

**KINGWOOD TOWNSHIP COMMITTEE
SPECIAL MEETING AGENDA**

March 25, 2013 – 7:00PM

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 March 21, 2013 and by telefaxing copies of the notice to the Express Times and Star Ledger on March 18, 2013. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on March 19, 2013.

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.

2013 Municipal Budget – Work session with Township Auditor

Public Comment – Privilege of the Floor

Planning Grant Application – Together New Jersey - Resolution No. 2013 – 30 A Resolution Authorizing the Township of Kingwood to Enter into a Memorandum of Agreement with Together North

Ordinance No. 17-09-2013 Amending Ordinance No. 17-07-2012 Fixing The Salaries And Compensation Of The Various Officers And Employees Of The Township Of Kingwood In The County Of Hunterdon And State Of New Jersey – Introduction and Adoption on First Reading

Resolution No. 2013-22 – Authorizing Payment to HLT for Appraisal on Bl 7 L 6

Discuss Request from NJCF to use Old Fairview School as Rest Stop

Discuss Horseshoe Bend Road Property Bl 12 L 25

Resolution No. 2013-29 – Budget Appropriation Transfers

Clean Up Day Program Quotations

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

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**March 25, 2013
Township Committee
Special Meeting Minutes**

A Special Meeting of the Kingwood Township Committee was called to order at 7:00P.M. with Mayor Lubitz.

Also present at the meeting were Deputy Mayor Haywood, Committeeman Dodds, Auditor William Colantano, C.F.O./Tax Collector D. Laudenbach, and Clerk MacConnell. Following the salute to the Flag, Mayor Lubitz read aloud the following:

NOTICE REQUIREMENTS

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2013 Municipal Budget – Work session with Township Auditor

Auditor William Colantano was present and introduced himself. He started out by stating that last year was not a positive year for Kingwood Township. He explained that there were two situations which were not expected. He noted the first one was that he did not realize money anticipated in delinquent tax collections due to an appeal. He noted that since there was an appeal the amount of money they were anticipating based on prior experience did not come through. He explained that not only did that impact that revenue source, but it impacts surplus. He stated that the second one was the amount of money anticipated for the Construction Department, which reduced the amount anticipated by approximately 40 to 50 thousand dollars over the actual preceding year. He explained that the township received considerably less than that amount, which impacts surplus and the amount of money anticipated for this year's budget. Mr. Colantano handed out a four page worksheet for the Committee Members. He explained that when he takes out the appropriations and puts in the anticipated revenues, which is the first page that has his budget comments, he is looking at a 272,000 increase of taxes from the citizens for operating purposes. He stated that this evening the township has an opportunity to reduce that amount with some tough decisions by the Township Committee.

He explained a few things that can be done; one of them would be to defer school tax adjustment since their budget calendar is different from the townships. He suggested that places to reduce are in the area of capital, because of what is presently on hand. He then reviewed the taxes for the last six years. He explained that the local taxes are made up of four components, which are regional, county, local, and school. He noted that the local portion of the taxes on the average house for the last six years is up \$47.00. He explained that a point on the tax rate represents \$10.00 on a hundred thousand dollar home assessment, and on a \$400,000 home the tax increase would be \$40.00 increase for one cent. He explained that in the last several years the township has kept things under control, which might be why the township is where it is at today. He stated that if the taxes were raised even in a small amount the money would have gone into surplus. He stated that the debt overall is good compared to other municipalities. He explained that the shortfall is \$272,000, but if the township chooses the deferred school option then it needs to be put back, which could be difficult. He explained that a raise in taxes of one cent would be approximately \$60,000. The Committee Members had a very lengthy discussion and decided they would like to not have any increase in taxes at all, but they expressed that they do not want the township to be in debt. The Committee Members thanked Mr. William Colantano for attending the meeting.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

Jason Narbonne – Chief of the Fire Company in Kingwood, Stated that he stopped by to see how things are with the budget as the Fire Department had sent the Township Committee a letter requesting a slight increase. He stated that having sat through the budget discussion this evening, he can see how things have been the past few years and where the township is at. He noted that not being designated as the OEM shelter has also helped take a little off their shoulders. He noted that the firehouse is nice, but hasn't been kept up very well and seems to be catching up, plus they purchased a new truck. He noted that the fire company will work on some new ideas to raise money, and they will be happy to receive the same amount as last year. Mayor Lubitz stated that if the township could they would give more to the fire department, but do to the circumstances the township has this year with the budget, it is not possible. He expressed the admiration the township has for the volunteers of the fire department and how well they served the public during the past two years during all the storms.

PLANNING GRANT APPLICATION – TOGETHER NORTH JERSEY

Elaine Niemann, former Mayor of Kingwood Township was present at the meeting to speak to the Township Committee Members regarding a planning grant application that is formerly known as “Sustainable Jersey Consortium”, which was renamed “Together North Jersey”. She explained that she attended an information session in January regarding the grant.

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She stated that the general idea is that there are federal and state agencies who have joined together to form "Together North Jersey" to promote sustainable development and to plan for transportation systems. She noted that after speaking to several people she feels our work on Route 12 and the two ordinances which are the Eastern Gateway Village, and the Scenic Corridor Overlay are the type of projects this type of grant program is interested in. She explained that looking into this further she learned that they were accepting applications in February, and the next round in April. She noted that she contacted Dave Roberts who worked on the development of the Route 12 Ordinances in regard to the application process. She learned that they have been working on a grant application for the township to obtain money. She stated that they can develop the township's application for the "Together North Jersey," however this application will require an additional 10 to 20 hours of time. She stated that the grant opportunity is up to \$90,000 and the activity will take place over a short period of time. She explained that the project which they are applying for will be for a six month duration, so that the results can be seen in a short time. She noted that if this grant is not successful it includes the information required for additional grants. She explained that it would cost approximately \$14,000 for Phase 1, with additional costs to that phase. Elaine Niemann stated that if the Township Committee will authorize her to proceed with this project, the funds that they spend for the work on the application should be charged to the Planning Board's budget. She explained that the participation thru this MOU is done at no charge to the township and no associated fee with being a member. She noted that this will be ending in January of 2015 so that it does not go on forever. Elaine Niemann volunteered to represent the township. She stated that no applications from Hunterdon County have been submitted. She noted that the application needs to be in by April 8th, 2013.

Resolution No. 2013 – 30 A Resolution Authorizing the Township of Kingwood to Enter into a Memorandum of Agreement with Together North

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 30

**A RESOLUTION AUTHORIZING THE TOWNSHIP OF KINGWOOD
TO ENTER INTO A MEMORANDUM OF AGREEMENT
WITH TOGETHER NORTH JERSEY**

Whereas, the Township of Kingwood desires to enter into a Memorandum of Agreement (hereafter, MOA) with Together North Jersey to work cooperatively to prepare a Regional Plan for Sustainable Development (hereafter, RPSD) for the 13-county North Jersey Transportation Planning Authority (NJTPA) region, which area includes the Township of Kingwood.; and

Whereas, this MOA shall serve as the “consortium agreement” required by HUD as part of the Sustainable Communities Regional Planning Grant Program and shall remain in force for the duration of the grant, which is expected to conclude on January 15, 2015.; and
Whereas, membership in Together North Jersey may enable Kingwood to become eligible for “bonus points” and/or “preferred consideration” when applying for some Federal grant programs sponsored by HUD, USDOT, USEPA and other agencies, and Kingwood desires to make a grant application/s.

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

1. The Township of Kingwood hereby authorizes execution of the Memorandum of Agreement, attached hereto as Exhibit A, with Together North Jersey, c/o Alan M. Voorhees Transportation Center, Edward J. Bloustein School of Planning and Public Policy, Rutgers, the State University of New Jersey, 33 Livingston Avenue, New Brunswick, New Jersey 08901.
2. The cost of the preparation of the Township’s grant application/s shall not exceed \$3,000.
3. The Mayor and Clerk and/or Chief Financial Officer of this Township are authorized to sign the Agreement attached hereto as Exhibit A, and to sign any and all other documents necessary for the transactions contemplated by the Agreement.

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

There was a discussion regarding the cost to write the grant application, which Elaine Niemann noted it would cost between \$1,500 and \$3,000.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to amend Resolution No. 2013-30 which states that the cost of the preparation of the Township’s grant application’s shall not exceed \$3,000.

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

Elaine Niemann stated that she hopes this grant will move forward, and she asked which member of the Township Committee would be the point of contact for the Committee. She suggested that Diana Haywood be considered since she is not on the Planning Board at this time.

Deputy Mayor Haywood agreed to be the contact person for the Township Committee. It was noted that there will be no cash out of pocket for the township for this application. The Committee Members thanked Elaine Niemann.

ORDINANCE

ORDINANCE NO. 17-09-2013 AMENDING ORDINANCE NO. 17-07-2012 FIXING THE SALARIES AND COMPENSATION OF THE VARIOUS OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF KINGWOOD IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY – Introduction and Adoption on First Reading

Mayor Lubitz read aloud the ordinance by title, which was then introduced:

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adopt on first Reading **ORDINANCE NO. 17-09-2013 AMENDING ORDINANCE NO. 17-07-2012 FIXING THE SALARIES AND COMPENSATION OF THE VARIOUS OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF KINGWOOD IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY.**

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

Consideration of final adoption at a public hearing is scheduled for Thursday, May 2, 2013 at a meeting beginning at 7:00 P.M. at the municipal building.

Resolution No. 2013-22 – Authorizing Payment to HLT for Appraisal on Bl 7 L 6

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 22

RESOLUTION AUTHORIZING THE PAYMENT TO HUNTERDON LAND TRUST

WHEREAS, a third appraisal has been requested by the Federal Farm and Ranch Land application to be completed by Thomas Rodriguez for Block 7, Lot 6 for the preservation of farmland; and

WHEREAS, the cost of the appraisal is \$2900.00, of which \$1450.00 is being paid by the Hunterdon Land Trust and \$1450.00 is being paid by the property owner; and

WHEREAS, the request for the reimbursement of the \$1450.00 is included in the reimbursement request submitted by the Township to the State of New Jersey.

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, after receipt of the reimbursement from the State of New Jersey for the third appraisal, is authorized to refund to the Hunterdon Land Trust \$1450.00 for their portion of the cost of the appraisal.

Committeeman Richard Dodds has abstained from this vote as he is a member of the board for the Hunterdon Land Trust.

It was moved by Mrs. Haywood, Mayor Lubitz stepped down from the Chair seconded the motion and carried to adopt the foregoing Resolution.

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

Discussion Request from NJCF to Use Old Fairview School as Rest Stop

There was a request from the New Jersey Conservation Foundation asking permission to use the Old Fairview School House as a rest stop for their event. The Township Committee asked for this to be referred to the Parks and Recreation Committee, and that the organization be sent an application for the use of facility to be submitted.

Discuss Horseshoe Bend Road Property – Block 12, Lot 25

Committeeman Dodds commented on the home located on the Church property, Block 12, Lot 25 Horseshoe Bend Road, which was built in 1830 and that was inspected yesterday. He stated that it was inspected by several people and that they determined that it needs some work, but does not need to be done immediately. He explained that the township has been asked to make a decision of what to do with the property because it will affect the way it is appraised. He noted that if the building is going to be demolished the assessment would be less. Mayor Lubitz noted that Ron Hartpence was also present at the inspection, and feels it has five years of good use with no work needed to be done at this time. He explained that there was a bit of dry rot and that the electric is fairly new and in good shape. He noted that he spoke to Pam Thier from the State, and they are willing to work with the township and that the township has green acres money that has not been spent yet, which is approximately \$725,000.00. He noted that there is a lot of pressure from the State to use the funds or the township will lose it. He also stated that the township received a grant of \$500,000.00 to purchase the Covalesky, and the Church property at the same time. He explained that this is approximately 106 acres and that there are a lot of possibilities with these properties.

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Committeeman Dodds stated that the township would like minimal to no cost to the township. He stated that any monies that come in as a result of activities at the property will have to be utilized back into the property. He noted that the township would own the entire property.

Resolution No. 2013-29 – Budget Appropriation Transfers

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 – 29

2012 RESERVE 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 Reserve Budget Appropriations:

FROM ACCOUNT	TO ACCOUNT	AMOUNT
122-0001-299	122-0800-299	\$1000.00
TOTAL TRANSFERRED:		\$1000.00

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

Committeeman Dodds informed the Committee Members that he will not be at the April 4, 2013 Township Committee meeting.

Clean Up Day Program Quotations

Clerk MacConnell explained that the township has not received the check for Clean Communities from the State. Mayor Lubitz stated that there can be no decisions made until the money has been received.

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ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried the motion to adjourn the meeting at 8:45P.M. All voted Aye on **Roll Call Vote**.

Respectfully Submitted,

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