



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

**January 4, 2021 – 6:30 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 6:30 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 placed 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: