

**KINGWOOD TOWNSHIP COMMITTEE**

**Special Meeting Agenda**

**March 10, 2014 – 7:00PM**

**Call to Order**

**Pledge of Allegiance**

**Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by publication of the notice in the Hunterdon Democrat and Courier News on March 6, 2014 and by telefaxing copies of the notice to the Express Times and Star Ledger on February 26, 2014. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on February 26, 2014.**

**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**

**Public Comment – Privilege of the Floor**

**Resolution No. 2014-18** - Appropriation Transfers  
**Resolution No. 2014-19** - Kate Buttolph, Hunterdon Land Trust

**Appointments**

Electrical Sub-Code/Inspector  
Accept Resignation Letter from – Plumbing Sub-Code/Inspector

**New Business**

Update on COAH  
Letter from EPA – Re: DeRewal Site – Superfund Site

**2014 Budget Work Session**

Budget Meeting Scheduled with Auditor

**Adjournment**

2014 – 62

**MARCH 10, 2014**

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

Also present at the meeting were Deputy Mayor Dodds, Committeewoman Haywood, C.F.O. Diane Laudenbach and Clerk MacConnell. Following the salute to the Flag, Mayor Lubitz 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 30, 2014 and by telefaxing copies of the notice to the Express Times and Star Ledger on January 24, 2014. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 27, 2014.**

**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.**

**Public Comment – Privilege of the Floor**

Frank Floyd and James Drake of the Kingwood Volunteer Fire Department – Frank Floyd stated that he and James Drake came to speak to the Township Committee Members and to review a power point presentation. They expressed their thanks to the township and their appreciation for everything they have given to the Fire Department in the past. Frank Floyd reviewed the power point presentation which he prepared for this evening that gave a list of items they have purchased and the loans they have taken out to pay for them. He also explained the items they really are in need of purchasing, which are a priority at this time.

The Committee Members reviewed the worksheet given to them by the Fire Department. Frank Floyd stated that the Fire Department is asking the township for a \$15,000 increase towards capital requests as they need new trucks. He stated that this would be in addition to the amount the township donates each year and would like to have this fixed for the next five years. He explained that they maintain a separate account for their fire trucks. James Drake noted that the county has been working on changing the radio bands, which the Fire Company has been asking for a long time. He did explain that they are in need to replace their radios. He noted that the project will cost approximately \$20,000. He also commented on equipment maintenance testing.

**2014 – 63**

Mayor Lubitz stated that the township is currently looking over their budget for the year and would like to be able to increase the amount if it is possible, but that they will not be making any decisions until that is done. Frank Floyd and James Drake thanked the Township Committee for their time to listen to them.

**Resolution No. 2014 – 18 – 2013 Reserve Budget Appropriation Transfers**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2014 – 18**

**2013 RESERVE BUDGET APPROPRIATION TRANSFERS**

**BE IT RESOLVED**, by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that the Chief Financial Officer be authorized to make the following transfers within the 2013 Reserve Budget Appropriations:

<b>FROM ACCOUNT</b>	<b>TO ACCOUNT</b>	<b>AMOUNT</b>
Legal Other Expense	Buildings and Grounds – Other Expense	700.00
<b>TOTAL TRANSFERRED:</b>		700.00

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

**Roll Call Vote:**

<b>Aye</b>	-	<b>Dodds, Haywood, Lubitz</b>
<b>Nay</b>	-	<b>None</b>
<b>Abstain</b>	-	<b>None</b>
<b>Absent</b>	-	<b>None</b>

**Resolution No. 2014 – 19 – Kate Buttolph, Hunterdon Land Trust**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2014 – 19**

Whereas, Kate Buttolph is the Land Acquisition and Stewardship Director for the Hunterdon Land Trust, an organization whose mission is to preserve farmland and open space in Hunterdon County, to promote local farming, sustainability and the public appreciation of Hunterdon County's natural beauty, and

Whereas, since 2007, Kate has been instrumental in preserving open space and farmland in Kingwood Township, and

Whereas, Kate was instrumental in preserving open space in Kingwood Township, including Horseshoe Bend Park, the Idell Preserve, Copper Creek Preserve, and Muddy Run Preserve, and

Whereas, Kate was instrumental in preserving farmland in Kingwood Township, including the Middleton/Ramirez, Maplewood, Felix, and Augustine farms, among others, and

Whereas, with Kate's support, Kingwood Township preserved over 1,000 acres of combined farmland and open space during her tenure with the Hunterdon Land Trust, and

Whereas, Kate was largely responsible for authoring the Memorandum of Agreement between Kingwood Township and the NJ DEP for the management of the preserved open space at Horseshoe Bend and Kugler Woods, which substantially facilitated the Township's ability to maximize the usability and maintenance of these preserved parcels, paving the way for additional future collaboration with the NJ DEP of this nature, and

Whereas, Kate helped Kingwood Township put into place methodologies for monitoring conservation easements here, refusing to allow heat, bugs, multiflora rose, mud or any other impediment Mother Nature would put in her way to discourage her from accomplishing her task, and

Whereas, Kate was adept at finding ways to close deals that had small "holes" in funding left at the end of the deal, thereby making preservation possible in Kingwood Township that would otherwise have been at risk of failure, leaving the lands subject to development in the future.

Therefore let it be resolved, on the occasion of Kate's departure from the Hunterdon Land Trust, on behalf of the residents of Kingwood Township, the Kingwood Township Committee hereby expresses our profound gratitude to Kate Buttolph for her grit, determination and professionalism in helping us to preserve the natural beauty of Kingwood Township for generations to come, and we wish her every success and happiness in her future endeavors farewell.

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

2014 – 65

**Roll Call Vote:**

<b>Aye</b>	-	<b>Dodds, Haywood, Lubitz</b>
<b>Nay</b>	-	<b>None</b>
<b>Abstain</b>	-	<b>None</b>
<b>Absent</b>	-	<b>None</b>

**Appointments**

Electrical Sub-Code/Inspector

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to appoint Daniel Longo as Electrical Sub-Code/Inspector for a new four year term.

**Roll Call Vote:**

<b>Aye</b>	-	<b>Dodds, Haywood, Lubitz</b>
<b>Nay</b>	-	<b>None</b>
<b>Abstain</b>	-	<b>None</b>
<b>Absent</b>	-	<b>None</b>

**Accept Resignation Letter from – Plumbing Sub-Code/Inspector**

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to accept a resignation letter from Mark Farneski, Plumbing Sub-Code/Inspector.

**Roll Call Vote:**

<b>Aye</b>	-	<b>Dodds, Haywood, Lubitz</b>
<b>Nay</b>	-	<b>None</b>
<b>Abstain</b>	-	<b>None</b>
<b>Absent</b>	-	<b>None</b>

Mayor Lubitz noted that Mark Fornaciari, Construction Code Official will be filling in as the Plumbing Inspector until a new inspector is hired.

**NEW BUSINESS**

Update on COAH

Mayor Lubitz noted that normally new business is not brought up during a special meeting, but he did not want to wait until their next meeting, which is almost a month away to talk about the update on COAH. He commented on how he and Planner David Banisch have been meeting with interested parties for the construction of affordable housing on the property on Union Road. He stated that David Banisch has met with representatives from Service Centers, and that he and David Banisch both met with the Arch of Hunterdon. He noted that both parties are interested in working with Kingwood Township. He explained that they discussed the possibility of single residences that house about 6 people. Mayor Lubitz noted that he met with a group called Community Quest and they are interested in developing.

He explained that the township will be sending Community Quest some information to investigate potential financial packages to develop the property. He noted that the Arch will also be speaking to a developer who will be working with them. Mayor Lubitz hopes to have more information at the next township meeting.

### **Letter from EPA – Re: DeRewal Site – Superfund Site**

Mayor Lubitz reviewed a letter from the Environmental Protection Agency regarding work they are currently performing at the DeRewal Superfund Site on Route 29. It was suggested that this information be sent to the Environmental Commission to review.

### **2014 Budget Work Session**

C.F.O. Diane Laudenbach distributed a worksheet from the township's Auditor William Colontano for the Committee members to review. She reviewed the worksheet by line items. COAH was discussed and Diane Laudenbach noted that this will probably need a trust fund. There was a lengthy discussion regarding the Public Works Department and several priority items which needs to be purchased. Deputy Mayor Dodds noted that they are in need of an arm mower, backhoe and a dump truck, which he explained are all very old items that need to be replaced. There was a discussion regarding building improvements, and the need to obtain a quote for the door downstairs of the municipal building. He also discussed the odor coming from the bathroom downstairs of the building that also needs to be addressed. There was a brief discussion regarding the septic system at the apartment on the Melnyk Farm.

The Committee Members discussed salaries and requested increases from some of the employees. At this time, Sandra McNicol entered the building and submitted a budget request and also Clean Community's information to the Committee Members. She reported that she has received information regarding the tonnage grant, and that it can be used for improvements around the recycling depot.

C.F.O. brief commented on paying for roads after all the storms, the vehicle repairs, salt and overtime.

There was a discussion regarding the Emergency Management Coordinator who put in a request for a salary of \$3,000. The Committee Members granted EMC, Jack MacConnell's request. There was also a discussion on a request for a raise from the part-time office assistant for the Finance Office, which was granted.

C.F.O. Laudenbach noted that she will do an analysis for the Township Committee's next meeting. She explained that a meeting needs to be scheduled with the auditor.

### **Budget Meeting Scheduled with Auditor**

**2014 – 67**

The Committee Members discussed a date for a special budget meeting with Auditor William Colantano. A date of April 7<sup>th</sup> or April 8<sup>th</sup> will be scheduled.

**Adjournment**

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adjourn the meeting at 9:41P.M. **All** voted **Aye** on Roll Call Vote.

Respectfully submitted,

Cynthia L. Keller, RMC  
Deputy Clerk