

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
ANNUAL REORGANIZATION MEETING
January 4, 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 7:01 p.m. by Acting Clerk Kristin Shipps.

Acting Clerk Shipps led the public in the pledge of allegiance.

Acting Clerk Shipps 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 Star Ledger and/or Express Times as well as providing said schedule in the Municipal Clerk's office."

Roll Call

Present: Committeewoman Cuntala, Committeeman Farber, Committeewoman Shipps, Committeewoman Starrs and Committeeman Elect Van Horn.

Swearing in of Township Committee Members

Committeewoman Starrs was sworn into office by the acting municipal clerk.

Committeeman elect Van Horn was sworn into office by the acting municipal clerk.

Nomination of Mayor

Nomination was made by Committeewoman Cuntala and Seconded by Committeewoman Shipps to nominate Adele Starrs for Mayor for 2017.

Roll Call- Cuntala- yes, Farber- no, Shipps - yes, Starrs- yes, Van Horn- no

Committeeman Farber nominated Frank C. Van Horn.

Roll Call- Cuntala-no, Farber- yes, Shipps - no, Starrs- no, Van Horn -yes

Mayor Starrs was sworn into office by the acting municipal clerk. Mayor Starrs continued the meeting at this time.

Nomination of Deputy Mayor

Nomination was made by Mayor Starrs and Seconded by Committeewoman Shipps to nominate Kathy Cuntala for Deputy Mayor for 2017.

Roll Call- Cuntala-yes, Farber-yes, Shipps- yes, Van Horn- yes, Starrs- yes

No other nominations were made. Deputy Mayor Cuntala was sworn into office by the acting municipal clerk.

Resolutions

2017-01 Resolution Adopting Annual Meeting Calendar For 2017

BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, that the following meeting calendar is hereby adopted for the year 2017:

The regular meetings of the Knowlton Township Committee will be held on the 2nd Monday and the 4th Thursday of each month at 7:00 PM. Monday meetings may begin with Executive Session; if so, the public portion shall commence at 7:30PM.

January 4, 2017 Reorg. 7 pm
 January 9, 2017
 January 26, 2017
 February 13, 2017
 February 23, 2017 Budget 7 pm
 March 13, 2017
 March 23, 2017
 April 10, 2017
 April 27, 2017
 May 8, 2017
 May 25, 2017

June 12, 2017
 June 22, 2017
 July 10, 2017
 July 27, 2017
 August 14, 2017
 August 24, 2017
 September 11, 2017
 September 28, 2017
 October 26, 2017
 November 13, 2017
 December 11, 2017
 December 28, 2017

Formal action may be taken at all meetings. Executive Sessions may be called by the governing body when appropriate.

Motion was made Deputy Mayor Cuntala seconded by Committeeman Farber and carried to approve by roll call vote Resolution 2017-01: Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes

2017-02 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 2017.

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, 2017:

Acting Municipal Clerk	Kristin Shipps
Shared Services/Grant Administrator	
Assessment Search Officer	
Registrar of Vital Statistics	Doreen Apgar
Deputy Registrar of Vital Statistics	Kristin Shipps
Office Assistant	
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 Officer	Joseph Rossi
Driveway Inspector	Brian Peck
Fire Official	Glenn Wilson , Jim McAleer
Planning Board Secretary	Alfia Schemm
Board of Adjustment Secretary	Alfia Schemm
Animal Control Officer	Alan DeCarolis
* Municipal Judge	Dominick Santini
Court Administrator	Rosanne McPartland
Deputy Court Administrator	Ruth DeGeorge
Alternate Deputy Court Admin.	Ann Marie Tracy

Violations Clerk	
Court Attendant	Dennis Kelley, Doug Kopen
Public Works Manager	Brian Peck
Public Works Assistant Supervisor	Thomas Steckel
Public Works Driver/Laborer I	
Public Works Driver/Laborer II	
Public Works Driver/Laborer III	David Quick
Public Works Driver/Laborer IV	
Public Works Driver/Laborer-Part Time	Geoff Littlehale
Recreation Director	Dennis Lembeck
Recreation Laborer	John Sikora, George Trongone
Community Service/Clean Comm. Supervisor	Dennis Lembeck, John Sikora
** Emergency Management Coordinator	Frank Makowski
911 Coordinator	Frank Makowski
Deputy Emergency Management Coordinator	Frank Van Horn
Emergency Management Assistant	Kristin Shipps

* Shared Municipal Court – Knowlton/Frelinghuysen/Franklin/Blairstown - term expires 12/31/17
 ** term expires 12/31/19

Mayor Starrs explained the changes that were made for the Compensated Appointments are in Bold and that the Deputy Registrar according to the Salary Ordinance is a price range. Mayor Starrs asked the Personnel Subcommittee to come up with a salary for the Deputy Registrar position that is now being held by the Acting Municipal Clerk.

Motion was made by Mayor Starrs and seconded by Deputy Mayor Cuntala and carried to approve by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn - yes, Starrs- yes, to approve the personnel subcommittee’s recommendation for the deputy registrar’s \$5,000 salary for 2017.

Motion was made by Committeeman Farber seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes and Starrs-yes to approve Resolution 2017-02

2017-03 Resolution Approving Non-Compensated Appointments

WHEREAS, it is necessary to appoint various persons to fill various positions on boards, committees and commissions and officers of the Township of Knowlton, as required by the various ordinances adopted in connection therewith:

NOW, THEREFORE, BE IT RESLOVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, on the fourth day of January, 2017 that the following persons be appointed for terms as set forth:

Public Agency Compliance Office	Kristin Shipps
Qualified Purchasing Agent	Christine Rolef

Knowlton Township Planning Board

- Adele Starrs as a Class I with a term expiring 12/31/2017
- Tom Drake as a Class II member with a term expiring 12/31/2017 (Mayor’s appointment)
- Kathy Cuntala as a Class III member with a term expiring 12/31/2017 (Committee appt.)
- Jaime Murray as a Class IV member with a term expiring 12/31/2020
- Michael Tironi as a Class IV member with a term expiring 12/31/2020

Barbara Prosser as Alternate #2 with a term expiring 12/31/2018

Knowlton Township Board of Adjustment

Sharon Peck with a term expiring 12/31/2020

Bill Suggs with a term expiring 12/31/2020

Kate McGuinness Alt. #1 with a term expiring 12/31/2018

Motion was made by Deputy Mayor Cuntala seconded by Committeewoman Shipps and approved by roll call vote for Resolution 2017-03: Cuntala-yes, Farber-yes, Shipps-yes, Van Horn—yes, Starrs-yes

2017-04 Resolution Authorizing the Transfer of Funds

WHEREAS, NJSA 40A:4-58 permits transfers between current year budget appropriations during the last two months of the municipal fiscal year; and;

WHEREAS, there are certain Budget Year 2016 appropriations that require transfers to meet the charges and obligations that will be incurred by the end of this fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the transfer below is hereby authorized by a 2/3 vote of the full Governing Body.

CURRENT FUND:

From:	Amount
Mayor and Council O/E	\$ 4,500.00
Contribution to First Aid	\$10,000.00
Building and Grounds O/E	\$ 3,765.00

Total	\$18,265.00
To:	Amount
Clerk O/E	\$ 2,000.00
Finance S/W	\$11,500.00
Finance O/E	\$ 900.00
Tax O/E	\$ 1,300.00
Fire O/E	\$ 125.00
Zoning S/W	\$ 150.00
Unemployment	\$ 600.00
Solid Waste S/W	\$ 40.00
Court S/W	\$ 1,600.00

Court O/E \$ 50.00

Total \$ 18,265.00

WASTEWATER FUND:

From: **Amount**
Salary and Wages \$ 8,000.00

Total \$ 8,000.00

To: **Amount**
Other Expense \$ 8,000.00

Total \$ 8,000.00

Motion was made by Committeeman Farber seconded by Deputy Mayor Cuntala and approved by roll call vote for Resolution 2017-04: Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes

2017-05 Resolution to Cancel Unexpended 2016 Budget Appropriation

WHEREAS, there are 2016 Budget Appropriation Balances that are no longer needed; and

WHEREAS, these balances can be cancelled into Current Fund Balance; and

WHEREAS, these balance are able and eligible to be cancelled as outlined in the schedule below; and

NOW, THEREFORE, BE IT RESLOVED that these Unexpended Balances of Appropriations listed below is hereby cancelled:

<u>Current Fund Accounts</u>	<u>Amounts</u>
Road Maintenance O/E	\$ 40,000.00
Emergency Appropriation – Salt Shed	\$ 125,000.00

Motion was made by Committeeman Farber seconded by Deputy Mayor Cuntala and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Shipps- yes

2017-06 Resolution Approving Temporary Municipal Budget

BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton that temporary appropriations must be made sufficient to cover expenditures between January 1 and the date of final adoption of the budget;

THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Township Committee that the attached temporary budget as prepared by the Chief Financial Officer according to N.J.S.A. 40:4-19 be and is hereby adopted.

Total Temporary Budget	\$579,910.93
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Motion was made Deputy Mayor Cuntala seconded by Committeeman Farber and approved by roll call vote Cuntala- yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-06

2017-07 Resolution Approving Temporary Waste Water Utility Budget

BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton that temporary appropriations must be made sufficient to cover expenditures between January 1 and the date of final adoption of the budget;

THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Township Committee that the attached temporary budget as prepared by the Chief Financial Officer according to N.J.S.A. 40:4-19 be and is hereby adopted.

Temporary Wastewater Utility Budget	\$ 64,312.50
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Motion was made Committeeman Farber seconded by Deputy Mayor Cuntala and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-07

2017-08 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 Committeeman Cuntala seconded by Committeeman Farber and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2016-08

The following Resolutions were approved by Consent Agenda with no discussion

2017-19 Resolution Approving Consent Agenda

WHEREAS, Resolutions 2017-09, 2017-10, 2017-11, 2017-12, 2017-13, 2017-14, 2017-15, 2017-16, 2017-17, 2017-18 and 2017-20 are considered routine, non-controversial and require no individual discussion; and,

WHEREAS, if discussion is required on a consent agenda item, it is removed from the consent agenda and placed on the regular agenda.

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Knowlton that approval is granted for adoption of the consent agenda items.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-19

2017-09 Resolution Establishing the Rules of Order for the Conduct of Committee Meetings

BE IT RESOLVED, the governing body of the Township of Knowlton, does hereby adopt Rules of Order for the Conduct of Committee meetings:

1. Manner of Addressing Committee - Time Limit (3 minutes per person when appropriate)
2. Roll Call Vote
3. Order of Business

The business of the Committee shall be taken for consideration in the following order except as may be otherwise offered by the Mayor or Committee:

- Call to Order
- Salute to the Flag
- Reading of the Open Public Meetings Act
- Moment of Reflection
- Roll Call
- Presentations
- Department Reports
- Public Comment
- Ordinances
- Consent Agenda
- Resolutions
- Old Business
- New Business
- Correspondence
- Public Comment
- Committee Comment
- Adjournment

Executive sessions shall be held at 7:00 pm on Mondays, prior to the public portion of the meeting. Where additional time is needed to complete an executive session, it shall be reconvened upon completion of the consent agenda, resolutions or public comment section as stated on the meeting agenda. Executive Sessions shall be held before adjournment of the meeting on Thursdays.

Those items on the agenda which are considered routine and non-controversial by the Municipal Clerk such as resolutions, departmental reports or necessary action motions by the Committee shall be listed on a consent agenda and will be approved by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

At the commencement of all regularly scheduled meetings, the Mayor will announce publicly and shall cause to be entered upon the minutes of the meeting an accurate statement, substantially as follows:

“Adequate notice of this meeting of the Knowlton Township Committee has been provided in accordance with the Open Public Meeting Act, Chapter 231, P.L.1975. by posting a schedule of all meetings of the Knowlton Township Committee on the bulletin board in the Municipal Clerk’s office at the Municipal Building, 628 Rt. 94, Columbia, NJ and Knowlton Township website immediately following its adoption; and, by mailing a copy of this schedule of all meetings of the Knowlton Township Committee for 2017 to those persons requesting same, pursuant to Section 14 of the Open Public Meetings Act, Chapter 231, P.L.1975.”

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-09

2017-10 Resolution Authorizing Imposition of Additional Penalties for Tax Delinquencies in Excess of Ten Thousand Dollars and Setting Interest Rates for Delinquent Taxes

BE IT RESOLVED that pursuant to R.S.54:4-67, the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, hereby fixes the rate of interest to be charged on delinquent taxes for the calendar year 2016 at the rate of Eight (8%) percent per annum on the first \$1500.00 of delinquency and Eighteen (18%) per annum on any amount in excess of \$1500.00 of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year shall be so charged an additional rate of interest of Six (6%) percent against the delinquency.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-10

2017-11 Resolution Designating a Cash Management Plan

WHEREAS, P.L.1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.40A:5-2 was amended to require that each municipality designate a Cash Management Plan for the deposit of the local unit's moneys;

THEREFORE, BE IT RESOLVED, that the following Cash Management Plan be adopted by the Township of Knowlton:

A. Designation of Official Depositories to be as follows:

1. FIRST HOPE BANK
2. BANK OF AMERICA
3. NEW JERSEY CASH MANAGEMENT PLAN
4. ANY OTHER BANKING INSTITUTIONS IN WARREN COUNTY UNDER THE DIRECTION OF THE CHIEF FINANCIAL OFFICER

B. Designated Official Depositories are required to submit to the Chief Financial Officer of the Township of Knowlton, a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st each year.

C. Designated Official Depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" on an annual basis.

D. Deposit of Funds:

1. All funds shall be deposited within forty-eight (48) hours of receipt in accordance with state statute.

2. Operating funds shall be deposited into an interest bearing account to maximize interest earnings.

3. Trust Funds may be deposited into interest bearing accounts. Noninterest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws or local ordinance prohibit the earning of interest on such funds.

E. Designation of Allowable Investment Instruments:

1. The Township may permit deposits and investments in such depositories as permitted in Section 4 of P.L.1970 Chapter 236 (C17:9-44).

F. Definition of Acceptable Collateral and Protection of Township Assets:

1. All designated depositories must conform to all applicable State statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible of F.D.I.C. and/or F.S.L.I.C. coverage of all Township assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investments of the Township, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100% of all deposits and investments.

G. Reporting Procedures

1. The Chief Financial Officer shall prepare for the Township Committee the following investment reports:

Monthly reporting - A listing of all investments as part of the Chief Financial Officer's monthly report.

and A schedule of outstanding investments for the independent auditors as of December 31 each year at other times as required by the auditors.

H. Maximum Maturity Policy

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within provisions of regulations promulgated by either the Federal or State governments.

I. Investment Procedures:

Bids for Certificates of Deposit will be solicited of all designated depositories if the amount is \$100,000.00 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member. The depository shall specify the principal amount of the investment bid on interest rates and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the day of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

J. Controls:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities, safekeeping, only specifically designated personnel of the Department of Finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation of the designated depository. The Chief Financial Officer shall review each day's activity.

K. Bonding:

The following officials shall be covered by surety bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

BLANKET UMBRELLA BOND FOR ALL EMPLOYEES

L. Compliance:

The Cash Management Plan of the Township of Knowlton shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-11

2017-12 Resolution Authorizing the Tax Assessor to File Corrective Appeals and Stipulations with the Warren County Board of Taxation

WHEREAS, the Township Committee of the Township of Knowlton had been informed by the tax assessments governing certain property locations within Knowlton Township, and

WHEREAS, the Tax Assessor of Knowlton Township has requested the Township Committee authorize him to file corrections of such errors with the Warren County Board of Taxation,

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Knowlton that the Tax Assessor be and is hereby authorized to file corrective appeals and stipulations with the Warren County Board of Taxation concerning those properties within errors were made; and

BE IT FUTHER RESOLVED, that the Tax Assessor send copies of such corrected assessments to the individuals involved; and

BE IT FUTHER RESOLVED, that the Township Committee of the Township of Knowlton hereby authorizes the Tax Assessor to file rollback complaints.

A copy of this Resolution shall be forwarded to the Tax Assessor and Warren County Board of Taxation.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-12

2017-13 Resolution Authorizing Assessor and Attorney (or Special Counsel) to File and Prosecute Municipal Tax Appeals and Municipal Roll Back Tax Complaints

WHEREAS, the Warren County Tax Board, through its Administrator, has issued rulings requiring that Warren County municipal governing bodies adopt a Resolution or Resolutions as follows:

- a. Allowing the Assessor and Municipal Attorney (or Special Counsel) of any municipality in the County of Warren to file and prosecute tax appeals filed by taxpayers of each municipality;
- b. Allowing the Assessor and Municipal Attorney (or Special Counsel) of any municipality in the county of Warren to file and prosecute roll back tax complaints;

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

Richard J. Motyka as Assessor of the Township of Knowlton or the Municipal Attorney (or Special Counsel) for the Township of Knowlton be authorized to file, prosecute, stipulate, modify, agree upon, and otherwise perform the duties which are required of said Assessor and Attorney in the process of prosecution and/or filing of said municipal tax appeals and said roll back taxes complaints.

BE IT FUTHER RESOLVED, that a copy of this Resolution shall be forwarded to the Township Attorney and Tax Assessor.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-13

2017-14 Resolution Instituting a Fee for Duplicate Tax Sale Certificate

WHEREAS, P.L. 1990 was amended and signed into law, allowing municipalities to issue duplicate tax sale certificate at a fee not to exceeded \$100; and

WHEREAS, a request had been made from Evan Howell, Certified Tax Collector, to institute a fee for this service;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this fourth day of January 2017, that a fee of \$100 be instituted for the issuance of a duplicate tax sale certificate.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-14

2017-15 Resolution Designating Authorized Signatures

BE IT RESOLVED, by the Township Committee of The Township of Knowlton, that the Mayor and Acting Municipal Clerk Kristin Shipps are hereby authorized to execute and deliver agreements between the Municipal Corporation of the Township of Knowlton and any individual or corporation, either public or private;

BE IT FURTHER RESOLVED, that the Deputy Mayor has the authorization to sign documents or drafts of the Municipal Corporation in the absence of the Mayor.

BE IT FURTHER RESOLVED, that the signature of the Township Committee, the Municipal Clerk and CFO are authorized to sign checks and other drafts of the Township of Knowlton;

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-15

2017-16 Resolution to Cancel 2016 Overpayments Less Than \$10.00

WHEREAS, when overpayments of 2016 taxes occur they must be eliminated by applying them to 2017 taxes, refunding them or cancelling them. When the amounts are less than \$10.00 per property the cost in time and expense to apply the payments or refund the payments far exceeds the overpayments themselves. The tax collector is requesting approval to cancel these overpayments less than \$10.00.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this fourth day of January 2017, approves the tax collector's request to cancel 2016 overpayments less than \$10.00.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-16

2017-17 Resolution to Cancel 2016 Balances Less Than \$10.00

WHEREAS, when properties have small balances due at year end of less than \$10.00 these small balances unless cancelled must be carried into the following year. The time and expense for both the township to collect and the owners to pay these small amounts far exceeds the individual amounts themselves.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this fourth day of January 2017, approves the tax collector's request to cancel 2016 balances less than \$10.00.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-17

2017-18 Resolution to Void Checks Greater Than 180 Days Old

WHEREAS, there are outstanding checks that are greater than 180 days old; and

WHEREAS, it has been determined that checks greater than 180 should be cancelled and credited back to Current Fund Balance.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, County of Warren, and State of New Jersey that the above outstanding are void to Current Fund Balance.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-18

2017-20 Resolution Designating Newspapers for Receipt of Open Public Meeting Notices

BE IT RESOLVED by the Township Committee of the Township of Knowlton in the County of Warren, State of New Jersey that the following are hereby designated as the newspapers to receive Open Public Meetings Act notices for 2017:

The Star Gazette
or
The Star Ledger
or
Express Times

BE IT FURTHER RESOLVED that the Bulletin Board in the clerk's office at the municipal building and township website are hereby designated as the places where all official notices are to be posted.

Motion was made by Deputy Mayor Cuntala seconded by Mayor Starrs and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-yes, Starrs-yes Resolution 2017-20

New Business:

Committee Liaison Appointments-

Committee discussed Committee Liaison appointments. The acting municipal clerk provided an updated list.

Wastewater quarterly bills-

Committee agreed to have the Wastewater first quarter bill paid without the increase. Mayor Starrs will get a full accounting from CFO Christine Rolef for the wastewater management.

2017 Audit-

Deputy Mayor Cuntala made a motion seconded by Committeewoman Shipps and approved by roll call vote Cuntala-yes, Farber-yes, Shipps-yes, Van Horn-abstain, Starrs- yes to hire Nisivoccia as Auditor for 2017.

Mayor Starrs made a motion, seconded by Committeewoman Shipps and carried to approve to send a letter of recommendation to former Auditor Anthony Ardito.

Mayor Starrs received an email from the engineer for the Shell Station Project stating that they would like to meet again this time with the owners of the Shell Station. Committeeman Farber suggested that they sit with the entire committee. Mayor Starrs will invite the engineer and the owner of the Shell station to a public Township Committee meeting.

Public Comment:

Resident Pam Rusweiler asked the committee for an update with Mr. Mulhall, the hydrologist. Mayor Starrs explained that Mr. Mulhall was going to review the information that Steve Spayd provided to the committee and residents. Mr. Spayd has been away and Mr. Mulhall was not able to get that information until he returned. Ms. Rusweiler stressed that residents still cannot drink their water. Ms. Rusweiler explained to the

committee that she did see two salt trucks go down her road. She is not aware if they were spreading salt but she did see them.

No further public comments.

ADJOURNMENT

Motion was made by Mayor Starrs, Seconded by Committeewoman Cuntala and carried to adjourn tonight's meeting of the Knowlton Township Committee at 8:10 p.m.

Respectfully submitted,

Kristin Shipps
Acting Municipal Clerk