

KINGWOOD TOWNSHIP COMMITTEE

Regular Meeting Agenda

November 7, 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

Electric, Gas & Energy Aggregation – Roger Locandro

Correspondence

Raritan Headwaters Association – Annual Stream Clean Up
Letter from Governor Christie re: National Preparedness Month
E-mail from Natural Lands Trust re: Wild & Scenic River
E-mail from NJDEP re: Radon Action Month

Public Comment – Privilege of the Floor

Resolution No. 2013-105 – 2013 Budget Appropriation Transfers

Bills and Claims

Reports

NJSP Report
Emergency Management Coordinator
Animal Control Report of October 2013
Construction Department Report of September 2013
Finance Department:

November 7, 2013 Township Committee Agenda Continued

Reports Continued

Receipts & Budget Report of August 2013
Tax Collector's Report of September 2013
Municipal Court Report of September 2013
Township Engineer's Report

Future Meetings & Activities

November 9 - Household Hazardous Waste Cleanup Day at Cty Rte 12
Complex from 9:00AM – 1:00PM
November 9 - Senior Dinner at United Methodist Church from 12:00Noon –
2:00PM, register by October 25th
December 5 - Regular Monthly Mtg of Township Committee at Municipal
Building beginning at 7:00PM
December 7 - Annual Christmas Tree Lighting at Kingwood Park starting
at 4:00PM
December 14 - Recycling at Township Garage from 9:00AM – 12:00Noon

Schedule Year End Meeting with CFO

Ordinances

Resolutions

Resolution No. 2013-106 – Purchase of Snow & Ice Materials
Resolution No. 2013-107 – Municipal Alliance Grant Extension
Resolution No. 2013-108 – Laurelton Belmont Performance Guarantee
Resolution No. 2013-109 – Reimbursement of Security Deposit for Saluki Club
Resolution No. 2013-111 – Part Time Electrical Inspector

New Business

Recommendation from Environmental Commission – Park Rules & Regulations -
ORDINANCE NO. 17 – 20 - 2013 A Ordinance Amending - Introduction and
Adoption on First Reading
Authorize Edmunds Annual Software Agreement
Discuss Christmas Eve and New Year's Eve Office Hours
KTS Thanksgiving Day Run
Discuss Procurement Cards
Municipal Building Meeting Room Sound System
Business Cards
Raffle Licenses:
KT Education Foundation – 50/50 Cash Raffle

Old Business

Amendment to Employee Handbook & Personnel Policies & Procedures
Manual – Driver's License Policy

November 7, 2013 Township Committee Agenda Continued

Old Business Continued

Sustainable Kingwood Trust Fund

Recycling Area Cover/Enclosure

United Reformed Church of Somerville – Price Comparisons – **Resolution No. 2013 – 105** - Authorizing the Award of a Non-Fair and Open Contract for a Township Land Surveyor

Resolution No. 2013 – 110 - Authorizing the Award of a Non-Fair and Open Contract for a Phase I Environmental Site Assessment at Block 12 LOT 25

Municipal Building Downstairs Computer Equipment

Removal of Former Ukarish Property Barn/Buildings

New Grasscutter for Kingwood Park

Budget Line Items for Parks and Recreation

Minutes

October 3, 2013 Regular Meeting

October 3, 2013 Executive Session

Return to Public Comment – Privilege of the Floor

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

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November 7, 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 Richard Dodds, Attorney Judith Kopen, C.F.O. Diane Laudenbach, and Clerk Mary E. MacConnell. Mayor Lubitz called the meeting to order and following the salute to the flag read aloud the following:

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.

Electric, Gas & Energy Aggregation – Roger Locandro

Roger Locandro did not attend the meeting.

CORRESPONDENCE

Raritan Headwaters Association – Annual Stream Clean Up

The Committee Members reviewed the information on the 24th Watershed-wide Annual Stream Clean Up. The Township Committee noted the township does not have the capacity to be able to participate in the event this year.

Letter from Governor Christie re: National Preparedness Month

Mayor Lubitz reviewed the letter from Governor Christie addressed to Emergency Management Coordinator Irving MacConnell, in honor of National Preparedness Month. The letter expressed Mr. MacConnell's outstanding efforts as the Township's Emergency Coordinator to keep the township safe and prepared for any emergencies that may occur.

Mayor Lubitz congratulated Irving MacConnell for his efforts and noted that this letter from the Governor was certainly well deserved.

E-mail from Natural Lands Trust re: Wild & Scenic River

Mayor Lubitz reviewed.

E-mail from NJDEP re: Radon Action Month

Mayor Lubitz reviewed. The report from the New Jersey Department of Environmental Protection shows that there has been remediation for radon recently in the township. Mayor Lubitz noted everyone should be aware of the importance of testing for radon.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

Russell Oakes, 140 Horseshoe Bend Road Commented on a piece of property on Route 12 next to the discount auto store, which a client of his is interested in purchasing and opening up an auto repair shop and a used car lot. He explained that they met with the township's Zoning Official, and they were told that this is zoned highway commercial. Mr. Oakes explained that he was present this evening to speak to the Township Committee regarding the zoning along Route 12. He explained that he spoke with a member of the Board of Adjustment who informed him of more recent ordinances that had been adopted regarding a scenic overlay along State Highway Route 12, which prohibit commercial endeavors down that way. Mayor Lubitz apologized for the incorrect information they received from the Zoning Official and noted that there have been fairly new recent ordinances adopted. He advised them how to go online to the ordinances on the township website. There was a very lengthy discussion regarding how the township is in the process of rezoning, which they are now trying to create a transfer of development rights. Mayor Lubitz explained that the township is hoping to create a receiving zoning along Route 12, which would allow developers to develop at a greater density in our receiving zone. He explained that this would be in exchange for maintaining the scenic vista and other parts of Route 12.

Resolution No. Budget Appropriation Transfers

C.F.O. Diane Laudenbach noted that this resolution is not needed.

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 **\$1,695,896.09** that are in order and attached as Bill List for November 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:

NJSP Report

Mayor Lubitz noted on the number of accidents involving deer mentioned in the report.

Emergency Management Coordinator

Emergency Management Coordinator, Jack MacConnell was present at the meeting and reported on a meeting he and Committeeman Richard Dodds attended in Newark regarding a generator grant. He also mentioned he will be meeting with a representative from FEMA tomorrow morning to discuss the township's application for Superstorm Sandy and a grant for up to \$86,000.00. Mr. MacConnell reported on the radios and equipment for first responders, and also a pipeline safety seminar he attended. He noted that he, Committeeman Dodds and Mr. Niciecki attended a deer management workshop today. He explained that the township is considering opening up the Ukarish property for bow hunting. He mentioned that there has been a large population of deer on the property each evening. Mayor Lubitz suggested that the township make a presentation regarding the future bow hunting at the Ukarish property to the local school Board of Education. Committeeman Dodds will be contacting Larry Herrighty from the State Fish and Wildlife regarding how many hunters will be allowed to hunt on the Ukarish property. Mr. MacConnell stated that he would like to keep a survey of how many deer have been taken off the property.

Animal Control Report of October 2013

Committeeman Dodds noted that the new report for the Animal Control was done very well.

Construction Department Report of September 2013

Finance Department:

Receipts & Budget Report of August 2013

Tax Collector's Report of September 2013

Tax Collector Diane Laudenbach was present and explained the figures on her report. Mayor Lubitz emphasized that about 90% of our taxes collected get paid out to other entities, such as the schools and the County.

Municipal Court Report of September 2013

Township Engineer's Report

There was a brief discussion regarding Chris' Citgo on Route 12 and the concern about the propane tank behind the building.

FUTURE MEETINGS AND ACTIVITIES

Mayor Lubitz reviewed as per the Agenda.

Schedule Year End Meeting with Township CFO

The Committee Members agreed to schedule a special Township Committee meeting on Monday, December 30, 2013 at 5:00pm with the township's C.F.O.

ORDINANCES

RESOLUTIONS

Resolution No. 2013-106 – Purchase of Snow & Ice Materials

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 106

**AUTHORIZING PURCHASE THROUGH COUNTY
COOPERATIVE PRICING OF SNOW AND
ICE MATERIALS**

WHEREAS, Kingwood Township has a need for certain goods and services that are offered through cooperative pricing with the County of Hunterdon; and

WHEREAS, N.J.S.A. 40A:11-10 and 11-11 authorize a municipality to enter into cooperative pricing agreements with a County for the provision of goods and services through a County, rather than through public bidding; and

WHEREAS, the Township of Kingwood is a member of the County of Hunterdon Cooperative Pricing System.

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

1. The Township of Kingwood, as a member of the Hunterdon County Cooperative Pricing System, hereby authorizes the purchase of Snow and Ice Control Materials from the low bidder for these items, International Salt Company, LLC, per the bid amounts set forth in correspondence from Hunterdon County dated October 2, 2013, attached hereto and made a part hereof as Exhibit A.

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. 2013-107 – Municipal Alliance Grant Extension

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 – 107

**HUNTERDON COUNTY MUNICIPAL ALLIANCE
FISCAL GRANT EXTENSION JANUARY 1 TO JUNE 30, 2014**

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Township of Kingwood, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township of Kingwood further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township of Kingwood was approved for a Municipal Alliance grant for the January 1, 2013 through December 31, 2013 grant term; and

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse has extended the 2013 grant term until June 30, 2014, in order to transition the grant to a fiscal year rather than calendar year cycle; and

WHEREAS, funding has been made available to the Delaware Valley Municipal Alliance in the amount of 50% of its approved 2013 grant total for the six-month extension period of January 1, 2014 to June 30, 2014, contingent upon meeting the 25% Cash Match and 75% In-Kind Match grant requirement for the extension funding.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey hereby recognizes the following:

1. The Kingwood Township Committee does hereby support the submission of an application for the Delaware Valley Municipal Alliance grant for calendar year 2013 in the amount of \$9,200.00.
2. The Kingwood Township Committee acknowledges the terms and conditions for the Municipal Alliance grant.

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. 2013-108 – Laurelton Belmont Performance Guarantee

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 108

AUTHORIZING THE RELEASE OF A PORTION OF THE PERFORMANCE GUARANTEE FOR BLOCK 22, LOT 16 OWNED BY LAURELTON-BELMONT PROPERTIES, LLC.

WHEREAS, Laurelton-Belmont Properties, LLC. (hereinafter “Developer”) received amended preliminary and final major subdivision approval with variances for development of Block 22, Lot 16 on the Township of Kingwood Tax Map, as well as boundary line adjustment approval for Block 22, Lots 15.01 and 16 on the Township of Kingwood Tax Map (hereinafter “Property”) from the Township Planning Board by its Resolution of October 9, 2007; and

WHEREAS, improvements have been constructed on the Property and the Developer has requested that a portion of the posted performance guarantee be released; and

WHEREAS, the Township Engineer has inspected the Property and provided a Bond Reduction Estimate report attached hereto as Exhibit A, recommending that the Township retain the amount of \$322,915.80 of the posted performance guarantee which originally was in the amount of \$747,135.00;

NOW THEREFORE BE IT RESOLVED as follows:

1. That the Township of Kingwood retain the amount of \$322,915.80 of the posted performance guarantee, which originally was in the amount of \$747,135.00, and that the excess of \$322,915.80 be released to the Developer, per Exhibit A attached hereto.
2. That Resolution No. 2013-97 authorizing the release of a portion of the performance guarantee for Block 22, Lot 16 owned by Laurelton-Belmont Properties, LLC, which was passed at the Township Meeting of October 3, 2013, is hereby rescinded and replaced by this Resolution in that Resolution No. 2013-97 contained inaccuracies as to the amounts of the original performance guarantee recited in that Resolution.
3. That the Mayor and Clerk, Chief Financial Officer and any other necessary municipal official of the Township of Kingwood is hereby authorized to undertake such actions as are required to accomplish the terms of this resolution.

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. 2013-109 – Reimbursement of Security Deposit for Saluki Club

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 – 109

REIMBURSEMENT FOR SECURITY DEPOSIT

WHEREAS, the Saluki Club of America rented the Morton Building facility at the Horseshoe Bend Park on Horseshoe Bend Road for a dog club event on October 5th and 6th, 2013; and

WHEREAS, the Township of Kingwood requested a security deposit from the Saluki Club of America for the use of the facility for October 5th and 6th, 2013 in the amount of \$300.00; and

WHEREAS, the Parks and Recreation Committee inspected the Morton Building and the conditions were found to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to authorize the Chief Financial Officer of the Township of Kingwood to return the amount of \$300.00 security deposit to the Saluki Club of America.

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 – Hazard Mitigation Grant Program

RESOLUTION

The following Resolution was introduced:

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to table the adoption of this Resolution for the Hazard Mitigation Grant Program.

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

Resolution No. 2013-111 – Part Time Electrical Inspector

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 – 111

PART – TIME ELECTRICAL INSPECTOR

WHEREAS, the Township is in need of an additional, part time Electrical Inspector due to an increase in work from the solar properties; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to employ Michael D. Wright of 219 Van Syckels Road, Hampton, NJ 08827 as a part time Electrical Inspector, at the rate of \$28.00 per hour, based upon the recommendation of the Township’s Construction Official.

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

Recommendation from Environmental Commission – Park Rules & Regulations

Committeeman Dodds noted that this is a recommendation from the Parks and Recreation Committee. He explained that the recommendation is to amend Chapter 94-3; Parks and Rules and Regulations.

ORDINANCE

ORDINANCE NO. 17 – 20 - 2013 AN ORDINANCE AMENDING AN ORDINANCE AMENDING CHAPTER 94, “OPEN SPACE AND RECREATION AREAS” OF THECODE 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 Mrs. Haywood, seconded by Mr. Dodds and carried to adopt on first reading **ORDINANCE NO. 17 – 20 - 2013 AN ORDINANCE AMENDING AN ORDINANCE AMENDING CHAPTER 94, “OPEN SPACE AND RECREATION AREAS” OF THE CODE OF THE TOWNSHIP OF KINGWOOD.**

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, December 5, 2013 at a meeting beginning at 7:00 P.M. at the municipal building.

Authorize Edmunds Annual Software Agreement

There was a discussion regarding obtaining a higher speed software service for the municipal building. There was a lengthy discussion regarding the backup server for the municipal office information and how important it is to have backup. Committeeman Dodds will be working with C.F.O. Diane Laudenbach on the plans to improve the system. The Committee Members agreed to approve to authorize the Edmunds Annual Software Agreement.

Discuss Christmas Eve and New Year’s Eve Office Hours

There was a brief discussion on the hours for Christmas Eve and New Year’s Eve. There was a discussion regarding the two holidays landing on the township’s late evening hours. It was agreed by the Township Committee that the daytime employees work until 3:00pm on Christmas Eve and New Year’s Eve. It was suggested that the employees who work on the evenings of these holidays, will be asked if they can work another day of the week so they are available to the public since it is two weeks in a row the offices will be closed for the holidays.

KTS Thanksgiving Day Run

Mayor Lubitz explained the details of the KTS-PTA Huffin for Stuffin’ 5K Run that is scheduled on Thanksgiving Day.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve the KTS-PTA Huffin for Stuffin’ 5K Run on Thanksgiving Day in Kingwood Township.

Roll Call Vote:

AYE	- Dodds, Haywood, Lubitz
NAY	- None
ABSTAIN	- None
ABSENT	- None

Discuss Procurement Cards

C.F.O. Diane Laudenbach reported on an update of information she obtained regarding the procurement cards. She noted that based on the best practices check list, the State of New Jersey does allow the townships to have a credit card from a bank that has to provide certain services in order to utilize that particular service by a particular bank. She explained the individual cards from businesses that the township currently have are not permitted. She noted that she has information from Fulton Financial Bank regarding this card and she will have more information for the December 5th meeting.

Municipal Building Meeting Room Sound System

C.F.O. Diane Laudenbach reported a problem with the recording system. A repairman came to look at the system and the microphones only pick up sounds from the front of the room. She explained that the system in the closet is equipment for music not for speaking words. Committeeman Dodds will follow-up with Gramco to review the existing system and the microphones.

Business Cards

Committeeman Dodds suggested business cards for the Township Committee Members. It was agreed to have just names and e-mail addresses of the members and no personal information on the cards. It was suggested to make no more than 250 cards for each person.

Raffle Licenses:

KT Education Foundation – 50/50 Cash Raffle

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve Raffle License Application No. 2013-09 for the Kingwood Township Education Foundation Inc. for an Off Premise 50/50 to be drawn on March 22, 2014 at Razberry's Banquet Center.

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

OLD BUSINESS

Amendment to Employee Handbook & Personnel Policies & Procedures Manual – Driver's License Policy

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve amendments to the Employee Handbook & Personnel Policies and Procedures Manual – Driver's License Policy.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to include additional changes to the Employee Handbook & Personnel Policies and Procedures Manual regarding Driver's License policy made by the Township Committee.

Roll Call Vote:

AYE	- Dodds, Haywood, Lubitz
NAY	- None
ABSTAIN	- None
ABSENT	- None

Sustainable Kingwood Trust Fund

Deputy Mayor Haywood noted she will provide information regarding the Sustainable Kingwood Trust Fund to C.F.O. Diane Laudenbach.

Recycling Area Cover/Enclosure

Mayor Lubitz noted that the township has received communication from the State Clean Communities and is now waiting to hear from the Department of Public Works regarding their approval for the enclosure.

United Reformed Church of Somerville – Price Comparisons

Committeeman Dodds noted that this is the property which is located on Horseshoe Bend Road, which is known as the Church Property. He explained the township has entered into a contract with the United Reform Church and will be utilizing their green acres funds and a grant from the County of Hunterdon to purchase the property. He explained that prior to the final purchase of the property and the completion of the contract, there are certain requirements. These are a survey of the property and a Phase I environmental title search. He noted that the price of the title search is set by the State, therefore there is no need to go out for bids.

The following proposals for surveying and mapping were reviewed:

MPH Morris P. Hebert, Inc. 90 Beaver Ave Suite 5 Clinton, New Jersey 08809	\$9,950.00
Newton Land Surveyor P.O. Box 1066 Flemington, New Jersey 08822	\$13,950.00
Van Cleef Engineering Associates 1128 Route 31 Lebanon, NJ 08833	\$14,200.00

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 105

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR A TOWNSHIP LAND SURVEYOR**

WHEREAS, the Township of Kingwood has a need to acquire professional services of a Township Professional as set forth below in Paragraph No. 1, by way of a non-fair and open contract pursuant to the provisions of NJSA 19:44A-20.5; and

WHEREAS, the Township Committee has determined to award the contract set forth in paragraph No. 1 below through a non-fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.5 et. seq.; and

WHEREAS, the Township of Kingwood's Chief Financial Officer has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and

WHEREAS, the anticipated term of contract is as set forth below in Paragraph No. 1; and

WHEREAS, the Township professional 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 their submitted proposal; and

WHEREAS, the Township Professional set forth in Paragraph 1 below has completed and submitted a Business Entity Disclosure Certification which certifies that the 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 Professional 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 the 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 by the Township Committee of the Township of Kingwood, County of Hunterdon, New Jersey as follows:

1. The Mayor and Clerk are hereby authorized to execute a contract with the following Professional as described below:

2013 – 291

	Professional Position	Term of Contract
Morris P. Hebert, Inc.	Township Surveyor	One Year

2. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

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

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 following proposals for an environmental title search were reviewed:

Quest Environmental & Engineering Services, Inc. 1741 Route 31 Clinton, New Jersey 08809	\$2,250.00
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Gould Environmental, Inc. 701 N. Penna Ave. Morrisville, PA 19067	\$2,500.00
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RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 – 110

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR A PHASE I ENVIRONMENTAL SITE ASSESSMENT
AT BLOCK 12 LOT 25**

WHEREAS, the Township of Kingwood has a need to acquire professional services of a Township Professional to determine the environmental conditions on a property; and

WHEREAS, the Township has determined to award the contract set forth in paragraph No. 1 below through a non-fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.5 et. seq.; and

WHEREAS, funds are or will be made available for this purpose to be certified by the Township Chief Financial Officer; and

WHEREAS, the Township Professional 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 their submitted proposal; and

WHEREAS, the Township Professional set forth in Paragraph 1 below has completed and submitted a Business Entity Disclosure Certification which certifies that the 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 Professional from making any reportable contributions through the term of the contract; and

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

1. The Mayor and Clerk are hereby authorized to execute a contract with the following Professional as described below:

Quest Environmental & Engineering Services, Inc
Preliminary Assessment for Bl 12 L 25
Term of Contract – One Year

2. The Business Entity Disclosure Certification and the Determination of Value be placed on file with this Resolution; and

3. Notice of this action will be printed once in the Hunterdon Democrat.

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 explained the financing for the project, which would be no cost to the taxpayers. He noted that these bids were obtained by the Hunterdon Land Trust as a service to the township.

Municipal Building Downstairs Computer Equipment

Committeeman Dodds received recommendations from the DVRHS IT representative for Kingwood Township, Jeff Scott regarding new computer equipment for the offices. He explained he has looked at the DELL site, but he needs to contact the person who handles the state bid packages, which will eliminate bidding and quotation issues. There was a brief discussion regarding the computer needs for the construction department.

Removal of Former Ukarish Property Barn/Buildings

Committeeman Dodds noted the cost for an excavator for a week (five days) is approximately \$2,000, and the estimation for 8 to 10 dumpsters would be approximately \$835 per dumpster, which includes the \$70.00 per ton tipping fee per dumpster. Other options would be a tub grinder, which would be approximately \$2,000 a day and would be needed for two to four days. The DPW Supervisor would prefer the rental of an excavator for one day, then a tub grinder on the second day. Committeeman Dodds explained that the number one goal is for these buildings to come down so no one gets injured. There was an offer from an individual who will do it for approximately \$10,000. C.F.O. Laudenbach will check the budget to fund the project.

New Grasscutter for Kingwood Park

The Committee Members reviewed the following quotes for the 34HP EFI 72” Deck Grass cutter:

Kollmer Equipment 901 County Road 579 Flemington, NJ 08822	\$10,340.00
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Storr Tractor Company 3191 Route 22 Branchburg, NJ 08876	\$10,490.25
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Frank Rymon & Sons Inc. 399 Route 31 South Washington, NJ 07882	\$10,600.00
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C.F.O. Laudenbach noted that the Parks and Recreation Committee agreed to pay half the amount for the mower this year and half next year with the condition they have budgeted \$4,000 for Community Day next year. She noted that there are sufficient funds if they break it in half, which would be half from the line items and half from the In and Out account.

It was moved by Mrs. Haywood, Mayor Lubitz stepped down from the Chair seconded the motion and carried to approve to purchase a 34HP EFI 72” mower in the amount of \$10,340.00 from Kollmer Equipment, 901 County Road 579, Flemington, NJ 08822 and to utilize the spending plan developed by the Parks and Recreation Committee.

Roll Call Vote:

Aye	-	Haywood, Lubitz
Nay	-	None
Abstain	-	Dodds
Absent	-	None

Budget Line Items for Parks and Recreation

Committeeman Dodds discussed a number of line items that have been held within the Parks and Recreation accounts that have small balances sitting in them. He suggested consolidating these a, therefore, it would be easier for the Park and Recreation Committee to understand their budget. Mayor Lubitz noted that they have come a long way in understanding and managing their budget.

Committeeman Dodds noted that the Kingwood Recreational Soccer League contributed \$500 towards the new mower for the Kingwood Park.

MINUTES

October 3, 2013 Regular Meeting

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve the regular meeting minutes of the October 3, 2013 Township Committee meeting.

No Comments.

Roll Call Vote:

AYE	-	Dodds, Haywood, Lubitz
NAY	-	None
ABSTAIN	-	None
ABSENT	-	None

October 3, 2013 Executive Session

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve the executive session meeting minutes of the October 3, 2013 Township Committee.

No comments.

Roll Call Vote:

AYE	-	Dodds, Haywood, Lubitz
NAY	-	None
ABSTAIN	-	None
ABSENT	-	None

RETURN TO PRIVILEGE OF THE FLOOR

Russell Oakes, 140 Horseshoe Bend Road, Commented on a shooting range he has on his property, and that they start shooting in November each year. He explained he came to the meeting to make the township aware, because there have been members of the public that were not happy about the shooting in prior years. He also stated that it appears to some of the public that the shooting range is on State property. He explained that last year someone from the dog organizations gave him a hard time. Richard Dodds suggested that a sign be put up for the public and the state so they know what is going on while they are shooting at their range. Russell Oakes noted that he would like to put up stakes and string so everyone knows not to enter that area. He also wanted to inform the township that he had applied to the State for a permit to have permission to build a helipad on his property and that it was approved. He explained how he was previously denied to build the heliport by the Board of Adjustment. He showed everyone on the map where it will be located. Mayor Lubitz feels the State's process is a problem. Committeeman Dodds added the State has no concern for individuals or endangered species. Jack MacConnell feels that if any of the ammunition is going onto the State property, the State should come in and certify the shooting range as being safe. Mr. Oakes noted that he will look into that.

ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adjourn the meeting at 9:15P.M. **All voted Aye on Roll Call Vote**

Respectfully Submitted,

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