

**Kingwood Township
Housing Board
Meeting Minutes
October 28, 2009**

Call to Order

There were not enough members in attendance to have a quorum for the Housing Board Meeting. The meeting was scheduled to begin at 8:00 A.M. Present were Angela Clerico, from Banisch Associates, and Secretary Keller.

Notice Requirements

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by publication in the Hunterdon County Democrat on Thursday, October 1, 2009 and copies telefaxed to the Star Ledger, Courier News and the Express Times on September 28, 2009. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on September 28, 2009.

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.

Roll Call

Present

Richard Abbott
Angela Clerico

Absent

Phil Lubitz
Ron Hartpence
James Wells

Approval of the July 30, 2009 Housing Board Meeting Minutes

The minutes for the July 30, 2009 Housing Board Meeting will be approved at the next scheduled meeting.

Angela Clerico reviewed a memorandum on the outstanding matters required for Substantive Certification of the Township's Housing Element and Fair Share Plan. She noted that they met with COAH last month to review the Township's housing plan. She noted that they were in favor of the plan, but there were a few outstanding items.

2.

Ms. Clerico explained that the next public meeting with COAH is on November 12, 2009, and at that time the Township must have everything completed that the State requested.

She explained that this is so COAH will be able to add this to there meeting agenda in December. Ms. Clerico reviewed the following items the Township must submit.

The following is a memorandum from David Banisch and Angela Clerico explaining the additional items that need to be submitted.

Memorandum

To: Kingwood Township Housing Board

From: David Banisch, PP/AICP
Angela S. Clerico, AICP/LEED-AP

Date: October 28, 2009

Re: COAH Certification Update

The purpose of this memorandum is to update the Housing Board on outstanding matters required for Substantive Certification of the Township's Housing Element and Fair Share Plan (HE/FSP).

The Township HE/FSP was submitted to COAH on December 8, 2008 and re-submitted with revisions in April 2009. COAH has scheduled the Township's hearing for Substantive Certification for December 9, 2009 however; there are a few remaining items that need to be submitted to COAH before the plan can be heard.

Last month our office met with Maria Connolly from COAH to review the Township's submission materials. Maria informed us that the Township must submit:

1. Affirmative Marketing Plan for the affordable housing program;
2. Resolution authorizing contract/Contract with an administrator for the Rehabilitation Program and the Accessory Apartment Program;
3. Operating Manual for the Rehabilitation Program and the Accessory Apartment Program; and
4. Executed Developer's Agreement with Habitat for Humanity for the Ukarish Farm and for the Melnyk Farm.

In addition, COAH would like more information on the status of the group home projects in the Township and on the Route 12 Mixed-Use Affordable Housing Zone. In particular, the Township must submit an update from the Route 12 Business Park developer on DEP discussions, a timeline for the amendment to the Township's wastewater management plan, and an executed developer's agreement.

In order to satisfy COAH's requirements and ensure the Township's HE/FSP is on COAH's December 9th agenda for Substantive Certification, we will prepare these items for submission to COAH prior to the Council's next meeting date, November 12th.

Ms. Clerico suggested that the next Housing Board Meeting be scheduled for the end of January. The meeting adjourned approximately 8:55AM.

Respectfully submitted,

**Cynthia L. Keller,
Housing Board Secretary**