

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
May 8, 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 7:04 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, Committeeman Van Horn (arrived at 7:25) and Mayor Starrs

Also present was Township Engineer Ted Rodman, DPW Supervisor Brain Peck and Attorney Leslie Parikh (Gebhardt & Keifer)

**EXECUTIVE SESSION** Motion to go into Closed Session: Mayor Starrs, Seconded by Committeewoman Cuntala and carried at 7:06.

**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 - has been cancelled
  - B. Potential litigation

Motion was made by Mayor Starrs, Seconded by Deputy Mayor Cuntala and carried to come out of Closed Session at 7:22 p.m. and return to Regular Session.

**RESOLUTIONS**

**2017-2b 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 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  
Shared Services/Grant Administrator

Kristin Shipps

Assessment Search Officer	
Deputy Clerk	Doreen Apgar
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
Code Enforcement Officer/Zoning Officer	Joseph Rossi
<b>Driveway Inspector</b>	<b>Ted Rodman</b>
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	Frank Makowski
Deputy Emergency Management Coordinator	Frank Van Horn
Emergency Management Assistant	Kristin Shipps

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

\*\*term expires 12/31/19

Motion made by Deputy Mayor Cuntala, second Mayor Starrs and approved by Roll Call vote

Cuntala - yes , Farber - yes , Shipps- yes , Van Horn- absent , Starrs - yes

**2017-64 A Resolution Authorizing the Fund Drives for the Knowlton Township Fire and Rescue Squad** –Attorney Parikh believes coin tosses may require an ordinance. Tabled for Attorney Parikh to review Township Ordinance

**2017-65 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.

May 8, 2017

Motion was made by Deputy Mayor Cuntala, second by Mayor Starrs and approved by Roll Call vote Cuntala -- yes , Farber--yes , Shipp--yes , Van Horn-- abstain , Starrs-- yes resolution 2017-65

**PUBLIC COMMENT**

Mayor Starrs had responded to resident Bob McNinch’s comment from a prior meeting on township debt at the end of 2016 by email but wanted to respond in public session of this meeting. Mayor Starrs responded \$1.47 million was the township debt at the end of 2016, which is 0.484% of equalized value. For comparison, she presented a chart showing percentages for nearby towns’ debt: Allamuchy 2.065%, Belvidere 1.286%, Hotpatcong 0.552%, Knowlton 0.484%, Blairstown 0.347%, and White: 0.00%.

**OLD BUSINESS**

**622 Route 94**

Attorney Leslie Parikh is going to check to see if Municipalities can accept a profit for renting out 622 Route 94.

**NEW BUSINESS**

**Insurance Salt Coverage**

Mayor Starrs explained that she has been negotiating with the insurance company and Chubb, the pollution insurance carrier, is now reserving its rights regarding coverage and requesting further investigation. They will not give a final decision regarding coverage until the six months after a notice of tort claim has been filed has passed.

**Parking Ordinance Language**

Attorney Leslie Parikh would like to take a look at the township Ordinance and speak with Zoning Officer Joe Rossi regarding the summons that was issued for parking violations.

**Projector**

Committee agreed to purchase a projector for presentations. Mayor Starrs, at Committeewoman Cuntala’s suggestion, asked Superintendent Billotti if North Warren Regional High School could donate a used one later on during the meeting.

**Logo Sign Meeting**

Acting Clerk Shipp stated that a meeting is tentatively scheduled for May 23, 2017, 11: 00am at the Knowlton Municipal Building with the DOT regarding Route 80 signage.

**Meeting with Bob Martin**

Mayor Starrs and Committeeman Van Horn are meeting with NJDEP Commissioner Bob Martin tomorrow regarding grants for salt.

## **Delaware Beach Road**

Mayor Starrs and DPW Supervisor Brian Peck will be meeting next week. Committeeman Farber asked if the signs at Station Rd. could be replaced.

## **DEPARTMENT REPORTS**

### **Brian Peck-DPW Supervisor**

1990 International truck cross bar is completely distorted and broke free from the frame. Mr. Peck is not sure if this snow plow can be fixed. Committeeman Van Horn will take a look at it.

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

Mr. Rodman received a phone call from the engineer working on the gas station on the corner of Walnut Rd. They would like to put in an oil separator. Mr. Rodman believes that there should be a sight plan amendment.

Salt shed—The Committee agreed to use a hard design without a fabric roof. Mr. Rodman be coming up with estimates and dimensions.

## **PRESENTATION**

### **Knowlton Township Fire and Rescue**

EMS Captain David Neal and President Bob Peterson addressed the Township Committee regarding acquiring a new ambulance. Committeewoman Shipps and Committeeman Van Horn were present when the Fire & Rescue had a demonstration for a 2017 Ambulance. Fire & Rescue is also in need of a stretcher. Committeewoman Shipps looked into both leasing and financing for a new ambulance and a new stretcher. Cost for a new 2-wheel drive is \$138,000 or \$165,000 for a 4-wheel drive. Committeeman Van Horn also asked if St. Luke's would be willing to sell Knowlton Fire & Rescue a used ambulance. Committeewoman Shipps and Van Horn will gather more info.

### **Paul Avery Blairstown Rotary**

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved by Roll Call vote Cuntala--yes, Farber--yes, Shipps--yes, Van Horn--abstain, Starrs-- yes for Knowlton Township to donate \$750.00 for the Blairstown 4th of July Fireworks display, the same donation as the previous year.

### **North Warren School Budget**

Superintendent Sarah Bilotti and Business Administrator Christopher Heagele presented the 2017-2018 North Warren School Budget. Handouts were provided to the Township Committee and audience. The presentation including budget goals, reducing costs, and current enrollment, which is steady but they are expecting a decrease in enrollment within the next few years. The school is "going to cap" or 2.00% this year. Knowlton's proportionate Share is 5.97%, which means an increase, for the average home valued at \$206,768, of \$9.87 per month. Some ideas and programs supported by the 2017-2018 budget are new schedule/unit lunch, Google Classroom Expansion, 1:1 laptops for all incoming 7th graders, replacing classroom projectors and an integrated security camera into single use.

## **CORRESPONDENCE**

No Correspondence

**APPROVAL OF MINUTES**

**April 10, 2017 Executive Session Meeting Minutes**

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and carried to approve April 10, 2017 Executive Session Meeting Minutes.

**April 10, 2017 Public Meeting Minutes**

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and carried to approve April 10, 2017 Public Session Meeting Minutes.

**April 27, 2017 Executive Session Meeting Minutes**

Motion was made by Deputy Mayor Cuntala, seconded by Mayor Starrs and carried to approve April 27, 2017 Executive Session Meeting Minutes.

**April 27, 2017 Public Meeting Minutes**

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and carried to approve April 27, 2017 Public Meeting Minutes.

**PUBLIC COMMENT**

No Public Comment

**ADJOURNMENT**

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala, and carried to adjourn tonight's Township meeting at 10:15 p.m.

Respectfully submitted,

Kristin Shipps  
Acting Municipal Clerk