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February 15, 2012

A Special Meeting of the Kingwood Township Committee was called to order at 6:00PM with Mayor Niemann presiding.

Also present at the meeting were Deputy Mayor Lubitz, Committeewoman Haywood, CFO Laudenbach and Clerk MacConnell. Following the salute to the flag, Mayor Niemann read aloud the following:

NOTICE REQUIREMENTS

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 February 9, 2012 and by telefaxing copies of the notice to the Express Times and Star Ledger on February 7, 2012. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on February 7, 2012.

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.

Work Session – 2012 Municipal Budget

The committee members briefly reviewed and discussed the budget requests that were received, and there was a brief discussion on the professionals for the Planning Board and the Zoning Board of Adjustment. Mayor Niemann reviewed the clean communities account money for the benefit of new Committeewoman Haywood, and this led to a discussion on recycling. The Township doesn't know yet how much the recycling grant for 2011 will be, and there was also some discussion on the proceeds from scrap metal. The balance in the recycling trust right now is \$15,027.02.

Paul Campbell, Vice President of the Kingwood Township Fire Company arrived at the meeting, introduced himself and explained he is filling in for the President, Jason Narbonne, who is recuperating from a serious car accident. Mr. Campbell commented the Fire Company has noticed their fund drive is going down, people are losing their jobs, the fire company's operating expense is increasing about 12%. He commented on several grants the fire company has looked into to obtain funds, but they haven't been successful so far. This year they have some big ticket items, they need a new roof on Station #1 and it will cost approximately \$30,000-\$40,000 to replace; they found out the underground storage tanks at Station #2 were leaking, they are still testing but the clean up could cost from \$30,000-\$50,000 and unfortunately there is no funding

available this year from the State; they also need to look into their heating system; they also need to replace a truck as their tanker is over 30 years old, this cost is approximately \$350,000-\$450,000. He noted again that the fire company is looking into as many grant possibilities as they can. They are also considering the idea of converting over to gas, looking into the expense of changing, they could save \$8,000-\$10,000 per year once converted. They are looking at energy upgrades, lighting, etc., and these will probably cost about \$4,500. Insurance is approximately \$30,000-\$40,000 per year, and they are looking at that also for any possible savings. He commented that the Township is also facing similar problems, but the fire company does provide a very vital service to the community. Committeeman Lubitz commended the Fire Company on everything they have done, and he explained the township committee must look at the entire budget before they can decide what they can do for the fire company. Mr. Campbell thanked the committee members for their consideration and left the meeting.

The committee members then returned to reviewing the budget requests they received along with the budget worksheet prepared by CFO Laudenbach. Mayor Niemann explained the agreement for the sharing of the court with Milford, expenses, etc. to new Committeewoman Haywood. Committeeman Lubitz has talked with Road Supervisor Mark Petro, and commented his budget request for the Road Department is self explanatory. Committeeman Lubitz noted the Road Department will be less tied up this year with special projects, with the exception of Spring Hill Road, and they would like to get back to regular maintenance of all the roads. Mayor Niemann asked about attempting to obtain a grant through the Delaware River Joint Toll Bridge Commission for Kingwood Station Barbertown Road, and Barbertown Point Breeze Road, and CFO Laudenbach noted these wouldn't go through the regular budget, they would be capital budget. The committee members then briefly looked at how road monies were spent in 2011 since a lot of work was under grant. CFO Laudenbach noted \$30,000 went to salt, \$11,000 was for Flemington Bituminous, and approximately \$30,000 altogether for patching, etc. Some discussion followed on the purchase of a new truck. Committeeman Lubitz asked about money the Township receives from several things, where it goes, what goes into capital and what goes into surplus. There was a brief discussion on gasoline.

The committee members then reviewed the line items on the salary spreadsheet, and Mayor Niemann explained to new Committeewoman Haywood that the DPW has a union agreement which controls their salaries, so what the committee members are discussing here on the spreadsheet is for all other employees, including the township committee members. The township committee salaries will stay the same as last year. A lengthy discussion took place on budget for the construction department, the salaries in that department, solar facilities applications, and on the cap. The statutory employees, which include the township clerk, chief financial officer, tax collector and tax assessor will receive a 2% increase, and also the deputy clerk will receive a 2% increase this year, and various municipal court employees which include the administrator, the prosecutor, the clerical assistant and the security officer will receive a 2% increase, for a total increase of approximately \$6,500.

CFO Laudenbach asked about the salary for park director. The committee members have decided to raise the rental value of the park house, as the previously discussed \$1,000.00 per month is probably too low. CFO Laudenbach reported that the IRS indicated the previous park directors were entitled to a W-2 at end of year as there was nothing in writing that their employment was conditioned upon them residing at the park house. If a written agreement is provided that habitating at the park house is a requirement of employment as park director, then the benefit of living there isn't taxable, and in that case the Township won't have to budget any payment. The Animal Control Account has over \$11,000 in it, and this will pay the salary for a dog canvasser, as the Township must conduct a canvass in 2012.

The committee members then reviewed and briefly discussed the line items on budget worksheet prepared by the CFO. The CFO will contact Township Engineer Tom Decker to check on the tax map maintenance line item. She reviewed the \$150,000 special emergency for the master plan, it was paid off over five years with 2012 being the fifth year with a final payment of \$30,000. There was some discussion regarding how much more work is needed on the master plan, how many more elements, etc. It was also agreed to utilize clean communities money for the Township's clean up and dumpster program. There was also some discussion on ordinances providing funding for repairs to the downstairs of the municipal building, and to the downstairs entryway.

EXECUTIVE SESSION

Executive Session – Resolution No. 2012-21

The following Resolution to enter into closed session was introduced at approximately 7:40pm:

RESOLUTION NO. 2012 – 21

WHEREAS, Section 7 of the Open Public Meetings Act, Chapter 231 P.L. 1975 (R.S.10:4-13) permits the exclusion of the public from a meeting or a portion of a meeting of this public body in certain circumstances; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey as follows:

1. The public shall be excluded from the meeting or a portion of a meeting at which this public body discusses the hereinafter specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:

Personnel – Finance Office

3. The time when the circumstances under which the discussions conducted in closed session of this public body can be disclosed to the public is as follows:
The minutes of the closed session will be made public upon conclusion, dismissal or settlement of litigation; or final resolution of agreements or personnel matters; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 13.
4. This resolution shall take effect immediately.
5. The Township Committee may take additional action upon returning to regular session.

It was moved by Committeewoman Haywood, seconded by Committeeman Lubitz and carried to adopt the foregoing Resolution. **All voted Aye on Roll Call Vote.**

The committee members now moved to the downstairs conference room for the closed session, as the Board of Health was scheduled to utilize the meeting room at 7:30pm for their monthly meeting, and CFO Laudenbach left the township committee meeting to attend to her duties as secretary at the Board of Health meeting.

RETURN TO REGULAR SESSION

It was moved by Committeeman Lubitz, seconded by Committeewoman Haywood and carried to return to regular session at 8:09pm. **All voted Aye on Roll Call Vote.**

ADJOURNMENT

It was moved by Committeeman Lubitz, seconded by Committeewoman Haywood and carried to adjourn the meeting at 8:10pm. **All voted Aye on Roll Call Vote.**

Respectfully submitted,

**Mary E. MacConnell, RMC
Township Clerk**