

KINGWOOD TOWNSHIP COMMITTEE

MAY 2, 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 January 10, 2013 and by telefaxing copies of the notice to the Express Times and Star Ledger on January 4, 2013. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 4, 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.

Roll Call

NJ State Police - Report

2013 Municipal Budget Presentation

2013 Municipal Budget:

Public Hearing

Resolution No. 2013-43 – Amend Budget

Resolution No. 2013-44 – Final Adoption

Resolution No. 2013-51 – Self Examination of Budget

Appointments:

Recycling Committee – SWAC Representative

Solid Waste Advisory Council – SWAC Representative

Correspondence

Letter from DONJON Electronics Recycling

Letter from Cty Admin C Yard re: Hunterdon County's 300th Anniversary

Letter from Kingwood Township School re: Sponsor & Present SS Award

Copy of Resolution from Raritan Twp re: Opposing S2364/A3553

Notification from NJDEP re: Community Stewardship Incentive Program Grant

Thank You Letter from Assemblyman re: State Funding Source Resolution

Kingwood Township Volunteer Fire Company #1:

Oath of Office for Fire Police – Robert Brown, Russell Haring, Ted Olszyk

Discuss Request to Allow Red Light Permits for Fire Police

May 2, 2013 Kingwood Township Committee Agenda Continued

Emergency Management Coordinator – Jack MacConnell

Public Comment – Privilege of the Floor

Bills and Claims

Reports

Construction Report of April 2013
Municipal Court Report of March 2013
Dog Licensing Report
Environmental Commission 2012 Annual Report and Objectives
Township Engineer's Report
Zoning Board of Adjustment 2012 Report on Variance Applications

Future Meetings & Activities

May 11 - Recycling at Township Garage from 9:00am-12:00noon
May 14 - Last Day to Register to Vote in the June Primary Election
May 28 - Last Day to apply by mail for a Mail-In Ballot for the June Primary Election
May 30 - County Clerk's Office open until 7PM to vote in-person by Mail-In Ballot for the Primary Election
June 1 - County Clerk's Office open from 9:00am-1pm to vote in-person by Mail-In Ballot for the Primary Election
June 4 - Deadline for an Independent Candidate to file a petition for the General Election with the County Clerk by 4:00pm
June 4 - Primary Election Day, voting for residents at Firehouse in Baptistown from 6:00am – 8:00pm
June 6 - Regular Monthly Mtg of Township Committee at Municipal Building beginning at 7:00pm

Ordinances

Ordinance No. 17-09-2013 Amending Ordinance No. 17-07-2012 Fixing The Salaried And Compensation Of The Various Officers And Employees Of The Township – Public Hearing and Final Adoption

Ordinance No. 17-10-2013 To Provide For The Resurfacing Of Roads As A General Improvement For The Township And Appropriating \$50,000.00 From The Capital Improvement Fund – Public Hearing and Final Adoption

Ordinance No. 17-11-2013 To Provide For The Purchase And Installation Of Bullet Resistant Glass For The Kingwood Township Municipal Court As A General Improvement For The Township And Appropriating \$6,100.00 From The Capital Improvement Fund – Public Hearing and Final Adoption

May 2, 2013 Kingwood Township Committee Agenda Continued

Ordinances Continued

Ordinance No. 17-12-2013 To Provide For The Purchase Of Equipment For Kingwood Township's Office Of Emergency Management As A General Improvement For The Township And Appropriating \$20,000.00 From The Capital Improvement Fund – Public Hearing and Final Adoption

Ordinance No. 17-13-2013 Amending Fees For Kingwood Township Parks Set Forth In Article III Of Chapter 34, "Recreation Commission And Parks And Recreation Committee" Of The Code Of The Township – Introduction and Adoption on First Reading

Resolutions

Resolution No. 2013-45 - Application for Farmland Preservation Bl 5 L 4.03

Resolution No. 2013-46 - Professional Services for Together North Jersey Application

Resolution No. 2013-47 - Professional Services Agreements for 2013

Resolution No. 2013-48 - Re-Appropriating Prior Payment

Resolution No. 2013-49 - Waiver to Serve Alcoholic Beverages at Kingwood Park

New Business

Vote to Employ Finance Office Assistant

Discuss Fees for Site Plan Escrow

Discuss Conference Space for Municipal Court

Discuss Sign for Horseshoe Bend Road

Request from Bd of Adj – Review Air Strips

Request from Env Com – Review Membership

Payment of Voucher – A. Russano

Old Business

Clean Up Day Program Quotations

Minutes

March 25, 2013 Special Meeting

April 4, 2013 Regular Meeting

April 4, 2013 Executive Session

June 20, 2002 Special Meeting

Update Report from Parks and Recreation Committee

Letter from COAH – Re: Municipal Housing Trust Fund Current Balance

Executive Session – Resolution No. 2013-50

Personnel – Dog Licensing Official, Construction Code Technical Assistant

Executive Session Meeting Minutes – April 4, 2013

May 2, 2013 Kingwood Township Committee Agenda Continued

Return to Regular Session

Reduction of Hours – Two Employees

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

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May 2, 2013

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

Also present at the meeting were Deputy Mayor Diana Haywood, Committeeman Dodds, Attorney Lorraine Staples, C.F.O. Diane Laudenbach, Deputy Clerk Cynthia Keller and Clerk Mary E. MacConnell. Mayor Lubitz called the meeting to order and following the salute to the flag 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 January 10, 2013 and by telefaxing copies of the notice to the Express Times and Star Ledger on January 4, 2013. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 4, 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.

New Jersey State Police – Report

SFC Dante Nini, Assistant Station Commander of the Kingwood Station was present at the meeting and reviewed the NJSP Kingwood Township report for April 2013. The Committee Members thanked Sgt. Nini for coming to the meeting.

2013 MUNICIPAL BUDGET PRESENTATION

Mayor Lubitz reviewed a power point presentation of the 2013 Municipal Budget that the township's C.F.O. Diane Laudenbach prepared for the meeting. He explained that the township is trying to be more transparent. Mayor Lubitz stated that this budget presentation will be available for the public to review on the township's website, which gives the residents a chance to review at their leisure. He stated that the township also welcomes the public's comments and suggestions regarding how to reduce the budget to keep the township affordable. He explained that it has been a very difficult year this year, because last year the townships anticipated revenue fell short, which led to cuts to this year's budget. Auditor Colantano also commented on several aspects of the budget. He stated that the presentation was very well done. The Committee Members briefly discussed the Del Val High School budget.

2013 Municipal Budget:

Public Hearing:

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to open the public hearing for the 2013 Municipal Budget.

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

Comments from the public:

Jack MacConnell, Emergency Management Coordinator – Asked a question regarding the electricity from the solar farms, and if it would be possible for the township can receive a percentage of tax on their kilowatts. C.F.O. D. Laudenbach noted that she will contact the state to find out if solar companies need to pay an energy receipt tax.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to close the public hearing for the 2013 Municipal Budget.

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

Resolution No. 2013-43 – Amend Budget

RESOLUTON

The following Resolution was introduced:

RESOLUTION NO. 2013-43

**TOWNSHIP OF KINGWOOD
2013 MUNICIPAL BUDGET AMENDMENT**

WHEREAS, the local municipal budget for the year 2013 was approved on the 4th day of April, 2013; and

WHEREAS, the public hearing on said budget has been held as advertised; and

THEREFORE BE IT RESOLVED, by the Governing Body of the Township of Kingwood, County of Hunterdon that the following amendments to the approved budget of 2013 by made:

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<u>Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
Lubitz	x			
Dodds	x			
Haywood	x			

CURRENT FUND

GENERAL REVENUES-CURRENT FUND	<u>FROM</u>	<u>TO</u>
Receipts from Delinquent Taxes	\$ 351,253.78	352,453.8
Subtotal General Revenues	1,429,521.78	1,430,721.78
 Total General Revenues	 \$ 2,657,475.78	 2,658,675.78
 APPROPRIATIONS-CURRENT FUND		
Operations-within "CAPS"		
Snow Removal:		
Salaries and Wages		\$100.00
Other Expenses		100.00
 Deferred Charges and Statutory Expenditures-Municipal within "CAPS"		
Contribution to:		
Public Employees Retirement System	\$ 74,544.00	75,544.00
Total General Appropriations for Municipal Purposes Within "CAPS"	1,782,109.00	1,783,309.00
 Subtotal General Appropriations	 2,091,175.78	 2,092,375.78
 Total General Appropriations	 <u>\$ 2,657,475.78</u>	 <u>\$ 2,658,675.78</u>

BE IT FURTHER RESOLVED, that two (2) certified copies of this resolution be filed Forthwith in the Office of the Director of Local Government Services for his certification of the local municipal budget so amended.

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

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

Resolution No. 2013-44 – Final Adoption

RESOLUTION

The following Resolution was introduced:

BE IT RESOLVED, by the Township Committee of the Township of Kingwood, County of Hunterdon that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 1,227,954.00 (Items 2 below) for municipal purposes; and
- (b) \$ _____ (Items 3 below) for school purposes in Type I School District only (NJS18A:9-2) to be raised by taxation; and
(Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in Type II School Districts only (NJS 18A:9:3) and certification to the County Board of
- (c) \$ _____ Taxation of the following summary of general revenues and appropriations.
- (d) \$ 182,600.00 (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy

SUMMARY OF REVENUES

- 1. General Revenues:
 - Surplus Anticipated 08-100 \$539,000.00
 - Miscellaneous Revenues Anticipated 13-099 \$539,268.00
 - Receipts from Delinquent Taxes 15-499 \$352,453.00
- 2. Amount to be Raised by Taxation
for Municipal Purposes (item 6(a), Sheet 11) 07-190 \$1,227,954.00
- 3. Amount to be Raised by Taxation for
Schools in type I School Districts Only: 07-195 \$ _____
Item 6, Sheet 41 07-191 \$ _____
Item 6 (b), Sheet 11 (NJS 40A:4-14)
Total Amount to be Raised by Taxation for Schools in Type I School Districts Only
- 4. To Be Added to the Certificate for Amount to be Raised by Taxation for Schools in Type II
School districts only:
Item 6 (b), Sheet 11 (NJS 40A:4-14) 07-191

Total Revenues 13-299 \$2,658,675.78

- General Appropriations:
- Within "CAPS"
 - (a & b) Operations Including
Contingent 34-201 \$1,639,295.00
 - (e) Deferred Charges and Statutory
Expenditures - Municipal 34-209 \$144,014.00
 - (g) Cash Deficit 46-885
 - Excluded from "CAPS"

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(a) Operations – Total Operations			
Excluded from “CAPS”	34-305	\$	32,856.78
(c) Capital Improvements	44-999	\$	90,100.00
(d) Municipal Debt Service	45-999	\$	186,110.00
(e) Deferred Charges - Municipal	46-999		
(f) Judgements	37-480		
(n) Transferred to Board of Education for Use of Local Schools (NJS 40:48-17.1&17.3)	29-405		
(g)Cash Deficit	46-885		
(k)For Local District School Purposes	29-410		
(m)Reserve for Uncollected taxes	50-899	\$	566,300.00
6. School Appropriations – Type 1			
School Districts Only (NJS 40A:4-13)	07-195		
 Total Appropriations	34-499	\$	2,658,675.78

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 No. 2013-51 – Self Examination of Budget

RESOLUTIONS

The following Resolutions were introduced.

RESOLUTION NO. 2013 - 51

SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Township of Kingwood has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2013 budget year.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood that in accordance with N.J.A.C. 5:307.6a & b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

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

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

The Committee Members thanked William Colantano for coming to the meeting to explain the 2013 Budget.

APPOINTMENTS

Recycling Committee – SWAC Representative

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to appoint Sandra McNicol for a one year term until 12/31/2013 as the townships SWAC Representative for the Recycling Committee. **All voted Aye on Roll Call Vote.**

Solid Waste Advisory Council – SWAC Representative

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to appoint Sandra McNicol for a one year term until 12/31/2013 as the townships SWAC Representative for the Solid Waste Advisory Council. **All voted Aye on Roll Call Vote.**

CORRESPONDENCE

Letter from DONJON Electronics Recycling

Mayor Lubitz briefly reviewed the letter from DONJON. He explained that the township has made it possible for residents to drop off their electronics for recycling. He noted that the letter from DONJON states that they will not be able to pick up electronic items without a fee starting the beginning of June, at a rate of \$30 cents a pound. Mayor Lubitz stated that the township actually made money by the weight collected in the past. He suggested that the township contact other townships and other recycling companies to find someone who would be able to collect electronics at no charge. Deputy Mayor Haywood noted that this was discussed at the last County SWAC meeting, but no one seemed willing to follow up. She explained that Sandra McNicol will be following up to see if she can find another company. There was a discussion regarding how to inform the public about the electronic program ending. Mayor Lubitz suggested that a letter be written to DONJON explaining that it has been a positive relationship, but we regret that our agreement must be terminated at this time, and if in the future the rates were to change, to please inform the township. He also suggested that it state in the letter that the township expects a container to remain on the premises until May 26th.

Letter from County Administrator, Cynthia Yard re: Hunterdon County's 300th Anniversary

Mayor Lubitz stated that the township has appointed Historian Sal DeSapio to be the townships representative for the Hunterdon County's 300th Anniversary. He also noted that Rick Falkenstein is taking the lead with all the school districts in the County working with them on several projects which are planned. Mayor Lubitz noted that the County has asked if anyone is interested in building a float for the parade that is being planned. He noted that the township is open for suggestions if anyone would be interested in making a float.

Letter from Kingwood Township School re: Sponsor & Present SS Award

Mayor Lubitz briefly reviewed the letter from the Kingwood Township School requesting that the township sponsor an award and plaque to an eighth grader who has achieved in Social Studies. The Committee Members all agreed to sponsor the award and plaque. Deputy Mayor Haywood volunteered to attend the Awards Banquet on June 10th, at 7:00PM at the Kingwood School to present the award.

Copy of Resolution from Raritan Twp re: Opposing S2364/A3553

Mayor Lubitz noted that this is a contentious subject. There was a lengthy discussion on the pros and cons. No action was taken.

Notification from NJDEP re: Community Stewardship Incentive Program Grant

Mayor Lubitz briefly reviewed.

Thank You Letter from Assemblyman re: State Funding Source Resolution

Mayor Lubitz read aloud and reviewed the letter from Assemblyman John DiMaio.

KINGWOOD TOWNSHIP VOLUNTEER FIRE COMPANY #1

Oath of Office for Fire Police – Robert Brown, Russell Haring, Ted Olszyk

Clerk Mary MacConnell called Robert Brown, Russell Haring, and Ted Olszyk up to the front of the room and administered the Oath of Office to the gentleman for their position as Fire Police for the Kingwood Township Volunteer Fire Company #1. The Committee Members congratulated all three men.

Discuss Request to Allow Red Light Permits for Fire Police

Mayor Lubitz commented on the request from the Volunteer Fire Company regarding allowing Red Light Permits to be issued to the Fire Police. He explained that the township has looked into the New Jersey State Statutes, and unfortunately it only allows fire chiefs, first assistant chiefs or chief officers of a first aid or rescue squad to have this type of red light permit. The Committee Members thanked everyone for coming to the township meeting.

Emergency Management Coordinator

EMC, Jack MacConnell was present to give his monthly report. He noted that on June 8, 2013 there will be a drill with the Emergency Management Coordinators along with the Kingwood Fire Department and Rescue Squad at the Horseshoe Bend Park. He explained that he is trying to secure as much of the townships equipment from getting damaged by putting them under the tent at the Horseshoe Bend Park. Committeeman Dodds explained that the boats go underneath the tent in the winter and the tractors are stored there in the summer and it all works out well.

Jack MacConnell briefly reviewed a problem that has been happening on Horseshoe Bend Road, which he noted has been taken care of. He also reported on a hot air balloon that landed on the Buckeye Pipeline transmission lines on Horseshoe Bend Road and that they did not realize it was a hazard to land where they did. He stated that he will be taking a course for public safety and special events security planning, which he will learn how to handle situations at events such as Community Day or other township events. He explained that he would like to keep the Township Committee informed at all times so that they are informed. He also reported on figures from FEMA that will be coming to the township. He stated that as a result of the Spring Hill Road speed survey, the New Jersey State Police did a time specific detail and stated that there was no traffic. Mayor Lubitz stated that he spoke with Sheriff Brown of Hunterdon County regarding the Horseshoe Bend Park, and the drill that the EMC will be performing with the township's first responders. He noted that Sheriff Brown stated what some of the townships have been doing to help the public and their safety. Jack MacConnell noted that he and his Deputy Management Coordinator will be going away for two weeks and that Committeeman Dodds, Mayor Lubitz and Fire Marshall Harold Ryan will be taking over while they are away in case of an emergency.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

No public comments.

BILLS AND CLAIMS

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve and pay all bills and claims in the amount of **\$981,227.45** that are in order and attached as Bill List for May 2013.

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

REPORTS

Mayor Lubitz noted that the following have been received and are available for review. He briefly reviewed the following reports:

- Construction Report of April 2013
 - Municipal Court Report of March 2013
 - Dog Licensing Report
 - Environmental Commission 2012 Annual Report and Objectives
- Mayor Lubitz noted that this was very well done.
- NJSP Report
- Mayor Lubitz noted that this was already discussed earlier in the meeting.

REPORTS CONTINUED

Township Engineer's Report
Zoning Board of Adjustment 2012 Report on Variance Applications

FUTURE MEETINGS AND ACTIVITIES

Mayor Lubitz reviewed as per the Agenda.

ORDINANCES

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 VOL. 17, PG. 17-09 - Public Hearing and Final Adoption

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

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 25th day of March 2013. The Ordinance was published in the Hunterdon County Democrat on March 28, 2013 and has been posted in the Kingwood Township Municipal Building on March 25, 2013. The public hearing and final passage was advertised to be held at a meeting on the 2nd, day of May, 2013. Copies of the Ordinance have been available for inspection by the public since March 25, 2013.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to open the hearing to the public. **All voted Aye on Roll Call Vote.**

Comments: No comments from the public.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to close the hearing to the public. **All voted Aye on Roll Call Vote.**

ORDINANCE NO. 17 - 09 - 2013

AN ORDINANCE 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

BE IT ORDAINED by the Township of Kingwood of the Township of Kingwood, County of Hunterdon and State of New Jersey as follows:

ARTICLE 1. Amend the salaries as follows:

Elective
Mayor

\$ 3,000.00

Public Works Department

Road Supervisor

\$91,700.00

ARTICLE 2. For authorized use of an automobile, an official or employee shall be reimbursed fifty five and one half cents (.555) per mile. All authorized travel expense reimbursements, training and educational reimbursements, overtime, health and disability insurance, absence, paid vacations, equipment allowances, emergency meal allowances and other benefits shall be set forth in the current Kingwood Township Personnel Manual or in accordance with applicable law.

ARTICLE 3. All ordinances or parts of Ordinances inconsistent herewith are hereby amended as to such inconsistency only.

ARTICLE 4. If the provisions of any article, section, subsection, paragraph, subdivision or clause of this Ordinance shall be judged invalid by any court of competent jurisdiction, such order or judgment shall not affect or invalidate the remainder of any such article, section, subsection, paragraph, subdivision or clause, and to this end, the provisions of this Ordinance are hereby declared to be severable.

ARTICLE 5. This Ordinance shall take effect immediately upon final passage and publication according to law.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to adopt the foregoing Ordinance No. 17-09-2013.

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

ORDINANCE

ORDINANCE NO. 17-10-2013 TO PROVIDE FOR THE RESURFACING OF ROADS AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP AND APPROPRIATING \$50,000.00 FROM THE CAPITAL IMPROVEMENT FUND VOL. 17, PG. 17-10 - Public Hearing and Final Adoption

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

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 4th, day of April 2013.

The Ordinance was published in the Hunterdon County Democrat on April 11, 2013 and has been posted in the Kingwood Township Municipal Building on April 5, 2013. The public hearing and final passage was advertised to be held at a meeting on the 2nd, day of May, 2013. Copies of the Ordinance have been available for inspection by the public since April 5, 2013.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to open the hearing to the public. **All voted Aye on Roll Call Vote.**

Comments: No comments from the public.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to close the hearing to the public. **All voted Aye on Roll Call Vote.**

ORDINANCE NO. 17 - 10 - 2013

AN ORDINANCE TO PROVIDE FOR THE RESURFACING OF ROADS AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP OF KINGWOOD IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY AND APPROPRIATING \$50,000.00 FROM THE CAPITAL IMPROVEMENT FUND

BE IT ORDAINED by the Township Committee of the Township of Kingwood, in the County of Hunterdon, State of New Jersey as follows:

SECTION 1. The improvement described in Section 2 of this ordinance is hereby authorized as a general improvement to be made or acquired by the Township of Kingwood, New Jersey. For the said improvement or purposes described in Section 2, there is hereby appropriated the sum of \$50,000.00, said sum being inclusive of all appropriations heretofore made therefore.

SECTION 2. The Township of Kingwood is hereby authorized to resurface ten (10) miles of Township roads.

SECTION 3. In order to finance the cost of the improvements or purpose there is hereby appropriated \$50,000.00 from the Capital Improvement Fund.

SECTION 4. The said purpose described in Section 2 of this ordinance is not a current expense and is an improvement which the Township may lawfully acquire or make as a general improvement.

SECTION 5. The capital budget of the Township of Kingwood is hereby adopted to conform with the provisions of this ordinance. The project has been included in the 2013 Capital Budget of the Township of Kingwood.

SECTION 6. There is no debt authorized for this improvement or purpose.

SECTION 7. This ordinance shall take effect immediately upon final passage according to law.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to adopt the foregoing Ordinance No. 17-10-2013.

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

ORDINANCE

ORDINANCE NO. 17-11-2013 TO PROVIDE FOR THE PURCHASE AND INSTALLATION OF BULLET RESISTANT GLASS FOR THE KINGWOOD TOWNSHIP MUNICIPAL COURT AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP AND APPROPRIATING \$6,100.00 FROM THE CAPITAL IMPROVEMENT FUND VOL. 17, PG. 17-11 - Public Hearing and Final Adoption

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

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 4th, day of April 2013.

The Ordinance was published in the Hunterdon County Democrat on April 11, 2013 and has been posted in the Kingwood Township Municipal Building on April 5, 2013. The public hearing and final passage was advertised to be held at a meeting on the 2nd, day of May, 2013. Copies of the Ordinance have been available for inspection by the public since April 5, 2013.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to open the hearing to the public. **All** voted **Aye** on **Roll Call Vote**.

Comments: No comments from the public.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to close the hearing to the public. **All** voted **Aye** on **Roll Call Vote**.

ORDINANCE NO. 17 - 11 - 2013

AN ORDINANCE TO PROVIDE FOR THE PURCHASE AND INSTALLATION OF BULLET RESISTANT GLASS FOR THE KINGWOOD TOWNSHIP MUNICIPAL COURT AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP OF KINGWOOD IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY AND APPROPRIATING \$6,100.00 FROM THE CAPITAL IMPROVEMENT FUND

BE IT ORDAINED by the Township Committee of the Township of Kingwood, in the County of Hunterdon, State of New Jersey as follows:

SECTION 1. The improvement described in Section 2 of this ordinance is hereby authorized as a general improvement to be made or acquired by the Township of Kingwood, New Jersey. For the said improvement or purposes described in Section 2, there is hereby appropriated the sum of \$6,100.00, said sum being inclusive of all appropriations heretofore made therefore.

SECTION 2. The Township of Kingwood is hereby authorized to purchase and install bullet resistant glass for the Kingwood Township Municipal Court.

SECTION 3. In order to finance the cost of the improvements or purpose there is hereby appropriated \$6,100.00 from the Capital Improvement Fund.

SECTION 4. The said purpose described in Section 2 of this ordinance is not a current expense and is an improvement which the Township may lawfully acquire or make as a general improvement.

SECTION 5. The capital budget of the Township of Kingwood is hereby adopted to conform with the provisions of this ordinance. The project has been included in the 2013 Capital Budget of the Township of Kingwood.

SECTION 6. There is no debt authorized for this improvement or purpose.

SECTION 7. This ordinance shall take effect immediately upon final passage according to law.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adopt the foregoing Ordinance No. 17-11-2013.

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

ORDINANCE

ORDINANCE NO. 17-12-2013 TO PROVIDE FOR THE PURCHASE OF EQUIPMENT FOR KINGWOOD TOWNSHIP'S OFFICE OF EMERGENCY MANAGEMENT AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP AND APPROPRIATING \$20,000.00 FROM THE CAPITAL IMPROVEMENT FUND VOL. 17, PG. 17-12 - Public Hearing and Final Adoption

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

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 4th, day of April 2013.

The Ordinance was published in the Hunterdon County Democrat on April 11, 2013 and has been posted in the Kingwood Township Municipal Building on April 5, 2013.

The public hearing and final passage was advertised to be held at a meeting on the 2nd, day of May, 2013. Copies of the Ordinance have been available for inspection by the public since April 5, 2013.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to open the hearing to the public. **All voted Aye on Roll Call Vote.**

Comments: No comments from the public.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to close the hearing to the public. **All voted Aye on Roll Call Vote.**

ORDINANCE NO. 17 - 12 - 2013

AN ORDINANCE TO PROVIDE FOR THE PURCHASE OF EQUIPMENT FOR KINGWOOD TOWNSHIP'S OFFICE OF EMERGENCY MANAGEMENT AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP OF KINGWOOD IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY AND APPROPRIATING \$20,000.00 FROM THE CAPITAL IMPROVEMENT FUND

BE IT ORDAINED by the Township Committee of the Township of Kingwood, in the County of Hunterdon, State of New Jersey as follows:

SECTION 1. The improvement described in Section 2 of this ordinance is hereby authorized as a general improvement to be made or acquired by the Township of Kingwood, New Jersey. For the said improvement or purposes described in Section 2, there is hereby appropriated the sum of \$20,000.00, said sum being inclusive of all appropriations heretofore made therefore.

SECTION 2. The Township of Kingwood is hereby authorized to purchase a base station, repeater system and mobile radios.

SECTION 3. In order to finance the cost of the improvements or purpose there is hereby appropriated \$20,000.00 from the Capital Improvement Fund.

SECTION 4. The said purpose described in Section 2 of this ordinance is not a current expense and is an improvement which the Township may lawfully acquire or make as a general improvement.

SECTION 5. The capital budget of the Township of Kingwood is hereby adopted to conform with the provisions of this ordinance. The project has been included in the 2013 Capital Budget of the Township of Kingwood.

SECTION 6. There is no debt authorized for this improvement or purpose.

SECTION 7. This ordinance shall take effect immediately upon final passage according to law.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to adopt the foregoing Ordinance No. 17-12-2013.

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

ORDINANCE

ORDINANCE NO. 17-13-2013 AN ORDINANCE AMENDING FEES FOR KINGWOOD TOWNSHIP PARKS SET FORTH IN ARTICLE III OF CHAPTER 34, “RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE” OF THE CODE OF THE TOWNSHIP OF KINGWOOD – 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. 17-13-2013 AN ORDINANCE AMENDING FEES FOR KINGWOOD TOWNSHIP PARKS SET FORTH IN ARTICLE III OF CHAPTER 34, “RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE” OF THE CODE OF THE TOWNSHIP OF KINGWOOD.**

Committeeman Dodds pointed out that there was a price differential of \$25.00.

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

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.

RESOLUTIONS

Resolution No. 2013-45 - Application for Farmland Preservation Bl 5 L 4.03

The following Resolution was introduced:

Open Space Coordinator, Liz Schmid noted that this farm is in the County PIG, and in order to move forward they need the support of the township. She explained this is means approval not financially.

RESOLUTION NO. 2013 – 45

APPROVAL OF APPLICATION FOR FARMLAND PRESERVATION FOR PROPERTY LOCATED AT BLOCK 5 LOT 4.03

WHEREAS, the Hunterdon County Agriculture Development Board informed Kingwood Township that it has received farmland preservation applications from a landowner in Kingwood Township; and

WHEREAS, the State Agriculture Development Committee provides between sixty and eighty percent of the funds to acquire a development easement on a farm; and

WHEREAS, for the balance of the easement purchase funds, Hunterdon County will determine the portion to be paid by the County; and

WHEREAS, the Hunterdon County Agriculture Development Board requested confirmation from the Township that Kingwood Township approves of the farmland preservation application within the Township;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that Kingwood Township approves of the below application located within Kingwood Township:

Joel and Rosemary Gross Block 5 Lot 4.03

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Hunterdon County Agriculture Development Board.

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

Resolution No. 2013-46 - Professional Services for Together North Jersey Application

The following Resolution was introduced:

RESOLUTION NO. 2013 - 46

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES OF MASER CONSULTING, P.A.

WHEREAS, the Township of Kingwood desires to apply for and obtain a Together North Jersey Local Demonstration Project Program grant from the North Jersey Sustainable Communities Consortium; and

WHEREAS, the scope of the proposed project is to prepare a Route 12 Corridor Economic Strategy; and

WHEREAS, there exists a need for the performance of engineering and planning services in order to prepare the Local Demonstration Project (LDP) submission to Together North Jersey; and

WHEREAS, the Township of Kingwood authorizes the services of Maser Consulting, P.A., for the preparation of the Local Demonstration Project (LDP) submission in the amount of \$3,000.00, and which services have been provided; and

WHEREAS, Maser has submitted a Professional Services Estimate, attached hereto as Exhibit A, which describes more fully the services to be provided by Maser and the Fees to be charged by Maser; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, *et seq.*) authorizes the hiring of a professional, such as a planner or an engineer, without competitive bidding providing that the amount to be paid for the work of the professional is less than the bid threshold set forth in the law.

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

1. Maser Consulting, P.A. is hereby engaged to perform professional services for the Township of Kingwood in connection with its efforts in preparing the Local Demonstration Project submission to Together North Jersey for an amount not to exceed \$3,000.00.
2. This contract is awarded without competitive bidding as "Professional Services" as well as being in an amount for less than the bid threshold under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5.
3. The Mayor, Clerk, Chief Financial Officer and all other necessary Township officials are hereby authorized to execute any and all documents necessary for the transactions contemplated by this Resolution.

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

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

RESOLUTION

Resolution No. 2013-47 - Professional Services Agreements for 2013

The following Resolution was introduced:

RESOLUTION NO. 2013 - 47

**RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN
CONTRACTS FOR TOWNSHIP PROFESSIONALS**

WHEREAS, the Township of Kingwood has a need to acquire professional services of Township Professionals as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Township Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of these contracts is one year(s); and

WHEREAS, each of the Township professionals set forth below in Paragraph No. 1 has submitted a proposal indicating they will provide the professional services described below in Paragraph No. 1 for the amount set forth in each submitted proposal; and

WHEREAS, each of the Township professionals set forth in Paragraph No. 1 below has completed and submitted a Business Entity Disclosure Certification which certifies that each Township Professional has not made any reportable contributions to a political or candidate committee in the Township of Kingwood in the previous one year, and that the contract will prohibit the Township professionals from making any reportable contributions through the term of the contract; and

WHEREAS, a certification of availability of funds, specifying the line item appropriation(s) to be charged as to each contract set forth below in Paragraph No. 1 has been provided by the Chief Financial Officer of the Township of Kingwood.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood authorizes the Mayor and Clerk to enter into contracts with the Township Professionals as described below:

Professional

Position

Term of Contract

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Judith A. Kopen, Gebhardt & Kiefer, P.C.	Township Attorney	One year
David R. Pierce	Planning Board Attorney	One year
David R. Pierce	Zoning Board of Adjustment Attorney	One year
Thomas R. Decker, Van Cleef Engineering Associates	Township Engineer	One year
William Colantano	Township Auditor	One year
Vincent Uhl, Vincent Uhl Associates Inc	Township Hydrogeologist	One year

A copy of this Resolution shall be published in the Hunterdon Democrat as required by law.

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

Resolution No. 2013-48 - Re-Appropriating Prior Payment

The following Resolution was introduced:

RESOLUTION NO. 2013 – 48

RE-APPROPRIATING PRIOR PAYMENT

WHEREAS, on February 7, 2013 an invoice for the replacement of the garage doors at the Horseshoe Bend Park was paid to Donald Tinsman in the amount of \$5204.64 under Purchase Order 12-01154 out of the Recreation Trust; and

WHEREAS, the Township Committee has determined that the invoice would be more appropriately charged against the 2012 line item of Buildings and Grounds.

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 Purchase Order. No. 12-0154 payable to Donald Tinsman, in the amount of \$5204.64 to the 2012 Reserve Budget Appropriation of Buildings and Grounds.

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

Award IT Services

Committeeman Dodds reviewed interviews he had with two of the applicants. He noted that the proposal for IT services from the Shared Services IT Staff from the Delaware Valley Regional High School Technology Services offered a much lower proposal and offered more services for a lower price. The Committee Members feel that the township should go with the applicant who offers the most for a lower proposal. It was decided to gather more information and to table this decision until the next township meeting in June.

RESOLUTION

Resolution No. 2013-49 - Waiver to Serve Alcoholic Beverages at Kingwood Park

The following Resolution was introduced:

RESOLUTION NO. 2013 – 49

**WAIVER TO SERVE ALCOHOLIC BEVERAGES
AT KINGWOOD PARK**

WHEREAS, the Italian American Club of Hunterdon County has reserved the use of the new pavilion and parking area at Kingwood Park to utilize for a “Italian American Club of Hunterdon County Bocce Tournament” on June 2, 2013; and

WHEREAS, the Italian American Club of Hunterdon County has requested permission to serve alcoholic beverages during the tournament on June 2, 2013;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that a waiver is granted to the Italian American Club of Hunterdon County to provide alcoholic beverages during the tournament on June 2, 2013 at the Kingwood Park bocce pavilion, property located at 200 Union Road, known as Block 19 Lot 8 in Kingwood Township, New Jersey, based on the following conditions and requirements being met by the applicant:

1. The applicants shall arrange the alcoholic beverages area so that the area is separate and distinct in appearance;

2. The applicants shall prevent minors from entering the alcoholic beverages area, from serving the alcoholic beverages and from consuming the alcoholic beverages;
3. The applicants shall provide proof to the Township of Kingwood that they hold the following insurance:

General Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate
Host Liquor Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate

In addition, the applicants shall name the Township of Kingwood as an additional insured, and the Certificate of Insurance shall be submitted to the Township at least 30 days prior to the event. The Certificate of Insurance must specifically note that coverage is provided for Liquor Liability.

4. The applicants, by accepting this waiver, acknowledge and hold harmless the Township of Kingwood and its municipal officials and employees from any and all claims, damages and cost of suit which may arise out of the waiver granted hereunder.

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

NEW BUSINESS

Vote to Employ Finance Office Assistant

C.F.O. Diane Laudenbach explained that Celest lane, who is our new employee will work from 9:00a.m. to 12:00noon three days per week at the rate of \$12.00 per hour.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to appoint Celeste Lane as a part-time finance office assistant to work nine hours per week at a rate of \$12.00 per hour.

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

Discuss Fees for Site Plan Escrow

Mayor Lubitz stated this will be postponed until next month.

Discuss Conference Space for Municipal Court

Committeeman Dodds reported that he was approached by the township's Court Administrator regarding the court needing a conference area during Municipal Court. The Committee Members decided that the conference room in the downstairs offices in the municipal building would be the best area for the court to use, as long as there are no conflicts with anyone else using the conference room on court night.

Discuss Sign for Horseshoe Bend Road

Mayor Lubitz noted that there is a problem with the bridge on Horseshoe Bend Road, the road being so narrow, and also a sharp turn for large vehicles. He stated that the most visible place for a sign to be put up to warn the public would be on the Frenchtown Borough's property coming off of State Hwy. Rt. 12. He stated that the township would need permission from Frenchtown to put a sign up on their borough. Mayor Lubitz suggested an additional sign be put up on the corner of Spring Hill Road and Horseshoe Bend Road to warn those with trailers, tractor trailers and larger vehicles of the approaching narrow bridge. The Committee Members discussed what the sign should state. It was suggested to say "Narrow Bridge Approaching". Committeeman Dodds noted that it should also include the distance and length limit for a vehicle crossing the bridge. Mayor Lubitz noted that he will speak to the Mayor of Frenchtown to get permission for Kingwood Township to put a sign up on their portion of the road along Horseshoe Bend Road. The Committee Members decided they will discuss this further next month.

Request from Bd. of Adjustment – Review Air Strips

Committeeman Dodds noted that the current ordinance requires certain acreage for airstrips. He explained the Board of Adjustment has requested that our ordinance address helicopters and helistops. The Committee Members reviewed the ordinance currently in place. Attorney Lorraine Staples suggested that the ordinance be reviewed under definitions at the same time. It was suggested that a letter be sent to the township Planning Board recommending their review and consideration to amend Chapter 132-102 define #8, and 132-4 definitions.

Request from Env. Com – Review Membership

Deputy Mayor Haywood reviewed a discussion that took place at the Environmental Commission meeting regarding a Township Committee member and the reasons why they are not a voting member. Clerk MacConnell explained the history of how a Committee Member was appointed as just the liaison for the Commission many years ago. She explained that the ordinance was never amended to include this appointment as the liaison for the Committee Members. The Township Committee members discussed what would be best for the Commission. They decided that the ordinance be amended to included that the Township Committee member be appointed as the liaison for the Commission.

Mayor Lubitz explained that the current ordinance also stated that the Mayor shall appoint the chairperson for the Environmental Commission. He suggested that the ordinance be amended to state that Environmental Commission to appoint a chairperson for the Commission.

Payment of Voucher – A. Russano

Committeeman Dodds explained the situation the Parks and Recreation Committee has regarding having more activity than most of the other township committees and boards. He also reviewed some of the expenses that the Parks and Recreation Committee members spend out of their own pocket on events, such as the senior activities that are coming up soon. He suggested that the township discuss and come up with some kind of method so that the volunteers on the committee would not have to use their own money, because of how long it takes for them to be reimbursed. There was a lengthy discussion with C.F.O. D. Laudenbach regarding a petty cash fund. She explained the process of how it would need to work. Committeeman Dodds explained a voucher that needs to be discussed to be paid to Park and Recreation member Antimo Russano, who would like to pay for food that he intends to pick up for the senior picnic. C.F.O. D. Laudenbach explained that the township must have a receipt first of the purchase, and a voucher signed before a check can be issued. It was suggested that Secretary of the Parks and Recreation Committee Cynthia Keller, call the food establishment where the food is to be purchased and ask if they will accept a check from the township in the amount of the food to be purchased.

OLD BUSINESS

Clean-Up Day Program Quotations

Clerk MacConnell explained that the Clean Communities funding from the state that the township should be receiving has not come in as of this date. Mayor Lubitz explained that these funds from the state help supplement the charges for the clean-up program. The Committee Members decided to postpone this until next month's meeting and after the funds have been received.

MINUTES

March 25, 2013 Special Meeting

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adopt the meeting minutes of the March 25, 2013 Special Meeting for the Township Committee .

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

April 4, 2013 Regular Meeting

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to adopt the meeting minutes of the April 4, 2013 Regular Meeting for the Township Committee .

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

April 4, 2013 Executive Session

Mayor Lubitz would like the Committee Members to discuss the minutes of the April 4, 2013 Executive Session in closed session.

June 20, 2002 Special Meeting

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to adopt the June 20, 2002 Special Meeting Minutes with the following corrections:

Notice Requirements: It was noted that a correction is needed in the notice requirements regarding the date of when the meeting was posted in the Municipal Building and Post Office.

It stated: telefaxed on June 18th, 2002, which is correct and in the last sentence it is noted that it was posted in the Kingwood Municipal Building and the Baptistown Post Office on April 18, 2002 - (This should corrected to: June 18th, not April 18th).

Page 2002-115 Second line from the bottom – spelling to be corrected from (Horvanian Units) – to (Hovnanian Units).

Page 2002-115 Fifth line from the top – States (housing and assistant living)
Correction – Should state – (housing and assisted living)

Page 2002-116 Second paragraph – fifth line down – Sentence as is: (He discussed the subject of builder’s and entities such as Presbyterian Homes and their interest in making a proposal for low and moderate income.) Correction: Sentence should state: (He discussed the subject of builders remedy and entities such as Presbyterian Homes and their interest in making a proposal for low and moderate income.)

Mayor Lubitz commented on the 2002 minutes and stated that these minutes were never voted on nor were they released in 2002. He also commented on several topics that were in the minutes regarding COAH.

Update Report from Parks and Recreation Committee

Committeeman Dodds explained that the Parks and Recreation Committee approved several things that need to be purchased for the Horseshoe Bend Park. He explained they are to renovate inside the Morton Building by adding an additional bathroom, to purchase tables and chairs for the inside of the Morton Building for events, and purchase astro turf flooring for the dog shows.

He noted that the fee will most likely go up for dog organizations using the Morton Building to help pay off the astro turf that will be purchased. He explained that this will mean that the park fee ordinance will need to be amended in the future.

Letter from COAH – Re: Municipal Housing Trust Fund Current Balance

Mayor Lubitz reviewed the letter from COAH regarding the municipal housing trust fund current balance. He noted that this letter is to remind municipalities that they must return funds that have not been spent by the end of a four-year period to the New Jersey Affordable Housing Trust Fund. He explained that it was noted in the letter that the township was to spend or commit the funds by March 31, 2013, or the amount of \$291.99 would need to be returned to COAH by May 22, 2013.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to authorize the C.F.O. of the township to return municipal affordable housing trust funds to COAH in the amount of \$291.99.

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

EXECUTIVE SESSION – RESOLUTION NO. 2013 - 50

The following Resolution was introduced to enter into closed session at approximately 9:51P.M. :

RESOLUTION NO. 2013 –50

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 - Dog License Official, Construction Code Technical Assistant
Executive Session Meeting Minutes of April 4, 2013**

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

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

RETURN TO REGULAR SESSION

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to return to regular session at 10:10P.M. **All** voted **Aye** on **Roll Call Vote**.

Reduction of Hours – Two Employees

Mayor Lubitz noted that there will be a reduction of hours for the Construction Code Technical Assistant. He explained that she had additional duties and positions which she no longer has at this time, as she has resigned from the positions of Recycling Coordinator and Clean Communities Coordinator. He stated that her new hours will be a total of 13 and ½ hours per week, and they will be on Tuesday from 12:30pm until 6:30pm, and Wednesdays and Thursdays from 10:00am until 2:00pm.

Mayor Lubitz noted that office hours will change for the Dog License Agent. He explained that her office hours will remain the same during the months of January through February on Mondays from 9:00am until 1:00pm, and Tuesday evenings from 6:00pm until 8:00pm. He noted that the month of March she will only have hours on Mondays from 11:00am until 1:00pm, and the months of April through December there will be no hours, but to call the Dog License Agent for an appointment if needed.

ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adjourn the meeting at 10:11 P.M. All voted Aye on Roll Call Vote.

Respectfully Submitted,

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

