

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY
ANNUAL REORGANIZATION MEETING
JANUARY 4, 2021**

The Reorganization meeting of the Knowlton Township Committee called to order at 7:00 p.m. by Municipal Clerk Kristin Shipps.

Clerk Shipps led the public in the pledge of allegiance.

Clerk Shipps read the following statement:

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, Starrs—yes, Shipps—yes, Van Horn—yes

Swearing in of Township Committee Members

James Mazza Debra Shipps

Township Attorney Leslie Parikh administered the Oath of Office to James Mazza.

Debra Shipps

Township Attorney Leslie Parikh administered the Oath of office to Debra Shipps

Nomination & Swearing in of Mayor

Motion to appoint Adele Starrs as Mayor was made by Cuntala, second by Shipps and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipps—yes, Starrs—yes, Van Horn—yes.

Township Attorney Leslie Parikh administered the Oath of Office to Mayor Starrs.

At this time the remainder of the meeting is turned over to the Mayor.

Nomination and Swearing in of Deputy Mayor

Motion to appoint Debra Shipps as Deputy Mayor made by Starrs, second by Cuntala and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipps—yes, Van Horn—yes, Starrs—yes.

Warren County Commissioner Lori Ciesla was logged in and wanted to congratulate James Mazza and Debra Shipps on their election win and also congratulated Mayor Starrs and Deputy Mayor Shipps. Ms. Ciesla will be the liaison for the county regarding the Route 80 Rockwall project and will be in touch with the committee frequently.

Resolutions:

2021-01 Resolution Adopting Annual Meeting Calendar for 2021

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 2021:

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 unless otherwise marked.

January 4, 2021 Reorg. 7 pm

Monday

January 11, 2021

February 8, 2021

March 8, 2021

April 12, 2021

May 10, 2021

June 14, 2021

July 12, 2021

August 9, 2021

September 13, 2021

No October Monday Meeting

November 8, 2021

December 13, 2021

Thursday

No January Thursday Meeting

February 25, 2021

March 25, 2021

April 22, 2021

May 27, 2021

No June Thursday Meeting

No July Thursday Meeting

No August Thursday Meeting

September 23, 2021

October 28, 2021

No November Thursday Meeting

No December Thursday Meeting

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

Motion made by Cuntala, second by Starrs and carried to approve resolution 2021-01.

2021-02 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 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

Motion made by Cuntala, second by Van Horn and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipps—yes, Van Horn—yes, Starrs—yes Resolution 2021-02.

2021-03 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 RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, on the sixth day of January 2020 that the following persons be appointed for terms as set forth:

Public Agency Compliance Officer
Qualified Purchasing Agent

Kristin Shipps
Christine Rolef

Knowlton Township Planning Board

Adele Starrs as a Class I with a term expiring 12/31/2021 (1-year term)
Tom Drake as a Class II member with a term expiring 12/31/2021 (1-year term)
Kathy Cuntala as a Class III member with a term expiring 12/31/2021 (1-year term)
Michael Tironi as a Class IV member with a term expiring 12/31/2024
Barbara Prosser as Alternate #2 with a term expiring 12/31/2022

Knowlton Township Board of Adjustment

Sharon Peck with a term expiring 12/31/2024
Joseph Werner with a Term expiring 12/31/2024

Discussion took place regarding a vacancy on the Planning board. Committee agreed to bring alternate #1 Joe Werner to fill the vacancy seat.

Motion made by Cuntala, second by Shipps and carried to approve resolution 2021-03.

2021-04 Resolution Approving Temporary 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	\$533,517.62
Temporary Wastewater Utility Budget	\$ 88,725.00

Motion made by Cuntala, second by Starrs and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipps—yes, Van Horn—yes, Starr—yes, Resolution 2021-04.

2021-05 Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contracts Law (N.J.S.A. 40A: 11.1, Et Seq.) (Attorney & Auditor)

WHEREAS, there exists a need for contracting for professional service for the calendar year 2021; 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 the contracts available for public inspection in the office of the Municipal Clerk; and,

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 2021 contracts, the following persons be retained for the year:

Township Attorney
Township Auditor

Leslie Parikh, Esq. (Gebhardt & Kiefer)
John J. Mooney (Nisovoccia)

BE IT FURTHER RESOLVED that a copy of this Resolution be published in the official Township newspapers as required by law.

Motion made by Starrs, second by Cuntala and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipp—yes, Van Horn—yes, Starrs—yes Resolution 2021-07.

2021-06 Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contracts Law (N.J.S.A. 40A: 11.1, Et Seq.) (Engineer)

WHEREAS, The Township of Knowlton is in need of professional engineering services for the calendar year 2021; and,

WHEREAS, Knowlton Township's engineer for the past 43 years has been Mr. Ted Rodman; and

WHEREAS, Mr. Rodman has used the services of French & Parrello for several years for specific jobs such as coring and stormwater projects for Knowlton Township and recommends that French & Parrello be considered by the Township to serve as Municipal Engineer; and

WHEREAS, Mr. Rodman has also expressed an interest in continuing to provide engineering services for the Township of Knowlton in 2021 through an agreement he has reached with the engineering firm French & Parrello; and

WHEREAS, French & Parrello has offered the Township of Knowlton a one-year contract with an hourly rate structure ranging from \$61.00/hr. to \$138.00/hr. for the next calendar year; and

WHEREAS, the Township has likewise been advised that in the event the Townships of Blairstown, Hope and Hardwick also contract with French & Parrello, an additional hourly rate discount shall be provided; 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 the contracts available for public inspection in the office of the Municipal Clerk; and,

WHEREAS, to ensure the continuity of service and retention of Mr. Rodman's professional knowledge, the Township Committee of Knowlton deems it in the best interest of the Township to enter a professional services agreement with French & Parrello, for the calendar year 2021; and

WHEREAS, this expenditure and the availability of funds have been contingently certified by the Chief Financial Officer of the Township pending approval of the 2021 Municipal Budget.

NOW, THEREFORE, BE IT RESOLVED, the Committee of the Township of Knowlton, Warren County, New Jersey hereby authorizes the contract for General Engineering Services to French & Parrello, consistent with the terms and scope of work set forth in the attached contract for Professional Services.

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certification are to be placed on file with this Resolution.

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are hereby authorized to take the necessary action on behalf of the Township to enter into the attached or substantially similar agreement for the aforementioned services, a copy of which shall be available for public inspection in the Office of the Township Clerk.

BE IT FURTHER RESOLVED that a copy of this Resolution be published in the official Township newspapers as required by law.

Motion made by Starrs, Second by Cuntala and approved by roll call vote Cuntala—yes, Mazza—yes, Shipps—yes, Van Horn—yes, Starrs—yes, Resolution 2021-06.

2021-07 Resolution Designating the New Jersey Herald Official Newspaper of the Township

WHEREAS, the Local Public Contracts Law (“LPCL”) (N.J.S.A. 40A:11-1 et seq.) and Municipal Land Use Law (“MLUL”) (N.J.S.A. 40:55D-1) require certain notices be published by a municipality in an “official newspaper”; and

WHEREAS, for the purposes of the Open Public Meeting Act (“OPMA”), the Township has designated *The New Jersey Herald* and *The Star Gazette*, as newspapers to receive notices thereunder; and

WHEREAS, pursuant to N.J.S.A. 40:53-2, an official newspaper must be widely circulated within the Township and must be published within Warren County; and

WHEREAS, there is no newspaper that meets such criteria; and

WHEREAS, *The New Jersey Herald* appears to be the newspaper that included the most significant coverage of issues affecting Knowlton Township residents and is widely shared on social media; and

WHEREAS, upon information and belief, *The New Jersey Herald* is widely circulated in the Township; and

WHEREAS, *The New Jersey Herald* is published in the Town of Newton, Sussex County, New Jersey, and is, therefore the newspaper that is published at a location closest to the Township within the state of New Jersey; and

WHEREAS, the Township acknowledges that publication of notices in *The New Jersey Herald* would effectuate the purposes of the LPCL, MLUL, and OPMA of notifying the public and ensuring transparency in government processes, and would effectuate and purposes regarding utilizing local New Jersey businesses; and

WHEREAS, the Township Committee believes it is in the best interests of the public to designate *The New Jersey Herald* as the official newspapers of the Township; and

WHEREAS, in order to continue the Township Committee’s commitment to transparency, all resolutions and ordinances considered by the Township Committee shall continue to be published on the Township’s official website.

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

1. *The New Jersey Herald* is hereby designated as the official newspaper of the Township of Knowlton.
2. All public notices required to be published by the Township of Knowlton shall be published in *The New Jersey Herald*.
3. *If there is a need to publish in two newspapers. The Express Times, Thursday, Warren County, NJ Zoned edition is hereby designated as the 2nd official newspaper of the Township of Knowlton*
4. Additionally, all public notices required to be published by the Township of Knowlton shall be posted on the Township’s website.

Motion made by Cuntala, second by Shipps and carried to approve resolution 2021-07.

2021-08 Consent Agenda

WHEREAS, Resolutions 2021-09, 2021-10, 2021-11, 2021-12, 2021-13, 2021-14, 2021-15, 2021-16, 2021-17, and 2021-18 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 made by Starrs, second by Cuntala and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipp—yes, Van Horn—yes, Starrs—yes, Resolution 2021-08 with the changes to item number 7 & 8 which should read 2020 not 2019.

1.) 2021-09 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/Public Comment - 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
- Public Comment
- Department Reports
- Ordinances
- Consent Agenda
- Resolutions
- Old Business
- New Business
- Correspondence
- Approval of Minutes
- Public Comment
- Adjournment

Executive sessions shall be held at 7:00 pm, 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. If necessary, Executive Sessions may be held at the adjournment of the meetings.

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:

“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 Express Times 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. Both adequate and electronic notice of this meeting have 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 specifies the time of this meeting and provided instructions on how to access the meeting remotely.

Comments can also 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. Written comments must be no more than 450 words and must include your name and address. Such comments will be read into the record at the appropriate time. Live 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. 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.

Please be advised that this meeting is being recorded.

2.) 2021-10 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 2021 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.

2.) 2021-11 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 monies;

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. NEW JERSEY CASH MANAGEMENT PLAN
3. 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.

A schedule of outstanding investments for the independent auditors as of December 31 each year and 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.

4.) 2021-12 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 wherein errors were made; and

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

BE IT FURTHER 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.

5.) 2021-13 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 rollback tax complaints.

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

6.) 2021-14 Resolution Designating Authorized Signatures

BE IT RESOLVED, by the Township Committee of The Township of Knowlton, that the Mayor and Municipal Clerk Kristin Shipp 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.

7.) 2021-15 Resolution to Cancel 2020 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 2021, approves the tax collector's request to cancel 2020 balances less than \$10.00.

8.) 2021-16 Resolution to Cancel 2020 Overpayments Less Than \$10.00

WHEREAS, when overpayments of 2020 taxes occur they must be eliminated by applying them to 2021 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 2021, approves the tax collector's request to cancel 2020 overpayments less than \$10.00.

9.) 2021-17 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 sixth day of January 2020, that a fee of \$100 be instituted for the issuance of a duplicate tax sale certificate.

10.) 2021-18 Resolution Approving Waiver of Permit Fees for Knowlton Township Non-Profit Organizations

WHEREAS, the Ordinances of the Township of Knowlton impose fees for certain permits and applications which must be filed in conjunction with public events; and,

WHEREAS, the Knowlton Township non-profit organizations provide significant benefit to the citizens of Knowlton Township;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Knowlton Township Committee that the Township of Knowlton does hereby waive all Township fees pertaining to permits and applications that can be waived under present laws for the aforementioned nonprofit groups.

New Business:

Committee Liaison Appointments

Committee discussed subcommittee liaison appointments.

Public Comment:

No public comment

Adjournment

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and carried to adjourn the January 4, 2021 Reorganization Meeting at 7:39 pm.

Respectfully submitted,
Kristin Shipps
Acting Municipal Clerk