

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
Public Session Meeting Minutes
January 11, 2021**

The meeting of the Knowlton Township Committee was held on this date at the Knowlton Municipal Building, 628 Route 94, Columbia, New Jersey. This meeting was held by electronic means via ZOOM as a result of the COVID-19 pandemic and various executive orders in connection with same and was called to order at 7:01 p.m. by Mayor Starrs.

Mayor Starrs led the public in the Pledge of Allegiance.

Mayor Starrs read the following statements "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 *New Jersey Herald* and/or the *Star Gazette* as well as providing said schedule in the Municipal Clerk's office."

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 *New Jersey Herald* and/or *Star Gazette* as well as providing said schedule in the Municipal Clerk's office.

ELECTRONIC MEETING STATEMENT:

Due to the ongoing COVID-19 pandemic and restrictions on in-person public gatherings by executive orders of the Governor of New Jersey, meetings of the Knowlton Township Committee will be held remotely via Zoom. The Zoom platform allows for members of the public to participate via computer, mobile device, or telephone. Pursuant to N.J.A.C. 5:39-1.5(g): Both adequate and electronic notice of this meeting has been provided by publishing a revised annual notice in the two official newspapers designated by the Township, posting such notice on the door of the municipal building, and posting such notice on the municipal website. Such notice specified the time of this meeting and provided instructions on how to access the meeting remotely.

The following is an explanation of the procedures and requirements for making public comment as required by N.J.A.C. 5:391.4(h).

Please keep yourself muted until the meeting moderator requests that you unmute yourself. The Township reserves the right to mute or remove disruptive meeting participants after an initial warning. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

Comments will be accepted in writing. Written comments must be no more than 450 words and must include your name and address. This equates to about 3 minutes of speaking, which is the amount of time allowed for each public comment. Such comments will be read into the record at the appropriate time. However, please be advised that the Township reserves the right to summarize duplicative comments consistent with N.J.A.C. 5:391.4(f). Comments can be emailed by 3:00 p.m. the day of the meeting to: Knowltonpubliccomments@knowlton-nj.com. Written comments may also be submitted via mail or dropped off at the municipal building by such day and time.

Comments will also be accepted during the appropriate times of the meeting via Zoom. If you wish to make a comment during the meeting please use the “raise hand” button on your screen if you are signed in via Zoom. If you are accessing the meeting via telephone, please hit *9 and the meeting moderator will call on you and identify you by the last few digits of your phone number. You can press *6 to unmute yourself. Please state your name and address before beginning your comment. As always, comments are limited to three minutes per person and there will be two comment sessions during the meeting.

Please be advised that this meeting is being recorded.

Roll Call

Cuntala--yes, Mazza--yes, Shipps--yes, Van Horn-absent, Starrs—yes.

Also present was Township Attorney Leslie Parikh

EXECUTIVE SESSION

Motion made by Mayor Starrs, Second by Committeewoman Cuntala and carried to approve to go into Executive Session at 7:04 pm

2021-19 Resolution Authorizing Executive Session

WHEREAS, the Open Public Meetings Act; N.J.S.A. 10:4-6 et seq., declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and WHEREAS, the Open Public Meetings Act also recognized exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Township Committee find it necessary to conduct an executive session closed to the public as permitted by the N.J.S.A. 40:4-12; and

WHEREAS, the Mayor and Township Committee will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Knowlton Township, County of Warren, State of New Jersey that they will conduct an executive session to discuss the following topic (s) as permitted by N.J.S.A. 40:4-12:

- A. Personnel
- B. Contract Negotiations

BE IT FURTHER RESOLVED that the Mayor and Township Committee hereby declare that their discussion of the subject (s) identified above may be made public at a time when the Township Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to come out of Executive Session at 7:50 pm

Motion made by Mayor Starrs, second by Committeewoman Cuntala and approved by roll call vote Cuntala--yes, Mazza--yes, Shipps--yes, Van Horn--absent, Starrs--yes, to approve a minimal of 3 hours for any DPW call out contingent on punching in and out with the township time clock and

marking the location on where they went.

PUBLIC COMMENT-- No public comments

DEPARTMENT REPORTS--No department report at this time. The new township Engineer Denis Keegan from French & Parello will be attending one meeting a month. He will be present at the 1st meeting in February.

ORDINANCES

INTRODUCTION:

2021-01- An Ordinance to Provide For the Improvement Of The Knowlton Township Department of Public Works Garage Within The Township of Knowlton And To Provide For The Funding Thereof

BE IT ORDAINED the Township Committee of the Township of Knowlton, County of Warren, and State of New Jersey, that the following be properly authorized:

Improvements to DPW Garage -	\$39,500.00
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BE IT FURTHER ORDAINED that the financing for the above is as follows:

Capital Improvement Fund	\$39,500.00
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BE IT FURTHER ORDAINED that the period of usefulness of the improvements is in excess of the five (5) year statutory requirement, and that no debt shall be incurred by the Township for this improvement authorization.

The capital budget conforms with the provisions of this ordinance to the extent of any inconsistency therewith and the resolution promulgated by the Local Finance Board showing full details of the Capital Budget and Capital Program as approved by the Director, Division of Local Government Services as on file with the Municipal Clerk is available for public inspection.

This ordinance shall take effect immediately upon passage and publication in accordance with the law.

Motion made by Mayor Starrs, second by Committeewoman Cuntala and approved by roll call vote: Cuntala--yes, Mazza--yes, Shipps--yes, Van Horn--absent, Starrs--yes to the introduction of Ordinance 2021-01.

2021-02 Municipal Stormwater Control Ordinance--See Attached.

Motion made by Mayor Starrs, second by Committeewoman Cuntala and approved by roll call vote: Cuntala--yes, Mazza--yes, Shipps--yes, Van Horn--absent, Starrs--yes the introduction of Ordinance 2021-02.

2021-03- Delaware Beach--Tabled to a later meeting

RESOLUTIONS

2021-2a- Resolution Approving Compensated Appointments

WHEREAS, it is necessary to appoint various persons to fill the numerous positions of authority in the Township of Knowlton for the year 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that the following appointments be made with terms being until December 31, 2021:

Municipal Clerk	Kristin Shipps
Shared Services/Grant Administrator	
Assessment Search Officer	
Deputy Clerk	Doreen Apgar
Registrar of Vital Statistics	Doreen Apgar
Deputy Registrar of Vital Statistics	Kristin Shipps
Office Assistant	MaryAnn Gingerelli
Finance Assistant	Doreen Apgar
Recycling Coordinator	JoAnn Fascenelli
Chief Financial Officer	Christine Rolef
Tax Collector	Evan Howell
Tax Search Officer	Evan Howell
Assistant Tax Collector	Doreen Apgar
Tax Assessor	Richard Motyka
Tax Assessment Assistant	Kenna Pearson
Code Enforcement /Zoning Officer	Eric Snyder
Driveway Inspector	Eric Snyder
Fire Official	Glenn Wilson, Jim McAleer
Planning Board Secretary	Alfia Schemm
Board of Adjustment Secretary	Alfia Schemm
Animal Control Officer	Alan DeCarolis
Public Works Manager	Brian Peck
Public Works Assistant Supervisor	Thomas Steckel
Public Works Driver/Laborer I	
Public Works Driver/Laborer II	David Quick
Public Works Driver/Laborer III	Michael Carpenter
Public Works Driver/Laborer-Part Time	
Recreation Director	Dennis Lembeck
Recreation Laborer	Ryan Lembeck
Alternate Recreation Laborer	George Trongone
Community Service/Clean Comm. Supervisor	Dennis Lembeck
**Emergency Management Coordinator	Frank Makowski
911 Coordinator	Frank Makowski
***Deputy Emergency Management Coordinator	Michael Bates
Emergency Management Assistant	Kristin Shipps
Municipal Housing Liaison	Kristin Shipps
Municipal Court Bookkeeper	Donna Surdich
**term expires 12/31/2022	
***term expires 12/31/2021	

Motion made by Committeewoman Cuntala, second by Mayor Starrs and approved by roll call vote: Cuntala--yes, Mazza--yes, Shipps--yes, Van Horn--absent, Starrs--yes to Resolution 2021-2a

2021-20- Resolution Supporting “Municipal Planning Incentive Grant Application” for Year 2022

WHEREAS, Knowlton Township has an active Farmland Preservation Program, mostly funded by the State Agricultural Development Committee (SADC); and

WHEREAS the SADC requires a yearly submittal of a “Municipal Planning Incentive Grant Application; and

WHEREAS, the SADC requires the annual application be now accompanied by a resolution of support from the governing body (NJAC 2:76-17A.6(a)3); and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Knowlton township hereby supports the “Municipal Planning Incentive Grant Application: for the 2022 funding round.

Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve Resolution 2021-20.

2021-21- Resolution to Appoint Louis Mellinger as Municipal Court Judge for the Township of Knowlton

WHEREAS, the position of Municipal Court Judge is filled by a person providing a service; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey as follows:

That Louis Mellinger be appointed Municipal Court Judge beginning January 1, 2021 thru December 31, 2023.

Motion made by Committeewoman Cuntala, second by Mayor Starrs and carried to approve resolution 2021-21.

2021-22- Resolution to Appoint Steven Siegel as Municipal Prosecutor for the Township of Knowlton

WHEREAS, the position of Municipal Prosecutor is filled by a person providing a service; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey as follows:

That Steven Siegel be appointed as Municipal Prosecutor beginning January 1, 2021 thru December 31, 2023.

Motion made by Committeewoman Cuntala, second by Deputy Mayor Shipps and carried to approve resolution 2021-22.

OLD BUSINESS

Court Closing-Clerk Shipps provided an update regarding the court documents that were all picked up or transported to the proper townships. Clerk Shipps also stated that the phone lines for the courts need to stay active for 6 months.

Lawnmower Auction--Motion made by Committeewoman Cuntala, second by Mayor Starrs and approved by roll call vote:

Cuntala--yes, Mazza--yes, Shipps--yes, Van Horn--absent, Starrs--yes to accept the highest bid of \$1,700 for the Jacobsen Lawn mower that was placed on the Municibid auction.

Monthly Department Reports

Deputy Mayor Shipps sent a sample of department reports to the committee to considered having

each department head provide the committee with a monthly report on what they did that month. Deputy Mayor Shipps and Committeewoman Cuntala agreed to meet with department heads to go over the new procedure.

Grant for Fire Rescue--Deputy Mayor Shipps provided an update regarding grants for fire & rescue

Internet Update--Two companies serve Knowlton Township which is CenturyLink and Alitce /Optimum f.k.a Service Electric. A condition for Optimum application that was granted by the BPU was that Optimum guaranteed that they will give a small extension of internet service on Koeck Rd. that will serve the homes numbered from 5 to 36. Currently Knowlton Township does not have a signed contract with Optimum.

NEW BUSINESS

MSI Access--Clerk Shipps requested approval from the committee for the Deputy Clerk and Clerk to have remote access to the server. Committee agreed.

PUBLIC COMMENT--No public comments

EXECUTIVE SESSION

Motion made by Mayor Starrs, Second by Committeewoman Cuntala and carried to approve to go into Executive Session at 8:30 pm

2020-23 Resolution Authorizing Executive Session

WHEREAS, the Open Public Meetings Act; N.J.S.A. 10:4-6 et seq., declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognized exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Township Committee find it necessary to conduct an executive session closed to the public as permitted by the N.J.S.A. 40:4-12; and

WHEREAS, the Mayor and Township Committee will reconvene in public session at the conclusion of the executive session;

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- A. Contract Negotiations
- B. Attorney Advice.

BE IT FURTHER RESOLVED that the Mayor and Township Committee hereby declare that their discussion of the subject (s) identified above may be made public at a time when the Township Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to come out of Executive Session at 9:10 pm.

ADJOURNMENT--Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to adjourn tonight's meeting at 9:10 p.m.