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**SPECIAL TOWNSHIP COMMITTEE
MEETING MINUTES**

SEPTEMBER 26, 2022

A Special Meeting of the Kingwood Township Committee was called to order at 4:10P.M. with Mayor Syrnick presiding. Also present was Committee Member Russano, and Clerk Cynthia Keller. Deputy Mayor joined the Executive Session zoom meeting at 4:11P.M. Mayor Syrnick 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 County Democrat and Courier News on September 22, 2022, and by telefaxing a copy of the notice to the Express Times on September 16, 2022. Copies of the notice were also posted in the Kingwood Township Municipal Building and the Baptistown Post Office on September 16, 2022 and posted on the Township's Website.

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.

The Township Committee meeting is a virtual meeting hosted on Zoom. The link has been listed on the Kingwood Township website under Clerk.

Mayor Syrnick noted the following Resolution will be introduced:

EXECUTIVE SESSION - RESOLUTION NO. 2022 – 115

The following Resolution was introduced to enter into closed session at approximately 4:11P.M.:

RESOLUTION NO. 2022 - 115

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:

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.

The general nature of the subject matter to be discussed is as follows:

Personnel – Discuss Applications for Township Clerk/Registrar Position

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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.

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

It was moved by Mr. Russano, Mayor Syrnick stepped down from the Chair, second the motion and carried to adopt the foregoing Resolution.

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

Return to Regular Meeting Session

Township Committee returned to Regular Session at 5:50P.M.

Resolution

Resolution No. 2022 – 116 Clerk/Registrar of Vital Statistics

RESOLUTION NO. 2022 – 116

PROVIDING FOR THE APPOINTMENT OF TIFFANY L. CRIVELLI AS ACTING MUNICIPAL CLERK AND REGISTRAR AND FOR THE TOWNSHIP OF KINGWOOD

WHEREAS, Cynthia L. Keller has served as the Township of Kingwood Municipal Clerk, Registrar; and

WHEREAS, Ms. Keller has indicated her retirement as Municipal Clerk, and Registrar with the Township as of October 31, 2022; and

WHEREAS, there exists a vacancy in the Township for the position of Municipal Clerk and Registrar; and

WHEREAS, there exists an immediate need to fill the position of Municipal Clerk and Registrar on a temporary basis; and

WHEREAS, N.J.S.A. 40A:9-133 permits the governing body to appoint a person not holding a registered Municipal Clerk Certificate for a period not to exceed one (1) year commencing on the date of the vacancy; and

WHEREAS, the Town desires to appoint Tiffany L. Crivelli, as Acting Municipal Clerk and Registrar as it has been determined that Tiffany L. Crivelli is the person most capable of performing the task of the Municipal Clerk and Registrar in an interim basis; and

WHEREAS, the salary for the said position of Acting Clerk is \$65,000.00 per annum pro-rated effective October 17, 2022;

WHEREAS, the salary for the said position of Registrar is \$2,500.00 per annum pro-rated effective October 17, 2022;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee, of the Township of Kingwood, County of Hunterdon, and State of New Jersey, that this Resolution shall and hereby does appoint and confirm Tiffany L. Crivelli to serve as the Acting Municipal Clerk and Registrar for the Township of Kingwood for one (1) year with said year beginning to run on October 17, 2022 at a salary of \$67,500.00 per annum.

It was moved by Mr. Ciacciarelli, Mayor Syrnick stepped down from the Chair, second the motion and carried to approve the foregoing Resolution.

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

Motion to Authorize Township Engineer to Apply to NJDOT for the LAIF Grant

It was moved by Mr. Ciacciarelli, seconded by Mr. Russano and carried to authorize the Township Engineer to apply for the LAIF grant to assist with the construction costs for Ridge Road and approve the cost estimate in the amount of \$30,000 for the design fees to include, surveying, pipe design and bank armoring, stream study, wetland permits, and flood hazard permitting.

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

Adjournment

It was moved by Mr. Russano, seconded by Mr. Ciacciarelli and carried to adjourn the meeting at 5:54P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L. Keller, RMC
Township Clerk
Kingwood Township