

The regular meeting of the Delaware Township Planning Board was held on the noted date, in the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey; in conjunction with virtual meeting procedures via ZOOM. Administrative Officer Klink opened the meeting at 7:30 p.m.

#### PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

#### STATEMENT

Administrative Officer Klink read a statement noting that the requirements of the Open Public Meetings Act have been satisfied. Notice of this meeting was properly transmitted to the Hunterdon County Democrat, Trenton Times, and Star Ledger, posted on the Delaware Township bulletin board and filed at Town Hall; all on January 27, 2022.

#### ROLL CALL

Present:	Class I	James Waltman
	Class II	Elliot Gray
	Class III	Joe Vocke
	Class IV	Joan Bailly, Larry Coffey, Kathy Katz, Richard Macomber, Mark Wright, Rosalind Westlake (7:34 p.m.)
	Alternate I	Seth Buchanan
	Alternate II	<del>Josh Goldman</del>
	Liaison from	Chuck Cline, <del>Andrea Kenyon</del>
	ZBA	
	Advisor	<del>Christian Bench</del>
	Administrative Officer	Kathleen Klink
	Attorney	<del>Steven Goodell, Esq.</del> , not needed
	Engineer	<del>C. Richard Roseberry, P.E.</del> , not needed
	Planner	<del>Nicholas Dickerson, P.E.</del> , not needed

Absent: shown by strikethroughs

#### Election of Chair

Administrative Officer Klink accepted nominations for Chair. Member Macomber nominated Member Westlake and Member Katz seconded the motion. Member Waltman made a motion to close nominations, Member Bailly seconded the motion. By voice vote, Member Westlake was elected Chair, with her abstention.

#### Election of Vice Chair

Chair Westlake accepted nominations for Vice-Chair. Member Katz nominated Member Coffey and Member Waltman seconded the motion. Member Coffey declined. Member Katz nominated Member Bailly, Member Waltman seconded the motion. Member Waltman made a motion to close nominations, Member Macomber seconded the motion. By voice vote, with her abstention, Member Bailly was elected Vice-Chair.

Election of Secretary

Chair Westlake accepted nominations for Secretary. Member Katz nominated Administrative Officer Klink and Member Bailly seconded the motion. Member Waltman made a motion to close nominations, Member Wright seconded the motion. By voice vote, Administrative Officer Klink was elected Secretary.

Assistant Secretary

Chair Westlake accepted nominations for Assistant Secretary. Member Bailly nominated Member Katz and Member Macomber seconded the motion. Member Waltman made a motion to close nominations, Member Macomber seconded the motion. By voice vote, Member Katz was elected Assistant Secretary, with her abstention.

Liaison to Environmental Commission

It was noted that Member Katz is to be appointed to this position by the Township Committee. Upon research it is noted that the Liaison to the Environmental Commission is a member of BOTH the Planning Board and the Environmental Commission. The Planning Board has recommended that Member Katz retain this position.

Annual Meeting Notice Resolution, Planning Board Resolution #2022-01

It was noted that there are no conflicts for regular Planning Board meetings with the first Tuesday of each month for the upcoming year; dates noted as follows, with the exception of Election Day in November:

January 4, February 1, March 1, April 5, May 3, June 7, July 5,

September 6, October 4, November 1, December 6, January 3, 2023

Other Committee dates can be found on the resolution. Resolution follows the minutes.

Member Wright made a motion to adopt Planning Board Resolution #2021-01, the Annual Meeting Notice Resolution; said motion was seconded by Member Waltman.

**Roll Call Vote**

Aye: Waltman, Gray, Vocke, Bailly, Coffey, Katz, Macomber, Wright, Westlake

Nay: None

Absent: None

Appointment of Professionals, Planning Board Resolution #2021-02

Steve Goodell, Parker McCay, Board Attorney

Rick Roseberry, Colliers Engineering & Design, Board Engineer

Nicholas Dickerson, Colliers Engineering & Design, Board Planner

Kevin Jamieson, Colliers Engineering & Design, Board Environmental Consultant

Maurice Rached, Colliers Engineering & Design, Board Traffic Engineer

Richard Zelle, Colliers Engineering & Design, Board Hydrogeologist

Alexander Ross, Colliers Engineering & Design, Board Hydrogeologist

Administrative Officer Klink noted that Colliers Engineering and Design has submitted a Professional Services Agreement on behalf of Paul Sterbenz, as Township Engineer. It was noted that the same agreement can be used for the various Planning Board Professionals, as noted above. Attorney Goodell has agreed to return to the Board and will complete the PSA that has been submitted.

Adoption of Resolution, 2022-02, Acceptance of Professional Services.

Member Waltman made a motion to adopt Planning Board Resolution #2022-0, as noted; said motion was seconded by Member Gray.

**Roll Call Vote**

Aye: Waltman, Gray, Vocke, Bailly, Coffey, Katz, Macomber, Wright, Westlake

Nay: None

Absent: None

APPROVAL OF MINUTES FROM THE MEETING of December 7, 2021

Prepared minutes were distributed to members for review. Member Katz made a motion to approve the minutes from the noted meeting. Member Bailly seconded the motion, and members unanimously approved the minutes as written, with an abstention by Members Gray and Wright.

Correspondence: BILL LIST

Members reviewed the Bill List, as follows.

**Bill List**

Legal Bills: Parker McCay, P.A.

For Professional Services through 11/30/21, #3139742	\$34.00
For Professional Services through 12/20/21, #3140888	\$34.00

Member Waltman moved to approve payment of this bill, Member Gray seconded the motion.

**Roll Call Vote**

Aye: Waltman, Gray, Vocke, Bailly, Coffey, Katz, Macomber, Wright, Westlake

Nay: None

Absent: None

There was a discussion about continuation of the use of Zoom for hybrid meetings. It was noted that the Township will make a license available so that these hybrid meetings can continue.

CORRESPONDENCE – Old Business, to include Memorializations – noneCORRESPONDENCE – New Business, to include Applications – none

- 2022 Budget, attached

The Planning Board members reviewed the Budget and agreed to submit the recommendation to the Township Committee

- NJPO membership, with ZBA, \$185.00 (each Board)

Member Macomber made a motion to approve payment for this membership. Member Katz seconded the motion.

**Roll Call Vote**

Aye: Waltman, Gray, Vocke, Bailly, Coffey, Katz, Macomber, Wright, Westlake

Nay: None

Absent: None

**COMMITTEE REPORTS – *At Reorganization – review Committee membership*****Scheduled Committee Meetings**

Subdivision and Site Plan Review Committee - second Wednesday, 7:00 p.m., as needed per applications submitted. *Member Bailly to report.* Members: **Bailly**, Katz, Westlake; with Easement Monitoring Committee of the Environmental Commission  
No applications

Agricultural Advisory Committee – first Tuesday, 7:00 p.m.; *Member Coffey to report*  
Members: Coffey, Bench, D. Bond, R. Denbigh, H. Denbigh  
No meeting

Open Space Committee – third Wednesday, 7:30 p.m., except January 14 and February 11;  
*Member Coffey to report.* Members: Westlake, alternate Coffey, Wright  
Member Coffey stated that he attends because of being an Ag Advisory member. Member Wright volunteered to be a second Planning Board member.

Member Coffey reported that Ros Westlake was elected Chair of the Open Space Committee and Kathy Katz was elected as Vice Chair.

Member Coffey noted that the new coordinator is Deputy Clerk Tiffany Crivelli. It was noted that she will get help in learning the position and understanding how to approach people about preservation.

Member Coffey noted that the Open Space Committee will be working on the Farmland Preservation Element of the Master Plan. It was also noted that the Open Space element is being done by the Recreation Committee.

**Non-Scheduled Committee Meetings, please give me notice for proper newspaper notification, if needed**

Master Plan Committee – *Member Westlake to report*; members: Coffey, Westlake, Macomber  
No meeting

Ordinance Review - *Member Coffey to report*; members: Coffey, Katz, Westlake  
No meeting

Quarry Compliance Committee – *Member Macomber* (Board Representative)  
Member Katz stated that the Quarry Compliance Committee (QCC) will be meeting on February 22 at noon. She reviewed information that will be forthcoming concerning the 10-year license renewal which coincides with the Reexamination of the Master Plan. She noted that there will be professional review of the application, including the Engineer's review and the hydrogeologist review. The Planning Board will review the application and all reviews. The PB hearing date for this will be the April meeting. The process then moves on to the Township Committee for their renewal of the license.

Stormwater Management Committee – *Member Gray*  
Nothing to report  
Member Gray stated that he will remain on the committee.

**LIAISON REPORTS**

Board of Adjustment – second Thursdays, 7:30 p.m., *Liaison Cline*

Liaison Cline discussed the progress on the tennis training facility proposal on Sandy Ridge Road. He noted that the Board has heard a lot of testimony, including engineering, traffic, and planning. He noted that at the last hearing there was testimony about the subdivision capability of the subject property.

Liaison Cline noted that the meetings are hybrid and all are welcome to join in. He noted that the next meeting is February 10, during which the objector's attorney will cross examine the applicant's planner. He noted that the objector's attorney, Mr. Robert Simon, is very thorough.

Environmental Commission – third Wednesdays, 7:30 p.m., *Liaison Katz*

Liaison Katz noted that the EC met on January 19 and that one item of discussion was about the Community Garden survey. She noted that there were responses, but not enough in order to pursue the idea. She noted that those who did respond were overwhelmingly in favor of a Community Garden and that more than half voted on Dilts as the location. The EC decided to table any further movement until there is a meeting with the Park Planner.

Liaison Katz noted that the EC reviewed an Environmental Education grant, worth a minimum of \$50,000.00. She noted that there was much discussion about this. She noted that this item was also tabled until there is discussion with a Park Planner and the development of a Dilts Park Master Plan. Liaison Katz noted that the EC has asked to be present during the meetings about the planning of Dilts Park.

Liaison Katz noted that there is a clean up along the Towpath at Bull's Island, scheduled for March 26.

Historical Advisory Committee – second Wednesdays, 7:30 p.m., *Liaison Vocke*

Nothing to report

Shade Tree Commission – fourth Thursdays, 7:00 p.m., *Liaison Coffey*

Liaison Coffey reported that the Shade Tree did meet and that Bob Hornby was elected Chair. He noted that new trees have been planted at Dilts.

**Meeting opened to the Public for Comments or Questions**

There were no comments or questions from the public.

**Meeting opened to the Board for Comments or Questions**

Chair Westlake welcomed all members for the new year, including new Member Seth Buchanan.

NEXT MEETING: March 1, 2022

ADJOURNMENT: 8:16 p.m.

It was moved, seconded, and unanimously carried to adjourn at the noted time.

Respectfully submitted,

Kathleen E. Klink,  
Administrative Officer

**DELAWARE TOWNSHIP PLANNING BOARD ANNUAL MEETING NOTICE**  
**RESOLUTION Planning Board Resolution #2022-01; Calendar year: 2022**

WHEREAS, the Open Public Meetings Act (Ch. 231 P.L. 1975) provides for the giving of annual notice by public bodies of the time 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 Planning Board of the Township of Delaware, County of Hunterdon and State of New Jersey as follows:

1. Regular meetings of this Board shall be held during the calendar year on the first Tuesday of each month at 7:30 p.m. at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey; EXCEPTION: there will be NO August meeting. Said meetings will be hybrid meetings, until further notice, in-person and virtual; notice requirements noted below, in section 9.
2. Regular meetings of the Subdivision and Site Plan Review Committee of this Board and the Environmental Commission shall be held during the calendar year at 7:00 p.m. at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey on the **second** Wednesday of each month, as needed. On-site inspections following those Subdivision and Site Plan Review of applications shall be conducted with members of the Subdivision and Site Plan Review Committee and the Site Inspection/Easement Monitoring subcommittee of the Environmental Commission on the following dates, if necessary, meeting at 9 a.m. at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road, (County Rt. 604), Sergeantsville, New Jersey and proceeding to the sites of the pending applications: January 9, February 13, March 13, April 24, May 15, June 12, none for July, August 14, September 18, October 16, November 13, and December 18.
3. On-site monitoring of various easements by the Environmental Commission shall be conducted at the same time and dates as in #2 above.
4. The Ordinance Review Committee will meet as needed at times and dates to be announced and posted at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey.
5. The Open Space Committee will meet on the third Monday of each month at 7:30 p.m., with these two exceptions: January 19 and February 16. Said meetings will be held at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey.
6. The Agricultural Advisory Committee will meet on the first Tuesday of each month at 7:00 p.m. at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey.
7. The Master Plan Committee will meet as needed at times and dates to be announced and posted at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey.
8. The Quarry Compliance Committee will meet as needed at times and dates to be announced and posted at the Delaware Township Municipal Building, 570 Rosemont Ringoes Road (County Rt. 604), Sergeantsville, New Jersey.

9. 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 the public body; and
  - b. The *Times of Trenton* and the *Star Ledger* are hereby determined to be the other newspapers that will have the greatest likelihood of informing the public within the area of jurisdiction of its meetings.
  - c. Per the Remote Public Meeting Procedures During a Declared State of Emergency, adopted by this Board, ALL meeting information will be posted on the Board agenda ten (10) days prior to the meeting; displayed on the website and the Township bulletin board to keep the public updated on the status of meetings.
10. Copies of this Resolution, any revisions or modifications thereof, certified to be true copies by the Secretary of this Board, shall be disseminated and distributed as required by the Act, as follows:
- a. Posted and maintained throughout the calendar year on the bulletin board at the Delaware Township Municipal Building and on the Township website;
  - b. Mailed or hand delivered to the above listed newspapers;
  - c. Filed at Town Hall of this municipality; and
  - d. Mailed to such other persons as may be entitled thereto under the terms of the Act and this Resolution.
11. Pursuant to Section 14 of this Act, the Clerk of this municipality is thereby authorized and directed to mail such notice as may be required and authorized under the Act to any person requesting the same provided 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 Clerk; and
  - b. Any person requesting such notice other than the news media which is expressly excluded from payment of any fee thereunder, shall pay to the Township of Delaware a fee of \$3.00 which said sum is hereby determined to be a reasonable sum, the amount of which is calculated solely to reimburse this Township for the costs incurred in providing said notice; including but not limited to printing, photocopying costs, clerical time, and postage.

Dated: February 1, 2022

\_\_\_\_\_  
Kathleen E. Klink, Secretary

CERTIFICATION

I hereby certify this to be a true copy of a Resolution approved by the Delaware Township Planning Board on February 1, 2022.

\_\_\_\_\_  
Kathleen E. Klink, Administrative Officer

**DELAWARE TOWNSHIP Planning Board**  
**RESOLUTION #2022-02**

**PROFESSIONAL APPOINTMENTS FOR**  
**LEGAL, ENGINEERING, PLANNING, HYDROGEOLOGICAL,**  
**AND ENVIRONMENTAL CONSULTANT PROFESSIONAL SERVICES**

WHEREAS, the Delaware Township Planning Board, hereinafter referred to as the “Board” is in need of legal, engineering, planning, hydrogeological, and environmental consultant professional services in 2018; and

WHEREAS, R.S. 40A:11-5 specifically excepts professional services from the provisions of the local public contracts law of 1971; and

WHEREAS, it is anticipated that the value of these services over the course of the contracts will not exceed \$17,500.00.

NOW, THEREFORE, BE IT RESOLVED that for the current year, the professional services appointments be made as follows:

1. Steve Goodell, Esq. with Parker McCay is hereby retained as Board Attorney.
2. Rick Roseberry, P.E. with Colliers Engineering & Design is hereby retained as Board Engineer.
2. Nick Dickerson, P.P. with Colliers Engineering & Design is hereby retained as Board Planner.
3. Maurice Rached, P.E. with Colliers Engineering & Design is hereby retained as Board Traffic Engineer.
3. Kevin Jamieson, with Colliers Engineering & Design is hereby retained as Board Environmental Consultant.
5. Alex Ross, with Colliers Engineering & Design is hereby retained as Board Hydrogeologist.
7. These noted services, and others that may be needed on a limited basis, are services that are of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.
8. 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.
9. Each of the above mentioned individuals is a member in good standing of his or her respective profession.
10. A copy of this resolution shall be retained on file, in the Board’s office, not more than ten (10) days after passage hereof.

ATTEST:

\_\_\_\_\_  
Kathleen Klink,  
Secretary/Administrative Officer

\_\_\_\_\_  
Rosalind Westlake, Chairperson

February 2, 2022