

2008 - 372

**December 30, 2008  
Township Committee  
Special Meeting Minutes**

A Special Meeting of the Kingwood Township Committee was called to order at 5:30 P.M. with Mayor Augustine presiding.

Also present at the meeting were Deputy Mayor Burke, Committeewoman Niemann, Clerk MacConnell and C.F.O. Laudenbach. 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 publication of the notice in the Hunterdon County Democrat and the Express Times on December 25, 2008, and by telefaxing copies of the notice to Courier News and Star Ledger on December 19, 2008. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on December 19, 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.**

**ORDINANCE**

**ORDINANCE NO. 15-28-2008 AN ORDINANCE TO PROVIDE FOR  
SUPPLEMENTAL RETIREMENT HEALTH INSURANCE BENEFITS VOL.15,  
PG.15-28– Public Hearing and Final Adoption**

Mayor Augustine read Ordinance aloud by title.

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 2<sup>nd</sup> day of December, 2008. The Ordinance was published in the Hunterdon County Democrat on December 11, 2008 and has been posted in the Kingwood Township Municipal building on December 3<sup>rd</sup>, 2008. Copies of the Ordinance have been available for inspection by the public since December 3<sup>rd</sup>, 2008.

It was moved by James Burke, seconded by Elaine Niemann and carried the motion to open the hearing to the public. **All** voted **Aye** on **Roll Call Vote**.

Public Comments: No comments

It was moved by Elaine Niemann, seconded by James Burke and carried the motion to close the public comment portion of the hearing. **All** voted **Aye** on **Roll Call Vote**.

It was moved by James Burke, seconded by Elaine Niemann and carried the motion to adopt on final reading **ORDINANCE NO. 15-28-2008 AN ORDINANCE TO PROVIDE FOR SUPPLEMENTAL RETIREMENT HEALTH INSURANCE BENEFITS**.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Burke, Niemann, Augustine</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2008 – 176**

**2008 BUDGET APPROPRIATION TRANSFERS**

**BE IT RESOLVED**, by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that the Chief Financial Officer be authorized to make the following transfers within the 2008 Budget Appropriations:

From Account	To Account	Amount
118-0004-003	118-0003-299	\$ 250.00
118-0004-003	118-0300-299	\$ 150.00
118-0004-101	118-0001-299	\$ 250.00
118-0004-101	118-0300-299	\$ 700.00
118-0004-101	118-1300-440	\$ 1,000.00
118-0004-299	118-0050-299	\$ 500.00
118-0006-299	118-0050-299	\$ 300.00
118-0007-299	118-0050-299	\$ 300.00
118-0100-299	118-0050-299	\$ 500.00
118-0150-299	118-0051-299	\$ 100.00
118-0400-301	118-0400-304	\$ 400.00
118-0400-302	118-0400-304	\$ 1,400.00
118-0650-299	118-0652-299	\$ 1,100.00
118-1050-101	118-1300-440	\$ 700.00
118-1055-299	118-1050-299	\$ 300.00
118-1055-299	118-1300-440	\$ 2,500.00
118-1055-299	118-1050-299	\$ 450.00
118-1300-420	118-1300-400	\$ 1,100.00
118-1300-420	118-1300-460	\$ 100.00

2008 – 374

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Burke, Niemann, Augustine</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**PAYMENT OF BILLS AND CLAIMS**

It was moved by Elaine Niemann, seconded by James Burke and carried the motion to approve and pay the bills and claims in the amount of **\$ 154,301.71** that are in order and attached as **Bill List** for **December** 2008.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Burke, Niemann, Augustine</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RESOLUTION NO. 2008 – 177**

The following Resolution was introduced:

**RESOLUTION NO. 2008 – 177**

**CANCELLATION AND REFUND OF 2007 REAL ESTATE TAXES**

**WHEREAS**, Resolution No. 2007-73 cancelled the third and fourth quarter 2006 real estate taxes on Block 9, Lot 15Q0085; and

**WHEREAS**, due to a computer error the tax records for the first and second quarter 2007 assessed real estate taxes were not reflected in the Tax Duplicate or 2007 Levy; and

**WHEREAS**, the owner of the property paid the first and second quarter 2007 taxes in the amount of \$4961.88.

**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 issue a refund to Charles Zultanski, 82 Lower Oak Grove Road, Frenchtown, New Jersey, 08825.

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

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

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2008 - 178**

**ESTABLISHMENT OF A CHANGE FUND**

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

**WHEREAS**, it is the desire of the Township of Kingwood, County of Hunterdon and State of New Jersey, to establish a change fund for the Municipal Court in the amount of \$50.00, and

**WHEREAS**, the custodian for this fund is Dawn Augustine, Court Administrator, who is bonded by the excess crime bond pool issued by the Municipal Excess Liability Joint Insurance Fund covering all municipal employees in the aggregate of \$950,000; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey hereby authorizes such action.

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

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

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2008 – 179**

**RESOLUTION NO. 2008 - 179**

**AMENDING CANCELLATION OF ORDINANCE NO. 14-22-2007**

**WHEREAS**, on February 2, 2006, NJDOT awarded Kingwood Township with a State Municipal Aid Allotment of \$80,000 for Oak Grove Road, Section IA in a Force Account; and

**WHEREAS**, the award stipulated that the project be awarded by the Township within 12 months of the award; and

**WHEREAS**, on January 19, 2007, NJDOT awarded Kingwood Township with a State Municipal Aid Allotment of \$71,000 for Oak Grove Road, Section IB in a Force Account; and

**WHEREAS**, the award stipulated that the project be awarded by the Township within 18 months of the award; and

**WHEREAS**, per the report of the municipal engineer dated March 5, 2008 due to constraints imposed upon construction of the proposed improvements to Oak Grove Road by NJDEP environmental regulations subsequent to the NJDOT awards, the moneys associated with the road improvements are cost prohibitive at this time.

**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 an additional amount of \$16,552.50 for Ordinance No. 14-22-2007.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Burke, Niemann, Augustine</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**EXECUTIVE SESSION – RESOLUTION NO. 2008 - 180**

Following a brief recess, at approximately 5:40 P.M., the following Resolution was introduced to enter into closed session:

**RESOLUTION NO. 2008 – 180**

**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:

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:

**Amendments to Employee Handbook and Manual  
Review of Employment Applications for Snowplowing and  
General Code Enforcement Official**

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Burke, Niemann, Augustine</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**RETURN TO REGULAR SESSION**

It was moved by Mrs. Niemann, seconded by Mr. Burke and carried to return to regular session at 6:15 P.M. All voted **Aye** on **Roll Call Vote**.

**EMPLOYEE HANDBOOK AND PERSONNEL POLICIES AND PROCEDURES  
MANUAL REVISIONS**

**RESOLUTION**

The following Resolution was introduced:

**RESOLUTION NO. 2008 – 181**

**REVISIONS TO EMPLOYEE HANDBOOK AND  
PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, the Township Committee has reviewed the current Employee Handbook and Personnel Policies and Procedures; and

**WHEREAS**, the Township Committee desires to revise certain sections of the Employee Handbook and Personnel Policies and Procedures;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to adopt the changes contained in the attached Memorandum dated December 29, 2008, with the changes to be effective retroactive to January 1, 2008.

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

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Burke, Niemann, Augustine</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**PART TIME SEASONAL EMPLOYEE**

The Committee members reviewed the employment applications received for the position of General Municipal Worker. This position is strictly for part time snowplowing only.

It was moved by Mr. Burke, seconded by Mrs. Niemann and carried to hire Mark Hendrickson, for a part time seasonal position for snow removal only, at a rate of \$18.00 per hour, and a request that the Municipal Clerk call Mr. Hendrickson to see if he is still available and is willing to do the job for the amount of \$18.00 per hour.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- Burke, Niemann, Augustine</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- None</b>

**BOARDS, COMMITTEES AND COMMISSIONS VACANCIES FOR 2009**

The Committee member reviewed all the vacancies for the Boards, Committees, and Commissions for 2009.

It was moved by Elaine Niemann, seconded by James Burke and carried the motion to adjourn the meeting at 6:40 P.M. **All voted Aye on Roll Call Vote**

**Respectfully Submitted,**

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