

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY**

**TOWNSHIP COMMITTEE MEETING
March 26, 2015**

A regular meeting of the Knowlton Township Committee was held at the Knowlton Municipal Building. Present were Mayor Starrs, Deputy Mayor Cuntala and Township Committee Member Mathez, Farber and Shippis. The minutes were recorded by Lisa Patton, Municipal Clerk.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by publishing notice of all regularly scheduled meetings in the Star Gazette, Star Ledger or Express Times as well as providing said schedule in the Municipal Clerk's office.

The meeting was called to order by Mayor Starrs at 7:10 pm with a salute to the flag and roll call.

APPROVAL OF MINUTES:

The March 9, 2015 Township Committee meeting minutes were tabled. The municipal clerk stated that while she will work with Township Committee members to include their statements, it is the clerk's statutory duty to record and prepare minutes. Committeeman Farber stated it is not necessary to include every statement in the minutes.

Discussion also took place regarding an OPRA request for legal fees. The clerk stated there was no OPRA request. There was a verbal request for information. Discussion also took place regarding redactions. The municipal clerk stated there were no redactions made on any documents.

DEPARTMENT REPORTS:

George Trongone, Recreation

Mr. Trongone reviewed the status of recreation projects. Mayor Starrs asked if the recreation site recycles. Mr. Trongone stated it is not practical because garbage gets mixed in the recycling container. Mr. Trongone said he would try putting the recycling containers out again.

PUBLIC COMMENT:

Bill Clifford, Koeck Road, stated three Township Committee members were in violation of the sunshine law when they met with the attorney in the meeting room after the last Township Committee meeting. Committeewoman Shippis stated she did not participate in the discussion. Mr. Clifford said Committeewoman Shippis was present and was part of the quorum.

ORDINANCE:

**Ordinance 15-04
An Ordinance Amending And Supplementing Chapter 127
Entitled "Nuisances" Of The Code Of The Township Of Knowlton
(copy attached)**

A motion was made by Committeeman Mathez to open the public hearing for Ordinance 15-04. The motion was seconded by Deputy Mayor Cuntala. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shippis – yes, Starrs – yes.

Bob McNinch, Vail Road, asked if Ordinance 15-04 has been made readily available to the public for review prior to this public hearing. Mayor Starrs advised Ordinance 15-04 has been posted for public review in a new section of the Township web page entitled "Ordinances and Resolutions". However, a check of the web page during the meeting determined that Ordinance 15-04 was not contained there.

It was stated that the Ordinance had been made available to the public by newspaper notice. Bob McNinch asked Mayor Starrs which of the three newspapers used by the Township for notices has been used for this posting. Mayor Starrs indicated she did not know and deferred to the township clerk who advised it had been posted in the Star Gazette. Mr. McNinch commented it was unreasonable to expect the residents of Knowlton Township to subscribe to three different newspapers in order to be aware of all Township notices.

Committeewoman Shipps stated the agenda was not posted on the website. The municipal clerk stated it was forwarded to the web administrator. Mr. Trongone, Polkville Road, stated a lot of things are not updated on the website. Mayor Starrs will follow up with the web administrator.

Discussion took place regarding cost and timing of legal publications. It was agreed there is not an accessible daily newspaper in the area.

The municipal clerk asked if the ordinance identifies the employee responsible for new procedures regarding abandoned properties. The Township Committee members agreed to form a policy.

Mr. McNinch asked if there was a definition of the term "creditor" in the ordinance. Committeeman Mathez advised there was no definition in the ordinance, however, the intent was "creditor" was limited to mortgage holders and that he would confirm this intent was clear via the reference in the ordinance to state statute.

There being no further discussion, a motion was made by Mayor Starrs and seconded by Deputy Mayor Cuntala to close the public hearing. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

A motion was made by Committeeman Mathez to adopt Ordinance 15-04. The motion was seconded by Deputy Mayor Cuntala. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

RESOLUTIONS:

Resolution 15-30 Resolution Approving Payment of Vouchers (copy attached)

The municipal clerk will research the voucher for an AED from Newton Hospital. A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 15-30 with the exception of the Newton Hospital voucher. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

Resolution 15-31 Resolution Approving 2015 Professional Service Contracts (copy attached)

Mayor Starrs noted the municipal attorney agreed to freeze rates from 2014. A motion was made by Committeeman Mathez and seconded by Mayor Starrs to approve Resolution 15-31. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

Resolution 15-32 Resolution Authorizing Transfer of Funds (copy attached)

A motion was made by Deputy Mayor Cuntala and seconded by Committeewoman Shipps to approve Resolution 15-32. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

Resolution 15-33

Resolution Authorizing Discharge of Mortgage
(copy attached)

A motion was made by Committeeman Farber to approve Resolution 15-33. The motion was seconded by Committeeman Mathez. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

Resolution 15-34

Resolution Awarding Contract For Infield Ball Groomer To Wilfred MacDonald, Inc.
(copy attached)

A motion was made by Deputy Mayor Cuntala and seconded by Committeeman Mathez to approve Resolution 15-34. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

Resolution 15-35

Resolution To Enter Into Contract With TD Bank For Internet Tax Payments
(copy attached)

Township Committee members were in agreement to table Resolution 15-35. A recommendation from the tax collector will be requested to determine success of on-line tax payments. Committeeman Farber asked if there is an initial start up fee. Mayor Starrs and Committeeman Mathez will follow up.

OLD BUSINESS:

622 Route 94

Committeeman Farber reviewed the status of 622 Route 94. He requested authorization to award the septic design to the lowest quoter. Committeeman Farber said the three bedroom residence will be office space or a residence. The municipal clerk will check with the COAH administrator to determine if the residence can be used as COAH credit.

COAH

Committeeman Mathez stated the COAH administrator and planner will attend the next Township Committee meeting to review new COAH requirements.

Committeeman Farber stated he is waiting for information from the League of Municipalities. It is possible that the municipal attorney will draft the plan with modifications being made by the planner. He also stated he is concerned about funding the project.

Fire Company

Committeewoman Shipps said she will meet with Mike Bates, Fire Chief, to establish needs for firetrucks. She also met with area fire chiefs regarding a North Warren regional fire department.

Station Road Bridge

Committeewoman Shipps stated guiderail has been installed on the Station Road bridge.

NEW BUSINESS:

Emergency Management Meeting

The municipal clerk and Mayor Shipps will attend a county emergency management meeting on March 30th.
032615-3

Route 46 Signage

Committeeman Mathez stated he will meet with NJDOT engineers on Tuesday, March 31st to review concern with signs on Route 46.

2000 Ambulance

The municipal clerk stated she found the title to the 2000 ambulance. Committeewoman Shipps will follow up with Fire and Rescue.

Road Salt

Discussion took place regarding mixing grits with salt for economy. Mayor Starrs asked if the DPW has equipment to sweep roads. Committeeman Farber said the roads are swept each spring. Discussion took place regarding environmental concerns with the use of salt. Committeeman Farber stated there may be environmentally healthier ways to deal with snow and also reduce costs. A representative from the county road department or Harmony Sand and Gravel representative will be contacted to attend the next Township Committee meeting.

Personnel Reviews

Committeewoman Shipps stated she will conduct personnel reviews. She noted the following employees did not receive reviews in 2014: Charles Fineran, Frank Makowski, Frank VanHorn, Carol Oleseck, zoning officer, Ann Longhyore. It was noted John Sikora will not be reviewed at this time. The tax collector will be reviewed by Mathez and Starrs, recreation director by Cuntala and Starrs, tax assessor – Starrs, DPW Supervisor – Cuntala and Mathez, DPW employees will be reviewed by the supervisor, planning board secretary – Mathez.

PUBLIC COMMENT:

George Trongone, Recreation, asked if a decision has been made with respect to mowing and community service at the recreation site. Committeeman Farber stated there is no plan to change community service. Township Committee members discussed the addition of a part time DPW worker for township mowing. Township Committee members were in agreement to continue with current staffing to begin the season. Committeeman Farber will follow up with Mr. Sikora, Community Service Supervisor.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:50 pm.

Respectfully submitted,

Lisa K. Patton
Municipal Clerk