

**TOWNSHIP OF KNOWLTON  
COUNTY OF WARREN, STATE OF NEW JERSEY  
TOWNSHIP COMMITTEE MEETING MINUTES  
December 29, 2014**

A regular meeting of the Knowlton Township Committee was held at the Knowlton Township Municipal Building. Present were Mayor Farber, Deputy Mayor Cuntala and Committee Members Mathez and Starrs. 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 by Mayor Farber with a salute to the flag and roll call.

**APPROVAL OF MINUTES:**

A motion was made by Deputy Mayor Cuntala and seconded by Committeeman Mathez to approve the December 8, 2014 meeting minutes. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

Township Committee members present were in agreement to table the October 23, 2014 meeting minutes.

**PRESENTATIONS:**

Sharon Cooper, Public Entity Advocates

Mrs. Cooper reviewed advantages of two joint insurance funds. She reported that the current carrier, PAIC reduced their annual assessment by \$2,000 and lowered the public officials liability deductible from \$20,000 to \$5,000 due to Knowlton's acceptable loss history.

Mayor Farber noted he has attended PAIC executive committee meetings. He explained the presence of municipal officials at these meetings helps with oversight of the carrier.

Committeewoman Starrs explained that Statewide Insurance offers separate public officials and employment practices liability. The annual assessment offered by Statewide is \$400.00 less than PAIC. Committeewoman Starrs reported that Mr. Cushing is the attorney for Statewide; he will divorce himself of any Knowlton Township claims.

A motion was made by Committeeman Mathez to appoint Statewide Insurance. The motion was seconded by Committeewoman Starrs. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

**RESOLUTIONS:**

**Resolution 14-112  
Resolution Approving Payment of Vouchers  
(copy attached)**

A motion was made by Deputy Mayor Cuntala and seconded by Committeewoman Starrs to approve Resolution 14-112. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

**Resolution 14-113  
Resolution Approving Emergency Appropriation  
(copy attached)**

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-113. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

**Resolution 14-114**  
**Resolution Approving Transfer Of Funds**  
(copy attached)

A motion was made by Deputy Mayor Cuntala to approve Resolution 14-114. The motion was seconded by Committeewoman Starrs. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

**Resolution 14-115**  
**Resolution To Cancel 2014 Tax Overpayments Less Than \$10.00**  
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-115. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

**Resolution 14-116**  
**Resolution To Cancel 2014 Tax Balances Less Than \$10.00**  
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-116. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

**Resolution 14-117**  
**Resolution To Cancel Prior Years Delinquent Taxes**  
(copy attached)

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to approve Resolution 14-117. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes.

**OLD BUSINESS:**

Personnel Manual

Committeewoman Starrs reviewed proposed changes to the personnel manual. A policy comparison with Hampton Borough and Holland Township was provided. Committee members will review and approve the changes in January, 2015. Mayor Farber suggested that current employees be grandfathered regarding sick time benefits.

Committeewoman Starrs noted that time clock procedures may be changed as needed. She will also look into the municipal clerk's concern of documents being housed at Township Committee member's homes. The clerk explained that as records custodian, she must furnish documents when requested to comply with OPRA requirements. Incomplete municipal files could result in OPRA violations or potential litigation.

Zoning Official

Discussion took place regarding zoning officer applicants. The municipal clerk was asked to offer the position to Mr. Joe Rossi who holds the zoning official position in Washington Township. He has agreed to work four hours per week at the same salary as the previous zoning officer. The Township Committee discussed a temporary appointment as a trial period.

## **NEW BUSINESS:**

### Hainesburg River Road

Township Committee members present reviewed a complaint of unsafe conditions on Hainesburg River Road. The municipal clerk stated that the DPW Supervisor reported that fill is being dumped and spread along the shoulder of the road. The project is on-going. Fill currently along the road will be leveled and cleaned within two weeks. The municipal clerk was asked to respond to the written complaint.

Committeewoman Starrs reported she received a compliment on the timely clearing of roads during snow storms. Discussion took place regarding part time snow plowers. Debra Shipps, Station Road, suggested that the position be posted at the local unemployment office.

### Warren County Multi-Jurisdictional Hazard Mitigation Plan

Frank Makowski, Emergency Management Coordinator, reported that an update to the Warren County Multi-Jurisdictional Hazard Mitigation Plan will take place in 2015. A letter of intent from the municipality is required for participation in the project. A motion was made by Committeeman Mathez to authorize the letter of intent. The motion was seconded by Committeewoman Starrs. All were in favor.

Mr. Makowski requested the appointment of Frank VanHorn as Deputy Emergency Management Coordinator in 2015. He also recommended that the fire official inspect the new furnace installation when it is completed.

## **PUBLIC COMMENT:**

Eric Weber, Fire Chief, reported the fire company has received past due notices for repairs to a fire truck. Mayor Farber stated an emergency appropriation has been approved for the expense. Committeewoman Starrs asked if an attempt to negotiate the bill was made. Mike Bates stated the truck was released without payment and the repair service declined to negotiate further.

Committeeman Mathez requested financial records from the fire company. Mr. Weber requested that the CFO inform the fire company of what records are needed. The municipal clerk will follow up with the CFO. Mr. Weber also reported the fire company is looking into leasing a new truck.

Debra Shipps, Station Road, reported there was a recent attempted robbery on Poppy's Court

## **EXECUTIVE SESSION:** Resolution 14-111

A motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to enter executive session for the purpose of discussion of personnel. Roll Call: Mathez – yes, Cuntala – yes, Odorizzi – absent, Starrs – yes, Farber – yes. The Township Committee returned to public session at 8:45 pm.

## **ADJOURNMENT:**

There being no further business, a motion was made by Committeeman Mathez and seconded by Deputy Mayor Cuntala to adjourn the meeting at 8:50 pm.

Respectfully submitted,

Lisa K. Patton  
Municipal Clerk  
122914-3