

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY
TOWNSHIP COMMITTEE MEETING MINUTES
December 8, 2014**

A regular meeting of the Knowlton Township Committee was held at the Knowlton Township Municipal Building. Present were Mayor Farber, Deputy Mayor Cuntala and Committee Members Mathez and Starrs. The minutes were recorded by Lisa Patton, Municipal Clerk. Also present were Tara St. Angelo, Gebhardt & Kiefer, Ted Rodman, Municipal Engineer and Christine Rolef, CFO.

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 by Mayor Farber with a salute to the flag and roll call.

EXECUTIVE SESSION: Resolution 14-102 (copy attached)

A motion was made by Deputy Mayor Cuntala and seconded by Committeeman Mathez to approve Resolution 14-102 to enter executive session for discussion of contract negotiation and potential litigation. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes. The Township Committee returned to public session at 7:35 pm.

APPROVAL OF MINUTES:

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve the November 10, 2014 meeting minutes. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

PRESENTATIONS:

Sharon Cooper, Public Entity Advocates

Mrs. Cooper reported she received three quotes for 2015 insurance coverage. She explained two joint insurance funds, PAIC and Statewide could be compared. She suggested that Township Committee members look into deductible and coverage limits where there are claims.

The Township Committee was in agreement to make a decision on the insurance carrier for 2015 at the December 29, 2014 meeting.

DEPARTMENT REPORTS:

Engineer Report

Engineer Rodman reported he met with Brian Peck, DPW Supervisor, to look at the Learn Road drainage issue. Mr. Peck replaced existing deteriorating pipe with identical pipe. Mr. Rodman also reported complaints regarding the Reidmiller driveway and Meadow Ridge Road cul de sac pavement. He will follow up with the DPW Supervisor.

Engineer Rodman will provide right of way information and will follow up regarding the Frog Pond Road and Route 94 and Brugler Road / Route 94 intersections. Committeewoman Starrs requested the installation of a yield sign at Hainesburg River Road. Debra Shipps requested the installation of a stop sign at Station and Vail Roads.

Mr. Rodman explained GPM Water Consultants is installing a water system at the Route 80 rest area. The system must comply with the Township wastewater management plan. GPM Water Consultants requested that Cerenzio & Panaro, Wastewater Engineers, advise if the water system plan complies with the wastewater plan. Mr. Rodman will follow up with Cerenzio & Panaro. If needed, GPM Water Consultants will be asked to deposit escrow funds for the Cerenzio & Panaro review.

Recreation Report

Dennis Lembeck, Recreation Director, reported the recreation stand is closed for the winter. Water test issues have been resolved. He requested that funds be disbursed to KAA in January 2015. He also suggested a percentage of recreation funds be designated for KAA donations.

PUBLIC COMMENT:

Tracy Allen inquired about the status of the Station Road bridge replacement. Committeewoman Starrs reported that depending on weather, work should be completed in December. Ms. Allen also thanked the fire company for their annual Santa truck ride.

Mike Bates, Knowlton Fire Company, inquired about payment for vehicle repairs. Christine Rolef, CFO explained that the repairs do not constitute an emergency appropriation because the repairs were completed before any procurement process was undertaken. She also stated the amount exceeds the quote threshold.

Mr. Bates explained that the fire company does not own the vehicle and the fire company was led to believe the township would pay for repairs. Committeewoman Starrs stated she is willing to pay for the \$33,000 in vehicle repairs but is not willing to purchase a new truck at this time. She asked if any attempt was made to negotiate with the repair company. Mr. Bates stated he will contact the company.

Committeeman Mathez will follow up with the CFO regarding the repair payment. He will also meet with fire company representatives regarding a new vehicle. Committeeman Mathez stated he would like to review the fire company financials.

Tara St. Angelo stated she will research emergency appropriation constraints to determine if there is a way to cover the repair bill via an emergency appropriation.

Mayor Farber suggested that the Fire Company look into forming a fire district. Debra Shippis, Station Road, volunteered to research forming a fire district or regional fire service.

RESOLUTIONS:

Resolution 14-103
Resolution Approving Payment of Vouchers
(copy attached)

A motion was made by Deputy Mayor Cuntala and seconded by Committeewoman Starrs to approve Resolution 14-103. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Committeewoman Starrs stated that a couple invoices included late fees. It was unanimously agreed to pay bills twice monthly if needed to avoid late fees.

Resolution 14-104
Resolution Approving Transfer of Funds
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-104. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Resolution 14-105
Resolution Requesting Approval From The Director Of The Division
Of Local Government Services For Special Item Of Revenue
(copy attached)

A motion was made by Deputy Mayor Cuntala to approve Resolution 14-105. The motion was seconded by Committeeman Mathez. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Resolution 14-106
Resolution Adopting Shared Service Inter Local Agreement For A Shared Municipal Court
Between Knowlton Township And Blirstown Township
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-106. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Resolution 14-107
Resolution Authorizing Application Of The Knowlton Township
Municipal Alliance For Funding For The 2015 Calendar Year
(copy attached)

A motion was made by Deputy Mayor Cuntala and seconded by Committeewoman Starrs to approve Resolution 14-107. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Resolution 14-108
Resolution Approving Knowlton Township 2015 Annual Sewer Rates
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-108. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Resolution 14-109
Resolution Granting Approval Of The Purchase Of A Development Easement On The Estate Of Mary
Kinney Farm Block 508, Lot 7 In Blirstown Township And Block 6, Lot 1 in Knowlton Township
Consisting Of Approximately 35.059 (3%) acres
(copy attached)

A motion was made by Committeeman Mathez and seconded by Committeewoman Starrs to approve Resolution 14-109. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Resolution 14-110
Resolution Approving Professional Services Agreement – Special Counsel
(copy attached)

A motion was made by Committeeman Starrs and seconded by Committeeman Mathez to approve Resolution 14-110. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Resolution 14-21a

**Resolution Approving Contracts For Professional Services Without Competitive Bidding In Accordance
With The Local Public Contracts Law (N.J.S.A. 40A-11.1 Et Seq.)**
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-21a. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi absent, Starrs – yes, Farber – yes.

Resolution 14-02d

Resolution Approving Compensated Appointments
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-02d. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

OLD BUSINESS:

Zoning Officer

Mayor Farber reviewed current zoning officer applicants and suggested further interviews before selecting a candidate. Committeeman Mathez will contact Joe Rossi from Washington to schedule an interview.

Foreclosure Properties

Committeeman Mathez stated an ordinance for maintenance of foreclosed properties is being prepared by Gebhardt & Kiefer.

NJDEP Recreation Grant Funds

Committeeman Mathez stated the first installment of the NJDEP recreation grant has been received. He will work with the CFO to draft procurement procedures.

Municipal Court

Committeewoman Starrs stated a \$140.00 refund will be received for the ballistic door. She also stated a quote for \$315.00 was received to trim and stain the door.

NEW BUSINESS:

Request For Use Of Municipal Building

A request from Relay For Life to use the municipal building for meetings was received from Mark Klouda. Committeeman Mathez will speak to Mr. Klouda and advise that the building is occupied by the court on the second Wednesday of each month. The building will be available other days.

A motion was made by Committeeman Mathez to implement a policy to allow only non-profit groups that contribute to the welfare of Knowlton Township to have use of the building. The motion was seconded by Committeewoman Starrs. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Meeting Dates

It was unanimously agreed by Township Committee members present to hold the annual reorganization meeting on Monday, January 5, 2015 at 7:00 pm.

2015 budget meetings will take place at regularly scheduled meetings. Two separate budget meetings will be scheduled on Mondays in 2015.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

There being no further business, a motion was made by Deputy Mayor Cuntala and seconded by Committeeman Mathez to adjourn the meeting at 10:00 pm. All were in favor.

Respectfully submitted,

Lisa K. Patton
Municipal Clerk