

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY**

**TOWNSHIP COMMITTEE MEETING
June 25, 2015**

A regular meeting of the Knowlton Township Committee was held at the Knowlton Municipal Building. Present were Mayor Starrs, Deputy Mayor Cuntala and Township Committee Members Mathez and Shipps. Municipal Engineer Ted Rodman arrived at 7:30 pm. The minutes were recorded by Lisa Patton, Municipal Clerk.

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 with a salute to the flag and roll call.

APPROVAL OF MINUTES:

Township Committee members present were in agreement to table the June 8, 2015 Township Committee meeting minutes. Committeeman Mathez requested that the minutes note that he was advised by Attorney Cushing not to take responsibility for posting ordinances and resolutions on the website.

PUBLIC COMMENT:

Joe and Gina Werner, Worthington Road, reported that 15 feet of trees and brush was cut to the ground on their property. After some investigation, it was determined the DPW had cut the brush. Mr. and Mrs. Werner requested reconsideration of how removal of vegetation is handled. Mr. Werner stated he investigated JCP&L cutting guidelines and said he would have appreciated notification prior to the cutting.

Mayor Starrs stated JCP&L ties ribbon around trees and supplies paper door hangers to notify residents.

Township Committee members present were in agreement to mark trees designated for cutting and provide door hangers to notify residents of plans for cutting vegetation. Deputy Mayor Cuntala offered to handle any phone calls regarding resident questions and follow up with the DPW Supervisor. Mayor Starrs will draft a memo from the Township Committee addressing "significant cutting of established trees" and provide a flier to the DPW Supervisor.

DEPARTMENT REPORTS:

Ted Rodman, Municipal Engineer

Engineer Rodman reported a draft of the stop sign ordinance was forwarded to Attorney Cushing who recommended the entire ordinance be re-drafted.

Engineer Rodman also stated the fire chief is reviewing specifications for a refurbished fire truck. He suggested the fire company obtain a 5 year warranty covering the engine, transmission, and drive train parts. There is a \$100 deductible with a \$30,000 maximum. The warranty would increase the cost of the truck by approximately \$4,000. Engineer Rodman will provide specifications to the municipal clerk for advertisement.

Engineer Rodman also explained that Crown Castle has requested permission to modify antennas at the municipal building tower. Township Committee members present were in consensus to approve the modification. Engineer Rodman will sign the approval and forward it to Crown Castle.

RESOLUTIONS:

Resolution 15-60 Resolution Approving Payment Of Vouchers (copy attached)

Discussion took place regarding an advertising invoice for a DPW position. It was agreed to re-advertise the position in the Treasure Hunt, Craig's List, unemployment office and Free Press. Also discussed was a \$4,000 Opdyke Service repair bill. A motion to approve Resolution 15-60 was made by Mayor Starrs and seconded by Deputy Mayor Cuntala. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps – yes, Starrs – yes.

Resolution 15-61 Resolution Approving Interlocal Services Agreement For Services Of A Chief Financial Officer Between The Township of Blirstown And The Township Of Knowlton (copy attached)

Mayor Starrs reported the resolution renews the shared service contract with an \$1,800.00 increase. A motion was made by Committeeman Mathez and seconded by Mayor Starrs to approve Resolution 15-61. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps – yes, Starrs – yes.

Resolution 15-62 Resolution Approving Renewal OF NJABC Liquor Licenses (copy attached)

A motion was made by Mayor Starrs and seconded by Deputy Mayor Cuntala to approve Resolution 15-62 with the exception of Hunters' Lodge. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps – yes, Starrs – yes.

Resolution 15-02c Resolution Approving Compensated Appointments (copy attached)

Discussion took place regarding rate of pay for the Tax Collector Assistant position. Township Committee members present were in agreement that Doreen Apgar will receive her regular rate of pay for the additional duties of Tax Collector Assistant. The additional duties may be worked into a regular day with additional hours added if needed. A motion was made by Mayor Starrs and seconded by Committeeman Mathez to approve Resolution 15-02c. Roll Call: Mathez – yes, Cuntala – yes, Farber – absent, Shipps - yes, Starrs - yes

OLD BUSINESS:

Columbia Well Contamination

Mayor Starrs reported a July 2nd meeting is scheduled with Warren County DPW and Freeholder Smith.

COAH

Committeeman Mathez reported he met with Attorney St. Angelo, Planner Layton and Theresa Tamburro, COAH Administrator regarding the COAH declaratory judgement response. Mr. Layton reported the Township is in very good shape. Knowlton Township is one of 68 municipalities which have received COAH substantive certification.

Discussion took place regarding COAH vs. Fair Share Housing numbers. Committeeman Mathez explained there are three variables in the Fair Share Housing formula: 1) ratables, 2) undeveloped land, 3) differential variance in income. Committeeman Mathez reported that the new numbers are not very different from the previous COAH plan requirements.

Mayor Starrs inquired about the next step in the process. Committeeman Mathez stated a declaratory judgement will be filed by July 8th. After filing, the Township has five months to file a plan to avoid builders' remedy litigation.

Deputy Mayor Cuntala noted the new plan should take into account any new certificate of occupancies issued in the past three years.

Air Conditioning

Mayor Starrs reported officials cannot hear over window air conditioners in the meeting room. Committee members present were in agreement to install new air conditioning units in the meeting room. Committeewoman Shipp suggested the project should be put out to bid. Township Committee members requested that Engineer Rodman draft specifications for ductless units in the meeting room.

Personnel Policy Manual

The municipal clerk stated 2015 personnel policy manual revisions will be completed the week of July 6th.

NEW BUSINESS:

Ordinance 15-07 – An Ordinance Amending Section 174-14 Of The Knowlton Township General Code And Adding Section 174-14.1 In Order To Restrict Parking On Station Road To Permit Holders

Discussion took place regarding campers on Station Road. It was agreed to address the issue in a separate ordinance. Discussion also took place regarding cost of a parking permit. It was agreed to issue the permit at no cost.

Committeeman Mathez stated the objective of this ordinance is to provide an enforcement tool to the New Jersey State Police. Mayor Starrs reported the NJDOT has replaced no trespassing signs. Committeewoman Shipp will check to see if the signs are still up.

The municipal clerk will forward changes to the municipal attorney for introduction at the July 13, 2015 Township Committee meeting.

Recreation Site

Committeewoman Shipp reported she received a complaint that the sixth grade graduation could not access the concession stand during their event.

Deputy Mayor Cuntala reported the concession stand should only be accessed by Recreation employees for insurance purposes.

Delaware Beach

Mayor Starrs reported a new gate was installed by residents at the Delaware Beach. The municipal clerk will work with Mr. Dolan to purchase a new lock and issue non-duplicating keys. Committeeman Mathez noted Delaware Beach is in need of signage. Mayor Starrs suggested removing one sign from Columbia Beach for installation at Delaware Beach.

Campground Signs

The municipal clerk reported a request from Delaware Campground was received for campground signs at the Route 80 exit and Route 46. Mayor Starrs stated she will check on requirements with Debbie Hirt, NJDOT. Township Committee members present were in agreement to ask a Delaware Campground representative to attend a Township Committee meeting for discussion of placement of the signs.

Salary Request

Committeeman Mathez reported the COAH Administrator has requested a \$5.00 per hour increase. Mayor Starrs stated 2015 salary increases have already been set. Committeeman Mathez will follow up with the COAH Administrator in November for 2016.

PUBLIC COMMENT:

Bill Clifford, Koeck Road, reported that the Sprint fiber optic cable is now being installed overhead and there will be no disturbances to driveways on Koeck Road.

Mr. Clifford commented that a tree was removed from his daughter's property by the County. When he inquired why they weren't notified, he was told the tree was in the County right of way. Mr. Clifford requested that tiger lilies on Koeck Road not be cut.

Mr. Clifford also commented that the parking permit ordinance on Station Road will aggravate residents. Mayor Starrs stated if the process is not effective, it can be changed.

ADJOURNMENT:

There being no further business, a motion was made by Mayor Starrs and seconded by Deputy Mayor Cuntala to adjourn the meeting at 8:35 pm. All were in favor.

Respectfully submitted,

Lisa K. Patton
Municipal Clerk