

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
Public Session Meeting Minutes  
May 11, 2020**

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 7:05 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."

**ELECTRONIC MEETING STATEMENT:**

In addition, as a result of the State of Emergency issued by Governor Murphy and the various executive orders limiting social gatherings, the Township has provided a link and dial-in number for residents to participate in, or listen to, this meeting electronically. The public will be able to participate and provide comment during the public comment section of the meeting. In addition, residents have been encouraged to submit any additional comments via email. Those emails will be read into the record during the public portion of the meeting.

**Roll Call**

Present: Committeewoman Cuntala, Committeeman McNinch, Deputy Mayor Shipps, Committeeman Van Horn, and Mayor Starrs.

Also present was Zoning Officer/ Code Enforcement Officer Eric Snyder and Township Attorney Leslie Parikh

**PUBLIC COMMENT**—There were no public comments

**DEPARTMENT REPORTS**

**Zoning Office/ Code Enforcement Officer Eric Snyder**

**Lighting Ordinance**

Prior to the meeting Mr. Snyder emailed the committeemembers a draft copy of a lighting Ordinance. He said there is a need for clarification of the current ordinance, which is difficult to enforce as it is now. Discussion took place if the committee wanted to have a lighting ordinance and how they would regulate lumens. Mr. Snyder explained that there are numerous ways to regulate it. The Ordinance would affect everyone, residential and commercial. Committee agreed have Township Attorney Parikh to review the ordinance and fine-tune it with Zoning Officer Snyder then send it to the planning board for their comments.

**Fence Ordinance**

Mr. Snyder suggested clarifying the fence ordinance. Committee agreed to have Mr. Snyder and Township Attorney Parikh discuss the clarification to make sure it does not interfere with current litigation.

**Municipal Clerk Shipps read a memo from Township Engineer Ted Rodman**

NO CHANGE IN STATUS Problem Statement for Simpson Road/Route 80 entrance ramp has been re-submitted. We received response from Jaime Oplinger, NJDOT that it is in “queue” to be analyzed. It should be analyzed within the next few months. Then it will go to the Capital Program Committee to be advanced to Concept Development.

Brugler Road - We have requested NJDOT to install a sign to stop trucks from turning onto Brugler Road, where they sometimes damage the historic bridge. NJDOT is looking into it.

Paperwork submitted for Linaberry Road. Resolution of award to be passed as soon the budget is adopted. (To be confirmed with the CFO.)

NJDOT State Aid is due July 1, 2020. What road would the Township Committee like us to submit? We will confirm with Brian.

**RESOLUTIONS**

**2020-64 Resolution Authorizing Professional Services to be Provided by Community Grants Planning and Housing (CPG&H) for Knowlton’s Affordable Housing Requirements**

WHEREAS, Knowlton Ordinance 11-392 authorizes the position of Administrative Agent to oversee the administration of Knowlton’s affordable housing requirements as set forth in N.J.A.C. 5:80-26.14, 16, and 18; and

WHEREAS, the Township Committee of Knowlton authorized Community Grants Planning and Housing (CGP&H) to provide the services of Administrative Agent on March 19, 2019 via Resolution 2019-54 and a Professional Services Agreement; and

WHEREAS, per Schedule A of that contract, CGP&H is only explicitly authorized to do general administration, including the creation of manuals and revisions to the affirmative marketing plan; and

WHEREAS, CGP&H is prepared to provide additional services that include:

- Prepare midpoint and very-low income report
- Prepare trust fund report

WHEREAS, as per the contract, work for these additional services shall not proceed without written

authorization from the Township; and

WHEREAS, this work will be completed at the regular hourly rates as stated in the contract and shall not exceed \$1,500.00.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of Knowlton hereby authorizes the services above to be completed in 2020 at a cost not to exceed \$1,500.00.

**Motion made my Mayor Starrs, second by Committeeman McNinch and approved by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes Resolution 2020-64.**

### **2020-65 – Authorizing to Prepare a Tax Anticipation Note Resolution**

WHEREAS, Due to COVID-19, the Second Quarter Tax Collection Rate is projected to be below average; and

WHEREAS, the Township Tax Collectors has recommended the Township pursue a Tax Anticipation Note and

WHEREAS, the Tax Collector will supply the Chief Financial Officer the percentage of collection and dollar value after the May 11 grace period has ended; and

WHEREAS, within the consultation of the finance committee the Chief Financial will work with the Township Bonding Attorney to draft a Tax Anticipation Note Resolution in an amount they deem appropriate

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, County of Warren, and State of New Jersey authorize the Chief Financial Officer to work with the Township Bonding Attorney to Draft a Resolution Authorizing Tax Anticipation Notes in an amount they deem appropriate.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and approved by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes, Resolution 2020-65 with changes to the WHEREAS clause adding “with consultation of the finance subcommittee.”**

### **2020-66- 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 Committeewoman Cuntala, second by Deputy Mayor Shipps and approved by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes Resolution 2020-66.**

**OLD BUSINESS**--No old business

**NEW BUSINESS**--**Lighting Ordinance**-discussed during Department Reports.

### **Altice Petition Submitted to BPU**

Mayor Starrs discussed the negotiations she has been having with Altice, who has bought out Service Electric, to expand their Internet service in Knowlton. The negotiations also involve the towns of Blirstown, Hope, Hardwick and Frelinghuysen. Attorney Parikh will prepare correspondence for the committee to review and to send the BPU regarding the 2014 Agreement between Service Electric and Knowlton Township in which the agreement states that the municipal building will be receiving free WI-FI service which it is not.

### **Campgrounds Re-opening**

Mayor Starrs updated the committee regarding the campgrounds in the township re-opening during Covid-19. There was a virtual meeting with the campground owners, Mayor Starrs, Deputy Mayor Shipps, Township Attorney Parikh, OEM Frank Makowski, OEM Deputy Mayor Mike Bates, and Warren County Health Dept. Director Pete Summers. The Governor has allowed campgrounds to re-open for seasonal guest in self-contained units. Mayor Starrs did say that the campground did reach out stating that they will be having weekend guests who are in self-contained units. Governor Murphy's order allows the County or Municipality to restrict new transient guests. All the campgrounds are following the guidelines regarding social distancing and wearing face masks. Mayor Starrs said she did not see the need to impose additional restrictions.

### **Tunnel Field/Playground for Summer 2020**

Mayor Starrs explained that the Tunnel Field gate was chained and locked and recently the chain was taken off for the Butterfly garden to be tended to. The gate was closed with a rope which is now missing. There have been groups of more than 10 hanging in the pavilion and in the back of Tunnel Field. There were also TVs left along with garbage and broken glass. Committee Van Horn suggested putting a chain along the gate where there will still be enough space for someone to enter but they cannot drive a car through. Committeewoman Cuntala will discuss with DPW Supervisor Brian Peck. Committeeman McNinch questioned the liability of having the walking paths opened but everything else closed. Municipal Clerk Shipps will follow up with the insurance company. Motion made by Mayor Starrs, second by Committeeman McNinch and carried to approve to keep the policy as it was before keep the playground, pavilion and bathrooms closed and the walking paths and fields open.

### **Class of 2020**

Deputy Mayor Shipps has been working with two parents to do something special for Knowlton Township high school seniors because the Governor has canceled in-person graduations. Deputy

Mayor Shipps discussed having posters lined up along Route 94 with the seniors' pictures and hosting a video presentation at Tunnel Field where family and friends can view a video of their senior on the big screen at Knowlton Tunnel field. There will be specific time slots for each senior and the video can be watched from the family's cars. This is all still in the works. She would use funds leftover from Community Day last year and no additional funds.

Municipal Clerk Shipps stated that she was approached by an organization to decorate the Tunnel Field fence for all the graduates of 2020. Committee agreed if they clean it up.

**Donations for Food Shelter**

Deputy Mayor Shipps stated that Rev. Will is so happy with the response that the Knowlton residents have had with helping with the food shelter. There were two \$1,000 donations to help with the shopping expenses. There is a need for personal care items.

Committee McNinch asked about fertilizing tunnel field this year and if it needs to be done since the fields are closed. Mayor Starrs will ask Deputy Clerk Doreen Apgar if the tick application was done.

**CORRESPONDENCE**

Mayor Starrs read an email from MaxSpann regarding the 9 Foreclosed properties that were to be up for auction in March. MaxSpann would like to do a virtual auction on June 17<sup>th</sup>. Committee discussed the pros and cons to delaying the date further or holding it now.

Motion was made by Mayor Starrs, second Committeewoman Cuntala and carried to approve to have a virtual auction on June 17<sup>th</sup>. Committeeman McNinch voted no and Committeeman Van Horn abstained.

**MEETING MINUTES**

April 23, 2020 Public Session Meeting Minutes--Motion made by Committeewoman Cuntala, second by Mayor Starrs and carried to approve April 23,2020 Public Session Meeting Minutes

**PUBLIC COMMENT**—There were no public comments

**ADJOURNMENT**

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

Respectfully submitted,  
Kristin Shipps  
Municipal Clerk