

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
Public Session Special Meeting Minutes  
August 17, 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 7:00 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 Special Committee Meeting 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 Ledger* 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: Committeeman McNinch, Deputy Mayor Shipps, Committeeman Van Horn, and Mayor Starrs.

Absent: Committeewoman Cuntala

**Executive Session**

**Motion was made by Mayor Starrs, second by Committeeman McNinch and carried to approve to go into Executive Session at 7:02 p.m.**

**2020-108- Resolution Authorizing Executive Session**

WHEREAS, the Open Public Meetings Act; N.J.S.A. 10:4-6 et seq., declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognized exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Township Committee find it necessary to conduct an executive session closed to the public as permitted by the N.J.S.A. 40:4-12; and

WHEREAS, the Mayor and Township Committee will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Knowlton

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Township, County of Warren, State of New Jersey that they will conduct an executive session to discuss the following topic (s) as permitted by N.J.S.A. 40:4-12:

A. Personnel

BE IT FURTHER RESOLVED that the Mayor and Township Committee hereby declare that their discussion of the subject (s) identified above may be made public at a time when the Township Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Mayor and Township Committee, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

**Motion made by Mayor Starrs, second by Committeeman McNinch and carried to approve to go back to Public Session at 7:11 p.m.**

## **Resolution**

### **2020-104 Resolution Appointing Acting Municipal Clerk and Local Registrar**

WHEREAS, pursuant to N.J.S.A. 40A:9-133 (a) the Township of Knowlton (the "Township") is required to employ a Registered Municipal Clerk for a period of three (3) years; and

WHEREAS, on July 24, 2020, a vacancy occurred in the Office of the Municipal Clerk caused by the departure of the Township's Municipal Clerk; and

WHEREAS, the position has been advertised with the Municipal Clerks' Association of New Jersey, and on the Knowlton Township website; and

WHEREAS, several candidates have been interviewed by both the Township's Personnel Subcommittee and subsequently by the Knowlton Township Committee; and

WHEREAS, the Township Committee has found a candidate who would be a good fit for the Township's needs; and

WHEREAS, such candidate does not hold a Registered Municipal Clerk Certificate ("RMC Certificate"), but has completed all classes necessary in order to obtain the Certificate and intends on testing for and obtaining her RMC Certificate during her employment as Municipal Clerk; and

WHEREAS, in the case of a vacancy the Township may appoint an Acting Clerk pursuant to N.J.S.A. 40A:9-133 (c) for a period of one (1) year; and

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WHEREAS, the person appointed pursuant to N.J.S.A. 40A:9-133(c) may be appointed for two (2) additional years with the approval of the Director of the Division of Local Government Services in the Department of Community Affairs; and

WHEREAS, the Mayor and Committee find it appropriate to appoint Linda Chirip who possesses the experience necessary to perform the function of Acting Municipal Clerk in the highest professional manner; and

WHEREAS, such term will be for a period of one (1) year; and

WHEREAS, N.J.S.A. 26:8-11, et. seq. requires that the Township also have a Registrar of Vital Statistics; and

WHEREAS, the departure of the Municipal Clerk likewise caused a vacancy in the Office of the Registrar of Vital Statistics; and

WHEREAS, the Mayor and Committee find it to be appropriate and in the best interest of the Township to appoint Doreen Apgar to hold the position of the Registrar of Vital Statistics.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Knowlton that Linda Chirip be appointed as Acting Municipal Clerk for a term of one (1) year beginning September 8, 2020, in accordance with N.J.S.A. 40A:9-133(c).

BE IT FURTHER RESOLVED that Doreen Apgar will carry out the duties of Local Registrar.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Division of Local Government Services, Department of Community Affairs.

**Motion made by Mayor Starrs, second Committeeman McNinch and approved by roll call vote:**

**Cuntala—absent, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes Resolution 2020-104.**

**Public Comment**

No public Comment

**ADJOURNMENT**

Motion was made by Mayor Starrs, second by Committeeman Van Horn and carried to adjourn tonight's Township meeting at 7:15 p.m.

Respectfully submitted,  
Kristin Shipps  
Municipal Clerk