

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
PUBLIC MEETING MINUTES  
March 22, 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, and Mayor Starrs

Absent: Committeeman Van Horn and Committeewoman Shipp

**PUBLIC COMMENT**

Mike Cestari, Deputy Coordinator for Blairstown's CERT (Community Emergency Response Team) introduced himself to the committee and gave a brief description of what CERT is all about. It is a program that supports first responders and give support to the communities during disasters. CERT responds to the Emergency Management Office. Volunteers for CERT need to go through a nine-hour training course. Information regarding CERT will be posted on the Knowlton Township website.

**DEPARTMENT REPORTS** — No Department Reports

**ORDINANCES**

**Introduction of 2018-01 AN ORDINANCE AMENDING CHAPTER 134 OF THE CODE OF THE TOWNSHIP OF KNOWLTON ENTITLED "PARKS AND RECREATION" IN ORDER TO ESTABLISH AN AMENDED FEE SCHEDULE**

**WHEREAS**, Chapter 134 Section 28 of Code of the Township of Knowlton (the "Township") establishes certain fees for the reservation of park facilities within the Township; and

**WHEREAS**, It has been recommended that the Mayor and Committee amend said fee schedule for the purpose of making same commensurate with local municipal standards.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Committee of the Township of Knowlton, the County of Warren, that Chapter 134 entitled "Parks and Recreation" of the Code of the Township of Knowlton (the "Code") is hereby amended as follows:

**SECTION 1.** Section 134-28 of the Code of the Township of Knowlton entitled "Permit Required" is hereby amended and supplemented as follows (Additions indicated in boldface and italics *thus*;

deletions indicated with strike-through ~~thus~~):

§ 134-28 Permit Required.

A. No park grounds or facility shall be reserved for use or rented by any group, organization or individual for any activity, function or meeting unless a permit for its use or rental has first been obtained from the Knowlton Township Recreation Director. The granting of a permit shall entitle the holder thereof to precedence in the use of the facility.

B. Permits for the use of facilities shall be required for any and all activities or functions of any size or type and shall be governed by the rules and regulations of the Township Committee and shall be subject to such schedule of fees as may be imposed or fixed by the Township Committee.

C. The fees for reservation of park facilities are as follows:

**(1) Daily pavilion rental: fee of \$100**

**(2) Field usage: \$20 per hour per field.**

D. Events and activities sponsored by the Knowlton Athletic Association, the Knowlton Township Recreation Committee or the Knowlton Recreation Foundation are exempt from the permit requirement provided that these events and activities are scheduled and approved by the Knowlton Township Recreation Director.

E. Fees and deposits may be waived for other community organizations with the approval of the Knowlton Township Committee.

F. A refund of fees will be made for cancellations received 48 hours prior to the start of the event or activity. Refunds for cancellations made within 48 hours of the start of the event or activity may be granted with the approval of the Knowlton Township Committee.

**SECTION 2.** All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

**SECTION 3.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 4.** This Ordinance shall take effect upon final passage and publication according to law.

**Motion was made by Deputy Mayor Cuntala, seconded by Mayor Starrs and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—absent, Van Horn—absent, Starrs—yes to the introduction of Ordinance 2018-01**

## **RESOLUTIONS**

(Memorialize)

**2018-60-Resolution Concerning a Voucher for Finelli Engineering**

WHEREAS, the Knowlton Township Committee passed Resolution 2017-93 on July 10, 2017 awarding a contract to Finelli Consulting Engineers to provide professional surveying for the Conti open space project; and

WHEREAS, Finelli Consulting Engineers advised on January 31, 2018 that they had completed the survey work; and

WHEREAS, the Warren County Engineer on March 12, 2018 provided comments on this survey work that potentially may require revisions and these comments are being reviewed by both Knowlton Township and Finelli Consulting Engineers; and

WHEREAS, the Township Committee would like to offer partial payment for the substantial services already rendered by Finelli Engineering; and

WHEREAS, Finelli Engineering is amenable to this; and

WHEREAS, this issue was discussed with the Township Committee at the public meeting on March 12, 2018; and

WHEREAS, this resolution memorializes that discussion.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of Knowlton authorizes a check to be issued to Finelli Engineering for 50% of the project total, which is \$9,250, with the remainder to be paid upon Knowlton Township Committee's concurrence that Finelli's original scope of work is complete.

**Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and approved with an all-in-favor vote memorializing Resolution 2018-60.**

**2018-62- 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, seconded by Committeeman McNinch and approved by a roll call vote Cuntala—yes, McNinch—yes, Shipps—absent, Van Horn—absent, Starrs—yes to Resolution 2018-62.**

## **OLD BUSINESS**

### **Amendment to Ordinance for Removal of Abandoned Vehicles**

Committee reviewed recommended changes from Attorney Ben Valliere. Committee agreed to these changes and will have the ordinance prepared for introduction at the next township committee meeting.

## **NEW BUSINESS**

**CERT**—Discussed during public comment

**27 Washington St.** —Mayor Starrs received an email from resident asking about the purchase of 27 Washington Street, which was purchased by Knowlton Township in 2007. Deed was drawn up by township attorney at the time of sale. Committee agreed to have the township attorney dig up the paperwork on why this property was purchased by Knowlton Township.

**Spring Clean Up**—Acting Clerk Shipps stated that Spring Clean Up will be May 14-19. Vouchers will be ready for pick up at the Municipal Building starting April 16, 2018.

**JCP&L Reimbursement for Storm Damages**—Committeeman McNinch received a phone call from a resident asking if JCP&L gives reimbursement for residents who lost food and medicines during the latest power outages. Mayor Starrs reached out to the representative from JCP&L and the response was that they do not typically give out reimbursements for food and medicine, but they do look at each claim on a case by case and residents can reach out to the contact center. The number will be posted on the Knowlton Township website.

**Upper Mount Bethel “Explosions” Reported on March 18**—On Sunday some Knowlton Residents heard a loud explosion coming from the PA side. One resident reported glass broke and another reported that CenturyLink went out. Mayor Starrs will be attending the March 18th meeting where the Upper Mount Bethel Supervisors will be discussing this. Mayor Starrs did get confirmation that the explosion did not come for the Air Liquide plant.

## **CORRESPONDENCE**

### **Meeting for Knowlton Homeowners Flood Mitigation Grant on March 29, 2018**

Meeting has been set for the residents who were offered a FEMA buyout. It is at 6:30 pm at the Warren County Public Safety Building on March 29, 2018.

### **Township Chipping**

Mayor Starrs received a request asking if the township would do chipping if residents put the limbs out near the roadway. Committee agreed that the township should not offer chipping to residents.

## **APPROVAL OF MINUTES**

### **March 12, 2018 Executive Session Minutes**

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman McNinch and approved with an all-in-favor for the March 12, 2018 Executive Session Minutes

### **March 12, 2018 Public Meeting Minutes**

Motion was made by Deputy Mayor Cuntala, second by Committeeman McNinch and approved with an all-in-favor for the March 12, 2018 Public Meeting Minutes

## **PUBLIC COMMENT**

Resident Mike Cestari asked when Woodruff will be paved. Mayor Starrs said that there is a process. The DPW and Township Engineer evaluate the roads and recommend which ones are worst and should be paved next. Woodruff is not on the current list.

Resident Sharon Valentine just wanted to bring to the committee's attention problems with people running the stop sign on Decatur and Green Streets.

Resident Pam Rusweiler said that there is an issue with the State police coming out.

Resident Sharon Valentine mentioned a pit bull that bit a walker and asked if there was a process to see if the dog was up-to-date on the shots. Acting Clerk Shipps explained that the woman who was bitten came to the office to check. The dog's rabies shots were up to date and the Animal Control Officer was notified.

## **ADJOURNMENT**

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala, and carried to adjourn tonight's Township meeting at 7:35 p.m.

Respectfully submitted,

Kristin Shipps  
Acting Municipal Clerk