

KINGWOOD TOWNSHIP COMMITTEE

Regular Meeting Agenda

April 3, 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 January 9, 2014 and by telefaxing copies of the notice to the Express Times and Star Ledger on January 6, 2014. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 6, 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

Correspondence

Letter and Survey from USPS re: Response Requested – Baptistown PO Hours
Letters from NJDOT re: Safe Routes to School and Transportation Alternatives
Program Applications
Letter and Info Package from Cty. Div. of Public Health Servs re: Mosquito
Control Program
Copy of Resolution from Town of Clinton re: Make Permanent 2% Cap on Interest
Arbitration Awards
Letter and Info from River-To-Sea re: 19th Annual Relay

Public Comment – Privilege of the Floor

Resolution No. 2014-20 – Temporary Emergency Appropriations

Bills and Claims

Reports

NJSP Report
Emergency Management Coordinator
Animal Control Report of February 2014
Construction Reports of March 2014
Court Report of February 2014

April 3, 2014 Kingwood Township Committee Agenda Continued

Reports Continued

- Dog Licensing Report
- Finance Department:
 - Budget Report of February 2014
 - Tax Collector's Report of February 2014
- Township Engineer's Report

Future Meetings & Activities

- April 5 -** Stream Bank Clean-up & Native Species Planting at Kingwood Park, 10:00am – 1:00pm
- April 9 -** Deadline to file form to change political party to vote in June Primary
- April 12 -** Cty. Computer & Electronics Collection Day, Rte. 12 Library Complex, 9:00am – 1:00pm
- April 12 -** Recycling at Twp Garage at 255 Union Rd from 9:00am-12:00noon
- April 12 -** Clean Up Program at Twp Garage at 255 Union Rd from 9:00am-12:00noon
- April 12 -** NJ Tree Recovery Campaign, Free Tree Seedlings at Horseshoe Bend Park South Entrance from 9:00am – 12:00noon
- April 12 -** Easter Egg Hunt at Kingwood Park at 1:00pm
- April 17 -** Bid Opening for M&R Materials, Delaware Twp Municipal Bldg., 10:00am
- May 1 -** Regular, Monthly Meeting of Twp Com at Municipal Bldg., beginning at 7:00pm

Ordinances

Ordinance No. 18-03-2014 Amending Chapter 34, Recreation Commission And Parks And Recreation Committee, "Fees" Of The Code Of The Township – Public Hearing and Final Adoption

Ordinance No. 18-04-2014 Amending And Supplementing The Land Use Regulations Of The Township, Specifically "Zoning, Chapter 132" Of The General Ordinances Pertaining To Site Plan Approvals – Public Hearing and Final Adoption

Ordinance No. 18-05-2014 Authorizing Use of Funds for Purchase of Church Property Bl 12 L 25 – Introduction and Adoption on First Reading

Resolutions

- Resolution No. 2014-21 -** Reimbursement for Security Deposit (Int'l Canine Club)
- Resolution No. 2014-22 -** Refund Excess Dog Licensing Fees (Grom)
- Resolution No. 2014-23 -** Refund Excess Dog Licensing Fees (Knoster)
- Resolution No. 2014-24 -** Refund Excess Dog Licensing Fees (Reif)
- Resolution No. 2014-25 -** LOSAP (Length of Service Awards Program)
- Resolution No. 2014-26 -** Self Insurance Fund

April 3, 2014 Kingwood Township Committee Agenda Continued

Resolutions Continued

- Resolution No. 2014-27** - Cancel General Capital Appropriations Balance
- Resolution No. 2014-28** - Tax Sale Redemption BI 17 L 9.01
- Resolution No. 2014-29** - Additional Work by Quest Environmental & Engineering Services BI 12 L 25

New Business

- Raffles License Applications – Flemington Woman’s Club
- NJPA Membership Application
- United Rentals Application
- Vote to Accept Letter of Resignation – Fire Subcode Inspector
- Letter of Recommendation for Appointments
- ANJEC Open Space Grants for Environmental Commissions Application

Old Business

- Recycling Area Cover/Enclosure
- Siren at Byram Colony
- COAH Update
- Discuss Repairs to Municipal Building – Septic, Downstairs Entrance, Lighting

Minutes

- March 6, 2014 Regular Meeting
- March 6, 2014 Executive Session
- March 10, 2014 Special Meeting

Executive Session – Resolution No. 2014 – 30

- Contract Negotiations - Habitat for Humanity BI 19 L 5
 - United Reformed Church BI 12 L 25
 - Rental Unit at Former Melnyk Property
- Personnel – Contract Negotiations – Road Supervisor – DPW Agreement w/
 - Local Union 469
- Possible Litigation – Block 14 Lot 28.01
- Letter of Recommendation for Appointments

Return to Regular Session

- Attorney Retiring
- Rental Unit at Former Melnyk Property
- Fire Subcode/Inspector – New Four Year Term

Appointments

- Fire Subcode/Inspector – New Four Year Term
- Plumbing Subcode/Inspector – New Four Year Term
- Construction Code Technical Assistant – Unexpired One Year Term

Adjournment

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April 3, 2014

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 Richard Dodds, Committeewoman Diana Haywood, Attorney Judith Kopen, C.F.O. Diane Laudenbach, Deputy Clerk Cynthia Keller and Clerk Mary MacConnell. Mayor Lubitz called the meeting to order and following the salute to the flag, read aloud the following:

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 9, 2014 and by telefaxing copies of the notice to the Express Times and Star Ledger on January 6, 2014. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 6, 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.

CORRESPONDENCE

Letter and Survey from USPS re: Response Requested – Baptistown Post Office Hours

Mayor Lubitz reviewed the letter from the United States Postal Service regarding the Baptistown Post Office here in Baptistown. It states that they are establishing a review process for certain Post Offices known as the POST Plan. The Baptistown Post Office was among one of the offices evaluated under the POST Plan criteria. The Postal Service is now soliciting community input to help determine the best course of action for providing postal services to the community. He explained that the letter states they will be holding a community meeting on April 24th at 5:00P.M., at the Baptistown Post Office on Route 519 in Baptistown, NJ.

He explained that it also states that each postal customer will receive a notification letter with information regarding the POST Plan solicitation process and a survey to fill out. After receiving the results of this survey, the Postal Service will examine the responses. The letter states that unless the community has a strong preference, which must be more than 60 percent to conduct a discontinuance study for the Baptistown Post Office. Mayor Lubitz noted that he will respond by filling out the survey during his office hours on Tuesday evening and recommended that this information be sent to be put on the website.

Letters from NJDOT re: Safe Routes to School and Transportation Alternatives Program Applications

Mayor Lubitz reviewed the letter from the Department of Transportation regarding Safe Routes to School and Transportation Alternatives Program Applications. He noted that this is a letter informing municipalities that applications are being accepted for the 2014 Safe Routes to School Program. It states that this program is funded through the Federal Highway Administration's Federal Aid Program, and is being administered by the New Jersey Department of Transportation in partnership with the North Jersey Transportation Planning Authority, the Delaware Valley Regional Planning Commission, and the South Jersey Transportation Planning Organization.

He noted that the object of the program is to enable and encourage children, including those with disabilities, to walk and bicycle to school. To make bicycling and walking to school a safer and more appealing transportation alternative. To facilitate the development and implementation of projects and activities that will improve safety and reduce traffic. It also states that the project must be located within two miles of a school that serves students in grades K-8. Funding for the 2014 SRTS Program will be available for the construction of infrastructure projects only. This may include the installation of sidewalks, crosswalks, bike lanes, multi-use paths, traffic calming measures, and other means to ensure the ease and safety of children walking or biking to school.

Mayor Lubitz noted that the applications for the SRTS Program are due on or before May 15, 2014. Mayor. He noted that this grant could possibly be used on Union Road, and that he will contact the Superintendent of the Kingwood Township School. There was a brief discussion regarding places to park, which could possibly be on Fairview Road or perhaps a preserved park nearby. Deputy Mayor Dodds noted that he will look into this further.

Letter and Info Package from Cty. Div. of Public Health Servs. re: Mosquito Control Program

Mayor Lubitz briefly reviewed.

Copy of Resolution from Town of Clinton re: Make Permanent 2% Cap on Interest Arbitration Awards

Mayor Lubitz briefly reviewed. Deputy Mayor Dodds noted that he attending a meeting that was held in Flemington NJ. He stated that Governor Christy was present and spoke about making the 2% cap permanent on interest arbitration awards.

Letter and Info from River-To-Sea re: 19th Annual Relay

Mayor Lubitz reviewed the letter and request from the River to Sea Administrative Office regarding a relay they plan on having, which is a 92 mile relay race from Milford to Manasquan. He noted that this event will take place in an area of Kingwood Township on Saturday, August 2, 2014. The Committee Members reviewed the request and have no objections to the relay race that will be in the township.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

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David Frank, Muddy Run Rd – Thanked the Committee Members for referring him to the Planning Board. He explained that he attended a Planning Board meeting and expressed his concerns regarding the noise near his home from the solar project. Deputy Mayor Dodds brought up the township’s engineer’s report regarding the solar construction. There was some additional discussion regarding the noise.

The Township Committee stated that they will be looking into checking out the noise sound. David Frank discussed a swale near his property that he is concerned about. Deputy Mayor Dodds noted that they will look into the swale and hopefully have an answer next month.

Resolution No. 2014-20 – Temporary Emergency Appropriations

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 – 20

2014 TEMPORARY APPROPRIATIONS

WHEREAS, the 2014 Budget of the Township of Kingwood has not been adopted and the appropriations provided for in Resolution No. 2014-02 are insufficient to cover the expenses in April of 2014; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that the Temporary 2014 Budget Appropriations be raised by the statutory one-twelfth (1/12th).

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

BILLS AND CLAIMS

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve and pay all bills and claims in the amount of **\$698,137.67** that are in order and attached as Bill List for April 2014.

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:

NJSP Report

Emergency Management Coordinator

Jack MacConnell was present and explained an incident that happened at the Horseshoe Bend Park. He explained that he went to close the park at sundown, and noticed that there was a car still in the parking lot. He explained that he drove around to see if he could find the missing person who owned the car, but had no luck. He then called Deputy Mayor Dodds and it was decided that someone may be injured in the park since it was long after dark. He explained they decided to call the Frenchtown and Kingwood Fire Departments to do an emergency land search. He explained that no one was found during that search. The State Police went to the missing person's residence, and it ended up he was there and spoke to them. He noted that he left his vehicle at the park due to car trouble.

Jack MacConnell also stated he saw an ambulance exiting the Horseshoe Bend Park one day last week. He explained that there was a person who broke their ankle while at the dog leash free area and they called 911 for an ambulance to pick them up. Since then, he has contacted the County OEM and has asked them to please contact the township regarding any emergency calls they receive regarding incidents at township properties or parks. He would like to have an emergency plan with the State Police and the county.

Jack MacConnell noted that there are now new fire extinguishers at the Horseshoe Bend Park.

Jack MacConnell explained that the township's DPW building was found unlocked and the gate was also left open over the weekend. He recommended that the township change the passcode for the gate and change the locks to enter the DPW. He explained that the radio system project for emergencies is coming along, and they are just waiting for the weather to break to put up antennas.

- Animal Control Report of February 2014
- Construction Reports of March 2014
- Court Report of February 2014
- Dog Licensing Report
- Finance Department:
 - Budget Report of February 2014
 - Tax Collector's Report of February 2014
- Township Engineer's Report

FUTURE MEETINGS AND ACTIVITIES

Mayor Lubitz reviewed as per the Agenda.

ORDINANCES

ORDINANCE NO. 18-03-2014 AMENDING CHAPTER 34, RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE, “FEES” OF THE CODE OF THE TOWNSHIP -VOL. 18, PG. 18-03 - 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 6th day of March, 2014. The Ordinance was published in the Hunterdon County Democrat on March 13, 2014 and has been posted in the Kingwood Township Municipal Building on March 7th, 2014. Copies of the Ordinance have been available for inspection by the public since March 7th, 2014.

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

Comments: No comments from the public.

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

ORDINANCE NO. 18 - 03 -2014

AN ORDINANCE AMENDING ARTICLE III OF CHAPTER 34, “RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE” OF THE CODE OF THE TOWNSHIP OF KINGWOOD TO PROVIDE FOR FEES FOR PARK FACILITIES USAGE

WHEREAS, the Township Committee of the Township of Kingwood has determined that it is in the best interests of the Township to add an additional fee for facilities provided by the Township at Horseshoe Bend Park.

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

- 1) Subsection 34-8 (B), “Horseshoe Bend Park” of Article III, “Fees; insurance; rules and regulations” of Chapter 34, “Recreation Commission and Parks and Recreation Committee” of the Code of the Township of Kingwood, is hereby amended by adding a new paragraph (7) to Subsection 34-8 (B) to read as follows:

(7) Usage of dog show mats and gates: \$50 per day.

- 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.

This Ordinance shall take effect immediately upon final adoption and publication according to law.

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. 18-04-2014 AMENDING AND SUPPLEMENTING THE LAND USE REGULATIONS OF THE TOWNSHIP, SPECIFICALLY “ZONING, CHAPTER 132” OF THE GENERAL ORDINANCE PERTAINING TO SITE PLAN APPROVALS -VOL. 18, PG. 18-04 - 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 6th day of March, 2014. The Ordinance was published in the Hunterdon County Democrat on March 20, 2014 and has been posted in the Kingwood Township Municipal Building on March 7th, 2014. Copies of the Ordinance have been available for inspection by the public since March 7th, 2014.

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

Comments: No comments from the public.

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

AN ORDINANCE OF THE TOWNSHIP OF KINGWOOD, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO AMEND AND SUPPLEMENT THE LAND USE REGULATIONS OF THE TOWNSHIP OF KINGWOOD, SPECIFICALLY “ZONING, CHAPTER 132” OF THE GENERAL ORDINANCES PERTAINING TO SITE PLAN APPROVALS.

WHEREAS, the Kingwood Township Committee is desirous of amending existing ordinance provisions pertaining to the requirement to obtain site plan approval to provide clarification as to when site plan approval is required so as to better serve the general goals and objectives of the Kingwood Township Master Plan;

NOW, THEREFORE, be it ordained by the Mayor and Township Committee of the Township of Kingwood as follows:

SECTION I - CHAPTER 132 – ZONING, of the Ordinances of Kingwood Township, **ARTICLE III District Regulations, §132-110. Preliminary Site Plan**, of the Ordinances of Kingwood Township, is hereby amended and supplemented, as follows:

- A. Submission. A preliminary site plan and accompanying engineering and architectural documents shall be submitted for each of the following:
- i. all new nonresidential development proposals;
 - ii. all proposals for modifications to the footprint of structures used in an existing or proposed nonresidential use;
 - iii. all proposals for any modification or change to the exterior conditions, including, but not limited to changes in impervious coverage, grade, cut and/or fill, and lighting, at any property on which a non-residential use is operated or proposed to be operated; and
 - iv. any change in the nonresidential use of a property (for example, a change in use from a fabricating business to a warehouse/storage business).

If the submission of the developer is found to be incomplete, the developer shall be notified thereof within 45 days of submission of the application and accompanying documents, or it shall be deemed to be properly submitted.

B.-I. No Change

SECTION II - All other provisions of Chapter 132 – Zoning, of the Ordinances of Kingwood Township not modified herein shall remain unchanged and in full force and effect.

SECTION III- If the provisions of any article, section, subsection, paragraph, subdivision, clause or application of the 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, clause or application, and to this end, the provisions of this Ordinance are hereby declared to be severable.

SECTION IV- This ordinance may be renumbered for codification purposes.

SECTION V - This Ordinance shall take effect immediately upon final passage, publication according to law, and filing with the Hunterdon County Planning Board.

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. 18-05-2014 AN ORDINANCE PROVIDING FOR THE APPROPRIATION FOR THE COST OF THE ACQUISITION OF BLOCK 12, LOT 25, APPROPRIATING \$1,090,000.00 THEREFOR FROM A GRANT IN THE AMOUNT OF \$590,000 FROM NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION, GREEN ACRES AND THE HUNTERDON COUNTY MUNICIPAL NON-PROFIT GRANT PROGRAM IN THE AMOUNT OF \$500,000.00 – Introduction and Adoption on First Reading

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

Deputy Mayor Dodds gave a brief background of the ordinance. Township resident Cynthia Snyder was present and wanted to know the future plans for the property. Deputy Mayor Dodds responded by stating the township would like to clean up the existing trails and create new ones. He also noted they looking into many possibilities for this property.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to adopt on first reading **ORDINANCE NO. 18-05-2014 AN ORDINANCE PROVIDING FOR THE APPROPRIATION FOR THE COST OF THE ACQUISITION OF BLOCK 12, LOT 25, APPROPRIATING \$1,090,000.00 THEREFOR FROM A GRANT IN THE AMOUNT OF \$590,000 FROM NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION, GREEN ACRES AND THE HUNTERDON COUNTY MUNICIPAL NON-PROFIT GRANT PROGRAM IN THE AMOUNT OF \$500,000.00.**

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 1, 2014 at a meeting beginning at 7:00 P.M. at the municipal building.

RESOLUTIONS

Resolution No. 2014-21 - Reimbursement for Security Deposit (Int'l Canine Club)

The following Resolution was introduced:

RESOLUTION NO. 2014 - 21

REIMBURSEMENT FOR SECURITY DEPOSIT

WHEREAS, the International Canine Kennel Club of Weeki Wachee Fl rented the Morton Building facility at the Horseshoe Bend Park on Horseshoe Bend Road for a dog club event on Saturday, March 29, 2014 and Sunday March 30, 2014; and

WHEREAS, the Township of Kingwood requested a security deposit from the International Canine Kennel Club for the use of the facility for March 29, 2014 and March 30, 2014 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 International Canine Kennel Club of Weeki Wachee Fl.

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. 2014-22 - Refund Excess Dog Licensing Fees (Grom)

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 – 22

REFUND OF EXCESS DOG LICENSING FEES

WHEREAS, the Dog Licensing Official received from Kim Grom an excess amount of \$3.00 for her 2014 Dog License.

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 issue a refund to Kim Grom, 174 Fitzner Road, Frenchtown, New Jersey, 08825.

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. 2014-23 - Refund Excess Dog Licensing Fees (Knoster)

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 – 23

REFUND OF EXCESS DOG LICENSING FEES

WHEREAS, the Dog Licensing Official received from Marcia Knoster an excess amount of \$3.00 for her 2014 Dog License.

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 issue a refund to Marcia Knoster, 259 County Road 519, Frenchtown, New Jersey, 08825.

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

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

Resolution No. 2014-24 - Refund Excess Dog Licensing Fees (Reif)

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 – 24

REFUND OF EXCESS DOG LICENSING FEES

WHEREAS, the Dog Licensing Official received from Craig Reif an excess amount of \$15.00 for the renewal of a 2014 Dog License.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey and that the Chief Financial Officer be authorized to issue a refund to Craig Reif, 843 County Route 519, Frenchtown, New Jersey, 08825.

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. 2014-25 - LOSAP (Length of Service Awards Program)

RESOLUTION

The following Resolution was introduced:

APPROVAL OF LOSAP LISTS FOR Y2013

RESOLUTION NO. 2014 – 25

WHEREAS, the Kingwood Township Volunteer Fire Company and Kingwood Township First Aid and Rescue Squad have provided to the Township Committee annual certification identifying all active volunteer members who have qualified for credit for the year; and

WHEREAS, after initial review by the Township Committee the lists have been posted in the respective buildings of each participating emergency service organization for a period of at least 30 days for review by members; and

WHEREAS, there has been no objection or complaint received from any member of those organizations or from the organizations themselves, or the lists have been corrected, and the lists have again been reviewed by the Township Committee;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey that the attached lists indicating qualified members for each agency for the respective year and amounts are approved.

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. 2014-26 - Self Insurance Fund

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 – 26

SELF-INSURANCE FUND

WHEREAS, the Kingwood Township Employee Handbook and Personnel Policies and Procedures Manual provides for the accumulation of up to \$5,000 for Eye Care and Dental Coverage; and

WHEREAS, the two following employees, at the end of 2013, had exceeded the \$5,000 allowable accumulated balance.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee that the excess funds over \$5,000 in account Nos. 8471 an 8521 be surrendered to the Township General Funds in the following amounts:

Account 8471 - \$ 116.00
Account 8521 - \$ 566.00

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. 2014-27 - Cancel General Capital Appropriations Balance

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 – 27

RESOLUTION TO CANCEL GENERAL CAPITAL APPROPRIATION BALANCE

WHEREAS, the General Capital Improvement appropriation balances indicates below remain dedicated to a project now completed; and

WHEREAS, it is necessary to formally cancel said balance so that the unexpended balance may be returned to the appropriate source of funding.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township of the Township of Kingwood, County of Hunterdon and State of New Jersey that the Chief Financial Officer be authorized to cancel the unexpended and dedicated balances of the following ordinances:

Ordinance Number	Date Authorized	Original Authorization	Project Description	Source of Funding	Amount Cancelled
12-10-2004	08-03-2004	\$1,330,000.00	Construction of New Municipal Garage	General Capital Fund Balance	\$735.68
15-16-2008	07-01-2008	\$10,000.00	Renovations to Municipal Building	Renovation to Municipal Bldg.	\$2,327.84
16-09-2010	05/13/2010	\$393,000.00	Reconstruction of Tumble Falls Road	Def'd Charges to Future Taxation	\$139,905.89

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16-17-2010	12/7/2010	\$5600.00	Renovations to Municipal Building	Reserve for Renovation to Municipal Bldg.	\$5544.58
15-11-2009 & 16-03-2011	10/6/2011 3/12/2011	\$95,000.00	Affordable Housing Feasibility Study	Capital Improvement Fund	\$1061.49
17-14-2012	09/06/2012	\$122,500.00	Development Easement for Farmland Preservation for Block 7, Lot 6	Open Space Trust Fund	\$59,925.50
17-1-2013	2/7/2013	\$62,000.00	Preservation of Block 24, Lots Bullet Resistant Glass	Open space Trust Fund	\$775.39
17-11-2013	05/02/2013	\$6100.00	Purchase and Installation of Bullet Resistant Glass	Capital Improvement Fund	\$145.00

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. 2014-28 - Tax Sale Redemption Bl 17 L 9.01

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 - 28

TAX SALE REDEMPTION

WHEREAS, the Tax Collector has received redemption monies in the amount of \$42,650.77 to redeem Tax Sale Certificate No. 12-003 on Block 17, Lot 9.01; and

WHEREAS, the lien holder paid a premium at the time of sale in the amount of \$15,300.00.

NOW, THEREFORE, 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 issue a check in the amount of 57,950.77 to USBank Cust for CCTS Capital, LLC, 50 S. 16th Street, Suite 1950, Philadelphia, PA, 19102 for the redemption of Tax Sale Certificate No. 12-003.

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. 2014-29 - Additional Work by Quest Environmental & Engineering Services B1 12 L 25

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2014 - 29

**RESOLUTION AUTHORIZING ADDITIONAL WORK
BY QUEST ENVIRONMENTAL & ENGINEERING SERVICES, INC.**

WHEREAS, the Township of Kingwood previously authorized the services of Quest Environmental & Engineering Services, Inc. to perform certain environmental testing services for the United Reformed Church preservation project, Block 12, Lot 25; and

WHEREAS, the Township of Kingwood has determined that additional environmental testing services of Quest Environmental & Engineering Services, Inc. in the amount of \$6,560.00 are required in order for Quest to provide required environmental testing and oversight as is more specifically set forth in the January 2014 review correspondences from NJDEP Green Acres Program, attached hereto as Exhibit A; and

WHEREAS, funds in the amount of \$6,560.00 are or will be made available for this purpose to be certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, *et seq.*) authorizes the hiring of a professional 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. Quest Environmental & Engineering Services, Inc. is hereby authorized to perform additional environmental testing and oversight services for the Township of Kingwood in connection with the United Reformed Church preservation project, Block 12, Lot 25, for an amount not to exceed \$6,560.00 per the Proposal for Phase II Environmental Site Assessment for Block 12, Lot 25, dated March 27, 2014 and attached hereto as Exhibit B.

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

Raffles License Applications – Flemington Woman’s Club

The Committee Members reviewed Raffle License Application No. 2014 - 02 Off Premise Prize Raffle, Raffle License No. 2014 - 03 On Premise 50/50 Cash Prize Raffle and Raffle License No. 2014 - 04 On Premise Tricky Tray Prize Raffle to be held at Raspberry’s Banquet Center in Frenchtown NJ on October 24, 2014 from 11:00 – 3:30pm.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve applications for Raffle License Application No. 2014 - 02 Off Premise Prize Raffle, Raffle License No. 2014 - 03 On Premise 50/50 Cash Prize Raffle and Raffle License No. 2014 - 04 On Premise Tricky Tray Prize Raffle to be held at Raspberry’s Banquet Center in Frenchtown NJ on October 24, 2014 from 11:00 – 3:30pm.

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

NJPA Membership Application

Deputy Mayor Dodds explained that Supervisor Mark Petro of the Department of Public Works submitted an application to join the (NJPA) National Joint Powers Alliance, which is a public agency that serves as a member-focused cooperative. NJPA offers a multitude of cooperatively contracted products, equipment and service opportunities to education and government entities throughout the country. Deputy Mayor Dodds noted that there is no fee to join, but that the township can utilize their purchasing power if it is needed to purchase any equipment.

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve application to the NJPA Membership to join.

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

United Rentals Application

The Committee Members reviewed the store account with United Rentals application.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve to apply to United Rentals for a store account to be used by the Department of Public Works.

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

Vote to Accept Letter of Resignation – Fire Sub code Inspector

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to accept resignation letter from Mark Ciarlariello the township’s Fire Sub Code Official as of March 31, 2014.

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

Letter of Recommendation for Appointments

Mayor Lubitz reviewed a letter of recommendation from the Construction Code Official regarding several appointments. He requested that this be discussed in executive session.

ANJEC Open Space Grants for Environmental Commissions Application

Deputy Mayor Dodds explained the ANJEC Open Space Grant. He stated the Environmental Commission has recommended that the Township Committee support the Kingwood Township Environmental Commission’s application for funds under the 2014 ANJEC Open Space Grants for Environmental Commissions, and to also approve a letter of support to accompany the application for this grant for up to \$1,500.00 to use towards this project.

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to support the application for funds under the 2014 ANJEC Open Space Grants for Environmental Commissions, and a letter of support to apply for this grant, which could be up to \$1,500.00 to use towards this project.

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

OLD BUSINESS

Recycling Area Cover/Enclosure

Mayor Lubitz explained there was an answer from the state regarding being able to use the unspent funds from the Clean Communities account regarding putting up a covering for the recycling area. He noted that it was good news, and that they have approved the township to use those unspent funds. He suggested that the Recycling Coordinator and the DPW Supervisor work together to obtain new quotes for the recycling cover.

Siren at Byram Colony

Emergency Management Coordinator, Jack MacConnell noted that he was approached by a few residents from the Byram colony. He explained that they would like the township to seriously think about reintroducing the idea of a siren, which would be put up near their homes along the river in case of true emergencies. He explained they would like to have the siren in conjunction with Everbridge, which is a telephone relay from the county’s communication system. Jack MacConnell noted that in his previous investigations regarding the cost, it was approximately about \$10,000. Deputy Mayor Dodds noted that he will help out by searching for a grant for this project.

COAH Update

Mayor Lubitz noted that there is nothing new to report since last month. He stated that the Housing Board will be looking into new prospects for affordable housing. He noted that he hopes to have more to discussed next month.

Discuss Repairs to Municipal Building – Septic, Downstairs Entrance, Lighting

Deputy Mayor Dodds explained that repairs need to be done to the downstairs of the municipal building. He reviewed the problem with the septic, the smoke test that was done recently and the broken pipe that leads to outside that needs repairing. He stated that the Department of Public Works will be able to a lot of the work.

He noted that a plumber will have to come and hook up the pipe to the septic. He also explained that the ramp retaining walls which lead to the municipal offices doorway are the cause of the shrinking and swelling problems. He suggested opening up the entrance by banking the sides.

Deputy Mayor Dodds suggested that the underground oil tank be removed the same time the repairs to the doorway is worked on, and a light be installed at the end of the ramp to light up the side area of the parking lot.

MINUTES

March 6, 2014 Regular Meeting

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to approve the March 6, 2014 Township Committee Regular Meeting Minutes.

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

March 6, 2014 Executive Session

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve the March 6, 2014 Regular Meeting Executive Session minutes with the following correction:

Correction: Page 1 – Under - Contract Negotiations - Habitat for Humanity Bl 19 L 5
Last sentence states: Supportive Housing Associates, SERV Centers and the **ARCH** of Hunterdon County. Correction: Should state: Supportive Housing Associates, SERV Centers and the **ARC** of Hunterdon County. (Replace the word ARCH with ARC of Hunterdon).

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

March 10, 2014 Special Meeting

It was moved by Mrs. Haywood, seconded by Mr. Dodds and carried to approve the March 10, 2014 Township Committee Special Meeting Minutes.

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

EXECUTIVE SESSION – RESOLUTION NO. 2013 - 30

The following Resolution was introduced to enter into closed session at approximately 8:03P.M.:

RESOLUTION NO. 2014 – 30

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:

**Contract Negotiations – Habitat for Humanity Bl 19 L 5
United Reformed Church Bl 12 L 25
Rental Unit at Former Melnyk Property
Personnel – Contract Negotiations – Road Supervisor
DPW Agreement w/ Local Union 469
Possible Litigation – Bl 14 L 28.01
Appointments**

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 9:20P.M. All voted **Aye** on **Roll Call Vote**.

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

Township Attorney Retiring

Attorney Kopen announced that she will be retiring in June. She noted that Richard Cushing will be taking her place from Gebhardt and Kiefer. The Committee Members and everyone present wished her well.

Rental Unit - Melnyk

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to notify the current tenant of the rental unit on the former Melnyk property that the township will be discontinuing the rental of the unit with a date to expire in 18 months.

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

Appointments

Fire Sub Code/Inspector – New Four Year Term

It was moved by Richard Dodds, seconded by Mrs. Haywood and carried to hire Thomas Lance as the township’s Fire Sub Code Inspector for a new four year term.

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

ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mrs. Haywood and carried to adjourn the meeting at 9:28P.M. All voted Aye on Roll Call Vote.

Respectfully Submitted,

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

