

KINGWOOD TOWNSHIP COMMITTEE

Regular Meeting Agenda

March 3, 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

Correspondence

Notification from Statewide Ins. Fund re: Safety & Loss Control Award
Info from Hunterdon Cty. re: County Shared Records Storage Center
Info from Hunterdon Cty. re: Survey for Shared Services for Tax Mapping

Guest Speakers – Michael Gross representing Sustainable Aquaculture Systems Inc. –
Requested postponement to April 7th Meeting
Ed Rodriguez representing CenturyLink

Public Comment – Privilege of the Floor

Resolution No. 2016-16 – 2015 Appropriation Transfers

Bills and Claims

Reports

NJSP of December 2015 & January 2016
Emergency Management Coordinator
Animal Control Report
Construction Reports of January 2016

March 3, 2016 Township Committee Agenda Continued

Reports Continued

Court Report of January 2016

Finance:

Tax Collector's Report of January 2016

Township Engineer's Report

Zoning/General Code Enforcement Report of January 2016

Zoning Board of Adjustment Annual Report

Future Meetings and Activities

March 7 - Housing Board Meeting beginning at 8:00am at Municipal Building

March 12 - Recycling at Township Garage from 9:00AM-12:00Noon

March 14 - Budget Work Session w Twp Auditor beginning at 6:00PM at
Municipal Building

March 26 - Easter Egg Hunt at Kingwood Park located at 200 Union Road,
beginning at 1:00pm, ages 10 & under

April 4 - Deadline to File Petitions for Township Committee & County
Committee w Municipal Clerk by 4:00PM

April 7 - Monthly Meeting of Township Committee at Municipal Building
beginning at 7:00pm

April 13 - Deadline to Change Political Party Affiliation to be able to vote
in June Primary under new affiliation

Ordinances

**Ordinance No. 18-01-2016 Fixing The Salaries And Compensation Of
The Various Officers And Employees Of The Township** – Introduction
and Adoption on First Reading

**Ordinance No. 18-02-2016 Amending 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 Of The Code Of The Township** – Introduction
and Adoption on First Reading

Ordinance Banning The Use Of Hydraulic Fracturing In Kingwood Twp –
Distributed to Alexandria Twp, Frenchtown Borough, Holland Twp
& Milford Borough, East Amwell Twp, West Amwell Twp. and
Hopewell Township w/ ERI

Resolutions

Resolution No. 2016-17 – Municipal Special Master Escrow Account

Resolution No. 2016-18 – Regional Special Master Escrow Account

Resolution No. 2016-19 - Public Works Department Salaries for 2016

Resolution No. 2016-20 - Refund of Partial Construction Permit Fee Bl 25 L 2

March 3, 2016 Township Committee Agenda Continued

Resolutions Continued

- Resolution No. 2016-21** - Refund of 2014 Taxes Due to Tax Appeal Bl 19 L 14
- Resolution No. 2016-22** - Tax Sale Redemption Bl 28 L 13
- Resolution No. 2016-23** – Amending Res 2016-02 Temporary Appropriations
- Resolution No. 2016-24** – Authorize App for Cty Funds for Bl 5 L 3
- Resolution No. 2016-25** - Professional Services Agreements – Twp Eng, Twp Planner
- Resolution No. 2016-26** - American Red Cross Month 2016
- Resolution No. 2016-27** – Renewal of Shared Servs Agr for Municipal Ct w Milford

New Business

- Applications for Raffles Licenses:
 - Big Brothers Big Sisters of Hunterdon, Somerset & Warren
 - DTS Partner in Education, Inc.
- Discuss Commercial & Industrial Committee Sign on Rte 12
- Price Quotations for Clean Up Day Program 2016
- Price Quotations for Recycling Program 2016
- Draft Guidelines for Clean Communities Litter Cleanup Participants
- Price Quotations for Blower for DPW – **Resolution No. 2016 - 31**

Old Business

- Discuss Surplus Equipment Sale – Backhoe, Dump Truck, Grader
- LOSAP Length of Service Awards Program – KT Volunteer Fire Co
- Price Quotations for Water Testing at Township Properties
- PennEast Pipeline – Copy of Let to FERC from Holland Twp, Let from Various Entities to NJDEP Commissioner
- Discuss Name of Former Church Property
- Sustainable Aquaculture Systems Inc. – Memo from EC Chair D Kratzer

Appointments and Resignations

- Citizen Advisor Panel to Parks & Recreation Committee – B Obitz
- Appoint Construction Code Official/Building Sub-Code Official/Building Inspector – **Resolution No. 2016-28**
- Accept Resignation of Plumbing Subcode/Inspector
- Recommendation of Construction Official for Plumbing Subcode/Inspector
- Appoint Plumbing Sub-Code Official/Plumbing Inspector – **Resolution No. 2016-29**
- Accept Resignation of Housing Board Member

Minutes

- February 4, 2016 Regular Meeting Minutes
- February 4, 2016 Executive Session Minutes

Executive Session – Resolution No. 2016 – 30

- Contractual – Affordable Housing Update

March 3, 2016 Township Committee Agenda Continued

Executive Session Continued

Contractual – Discuss Construction Code Technical Assistant, Zoning Officer/General Code Enforcement Official

Possible Litigation – Subdivision BI 12 L 26

DPW - Contract

Return to Regular Session

Personnel – Construction Code Technical Assistant, Dog Licensing Agent & Program, Deputy Zoning Officer/General Code Enforcement Officer, Parks & Recreation Committee Secretary

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

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March 3, 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 Phillip Lubitz, Committeeman Richard 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

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

Correspondence

Notification from Statewide Insurance Fund re: Safety & Loss Control Award

Mayor Haywood briefly reviewed.

Info from Hunterdon Cty re: County Shared Records Storage Center

The Township Committee reviewed the county shared services for record storage. The Committee noted that it is a good idea and they appreciate them giving us the option to store records in the county records storage center, but at this time the township is not interested.

Info from Hunterdon Cty re: Survey for Shared Services for Tax Mapping

The Township Committee discussed the survey for shared services for tax mapping. Committeeman Dodds will be looking into this further. Deputy Mayor Lubitz noted that he spoke with the Tax Assessor and there seems to be a lot of variance in the charges.

The Committee requested the survey be filled out and sent back. C.F.O. Laudenbach will be researching how much it would cost the township to be charged for a copy of the tax maps.

Guest Speakers – Michael Gross representing Sustainable Aquaculture Systems Inc. – Requested postponement to April 7th Meeting

Clerk MacConnell noted that Michael Gross the attorney from Sustainable Aquaculture Systems Inc. has requested to postpone his presentation until the April 7th, 2016 Township Committee Meeting.

Mayor Haywood noted that she met with representatives from Sustainable Aquaculture Systems Inc. She noted that they recognize that they need to appear before the Kingwood Township Planning Board. She explained there has been a lot of concerns from the Environmental Commission regarding how much water they will be using each day. The representatives from Sustainable Aquaculture Systems are willing to meet with the Environmental Commission.

Deputy Mayor Lubitz commented he is pleased that these representatives will be coming to speak at an open session, which will give us the opportunity to comment.

Ed Rodriguez Representing CenturyLink

Mr. Ed Rodriguez was present and explained he was here this evening to speak about the outage of February 8, 2016. He explained according to their experts there was a power surge, which caused damaged. He reviewed what they did to restore the sight. He noted that up to this date they still did not get word why this happened. There was a brief discussion regarding the power box in the middle of Baptistown that burned. The Township Committee commented regarding the power outage.

Mayor Haywood asked what the plan will be to prevent this from happening again. Committeeman Dodds stated that the township had no phones during that time. He feels it would be a good idea for in the future that the township be contacted to know approximately when the phones will be back in service, so a message could be put on the phone system.

There was a discussion regarding whether residents in the township would be able to get an upgrade in internet in the future. Mr. Ed Rodriguez explained they are trying out new products that will provide faster internet service, which is in the trial stages. There was a discussion regarding service to various locations in the township.

Mayor Haywood noted a problem that has been happening to her regarding the internet and how the internet drops and then it eventually comes back. There was a resident present from Kingsridge Road, who commented they have experienced the same problem where the internet has not been very reliable. Committeeman Dodds commented on wires throughout several roads in the township, which are still hanging down since Superstorm Sandy. Mr. Ed Rodriguez explained that they have a contractor to repair those wires, and that he will report the wires that need to be repaired.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

There were no public comments this evening.

Resolution No. 2016-16 – 2015 Appropriation Transfers

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 16

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
Elections Other Expense	Tax Assessment – Other Expense	\$150.00
TOTAL TRANSFERRED:		\$150.00

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

BILLS AND CLAIMS

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to approve and pay all bills and claims in the amount of **\$668,647.70** that are in order and attached as Bill List for March 2016.

Roll Call Vote:

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

REPORTS

NJSP of December 2015 & January 2016

Emergency Management Coordinator

EMC, Jack MacConnell was present and reported on the County Mitigation Plan and how it is finally being completed on their end. He noted that it will be posted on their website for 90 days. He reviewed some of the meetings, which he has been involved. Deputy Mayor Lubitz noted that Senator Dougherty has proposed a study committee to look at the flooding in Hunterdon County.

Jack MacConnell noted there has been a letter sent for placing a repeater on the tower on Route 29, which will really improve communications for emergency services. He explained that the Cannonville Reservoir is still having problems. He explained what could happen if a dam near Holmdale north of Kingwood Township, should release or break. He feels that Route 29 would be inundated down to Titusville. There was a brief discussion regarding funding and joint applications with other counties. The Committee Members thanked Jack MacConnell for his report.

Animal Control Report

Construction Reports of January 2016

Court Report of January 2016

Finance:

Tax Collector's Report of January 2016

Township Engineer's Report

There was a discussion regarding the date of completion, April 1, 2016 for the bridge to be completed on Route 519. Committeeman Dodds noted it was reported at the last County Planning Board Meeting that it is still on target for April 1, 2016. Mayor Haywood asked if there is any funding from the County available for township roads to be used for repairs from the overuse of the detours. Committeeman Dodds noted that there has been some repairs done last year on Kingwood Locktown Road, which was approximately 600 – 700 feet.

Zoning/General Code Enforcement Report of January 2016

Zoning Board of Adjustment Annual Report

FUTURE MEETINGS AND ACTIVITIES

Mayor Haywood reviewed as per the agenda.

ORDINANCES

ORDINANCE NO. 18 - 01 - 2016 FIXING THE SALARIES AND COMPENSATION OF THE VARIOUS OFFICERS AND EMPLOYEES OF THE TOWNSHIP - Introduction and Adoption on First Reading

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

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to adopt on first reading **ORDINANCE NO. 18 - 01 - 2016 FIXING THE SALARIES AND COMPENSATION OF THE VARIOUS OFFICERS AND EMPLOYEES OF THE TOWNSHIP.**

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

Consideration of final adoption at a public hearing is scheduled for Thursday, April 7, 2016 at a meeting beginning at 7:00 P.M. at the municipal building.

ORDINANCE

ORDINANCE NO. 18 - 02 - 2016 - ORDINANCE AMENDING CHAPTER 34 ENTITLED "RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE AND CHAPTER 94 ENTITLED "OPEN SPACE AND RECREATION AREAS" OF THE GENERAL ORDINANCES OF THE TOWNSHIP OF KINGWOOD, COUNTY OF HUNTERDON, AND THE STATE OF NEW JERSEY TO AMEND THE FEES FOR USE OF THE TOWNSHIP'S OPEN SPACE AND RECREATION AREAS AND ITS HOURS OF OPERATION - Introduction and Adoption on First Reading

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

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to adopt on first reading **ORDINANCE NO. 18 - 02 - 2016 - ORDINANCE AMENDING CHAPTER 34 ENTITLED "RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE AND CHAPTER 94 ENTITLED "OPEN SPACE AND RECREATION AREAS" OF THE GENERAL ORDINANCES OF THE TOWNSHIP OF KINGWOOD, COUNTY OF HUNTERDON, AND THE STATE OF NEW JERSEY TO AMEND THE FEES FOR USE OF THE TOWNSHIP'S OPEN SPACE AND RECREATION AREAS AND ITS HOURS OF OPERATION.**

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

Consideration of final adoption at a public hearing is scheduled for Thursday, April 7, 2016 at a meeting beginning at 7:00 P.M. at the municipal building.

Ordinance Banning The Use Of Hydraulic Fracturing In Kingwood Twp. – Distributed to Alexandria Twp, Frenchtown Borough, Holland Twp. & Milford Borough, East Amwell Twp, West Amwell Twp. and Hopewell Township w/ ERI

There was a brief discussion as to whether anyone had heard from any of the towns regarding the ordinance to ban the use of hydraulic fracturing. Mayor Haywood reported that she has only heard back from Alexandria Township.

RESOLUTIONS

Resolution No. 2016-17 – Municipal Special Master Escrow Account

The following Resolution was introduced:

RESOLUTION NO. 2016 - 17

RESOLUTION CREATING AN ESCROW ACCOUNT FOR THE PAYMENT OF THE MUNICIPAL SPECIAL MASTER

WHEREAS, the Court has ordered that the municipality hold and administer an Escrow Account for the payment of the Municipal Special Master appointed by the Court; and

WHEREAS, the Court has ordered that an initial deposit of \$5,000 be placed in this Escrow Account by the municipality which may be paid from the municipality’s affordable housing trust fund; and

WHEREAS, the Court has ordered that, where applicable, any intervenors shall be required to submit to the municipality an initial deposit of \$2,000 to also be placed in the Escrow Account.

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

1. The Chief Financial Officer is hereby authorized to create an escrow account entitled, “Affordable Housing Municipal Special Master Escrow Account”.
2. The Chief Financial Officer is authorized to make an initial deposit of \$5,000 into the Escrow Account no later than March 11, 2016.
3. The \$5,000 shall be paid from the municipality’s affordable housing trust fund, if available.
4. The municipal CFO shall be responsible for the administration of the Escrow Account and ensure that all invoices are paid within 30 days in accordance with the Court Order.

This Resolution shall take effect immediately.

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 No. 2016-18 – Regional Special Master Escrow Account

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 - 18

RESOLUTION CREATING AN ESCROW ACCOUNT FOR THE PAYMENT OF THE REGIONAL SPECIAL MASTER

WHEREAS, the Court has ordered that the municipality hold and administer an Escrow Account for the payment of the Regional Special Master appointed by the Court; and

WHEREAS, the Court has ordered that an initial deposit of \$5,000 be placed in this Escrow Account by the municipality which may be paid from the municipality’s affordable housing trust fund.

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

1. The Chief Financial Officer is hereby authorized to create an escrow account entitled, “Affordable Housing Regional Special Master Escrow Account”.
2. The Chief Financial Officer is authorized to make an initial deposit of \$5,000 into the Escrow Account no later than March 11, 2016.
3. The \$5,000 shall be paid from the municipality’s affordable housing trust fund, if available.
4. The municipal CFO shall be responsible for the administration of the Escrow Account and ensure that all invoices are paid within 30 days in accordance with the Court Order.
5. This Resolution shall take effect immediately.

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 No. 2016-19 - Public Works Department Salaries for 2016

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There was a discussion regarding the rate for seasonal part time employees for the Public Works Department. Committeeman Dodds noted that the hourly salary has not changed in a few years. It was suggested for part time seasonal employees for snowplowing that the hourly rate be increased to \$25.00 and for grass cutting \$21.00 per hour.

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 - 19

PUBLIC WORKS DEPARTMENT SALARIES FOR 2016

WHEREAS, Ordinance No. 18-01-2016 contains the Salary Range for the Public Works Employees;

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 per hour salaries are established for the year 2016:

Michael Ewing	\$ 33.42
Walter Cotier	\$ 35.44
Ryan Osborne	\$ 33.42
John Kertesz	\$ 32.13
Seasonal Part-Time:	
Grass Cutting	\$ 21.00
Snow Plowing	\$ 25.00

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 No. 2016-20 - Refund of Partial Construction Permit Fee Bl 25 L 2

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 20

REFUND OF PARTIAL CONSTRUCTION PERMIT FEE

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WHEREAS, there was an error in the computation of the construction permit fee for the permit for Block 25, Lot 2, Permit No. 16-016, in the amount of \$137.00.

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 Air Professionals, 843 State Route 12, Suite B-5, Frenchtown, New Jersey, 08825, in the amount of \$137.00.

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

Resolution No. 2016-21 - Refund of 2014 Taxes Due to Tax Appeal Bl 19 L 14

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 21

REFUND OF 2014 REAL ESTATE TAXES DUE TO SUCCESSFUL TAX APPEAL

WHEREAS, the tax assessment on Block 19, Lot 14 for 2014 was in the amount of \$1,430,700; and

WHEREAS, the owner of Block 19, Lot 14 filed a tax appeal through the Tax Court of New Jersey; and

WHEREAS, the tax court granted a judgment in the amount of \$1,137,400 for 2014; and

WHEREAS, as a result of the successful tax appeal, the property owner's assessed value was reduced by \$293,300, which resulted in an overpayment of real estate taxes for 2014 in the amount of \$6,247.29.

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 in the amount of \$6,247.29 made payable to Archer & Greiner, P.C. as Trustee for Grom, Robert and Kim, 101 Carnegie Center, Suite 300, Princeton, New Jersey, 08540.

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

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

Resolution No. 2016-22 - Tax Sale Redemption Bl 28 L 13

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 - 22

TAX SALE REDEMPTION

WHEREAS, the Tax Collector has received redemption monies in the amount of \$12,806.98 to redeem Tax Sale Certificate No. 15-004 on Block 28, Lot 13;and

WHEREAS, the lienholder paid a premium in the amount of \$1,000.00 at the time of sale.

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 \$13,806.98 to US Bank Cust for Pro Capital II, LLC, U.S. Bank TLSG, 50 S. 16th Street, Philadelphia, PA, 19102 for the redemption of Tax Sale Certificate No. 15-004.

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 No. 2016-23 – Amending Res 2016-02 Temporary Appropriations

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 - 23

AMENDING TEMPORARY APPROPRIATIONS RESOLUTION 2016 – 02

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WHEREAS, 40:4A-19 of the Local Budget Law provides that (where contracts, commitments or payments are made prior to the adoption of the 2016 Municipal Budget) temporary appropriations shall be made for the purpose and the amounts required in the manner provided therein and within the time provided; and

WHEREAS, one quarter of the total appropriations (exclusive of debt redemption, public assistance and capital improvements) in the 2015 Municipal Budget is \$671,596.54.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that these amended temporary appropriations be hereby made, and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

INSURANCE

Worker’s Compensation	\$ 9,000.00
Dental/Eyeglass Benefit	\$13,000

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 No. 2016-24 – Authorize App for Cty Funds for Bl 5 L 3

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 24

**APPLICATION FOR KINGWOOD TOWNSHIP ALLOCATION
OF HUNTERDON COUNTY OPEN SPACE TRUST FUNDS**

WHEREAS, the Hunterdon County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Grants Program to provide County Funds in connection with preserving open space, natural areas, farmland and historic sites; to acquire, develop, improve and maintain county and municipal lands for recreation and conservation purposes; and preservation of historic structures, properties, facilities, sites, areas, or objects; or for the payment of debt service or indebtedness issued or incurred by the municipality for any of the purposes described above; and

WHEREAS, the Township of Kingwood desires to further the public interest by obtaining funding in the amount of \$40,600.00 from the County of Hunterdon to fund the following project: Farmland Preservation of the Zander Farm, Block 5 Lot 3 (75 Tinsman Rd.) in Kingwood Township at a cost of \$203,000.00;

NOW, THEREFORE, the Township Committee resolves that Diana Haywood, Mayor is hereby authorized to:

- (a) make application for such County Open Space Trust Funds,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above named municipality; and

WHEREAS, the County of Hunterdon shall determine if the application is complete and in conformance with the scope and intent of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan, applicable Freeholder Board Policies and the Procedures Manual for the Municipal Grant Program adopted thereto, and notify the Municipality of the amount of the funding award; and

WHEREAS, the Municipality is willing to use the County funds in accordance with such adopted Policies and Procedures, and applicable state and local government rules, regulations and statutes;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kingwood Township Committee:

- 1. That the Mayor of the Township of Kingwood is hereby authorized to execute any documents and agreements with the County of Hunterdon for the project known as Farmland Preservation of Block 5 Lot 3(75 Tinsman Road);
- 2. That the Municipality has its share of funds, if required, in the amount of \$40,600.00;
- 3. That, in the event the County of Hunterdon’s funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
- 4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules and regulations in its performance of the project; and
- 5. That this Resolution shall take effect immediately.

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

Resolution No. 2016-25 - Professional Services Agreements – Twp Eng, Twp Planner

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 25

**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

WHEREAS, each of the Township professionals set forth 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:

Thomas R Decker	Township Engineer	One Year
Van Cleef Engineering Associates		
32 Brower Lane		
Hillsborough, NJ 08844		

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David Banisch
Banisch Associates, Inc.
111 Main Street
Flemington, NJ 08822

Township Planner

One Year

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 No. 2016-26 - American Red Cross Month 2016

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 26

AMERICAN RED CROSS MONTH 2016

In the Township of Kingwood **we have a long history of helping our neighbors in need.** American Red Cross Month is a special time to recognize and thank our Everyday Heroes – those selfless Red Cross volunteers and donors who give of their time and resources to help community members.

These heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning, or choking. They enable children around the globe to be vaccinated from measles and rubella.

The American Red Cross depends on local heroes to deliver help and hope during a disaster. **We applaud our heroes here in the Township of Kingwood who give of themselves** to assist their neighbors when they need a helping hand.

Across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected.

It collects 40 percent of the nation’s blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict, or migration.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

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 we do hereby proclaim March 2016 as American Red Cross Month. We encourage all Americans to support this organization and its noble humanitarian mission.

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 No. 2016-27 – Renewal of Shared Servs Agr for Municipal Ct w Milford

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 27

AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT FOR MUNICIPAL COURT SERVICES

WHEREAS, the Township of Kingwood (Kingwood) and the Borough of Milford (Milford) presently share municipal court services with offices in the municipal building at 599 Oak Grove Road, Frenchtown, New Jersey pursuant to *N.J.S.A. 2B:12-1(c)* and a Shared Services Agreement (the “Agreement”) which was previously reviewed and approved by the Township Committee of Kingwood and the Common Council of Milford; and

WHEREAS, such shared service agreements are authorized by the Uniform Shared Services and Consolidation Act, *N.J.S.A. 40A:65-1, et. seq.*; and

WHEREAS, Article II of the Agreement provides that the term for the Agreement shall conclude on December 31, 2015; and

WHEREAS, the Township of Kingwood desires to extend the term of said Shared Services Agreement for an additional three year period commencing on January 1, 2016 and terminating as of December 31, 2018, unless the Borough and Township mutually agree to further term extensions, subject to the same terms and conditions as set forth in the existing Shared Services Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey that the Mayor of the Township of Kingwood be and she hereby is authorized to execute the Agreement for an additional three year period on behalf of the Township.

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

NEW BUSINESS

Applications for Raffles Licenses:

Big Brothers Big Sisters of Hunterdon, Somerset & Warren

The Township Committee reviewed the raffle license application from Big Brothers, Big Sisters of Hunterdon, Somerset and Warren.

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve Raffle License Application No. 2016 – 01 for a on premise Prize Raffle to be conducted at the West Hunterdon Lanes, 1089 Route 12, Frenchtown, NJ from 6:30P.M. – 8:00P.M. for the Big Brothers, Big Sisters of Hunterdon, Somerset, and Warren.

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

DTS Partner in Education, Inc.

The Township Committee reviewed the raffle license application from DTS Partners In Education Inc.

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve Raffle License Application No. 2016 – 02 for a Casino Night to be conducted at the Razberrys Banquet Center, 834 Route 12, Frenchtown, NJ from 6:00P.M. – 11:00P.M. for the DTS Partners In Education Inc.

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

Discuss Commercial & Industrial Committee Sign on Rte. 12

Mayor Haywood explained that she requested that this be put on the agenda to discuss the Commercial and Industrial sign on Route 12. She feels that it needs to come down, as it does not look that good. The Township Committee all agreed to take the sign down and discussed how it could be done. Committeeman Dodds will speak to the Department of Public Works regarding taking the sign down.

Price Quotations for Clean Up Day Program 2016

The Township Committee reviewed the Clean-Up letter to the residents at last month’s meeting and approved the letter that will be going out in the annual mailing. The Township Committee reviewed the following quotes for the Clean-Up Program for 2016:

2016 CLEANUP DAY PROGRAM QUOTES

<u>HAULER</u>	<u>COST PER DUMPSTER</u>	<u>TIPPING FEE PER TON</u>
Raritan Valley Disposal	\$200.00 per 30 yd. dumpster	\$93.00 per ton tipping fee (\$3.00 per ton NJ Recycling Enhancement Tax)
Global Waste Industries, Inc.	\$250.00 per 30 yd. dumpster	\$80.00 per ton tipping fee (\$3.00 per ton NJ Recycling Enhancement Tax)
Russell Reid	\$235.00 per 30 yd. dumpster	\$105.00 per ton tipping fee (\$3.00 per ton NJ Recycling Enhancement Tax)

2016 CLEAN UP DAY PROGRAM

April, May, June, July, October

NO CLEAN-UP DAYS IN AUGUST OR SEPTEMBER

**Total Cost of Entire Clean-up Season Using (1) Unit (2) Units (3) Units
Including Per Ton Tipping Fees and \$3.00 Per Ton NJ Recycling Enhancement Tax**

Total for 5 months:	(1) Unit	(2) Units	(3) Units
Global Waste Ind., Inc.	\$3,090.00	\$6,260.00	\$9,350.00
Raritan Valley	\$3,139.00	\$6,371.00	\$9,510.00
Disposal			
Russell Reid	\$3,590.00	\$7,285.00	\$10,875.00

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to hire the company with the lowest quote, which was Global Waste Industries Inc. for the 2016 Clean-Up Day Program.

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

Price Quotations for Recycling Program 2016

There were no quotations this month for recycling program 2016.

Draft Guidelines for Clean Communities Litter Cleanup Participants

Mayor Haywood reviewed the draft guidelines and commented on the good job, Clean Communities Coordinator Sandra McNicol has done on them. Sandra McNicol was present and noted that there are not many guidelines that come from Clean Communities. She described an issue, which happened last year, which is why she is suggesting the guidelines. There was a lengthy review of the draft guidelines, and there were several suggestions for changes in the wording.

Clerk MacConnell will make those changes and provide Sandra McNicol with a copy.

Price Quotations for Blower for Department of Public Works

Clean Communities Coordinator, Sandra McNicol noted that this will be paid for out of Clean Community Funds.

The Township Committee reviewed the quotations provided for a new blower for the Department of Public Works.

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 - 31

**RESOLUTION TO AUTHORIZE PURCHASE OF
CYCLONE PTO BLOWER**

WHEREAS, Kingwood Township obtained three price quotations for a Turbine PTO Blower as follows:

Revels Turf & Tractor, LLC	\$5,190.00
Lacorte Farm & Lawn Equipment	\$5,100.00
Finch Services, Inc.	\$4,979.00

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 purchase of the Cyclone PTO Blower from Finch Services, Inc., 1127 Littlestown Pike, Westminster, MD 21157-3005, in the amount of \$4,979.00, which is the lowest price quotation received.

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

OLD BUSINESS

Discuss Surplus Equipment Sale – Backhoe, Dump Truck, Grader

Committeeman Dodds noted that the township has decided to keep the grader, which can still be used in an emergency. Attorney K. Campbell provided information from the Local Finance Board regarding selling surplus personal property/use of online auctions. Committeeman Dodds noted that GovDeals.com would be the best choice to use. Attorney K. Campbell noted that a resolution will need to be adopted at next month’s meeting in April.

LOSAP Length of Service Awards Program – KT Volunteer Fire Co

The Township Committee briefly reviewed the LOSAP list for the Kingwood Township Volunteer Fire Company. Clerk MacConnell noted that this was for the Committees information. She noted that next month there will be a resolution to adopt.

Price Quotations for Water Testing at Township Properties

The Township Committee reviewed the following quotes for water testing for township buildings for 2016:

Quotes for Water Testing for Township Buildings 2016

Starting April 1, 2016 all seasonal systems will be required to conduct routine monitoring for total Coliform bacteria on a monthly basis during the operating season. (This will be required for the (Kingwood Park Only)).

The quotes provided are for the monthly coliform test required by the State for the Kingwood Park:

Eurofins QC Labs -

Kingwood Park Monthly Testing During Operating Hours:

10 Months Coliform Test Fee	Unit Price: \$43.00 per test	Total: \$ 430.00
Nitrate Test Fee	Unit Price: \$26.50 one test	Total: \$ 26.50
10 Months Sampling Fee	Unit Price: \$32.50 per test	Total: \$ 325.00
NJDEP E2 Reporting PWSID NJ 1016325 Fee Included		= Total - \$781.50

Additional Testing for Coliform would be 4 tests following@ \$33.00 each Test, plus a sampling fee charge of \$35.00 each time

New Jersey Analytical Labs -

Kingwood Park Monthly Testing During Operating Hours:

10 Months Coliform Test Fee	Unit Price: \$30.00 per test	Total: \$300.00
Nitrate Test Fee	Unit Price: \$30.00 one test	Total: \$ 30.00
10 Months Sampling Fee	Unit Price: \$30.00 per test	Total: \$300.00
NJDEP E2 Reporting PWSID NJ 1016325 Fee	\$15.00 per month	Total: \$150.00
		= Total - \$780.00

Additional Testing for Coliform would be 4 tests following@ \$30.00 each Test, plus a sampling fee charge of \$30.00 each time

Quotes for Quarterly Water Test Samples for Kingwood Township Properties:

Eurofins QC Labs -

Municipal Bldg.	(4) Samples Coliform – Not Regulated	Unit Price: \$43.00 = Total: \$172.00
	(4) Samples Nitrate One Time	Unit Price: \$26.50 = Total: \$ 26.50
	Sampling Fee	Unit Price: \$32.50 = Total: \$130.00
Old Fairview School	(4) Samples Coliform – Not Regulated	Unit Price: \$43.00 = Total: \$172.00
	(4) Samples Nitrate One Time	Unit Price: \$26.50 = Total: \$ 26.50
	Sampling Fee	Unit Price: \$32.50 = Total: \$130.00
Horseshoe Bend Park	(4) Samples Coliform – Not Regulated	Unit Price: \$43.00 = Total: \$172.00
	(4) Samples Nitrate One Time	Unit Price: \$26.50 = Total: \$ 26.50
	Sampling Fee	Unit Price: \$32.50 = Total: \$130.00
		= Total - \$985.50

New Jersey Analytical Labs -

Municipal Bldg.	(4) Samples Coliform – Not Regulated	Unit Price: \$30	= Total: \$120.00
	(4) Samples Nitrate One Time	Unit Price: \$30	= Total: \$ 30.00
	Sampling Fee	Unit Price: \$30	= Total: \$120.00
Old Fairview School	(4) Samples Coliform – Not Regulated	Unit Price: \$30	= Total: \$120.00
	(4) Samples Nitrate One Time	Unit Price: \$30	= Total: \$ 30.00
	Sampling Fee	Unit Price: \$30	= Total: \$120.00
Horseshoe Bend Park	(4) Samples Coliform – Not Regulated	Unit Price: \$30	= Total: \$120.00
	(4) Samples Nitrate One Time	Unit Price: \$30	= Total: \$ 30.00
	Sampling Fee	Unit Price: \$	= Total: \$120.00
			= Total - \$810.00

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve to hire New Jersey Analytical Labs, 380 Scotch Rd. Ewing, NJ, which is the lowest quote for the yearly water testing for the township buildings.

Roll Call Vote:

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

PennEast Pipeline – Copy of Letter to FERC from Holland Twp, Letter from Various Entities to NJDEP Commissioner

The Committee Members all agreed that the letter to FERC was well written. Committeeman Dodds noted that all the points have been made at this time. It was agreed not to do a letter at this time.

Discuss Name of Former Church Property

Committeeman Dodds explained that the Parks and Recreation Committee and the Open Space Advisory Committees met and discussed a new name for the former church property. It was suggested by the Open Space and Agricultural Committees the name be called “Horseshoe Bend Park”. He explained that they prefer not to use the name “Sanctuary” if there was going to be hunting allowed on the property. Committeeman Dodds noted the following evening the Parks and Recreation Committee met and they recommend the name for this property be called “Horseshoe Bend East”. He explained that there is currently a south entrance, a north entrance and now there will be an east entrance. It was decided by all members that the new name be called “Horseshoe Bend East” for the new property. Signs will be ordered and made for the entrance of this property.

Sustainable Aquaculture Systems Inc. – Memo from EC Chair D. Kratzer

Mayor Haywood reviewed the memo from Environmental Commission Chairwoman Debbie Kratzer.

She noted that they are very concerned about this facility and about the time sensitive material. She also feels that our professionals should be looking at the plans for the proposed facility.

Committeeman Dodds explained that he spoke with the Planning Board Attorney and asked him the requirements for the process. Clerk MacConnell noted that a request was sent to Franklin Township for information on the notices.

It was noted that the Chair of the Planning Board will be attending a meeting at Franklin Twp. on the 9th of March to discuss the notice concern. Committeeman Dodds will be obtaining a list that is required for noticing from the Planning Board Attorney to give to the Chairperson to take to the meeting in Franklin.

APPOINTMENTS AND RESIGNATIONS

Citizen Advisor Panel to Parks & Recreation Committee – B Obitz

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to appoint Brian Obitz as a member of the Citizens Advisory Panel to the Parks and Recreation Committee for an unexpired term for the remainder of 2016 to expire on 12/31/2016.

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

Appoint Construction Code Official/Building Sub-Code Official/Building Inspector – Resolution No. 2016-28

RESOLUTION NO. 2016 – 28

CONSTRUCTION CODE OFFICIAL – BUILDING SUB-CODE

OFFICIAL – BUILDING INSPECTOR

WHEREAS, the Township of Kingwood is in need of a Construction Code Official/Building Sub-Code Official/Building Inspector; and

WHEREAS, the Township has conducted interviews of several applicants;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that Thomas A. Petto is appointed to a four year term as Construction Code Official/Building Sub-Code Official/Building Inspector beginning February 22, 2016 at an annual salary of \$22,185.00.

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**

Accept Resignation of Plumbing Subcode/Inspector

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to accept the resignation from Mark Fornaciari, Plumbing Subcode/Inspector on this 3rd day of March, 2016.

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

Recommendation of Construction Official for Plumbing Subcode/Inspector

The Township Committee reviewed the recommendation for a Plumbing Subcode/Inspector.

Appoint Plumbing Sub-Code Official/Plumbing Inspector – Resolution No. 2016-29

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2016 – 29

PLUMBING SUB-CODE OFFICIAL – PLUMBING INSPECTOR

WHEREAS, the Township of Kingwood is in need of a Plumbing Sub-Code Official/Plumbing Inspector; and

WHEREAS, the Township currently has a Temporary Plumbing Inspector;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that Timothy M. Dieterman is appointed to a four year term as Plumbing Sub-Code Official/Plumbing Inspector beginning March 3, 2016 at an annual salary of \$6,921.00.

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

2016 – 76

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

Accept Resignation of Housing Board Member

Deputy Mayor Lubitz noted that James Wells needs to step down at this time and will not be able to attend the Housing Board meetings. The Committee Members with regret accept the resignation from James Wells, as a Housing Board Member.

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to accept the resignation from James Wells, member of the Housing Board.

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

MINUTES

February 4, 2016 Regular Meeting Minutes

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

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

February 4, 2016 Executive Session Minutes

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

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

EXECUTIVE SESSION – RESOLUTION NO. 2016 - 30

The following Resolution was introduced to enter into closed session at approximately 9:02P.M.:

RESOLUTION NO. 2016 - 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:
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 Construction Code Technical Assistant, Zoning Officer/General Code Enforcement Official
Possible Litigation – Subdivision Bl 12 L 26
DPW – Contract**

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 9:42P.M.

PERSONNEL-

The following personnel discussed this evening were sent Rice Notices. All of the employees have made the choice to be discussed in the open session portion of the meeting.

Deputy Mayor Lubitz commented on the outstanding job all the employees present do for the township and that he is proud to have them as employees. He feels that they wish they could pay the employees more, but every dollar comes out of someone's pocket and the community has made it clear they want a lean budget. He wanted everyone to know that the Township Committee appreciates all of the employees who go above and beyond.

Construction Code Technical Assistant

The Township Committee discussed the amount of hours per week, which is needed for the Construction Code Technical Assistant. Diane Laudenschlager noted there is only enough work for someone to put in a few hours per week. Committeeman Dodds noted that C.F.O. Diane Laudenschlager has volunteered to fill in until they hire someone for the position. The Committee Members thanked Diane Laudenschlager for taking the time to cover the position. Committeeman Dodds explained that with the extra amount of hours put into Horseshoe Bend Park, that maybe the job of Construction Code Technical Assistant and the additional park work can be combined. It was suggested to possibly give this title a different name. There was some discussion on the salary for this position. There was a discussion on the construction department and the deficit it had last year. Committeeman Dodds suggested naming the position Administrative Assistant/Construction Code Technical Assistant.

Dog Licensing Agent & Program

Mayor Haywood reviewed a sheet of information the Committee Members received from Sandra McNicol. She explained all the extra work and structure Sandra McNicol has put into the position.

Mayor Haywood noted that Sandra McNicol has documented her time and feels that she is not being compensated for all that she has put into the position, which has taken more time. It was noted that the Dog License expenses are paid out of the funds collected.

Sandra McNicol spoke to the Committee Members regarding the extra time and all the work she has been doing as the Dog License Agent. There was a discussion regarding the hourly rate that she is currently making for the amount of time she is putting into the job. There was a brief discussion regarding salary positions compared to hourly. The Township Committee all feel that Sandra McNicol works very hard and deserves an increase in her salary. They feel that a \$500.00 increase would be what the township could give at this time. Sandra McNicol noted that she doesn't feel \$500.00 increase is enough and she went on to explain her opinion. Deputy Mayor Lubitz feels that we need to sit down and work out a job description. Sandra McNicol stated that she handed in a job description, but didn't include everything she does. Mayor Haywood asked if a 25% raise would be sufficient and to take some responsibilities away. Sandra McNicol feels she deserves a larger increase for this position.

Deputy Zoning Officer/General Code Enforcement Officer

Deputy Mayor Lubitz noted that Deputy Zoning Official/Deputy General Code Enforcement Officer Bill Sidote has been working with the public covering for the Zoning Official on Tuesday evenings. He stated that William Sidote is very conscientious and works very well with the public, but he is still concerned with William Sidote's ability to communicate in writing and before a judge if needed in court. He expressed that he would like to see a broader range of candidates, and suggested the township re-advertise for the position. The Committee Members all commented on how well William Sidote works with the public. They were very happy to see a monthly zoning report.

William Sidote was present at the meeting and commented on his abilities to communicate. He feels that he has no problem working as the Zoning Official and feels confident to do the job. The Township Committee all agreed to allow William Sidote to continue covering as the temporary Zoning Official, but they expressed they would like to advertise to look for another candidate.

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to authorize the Clerk to re-advertise for the position of Zoning Official/General Code Enforcement Officer in the local papers and the League of Municipalities.

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

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to appoint William Sidote for an additional 60 days on this date of March 3, 2016 as the temporary Zoning Official/General Code Enforcement Officer.

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

Parks & Recreation Committee Secretary

Committeeman Dodds thanked Cynthia Keller for putting together a sheet of duties that she has been in charge of since becoming the Parks and Recreation Secretary. The Committee Members agreed that the position has grown, and that some of the responsibilities need to be taken from that position to relieve the work load and overtime that has been put into this job. The Committee Members reviewed the amount of hours spent each week on the Horseshoe Bend Park for the Parks and Recreation, which has been done during the day while working as Deputy Clerk.

Cynthia Keller expressed how she enjoys the park duties, but that it is too much to do during the day time hours along with the Deputy Clerk position. She offered to do the job on her own time if compensated for the extra hours. Committeeman Dodds and Deputy Mayor Lubitz feel that it is too much work for one person to take on.

They all agreed to hire someone as the Construction Code Technical Assistant/Administrative Assistant who will be in charge of doing multiple jobs. The Committee Members feel that it would be best to relook at the employment applications for the Construction Code Technical Assistant position and review them again for possible interviews. The Committee Members discussed how many hours will be needed for this position.

ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to adjourn the meeting at 10:53P.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: 02/05/16 to 03/03/16
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
35 02/17/16 PAYR0010 PAYROLL ACCOUNT 214.16 413

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

90075	03/03/16	ADRT0010	ADR TOWING, INC.	1,300.00	418
90076	03/03/16	AI RPR005	AIR PROFESSIONALS	137.00	418
90077	03/03/16	ALLI E020	ALLIED OIL LLC	2,021.67	418
90078	03/03/16	ANIMAL	ANIMAL CONTROL SOLUTIONS LLC	980.00	418
90079	03/03/16	ANJEC010	ANJEC	300.00	418
90080	03/03/16	ATLAN010	ATLANTIC SALT, INC.	14,696.36	418
90081	03/03/16	BANI S010	BANI SCH ASSOCIATES, INC.	32.50	418
90082	03/03/16	BUY-R010	BUY-RITE AUTO STORES INC.	197.29	418
90083	03/03/16	CANAD005	CANADIAN LOAD-SHARE SUSPENSION	645.00	418
90084	03/03/16	CASTL010	CASTLE SEPTIC SERVICE CORP.	250.00	418
90085	03/03/16	CENTU010	UNITED TELEPHONE COMPANY OF	995.78	418
90086	03/03/16	CINTA015	CINTAS CORPORATION NO. 2	212.55	418
90087	03/03/16	CINTA015	CINTAS CORPORATION NO. 2	95.44	418
90088	03/03/16	CIT00010	CIT	226.08	418
90089	03/03/16	COOPE005	COOPER ELECTRIC SUPPLY CO.	981.90	418
90090	03/03/16	COUNT060	COUNTY OF HUNTERDON-TREASURER	1,600.00	418
90091	03/03/16	CYNTH020	CYNTHIA L. KELLER	26.91	418
90092	03/03/16	DAVID060	DAVID M. GILL	424.80	418
90093	03/03/16	DCRPO010	DCRP	23.37	418
90094	03/03/16	DIANE030	DIANE LAUDENBACH	30.00	418
90095	03/03/16	DJTRU005	D & J TRUCK & RV REPAIR LLC	3,816.99	418
90096	03/03/16	DONLO010	DON LONGO INC.	415.98	418
90097	03/03/16	DRAWI010	DRAWING BOARD PRINTING	26.15	418
90098	03/03/16	DSWAT010	DS WATERS OF AMERICA INC.	41.12	418
90099	03/03/16	ELIZA020	ELIZABETH C. MCKENZIE, PP, PA	625.00	418
90100	03/03/16	ELIZABET	PIVOTAL UTILITY HOLDINGS, INC	1,305.91	418
90101	03/03/16	ENGIN010	ENGINEERED COMPONENTS INC	63.02	418
90102	03/03/16	FRENCO20	FRENCHTOWN HOME AND HARDWARE	292.05	418
90103	03/03/16	GANNE010	GANNETT NJ NEWSPAPERS	194.61	418
90104	03/03/16	GEORG020	GEORGE'S TIRE SERVICE	110.85	418
90105	03/03/16	GREEN015	GREEN ROCK RECYCLING LLC	200.00	418
90106	03/03/16	HCMCA010	HCMCA	85.00	418
90107	03/03/16	IANWHO10	IAN WHITE	200.00	418
90108	03/03/16	IIMCO010	IIMC	240.00	418
90109	03/03/16	JCEHRO10	J.C. EHRLICH CO., INC.	188.00	418
90110	03/03/16	JERSE010	JERSEY CENTRAL POWER AND LIGHT	2,088.57	418
90111	03/03/16	JOHNK015	JOHN KISELI	26.72	418
90112	03/03/16	KINGWO40	KINGWOOD TOWNSHIP BOE	375,790.00	418
90113	03/03/16	LAVER005	LAVERY, SELVAGGI, ABROMITIS &	3,749.34	418
90114	03/03/16	LAWSO010	LAWSON PRODUCTS, INC.	256.58	418
90115	03/03/16	LAWYE010	LAWYER'S DIARY MANUAL	109.00	418

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CLEARING		CLEARING ACCOUNT			Continued
90116	03/03/16	LINDA010 LINDABURY, MC CORMICK,	1,680.00		418
90117	03/03/16	LOCKT010 LOCK TECH	186.00		418
90118	03/03/16	MARKP010 MARK PETRO	408.47		418
90119	03/03/16	MARYR010 MARY ROSE MOTT	577.00		418
90120	03/03/16	MECHA010 MECHANICAL PRESERVATION ASSOC.	406.00		418
90121	03/03/16	MESKILL MESKILL ELECTRIC LLC	8,700.00		418
90122	03/03/16	MGLF0010 MGL FORMS-SYSTEMS, LLC	168.08		418
90123	03/03/16	MID-S020 MID-STATE REGISTRARS ASSOC.	60.00		418
90124	03/03/16	MILF0010 MILFORD/FRENCHTOWN AUTO	1,360.91		418
90125	03/03/16	NJNPU010 NJ ADVANCE MEDIA, LLC	111.86		418
90126	03/03/16	NJSTA010 NJ STATE LEAGUE OF MUNICIPALIT	445.00		418
90127	03/03/16	OFFIC010 OFFICE CONCEPTS GROUP, INC.	310.94		418
90128	03/03/16	PENTE010 PENTELEDATA L.P. 1	253.90		418
90129	03/03/16	QUALI020 QUALITY PAPER CORP.	135.70		418
90130	03/03/16	REPUB010 REPUBLIC SERVS OF NJ, LLC	1,479.58		418
90131	03/03/16	RLDAT010 R & L DATACENTERS, INC.	573.87		418
90132	03/03/16	ROUTE015 ROUTE 23 AUTOMALL LLC	96,153.27		418
90133	03/03/16	RUTGE010 RUTGERS, THE STATE UNIVERSITY	1,387.00		418
90134	03/03/16	RYAN0010 RYAN OSBORNE	260.00		418
90135	03/03/16	STATE050 STATEWIDE INSURANCE FUND	23,820.25		418
90136	03/03/16	STEMB010 STEM BROS. INC.	57.59		418
90137	03/03/16	STENG010 STENGEL BROS. INC.	19.58		418
90138	03/03/16	USBAN050 US BANK CUST FOR PRO CAP ILL	13,806.98		418
90139	03/03/16	VANCL010 VAN CLEEF ENGINEERING ASSOC.	3,236.25		418
90140	03/03/16	VERIZ010 VERIZON WIRELESS	80.58		418
90141	03/03/16	VITAL010 VITAL COMMUNICATIONS	350.00		418

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	67	0	571,030.35	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	67	0	571,030.35	0.00

CURRENT		Current			
150	02/12/16	NJSHB010 NJSHBP	11,799.82		410
151	02/17/16	PAYR0010 PAYROLL ACCOUNT	45,290.13		414
152	03/01/16	DEPOS010 DEPOSITORY TRUST &	7,983.75		415
153	03/02/16	PAYR0010 PAYROLL ACCOUNT	31,737.05		416

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	96,810.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	96,810.75	0.00

GRANT		Grant			
32	02/17/16	PAYR0010 PAYROLL ACCOUNT	592.44		412

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	592.44	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	592.44	0.00

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
GRANT					
Report Totals		Grant	Continued		
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
		Checks:	73	0	668,647.70
		Direct Deposit:	0	0	0.00
		Total:	<u>73</u>	<u>0</u>	<u>668,647.70</u>

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	5-01	918.53	0.00	0.00	918.53
Current Fund	6-01	550,460.43	0.00	0.00	550,460.43
ANIMAL CONTROL FUND	A-12	1,194.16	0.00	0.00	1,194.16
BD OF ADJUSTMENT ESCROW	B-24	360.75	0.00	0.00	360.75
CAPITAL	C-04	96,690.77	0.00	0.00	96,690.77
PLANNING BOARD	D-13	2,784.50	0.00	0.00	2,784.50
HUMAN SERVICES ACCOUNT	E-14	1,600.00	0.00	0.00	1,600.00
COAH Development Fees	F-10	874.34	0.00	0.00	874.34
GRANT FUND	G-02	10,258.44	0.00	0.00	10,258.44
BOARD OF HEALTH TRUST	H-18	300.00	0.00	0.00	300.00
RECREATION ACCOUNT	R-22	960.31	0.00	0.00	960.31
SELF-INSURANCE FUND	S-23	1,245.47	0.00	0.00	1,245.47
TAX COLLECTOR'S TRUST	T-03	1,000.00	0.00	0.00	1,000.00
Total Of All Funds:		668,647.70	0.00	0.00	668,647.70

APPROVED AND ORDERED TO BE PAID THIS 3rd DAY OF MARCH 2016.

Diana Haywood, Mayor

Phillip Lubitz, Deputy Mayor

Richard Dodds, Committeeman