

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
Public Session Meeting Minutes  
March 8, 2021**

The meeting of the Knowlton Township Committee was held on this date at the Knowlton Municipal Building, 628 Route 94, Columbia, New Jersey. This meeting was held by electronic means via ZOOM as a result of the COVID-19 pandemic and various executive orders in connection with same and 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 statements “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 the *Star Gazette* as well as providing said schedule in the Municipal Clerk’s office.”

**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](mailto: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, Shipp--yes, Van Horn-yes, Starrs—yes. Also present was Township Attorney Leslie Parikh**

### **EXECUTIVE SESSION**

Motion made by Starrs, second by Cuntala and carried to go into Executive Session at 7:03 p.m.

#### **2021-33 Resolution Authorizing Executive Session**

WHEREAS, the Open Public Meetings Act; N.J.S.A. 10:4-6 et seq., declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognized exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Township Committee find it necessary to conduct an executive session closed to the public as permitted by the N.J.S.A. 40:4-12; and

WHEREAS, the Mayor and Township Committee will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Knowlton Township, County of Warren, State of New Jersey that they will conduct an executive session to discuss the following topic (s) as permitted by N.J.S.A. 40:4-12:

- A. Attorney Advice
- B. Contract Negotiations

BE IT FURTHER RESOLVED that the Mayor and Township Committee hereby declare that their discussion of the subject (s) identified above may be made public at a time when the Township Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Mayor and Township Committee, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

**Motion made by Starrs second by Cuntala and carried to come out of Executive Session at 7:36 pm**

**PUBLIC COMMENT**  
**ORDINANCES**

**Public Hearing/ Adoption**

**2021-04- An Ordinance of the Township of Knowlton Repealing Ordinance 11-369 of the Ordinances of the Township of Knowlton, Warren County, New Jersey**

WHEREAS, pursuant to N.J.S.A.40:48-2, the governing body of a municipality may make, amend, repeal, and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this state or of the United States, as it may deem necessary and proper for the good government, order and protection of person and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

WHEREAS, on \_\_\_\_\_, 19\_\_\_\_, the Governing Body of the Township of Knowlton adopted Ordinance No. 11-369, entitled “Deed Conveyance;” and

WHEREAS, Ordinance No. 11-369 requires that certain language be included in the deeds for any and all properties adjacent, abutted or reasonably contiguous to properties upon which farm practices occur (as set forth in Ordinance number 11-368), upon the conveyance of said adjacent, abutted or reasonably contiguous properties; and

WHEREAS, the required language contained in Ordinance 11-369 states “Knowlton Township acknowledges that a substantial quantity of land is devoted to active agricultural uses and a right to farm exists in the Township. Therefore, the grantee, his or her heirs and assigns are hereby on notice that lands in any zone in the township may be actively farmed and that the farmer of these lands has the continued right to farm under the provisions of the land use regulations of Knowlton Township,” and

WHEREAS, while the Township of Knowlton recognizes the importance of active agricultural uses, farm practices and the Right to Farm and continues to support and promote such practices, the Township finds the application and enforcement of Ordinance No 11-369 extremely difficult and likewise impractical given the existing protections available to said properties upon which farm practices occur regardless and independent of the existence of Ordinance No 11-369; and

WHEREAS, given the above, the Township of Knowlton desires to repeal Ordinance No. 11-369.

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

SECTION ONE. Ordinance No. 11-369 is repealed in its entirety.

SECTION TWO. All Ordinances of the Township of Knowlton that are inconsistent with the provisions of this Ordinance are hereby repealed as to the extent of such inconsistency.

SECTION THREE. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by any Court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

SECTION FOUR. This Ordinance shall take effect as provided by law.

**Motion made by Starrs, second by Cuntala and carried to open for public hearing.**

**No public Comment**

**Motion made by Starrs, second by Cuntala and carried to close the public hearing.**

**Motion made by Starrs, second by Cuntala and approved by roll call vote: Cuntala--yes, Mazza--yes, Shipp--yes, Van Horn--yes, Starrs--yes to Ordinance 2021-04.**

**RESOLUTIONS**

**2021-34-Resolution Ratifying the Township of Knowlton’s Policy Regarding the Use of Municipal Property**

WHEREAS, the Township of Knowlton recognizes that organizations and interest groups raise social awareness through various means, including but not limited to, the use of flags signifying support; and  
WHEREAS, the Township supports many of these organizations and the residents who help raise and foster social awareness for the various causes; and

WHEREAS, the Township is also cognizant of the growing number of organizations and interest groups, many of whom are fundamentally or at times in disagreement with one another; and

WHEREAS, the Mayor and Committee have determined that it is in the best interest of the residents and of the Township for it to remain consistent with past practice and policy as it pertains to municipal property and continue to enforce its policy not to fly flags on municipal property other than the U.S and state flags.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee that the Township of Knowlton will continue to enforce its policy not to fly flags on municipal property other than the U.S and state flags.

Motion made by Starrs, second by Cuntala and carried to approve Resolution 2021-34.

**2021-35-Resolution Authorizing Mayor to Sign Agreement with Land Conservancy for Update to Knowlton’s Open Space Plan**

WHEREAS, the Mayor and Township Committee of the Township of Knowlton are desirous of attaining professional services for the betterment of the Township of Knowlton; and,

WHEREAS, there exists a need for professional service to update Knowlton Township’s “Open Space Plan” dated \_\_\_\_\_; and,

WHEREAS, “The Land Conservancy of New Jersey” on November 19, 2020, proposed updating the Knowlton Township “Comprehensive Farmland Preservation Plan” at no cost to the Township of Knowlton, using funds to be obtained through the William Penn program’s 2020 Delaware River Watershed Protection Fund Catalyst grant; and

WHEREAS, on February 21, 2021, Knowlton Township received confirmation that the full Delaware River Watershed Protection Fund Catalyst grant had been awarded to Knowlton Township; 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; and

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Committee of the Township of Knowlton authorize the “The Land Conservancy of New Jersey” to perform the Open Space Plan Update at no cost to the Township.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are here by authorized to sign the agreement with “The Land Conservancy of New Jersey” on behalf of Knowlton township and that their signatures constitute acceptance of the terms and conditions and approve the agreement.

BE IT FURTHER RESOLVED that a copy of this Resolution and contract is available for public inspection in the office of the Municipal Clerk and that the resolution is to 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 to Resolution 2021-35**

**2021-36-Lowes Contract for DPW Renovation**

WHEREAS, the Township of Knowlton wishes to utilize the Walk-in Building Supplies NJ State Contract 18-FLEET-00235; and

WHEREAS, Lowes Home Center, LLC has been awarded contract# 18-FLEET-00235

WHEREAS, the Chief Financial Officer has certified that funds are available thru Ordinance 2021-01 Improvements to DPW Garage

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, County of Warren, and State of New Jersey authorizes purchases related to Ordinance 2021-01 from Lowe’s Home Center LLC, with a total project price not to exceed \$39,500.

**Motion made by Starrs, second by Cuntala and carried to approve resolution 2021-36**

**2021-37 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 made by Cuntala, second by Starrs and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipp—yes, Van Horn—yes, Starrs –yes to Resolution 2021-37.**

**OLD BUSINESS**

**Easter Egg Hunt 2021**--Committee discussed if there was enough manpower to have the Easter Egg Hunt this year. The Lions Club is short on volunteers for the event so it was decided that there was not enough help to

follow protocol.

**Delaware Beach Ordinance**-Discussion took place regarding the fee and charging the campground a fee per van and having each van have its own permit.

**Dog Licenses**-Clerk Shipps wanted to let the committee and residents know that late reminders will be going out this week.

### **NEW BUSINESS**

**Emerald Ash Borer/ Ash Tree Removal in Knowlton**--Mayor Starrs asked the committee if they would like to budget to take down ash trees that are on township property. Discussion took place regarding DPW cutting down the smaller trees, Attorney Parikh advised to check with the insurance agent. Priority would be Tunnel Field along the walking path. Committee agreed to add \$15,000 to this year's budget for taking down the trees.

**Spring Clean Up**--Clerk Shipps explained that there will be spring clean-up from May 10th - May 15th. Voucher will start being distributed the week of April 26th. Clerk Shipps also stated that the building may need to be opened those 3 weeks because there are residents that stop by in person to get a voucher.

Committee discussed opening the doors to the public now. Clerk Shipps asked to just let the office personnel know and see if there are any concerns. Attorney Parikh stated that there should be a list made for contract tracing and temperature checks should be done.

### **CORRESPONDENCE**

**Email from Deputy Clerk Apgar** --Deputy Clerk Apgar's provided an email to the committee to update them on the electrical and internet work that has been done to the office. Deputy Clerk Apgar is hoping that everything will be completed by the end of the week.

**Trex Recycling**--Mayor Starrs received an email from the Girls Scouts asking to use the municipal building lobby to drop off plastic for the Trex Recycling Program. Committeeman Van Horn suggested the drop box at the Lion's club. Mayor Starrs will have her contact reach out to Committeeman Van Horn. If the Lions Club does not work out, the back up will be the municipal building with pick up to be done once a week.

Mayor Starrs told the committee that the Township request to be Cooperating Agency for the Rockwall along Route 80 was denied.

Attorney Parikh talked about the cannabis bill. Mayor Starrs will forward the ordinance that was passed a few years ago and also asked about updating the Employee Policy regarding the cannabis law. Attorney Parikh will take a look at the ordinance and will need to take a look at the employee policy.

**PUBLIC COMMENT** --No public comments

**ADJOURNMENT**--**Motion made by Starrs, second by Cuntala and carried to adjourn tonight's meeting 8:25 pm**