

**KINGWOOD TOWNSHIP COMMITTEE**

**JANUARY 3, 2013**

**Reorganizational Meeting Agenda  
6:00 P.M.**

**Call to Order**

**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 December 27, 2012 and by telefaxing copies of the notice to the Express Times and Star Ledger on December 20, 2012. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on December 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.**

**Oath of Office for Township Committeewoman**

**Oath of Office for Township Committeeman**

**Election of Mayor**

**Oath of Office for Mayor**

**Election of Deputy Mayor**

**Oath of Office for Deputy Mayor**

**Resolution No. 2013-01 – Confirming Election of Mayor and Deputy Mayor**

**Municipal and Mayoral Appointments**

**Oath of Office for Appointments**

**Resolution No. 2013-01A – Confirming Municipal and Mayoral Appointments**

**Resolutions No. 2013-01B through 2013-01H**

**January 3, 2013 Township Committee Reorganizational Agenda Continued**

**Resolution No. 2013-02** – Temporary Appropriations

**Resolution No. 2013-03** – Acting Court Administrator

**Resolution No. 2013-04** – Substitute Prosecutor

**Resolution No. 2013-05** – Substitute Court Recorder

**Road Department Liaison**

**Public Comment – Privilege of the Floor**

**Comments from Mayor and Township Committee**

**Adjournment**

2013 – 01

JANUARY 3, 2013

**REORGANIZATIONAL MEETING**

The Kingwood Township Committee met on the above date at 6:00 P.M. at their reorganizational meeting for 2013.

Present at the meeting were Township Committee Members Phillip Lubitz, Diana Haywood, Richard Dodds, Attorney Judith Kopen, Clerk Mary MacConnell, CFO Diane Laudenbach and Deputy Clerk Cynthia Keller. Clerk Mary MacConnell called the meeting to order and following the salute to the flag read aloud the following:

**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 27, 2012 and by telefaxing copies of the notice to the Express Times and Star Ledger on December 20, 2012. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on December 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.**

**OATH OF OFFICE FOR TOWNSHIP COMMITTEEWOMAN**

Clerk Mary MacConnell administered the Oath of Office to Diana Haywood who will continue serving on the Township Committee for an unexpired term until 12/31/2013 to replace James Burke.

**OATH OF OFFICE FOR TOWNSHIP COMMITTEEMAN**

Clerk Mary MacConnell administered the Oath of Office to Richard Dodds to a new three year term as Committeeman on the Township Committee until 12/31/15.

**ELECTION OF MAYOR**

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to elect Phillip Lubitz as Mayor to the Kingwood Township Committee for the year 2013.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**OATH OF OFFICE FOR MAYOR**

Clerk Mary MacConnell administered the Oath of Office to Phillip Lubitz, as the Mayor for the Kingwood Township Committee for the year 2013.

Mayor Lubitz asked Clerk MacConnell how many meetings she has Chaired for Kingwood Township at their reorganization meetings. Clerk MacConnell responded by stating it has been since 1988. Mayor Lubitz noted that Clerk MacConnell is an extraordinary Clerk.

**ELECTION OF DEPUTY MAYOR**

It was moved by Mr. Dodds, Mayor Lubitz stepped down from the Chair second the motion and carried to elect, Diana Haywood as the Deputy Mayor for the year 2013.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**OATH OF OFFICE FOR DEPUTY MAYOR**

Clerk Mary MacConnell administered the Oath of Office to Diana Haywood earlier in the meeting for the position of Deputy Mayor for the year 2013.

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 - 01**

**ELECTION OF MAYOR**

**BE IT RESOLVED** that Phillip Lubitz is hereby elected as Mayor of Kingwood Township for the calendar year 2013 and until the qualification of a successor.

**ELECTION OF DEPUTY MAYOR**

**BE IT RESOLVED** that Diana Haywood is hereby elected as Deputy Mayor of Kingwood Township for the calendar year 2013 and until the qualification of a successor.

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

2013 – 03

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

**MUNICIPAL AND MAYORAL APPOINTMENTS FOR 2013**

Mayor Lubitz, Deputy Mayor Haywood and Committeeman Dodds read aloud the following New Municipal Appointments for 2013:

**MUNICIPAL APPOINTMENTS 2013**

<b><u>POSITION</u></b>	<b><u>TERM</u></b>	<b><u>ENDING</u></b>	<b><u>NAME</u></b>
Auditor	1 Year	12/31/13	Bill Colantano
Attorney	1 Year	12/31/13	Judith Kopen
Engineer	1 Year	12/31/13	Thomas Decker (VanCleaf Eng)
Twp. Planner	1 Year	12/31/13	David Banisch, (Banisch Assoc)
Deputy EMC	1 Year	12/31/13	Mary E. MacConnell
Dog Registrar	1 Year	12/31/13	Traci Fleming
Animal Control Officer	1 Year	12/31/13	Traci Fleming
911 Coordinator	1 Year	12/31/13	David Gill
Tax Search Officer	1 Year	12/31/13	Diane Laudensch
Assessment Search Officer (RS54:5.18.1)	1 Year	12/31/13	Mary E. MacConnell
Affirmative Action Officer	1 Year	12/31/13	Mary E. MacConnell
Clean Communities Coord.	1 Year	12/31/13	Lynn Porter
Perc & Soil Log Officer	1 Year	12/31/13	Van Cleaf Eng. Assoc.
Open Space/CADB Liaison	1 Year	12/31/13	Elizabeth Schmid
Local Historian	1 Year	12/31/13	Sal DeSapio
Recycling Coord.	1 Year	12/31/13	Lynn Porter
Zoning Officer	1 Year	12/31/13	John Barczyk
General Code Enforcement Officer	1 Year	12/31/13	John Barczyk
Deputy Zoning/Code Enforcement Official	1 Year	12/31/13	William Sidote
Technical Assistant	1 Year	12/31/13	Lynn Porter
Park Director	1 Year	12/31/13	Jeff & Brenda Frischer
Mun. Coord. County Office of Aging	1 Year	12/31/13	Marge Augustine
Mun. Housing Liaison	3 Years	12/31/13	Diane Laudensch
Custodian	1 Year	12/31/13	Rosemarie Dipple
Qualified Purchasing Agt.	1 Year	12/31/13	Diane Laudensch

2013 – 04

**BOARD OF HEALTH**

Governing Body Member	1 Year	12/31/13	Diana Haywood
Citizen Member	4 Years	12/31/16	James R. Golden Jr.
	4 Years	12/31/16	Elaine Niemann
Alternate #1	2 Years	12/31/12	Rajesh V. Patel

**RECYCLING COMMITTEE**

Governing Body Member	1 Year	12/31/13	Diana Haywood
SWAC Representative	1 Year	12/31/13	Lynn Porter
Citizen Member			

**BOARD OF ADJUSTMENT**

Citizen Member	4 Years	12/31/16	Peter Stepanovsky
Alternate#1	2 Years	12/31/14	Anthony Planer

**RECREATION COMMISSION**

Governing Body Member	1 Year	12/31/13	Richard Dodds
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**PARKS AND RECREATION COMMITTEE**

Recr. Comm. Member	1 Year	12/31/13	Richard Dodds
Citizen Member	3 Years	12/31/15	Antimo Russano
	3 Year	12/31/15	Vacant

**CITIZEN ADVISORY PANEL TO PARKS AND RECREATION COMMITTEE**

Citizen Members	1 Year	12/31/13	Eugene Hill
	1 Year	12/31/13	Anthony Gioffre
	1 Year	12/31/13	Michael A. DeSapio
	1 Year	12/31/13	David Posey
	1 Year	12/31/13	Michele Mauzerall
	1 Year	12/31/13	Cheryl Salerno

**MUNICIPAL COURT**

Prosecutor	1 Year	12/31/13	Mary Mott
Public Defender	1 Year	12/31/13	Scott Wilhelm
Municipal Court Security Officer	1 Year	12/31/13	George Kurzenknabe

2013 – 05

**SOLID WASTE ADVISORY COUNCIL**

SWAC Representative	1 Year	12/31/13	Lynn Porter
Alternate Member	1 Year	12/31/13	Diana Haywood

**EMERGENCY MANAGEMENT COUNCIL**

Members	1 Year	12/31/13	Mary E. MacConnell
	1 Year	12/31/13	Phillip Lubitz
	1 Year	12/31/13	Thomas Leone
	1 Year	12/31/13	Diane Laudenschach
	1 Year	12/31/13	Diane Hanley
	1 Year	12/31/13	Richard Dodds
	1 Year	12/31/13	Harold Ryan
	1 Year	12/31/13	Robert Hanley Sr.

**SECRETARIES**

Board of Adjustment	1 Year	12/31/13	Barbara Wilson
Board of Health	1 Year	12/31/13	Diane Laudenschach
Planning Board	1 Year	12/31/13	Diane Laudenschach
Parks and Recreation	1 Year	12/31/13	Cynthia L. Keller
Environmental Comm.	1 Year	12/31/13	Cynthia L. Keller
OpenSpace/Agriculture	1 Year	12/31/13	Cynthia L. Keller
Housing Board	1 Year	12/31/13	Cynthia L. Keller

**MAYORAL APPOINTMENTS**

**ENVIRONMENTAL COMMISSION**

Governing Body Member	1 Year	12/31/13	Diana Haywood
Citizen Members	3 Years	12/31/15	David Posey
	3 Years	12/31/15	Sandra McNicol
	3 Years	12/31/15	Deborah Kratzer
Alternate#1	2 Years	12/31/14	Joseph Zgurzynski
Alternate#2 Unexp. Term	2 Years	12/31/13	Willard Reasoner

**PLANNING BOARD**

Class I (Mayor)	1 Year	12/31/13	Phillip Lubitz
Class II (Municipal Official Environ. Comm)	3 Years	12/31/15	Sandra McNicol

2013 – 06

**Class III**

**(Governing Body Member) 1 Year 12/31/13 Richard Dodds**

**Class IV**

**(Citizen Members)**

<b>B.O.E. Member</b>	<b>4 Years</b>	<b>12/31/14</b>	<b>Lance Riggio</b>
<b>B.O.A. Member</b>	<b>4 Years</b>	<b>12/31/15</b>	<b>Tom Ciacciarelli</b>
	<b>4 Years</b>	<b>12/31/15</b>	<b>Elaine Niemann</b>
	<b>4 Years</b>	<b>12/31/16</b>	<b>John Mathieu</b>
	<b>4 Years</b>	<b>12/31/16</b>	<b>Joseph Strasser</b>
<b>Alternate#1</b>	<b>2 Years</b>	<b>12/31/14</b>	<b>Vacant</b>
<b>Alternate#2</b>	<b>2 Years</b>	<b>12/31/13</b>	<b>Vacant</b>

**COMMERCIAL AND INDUSTRIAL COMMITTEE**

<b>Governing Body Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Phillip Lubitz</b>
<b>Citizen Members</b>	<b>3 Years</b>	<b>12/31/15</b>	<b>Kevin Bloom</b>
	<b>3 Years</b>	<b>12/31/15</b>	<b>Jim Sherron</b>

**AGRICULTURE ADVISORY COMMITTEE**

<b>Governing Body Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Richard Dodds</b>
<b>Citizen Members</b>			
	<b>3 Years</b>	<b>12/31/15</b>	<b>William Pandy</b>
	<b>3 Years</b>	<b>12/31/15</b>	<b>Cynthia Niececki</b>

**OPEN SPACE ADVISORY COMMITTEE**

<b>Governing Body Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Diana Haywood</b>
<b>Governing Body Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Phillip Lubitz</b>
<b>Citizen Member</b>			
<b>Environ. Comm.</b>	<b>3 Years</b>	<b>12/31/15</b>	<b>Sandra McNicol</b>
<b>Planning Bd.</b>	<b>4 Years</b>	<b>12/31/16</b>	<b>John Mathieu</b>

**COUNCIL ON AFFORDABLE HOUSING BOARD**

<b>Affordable Housing</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Phil Lubitz</b>
<b>Liaison</b>			



2013 – 07

**HOUSING BOARD**

<b>Citizen Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>James Wells</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>Phillip Lubitz</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>Ron Hartpence</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>Norman Reim</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>Cynthia Ostergaard</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>Nancy Good</b>

**CROSS ACCEPTANCE COMMITTEE**

<b>Governing Body Members</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Richard Dodds</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>Elaine Niemann</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>James R. Golden Jr.</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>Vacant</b>
	<b>1 Year</b>	<b>12/31/13</b>	<b>John Mathieu</b>

**SUSTAINABLE KINGWOOD TEAM**

<b>Environmental Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>David Posey</b>
<b>Planning Board Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Diana Haywood</b>
<b>Environmental Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Tim Cahalin</b>
<b>Citizen Rep. Scouts</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Mary Beck</b>
<b>B.O.E. K.T.S.</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Kevin Bloom</b>
<b>Citizen Rep. Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Eric Scher</b>
<b>Citizen Rep. Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Willard Reasoner</b>

**INSURANCE FUND COMMISSION**

<b>Governing Body Member</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Diana Haywood</b>
<b>Municipal Official C.F.O.</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Diane Laudensch</b>
<b>Municipal Official Twp. Clerk</b>	<b>1 Year</b>	<b>12/31/13</b>	<b>Mary E. MacConnell</b>

**OATH OF OFFICE FOR APPOINTMENTS**

Clerk Mary MacConnell administered the Oath of Office to all members of the Committees, Commissions and Boards that were present. Mayor Lubitz thanked everyone who serves as a volunteer for the township on the township Committees, Commissions, and Boards, and for coming to the meeting this evening.

**RESOLUTION**

2013 – 08

The following Resolution was introduced:

**RESOLUTION NO. 2013 - 01A**

**MUNICIPAL AND MAYORAL APPOINTMENTS**

**BE IT RESOLVED** by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey that the foregoing appointments are hereby confirmed, ratified and approved, providing that all professional appointments are subject to and contingent upon approval and signing of contracts for professional services for the year 2013.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 - 01B**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPER**

**BE IT RESOLVED** that the Hunterdon County Democrat, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Township of Kingwood, pursuant to N.J.S.A. 40:53-1, for publication of all official notices required by law during the calendar year 2013.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 - 01C**

2013 – 09

**OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq. hereinafter the "Act") provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

**WHEREAS**, the Act authorized a public body to make certain other determinations and to take certain other actions in conformance therewith;

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

1. Regular meetings of the Township Committee shall be held during the 2013 calendar year at 7:00 P.M. prevailing time, on the **first Thursday** of each month, except for the month of July when the meeting will be held on July 1<sup>st</sup>, 2013 at the Municipal Building located on County Route 519 and Oak Grove Road in Kingwood Township, New Jersey, unless rescheduled in conformity with the said Act.

2. The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48 hour notice of any special meetings and notice of any emergency meetings for which prior adequate notice was not provided;

- a. The **Hunterdon County Democrat**, which is the official newspaper of this public body; and
- b. The **Courier News**, which is hereby determined to be the other newspaper which has the greatest likelihood of informing the public within this municipality of the meetings of this public body.

3. The following newspaper is hereby designated as alternate newspaper to receive any of the notices described in paragraph 2 above in the event that either or both of the newspapers designated in paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules:

- a. The **Express Times**, which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and the notice requirements of the Act.

**2013 – 10**

4. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meetings Act (R.S. 10:4-12).

5. Copies of the attached annual notice shall be provided as follows:

- a. Posted and maintained throughout the calendar year on the public bulletin board at the Municipal Building and the Baptistown Post Office.
- b. Mailed, hand delivered or telefaxed to the newspapers designated in paragraph 2 hereof,
- c. Filed with the clerk of the municipality,
- d. Mailed or hand delivered to any person so requesting in accordance with paragraph 4 hereof.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 – 01D**

**RESOLUTION DESIGNATING AGENT FOR  
SOCIAL SECURITY AND PENSION**

**WHEREAS**, it is required by the statutes of New Jersey that an agent be appointed and certified for receiving monies and preparing the necessary forms for Social Security and Pensions for employees for the Township of Kingwood;

**NOW, THEREFORE, BE IT RESOLVED** that the Chief Financial Officer Diane Laudenbach be appointed as certified agent to prepare all necessary forms for Social Security and Pension payments, and be authorized to receive payments on behalf of the Township of Kingwood for both the State of New Jersey and the Federal Government during the calendar year 2013.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 – 01E**

**RATE OF INTEREST ON DELINQUENT TAXES**

**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law;

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

The Tax Collector is hereby authorized and directed to charge 8% per annum of the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date until all delinquency is made current and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency.

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

No interest shall be charged if any payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in cases made and provided.

**2013 – 12**

If such payment is not made within the ten (10) day grace period, the above rates of interest shall run and accrue from the original due date of such taxes.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 – 01F**

**RESOLUTION AUTHORIZING TOWNSHIP ATTORNEY TO REPRESENT KINGWOOD TOWNSHIP IN TAX MATTERS**

**WHEREAS**, a Resolution of the governing body is required in order for the Township Attorney to represent the Township before the Hunterdon County Board of Taxation, and to sign documents relating to tax appeals and other real property tax matters before such board;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that the Township Attorney, or any other Attorney duly authorized by the Kingwood Township Committee, is authorized to represent Kingwood Township before the Hunterdon County Board of Taxation, in connection therewith to sign and file petitions of appeal or counter-petitions, to sign and file answers, to make motions and to sign motion papers, to sign stipulations, including stipulations of settlement, and to take all other actions and sign all other documents appropriate to the representation of Kingwood Township before the Hunterdon County Board of Taxation and New Jersey Tax Court, as applicable.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 - 01G**

**RESOLUTION DESIGNATING OFFICIAL  
BANK DEPOSITORIES AND ACCOUNTS**

**BE IT RESOLVED** by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey, that the following accounts be deposited in Skylands Community Bank through 2013 and checks drawn against the accounts be signed as follows:

Township Clerk  
AND  
Chief Financial Officer  
AND  
Mayor or Deputy Mayor

General Fund  
Capital  
Animal Control Fund  
General Trust  
Board of Health - Escrow  
Board of Health - Trust  
Unemployment Compensation  
Trust  
Developer's Trust  
Human Services Trust  
Planning Board Escrow  
Open Space Trust  
COAH Development Fees  
Grant Fund  
Recreation Account  
Board of Adjustment – Escrow  
Collector's Trust Account  
Recycling Trust  
Self Insurance Fund  
Snow Removal Trust Fund  
Construction Dept. Account

Chief Financial Officer  
AND/OR  
Township Clerk  
AND/OR  
Mayor or Deputy Mayor

Payroll Account

**BE IT FURTHER RESOLVED** that monies may also be deposited through 2012 in the following banks:

**2013 – 14**

1. TD Bank
2. Bank of America
3. Wells Fargo
4. Investors Savings Bank
5. PNC

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 – 01H**

**CANCELING SMALL BALANCES**

**WHEREAS**, the Township Committee of the Township of Kingwood finds and declares that N.J.S.A. 40a:5-17.1 empowers authorized municipal employees to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars; and

**WHEREAS**, the Township Committee further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars; and

**WHEREAS**, the Township Committee further finds and declares that it is in the best interest of the citizens of the Township of Kingwood for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars in accordance with N.J.S.A. 40A:5-17.1;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Kingwood that Municipal Tax Collector, Diane Laudenbach, is hereby authorized to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars during the calendar year of 2013 in accordance with N.J.S.A. 40A:5-17.1.

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



2013 – 15

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

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013-02**

**TEMPORARY APPROPRIATIONS**

**WHEREAS**, 40:4A-19 of the Local Budget Law provides that (where contracts, commitments or payments are made prior to the adoption of the 2013 Municipal Budget) temporary appropriations shall be made for the purpose and the amounts required in the manner provided therein and within the time provided; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of January 2013; and

**WHEREAS**, one quarter of the total appropriations (exclusive of debt redemption, public assistance and capital improvements) in the 2012 Municipal Budget is \$674,352.14.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that these temporary appropriations be hereby made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

**ADMINISTRATIVE & EXECUTIVE**

CODIFICATION & REV. OF ORDINANCES	\$1,500.00
SALARIES AND WAGES	\$30,500.00
OTHER EXPENSES	\$5,750.00

**ELECTIONS**

OTHER EXPENSES	\$500.00
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**GOVERNING BODY**

SALARIES AND WAGES	\$2,150.00
OTHER EXPENSES	\$400.00

**FINANCIAL ADMINISTRATION**

ANNUAL AUDIT	\$5,000.00
SALARIES AND WAGES	\$9,750.00
OTHER EXPENSES	\$1,000.00

**TAX ASSESSMENT ADMINISTRATION**

MAINTENANCE OF TAX MAP	
SALARIES AND WAGES	\$8,500.00
OTHER EXPENSES	\$1,250.00

**REVENUE ADMINISTRATION**

SALARIES AND WAGES	\$7,000.00
OTHER EXPENSES	\$2,100.00

**MUNICIPAL PROSECUTOR**

SALARIES AND WAGES	\$2,925.00
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<b>LEGAL SERVICES</b>	
OTHER EXPENSES	\$5,500.00
<b>ENGINEERING</b>	
OTHER EXPENSES	\$1,500.00
<b>PLANNING BOARD</b>	
SALARIES AND WAGES	\$5,000.00
OTHER EXPENSES	\$3,500.00
<b>ZONING BOARD</b>	
SALARIES AND WAGES	\$1,675.00
OTHER EXPENSES	\$750.00
<b>ZONING OFFICIAL</b>	
SALARIES AND WAGES	\$3,100.00
OTHER EXPENSES	\$100.00
<b>ENVIRONMENTAL COMMISSION</b>	
SALARIES AND WAGES	\$600.00
OTHER EXPENSES	\$700.00
<b>INDUSTRIAL COMMISSION</b>	
OTHER EXPENSES	\$100.00
<b>RECYCLING PROGRAM</b>	
SALARIES AND WAGES	\$700.00
OTHER EXPENSES	\$1,000.00
<b>INSURANCE</b>	
LIABILITY INSURANCE	\$20,000.00
WORKER'S COMPENSATION INSURANCE	\$7,000.00
EMPLOYEE GROUP INSURANCE	\$31,000.00
DENTAL/EYEGLOSS BENEFITS	\$15,600.00
<b>MUNICIPAL COURT</b>	
SALARIES AND WAGES	\$14,000.00
OTHER EXPENSES	\$1,000.00
<b>PUBLIC DEFENDER</b>	
SALARIES AND WAGES	\$900.00
<b>EMERGENCY MANAGEMENT SERVICES</b>	
SALARIES AND WAGES	\$550.00
OTHER EXPENSES	\$1,000.00
<b>COMPLIANCE WITH COAH</b>	
SALARIES AND WAGES	\$350.00
OTHER EXPENSES	\$100.00
<b>STREETS AND ROAD MAINTENANCE</b>	
SALARIES AND WAGES	\$115,000.00
OTHER EXPENSES	\$17,000.00
GASOLINE	\$6,000.00
VEHICLE MAINTENANCE	\$5,000.00
<b>STREET LIGHTING</b>	
OTHER EXPENSES	\$1,750.00
<b>CONSTRUCTION</b>	
SALARIES AND WAGES	\$14,500.00
OTHER EXPENSES	\$1,000.00
<b>PUBLIC BUILDINGS AND GROUNDS</b>	
SALARIES AND WAGES	\$2,800.00
OTHER EXPENSES	\$10,000.00

<b>BOARD OF HEALTH</b>	
SALARIES AND WAGES	\$1,825.00
OTHER EXPENSES	\$3,000.00
<b>PARKS AND PLAYGROUNDS</b>	
SALARIES AND WAGES	\$1,550.00
OTHER EXPENSES	\$3,500.00
<b>OPEN SPACE</b>	
SALARIES AND WAGES	\$700.00
OTHER EXPENSES	\$300.00
<b>RECREATION</b>	
OTHER EXPENSES	\$1,000.00
<b>OFFICE OF LOCAL HISTORIAN</b>	
OTHER EXPENSES	\$100.00
<b>UTILITY AND BULK EXPENSES</b>	
ELECTRICITY	\$10,000.00
TELEPHONE	\$2,750.00
HEATING FUEL OIL	\$9,000.00
SOLID WASTE	\$750.00
<b>GENERAL CODE ENFORCEMENT</b>	
SALARIES AND WAGES	\$1,075.00
<b>CONTRIBUTION TO PERS</b>	
<b>SOCIAL SECURITY</b>	
OTHER EXPENSES	\$17,000.00
<b>DISABILITY INSURANCE</b>	
OTHER EXPENSES	\$275.00
<b>DCRP</b>	
OTHER EXPENSES	\$60.00
<b>TOTAL TEMPORARY APPROPRIATIONS:</b>	<b><u><u>\$419,985.00</u></u></b>
<b>INTEREST ON NOTES</b>	\$10,000.00
<b>BOND INTEREST PAYMENT</b>	
OTHER EXPENSES	\$13,140.00
<b>DEBT SERVICE</b>	<b><u><u>\$23,140.00</u></u></b>

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

## **RESOLUTION**

The following Resolution was introduced:

2013 – 18

**RESOLUTION NO. 2013 – 03**

**ACTING COURT ADMINISTRATOR**

**WHEREAS**, the Township of Kingwood wishes to formalize its standing practice to authorize the appointment of an Acting Court Administrator during the temporary absence of Kingwood Township's Court Administrator; and

**WHEREAS**, it has been the practice of Kingwood Township, in such circumstances, to authorize the appointment of Acting Court Administrator Cindy Hooven, who is the Municipal Court Administrator of the East Amwell Township and Delaware Township Joint Municipal Court during the temporary absence of Dawn Augustine, the Kingwood Township Court Administrator; and

**WHEREAS**, Cindy Hooven is a Certified Court Administrator; and

**WHEREAS**, it has also been the practice of Kingwood Township Court Administrator, Dawn Augustine, to act as Acting Court Administrator for the Joint Municipal Courts of the East Amwell and Delaware Townships due to the temporary absence of Cindy Hooven; and

**WHEREAS**, Cindy Hooven and Dawn Augustine have acted as each other's backup when necessary with no monies exchanged among any of the municipalities for this service;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Committee of the Township of Kingwood, Hunterdon County, New Jersey that, should it be necessary to appoint an Acting Court Administrator for the Kingwood Township Municipal Court due to the temporary absence of Court Administrator Dawn Augustine, Cindy Hooven, the Court Administrator of the Joint Municipal Courts of the East Amwell and Delaware Townships is appointed, in those circumstances, as Acting Kingwood Municipal Court Administrator and likewise, should a need arise in the Joint Municipal Courts of the East Amwell and Delaware Townships for an Acting Court Administrator due to the temporary absence of Court Administrator Cindy Hooven, Kingwood Township Municipal Court Administrator, Dawn Augustine, is authorized to take on the duties of Acting Court Administrator of the Joint Municipal Court of the East Amwell and Delaware Townships, should she be appointed to that position by those municipalities; and

**BE IT FURTHER RESOLVED**, that no monies shall be exchanged among any of the municipalities for any of the above-mentioned services.

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

**2013 – 19**

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

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 – 04**

**SUBSTITUTE PROSECUTOR**

**WHEREAS**, the Township of Kingwood is in need of a substitute prosecutor; and

**WHEREAS**, in the absence of the Township Prosecutor the Township Committee is appointing Joan Mott as a substitute; and

**WHEREAS**, no compensation will be granted, if there is to be compensation it will be by the Township Prosecutor.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to appoint Joan Mott as substitute to the Township Prosecutor.

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

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

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2013 - 05**

**SUBSTITUTE COURT RECORDER**

**WHEREAS**, the Township of Kingwood is in need of a substitute court recorder; and

**WHEREAS**, in the absence of the Township Court Recorder the Township Committee is appointing Cynthia Keller as a substitute; and

**WHEREAS**, the compensation will be \$16.68 per hour;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to appoint Cynthia Keller as substitute to the Township Court Recorder.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Dodds, Haywood, Lubitz</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**Road Department Liaison**

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to appoint Phillip Lubitz as the Road Department Liaison for the year 2013. **All voted Aye on Roll Call Vote.**

**PUBLIC COMMENTS – PRIVILEGE OF THE FLOOR**

Mayor Lubitz welcomed and introduced John King who is currently a Hunterdon County Freeholder. Mr. King stated he is looking forward to having a good relationship and working with Kingwood Township along with all the municipalities in Hunterdon County. The Township Committee thanked Freeholder John King for coming to the meeting to introduce himself.

Cynthia Niciecki, State Route 12 – Commented by welcoming Richard Dodds to the Township Committee. She feels that he has already shown his leadership working with Horseshoe Bend Park, on Planning Board and on the Open Space Committee. She also thanked Diana Haywood for joining the Township Committee.

John Mathieu, Federal Twist Road – Thanked Diana Haywood for stepping in and filling the unexpired term of James Burke and for running for Township Committee through the recent election. He stated that he feels that Mrs. Haywood is doing a great job.

**Comments from Mayor and the Township Committee**

Deputy Mayor , Diana Haywood

Deputy Mayor Haywood stated that she is very happy to have been elected to be on the Township Committee. She stated that she has worked with Elaine Niemann, Richard Dodds, and Phil Lubitz on several boards and committees and is looking forward to working with them on the Township Committee. She thanked all the citizens who have volunteered their time to Kingwood Township and noted that they all have done a tremendous job.

Committeeman , Richard Dodds

Committeeman, Richard Dodds thanked Elaine Niemann for her six years of service as a Governing Body Member. He thanked all the staff who works for the township for all their hard work and everyone who volunteered and worked extra hours during the recent hurricane Sandy. He noted that he was very humbled by the residents for electing him to the Township Committee and he will strive to live up to the residents expectations. He stated that over the next three years the township will be dealing with a few difficult issues some known and many unknown, and each of these issues, he will be asking himself the same questions. How will this affect the way we live in Kingwood Township? Will it raise taxes? Will it change the character of the community? Is there a plan to manage these issues now and in the future? What would be the result of doing nothing? He stated most importantly, what would my neighbors think? He stated that he believes in a government that listens more than it talks, and strives to understand what direction the majority of the residents want it to go, and what will it take to solve a problem rather than assume a problem is insurmountable. He believes in government that treats all residents equally regardless of economic or social stature. He stated that he feels very fortunate to have lived in Kingwood Township for the last 20 years, which is a place of natural beauty, a place where his family calls home, a place where sports activities, emergency services, municipal government including township boards, commissions, and committees and yes even trail crews are still run and operated by volunteers. He thanked everyone for giving him the opportunity to serve as a Committeeman on the Township Committee.

Mayor Phillip Lubitz

Mayor Lubitz stated that yesterday was the 150<sup>th</sup> Anniversary of the Emancipation Proclamation. He then read a phrase that President Lincoln used in the Gettysburg Address. He stated that Lincoln's idea was to have a government "All of the People, by the People, and for the People". Mayor Lubitz stated that those that are in office at this time have a principal obligation, which is to serve those and to have an inclusive and open process. He feels that seeing everyone at the meeting is very heartwarming. He noted that it is volunteers that spend countless hours that work for the township and make Kingwood an unusual place in New Jersey and even the country. Mayor Lubitz thanked all the employees of the township and all of their tireless and selfless hours of work. He thanked all the first responders, Emergency Management Coordinators, Department of Public Works, and the office staff for all their work during the recent hurricane Sandy. He thanked James Burke, Elaine Niemann, Diana Haywood and Richard Dodds for their dedication to the township. He wanted to thank the citizens of the township to allow him to serve in this capacity.

**2013 – 22**

He also thanked his wife, and stated his position as a Township Committeeman would not be possible without the support of his family.

Mayor Lubitz invited everyone downstairs for refreshments.

**ADJOURNMENT**

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adjourn the meeting at 6:50PM. **All** voted **Aye** on **Roll Call Vote**.

**Respectfully submitted,**

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





