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FEBRUARY 27, 2012

A Special Meeting of the Kingwood Township Committee was called to order at 6:30PM with Mayor Niemann presiding.

Also present at the meeting were Deputy Mayor Lubitz, Committeewoman Haywood, Twp. Auditor Colantano, 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 23, 2012 and by telefaxing copies of the notice to the Express Times and Star Ledger on February 21, 2012. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on February 21, 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

Mr. Colantano had prepared and distributed a budget worksheet for the Township. He then reviewed his worksheet, which showed the main areas of tax levy. He commented that the tax rate is up about \$47 per house over the last five years. He is a little concerned about what the County is doing with their budget, they are cutting a lot of services. There was some discussion on Clean Communities money. Mr. Colantano has a copy of the figures the Township Committee previously worked on with CFO Laudenbach.

In order to balance the budget, and to maintain the same balance in surplus, it will be necessary to increase taxes. Mr. Colantano suggested increasing for a few reasons, surplus maintenance has been good for the last few years but he doesn't know if it will continue, so he advised leaving that item alone (revenue from construction fees), next year the Township won't have two of the deferred charges, which will give some relief. There will be some surplus that was available this year, but next year the Township won't have the same unexpended balance there.

Mr. Colantano figured in an increase of about \$44,000, which is about an eight dollar increase for the average house. He encouraged the committee members to consider at least putting in a \$35,000 emergency increase. Some discussion followed on FEMA money. The Township has used more surplus than it put in the last few years, but the construction department offset that.

The tax collection rate is good. Mr. Colantano explained the deferred school payments to Ms. Haywood. He explained that every one point on the tax rate represents \$10.00. He has looked at what was collected last year versus this year in the construction department. He mentioned the tax appeals and budget problems in Clinton. He noted the committee members could cancel the \$37,000 appropriated for revaluation. Mr. Lubitz mentioned how much the Township got in roll back taxes in 2011, which was approximately \$193,000. Mr. Colantano noted on commercial properties with roll back taxes, a lot of times it's due to appeals. The fund balance went down \$17,000. Mr. Colantano asked for a \$22,000 increase at the very least, he doesn't want them to do what the County has done. The committee members agreed with a \$22,000 increase, and will take the difference out of the construction department. Mayor Niemann commented on payments on the new garage, the amounts change in future years. For 2012 the payment is \$85,000. As the years go by, the principal goes up and the interest goes down. State Aid should stay the same as last year. It was agreed to plan on an April 5th introduction of the budget, with a public hearing and final adoption scheduled for May 3rd. There was a brief discussion on the capital budget, and some discussion on the various services the County is eliminating. Mr. Colantano commended the committee members for a good budget with no major impact to the residents. Mr. Colantano left the meeting.

PRICE QUOTATIONS FOR REPAIRS TO MUNICIPAL BUILDING AND DPW

There are several areas of the Municipal Building and the DPW that need sheetrock and painting repairs done, which areas were removed to assist with drying out following flooding from Hurricane Irene and Tropical Storm Lee last year. The Municipal Building also had a pipe that leaked at Thanksgiving, with the same result, part of the sheetrock was cut out and now must be repaired. The following price quotations to perform the repairs were obtained:

Insurance Restoration Specialists Inc.	\$9,758.55
Mathew A Hubert	\$7,075.00
James Laudenbach	Cost of Materials

It was moved by Mr. Lubitz, seconded by Ms. Haywood and carried to accept the offer from James Laudenbach, with many thanks. **All voted Aye on Roll Call Vote.**

EXECUTIVE SESSION – Resolution No. 2012-22

At approximately 7:15PM the following Resolution was introduced to enter into a closed session:

RESOLUTION NO. 2012 – 22

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 Ms. Haywood, seconded by Mr. Lubitz and carried to adopt the foregoing Resolution. **All** voted **Aye** on **Roll Call Vote**.

CFO Laudenbach left the closed session meeting shortly after it began.

RETURN TO REGULAR SESSION

It was moved by Ms. Haywood, seconded by Mr. Lubitz and carried to return to regular session of the meeting at 7:40PM. **All** voted **Aye** on **Roll Call Vote**.

PERSONNEL – FINANCE OFFICE

CFO Laudenbach was asked to return to the meeting.

As a result of the discussion in closed session, Mayor Niemann proposed the following motion be considered in regard to the Finance Office:

The position of Financial Assistant be eliminated and be replaced with the position of Financial Clerk, to be filled by a part time employee who will work from 9:00AM-12:00Noon on Monday, Wednesday and Friday at a salary of \$12.00 per hour. A new position of Account Reconciliation Clerk will be created and the employee will work from 9:00AM-12:00Noon on Monday, Wednesday and Friday at a salary of \$11,620 for the year 2012. Reassign the responsibilities of the Construction Code Technical Assistant to Lynn Porter at a salary of \$11,620 for the year 2012, assign the responsibilities of Recycling Coordinator to Lynn Porter at a salary of \$2,985 for the year 2012, and also assign to Lynn Porter the Clean Communities Coordinator task at a salary of \$986 for the year 2012. Lynn Porter's hours will be on Wednesday and Thursday from 9:00AM-3:00PM and on Tuesday the hours will be determined by Construction Official M. Fornaciari so as to accommodate the needs of the public during that department's office hours. The salary for the Zoning Officer will be reduced from \$12,316.50 to \$11,000 for the year 2012 and the Mayor's salary will be reduced from \$3,000 to \$1,000 for the year 2012. Mr. Lubitz asked that there be a provision that the actions be only for a one year period. Mayor Niemann responded that she would expect the next township committee will decide about that. She intends these actions to address the shortfall for 2012, and doesn't anticipate next year's mayor to donate part of their salary, but she stressed again it is up to the township committee to decide in the future.

Ms. Haywood made the motion to adopt the foregoing motion, and Mayor Niemann stepped down from the chair, seconded and carried the motion.

Roll Call Vote: **Aye – Haywood, Niemann**
 Nay – Lubitz
 Abstain – None
 Absent - None

In answer to some questions from CFO Laudenbach, Mayor Niemann confirmed that Ms. Porter is now relieved of her duties in the Finance Office, and with her reassignment of duties Ms. Porter will be working at the desk of the Construction Official, answering telephone calls, and Ms. Porter will be fully responsible for the duties of Recycling Coordinator as was the Coordinator before her, which includes filing the annual tonnage report for the Township, collecting the data for the report, visiting businesses if necessary to obtain the data, mailing out reminder letters to businesses about submitting their data, collecting the information for the

quarterly reports that are required by the County, communications with the public, and finding ways for the Township to utilize their funds. Mr. Lubitz also asked some questions about Ms. Porter's recycling responsibilities, in regard to attendance at Environmental Commission meetings and also at the recycling depot on the second Saturday of the month. Mayor Niemann noted that there is no requirement for attendance at the Environmental Commission meetings and that she isn't really very worried about the Saturday mornings at the depot as they seem to have enough volunteers from the Environmental Commission to cover it. Mayor Niemann confirmed for CFO Laudenbach that Ms. Porter is totally removed from the Finance Office, if someone comes in to leave their tax payment when the Collector isn't in, she would expect Ms. Porter to accept the payment and leave it for the Collector as do other employees in the building, but no more than that. It was agreed the above changes will be effective March 5, 2012.

ADJOURNMENT

It was moved by Mr. Lubitz, seconded by Ms. Haywood and carried to adjourn the meeting at 7:50PM. **All voted Aye on Roll Call Vote.**

Respectfully submitted,

Mary E. MacConnell, RMC
Township Clerk