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**December 29, 2011
Township Committee
Special Meeting Minutes**

A Special Meeting of the Kingwood Township Committee was called to order at 7:00 P.M. with Mayor Lubitz.

Also present at the meeting were Deputy Mayor Niemann, C.F.O. Laudenbach and Clerk MacConnell. Committeeman James Burke was absent. Mayor Lubitz stated this was an excused absence for Committeeman Burke. Following the salute to the Flag, Mayor Lubitz read aloud the following:

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by publication of the notice in the Hunterdon Democrat and Courier News on December 22, 2011 and by telefaxing copies of the notice to the Express Times and Star Ledger on December 19, 2011. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on December 19, 2011.

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.

Resolution No. 2011-145 – 2011 Appropriations Transfers

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2011- 145

2011 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 2011 Budget Appropriations:

FROM ACCOUNT	TO ACCOUNT	AMOUNT
121-0100-299	121-0750-101	\$ 2673.46
121-0002-299	121-0950-299	\$50.00
121-0002-299	121-0200-299	\$50.00
121-0007-299	121-0004-299	\$300.00
121-0002-299	121-0006-299	\$375.00
121-0009-299	121-0800-299	\$5000.00

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TOTAL TRANSFERRED:

\$8448.46

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, second the motion and carried to adopt the foregoing Resolution.

Roll Call Vote:	Aye	-	Niemann, Lubitz
	Nay	-	None
	Abstain	-	None
	Absent	-	Burke

BILLS AND CLAIMS

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, second the motion and carried to approve and pay all bills and claims in the amount of **\$192,082.40** that are in order and attached as Bill List for December 2011.

Roll Call Vote:	Aye	-	Niemann, Lubitz
	Nay	-	None
	Abstain	-	None
	Absent	-	Burke

Resolution No. 2011 – 148 Preliminary Expenses

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2011 – 148

RESERVE FOR PRELIMINARY EXPENSES

WHEREAS, the Township Committee of the Township of Kingwood hereby acknowledges the requirement of preliminary costs to determine the scope and cost of a proposed undertaking; and

WHEREAS, the purpose of these preliminary costs is to contract for the expenditure of surveying work to be performed on Block 7, Lot 6 to explore the possible purchase of open space or easements of property located in Kingwood Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that the amount appropriated for preliminary costs shall not exceed \$2,375.00.

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It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, seconded the motion and carried to adopt the foregoing Resolution.

Roll Call Vote:	Aye	-	Niemann, Lubitz
	Nay	-	None
	Abstain	-	None
	Absent	-	Burke

Resolution No. 2011-146 Award Professional Services Agreement for Appraisal of Bl 7 L 6

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2011 - 146

**A RESOLUTION AUTHORIZING THE AWARD FOR THE
RETENTION OF A REAL ESTATE APPRAISER AND
CONSULTANT FOR THE TOWNSHIP**

WHEREAS, the Township of Kingwood has a need to acquire professional services of a Real Estate Appraiser and Consultant as set forth below by way of a non-fair and open contract pursuant to the provisions of NJSA 19:44A-20.5; and

WHEREAS, the Township Committee has obtained price quotations to perform appraisals in regard to Block 7 Lot 6 in the Township and has determined that Robert F. Heffernan and Associates possesses the qualifications; and

WHEREAS, funds are or will be made available for this purpose to be certified by the Township Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that Robert F. Heffernan and Associates is hereby awarded an Agreement to perform an appraisal in regard to the Township's Planning Incentive Grant Application on Block 7 Lot 6 in the Township in the amount of \$2,375.00. This award is subject to the execution of an Agreement in a form satisfactory to the Township Attorney and once approved, the Mayor and Clerk are hereby authorized and directed to execute the said Agreement on behalf of the Township of Kingwood.

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, seconded the motion and carried to adopt the foregoing Resolution.

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Roll Call Vote:

Aye	-	Niemann, Lubitz
Nay	-	None
Abstain	-	None
Absent	-	Burke

Receive Quotations and Award Work for Installation of New Furnace – 908 County Road 519

Clerk MacConnell read aloud the following quotations for a new furnace and installation for 908 County Road 519:

Active Air Conditioning & Heating 51 Lower Oak Grove Road Frenchtown, NJ 08825	Materials and Labor: \$4,850.00
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Airest 72 Old River Road Stockton, NJ 08559	Materials and Labor: \$5,200.00
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The Committee Members reviewed the quotations for the new furnace.

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair seconded the motion and carried to award twork installation of a new furnace to Active Air Conditioning & Heating.

Roll Call Vote:

Aye	-	Niemann, Lubitz
Nay	-	None
Abstain	-	None
Absent	-	Burke

Amendment to Resolution No. 2011-145

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, seconded the motion and carried to amend Resolution No. 2011-145 to include a transfer of \$4,850.00 from Legal Services to Buildings and Grounds.

Roll Call Vote:

Aye	-	Niemann, Lubitz
Nay	-	None
Abstain	-	None
Absent	-	Burke

PUBLIC COMMENT PRIVILEGE OF THE FLOOR

N/A

EXECUTIVE SESSION – Resolution No. 2011-147

The following Resolution was introduced to enter into closed session at approximately 7:12P.M.:

RESOLUTION NO. 2011 – 147

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:

**Review 2012 Appointments
Review Employment Applications for Municipal Judge
Review Employment Applications for Public Defender
Review Proposed Amendments to Personnel Manual and Employee Handbook**

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.

RETURN TO REGULAR SESSION

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, seconded the motion and carried to return to regular session at 8:10P.M. **All voted Aye on Roll Call Vote.**

Roll Call Vote:	Aye	-	Niemann, Lubitz
	Nay	-	None
	Abstain	-	None
	Absent	-	Burke

Acceptance of Resignation

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, seconded the motion and carried to accept the resignation from Cynthia Niciecki, as Recycling Coordinator, SWAC Member and Clean Communities Coordinator.

Roll Call Vote:	Aye	-	Niemann, Lubitz
	Nay	-	None
	Abstain	-	None
	Absent	-	Burke

Clerk MacConnell was instructed to register Mayor Lubitz, and Deputy Mayor Niemann for the Mayor's Legislative Day scheduled on February 8, 2012.

Clerk MacConnell reported briefly on updating the Flood Insurance Ordinance.

ADJOURNMENT

It was moved by Mrs. Niemann, Mayor Lubitz stepped down from the Chair, seconded the motion and carried to adjourn the meeting at 8:22PM. **All voted Aye on Roll Call Vote.**

Respectfully submitted,

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