

2022 – 19

Kingwood Township Committee Minutes

January 3, 2022

A Regular Meeting of the Kingwood Township Committee was called to order at 12:34P.M. with Mayor Syrnick presiding.

Also present at the meeting were Deputy Mayor Ciacciarelli, Committee Member Andrew A. Russano, Attorney Katrina Campbell, C.F.O. Diane Laudenbach, Deputy Clerk Michele Tipton-Walters and Clerk Cynthia Keller. Mayor Syrnick called the meeting to order and following the salute to the flag, read aloud the following:

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 December 30, 2021 and by telefaxing a copy of the notice to the Express Times on December 29, 2021. Copies of the notice were also posted in the Kingwood Township Municipal Building, the Township Website and the Baptistown Post Office.

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.

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

No Comments from the public.

CONSENT AGENDA:

The following items have been placed on this agenda by consent and require no discussion and the same having been previously reviewed by each Township Committee Member in their entirety.

Future Meetings and Activities – Available at www.kingwoodtownship.com

January 17 - Municipal Offices Closed (Holiday) Martin Luther King Birthday

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

1). Monthly Reports

Advanced Animal Control – Reports

Budget Status Report – December 2021

Construction Reports – December 2021

Court Report – November & December 2021

Emergency Management Coord. – December 2021

Fire Marshal – Report for November 2021

New Jersey State Police – Kingwood Station

Tax Collector - December 2021

Township Engineer's Report – December 2021

Zoning Official Report – December 2021

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- 2). Bills and Claims - \$1,197,908.52
- 3). Resolutions

Resolution No. 2022 - 03 Professional Services Agreement Banisch Associates Inc.

RESOLUTION NO. 2022 - 03

**RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS FOR
PROFESSIONAL SERVICES
FOR YEAR 2022**

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, the Professional 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, the Professional 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 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 authorizes the Mayor and Clerk to enter into a contract with the Professional as described below:

Banisch Associates, Inc.	Township Planner	One Year
111 Main Street		
Flemington, NJ 08822		
Planning Bd. – OE)		\$1,000.00
Board of Adjustment – OE)		
Fair Share Housing – OE)		

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

Resolution No. 2022 - 04 Amendment to the Employees Handbook & Personnel Policies & Procedures Manual–Hourly Time off for Sick/Vacation Time Taken

This will be tabled until the February 3, 2022 Township Meeting.

Resolution No. 2022 - 05 Department of Public Works Employee Designation C

RESOLUTION NO. 2022 – 05

DEPARTMENT OF PUBLIC WORKS EMPLOYEE DESIGNATION

WHEREAS, the Union Contract with Local No. 469 provides a salary for the position designated as “Worker”, and

WHEREAS, it is the desire of the Township Committee that the current Department of Public Works Employees with a position designation of “Worker 2” will be promoted to “Worker”, effective January 1, 2022.

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 Department of Public Works Employees, J. McNally, J. Burk and E. Bentzinger will be promoted to the designation of “Worker” and be compensated at a salary of \$36.45 per hour for 2022, and

BE IT FURTHER RESOLVED that Department of Public Works Employee, E. Bentzinger will be compensated at a salary of \$1.00 less until his probation period has been completed on February 23, 2022.

Resolution No. 2022 - 06 Professional Services – Advanced Animal LLC

RESOLUTION NO. 2022 - 06

**RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS FOR PROFESSIONAL SERVICES
FOR YEAR 2022**

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 not exceed \$17,500; and

WHEREAS, the anticipated term of these contracts is one year(s); 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 each submitted proposal; and

WHEREAS, the Professional 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 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 authorizes the Mayor and Clerk to enter into a contract with the Professional as described below:

Carolyn Murphy -	Advanced Animal Control	\$9,360.00
	P.O. Box 13	
	Titusville, New Jersey 08560	

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

- 4). **Minutes**
December 29, 2021 Special Meeting
- 5). **Correspondence**

Motion and Approval for Items on Consent Agenda

It was moved by Mr. Ciacciarelli, seconded by Mr. Russano and carried to approve the items listed under the Consent Agenda, including to pay all Bills and Claims in the amount of **\$1,197,908.52** that are in order and attached as Bill List for January 2022.

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

Items removed from the Consent Agenda for Discussion and Approval:

Emergency Management Report – December 2021

EMC, Irving MacConnell, reported he has been working with FEMA regarding funds to be reimbursed for the damages from hurricane Ida, which is a two-year option to receive funds back. Mayor Syrnick asked if the Township will be able to add any addition refunds for damages within those two years. Irving MacConnell responded by stating the Township has two years to file for all the damages.

ORDINANCES

N/A

NEW BUSINESS

Township Committee Liaison Monthly Reports

Nothing new to report this month.

Planet Networks – Fiber Broadband Network/Sample Resolution Authorizing the Use of the Public Rights-of-Way By Planet Networks, Inc.

Mayor Syrnick noted the Township received a letter from Planet Networks regarding the fiber broadband in the public rights-of-way. This letter shows how other towns have allowed them to put in this fiber optics. She is not sure how it would impact Kingwood.

Attorney K. Campbell is familiar with this company from another town. They are looking to add their equipment to the existing electric company poles to utilize for better service. Most towns agreed to this network and have not had any complaints. She explained what attorneys would put in an agreement for this program so that they are responsive to the needs to be met.

Mayor Syrnick recommended this be carried over to next month to give the Committee additional time to review the correspondence received.

Approve 2022 Fund Year Statewide Insurance Fund – Risk Management Agreement/Exhibit A/Proposal from USI Insurance Services Northeast 01-01-2022 thru 01-01-2023

It was moved by Mr. Ciacciarelli, seconded by Mr. Russano and carried to approve the 2022 Fund Year Statewide Insurance Fund – Risk Management Agreement/Exhibit A/Proposal from USI Insurance Services Northeast 01-01-2022 thru 01-01-2023.

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

Resolution No. 2022 -07 Appointing Risk Management Consultant for 2022

The following Resolution was introduced:

RESOLUTION NO. 2022 - 07

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Township of Kingwood (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10:36 *et seq*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood in the County of Hunterdon and State of New Jersey, as follows:

1. The Township of Kingwood hereby appoints USI Insurance Services as local Risk Management Consultant.
2. The Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2022 in the form attached hereto.

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

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

Resolution No. 2022 – 08 Appointing Fund Commissioner for 2022

The following Resolution was introduced:

RESOLUTION NO. 2022 - 08

RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, Kingwood Township (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that Cynthia L. Keller is hereby appointed as the Fund Commissioner for the Local Unit for the year 2022; and

BE IT FURTHER RESOLVED that Maureen Syrnick is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2022; and

BE IT FINALLY RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

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

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

Memo from Parks and Recreation- Request Twp. Official Determine Habitability of Kingwood Park House/Determine Cost to Bring Building to Code

The Township Committee request the Township's Construction Official meet with General Foreman of the Department of Public Works to inspect the home on the park grounds to make a determination.

OLD BUSINESS

Update - Service Electric Cable TV – Carried from Last Month

Attorney K. Campbell to reach out to Service Electric Cable TV to obtain a clearer map.

ADJOURNMENT

It was moved by Mr. Ciacciarelli, seconded by Mr. Russano and carried to adjourn the meeting at 12:41pm.

Respectfully submitted,

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

JANUARY 3, 2022 BILL LIST

CHECK NO.	VENDOR	PO #	AMOUNT
1032	D.V.R.H.S.	22-00074	\$ 705,283.00
1033	Kingwood Township Board of Education	22-00075	\$ 492,625.52
			\$ 1,197,908.52

Approved and Ordered Paid this 3rd Day of January 2022.

Maureen Syrnick, Mayor

Thomas Ciacciarelli, Deputy Mayor

Andrew Russano, Committee person

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Thomas Ciacciarelli, Deputy Mayor

Andrew Russano, Committee person