

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
March 23, 2017**

The monthly meeting of the Knowlton Township Committee was held on this date at the Municipal Building, 628 Route 94, Columbia, New Jersey. This meeting was called to order at 7:00 p.m. by Mayor Starrs.

Mayor Starrs led the public in the pledge of allegiance.

The Mayor read the following statement 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."

**Roll Call**

Present: Deputy Mayor Cuntala, Committeeman Farber, Committeewoman Shipps, and Mayor Starrs  
Committeeman Van Horn was absent

Also present was Township Engineer Ted Rodman, DPW Supervisor Brian Peck

**EXECUTIVE SESSION** Motion to go into Closed Session: Mayor Starrs. Seconded by Committeewoman Cuntala and carried at 7:01.

**Resolution**

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P.L.1975 permits the exclusion of the public from a meeting under certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

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

1. The public shall be excluded from that portion of this meeting
2. The general nature of the subject matter to be discussed is as follows:
  - A. Personnel
  - B. Litigation

Motion was made by Mayor Starrs, Seconded by Deputy Mayor Cuntala and carried to come out of Closed Session at 7:20 p.m. and return to Regular Session.

Trooper Rock from NJ State Police Hope Barracks was present at the meeting. Committeewoman Shipps addressed that a member of the recreation department believes he saw a drug transaction at Tunnel Field. Trooper Rock asked for the contact information of the member.

**Presentation**

John Kruk- Re/Max Town and Valley

Mr. Kruk spoke with the committee regarding renting out 622 Route 94. Mr. Kruk explained that his company would take care of leasing out the property and doing a credit check on new tenants for a fee of one month's rent. If the township was interested his company would also collect rent at a cost of 10% the rental fee or the township could be responsible. They would also be responsible for any maintenance issues that would come up regarding the home. If a necessary repair is under \$500.00,

the committee would not have to get involved. Mr. Kruk currently does this in Allamuchy Township for the last 6-7 years.

Mayor Starrs stated that she believes that the township attorney said that the township was unable to accept revenue from a rental but she will look into that. Committeeman Farber feels that this property should be held on to for future years.

### **PUBLIC COMMENT**

Pam Rusweiler reached out to Senator Steve Oroho office to be a mediator between the township and the state so the township does not have to build a salt shed but purchase the salt from the state.

Committeeman Farber feels that there should be a formal request to the senator from the township for support of sharing the state salt shed. DPW Supervisor Brian Peck stated that he knows that Blairstown shed does not have the capacity to share with Knowlton. He also stated that 2 years ago Knowlton DPW tried to borrow salt from the state. The state had also called Knowlton for when they ran out of salt. Supervisor Peck believes neither location has a shed large enough to hold enough salt for two towns.

### **SALT SHED**

Mayor Starrs explained that there are two ideas for the salt shed, the first would be a shared service with the state or to move the current location of the salt shed. Mayor Starrs presented a list of properties to the committee at the prior meeting and none of the properties seemed to be suitable for a new salt shed. Mr. Peck feels that with good housekeeping and a new salt shed at the current location there will be no contamination outside the shed.

Motion was made by Committeeman Farber, seconded by Mayor Starrs and carried to approve to request the assistance of the legislatures for the shared service agreement for the salt shed.

### **DEPARTMENT REPORTS**

**DPW Supervisor Brain Peck** explained about the "paper" road off the municipal buildings parking lot. DPW does not maintain this road. Mr. Peck agreed to plow the paper road only during big storms.

Mr. Peck also talked to the committee about the y intersection at Brugler and Route 94. Mr. Peck called Alex Lazorisak, Supervisor of the Warren County Rd. Dept., regarding trucks using this and Mr. Lazorisak has agreed to do a shared service with DPW in removing the y intersection and fixing the pothole there.

#### **Township Engineer Ted Rodman**

Washington Street speed bump the Problem statement form is completed and will be sent to NJDOT. Cemetery Rd. -- Mr. Rodman has tried to contact Robin Blessing from Service Electric and has not heard back from her yet.

#### **Emergency Manager Official Frank Makowski**

Update on Flood Mitigation-- there is a meeting April 6<sup>th</sup>.

## RESOLUTIONS

### **2017-02a- Compensated Appointments**

WHEREAS, it is necessary to appoint various persons to fill the numerous positions of authority in the Township of Knowlton for the year 2017.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that the following appointments be made with terms being until December 31, 2017:

Acting Municipal Clerk	Kristin Shipps
Shared Services/Grant Administrator	
Assessment Search Officer	
<b>Deputy Clerk</b>	<b>Doreen Apgar</b>
Registrar of Vital Statistics	Doreen Apgar
Deputy Registrar of Vital Statistics	Kristin Shipps
Office Assistant	
Finance Assistant	Doreen Apgar
Recycling Coordinator	JoAnn Fascenelli
Chief Financial Officer	Christine Rolef
Tax Collector	Evan Howell
Tax Search Officer	Evan Howell
Assistant Tax Collector	Doreen Apgar
Tax Assessor	Richard Motyka
Tax Assessment Assistant	Kenna Pearson
<b>Code Enforcement Officer/Zoning Officer</b>	<b>Joseph Rossi</b>
Driveway Inspector	Brian Peck
Fire Official	Glenn Wilson , Jim McAleer
Planning Board Secretary	Alfia Schemm
Board of Adjustment Secretary	Alfia Schemm
Animal Control Officer	Alan DeCarolis
*Municipal Judge	Dominick Santini
Court Administrator	Rosanne McPartland
Deputy Court Administrator	Ruth DeGeorge
Alternate Deputy Court Admin.	Ann Marie Tracy
Violations Clerk	
Court Attendant	Dennis Kelley, Doug Kopen
Public Works Manager	Brian Peck
Public Works Assistant Supervisor	Thomas Steckel
Public Works Driver/Laborer I	
Public Works Driver/Laborer II	
Public Works Driver/Laborer III	David Quick
Public Works Driver/Laborer IV	
Public Works Driver/Laborer-Part Time	Geoff Littlehale
Recreation Director	Dennis Lembeck
Recreation Laborer	John Sikora, George Trongone
Community Service/Clean Comm. Supervisor	Dennis Lembeck, John Sikora
**Emergency Management Coordinator	Frank Makowski

911 Coordinator  
Deputy Emergency Management Coordinator  
Emergency Management Assistant

Frank Makowski  
Frank Van Horn  
Kristin Shipps

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

\*\*term expires 12/31/19

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and carried by roll call vote  
Cuntala - yes, Farber -yes , Shipps-yes , Van Horn-absent , Starrs -yes Resolution 2017-02a

### **2017-48- Authorizing the Hiring of Sewer Engineer -Memorialize**

WHEREAS, there exists a need for the performance of sewer engineering services during the year 2017  
which cannot be handled by the Township Engineer; and

WHEREAS, funds are or will be made available for this purpose to be certified by the Treasurer; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*, authorizes engaging a sewer  
engineer without competitive bidding providing that the Resolution authorizing the award of contracts  
for “Professional Services” without competitive bidding and the contracts be available for public  
inspection;

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

1. MARK A. BAHNICK, P.E., of VAN CLEEF ENGINEERING ASSOCIATES, (“Sewer Engineer”) is  
hereby appointed to act as Sewer Engineer for the Township of Knowlton during the year  
2017 in order to provide engineering services and advice relating to the Knowlton  
Wastewater Treatment Facility.
2. The Mayor and Clerk are authorized to execute a mutually agreeable written Agreement  
with said Sewer Engineer consistent with the terms of the Proposal within thirty (30) days  
of the date of this Resolution, subject to the Chief Financial Officer certifying there are  
adequate funds in the Township’s budget to fund the agreement fee shall not exceed  
\$12,500.
3. This Agreement is awarded without competitive bidding as a “Professional Service” under  
the provision of the Local Public Contracts Law, N.J.S.A. 40A:11-5.
4. Adequate funds have been or will be appropriated for the services of Sewer Engineer as  
certified by the Chief Financial Officer up to an amount not exceeding \$12,500.00.

Motion was made by Committeeman Farber, seconded by Deputy Mayor and carried to  
approve the memorialization of resolution 2017-48. Committeewoman Shipps abstained from  
the vote.

**2017-49 -Resolution Authorizing the Mayor and Clerk to Execute the Interlocal Services Agreement Between the County of Warren and the Township of Knowlton for 9-1-1 Telecommunication Services**

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Committee of the Township of Knowlton, County of Warren, State of New Jersey, do hereby authorize the Mayor and Acting Municipal Clerk to enter into the Interlocal Services Agreement Between the County of Warren and the Township of Knowlton for 9-1-1 Telecommunication Services, with the Warren County Public Safety Department.

BE IT FURTHER RESOLVED that they are authorized to sign and attest on behalf of the township.

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and carried to approve resolution 2017-49.

**2017-50- Authorization for the Transfer of Funds**

WHEREAS, NJSA 40A:4-59 permits appropriation transfers during the first 3 months of the succeeding year; and;

WHEREAS, there are certain appropriations requiring transfers of 2016 appropriation reserves:

NOW, THEREFORE, BE IT RESOLVED, confirmation 2/3 of the full Governing Body; that the following transfers are authorized:

From:	Amount
Clerk S/W	\$10,000.00
Road Maintenance S/W	\$ 4,500.00
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Total	\$14,500.00
To:	Amount
Legal O/E	\$ 12,000.00
Building and Grounds O/E	\$ 2,000.00
Municipal Court O/E	\$ 500.00
	-----
Total	\$ 14,500.00

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and carried to approve by roll call vote Cuntala--yes, Farber-- yes, Shipps--yes, Van Horn--absent, Starrs--yes resolution 2017-50.

### **2017-51 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 Commitment Farber and carried to approve by roll call vote Cuntala-- yes, Farber--yes, Shipps--yes, Van Horn—absent, Starrs--yes resolution 2017-51

### **OLD BUSINESS**

**March 30 FEMA Flood Mitigation Grant Meeting**--Meeting with Bill Hunt from Warren County Public Safety will be held at the Municipal Building 7pm

**Salt Shed**-- Discussed above in Department Reports

**Wastewater Bills**-- Committee agreed to divide fee for the new wastewater engineer between the two businesses using the wastewater facility proportionally and send a letter with the bill addressing the change.

### **NEW BUSINESS**

**Paper Rd.**--Discussed during Department Reports

**Emex-Third Party Energy for Municipal Building**

Contract with Emex is up. Emex has already held an auction for the township and the new rate would be .0748 cents per kw/h. In order to lock in this rate, the Committee needs to pass a resolution.

### **2017-52 A Resolution of Knowlton Township Authorizing the Purchase of Electric Supply Services For Public Use On an Online Auction Website**

WHEREAS, the Knowlton Township has determined to move forward with the EMEX Reverse Auction in order procure electricity for the and Knowlton Township

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the "Act") authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, the Knowlton Township will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at [www.energymarketexchange.com](http://www.energymarketexchange.com); and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and be it

RESOLVED, that a certified copy of this Resolution be forwarded by the Knowlton Township Clerk: [Great Eastern Energy ]; and

FURTHER RESOLVED, that the Knowlton Township Committee of the Knowlton Township is hereby authorized to execute on behalf of the Knowlton Township any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and carried to approve resolution 2017-52 contingent on the municipal attorney reviewing resolution.

### **Social Media Policy**

Mayor Starrs explained that residents have been using social media to lodge complaints about the Township. Committee agreed that they will no longer be commenting on social media but instead sending the individual who started the complaint a private message.

### **Century Link Petition**

Committeewoman Shipps explained that this year CenturyLink will be merging with other companies some of which have Fiber optic. This merger must be approved by the Board of Public Utilities. Ms. Shipps will be starting a petition for residents to sign that asks the BPU not to approve the merger unless improvements in Internet are given to rural towns like Knowlton. The petition will be at the municipal building, online, and Ms. Shipps will have residents sign in person.

### **Fairview Schoolhouse**

Motion was made by Committeeman Farber, second by Deputy Mayor Cuntala and carried to submit a letter to Warren County Municipal and Charitable Conservancy Trust Fund in support of the Fairview Cemetery Association's application for a grant for repairs to the Fairview Schoolhouse.

### **Tennis Court fence for Tunnel field**

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and carried by roll call vote Cuntala--yes, Farber--yes, Shipps--yes, Van Horn--absent, Starrs--yes, to approve Fast Fence quote of \$9,450.00.

**Easter egg hunt**-- April 8th at 11am at Tunnel Field. Rain date is April 9<sup>th</sup>.

**Knowlton Elementary School** --Wish list from the school for the DEP Grant- Disc Golf, Soccer nets, backboards for outside basketball courts and an indoor Lego wall.

### **CORRESPONDENCE**

**Selective Service System**--Selective Service Board is looking for volunteers.

**NJ DOT**--Route 80 Eastbound there will be pavement preservation from Old Mine Rd. to Hope-Johnsonburg Rd.

**New Jersey Legislators Meeting**--Meeting with State Senators on April 7th, 2017.

## **APPROVAL OF MINUTES**

### **March 13, 2017 Executive Session Meeting Minutes**

Motion was made Deputy Mayor Cuntala, seconded by Mayor Starrs and carried to approve March 13, 2017 Executive Meeting Minutes. Committeewoman Shipps abstained because she was absent for this meeting

### **March 13, 2017 Public Meeting Minutes**

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and carried to approve March 13, 2017 Public Meeting Minutes. Committeewoman Shipps abstained because she was absent for this meeting

## **PUBLIC COMMENTS**

Pam Rusweiler wanted to address to the committee that she also contacted Josh Gottheimer's office asking for assistant with grant money regarding the salt issue.

## **ADJOURNMENT**

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala, and carried to adjourn tonight's Township meeting at 8:30 p.m.

Respectfully submitted,

Kristin Shipps  
Acting Municipal Clerk