

**TOWNSHIP OF KNOWLTON**  
**COUNTY OF WARREN, STATE OF NEW JERSEY**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
**June 9, 2014**

A regular meeting of the Knowlton Township Committee was held at the Knowlton Township Municipal Building. Present were Mayor Farber and Committee Members Mathez and Starrs. The minutes were recorded by Lisa Patton, Municipal Clerk. Also present were Ted Rodman, Municipal Engineer, Tara St. Angelo, Gebhardt & Kiefer, Christine Rolef, CFO and Anthony Ardito, Auditor.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by publishing notice of all regularly scheduled meetings in The Star Gazette, Star Ledger or Express Times, as well as providing said schedule in the Municipal Clerk's office.

The meeting was called to order at 7:05 pm by Mayor Farber with a salute to the flag and roll call.

**EXECUTIVE SESSION: Resolution 14-69** (copy attached)

A motion was made by Committeeman Mathez to enter executive session for the purpose of discussion of contract negotiation and personnel. The motion was seconded by Committeewoman Starrs. Roll Call: Mathez – yes, Cuntala – absent, Odorizzi – absent, Starrs – yes, Farber – yes.

**APPROVAL OF MINUTES:**

A motion was made by Committeeman Mathez and seconded by Committeewoman Starrs to approve the May 22, 2014 Township Committee meeting minutes. Roll Call: Mathez – yes, Cuntala – absent, Odorizzi – absent, Starrs – yes, Farber – yes.

**PRESENTATIONS:**

Adam Baker, 24<sup>th</sup> Legislative District Office

Mr. Baker explained his role at the 24<sup>th</sup> Legislative District Office and offered his cell phone number for future reference. He asked if the Township Committee had questions or concerns for the 24<sup>th</sup> District Office.

Mayor Farber noted that help from the state is needed to continue with open space preservation. Mr. Baker will follow up.

Committeeman Mathez asked if Paul Licitra is still at the office. Mr. Baker said yes.

Bill Clifford, Koeck Road, inquired about the status of bear proof garbage can legislation. Mr. Baker will follow up.

The Township Committee thanked Mr. Baker for his attendance.

Anthony Ardito, Ardito & Co, Christine Rolef, CFO

Mr. Ardito and Mrs. Rolef were present to discuss 2013 audit recommendations. Mr. Ardito explained all recommendations are repeated from prior years.

Mr. Ardito reviewed:

1. The outside tax lien account balance is \$164,000. The Tax Collector should provide a reconciliation of the account and pay any lien holders due.
2. Tax overpayment balance is \$21,000. The Tax Collector should attempt to locate owners and credit or refund balances. If the owners cannot be found, the funds may be moved into surplus.
3. Employee Pension Program. The Municipal Clerk will complete pension education requirements so eligible employees may be enrolled asap. Committeewoman Starrs noted that pension benefits should be included in the personnel manual.
4. Payroll Cash Account balance is \$50,000. The CFO will rectify by year end.
5. There is \$185,000 in delinquent taxes. \$124,000 of which are older than three years. Discussion took place regarding the foreclosure process. The Tax Collector will provide explanation and remedy recommendations.
6. Tax Title Liens - \$200,000. There are approximately 28 properties. The Township Committee, with advice from the Tax Collector, will decide which properties are salvageable.

Mr. Ardito reported that surplus remains essentially unchanged at \$723,000.

A meeting will be held with Mayor Farber, Committeeman Mathez, Evan Howell, Tax Collector and Christine Rolef, CFO to review audit recommendations. Mrs. Rolef also requested a reconciliation of the tax title lien and redemption accounts from the Tax Collector.

Bill Clifford, Koeck Road, requested that notices to property owners be sent prior to publishing their names in newspapers. Discussion took place regarding the notification process. The issue will be addressed at the meeting with the Tax Collector.

Discussion also took place regarding listing employee vacation, sick and personal days on paychecks. The CFO will follow up.

**EXECUTIVE SESSION:** Resolution 14-69a (copy attached)

A motion was made by Committeewoman Starrs to approve Resolution 14-69a (copy attached) to re-enter executive session for discussion of personnel. The motion was seconded by Committeeman Mathez. Roll Call: Mathez – yes, Cuntala – absent, Odorizzi – absent, Starrs – yes, Farber – yes.

The Township Committee returned to public session at 9:40 pm.

**RESOLUTIONS:**

**Resolution 14-70**  
**Resolution Approving Payment of Vouchers**  
(copy attached)

A motion was made by Committeeman Mathez to approve Resolution 14-70. The motion was seconded by Committeewoman Starrs. Roll Call: Mathez – yes, Cuntala – absent, Odorizzi – absent, Starrs – yes, Farber – yes.

**Resolution 14-71**  
**Resolution Approving Habitat For Humanity Donation Contract**  
(copy attached)

Township Committee members present were in agreement to table Resolution 14-71.

**Resolution 14-72**  
**Resolution Authorizing Mayor And Clerk To Execute**  
**Blairstown Shared Municipal Court Agreement**  
(copy attached)

A motion was made by Committeewoman Starrs and seconded by Committeeman Mathez to approve Resolution 14-72. Roll Call: Mathez – yes, Cuntala – absent, Odorizzi – absent, Starrs – yes, Farber – yes.

**OLD BUSINESS:**

Voltaix

Committeewoman Starrs reported that Voltaix has agreed to offer a yearly scholarship to a top performing Knowlton Township science student. Mayor Farber suggested she contact the North Warren guidance office for coordination of the scholarship.

Broadband Service

Committeewoman Starrs reported she and Mayor Farber are working with Century Link for upgrades to the Knowlton Elementary School internet service. Koeck and Cemetery Roads also identified as needing service.

Bill Clifford, Koeck Road, noted that the 459 exchange does not have DSL service.

**NEW BUSINESS:**

Fire Official

Discussion took place regarding Fire Official Glenn Wilson's request to volunteer his services for six months following his retirement. He requested to be put back on the payroll after the six month period. Township Committee members present approved the request.

Township Committee Resignation

Township Committee members present discussed an unsigned resignation from Committeeman Odorizzi. The Township Committee members present agreed not to accept the resignation at this time.

**PUBLIC COMMENT:**

There was no public comment.

**ADJOURNMENT:**

There being no further business, a motion was made by Committeeman Mathez and seconded by Committeewoman Starrs to adjourn the meeting at 10:15 pm.

Respectfully submitted,

Lisa K. Patton  
Municipal Clerk