



## **Delaware Township Committee Regular Meeting Minutes April 18, 2023 – 7:30 pm**

The Regular Meeting of the Delaware Township Committee was held on April 18, 2023, at the Delaware Township Municipal Building, 570 Rosemont Ringoes Rd. Sergeantsville, New Jersey. The meeting was called to order by Mayor Herman at 7:30 pm.

Mayor Herman read the following statement: Adequate notice of this meeting has been provided by a notice mailed to the Hunterdon Democrat, Trenton Times, and Star Ledger, posted on the Township Website, on the Municipal Building Bulletin Board, and filed with the Township Clerk as required by law.

Roll Call:

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

Mayor Herman led the flag salute.

Mayor Herman opened the meeting to Public Comments on Agenda items.

Seeing none, Mayor Herman closed public comments and asked for Township Committee Liaison Reports.

Ms. Lockwood indicated the newsletter deadline is at the end of the month. Open Space met and may have a property they are looking at. A concerned citizen reported large truck activity on Sandbrook-HQ Rd @ 523. Relayed concerns about newly repaired bridge and damage to homeowners' property that has occurred. Township professionals to follow up on this matter.

Mr. Waltman had no report.

Mr. Bower indicated that the QCC met on 3/27. Discussion included an update on findings from Collier and confirmed that there are no plans for the quarry to reopen at this time.

Mayor Herman provided an update on relocating the post office to the firehouse, noted the passing of Doris Culberson, longtime matron at Dilt's restroom, provided an update on the Eagle Scout project to replace the billboard at Dilts and thanked DPW for their help. Mayor Herman and Mr. Tauriello also clarified Township responsibility regarding trees and the right of way. Finally, Mayor Herman thanked Ms. Gribbin for her work with the Open Space committee.

Ms. McDaniel provided an update regarding municipal building repairs and an update on DPW work to township roads.



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Mayor Herman thanked Ms. Kahn for her DPW report. Update given on Clean Up Day permits. Mr. Bower asked about salt inventory.

Mr. Waltman asked about the contract related to building repairs. Mr. Tauriello to follow up.

Mayor Herman discussed replacing the Township sign removed during construction. Discussion tabled for Executive Session.

**Approval of Meeting Minutes**

**Regular Meeting March 13, 2023**

Mayor Herman asked for a motion to approve the March 13, 2023 minutes. Motion was made by Mr. Waltman and seconded by Mr. Bower. Mayor Herman asked for comments. Hearing none, he asked for all in favor. The motion was unanimously approved by voice vote.

**Special Meeting April 10, 2023 -Regular & Executive Session Minutes**

Mayor Herman asked for a motion for combined approval of the April 10, Regular and Executive Session minutes. Motion was made by Mr. Waltman and seconded by Mr. Bower; asked for any discussion. Hearing none, he asked for all in favor. The motion was approved unanimously by voice vote.

**Public Hearing on Ordinance #2023-04**

BOND ORDINANCE PROVIDING FOR LAMBERT ROAD PROJECT (PHASES I AND II) IN AND BY THE TOWNSHIP OF DELAWARE, IN THE COUNTY OF HUNTERDON, NEW JERSEY, APPROPRIATING \$480,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$480,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE THE COST THEREOF.

Mayor Herman asked for a motion to go into Public Hearing on Ordinance 2023-04. Motion was made by Mr. Bower and seconded by Mr. Waltman. The motion was unanimously approved by voice vote.

Mayor Herman stated we are in Public Hearing and asked for public comments, questions or concerns about the Ordinance as just read.

Hearing none, Mayor Herman asked for a motion to close Public Hearing. Motion was made by Mr. Bower and seconded by Mr. Waltman; The motion passed unanimously by voice vote.

Mayor Herman asked for a motion to approve Ordinance #2023-04. Motion was made and seconded. Asked for Roll Call.



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<b>Township Committee</b>	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Chad Bower		X	X			
Susan Lockwood	X		X			
Joseph Vocke						X
James Waltman			X			
Charles Herman, Mayor			X			

**WHEREAS**, the Township Committee of the Township of Delaware has determined that to increase efficiency, the Consent Agenda shall be adopted with one resolution; and

**WHEREAS**, the following resolutions require no discussion and have been previously reviewed by each Governing Body member:

Resolution 23-105: Arbor Day Resolution 2023

Resolution 23-106: NJCF Agreement Amendment

Resolution 23-107: Payment No 3 – Lower Creek Road Project

Resolution 23-108: Township Salaries & Wages for 2023

*(Resolution numbers were incorrectly referenced during the meeting. Resolution titles were accurate. The incorrect numbering was addressed and rectified after executive session).*

**Resolution 23-105**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

**WHEREAS**, on April 15, 1907, President Theodore Roosevelt issued an “Arbor Day Proclamation to the School Children of the United States” about the importance of trees; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees are considered to be the lungs of the planet; trees provide natural filtration to clean water; a tree can absorb as much as 48 pounds of carbon dioxide a year; trees can reduce erosion of topsoil by wind and water; trees can cut heating and cooling costs, trees provide habitat for wildlife; trees are a renewable resource providing paper, construction materials, fuel, and countless other products; trees increase property values, enhance the economic vitality of business districts, and beautify a community; and

**WHEREAS**, trees provide a source of joy and spiritual renewal.



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**NOW, THEREFORE, BE IT RESOLVED** I, Charles Herman, Mayor of Delaware Township, in the County of Hunterdon, State of New Jersey, do hereby proclaim April 28, 2023, as Arbor Day

**FURTHER**, I urge all citizens to celebrate Arbor Day and to support efforts to protect trees and woodlands, and to plant trees to gladden the heart and promote the well-being of this and future generations.

**Resolution 23-106**

**FIRST AMENDMENT TO THE PROPERTY MANAGEMENT AGREEMENT BY AND BETWEEN THE COUNTY OF HUNTERDON, THE TOWNSHIP OF DELAWARE, THE NEW JERSEY WATER SUPPLY AUTHORITY, AND THE NEW JERSEY CONSERVATION FOUNDATION, DATED MARCH 26, 2008**

**THIS FIRST AMENDMENT**, dated April 18, 2023 (the “First Amendment”) to the Property Management Agreement, dated March 26, 2008 (the “Original Agreement”), attached hereto as Exhibit A, is made by and between:

**THE COUNTY OF HUNTERDON**, a body politic and corporate of the State of New Jersey, acting by and through its Board of Chosen Freeholders, c/o Denise B. Doolan, Clerk of the Board, Main Street, PO Box 2900, Flemington, New Jersey 08822 (Referred to in this Agreement as “County”);

**THE TOWNSHIP OF DELAWARE IN THE COUNTY OF HUNTERDON**, a municipal corporation of the State of New Jersey with its principal office located at PO Box 500, Sergeantsville, New Jersey 08557 (Referred to in this Agreement as “Township”);

**THE NEW JERSEY WATER SUPPLY AUTHORITY**, with its principal office located at 1851 Route 31 North, Clinton, New Jersey, 08809 (Referred to in this Agreement as “Authority”); and

**NEW JERSEY CONSERVATION FOUNDATION**, with its principal office located at 170 Longview Rd., Far Hills, New Jersey 07931 (Referred to in this agreement as “NJCF”).

The County, Township, Authority, and NJCF may be referenced herein individually as a “Party” and collectively as the “Parties”. Any capitalized terms referenced herein not otherwise defined herein shall be attributed to the meaning given to them under the Original Agreement.

**WHEREAS**, the Parties, as co-owners of the **Property**, as defined in the Original Agreement to include Block 1, Lot 30 and Block 19, Lot 26, in Delaware Township, Hunterdon County, previously entered into the Original Agreement to set forth the terms and conditions by which the Property would be managed and maintained by NJCF on behalf of the Parties; and



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**WHEREAS**, the Parties wish to amend the Original Agreement to include additional properties co-owned by the Parties as indicated in Paragraph 1 below; and

**NOW, THEREFORE** in consideration of the mutual promises, covenants and conditions contained in this First Amendment, the Parties agree, with respect to the properties that they have an ownership interest in, the Original Agreement is hereby amended as follows:

1. **Additional Properties.** The Parties agree that NJCF shall be authorized to expand the scope of its management obligations under the Original Agreement to include the following Blocks and Lots (the “**Additional Properties**”):

		Block	Lot	Owners	Municipality	County
1.	Mitchell	18	4, 5 and 6	NJCF, and County	Delaware Township	Hunterdon County
2.	Drawneck	32	11 and 11.01	NJCF, and County	Delaware Township	Hunterdon County
3.	Thompson Pavlica	13	19	NJCF, Township, County, and Authority	Delaware Township	Hunterdon County
4.	Thompson 519 & Sanford	19	26	NJCF, Township, County, and Authority	Delaware Township	Hunterdon County
5.	Thompson 519	30	1	NJCF, Township, County, and Authority	Delaware Township	Hunterdon County
6.	Lanwin	19	27.02	NJCF	Delaware Township	Hunterdon County
7.	Rosemont	31	6.02	NJCF and Township	Delaware Township	Hunterdon County

2. The Parties agree and acknowledge that the terms and conditions of the Original Agreement as modified and amended by this First Amendment shall apply to the Additional Properties as well as the Property defined in the Original Agreement.



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3. Respective Property Owners. The Parties agree that, for purposes of application of the terms of the Original Agreement to the Additional Properties, all references to “Co-Tenants” in the Original Agreement shall mean the respective property owners identified in paragraph 1.
4. Original Agreement. All terms and conditions of the Original Agreement not modified or amended by this First Amendment shall remain in full force and effect.
5. Miscellaneous:

**TOWNSHIP OF DELAWARE**

**(as to properties 3, 4, 5 and 7 listed in Paragraph 1, above)**

By: \_\_\_\_\_

Title:

Date:

**COUNTY OF HUNTERDON**

**(as to properties 1, 2, 3, 4, and 5 listed in Paragraph 1, above)**

By: \_\_\_\_\_

Title:

Date:

**NEW JERSEY CONSERVATION FOUNDATION**

**(as to all properties listed in Paragraph 1, above)**

By: \_\_\_\_\_

Title:

Date:

**NEW JERSET WATER SUPPLY AUTHORITY**



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(as to properties 3,4 and 5 listed in Paragraph 1, above)

By: \_\_\_\_\_

Title:

Date:

**Resolution 23-107**

**BE IT RESOLVED** by the Township Committee of the Township of Delaware that the following payment be authorized in accordance with the Township Engineer's correspondence dated March 13, 2023, a copy of which is attached, for the **Lower Creek Road Emergency & Design Project**:

Contract Award Amount:	\$ 1,013,024.40
Amount of work completed:	\$ 449,430.30
Less 2% Retainage	\$ 8,988.61
Less Amount Payment Invoice No. 1	\$ 206,590.76
Less Amount Payment Invoice No. 2	\$ 100,955.29
<b>Amount Due Invoice No. 3:</b>	<b>\$132,895.64</b>

Vollers Corporation, PO Box 5297, 3311 Route 22 North Branch, NJ 08876

**Resolution 23-108**

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

NOW, THEREFORE, BE IT RESOLVED by the Delaware Township Committee that 2023 annual salaries for all non-contracted employees retroactive to January 1, 2023 except as noted are established as follows:

**ADMINISTRATION**

Mayor	Charles Herman	\$4,220.85
Township Committee	Joseph Vocke	\$4,220.85
	Susan Lockwood	\$4,220.85
	James Waltman	\$4,220.85
	Chad Bower	\$4,220.85



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Administrator – Temporary	Diane McDaniel	\$5,000.00
<b>ASSESSOR’S OFFICE</b>		
Assessor	Michelle Trivigno	\$39,419.85
<b>BUILDING DEPARTMENT</b>		
Construction Code Official, Fire Protection Subcode Official, Building Subcode Official, Building and Fire Inspector, Substitute Plumbing Inspector, Substitute Mechanical Inspector	Tom Petto	\$26,137.50
Electrical Subcode Official, Electrical and Building Inspector	Peter Buchanan	\$24,931.71
Plumbing Subcode Official, Plumbing Subcode Inspector, Mechanical Subcode Inspector	Chris Rose	\$12,792.00
Alternate Substitute Inspector		\$40.00/hourly
Zoning Officer/Flood Plain Admin	Michael Mullin	\$9,247.25
Technical Assistant/Secretary to CCO Clerical Help	Taylor Gribbin	\$30,750.00 \$20.00 hourly
<b>CLERK’S OFFICE</b>		
Township Clerk	Monica Orlando	\$68,675.00
Shared Service (Stockton Borough)		\$20,000.00
Deputy Clerk	Taylor Gribbin	\$15,375.00
Deputy Registrar	Deanna Higgins *	\$5,060.00
<b>FINANCE ADMINISTRATION</b>		
Tax Collector	Danene Gooding*	\$63,345.00
Deputy Treasurer		\$13,259.50
COAH Municipal Housing Liaison		\$5,150.00
CMFO/Treasurer	Diane S. McDaniel*	\$96,638.70
Shared Service (Stockton Borough)		\$23,175.00
Qualified Purchasing Agent		\$5,410.73





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**ANIMAL CONTROL DEPARTMENT**

Animal Control Licensing Agent	Deanna Higgins *	\$6,429.02
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**POLICE**

Chief of Police	Phillip C. Cane*	\$126,010.79
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Class II Special Police Officer		\$30.00 hourly
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Court Security	All Officers	\$175.00 per court session
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Police Department Administrative Assistant	Deanna Higgins*	\$29,254.17
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Police Department Matron	Deanna Higgins *	\$72.28 hourly**
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\*\*Minimum 3-hour callout and \$14.42 per hour after three hours if not already covered by salary

Crossing Guard	Heather Schlesier	\$19.21 per shift
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**OFFICE OF EMERGENCY MANAGEMENT**

OEM Coordinator	Phillip C. Cane*	\$4,324.25
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Deputy OEM Coordinator	William Powell	\$9,990.13
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Emergency Mgmt Coordinator's Sec	Deanna Higgins *	\$2,280.08
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**ROAD DEPARTMENT**

Director of Public Works	Amanda Kahn	\$ 98,525.00
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Clean Communities/Recycling		\$ 5,000.00
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Road Supervisor	Jay Trstensky*	\$94,908.34
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Road Department Administrative Asst.	Deanna Higgins*	\$27,556.80
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DPW – Mower/Road Dept Help	Thomas Higgins	\$19.21 hourly
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DPW – Snow Plow Help		\$23.93 hourly
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**TOWNSHIP BOARDS**

Planning Board Clerk	Denise Filardo	\$25,625.00
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Board of Adjustment Clerk		
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Open Space Coordinator

Taylor Gribbin

\$ 9,737.50

MUNICIPAL COURT- Separate Resolution

Mileage Reimbursement 2023 IRS Rate  
compensation .5%

65.5/Mile \*Medicare Part B

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey, that each of the above listed Resolutions be approved and adopted by the Township Committee with the same legal effect as though each was read in its entirety at the April 18, 2023 meeting and adopted by separate vote.

Mayor Herman asked for a motion to approve the Consent Agenda. Motion was made and seconded; asked for discussion. Asked for a Roll Call.

<b>Township Committee</b>	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Chad Bower			X			
Susan Lockwood	X		X			
Joseph Vocke						X
James Waltman		X	X			
Charles Herman, Mayor			X			

**Resolution 23-109**

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Delaware, County of Hunterdon, State of New Jersey does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Treasurer in the amount of **\$402,855.58**.

Motion was made and seconded. Mayor Herman asked for discussion and posed 2 questions regarding Sanford Rd. He then asked for questions or comments, hearing none, asked for Roll Call.

<b>Township Committee</b>	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Chad Bower		X	X			
Susan Lockwood			X			



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Joseph Vocke						X
James Waltman	X		X			
Charles Herman, Mayor			X			

**No Correspondence**

**Old Business**

Mayor Herman initiated a discussion regarding the necessity of hiring a Park Planner, particularly regarding maintenance/repairs.

**No New Business**

**Public Comment**

Mayor Herman stated that the meeting is now open for Public Comment.

Residents Mike Hagerty and Suzanne Hertz spoke regarding replacement of County Bridge ED-262 on Dunkard Church Rd. They are concerned about the intrusive nature of the proposed replacement, the fact that it will remove large trees on their property, and the fact that it will look out of place on this type of road. They asked if there is anything that can be done to prevent this. The County representative that Mr. Hagerty spoke with stated that the bridge was not deemed historic in nature, otherwise the replacement approval would not have been granted. Mayor Herman recommended sending a letter to the County and DOT asking for an alternate plan. Township Attorney Joe Tauriello asked for permission to call Commissioner John Lanza. Mayor Herman stated next steps would be for Counsel to reach out to Commissioners, and if needed, Township Committee or Attorney will follow up with a letter to the DOT. Mr. Waltman asked if there was still an opportunity to have bridge ED-262 deemed historic. Ms. Lockwood agreed to investigate the matter of the historic designation further (for ED-262 and other Township bridges).

Resident Chuck Cline commented on the importance of repairs/improvements to Dilts Park and County Road water management.

Resident Diana Garibaldi expressed concerns about lack of notification and safety issue related to spraying done on Township property near her home.

Another resident asked about the posting of Open Space Meeting Agendas.

**No Township Committee Comments**

**Executive Session: Resolution 23-110**

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



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

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

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

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

Mayor Herman asked for a motion to move into Executive Session. The motion was made by Mr. Bower and seconded by Mr. Waltman. The motion was passed unanimously by voice vote.

**Adjournment**

Motion to adjourn was made by Mr. Bower, second by Mr. Waltman. All in favor.

Diana Ramage  
Deputy Township Clerk

Approved: 7/10/23