

KINGWOOD TOWNSHIP COMMITTEE

MARCH 15, 2011

Special Meeting Agenda 4:00 PM

Call to Order

Roll Call

Pledge of Allegiance

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by publication of the notice in the Hunterdon Democrat and Courier News on March 10, 2011 and by telefaxing copies of the notice to the Express Times and Star Ledger on March 7, 2011. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on March 7, 2011.

In order to ensure full public participation in this meeting, all members of this Committee or Board, and also members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over-talk, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.

2011Municipal Budget – Work Session

Public Comment – Privilege of the Floor

Adjournment

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**March 15, 2011
Township Committee
Special Meeting Minutes**

A Special Meeting of the Kingwood Township Committee was called to order at 4:00 P.M. with Mayor Lubitz.

Also present at the meeting were Deputy Mayor Burke, Committeewoman Niemann, C.F.O. Laudenbach, Clerk MacConnell. Following the salute to the Flag, Mayor Lubitz read aloud the following:

NOTICE REQUIREMENTS

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2011Municipal Budget – Work Session

The Committee discussed with C.F.O. Diane Laudenbach a few topics that she had asked the Township Committee for guidance. She asked about salary increases, how soon the Committee would be hiring for the Road Department, and the salary they would be offering. They also discussed if the current Public Works Foreman would be taking over as Supervisor, and his salary.

Jason Narbonne, President of the Kingwood Township Fire Department arrived at this time to speak to the Committee members regarding there budget request. Mayor Lubitz noted that the Committee will continue reviewing budget requests after speaking to Mr. Narbonne.

Jason Narbonne, President of the Kingwood Township Fire Company was present to discuss their new budget for this year. He stated that they are requesting \$71,000 from the Township this year. He explained that the reason they raised their request is because of a need for a new fire hood system for the kitchen, as advised by the State Fire Marshall.

He stated that it was old, inadequate and needed to be brought up to code. He also explained that based on the OEM Shelter, and insurance costs everything has gone up in price. There was a brief discussion on the various events that are held at the firehouse. Mr. Narbonne stated that there is no charge for the Scouts, but they usually receive a donation from them for the use of the building for their events. He explained that they are looking into replacing their tanker in the next few years. He commented on their truck fund, which they are looking into. He noted that they have tried to apply for a grant from FEMA, but they were unsuccessful. He explained that last year's appropriation was \$68,500. Committeeman Burke asked Mr. Narbonne what most of their expenses went towards. Mr. Nardonne responded that most of it goes towards turn out gear, fuel, operational costs, and the removal of their tank system at Station #2. He explained that they will be purchasing their fuel through the County, and that they are interested in partnering with the Township for the maintenance of the trucks. He stated that Kingwood Township's Fire Department runs some of their trucks throughout the County. Mayor Lubitz thanked Mr. Narbonne for coming and explained that he will keep their request in mind. He also stated that the volunteers for the fire department do a great job. Mr. Narbonne thanked the Committee members for listening to the request for fire department.

The budget work session continued at this time.

There was a discussion regarding the Public Works Department, and if they need to hire another fulltime or a part time employee. The Committee members considered the need for a person for snowplowing, grass cutting, and the Spring Hill Road project. There was a discussion on the current Foreman of the Public Works Department, Mark Petro and his salary if he decides to become the Township's DPW Supervisor. There was a discussion on raises comparable to the union contract and longevity. They discussed how the Spring Hill Road project does not cover the salaries of the public works department. The Committee members continued discussion regarding the Fire Department and it was mentioned that the Township never received their financial statement. C.F.O. D. Laudenbach asked the Committee about matching a sustainable grant for the DPW building, and she wondered how much the Township would need. Deputy Mayor Niemann noted that she feels this should be around \$8,600. The Committee members discussed salaries and raises for the nonunion Township employees. Mayor Lubitz suggested keeping board positions flat salaries. Deputy Mayor Niemann stated that she would like to see raises for the office employees this year. Deputy Mayor Burke agreed. C.F.O. Laudenbach stated that it would cost the Township \$10,000 to give every employee a 2% raise, not including the public works employees. She noted that by statute the Tax Collector, C.F.O., Clerk, and the Tax Assessor are required by law to receive a raise of the percentage given to anyone else who will be receiving a raise. Mayor Lubitz feels that only the full time employees should get the raise this year.

The Committee members all agreed that there will only be raises for the Municipal Clerk, Deputy Clerk, Tax Collector, Chief Financial Officer, and the Tax Assessor at a 2% rate raise. C.F.O. noted that the unemployment account is depleted. She will check with the Division of Local Government Services on whether the Township could obtain insurance for an unemployment line item. She explained that a small amount of each paycheck goes into the account, but the Township hasn't been putting anything in the last few years. There was also some discussion on insurance waivers. Mayor Lubitz noted that he would like to have a business roundtable, perhaps held on a Tuesday evening when all the officials are present. He suggested that the local business owners be invited to meet with all the officials, the Planning Board and Board of Adjustment chairpersons to discuss how the Township can support the local Township businesses in these difficult times.

The Committee members reviewed and discussed budget requests submitted from all the committees and departments, and their line items. There was a discussion regarding the public defender's position. There was some discussion on the price of salt, and gasoline prices for the DPW Department. Committeeman Burke noted that he will meet with Foreman, Mark Petro regarding numbers. There was a very lengthy discussion on Planning Board expenses, the Rte. 12 Corridor, and the Waste Water Management Plan. Mayor Lubitz noted that the Township will definitely be codifying their ordinances on line. Deputy Mayor Niemann noted that there are other companies closer that codify ordinances in New Jersey, and she would like for the Clerks office to obtain other quotes. Clerk MacConnell noted that codification online will cost approximately \$9,000. Committeeman James Burke brought and handed out a quotation he obtained from Maser for the next step of the TDR. He stated that Urban Partners for TDR would be \$32,000, and Phase I, would be \$14,000 and Phase II, to be \$18,000. Mayor Lubitz expressed some concerns about the new septic system area. There was a lengthy discussion on the requirements for the septic system ordinance. The Committee members noted that these numbers will be discussed at their special meeting with Auditor, William Colantano. There was a discussion regarding the Tax Assessor, his office hours, and his salary. They also discussed the Tax Assessor offering to design and work on some of the municipalities that he works for websites. There was a brief discussion regarding bond lines. C.F.O. D. Laudenbach stated that she will prepare a salary ordinance for the April 7, 2011 Township Committee meeting. Mayor Lubitz commented on the idea of shared services, as far as, the sending districts for auditing services. The Committee members would like Clerk MacConnell to invite the Kingwood Township School to give a brief budget presentation at the Township April 7th, meeting.

Public Comment – Privilege of the Floor

No Comments.

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ADJOURNMENT

It was moved by Mr. Burke, seconded by Mrs. Niemann and carried to adjourn the meeting at 7:10P.M.

Respectfully submitted,

**Cynthia L. Keller, RMC
Deputy Clerk**