

**KINGWOOD TOWNSHIP COMMITTEE**

**Special Meeting Agenda**

**December 30, 2015 – 9:00 AM**

**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 December 17, 2015 and by telefaxing copies of the notice to the Express Times on December 14, 2015. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on December 14, 2015.**

**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.**

**Resolution No. 2015-130 - 2015 Budget Appropriation Transfers**

**Payment of Bills and Claims**

**Resolution No. 201-131 - Cancelling Unused Checks**

**Review Draft Appointments List**

**Construction/Zoning Positions**

**Overpayment for Superstorm Sandy**

**Public Comment – Privilege of the Floor**

**Adjournment**

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December 30, 2015

A Special Meeting of the Kingwood Township Committee was called to order at 9:00A.M. with Mayor Dodds presiding.

Also present at the meeting were Deputy Mayor Haywood, Committeeman Lubitz, C.F.O. Laudenbach and Clerk MacConnell. Following the salute to the Flag, Mayor Dodds 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 December 17, 2015 and by telefaxing copies of the notice to the Express Times on December 14, 2015. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on December 14, 2015.**

**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.**

**Resolution No. 2015-130 - 2015 Budget Appropriation Transfers**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2015 – 130**

**2015 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 2015 Budget Appropriations:

<b>FROM ACCOUNT</b>	<b>TO ACCOUNT</b>	<b>AMOUNT</b>
	Contribution to DCRP – Other Expense	150.00
	Fair Share Housing Plan – Salary & Wage	100.00
	Public Defender – Salary & Wage	100.00
Buildings & Grounds – Other Expense		350.00

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**TOTAL TRANSFERRED: 350.00**

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

**Roll Call Vote:**

<b>AYE</b>	<b>- Haywood, Lubitz, Dodds</b>
<b>NAY</b>	<b>- None</b>
<b>ABSTAIN</b>	<b>- None</b>
<b>ABSENT</b>	<b>- None</b>

There was a brief discussion regarding a memo, which was sent to the Township Committee from the Dog License Agent. Committeeman Lubitz suggested that the township not make changes on the salaries for 2015 for this fiscal year on December 30<sup>th</sup>, 2015 the end of the year, but to look at and consider any salary changes as part of their budget discussion for 2016.

**Payment of Bills and Claims**

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to approve and pay all bills and claims in the amount of **\$1,376,282.27** that are in order and attached as Bill List for December 30, 2015.

**Roll Call Vote:**

<b>AYE</b>	<b>- Haywood, Lubitz, Dodds</b>
<b>NAY</b>	<b>- None</b>
<b>ABSTAIN</b>	<b>- None</b>
<b>ABSENT</b>	<b>- None</b>

**Resolution No. 201-131 - Cancelling Unused Checks**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2015 - 131**

**CANCELLATION OF CHECKS**

**WHEREAS**, Fulton Bank of New Jersey changed their routing number when they merged with Skylands Community Bank; and

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**WHEREAS**, Kingwood had the following checks remaining from the original Skylands Bank with their routing number.

**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 dispose of and destroy the following checks:

<b>Account</b>	<b>Range</b>
Animal	0002-0250
Capital Improvements	0021-0250
COAH	0002-0500
Collectors Trust	0001-0500
Construction	0037-0250
Current	0266-0500
Board of Adjustment	0002-0250
Board of Health Escrow	0001-0250
Board of Health Trust	0001-0250
General Trust	0002-0250
Grant	0006-0250
Human Services	0034-0250
Open Space	0003-0250
Pay Roll	0362-0500
Planning Board	0003-0250
Recreation	0067-0250

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

**Roll Call Vote:**

<b>AYE</b>	<b>- Haywood, Lubitz, Dodds</b>
<b>NAY</b>	<b>- None</b>
<b>ABSTAIN</b>	<b>- None</b>
<b>ABSENT</b>	<b>- None</b>

**Review Draft Appointments List**

The Township Committee reviewed the list of appointments. They discussed the Construction Department positions, Zoning and Deputy Zoning positions and how it would be best to hire a temporary person for these position until the township decides what they will be doing with these departments. They also had a discussion regarding seeking new members for the Board of Adjustment, Planning Board, Commercial and Industrial Committee and Parks and Recreation Advisory Panel.

Clerk MacConnell explained that the Municipal Court Security Officer has retired and that the substitute Court Security Officer is interested in taking the position.

The Township Committee members noted they would like to find a substitute Security Officer for the Court as soon as possible.

The Emergency Management Council was also discussed. EMC, Jack MacConnell went over the list of members for the council. Committeeman Lubitz feels that there should be another member from the Fire Company appointed to the Emergency Management Council. He doesn't feel that the Township Committee should reinforce divisions on the Fire Company and the Rescue Squad. He suggested that the Fire Company should be the one who decides who should be on the Emergency Management Council. Mayor Dodds noted that the President of the Fire Company contacted him and offered to be on the EMC.

Emergency Management Coordinator, Jack MacConnell handed in his letter of resignation and left the meeting at this time.

There was a discussion regarding the Sustainable Kingwood Team. Deputy Mayor Haywood explained that not much has been done, as far as, working on projects to obtain points to certify the township. She explained that each project that is completed that the township earn points. She noted that several projects were worked on years ago when a prior Committeewoman was involved. Deputy Mayor Haywood noted that no one on the Sustainable Kingwood Team has gotten together to work on anything in a while, but they hope to get together and work on the points this year.

Committeeman Lubitz asked to find out how many members are currently on the Emergency Management Council. Clerk MacConnell noted she will let the Township Committee know as soon as possible.

### **Construction/Zoning Positions**

Committeeman Dodds noted that he spoke with Susan Soloway, a Committeewoman from Franklin Township yesterday and will also speak to her after today's meeting. He noted that he spoke to her regarding a shared service agreement. He explained that one of the requirements to be involved with a shared service agreement is to have what is called a host, which is one of the townships will take the lead role. Committeeman Dodds stated that Franklin Township has an interest to be the host. He explained this is similar to the situation the township has with the Court and the agreement we have with Milford.

There was a discussion of whether there would be a conflict of interest with the township attorney and the township's C.F.O., since they both work for Franklin Township and Kingwood Township. Committeeman Dodds noted that the township to host would be in charge of taking care of paying the person or person's hired and the other town would pay the town who is the host for the shared employee. It was discussed that there may be a construction office in only one town to service both towns. The Committee Members discussed evening hours and also the position for a technical assistant. Deputy Mayor Haywood stated she would like to retain offices hours in Kingwood, as it would be easier for the residents.

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Committeeman Dodds noted that he will be speaking to Susan Soloway about how everything will work and come back to the Township Committee with a proposed agreement. There was some additional discussion of various aspects of the construction department.

There was a discussion and suggestion to have a meeting with Committeewoman Susan Soloway and to also include the township C.F.O., and the Township Attorney.

**Overpayment for Superstorm Sandy**

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to authorize payment to the State of New Jersey regarding a result of a FEMA de-obligation in the amount of \$692.52 for Project #2029.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Haywood, Lubitz, Dodds</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**Public Comment – Privilege of the Floor**

Sandra McNicol thanked the Township Committee for their service to the community this year. She stated that she sincerely appreciates all of their service.

Mayor Dodds commented on the past year and the coming year. There was also some discussion regarding the proposed Penn East Pipeline.

Mayor Dodds announced the Township Committee Meeting on January 4, 2016, which will be the Reorganization Meeting at 6:00P.M. and the Regular Meeting to follow at 7:00P.M.

**Adjournment**

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adjourn the meeting at 10:25A.M. All voted Aye on **Roll Call Vote**.

**Respectfully submitted,**

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