



**KINGWOOD TOWNSHIP COMMITTEE**  
**REORGANIZATION MEETING MINUTES**  
**January 5, 2023 – 6:00 P.M.**

---

Acting Township Clerk Tiffany Crivelli called the regular meeting of the Kingwood Township Committee to order on January 5, 2023 at 6:00 P.M. Acting Township Clerk Tiffany Crivelli announced that this meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was faxed to the Hunterdon County Democrat, Trenton Times, and Courier News on December 8, 2022 and was posted on the bulletin board in the Municipal Building, Township Website, and filed with the Township Clerk.

**PLEDGE OF ALLEGIANCE**

Acting Township Clerk Tiffany Crivelli led those in attendance in the pledge to the nation's flag.

**STATEMENT OF ELECTION**

Acting Township Clerk Crivelli read the Statement of Elections from the November 8, 2022 election whereby Lance Riggio was elected as member of the Township Committee for a 3-year term ending 12/31/25.

**OATHS**

Commissioner Lanza performed the Oath of Office to Lance Riggio, the newly elected member of the Kingwood Township Committee.

**ROLL CALL**

Present: Committeeman Lance Riggo, Committeeman Andrew Russano, Jr., Committeewoman Maureen Syrnick, Acting Township Clerk Tiffany Crivelli, Deputy Clerk Michele Tipton-Walters, Township Attorney James Moscagiuri, CFO Diane Laudenschach

Absent: None

**NOMINATION FOR MAYOR**

A motion by Russano and seconded by Syrnick nominating Andrew Russano, Jr. as Mayor for 2023. The motion was unanimously approved by voice vote.

BE IT RESOLVED, that Andrew Russano, Jr. shall be named Mayor for 2023.

**NOMINATION FOR DEPUTY MAYOR**

A motion by Russano and seconded by Riggio nominating Committeewoman Maureen Syrnick as Deputy Mayor for 2023 was unanimously approved by voice vote.

BE IT RESOLVED, that Maureen Syrnick shall be named Deputy Mayor for 2023.

**SWEARING IN OF MAYOR AND DEPUTY MAYOR**

Commissioner Lanza performed the Oaths of Office to Andrew Russano, Jr. as Mayor and Maureen Syrnick as Deputy Mayor of the Kingwood Township Committee for 2023.

**COMMENTS OF THE TOWNSHIP COMMITTEE**

Mayor Russano recognized the Hunterdon County Board of Commissioners for all that they have done and continue to do for the County. Mayor Russano congratulated Committeeman Riggio and Committeewoman Syrnick on their appointments and noted he looks forward to working closely alongside them. Mayor Russano recognized his family for their support. Mayor Russano thanked the first responders for their commitment and dedication to the Township and residents. Mayor Russano stated it is an honor to serve as Mayor and that he has many goals for 2023 that he looks forward to working towards.

Deputy Mayor Syrnick thanked everyone and welcome Committeeman Riggio to the Township Committee. Deputy Mayor Syrnick expressed her gratitude to the first responders, volunteers, and recognized residents for everything they have done and continue to do for the Township and fellow residents.

Committeeman Riggio congratulated Mayor Russano and Deputy Mayor Syrnick on their appointments and continued service to the Township and he looks forward to working beside them. Committee Riggio tanks the many volunteers and Township employees and noted it was a great privilege to be elected.

**CONSENT AGENDA**

A motion by Syrnick, seconded by Riggio to approve the following by consent agenda was unanimously approved by roll call vote.

*Riggio: Yes; Syrnick: Yes; Russano: Yes*

**COMMITTEE LIAISON ASSIGNMENTS**

Agricultural Advisory Committee Liaison	Andrew Russano, Jr.
Board of Health Liaison	Andrew Russano, Jr.
Commercial and Industrial Committee Liaison	Andrew Russano, Jr.
Council on Affordable Housing Liaison	Maureen Syrnick
Environmental Commission Liaison	Lance Riggio
Insurance Fund Commission Liaison	Maureen Syrnick
Open Space Advisory Committee Liaison	Lance Riggio
Parks and Recreation Committee Liaison	Lance Riggio
Planning Board Liaison	Maureen Syrnick
Recycling Committee Liaison	Andrew Russano, Jr.
Sustainable Kingwood Team Liaison	Lance Riggio
Personnel Liaison	Maureen Syrnick
First Responder Liaison	Andrew Russano, Jr.
Board of Education Liaison	Lance Riggio
Department of Public Works Liaison	Maureen Syrnick

**ADOPTION OF PARLIAMENTARY PROCEDURE**

Robert’s Rules

**AUTHORIZATION**

Authorization for Mayor, Deputy Mayor, Township Clerk, and Treasurer to sign checks, official documents, statements, etcetera for Kingwood Township

**TOWNSHIP HALL OFFICE HOURS**

Town Hall	Monday – Friday	9:00 AM – 4:00 PM
Construction Dept.	Tuesday	9:00 AM – 4:00 PM
	Alternating Thursdays	4:00 PM – 6:00 PM
Public Works	Monday – Friday	7:00 AM – 3:00 PM
Registrar	Monday – Friday	9:00 AM – 3:00 PM
Tax Collector/CFO/Health Dept.	Monday/Wednesday/Friday	9:00 AM – 3:00 PM
	Tuesdays	9:00 AM – 11:30 AM
Parks and Recreation	Monday – Friday	9:00 AM – 4:00 PM
Tax Assessor	Tuesday	5:30 PM – 8:30 PM
	Or By Appointment	
Zoning	Tuesday	5:00 PM – 7:00 PM
Animal Licensing	Monday – Friday	9:00 AM – 4:00 PM

## **RESOLUTIONS No. 2023 – 1 AND 2023 – 20**

### **RESOLUTION NO. 2023 – 1**

#### **Annual Notice Schedule / Open Public Meetings Act**

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975) provides for the giving of annual notice by public bodies of the time, date and location of the regular meetings of such public body to be held during the succeeding year; and

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975) hereinafter referred to as the Act, authorizes a public body to make certain other determinations and take certain other actions in conformance therewith.

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

1. Regular meetings of this Committee shall be held during the 2023 calendar year at 7:00 p.m. at the Kingwood Township Municipal Building, 599 Oak Grove Road, Frenchtown, New Jersey on the following dates:
  - a. The first Thursday of each and every month. All meetings commence at 7:00 p.m. in the Kingwood Township Municipal Building, 599 Oak Grove Road, Frenchtown, NJ or via ZOOM. Copies of the Annual Notice Schedule are available to the public for inspection upon request to Tiffany Crivelli, Acting Township Clerk.
2. The following newspapers are hereby designated as the newspapers to receive any and all notice required or permitted to be given under the Act including but not limited to Annual Notice and 48 Hour Notice:
  - a. The Hunterdon County Democrat which is the official newspaper of this public body; and
  - b. The Courier News and the Trenton Times which are hereby designated and determined to be the other two newspapers that have the greatest likelihood of

informing the public within the area of jurisdiction of this Township of its meetings.

3. Copies of this Resolution and any revisions or modifications thereof, certified to be true copies by the Clerk of this municipality, shall be disseminated and distributed as required by the Act as follows:
  - a. Posted and maintained through the 2023 calendar year on the bulletin board at the Kingwood Township Municipal Building;
  - b. Mailed, emailed, faxed or hand delivered to the newspapers designated in paragraph 2 of this resolution;
  - c. Filed with the Municipal Clerk of this municipality; and
  - d. Mailed to such other persons as may be entitled thereto under the terms of the Act and this resolution.
4. Pursuant to Section 14 of this Act, the Municipal Clerk of this municipality is thereby authorized and directed to mail such notice as may be required and authorized under the Act to any persons requesting the same providing that person has first complied with the following terms and conditions.
  - a. Any and all requests for notice under the Act shall be made in writing either by letter or by signing a Request List to be maintained in the office of the Municipal Clerk.
  - b. Any person requesting such notice, other than the news media which is expressly excluded from payment of any fee hereunder, shall pay to the Township of Kingwood a fee of \$1.00 which said sum is hereby designated to be a reasonable sum, the amount of which is calculated solely to reimburse this Township for the costs incurred in providing the said notice including but not limited to printing, photocopying cost, clerical time and postage.

## **RESOLUTION NO. 2023 – 2**

### **Appointing Municipal Court Judge**

WHEREAS, there is a need within the Township of Kingwood for the appointment of a Municipal Court Judge for the Township of Kingwood/Milford Borough Shared Municipal Court; and

WHEREAS, N.J.S.A. 2B:12-4a provides that a Municipal Court Judge serves for three (3) years from the date of appointment; and

WHEREAS, N.J.S.A. 2B:12-7a provides that every Municipal Court Judge shall be a resident of New Jersey and an attorney admitted to practice in New Jersey for at least five (5) years; and

WHEREAS, Judge Edward R. Martin satisfies all of the legal requirements for appointment as set forth above.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee, of the Township of Kingwood, that Edward R. Martin is hereby appointed as the Municipal Court Judge for the Township of Kingwood/Milford Borough Shared Municipal Court effective January 1, 2023 and shall serve in said capacity for a three (3) year term running from the date of appointment.

### **RESOLUTION NO. 2023 – 3**

#### **Awarding Contracts for Professional Services Over \$17,500**

WHEREAS, the Township of Kingwood has a need to acquire legal and accounting services without a “fair and open process” as defined by P.L. 2004, c.19, the “Local Unit Pay-to-Play Law”; and

WHEREAS, Township Attorney James Moscaguirri, and Township Auditors William Colantano and Laura Atwell have proposed legal, engineering and accounting services for the year 2023; and

WHEREAS, Chief Financial Officer Diane Laudenbach has determined and certified in writing that the value of the acquisition over the course of the contract is anticipated to exceed \$17,500.00; and

WHEREAS, the above-named professionals have completed and filed with Kingwood Township a Campaign Contributions Affidavit as required by N.J.S.A. 19:44A-20.2 et seq. certifying that they have not made any prohibited contributions to a candidate committee or municipal committee representing the elected officials of the Township of Kingwood; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of this contract for professional services without competitive bidding and requires that such award be publicly advertised; and

WHEREAS, Chief Financial Officer Diane Laudenbach has certified that sufficient funds are available for this purpose.

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

1. William Colantano, RMA and Laura Atwell, RMA are hereby retained as Auditors for the Township of Kingwood.
2. James Moscaguirri, Esq. is hereby retained as Attorney for the Township of Kingwood.
3. Each of the above-mentioned individuals is authorized by law to practice a recognized profession and the practice of the profession of each respectively is regulated by law.
4. Each of the above-mentioned individuals is a member in good standing of his or her respective profession.
5. The Mayor and Clerk are hereby authorized and directed to execute an agreement with the above-named professionals for legal and accounting services.

6. A copy of this Resolution, the Certification of Contract Value, the Campaign Contributions Affidavit, and the executed Agreement for each professional shall be placed on file in the office of the Kingwood Township Clerk.
7. A notice of this award shall be published in the Hunterdon County Democrat not more than ten (10) days after passage hereof.

### **RESOLUTION NO. 2023 – 4**

#### **Awarding of Non-Fair and Open Contracts for Professional Services Under \$17,500**

WHEREAS, the Township of Kingwood has a need to acquire additional professional services of Township Professionals as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5 for the year 2023; and

WHEREAS, it is anticipated that the value of these services over the course of the one-year contracts will not exceed \$17,500; and

WHEREAS, these professional services are services that are of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids; and

WHEREAS, each of these professionals is authorized by law to practice a recognized profession, and the practice of the profession is regulated by law.

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:

<b><u>Professional</u></b>	<b><u>Position</u></b>	<b><u>Term of Contract</u></b>
John E. Lanza, Esq.	Prosecutor	One Year
Andrea L. Kahn	Bond Counsel	One Year
David Banisch	Planner	One Year
Wayne Ingram, PE	Engineer	One Year
Vincent Uhl, PH, PG	Hydrogeologist	One Year
NW Financial Group	Financial Advisor	One Year
Advanced Animal Control	Animal Control Officer	One Year

BE IT FURTHER RESOLVED that a copy of this Resolution and the executed Agreement for each professional shall be placed on file in the office of the Township Clerk.

BE IT FURTHER RESOLVED that a copy of this resolution shall be published in the Hunterdon County Democrat as required by law.

### **RESOLUTION NO. 2023 – 5**

#### **Appointing 2023 Emergency Management Council**

WHEREAS, the Township of Kingwood, County of Hunterdon and State of New Jersey, under the authority of the Civil Defense and Disaster Control Act, New Jersey Statutes Annotated, Appendix

A:9-30 through 63, established the Kingwood Township Office of Emergency Management (O.E.M.); and

WHEREAS, the Kingwood Township Committee appointed D. Frank Floyd to serve as the Township’s Emergency Management Coordinator effective January 1, 2022 through December 31, 2023; and

WHEREAS, the Kingwood Township Committee appoints the Township’s Emergency Management Council and wishes to update and amend the Council membership.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that it hereby appoints the following individuals to serve on the Kingwood Township Emergency Management Council.

D. Frank Floyd	Emergency Management Coordinator
Tiffany Crivelli	Deputy Emergency Management Coordinator
Diane Laudenschach	Finance and Contracting
Andrew Russano	Governing Body Member
Peter Jackson	Police / Law / Citizen Member #1
VACANT	Police / Law / Citizen Member #2
Joe Floyd	Fire Department Member #1
VACANT	Fire Department Member #2
Kerry Floyd	Emergency Medical Services Member #1
VACANT	Emergency Medical Services Member #2

BE IT FURTHER RESOLVED that it shall be the duty of all municipal employees, appointees and agencies to fully cooperate with the Municipal Coordinator in carrying out his responsibilities for planning, activating, coordinating, and conducting disaster control operations within the municipality.

BE IT FINALLY RESOLVED, that the purpose of the Office of Emergency Management is to provide for the health, safety and welfare of the people of Kingwood Township and to aid in the prevention of damage to and the destruction of property during any emergency or disaster resulting from natural or unnatural causes.

**RESOLUTION NO. 2023 – 6**

**Temporary Appropriations**

WHEREAS, 40:4A-19 of the Local Budget Law provides that (where contracts, commitments or payments are made prior to the adoption of the 2023 Municipal Budget) temporary appropriations shall be made for the purpose and the amounts required in the manner provided therein and within the time provided; and

WHEREAS, the date of this resolution is within the first thirty (30) days of January 2023; and

WHEREAS, one quarter of the total appropriations (exclusive of debt redemption, public assistance and capital improvements) in the 2022 Municipal Budget is \$570,640.50.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that these temporary appropriations be hereby made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for the records:

GOVERNING BODY - SALARIES AND WAGES	\$ 2,550.00
GOVERNING BODY - OTHER EXPENSES	\$ 200.00
A & E SALARIES AND WAGES	\$ 33,660.00
A & E OTHER EXPENSES	\$ 2,500.00
FINANCIAL ADMINISTRATION	
FINANCIAL ADMIN - SALARIES AND WAGES	\$ 11,067.00
FINANCIAL ADM - OTHER EXPENSES	\$ 1,750.00
REVENUE ADMINISTRATION	
REVENUE ADM - SALARIES AND WAGES	\$ 8,925.00
REVENUE ADM - OTHER EXPENSES	\$ 1,500.00
TAX ASSESSMENT ADMINISTRATION	
MAINTENANCE OF TAX MAP	
TAX ASSESSMENT - SALARIES AND WAGES	\$ 5,610.00
TAX ASSESSMENT - OTHER EXPENSES	\$ 1,000.00
LEGAL SERVICES	
LEGAL - OTHER EXPENSES	\$ 15,000.00
ENGINEERING	
ENGINEERING - OTHER EXPENSES	\$ 2,500.00
LOCAL HISTORIAN - OTHER EXPENSE	\$ 100.00
PLANNING BOARD	
PLANNING BOARD - SALARIES AND WAGES	\$ 5,865.00
PLANNING BOARD - OTHER EXPENSES	\$ 2,500.00
ZONING BOARD	
BOARD OF ADJUSTMENT - SALARIES AND WAGES	\$ 1,938.00
BOARD OF ADJUSTMENT - OTHER EXPENSES	\$ 1,000.00
ZONING OFFICIAL	
ZONING OFFICIAL - SALARIES AND WAGES	\$ 3,315.00
ZONING OFFICIAL - OTHER EXPENSES	\$ 500.00
INDUSTRIAL COMMISSION	
INDUSTRIAL COMMISSION - OTHER EXPENSES	\$ 100.00
CONSTRUCTION	
CONSTRUCTION - SALARIES AND WAGES	\$ 7,200.00
CONSTRUCTION - OTHER EXPENSES	\$ 25,000.00
INSURANCE	
LIABILITY INSURANCE	
LIABILITY INSURANCE - OTHER EXPENSE	\$ 39,000.00
WORKER'S COMP. INSURANCE	
WORKER'S COMPENSATION - OTHER EXPENSE	\$ 18,000.00
EMPLOYEE GRP INSURANCE	\$ 60,000.00
DENTAL INSURANCE	

DENTAL INSURANCE - OTHER EXPENSE	\$ 11,700.00
UNEMPLOYMENT INSURANCE	
UNEMPLOYMENT INSURANCE - OTHER EXPENSE	\$ 300.00
911 COORDINATOR	
911 COORDINATOR - OTHER EXPENSES	\$ 100.00
EMERGENCY MANAGEMENT SERVICES	
OEM - SALARIES AND WAGES	\$ 1,504.50
OEM - OTHER EXPENSES	\$ 1,100.00
MUNICIPAL PROSECUTOR	
MUNICIPAL PROSECUTOR - OTHER EXPENSE	\$ 1,000.00
STREETS & ROAD MAINTENANCE	
STREETS & ROADS - SALARIES AND WAGES	\$ 120,000.00
STREETS & ROADS - OTHER EXPENSES	\$ 51,000.00
SNOW REMOVAL - SALARIES AND WAGES	\$ 24,480.00
SNOW REMOVAL - OTHER EXPENSE	
SOLID WASTE COLLECTION - OTHER EXPENSE	\$ 1,000.00
PUBLIC BUILDINGS & GROUNDS	
PUBLIC BLDGS & GRNDS-SALARIES AND WAGES	\$ 3,340.50
PUBLIC BLDGS & GRNDS - OTHER EXPENSES	\$ 15,000.00
VEHICLE MAINTENANCE	
VEHICLE MAINTENANCE - OTHER EXPENSES	\$ 10,000.00
BOARD OF HEALTH	
BOARD OF HEALTH - SALARIES AND WAGES	\$ 2,040.00
BOARD OF HEALTH - OTHER EXPENSES	\$ 1,000.00
ENVIRONMENTAL COMM - SALARIES AND WAGES	\$ 1,122.00
ENVIRONMENTAL COMM - OTHER EXPENSES	\$ 775.00
RECREATION	
RECREATION - OTHER EXPENSES	\$ 250.00
PARKS AND PLAYGROUNDS	
PARKS & PLAYGRNDS - SALARIES AND WAGES	\$ 2,652.00
PARKS & PLAYGRNDS - OTHER EXPENSES	\$ 750.00
AGRICULTURE ADV COMM - SALARY & WAGE	\$ 663.00
AGRICULTURE ADV COMM - OTHER EXPENSE	\$ 125.00
ELECTRICITY	\$ 1,500.00
STREET LIGHTING	
STREET LIGHTING - OTHER EXPENSES	\$ 2,000.00
TELEPHONE	\$ 3,000.00
NATURAL GAS	\$ 7,000.00
HEATING FUEL OIL	\$ 3,250.00
GASOLINE	
GASOLINE & DIESEL FUEL - OTHER EXPENSES	\$ 5,000.00
SOCIAL SECURITY SYSTEM	
SOCIAL SECURITY - OTHER EXPENSES	\$ 20,000.00
CONTRIBUTION TO DRCP	
CONTR TO DCRP - OTHER EXPENSES	\$ 300.00

SHARED SERVICES - FIRE INSPECTIONS	\$ 1,500.00
MUNICIPAL COURT	
MUNICIPAL COURT - SALARIES AND WAGES	\$ 15,000.00
MUNICIPAL COURT - OTHER EXPENSES	\$ 500.00
PUBLIC DEFENDER	
PUBLIC DEFENDER - SALARIES AND WAGES	\$ 994.50
	\$ 560,726.50

**RESOLUTION NO. 2023 – 7**

**Authorizing Tax Collector to Conduct a 2023 Tax Sale**

BE IT RESOLVED, by the Mayor and Township Committee of the Township of Kingwood that the Tax Collector is hereby authorized to conduct a tax sale for all prior year's delinquent taxes pursuant to New Jersey Law, Chapter 99.

**RESOLUTION NO. 2023 – 8**

**Authorizes the Acceptance of On-Line Credit Card, On-Line Debit Card,  
and E-Check Payments for the Collection of Taxes**

WHEREAS, under New Jersey State Statute 40A:5-43 and New Jersey Administrative Code 5:30-9.1 through 5:30-9.10, authorizing municipalities to accept credit card payments in accordance with the provisions of the Administrative Code; and

WHEREAS, subject to those provisions the Township of Kingwood, Hunterdon County seeks to offer to its resident's on-line payment for taxes in the form of credit/debit cards and e-checks; and

WHEREAS, the municipality does not charge for this service, any charges/fees are paid by the property owner to the provider; and

NOW, THEREFORE BE IT RESOLVED, the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey, hereby authorize the tax office to accept on-line credit/debit cards and e-checks as a form of payment for taxes.

**RESOLUTION NO. 2023 – 9**

**Appointment of Public Agency Compliance Officer 2023**

WHEREAS, the Township of Kingwood has been advised by the Department of Treasury, Affirmative Action Officer, that it is necessary to appoint a Public Compliance Officer (P.A.C.O.); and

WHEREAS, this is an annual appointment – this appointment will be for calendar year 2023.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon, and State of New Jersey to appoint Tiffany Crivelli,

Acting Municipal Clerk, to this office as this individual has knowledge of the professional services and procurement contracts entered into by Kingwood Township.

### **RESOLUTION NO. 2023 – 10**

#### **Authorizes Tax Collector to Cancel Refunds and/or Overpayments for Taxes and/or Municipal Charges Less Than \$10.00**

WHEREAS, the Township Committee of the Township of Kingwood finds and declares that N.J.S.A. 40a:5-17.1 empowers authorized municipal employees to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars; and

WHEREAS, the Township Committee further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars; and

WHEREAS, the Township Committee further finds and declares that it is in the best interest of the citizens of the Township of Kingwood for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars in accordance with N.J.S.A. 40A:5-17.1.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood that Municipal Tax Collector, Diane Laudenbach, is hereby authorized to process the cancellation of tax refunds and/or delinquencies of less than ten (\$10.00) dollars during the calendar year of 2022 in accordance with N.J.S.A. 40A:5-17.1.

### **RESOLUTION NO. 2023 – 11**

#### **Fixes the Rate of Interest to be Charged on Delinquent Taxes of Assessments**

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

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

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date, and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31 an additional 6% shall be charged against the delinquency.
2. Effective January 1, 2023 there shall be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.

3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in the Hunterdon County Democrat.
5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Kingwood.

**RESOLUTION NO. 2023 – 12**

**Cash Management Plan for 2023**

WHEREAS, it is in the best of the Township of Kingwood to earn additional revenue through the investment and prudent management of its cash receipts in 2023; and

WHEREAS, P.L. 1983, Chapter 8, approved January 18, 1983 is an act concerning the Local Fiscal Affairs law and amends N.J.S.A. 40A:5-2, and N.J.S.A. 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that the Cash Management Plan for the Township of Kingwood is attached hereto and made a part of this resolution.

**RESOLUTION NO. 2023 – 13**

**Designating Official Bank Depositories and Accounts**

BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey that the following accounts be deposited in TD Bank through 2023 and checks drawn against the accounts be signed as follows:

Township Clerk	Current Fund
AND	Capital
Chief Financial Officer	Animal Control Fund
AND	General Trust
Mayor or Deputy Mayor	Board of Health – Escrow
	Board of Health Trust
	Unemployment Compensation
	Trust
	Developer’s Trust
	Human Services Trust
	Planning Board Escrow
	Open Space Trust
	COAH Development Fees
	Grant Fund
	Recreation Account
	Board of Adjustment – Escrow

Collector's Trust Account  
Recycling Trust  
Self-Insurance Fund  
Snow Removal Trust Fund  
Construction Dept. Account

Chief Financial Officer      Payroll Account  
AND/OR  
Township Clerk  
AND/OR  
Mayor or Deputy Mayor

BE IT FURTHER RESOLVED that monies may also be deposited through 2023 in the following banks:

1. TD Bank
2. Bank of America
3. Wells Fargo
4. Investors Savings Bank
5. PNC
6. North Field Bank

**RESOLUTION NO. 2023 – 14**

**Authorizes Tax Assessor to File Petitions, Notices, and other Documents  
Regarding the Assessing of Roll-Back Taxes**

WHEREAS, the Township Committee of the Township of Kingwood has been informed by Kingwood Township Tax Assessor Erica Brandmaier that from time-to-time changes in property use occur in the Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of the Township of Kingwood has requested the Township Committee to authorize her to file petitions, notice and other documents regarding the assessing of such roll-back taxes with the Hunterdon County Board of Taxation; and

WHEREAS, the filing of these documents regarding roll-back taxes by the Tax Assessor is important to the tax assessment process of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that the Tax Assessor of the Township of Kingwood be and hereby is authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes in 2023 with the Hunterdon County Board of Taxation.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Assessor.

**RESOLUTION NO. 2023 – 15**

**Designating Agent for Social Security and Pension**

WHEREAS, it is required by the statutes of New Jersey that an agent be appointed and certified for receiving monies and preparing the necessary forms for Social Security and Pensions for employees for the Township of Kingwood.

NOW, THEREFORE, BE IT RESOLVED that the Chief Financial Officer, Diane Laudenbach, be appointed as certified agent to prepare all necessary forms for Social Security and Pension payments, and be authorized to receive payments on behalf of the Township of Kingwood for both the State of New Jersey and the Federal Government during the calendar year 2023.

**RESOLUTION NO. 2023 – 16**

**Authorizing Township Attorney to Represent Kingwood Township in Tax Matters**

WHEREAS, a Resolution of the governing body is required in order for the Township Attorney to represent the Township before the Hunterdon County Board of Taxation, and to sign documents relating to tax appeals and other real property tax matters before such board.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey that the Township Attorney and the Tax Assessor, or any other Attorney duly authorized by the Kingwood Township Committee, is authorized to represent Kingwood Township before the Hunterdon County Board of Taxation, in connection therewith to sign and file petitions of appeal or counter-petitions, to sign and file answers, to make motions and to sign motion papers, to sign stipulations, including stipulations of settlement, and to take all other actions and sign all other documents appropriate to the representation of Kingwood Township before the Hunterdon County Board of Taxation and New Jersey Tax Court, as applicable.

**RESOLUTION NO. 2023 – 17**

**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.

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 2023 in the form attached hereto.

**RESOLUTION NO. 2023 – 18**

**Appointing Statewide 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 Tiffany Crivelli is hereby appointed as the Fund Commissioner for the Local Unit for the year 2023; and

BE IT FURTHER RESOLVED that Maureen Syrnick is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2023; 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.

**RESOLUTION NO. 2023 – 19**

**Appointment Of Municipal (HRO) Human Resources Officer and Secondary (HRO) Human Resources Officer to Assist Victims of Domestic Violence For 2023**

WHEREAS, The Township’s Insurance Company has required the Township of Kingwood Designate and Train Human Resources Personnel in assisting employee who are victims of domestic violence.

WHEREAS, the designated (HRO’s) are required to receive training on responding to and assisting to Employee who are domestic violence victims.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, appoint Tiffany Crivelli as the (HRO) Human Resources Officer and Michele Tipton-Walters as the Secondary (HRO) Human Resources Officer for the year 2023.

**RESOLUTION NO. 2023 – 20**

**Municipal Appointments**

BE IT RESOLVED, by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey that the foregoing appointments are hereby confirmed, ratified and approved, providing that all professional appointments are subject to and contingent upon approval and signing of contracts for professional services for the year 2023.

<b><u>POSITION</u></b>	<b><u>TERM</u></b>	<b><u>ENDING</u></b>	<b><u>NAME</u></b>
911 Coordinator	1 Year	12/31/23	Erica Brandmaier
Acting Township Clerk	1 Year	12/31/23	Tiffany Crivelli
Affirmative Action Officer	1 Year	12/31/23	Michele Tipton-Walters
Animal Control Liaison	1 Year	12/31/23	Michele Tipton-Walters
Animal Control Officer	1 Year	12/31/23	Carolyn Murphy, AAC
Attorney Land Use Boards	1 Year	12/31/23	Michael O'Grondick
Assessment Search Officer	1 Year	12/31/23	Michele Tipton-Walters
Auditor	1 Year	12/31/23	William Colantano/Laura Atwell
Board of Adjustment Secretary	1 Year	12/31/23	Karen Radcliffe
Board of Health Secretary	1 Year	12/31/23	Diane Laudenbach
Bond Counsel	1 Year	12/31/23	Andrea L. Kahn
Chief Financial Officer	Tenured		Diane Laudenbach
Clean Communities Coord.	1 Year	12/31/23	Michael Ewing
Construction Official	Shared Services	Contracted	David Fabiano
Court Admin./Violations	1 Year	12/31/23	Nancy Horvath
County Mun. Coord. For the Office of Aging	1 Year	12/31/23	David Hewitt
Custodian	1 Year	12/31/23	Rosemarie Dipple
Deputy Clerk	1 Year	12/31/23	Michele Tipton-Walters
Deputy Registrar	1 Year	12/31/23	Michele Tipton-Walters
Deputy Emrg. Mang. Coord.	1 Year	12/31/23	Tiffany Crivelli
Emrg. Mangt. Coordinator	1 Year	12/31/23	D. Frank Floyd
Dog License Agent	1 Year	12/31/23	Michele Tipton-Walters
Electrical Inspector	1 Year	12/31/23	Robert Vandenberg
Environmental Comm. Sec.	1 Year	12/31/23	Debra Hutton
Fire Inspector	1 Year	12/31/23	Christopher Wilt
Fire Marshall	Shared Services	Contracted	Dennis Concannon
Financial Advisor	1 Year	12/31/23	NW Financial Group
General Code Enforcement	1 Year	12/31/23	Gregory Bonin
General Forman – DPW	1 Year	12/31/23	Michael Ewing
Health Officer Liaison Health	1 Year	12/31/23	Hunterdon Cty. Div. of
Hydrogeologist	1 Year	12/31/23	Vincent Uhl, PH, PG
Municipal Judge	3 Year	12/31/25	Hon. Edward Martin
Mechanical Inspector	1 Year	12/31/23	David Fabiano
Open Space Coordinator	1 Year	12/31/23	Liz Schmid
Open Space/Ag. Advisory Sec.	1 Year	12/31/23	Debra Hutton
Parks and Recreation Secretary	1 Year	12/31/23	Michele Tipton-Walters
Planning Board Secretary	1 Year	12/31/23	Diane Laudenbach
Plumbing Inspector	1 Year	12/31/23	Ben Farneski

Prosecutor	1 Year	12/31/23	John E. Lanza
Public Defender	1 Year	12/31/23	Anthony Rottunno, Esq.
Qualified Purchasing Agt.	1 Year	12/31/23	Diane Laudenbach
Recycling Coordinator	1 Year	12/31/23	Michele Tipton-Walters
Registrar	1 Year	12/31/23	Tiffany Crivelli
Sub-Court Administrator	1 Year	12/31/23	Patricia Wozniak
Tax Assessor	1 Year	12/31/23	Erica Brandmaier
Tax Collector	Tenured		Diane Laudenbach
Tax Search Officer	1 Year	12/31/23	Diane Laudenbach
Township Attorney	1 Year	12/31/23	James Moscagiuri, Esq.
Township Engineer	1 Year	12/31/23	Wayne Ingram, PE
Township Historian	1 Year	12/31/23	Elizabeth DeSapio
Township Parks Administrator	1 Year	12/31/23	Michele Tipton-Walters
Township Planner	1 Year	12/31/23	David Banisch
Welfare Director	1 Year	12/31/23	Hunterdon Cty. Human Services
Zoning Officer	1 Year	12/31/23	Gregory Bonin

## **RETURN TO REGULAR MEETING AGENDA**

### **OPEN PUBLIC COMMENT**

Mayor Russano opened the floor to public comment.

John Mathieu, Kingwood Resident, thanked the Township Committee for all they have done and continue to do for the residents.

Hearing no other members of the public speak up, Mayor Russano closed the floor to public comment.

### **ADJOURNMENT**

A motion was made by Syrnick and seconded by Riggio to adjourn the meeting.

The meeting adjourned at 6:26 PM.

---

Tiffany Crivelli, Acting Township Clerk

---

Andrew Russano, Jr., Mayor

Approved: February 2, 2023