seconded by Waltman authorizing the payment of \$246,4520.46 in municipal obligations. The motion was unanimously approved by roll call vote.

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

**WHEREAS**, the Township Committee of the Township of Delaware finds and declares that certain municipal obligations have come due and are now payable; and

**WHEREAS**, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby attached and deemed part of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Treasurer in the amount of **\$246,420.46**.

ATTEST:

\_\_\_\_\_  
Diana Ramage  
Deputy Township Clerk

\_\_\_\_\_  
Charles Herman

**OLD BUSINESS**

**Postal Office Update**

Mayor Herman commented that the Postal Inspector was not aware how serious the post office situation is and the proposed solution looks like there may be something set up within the confines of the Fire House or outside as a separate building with a temporary trailer on site just to hold mailboxes. The expected timeframe will likely be the next 9 to 12 months.

**Dilts Park Tennis Court Update**

Mayor Herman explained the Township received a proposal from Collier’s Engineering in the amount of \$23,000 to cover the engineering and BID work associated with the project, not the actual repairs. After some brief discussion, a motion was made by Waltman and seconded by Bower authorizing Collier’s to prepare the BID specification documents. The motion was unanimously approved by roll call vote.

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

**Covered Bridge Closure Update**

Mayor Herman commented that he has been in contact with the County who wants to repair the covered bridge during the summer. He explained that the Township agreed to the repair timeframe with the caveat that the concrete bridge should remain open when the County isn’t actually working on the covered bridge. Mayor Herman asked the Committee if they wished to invest in renting a traffic light since the repair is expected to take up to 4 months. It was noted for the record that the Committee supported the idea of installing a traffic light and will discuss it further with the County.

**NEW BUSINESS**

**Juneteenth**

CFO McDaniel noted that the State has indicated they will observe the Juneteenth Holiday on the 3<sup>rd</sup> Friday in June each year but the Township will recognize the actual day and be closed Monday, 6/19/23 this year.

**Eagle Scout Project/Proclamations**

Mayor Herman expressed thanks to all of the Scouts who chose Delaware Township for their Eagle Scout projects and noted Zachary Gillespie wants to create a “Gaga” court at Dilts Park to the left of the existing playground. It was noted that Mayor Herman will discuss the location with the Park Planner and have it confirmed at the Committee’s August or September meeting.

**OPEN TO THE PUBLIC**

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

Chuck Cline asked if the Post Office needs a variance to operate out of the Fire House. Attorney Tauriello advised Mr. Cline to seek guidance from the Zoning Board Attorney on the matter.

Mario Russo commented that the discussion on the tennis courts was not actually listed on the agenda, and had he known it was going to be talked about he would have suggested the Committee wait for input by the Park Planner. Mayor Herman remarked that if the Committee waits any longer the repairs won’t be addressed until next year. Mr. Russo referenced a study done by the DTAA indicating it would cost \$18,000 to bring the playground up to code and fix the grading issues on the baseball fields. Mr. Russo expressed frustration over bringing up issues and not getting support from the Committee. He remarked he believes the playground is more popular than the tennis courts and stated the importance of spending money wisely.

Mr. Bower commented that he has been working with the DTAA for 12 years and stated the volunteers are amazing. He thanked Mr. Russo for bringing any and all issues to the Committee's attention.

Ravenna Taylor asked who indicated the tennis courts get a lot of use. Mayor Herman commented that people are always using them and the feedback the Committee has received over the past 4 years supports their popularity. Ms. Taylor also initiated a discussion regarding distribution of The Bridge. Mayor Herman noted that it is not only mailed, but available on the Township website and at the Township building. Recipients will be added to the distribution list upon request.

Daniel Aiello asked for clarification on the \$23,000 for the tennis court repairs. Mayor Herman noted the cost is based on the scope of the work at the park not for each individual project.

John Kafarski stated he was not in support of a traffic light at the covered bridge expressing safety concerns, especially at night. He suggested the bridge should remain closed until it is completely repaired and only utilized by emergency vehicles when necessary.

Kathy Kerrigan asked if a pickleball court will be considered at Dilts Park. Mayor Herman stated they are looking into one in the basketball area. He noted it would be a combination of pickleball and basketball.

Cally Kerrigan commented on the noise generated from pickleball and noted at "10 paces" you are below the nuisance decibel level.

Jocelyn Mullen asked how pickleball and basketball could be combined, noting the nets would be problematic. Mayor Herman stated the Park Planner will have to provide input on the layout and design.

Jan Webber expressed support for having a Park Planner and suggested some of the surrounding park property owners could be part of the subcommittee. She asked when the Planner will start. Mayor Herman indicated within the next few weeks.

Kathy Klink asked if there has been an approval for the Open Space Coordinator position. Mayor Herman stated the Committee has not hired anyone yet.

Bob Hornby expressed concern that speeding by township residents on township roads isn't being enforced. He commented that it has been stated at 2 public meetings that the Delaware Township Police Department is not ticketing residents and he remarked this is not a good message to put out.

Mario Russo asked for confirmation that the tennis and basketball courts will remain at Dilts Park. Mayor Herman said yes.

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

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

Committeewoman Lockwood asked if the grant money for the stormwater funding can be used for planting trees at the Police Department. CFO McDaniel stated a total of \$75,000 was given to the Township with \$25,000 for GIS mapping and the remaining \$50,000 will be released. Attorney Tauriello indicated the funding cannot be used for planting trees at the Police Department.

Mayor Herman noted the Apple TV movie being filmed in the Township is wrapping up. He commented on the Township's police and emergency service personnel being on scene for a recent barn fire filming and stated the film crew expressed thanks for everyone's help.

Mayor Herman suggested something be added to the Township website alerting residents to the dangers associated with coyotes and racoons in the area having rabies.

**EXECUTIVE SESSION: Approval of Resolution #23-139: To Enter into Executive Session for the Purpose of Discussing Personnel Matters, Contracts, Litigation and Subjects Falling Under Attorney-Client Privilege – *The discussion is expected to take approximately 30 minutes. Action may be taken.***

A motion by Waltman, seconded by Bower to approve Resolution #23-139 and enter into Executive Session was unanimously approved by roll call vote.

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

**Resolution #23-139**

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: Personnel matters, contracts, litigation and subjects falling under Attorney-Client privilege. The discussion is anticipated to take approximately 30 minutes. 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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Diana Ramage Deputy Clerk

A motion by Waltman, seconded by Bower to return to Open Session was unanimously approved by roll call vote.

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

It was noted for the record that the Committee was in Executive Session from 9:01 PM – 9:20 PM.

Upon returning to open session, the following action was taken:

A motion was made by Lockwood and seconded by Waltman to authorize the Personnel Committee to proceed with the Environmental and Open Space Coordinator position as discussed in executive session. The motion was unanimously approved by roll call vote.

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

**ADJOURNMENT**

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

The meeting adjourned at 9:21 PM.

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Diana Ramage, Deputy Clerk

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Charles Herman, Mayor

Approved: 7/10/23