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**March 17, 2008
Township Committee
Special Meeting Minutes**

A Special Meeting of the Kingwood Township Committee was called to order at 6:02 P.M. with Mayor Augustine presiding.

Also present at the meeting were Deputy Mayor Burke, Committeewoman Niemann, and C.F.O. Laudenbach, Auditor Bill Colantano. Following the salute to the Flag, Mayor Augustine read aloud the following:

NOTICE REQUIREMENTS

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by telefaxing notification of the meeting to the Delaware Valley News, and the Express Times on March 13, 2008 and by telefaxing copies of the notice to the Courier News and Star Ledger on March 11, 2008. copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on March 11, 2008.

In order to ensure full public participation in this meeting, all members of this Committee or Board, 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.

EXECUTIVE SESSION – RESOLUTION NO. 2008 – 48

Following a brief recess, at approximately 6:05 P.M. the following Resolution was introduced to enter into closed session:

RESOLUTION NO. 2008 – 48

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:

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1. 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.
2. The general nature of the subject matter to be discussed is as follows:

Personnel

3. 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.

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

It was moved by Mr. Burke, seconded by Mrs. Niemann and carried the motion to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Burke, Niemann, Augustine
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RETURN TO REGULAR SESSION

It was moved by Mrs. Niemann, seconded by Mr. Burke and carried the motion to return to regular session at 6:10 P.M. **All voted Aye on Roll Call Vote.**

Road Department Forman

It was moved by Mr. Burke, seconded by Mrs. Niemann and carried to continue to pay Public Works Forman Mark Petro in full, and to accept workman's compensation check as a reimbursement to the Township.

NJ DEP PERMITS

Deputy Mayor Burke spoke to the Township Engineer in reference to obtaining permits for the Township. He explained that Permit #GP1 is a Freshwater Wetlands Permit for the entire Township. This is for ditch cleaning for all the roads in the Township. Permit #GP4 is for a Flood Hazard General Permit. These permits are needed for Thatcher Road to clean out the ditches. He explained that the permits will not be back in time to clean the ditches out before the Township paves the roads.

Mr. Burke noted that Amy Green submitted a proposal to the Township of \$11,000 plus the cost of permits, which cost about \$500 to \$600 each. Township Engineer Thomas Decker gave a proposal of \$9,000, which included the cost of the permits from the firm Gilmore & Associates Inc. Mr. Burke requested that the Township authorize a maximum of \$10,000 total to be spent on the permitting process. He stated the permits will be active for five years.

It was moved by Mrs. Niemann, seconded by Mr. Burke and carried to allocate no more than \$10,000 to hire the firm of Gilmore & Associates Inc. to secure Permit #GP1 and Permit #GP4 for ditch cleaning.

Roll Call Vote:	AYE	- Burke, Niemann, Augustine
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

2008 MUNICIPAL BUDGET – Work Session

Auditor William Colantano was present and started out by explaining to the Committee members that he spoke with representatives from the State. He said that they suggested that we introduce the Budget with the cuts the Governor has included in his 2008 – 2009 Budget. He then explained that the State also suggested that normally after your Budget is introduced, you then have a hearing and adoption, but they suggest that you have your hearing, but do not adopt your Budget right away, because there could be possible changes and money being returned to the taxpayers. He explained that the State honored the Township's request not to be penalized by last year's appropriation outside the Cap. He noted that the Township is still over the Cap by \$88,000 on appropriations inside the Cap. He said that there is a possibility of the Levi increasing by \$318,000, which includes \$80,000 over the Cap, and \$105,000 in reduced revenue, plus additional budget appropriations increased. He also explained that the Township's revenues are not as high as they have been and that there has been \$25,000 less in construction code fees. Mr. Colantano doesn't feel that the Budget is in real good shape and hopes there are no more appropriations. He had several suggestions for cuts in the Budget, which was discussed with the Committee.

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The Townships C.F.O. D. Laudenbach stated that the Township spent the entire budget for 2007. Mr. Colantano suggested to only make cuts on the large items.

There was a discussion on scheduling meeting dates to introduce the Budget. It was decided to schedule a meeting on Tuesday, April 22, 2008 at 5:30 P.M. to introduce the Budget. It will then be published in the newspaper, and a meeting to be scheduled on Tuesday, May 20, 2008 at 7:00 P.M. for a public hearing. The Budget will be introduced at a 2.5 cents increase.

Dog License Issue

Dog License Official Traci Fleming received a letter from a resident who said she sent in her check for her dog license on January 25, 2008 of this year, and also requested a renewal form for her other dog. The Committee members discussed the letter and the situation. Mr. Burke said he spoke with the individual about her dog licenses. Traci Fleming claimed that she received the money and sent out the license and a renewal registration for the other dog. After discussing the situation, the Committee members decided to not charge the resident a late fee for the second dog. Mr. Burke stated that he will be in contact with the resident.

Copy Machines

The Committee members reviewed several quotes received for a new copy machine. The Committee questioned whether we need a new copy machine. C.F.O. Diane Laudenbach explained about the copy machine we currently own, and the different options of either to buy or to lease a new machine. The Committee members would like to put this off till April and review the quotes more thoroughly.

Committeewoman Elaine Niemann explained to the Committee members that she would like to draft a letter to various authorities in reference to the COAH proposal. She asked the Committee members if they had any objections with her drafting a letter. No objections from the other members. In addition, Mrs. Niemann explained that the Planning Board Members authorized the Townships Planner David Banisch to write a letter.

It was moved by Mr. Burke, seconded by Mrs. Niemann and carried to adjourn the meeting at P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully Submitted,

**Cynthia L. Brown, RMC
Deputy Clerk**