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**December 28, 2012
Township Committee
Special Meeting Minutes**

A Special Meeting of the Kingwood Township Committee was called to order at 3:00P.M. with Mayor Niemann.

Also present at the meeting were Deputy Mayor Lubitz, Committeewoman Haywood, C.F.O./Tax Collector D. 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 December 20, 2012 and by e-mailing and telefaxing a copy of the notice to the Express Times and Star Ledger on December 17, 2012. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on December 17, 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.

RESOLUTIONS

Resolution No. 2012-124 - 2012 Budget Appropriation Transfers

The following Resolution was introduced:

RESOLUTION NO. 2012 – 124

2012 BUDGET APPROPRIATION TRANSFERS

BE IT RESOLVED, by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that the Chief Financial Officer be authorized to make the following transfers within the 2012 Budget Appropriations:

FROM ACCOUNT	TO ACCOUNT	AMOUNT
122-0001-229	122-0004-299	3000.00
122-0050-299	122-0004-299	3000.00
122-0750-101	122-0004-299	4000.00

TOTAL TRANSFERRED: **10,000.00**

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

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

RESOLUTION

Resolution No. 2012-125 - Transfer of Funds to Snow Removal Reserve Trust Fund

The following Resolution was introduced:

RESOLUTION NO. 2012 – 125

**TRANSFER OF FUNDS TO
SNOW REMOVAL RESERVE TRUST FUND**

WHEREAS, Kingwood Township has determined that there will be an unexpended amount in the Gasoline – Other Expense line item for 2012 of \$7,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that the Chief Financial Officer be authorized to transfer the amount of \$7,000.00 from the 2012 Budget Line Item of Gasoline – Other Expense to the Snow Removal Reserve Trust Fund.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

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

Resolution - Honoring Diane Hanley

Mayor Niemann noted that this Resolution will be tabled until next month.

BILLS AND CLAIMS

It was moved by Mr. Lubitz , seconded by Mrs. Haywood and carried to approve and pay all bills and claims in the amount of **\$964,680.20** that are in order and attached as Bill List for December 28, 2012.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

N/A

NEW BUSINESS

Statewide Insurance Fund – Coverage Questions

The Committee Members reviewed the list of coverage questions. Elaine Niemann made a few suggestions. She noted that there were two new options available. She explained that there is a third party coverage attachment to the employment practices that is being offered to the township for an additional premium in the amount of \$1,040.00. She stated that it is an addendum to the employment practices liability and it offers enhancement coverage. There was a brief discussion.

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to approve to add the Third Party Coverage from Statewide Insurance Fund in the additional amount of \$1040.64 effective 1/1/2013 with the fair labor standards to be resolved at a later date.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

OLD BUSINESS

Authorize Purchase of New Finance Program

C.F.O. Diane Laudenbach explained in detail information regarding two companies that submitted quotations. Richard Dodds stated that he will speak to someone from Edmunds & Associates regarding municipal needs. The Committee Members briefly reviewed the following quotations:

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<u>YearlyMaintenance</u>		<u>Program Cost</u>
\$1,800.00	Edmunds and Associates, Inc. 301A Tilton Road Northfield, NJ 08225	\$9,965.00
\$2,898.00	MSI Municipal Software Inc. P.O. box 1128 Marshalls Creek, PA 18335	\$8,500.00

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2012 – 126

EDMUNDS & ASSOCIATES SOFTWARE SOLUTIONS

WHEREAS, the Township Committee of the Township of Kingwood has a need to contract for Financial Accounting including Electronic Requisitions, Tax Collection, Utility Billing and Escrow Billing Computer Software and Services; and

WHEREAS, the Purchasing Agent has certified the cost of this contract may or will exceed \$17,500.00; and

WHEREAS, according to N.J.S.A. 40A:11-5(1)(dd), the selection and purchase of proprietary software can be made using price and other factors as a basis for purchase; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to authorize the purchase of MCSJ Finance Super Suite 1 from Edmunds & Associates, Inc., 301A Tilton Rd., Northfield, NJ 08225 for the amount of \$9,965.00, with an annual maintenance amount of \$1,800.00.

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to adopt the foregoing Resolution.

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

Authorize Purchase of New Server

The Committee Members reviewed a quotation received from Dell in the amount of \$3,624.42.

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It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to authorize to purchase a new server for the township offices from the Dell Company in the amount of \$3,624.42.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

Review 2013 Appointments

Mayor Niemann noted that there were a few appointments which needed to be discussed before the new year. The Committee Members discussed the remainder of the appointments to be announced at the Reorganization meeting scheduled on January 3, 2013. Mayor Niemann stated that Phil Lubitz will be nominated as Mayor for 2013, Diana Haywood Deputy Mayor and Richard Dodds Committeeman. Deputy Mayor Lubitz asked a few questions regarding the Parks and Recreation Committee and whether a special meeting has been scheduled to discuss new ideas for the committees. Richard Dodds noted that it has been discussed to schedule a meeting, but there has been no meeting scheduled as of yet.

Deputy Mayor Lubitz presented flowers to Elaine Niemann and thanked her for the time and service she gave to the township as a member of the Township Committee.

EXECUTIVE SESSION - RESOLUTION NO. 2012-127

The Committee Members returned to enter into closed session at approximately 3:45P.M.:

RESOLUTION NO. 2012 – 127

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:

**Contract Negotiations – Sale of BI 19 L 5.01
Discuss Amendments to Employee Handbook**

- 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 Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

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

RETURN TO REGULAR SESSION

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to return to regular session at 4:50P.M. All voted **Aye** on **Roll Call Vote**.

Resolution No. 2012-128 - Amend Employee Handbook and Personnel Policies and Procedures Manual

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2012 - 128

A RESOLUTION AMENDING THE KINGWOOD TOWNSHIP EMPLOYEE HANDBOOK

WHEREAS, the Township Committee of the Township of Kingwood have reviewed the current Township Employee Handbook and Personnel Policies and Procedures; and

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WHEREAS, the Township Committee desire to amend the Employee Handbook and Personnel Policies and Procedures Manual; and

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Kingwood, County of Hunterdon that amendments be adopted to the Township Employee Handbook and Personnel Policies and Procedures Manual as agreed by the Township Committee at the public meeting held on December 28, 2012.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

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

ADJOURMENT

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adjourn the meeting at 4:54P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

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