

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
PUBLIC MEETING MINUTES
February 28, 2019**

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 7:00 p.m. by Mayor Starrs.

Mayor Starrs led the public in the Pledge of Allegiance.

Mayor Starrs read the following statement: "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 New Jersey Herald and/or the Star Gazette and/or the Star Ledger as well as providing said schedule in the Municipal Clerk's office."

Roll Call

Present: Committeewoman Cuntala, Committeeman McNinch, Deputy Mayor Shipps, Committeeman Van Horn, and Mayor Starrs

Also present was Township Engineer Ted Rodman

PRESENTATION- State Police Update

Officer Chris Madia was present and gave an update on the burglaries that have occurred. There have been home invasions, cars that have been broken in to, and a robbery at a commercial trailer. Investigations are ongoing. Officer Madia recommended that all residents lock their homes, cars, and also fire arms.

PUBLIC COMMENT

Residents on Decatur Street commented on the trucks still causing problems on Decatur. Office Madia said that he will make the weigh station on Route 80 aware of this and also request more coverage on Decatur.

Resident Donna Diorio asked why Washington Street was taken off the agenda. Mayor Starrs explained that was regarding a right of way and easement for a resident who lives on the corner of Washington Street, and it was decided that the township attorney should be present for that discussion.

DEPARTMENT REPORTS

Township Engineer Ted Rodman

Simpson Road— Mr. Rodman received a response from DOT regarding the problem statement. They said it will be analyzed and that it could take a few more months.

Polkville Road— NJDOT gave permission to use the remainder of the money leftover from the grant to use for guiderails, which are being ordered.

Bruglar Road— the problem statement to the DOT has been sent out.

RESOLUTIONS

2019-02a Resolution Approving Compensated Appointments

WHEREAS, it is necessary to appoint various persons to fill the numerous positions of authority in the Township of Knowlton for the year 2019.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that the following appointments be made with terms being until December 31, 2019:

Acting Municipal Clerk	Kristin Shipps
Shared Services/Grant Administrator	
Assessment Search Officer	
Deputy Clerk	Doreen Apgar
Registrar of Vital Statistics	Doreen Apgar
Deputy Registrar of Vital Statistics	Kristin Shipps
Office Assistant	
Finance Assistant	Doreen Apgar
Recycling Coordinator	JoAnn Fascenelli
Chief Financial Officer	Christine Rolef
Tax Collector	Evan Howell
Tax Search Officer	Evan Howell
Assistant Tax Collector	Doreen Apgar
Tax Assessor	Richard Motyka
Tax Assessment Assistant	Kenna Pearson
Code Enforcement Officer/Zoning Officer	Eric Snyder
Driveway Inspector	Ted Rodman
Fire Official	Glenn Wilson, Jim McAleer
Planning Board Secretary	Alfia Schemm
Board of Adjustment Secretary	Alfia Schemm
Animal Control Officer	Alan DeCarolis
*Municipal Judge	Dominick Santini
Court Administrator	Rosanne McPartland
Deputy Court Administrator	Ruth DeGeorge
Alternate Deputy Court Admin.	Ann Marie Tracy
Violations Clerk	
Court Attendant	Dennis Kelley, Doug Kopen
Public Works Manager	Brian Peck
Public Works Assistant Supervisor	Thomas Steckel
Public Works Driver/Laborer I	
Public Works Driver/Laborer II	
Public Works Driver/Laborer III	David Quick
Public Works Driver/Laborer IV	
Public Works Driver/Laborer-Part Time	Geoff Littlehale
Recreation Director	Dennis Lembeck
Recreation Laborer	George Trongone
Alternate Recreation Laborer	Ryan Lembeck
Community Service/Clean Comm. Supervisor	Dennis Lembeck

**Emergency Management Coordinator	Frank Makowski
911 Coordinator	Frank Makowski
Deputy Emergency Management Coordinator	Michael Bates
Emergency Management Assistant	Kristin Shipps
Municipal Housing Liaison	Kristin Shipps

*Shared Municipal Court – Knowlton/Frelinghuysen/Franklin/Blairstown - term expires 12/31/20

**term expires 12/31/19

Motion made by Committeewoman Cuntala, second by Committeeman McNinch and carried to approve by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2019-02a.

2019-42- Resolution Establishing Additional Guidelines for Segregation of Sewer Utility Funds

WHEREAS, Knowlton Township established a Township Sewer Utility on June 14, 2004; and,

WHEREAS, N.J.S.A 40A:4-62 specifies that all moneys from the operation of publically owned or operated utility shall be segregated and kept in a separate fund; and,

WHEREAS, Knowlton Township has established a separate bank account for sewer utility purposes that has also been used for inter-fund purposes; and,

WHEREAS, Knowlton Township has entered into a Contract with Applied Water Management Inc. (now Natural Systems Utilities) to design, construct and operate a wastewater treatment facility; and,

WHEREAS, this Contract with Applied Water Management Inc. (now Natural Systems Utilities) specifies that the township to maintain an interest bearing “Reserve Fund” and a separate “Repair and Replacement Fund.”

NOW THEREFORE BE IT RESOLVED, All sewer utility funds will be held in a bank account used solely for sewer utility funds. Inter-funds shall only be utilized in emergency situations after approval of the finance chair.

NOW THEREFORE BE IT FURTHER RESOLVED, for accounting purposes sewer utility funds shall be segregated into three groups; a “Reserve Fund Reserve: , a “Repair and Replacement Fund reserve: and the remaining in a utility “Fund Balance”.

Motion made by Committeeman McNinch, second by Mayor Starrs and carried to approve by roll call vote: Cuntala—yes, McNinch—yes, Shipps—abstain, Van Horn—yes, Starrs—yes to Resolution 2019-42.

2019-43- Resolution Approving 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 Committeewoman Cuntala, second by Deputy Mayor Shipps and carried to approve by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2019-43.

OLD BUSINESS

Soil Importation Ordinance—Committeeman McNinch provided the committee with a sample Ordinance from Wantage that followed the new Vernon ordinance and contained certain exceptions such as driveway construction and farm related activities. Mayor Starrs commented that the Committee agreed at the last meeting was to adopt a resolution that is simple and places the least amount of regulation on residents. She does not feel the Wantage ordinance is in line with that. Committee agreed to review both ordinances, the Hope Ordinance from last township meeting and the Wantage Ordinance from this meeting, and pull out language that they feel is important to have in Knowlton’s ordinance.

NEW BUSINESS

Boiler Quotes

Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs—yes to the quote from Superheat for \$965.00 to repair the boiler at 622 Route 94 with the understanding that there may be additional costs if further damage is found.

St. Luke’s Update

Mayor Starrs attended a meeting with St. Luke’s and Knowlton Fire & Rescue chief and president. St. Luke’s would like to move forward with a plan to provide EMS service to Belvidere. If approved, this will allow Knowlton to get 24/7 EMS coverage from St. Luke’s. Belvidere still needs to approve this plan so no action is needed at this time.

Proposals for Administrative Agent

Mayor Starrs provided with two quotes that she received for Administrative Agent. Mayor Starrs asked the committee to review the quotes to be discussed at the township meeting when the township attorney is present.

Auctioning Township Parcels

Mayor Starrs asked the committee about putting a package deal together for having parcels that Knowlton Township owns and auctioning them off. Committeeman Van Horn asked if they could have the parcels colored on a township map for easy viewing.

Salary Budget

Committeeman McNinch asked the committee for a salary increase for township employees of 1.9%, which is the same as the Consumer Price Index cost of living for 2018. Committeewoman Shippis agreed that this is a good figure to use, however there were some employees that she is looking into giving merit raises. Committeeman McNinch also asked the members of the committee to not have an increase for the township committee.

Municipal Prosecutor

Municipal Prosecutor James Pfeiffer will be stepping down. Mr. Pfeiffer suggested attorney Chuck Carro, who has been Knowlton's substitute municipal prosecutor, to take his place. Mayor Starrs was not able to get in contact with Mr. Carro. Committee agreed to have Mr. Carro as the new municipal prosecutor but tabled Mr. Pfeiffer's resignation until Mayor Starrs speaks with Mr. Carro.

CORRESPONDENCE

Warren County Municipality Challenge Golf Classic

Mayor Starrs just wanted to put the word out that on May 6, 2019 there will be the First Annual Warren County Municipal Challenge Golf Classic at the Minebrook Golf Course in Hackettstown. This is a golf competition consisting of township officials and guests. Anyone is welcome to join. Forms are available at the clerk's office.

MEETING MINUTES

February 11, 2019 Executive Session Meeting Minutes

Motion made by Committeewoman Cuntala, second by Committeeman McNinch and carried to approve the February 11, 2019 Executive Session Meeting Minutes.

February 11, 2019, 2019 Public Session Meeting Minutes

Motion made by Committeewoman Cuntala second by Committeeman McNinch and carried to approve the February 11, 2019 Public Session Meeting Minutes.

PUBLIC COMMENT

Resident Allison Bailey asked regarding COAH, where the sources are coming from for the applicants? Mayor Starrs said the applicants can come from anywhere in the state.

Resident Rene Mathez asked if the water is going to be tested next door before the auction. Mayor Starrs said that the water will not be tested but there is a disclosure of potential salt issues in the contract.

Resident Sharon Peck stated that the water regulations are going to be changed for real estate transactions and they are adding another test.

Resident Sharon Valentine commented that all the committee members deserve a raise because people do not realize what they do after hours.

ADJOURNMENT

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and carried to adjourn tonight's Township meeting at 7:50 p.m.

Respectfully submitted,
Kristin Shipps
Acting Municipal Clerk