

**KINGWOOD TOWNSHIP COMMITTEE**

**Special Meeting Agenda**

**April 19, 2016 – 7:00 PM**

**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 April 14, 2016 and by telefaxing copies of the notice to the Express Times on April 11, 2016. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on April 15, 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.**

**Resolution No. 2016 -54 Temporary Plumbing Inspector**

**Resolution No. 2016-55 Construction Code Technical Assistant/Administrative Assistant**

**Construction Office/Zoning Office/Conference Room**

**Municipal Court Request for Conference Area**

**Adjournment**

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April 19, 2016

A Special Meeting of the Kingwood Township Committee was called to order at 7:04P.M. with Mayor Haywood presiding.

Also present at the meeting were Deputy Mayor Lubitz, Committeeman Dodds, and Clerk MacConnell. Following the salute to the Flag, Mayor Haywood 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.**

**Resolution No. 2016-54 – Temporary Plumbing Inspector**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2016 – 54**

**TEMPORARY PLUMBING SUBCODE OFFICIAL/PLUMBING INSPECTOR**

**WHEREAS**, the Township is in need of a temporary Plumbing Subcode Official/Plumbing Inspector based upon the recommendation of 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 Duane J Cowley, 96 Buckhorn Dr., Washington, NJ 07882 as a temporary Plumbing Subcode Official/Plumbing Inspector, for thirty days effective April 20, 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.

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

Resolution No. 2016-55 – Construction Code Technical Assistant/Administrative Assistant

RESOLUTION

The following Resolution was introduced:

**RESOLUTION NO. 2016 – 55**

**CONSTRUCTION CODE TECHNICAL ASSISTANT/ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Township is in need of a Construction Code Technical Assistant and also an Administrative Assistant regarding various duties for Horseshoe Bend Park; 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 Elisabeth B. Matons, 818 Cty Rd 579, Flemington, NJ 08822 as the Construction Code Technical Assistant and as the Administrative Assistant, effective April 26, 2016, for twelve hours per week at an annual salary of \$12,091.00.

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

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

Construction Office/Zoning Office/Conference Room

Mayor Haywood noted there was some discussion in the office to move the construction department in where the conference room is now. This would mean that the zoning official will be using the current construction office. Mayor Haywood and Deputy Mayor Lubitz expressed not being in favor of dispensing the conference room. They would like to keep that room the way it is currently used. Deputy Mayor Lubitz suggested that the new Construction Code Technical Assistant/Administrative Assistant use the desk in the conference room during her daytime hours, and on Tuesday evenings use the desk station opposite the construction office.

Municipal Court Request for Conference Area

Mayor Haywood asked Clerk MacConnell about the meeting for the court last evening that took place upstairs in the meeting room. Clerk MacConnell responded that it was for “security protocol”, which our security officer said we are in compliant with the court. Diana Haywood noted that the court is requesting a small conference area for the prosecutor and also attorneys with their clients to meet. The Committee Members discussed a few options for a conference room upstairs in the court. It was discussed to convert the current Judges chamber and back extra room to the conference room needed for court. Committeeman Dodds will meet with Department of Public Works Supervisor, Mark Petro to talk about what they can do.

**Adjournment**

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to adjourn the meeting at 7:31P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L. Keller, RMC  
Deputy Clerk