

**MINUTES OF KNOWLTON TOWNSHIP COMMITTEE
WARREN COUNTY, NEW JERSEY
August 24, 2017**

The monthly meeting of the Knowlton Township Committee was held on this date at the Municipal Building, 628 Route 94, Columbia, New Jersey. This meeting was called to order at 7:05 p.m. by Mayor Starrs. Mayor Starrs led the public in the pledge of allegiance.

The Mayor read the following statement in compliance with the "Open Public Meetings Act": "This meeting of the Knowlton Township Committee is being held in compliance with the Open Public Meetings Act: P: 1975, Chapter 231, noting that notice of all regularly scheduled meetings has been published in the Star Gazette and/or the Star Ledger and /or the Express Times as well as providing said schedule in the Municipal Clerk's office."

Roll Call

Present: Deputy Mayor Cuntala, Committeeman Farber and Mayor Starrs

Also present was Township Engineer Ted Rodman

Absent: Committeewoman Shipps and Committeeman Van Horn

EXECUTIVE SESSION Motion to go into Executive Session: Mayor Starrs, seconded by Committeewoman Cuntala and carried by an all-in-favor at 7:03.

Resolution

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P.L.1975 permits the exclusion of the public from a meeting under 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 Knowlton, in the County of Warren and State of New Jersey as follows:

1. The public shall be excluded from that portion of this meeting
2. The general nature of the subject matter to be discussed is as follows:
 - A. Litigation

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and carried by an all-in-favor vote to come out of Executive Session at 7:20 p.m. and return to Regular Session.

PUBLIC COMMENT

No public comment

DEPARTMENT REPORTS

Engineer Ted Rodman

Salt shed is ready to go out for bid. Advertisement will be on September 12th, accepting bids on September 26th and awarding on a bid at the September 28th meeting.

Stormwater management is a program that NJDEP is asking all townships participate in. Mr. Rodman said that Knowlton Township has 9 points out of 12 that are needed to fulfill NJDEP requirements.

State aid is due October 6th for Station/Kill Rd.

NJDOT requested some changes on the paperwork for the paving of Polkville Rd. Hoping to have a final approval to pave in September.

ORDINANCES

1st reading/ Introduction

2017-06 An Ordinance Requiring the Installation of Rapid Access Key Boxes to Allow Entry to Structures for the Fire and/or Life Safety Purposes

WHEREAS, the Knowlton Township Fire and Rescue Company No. 1. (the “Fire Company”) is an independent volunteer fire company that provides fire suppression and emergency services in and around the Township of Knowlton (the “Township”); and

WHEREAS, pursuant to Section 506 of the International Fire Code (which was adopted as New Jersey’s Uniform Fire Code pursuant to N.J.A.C. 5:70-3.1) certain structures, as determined by the fire official, are required to have installed a key lock box system;

WHEREAS, Section 202 of the International Fire Code defines “fire official” as “[t]he fire chief or other designated authority charged with the administration and enforcement of the code...”; and

WHEREAS, N.J.A.C. 5:18-4.1 provides that a municipality may, by ordinance, make its fire code more restrictive than the Uniform Fire Code; and

WHEREAS, the Committee of the Township of Knowlton has determined that the health, safety, and welfare of the citizens and business owners of the Township of Knowlton are promoted and safeguarded by encouraging the owners of certain structures to have a key lock box installed on the exterior of the structure to aid the Fire Company to gain access to the structure when the same is not occupied or when the occupants are unable to grant ingress to the Fire Company; and

WHEREAS, the key lock box system will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Committee of the Township of Knowlton, the County of Warren, that Chapter 101 entitled “Fire Prevention” of the Code of the Township of Knowlton (“Code”) is hereby amended as follows:

SECTION 1. Chapter 101 of the Code entitled “Fire Prevention” is amended by adding section 101-3 as follows:

§101-3 Key Lock Box Entry System

A. Definitions.

As used in this article, the following terms shall have the meanings indicated:

FIRE CHIEF

The chief of the Knowlton Township Fire and Rescue Company No. 1.

FIRE COMPANY

Knowlton Township Fire and Rescue Company No. 1

LOCK BOX

An Underwriter's-Laboratory-type secured box or vault of a size and style approved by the Fire Chief or his designee, which contains key(s) for the exclusive use of the Knowlton Township Fire and Rescue Company No. 1. to access the premises in an emergency.

B. Key lock box required.

The following structures equipped with or required to be equipped with fire detection or fire suppression systems or equipment shall have a key lock box installed at or near the main entrance of each structure or such other location as required by the Fire Chief or his designee:

(1) Commercial or business structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.

(2) Governmental structures, churches, schools and nursing care facilities.

(3) Multifamily residential structures that have restricted access through locked doors and have a common corridor for access to living units.

C. Key lock box location, contents and installation.

(1) The Fire Chief or his designee shall approve in writing the type of lock box.

(2) The Fire Chief or his designee shall approve the installation location of the lock box.

(3) The lock box shall be installed as per manufacturer specifications and approved by the Fire Chief or his designee.

(4) The owner of each structure required to have a lock box shall, at all times, be required to keep the following in the lock box, as required by the Fire Chief or his designee:

(i) Keys to locked points of ingress, whether on interior or exterior of such buildings.

(ii) Keys to the locked mechanical rooms.

(iii) Keys to the locked elevator rooms.

(iv) Keys to the elevator controls.

(v) Keys to any fence or secured areas.

(vi) All access or combination codes to locked points of egress or ingress, whether on interior or exterior of such buildings.

(vii) A "business size" card containing the emergency contact person and phone number for such building or unit.

(viii) Keys to any and all alarm system panels, alarm controls, alarm annunciators, and/or alarm devices (i.e. pull stations), that the Fire Department would need to access or to reset to allow for alarm system restoration.

(ix) Keys or reset codes for alarm system

(x) If not visible on the alarm panel, contact information for the alarm system provider or monitoring company

C. Maintenance and associated cost.

In the event the key to the structure is changed or rekeyed, the owner/operator of the building shall immediately notify the Fire Chief or his designee and provide the updated access key. The key to the lock shall be secured in the key box. The property owner shall assume all associated costs for the purchase and installation of a Key Box(s).

D. Compliance.

(1) The owner(s) of a structure in existence on the effective date of this article shall be exempt from compliance with this article. However, such owner(s) that do not have a lock box installed or elect not to voluntarily install a lock box shall execute a Release Agreement which shall release the Township and Fire Company from all liability for any damages resulting from the Township and the Fire Company gaining access to such property in the case of an emergency. Additionally, such agreement shall state that the Township and Fire Company are not responsible for securing such property after entry is made. The Agreement shall be a form to be provided by the Township and available from the Township Clerk.

(2) The owner(s) of each newly constructed structure subject to this article shall have a lock box installed and operational in accordance with this article prior to issuance of a certificate of occupancy.

E. Exceptions to requirement to execute a release agreement.

The following structures are exempt from the mandate of subsection D hereunder to execute

a release agreement in the event the property owner does not install a lock box system:

- 1) Headquarters of the Fire Company; and
- 2) Rental storage facilities where there is a single lock on the separate storage pods that are renter supplied; provided, however, the entry security gates(s) have a key lock box if electronically controlled, or locked with a master key issued by the landlord to all tenants.
- 3) Mixed-Use Buildings that are occupied by the owner or operator as a primary residence.

F. Time for compliance.

All new construction subject to this Section shall have a lock box installed and operational required hereunder prior to occupancy. All structures in existence on the effective date of this section shall have sixty (60) days from enactment date of this ordinance to execute the agreement required by subsection D hereunder.

G. Violations and penalties.

Any building owner or operator violating any provision of this lock box ordinance shall be subject to a fine of \$100 for every violation of this article. The existence of a violation for a period of up to 30 continuous days shall constitute a single violation. The Fire Chief shall notify the responsible party of any violation in writing. Within 30 days of the service of such notice, the owner/operator shall correct the violation or show why the structure was not subject to this article. The Fire Chief shall consider such information, reaffirm or rescind the lock box fine and notify the owner of his/her decision by mail. The owner/operator may appeal the decision of the Fire Chief within 20 days after service of the notice of decision by submitting an appeal in writing to the Mayor and Committee which shall hold a hearing thereon and shall affirm, reverse or modify the decision of the Fire Chief.

SECTION 2. All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. This Ordinance shall take effect upon final passage and publication according to law.

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved by roll call vote: Cuntala—yes, Farber—yes, Shipps—absent, Van Horn—absent, Starrs—yes to introduction of Ordinance 2017-06

RESOLUTIONS

2017-104 Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for the Overlay of Kill/Station Rd.

NOW, THEREFORE BE IT RESOLVED that the Council of Knowlton formally approves the grant application for the above state project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-verlay of Kill/Station Road -00097 to the New Jersey Department of Transportation on behalf of Knowlton Township

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Knowlton Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved by roll call vote: Cuntala—yes, Farber—yes, Shipps—absent, Van Horn—absent, Shipps—yes to Resolution 2017-04 contingent on speaking with attorney Cushing to be sure Committeeman Farber’s vote is permitted since he lives on Kill Rd.

2017-105 Resolution Appointing Alternate/Conflict Zoning Officer

WHEREAS, there exists the need for the professional services of an Alternate / Conflict Zoning Officer in Knowlton Township to serve in the Township Zoning Officer’s place in the event a conflict of interest exists;

WHEREAS, it is the intention of the parties to appoint the Alternate Zoning Officer for a term ending December 31, 2017.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of Knowlton:

1. Appoints Eric Snyder as the Alternate / Conflict Zoning Officer, effective August 28, 2017 a term ending December 31, 2017 at a salary of \$75 / hour.
2. Authorizes the mayor to execute the attached professional services agreement.

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and approved by roll call vote Cuntala—yes, Farber—yes, Shipps—absent, Van Horn—absent, Starrs—yes to Resolution 2017-05.

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and approved by an all-in-favor for the memo that was in the committee’s packets to be distributed to Construction, Zoning and the Clerk informing staff of the change.

2017-106 Resolution Approving Payment of Vouchers

BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that all claims attached are hereby approved as reasonable and proper claims against the Township of Knowlton.

THEREFORE, BE IT RESOLVED that approval for payment is hereby given to the Chief Financial Officer to pay said claims, subject to the availability of funds.

Motion was made by Deputy Mayor Cuntala, seconded by Mayor Starrs and approved by roll call vote Cuntala—yes, Farber—yes, Shipps—absent, Van Horn—absent, Starrs—yes to Resolution

2017-06.

OLD BUSINESS

Security system

Mayor Starrs had answers from NorthEast Surveillance and Alarm regarding the committee's concerns from the August 14th meeting. Switching to the new system will provide a \$1,500 annual savings to Township.

Motion was made by Mayor Starrs, seconded by Committeeman Farber and approved by roll call vote: Cuntala—yes, Farber—yes, Shipps—absent, Van Horn—absent, Starrs—yes to switch the Municipal building's security system.

NEW BUSINESS

No new business

CORRESPONDENCE

Ramsaysburg Grant

Ramsaysburg received the grant that they applied for last year. The total amount is for \$815,000, which will cover everything that needs to be completed. Mayor Starrs congratulated the Historic Commission and noted no matching funds were required.

DOT Meeting

DOT will hold a public meeting at the Knowlton Elementary School on September 18th from 6-8 regarding the resurfacing of the interchange on Route 46 up to Walnut Rd.

APPROVAL OF MINUTES

August 14, 2017 Executive Session

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and approved with an all-in-favor for the August 14, 2017 Executive Session Minutes.

August 14, 2017 Public Meeting Minutes

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and approved with an all-in-favor for the August 14, 2017 Public Meeting Minutes.

PUBLIC COMMENT

Resident Frank DeGroot asked for an update on the generator. Mayor Starrs explained that they have reached out to the contractor who put in the generators to resolve the problem and to supply proof that the other generators have had final approval.

Resident Myles Bartos asked for an update regarding the Zoning Officer. Mayor Starrs explained that an alternate/conflict zoning officer has been hired and he will handle matters going forward regarding Auble Rd.

Resident Barbara Bartos asked about the fence on Auble Rd. Mayor Starrs explained that township Attorney Cushing said that the committee can not make any comment regarding the fence and that if

the residents want to appeal the zoning officer's decision, they need file an appeal before the Board of Adjustment. Also that the alternate zoning officer will not be looking into decisions that have already been made by the current Zoning Officer, Mr. Rossi.

Resident Frank DeGroot asked if they can get an explanation from Mr. Rossi on why he feels the fence meets the township's ordinance. If Mr. DeGroot had that explanation, that would help him decide if he is going to appeal the zoning officer's decision. Mr. DeGroot expressed frustration that the zoning officer is not responding to residents' questions on this. Mayor Starrs said the Committee will not comment on the fence but they can make sure employees follow up with residents. Deputy Mayor Cuntala will reach out to Mr. Rossi to get the explanation.

Resident Rene Mathez inquired about leaving funds in Open Space account in order to pay for surveyors for the Mazza Farm project. Committeeman Farber suggested leaving a little more funds in the account than just what is needed for the Mazza Farm.

Resident Bob McNinch complimented Mr. Mathez on the good job that he has done on the Conti Farm Project.

ADJOURNMENT

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala, and carried to adjourn tonight's Township meeting at 8:03p.m.

Respectfully submitted,

Kristin Shipps
Acting Municipal Clerk