

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
PUBLIC MEETING MINUTES
July 26, 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 7:00 p.m. by Mayor Starrs.

Mayor Starrs led the public in the Pledge of Allegiance.

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

Roll Call

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

Also present was Township Engineer Ted Rodman, DPW Supervisor Brian Peck and Historic Committee representative Rick Clarkson.

PRESENTATION

Stan Prater, JCP&L's Application to the BPU

Mr. Prater presented a program, called the JCP&L Reliability Plus program, that was submitted to the NJ Board of Public Utilities for approval. If approved, there will be a rate increase of approximately .25 to .27 cents per month. The program is considered a capital improvement. This program would involve more aggressive tree trimming, installing "Trip saver" devices, which would reduce the number of outages for long periods of time, and distribution automation, which can pinpoint where the outages are. JCP&L currently does not know about outages until customers call them in. JCP&L is also looking into replacing substation equipment. There will be public meetings held regarding this program, but no date has been set yet.

Mayor Starrs went over some of the findings from the BPU Investigation after the March 2018 storms. JCP&L and the other 3 power companies were given 30 mandates to meet. All four utility are going to be required to have special modeling for weather predications. Interstate Resource agreement is required. The utility companies are required to do an audit on their poles to make sure that they are in good condition and comply with national codes. The full report is on the Knowlton Township website.

JCP&L Forester Supervisor John Keller explained that Nelson Tree Service and Gilbert Tree Service will be in Knowlton for the next two weeks. A total of 8 trucks will be clearing trees in areas that are powered by the Columbia Substation. Residents who are powered by that substation should have received a notice on their door knob. JCP&L is being proactive with ash trees that are not in the right away. They will be talking with residents and taking the ash trees down.

PUBLIC COMMENT

Resident Tracy Albertson has a problem with JCP&L saying that they tree trim every 4 years. There is a tree that has been leaning on the wire since Hurricane Sandy located on Knowlton Rd. The tree that fell on Valley caused a power outage for over 24 hours. The tree had been cleaned up and JCP&L put the pole up. Then JCP&L left without restoring power. Residents were told that they need more crew. Mrs. Albertson asked why Knowlton Township is the bottom of the barrel and why the response times are not quicker. Mayor Starrs will get the location of the leaning tree on Knowlton Rd. Mr. Prater said that if the tree is on their line they will take care of it but it could belong to another utility. Mr. Prater explained that sometimes crews leave because they have met the 16-hour limit for work.

Resident Paula Super thanked JCP&L for all that they do and putting their own lives at risk. She thanked them for working on clearing the trees on Valley St. that are on a hill.

Resident Sherren Pomponio asked why tree owners don't take responsibility. Can private residents can be charged for damages if they don't take down trees that cause power outages for the whole town? Mr. Prater said that the responsibility is the home owner's and it would be depend if the municipality had an ordinance regarding charging for damages.

Motion was made and approved by an all-in-favor for Mayor Starrs to write a letter to JCP&L to be a pilot town for the smart meters.

Resident Phil Price asked if smart meters would be part of the .26 increase in the rate.

Committeeman McNinch asked how many trees JCP&L is targeting to take down in the township. Mr. Keller said over 100 trees in Knowlton Township.

A resident feels that he is being lied to by JCP&L a little bit. There was a long time with no power and that the story is just not adding up.

Resident Greg Wood asked why there were so few crews in the area and if JCP&L is short-staffed. Mr. Prater explained that if JCP&L cannot meet the needs of the situation, they hire outside contractors. Like other companies, JCP&L has people retiring. JCP&L is hiring but it takes time because there is a program that employees must complete before starting to work on lines.

A resident asked if there will be power outages with the changing to the mobile Columbia Station. Mr. Prater said if there are planned power outages, there will be notifications sent out.

Resident Pam Rusweiler commented on the open space discussion that took place at the last meeting. Ms. Rusweiler explained the research that she had done regarding open space and farmland preserved properties. She asked the committee to not consider having a tax increase for Open Space. She said the committee should concentrate on things the township needs.

Resident Rene Mathez said preserving farmland is best for the economics of the township. Farmland preservation has kept this town rural, kept a wonderful quality of life, and it helps keep school taxes down and that it is a good program.

Resident Tracy Albertson does not agree with raising taxes for the open space. She feels the township should concentrate more on things that are needed and focus on the abandoned/bank-owned properties that are on almost every street.

Mayor Starrs said she is in favor open space and farmland preservation, but not in favor of raising the tax. She said the County uses their open space fund to pay for projects in Warren County towns and Knowlton should try this first before talking about raising taxes. Committeeman Van Horn said he thought we should listen to the feedback given by residents tonight. Committeewomen Cuntala and Shipps said they were not for increasing the tax.

Resident Neil Cafiero Velazquez asked if the land that is being bought by FEMA out would be considered Open Space. Mayor Starrs replied yes.

Resident Sharon Valentine is not against open space but she pays a lot for her small parcel which is worth nothing because of the salt issue.

Committeeman McNinch commented that one of the ideas was to have a referendum and let the voters decide if we should raise the open space tax. After listening to the committee and residents, he thought everyone is for the open space, but not for putting this on a referendum.

Resident Greg Wood commented on CenturyLink restoration time.

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and approved by an all-in-favor to close Public Comment.

DEPARTMENT REPORTS

DPW Brian Peck Supervisor

2018-105- Approval to Send Municipal Assets to Warren County Auction

WHEREAS, the Warren County Annual County Auction will be held on Saturday, September 8, 2018; and

WHEREAS, the Township of Knowlton has the following equipment that is no longer of any value or service to the Township:

- 1996 International Dump Truck with plow, VIN# 1HTSDAAROVH450064
- 1999 Dodge Pickup Truck with plow, VIN#3B7KF26Z3XM589948
- c. 1998 Olathe Wood Chipper, Serial # 986244
- 1969 Dept. of Defense Gator, Serial #KA6809279
- Karcher Power Washer, Serial #042481

WHEREAS, the items listed above have severe corrosion, are inoperational, are out of service due to state-mandated Public Employee Occupational Safety and Health regulations, and/or of no longer of value or service to the Township; and,

WHEREAS, Warren County will be responsible to collect on behalf of Knowlton Township the appropriate funds based on the sale of items and will remit the amount due to the Township in a

timely manner.

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 Township Committee does approve to send the five pieces of equipment listed above to the Annual Warren County Auction being held on Saturday September 8, 2018.

NOW, THEREFORE BE IT FURTHER RESOLVED, a reserve shall be put in place for the c. 1998 Olathe Wood Chipper, Serial # 986244 for \$2,500.00.

Motion was made by Mayor Starrs, second by Committeeman McNinch and approved by an all in favor to Resolution 2018-105, adding the language: “NOW, THEREFORE BE IT FURTHER RESOLVED, a reserve shall be put in place for the c. 1998 Olathe Wood Chipper, Serial # 986244 for \$2,500.00.”

2018-98- Resolution to Approve Purchase of Mack Truck, Cab and Chassis— Memorialize

WHEREAS, the Township solicited quotes through the National Joint Power Association, now known as Sourcewell, for a snow plow truck and cab; and

WHEREAS, the Township received the attached quote dated June 6, 2018, from Brown’s Hunterdon Mack Sales and Service (“Hunterdon Mack”) for the truck and cab in the amount of \$98,902.00; and

WHEREAS, the quote included three additional options, including a 5 year Extended Warranty for \$2,100; an Allison 5-year Extended Warranty for \$450; and a Spare Rear Tire and Rim for \$675, for a total of \$3,225 (“Additional Options”); and

WHEREAS, it is in the public interest of the Township to secure a snow plow vehicle in time for the winter season.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey, that the Mayor and CFO are authorized to execute any and all documents necessary to purchase the Mack Truck and the Additional Options from Hunterdon Mack for the total amount of \$102,127.00.

Motion was made by Mayor Starrs, second by Deputy Cuntala and approved by an all-in-favor to approve the memorization of Resolution 2018-98.

2018-99- Resolution to Approve Purchase of Truck Body, Plow, Tailgate Spreader and Liquid Pre-Melting System— Memorialize

WHEREAS, the Township authorized the purchase of a snow plow truck (“Truck”); and

WHEREAS, the Truck needs to have constructed a truck body, plow, tailgate spreader and tailgate pre-melting system; and

WHEREAS, the Township solicited quotes through the National Joint Power Association, now known as Sourcewell, for a truck body (“snow plow body”), plow, tailgate spreader and a liquid pre-melting system (“Snow Plow Body System:); and

WHEREAS, the Township received the attached quote, dated June 8, 2018, from Henderson Products, Inc., in the amount of \$70,493 for the snow plow body system functioning; and

WHEREAS, it is in the public interest of the Township to purchase a snow plow prior to the winter season.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey, the Mayor and CFO are authorized to execute any and all documents necessary to purchase the Snow Plow Body System, from Henderson Products, Inc., for \$70,493.

Motion was made by Mayor Starrs, second by Deputy Cuntala and approved by an all-in-favor to approve the memorization of Resolution 2018-99.

Township Engineer Ted Rodman

Problem Statement for the entrance on to Simpson Rd. from route 80 still has not been answered by the NJDOT yet.

Polkville Rd and Kill/Station Rd. — preconstruction meeting is scheduled for August 9th in Mr. Rodman’s office.

Bruglar Rd. —Nature Conservancy is asking for a temporary 50-foot expansion of the driveway to accommodate trucks. Warren County would like to vacate Decatur St. and have the town take ownership. Committee does not agree with taking ownership of Decatur St.

Simpson Rd. —Sam Milron has informed Mr. Rodman that he is working on the punch list.

Crown Castle Cell Tower—Mr. Rodman has reviewed the documents and everything is in order and it’s ok for the Mayor to sign the release.

Foreclosure List— Mr. Rodman has looked at all 11 properties that were on the list and there are some issues with some of the properties there may be environmental or liability problems. He recommends tabling the resolution until it can be discussed with the attorney.

Historic Commission

Rick Clarkson—on August 26th Bill Kirchen will be performing at Riverside Amphitheater in Ramsaysburg. Mr. Clarkson requested the Township Committee’s help in post a flyer on the website. Committeeman Van Horn will contact NJDOT to have a sign put along Route 46. Knowlton Fire & Rescue will be helping out with parking if parking lot becomes full.

ORDINANCE

Introduction

2018-07- BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$58,300 FOR ACQUISITION OF A SICKLE BAR MOWER FOR AND BY THE TOWNSHIP OF KNOWLTON IN THE COUNTY OF WARREN, NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$14,600 BONDS OR NOTES OF THE TOWNSHIP FOR FINANCING PART OF THE APPROPRIATION.

BE IT ORDAINED, BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF KNOWLTON, IN THE COUNTY OF WARREN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

SECTION 1:

The improvements described in Section 3 of this bond ordinance (the "Improvements") are hereby authorized to be undertaken by the Township of Knowlton, New Jersey (the "Township") as general improvements. For the said Improvement there is hereby appropriated the amount of \$58,300, such sum includes the sum of (a) \$40,000 from the Reserve for Department of Public Works equipment and (b) \$3,700 as the down payment (the "Down Payment") required by the Local Bond Law of the State of New Jersey, constituting Chapter 2 of Title 40A of the New Jersey Statutes, as amended and supplemented (the "Local Bond Law"). The Down Payment is now available by virtue of provisions in one or more previously adopted budgets for down payments for capital improvement purposes.

SECTION 2:

In order to finance the cost of the Improvements not covered by application of the Down Payment, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$14,600 pursuant to the provisions of the Local Bond Law (the "Bonds"). In anticipation of the issuance of the Bonds and to temporarily finance said improvements or purposes, negotiable bond anticipation notes of the Township are hereby authorized to be issued in the principal amount not exceeding \$14,600 pursuant to the provisions of the Local Bond Law (the "Bond Anticipation Notes" or "Notes").

SECTION 3:

(a) The Improvements authorized and the purpose for the financing of which said obligations are to be issued is for acquisition of a sickle bar mower for the Department of Public Works, including, as applicable, all work, materials, equipment and appurtenances necessary therefor and incidental thereto.

(b) The estimated maximum amount of Bonds or Notes to be issued for the purpose of financing a portion of the cost of the Improvements is \$14,600.

(c) The estimated cost of the Improvements is \$58,300 which amount represents the initial appropriation made by the Township.

SECTION 4:

All Bond Anticipation Notes issued hereunder shall mature at such times as may be determined by the chief financial officer of the Township (the "Chief Financial Officer"); provided that no Note shall mature later than one year from its date. The Notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with Notes issued pursuant to this ordinance, and the signature of the Chief Financial Officer upon the Notes shall be conclusive evidence as to all such determinations. All Notes issued hereunder may be renewed from time to time subject to the provisions of Section 8(a) of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the Notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the Township Committee of the Township at the meeting next succeeding the date when any sale or delivery of the Notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the Notes sold, the price obtained and the name of the purchaser.

SECTION 5:

The capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey is on file with the Township Clerk and is available for public inspection.

SECTION 6:

The following additional matters are hereby determined, declared, recited and stated:

(a) The Improvements described in Section 3 of this bond ordinance are not current expenses, and are capital improvements or properties that the Township may lawfully make or acquire as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The period of usefulness of the Improvements, within the limitations of the Local Bond Law, and according to the reasonable life thereof computed from the date of the Bonds authorized by this bond ordinance, is 15 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such statement shows that the gross debt of the Township, as defined in the Local Bond Law, is increased by the authorization of the Bonds and Notes provided in this bond ordinance by \$14,600 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$2,000 for items of expense listed in and permitted under Section 20 of the Local Bond Law is included in the estimated cost of the Improvements, as indicated herein.

SECTION 7:

Any funds received from time to time by the Township as contributions in aid of financing the purposes described in Section 3 of this Ordinance (including \$14,600 expected to be received from the New Jersey Department of Environmental Protection) shall be used for financing said Improvements by application thereof either to direct payment of the cost of said Improvements or to the payment or reduction of the authorization of the obligations of the Township authorized therefor by this Bond Ordinance. Any such funds received may, and all such funds so received which are not required for direct payment of the cost of said Improvements shall, be held and applied by the Township as funds applicable only to the payment of obligations of the Township authorized by this Bond Ordinance.

SECTION 8:

The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

SECTION 9:

The Chief Financial Officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 10:

This Bond Ordinance constitutes a declaration of official intent under Treasury Regulation Section 1.150-2. The Township reasonably expects to pay expenditures with respect to the Improvements prior to the date that Township incurs debt obligations under this Bond Ordinance. The Township reasonably expects to reimburse such expenditures with the proceeds of debt to be incurred by the Township under this Bond Ordinance. The maximum principal amount of debt expected to be issued for payment of the costs of the Improvements is \$14,600.

SECTION 11:

This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law

Motion was by Mayor Starrs, second by Deputy Mayor Cuntala and approved by a roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes to Ordinance 2018-07.

RESOLUTIONS

2018-71 Resolution Authorizing the Mayor to Sign a Professional Services Contract with Keith Bonchi, Esq., of GMS Law For *In Rem* Foreclosure Services— Tabled, see discussion in Department Reports

2018-98- Resolution to Approve Purchase of Mack Truck, Cab and Chassis- Memorialize—Discussed during Department Reports

2018-99- Resolution to Approve Purchase of Truck Body, Plow, Tailgate Spreader and Liquid Pre-Melting System- Memorialize—Discussed during Department Reports

2018-100- Resolution to Approve the Closing of Roy Ace Street for the Knowlton Lions Club Yearly Truck Drawing to be Held on July 14, 2018 Memorialize

WHEREAS, the Knowlton Lions Club wishes to conduct its yearly truck drawing, which is open to the public, on July 14, 2018, which for public safety reasons requires the closing Roy Ace Street; and

WHEREAS, the Knowlton Lions Club reports that all neighbors have been advised of and consent to the closing of Roy Ace Street from 10 AM to midnight on July 14, 2018.

NOW ,THEREFORE BE IT RESOLVED, that the Mayor and Committee hereby authorize the closing of Roy Ace Street from 10 AM to midnight on July 14, 2018.

IT IS FURTHER RESOLVED, that barriers and appropriate signage shall be placed at each end of the street to indicate that Roy Ace Street is closed for the time period permitted.

Motion was made by Deputy Mayor Cuntala, second by Committeewoman Shipps and approved by an all-in-favor for the memorization of Resolution 2018-100.

2018-101- Resolution of the Knowlton Township Committee Authorizing an Application of the Knowlton Township Municipal Alliance for Funding for the 2018/2019 Calendar year.

WHEREAS, the Knowlton Township Municipal Alliance Committee was established on January 1, 2000 in compliance with the Governor's "Blueprint for a Drug Free New Jersey"; and,

WHEREAS, the Alliance has pledged to work toward the accomplishment of the following five goals as directed in the Governor's "Blueprint":

1. Organize and coordinate the efforts of school, police, business groups and other community organizations to fight drug/alcohol abuse.
2. Adopt a K through 12 substance abuse education program in the schools which has been deemed to be comprehensive and effective.
3. Adopt clear procedures for the intervention, treatment and discipline of students abusing alcohol and drugs.

4. Provide a comprehensive drug/alcohol abuse education and out-reach program for parents.
5. Provide a comprehensive substance abuse community-awareness program.

THEREFORE, BE IT RESOLVED, that Knowlton Township is eligible for \$4113.00 from the State of New Jersey and must provide \$1,234.00 as a cash match in the 2018 Local Municipal Budget as well as \$3,085.00 for non-budgeted "in-kind" services for the year July 1, 2018 through June 30, 2019

BE IT FURTHER RESOLVED that the membership of the Municipal Alliance Committee shall include, but not be limited to the president of the Knowlton Township Board of Education, the Knowlton Township Chief School Administrator, a representative of the Parent Teacher Organization, Municipal Court Judge, representatives of local civic associations, representatives of local religious groups, high school assistance counselors, representatives of the New Jersey State Police, or private citizens.

Motion was made Deputy Mayor Cuntala, second by Committeewoman Shipps and approved by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes to Resolution 2018-101

2018-102- Governing Body Certification of the Annual Audit

WHEREAS, N.J.S.A 40A: 5-4 requires the governing body of every unit to have made an annual audit of its books, accounts and financial transactions: and

WHEREAS, the Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant and with the Municipal Clerk pursuant to N.J.S.A 40A: 5-6and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52: 27BB-34 authorized the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C 5:30-6-5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit report entitled "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C 5:30-6-5, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the member of the local governing body to the penalty provisions of R.S. 52:27BB-52 to wit”

R.S.52:27BB-52: A local office or member of a local governing body who, after a date fixed for compliance, fails or refused to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and , upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Knowlton, hereby state that it has complied with N.J.A.C 5:30 6-5 and does hereby submit a certified copy of this resolution and required affidavit to said Board to show evidence of said compliance.

Motion was made by Deputy Mayor Cuntala second by Committeewoman Shipps and approved by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes to Resolution 2018-102

2018-103- Resolution Reappointing Acting Municipal Clerk Pursuant to N.J.S.A 40A: 9-133

WHEREAS, commencing on July 11, 2016, Kristin Shipps was appointed to serve as Acting Municipal Clerk, with the appointment continuing through July 10, 2018: and

WHEREAS, pursuant to N.J.S.A 40A:9-133(c) within 90 days of the occurrence of a vacancy in the office of municipal clerk by reason of the departure of a registered municipal clerk, the governing body may appoint a person who does not hold a registered municipal clerk certificate to serve as Acting Municipal Clerk, for a period not to exceed one year, commencing on the date of the vacancy; and

WHEREAS, Kristin Shipps has the qualifications to serve as the Acting Municipal Clerk, has served as the Acting Municipal Clerk since her appointment, and the Township Committee seeks to extend her appointment.

WHEREAS, the Department of Community Affairs approves the appointment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of Knowlton Township in the County of Warren, State of New Jersey, that Kristin Shipps is hereby reappointed to serve as Acting Municipal Clerk commencing on July 11, 2018 and continuing through July 10, 2019, pending the approval of the NJ Department of Community Affairs.

BE IT FURTHER RESOLVED that the Mayor is authorized to renew the attached Professional Services Agreement with the Acting Clerk.

Motion was made by Deputy Mayor Cuntala, second by Mayor Starrs and approved by roll call vote: Cuntala--yes, McNinch--yes, Shipps--abstain, Van Horn--yes, Starrs—yes to Resolution 2018-103.

2018-104- Resolution for Properties for Foreclosure—Tabled

2018-105- Approval to Send Municipal Assets to Warren County Auction—Discussed during Department Reports.

2018-106-Resolution -Chapter 159-Sickle Bar Mower

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton in the County of Warren, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$14,569.21 which is now available from the New Jersey Department of Environmental Protection – State Clean Diesel Grant Program.

BE IT FURTHER RESOLVED that the like sum of \$14,569.21 is hereby

Appropriated under the caption New Jersey Department of Environmental Protection – State Clean Diesel Grant Program; and

BE IT FURTHER RESOLVED that the above is the result of funds from the

New Jersey Department of Environmental Protection – State Clean Diesel Grant Program in the amount of \$14,569.21.

Motion was made by Deputy Mayor Cuntala, second by Committeeman McNinch and approved by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes to Resolution 2018-106.

2018-107- 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 2018.

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, 2018:

Acting Municipal Clerk
Shared Services/Grant Administrator
Assessment Search Officer

Kristin Shipps

Deputy Clerk	Doreen Apgar
Registrar of Vital Statistics	Doreen Apgar
Deputy Registrar of Vital Statistics	Kristin Shipp
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/Zoning Officer	Eric Snyder
Driveway Inspector	Ted Rodman
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	George Trongone
Alternate Recreation Laborer	Ryan Lembeck
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 Shipp
Housing Liaison	Theresa Tamburro

*Shared Municipal Court – Knowlton/Frelinghuysen/Franklin/Blairstown - term expires 12/31/20

**term expires 12/31/19

Motion was made by Deputy Mayor Cuntala, second by Mayor Starrs and approved by a roll call vote; Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes resolution 2018-107

2018-108- Resolution Approving Payment of Vouchers

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

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

Motion was made by Deputy Mayor Cuntala, second by Mayor Starrs and approved by a roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs—yes to Resolution 2018-109, holding the Sanico bill for DPW Supervisor to review.

2018-109-A Resolution Supporting the Scenic Byways Nomination Application to the NJ Scenic Byways Advisory Committee (at NJDOT)

WHEREAS, the Knowlton Township Environmental Commission has nominated a loop including exit 12 off of Interstate Route 80, following Route 521 North, left onto County Route 94 South, turning right onto Academy Road, right on Main Street and left onto Blair Place, continuing onto High Street, then Millbrook Road (County Route 602) North, turning left onto Old Mine Road in the Delaware Water Gap National Recreation Area, continuing through Worthington State Forest, meeting back with Interstate Route 80 from the Delaware Water Gap back to Exit 12; including a spur in Knowlton Township off of Interstate Route 80 at exit 4C, Route 94 North to the Village of Hainesburg; and including an extension along Old Mine Road up to the junction of Route 206 within the Delaware Water Gap National Recreation Area to be designated a New Jersey Scenic Byway; and

WHEREAS, the mission of the New Jersey Scenic Byways Program is to recognize and preserve New Jersey's unique historic, cultural and natural heritage; improve roadway safety and appearance; create and nurture partnerships among citizens and all levels of government; provide opportunities for commerce through heritage, cultural and nature-based tourism; enhance quality of life and instill pride in local communities; and

WHEREAS, a byway can further benefit the community by fostering economic development that is in keeping with our character and provide access to funds and resources for improving established roadways that constitute the byway alignment and enhance various locations along the route; and

WHEREAS, designation of the byway involves a coordinated effort among municipalities and counties through which it passes; and

WHEREAS, the Knowlton Township Environmental Commission recognizes specifically that this effort involves the development of a Scenic Byway Nomination Package for submission to the New Jersey Department of Transportation and development of a Corridor Management Plan; and

WHEREAS, the Knowlton Township Environmental Commission has asked for input from Blirstown Township, Hardwick Township, Warren County, Sussex County, Worthington State Park, and the Delaware Water Gap National Recreation Area when preparing a New Jersey Scenic Byway Program Nomination Package in accordance with established guidelines for consideration by the State of New Jersey for the designation of a Scenic Byway route through the community; and

WHEREAS, administration of the byway, once formally designated, further requires continuing commitment on the part of all participants involving establishment of a permanent body to oversee its long-term operation and promotion; and

WHEREAS, the Township Committee of Knowlton wishes to express its support for the concept of a Scenic Byway and its commitment to participating in the process necessary for its implementation; and

WHEREAS, the route of the Scenic Byway, while subject to minor amendments at the request of the participating municipalities and counties, is proposed to follow the alignment identified on the map and narrative hereto presented as the Nomination Package; and

WHEREAS, there has been enthusiastic encouragement on the part of the Scenic Byways Nomination Board to see these sections of road referenced above brought into the program.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of Knowlton expresses its support for the concept of a Scenic Byway as documented in the Byway Nomination Package.

BE IT FURTHER RESOLVED that it is the intention of the Township of Knowlton to be an active participant in administering the byway once it has been designated.

BE IT FURTHER RESOLVED that the Township Committee of Knowlton will cooperate with all other municipalities and counties involved in ongoing planning efforts that support the designation, recognition and retention of the Byway.

Motion was made by made by Deputy Mayor Cuntala, second by Mayor Starrs and approved by an all-in-favor vote to Resolution 2018-109.

2018-110-Resolution Approving Knowlton Township Preliminary 2018 Annual Sewer Rates

WHEREAS, the Knowlton Township Committee has approved preliminary annual sewer rates for 2018; and,

WHEREAS, the 2108 preliminary sewer rates are effective January 1, 2018 through December 31, 2018; and,

WHEREAS, the 2018 approved preliminary sewer rates are as follows:

- A. Period January 1, 2018 to May 31, 2018

	<u>Sewer Allocation</u>	<u>% age of Flow</u>	<u>Preliminary Monthly Payment Billed Quarterly</u>
Travel Center Of America	20,000	86.2%	\$18,923
McDonalds	3,200	13.8%	\$3,029

B. Period June 1, 2018 to December 31, 2018

	<u>Sewer Allocation</u>	<u>% age of Flow</u>	<u>Preliminary Monthly Payment Billed Quarterly</u>
Travel Centers Of America	20,000gpd	72.2%	\$15,849
McDonalds	3,200gpd	11.55%	\$2,535
Simpson Rd. Project	4,500gpd	16.25%	\$3,568

NOW THEREFORE BE IT RESOLVED that the Governing Body of Knowlton Township hereby approves 2018 preliminary annual sewer rates.

Motion was made by Mayor Starrs, second by Committeeman McNinch and approved by a roll call vote: Cuntala--yes, McNinch--yes, Shipps--abstain, Van Horn--yes, Starrs--yes to Resolution 2018-110

OLD BUSINESS

Knowlton's Open Space Tax—Discussed during public comment

Columbia Dam Update—There was two public tours of the dam deconstruction. First tour had 55 people and the second had 15 people. The remnant dam is down and the deconstruction of the main dam as started. Power plant will not be removed until next year by NJDEP. The Nature Conservancy is seeking funding from a private donor to fund the trail.

Route 80 Rockwall Update—Mayor Starrs read the NJDOT's latest response regarding why the 60ft rock wall/ fence has been selected and no other options. Their response was a detailed rock study and rock fall modeling revealed the need for more aggressive stabilization within the jurisdiction of the National Park Service. Mayor Starrs submitted two OPRA requests asking for accident records regarding this stretch of Route 80. NJDOT denied both requests.

Form for the Abandon Buildings Registry

Committeeman McNinch stated that property owners need to be added. Mayor Starrs stated that the extra zero needs to removed.

NEW BUSINESS

Cell Phone Policy

Committee agrees to be consistent with cell phone policy and to not pay a part-time employees' cell phones. Mayor Starrs agreed to discuss with the employee.

Metal Folding Chairs in Basement

Committee agreed to have DPW Supervisor Brian Peck to take the metal chairs in the basement to a scrap yard.

Dog License

Committeewoman Shippis suggested raising the dog licensing fee \$1.00 to cover the cost of the extra fees that have occurred because of strays that are being left.

Mayor Starrs update on the Salt issue. She finally got a hold of H2M, the company the NJDEP is using to do a long-term solutions study, and discovered that there was a meeting regarding a report and Knowlton Township was not invited. The report is in draft form and NJDEP said it is in legal review and will send the report to the township once their legal department gives the okay.

Committeewoman Shippis asked if anyone wants to volunteer for Community Day. There have been zero responses for volunteers.

CORRESPONDENCE

Time Change for Environmental Commission Meeting

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and approved by an all-in-favor to approve the Environmental Commission Meeting to the 2nd Wednesday of every month at 6:30p.m.

APPROVAL OF MINUTES

June 28, 2018 Public Meeting Minutes

Motion made by Deputy Mayor Cuntala, second by Committeeman McNinch and approved by an all-in-favor for the June 28, 2018 Public Meeting Minutes. Mayor Starrs and Committeewoman Shippis abstained due to absence.

July 9, 2018 Executive Session Minutes

Motion was made by Deputy Mayor Cuntala, second by Committeewoman Shippis and approved by an all-in-favor for the July 9, 2018 Executive Session Minutes. Committeeman Van Horn abstained due to absence.

July 9, 2018 Public Meeting Minutes

Motion was made by Deputy Mayor Cuntala, second by Committeewoman Shippis and approved by an all-in-favor for the July 9, 2018 Public Meeting Minutes. Committeeman Van Horn abstained due to absence.

PUBLIC COMMENT

Resident Sherren Pomponio asked if the township reach out to the State police regarding accidents along Route 80. They would have reports of motor vehicle accidents.

Resident Pam Rusweiler asked what the cost for the dog licenses is now.

EXECUTIVE SESSION—Due to the late hour, the Committee agreed to table the executive session discussion until the next meeting.

ADJOURNMENT

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala, and carried to adjourn tonight's Township meeting at 10:02 p.m.

Respectfully submitted,
Kristin Shipps
Acting Municipal Clerk