

KINGWOOD TOWNSHIP COMMITTEE

Regular Meeting Agenda

February 4, 2016 – 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 14, 2016 and by telefaxing copies of the notice to the Express Times on January 8, 2016. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 8, 2016.

In order to ensure full public participation in this meeting, all members of this Committee, 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

Guest Speakers – Freeholders S Lagay & M Holt – CEDS Presentation

Correspondence

Request letter & information from Kermesse Sport re: Annual Hell of Hunterdon
Bicycle Ride
Information & application from NJDEP re: Free Tree Seedlings Program
Memo & application from Statewide Ins re: 2016 Grant Program

Public Comment – Privilege of the Floor

Resolution No. 2016-09 – 2015 Appropriation Transfers

Bills and Claims

Reports

NJSP of December 2015 & January 2016
Emergency Management Coordinator
Animal Control Report
Construction Reports of November 2015 & December 2015
Court Report of December 2015
Finance Department:

February 4, 2016 Township Committee Agenda Continued

Reports Continued

Tax Collector's Report of December 2015
Township Engineer's Report
Slacktown Cemetery Annual Report

Future Meetings and Activities

February 13 – Recycling at Township Garage from 9:00AM-12:00Noon
March 3 - Monthly Meeting of Township Committee at Municipal Building
beginning at 7:00pm

Schedule Budget Meeting

Ordinances

Ordinance Banning The Use Of Hydraulic Fracturing In Kingwood Twp –
Distributed to Alexandria Twp, Frenchtown Borough, Holland Twp
& Milford Boro w/ ERI

Resolutions

Resolution No. 2016-10 - Temporary Plumbing Inspector
Resolution No. 2016-11 - Emergency Management Coordinator
Resolution No. 2016-12 - Professional Services Agreements
Resolution No. 2016-13 - Municipal Court Checking Account

New Business

Municipal Planning Incentive Grant App – Bl 6 L 26 & 26.01
LOSAP Length of Service Awards Program – KT First Aid & Rescue Squad
Proposal for Electronic Payment Services
Proposals for New Sewage Ejector at Municipal Building
Discuss Surplus Equipment Sale – Backhoe, Dump Truck, Grader
Discuss Municipal Keys
Letter from Env Comm Chair re: Sustainable Aquaculture Systems, Inc.
Letter from Open Space Adv Comm & Agr Adv Comm – Recommendation
to Support the Hunterdon Land Trust
Letter from Open Space Adv Comm & Agr Adv Comm – Recommendation
to name the former Church property
Price Quotations for Septic Pumping & Handicapped Portable Toilets Township
Properties
Price Quotations for Water Testing at Township Properties
Clean Up Program 2016 – Review Letter to Residents
Recommendation from Parks and Recreation to Amend Chapter 34 and Chapter 94

Old Business

Property Taxes Bl 25 L 1.03
Draft Policy for Attendance at Advisory Committee Mtgs Via Telephone or Video
Conference – **Resolution No. 2016 -15 - Implementing A Policy For Attendance
At Advisory Committee Meetings Via Telephone or Video Conference**

February 4, 2016 Township Committee Agenda Continued

Old Business Continued

PennEast Pipeline – Resolution from Twp of Lawrence
KT Volunteer Fire Company – Draft Recruitment & Retention Plan

Appointments

Recommendation from Zoning Board of Adjustment
Emergency Management Council
Extend Appt. for Deputy Zoning/GCEO

Minutes

December 30, 2015 Special Meeting Minutes
January 4, 2016 Reorganization Meeting Minutes
January 4, 2016 Regular Meeting Minutes
January 4, 2016 Executive Session Minutes

Executive Session – Resolution No. 2016 – 14

Contractual – Affordable Housing Update
Contractual – Discuss Staffing & Shared Services Agreement w Franklin Twp
regarding Construction/Zoning/General Code Enforcement,
discuss Applicants interviewed for Construction/Zoning/
General Code Enforcement on 1-29-2016, discuss Technical
Assistant applications
Possible Litigation of Illegal Subdivision Bl 12 L 26
DPW - Agreement

Return to Regular Session

Authorize Committee Member to Speak to Franklin Twp. Re: Shared Services

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

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February 4, 2016

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

Also present at the meeting were Deputy Mayor Lubitz, Committeeman Dodds, Attorney Katrina Campbell, C.F.O. Diane Laudenbach, Deputy Clerk Cynthia Keller and Clerk Mary E. MacConnell. Mayor Diana Haywood called the meeting to order and following the salute to the flag, read aloud the following:

NOTICE REQUIREMENTS

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In order to ensure full public participation in this meeting, all members of this Committee, 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

Guest Speakers – Freeholders S. Lagay & M. Holt – CEDS Presentation

Freeholder Director Suzanne Lagay and Freeholder Matthew Holt were present to speak to the Township Committee about the Hunterdon County Plan for the Future. The Plan introduces key elements leading to the development of the Hunterdon County Comprehensive Economic Development Strategy (CEDS). The CEDS plan was developed after more than a year of extensive research to guide Hunterdon County regaining and maintaining economic prosperity.

Freeholder Matt Holt explained what is going on in our economy at this time, what is happening in our county, and what the Plan is all about. He explained it is designed to help sustain our County for the next 50 years. He explained back in 2009 they started talking about what was happening in the County demographically. In 2011 they found out about a grant for economic development to help sustain it for future years. He reviewed the information that was in the presentation, which included statistics from 1970 - 2000 and also 2000 – 2015. He talked about the changes in population age wise. He also talked about how Route 78 and the effects it has on the County.

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Director Suzanne Lagay commented on the empty commercial buildings in the County and how the implementation plan will hopefully turn things around. She is hoping the plan is very individual for each municipality. She described the various committees the County put together and what they do. She also commented on the need to look at a strategic plan for open space and parks.

Deputy Mayor Lubitz commended the Freeholders for doing this important project. He feels it is a lot of information that has been put together, which gives an idea of what our County needs. He feels the Delaware Raritan Canal path draws a lot of people and suggested maybe it can be extended somehow all the way to Milford. He feels it would be very profitable for Milford. He also talked about the historic aspect of the area and the hunting programs.

Carol Hoffman of Alexandria Township was also present and explained how she filled the position on the County Planning Board when Elaine Niemann left the board. She is now currently the Vice Chairperson on that Board and Committeeman Richard Dodds is now the liaison for Kingwood Township on the Hunterdon County Planning Board.

The Township Committee thanked Freeholders, Suzanne Lagay and Matthew Holt for coming to speak to them about the Comprehensive Economic Development Strategy Plan.

CORRESPONDENCE

Request letter & information from Kermesse Sport re: Annual Hell of Hunterdon Bicycle Ride

The Township Committee reviewed the annual bicycle ride. They had no objections for the event to be held in Kingwood Township. Committeeman Dodds will be contacting them regarding the directions for the planned route, which he feels needs some changes.

Information & application from NJDEP re: Free Tree Seedlings Program

The Township Committee briefly reviewed. Mayor Haywood explained that the township had participated in this program a couple years ago. She noted that the Environmental Commission discussed this offer at their meeting and they recommended not to participate this year.

Memo & application from Statewide Ins re: 2016 Grant Program

The Township Committee discussed the memo from Statewide Insurance Company. They recommended purchasing an additional defibrillator for the Horseshoe Bend Park.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

Mr. and Mrs. Daniel Ruhland, Barbertown Point Breeze Rd. were present as a follow up regarding their request for a tax refund of taxes from the January meeting for Block 25, Lot 1.03.

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Attorney Campbell advised the Ruhlands that they could file a correction of error appeal on the State level, but explained they can only go back three years. She advised them why the township is not responsible for the wetland regulations. The Ruhlands thanked the Township Committee for their time.

RESOLUTION

Resolution No. 2016-09 – 2015 Appropriation Transfers

The following Resolution was introduced:

RESOLUTION NO. 2016 – 09

2015 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 2015 Reserve Budget Appropriations:

FROM ACCOUNT	TO ACCOUNT	AMOUNT
A & E – Other Expense	DCRP	\$25.00
	Board of Adjustment – Other Expense	\$25.00
	Environmental Commission – Other Expense	\$50.00
	Parks and Playgrounds – Other Expense	\$125.00
TOTAL TRANSFERRED:		\$225.00

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

Roll Call Vote:

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

BILLS AND CLAIMS

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve and pay all bills and claims in the amount of **\$1,866,158.57** that are in order and attached as Bill List for February 2016.

Roll Call Vote:

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

REPORTS

Mayor Haywood noted that the following have been received and are available for review:

NJSP of December 2015 & January 2016

Emergency Management Coordinator

Irving MacConnell reported on the recent snowstorm that brought the township approximately 30 inches. He noted that the township is now meeting the criteria of historic snow fall, which was down in Lamberville, NJ. This would qualify the County for FEMA funds. He explained the township must show how much has been spent on the removal of the snow and other costs. He stated the amount from this last snow storm for Kingwood Township comes to the amount of \$37,000. He reported on all the repairs that needed to be done on the vehicles during and after the storm. Committeeman Dodds noted how the repairs were done in house by the Department of Public Works, which saved the township a lot of money. He also commented on how well the DPW did to clear the roads for the Fire Company and Rescue Squad who needed to get to a home to assist a resident. Irving MacConnell reported on yesterday's flooding from the Lockatong Creek. He also reported on two generators, which were hooked up and another to be hooked up at the Horseshoe Bend Park. He noted that we are trying to make things better for Kingwood Township.

The Township Committee thanked Irving MacConnell for his report.

Animal Control Report

Construction Reports of November 2015 & December 2015

Court Report of December 2015

Finance Department:

Tax Collector's Report of December 2015

Township Engineer's Report

Deputy Mayor Lubitz wanted to share pictures, which he found on nj.com regarding the placing of a steel span for the bridge being repaired on Route 519. This was brought up over the projector for the public to view.

Slacktown Cemetery Annual Report

The Township Committee reviewed the annual report of the Slacktown Cemetery and pictures of before and after regarding the project for the cemetery.

FUTURE MEETINGS AND ACTIVITIES

Mayor Haywood reviewed as per the agenda.

Schedule Budget Meeting

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The Township Committee agreed to meet on February 22, 2016 at 5:00P.M. for a budget meeting with the township’s C.F.O Diane Laudenbach. It was noted that the municipal budget will be introduced at the April 7, 2016 Township meeting.

ORDINANCES

Ordinance Banning The Use Of Hydraulic Fracturing In Kingwood Twp –
Distributed to Alexandria Twp, Frenchtown Borough, Holland Twp
& Milford Boro w/ ERI

Mayor Haywood noted that she and Lois Voronin from the Environmental Commission will be attending a Township Committee meeting scheduled at the Alexandria Township Municipal Building. They will be go to hear their thoughts regarding the draft ordinance banning the use of hydraulic fracturing.

RESOLUTIONS

Resolution No. 2016-10 - Temporary Plumbing Inspector

The following Resolution was introduced:

RESOLUTION NO. 2016 – 10

TEMPORARY PLUMBING INSPECTOR

WHEREAS, the Township is in need of a temporary Plumbing Inspector based upon the recommendation of the Plumbing Inspector and the Construction Official; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to employ Timothy Dieterman of 6 Baptist Church Road, Hampton, NJ 08827 as a temporary Plumbing Inspector, at the rate of \$30.00 per hour.

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

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

RESOLUTION

Resolution No. 2016-11 - Emergency Management Coordinator

The following Resolution was introduced:

RESOLUTION NO. 2016 – 11

APPOINTMENT – EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the Township of Kingwood is currently in need of an Emergency Management Coordinator; and

WHEREAS, Irving J. MacConnell, Jr. is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon, and State of New Jersey to appoint Irving J. MacConnell, Jr. to the position of Emergency Management Coordinator for a three year term beginning February 4, 2016 and ending February 4, 2019.

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

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

RESOLUTION

Resolution No. 2016-12 - Professional Services Agreements

The following Resolution was introduced:

RESOLUTION NO. 2016 – 12

RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS FOR TOWNSHIP PROFESSIONALS

WHEREAS, the Township of Kingwood has a need to acquire professional services of Township Professionals as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Township Chief Financial Officer has determined and certified in writing that the value of the acquisitions will exceed \$17,500; and

WHEREAS, the anticipated term of these contracts is one year(s); and

WHEREAS, each of the Township professionals set forth below has submitted a proposal indicating they will provide the professional services described below for the amount set forth in each submitted proposal; and

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WHEREAS, each of the Township professionals set forth in below has completed and submitted a Business Entity Disclosure Certification which certifies that each Township Professional has not made any reportable contributions to a political or candidate committee in the Township of Kingwood in the previous one year, and that the contract will prohibit the Township professionals from making any reportable contributions through the term of the contract; and

WHEREAS, a certification of availability of funds, specifying the line item appropriation(s) to be charged as to each contract set forth below has been provided by the Chief Financial Officer of the Township of Kingwood.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood authorizes the Mayor and Clerk to enter into contracts with the Township Professionals as described below:

Katrina L Campbell Lavery, Selvaggi, Abromitis & Cohen, PC 1500 Route 517, Suite 300 Hackettstown, NJ 07840	Township Attorney	One Year
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William Colantano, Jr. Bedard, Kurowicki & Co. CPA's, PC 114 Broad Street Flemington, NJ 08822	Township Auditor	One Year
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A copy of this Resolution shall be published in the Hunterdon Democrat as required by law.

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

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

RESOLUTION

Resolution No. 2016-13 - Municipal Court Checking Account

The following Resolution was introduced:

RESOLUTION NO. 20016 – 13

MUNICIPAL COURT CHECKING ACCOUNT

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WHEREAS, the New Jersey Administration Office of the Courts regulations require a second signer on the Municipal Court checking account;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that Patricia Wozniak, a Court Administrator, is authorized to be added as a signer on the Municipal Court checking account at Fulton Bank.

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

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

NEW BUSINESS

Municipal Planning Incentive Grant App – Bl 6 L 26 & 26.01

Committeeman Dodds explained that the Open Space and Agricultural Advisory Committees discussed this property with Liz Schmid, Open Space Coordinator/CADB Liaison, who will be obtaining price quotations for appraisals for an assessment of the property.

LOSAP Length of Service Awards Program – KT First Aid & Rescue Squad

The Township Committee reviewed the program for LOSAP. It was noted that the Kingwood Township First Aid & Rescue Squad will be posting this list for 30 days.

Proposal for Electronic Payment Services

C.F.O. Diane Laudenbach reviewed the proposal received from PSN, Payment Service Network, Inc. She noted that some other townships use electronic payment services, but explained that very few people use it. She does not feel it is worth the money that it will cost the township.

Proposals for New Sewage Ejector at Municipal Building

The Township Committee reviewed two proposals from Richard E. Yard Plumbing and Heating for a new sewage ejector installation.

The following are two proposals the Township Committee reviewed:

Removal of pit

Installation of pit, lid, isolation valve and union

All jackhammering and patching of concrete included

Permits, fees, fines, sales tax not included

One year warranty on all workmanship.

All material is guaranteed to be in accordance with the drawings and specifications submitted and completed in a workmanlike manner in the sum of **\$2,400.00**

Removal of pit cover

Installation of new ball valve on discharge

Union on vent and new lid

Permits, fees, fines, sales tax not included

One year warranty on all workmanship

All material is guaranteed to be in accordance with the drawings and specifications submitted and completed in a workmanlike manner in the sum of **\$760.00**

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to accept the bid from Richard E. Yard Plumbing and Heating for the installation of a new sewage ejector for the Municipal Building in the amount of \$2,400.00.

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

Discuss Surplus Equipment Sale – Backhoe, Dump Truck, Grader

Committeeman Dodds, Liaison to the Department of Public Works stated that the backhoe, dump truck and grader have been replaced and could be sold. There was a discussion regarding the 1968 grader, which was used in the last snow storm. Committeeman Dodds explained it is not used very much, therefore, will probably last a long time and basically no expense to the township. There was a discussion regarding selling the other items and how they will be advertised. Attorney Katrina Campbell will look into the legal aspects for selling the items.

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to authorize the sale of the backhoe and dump truck after the Township Attorney has looked into the process of the sale and advertising.

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

Discuss Municipal Keys

There was a discussion regarding the Township Clerk not having a copy of the Department of Public Works building keys. The Township Committee feel that the Township Clerk should have a copy of every building and lock in the township. Clerk MacConnell will make arrangements to get a copy of every key for all the buildings and locks. Deputy Mayor Lubitz suggested the township eventually install electronic key pads, that way the combination can be changed when needed. Committeeman Dodds noted that the township will look into the electronic key pads in the future.

Letter from Env. Comm. Chair re: Sustainable Aquaculture Systems, Inc.

Mayor Haywood explained what occurred in December regarding the resolution and comments from the Environmental Commission. Committeeman Dodds noted that this will need to be reviewed by the township planning board eventually. Deputy Mayor Lubitz noted that he will check with the Delaware Canal Commission to see if this should be filled with them also.

Letter from Open Space Adv Comm & Agr Adv Comm – Recommendation to Support the Hunterdon Land Trust

Committeeman Dodds recused himself from the meeting at time. He explained that he is on the Board at the Hunterdon Land Trust.

The Township Committee reviewed the recommendation from the Open Space and Agricultural Advisory Committees regarding the letter from the Hunterdon Land Trust requesting a donation from the township. There was no decision made at this time.

Committeeman Dodds returned to the meeting.

Letter from Open Space Adv. Comm & Agr Adv Comm – Recommendation to name the former Church property

Committeeman Dodds gave a brief background regarding the name suggested for the former Church property. He noted it was suggested to name the property the “Sanctuary”. The Township Committee all agreed that this name suggestion be taken back to the Open Space and Agricultural Advisory Committees and the Parks and Recreation Committee to discuss further.

Price Quotations for Septic Pumping & Handicapped Portable Toilets Township Properties

The Township Committee reviewed the following quotations for septic pumping and rental of handicap portable toilets:

Quotes for Rental of Handicap Portable Toilets for 2016:

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Castle Septic Service:	2 ADA Handicap Portable Toilets:	\$125.00 each
Johnny on the Spot:	2 ADA Handicap Portable Toilets:	\$125.00 each
All American Waste Services	2 ADA Handicap Portable Toilets:	\$249.98 each

Quotes for Septic Cleaning for Township Buildings 2016:

Applied Waste Water Pumping:	Septic Pumping	\$180.00 up to 1000 gallons
Castle Septic Service:	Septic Pumping	\$210.00 up to 1000 gallons
Johnny on the Spot:	Septic Pumping	\$305.00 up to 1000 gallons

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to choose Castle Septic for Rental of Handicap Portable Toilets for 2016 in the amount of \$125.00 a unit each.

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

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to choose Applied Waste Water Pumping for septic cleaning for township buildings for the year 2016 in the amount of \$180.00 up to 1000 gallons.

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

Price Quotations for Water Testing at Township Properties

The Township Committee reviewed the price quotations for water testing. They requested that the township get more information regarding the price of additional testing, which was not listed on the price quotes submitted. This will be discussed at the March meeting.

Clean Up Program 2016 – Review Letter to Residents

The Township Committee reviewed the Clean-Up Program letter to residents. There were no changes to the letter and all the members approved.

Recommendation From Parks and Recreation – Ordinance Amendments

Committeeman Dodds explained that the Parks and Recreation Commission review the fees that are charged throughout the parks in Kingwood.

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He noted that most of the fees have not changed, mostly at the Horseshoe Bend Park. He explained that the amendment would be approximately a 15% increase for organizations that use the Morton Building at the Horseshoe Bend Park. There was a question if there is any other way to make the fee changes other way than an ordinance, which takes several meetings to be approved. Attorney K. Campbell has seen it done more as a list, which is listed at the bottom of the ordinance that would state an up to date fee schedule is on file with the Township Clerk. She noted that this can be done for future changes.

It was moved by Richard Dodds, seconded by Phil Lubitz and carried to authorize the township attorney to prepare an ordinance to amend Chapter 34, Recreation Commission and Parks and Recreation Committee to provide for fees for park facilities usage and Chapter 94 Open Space and Recreation areas to provide for hours of operation to be introduced at the March 3, 2016 Township Committee Meeting.

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

OLD BUSINESS

Property Taxes Bl 25 L 1.03

The Township Committee discussed this earlier in the meeting under public comment and privilege of the floor.

Draft Policy for Attendance at Advisory Committee Mtgs Via Telephone or Video Conference – **Resolution No. 2016 – 15 Implementing a Policy for Attendance at Advisory Committee Meetings Via Telephone or Video Conference**

Committeeman Dodds gave a brief review of the Resolution. He thanked Heather Haberle for obtaining the information to implement a policy to provide for via telephone and video conference participation at Advisory Committee meetings.

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 15

IMPLEMENTING A POLICY FOR ATTENDANCE AT ADVISORY COMMITTEE MEETINGS VIA TELEPHONE OR VIDEO CONFERENCE.

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-8(b), defines a “meeting” as “any gathering whether corporeal or by means of communication equipment, which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body”; and

WHEREAS, New Jersey law does not require that all members of a public body be physically present at a public meeting in order to participate in the meeting; and

WHEREAS, the Kingwood Township Committee recognizes that there are times when members of a Township’s advisory committee may be physically unable to attend a meeting, however, they still wish to participate and/or are needed for a quorum; and

WHEREAS, the Mayor and Township Committee wishes to implement a policy for the attendance at advisory committee meetings via telephone or video conference; 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 following policy is hereby created:

Attendance at Advisory Committee Meetings via Telephone or Video Conferencing

Members of the Township’s Advisory Committees shall be permitted to attend meetings electronically with the permission of the Committee Chair. Advisory Committee meetings include, but are not limited to, the Agriculture Advisory Committee, the Open Space Advisory Committee and the Citizen Advisory Panel to the Parks and Recreation Committee.

The Chairperson of the Committee determines in his/her discretion if and when a member may appear at a meeting electronically. The Chairperson shall consider the following factors when deciding whether to allow a member to appear electronically:

- The reason for the member’s absence (i.e. illness/injury, scheduling conflict, vacation).
- If the member’s attendance is necessary for a quorum.
- If more than one member has asked to attend electronically for the same meeting.
- If the member’s electronic attendance will interfere with the meeting.
- If the member attending electronically will be able to meaningfully participate in the meeting. For example, will he/she be able to view visual exhibits necessary to participate in the meeting.
- If the member has attended electronically in the past.

The member attending electronically may “attend” by telephone or any form of video conferencing that allows for the absent member to hear everything said in the room and also allows everything said by the absent member to be heard by everyone at the meeting, including the public.

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If the absent member is needed for a quorum, he/she must attend the entire meeting electronically. If the absent member is not needed for quorum purposes, he/she is not required to attend the entire meeting. He/she must only be in attendance for the entire discussion that he/she is participating in.

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

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

PennEast Pipeline – Resolution from Twp. of Lawrence

Mayor Haywood reviewed the resolution from the Township of Lawrence. The Committee briefly discussed the resolution.

KT Volunteer Fire Company – Draft Recruitment & Retention Plan

Kingwood Township Fire Chief James Drake, and President Frank Floyd were present at the meeting to discuss their draft recruitment and retention plan. Frank Floyd noted that they are currently actively working on their website, the tuition reimbursement for members and their family members and also a membership brochure.

James Drake commented on the township’s Department of Public Works and the possibility that they would like to join the Fire Company. Frank Floyd asked the Township Committee if they would support the members of the DPW if they are willing to join the Fire Company. Deputy Mayor Lubitz doesn’t feel it is a good idea to use the DPW employees. He suggested that the Fire Company look for another alternative. He explained that he likes their plan and would like to know when these steps will occur. It was also addressed to the Fire Company who will be responsible and how they are going to judge if the steps are being successful. Committeeman Dodds asked the Fire Company members how they evaluate how their plan is working.

Frank Floyd explained the fire safety program they will be doing at the Kingwood Township School and plan to take it to the high school. He explained how they are making modifications to their bylaws to allow for flexibility and that there are two reasons to require accountability, which are the high insurance costs and gear costs. They are also working on broadening categories of membership. There was a discussion regarding the LOSAP percentages, and the safer grant that the Homeland Security is running. Frank Floyd noted they are geared towards recruiting, retention and hiring staff towards the Fire Service.

The Township Committee explained how they would like to discuss this idea with the union employees of the Department of Public Works and also their supervisor, as he needs to be in agreement to let them go out on calls.

APPOINTMENTS

Recommendation from Zoning Board of Adjustment

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to appoint Cynthia Ostergaard as a Citizen Member to the Board of Adjustment from the position as Alternate #1 with an expiration date of 12/31/2019.

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

Emergency Management Council

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to appoint Irving J. MacConnell as the Emergency Management Coordinator for a new three year term to expire on 2-04-2019.

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

Appointment Extension for Deputy Zoning and Deputy General Code Enforcement Officer

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to appoint William Sidote the township's Deputy Zoning and Deputy General Code Enforcement Officer for an additional 30 days to expire on March 3, 2016.

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

MINUTES

December 30, 2015 Special Meeting Minutes

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to approve the December 30, 2015 Special Meeting Minutes.

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

January 4, 2016 Reorganization Meeting Minutes

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to approve the January 4, 2016 Reorganization Meeting Minutes.

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

January 4, 2016 Regular Meeting Minutes

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to approve the January 4, 2016 Regular Meeting Minutes.

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

January 4, 2016 Executive Session Minutes

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to approve the January 4, 2016 Executive Session Minutes.

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

EXECUTIVE SESSION – RESOLUTION NO. 2016 - 14

The following Resolution was introduced to enter into closed session at approximately 10:03P.M.:

RESOLUTION NO. 2016 - 14

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:
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:

Contractual – Affordable Housing Update
Contractual – Discuss Staffing & Shared Services Agreement w Franklin Twp.
Regarding Construction/Zoning/General Code Enforcement,
Discuss Applicants Interviewed for Construction/Zoning/
General Code Enforcement on 1-29-2016, discuss Technical
Assistant applications
Possible Litigation of Illegal Subdivision Bl 12 L 26
DPW - Agreement

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 Mr. Lubitz and carried to adopt the foregoing Resolution.

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

RETURN TO REGULAR SESSION

The Township Committee returned to regular session at 11:15P.M.

Authorize Committee Member to Speak to Franklin Twp. Re: Shared Services

It was moved by Mr. Lubitz, Mayor Haywood stepped down from the Chair and carried to second the motion to authorize Committeeman Dodds to continue discussion with Franklin Township regarding shared services, pending the failure of a shared services agreement and if it did not work out, the Township Committee authorize Committeeman Dodds to offer the Construction Official Position to Tom Petto. **All voted Aye on Roll Call Vote.**

ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to adjourn the meeting at 11:16 P.M. **All voted Aye on Roll Call Vote.**

Respectfully submitted,

**Cynthia L. Keller,
Deputy Clerk**

Range of Checking Accts: First to Last Range of Check Dates: 01/08/16 to 02/04/16
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
ANIMAL		Animal Control			
34	01/20/16	PAYR0010 PAYROLL ACCOUNT	214.16		407

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	214.16	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	214.16	0.00

CLEARING	CLEARING ACCOUNT	Amount Paid	Ref Num
90003	02/04/16 ALLE020 ALLIED OIL LLC	789.23	411
90004	02/04/16 ALWAY005 ALWAYS ON TIME DOORS	125.00	411
90005	02/04/16 ANIMAL ANIMAL CONTROL SOLUTIONS LLC	490.00	411
90006	02/04/16 BOY SCOU BOY SCOUT TROOP 251	500.00	411
90007	02/04/16 BROWN035 BROWN'S TRUCK GROUP	496.35	411
90008	02/04/16 BUY-R010 BUY-RITE AUTO STORES INC.	1,402.44	411
90009	02/04/16 CASTL010 CASTLE SEPTIC SERVICE CORP.	250.00	411
90010	02/04/16 CENTR010 CENTRAL JERSEY FIRE RESCUE	316.00	411
90011	02/04/16 CENTU010 UNITED TELEPHONE COMPANY OF	1,859.68	411
90012	02/04/16 CERTI005 CERTIFIED LABORATORIES	142.81	411
90013	02/04/16 CINTA010 CINTAS CORPORATION NO. 2	289.86	411
90014	02/04/16 CIT00010 CIT	452.16	411
90015	02/04/16 COUNT030 COUNTY OF HUNTERDON - LIBRARY	50,270.87	411
90016	02/04/16 COUNT040 COUNTY OF HUNTERDON-COUNTY	503,542.61	411
90017	02/04/16 COUNT050 COUNTY OF HUNTERDON-OPEN SPACE	50,128.28	411
90018	02/04/16 DCRP0010 DCRP	39.32	411
90019	02/04/16 DELWA005 DELAWARE VALLEY FEED & FARM	969.98	411
90020	02/04/16 DIANE030 DIANE LAUDENBACH	164.00	411
90021	02/04/16 DSWAT010 DS WATERS OF AMERICA INC.	67.13	411
90022	02/04/16 DVRHS010 D.V.R.H.S.	621,898.00	411
90023	02/04/16 EDMUNDS EDMUNDS & ASSOCIATES	1,800.00	411
90024	02/04/16 ELIZA020 ELIZABETH C. MCKENZIE, PP, PA	125.00	411
90025	02/04/16 ELIZABET PIVOTAL UTILITY HOLDINGS, INC	1,139.61	411
90026	02/04/16 FLEMI070 FLEMINGTON SUPPLY INC.	67.80	411
90027	02/04/16 GANNE010 GANNETT NJ NEWSPAPERS	418.93	411
90028	02/04/16 GARDE010 GARDEN STATE ASPHALT MATERIALS	171.50	411
90029	02/04/16 GFOA0010 GFOA OF NEW JERSEY	90.00	411
90030	02/04/16 GRAMC010 GRAMCO WORD PROCESSING, INC.	495.00	411
90031	02/04/16 GREGG010 GREGG A PACIFICO, DVM	300.00	411
90032	02/04/16 HJOPD010 H. J. OPDYKE LUMBER CO., INC	146.79	411
90033	02/04/16 HOUGH010 HOUGH PETROLEUM CORP.	980.30	411
90034	02/04/16 IANWHO10 IAN WHITE	115.00	411
90035	02/04/16 INSTI010 INSTITUTE FOR PROF. DEVELOP	99.00	411
90036	02/04/16 INTEGO15 INTEGRATED ANALYTICAL LABORATO	505.00	411
90037	02/04/16 JCEHR010 J.C. EHRLICH CO., INC.	345.00	411
90038	02/04/16 JERSE010 JERSEY CENTRAL POWER AND LIGHT	1,463.11	411
90039	02/04/16 JOSEP030 JOSEPH FINKLE & SON, INC.	14.55	411
90040	02/04/16 KINGWO40 KINGWOOD TOWNSHIP BOE	375,790.00	411
90041	02/04/16 LAVER005 LAVERY, SELVAGGI, ABROMITIS &	4,117.57	411
90042	02/04/16 LAWS0010 LAWSON PRODUCTS, INC.	893.90	411
90043	02/04/16 LINDA010 LINDABURY, MC CORMICK,	5,804.00	411

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CLEARING		CLEARING ACCOUNT			
		Continued			
90044	02/04/16	MARKP010 MARK PETRO	255.00		411
90045	02/04/16	MESKILL MESKILL ELECTRIC LLC	460.00		411
90046	02/04/16	MILF0010 MILFORD/FRENCHTOWN AUTO	817.82		411
90047	02/04/16	MULLE020 MULLER, JOSEPH	759.50		411
90048	02/04/16	NETW0010 NETWORK SOLUTIONS	37.99		411
90049	02/04/16	NJNPU010 NJ ADVANCE MEDIA, LLC	258.59		411
90050	02/04/16	NJSTA010 NJ STATE LEAGUE OF MUNICIPALIT	110.00		411
90051	02/04/16	OFFIC010 OFFICE CONCEPTS GROUP, INC.	561.77		411
90052	02/04/16	PENTE010 PENTELEDATA L.P. 1	124.95		411
90053	02/04/16	PERS0005 PERSONNEL CONCEPTS	37.90		411
90054	02/04/16	POWER030 POWERCO, INC.	1,045.94		411
90055	02/04/16	PUBLI010 PUBLIC WORKS ASSOCIATION OF NJ	60.00		411
90056	02/04/16	REGIS010 REGISTRAR'S ASSOC. OF NJ	50.00		411
90057	02/04/16	REPUB010 REPUBLIC SERVS OF NJ, LLC	1,951.28		411
90058	02/04/16	RICHARD RICHARD E. YARD PLUMBING & HTG	634.50		411
90059	02/04/16	RLDAT010 R & L DATACENTERS, INC.	292.62		411
90060	02/04/16	ROSEM010 ROSEMARIE DIPPLE	37.98		411
90061	02/04/16	SDGAL010 SDG ALARMTRONICS	93.00		411
90062	02/04/16	STORR010 STORR TRACTOR CO.	164.36		411
90063	02/04/16	TCMCA010 TCMCAA	35.00		411
90064	02/04/16	TCTA0020 TCTA OF NJ	100.00		411
90065	02/04/16	THEST015 THE STATE OF NJ DEPT TREASURER	692.52		411
90066	02/04/16	THOMA010 THOMAS E. LANCE	312.00		411
90067	02/04/16	TRAIN005 TRAINING UNLIMITED LLC	159.00		411
90068	02/04/16	TREAS030 TREASURER, STATE OF NJ	1,378.00		411
90069	02/04/16	UHLAS010 UHL & ASSOCIATES, INC.	1,500.00		411
90070	02/04/16	VANCL010 VAN CLEEF ENGINEERING ASSOC.	6,657.50		411
90071	02/04/16	VERIZ010 VERIZON WIRELESS	80.58		411
90072	02/04/16	VITAL010 VITAL COMMUNICATIONS	380.00		411
90073	02/04/16	WARREN H & K GROUP	3,794.97		411
90074	02/04/16	WELCO010 PRAXAIR DISTRIBUTION INC.	535.95		411

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	72	0	1,652,454.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	72	0	1,652,454.50	0.00

CURRENT	Current			
146	01/15/16	NJSHB010 NJSHBP	11,799.82	402
148	01/20/16	PAYR0010 PAYROLL ACCOUNT	34,473.91	408
149	02/03/16	PAYR0010 PAYROLL ACCOUNT	32,623.74	409

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	78,897.47	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	78,897.47	0.00

GRANT	Grant			
31	01/20/16	PAYR0010 PAYROLL ACCOUNT	592.44	406

Check #	Check Date	Vendor	Amount Paid	Reconci led/Voi d	Ref Num
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GRANT	Grant				
	Checking Account Totals				
		Paid	Void	Amount Paid	Amount Void
	Checks:	1	0	592.44	0.00
	Di rect Deposi t:	0	0	0.00	0.00
	Total :	1	0	592.44	0.00
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OPENS	Open Space Trust				
6	02/01/16	DEPOS010 DEPOSITORY TRUST &	134,000.00		404
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	Checking Account Totals				
		Paid	Void	Amount Paid	Amount Void
	Checks:	1	0	134,000.00	0.00
	Di rect Deposi t:	0	0	0.00	0.00
	Total :	1	0	134,000.00	0.00
<hr/>					
Report Totals					
		Paid	Void	Amount Paid	Amount Void
	Checks:	78	0	1,866,158.57	0.00
	Di rect Deposi t:	0	0	0.00	0.00
	Total :	78	0	1,866,158.57	0.00
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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	5-01	15,764.34	0.00	0.00	15,764.34
Current Fund	6-01	1,695,876.21	0.00	0.00	1,695,876.21
ANIMAL CONTROL FUND	A-12	1,004.16	0.00	0.00	1,004.16
BD OF ADJUSTMENT ESCROW	B-24	560.00	0.00	0.00	560.00
CAPITAL	C-04	5,624.56	0.00	0.00	5,624.56
CONSTRUCTION FUND	C-15	1,378.00	0.00	0.00	1,378.00
Year Total :		7,002.56	0.00	0.00	7,002.56
PLANNING BOARD	D-13	4,410.50	0.00	0.00	4,410.50
GRANT FUND	G-02	3,551.64	0.00	0.00	3,551.64
BOARD OF HEALTH TRUST	H-18	2,700.00	0.00	0.00	2,700.00
OPEN SPACE	O-21	134,000.00	0.00	0.00	134,000.00
RECREATION ACCOUNT	R-22	870.16	0.00	0.00	870.16
SELF-INSURANCE FUND	S-23	419.00	0.00	0.00	419.00
Total Of All Funds:		1,866,158.57	0.00	0.00	1,866,158.57

APPROVED AND ORDERED TO BE PAID THIS 4th DAY OF FEBRUARY 2016.

Diana Haywood, Mayor

Phillip Lubitz, Deputy Mayor

Richard Dodds, Committee man

