



**KINGWOOD TOWNSHIP COMMITTEE**  
**REGULAR MEETING MINUTES**  
**APRIL 6, 2023 – 7:00 P.M.**

Mayor Andrew Russano, Jr., called the regular meeting of the Kingwood Township Committee to order on April 6, 2023 at 7:00 P.M. Mayor Russano 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, Courier News, and the Trenton Times, was posted on the bulletin board in the Municipal Building and filed with the Township Clerk on January 12, 2023.

**PLEDGE OF ALLEGIANCE**

Mayor Russano led those in attendance in the pledge to the nation's flag.

**MOMENT OF SILENCE**

Mayor Russano ordered a moment of silence in remembrance of all those serving.

**ROLL CALL**

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

Absent: CFO Diane Laudenbach

**INTRODUCTION TO THE 2023 BUDGET**

William Colantao, RMA stated that the Township has maintained no increase in property taxes for two years. Colantao also stated that the Township controls what they can well, noting that health care and pension are items the Township has no control over.

**Resolution #2023 – 42**

**Introduction to the Municipal Budget of the Township of Kingwood,  
County of Hunterdon for Fiscal Year 2023**

BE IT RESOLVED, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2023; and

BE IT FURTHER RESOLVED, that said Budget be published in the Hunterdon County Democrat in the issue of April, 13, 2023.

The Governing Body of the Township of Kingwood does hereby approve the following as the Budget for the year 2023:

RECORDED VOTE:

Abstained – 0  
Ayes – Riggio, Syrnick, Russano  
Nays – 0  
Absent – 0

Notice is hereby given that the Budget and Tax Resolution was approved by the Committee Persons of the Township of Kingwood, County of Hunterdon, on April 6, 2023.

A hearing on the Budget and Tax Resolution will be held at the Municipal Building on May 4, 2023 at 7:00 PM at which time and place objections to said Budget and Tax Resolution for the year 2023 may be presented to taxpayers or other interested persons.

### **OPEN PUBLIC COMMENT – PRIVILEGE OF THE FLOOR**

Mayor Russano opened the floor to public comment.

Mary MacConnell, Spring Hill Road, inquired about the resolution from the special meeting on March 13, 2023.

David Frank, Muddy Run Road, inquired about an update with the flooding situation on his property.

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

### **CONSENT AGENDA**

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

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

### **MONTHLY REPORTS**

- Advanced Animal Control Incident Reports – None
- Budget Status Report – March 2023, April 2023
- Court Report – February 2023
- Construction Report – March 2023
- Emergency Management Report – February 2023
- Fire Marshall Monthly Report – None
- New Jersey State Police Kingwood Barracks – None
- Township Engineer's Report – March 2023, April 2023
- Tax Collector Report – February 2023
- Zoning Official Report – March 2023

### **RESOLUTIONS**

**RESOLUTION NO. 2023 – 43**

**Cancel General Capital Appropriation Balances**

**WHEREAS**, the General Capital Improvement appropriation balances indicated below remain dedicated to a project now completed, and

**WHEREAS**, it is necessary to formally cancel said balance so that the unexpended balance may be returned to the appropriate source of funding.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that the Chief Financial Officer be authorized to cancel the unexpended and dedicated balances of the following ordinances:

Ordinance Number	Date Authorized	Original Authorization	Project Description	Source of Funding	Amount Cancelled
20-17-2019	08/01/2019	\$215,000.00	Purchase of Mack Dump Truck	Reserve for Purchase of Municipal Equipment	\$1,526.14
				CIF	\$9,374.86
20-25-2019	10/3/2019	\$9,000.00	Installation of LED Lighting	CIF	\$5,605.21
20-01-2020	02/06/2020	\$60,000.00	Digitizing of Township Records	CIF	\$6,910.37
20-19-2020	12/30/2020	\$120,000.00	Purchase of Case Wide Track Backhoe	Reserve for Purchase of Municipal Equipment	\$ 943.75
				CIF	\$2,831.25
21-09-2021	04/01/2021	\$50,000.00	Purchase of Landscape Structure	Donation from Kingwood Regional Soccer League	\$3,951.90
				CIF	\$8,023.54
21-16-2021	06/03/2021	\$80,000.00	Resurfacing of Roads	CIF	\$577.97
22-04-2022	05/05/2022	\$13,500.00	Purchase of Zero Turn Mower	CIF	\$674.88

**RESOLUTION NO. 2023 – 44****2023 Deferral of School Taxes – Delaware Valley Regional High School**

**WHEREAS**, regulations of the State of New Jersey provide for the deferral of school taxes in an amount not to exceed fifty percent of the annual school tax levy when such taxes are raised on a fiscal year basis (school year July 1 through June 30); and

**WHEREAS**, said taxes subject to deferral have not been requisitioned by or paid to the school district; and

**WHEREAS**, it is the desire and intent of the governing body of the Township of Kingwood, County of Hunterdon, to avail the Township of the deferral as permitted by regulations promulgated by the Local Finance Board, Division of Local Government Services, New Jersey Department of Community Affairs; and

**WHEREAS**, fifty percent of the school tax levy of the Delaware Valley Regional High School District is \$2,179,367.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Committee of the Township of Kingwood, County of Hunterdon, hereby authorize the Chief Financial Officer of the Township to defer \$1,271,640.83 of school taxes as permitted by the aforementioned regulation; and

BE IT FURTHER RESOLVED, that certified copies of this resolution be forwarded to the Chief Financial Officer of the Township and the Director of the Division of Local Government Services, Department of Community Affairs.

**RESOLUTION NO. 2023 – 45**

**2023 Deferral of School Taxes – Kingwood Township School**

WHEREAS, regulations of the State of New Jersey provide for the deferral of school taxes in an amount not to exceed fifty percent of the annual school tax levy when such taxes are raised on a fiscal year basis (school year July 1 through June 30); and

WHEREAS, said taxes subject to deferral have not been requisitioned by or paid to the school district; and

WHEREAS, it is the desire and intent of the governing body of the Township of Kingwood, County of Hunterdon, to avail the Township of the deferral as permitted by regulations promulgated by the Local Finance Board, Division of Local Government Services, New Jersey Department of Community Affairs; and

WHEREAS, fifty percent of the school tax levy of the Kingwood Township School District is \$3,201,992.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Committee of the Township of Kingwood, County of Hunterdon, hereby authorize the Chief Financial Officer of the Borough to defer \$1,966,448.90 of school taxes as permitted by the aforementioned regulation; and

BE IT FURTHER RESOLVED, that certified copies of this resolution be forwarded to the Chief Financial Officer of the Township and the Director of the Division of Local Government Services, Department of Community Affairs.

**RESOLUTION NO. 2023 – 46**

**General Revenue – Cable TV Franchise Fee**

WHEREAS, the Township of Kingwood desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$13,100.00.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Kingwood that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

Cable TV Franchise Fee

BE IT FURTHER RESOLVED, that the Chief Financial Officer will forward two certified copies of this Resolution to the Office of the Director of Local Government Services

**RESOLUTION NO. 2023 – 47**

**General Revenue – Milford Borough Share of Court Costs**

WHEREAS, the Township of Kingwood desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$26,700.00.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Kingwood that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

Milford Borough Share of Court Costs

BE IT FURTHER RESOLVED, that the Chief Financial Officer will forward two certified copies of this Resolution to the Office of the Director of Local Government Services

**RESOLUTION NO. 2023 – 48**

**General Revenue – Hazardous Waste – 2020 Recycling Tonnage Grant**

WHEREAS, the Township of Kingwood desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$4,130.03.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Kingwood that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

Hazardous Waste – 2020 Recycling Tonnage Grant

BE IT FURTHER RESOLVED, that the Chief Financial Officer will forward two certified copies of this Resolution to the Office of the Director of Local Government Services

**RESOLUTION NO. 2023 – 49**

**General Revenue – American Rescue Plan of 2021**

WHEREAS, the Township of Kingwood desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$195,782.53.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Kingwood that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

American Rescue Plan of 2021

BE IT FURTHER RESOLVED, that the Chief Financial Officer will forward two certified copies of this Resolution to the Office of the Director of Local Government Services

**RESOLUTION NO. 2023 – 50**

**General Revenue – Municipal Relief Aid**

WHEREAS, the Township of Kingwood desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$15,117.46.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Kingwood that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

Municipal Relief Aid

BE IT FURTHER RESOLVED, that the Chief Financial Officer will forward two certified copies of this Resolution to the Office of the Director of Local Government Services

**RESOLUTION NO. 2023 – 51**

**Waiving the Municipal Portion of Dog Licensing Fees for  
Kingwood Township Volunteer Fire and Rescue Squad Members**

WHEREAS, the Township of Kingwood dog license fee is \$15 for neutered dogs and \$18 for non-neutered dogs; and

WHEREAS, of the fees charged by the Township, \$1.20 (neutered) and \$4.20 (non-neutered) for each license is paid to the State of New Jersey; and

WHEREAS, Township Code Section 57-4(D) allows the Township Committee to waive the municipal portion of the license for certain individuals or organizations; and

WHEREAS, the Township wished to waive the municipal portion of the dog licensing fee for all active members of the Kingwood Township Volunteer Fire Department and the Kingwood Township Volunteer Rescue Squad.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Kingwood, in the County of Hunterdon State of New Jersey, waives the municipal portion of the dog licensing fee for all active members of the Kingwood Township Volunteer Fire Department and Kingwood Township Volunteer Rescue Squad. Members are still required to obtain a license and much pay the state portion of each license to the Township.

The applicants, by accepting this waiver, acknowledge and hold harmless the Township of Kingwood and its municipal officials and employees from any and all claims, damages and cost of suit which may arise out of the waiver granted hereunder.

### **RESOLUTION NO. 2023 – 52**

#### **Temporary Capital Budget**

WHEREAS, the Township of Kingwood desires to constitute the 2023 Temporary Capital Budget of said municipality by inserting an ordinance for the resurfacing of Federal Twist Road.

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

#### Section 1.

The 2023 Temporary Capital Budget of the Township of Kingwood is hereby constituted by the adoption of a schedule to read as follows:

Temporary Capital Budget of the Township of Kingwood, Hunterdon County, New Jersey  
Projects Scheduled for 2023  
Method of Financing

<b>Project</b>	<b>Estimated Costs</b>	<b>Financing</b>
Resurfacing Federal Twist Road	\$ 440,000.00	NJ Department of Transportation Grants/American Rescue Plan/Capital Improvement Fund

#### Section 2.

The Chief Financial Officer be and is authorized and directed to file a certified copy of this resolution with the Division of Local Government Services within three (3) days after the adoption of these projects for the 2023 Temporary Capital Budget, to be included in the 2023 Permanent Capital Budget as adopted.

### **RESOLUTION NO. 2023 – 59**

#### **2023 Temporary Appropriations**

WHEREAS, the 2023 Budget of the Township of Kingwood has not been adopted and the appropriations provided for in Resolution No. 2023-06 are insufficient to cover the expenses in April of 2023.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon, and State of New Jersey that the Temporary 2023 Budget Appropriations be raised by the statutory one-twelfth (1/12<sup>th</sup>).

### **CORRESPONDENCE**

- Memo from Parks and Recreation to Discuss Legal Aspects between a Committee and Commission and Waiver of Subrogation

### **MINUTES**

- February 2, 2023 Regular and Executive Session
- February 22, 2023 Special Meeting Minutes
- March 2, 2023 Regular and Executive Session – TABLED UNTIL 5/4/2023
- March 13, 2023 Special Meeting
- March 21, 2023 Special Meeting

## **RETURN TO REGULAR MEETING AGENDA**

### **ORDINANCES**

#### **Introduction on Ordinance No. 6 – 2023**

Mayor Russano read Ordinance No. 6 – 2023 by title.

#### **ORDINANCE NO. 6 – 2023**

#### **AN ORDINANCE BY THE TOWNSHIP OF KINGWOOD, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY, PROVIDING FOR THE RESURFACING OF FEDERAL TWIST ROAD, APPROPRIATING \$440,000.00**

BE IT ORDAINED, by the Committee of the Township of Kingwood in the County of Hunterdon, New Jersey (not less than two-thirds of all members thereof affirmatively concurring) as follows:

#### **Section 1.**

The improvement described in Section 2 of this ordinance is hereby authorized to be undertaken by the Township of Kingwood, New Jersey as a general improvement. For the improvement or purpose described in Section 2, there is hereby appropriated the sum of \$440,000.00. The funding for the ordinance is a through a receipt of a \$140,562.00 and \$172,118.00 grant from the State of New Jersey Department of Transportation and \$127,320.00 from the Capital Improvement Fund.

#### **Section 2.**

(a) The improvement hereby authorized is the resurfacing of Federal Twist Road.

(b) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefore.

#### **Section 3.**

The following additional matters are hereby determined, declared, recited and stated:



- (a) The improvement or purpose described in Section 2 of this ordinance is not a current expense. It is an improvement or purpose that the Township may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.
- (b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this ordinance, is 20 years.
- (c) An aggregate amount not exceeding \$80,000.00, for items of expense listed in and permitted under N.J.S.A 40A:2-20 is included in the estimated cost indicated herein for the purpose of improvement.

**Section 4.**

The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

**Section 5.**

This ordinance shall take effect immediately after the first publication thereof after final adoption.

A motion by Riggio, seconded by Syrnick to introduce Ordinance No. 6 – 2023 and move forward with a public hearing set for May 4, 2023, was approved by roll call vote.

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

**ORDINANCE NO. 7 – 2023**

**AN ORDINANCE OF THE TOWNSHIP OF KINGWOOD, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY AMENDING THE CODE OF THE  
TOWNSHIP OF KINGWOOD, CHAPTER 132, ZONING, ARTICLE I, GENERAL  
PROVISIONS, SECTION 132-4, DEFINITIONS, TO REFLECT A CHANGE TO  
THE DEFINITION OF LOT DEPTH AND PROVIDING FOR SEVERABILITY  
AND AN EFFECTIVE DATE**

**WHEREAS**, Chapter 132-4 of the Code of the Township of Kingwood defines “Lot Depth” in part as follows:” [t]he shortest horizontal distance between the front lot line and a line drawn *parallel* to the front lot line through the midpoint of the rear lot line.”

**WHEREAS**, the Planning Board of the Township of Kingwood has recommended that the definition of Lot Depth be revised as follows: “[t]he shortest horizontal distance between the front lot line and a line drawn *perpendicular* to the front lot line through the midpoint of the rear lot line.”

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Kingwood, that Chapter 132, Zoning, Article 1, General Provisions, Section 132-4, Definitions, shall be and hereby is amended as follows:

**Section 1.**

§ 132-4 “Definitions” is hereby amended as follows:

**LOT DEPTH**

The shortest horizontal distance between the front lot line and a line drawn ~~parallel~~ *perpendicular* to the front lot line through the midpoint of the rear lot line. For corner lots, lots fronting on a Class II common driveway, and lots abutting lands used or capable of use for a flag stem with fifty-foot frontage, lot depth shall be measured from each lot line fronting on a public street, on a Class II common driveway, and abutting lands used or capable of use for a flag stem with fifty-foot frontage.

**Section 2.**

Renumbering. This ordinance may be renumbered for codification purposes to the extent necessary.

**Section 3.**

Severability. If the provision of any article, section, subsection, paragraph, subdivision or clause of this Ordinance shall be judged invalid by any Court of competent jurisdiction, such Order or Judgment shall not affect or invalidate the remainder of any such article, section, subsection, paragraph or clause, and, to this end, the provisions of this Ordinance are hereby declared to be severable.

**Section 4.**

Effective Date. This Ordinance shall take effect immediately upon adoption and publication in accordance with the laws of the State of New Jersey.

A motion by Syrnick, seconded by Riggio to introduce Ordinance No. 7 – 2023 and move forward with a public hearing set for May 4, 2023, was approved by roll call vote.

Riggio: Yes; Syrnick: Yes; Russano: Yes

**NEW BUSINESS**

- **Township Committee Liaison Reports:**

- Deputy Mayor Syrnick reports that DPW removed over 580 dead Ash trees along the roadways on Kingwood Township properties and Horseshoe Bend Park with the assistance of the Bucket Truck that was rented.
- Committeeman Riggio noted that Community Day was changed to September 30th due to conflicts with the Fire Department.

Committeeman Riggio reported that Parks and Recreation discussed the vacant house at Kingwood Park which they believe will cost approximately \$16,000 to repair.

Committeeman Riggio noted that Parks and Recreation is interested in ordering a trailer to use for wood chips on the trails throughout the Township and that this particular trailer would make it easier for volunteers to work.

Committeeman Riggo stated that the Volunteers have accepted the new volunteer form and are working on obtaining the required certifications.

Committeeman Riggo noted that the Environmental Commission is interested in a EV outlet grant, however, they are undecided on where the best place may be to have them installed.

- **OEM Topics:**

- **Approval of OEM Emergency Operations Plan and Supplemental Annexes to be submitted to Hunterdon County OEM for State OEM Submission**

A motion by Syrnick, seconded by Riggo to approve OEM Coordinator Floyd to submit the EOP to Hunterdon County was unanimously approved by roll call vote.

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

- **Approval for the EMC to apply for an Emergency Management Assistance Grant**

A motion by Syrnick, seconded by Riggo to approve OEM Coordinator Floyd to apply for the Emergency Management Assistance Grant was unanimously approved by roll call vote.

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

- **Discussing on Tier A MS4 Permit and Grant Application:** Mayor Russano noted this is a beneficial grant to apply for and the Township would receive \$75,000 to use towards compliance of over 40 new items since the Tier change.

A motion by Riggio, seconded by Syrnick to approve for the Township to apply for the Tier A MS4 Permit was unanimously approved by roll call vote.

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

- **Discussion on Payment Box for Dog Licensing, Construction, Farmland, Etc:** Deputy Mayor Syrnick noted that the box that was removed from outside was beneficial for many other departments, aside from Tax payments. Deputy Mayor Syrnick suggested the box be replaced with signage that it could not be used for Tax Payments. The Committee agreed to have the box re-installed with the new signage.

- **Approval of Mayors Letter of Thanks to Hunterdon County Re: K-87 Bridge:** Deputy Mayor Syrnick thanked Mayor Russano for writing the letter to the County regarding the K-87 Bridge.

- **Acknowledge Letter of Resignation of Part Time Court Violations Clerk:** A motion by Syrnick, seconded by Riggio, to accept the resignation of the Part Time Court Violations Clerk was unanimously approved by voice vote.

**RESOLUTION NO. 2023 – 53****Appointment of Part-Time Court Violations Clerk**

WHEREAS, the Township Committee of the Township of Kingwood, Hunterdon County, New Jersey acknowledges a need for a Part-Time Court Violations Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Kingwood Township Committee that the salary for the position of the Part-Time Court Violations Clerk is established as follows:

<b>Name</b>	<b>Effective Date</b>	<b>Salary</b>
Daniela Cevallos	April 6, 2023	Covering for Violations Clerk - \$25 per Hour Assisting the Violations Clerk - \$125 per Session

A motion by Syrnick, seconded by Riggo to approve Resolution 2023 – 53 was unanimously approved by roll call vote.

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

- **Discussion on Fireworks for Community Day:** Mayor Russano stated that the proce quotes for the Fireworks from the original company was the best price out of all the ones Michele quoted.

A motion by Riggio, seconded by Syrnick to approve the Mayor to sign the contract was unanimously approved by roll call vote.

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

- **Approval for CFO to Approve and Pay Claims and Required General Books of Account Between Meeting Dates per 40A:5-17**

**RESOLUTION NO. 2023 – 54****Authorizing the CFO to Approve and Pay Claims and Required General Books of Account Between Meeting Dates per 40A:5-17**

WHEREAS, the Township Committee of the Township of Kingwood may, by resolution, designate one person who may approve claims between meetings of the governing body as per N.J.S.A. 40A:5-17; and,

WHEREAS, it is essential to pay certain claims before monthly committee meetings for the following - Debt Service Payments, State of New Jersey Health Benefits, Kingwood Township School, Delaware Valley Regional High School, County of Hunterdon Taxes, PERS Payments, Utility Bills, Lease Payments and Insurance Bills; and,

WHEREAS, any payment of claims by the Chief Financial Officer between Township meeting dates shall be presented on the bills and claims list at its next scheduled meeting date for ratification by the governing body; and,

WHEREAS, the duties of the approval officer, Chief Financial Officer, shall include making sure that certifications required by 40A:5-16(b) are met, ascertaining the existence of proper and sufficient appropriations for the payments to be made and determining that there is legal authority for payments, evidenced by action of agent or officer in respect to the goods or services ordered and incurring the expense.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Kingwood, County of Hunterdon, State of New Jersey, that the Chief Financial Officer be designated as the person to approve said claims and issue payments; and,

BE IT FURTHER RESOLVED, that the Chief Financial Officer be and is hereby authorized to approve said claims and issue payments in the form of a check, ACH or wire transfer and to execute any and all necessary documents tendered for payment between meeting dates.

A motion by Riggio, seconded by Syrnick to approve Resolution 2023 – 54 was unanimously approved by roll call vote.

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

- **Approval to Establish Petty Cash and Establishing a Change Fund**

**RESOLUTION NO. 2023 – 55**

**Approval Establishing a New Petty Cash Fund**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county of municipality by application and resolution, and,

WHEREAS, it is the desire of the Township of Kingwood, County of Hunterdon to establish such a fund for the following departments:

Township Clerk's Office, custodian for this fund is Tiffany Crivelli in the amount of \$100

WHEREAS, the custodians for these funds, who are bonded for the amount of \$2,000,000; such custodians shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Kingwood hereby authorizes such action and those two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

A motion by Syrnick, seconded by Riggio to approve Resolution 2023 – 55 was unanimously approved by roll call vote.

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

**RESOLUTION NO. 2023 – 61**

**Approval Establishing Change Funds**

WHEREAS, from time to time the Municipal Clerk and Building Department are required to make change for cash payments received; and

WHEREAS, there exists a need to maintain such a fund for use of operation of the Kingwood Township Municipal Clerk and Building Departments Offices; and

WHEREAS, New Jersey State regulations allow change funds to be established by an initial resolution and to continue from year to year without additional governing body action until such time as they take action to have funds returned; and

WHEREAS, such fund will allow for easy separation of accounts.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Kingwood in the County of Hunterdon and State of New Jersey that the Municipal Clerk establishes its respective change fund to an amount not to exceed fifty dollars (\$50.00) for the purpose of making change to insure the proper exact payment due is paid; and

BE IT FURTHER RESOLVED, that the Building Department establishes its respective change fund to an amount not to exceed one hundred dollars (\$100.00) for the purpose of making change to insure the proper exact payment due is paid; and

BE IT FURTHER RESOLVED, that said change fund be safely secured in keeping with established prudent business practices; and

BE IT FURTHER RESOLVED, that said change fund be used to make change only and shall not be used to purchase goods and/or services of any kind; and

BE IT FINALLY RESOLVED, that the Kingwood Township Chief Financial Officer is hereby authorized to issue and establish the change funds in the amounts of one hundred dollars (\$100.00) and fifty dollars (\$50.00) for use as set forth in the resolution.

A motion by Syrnick, seconded by Riggio to approve Resolution 2023 – 61 was unanimously approved by roll call vote.

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

- **Approval for Cash Payments for Taxes**

**RESOLUTION NO. 2023 – 56**

**Accepting Cash Payments for Taxes**

WHEREAS, in connection with the payment of property taxes, Kingwood Township residents utilize various forms of payment including but not limited to United States currency; and

WHEREAS, the Tax Collector and/or CFO, as bonded employees, transport and deposit said United States currency in to the Township's designated bank account; and

WHEREAS, the Municipal Clerk or Deputy Municipal Clerk shall be transporting cash from the date of this Resolution until further action is taken by the Township Committee, a stipend of \$50 per transport shall be tendered in lieu of mileage reimbursement and to avoid the costs associated with the need to obtain professional transportation to make the required deposits.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood hereby authorizes the payment of a \$50 stipend for each trip the Municipal Clerk or Deputy Municipal Clerk makes in connection with the transportation and deposit of United States currency received by the Township in connection with residents' payment of their property taxes.

A motion by Syrnick, seconded by Riggio to approve Resolution 2023 – 56 was unanimously approved by roll call vote.

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

- **Comcast ROW:** The Committee tabled discussion until May 4, 2023 and asked for Clerk Crivelli to have a Comcast Representative be present.
- **Approval of Contract Agreement with Hunterdon Land Trust**

#### **RESOLUTION NO. 2023 – 58**

##### **Authorizing The Mayor to Execute a Contract Between The Hunterdon Land Trust and The Township of Kingwood**

WHEREAS, the Hunterdon Land Trust (HLT) participates in the land acquisition and stewardship activities throughout Hunterdon County and especially active in Kingwood Township; and

WHEREAS, by helping to preserve hundreds of acres of open space and farmland in the past several years; and

WHEREAS, in addition, HLT owns and manages four (4) preserves in Kingwood, which protect natural resources and provide public open space to the residents; and

WHEREAS, (HLT) is facilitating several preservation projects in Kingwood totaling almost 300 acres and is working with Green Acres to identify additional properties in the Delaware Scenic Byway area; and

WHEREAS, the Township of Kingwood feels it is beneficial to the Township and residents to partner with the (HLT) and continue to work on land acquisitions projects in Kingwood Township.

THEREFORE, BE IT RESOLVED, the Governing Body authorizes Maureen Syrnick, Mayor of the Township of Kingwood to execute the contract agreement between the Hunterdon Land Trust and the Township of Kingwood effective January 1, 2023 – December 31, 2023.

A motion by Riggio, seconded by Syrnick to approve Resolution 2023 – 58 was unanimously approved by roll call vote.

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

### **OLD BUSINESS**

None

### **BILLS AND CLAIMS**

A motion by Syrnick, seconded by Riggio to approve the bill list in the amount of \$866,886.08 was unanimously approved by roll call vote.

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

### **EXECUTIVE SESSION**

A motion by Syrnick, seconded by Riggio to approve resolution #2023-60 was unanimously approved by voice vote.

## **RESOLUTION NO. 2023 – 60**

### **TO ENTER INTO EXECUTIVE SESSION**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this governing body is of the opinion that such circumstances presently exist,

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

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
  - a. Any matter falling within the attorney-client privilege
  - b. Contractual Agreements

The discussion is anticipated to take approximately 30 minutes. Action may be taken.



3. It is intended at this time that the above stated subject matter will be made public when the matter has been resolved.
4. This resolution shall take effect immediately.

A motion by Syrnick, seconded by Riggio to exit Executive Session was unanimously approved by voice vote.

The committee was in Executive Session from 8:38 PM – 9:11 PM.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

A motion by Syrnick, seconded by Riggio to extend the contract with A&A Enterprises, LLC for the Bucket Truck Rental was unanimously approved by roll call vote.

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

A motion by Syrnick, seconded by Riggio to approve the Mayor and Deputy Mayor to sign checks for A&A Enterprises was unanimously approved by roll call vote.

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

A motion by Syrnick, seconded by Riggio to amend the Shared Services Agreement for Construction as discussed in Executive Session was unanimously approved by roll call vote.

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

**ADJOURNMENT**

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

The meeting adjourned at 9:12 PM.

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Tiffany Crivelli, Acting Township Clerk

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Andrew Russano, Jr., Mayor

Approved: May 1, 2023