

TOWNSHIP OF KNOWLTON
WARREN COUNTY, NEW JERSEY

June 23, 2016

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 7:02PM by the Mayor Adele Starrs, who read the statement that this meeting was being held in compliance with the "Open Public Meetings Act":

In accordance with Chapter 231 of the Public Laws of 1975, notice of this meeting was given by way of publication with the Star Gazette and/or the Express-Times, filed in the Municipal Clerk's Office and posted in the Knowlton Municipal Building. Mayor Starrs then led the public in the pledge of allegiance.

Roll Call:

Present: Committeewoman Kathy Cuntala, Committeeman Ronald Farber, Committeeman Rene Mathez and Mayor Adele Starrs

Absent: Committeewoman Debbie Shipps

Also present: Township Engineer Ted Rodman

Executive Session: Not needed at this time

Payment of the Bills:

A motion was then made by Committeewoman Starrs, seconded by Committeewoman Cuntala and carried to authorize the payment of the bills in the amount of \$25,608.41. Mayor Starrs talked about the reports that are submitted with the voucher from the alarm system. The system shows a code number only as to who comes into the building along with the time. Upon reviewing this, there is a question as to whether or not this monthly report is really needed. Upon further discussion, the Committee agreed to cancel this report. Committeeman Farber reminded the Acting Clerk that a copy of the voucher for the Gypsy Moth spraying needs to be sent to the Department of Agriculture.

Roll Call

Ayes: Committeewoman Cuntala- Y Committeeman Mathez- Y Committeeman Farber- Y Mayor Starrs - Y

Nays: None

Absent: Committeewoman Shipps

Public Comment:

Mr. VanHorn talked about items for the Seniors. Discussion was on a sitting area (benches) and Mr. VanHorn proposed another pavilion at Tunnel field. Mr. VanHorn offered to look at the area before anything is done. He might be able to come up with a suggestion as to a location. Committeewoman Cuntala offered to talk with the Recreation Coordinator about to.

Mr. VanHorn asked about the Resolution to Re-Insert minutes for November 14, 2011 and June 28, 2012 that are missing. These minutes according to Mayor Starrs were found by Attorney Richard Cushing in his litigation folder. Committeeman Mathez questioned if they were approved; answer was yes they were approved. Attorney Cushing back then took minutes. The Committee decided to continue this discussion later in the meeting when Resolution 2016-66 coming up again.

Dr. Bethanny Summers also mentioned that there are several Eagle Scouts coming up in the ranks and maybe a project for them would be to build benches for the shady areas

Pam Rusweiler from the audience asked if these minutes were ever voted on and the answer was no.

Billy Clifford also from the audience commented that the minutes were made after the fact, made for the Corrigan report.

Committeeman Farber commented that things happen and if the Committee feels that this happened, then they should be reinserted. Mayor Starrs feels that this is a legal question and that the Committee should wait for the July 11 meeting when Attorney Cushing will be present to discuss further.

Presentation: North Warren Regional School - Budget for 2016-2017 school year
Superintendent Sarah Bilotti and Business Administrator Chris Heagle and Representative from the Schoolboard were present for and talked about the school budget. Handouts were presented to the audience so that they could follow along with the discussion. Current enrollment is steady. Ideas and programs supported by the budget are increased student achievement, support their infrastructure and support professional development as a meaningful activity. Security in the building has been provided by the Blairstown Police but for 2017 the school will need to be looking for a director and a new crew. This was discussed further. Regionalization was also discussed. The Township tax levy for 2016 is at 2.98% with the proportionate share at 4.17% for next year. School tax increase for an average home will be \$6.28/month on an average home valued at \$205,902.

Mr. Bob McNinch asked about an OPRA request from last year that was never answered by the previous Superintendent on the 4% tax levy and its history. Mayor Starrs asked that this discussion please be taken to the other rooms so that the Committee could continue with tonight's agenda.

Municipal Clerk: Hiring of a new Clerk/Resolution 2016-77

Mayor Starrs read the following Resolution:

WHEREAS, there exists a need for the appointment of a Municipal Clerk in the Township of Knowlton; and

WHEREAS, N.J.S.A.40A:9-133 states that the term of office of the Municipal Clerk shall be three years and that the term shall be deemed to have begun as of the actual date upon which a person serving as Municipal Clerk is appointed; and

WHEREAS, Knowlton Township approved the search for a new municipal clerk on April 28, 2016; and

WHEREAS, the position was advertised with the New Jersey League of Municipalities, the Municipal Clerks' Association of New Jersey, and on the Knowlton Township website; and

WHEREAS, several candidates have been interviewed by both the Township's Personnel Subcommittee and subsequently by the Knowlton Township Committee; and

WHEREAS, the Township Committee has found a candidate who would be both a good fit for the Township's needs and offer a cost savings to the Township; and

WHEREAS, such candidate does not hold a Registered Municipal Clerk Certificate ("RMC Certificate"), but intends on obtaining an RMC Certificate during her employment as Acting Municipal Clerk; and

WHEREAS, N.J.S.A. 40A9-133 allows the appointment of a person who does not hold an RMC Certificate as an Acting Municipal Clerk for one year and for two subsequent years with the approval of the New Jersey Director of the Division of Local Government Services;

WHEREAS, the current Acting Municipal Clerk may stay on as a Township Employee in the limited supervisory role to facilitate the transition until August 5, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of Knowlton:

1. Appoints Kristin Kolb Shipps as the full time Acting Municipal Clerk of Knowlton effective July 11, 2016 for a three-year term, with an annual initial salary of \$30,000.

2. Authorizes the Mayor to execute the attached Professional Services Agreement

This is a revised Resolution as the original one appointed Ms. Kolb-Shipps as the Municipal Clerk. Upon further review of the Statute 40A:9-133 as provide to the Committee by the present Acting Clerk Ms. Fisher, highlights what is spelled on in the Resolution.

A motion was made by Committeewoman Starrs, seconded by Committeewoman Cuntala and carried to adopt Resolution 2016-77 as revised.

Roll Call

Ayes: Committeewoman Cuntala – Y Committeeman Mathez- Y Committeeman Farber- Y Mayor Starrs - Y

Nays: None

Absent: Committeewoman Shipps

RESOLUTIONS

2016-66 Authorizing the Re-Insertion of Minutes: The Committee agreed to table further discussion on this resolution until Attorney Cushing is present for the July 11, 2016 meeting.

2016-69 In Support of Fireworks Display

A motion made by Committeeman Mathez, seconded by Committeewoman Starrs and carried to approve Resolution 2016-69.

WHEREAS, a fireworks display will be held in Knowlton Township by the Knowlton Lion's Club on July 9, 2016; and

WHEREAS, they will be arranging for the fireworks display; and

WHEREAS, the State of New Jersey requires a resolution of support from the Township Governing Body in order to arrange for an inspection and approval of the fireworks display.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey that this resolution serve as a resolution n of support for conducting fireworks in Knowlton Township by the Knowlton Lion's Club on July 9, 2016.

2016-70 through 2016-75 Renewal of Liquor Licenses for 2016 - 2017

A motion was made by Committeewoman Starrs, seconded by Committeeman Farber and carried to approve Resolution 2016-70 as follows:

WHEREAS, the following renewal application has been completed, the proper fees have been paid to the Division of Alcoholic Beverage Control and the Township of Knowlton; and

WHEREAS, the licensee is qualified according to all statutory, regulatory and local government NJABC laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton approves the following NJABC liquor license renewal:

RBSD Inc. t/a Dalton's Columbia Inn 2113-33-006-008

A motion was made by Committeewoman Starrs, seconded by Committeeman Farber and carried to approve Resolution 2016-71 as follows:

WHEREAS, the following renewal application has been completed, the proper fees have been paid to the Division of Alcoholic Beverage Control and the Township of Knowlton; and

WHEREAS, the licensee is qualified according to all statutory, regulatory and local government NJABC laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton approves the following NJABC liquor license renewal:

Old Log Cabin, Inc. 2113-33-008-004

A motion was made by Committeewoman Starrs, seconded by Committeeman Farber and carried to approve Resolution 2016-72 as follows:

WHEREAS, the following renewal application has been completed, the proper fees have been paid to the Division of Alcoholic Beverage Control and the Township of Knowlton; and

WHEREAS, the licensee is qualified according to all statutory, regulatory and local government NJABC laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton approves the following NJABC liquor license renewal:

Hunters Lodge Motel, LLC. 2113-33-005-006

A motion was made by Committeewoman Starrs, seconded by Committeeman Farber and carried to approve Resolution 2016-73 as follows:

WHEREAS, the following renewal application has been completed, the proper fees have been paid to the Division of Alcoholic Beverage Control and the Township of Knowlton; and

WHEREAS, the licensee is qualified according to all statutory, regulatory and local government NJABC laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton approves the following NJABC liquor license renewal:

Lahoud Enterprise, LLC. t/a Elias 2113-33-002-005

A motion was made by Committeewoman Starrs, seconded by Committeeman Farber and carried to approve Resolution 2016-74 as follows:

WHEREAS, the following renewal application has been completed, the proper fees have been paid to the Division of Alcoholic Beverage Control and the Township of Knowlton; and

WHEREAS, the licensee is qualified according to all statutory, regulatory and local government NJABC laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton approves the following NJABC liquor license renewal:

L'Auberg De France t/a Buckwood Bistro 2113-33-001-002

A motion was made by Committeewoman Starrs, seconded by Committeeman Farber and carried to approve Resolution 2016-75 as follows:

WHEREAS, the following renewal application has been completed, the proper fees have been paid to the Division of Alcoholic Beverage Control and the Township of Knowlton; and

WHEREAS, the licensee is qualified according to all statutory, regulatory and local government NJABC laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton approves the following NJABC liquor license renewal:

Shree Nathght Corp. t/a Smitty's Liquor Store 2113-44-001-004

A motion was made by Committeewoman Starrs, seconded by Committeewoman Cuntala and carried to approve Resolution 2016-76 as follows:

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT 2016-76

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 2015 has been files by a Registered Municipal Accountant and with the Municipal Clerk pursuant to N.J.S.A 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes 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 members of the local governing body to the penalty provisions of R.S. 52:27BB-52 to wit"

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses 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 the required affidavit to said Board to show evidence of said compliance. I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE TOWNSHIP MEETING HELD ON JUNE 23, 2016.

Judith M. Fisher, RMC, Acting Municipal Clerk

Roll Call

Ayes: Committeewoman Cuntala– Y Committeeman Mathez- Y Committeeman Farber- Y Mayor Starrs – Y **Nays:** None **Absent:** Committeewoman Shipp

Ordinance: None

Old Business:

Draft Referendum Question for the Columbia Dam: The preliminary draft referendum question for the Columbia Dam was reviewed by the Committee. It was suggested to table further discussion to the July 11 meeting.

Flood Insurance: Update from Frank Makowski

Mr. Makowski was not able to be present tonight and will provide an update on the Community Rating

System at the next meeting

Concrete Handicap Ramp repairs: Quote from Joe Trinca: A quote has not been received yet from Mr. Trinca. Mr. Rodman submitted his report on the Municipal Building ADA Accessibility. The present ramps were looked at and comments were made. The Main Entrance after reviewing the ADA requirement appears to meet them. The ramp to the basement offices does not meet the ADA accessibility standards. Alternative accommodation plan for accessibility to the Building and Zoning/Planning Departments should be investigated.

Zoning Map: Good news is that the correct zoning map will be on line.

Septic Tank "Specs": Reported by the Engineer is that all the requirements for this project have been met and the contract can now be signed.

A motion was made by Committeewoman Cuntala, seconded by Committeeman Farber and carried to authorize the Mayor and Deputy Clerk to sign the contract.

Roll Call

Ayes: Committeewoman Cuntala – Y Committeeman Mathez- Y Committeeman Farber- Y Mayor Starrs - Y

Nays: None

Absent: Committeewoman Shipps

150 Vail Road: Mr. Rodman presented the Committee with the demolish permit for this house. The Committee will hold this permit until they gets the signed letters from the Heirs giving the Township permission to take this house down.

Mayor Starrs reported that 38 Hemlock house has been demolished and that 39 Hemlock will be next week. This was done at no charge to the Township. The Owner who lives in Florida has agreed to pay for this.

New Business:

OPRA Fees: The OPRA form that is on the Knowlton web page is outdated. The Committee was briefed on the new form which they were agreeable to and the approved rate of 5 cents per page for paper copies. If the requested information is requested to be faxed or emailed, there is no charge. Payment should be cash and there is no PayPal. The new request form is at the Building and also on the web page.

General Code: Proposal for eCode 360 This proposal was reviewed by the Committee. Premium eCode360 with PubDocs module and posting of new laws is \$1,495. This price includes the initial set up and first year maintenance fee of \$1,195.00. This initial investment price and annual fee does not include supplementation for the printed Code. There was no charge for updating the Zoning Map.

A motion was made by Committeewoman Starrs, seconded by Committeeman Mathez and carried to accept the eCode 360 proposal from General Code for \$1,495.00.

Roll Call

Ayes: Committeewoman Cuntala – Y Committeeman Mathez- Y Committeeman Farber- Y Mayor Starrs - Y

Nays: None

Absent: Committeewoman Shipps

DPW Cell Phones: The Township is presently paying for 3 cell phones for the DWP at a

cost of \$158.00 per month. They are requesting permission from the Committee to use their own cell phone and save the Township the \$158.00 per month. In exchange for doing this, they are asking to be reimbursed \$50.00 per month. There was a brief discussion and the Committee agreed to have Committeewoman Shipps talk to the DPW on this issue since she is one of the liaisons to that department.

Shared Service Agreement: Knowlton Township and Frelinghuysen Township Mayor Starrs informed the Committee that this agreement for the Court was negotiated with Frelinghuysen Township. The term of this agreement is for four years starting January 1, 2017 and ending December 31, 2020. The new contract includes a \$1,000 increase in rent per year and will increase 2% each year thereafter. A motion was made by Committeewoman Cuntala, seconded by Committeeman Farber and carried to authorize the Mayor and Deputy Clerk to execute the agreement between Knowlton Township of Frelinghuysen.

Roll Call

Ayes: Committeewoman Cuntala – Y Committeeman Mathez- Y Committeeman Farber- Y Mayor Starrs - Y

Nays: None

Absent: Committeewoman Shipps

The repair of the water tank at the Municipal Building will be done by August 1. The water to the entire build will need to be turned off and the Office closed that day. Billy Clifford will coordinate this with the Construction Department.

Approval of the Minutes: March 24, 2016

A motion was made by Committeeman Mathez, seconded by Committeewoman Cuntala and carried to approve the minutes of March 24, 2016.

Public Comment

Resident Tammy Terpstra asked about the OPRA fee. Payment would be cash and if requested information is either faxed or emailed there is no charge.

As for the ramps, the Committee is looking into this issue.

Adjournment

A motion was made by Committeeman Mathez, seconded by Committeewoman Cuntala and carried to adjourn tonight's meeting of the Knowlton Township Committee at 8:55PM

Respectfully submitted
Judith M. Fisher, RMC
Acting Municipal Clerk