

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

**TOWNSHIP COMMITTEE MEETING  
March 16, 2015**

A special budget 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, Farber and Shippis. Also present was Christine Rolef, CFO. 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 7:00 pm with a salute to the flag and roll call.

**APPROVAL OF MINUTES:**

Discussion took place regarding the February 26, 2015 meeting minutes. Mayor Starrs asked for wording to be added regarding Voltaix. She stated the application is not clear on how often the plant will operate.

**DEPARTMENT REPORTS:**

Historic Commission

Hal Bromm, Dennis Melillo, Christine Beagle and Candice Nattland represented the Historic Commission. Mr. Bromm explained the commission is requesting \$7,500.00 in the 2015 budget. He noted the historic commission budget was reduced in 2013 from \$4,500.00 to 2,500.00. Mr. Bromm also reviewed the status of Historic Commission grants.

Mrs. Nattland requested a letter be sent to legislators requesting an increase to the NJ Historic Trust Fund and opposing any reduction to the fund in 2015. A draft letter will be provided to Mayor Starrs.

Committeeman Mathez stated the historic commission's budget request is overreaching.

KAA

Krissy Kise, KAA President, presented quotes for officials liability and liability insurance for KAA. The combined cost of the two policies is \$2,227.00. Deputy Mayor Cuntala asked how much the recreation department is donating to KAA in 2015. Mrs. Kise reported \$5,000.00 is expected from recreation. Committeewoman Shippis recommended obtaining multiple quotes. Mrs. Kise will follow up with Sharon Cooper, Risk Manager.

Committeeman Mathez inquired about sources of income for KAA. Mrs. Kise responded enrollment fees and fundraisers are their sources of income. She will forward the KAA 2105 budget.

Discussion took place regarding concession stand and rental of recreation site funds. Discussion also took place regarding forming a "Friends of Ramsaysburg" non-profit organization for fund raising at Ramsaysburg.

Brian Dolinsky, Koeck Road, asked how much KAA received from the Township last year. Deputy Mayor Cuntala responded approximately \$5,000.00. Mr. Dolinsky asked why the budget had been reduced. Deputy Mayor Cuntala explained the entire budget was reduced.

Committeeman Farber asked Mrs. Kise if KAA participates in coaches training for reduced insurance rates. Mrs. Kise explained that soccer coaches participate; she will look into training for other sport coaches.

## **OLD BUSINESS:**

There was no old business.

## **NEW BUSINESS:**

### Merit Increases

Discussion took place regarding merit increases. A motion was made by Committeeman Mathez to request that the Personnel Subcommittee make recommendations for merit increases in 2015. Roll Call: Mathez – yes, Cuntala – yes, Farber – yes, Shipps – yes, Starrs – yes.

### Procurement Process

Christine Rolef, CFO, presented a new procurement policy. Purchases over \$1,000.00 will be approved by the CFO prior to purchase.

Committeeman Farber requested a threshold be established for fire and rescue vehicle repairs. Christine Rolef noted that the fire company paid for vehicle repairs in the past. There is concern that the Township is absorbing additional costs.

Committeewoman Shipps will follow up with the fire company to establish a repair threshold and to request the fire and rescue financial reports.

New computer equipment was approved for the zoning/construction and finance departments. The municipal clerk was asked to look into less expensive equipment. The municipal clerk stated current equipment is obsolete and not working properly. She also stated computer equipment and software requirements are configured by Municipal Software according to State requirements. The municipal clerk noted the Township has over \$800,000.00 in surplus.

### Capital Improvement Projects

Discussion took place regarding the priority of capital projects. The CFO recommended that the DPW purchase a mason dump truck instead of a regular dump truck. Air conditioning of the meeting room was discussed. The CFO noted that window units are not capital items. Mayor Starrs will obtain estimates for new window units.

Discussion followed regarding the purchase of a refurbished fire truck. The CFO asked if the fire company would sell a vehicle if a new one is purchased. Committeewoman Shipps will follow up.

### DPW Personnel

Township Committee members discussed the addition of a part time DPW worker for mowing, snow plowing and misc. duties. Township Committee members agreed the position will be 3 days per week.

Deputy Mayor Cuntala requested that the recreation site be mowed separately to keep up with athletic field needs.

### 622 Route 94

Committeeman Farber suggested moving forward with subcommittee recommendations for the use of 622 Route 94. He explained the residence was purchased to provide additional office space or to be rented as an affordable housing unit.

A meeting will be held with the construction official to determine renovations needed. Committeeman Mathez will follow up with the COAH administrator.

**PUBLIC COMMENT:**

Dennis Melillo, Route 46, suggested that the Township look into the needs, rather than wants, of the fire company. He also stated it is imperative for KAA to get other insurance quotes. He noted that while recreation provides programs for youth ages approximately 6 to 12 years, the Historic Commission is providing a recreation and historic site for all ages.

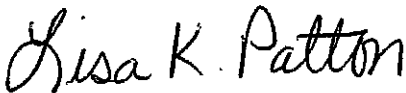
Hal Bromm, Delaware Road, suggested that the house next door be rented until additional office space is needed. Committeeman Farber stated a new septic is needed on the property.

Bill Clifford, Koeck Road, asked for the status of new air conditioning in the meeting room. He stated it is hard to hear with the existing window units. Mayor Starrs will look into the purchase.

**ADJOURNMENT:**

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

Respectfully submitted,



Lisa K. Patton  
Municipal Clerk