

KINGWOOD TOWNSHIP COMMITTEE

Regular Meeting Agenda

December 5, 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

Oath of Office for Fire Police – Vincent Bivona

Correspondence

Letter from State Dept of Agriculture re: Gypsy Moth Survey

Letter & Brochure from Meals on Wheels in Hunterdon re: Donation

Public Comment – Privilege of the Floor

Bills and Claims

Reports

NJSP Report

Emergency Management Coordinator

Animal Control Report of November 2013

Construction Department Report of October 2013

Finance Department:

Receipts & Budget Report of September 2013

Receipts & Budget Report of October 2013

Tax Collector's Report of October 2013

Municipal Court Report of October 2013

Township Engineer's Report

December 5, 2013 Kingwood Township Committee Agenda Continued

Reports Continued

Clean Communities Reports 2011 & 2012
Recycling Tonnage Report 2012
SRECS

Future Meetings & Activities

December 7 - Annual Christmas Tree Lighting at Kingwood Park starting at 4:00PM
December 14 - Recycling at Township Garage from 9:00AM – 12:00Noon
December 30 - Special Meeting of Township Committee at Municipal Building beginning at 5:00PM

Schedule Reorganization Meeting
Schedule Regular January Meeting

Ordinances

Ordinance No. 17-20-2013 Amending Chapter 94, “Open Space And Recreation Areas” Of The Code Of The Township Of Kingwood –
Public Hearing and Final Adoption

Ordinance No. 17-21-2013 Amending Chapter 94, “Open Space And Recreation Areas” Of The Code Of The Township Of Kingwood –
Introduction and Adoption on First Reading

Resolutions

Resolution No. 2013-112 – Allow Limited Hunting at Former Ukarish Property
Resolution No. 2013-113 – Bank County Open Space Money
Resolution No. 2013-114 – Authorizing Quit Claim Deed Bl 9 L 13 & 13.01
Resolution No. 2013-115 – Year 2011 Recycling Tonnage Grant
Resolution No. 2013-116 – Hazard Mitigation Grant Program - Energy Allocation Initiative
Resolution No. 2013-118 – Additional Professional Services, Maser Consulting

New Business

Raffle Licenses:
KT Education Foundation – Casino Night
Del Val Wildcats Wrestling Club – Calendar Raffle
Environmental Commission – Horseshoe Bend Park Habitat Management Recommendations
Vote to Accept Letter of Resignation from Board of Adjustment Member
Discuss Purchase of Mechanical Tools by DPW
Dog Licensing Position
Municipal Appointments 2014
Construction Code Technical Assistant

December 5, 2013 Kingwood Township Committee Agenda Continued

Old Business

- Procurement Cards
- Municipal Building Meeting Room Sound System
- Amendment to Employee Handbook & Personnel Policies & Procedures
 - Manual – Driver’s License Policy
- Recycling Area Cover/Enclosure
- Municipal Building Downstairs Computer Equipment
- Removal of Former Ukarish Property Barn/Buildings
- Teamsters Local Union – Meeting Date for Negotiations

Minutes

- November 7, 2013 Regular Meeting

Executive Session – Resolution No. 2013-117

- Possible Litigation – Block 14 Lot 28.01
- Possible Litigation – Block 25 Lot 1.04

Return to Regular Session

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

December 5, 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, 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:

Pledge of Allegiance

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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

Oath of Office for Fire Police – Vincent Bivona

Mayor Lubitz invited Vincent Bivona to the front of the room to take his Oath of Office. Clerk MacConnell administered the Oath of Office to Vincent Bivona to Fire Police for the Kingwood Volunteer Fire Company.

CORRESPONDENCE

Letter from State Dept. of Agriculture re: Gypsy Moth Survey

Mayor Lubitz briefly reviewed and stated that there is no remediation needed this year.

Letter & Brochure from Meals on Wheels in Hunterdon re: Donation

Mayor Lubitz briefly reviewed.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

Russell Oakes, Horseshoe Bend Road, commented that he attended the Parks and Recreation Meeting for the same reason he was present this evening. He noted that the trail system in the park has been changed and it now literally goes around his home. He explained that it was originally removed from the park map approximately a year ago and now it has been put back on. He is asking the township for relief and for it to be removed off the map. He expressed that it is an invasion of his family’s privacy. Mayor Lubitz thanked Mr. Oakes for coming and that the township will consider his request.

Mary Mott Kocsis, Route 519 Kingwood Twp. made an offer to Russell Oakes. She stated that she and her husband are willing to purchase evergreen trees and plant them along the borders of the park and Mr. Oakes property to help insure their privacy. She explained that she and her husband have all the equipment needed and they would like to donate their time and purchase the trees and also plant them. Mayor Lubitz suggested that this also be referred to the Parks and Recreation Committee.

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 **\$371,598.86** that are in order and attached as Bill List for December 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 commented on the NJSP Report. He noted there were 18 accidents last month and that 12 of them involved a deer. He suggested that everyone be careful of the deer in the road.

Emergency Management Coordinator

Emergency Management Coordinator, Jack MacConnell reported that he is waiting for permission from the Kingwood Fire Company to utilize their tower to put in a small antenna. He noted that this way the fire company and the township can both use it during emergencies. He stated that if they do not agree to share the tower, then the township will need to purchase a 70 foot tower and install it on the township’s DPW grounds. He explained to the public what the system was about regarding communications.

He explained that the DPW, Rescue Squad, Fire Company and the Emergency Management crew will be able to communicate by relaying information regarding opening of roads and any other emergencies. It was explained that during Super Storm Sandy it would have been a lot easier to communicate with each other if there was a radio system. Jack MacConnell also reported the township is opening up an extended bow hunting season only, which will run from December 9, 2013 through February 14th, on a property the township owns on Union Road. This will be available for permit purchase for only ten hunters. He noted that the township will be checking the interested hunters to make sure they have all the appropriate paperwork. He noted that unlicensed tree stands will be taken down and removed. Jack MacConnell noted that the township is looking into removing the existing buildings that are old and falling down on the Union Road property.

He explained that at an Emergency Management meeting he attended he learned if there is ever a major fire disaster the Red Cross would make available credit cards for families in need for an emergency to use this money for a motel.

Deputy Mayor Diana Haywood stated that she is on the mailing list for the American Kennel Club and asked if animals will be able to accompany their owner when relocating in an emergency situation. Jack MacConnell stated yes, animals are allowed to go and stay with their owner. He explained that the County CART Rescue Team has a mobile facility for the animals and owners to stay there while in an emergency.

Jack MacConnell gave an update on the Morton Building at the Horseshoe Bend Road. He noted that it is now being used for repelling practice, and also rescue training. The Committee Members thanked Jack MacConnell for his report.

Animal Control Report of November 2013

Construction Department Report of October 2013

Finance Department:

Receipts & Budget Report of September 2013

Receipts & Budget Report of October 2013

Tax Collector's Report of October 2013

Municipal Court Report of October 2013

Township Engineer's Report

Clean Communities Reports 2011 & 2012

Recycling Tonnage Report 2012

Mayor Lubitz commended the township's Clean Communities Coordinator, Sandra McNicol on her reports.

SRECS

FUTURE MEETINGS & ACTIVITIES

Mayor Lubitz reviewed as per the Agenda.

Schedule Reorganization Meeting

The Reorganization Meeting for the Township Committee will be scheduled on Thursday, January 2, 2014 at 6:00PM.

Schedule Regular January Meeting

The Township Committee Regular Meeting will be scheduled on Thursday, January 2, 2014 at 7:00PM. following the Reorganization Meeting.

ORDINANCES

ORDINANCE NO. 17-20-2013 AMENDING CHAPTER 94, “OPEN SPACE AND RECREATION AREAS” OF THE CODE OF THE TOWNSHIP OF KINGWOOD VOL. 17, PG. 17-20 - Public Hearing and Final Adoption

Mayor Lubitz read aloud the 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 7th day of November, 2013. The Ordinance was published in the Hunterdon County Democrat on November 28th, 2013 and has been posted in the Kingwood Township Municipal Building on November 8th, 2013. Copies of the Ordinance have been available for inspection by the public since November 8th, 2013.

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

Comments: There were no comments from the public.

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

Committeeman Dodds gave a brief explanation of the ordinance.

ORDINANCE NO. 17 – 20 – 2013

AN ORDINANCE AMENDING CHAPTER 94, “OPEN SPACE AND RECREATION AREAS” OF THE CODE OF THE TOWNSHIP OF KINGWOOD

WHEREAS, it has been recommended by the Kingwood Township Environmental Commission that certain changes be made to the rules and regulations pertaining to Kingwood Township Parks; and

WHEREAS, the Township Committee has reviewed the recommendations of the Kingwood Township Environmental Commission and concurs with those recommendations.

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

- 1) A new subsection, Section 94-3(X) shall be added to section 94-3 “Rules and Regulations” to read as follows: “No person shall collect, abuse, mutilate, injure, destroy, move or remove any plant, animal or natural resource without having first obtained the permission of the Parks and Recreation Commission or designee. Authorized fish, game and wildlife activities are excepted.”
- 2) If any part or parts of this ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this ordinance.
- 3) All Ordinance or parts of ordinances which are inconsistent herewith are repealed, but only to the extent of such inconsistency. All other parts of the Code of the Township of Kingwood not inconsistent herewith are ratified and confirmed.

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

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

ORDINANCE

ORDINANCE NO. 17-21-2013 AMENDING CHAPTER 94, “OPEN SPACE AND RECREATION AREAS” 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:

Committeeman Dodds explained that the township needed to adopt an ordinance to authorize the use of firearms for Kingwood Parks where hunting is allowed. He noted this is specifically for hunters that are registered with the township to hunt during the dates set and scheduled for each hunting season.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to adopt on first reading **ORDINANCE NO. 17–21-2013 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 Monday, December 30, 2013 at a meeting beginning at 5:00 P.M. at the municipal building.

RESOLUTIONS

Resolution No. 2013-112 – Allow Limited Hunting at Former Ukarish Property

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 112

A RESOLUTION AUTHORIZING PERMITTED BOW HUNTING ON BLOCK 19, LOT 5 (CONSISTING OF APPROXIMATELY 82 ACRES, APPROXIMATELY 60 OF WHICH WILL BE AVAILABLE FOR HUNTING)

WHEREAS, the Township of Kingwood owns a parcel known as Block 19, Lot 5, also known as “Kingwood Township Ukarish Property” (hereafter “KTUP”) and consisting of approximately 82 acres, 60 of which the Township will authorize for limited, permitted bow hunting; and

WHEREAS, the Township has determined that the best interest of the Township of Kingwood would be served by permitting controlled hunting on KTUP by way of issuing a limited number of permits for deer bow hunting on the KTUP, which will be open to all properly NJ licensed bow hunters on a first come, first served basis; and

WHEREAS, in order to be eligible for a permit, prospective hunters must complete a Kingwood Township application form, which is available from the Township Clerk, and, if awarded a deer bow hunting permit which shall be issued on a first-come, first-served basis, with a maximum of 10 permits awarded, pay a twenty-five (25) dollar permit fee and certify that they will comply with Kingwood Township Wildlife Management Guidelines, which are available from the Township Clerk, as well as all applicable State of New Jersey statutes, rules and regulations for deer bow hunting;

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 Township of Kingwood authorizes the issuance of permits, up to a maximum of 10 permits, which shall be issued on a first-come, first-served basis of qualified licensed deer bow hunters, for an extended winter season deer bow hunting from December 9, 2013 through February 14, 2014, on and in the Kingwood Township Ukarish Property (KTUP) - Block 19, Lot 5 (consisting of a total of approximately 82 acres, approximately 60 acres of which will be open to deer bow hunting as set forth on the Kingwood Township Ukarish Property hunting flyer which is available from the Township Clerk and online);

2. Kingwood Township deer bow hunting application forms are available from the Kingwood Township Clerk’s office during normal business hours and on the Kingwood Township Website.

3. All successful permit applicants, in order to be permitted to engage in deer bow hunting on the KTUP, must, prior to hunting, pay a twenty-five (25) dollar permit fee to Kingwood Township and certify on a form available from the Township Clerk that they will comply with all Kingwood Township Ukarish Property Wildlife Management Guidelines, which are available from the Township Clerk, as well as all applicable State of New Jersey statutes, rules and regulations for deer bow hunting;

4. All successful permit holders must attend a mandatory meeting for the hunters on December 9th, 2013 at the Kingwood Township Municipal Building at 7:00 pm. If all 10 available permits are not issued by December 9, 2013, a later mandatory meeting shall be scheduled for any permit holders whose permits are issued thereafter.

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

Committeeman Dodds explained the hunting program that is at the Ukarish property. He brought a hunting sign to show everyone what has been posted around the property.

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

Resolution No. 2013-113 – Bank County Open Space Money

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 – 113

**HUNTERDON COUNTY MUNICIPAL GRANT
PROGRAM ALLOCATION**

WHEREAS, the Township of Kingwood has been allocated an amount in the Hunterdon County Open Space, Recreation, Farmland and Historic Preservation Trust Fund Municipal Grants Program for the year 2012;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey to request the County to bank and reserve the funds allotted in the year 2012 of \$19,604.95 in the Municipal Grant Program, due to the Township’s intention to preserve Block 12 Lot 25 in the Township, with such project intended to be completed by December 31, 2014.

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. 2013-114 – Authorizing Quit Claim Deed B19 L13 & 13.01

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 114

A RESOLUTION AUTHORIZING THE TOWNSHIP OF KINGWOOD TO EXECUTE A QUIT CLAIM DEED OF PARTIAL RELEASE AS TO BLOCK 9, LOTS 13 AND 13.01

WHEREAS, on August 26, 2009, John Schlachter, Jr., as Executor of the Last Will and Testament of John Schlachter, deceased, and individually as devisee under the Last Will and Testament of John Schlachter, executed a Deed of Conservation Easement to the Township of Kingwood in connection with a minor subdivision for Block 9, Lot 13; and

WHEREAS, a new septic system was installed on Block 9, Lot 13.01 on the tax map of the Township of Kingwood, which inadvertently encroached on a 0.0689 acre portion of the Conservation Easement; and

WHEREAS, the property owners have requested that this small portion of the easement be released by the Township by way of a Quit Claim Deed of Partial Release; and

WHEREAS, the Township Engineer has reviewed the matter by way of his letter of December 5, 2013, and has no objection to the conveyance of the 0.0689 acres.

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

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1. The Township of Kingwood hereby authorizes execution of the Quit Claim Deed of Release of Portion of Deed of Conservation Easement in the form that has been reviewed by the Township Attorney.
2. The Mayor and Clerk and/or Chief Financial Officer as well as all other necessary officers or officials of this Township are authorized to sign any and all other documents necessary for the transaction 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 No. 2013-115 – Year 2011 Recycling Tonnage Grant

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 115

**APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION
(N.J.S.A. 40A:4-87)**

FISCAL YEAR 2011 RECYCLING TONNAGE GRANT

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood, in the County of Hunterdon, State of New Jersey, hereby requests the Director of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$8083.84, which item is now available as a revenue from the State of New Jersey, as a reimbursement to Kingwood Township in the amount of \$8083.84.

BE IT FURTHER RESOVLED that the like sum of \$8083.84 is hereby appropriated under the caption 2011 Recycling Tonnage Grant, and

BE IF FURTHER RESOVLED that the above is a result of a grant of \$8083.34 from the State of New Jersey.

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. 2013-116 – Hazard Mitigation Grant Program - Energy Allocation Initiative

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 – 116

**APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION
(N.J.S.A. 40A:4-87)**

**FISCAL YEAR 2013 HAZARD MITIGATION GRANT PROGRAM
ENERGY ALLOCATION INITIATIVE**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood, in the County of Hunterdon, State of New Jersey hereby requests the Director of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$45,000.00, which item is now available as a revenue from the Hazard Mitigation Grant Program – Energy Allocation Initiative, as a reimbursement to Kingwood Township in the amount of \$45,000.00.

BE IT FURTHER RESOLVED that the like sum of \$45,000.00 is hereby appropriated under the caption Hazard Mitigation Grant Program – Energy Allocation Initiative; and

BE IT FURTHER RESOLVED that the above is a result of a grant of \$45,000.00 from the Hazard Mitigation Grant Program – Energy Allocation Initiative.

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. 2013-118 – Additional Professional Services, Maser Consulting

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2013 - 118

AUTHORIZING ADDITIONAL 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 to provide planning and consulting services for coordination, meeting attendance and document review related to the Local Demonstration Project (LDP) project being undertaken for the Township by Together North Jersey (TNJ) and its lead consultant, the Regional Plan Association (RPA); and

WHEREAS, Maser has submitted a proposal dated December 2, 2013 for provision of support services in connection with the LDP for an amount not to exceed \$5,000.00 for services, which would include approximately 30 hours of Maser services during the project; 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 support services to provide planning and consulting services for coordination, meeting attendance and document review related to the Local Demonstration Project (LDP) project being undertaken for the Township by Together North Jersey (TNJ) and its lead consultant, the Regional Plan Association (RPA) for an amount not to exceed \$5,000.00.
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 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

Raffle Licenses:

KT Education Foundation – Casino Night

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve Raffle License Application No. 2013-10 for the Kingwood Township Education Foundation Inc. for a Casino Night to be held on March 22, 2014 at Razberry’s Banquet Center.

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

Del Val Wildcats Wrestling Club – Calendar Raffle

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve Raffle License Application No. 2013-11 for the Del Val Wildcats Wrestling Club for a Calendar Raffle to be held on February 27, 2014 at Razberry’s Banquet Center.

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

Environmental Commission – Horseshoe Bend Park Habitat Management Recommendations

Committeeman Dodds explained he spoke with Debbie Kratzer, Chairwoman for the Environmental Commission. She would like the Township Committee to take their time and look these recommendations over. He stated that she feels it is a good time to look at these recommendations so that the township can do some planning. He explained that this was done by people that are very serious about threatened and endangered species. He feels that it is a good guideline and will give the township some direction. He would like the township to take time to review the Management Recommendations from the Environmental Commission and continue the discussion next month. Deputy Mayor Haywood recommended that this be forwarded to the Parks and Recreation Committee also for review.

Vote to Accept Letter of Resignation from Board of Adjustment Member

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to accept letter of resignation from Board of Adjustment Member Anthony Planer.

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

Discuss Purchase of Mechanical Tools by DPW

Mayor Lubitz explained how the township has a mechanic on staff which saves the township a lot of money, but they never really had an adequate set of professional tools.

He explained that the DPW has tried to manage their budget this year to allow the purchase of tools.

They also now have a toolbox on one of the trucks, for use out on the roads if necessary. There was a brief discussion with no objections from the Township Committee regarding this purchase.

Dog Licensing Position

Clerk MacConnell distributed the employment applications and resumes received for the position for the Dog License Official. There was a brief discussion and the Township Committee decided to each choose three or four individuals to schedule interviews. The Township Committee will each submit their choices to the Clerk. A Special meeting will be scheduled on Wednesday, December 18, 2013, beginning at 3:00pm for interviews.

Municipal Appointments 2014

The Township Committee reviewed the list of appointments for 2014. Mayor Lubitz noted possible future retirements in the near future and that the township has always had employees who can perform various positions and move forward in the future. He explained that there is an employee who has demonstrated that they do not have the flexibility or skills to perform various positions. He recommended that the Construction Code Technical Assistant not be reappointed for the 2014. Lynn Porter was present and asked if this would be discussed in executive session. Mayor Lubitz stated that there will be no reason to discuss this in executive session and that the township was just waiting for her response as to when this would be discussed. The Committee Members continued to review the list of appointments for 2014.

Construction Code Technical Assistant

The Construction Code Technical Assistant position was discussed under Municipal Appointments 2014.

OLD BUSINESS

Procurement Cards

The township's CFO explained she met with both Fulton Bank and TD Bank regarding procurement cards. She feels that the township does not have the volume they purchase with what procurement cards deal with. She noted as long as there is an account in place, it is okay, but it is not okay to have a charge card. There was a lengthy discussion regarding purchasing items by credit. CFO D. Laudenbach noted that she will review this further to find out the requirements and make a checklist. It was noted that this will be discussed at next month's meeting.

Municipal Building Meeting Room Sound System

Committeeman Dodds noted that he met with a representative from Gramco to discuss and look into the problem the municipal building has been having with the current sound system. He explained that Gramco put in a computer to record each court session, which is required by the court a few years ago. He explained that the microphones and sound system do not work well with the new computer system and that the current sound system is more for music, not court recordings nor committee meetings. He stated they went over the entire system. It was suggested to install more sensitive microphones this way everyone in the room would be able to hear what is said.

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

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve the amendment to the Employee Handbook & Personnel Policies & Procedures Manual.

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

Recycling Area Cover/Enclosure

Mayor Lubitz noted that the township was waiting to hear about whether the State will allow the township to utilize Clean Communities funds which was the original plan to enclose the recycling area. Deputy Mayor Haywood commented on another option that was brought up at the Environmental Commission’s last meeting. Mayor Lubitz would like to wait and see what the State decides before considering other options.

Municipal Building Downstairs Computer Equipment

Committeeman Dodds noted that the computer equipment has come in and will be installed as soon as this coming Monday.

Removal of Former Ukarish Property Barn/Buildings

Committeeman Dodds explained that the township received two proposals to remove the barns and buildings at the former Ukarish property.

He reviewed the following proposals for Demolition/Removal of Barn Structures:

Restoration Technologies of New Jersey, LLC - Total approximate cost - \$8,000.00 to	
P.O. Box 217	\$9,000.00
Belvidere, NJ 07823	

RESOLUTION NO. 2013 –117

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:

Contract Negotiations – Habitat for Humanity Bl 19 L 5

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:

Possible Litigation – Block 14 Lot 28.01
Possible Litigation – Block 25 Lot 1.04

3. The time when the circumstances under which the discussions conducted in closed session of this public body can be disclosed to the public is as follows:

The minutes of the closed session will be made public upon conclusion, dismissal or settlement of litigation; or final resolution of agreements or personnel matters; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 13.

4. This resolution shall take effect immediately.
5. The Township Committee may take additional action upon returning to regular session.

It was moved by Mr. 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

RETURN TO REGULAR SESSION

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to return to regular session at 9:50P.M. **All** voted **Aye** on **Roll Call Vote**.

Committeeman Dodds noted that the Natural Resource Inventory for the Horseshoe Bend Park is now available on the township website.

Committeeman Dodds commented on a problem in the municipal building, which is a very unpleasant smell downstairs in the office area. He noted that this must be repaired immediately. He explained that several plumbers have been in to look at the problem. He noted that this will be taken care of as soon as possible.

ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adjourn the meeting at 9:54P.M. **All** voted **Aye** on **Roll Call Vote**

Respectfully Submitted,

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