

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

**TOWNSHIP COMMITTEE MEETING
July 23, 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 Members Mathez and Shipps. 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 at 7:05 pm with a salute to the flag and roll call.

APPROVAL OF MINUTES:

Mayor Starrs requested an addition of "reviewed comparable positions in the county" to be included with reasons given for merit increases. A motion was made by Committeeman Mathez to approve the July 13, 2015 Township Committee meeting minutes with the aforementioned correction. The motion was seconded by Deputy Mayor Cuntala. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps – yes, Starrs – yes.

DEPARTMENT REPORTS:

Anthony Ardito, Auditor

Mr. Ardito reviewed the 2014 audit findings and recommendations. Committeewoman Shipps will meet with the tax collector to review recommendations regarding the tax lien redemption trust account, tax overpayments, tax receivables and tax title liens. Committeeman Mathez stated the tax collector will prepare a list of properties that may be feasible for foreclosure. The CFO will transfer the balance in the payroll account to the general fund.

Discussion took place regarding appropriate surplus. Mr. Ardito stated the township is doing well with surplus in the general and wastewater funds.

Christine Rolef, CFO

Mrs. Rolef reviewed the status of accumulated sick time. Township Committee members present were in agreement that Mrs. Rolef will research time sheets to determine accumulated sick time for municipal court employees.

Dennis Lembeck, George Trongone, Recreation

Mr. Lembeck and Mr. Trongone presented plans for a new playground at the recreation site. Committeewoman Shipps asked what material the equipment is made of. Mr. Lembeck said it consists of steel, iron and heavy duty plastic. Mr. Lembeck stated grant funds designated for a parking lot project will be used to purchase the \$91,000 playground.

Committeeman Mathez asked for projected maintenance costs for the playground. Mr. Lembeck said the only maintenance would be to replenish mulch. Discussion took place regarding less expensive options. Mr. Lembeck and Mr. Trongone will research options.

Christine Rolef, CFO, stated labor for installation of the equipment will have to go out for formal bids. Committeewoman Shipps will research options for labor.

Mr. Lembeck reported the interpretive trail at tunnel field has been cancelled. He also announced a free movie night will be held on July 25 at the recreation site.

Mr. Trongone stated ATV traffic at the recreation site has become a problem. He asked if signs prohibiting ATVs could be installed. Mayor Starrs will follow up. Discussion also took place regarding donation of wooden picnic tables from the recreation site. Mayor Starrs will follow up with the CFO.

PUBLIC COMMENT:

Denise Benedetto, Meadow Ridge Road

Ms. Benedetto reported a property owner on Meadow Ridge Road has unsightly tree branches on their property. Ms. Benedetto filed a complaint with the Zoning Officer, the property owner was issued a letter which they ignored. She also stated the property was cleared in order to park vehicles for hunting.

Mayor Starrs stated she spoke to the property owner who is currently on vacation. The property owner said the branches will be removed. Committeeman Mathez stated the property owner is reasonable and responsible. Ms. Benedetto asked if she will be notified of the date when the brush must be cleared. Mayor Starrs will follow up with the attorney to determine if a complainant is notified of the outcome of the complaint.

Mrs. Benedetto also stated the weeds on Meadow Ridge Road are encroaching on the road. Deputy Mayor Cuntala will follow up with the DPW supervisor to move Meadow Ridge Road up on the list of priorities. Discussion also took place regarding foreclosed properties on Meadow Ridge Road. Ms. Benedetto will follow up with the Zoning Officer.

RESOLUTIONS:

Resolution 15-67
Resolution Approving Payment Of Vouchers
(copy attached)

Discussion took place regarding DPW uniform and door mat costs. Township Committee members present were in agreement to discontinue door mats. A motion to approve Resolution 15-67 was made by Deputy Mayor Cuntala and seconded by Committeewoman Shipps. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps – yes, Starrs – yes.

Resolution 15-68
Resolution Certifying Governing Body Review Of The 2014 Audit
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 15-68. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps – yes, Starrs – yes.

Resolution 15-69
Resolution To Award Contract – Morris County Co-Op Road Resurfacing
(copy attached)

A motion was made by Deputy Mayor Cuntala and seconded by Committeeman Mathez to approve Resolution 15-69. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps – yes, Starrs – yes.

Resolution 15-70
Resolution To Award Contract – Kise Carpentry LLC
(copy attached)

A motion was made by Deputy Mayor Cuntala and seconded by Committeeman Mathez to approve Resolution 15-70. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps - yes, Starrs – yes.

OLD BUSINESS:

Personnel Manual

Discussion took place regarding bereavement leave and sick time for part time employees. Committeewoman Shipps stated the bereavement leave policy including nieces and nephews is too liberal. The Personnel Subcommittee will follow up.

COAH

Committeeman Mathez reported he received a quote from Maser Consulting for \$10,500. Discussion took place regarding COAH administrative funds. Committeeman Mathez will follow up with the COAH administrator.

Columbia Salt

Mayor Starrs stated she and Committeeman Mathez will meet with Freeholder Smith and the Warren County DPW Supervisor on July 24, 2015 regarding road salt in Columbia. Deputy Mayor Cuntala asked if the Knowlton Township DPW Supervisor will attend. Mayor Starrs will notify him.

Mayor Starrs reported \$103,000 was spent for salt last year. She also stated EPA recommendations call for the use of a calibrated spreader, combination of salt and grit and designation of low salt areas. Mayor Starrs and Deputy Mayor Cuntala will follow up with the DPW supervisor.

Municipal Clerk Computer

Township Committee members present were in agreement to approve the purchase of a computer for the clerk's office.

NEW BUSINESS:

Simpson Road Speed Limit

Mayor Starrs reported the county has requested feedback regarding a proposed 40 mph speed limit on Simpson Road. Committeeman Mathez stated he would prefer a 35 mph speed limit due to heavy truck traffic on Simpson Road. The municipal clerk will send a letter to the county requesting 35mph speed limit.

Street Lighting

Mayor Starrs will draft a letter to JCP&L requesting the installation of solar power on Township streetlights. She reported the Township is currently spending \$6,000 per year for streetlights.

PUBLIC COMMENT:

Bill Clifford, Koeck Road, requested that a light be installed on the flagpole at the municipal building. Township Committee members present were in agreement to approve the installation of a spot light. Mr. Clifford will install the LED light.

ADJOURNMENT:

There being no further business, a motion was made by Mayor Starrs and seconded by Deputy Mayor Cuntala to adjourn the meeting at 9:05 pm. All were in favor.

Respectfully submitted,

Lisa K. Patton
Municipal Clerk