



## **KINGWOOD TOWNSHIP COMMITTEE**

### **SPECIAL MEETING MINUTES**

### **NOVEMBER 27, 2023 – 5:30 P.M.**

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Mayor Andrew Russano, Jr., called a Special Meeting of the Kingwood Township Committee to order on November 27, 2023 at 5:30 P.M. Notice of this meeting was published in the Hunterdon County Democrat on November 16, 2023, telefaxed to the Courier News and Trenton Times, and posted in the Kingwood Township Municipal Building. This meeting is being held as a virtual zoom meeting.

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. Your cooperation is appreciated.

#### **ROLL CALL**

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

#### **EXECUTIVE SESSION**

Township Attorney James Moscagiuri noted the committee members will be interviewing applicants for several positions that are available, and some action may be taken after returning to regular session. The closed session of the meeting will take approximately two hours.

#### **Resolution No. 2023-141 – Executive Session**

It was moved by Ms. Syrnick, seconded by Mr. Riggio and carried to adopt the following Resolution to enter into closed session at approximately 5:35 P.M. **All voted Aye on Roll Call Vote.**

#### **RESOLUTION NO. 2023 – 141**

#### **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 Township Committee of the Township of Kingwood, 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:

Personnel

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.

### **RETURN TO REGULAR SESSION**

The committee members returned to regular session of the meeting at approximately 8:00 P.M. Deputy Mayor Syrnick left the meeting during the executive session, approximately five to ten minutes prior to the end of the executive session, and was no longer present at the return to regular session.

### **PERSONNEL – VARIOUS**

#### **Chief Financial Officer**

It was moved by Mr. Riggio to offer a proposal to Phoenix Consulting Group LLC with Donelle Bright, CMFO, in the part time position as CFO for the Township, to commence employment effective on December 1, 2023, with memorialization and compliance with State regulations as necessary, the terms of employment to occur upon acceptance at next meeting as they were discussed in Executive Session. Mayor Russano stepped down from the chair, seconded and carried the motion. **All** voted **Aye** on **Roll Call Vote** except Ms. Syrnick who was **Absent** from this part of the meeting.

#### **Municipal Clerk**

It was moved by Mr. Riggio to extend an offer to Linda Leidner, RMC, for the part time position of Township Clerk, to commence employment on December 4, 2023, with memorialization to occur upon acceptance at next meeting as discussed in Executive Session. Mayor Russano stepped down from the chair, seconded and carried the motion. **All** voted **Aye** on **Roll Call Vote** except Ms. Syrnick who was **Absent** from this part of the meeting.

#### **Deputy Clerk**

It was moved by Mr. Riggio to offer a proposal to Paula Delia for the position of General Municipal Worker to commence on December 4, 2023, with memorialization to occur upon acceptance at next meeting as discussed in Executive Session. Mayor Russano stepped down from the chair, seconded and carried the motion. **All** voted **Aye** on **Roll Call Vote** except Ms. Syrnick who was **Absent** from this part of the meeting.

#### **Tax Collector**

It was moved by Mr. Riggio to extend an offer to Rachael Leber for the part time position of Tax Collector to commence December 1, 2023 with memorialization of terms of employment to occur upon acceptance at next meeting as they were discussed in Executive Session. Mayor Russano stepped down from the chair, seconded and carried the motion. **All** voted **Aye** on **Roll Call Vote** except Ms. Syrnick who was **Absent** from this part of the meeting.

#### **Parks and Recreation Committee Secretary and Parks Administrator**

It was moved by Mr. Riggio to extend an offer to Tomasina McGuire as part time Parks and Recreation Committee Secretary and Parks Administrator to commence employment on December 4, 2023 with memorialization of terms of employment to occur upon acceptance at next meeting as discussed in

Executive Session. Mayor Russano stepped down from the chair, seconded and carried the motion. **All** voted **Aye** on **Roll Call Vote** except Ms. Syrnick who was **Absent** from this part of the meeting.

**Dog Licensing Agent and Animal Control Liaison**

It was moved by Mr. Riggio to extend an offer to Stephanie Hickman as part time Dog Licensing Agent and Animal Control Liaison to commence employment on December 4, 2023 with memorialization of terms of employment to occur upon acceptance at next meeting as discussed in Executive Session. Mayor Russano stepped down from the chair, seconded and carried the motion. **All** voted **Aye** on **Roll Call Vote** except Ms. Syrnick who was **Absent** from this part of the meeting.

**ADJOURNMENT**

It was moved by Mr. Riggio to adjourn the meeting at approximately 8:10 P.M. Mayor Russano stepped down from the chair, seconded and carried the motion. **All** voted **Aye** on **Roll Call Vote** except Ms. Syrnick who was **Absent** from the meeting.

Respectfully submitted,

Michele Tipton-Walters,  
Deputy Clerk