

TOWNSHIP OF KNOWLTON
WARREN COUNTY, NEW JERSEY
PUBLIC MEETING MINUTES
September 12, 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 7:03 p.m. by Mayor Adele Starrs.

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.

Mayor Starrs led the public in the pledge of allegiance.

Roll Call

Present: Committeewoman Shipp, Committeeman F7tuygiuyuioytuyoarber, Committeeman Mathez, Committeewoman Cuntala and Mayor Starrs

Also present: Township Engineer Ted Rodman, Township Attorney Dick Cushing, Esq.

Executive Session: No executive session

Committeeman Mathez read the following statement that he prepared:

“Remembering Bruce Reynolds

“Fifteen years after the 9/11 attacks it is fitting that we remember a Knowlton resident who died at the World Trade Center. Bruce Reynolds was finishing up his shift as a Port Authority Police Officer at the George Washington Bridge when the attack started. Instead of going home to Knowlton to his wife and two children he sped down to the World Trade Center. Despite being told that because of his asthma he should not go into the dusty, smoky building he raced up the tower to try to save the people inside. He died when the tower collapsed.

“We remember Bruce for his bravery, heroism, and devotion. He was a gentle, warm, loving family man. We are grateful for the example he gave us because remembering Bruce’s actions that day makes each one of us a bit better.

“If you are in the Port Authority, leave by the 9th Avenue exit and you will see a picture of Bruce and other brave members of the Port Authority police who died on 9/11. We salute them and all who with bravery and selfless devotion risk their lives to keep us safe.”

Department Head Reports:

Ted Rodman- Township Engineer-- addressed the committee regarding the cell tower updates. There are two separate issues. One is that there is a lease issue because the cell tower is located on township property. The lease states that any changes that are done to the cell tower need to be approved by the Township Committee. The second issue is a zoning issue. The Municipal land use was adjusted several years ago that permits the cell tower to expand to a certain height, without going to the Planning Board or Board of Adjustment as long as you meet the criteria. Mayor Starrs asked if the township can charge for all the changes that are being made. Township Attorney Dick Cushing needs to review the details of the lease and the details of the cell tower upgrades to see if the township is able to charge for those upgrades to the cell tower.

Mt. Pleasant Rd.- which was brought up in public comment at August 29, 2016 meeting by resident John Anderson. There was a deed found from 1845 at the Warren County Clerk's office. The road is what is called a road return. There does not seem to be a vacation on this road. In order to vacate a road an ordinance needs to be done. Mt. Pleasant Rd. as of now is a public road. The committee has agreed that since the township owns the road that they should leave it as is and if there should be any issues in the future then those issues should be presented to the committee and they will address it then.

Salt Shed- Mr. Rodman said that he met with Brian Peck, Department Head of DPW and they are both still working on quotes for a new salt shed. Mayor Starrs gave the committee a briefing regarding the meeting where Mayor Starrs and Committeeman Mathez met with the DEP and were given the preliminary results about the salt findings but the DEP asked that the results not be shared with the public yet because DEP did not address the DOT or the Joint Toll Bridge Commission regarding the results. There is a scheduled meeting with the DEP, DOT and the DRJTBC on September 30. The DEP has agreed to come to the October 27th Knowlton Township meeting to give the entire presentation to the public. In preparation for that meeting Mayor Starrs has asked Mr. Rodman and Mr. Peck to do a little research on salt sheds so the committee is prepared to give information to the public. Mr. Rodman stated that regardless of the result of the salt findings the township is in need of a new salt shed.

150 Vail Rd. - Resident Bill Clifford of Clifford Enterprises would like a written authorization that 150 Vail Rd. is to be demolished. Township Attorney Dick Cushing recommended that a resolution be drawn up, which he will prepare. The resolution can be passed at this September 12 meeting and that the language of the resolution is to be memorialized at the September 22nd meeting. Mr. Rodman said that we have all the paperwork for the demolition but we do not have liability insurance from Gary Grey. Mr. Rodman told the committee that CFO Christine Rolef said the demolition must be authorized to be less than \$6,000. Motion was made by Mayor Starrs, seconded by Committeeman Farber, and carried, with Committeewoman Shipps abstaining from the vote, to approve the resolution to demolish 150 Vail Rd. for no more than \$6,000 with a contract going to Gary Grey and authorizing Mayor Starrs to write a letter to Gary Grey with authorization to proceed.

Public Comment:

Resident Tammy Terpstra asked how back taxes on any property are collected. Township Attorney, Dick Cushing, said that there is a tax sale certificate issued on the property. Investors can buy that tax sale certificate. Investors must keep the taxes current. However if the tax sale certificate is worth more than what the property is worth, the property could sit abandoned.

Resolutions:

2016-89 Resolution Authorizing Mayor to Execute Letter Allowing T-Mobile to Perform Modification Work On A Cell Tower Pursuant to a Lease Agreement.

Tabled for attorney review.

2016-90 Resolution Authorizing the Town of Knowlton to Join the Warren County Initiative Regarding GXP Mapping Software

Motion was made by Mayor Starrs, seconded by Committeeman Mathez, and carried to approve resolution #2016-90 as follows:

WHEREAS, the Warren County Prosecutor's office has proposed purchasing a software program from Geospatial Exploitation Products, called GXP; and

WHEREAS, GXP is a tool that can be used by the Office of Emergency Management, Fire and Rescue, local school personnel, and volunteers in emergency situations to respond more accurately to emergency

incidents by using satellite imagery; and

WHEREAS, the system's uses include:

- 1) allowing real-time tracking of personnel in response situations,
- 2) using real-time images layered with grids in emergency responses rather than traditional maps,
- 3) incorporation of factors like wind speed and direction to calculate and map the spread of environmental accidents; and

WHEREAS, Warren County schools, in conjunction with the Prosecutor's Office, have agreed to finance the annual maintenance costs of the system; and

WHEREAS, the Prosecutor's Office is asking every town in Warren County to make a onetime contribution of no more than \$1,500 for the purchase of the system; and

WHEREAS, Knowlton's Fire & Rescue and Emergency Management teams have been briefed on the uses of the software and have expressed support for its purchase.

NOW, THEREFORE, BE IT RESOLVED that the Knowlton Township Committee hereby authorizes the Town of Knowlton to join the Warren County Prosecutor's initiative regarding the GXP mapping software program with a one-time expenditure not to exceed \$1 ,500.

2016-92 Resolution Approving Payment of Vouchers

Motion was made by Mayor Starrs, seconded by Committeewoman Cuntala, and carried to order to approve Resolution 2016-92 as follows:

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.

Mayor Starrs addressed the committee that a voucher was pulled for Wastewater Management for changing filters, for which they billed the township \$59,000. Mayor Starrs expressed concern that bidding laws could have been violated and stated the Township was not notified before they changed the filter. The wastewater contract was sent to Township Attorney Dick Cushing which he has not reviewed yet. Committeeman Farber and Committeeman Mathez agreed to meet with Attorney Cushing, the engineers, and the company to discuss this charge.

Mayor Starrs looked into the bills from the Blirstown Animal Hospital. Township policy has been to board strays for at least a week, after that they are sometimes euthanized. Committeewoman Shipps agreed to look into alternate methods for abandoned and stray animals that the Animal Control Officer receives.

ORDINANCE

2016-10- An Amended Ordinance “Fixing the Salaries and Wages of the Officials, Appointees and Employees of the Township of Knowlton in the County of Warren and State of New Jersey” by Salary Range 2nd reading / adoption

Motion was made by Committeeman Mathez and seconded by Committeewoman Cuntala and carried to go into public hearing.

No public comment

Motion was made by Mayor Starrs and seconded by Committeewoman Cuntala and carried to ~~order to~~ close public hearing.

Motion was made by Mayor Starrs and seconded by Committeewoman Cuntala and carried to adopt Ordinance #2016-10 as follows:

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

SECTION 1: That the Salary Range of the elected officials, appointees and employees of the Township of Knowlton, in the County of Warren and State of New Jersey, shall be as follows:

ADMINISTRATION	AMOUNT	PER
Mayor	3,000.00-5,000.00	Year
Township Committee Person	3,000.00-4,800.00	Year
Township Clerk	30,000.00-60,000.00	Year
Acting Clerk	10.00-60.00	Hour
Office Manager	200.00	Per Diem
Deputy Clerk	15.00-30.00	Hour
Registrar	3,500.00-8,500.00	Year
Deputy Registrar	16.00 -30.00	Hour
Office Assistant (P/T)	13.00-30.00	Hour
Recreation Director	6,000.00-12,000.00	Year
Recreation Laborer (P/T)	15.00-18.00	Hour
Housing Liaison	20.00-35.00	Hour
Grant Administrator	30.00-40.00	Hour
Maintenance Custodian	7,000.00-8,500.00	Year
FINANCE		
Tax Assessor	16,000.00-20,000.00	Year
Assistant to Tax Assessor	3,500.00-5,000.00	Year
Property List Certification	10.00	As billed
Tax Collector	22,000.00-30,000.00	Year
Assistant to Tax Collector	16.00-25.00	Hour
PLANNING & ZONING		
Planning Board Secretary	\$6,500.00-9,000.00	Year
Board of Adjustment Board Secretary	6,500.00-9,000.00	Year
Code Enforcement Official	10,000.00-15,000.00	Year
Code Enforcement Official Court Appearance	43.38	Per Hour

Fire Prevention Official	5,500.00-7,000.00	Year
Driveway Inspector	30.00-35.00	Per Inspection

DEPARTMENT OF PUBLIC WORKS

Manager	\$25.00-33.00	Hour
Assistant Supervisor	22.00-33.00	Hour
Driver/Laborer I	17.00-25.00	Hour
Driver/Laborer II	16.00-25.00	Hour
Driver/Laborer III	15.00-20.00	Hour
Driver/Laborer Part Time	15.00-18.00	Hour

CLEAN COMMUNITIES

Supervisor	3,000.00-5,500.00	Year
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ANIMAL CONTROL

Animal Control Officer (\$15.00 per hour for court)	\$7,000.00-10,000.00	Year
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EMERGENCY MANAGEMENT

Coordinator	\$3,500.00-5,000.00	Year
Deputy Coordinator	1,500.00-4,000.00	Year
Assistant	30.00-35.00	Hour
9-1-1- Coordinator	1,500.00-2,500.00	Year

Municipal Court

Judge	\$30,000.00-37,000.00	Year
Court Administrator	65,000.00-75,000.00	Year
Deputy Court Administrator	35,000.00-40,000	Year
Violations Clerk	14.00-17.00	Hour
Court Attendant	200.00-225.00	Per Session
Call Outs	55.00-65.00	As Billed

SECTION II: Other employees’ benefits and compensation are set forth in a Personnel Policy.

SECTION III: If any section, clause, sentence, or other part of this Ordinance shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgement shall not effect, impair, or invalidate the remainder of this Ordinance.

SECTION IV: All Ordinances or parts of Ordinance inconsistent with the Ordinance are hereby repealed to the extent of such inconsistency only.

SECTION V: This Ordinance shall take effect after the Second Reading.

Old Business

Litigation Update-

Mayor Starrs at the last meeting gave the committee and the public an update on the litigation *Township of Knowlton vs. Patton*. At that point Mayor Starrs said that the DCA approved the settlement and to Mayor Starrs’s knowledge Ms. Patton did not appeal the settlement. After that meeting Mayor Starrs found out that Ms. Patton did appeal the settlement and that Ms. Patton’s attorney did not notify the township of the appeal. Ms. Patton retained a new attorney and Township Attorney Dick Cushing believes that there was just a mix up in communication. The hearing date for this matter is October 12, 2016.

General Code

Committeeman Farber addressed some concerns on what ordinance should go into the general code book and if the code book should be gender specific. Acting Municipal Clerk Kristin Shipps explained to the committee that after the meeting that she had with General Code all ordinances that have been passed are to go to General Code and they will determine which ordinance will go into the code book and which ordinance will simply be listed in the deposition list.

Amendment to Nuisance Ordinance

Attorney Tara St. Angelo prepared a draft for the committee to review to amend the Nuisance Ordinance. The Committee reviewed the draft and made suggestions for Attorney Dick Cushing to prepare a final Amendment to the Nuisance Ordinance.

Warren County Shared Service Agreement

On the September 12th meeting this agreement was approved by motion to authorize Mayor Starrs to sign the Warren County Shared Service Agreement. The following resolution just memorializes that motion.

RESOLUTION 2016-91 RESOLUTION AUTHORIZING KNOWLTON'S PARTICIPATION IN THE WARREN COUNTY SHARED SERVICES AGREEMENT FOR SHARING WARREN COUNTY DEPARTMENT OF PUBLIC WORKS ROAD DIVISION EQUIPMENT AND PERSONNEL

WHEREAS, the County, by virtue of a shared services agreement, can lend equipment to municipalities during emergencies, as backup in case of breakdowns, and as secondary support equipment for large projects and for efficiency and effectiveness of operations; and

WHEREAS, the term of the proposed shared services agreement extends from November 1, 2016, to October 31, 2021; and

WHEREAS, the Knowlton Township Committee may need access to backup equipment during this period and wishes to proactively prepare for emergencies.

NOW, THEREFORE, BE IT RESOLVED that the Knowlton Township Committee supports Knowlton's participation in the Warren County Shared Services Agreement for Sharing Warren County DPW Road Division Equipment and Personnel.

Mayor Starrs made a motion to approve the form of Resolution 2016-91 Committeewoman Cuntala seconded it.

Roll Call: Committeeman Mathez--yes, Committeewoman Cuntala--yes, Mayor Starrs--yes. Committeeman Farber and Committeewoman Shipps were absent for the September 12, 2016 meeting so they abstained.

New Business

Compensatory Time Section 2 of the 2015 Personnel Manual

Committeewoman Shipps addressed the committee and township attorney about how compensatory time is used. The committee agreed to have a "Rice Notice" sent to an employee so this matter may be discussed with the employee.

622 Route 94

Committeeman Farber is going prepare some ideas to present to the committee in what should be done with 622 Route 94.

Correspondence

Tire Amnesty Day

September 22, 2015 from 7am - 2:30pm at the Warren County District Landfill.

Household Hazardous Waste

September 25, 2015 from 8am-12pm at the Warren County District Landfill

Townwide Clean up

October 15, 2016 start time 8am at Tunnel Field

NJ Clean Construction Program -- award of grant for sickle bar mower

The DPW received a grant from DEP which is for 30% toward the purchase of a new sickle bar mower. Mayor Starrs spoke with CFO Christine Rolef and since the DPW is not going to get to the tar and chipping done, which was in the budget for this year, they can use those funds to purchase the sickle bar mower. Mayor Starrs will ask DPW Supervisor Brian Peck to get quotes for the committee to review.

Follow up on Washington St. Stop Sign

Committeeman Mathez had sent a letter asking the NJ DOT to put a stop sign on to Washington St. in hopes the stop sign will help with the speeding issues that have been occurring on this street. Committeeman Mathez met with two members of the NJ DOT and they will not put a stop sign on Washington St.

Letter from NJ Legislators regarding DRJTBC Toll Increase

NJ Legislators received the township's resolution and letter regarding the toll hikes. State Senator Oroho's office forwarded a letter to Michael Lavery, Commissioner for the DRJTBC . The township has not received any correspondence from Commissioner Lavery.

Rt. 80 Rockfall Mitigation Update

The lines that are currently being marked on Rt. 80 are the DOT's right of way lines, they are not the proposed fence line. The DOT will notify the township when they are ready to set up meetings regarding this matter.

APPROVAL OF MINUTES

Motion was made by Committeewoman Cuntala, seconded by Committeewoman Shipps and carried to approve the March 14, 2016, public meeting minutes.

Motion was made by Committeeman Mathez, seconded by Committeewoman Cuntala and carried to approve the August 25, 2016, public meeting minutes. Committeeman Farber and Committeewoman Shipps abstained because they were not present at this meeting.

Public Comments

Resident Tammy Terpstra made a comment regarding trees on Centurylink lines. Centurylink will not send out a person to cut down the tree unless there is a power outage. Mayor Starrs had a contact name for Tammy to call and Mayor Starrs also agreed to contact Centurylink regarding this matter.

Adjournment

A motion was made by Mayor Starrs, seconded by Committeewoman Cuntala and carried to adjourn tonight's meeting of the Knowlton Township Committee at 9:40 pm.

Respectfully submitted,
Kristin Shipps
Acting Municipal Clerk

