

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
PUBLIC MEETINGMINUTES
January 25, 2018**

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 7:02p.m.by Mayor Starrs.

Mayor Starrs led the public in the Pledge of Allegiance.

Mayor Starrs read the following statement:“This is a meeting of the Knowlton Township Committee. 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 And/or Express Times as well as providing said schedule in the Municipal Clerk’s office.”

RollCall

Present: Deputy Mayor Cuntala, Committeewoman Shipps, Committeeman Van Horn and Mayor Starrs.

Absent: Committeeman McNinch

PRESENTATIONS--Acknowledgment of former Committeeman Ron Farber

The Township Committee presented a plaque to former Committeeman Ron Farber for his 21 years of service to Knowlton Township. Committeeman Van Horn said a few words to Mr. Farber regarding the years spent not only as Committee members but as friends. Mr. Farber thanked the committee and wished them all the best.

Stanley Prater Knowlton Township representative from JCP&L congratulated Mr. Farber on his years of service.

Mr. Prater wanted to give the committee an update on the remediation that is being done on the Columbia substation. The remediation has gone well, there was nothing negative found in the results of the testing. There is still more testing that needs to be done on the river, but they need to wait until the weather is better. Once complete the test will be submitted to the state .JCP&L is looking into bringing a mobile substation to be located within 300 feet of the current Columbia substation. This should start around the middle of February.

Mr. Prater also announced that JCP&L will be holding a Power System Institute. The orientation will be held on February 13, 2018 from 6-8pm at Raritan Valley Community College. Mr. Prater will forward a flyer to Mayor Starrs.

JCP&L will be having tree trimming for Knowlton township sometime in October or November of this year.

PUBLIC COMMENT—No public comments

DEPARTMENT REPORTS—No department reports

RESOLUTIONS

2018-32 Resolution Authorizing the Hiring of a Sewer Engineer

WHEREAS, there exists a need for the performance of sewer engineering services during the year 2018 which cannot be handled by the Township Engineer; and

WHEREAS, funds are or will be made available for this purpose to be certified by the Treasurer; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*, authorizes engaging a sewer engineer without competitive bidding providing that the Resolution authorizing the award of contracts for “Professional Services” without competitive bidding and the contracts be available for public inspection;

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

1. MARK A. BAHNICK, P.E., of VAN CLEEF ENGINEERING ASSOCIATES, (“Sewer Engineer”) is hereby appointed to act as Sewer Engineer for the Township of Knowlton during the year 2018 in order to provide engineering services and advice relating to the Knowlton Wastewater Treatment Facility.
2. The Mayor and Clerk are authorized to execute a mutually agreeable written Agreement with said Sewer Engineer consistent with the terms of the Proposal within thirty (30) days of the date of this Resolution, subject to the Chief Financial Officer certifying there are adequate funds in the Township’s budget to fund the agreement fee shall not exceed \$12,500.
3. This Agreement is awarded without competitive bidding as a “Professional Service” under the provision of the Local Public Contracts Law, N.J.S.A. 40A:11-5.
4. Adequate funds have been or will be appropriated for the services of Sewer Engineer as certified by the Chief Financial Officer up to an amount not exceeding \$12,500.00.

Motion was made by Deputy Mayor Cuntala, second by Mayor Starrs and approved by a roll call vote: Cuntala—yes, McNinch—absent, Shipps—abstain, Van Horn—yes, Starrs—yes to Resolution 2018-32

Mayor Starrs addressed the committee regarding the wastewater contract, which allows Knowlton Township to bill for administrative services. Alfia Schemm, who will be handling the meter reading and now handles wastewater billing, currently has a salary with the township. Mayor Starrs spoke with CFO Christine Rolef and Ms. Schemm’s salary can be billed as an administrative service, which would be a savings for the township. Committee members agreed that this will be a big savings. Mayor Starrs will have CFO Christine Rolef to prepare the resolution for the next meeting.

2018-33 Resolution Authorizing the Mayor and Clerk to Execute the Interlocal Services Agreement Between the Township of Blairstown and the Township of Knowlton for Services of Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Committee of the Township of Knowlton, County of Warren, State of New Jersey, do hereby authorize the Mayor and Acting Municipal Clerk to enter into the Interlocal Services Agreement between the Township of Blairstown and the Township of Knowlton for services of a Chief Financial officer

BE IT FURTHER RESOLVED that they are authorized to sign and attest on behalf of the township.

Motion was made by Deputy Mayor Cuntala, second by Committeewoman Shipps and approved with an all-in-favor to Resolution 2018-33

2018-34 -Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contracts Law (N.J.S.A. 40A: 11.1, Et Seq.)

WHEREAS, there exists a need for contracting for professional service for the calendar year 2018; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the awarding of contracts and appointments for Professional Services without competitive bidding must be publicly advertised with copies of thee contracts available for public inspection in the office of the Municipal Clerk; and,

WHEREAS, the need for these services exists for Knowlton Municipal Court and for development of the overall program and guidance of the Township Committee for the betterment of the Township of Knowlton:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that pending Township Committee approval of 2018 contracts, the following persons be retained for the year:

Public Defender	John J. Caleca, III, Esq. Kenneth Krause Charles O'Connell
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BE IT FURTHER RESOLVED that a copy of this Resolution and contract is available for public inspection in the office of the Municipal Clerk and that this resolution be published in the official newspaper as required by law.

Motion was made by Deputy Mayor Cuntala, second by Committeewoman Shipps and approved with an all-in-favor to Resolution 2018-34

2018-35- Requesting Permission for the Dedication by Rider for Storm Trust Required by Knowlton Township

WHEREAS, permission is required of the Director of the Division of Local Government Services for

approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

WHEREAS, the Township of Knowlton provides for receipt of Storm Trust monies by the municipality to provide for the operating costs to administer this act; and,

WHEREAS, a said Storm Trust account allows municipalities to roll over unexpended funds dedicated for snow removal to be rolled over from one year to the next thereby lessening the need to raise new funds in the subsequent year; and

WHEREAS, N.J.S.A. 40A:4-30 provides the dedicated revenues anticipated from the Township of Knowlton are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Knowlton, County of Warren, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of Storm Trust Reserve
2. The Acting Clerk of the Township of Knowlton, County of Warren is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

Motion was made by Deputy Mayor Cuntala, second by Committeewoman Shipps and approved with an all-in-favor to Resolution 2018-35

2018-36 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 Mayor Starrs, second by Deputy Mayor Cuntala and approved with a roll call vote Cuntala—yes, McNinch—absent, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2018-36 with the exception of Sanico bill.

OLD BUSINESS

Instant poll on the Township website

Mayor Starrs addressed an idea that Committeeman McNinch had regarding an instant poll on the township website regarding the Route 80 Rockwall mitigation. Mayor Starrs said at first thought it was a good idea but after thinking about it more she realized the township might have no control on who could go on the website to vote. It would be hard to keep residents from other towns from voting. It would be hard to keep kids from voting. Seniors may not do computer polls, so it might not be a good sample of the population. There would be no way to know if residents had read anything

about the idea before they voted. Committeeman Van Horn said that they had tried this once before and it did not work.

Mayor Starrs felt that with a referendum at least you know that the voters are Knowlton township residents.

2018 Personnel Manual

Mayor Starrs addressed that the personnel manual needs to be updated. There have been several changes already made that need to be incorporated into the personnel manual. Mayor Starrs spoke with CFO Christine Rolef and said in order for the township to get state aid the township need to use the Best Practice checklist and every year it gets harder and harder to meet the things that need to be done. Last year Ms. Rolef recommended that the township develop an outside employment policy. Mayor Starrs pulled another township's policy on outside employment as a sample and asked the Personnel Subcommittee to review those documents as well as the manual to see if there are any changes that need to be made and bring those changes to the committee.

Route 80 Rock Wall Project

Committeewoman Shipp received complaints regarding Route 80 being closed for over an hour and a half. She asked if anyone in the township was notified of this. No committee member was notified. Mayor Starrs asked Committeewoman Shipp if the residents who complained would be willing to put the complaints on paper. Committeewoman Shipp will reach out to them.

NEW BUSINESS

Applications for Blue Light Permits

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and approved by an all-in-favor to accept the six Blue Light Permit Applications.

CORRESPONDENCE

FMA Grant

Mayor Starrs read a letter from Bill Hunt of Warren County Emergency Management. Finelli Engineering has been hired to assist Mr. Hunt to manage the grant. Mr. Hunt will be reaching out to the Knowlton residents sometime in March.

“Is Your Town’s Website Up to Date?”

A reporter from the *Express Times* did an exposé on Warren and Sussex county municipal websites to check the sites were posting information to the public in a timely way. Knowlton Township was one of the towns whose website is up to date.

Columbia Dam

Letter was received to today from NJDEP Commissioner Bob Martin that the Columbia Dam is coming down. A permit from dam safety was attached to the letter.

Committeeman Van Horn explained a meeting that was held with the NJDOT regarding the Route 46 bridge construction. The project will not begin for a few years. The meeting was just a preliminary meeting and more meetings will be held.

APPROVAL OF MINUTES

January 8, 2018 Executive Session

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and approved with an all-in-favor for the January 8, 2018 Executive Session Minutes with Committeewoman Shipps being added as present.

January 8, 2018 Public Meeting Minutes

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and approved with an all-in-favor for the January 8, 2018 Public Meeting minutes.

PUBLIC COMMENT

Former Committeeman Farber inquired about the trail that was place under the Route 46 Bridge. Committeeman Van Horn said that was bought to the NJDOT attention and that they will keep that in their plans.

Mr. Farber also addressed a concern he has about all the rocks along Route 80 at the hill at the base of Starlight Rd. If DOT should look into removing them.

Mayor Starrs asked if there was any update on the ice in the Delaware River. Committeeman Van horn spoke with Frank Wheatley, head of Warren County EMO, and there are no plans of using dynamite to remove the ice.

Resident Allison Bailey noted that a flood watch was put out.

Acting Clerk Shipps received an email from the Delaware River Basin Commission. The email said that they are not aware of dynamite being used for any ice buildup and to the best of the DRBC's knowledge they have never directed such activity.

Resident Bill Clifford asked the committee to considering approving and paying for a streetlight to be installed at the end of the Lions Den driveway. Committee would like to take some time to see what homes would be affected by a street lamp being installed there. Mayor Starrs suggested the County might pay for the light since the location is a County emergency shelter.

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved with an all-in-favor to have the committee request that JCP&L audit the light poles in Knowlton Township.

Resident Alison Bailey suggested that maybe using Social media and having residents going out and look at the light poles and provide the township with a number and if it is working.

ADJOURNMENT

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala, and carried to adjourn tonight's Township meeting at 7:50 p.m.

Respectfully submitted,

Kristin Shipps
Acting Municipal Clerk