

PUBLIC MEETING MINUTES OF THE KNOWLTON TOWNSHIP COMMITTEE
WARREN COUNTY, NEW JERSEY
December 11, 2017

The monthly meeting of the Knowlton Township Committee was held on this date at the Municipal Building, 628 Route 94, Columbia, New Jersey. This meeting was called to order at 7:01 p.m. by Mayor Starrs. Mayor Starrs led the public in the pledge of allegiance.

The Mayor read the following statement in compliance with the "Open Public Meetings Act":
"This meeting of the Knowlton Township Committee 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 Star Gazette and/or the Star Ledger and /or the Express Times as well as providing said schedule in the Municipal Clerk's office."

Roll Call

Present: Deputy Mayor Cuntala, Committeeman Farber, Committeewoman Shipp (arrived at 7:45), Committeeman Van Horn and Mayor Starrs

Also present was Township Engineer Ted Rodman, Fire & Rescue Chief Dean Hill and Tara St. Angelo

EXECUTIVE SESSION Motion to go into Executive Session: Mayor Starrs, seconded by Committeewoman Cuntala and carried by an all-in-favor at 7:01.

Resolution 2017-122

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 ensure 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 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:

Litigation

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 was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved by an all-in-favor vote to come out of Executive Session at 7:31 p.m. and return to Regular Session.

PUBLIC COMMENT

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved by all-in-favor to open to public comment.

Resident and former Committeeman Richard Wenner complimented the Knowlton Township DPW for the great work that they did on the lower end of Hemlock Rd. Mr. Wenner has concerns about the upper end of Hemlock Rd. where it is crumbling so badly that he does not know if the Road Dept. can fix it. He asked what the long-range plan was. Mayor Starrs said the upper end of Hemlock Rd. is scheduled for repair next year. Engineer Ted Rodman will look to see what needs to be done on Hemlock Rd.

Resident Bob McNinch wanted to thank and compliment Committeeman Van Horn and Committeeman Farber for their contribution to the Public Meeting for the Columbia Dam.

DEPARTMENT REPORTS

Ted Rodman- Township Engineer

Mr. Rodman gave an update on the Storm water management

Salt shed walls are up and floor as been poured with the waterproof additive. Framing will be done next week.

Route 46- Engine breaking- resubmitted a problem statement to NJDOT

Fire & Rescue-- Chief Dean Hill

Chief Hill asked if the Township would consider passing an Ordinance to have junior members be part of Fire & Rescue. Committee agreed. Attorney St. Angelo will prepare an ordinance.

Mutual Aid Agreements with Portland and Upper Mount Bethel. Ms. Angelo prepared a resolution in order to adopt the agreements. Chief Hill will have the resolution reviewed by Knowlton Fire & Rescue and the incoming Fire Chief. If they meet with F&R approval, the Committee will schedule resolutions for January.

RESOLUTIONS

2017-119- Resolution Authorizing Assignment of Tax Sale Certificate

WHEREAS, N.J.S.A. 54:5-113 authorizes assignment by a municipality of tax sale certificates for the full amount of the certificate, including all subsequent municipal taxes and other municipal charges; and

WHEREAS, Dan Deroche has offered to purchase, by assignment Certificate of Sale # 2013-003 which was issued by Township of Knowlton at a tax sale held November 12, 2013 on Block 12, Lot 8 known as 656 Route 94 and assessed to Bucek, Ella M / Sherratt, E / Roy, L in the amount of \$ 12,806.78 being the full amount of the certificate, including all subsequent municipal taxes and other municipal charges,

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

Knowlton, County of Warren, New Jersey on this eleventh day of December 2017, agrees to assign the above certificate to Dan Deroche for \$12,806.78 which includes the full amount of the certificate including all subsequent municipal taxes and other municipal charges. The Municipal Clerk and Mayor are authorized to execute the necessary assignment document to effect assignment of the above referenced Certificate of Sale.

Motion was made by Deputy Mayor Cuntala, seconded by Mayor Starrs and approved by roll call vote: Van Horn—yes, Cuntala—yes, Shipps—yes, Starrs—yes, Farber—yes to Resolution 2017-119.

2017-123- Resolution to Cancel Unexpended 2017 Budget Appropriations

WHEREAS, there are 2017 Budget Appropriation Balances that are no longer needed; and

WHEREAS, these balances can be cancelled into Current Fund Balance; and

WHEREAS, these balance are able and eligible to be cancelled as outlined in the schedule below; and

NOW, THEREFORE, BE IT RESLOVED that these Unexpended Balances of Appropriations listed below is hereby cancelled:

<u>Current Fund Accounts</u>	<u>Amounts</u>
Purchase of Sickle Bar Mower	\$ 40,000.00

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and approved by roll call vote: Cuntala—yes, Farber— yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2017-123

2017-124- Resolution Authorizing the Transfer of Funds

WHEREAS, NJSA 40A:4-58 permits transfers between current year budget appropriations during the last two months of the municipal fiscal year; and;

WHEREAS, there are certain Budget Year 2017 appropriations that require transfers to meet the charges and obligations that will be incurred by the end of this fiscal year.

NOW, THERFORE, BE IT RESOLVED, that the transfer below is hereby authorized by a 2/3 vote of the full Governing Body.

CURRENT FUND:

From:	Amount
Engineering Services	\$15,200.00
Municipal Clerk S/W	\$11,100.00

Total	\$26,300.00
To:	Amount
Mayor & Council S/W	\$ 2,400.00
Finance S/W	\$ 300.00
Employee Group Insurance	\$10,600.00
Mun. Prosecuor	\$ 1,000.00
Tax S/W	\$ 900.00
Zoning Officer S/W	\$ 2,800.00
Roads S/W	\$ 2,500.00
Recreation	\$ 500.00
Court S/W	\$ 2,000.00
Celebration of Public Events	\$ 3,300.00

Total	\$ 26,300.00

Motion was made by Deputy Mayor Cuntala, seconded by Mayor Starrs and approved by roll call vote: Cuntala—yes, Farber—yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2017-124

2017-125- Governor’s Council on Alcoholism and Drug Abuse Fiscal Grant Cycle July 2014- 2019

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Township Committee of the Township of Knowlton, County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township Committee has applied for funding to the Governor’s Council on

NOW, THEREFORE, BE IT RESOLVED by the Township of Knowlton, County of Warren, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Knowlton Township Municipal Alliance grant for fiscal year 2019 in the amount of:

DEDR \$ 4,113.00

Cash Match \$ 1,234.00

In-Kind \$ 3,085.00

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and approved by a roll call vote: Cuntala—yes, Farber—yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2017-125

2017-126- Resolution Appointing Fund Commissioner

WHEREAS, Knowlton Township (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Knowlton that Adele Starrs is hereby appointed as the Fund Commissioner for the Local Unit for the year 2018; and

BE IT FURTHER RESOLVED that Kristin Shipps is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2018; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and approved by an all-in-favor to Resolution 2017-126

2017-127- Resolution Appointing Risk Management Consultant

WHEREAS, Knowlton Township (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Warren and State of New Jersey, as follows:

1. Knowlton Township hereby appoints Sharon Cooper its local Risk Management Consultant.
2. The Acting Clerk (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2018 in the form attached hereto.

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and approved by an all-in-favor to Resolution 2017-127

2017-128- Radon Proclamation Resolution

WHEREAS, radon is a naturally occurring radioactive gas that occurs when certain types of rock break down; and

WHEREAS, radon is the second leading cause of lung cancer in the United States and kills as many as 500 people in New Jersey each year; and

WHEREAS, families in homes with elevated radon levels are at risk of developing serious health problems; and

WHEREAS, the US Environmental Protection Agency ranks Warren County, NJ, as being at the highest risk level for radon because of rock native to the area; and

WHEREAS, any home could have high levels, even when neighboring homes do not; and

WHEREAS, radon testing can be done with great ease at a relatively low expense to the homeowner, with the cost of reducing radon concentrations being comparable to a home repair; and

WHEREAS, the NJ Department of Environmental Protection and the US Environmental Protection Agency are collaborating during the month of January to promote the need for radon testing in an effort to protect the lives of our State’s residents; and

WHEREAS, if all New Jersey homes with radon concentrations at or above 4 pCi/L were mitigated, about 78 lives could be saved this year.

WHEREAS, the Knowlton Township Committee has applied for and received a \$2,000 Radon Awareness Program (RAP) grant from the NJ Department of Environmental Protection to purchase radon kits for distribution to Knowlton residents to test their homes for radon; and

WHEREAS, the kits are now available for Knowlton residents on a first-come, first serve basis at the Knowlton Municipal Building.

NOW, THEREFORE, BE IT RESOLVED the Township Committee of Knowlton, on behalf of the residents of Knowlton, does hereby proclaim January 2018 as Radon Action Month in Knowlton Township.

BE IT FURTHER RESOLVED that we call upon all residents who have not yet done so to test their homes for radon and use the kits now available and to reduce radon levels if elevated levels are found, to protect their families from the serious health risk of radon.

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and approved with an all-in-favor vote Resolution 2017-128

2017-129 - Authorizing the Insertion of Draft Minutes from 2013 into the Official Records

WHEREAS, a review conducted last year showed that public meeting minutes were omitted from Knowlton's records; and

WHEREAS, draft minutes of the public sessions that occurred on July 25, 2013, and August 22, 2013 have been located attached to an email pulled by MSI software from the Township server;

WHEREAS, the current Township Committee is unable to testify to the accuracy of these minutes since a majority of the members from 2013 are no longer in office but would like to include them in the official records in the interest of having as complete an official record as possible.

NOW, THEREFORE, BE IT SOLVED, that the Township Committee authorizes the Acting Clerk to reinsert these draft minutes into the official record books.

Motion was made by Deputy Mayor Cuntala, seconded Committeewoman Shipps and approved by an all-in-favor to Resolution 2017-129

2017-130- Resolution Concerning 48-Hour Notice for Planning Board and Board of Adjustment Materials

WHEREAS, in March 2016 the Knowlton Township Committee adopted a practice of abiding by a 48-hour cutoff for submission of items to be included for their public meetings; and

WHEREAS, advance copies of resolutions, ordinances, and other materials to be discussed at Township Committee meetings benefits Committee members by allowing for prior consideration and preparation; and

WHEREAS, the 48-hour cutoff benefits staff by eliminating last-minute and hurried preparation; and

WHEREAS, advance online posting of resolutions and ordinances allows the public time to consider topics for discussion prior to the meeting; and

WHEREAS, packets made available prior to the meeting shortens the duration of meetings by eliminating last-minute reading; and

WHEREAS, the Township Committee wishes to create a system that equitably gives the staff, Committee Members, and public time for thought and preparation;

WHEREAS, pressing situations necessitating last-minute inclusion on the agenda or meeting are excepted; and

WHEREAS, the 48-hour cutoff, since its introduction, has not proven to be unduly burdensome to the municipal staff; and

WHEREAS, the Township Committee would like all the boards of the Township to operate under a uniform system that gives all staff, members, and the public time to prepare for meetings; and

WHEREAS, the Township Committee recognizes that the BOA and PB have different purposes and needs and may need to make adjustments to the Committee's practices.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee suggests that the Knowlton Township Board of Adjustment and Planning Board consider adopting the Township Committee's 48-hour-notice practice (which includes posting agenda, resolutions and ordinances online 48-hours in advance of meetings and providing members with completed packets and vouchers for review in an accessible location at the Knowlton Municipal Building 48 hours in advance of meetings) but that also accommodates their boards' differing needs.

Motion was made by Deputy Mayor Cuntala, seconded by Committeewoman Shipps and approved with an all-in-favor vote for Resolution 2017-130

2017-131- Resolution Approving Refund of Duplicate Tax Payment Block 44, Lot 54

WHEREAS, the above property was sold in early November. The November taxes in the amount of \$1,857.32 were paid twice once by the former owner's bank and once by the title company handling the purchase. The title company has requested their payment be refunded to them and did not wish to apply it to February 2018 taxes since it would affect the new owners escrow for taxes which is included in their mortgage.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this eleventh day of December 2017, approves the refund of the duplicate November payment to Simplicity Title in the amount of \$1,857.32. The CFO is hereby authorized to prepare a check in that amount made payable to Simplicity Title. The check will be returned to the tax collector for mailing.

Motion was made by Deputy Mayor Cuntala, seconded by Committeeman Farber and approved by roll call vote: Van Horn—yes, Cuntala—yes, Shipps—yes, Starrs—yes, Farber—yes to Resolution 2017-131

2017-132- Payment of Vouchers

BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New

Jersey, that all claims attached are hereby approved as reasonable and proper claims against the Township of Knowlton.

THEREFORE, BE IT RESOLVED that approval for payment is hereby given to the Chief Financial Officer to pay said claims, subject to the availability of funds.

Motion was made by Deputy Mayor Cuntala, Seconded by Committeewoman Shipps and approved by roll call vote: Cuntala -- yes, Farber-- yes, Shipps-- yes , Van Horn--yes, Starrs-- yes Resolution 2017-132.

Acting Clerk Shipps will prepare a letter to the Seniors regarding their annual lunch for flu shots and asking them to limit it \$250.

OLD BUSINESS

Columbia Dam Public Hearing on November 20, 2017

Mayor Starrs attended the Public Hearing for the Columbia Dam. There were a total of 32 speakers, 24 spoke in favor of dam removal, 8 spoke against. There were 5 speakers from Knowlton for dam removal and 5 speakers from Knowlton against dam removal. The NJDEP will give a final answer in a few months. Committeeman Van Horn said he thought the dam would come down.

Committeeman Farber had been the contact responsible for the residents who want to be involved with the Columbia dam area. With Committeeman Farber's term ending in two weeks, Mayor Starrs said a new contact would be needed.

Mayor Starrs will contact the residents who volunteered to help with the Columbia Dam. They will meet to discuss what residents would like to see at the location and concerns that residents have regarding the removal. She asked if Committeeman Van Horn will see if the alternate water source provided by the Nature Conservancy works effectively. She recommends these happen soon while the Township still has time to give input before NJDEP plans about the dam are finalized. The Committee will discuss again in January and submit a formal letter with requests.

Mutual Aid Agreements with Upper Mount Bethel and Portland, PA, Fire Companies

Discussed during Department reports

Coal Settlement DEP Grant Funds

The Township is at the end of the coal plant settlement funds. Remaining funds must be used by the end of 2017 or they will be lost. Mayor Starrs said the DEP denied the request for another grant another extension. Historic Commission members who were present asked the Committee to consider approving a terrace to be used for the music events held regularly at Ramsaysburg barn.

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved by an all-in-favor to have \$3,000.00 of the Coal Settlement Grant go toward a terrace with retaining wall at Ramsayburg.

NEW BUSINESS— Seniors Luncheon Flu Shot- discussed during payment of vouchers

CORRESPONDENCE—Pledge to Support State of NJ's Fight Against Opioid Addiction

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala and approved by an all-in-favor to support the pledge.

Rt. 80 Rockwall Project-

A Visual Impact Assessment is at the municipal building and available for public viewing.

PUBLIC COMMENT

Fire Chief Dean Hill asked if the National Park Service has been contacted regarding the Route 80 project. Mayor Starrs said yes and that the National Park service is the lead agent that is against this project.

Resident Bill Clifford stated that at the Public meeting that they were told that there will be one lane closed and that there will only be a width of 12 feet which is the same length of snow plows. Also, if there is an accident, how can an ambulance get to the scene?

Mayor Starrs said that all those concerns were put in a resolution passed by the Committee months ago and that the committee needs to decide if they want to start taking action by contacting legislators.

Resident Sharon Valentine also reiterated that she was also at the public meeting regarding the Route 80 project and that DOT had no interest in listening to the residents' concerns.

Resident Pam Rusweiler commented about the amount of the salt that was left on the road this last small storm. She asked if someone could talk to the DPW supervisor regarding the amount of the salt that was used. Committeewoman Cuntala agreed.

Resident Sharon Valentine commented that the DRJTBC used liquid salt brine before the storm and used a lot of ~~snow~~ salt as well.

Resident Rene Mathez commented on the luncheon for the seniors during the flu shots. The luncheon started as a way to encourage seniors to come for flu shots.

Resident and former Committeeman Richard Wenner commented on the Rt. 80 project-- once a plan is cemented, the committee should get a group of residents together to help spread the word.

Resident Jeff Milesky offered an easement on his property to have Fire and Rescue to use.

ADJOURNMENT

Motion was made by Mayor Starrs, seconded by Deputy Mayor Cuntala, and carried to adjourn tonight's Township meeting at 8:59 p.m.

Respectfully submitted,

Kristin Shipps
Acting Municipal Clerk