



KINGWOOD TOWNSHIP COMMITTEE

Reorganization Meeting Agenda

January 5, 2023 – 6:00 PM
Municipal Building – 599 Oak Grove Road, Frenchtown, NJ

1. CALL TO ORDER AND STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

This meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this reorganization meeting was emailed to the Hunterdon County Democrat, Trenton Times, and Courier News on December 8, 2022 and posted on the bulletin board in the Municipal Building and filed with the Township Clerk.

2. PLEDGE OF ALLEGIANCE

3. STATEMENT OF ELECTION

Whereby Lance Riggio was elected as Township Committee member for a 3-year term.

4. OATHS

Commissioner Lanza will perform the Oath of Office to the newly elected member of the Kingwood Township Committee

5. ROLL CALL

Lance Riggio, Andrew Russano, Jr., Maureen Syrnick

6. NOMINATION FOR MAYOR

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

7. NOMINATION FOR DEPUTY MAYOR

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

8. SWEARING IN OF MAYOR AND DEPUTY MAYOR FOR 2023

Commissioner Lanza will perform the Oaths of Office to the newly appointed members of the Kingwood Township Committee

9. BOARD ACKNOWLEDGEMENT

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.

***** ONE MOTION, ONE SECOND, AND ONE VOTE FOR ALL ITEMS ON CONSENT AGENDA *****

10. 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

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGE

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

11. ADOPTION OF PARLIMENTARY PROCEDURE

Robert’s Rules

12. AUTHORIZATION

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

13. 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
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

14. RESOLUTIONS

- Resolution #2023- 1:** Annual Notice Schedule
- Resolution #2023- 2:** Appointing Municipal Court Judge
- Resolution #2023- 3:** Awarding Contracts for Professional Services over \$17,500
- Resolution #2023- 4:** Awarding Non-Fair and Open Contracts for Professional Services Under \$17,500
- Resolution #2023- 5:** Appointing 2023 Emergency Management Council
- Resolution #2023- 6:** 2023 Temporary Appropriations
- Resolution #2023- 7:** Authorizing Tax Collector to Conduct a 2023 Tax Sale
- Resolution #2023- 8:** Authorizes the Acceptance of On-Line Credit Card, On-Line Debit Card, and E-Check Payments for the Collection of Taxes
- Resolution #2023- 9:** Appoints Public Agency Compliance Officer
- Resolution #2023- 10:** Authorizes Tax Collector to Cancel Refunds and/or Overpayments for Taxes and/or Municipal Charges less than \$10.00
- Resolution #2023- 11:** Fixes the Rate of Interest to be Charged in Delinquent Taxes of Assessments
- Resolution #2023- 12:** Cash Management Plan
- Resolution #2023- 13:** Authorizing Signatures for Township Accounts and Signing of Checks

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Resolution #2023-14: Authorizes Tax Assessor to File Petitions, Notices, and Other Documents Regarding the Assessing and Roll-Back Taxes

Resolution #2023- 15: Designating Agent for Social Security and Pension

Resolution #2023- 16: Authorizing Township Attorney to Represent Kingwood Township in Tax Matters

Resolution #2023- 17: Appointing Risk Management Consultant for 2023

Resolution #2023- 18: Appointing Statewide Fund Commissioner for 2023

Resolution #2023- 19: Appointment of Municipal Human Resources Officer and Secondary Human Resources Officer to Assist Victims of Domestic Violence for 2023

Resolution #2023- 20: Municipal Appointments

RETURN TO REGULAR MEETING AGENDA

15. COMMENTS FROM THE TOWNSHIP COMMITTEE

16. MEETING OPENED TO THE PUBLIC

17. ADJOURNMENT

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