



## **DELAWARE TOWNSHIP** **COMMITTEE MEETING AGENDA**

**January 11, 2021 - 7:30 P.M.**

**ZOOM: <https://us02web.zoom.us/j/87080083678>**

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**1. CALL TO ORDER AND STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

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 5, 2021.

**2. PLEDGE OF ALLEGIANCE**

- 3. Proclamation:** Vincent Colalillo – Eagle Scout  
Michael Rowe – Eagle Scout

**4. ROLL CALL AND AGENDA REVIEW BY TOWNSHIP CLERK**

*Charles Herman, Daniel Kwasnik, Susan Lockwood, Joseph Vocke, James Waltman*

**5. APPROVAL OF TOWNSHIP COMMITTEE MEETING MINUTES**

December 28, 2020 – Regular Meeting

January 4, 2021 – Reorganization Meeting

**6. TOWNSHIP COMMITTEE LIAISON REPORTS**

- |                        |                             |
|------------------------|-----------------------------|
| A. Public Works        | B. Public Safety            |
| C. Open Space/Pipeline | D. Board of Education/HCRHS |

**7. OPEN TO THE PUBLIC – (For items on the agenda)**

**8. INTRODUCTION/PUBLIC HEARING ON ORDINANCES**

**9. RESOLUTION #2021-15: 2021 Temporary Budget**

**RESOLUTION #2021-16: 2021 Temporary Debt**

**10. NEW BUSINESS/OTHER**

- A. Approval/Appointment of 2021 Delaware Twp. Officials  
B. Appointment of Planning Board Member Tim Drew  
C. Discussion: Hybrid Township Committee Meetings – ZOOM/In-person

**11. OPEN TO THE PUBLIC**

**12. FINAL COMMENTS OF THE TOWNSHIP COMMITTEE**

**13. APPROVAL OF BILL LIST**

**14. CORRESPONDENCE**

- A. Public hearing notification (1/21/21) from Elizabethtown Gas, re: Rates
- B. NJLM update dated 1/6/21, re: Pre-registration for COVID vaccine available
- C. Letter dated 12/29/20 from Appalachia Hydro. & Env., re: NJDEP revised classification exception area (CEA) on Block 38 Lot 22 – 835 Sergeantsville Road
- D. Copy of 12/3/20 DTMUA minutes

- 15. EXECUTIVE SESSION:** Approval of Resolution #2021-17: 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 30 minutes. Action may be taken.

**16. ADJOURNMENT**



## *Township of Delaware Hunterdon County, New Jersey*

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### **A PROCLAMATION HONORING**

**VINCENT COLALILLO**

### **FOR THE ACHIEVEMENT OF EAGLE SCOUT**

**WHEREAS**, Vincent Colalillo, a resident of Delaware Township, and a member of Boy Scout Troop 35 of Ringoes has earned the rank of Eagle Scout; and

**WHEREAS**, Delaware Township takes pride in its overall sense of community and citizen involvement; and

**WHEREAS**, the rank of Eagle Scout is the highest award that a Scout can receive and is attained by fewer than four percent of all Scouts and represents the accomplishments in leadership and exceptional commitment to community; and

**WHEREAS**, Vincent received the rank of Eagle Scout on February 5, 2020; and

**WHEREAS**, Vincent has devoted endless hours fulfilling the many requirements for advancement in scouting, including attaining 24 merit badges, holding prerequisite ranks and offices, the completion of an Eagle Scout Project and examination by the Eagle Scout Board of review

**WHEREAS**, for his Eagle Scout project, Vincent chose to enhance Dilts Park, updating and adding to its public uses; and

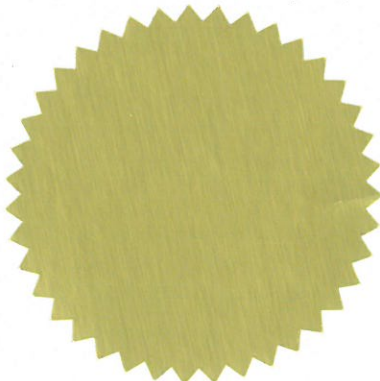
**WHEREAS**, Vincent installed a newer, more visible sign for visitors coming to Dilts Park, marked out the trail system with distance markers, and built a fire pit with benches for campfires, all combining to make our park a more enjoyable place for residents and visitors alike.

**NOW, THEREFORE, BE IT RESOLVED** that the Delaware Township Committee, in the County of Hunterdon, in the State of New Jersey, hereby honors

**VINCENT COLALILLO**

of Boy Scout Troop 35 on his achievement of attaining the rank of Eagle Scout, the highest rank in Boy Scouts.

Duly Adopted on this 11<sup>th</sup> day of January 2021



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James Waltman, Mayor

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Maria Andrews, Township Clerk, RMC



*Township of Delaware  
Hunterdon County, New Jersey*

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**A PROCLAMATION HONORING**

**MICHAEL ROWE**

**FOR THE ACHIEVEMENT OF EAGLE SCOUT**

**WHEREAS**, Michael Rowe, a resident of Delaware Township, and a member of Boy Scout Troop 65 of Ringoes has earned the rank of Eagle Scout; and

**WHEREAS**, Delaware Township takes pride in its overall sense of community and citizen involvement; and

**WHEREAS**, the rank of Eagle Scout is the highest award that a Scout can receive and is attained by fewer than four percent of all Scouts and represents the accomplishments in leadership and exceptional commitment to community; and

**WHEREAS**, Michael Rowe the rank of Eagle Scout on June 12, 2020; and

**WHEREAS**, Michael has devoted endless hours fulfilling the many requirements for advancement in scouting, including attaining 21 merit badges, holding prerequisite ranks and offices, the completion of an Eagle Scout Project and examination by the Eagle Scout Board of review

**WHEREAS**, for his Eagle Scout project, Michael chose to enhance Rocky Brook Trail in East Amwell Township, updating and adding to its public uses; and

**WHEREAS**, Michael installed a new kiosk at the trail head for visitors coming to the Rocky Brook Trail, and maintained the trails and grounds, all combining to make the park a more enjoyable place for residents and visitors alike.

**NOW, THEREFORE, BE IT RESOLVED** that the Delaware Township Committee, in the County of Hunterdon, in the State of New Jersey, hereby honors

**MICHAEL ROWE**

of Boy Scout Troop 65 on his achievement of attaining the rank of Eagle Scout, the highest rank in Boy Scouts.

Duly Adopted on this 11<sup>th</sup> day of January 2021



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James Waltman, Mayor

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Maria Andrews, Township Clerk, RMC



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

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

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL/AGENDA REVIEW**

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

**APPROVAL OF TOWNSHIP COMMITTEE MEETING MINUTES**

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

**TOWNSHIP COMMITTEE LIAISON REPORTS**

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

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

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

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

**OPEN TO THE PUBLIC**

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

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

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

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

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

**Resolution #2020-93**

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

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

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of N.J.S.A. 40A:4-58, that the Chief Financial Officer is hereby authorized to make the transfers listed below:

CURRENT FUND		CURRENT FUND	
FROM:	AMOUNT	TO:	AMOUNT
Building & Grounds O/E	\$210.00	Building & Grounds S/W	\$210.00
<b>TOTAL:</b>	<b>\$210.00</b>	<b>TOTAL:</b>	<b>\$210.00</b>

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

ATTEST:

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

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

#### CERTIFICATION

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

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

#### **Resolution #2020-95**

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

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

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

ATTEST:

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

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

#### **Resolution #2020-96**

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

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

Amount Due Payment Request final:	\$ 142,695.46
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Topline Construction  
22 Fifth Street

Somerville, NJ 08876

ATTEST:

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

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

I, Diane S. McDaniel, Chief Financial Officer of the Township of Delaware, do hereby certify that funds for this contract are available from General Capital Fund.

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

**Resolution #2020-97**

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

WHEREAS, the following Grant Fund checks are hereby VOID:

CK # 1155 \$1,350.00

CK # 1168 \$ 300.00

WHEREAS, the following Recreation Fund check are hereby VOID:

CK# 1132 \$ 42.80

WHEREAS, the following Escrow Fund checks are hereby VOID:

CK# 2281 \$ 5.00

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

ATTEST:

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

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

I, Diane S. McDaniel, Chief Financial Officer of the Township of Delaware, do hereby certify that funds for this contract are available from General Capital Fund.

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

**Resolution #2020-98**

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

WHEREAS, it is necessary to formally cancel said balances;

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

OES Grant 390.37

Wild and Scenic River 4,000.00

Sidewalk Grant 1,043.50

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

ATTEST:

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

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

I, Diane S. McDaniel, Chief Financial Officer of the Township of Delaware, do hereby certify that funds for this contract are available from General Capital Fund.

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

**NEW BUSINESS/OTHER**

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

**OPEN TO THE PUBLIC**

Mayor Herman opened the floor to public comment.

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

**FINAL COMMENTS OF THE TOWNSHIP COMMITTEE**

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

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

**APPROVAL OF THE BILL LIST**

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

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

**ADJOURNMENT**

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

The meeting adjourned at 7:56 PM.

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

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

Approved: January 11, 2021



**DELAWARE TOWNSHIP COMMITTEE**  
**REORGANIZATION MEETING MINUTES**

**January 4, 2021 – 7:30 PM**

**ZOOM: <https://us02web.zoom.us/j/88634041023>**

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Township Clerk Maria Andrews called the reorganization meeting of the Delaware Township Committee to order on January 4, 2021 at 7:30 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 31, 2020.

**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 3, 2020 election whereby Charles Herman and Susan Lockwood were duly re-elected as members of the Township Committee for 3-year terms ending 12/31/23.

**OATHS ADMINISTERED**

Attorney Joseph Tauriello administered the Oath of Office to Committeewoman Susan Lockwood and Clerk Andrews administered the Oath of Office to Committeeman Charles Herman.

**ROLL CALL/AGENDA REVIEW**

Present: Charles Herman, Daniel Kwasnik, Susan Lockwood, Joseph Vocke, James Waltman, Township Clerk Maria Andrews and Township Attorney Joseph Tauriello.

**NOMINATION FOR MAYOR 2021**

A nomination was made by Vocke and seconded by Herman nominating James Waltman as Mayor for 2021. The motion was unanimously approved by roll call vote.

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

**NOMINATION FOR DEPUTY MAYOR 2021**

A nomination was made by Herman and seconded by Waltman nominating Joseph Vocke as Deputy Mayor for 2021. The motion was unanimously approved by roll call vote.

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

**TOWNSHIP COMMITTEE ASSIGNMENTS**

The Committee approved the following list of assignments:

Public Works Commissioner: Daniel Kwasnik  
Public Works Commissioner: Joseph Vocke  
Public Safety Commissioner: James Waltman  
Deputy Public Safety Commissioner: Daniel Kwasnik  
Finance Commissioners: Susan Lockwood and James Waltman  
Personnel Commissioners: Charles Herman and Susan Lockwood  
Board of Education Liaison: Joseph Vocke  
HCRHS Liaison: Charles Herman  
Senior Citizen Liaison: All Committee Members as available  
Open Space Liaison: Susan Lockwood  
Municipal Court Liaison: Charles Herman  
Insurance Commissioner: Diane McDaniel  
Alternate Insurance Commissioner: James Waltman  
Pipeline Commissioner: Susan Lockwood  
Contract Negotiators: James Waltman and Joseph Vocke  
Energy Aggregation Liaison: Susan Lockwood

**ADOPTION OF PARLIAMENTARY PROCEDURES – Robert's Rules**

A motion by Herman, seconded by Lockwood 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 Herman 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.

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

**APPOINTMENTS AND OATHS FOR 2021**

It was noted for the record that the Deputy Clerk is working on updating this listing and it will be listed on the Committee's 1/11/21 agenda for approval.

**EMPLOYEE BONDS AND INSURANCE RISK MANAGER**

A motion by Waltman, seconded by Vocke to authorize the Richland Knowles Agency to provide employee bonds and to serve as the Delaware Township Insurance Risk Manager was unanimously approved by roll call vote.

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

**MONTHLY REPORTS BY DEPARTMENT HEADS**

A motion was made by Herman and seconded by Vocke acknowledging that the Committee still wishes to receive monthly reports by department heads. The motion was unanimously approved by voice vote.

**SCHEDULE OF CERTAIN FEES TO BE ADOPTED IN 2021**

A motion by Herman, seconded by Lockwood adopting the fees as outlined below in 2021 was unanimously approved by roll call vote.

*Herman: Yes, Kwasnik: 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 3/1/2021
Cat Registration	\$10.00 per family (any number of cats) \$10.00 late fee per family as of 3/1/2021

**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	Wednesday	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 #2021-01 through #2021-14)**

A motion by Lockwood, seconded by Herman to approve Resolutions #2021-01 through #2021-14 was unanimously approved by roll call vote.

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

**Resolution #2021-01  
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 2021 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 11, 2021 meeting will be held on Tuesday, October 12, 2021. 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 Courier News 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 2021 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 #2021-02  
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 2021; 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 #2021-03**

**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 2021; 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><u>Professional</u></b>	<b><u>Position</u></b>	<b><u>Term of Contract</u></b>
John Lanza, Esq.	Labor Attorney	One Year
Robert W. Swisher, RMA	Joint Court Auditor	One Year
Kyle+McManus Associates	COAH Planner	One Year
Stanley J. Troy, Esq.	Public Defender	One Year
Maser Consulting	Hydrogeologist and Environmental Consultant	One Year
Phoenix Advisors, LLC	Continuing Disclosure Agent and Independent	One Year

Municipal Advisor

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 #2021-04  
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 2021; 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 #2021-05  
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 2021 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 #2021-06  
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, 2021 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 #2021-07  
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 #2021-08  
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 4, 2021.

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

**Resolution #2021-09  
Appoints 2021 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, 2021; 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 #2021-10  
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 #2021-11  
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 2021.

ATTEST:

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

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

**Resolution #2021-12  
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 #2021-12 approved by the Delaware Township Committee on January 4, 2021.

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

**Resolution #2021-13  
Authorizing the Tax Collector to Conduct a 2021 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 #2021-13 approved by the Delaware Township Committee on January 4, 2021.

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

**Resolution #2021-14  
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:

Charles Herman, Committee Member

or

Joseph Vocke, 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

**COMMENTS OF THE TOWNSHIP COMMITTEE**

Committeeman Herman congratulated everyone on their appointments and remarked that he is looking forward to 2021.

Committeeman Kwasnik commented that he is looking forward to working with everyone this year.

Committeewoman Lockwood wished everyone a Happy New Year and suggested the Mayor consider asking the Committee to establish some goals for 2021.

Clerk Andrews expressed appreciation for all of the work Deputy Clerk Crivelli has done and commented that she is "Terrific!"

Committeeman Vocke remarked that it is an honor working with everyone on the Committee.

**MEETING OPENED TO THE PUBLIC**

It was noted that there were no members of the public present on the ZOOM meeting at this time.

**ADJOURNMENT**

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

The meeting adjourned at 7:11 PM.

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

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

Approved:



**Delaware Township Resolution #2021-15  
2021 Temporary Budget**

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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 2021 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 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$4,228,140.27, and

WHEREAS, 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$1,109,886.82.

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 11, 2021.

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

Approved January 11, 2021



**Delaware Township Resolution #2021-16  
2021 Temporary Debt**

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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, 2021 to December 31, 2021, 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, 2021 to December 31, 2021 inclusive:

DEBT SERVICE – CURRENT FUND

Payment of Bonds	\$360,000.00
Interest on Bonds	\$186,345.00

DEBT SERVICE – OPEN SPACE

Payment of Bonds	\$307,000.00
Interest on Bonds	\$ 91,021.00

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 11, 2021.

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

Approved January 11, 2021

# 2021 Delaware Township Officials

www.DelawareTwpNJ.org

**Mailing Address:**

P.O. Box 500  
Sergeantsville, NJ 08557

**Street Address:**

500 Rosemont-Ringoes Road  
Sergeantsville, NJ 08557

**Phone:** 609-397-3240

**Fax:** 609-397-4893

<u>Title</u>	<u>Term Exp.</u>	<u>Name</u>	<u>Phone</u>	<u>Extension</u>
Mayor	12/31/2021	James Waltman	609-954-5540	
Deputy Mayor	12/31/2021	Joseph Vocke	609-658-7452	
Committee Member	12/31/2024	Charles Herman	609-397-8566	
Committee Member	12/31/2024	Susan Lockwood	609-397-4265	
Committee Member	12/31/2021	Daniel Kwasnik	908-285-6075	
Township Clerk		Maria Andrews	609-397-3240	205
Deputy Township Clerk	12/31/2021	Tiffany Crivelli	609-397-3240	205
Chief of Police		Philip C. "Chris" Cane	609-397-8189	
Emergency Mang. Coordinator		Philip C. "Chris" Cane	609-397-8189	
Deputy Emerg. Mang. Coord.		William Powell	609-397-8189	
911 Coordinator		Philip C. "Chris" Cane	908-782-4123	
Director of Public Works		Jay Trstensky	609-397-3530	
Deputy Road Supervisor			609-397-3530	
Police/DPW Admin Asst.		Deanna Higgins	609-397-3530	
CMFO/Treasurer		Diane McDaniels, CFO	609-397-3240	206
Deputy Treasurer		Danene Gooding, CTC	609-397-3240	203
Tax Collector		Danene Gooding, CTC	609-397-3240	203
Tax Assessor		Michelle Trivigno, CTA	609-397-3240	204
Board of Health Secretary		Tiffany Crivelli	609-397-3240	205
Dog License/Cat Registration		Deanna Higgins	609-483-2665	
Registrar			609-397-3240	205
Deputy Registrar		Deanna Higgins	609-397-3530	
Bd of Adjustment Admin. Ofc.		Kathy Klink	609-397-3240	208
Planning Board Admin. Officer		Kathy Klink	609-397-3240	208
Enviornmental Commission Sec.		Kathy Klink	609-397-3240	208
Recycling Coordinator		Kathy Klink	609-397-3240	208
Deputy Recycling Coordinator		Jay Trstensky	609-397-3530	
Clean Communities Coordinator		Kathy Klink	609-397-3240	208
Construction Code Official		Thomas Petto	609-397-3240	201
Building Subcode Official/Insp.			609-397-3240	201
Fire Protection Subcode Official		Kevin Oswald	609-397-3240	201
Electrical Subcode Official/Insp.		Peter Buchanan	609-397-3240	201
Plumbing Subcode Official/Insp.		Chris Rose	609-397-3240	201
CCO Technical Assistant		Tammy Oberly	609-397-3240	201
Zoning Officer		Michael Mullins	609-397-3240	209
General Assitance		Hunterdon Cty Bd of Social Serv.	908-788-1300	
Fire Service Inspector		State of New Jersey	609-633-6132	
Township Attorney	12/31/2021	Joseph c. Tauriello, Esq.	609-888-6790	
Labor Attorney	12/31/2021	Joseph Lanza, Esq.	908-782-2600	
Engineer	12/31/2021	Paul M. Sterbenze, P.E., PP	908-238-0900	
Auditor	12/31/2021	William Colantano Jr., CMA	908-782-7900	105
COAH Planner	12/31/2021	Beth McManus	609-257-6707	
Prosecutor	12/31/2021	John E. Lanza, Esq.	908-782-2600	
Public Defender	12/31/2021	Stanley Troy, Esq.	609-773-0488	
Magistrate		Edward R. Martin, Esq.	908-782-6855	
Court Clerk		Jennifer Budrewicz	908-782-6855	
Animal Control Officer	12/31/2021	Animal Control Solutions	908-722-1271	
Affordable Housing Admin. Agent		Kathy Klink	609-397-3240	208
Risk Management Consultant		Richard Knowles Agency	908-273-7100	
Township Historian		Historical Advisory Committee		
Arborist		A.R. Willey	609-397-8599	
CADB Liaison		Dave Bond	908-782-7657	
SWAC Representative		Kathy Klink	609-397-3240	208
SWAC Alternative Representative		Tony Szwed	908-310-7323	

<u>Title</u>	<u>Term Exp.</u>	<u>Name</u>	<u>Phone</u>	<u>Extension</u>
Senior, Disabilities & Veterans Services				
Coordinator		Marion Smith	908-806-4737	
Senior, Disabilities & Veterans Services				
Alt. Coordinator		Linda Allen		

**Delaware Township Municipal Utilities Authority**  
**Delaware Township Ordinance**

Chairperson	1/31/2020	John Sterbinsky	609-397-2275	
Vice Chairperson, Member	1/31/2025	Tom Warren	609-397-7097	
Member	1/31/2019	John Sterbinsky	609-397-2275	
Treasurer, Member	1/31/2023	James Mathews	908-782-0063	
Member				
Executive Secretary, Member	1/31/2022	Tim Drew	609-397-3279	
Alternate I	1/31/2023	Mario Russo		
Alternate II	12/31/2020	Joseph Vocke	609-658-7452	
Secretary		Diane Rankin	908-782-9601	
Attorney		Richard P. Cushing, Esq.	908-735-5161	

**Board of Health**  
**Delaware Township Ordinance #1989-1**

Chairperson	12/31/2024	Michael Textores	908-788-0431	
Member	12/31/2021	Chadd Tindall, DVM	908-996-6600	
Member	12/31/2021	Michael Bokach	908-806-0248	
Member	12/31/2022	Katie Hooven	908-507-1845	
Member		VACANT		
Member		VACANT		
Member		VACANT		
Alternate I	12/31/2023	Jorge Berkowitz	609-397-3711	
Alternate II	12/31/2021	Jim Vena		
Perc Test Witness		Robert Kleckner	908-256-6629	
Alternate Perc Test Witness		Peter Enea	908-782-2220	
Secretary		Tiffany Crivelli	609-397-3240	205

**Board of Adjustment**  
**N.J.S.A 40:55 D-69**

Chairperson	12/31/2020	Charles Cline	908-782-4218	
Vice Chairperson, Member	12/31/2023	Scott Emmons	609-845-5672	
Member	12/31/2020	Charles Cline	908-782-4218	
Member	12/31/2020	Tom Warren	609-397-7097	
Member	12/31/2022	Michael Manley	908-788-3963	
Member	12/31/2022	Caine Fowler	908-938-1957	
Member	12/31/2023	Elizabeth Gilbreath	908-996-2710	
Member	12/31/2020	Andrea Abbott-Kenyon	201-207-6246	
Alternate I	12/31/2020	Cullen McAuliffe	609-510-1943	
Alternate II	12/31/2021	Tony Szwed	908-310-7323	
Liaison to Planning Board		Charles Cline	908-782-4218	
Alt. Liaison to Planning Board		Caine Fowler	908-938-1957	
Attorney		Steven Goodell, Esq.	609-620-7812	
Engineer		Robert O'Brien, P.E.	908-735-9500	
Secretary & Administrative Officer		Kathy Klink	609-397-3240	208

**Planning Board**  
**N.J.S.A 40:55 D-23**

Chairperson	12/31/2020	Rosalind Westlake	609-397-1171	
Vice Chairperson, Class IV Mem.	12/31/2021	David Bond	908-782-7657	
Class I Member	12/31/2020	Charles Herman	609-397-8566	
Class II Member	12/31/2020	Elliot Grey	609-397-8189	
Class III Member	12/31/2020	Joseph Vocke	609-658-7452	
Class IV Member	12/31/2022	Russell Crespolini	908-238-9037	
Class IV Member	12/31/2020	Larry Coffey	609-751-1280	

<b>Title</b>	<b>Term Exp.</b>	<b>Name</b>	<b>Phone</b>	<b>Extension</b>
Class IV Member	12/31/2022	Joan Bailly	908-399-4924	
Class IV Member	12/31/2023	Rosalind Westlake	609-397-1171	
Class IV Member, Secretary	12/31/2020	Kathy Katz	609-397-9065	
Alternate I	12/31/2020	Ronald Tyranski	908-581-8899	
Alternate II	12/31/2021	Richard McComber		
Liaison to Enviornemental Comm.	12/31/2020	Kathy Katz	609-397-9065	
Liaison to Board of Adjustment		Charles Cline	908-782-4218	
Alt. Liason to Board of Adjustment		Caine Fowler	908-938-1957	
Attorney		Steve Goodell, Esq.	609-620-7812	
Engineer		C. Richard Roseberry, P.E.	908-238-0900	
Planner		Darlene A. Green, P.P.	908-238-0900	
Secretary & Administrative Officer		Kathy Klink	609-397-3240	208

**Enviornmental Commission / Green Team  
Delaware Township Ordinance #1972-**

Chairperson	12/31/2020	Tony Szwed	908-310-7323	
Member	12/31/2022	Tony Szwed	908-310-7323	
Member	12/31/2022	John Kafarski	732-672-4132	
Member	12/31/2020	Kathy Katz	609-397-9065	
Member	12/31/2021	Kathleen Klink	908-788-3631	
Member	12/31/2021	Roger Locandro	609-397-3944	
Member	12/31/2021	Susan Lockwood	609--397-4265	
Member		VACANT		
Alternate I	12/31/2020	Donna Dahinger	973-476-6779	
Alternate II	12/31/2021	Mary Anne Royal	215-688-7902	
Advisor	12/31/2020	Joseph Kucowski	908-894-4375	
Advisor		Alan Scott	609-460-4352	
Advisor		Linda Bradway	908-369-5684	
Advisor		Matthew Baldwin	908-303-7148	
Advisor		Rich Mongelli		
Township Committee Liaison		Susan Lockwood	609-397-4265	
Liaison to Planning Board		Kathy Katz	609-397-9065	
Secretary		Kathy Klink	609-397-3240	208

**Open Space Committee  
Delaware Township Ordinance #1999-26**

Chairperson	12/31/2020	Rosalind Westlake	609-397-1171	
At Large Member	12/31/2020	Josh Goldman	609-610-4680	
At Large Member	12/31/2020	Don Scholl		
At Large Member	12/31/2020	Emmy Drew		
Alt. At Large Member	12/31/2020	Brendan Burns		
Planning Board Class IV Member	12/31/2023	Rosalind Westlake	609-397-1171	
Planning Board Class IV Member	12/31/2020	Larry Coffey	609-751-1280	
Alt. Planning Board Class IV Member		VACANT		
Enviornmental Commission Member		VACANT		
Alt. Enviornmental Commission Memb	12/31/2021	Sue Lockwood	609-397-4265	
Recreation Committee Member	12/31/2021	Steve Smotrich	908-255-5358	
Advisor		Josh Petruchelli		
Coordinator		Katherine Fullerton	609-397-3240	

**Shade Tree Commission  
Delaware Township Ordinance #2003-15**

Chairperson	12/31/2020	Bob Hornby	908-528-3046	
Class IV Member	12/31/2020	Larry Coffey	609-751-1280	
Employee Member	12/31/2022	Kevin LaVoie	908-788-3631	
Citizen Member	12/31/2023	A.R. Willey	609-37-8599	
Citizen Member	12/31/2022	Caroline Suesserman		
Citizen Member	12/31/2020	Bob Hornby	908-528-3046	
Alternate I	12/31/2020	Susan Lockwood	609-397-4265	
Alternate II	12/31/2021	Kathy Klink	908-788-3631	

<b>Title</b>	<b>Term Exp.</b>	<b>Name</b>	<b>Phone</b>	<b>Extension</b>
Advisor		Les Alpaugh	609-397-0725	
Township Committee Liaison		Daniel Kwasnik	908-285-6075	
Liaison to Board of Education		Cathy Pouria	609-397-5610	
Member of Environmental Commiss.		Tony Szwed	908-782-0427	

**Recreation Commission**  
**Delaware Township Ordinance #1998-09**

Chairperson	12/31/2020	Brian Sulewski	908-788-0194	
Vice Chairperson	12/31/2020	Steve Smotrich	609-397-1171	
Member	12/31/2022	Brian Sulewski	908-788-0194	
Member	12/31/2020	Timothy Soltis	908-303-0416	
Member	12/31/2022	Judith Allen	908-328-4124	
Member	12/31/2021	Tim Drew	609-638-6404	
Member	12/31/2021	Steve Smotrich	609-397-1171	
Member	12/31/2021	Linda Ubry	908-788-8402	
Planning Board Liaison		Larry Coffey	609-751-1280	

**Agricultural Advisory Committee**

Liaison	12/31/2020	Larry Coffey	609-751-1280	
Member	12/31/2020	Steve Spayd	609-397-4583	
Member	12/31/2020	Dave Bond	908-782-7657	
Member	12/31/2020	Glenn Brewer		
Member	12/31/2020	Christian Bench	908-399-4220	

**COAH Committee**

Member	12/31/2020	Susan Lockwood	609-397-4265	
Member	12/31/2020	Kathy Klink	609-397-3240	208
Member	12/31/2020	Kristin McCarthy	609-397-1392	

**Farmers Market Committee**  
**Delaware Township Ordinance #2008-11**

Co-Chairperson	12/31/2020	Anthony Leone		
Member	12/21/2021	Julie Luster-Roell	908-237-8181	
Alternate I	12/31/2021	Charles Herman	609-397-8566	
Liaison to Township Committee	12/31/2020	James Waltman	609-954-5540	
Township Committee Liaison		Charles Herman	609-397-8566	
Liaison to DTAA	12/31/2020	Tim Drew	609-638-6404	
Alternate Liaison to DTAA	12/31/2020	Chad Bower	609-605-1001	
Senior Citizen Liaison		VACANT		
Liaison to DTS Board of Education		VACANT		
Alt. Liaison to DTS Board of Education	12/31/2020	Kristeb Devlin		
Teen Liaison	12/31/2020	Connor Devlin		
Teen Liaison	12/31/2020	Toby Ruttenberg		
Teen Liaison	12/31/2020	Aiden Ricci		

**Flood Hazard Mitigation Committee**

Member	12/31/2020	Joseph Vocke	609-658-7452	
Member	12/31/2020	Philip C. "Chris" Cane	609-397-8189	
Member	12/31/2020	Bill Powel	609-397-8189	
Member	12/31/2020	Jay Trstensky	609-397-3530	
Member	12/31/2020	Robert Streilein	609-397-4365	
Member	12/31/2020	Leslie Sauer	609-397-8248	
Township Engineer		C. Richard Roseberry, P.E.	908-238-0900	
Administrative Assistant		Diane McDaniel	609-397-3240	206

<u>Title</u>	<u>Term Exp.</u>	<u>Name</u>	<u>Phone</u>	<u>Extension</u>
<b>Historic Advisory Committee</b>				
Chairperson	12/31/2020	Chuck Taylor	908-284-4735	
Vice Chairperson	12/31/2020	Tim Davis	609-651-3877	
Member	12/31/2020	Robert Chamberlain	609-397-7075	
Member	12/31/2020	Joseph Vocke	609-658-7452	
Member	12/31/2020	Marilyn Cummings	609-397-5363	
Member	12/31/2020	Liza Davis		
Advisor	12/31/2020	Marfy Goodspeed	908-782-0354	
Secretary	12/31/2020	Nancy Bond	609-397-1727	

#### **IT Subcommittee**

Member	12/31/2020	James Waltman		
Member	12/31/2020	Cathy Edwards		

#### **Pedestrian Safety Subcommittee**

Member	12/31/2020	Tim Soltis		
Member	12/31/2020	Jody Williams		
Member	12/31/2020	Alan Johnson		
Member	12/31/2020	Cathy Pouria		

#### **Pipeline Subcommittee**

Chairperson	12/31/2020			
Member	12/31/2020	Charles Cline	908-782-4218	
Member	12/31/2020	Larry Coffey	609-751-1280	
Member	12/31/2020	Susan Lockwood	609-397-4265	
Member	12/31/2020	Steve Mania	609-203-3113	
Member	12/31/2020	Sam Thompson	908-328-8947	
Member	12/31/2020	Joy Stocke		
Member	12/31/2020	Dein Shapiro		
Member	12/31/2020	Bob Wolferz		

#### **Quarry Compliance Committee**

Chairperson	12/31/2020	Kathy Katz	609-397-9065	
Member	12/31/2020	James Waltman	609-954-5540	
Member	12/31/2020	Joseph Chrobak	609-924-0300	
Liaison to Planning Board		Dave Bond		
Township Engineer	12/31/2020	C. Richard Roseberry, P.E.	908-238-0900	



**Delaware Township Resolution #2021-17**  
**To Enter Into Executive Session**

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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 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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Maria Andrews, Township Clerk, RMC

Approved: January 11, 2021