

# **KINGWOOD TOWNSHIP COMMITTEE**

## **Regular Meeting Agenda**

**February 1, 2018 – 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 11, 2018 and by telefaxing a copy of the notice to the Express Times on January 4, 2018. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 4, 2018.

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**

**Guest Speaker** – Kerry Kirk Pflugh, Director of Office of Local Government Assistance  
NJDEP – Liaison for the NJDEP

### **Correspondence**

- Letter of Request/Approval – Kermesse Sport - Annual Hell of Hunterdon County  
Bicycle Ride – Sunday, March 18, 2018
- News Release from Rutgers NJ Medical School – Carbon Monoxide Kills Even During  
Snowstorms- Reduce Your Risk of CO Exposure/Poisoning
- E-mail from Animal Control Solutions/Senate Bill No. 3558 Revising the Enforcement of  
Animal Cruelty Laws in the State/Article-NJSPCA Stripped of Power
- New Jersey Tree Recovery Campaign – Free Tree Seedlings for Communities – Apply by  
February 26, 2018
- Letter to the Mayor - Meals on Wheels in Hunterdon Inc. – Invitation to Participate in  
the 16<sup>th</sup> Annual March for Meals

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

### **Resolution No. 2018 – 10 Transfer Resolution**

### **Bills and Claims**

### **Reports**

- Emergency Management Coordinator
- Dog Licensing Report of January 2018/Memo –Dec Roundup/Report of Rabies Clinic
- Animal Control Report of December 2017 and January 2018
- Court Report of December 2017
- Construction Department Reports – Permit Fees/Permit Logs of Dec 2017 and Jan 2018

## February 1, 2018 Township Committee Agenda Continued

### Reports Continued

- NJSP Report of December 2017 and January 2018
- Township Engineer's Report of January 2018
- The Mount Amwell Project, Inc. - Slacktown Cemetery Annual Report – 2017
- Finance Reports:
  - Collector's Report of December 2017
  - Year End Budget Report

### Future Meetings and Activities

- February 10** - Recycling at Township Garage from 9:00am-12:00noon
- March 1** - Township Committee Regular Mtg. – 7:00pm
- March 10** - Hunterdon Co. Hazardous Waste Clean-Up – 9:00am-1:00pm  
HC Complex on Route 12
- March 31** - Annual Egg Hunt 2018 at Kingwood Park – 1:00pm

### Ordinances

**Ordinance No. 19-01-2018 Calendar Year 2018 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A.40A:4-45.14)** – Introduction and Adoption on First Reading

**Ordinance No. 19-02-2018 Ordinance Amending Chapter 34 “Recreation Commission and Parks and Recreation Committee,” Article I “Recreation Commission,” Section 5 “Rules and Regulations; Administration; Enforcement; Penalties for Offenses” to Allow for the Imposition of Restitution as a Penalty for Violation of the Rules and Regulations of the Park that Results in the Damage of Township Property** – Introduction and Adoption on First Reading

**Ordinance No. 19-03-2018 Ordinance Amending Chapter 132 “Zoning,” Article IV “Supplemental Regulations,” Section 50 “Accessory Buildings, Uses and Structures” to Reduce the Setback Requirements for Sheds on Lots of 3 Acres or Less** – Introduction and Adoption on First Reading

### Resolutions

- Resolution No. 2018 - 11** Professional Services Agreements
- Resolution No. 2018 –12** Governing Body Certification of Compliance with the US Equal Employment Opportunity Commission's

### New Business

- Appointments - G. Bonin – Zoning Officer/General Code Enforcement Officer
- L. Frank – Class IV Citizen Member of Planning Bd.
- P. Lubitz – Citizen Member of Open Space Committee
- M. Bobrowski - Appointed as Alternate Registrar, by Registrar until M. Walters is trained
- Approve Raffle License No. 2018-01 – Delaware Valley Wrestling Foundation  
50/50 Cash Raffle – Arties Bar and Grill – April 7, 2018
- Authorize Engineer – Survey Work for the NJDOT Funded Ridge Road Project
- Authorize to Obtain Surveys and Title Search for DeSapio Property Block 5, Lot 6
- Letter from Lower Delaware Wild & Scenic River Management Council - **Appoint – Representative from Township**

## **February 1, 2018 Township Committee Agenda Continued**

### **New Business Continued**

Length of Service Awards Program (LOSAP) List of Members for 2018  
Amendment to Employee Handbook and Personnel Policies and Procedures Manual  
Banking Proposals  
Cleanup Program 2018 – Quotes  
Quotes Twp. Buildings - Water Testing, Septic Cleaning, Portable Toilets  
Memo and Request Support and Approval from the Environmental Commission for “Roots for Rivers” - Watershed Ambassador Tree Planting Project  
Possible Tree Ordinance – To Prohibit Excessive Tree Removal

### **Old Business**

#### **PennEast Pipeline**

FERC - Order Issuing Certificates re: PennEast Pipeline – January 19, 2018  
Letter from PennEast to Atty. – re: Final Easement Acquisition Offer  
Copy of Letter PennEast to FERC Re: Order Issuing Certificate of Public Convenience and Necessity  
Answer of PennEast Pipeline Company, LLC to the Motion for Stay of the Delaware Riverkeeper Network  
Sample Motion for Rehearing  
NJDEP Stormwater Management – Authorize Engineer to Prepare Memo – Responsibilities to New Stormwater Regulations  
Telephone Proposals – Extel Communications, Inc./Avaya- Works Data Ltd.  
Accepting Credit Card Payments for Taxes  
COAH - Update

### **Minutes**

December 5, 2017 Special Mtg. Minutes/Correction to Minutes  
January 2, 2018 – Reorganization Mtg.  
January 2, 2018 – Regular Township Mtg.  
January 2, 2018 - Executive Session  
January 16, 2018 –Special Meeting  
January 16, 2018 –Executive Session

### **Executive Session – Resolution No. 2018 - 13**

**Personnel** – Teamsters Union Agreement  
**Possible Zoning Violations** – Freedenfeld/Mikes Bl 51 L 46  
Terraglia Bl 8 L 19.03  
**Possible Litigation** - PennEast Pipeline

### **Return to Regular Session**

### **Adjournment**

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

2018 - 31

February 1, 2018

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

Also present at the meeting were Mayor Dodds, Deputy Mayor Ciacciarelli, Committeewoman Syrnick, Attorney Katrina Campbell, C.F.O. Diane Laudenschach, and Clerk Cynthia Keller. Mayor Dodds 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 11, 2018 and by telefaxing a copy of the notice to the Express Times on January 4, 2018. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 4, 2018.**

**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.**

**Guest Speaker – Kerry Kirk Pflugh, Director of Office of Local Government Assistance NJDEP – Liaison for the NJDEP**

Kerry Kirk Pflugh, Director of the Office of Local Government Assistance for the New Jersey Department of Environmental Protection was present to introduce herself to the Committee Members and explained that she is the liaison for this area. She noted her division provides information for any questions the township may have. She stated that she meets with Mayors, Council Members and Clerks around the State and would be happy to arrange anyone to come and talk to the Township Committee for any needs they may have. Mayor Dodds noted the concerns the township has regarding the PennEast Pipeline and the concerns for the endangered species. Mayor Dodds was glad to hear the Governor's support regarding this issue. Committeewoman Syrnick noted the Township Committee would like to speak to someone regarding the retention basins and the responsibilities to new stormwater regulations in New Jersey.

### **CORRESPONDENCE**

**Letter of Request/Approval – Kermesse Sport - Annual Hell of Hunterdon County Bicycle Ride Sunday, March 18, 2018**

The Township Committee reviewed the request from Kermesse Sport to ride through Kingwood Township for their annual bike ride on March 18<sup>th</sup>, 2018. They would like the township to obtain their liability insurance and to remind the organization to contact the State Police regarding the event scheduled on that date.

It was moved by Ms. Syrnick, seconded by Mr. Ciacciarelli and carried to approve Kermesse Sport to have the Annual Hell of Hunterdon County Bicycle Ride on Sunday, March 18, 2018 and the route they have planned through the township.

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

News Release from Rutgers NJ Medical School – Carbon Monoxide Kills Even During Snowstorms- Reduce Your Risk of CO Exposure/Poisoning

Mayor Dodds reviewed the new release from Rutgers NJ Medical School.

E-mail from Animal Control Solutions/Senate Bill No. 3558 Revising the Enforcement of Animal Cruelty Laws in the State/Article-NJSPCA Stripped of Power

Mayor Dodds reviewed. Attorney K. Campbell noted the Governor signed Senate Bill No. 3558, which puts the responsibility on the local municipalities. The township will need to appoint a Municipal Humane Law-Enforcement Officer to conduct animal cruelty investigations within 13 months.

New Jersey Tree Recovery Campaign – Free Tree Seedlings for Communities – Apply by February 26, 2018

Mayor Dodds reviewed what the township did last year. There was a discussion as to whether everyone was in favor of the idea. It was recommended to send to the Parks and Recreation Committee to decide.

Letter to the Mayor - Meals on Wheels in Hunterdon Inc. – Invitation to Participate in the 16<sup>th</sup> Annual March for Meals

Committeewoman Syrnick noted she would be interested in volunteering for the 16<sup>th</sup> Annual March for Meals.

**PUBLIC COMMENT – PRIVILEGE OF THE FLOOR**

Susan Maurer, 165 Byram Road – Addressed the Township Committee with her concerns regarding Air B&B's.

She review several articles on Air B&B’s, which had noted having many problems. She talked about the problems Tinicum Township had with the Air B&B’s. Mayor Dodds suggested the Township Attorney look into other communities and the regulations for Air B&B’s. Susan Maurer described what is happening on her property, which is very upsetting to her. Feels it is a liability issue and she is not sure what she is going to see when she leaves her home each day.

The Township Committee thanked Susan Maurer for coming.

Robert Scrymgeour, Rt. 519, Commented on his concern for the trees leaning on the powerlines along Rt. 12 adjacent to his property. EMC, Jack MacConnell noted JCP&L Company will be trimming trees during the month of March.

Debbie Potter – River Road, Noted that the part of town where they all live is a different area, which is smaller lots and everyone is very close. She noted she also raised her home and believes that it is not allowed to live in the ground level area. She feels that the State would not be happy with the issues going on down in Byram. She feels that it is a unique situation and feels that they all spent a lot of money, took a lot of loss and would like the township to consider something as other towns have. Attorney K. Campbell noted she will look into this further. She noted that the rules in Pennsylvania are very different than in New Jersey.

**RESOLUTION**

**Resolution No. 2018 – 10 Transfer Resolution**

The following Resolution was introduced:

**RESOLUTION NO. 2018 - 10**

**2017 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 2017 Reserve Budget Appropriations:

<b>FROM ACCOUNT</b>	<b>TO ACCOUNT</b>	<b>AMOUNT</b>
Administrative & Executive – Other Expense	Board of Adjustment – Other Expense	\$500.00
	Environmental Commission – Other Expense	\$100.00
	Recycling – Other Expense	\$900.00

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

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

**BILLS AND CLAIMS**

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to approve and pay all bills and claims in the amount of **\$1,354,134.53** that are in order and attached as Bill List for February, 2018.

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

**REPORTS**

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

Emergency Management Coordinator

EMC, Jack MacConnell was present and gave the following report:

JCP&L have been trimming trees and he is not sure of the variance allowed for them to cut. He feels that there is a problem concerning the tall trees, and they need to get permission from the homeowners. He explained they were supposed to start trimming in March and found out they have started in January. Jack MacConnell noted they have done a lot of damage on township property trimming trees in the past week. He noted he has spoken to several representatives from JCP&L who are in charge and they will be taking care of contacting the tree trimming company to repair the damages that occurred on township property. He noted the evacuation facility is now in compliance. The NJDEP has low ban radios that have been taken out and removed, which he feels that the township could really use.

Jack MacConnell noted that the ice buildup in the river along the Byram area was very severe. He noted how it almost flooded out the area. He is working on getting a siren down in that area for the residents to be warned about the floods. He noted that the township residents are the main concern and would like to make it safe for the residents.

The Township Committee Members thanked Jack MacConnell for his monthly report.

Dog Licensing Report of January 2018/Memo –Dec Roundup/Report of Rabies Clinic  
Animal Control Report of December 2017 and January 2018  
Court Report of December 2017  
Construction Department Reports – Permit Fees/Permit Logs of Dec 2017 and Jan 2018  
NJSP Report of December 2017 and January 2018

Township Engineer’s Report of January 2018

Committeewoman Syrnick reviewed the report regarding the NJDEP regulations, which will go into effect in January 2018 requiring two additional educational points and annual maintenance reporting by owners of stormwater management to the township. She mentioned a memo the township engineer will be preparing, which will go to the municipalities regarding the new permit.

The Mount Amwell Project, Inc. - Slacktown Cemetery Annual Report – 2017

Mayor Dodds reviewed the Annual Report from the Mount Amwell Project Inc. regarding the Slacktown Cemetery. The annual report covers the activities of the Mount Amwell Project during the calendar year 2017 obligated by the Memorandum of Understanding signed by Kingwood Township and the Mount Amwell Project on August 8, 2015.

Finance Reports:

Collector’s Report of December 2017  
Year End Budget Report

Future Meetings and Activities

Mayor Dodds reviewed as per the agenda.

ORDINANCE

**ORDINANCE NO. 19-01-2018 CALENDAR YEAR 2018 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A.40A:4-45.14) - Introduction and Adoption on First Reading**

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

It was moved by Miss Syrnick, seconded by Mr. Ciacciarelli and carried to adopt on first reading **ORDINANCE NO. 19-01-2018 CALENDAR YEAR 2018 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A.40A:4-45.14).**

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Ciacciarelli, Syrnick, Dodds</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, March 1, 2018 at a meeting beginning at 7:00 P.M. at the municipal building.

**ORDINANCE**

**ORDINANCE NO. 19-02-2018 ORDINANCE AMENDING CHAPTER 34**  
**“RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE,”**  
**ARTICLE I “RECREATION COMMISSION,” SECTION 5 “RULES AND**  
**REGULATIONS; ADMINISTRATION; ENFORCEMENT; PENALTIES FOR**  
**OFFENSES” TO ALLOW FOR THE IMPOSITION OF RESTITUTION AS A**  
**PENALTY FOR VIOLATION OF THE RULES AND REGULATIONS OF THE PARK**  
**AND RESULTS IN THE DAMAGE OF TOWNSHIP PROPERTY–** Introduction and  
Adoption on First Reading

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

The Township Attorney explained the ordinance for the public.

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to adopt on first reading  
**ORDINANCE NO. 19-02-2018 ORDINANCE AMENDING CHAPTER 34**  
**“RECREATION COMMISSION AND PARKS AND RECREATION COMMITTEE,”**  
**ARTICLE I “RECREATION COMMISSION,” SECTION 5 “RULES AND**  
**REGULATIONS; ADMINISTRATION; ENFORCEMENT; PENALTIES FOR**  
**OFFENSES” TO ALLOW FOR THE IMPOSITION OF RESTITUTION AS A**  
**PENALTY FOR VIOLATION OF THE RULES AND REGULATIONS OF THE PARK**  
**AND RESULTS IN THE DAMAGE OF TOWNSHIP PROPERTY.**

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Ciacciarelli, Syrnick, Dodds</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, March 1, 2018 at a meeting beginning at 7:00 P.M. at the municipal building.

**ORDINANCE**

**ORDINANCE NO. 19-03-2018 ORDINANCE AMENDING CHAPTER 132 “ZONING,”**  
**ARTICLE IV “SUPPLEMENTAL REGULATIONS,” SECTIONS 50 “ACCESSORY**  
**BUILDINGS, USES AND STRUCTURES” TO REDUCE THE SETBACK**  
**REQUIREMENTS FOR SHEDS ON LOTS OF 3 ACRES OR LESS** – Introduction and  
Adoption on First Reading

The Township Committee and Attorney explained the ordinance. It was noted that it is required to go to the Township’s Planning Board since it is a zoning amendment.

It was moved by Miss Syrnick, seconded by Mr. Ciacciarelli and carried to adopt on first reading **ORDINANCE NO. 19-03-2018 ORDINANCE AMENDING CHAPTER 132 “ZONING,” ARTICLE IV “SUPPLEMENTAL REGULATIONS,” SECTIONS 50 “ACCESSORY BUILDINGS, USES AND STRUCTURES” TO REDUCE THE SETBACK REQUIREMENTS FOR SHEDS ON LOTS OF 3 ACRES OR LESS.**

With the following amendments as discussed:

Section 1:

Section 153-50F shall be amended as follows:

- (1). Accessory buildings less than 200 square feet in area may be located within fifteen (15) feet of any side or rear lot line on lots of three (3) acres or less.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Ciacciarelli, Syrnick, Dodds</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, March 1, 2018 at a meeting beginning at 7:00 P.M. at the municipal building.**

**RESOLUTIONS**

**Resolution No. 2018 - 11 Professional Services Agreements**

The following Resolution was introduced:

**RESOLUTION NO. 2018 – 11**

**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 in 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:

**Katrina L Campbell                      Township Attorney                      One Year**  
**Lavery, Selvaggi, Abromitis & Cohen, PC**  
**1001 Route 517**  
**Hackettstown, NJ 07840**  
**Appropriation of \$10,000.00 Temporary Budget - Legal - OE**

**Thomas Decker                              Township Engineer                      One Year**  
**Van Cleef Engineering Assoc.**  
**32 Brower Lane**  
**Hillsborough, NJ 08844**  
**Appropriation of \$1,500.00 Temporary Budget – Engineering - OE**

**Banisch Associates, Inc.                      Township Planner                      One Year**  
**111 Main Street**  
**Flemington, NJ 08822**  
**Appropriation of \$1,000.00 Temporary Budget – Planning Bd. - OE**

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

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

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

**RESOLUTION**

**Resolution No. 2018 –12 Governing Body Certification of Compliance with the US Equal Employment Opportunity Commission’s**

The following Resolution was introduced:

**RESOLUTION NO. 2018 -12**

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Kingwood Township Committee of the Township of Kingwood, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S**

**“Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES  
NO PHOTO COPIES OF SIGNATURES**

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

We, members of the governing body of the Township of Kingwood being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Committee of the Township of Kingwood in the county of Hunterdon;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history;
4. We certify that the local unit’s hiring practices comply with the above-referenced enforcement guidance.

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

**IMPORTANT:** This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

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

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

**New Business**

Appointments -

G. Bonin – Zoning Officer/General Code Enforcement Officer

**2018 - 41**

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to appoint Greg Bonin Zoning Official/General Code Enforcement Officer for one year to expire on 12/31/2018.

**Roll Call Vote:**

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

L. Frank – Class IV Citizen Member of Planning Bd.

Mayor Dodds stepped down from the Chair to move the motion, seconded by Mr. Ciacciarelli and carried to appoint Lee Frank as a Class IV Citizen Member of the Planning Board for an unexpired three year term to expire on 12/31/2018.

**Roll Call Vote:**

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

P. Lubitz – Citizen Member of Open Space Committee

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to appoint Phillip Lubitz as a Citizen Member of the Open Space Committee for a three year term to expire on 12/31/2020.

**Roll Call Vote:**

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

M. Bobrowski - Appointed as Alternate Registrar, by Registrar until M. Walters is Trained

Mayor Dodds reviewed.

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to appoint Michele Bobrowski, Alternate Registrar for the Township of Kingwood in emergency situations until the appointed Deputy Registrar, Michele Tipton Walters is certified.

**Roll Call Vote:**

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

Approve Raffle License No. 2018-01 – Delaware Valley Wrestling Foundation  
50/50 Off Premise Cash Raffle – Arties Bar and Grill – April 7, 2018

It was moved by Miss Syrnick, seconded by Mr. Ciacciarelli and carried to approve Raffle License No. 2018-01 – Delaware Valley Wrestling Foundation for a 50/50 Off Premise Cash Raffle to be conducted at Arties Bar and Grill on April 7, 2018.

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

Authorize Engineer – Survey Work for the NJDOT Funded Ridge Road Project

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to authorize the Township Engineer to do survey work for the NJDOT Funded Ridge Road Project.

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

Authorize to Obtain Surveys and Title Search for DeSapio Property Block 5, Lot 6

Mayor Dodds explained they are waiting to hear how this will be impacted by the PennEast Pipeline.

It was moved by Miss Syrnick, seconded by Mr. Ciacciarelli and carried to authorize the township to obtain surveys and a title search for the DeSapio Property, Block 5, Lot 6.

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

Letter from Lower Delaware Wild & Scenic River Management Council - **Appoint Representative from Township**

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to Appoint Richard Dodds as Township Representative for the Lower Delaware Wild and Scenic River Management Council.

**Roll Call Vote:**

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

Length of Service Awards Program (LOSAP) List of Members for 2018

Clerk Keller explained this was for the Township Committees information. The LOSAP Members will be approved after they have posted their names for 30 days and there has been no objections from the public.

Amendment to Employee Handbook and Personnel Policies and Procedures Manual

Deputy Mayor Ciacciarelli noted that there is a new Deputy Clerk who will be taking courses on Saturday's in the future. He feels there should be an amendment in the handbook to allow employees to be compensated for the rare situation to make up for taking classes on the weekend. He feels it would be up to the supervisor of the department to make the decision of the days and times to compensate time for taking classes that are scheduled on Saturdays.

Mandatory training

Deputy Mayor Ciacciarelli will work with C.F.O. Diane Laudenbach to put the new wording in the manual. This will be brought back month next for approval.

Banking Proposals

The Township Committee reviewed the following bank proposals:

Northfield Bank	Interest Rate – 0.55%	Anticipated Interest as Proposed	\$24,750.00
Investors Bank	Interest Rate - .75%/50%	Anticipated Interest as Proposed	\$33,750.00
Unity Bank	Interest Rate – 1%	Anticipated Interest as Proposed	\$41,000.00
TD Bank	Interest Rate – 1.25%	Anticipated Interest as Proposed	\$33,131.00
Fulton Bank	Interest Rate – 0.80%	Anticipated Interest as Proposed	\$26,757.00

C.F.O. Diane Laudenbach explained the proposals received and recommended TD Bank.

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to award the proposal from TD Bank of Frenchtown.

**Roll Call Vote:**

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



Cleanup Program 2018 – Quotes

The Township Committee reviewed the follow quotes for the 2018 Cleanup Program

**2018 CLEANUP DAY PROGRAM QUOTES**

<b><u>HAULER</u></b>	<b><u>COST PER DUMPSTER</u></b>	<b><u>TIPPING FEE PER TON</u></b>
Russell Reid	\$235.00 per 30 yd. dumpster	\$105.00 per ton tipping fee (\$3.00 per ton NJ Recycling Enhancement Tax)
Global Waste Industries, Inc.	\$250.00 per 30 yd. dumpster	\$93.00 per ton tipping fee (\$3.00 per ton NJ Recycling Enhancement Tax)
Republic Services Disposal	\$550.00 per 30 yd. dumpster	\$94.00 per ton tipping fee (\$3.00 per ton NJ Recycling Enhancement Tax)

**2018 CLEAN UP DAY PROGRAM  
5 MONTHS**

**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**

<b><u>Total for 5 months:</u></b>	<b><u>(1) Unit</u></b>	<b><u>(2) Units</u></b>	<b><u>(3) Units</u></b>
Global Waste Ind., Inc.	\$2,389.00	\$4,800.00	\$7,260.00
Russell Reid	\$2,417.35	\$5,405.00	\$8,055.00
Raritan Valley Disposal	\$2,712.00	\$5,518.00	\$8,230.00

It was moved by Miss Syrnick, seconded by Mr. Ciacciarelli and carried to award Global Waste Industries, Inc. the vendor for the 2018 Clean-Up Day Program.

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

**Quotes Twp. Buildings -**

**Water Testing**

The Township Committee asked that this list of quotes for water testing be brought back next month with prices for reporting the information is obtained for all quotes submitted.

**Septic Cleaning**

**Castle Septic Service:**

\$210.00 pumping fee for up to 1,000 gallons based on 6 septic tanks at approximately 1,000 gallons total is **\$1,260**. Each additional gallon to be charged at **\$.21 cents per gallon**. No extra charge for hose length.

Includes power mixing before pumping and 4 point septic **tank inspection at no additional cost**.

**Russel Reid :**

\$210.00 pumping fee for up to 1,000 gallons based on 6 septic tanks at approximately 1,000 gallons total is **\$1,260**. Each additional gallon to be charged at \$.21 up to 1000 gallons and .5 hour on-site time.

\*Lid must be exposed prior to truck arrival. Credit Card must be presented at time of order.

**Stinky's Septic Tank Pumping:**

**\$1,950.00** pumping fee based on pumping 6 septic tanks at approximately 1,000 gallons each. Each **additional gallon to be charged at \$.26**.

Second cleaning at Kingwood Park and Horseshoe Bend Park would be an additional \$325.00 or \$650. For both.

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to award **Castle Septic Services** the vendor for septic cleaning for the township buildings for 2018.

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

**Portable Toilets**

**Johnny on the Spot:**

Handicap unit \$90.00 each unit, regular unit \$70.00 per unit both with free hand sanitizer inside and once per week service.

**Castle Septic Service:**

Handicap units \$125.00 each unit with weekly cleaning. Regular unit can be added for \$80.00 per unit with weekly cleaning.

**Russel Reid:**

Handicap units \$175.00 each unit, regular unit \$95.00 per unit. Additional fee of \$50.00 for delivery, setup and pickup which covers up to 5 pcs of equipment.

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to award **Johnny on the Spot** the vendor for the township’s rental of portable toilets for the township parks for 2018.

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

**Memo and Request Support and Approval from the Environmental Commission for “Roots for Rivers” - Watershed Ambassador Tree Planting Project**

Committeewoman Syrnick explained that the AmeriCorps NJ Watershed Ambassador came to the Environmental Commission to get permission to plant approximately 200 trees at the Kingwood Park along the stream. She explained that they do stream assessments, train volunteers to monitor streams for quality and do stewardship projects such as tree planting along waterways. The Nature Conservancy wants to get 100,000 tree planted along waterways in NJ as part of their “Roots for Rivers”. Special funds are reserved for Watershed Ambassadors to help with this project. The Ambassador explained that Kingwood Township’s land along the Lockatong Creek at Kingwood Park on Union Road would be a great site for a Watershed Ambassador tree planting.

There was a brief discussion reviewing the maps supplied from the Watershed Ambassador, which shows where the trees would be planted. Committeewoman Maureen Syrnick noted they fully funded and there is no cost to the township.

The Township Committee all agreed there should be no problem finding volunteers such as the Boy Scouts and Girl Scouts to help plant the trees. It was recommended that this be discussed with the Parks and Recreation Committee at their next meeting. Clerk Keller noted that the Watershed Ambassador is planning to attend the Parks and Recreation’s next meeting.

**Possible Tree Ordinance – To Prohibit Excessive Tree Removal**

Mayor Dodds reviewed the possibility of the onset of the PennEast Pipeline moving ahead. He described what pipeline companies have been doing, as far as, taking down all the trees which FERC has allowed them to do, but at the same time not obtaining any permits to do so. He noted there is a desire by several of the towns to adopt an ordinance.

He explained details from several ordinances he has been reviewing from other towns. He feels Kingwood Township needs to find an ordinance to have in place that protects riparian areas and the concept of clearing trees on the uphill steep slopes. Attorney K. Campbell explained the forestry management plans, which is done in other towns. Mayor Dodds requested Attorney K. Campbell look into this further for the next township meeting.

### Old Business

#### PennEast Pipeline

The Township Committee reviewed the following correspondence regarding the PennEast Pipeline:

FERC - Order Issuing Certificates re: PennEast Pipeline – January 19, 2018  
Letter from PennEast to Atty. – re: Final Easement Acquisition Offer  
Copy of Letter PennEast to FERC Re: Order Issuing Cert. of Public Convenience and Necessity  
PennEast Pipeline Company, LLC to the Motion for Stay of the Delaware Riverkeeper Network

Attorney K. Campbell explained that it would be a good idea to let the residents who are receiving offers from the pipeline about the right away agreement. She reviewed the agreement which was sent to the township and explained how it is broader than what FERC allows them to do. FERC has allowed one pipeline, but the right of way agreement allows more than one pipeline to come through. She stated they will be signing up for more than what they know. Mayor Dodds suggested this information be put up on website for the residents. Attorney K. Campbell to let the members of HALT also know about this information.

Committeewoman Syrnick noted that the Citizen's Against the Pipeline groups have been educating the public about how to read the agreement and to be very careful as to what they are being offered.

#### Sample Motion for Rehearing

Attorney K. Campbell noted this should be discussed in executive session.

Maureen Syrnick noted that within the next two weeks the Citizens Against the Pipeline plan on having a public meeting here at the township to educate the public regarding the Pipeline and to answer their questions. She noted that this will be advertised on the township's website.

#### NJDEP Stormwater Management – Authorize Engineer to Prepare Memo – Responsibilities to New Stormwater Regulations

It was moved by Miss Syrnick, seconded by Mr. Ciacciarelli and carried to authorize Thomas Decker, Township Engineer to prepare a memorandum listing the responsibilities to the new Stormwater Regulations. **All voted Aye on Roll Call Vote.**

**Telephone Proposals – Extel Communications, Inc./Avaya- Works Data Ltd.**

The township committee reviewed the following proposals:

Extel Communications                      \$5,392.00  
830 Belmont Ave  
North Haledon, NJ 07508

Avaya- Works Data Ltd                      \$5,731.80  
P.O. Box 201  
Port Murray, NJ 07865

It was moved by Miss Syrnick, seconded by Mr. Ciacciarelli and carried to award the contract for a new phone system for the municipal building offices to Avaya Works Data Ltd.

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

**Accepting Credit Card Payments for Taxes**

Deputy Mayor noted the convenience this would be for the residents to pay on line and there is no cost to the township. C.F.O. Diane Laudenbach noted an ordinance needs to be adopted to amend the fees. The charges would be to the tax payer paying online with a credit card. There are no additional fees by the township. C.F.O. Diane Laudenbach noted several other towns are offering this option for the tax payers to pay their taxes. She will provide a list the companies who are interested in providing this service for the township at next month's meeting.

**COAH – Update**

Attorney Katrina Campbell reviewed an update on COAH. She noted that the township has settled the case and now is in the process of preparing the Fair Share Housing Element and Spending Plan. She explained that the township has until April 2018 to get the paperwork completed and submitted. She will reach out to Planner D. Banisch to get started on this project. The Fair Share Housing Element needs to go to the Planning Board and advertised in the newspaper along with several ordinances to be adopted.

**Minutes**

**December 5, 2017 Special Mtg. Minutes/Correction to Minutes**

It was moved by Mr. Ciacciarelli seconded by Miss Syrnick and carried to approve the following meeting minute corrections for December 5, 2017.

**As written in the minutes of December 5, 2017**

**RETURN TO REGULAR SESSION**

The committee members returned to regular session at 6:35P.M.

Ms. Keller, the current Deputy Clerk/Deputy Registrar was invited back in to the meeting. It was then moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to offer Ms. Keller the positions of Deputy Clerk/Deputy Registrar, at a salary of \$80,000 per year. **All voted Aye on Roll Call Vote.** Ms. Keller indicated her acceptance of the offer.

**Correction to the Minutes of December 5, 2017 as should be stated:**

**RETURN TO REGULAR SESSION**

The committee members returned to regular session at 6:35P.M.

Ms. Keller, the current Deputy Clerk/Deputy Registrar was invited back in to the meeting. It was then moved by Mr. Dodds, seconded by Mr. Ciacciarelli and carried to offer Ms. Keller the positions of Township Clerk/Registrar of Vital Statistics, at a salary of \$80,000 per year. **All voted Aye on Roll Call Vote.** Ms. Keller indicated her acceptance of the offer.

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

The following minutes were approved by the Township Committee:

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to approve the following Township Committee Meeting Minutes:

- January 2, 2018 – Reorganization Mtg.
- January 2, 2018 – Regular Township Mtg.
- January 2, 2018 - Executive Session
- January 16, 2018 –Special Meeting
- January 16, 2018 –Executive Session

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

**EXECUTIVE SESSION - RESOLUTION NO. 2018 - 13**

The following Resolution was introduced to enter into closed session at approximately 9:05P.M.:

**RESOLUTION NO. 2018 -13**

**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:

**Personnel** – Teamsters Union Agreement

**Possible Zoning Violations** – Freedenfeld/Mikes Bl 51 L 46

Terraglia Bl 8 L 19.03

**Possible Litigation** - PennEast Pipeline

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.

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 Miss Syrnick and carried to adopt the foregoing Resolution.

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

**Return to Regular Session**

The Township Committee returned to regular session at 9:49P.M.

**Teamsters Union Agreement**

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to authorize the terms of the Teamsters Union Agreement for the Department of Public Workers with the terms discussed in Executive Session and to be retro through 2017.

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

**Adjournment**

It was moved by Mr. Ciacciarelli, seconded by Miss Syrnick and carried to adjourn the meeting at 9:50P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L. Keller, RMC  
Township Clerk



