

# **KINGWOOD TOWNSHIP COMMITTEE**

## **Regular Meeting Agenda**

**July 6, 2017 – 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 12, 2017 and by telefaxing a copy of the notice to the Express Times on January 6, 2017. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 6, 2017.**

**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**

### **Guests**

#### **Correspondence**

Memo from North Jersey Kennel Club – Expressing Appreciation & Thanks to C Keller

Memo & Copy of Resolution from Califon Boro re: Support of Creating a County  
Daytime Fire Department

Memo & Copy of Resolution from Lebanon Township re: Support of Creating a County  
Daytime Fire Department

Letter & Info from Central Bucks Bicycle Club re: Annual Bicycle Ride

Resolutions from Clark Township re: Affordable Housing Reform & Arbitration  
Contract Awards

### **Public Comment – Privilege of the Floor**

### **Bills and Claims**

### **Reports**

Emergency Management Coordinator

Animal Control Report of May 2017

Construction Department Report of May 2017

## **July 6, 2017 Kingwood Township Committee Agenda Continued**

### **Reports Continued**

Court Report of May 2017

Finance Reports:

Budget Report of June 2017

Collector's Report of June 2017

NJSP of May 2017

Recycling Tonnage Grant for 2016

Township Engineer's Report of June 2017

Zoning Officer Report of May 2017

EPA – Five Year Review Report for DeRwal Superfund Site

Entrance to Municipal Building Project – Resident Inquires on Completed Date

### **Future Meetings and Activities**

**July 8 -** Recycling at Township Garage from 9:00am-12:00noon

**July 8 -** Clean Up Program at Township Garage from 9:00am-12:00noon, Permit Required

**August 3 -** Regular Monthly Township Committee Meeting beginning at 7:00pm at Municipal Building

**Sept 30 –** Annual Community Day beginning at 4:30PM at Kingwood Park, 200 Union Road

### **Ordinances**

**Ordinance No. 19-09-2017 Providing For The Reconstruction Of Ridge Road By The Township Of Kingwood, Appropriating \$222,000.00 Therefore – Introduction and Adoption on First Reading**

**Resolution No. 2017-63 - Capital Budget Amendment and**

**Ordinance No. 19-10-2017 To Provide For The Painting Of The House And Sealing Of The Windows And The Rebuilding Of The Main Deck Of The Park House Located On The Union Road Park As A General Improvement For The Township Of Kingwood And Appropriating \$15,000.00 From The Capital Improvement Fund – Introduction and Adoption on First Reading**

### **Resolutions**

**Resolution No. 2017-64 – Supporting Creation of County Daytime Fire Department**

**Resolution No. 2017-65 – Clean Communities Grant Money**

**Resolution No. 2017-66 - Waiver to Serve Alcoholic Beverages at Kingwood Park**

**Resolution No. 2017-67 – Refund of Homestead Credit BI 20 L 6.03**

**Resolution No. 2017-68 – Refund of Homestead Credit BI 26 L 14.01**

**Resolution No. 2017-71 – Waiver to Serve Alcoholic Beverages at Kingwood Park**

## **July 6, 2017 Kingwood Township Committee Agenda Continued**

### **New Business**

2017 Audit Report:

**Resolution No. 2017-69** - Governing Body Certification of Annual Audit  
Group Affidavit Form

Approve Corrective Action Plan

Application to Hunterdon County Cultural & Heritage Committee for  
Historical Marker – prepared by Mount Amwell Project, Inc.

Discuss Township's Deferred Compensation Plan

Discuss Paid Time Off Policy

Letters from Environmental Commission

### **Old Business**

Sustainable Aquaculture Systems, Inc.

PennEast Pipeline – Email from ReThinkEnergyNJ

Parks & Recreation – Community Day & Fireworks Display Ideas

Long Term Future of Email & Website – Proposal from Aptiris

Ordinance No. Amending Chapter 57 “Animals” And To Create Section 27  
Entitled “Pet Stores, Retail Sales Prohibited

### **Minutes**

June 1, 2017 Regular Meeting Minutes

June 1, 2017 Executive Session Minutes

June 27, 2017 Special Meeting Minutes (ABC License)

Kingwood Township Volunteer and First Aid Rescue Squad – Nancy Ponter

### **Executive Session – Resolution No. 2017-70**

Violations – Bl 17 L 8 (Accurate Waste Systems)

Personnel - Teamsters Union Agreement

Personnel - Salaries

### **Return to Regular Session**

Appointments - Construction Code Technical Assistant  
Horseshoe Bend Park Administrator

Update on Addition to Horseshoe Bend Park Morton Bldg.

### **Adjournment**

**PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES**

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July 6, 2017

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

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

### **Call to Order**

**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 12, 2017 and by telefaxing a copy of the notice to the Express Times on January 6, 2017. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 6, 2017.**

**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**

Memo from North Jersey Kennel Club – Expressing Appreciation & Thanks to C. Keller

The Township Committee reviewed.

Memo & Copy of Resolution from Califon Boro re: Support of Creating a County Daytime Fire Department

The Township Committee reviewed.

Memo & Copy of Resolution from Lebanon Township re: Support of Creating a County Daytime Fire Department

The Township Committee reviewed.

Letter & Info from Central Bucks Bicycle Club re: Annual Bicycle Ride

The Township Committee reviewed.

Resolution from Clark Township re: Affordable Housing Reform & Arbitration Contract Awards

The Township Committee reviewed.

**PUBLIC COMMENTS – PRIVILEGE OF THE FLOOR**

Representative Stan Prater, Area Manager from Jersey Central Power and Light Company came to the township meeting to ask the Committee how everything is going in the township and if they had any questions. He would like to meet on another date in the near future to go over the details of the new street lighting called led light, which saves energy. He will send the township a list of the current street lights and specs to review.

EMC, Irving MacConnell complimented Stan Prater along with all the representatives from JCP&L. He feels that their communication with Kingwood Township has been excellent.

**BILLS AND CLAIMS**

It was moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to approve and pay all bills and claims in the amount of **\$2,230,063.24** that are in order and attached as Bill List for July, 2017.

<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>

**REPORTS**

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

Emergency Management Coordinator

EMC, Jack MacConnell wanted property owners to know that if there are trespassers on their property, they can file a complaint with the Court Administrator. He noted that troopers should be getting their information even if they don't arrest anyone. He gave updates on the mile a minute weed, the antennae pole and trees they removed from the Horseshoe Bend Park. Deputy Mayor Dodds also commented on the trees that have been removed with the help of volunteers.

There was a discussion regarding volunteers getting injured and whether or not they are insured. Attorney K. Campbell suggested the township have the volunteers sign a waiver to make sure that the volunteers are aware of the risk.

Jack MacConnell also discussed the complaints he received regarding the people parking alone Warsaw Road, and that the “No Parking Signs” need to be replaced. He feels that the New Jersey State Police need to be aware of their obligations. There was a discussion on the best way to keep the signs in tact on Warsaw Road. Jack MacConnell reported there will be a Field and Rescue Search at the South side of the Horseshoe Bend Park this weekend. He explained they are a canine group from Glen Gardner doing certifications.

Deputy Mayor Dodds noted the State is in the planning stages of getting color coded signage put up along the river.

Animal Control Report of May 2017

The Township Committee would like to invite Thomas Dodd from Animal Control Solutions to a meeting to discuss some of the issues in their report.

Construction Department Report of May 2017

Court Report of May 2017

Finance Reports:

Budget Report of June 2017

Collector’s Report of June 2017

NJSP of May 2017

Recycling Tonnage Grant for 2016

Township Engineer’s Report of June 2017

Zoning Officer Report of May 2017

EPA – Five Year Review Report for DeRewal Superfund Site

Deputy Mayor Dodds reported they have been trying to schedule a meeting with someone regarding the landscaping at the site, but haven’t managed to set a date.

Mayor Lubitz requested a copy of this report be forwarded to the Environmental Commission Chairwoman.

Entrance to Municipal Building Project – Resident Inquires on Completed Date

The township received an e-mail from a resident who would like to know when the Municipal Building’s entrance repairs and landscaping would be completed. Deputy Mayor Dodds noted that it will be completed by the township’s Department of Public Works this year.

**FUTURE MEETINGS AND ACTIVITIES**

Mayor Lubitz reviewed as per the agenda.

**ORDINANCES**

**ORDINANCE NO. 19-09-2017 PROVIDING FOR THE RECONSTRUCTION OF RIDGE ROAD BY THE TOWNSHIP OF KINGWOOD, APPROPRIATING \$222,000.00 THEREFORE** – Introduction and Adoption on First Reading

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

It was moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to adopt on first reading **ORDINANCE NO. 19-09-2017 PROVIDING FOR THE RECONSTRUCTION OF RIDGE ROAD BY THE TOWNSHIP OF KINGWOOD, APPROPRIATING \$222,000.00 THEREFORE.**

<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>

**Consideration of final adoption at a public hearing is scheduled for Thursday, August 3, 2017 at a meeting beginning at 7:00 P.M. at the municipal building.**

**RESOLUTION**

**Resolution No. 2017-63 - Capital Budget Amendment**

The following Resolution was introduced:

**RESOLUTION NO. 2017 - 63**

**CAPITAL BUDGET AMENDMENT**

**WHEREAS**, the Capital Budget of the Township of Kingwood was approved on May 4, 2017; and

**WHEREAS**, it has been determined that said Capital Budget must be amended due to a change in Municipal priorities.

**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 Capital Budget of the Township of Kingwood is hereby amended as follows:

**CAPITAL BUDGET**

**LOCAL UNIT TOWNSHIP OF KINGWOOD**

**PLANNED FUNDING SERVICE FOR CURRENT YEAR 2017**

Project	Estimated Total Cost	Capital Improvement Fund
Painting of Park House, Resealing of Windows and Rebuilding of Main Deck	\$15,000.00	\$15,000.00
Total All Projects	\$15,000.00	\$15,000.00

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

**Roll Call Vote:**

<b>AYE</b>	- Ciacciarelli, Dodds, Lubitz
<b>NAY</b>	- None
<b>ABSTAIN</b>	- None
<b>ABSENT</b>	- None

**ORDINANCE**

**ORDINANCE NO. 19-10-2017 TO PROVIDE FOR THE PAINTING OF THE HOUSE AND SEALING OF THE WINDOWS AND THE REBUILDING OF THE MAIN DECK OF THE PARK HOUSE LOCATED ON THE UNION ROAD PARK AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP OF KINGWOOD AND APPROPRIATING \$15,000.00 FROM THE CAPITAL IMPROVEMENT FUND** – Introduction and Adoption on First Reading

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

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds and carried to adopt on first reading **ORDINANCE NO. 19-10-2017 TO PROVIDE FOR THE PAINTING OF THE HOUSE AND SEALING OF THE WINDOWS AND THE REBUILDING OF THE MAIN DECK OF THE PARK HOUSE LOCATED ON THE UNION ROAD PARK AS A GENERAL IMPROVEMENT FOR THE TOWNSHIP OF KINGWOOD AND APPROPRIATING \$15,000.00 FROM THE CAPITAL IMPROVEMENT FUND.**

**Roll Call Vote:**

<b>AYE</b>	- Ciacciarelli, Dodds, Lubitz
<b>NAY</b>	- None
<b>ABSTAIN</b>	- None
<b>ABSENT</b>	- None



**Consideration of final adoption at a public hearing is scheduled for Thursday, August 3, 2017 at a meeting beginning at 7:00 P.M. at the municipal building.**

**RESOLUTIONS**

**Resolution No. 2017-64 – Supporting Creation of County Daytime Fire Department**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 64**

**SUPPORTING THE CREATION OF A COUNTY DAYTIME FIRE DEPARTMENT  
TO SUPPORT OUR VOLUNTEER FIRE COMPANIES**

**Whereas**, Hunterdon County has 28 volunteer fire companies answering 3,500 calls for service each year; and

**Whereas**, the changes in where people work, increases in the training requirements, a decline in volunteerism, have all contributed to a reduction in available volunteer firefighters; and

**Whereas**, these changes are especially acute during daytime responses, specifically from 06:00 until 18:00 weekdays; and

**Whereas**, in the face of these challenges, Hunterdon’s fire companies are doing an amazing job of protecting her citizens; and

**Whereas**, when one fire company is struggling its neighbors always rise to the occasion to assist, thus placing further strain on those companies doing well with personnel response; and

**Whereas**, public safety and specifically providing fire protection to its citizens is among the primary responsibilities of local government; and

**Whereas**, in Hunterdon County the fire service has long been a combination of volunteer companies, Municipal Government support and County Government coordination; and

**Whereas**, Hunterdon’s 28 fire companies, through mutual aid agreements, multiple task forces, the Office of Fire Coordinator, Hunterdon County Fire Chiefs Association and Hunterdon’s Division of Communications & Office of Emergency Management, operate similarly to one fire company with 28 stations; and

**Whereas**, in response to these challenges and cognizant of these long standing practices the Hunterdon County Fire Chiefs Association has crafted a plan to address the problem of daytime fire response; and

**Whereas**, that plan calls for the creation of a County Daytime Fire Department staffed with paid employees in three regions strategically placed across the county to ensure timely response; and

**Whereas**, this Department will serve as a supplement to our local, first due fire companies to ensure on every call there is a fully staffed engine;

**Now, Therefore, Be It Resolved** that the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey fully supports our volunteers on our fire company and the mutual aid companies that routinely answer calls in our municipality;

**Be It Further Resolved** that the Township of Kingwood endorses and supports this plan to create a County Daytime Fire Department to ensure the continued protection of our citizens and their property;

**Be It Further Resolved** that the Township of Kingwood encourages our 25 neighboring Hunterdon municipalities to endorse this plan and the Board of Chosen Freeholders to implement same;

**And Be It Finally Resolved** that a copy of this Resolution be sent to all Hunterdon municipalities, the Board of Chosen Freeholders, the Kingwood Township Volunteer Fire Company and the Hunterdon County Fire Chiefs Association.

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds 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>

**RESOLUTION**

**Resolution No. 2017-65 – Clean Communities Grant Money**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 65**

**REQUESTING APPROVAL OF ITEMS OF REVENUE  
AND APPROPRIATION**

**NJS 40AA:4-87**

**WHEREAS**, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality, when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Kingwood in the County of Hunterdon, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$17,846.27, which is now available from the State of New Jersey, DEP, Clean Communities Grant in the amount of \$17,846.27; and

**BE IT FURTHER RESOLVED** that the like sum of \$17,846.27 is hereby appropriated under the caption Clean Communities Grant; and

**BE IT FURTHER RESOLVED** that the above is the result of funds from the State of New Jersey, DEP in the amount of \$17,846.27.

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds 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>

**RESOLUTION**

**Resolution No. 2017-66 - Waiver to Serve Alcoholic Beverages at Kingwood Park**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 66**

**WAIVER TO SERVE ALCOHOLIC BEVERAGES**

**AT KINGWOOD PARK**

**WHEREAS**, Nicholas Blatt has reserved the use of the Pavilion and parking area at Kingwood Park to utilize for a “Baby Shower” on September 16, 2017; and

**WHEREAS**, Nicholas Blatt has requested permission to serve alcoholic beverages during the baby shower on September 16, 2017;

**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 Nicholas Blatt to provide alcoholic beverages during the baby shower on September 16, 2017 at the Kingwood Park 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 applicant shall arrange the alcoholic beverages area so that the area is separate and distinct in appearance;
2. The applicant shall prevent minors from entering the alcoholic beverages area, from serving the alcoholic beverages and from consuming the alcoholic beverages;
3. The applicant 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 applicant 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 applicant, 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. Ciacciarelli, seconded by Mr. Dodds 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>

**RESOLUTION**

**Resolution No. 2017-67 – Refund of Homestead Credit Bl 20 L 6.03**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 67**

**REFUND OF HOMESTEAD CREDIT**

**WHEREAS**, Block 20 Lot 6.03 received a homestead credit on the second quarter of 2017 in the amount of \$645.00; and

**WHEREAS**, the property has a disabled veteran’s exemption;

**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 refund to Jaroslaw and Catherine Klymec, 119 Thatcher Road, Frenchtown, New Jersey, 08825, the amount of the homestead credit.

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds 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>

**RESOLUTION**

**Resolution No. 2017-68 – Refund of Homestead Credit Bl 26 L 14.01**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 68**

**REFUND OF HOMESTEAD CREDIT**

**WHEREAS**, Block 26 Lot 14.01 received a homestead credit on the third quarter of 2016 in the amount of \$467.13; and

**WHEREAS**, Block 26 Lot 14.01 received a homestead credit on the second quarter of 2017 in the amount of \$467.13; and

**WHEREAS**, the property has a disabled veteran’s exemption;

**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 refund to William and Linda Davison, 106 Featherbed Road, Stockton, New Jersey, 08559 the amount of the homestead credits.

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds 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>

**RESOLUTION**

**Resolution No. 2017-71 – Waiver to Serve Alcoholic Beverages at Kingwood Park**

The following Resolution was introduced:

**RESOLUTION NO. 2017 – 71**

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

**WHEREAS**, Laura Dyott has reserved the use of the Pavilion and parking area at Kingwood Park to utilize for a “Wedding” on September 9, 2017; and

**WHEREAS**, Laura Dyott has requested permission to serve alcoholic beverages during the wedding on September 9, 2017;

**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 Laura Dyott to provide alcoholic beverages during the wedding on September 9, 2017 at the Kingwood Park 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 applicant shall arrange the alcoholic beverages area so that the area is separate and distinct in appearance;
2. The applicant shall prevent minors from entering the alcoholic beverages area, from serving the alcoholic beverages and from consuming the alcoholic beverages;

3. The applicant 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 applicant shall name the Township of Kingwood, PO Box 199, Baptistown, NJ 08803-0199 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 applicant, by accepting this waiver, acknowledges and holds 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. Ciacciarelli, seconded by Mr. Dodds 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>

**NEW BUSINESS**

2017 Audit Report:

**Resolution No. 2017-69 - Governing Body Certification of Annual Audit**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2017 - 69**

**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 2016 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.

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



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

Group Affidavit Form

Approve Corrective Action Plan

It was moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to approve the Budget Corrective Action Plan.

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

Application to Hunterdon County Cultural & Heritage Committee for Historical Marker – prepared by Mount Amwell Project, Inc.

Mayor Lubitz gave a brief history and an explanation of the Historical Marker. He explained this is an application Mount Amwell Project Inc. has filled out to apply for a Historical Marker for the Slacktown Cemetery, 15 Locktown Road in Kingwood Township.

It was moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to approve the application applied by the Mount Amwell Project Inc. for a Historical Marker for the Slacktown Cemetery 15, Locktown Road in Kingwood Township and for the Mayor to sign the application.

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

Discuss Township’s Deferred Compensation Plan

C.F.O. Diane Laudenbach explained the township’s auditor has inquired about the plan, which is still in place. She noted there is no one currently from the township participating in the plan at this time, and the auditors would like to know if the township would like to keep it in place or do away with it.

The Township Committee feel that if there is no cost to the township, it should be kept in place to leave as an option.

Discuss Paid Time Off Policy

C.F.O. Diane Laudenbach wanted to make sure she was following the correct procedures, therefore, she reported a few issues in regard to positions that do not have office hours, and how paid time off is calculate. It was discussed that the township C.F.O. and employees should follow the Employee Handbook and Personnel and Procedures Manual.

Letters from Environmental Commission

The Township Committee reviewed letters from the Environmental Commission. They expressed that they are in full support of how the Commission feels, but that it is too late to do a cover letter for these letters, as the comment period ended last week.

**OLD BUSINESS**

Sustainable Aquaculture Systems, Inc.

Mayor Lubitz noted there is nothing new to report at this time.

PennEast Pipeline – Email from Re- Think Energy NJ

The Township Committee reviewed the e-mail from Re-ThinkEnergy NJ.

Parks & Recreation – Community Day & Fireworks Display Ideas

Deputy Mayor Dodds reported the township received their first sponsor for Community Day. He noted that a letter went out to all the previous participants who sponsored in the past. A letter to invite the residents will be going out in a mailing the end of August. Mayor Lubitz offered to write the invitation letter.

Long Term Future of Email & Website – Proposal from Aptiris

The Township Committee discussed with C.F.O. Diane Laudenbach the research she has done regarding the future e-mail and website. There was a question as to whether it would cost less to use an alternate e-mail system. Diane Laudenbach will contact the Delaware Valley High School to find out what they have to offer and what it will take to access to the website. She will obtain more information for next month.

Ordinance No. Amending Chapter 57 “Animals” And To Create Section 27  
Entitled “Pet Stores, Retail Sales Prohibited

The Township Committee reviewed and noted there is nothing new at this time.

**MINUTES**

June 1, 2017 Regular Meeting Minutes

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds and carried to approve the June 1, 2017 Regular Meeting Minutes for the Township Committee.

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

June 1, 2017 Executive Session Minutes

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds and carried to approve the June 1, 2017 Executive Session Meeting Minutes for the Township Committee.

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

June 27, 2017 Special Meeting Minutes (ABC License)

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds and carried to approve the June 27, 2017 Special Meeting Minutes (ABC License).

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

Kingwood Township Volunteer and First Aid Rescue Squad – Nancy Ponter

Nancy Ponter was present from the Kingwood Township First Aid Rescue Squad. She wanted to review what she has put together regarding more initiatives to cover Kingwood Township. She explained they have put forth two initiatives with Station (41) Quakertown Rescue Squad and Station (57) Kingwood Township Rescue. She noted they are staffing their building in Kingwood Township with volunteers and a few paid EMT's. She explained the numbers for mutual aid are going down and they are getting some new members in and trying to make the building more attractive to younger members.

Kerry Floyd, Chief of the Kingwood Rescue Squad was present and commented she has done some research of what would happen once they go billing. She explained the certifications that will be required. She explained how once in a while they get volunteers from the Fire Department to drive for them if needed, which will not be allowed. Kerry Floyd noted that the billing may not help to cover everything, so they are hesitant at the moment. She explained they get approximately \$200 in donations when they transport in a nonemergency situation, and that they are using volunteers.

The Township Committee were concerned about the paid off staff. Nancy Ponter will e-mail the Township Committee numbers of mutual aid, how many members attend meetings and an update of any new members that have joined from the past six months. The Township Committee feels the Rescue Squad is making progress and would like them to keep them updated every few months.

**EXECUTIVE SESSION – RESOLUTION NO. No. 2017-70**

The following Resolution was introduced to enter into closed session at approximately 8:04P.M.:

**RESOLUTION NO. 2017 - 70**

**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:

Violations – Bl 17 L 8 (Accurate Waste Systems)  
Personnel - Teamsters Union Agreement  
Personnel - Salaries

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:

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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.

3. This resolution shall take effect immediately.
4. The Township Committee may take additional action upon returning to regular session.

It was moved by Mr. Ciacciarelli, seconded by Mr. Dodds 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>

**RETURN TO REGULAR SESSION**

The Township Committee returned to regular session at 8:16P.M.

**Appointment – Construction Code Technical Assistant**

Deputy Mayor Dodds explained Thomas Petto the township’s Construction Code Official is interested in the position of Construction Code Technical Assistant. He will not be adding additional hours for the public, but if needed will do the work on his own time.

**Appointment - Horseshoe Bend Park Administrator**

Deputy Mayor Dodds noted Cynthia Keller will be taking on the position of Horseshoe Bend Administrator, putting in extra hours of up to an hour and a quarter per day.

The Township Committee noted these positions will be effective beginning, May 15, 2017 taking over the jobs from the prior employee. It was discussed that the salary will be divided, which would be half of \$12,333.00 for each position.

It was moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to appoint Thomas Petto, Construction Code Technical Assistant effective May 15, 2017 at a yearly salary of \$6,166.50.

<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>

It was moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to appoint Cynthia Keller, Horseshoe Bend Park Administrator effective May 15, 2017 at a yearly salary of \$6,166.50.

<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>

C.F.O. Diane Laudenbach noted an amendment needs to be done on the salary ordinance. She will prepare the amended ordinance for the August 3, 2017 Township Committee Meeting to be adopted on first reading.

Update on Addition to Horseshoe Bend Park Morton Bldg.

Deputy Mayor Dodds gave an update on the addition for the Morton Bldg. at the Horseshoe Bend Park. He obtained two quotes and is waiting for a third. He will have all the quotes for next month's meeting. C.F.O. Diane Laudenbach noted she will prepare an ordinance to be introduced next month to appropriate the funds.

**ADJOURNMENT**

It was moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to adjourn the meeting at 8:25P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L.Keller  
Deputy Clerk, RMC