

KINGWOOD TOWNSHIP COMMITTEE
Regular Meeting Agenda
September 1, 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 a copy 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

Letter from State DOT re: Transportation Alternatives Program Applications
Letter from Hunterdon Cty Div of GIS re: Tax Map Shared Servs Survey
Letter & Notification from Teamsters Local Union 469 re: Negotiations
Letter from Meals On Wheels In Hunterdon re: Request for Contribution
Letter from Hunterdon Helpline re: Request for Contribution

Public Comment – Privilege of the Floor

Bills and Claims

Reports

NJSP of July 2016
Emergency Management Coordinator
Animal Control Report of July 2016
Construction Report of July 2016
Court Report of July 2016
Finance:
 Budget Report thru 8-30-2016
 Tax Collector's Report of July 2016
Recycling Tonnage Grant Report for 2015
Township Engineer's Report

September 1, 2016 Township Committee Agenda Continued

Future Meetings and Activities

- September 10 -** HC Household Hazardous Cleanup Day at Rte. 12 Complex, 9:00am-1:00pm
- September 10 –** Recycling at Township Garage from 9:00AM-12:00Noon
- September 17 -** KT Annual Community Day at Kingwood Park, 200 Union Rd., 12:00noon-9:00pm, rain date Sept 18th
- October 1 & 2 -** Township Wide Yard Sale from 8:30am – 4:00pm
- October 6 -** Monthly Meeting of Township Committee at Municipal Building beginning at 7:00PM
- October 18 -** Hunterdon County Freeholders to use Municipal Building for a regular meeting, begins at 4:00PM with an Executive Session & Open Session starts at 5:30PM

Ordinances

Ordinance No. 18-08-2016 Amending Chapter 132 Entitled “Zoning”, Article IV “Supplemental Regulations”, Section 49 Entitled “Wireless Telecommunications Towers And Antennae” Of The General Ordinances Of The Township To Exempt Colocation Of A Radio Relay System (Repeater) For Township Emergency Management Purposes – Public Hearing and Final Adoption

Ordinance No. 18-09-2016 Of The Township Of Kingwood, County Of Hunterdon, State Of New Jersey, Authorizing The Commitment Of Open Space Trust Funds To Participate In The Acquisition Of Certain Real Property Known As Block 40 Lot 9, Also Known As The Hudson Grant Group Property – Introduction & Adoption on First Reading

Resolutions

- Resolution No. 2016-89 -** Refund Real Estate Taxes BI 27 L 12Q
- Resolution No. 2016-90 -** Waiver to Serve Alcoholic Beverages at Kingwood Park
- Resolution No. 2016-95 -** Professional Services Agreement for PennEast Municipal Analysis

Appointments

- Resolution No. 2016-91 -** Municipal Prosecutor
- Resolution No. 2016-92 -** Temporary Plumbing Inspector

New Business

2016 Audit Report:

- Resolution No. 2016-93 -** Governing Body Certification of Annual Audit Group Affidavit Form
- Approve Corrective Action Plan

September 1, 2016 Township Committee Agenda Continued

New Business Continued

Discuss Employee Time Sheets
Credit Application to Cummins Power Systems, LLC
Raffle License Application – KTEF Inc

Old Business

Sustainable Aquaculture Systems, Inc.
PennEast Pipeline – Twp Letter to FERC re: DEIS, NJCF Update 8-26-2016, PennEast
Project Team Update 8-29-2016
Price Quote for Laptop System for Meeting Room
Price Quotation for Construction Office Software
Filing at DPW Records Storage Area

Minutes

August 2, 2016 Regular Meeting
August 2, 2016 Executive Session

Executive Session – Resolution No. 2016 – 94

Zoning Violations – Bl 8 L 16 (Moskal), Bl 17 L 8 (Accurate Waste Systems)
Contractual – Affordable Housing Update
Possible Litigation – Tax Foreclosure Properties, Subdivision Bl 12 L 26
Litigation – Tax Appeal Buckeye Pipeline
Review Applications for Dog Licensing Agent
Teamsters Local Union 469 Re: Negotiations
Kingwood Twp. Vol. Fire Co. – Budget Appropriations
EMS

Return to Regular Session

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

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September 1, 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./Tax Collector 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 a copy 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.

CORRESPONDENCE

Letter from State DOT re: Transportation Alternatives Program Applications

The Township Committee reviewed the letter from the State Department of Transportation. Mayor Haywood would like to see the township look into this further. Committeeman Dodds offered to follow up with additional research regarding this program.

Letter from Hunterdon County Division of GIS re: Tax Map Shared Services Survey

The Township Committee reviewed the letter from Hunterdon County, thanking the municipalities who have taken the time to participate in the survey. It was noted that the County received a response from 18 municipalities, and that only 15 municipalities had interest. They explained that after reviewing all the information obtained, it was determined that it would not be feasible for the County to move forward at this time in providing tax mapping services. Committeeman Dodds reviewed the standards in the letter. It mentioned that they recently became involved in a newly created statewide Boundary Task Force within the New Jersey Geospatial Forum (NJGF).

The mission of the NJGF Boundary Task Force is to educate and develop standards on the matter of legal boundaries for the purpose of protecting the public, GIS and surveying communities while increasing the value and reliability of the data in the State's enterprise GIS. The Township Committee had a brief discussion regarding the existing planning board ordinance. It was suggested that they review the existing ordinance regarding Planning Board submissions to the meet the standards, which will make it easier for them and also our tax assessor.

Committeeman Dodds suggested forwarding this information to the Planning Board Secretary to be put on their agenda for their next meeting.

Letter & Notification from Teamsters Local Union 469 re: Negotiations

The Township Committee has requested that this be discussed in Executive Session.

Letter from Meals On Wheels In Hunterdon re: Request for Contribution

Letter from Hunterdon Helpline re: Request for Contribution

The Township Committee reviewed letters from Meals on Wheels and the Hunterdon Helpline requesting a donation.

Attorney Katrina Campbell confirmed that the Township Committee by law is not allowed to contribute by giving a donation from the township. Committeeman Dodds suggested Attorney K. Campbell look into whether or not the Parks and Recreation Committee are subject to the same rules and regulations. He noted that they are not elected members on the Parks and Recreation Committee, but that they are appointed by the Township Committee.

PUBLIC COMMENT/PRIVILEGE OF THE FLOOR

Frank Floyd, President of the Kingwood Volunteer Fire Company, Reported speaking with the Kingwood Township School Guidance Counselor regarding the \$2,400 tuition waver for college. He noted that Polytech is also starting a new program this fall, and that they are starting to see members join the EMT and Fire Programs. He stated that they have completed their changes to the bylaws, and they are working with Deputy Mayor Lubitz regarding changes to the LOSAP. He asked the Township Committee to solidify what needs to be done to obtain the remaining \$10,000 budget appropriation for the Fire Company. He asked the Township Committee to talk about it, and stated he will return next month for an update. Committeeman Dodds reported on the Hunterdon County new training facility, which will be a brand new building.

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 **\$1,468,158.91** that are in order and attached as Bill List for September, 2016.

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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 July 2016

Emergency Management Coordinator

EMC, Jack MacConnell reported on a fire inspection which was recently done for the Horseshoe Bend Park Morton buildings. He explained that the fire alarms need to be upgraded. He reported on the sign that has been put up for the fire department and rescue squad at the Horseshoe Bend East property home. He explained that the sign has an X on it, which lets them know that the building is not being occupied at this time. He noted that the truss signs need to be put up on all the old buildings. He explained that the problems at the Ukarish and Melnyk properties are being taken care of. He suggested a resolution be adopted regarding cutting trees down to prevent power outages. Jack MacConnell noted that the township needs four more video cameras, one for the conference room, one for outside the municipal building and two more for the Old Fairview School House. He noted there has already been an incident and it has been reported to the New Jersey State Police. He stated Hunterdon County will soon be looking for a resolution from the township for the Hunterdon County Hazardous Mitigation Plan.

The Township Committee thanked Jack MacConnell for his monthly report.

Animal Control Report of July 2016

Construction Report of July 2016

Court Report of July 2016

Finance:

Budget Report thru 8-30-2016

Tax Collector's Report of July 2016

Recycling Tonnage Grant Report for 2015

Township Engineer's Report

FUTURE MEETINGS AND ACTIVITIES

Mayor Haywood reviewed as per the agenda.

ORDINANCES

ORDINANCE NO. 18-08-2016 AMENDING CHAPTER 132 ENTITLED “ZONING”, ARTICLE IV “SUPPLEMENTAL REGULATIONS”, SECTION 49 ENTITLED “WIRELESS TELECOMMUNICATIONS TOWERS AND ANTENNAE” OF THE GENERAL ORDINANCES OF THE TOWNSHIP TO EXEMPT COLOCATION OF A RADIO RELAY SYSTEM (REPEATER) FOR TOWNSHIP EMERGENCY MANAGEMENT PURPOSES - Public Hearing and Final Adoption

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

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 2nd day of August, 2016. The Ordinance was published in the Hunterdon County Democrat on August 18th, 2016 and has been posted in the Kingwood Township Municipal Building on August 3rd, 2016. Copies of the Ordinance have been available for inspection by the public since August 3rd, 2016.

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

Public Comments: There were no public comments.

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

ORDINANCE NO. 18 – 08 - 2016

ORDINANCE AMENDING CHAPTER 132 ENTITLED “ZONING,” ARTICLE IV “SUPPLEMENTAL REGULATIONS,” SECTION 49 ENTITLED “WIRELESS TELECOMMUNICATIONS TOWERS AND ANTENNAE,” OF THE GENERAL ORDINANCES OF THE TOWNSHIP OF KINGWOOD, COUNTY OF HUNTERDON, AND THE STATE OF NEW JERSEY TO EXEMPT COLOCATION OF A RADIO RELAY SYSTEM (REPEATER) FOR TOWNSHIP EMERGENCY MANAGEMENT PURPOSES.

WHEREAS, the Township Code requires Section 132-49 requires anyone seeking to attach an antenna to an existing wireless communication tower obtain a conditional use permit from the Township Planning Board; and

WHEREAS, from time to time the Township Office of Emergency Management may determine that it is necessary and in the best interest of the Township to co-locate a radio relay system (repeater) on an existing wireless communication tower within the Township; and

WHEREAS, pursuant to the Municipal Land Use Law, the Township is exempt from the conditional use requirement listed in Section 132-49; however, in an effort to make the Code as clear as possible the Township Committee wishes to specifically list this particular exemption; and

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

Section 1:

Section 132-49G shall be amended as follows:

Section 132-49G

- (d) The Township and/or the Township Office of Emergency Management shall be exempt from obtaining a conditional use permit for the placement of a radio relay system (repeater) for emergency management purposes on an existing wireless communication tower.

Section 2:

If any part or parts of this ordinance are for any reason held to be invalid such adjudication shall not affect the validity of the remaining portions of this ordinance.

Section 3:

All ordinances or parts of ordinances which are inconsistent herewith are repealed but only to the extent of such inconsistency. All other parts of the Code of the Township of Kingwood not inconsistent herewith are ratified and confirmed.

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

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

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

ORDINANCE

ORDINANCE NO. 18-09-2016 OF THE TOWNSHIP OF KINGWOOD, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING THE COMMITMENT OF OPEN SPACE TRUST FUNDS TO PARTICIPATE IN THE ACQUISITION OF CERTAIN REAL PROPERTY KNOWN AS BLOCK 40, LOT 9, ALSO KNOWN AS THE HUDSON GRANT GROUP PROPERTY – Introduction & 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. 18-09-2016 OF THE TOWNSHIP OF KINGWOOD, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING THE COMMITMENT OF OPEN SPACE TRUST FUNDS TO PARTICIPATE IN THE ACQUISITION OF CERTAIN REAL PROPERTY KNOWN AS BLOCK 40, LOT 9, ALSO KNOWN AS THE HUDSON GRANT GROUP PROPERTY.**

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, October 6, 2016 at a meeting beginning at 7:00 P.M. at the municipal building.

ORDINANCE

ORDINANCE NO. 18 – 10 – 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 CLARIFY THE FEES FOR USE OF THE TOWNSHIP’S FIELDS – Introduction & 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 – 10 – 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 CLARIFY THE FEES FOR USE OF THE TOWNSHIP’S FIELDS.**

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, October 6, 2016 at a meeting beginning at 7:00 P.M. at the municipal building.

RESOLUTIONS

Resolution No. 2016-89 - Refund Real Estate Taxes Bl 27 L 12Q

The following Resolution was introduced:

RESOLUTION NO. 2016 – 89

REFUND OF 2016 REAL ESTATE TAXES

WHEREAS, the assessment of Block 27, Lot 12Q0131 was reduced, which resulted in an overpayment on the first and second quarter of 2016 in the amount of \$17.24.

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 129 Upper Creek Rd LLC, 129 Upper Creek Road, Stockton, New Jersey, 08559 in the amount of \$17.24.

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. 2016-90 - Waiver to Serve Alcoholic Beverages at Kingwood Park

The following Resolution was introduced:

RESOLUTION NO. 2016 – 90

**WAIVER TO SERVE ALCOHOLIC BEVERAGES
AT KINGWOOD PARK**

WHEREAS, the Italian American Club of Hunterdon County has reserved the use of the pavilion and parking area at Kingwood Park to utilize for a “Italian American Club of Hunterdon County Annual Family Picnic” on September 10, 2016, with a rain date of September 11, 2016;

WHEREAS, the Italian American Club of Hunterdon County has requested permission to serve alcoholic beverages during the picnic on September 10, 2016;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that a waiver is granted to the Italian American Club of Hunterdon County to provide alcoholic beverages during the tournament on September 10, 2016 at the Kingwood Park bocce pavilion, property located at 200 Union Road, known as Block 19 Lot 8 in Kingwood Township, New Jersey, based on the following conditions and requirements being met by the applicant:

1. The applicants shall arrange the alcoholic beverages area so that the area is separate and distinct in appearance;
2. The applicants shall prevent minors from entering the alcoholic beverages area, from serving the alcoholic beverages and from consuming the alcoholic beverages;
3. The applicants shall provide proof to the Township of Kingwood that they hold the following insurance:

General Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate
 Host Liquor Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate

In addition, the applicants shall name the Township of Kingwood as an additional insured, and the Certificate of Insurance shall be submitted to the Township at least 30 days prior to the event. The Certificate of Insurance must specifically note that coverage is provided for Liquor Liability.

4. The applicants, by accepting this waiver, acknowledge and hold harmless the Township of Kingwood and its municipal officials and employees from any and all claims, damages and cost of suit which may arise out of the waiver granted hereunder.

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. 2016-95 - Professional Services Agreement for PennEast Municipal Analysis

The following Resolution was introduced:

RESOLUTION NO. 2016 – 95

RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACT FOR PENNEAST MUNICIPAL ANALYSIS

WHEREAS, the Township of Kingwood has a need to acquire professional services of a Professional Planner as a non-fair and open contract 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 acquisition will not exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one month; and

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

WHEREAS, the professional set forth below has completed and submitted a Business Entity Disclosure Certification which certifies that the 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 professional 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 the contract set forth below, not to exceed \$10,000, 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 a contract with the Professional as described below:

Professional	Position	Term of Contract
Francis J. Banisch III, PP/AICP Banisch Associates, Inc.	Professional Planner for PennEast Municipal Analysis	One Month

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

Maureen Syrnick, a member of the Citizens Against the Pipeline reported FERC issued DEIS, which is grossly lacking, saying there is no environmental impacts. She reminded everyone that there is a 45 day period to comment. Although individuals are making own comments, municipalities can make comments on land use. She noted that Banisch Associates proposed a study by asking each township to provide to them any concerns along with their comments.

The Township Committee thanked Maureen Syrnick for her comments.

APPOINTMENTS

Resolution No. 2016-91 - Municipal Prosecutor

The following Resolution was introduced:

**RESOLUTION NO. 2016 – 91
MUNICIPAL PROSECUTOR**

WHEREAS, the Township is in need of a Municipal Prosecutor due to the vacancy of that position; and

WHEREAS, interviews were conducted by the Mayors of Kingwood Township and Milford Borough;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to employ Carl A. Taylor of Cooper, Cottell & Taylor LLC, 25 West High Street, Somerville, NJ 08876 as Municipal Prosecutor for the remainder of the year 2016, at the remainder of the 2016 salary of \$12,258.00, effective September 1, 2016; and

BE IT FURTHER RESOLVED that the Shared Services Agreement between the Borough of Milford and the Township of Kingwood be amended to reflect Carl A. Taylor as Municipal Prosecutor.

It was moved by Mr. Dodds, seconded by Mr. Lubitz 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

Resolution No. 2016-92 - Temporary Plumbing Inspector

The following Resolution was introduced:

RESOLUTION NO. 2016 – 92

TEMPORARY PLUMBING INSPECTOR

WHEREAS, the Township is in need of a temporary 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 Hans D. Warnebold of 1134 River Road, Hillsborough, NJ 08844 as a temporary Plumbing Inspector, for a period of 60 days and at the rate of \$30.00 per hour, retroactive to August 18, 2016.

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

2016 Audit Report:

Resolution No. 2016-93 - Governing Body Certification of Annual Audit Group Affidavit Form

The following Resolution was introduced:

RESOLUTION NO. 2016 - 93

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the annual Audit entitled “Comments and Recommendations”, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit;

R.S. 52:27BB-52 – A local officer or member of the local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, and in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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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

Approve Corrective Action Plan

There was a brief discussion regarding the comments listed on the Corrective Action Plan.

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve the Corrective Action Plan as documented in a letter to be sent to the Division of the Local Finance Board, Department of Community Affairs.

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

Discuss Employee Time Sheets

Mayor Haywood noted that she requested this be listed on the agenda. There was some discussion as to why salary and hourly employees fill out weekly time sheets. Attorney K. Campbell explained that a time sheet is a way for the municipality to keep track of the hours each employee is working each week, and to maintain vacation and sick time taken.

After a lengthy discussion the Township Committee all agreed that each employee must fill out a time sheet for the amount of hours they are working each week.

Credit Application to Cummins Power Systems, LLC

C.F.O. Diane Laudenbach explained this is an application to allow the Department of Public Works to be able to charge items as needed. All members of the Committee agreed to authorize the township's C.F.O. to submit a credit application to Cummins Power Systems, LLC.

Raffle License Application – Kingwood Township Education Foundation Inc.

The Township Committee reviewed the raffle license application from the Kingwood Township Education Foundation Inc. for a 50/50 Cash Raffle for September 17th, 2016 Community Day.

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It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve Raffle License Application No. 2016 – 05 for an on premise cash 50/50 Raffle for the Kingwood Township Education Foundation Inc., to be conducted on September 17, 2016 from 3:00PM – 8:00PM Community Day at the Kingwood Township Park, 200 Union Road, Frenchtown NJ.

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

OLD BUSINESS

Sustainable Aquaculture Systems, Inc.

Mayor Haywood stated that there is nothing new to report at this time.

PennEast Pipeline – Twp Letter to FERC re: DEIS, NJCF Update 8-26-2016, PennEast Project Team Update 8-29-2016

Committeeman Dodds reviewed a meeting he attended at the Hunterdon County Planning Board this morning and feels that Hunterdon County is not very aware of what is going on regarding the PennEast Pipeline. He gave them an update and they seem to now feel that Hunterdon County really has to push due to the preserved properties. The County Planning Board asked Committeeman Dodds if he would give a presentation to the Freeholders regarding the proposed pipeline.

There was a discussion on the need to have a weight limit for the bridges on Spring Hill Road and Horseshoe Bend Road.

The Township Committee reviewed the letter to be sent to the Federal Energy Regulatory Commission regarding the objections to the DEIS’s Implementation of NHPA Section 106 FERC Docket No. CP-15-558.

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to approve Mayor Haywood to sign and forward the prepared letter to FERC.

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

Price Quote for Laptop System for Meeting Room

Mayor Haywood explained that this was discussed and tabled from last month's meeting. The Township Committee reviewed the comments from Gramco Business Communications. It was suggested to have the Court Administrator contact Milford Borough, and ask if they will consider being responsible for half the cost of the system.

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to approve to purchase a Liberty 4ch Digital Recording System – AOC Approved Laptop System for the Kingwood/Milford Court recordings at the price of \$1,750.00.

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

Price Quotation for Construction Office Software

Committeeman Dodds noted that there has been no e-mail or contact information from the Construction Department regarding this quote for a new construction office software system. The Township Committee suggested that this be carried over until next month.

Filing at DPW Records Storage Area

Mayor Haywood noted the Township Committee carried this over from last month's meeting. There was a lengthy discussion regarding the amount to pay per hour for filing at the DPW Records Storage Area.

It was moved by Mr. Lubitz, seconded by Mr. Dodds and carried to hire an individual at an hourly rate of \$15.00 per hour to a maximum number of hours filing in the previous two years.

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

MINUTES

August 2, 2016 Regular Meeting

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve the August 2, 2016 Regular Meeting Minutes.

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

August 2, 2016 Executive Session

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to approve the August 2, 2016 Executive Session Minutes.

Roll Call Vote:

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

EXECUTIVE SESSION – RESOLUTION NO. 2016 – 94

The following Resolution was introduced to enter into closed session at approximately 8:36P.M.:

RESOLUTION NO. 2016 - 94

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:

- a 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:

**Zoning Violations – Bl 8 L 16 (Moskal), Bl 17 L 8 (Accurate Waste Systems)
Contractual – Affordable Housing Update
Possible Litigation – Tax Foreclosure Properties, Subdivision Bl 12 L 26
Litigation – Tax Appeal Buckeye Pipeline
Review Applications for Dog Licensing Agent
Teamsters Local Union 469 Re: Negotiations
Kingwood Twp. Vol. Fire Co. – Budget Appropriations
EMS**

3. The time when the circumstances under which the discussions conducted in closed session of this public body can be disclosed to the public is as follows:

The minutes of the closed session will be made public upon conclusion, dismissal or settlement of litigation; or final resolution of agreements or personnel matters; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 13.

4. This resolution shall take effect immediately.

5. The Township Committee may take additional action upon returning to regular session.

It was moved by Mr. Dodds, seconded by 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 10:13P.M.

ADJOURNMENT

It was moved by Mr. Dodds, seconded by Mr. Lubitz and carried to adjourn the meeting at 10:14P.M. All voted Aye on Roll Call Vote.

Respectfully submitted,

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