

**KINGWOOD TOWNSHIP COMMITTEE**

**Special Meeting Agenda**

**March 20, 2017 – 6:00 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 Courier News on March 17, 2017 and by telefaxing a copy of the notice to the Hunterdon County Democrat and Express Times on March 15, 2017. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on March 15, 2017**

**In order to ensure full public participation in this meeting, all members of this Committee or Board, and also members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over-talk, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.**

**Resolution 2017-21 – 2016 Budget Appropriation Transfer**

**Resolution 2017-22 – Professional Services for Preliminary Assessment on Bl 40 L 19**

**Budget Work Session**

**Adjournment**

March 20, 2017

A Special Meeting of the Kingwood Township Committee was called to order at 6:00P.M. with Mayor Lubitz presiding.

Also present at the meeting were Deputy Mayor Dodds, Committeeman Ciacciarelli, C.F.O./Tax Collector Laudenbach, and Clerk MacConnell. Following the salute to the Flag, Mayor Lubitz 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 or Board, and also members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over-talk, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.**

**Resolution 2017-21 – 2016 Budget Appropriation Transfer**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 21**

**2016 BUDGET RESERVE 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 2016 Reserve Budget Appropriations:

<b>FROM ACCOUNT</b>	<b>TO ACCOUNT</b>	<b>AMOUNT</b>
A & E Other Expense	Legal Other Expense	\$3,000.00
<b>TOTAL TRANSFERRED:</b>		<b>\$3,000.00</b>

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

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

**Resolution 2017-22 – Professional Services for Preliminary Assessment on Bl 40 L 19**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 22**

**RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN  
CONTRACTS FOR PROFESSIONAL SERVICES**

**WHEREAS**, the Township of Kingwood has a need to acquire professional services 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 not exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is two months but is valid for a period of one year; 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 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, County of Hunterdon and State of New Jersey authorizes the Mayor and Clerk to enter into a contract for the professional services as described below:

Amy S. Greene Environmental Consultants, Inc.  
4 Walter E. Foran Boulevard, Suite 209  
Flemington, NJ 08559  
Preliminary Assessment on Bl 40 L 19 – Option 2 - \$3,900.00

A copy of this Resolution shall be published in the Hunterdon Democrat as required by law.

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

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

The Township Committee discussed and agreed to purchase title insurance. It was noted this will be charged to the Green Acres Program.

**Budget Work Session**

C.F.O. Diane Laudenbach started the meeting by reviewing a Budget Worksheet for 2017, which she prepared for the Township Committee. The Committee Members briefly discussed all of the budget requests, which were submitted for consideration for the 2017 budget.

There was a discussion on each line item and how much was expended in 2016. They reviewed what items should remain the same, be lowered, and to be increased. There was a lengthy discussion on the largest line item, which is Streets and Roads other expenses. This is the line item that uses the most funds to maintain the roads and repair the vehicles. They reviewed the costs of road materials and grant the township applied for, which is to complete the job on Spring Hill Road.

There was a discussion on the Municipal Court and the budget request they submitted. There are expenses for Kingwood and also for Milford Court, as it is a joint court for both towns. There was a suggestion to write the Borough of Milford a letter and request they pay half of the expenses for raises and other expenses. It was noted that Kingwood has been paying for the past several years the increase in the additional expenses for both towns associated with the Municipal Court.

President, Frank Floyd of the Kingwood Township Volunteer Fire Company was present and requested there be a task force of all the emergency organizations in Kingwood Township. The task force should meet and come up with a plan for the future. Mayor Lubitz would like to hear from the Rescue Squad first to see what kind of plan they have regarding reorganizing their group. He noted he will be in contact with one of the members of the Rescue Squad.

He would like to see them come to a Township Committee meeting in the near future to discuss their recruitment and to make their squad capable for covering township calls.

There was a discussion regarding the capital improvement fund and the purchase of municipal equipment. Some of the line items discussed were for the Kingwood Park house repairs, a telephone system for the municipal offices, repairs for the walkways and outside lights at the municipal building, and a storage facility building to be added to the Horseshoe Bend Park Morton building. The Township Committee briefly reviewed quotes submitted for the Kingwood Park house repairs.

They will discuss these items further at the Special Township Committee Meeting scheduled on March 22, 2017 at 6:00P.M. They will be discussing the budget with the township's auditor.

**ADJOURNMENT**

It was moved by Mr. Dodds, second by Mr. Ciacciarelli and carried the motion to adjourn the meeting at 7:45P.M. **All voted Aye on Roll Call Vote.**

**Respectfully submitted,**

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