



Township of Delaware Committee
Special Meeting Minutes
September 26, 2023 at 5:00 PM – In Person
Second Floor Meeting Room – Town Hall
570 Rosemont Ringoes Road, Sergeantsville, NJ

Mayor Herman called the meeting to order at 5:02 pm and read the statement of compliance with the Open Public Meetings Act: This Special Meeting was called pursuant to the provisions of the Open Public Meetings Act. Notices of this meeting were sent to the Hunterdon County Democrat and the Courier News on September 22, 2023. In addition, copies of notices were posted on the bulletin board in the Municipal Building and filed in the office of the Municipal Clerk on aforementioned date.

The Mayor led the attendees in the pledge of allegiance.

ROLL CALL

Township Committee	Present	Absent
Chad Bower	X	
Susan Lockwood		X
Joseph Vocke		X
James Waltman	X	
Charles Herman, Mayor	X	

RESOLUTION

The Mayor asked for a motion to approve **Resolution 23-168** Authorizing Tailgating at Community Block Party. The motion was approved by roll call vote.

Township Committee	Motion	Second	Yes	No	Abstain	Absent
Chad Bower		X	X			
Susan Lockwood						X
Joseph Vocke						X
James Waltman	X		X			
Charles Herman, Mayor			X			

Township of Delaware Resolution #2023-168
Authorizing Tailgating at Community Block Party

WHEREAS, the Delaware Township Recreation Commission has requested permission to have tailgating by adults of legal drinking age between the hours of 4:00 pm and 8:00 pm at the Community Block Party at The Village Green, 563 Rosemont Ringoes Road, Sergeantsville, NJ on October 7, 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Delaware that permission is granted to allow tailgating at the Community Day at The Village Green on October 7, 2023 and permit adults of legal drinking age to transport and consume alcoholic beverages to be limited to beer and/or wine, and who shall at no time provide, disseminate, or distribute any alcoholic beverage to an under-age person.



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ATTEST:

Diana Ramage
Acting Clerk

Charles Herman
Mayor

Approved: September 26, 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 at an Official Special Meeting held September 26, 2023.

Diana Ramage
Acting Clerk

DPW PROJECTS DISCUSSION

Mayor Herman opened the discussion of the DPW projects for the remainder of 2023 - Raven Rock Road, Mason Farm Road and the Municipal parking lot.

Amanda Khan, Director of Public Works, provided an update regarding the materials received for the Raven Rock Road project. Jay Trstensky, Roads Supervisor, provided additional information stating that the original understanding of the project was that plastic piping would be used, cement piping is more labor intensive. Additionally, they are down one employee and there are still materials (inlets) that have not been received from the vendor. Mayor Herman asked if it is still possible to complete the project before the date when asphalt is no longer available (11/1 or 11/15 due to colder temperatures). Ms. Khan provided further background information regarding the materials procurement process and delays related to that process.

Mayor Herman acknowledged these challenges, but asked how do we proceed? He inquired as to the local availability of materials. He furthered that if the project can't be completed by November, then we may have to close the road, which would be a detriment to taxpayers. He asked if we could hire temporary help. Mr. Trstensky indicated that he would investigate local availability of materials and explore hiring help.

Mr. Herman stated that the Township Committee should have been made aware of any issues earlier, because as of August, it was communicated that this project was in the "scheduling" phase. Ms. Khan indicated that projects of this type take away from the day-to-day maintenance work done by DPW. She also indicated that there were other DPW responsibilities that are time consuming, both planned (tree watering) and unplanned (clearing trees from the numerous storms). She also suggested that a project of this magnitude, as a result of an event like Hurricane Ida, should have been bid out, not accepted by the DPW.



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Mr. Trstenky indicated that his next step would be to explore the availability of the missing materials, and to request quotes from excavating companies. If those components can be secured, the project could be completed in about 2 weeks.

Mr. Waltman asked that moving forward, DPW should let the TC know about issues earlier to arrange for help or go out to bid if needed.

Mayor Herman asked for an explanation of the Mason Farm Rd job. Mr. Trstensky explained that it is a drainage issue from a pond on private property that causes freezing conditions in the road. Mr. Herman asked if that issue and the Municipal parking lot issues can be handled by salting until the projects can be completed. Mr. Trstenky indicated that they can.

Mr. Bower asked for clarity on the DPW coordination once plans are received. How does the project get planned out and communicated internally. Ms. Khan replied that someone is assigned to start the procurement process. Ms. Khan provided some insight and agreed that better planning needs to be done. Ms. Khan also reiterated that there were other tasks that took away time from the 3 planned projects. Mr. Waltman asked that DPW alert the Township Committee earlier if there are things that are taking time away from big projects.

Mayor Herman stated that next steps are 1) contact excavating companies for quotes for help and equipment and 2) get the needed inlets locally. Mayor Herman asked that DPW work with Ms. McDaniel on ordering the correct needed materials. Additionally, Mr. Trstenky needs to explore the possibility of borrowing an asphalt machine for paving. Mr. Waltman asked if gravel could be used temporarily if a paver is not available. Mr. Trstenky indicated that it could and they would just clear it away before paving after the winter.

PUBLIC COMMENTS

Mayor Herman opened up the meeting to public comment.

Robert Sussna, resident, asked about the specific location of the work to be done on Raven Rock Road. Mr. Trstensky described the work zone and said it would not affect the area in front of his house. He also clarified that the pipe work will be on one side. Mr. Sussna indicated that he would like to look at the blueprint. Ms. Khan said she would make them available for him to view.

Deborah Sussna, resident, wanted to confirm that the project has been elevated to emergency status. Mr. & Mrs. Sussna also noted that they were representing other residents could not attend as they were out of town.

Ravenna Taylor, resident, asked if the project is similar to Lambert. That project was bid out, so the attendees could not speak to the details, but would find out.

Mr. Sussna thanked the Township Committee for their concern and attention.



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Mrs. Sussna asked if part of the road would be open. Mr. Trstensky indicated that it would be passable, but there might be delays.

EXECUTIVE SESSION

The Mayor asked for a motion to approve **Resolution 23-169**: To enter into Executive Session for the purpose of discussing personnel. The discussion is expected to take approximately 30 minutes. Action may be taken. Mr. Bower made the motion, Mr. Waltman seconded and the motion was approved unanimously by voice vote, except for Ms. Lockwood and Mr. Vocke who were absent.

Township of Delaware Resolution #23-169
To Enter into Executive Session

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

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss: **Personnel Matters**

WHEREAS, Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW, THEREFORE, BE IT RESOLVED that the public be excluded from this meeting.

ATTEST:

Diana Ramage
Acting Clerk

Charles Herman
Mayor

Approved: September 26, 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 at an Official Special Meeting held September 26, 2023.

Diana Ramage
Acting Clerk

Upon returning to open session, Mr. Waltman made a motion to have the Mayor issue a verbal warning to the discussed employees, to discuss the items covered in Executive Session and to follow up with a memo detailing that discussion to be placed in the employees' files. Mr. Bower seconded the motion and the motion was approved unanimously by voice vote, except for Ms. Lockwood and Mr. Vocke who were absent.



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ADJOURNMENT

Mayor Herman asked for a motion to adjourn the meeting. Mr. Waltman made the motion, Mr. Waltman seconded, and the motion was approved unanimously by voice vote, except for Ms. Lockwood and Mr. Vocke who were absent. The meeting adjourned at 6:24pm.

Respectfully submitted,

Diana Rumage, Acting Clerk