

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
ANNUAL REORGANIZATION MEETING
January 3, 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 7:01 p.m. by Acting Clerk Kristin Shipps.

Acting Clerk Shipps led the public in the pledge of allegiance.

Acting Clerk Shipps 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 *Star Gazette* and/or the *Express Times* as well as providing said schedule in the Municipal Clerk’s office”

Roll Call

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

Swearing in of Township Committee Members

Committeewoman Cuntala was sworn into office by the Acting Municipal Clerk.

Nomination of Mayor

Nomination was made by Committeewoman Cuntala and seconded by Committeewoman Shipps to nominate Adele Starrs for Mayor for 2019.

Roll Call: Cuntala—yes, McNinch—yes, Shipps—yes, Starrs—yes, Van Horn—yes

Mayor Starrs was sworn into office by the Acting Municipal Clerk. Mayor Starrs continued the meeting at this time.

Nomination of Deputy Mayor

Nomination was made by Committeewoman Cuntala and seconded by Mayor Starrs to nominate Committeewoman Shipps for Deputy Mayor for 2019.

Roll Call: Cuntala—yes, McNinch—no, Shipps—yes, Van Horn—no, Starrs—yes

Committeeman Van Horn made a motion to nominate Committeeman McNinch as Deputy Mayor with Committeeman McNinch seconding. Majority vote was for Committeewoman Shipps.

Deputy Mayor Shipps was sworn into office by the Acting Municipal Clerk.

Resolutions

2019-01 Resolution Adopting Annual Meeting Calendar for 2019

BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, that the following meeting calendar is hereby adopted for the year 2019:

The regular meetings of the Knowlton Township Committee will be held on the 2nd Monday and the 4th Thursday of each month at 7:00 PM unless otherwise marked.

January 3, 2019 Reorg. 7 pm	June 10, 2019
January 14, 2019	June 27, 2019
January 24, 2019	July 8, 2019
February 11, 2019	July 25, 2019
February 28, 2019	August 12, 2019
March 11, 2019	August 22, 2019
March 28, 2019	September 9, 2019
April 8, 2019	September 26, 2019
April 25, 2019	October 24, 2019
May 13, 2019	*November 18, 2019 (3rd Monday)
May 23, 2019	December 9, 2019
	**December 19, 2019 (3rd Thursday)

Formal action may be taken at all meetings. Executive Sessions may be called by the governing body when appropriate.

*Due to the regular meeting dates for November 2019 both falling on a Holiday, the day for this meeting has been changed.

** Due to the regular meeting date falling after the Christmas holiday, the day for this meeting has been changed.

Motion was made by Committeewoman Cuntala, second by Committeeman McNinch and approved by an all-in-favor to Resolution 2019-01.

2019-02 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 Fascinelli
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

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

**term expires 12/31/19

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

2019-03 Resolution Approving Non-Compensated Appointments

WHEREAS, it is necessary to appoint various persons to fill various positions on boards, committees and commissions and officers of the Township of Knowlton, as required by the various ordinances adopted in connection therewith:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, on the fourth day of January, 2019 that the following persons be appointed for terms as set forth:

Public Agency Compliance Officer
Qualified Purchasing Agent

Kristin Shipps
Christine Rolef

Knowlton Township Planning Board

Adele Starrs as a Class I with a term expiring 12/31/2019 (1 year term)
Tom Drake as a Class II member with a term expiring 12/31/2019 (1 year term)
Kathy Cuntala as a Class III member with a term expiring 12/31/2019 (1 year term)
David Smith as a Class IV member with a term expiring 12/31/2022 (4 year term)
Barbara Prosser as a Alternate #2 with a term expiring 12/31/20 (2 year term)

Knowlton Township Board of Adjustment

Kim Schad with a term expiring 12/31/2022 (4 year term)
Sara DeVincenzi with a term expiring 12/31/2022 (4 year term)
Karen Lund with a term expiring 12/31/2020 (2 year term)

Motion was made by Committeewoman Cuntala, second by Mayor Starrs and approved by an all-in-favor to Resolution 2019-03

2019-04 Resolution Approving Temporary Budget

BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton that temporary appropriations must be made sufficient to cover expenditures between January 1 and the date of final adoption of the budget;

THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Township Committee that the attached temporary budget as prepared by the Chief Financial Officer according to N.J.S.A. 40:4-19 be and is hereby adopted.

Total Temporary Budget	\$427,442.72
Temporary Wastewater Utility Budget	\$ 75,600.00

Motion was made by Committeeman McNinch, second by Mayor Starrs and approved by a roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--yes, Starrs--yes to Resolution 2019-04.

2019-05 Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contracts Law (N.J.S.A. 40A: 11.1, Et Seq.)

WHEREAS, there exists a need for contracting for professional service for the calendar year 2019; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the awarding of contracts and appointments for Professional Services without competitive bidding must be publicly advertised with copies of the contracts available for public inspection in the office of the Municipal Clerk; and,

WHEREAS, the need for these services exists for planning and zoning improvements and for development of the overall program and guidance of the Township Committee for the betterment of

the Township of Knowlton:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that pending Township Committee approval of 2019 contracts, the following persons be retained for the year:

Township Attorney	Richard Cushing, Esq. (Gebhardt & Kiefer)
Township Engineer	Rodman Associates
Township Prosecutor	James Pfeiffer, Esq.

BE IT FURTHER RESOLVED that a copy of this Resolution be published in the official Township newspapers as required by law.

Committeeman McNinch asked that the auditor be moved to a separate resolution, which the clerk named 2019-05A. **Motion was made by Mayor Starrs, second by Committeewoman Cuntala and approved by an all-in-favor to Resolution 2019-05.**

2019-05a Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contracts Law (N.J.S.A. 40A: 11.1, Et Seq.)

WHEREAS, there exists a need for contracting for professional service for the calendar year 2019; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the awarding of contracts and appointments for Professional Services without competitive bidding must be publicly advertised with copies of the contracts available for public inspection in the office of the Municipal Clerk; and,

WHEREAS, the need for these services exists for planning and zoning improvements and for development of the overall program and guidance of the Township Committee for the betterment of the Township of Knowlton:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that pending Township Committee approval of 2019 contracts, the following persons be retained for the year:

Township Auditor	John J. Mooney (Nisovoccia)
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BE IT FURTHER RESOLVED that a copy of this Resolution be published in the official Township newspapers as required by law.

Motion was made by Mayor Starrs, second by Committeewoman Cuntala and approved by a roll call vote: Cuntala—yes, McNinch—abstain, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2019-05A.

2019-06 Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contracts Law (N.J.S.A. 40A: 11.1, Et Seq.)

WHEREAS, there exists a need for contracting for professional service for the calendar year 2019; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the awarding of contracts and appointments for Professional Services without competitive bidding must be publicly advertised with copies of the contracts available for public inspection in the office of the Municipal Clerk; and,

WHEREAS, the need for these services exists for Knowlton Municipal Court and for development of the overall program and guidance of the Township Committee for the betterment of the Township of Knowlton; and,

WHEREAS, the substitute prosecutors shall be paid at the same rate as the municipal prosecutor.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that pending Township Committee approval of 2019 contracts, the following persons be retained for the year:

Substitute Prosecutors	Charles Carro, Esq Roger Skoog, Esq. Richard Ralph, Esq. Christopher Troxell, Esq. Steven Siegel, Esq.
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BE IT FURTHER RESOLVED that a copy of this Resolution and contract is available for public inspection in the office of the Municipal Clerk and that this resolution will be published in the official newspaper as required by law.

Motion was made by Committeewoman Cuntala, second by Deputy Mayor Shipps and approved by an all-in-favor to Resolution 2019-06.

2019-07 Resolution Designating the New Jersey Herald Official Newspaper of the Township

WHEREAS, the Local Public Contracts Law (“LPCL”) (N.J.S.A. 40A:11-1 et seq.) and Municipal Land Use Law (“MLUL”) (N.J.S.A. 40:55D-1) require certain notices be published by a municipality in an “official newspaper”; and

WHEREAS, for the purposes of the Open Public Meeting Act (“OPMA”), the Township has designated *The New Jersey Herald*, *The Star Gazette*, and *The Star Ledger*, as newspapers to receive notices thereunder; and

WHEREAS, pursuant to N.J.S.A. 40:53-2, an official newspaper must be widely circulated within the Township and must be published within Warren County; and

WHEREAS, there is no newspaper that meets such criteria; and

WHEREAS, *The New Jersey Herald* appears to be the newspaper that included the most significant coverage of issues affecting Knowlton Township residents and is widely shared on social media; and

WHEREAS, upon information and belief, *The New Jersey Herald* is widely circulated in the Township; and

WHEREAS, *The New Jersey Herald* is published in the Town of Newton, Sussex County, New Jersey, and is, therefore the newspaper that is published at a location closest to the Township within the state of New Jersey; and

WHEREAS, the Township acknowledges that publication of notices in *The New Jersey Herald* would effectuate the purposes of the LPCL, MLUL, and OPMA of notifying the public and ensuring transparency in government processes, and would effectuate and purposes regarding utilizing local New Jersey businesses; and

WHEREAS, the Township Committee believes it is in the best interests of the public to designate *The New Jersey Herald* as the official newspapers of the Township; and

WHEREAS, in order to continue the Township Committee's commitment to transparency, all resolutions and ordinances considered by the Township Committee shall continue to be published on the Township's official website.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Knowlton, Warren County, State of New Jersey, as follows:

1. *The New Jersey Herald* is hereby designated as the official newspaper of the Township of Knowlton.
2. All public notices required to be published by the Township of Knowlton shall be published in *The New Jersey Herald*.
3. Additionally, all public notices required to be published by the Township of Knowlton shall be posted on the Township's website.

Mayor Starrs offered a cost comparison and explained that this switch will result in a savings of approximately \$5,000 per year to the Township. **Motion was made by Mayor Starrs, second by Committeeman McNinch and approved by an all-in-favor to Resolution 2019-07.**

2019-08 Consent Agenda

WHEREAS, Resolutions 2019-09, 2019-10, 2019-11, 2019-12 ,2019-13, 2019-14, 2019-15, 2019-16, 2019-17, 2019-18, 2019-19 are considered routine, non-controversial and require no individual discussion; and,

WHEREAS, if discussion is required on a consent agenda item, it is removed from the consent agenda and placed on the regular agenda.

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Knowlton that approval is granted for adoption of the consent agenda items.

Motion was made by Mayor Starrs, second by Committeewoman Cuntala and approved by an all-in-favor Resolution 2019-08.

THE FOLLOWING RESOLUTIONS WILL BE ON A CONSENT AGENDA WITH NO DISCUSSION

2019-09 Resolution Establishing the Rules of Order for the Conduct of Committee Meetings

BE IT RESOLVED, the governing body of the Township of Knowlton, does hereby adopt Rules of Order for the Conduct of Committee meetings:

1. Manner of Addressing Committee - Time Limit (3 minutes per person when appropriate)
2. Roll Call Vote
3. Order of Business

The business of the Committee shall be taken for consideration in the following order except as may be otherwise offered by the Mayor or Committee:

- Call to Order
- Salute to the Flag
- Reading of the Open Public Meetings Act
- Moment of Reflection
- Roll Call
- Presentations
- Public Comment
- Department Reports
- Ordinances
- Consent Agenda
- Resolutions
- Old Business
- New Business
- Correspondence
- Approval of Minutes
- Public Comment
- Adjournment

Executive sessions shall be held at 7:00 pm, prior to the public portion of the meeting. Where additional time is needed to complete an executive session, it shall be reconvened upon completion of the consent agenda, resolutions or public comment section as stated on the meeting agenda. If necessary, Executive Sessions may be held at the adjournment of the meetings.

Those items on the agenda which are considered routine and non-controversial by the Municipal Clerk such as resolutions, departmental reports or necessary action motions by the Committee shall be listed on a consent agenda and will be approved by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

At the commencement of all regularly scheduled meetings, the Mayor will announce publicly and shall cause to be entered upon the minutes of the meeting an accurate statement, substantially as follows:

“Adequate notice of this meeting of the Knowlton Township Committee has been provided in accordance with the Open Public Meeting Act, Chapter 231, P.L.1975. by posting a schedule of all meetings of the Knowlton Township Committee on the bulletin board in the Municipal Clerk’s office at the Municipal Building, 628 Rt. 94, Columbia, NJ and Knowlton Township website immediately following its adoption; and, by mailing a copy of this schedule of all meetings of the Knowlton Township Committee for 2017 to those persons requesting same, pursuant to Section 14 of the Open Public Meetings Act, Chapter 231, P.L.1975.

2019-10 Resolution Authorizing Imposition of Additional Penalties for Tax Delinquencies in Excess of Ten Thousand Dollars and Setting Interest Rates for Delinquent Taxes

BE IT RESOLVED that pursuant to R.S.54:4-67, the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, hereby fixes the rate of interest to be charged on delinquent taxes for the calendar year 2018 at the rate of Eight (8%) percent per annum on the first \$1500.00 of delinquency and Eighteen (18%) per annum on any amount in excess of \$1500.00 of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year shall be so charged an additional rate of interest of Six (6%) percent against the delinquency.

2019-11 Resolution Designating a Cash Management Plan

WHEREAS, P.L.1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.40A:5-2 was amended to require that each municipality designate a Cash Management Plan for the deposit of the local unit’s monies;

THEREFORE, BE IT RESOLVED, that the following Cash Management Plan be adopted by the Township of Knowlton:

A. Designation of Official Depositories to be as follows:

1. FIRST HOPE BANK
2. BANK OF AMERICA
3. NEW JERSEY CASH MANAGEMENT PLAN
4. ANY OTHER BANKING INSTITUTIONS IN WARREN COUNTY UNDER THE DIRECTION OF THE CHIEF FINANCIAL OFFICER

B. Designated Official Depositories are required to submit to the Chief Financial Officer of the Township of Knowlton, a copy of the State of New Jersey, Department of Banking, Governmental Unit

Deposit Protection Act notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st each year.

C. Designated Official Depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" on an annual basis.

D. Deposit of Funds:

1. All funds shall be deposited within forty-eight (48) hours of receipt in accordance with state statute.

2. Operating funds shall be deposited into an interest bearing account to maximize interest earnings.

3. Trust Funds may be deposited into interest bearing accounts. Noninterest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws or local ordinance prohibit the earning of interest on such funds.

E. Designation of Allowable Investment Instruments:

1. The Township may permit deposits and investments in such depositories as permitted in Section 4 of P.L.1970 Chapter 236 (C17:9-44).

F. Definition of Acceptable Collateral and Protection of Township Assets:

1. All designated depositories must conform to all applicable State statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible of F.D.I.C. and/or F.S.L.I.C. coverage of all Township assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investments of the Township, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100% of all deposits and investments.

G. Reporting Procedures

1. The Chief Financial Officer shall prepare for the Township Committee the following investment reports:

Monthly reporting - A listing of all investments as part of the Chief Financial Officer's monthly report.

A schedule of outstanding investments for the independent auditors as of December 31 each year and at other times as required by the auditors.

H. Maximum Maturity Policy

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within provisions of regulations promulgated by either the Federal or State governments.

I. Investment Procedures:

Bids for Certificates of Deposit will be solicited of all designated depositories if the amount is \$100,000.00 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member. The depository shall specify the principal amount of the investment on interest rates and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the day of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

J. Controls:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities, safekeeping, only specifically designated personnel of the Department of Finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation of the designated depository. The Chief Financial Officer shall review each day's activity.

K. Bonding:

The following officials shall be covered by surety bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

BLANKET UMBRELLA BOND FOR ALL EMPLOYEES

L. Compliance:

The Cash Management Plan of the Township of Knowlton shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

2019-12 Resolution Authorizing the Tax Assessor to File Corrective Appeals and Stipulations with the Warren County Board of Taxation

WHEREAS, the Township Committee of the Township of Knowlton had been informed by the tax assessments governing certain property locations within Knowlton Township: and

WHEREAS, the Tax Assessor of Knowlton Township has requested the Township Committee authorize him to file corrections of such errors with the Warren County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Knowlton that the Tax Assessor be and is hereby authorized to file corrective appeals and stipulations with the

Warren County Board of Taxation concerning those properties wherein errors were made; and

BE IT FURTHER RESOLVED, that the Tax Assessor send copies of such corrected assessments to the individuals involved; and

BE IT FURTHER RESOLVED, that the Township Committee of the Township of Knowlton hereby authorizes the Tax Assessor to file rollback complaints.

A copy of this Resolution shall be forwarded to the Tax Assessor and Warren County Board of Taxation.

2019-13 Resolution Authorizing Assessor and Attorney (or Special Counsel) to file and Prosecute Municipal Tax Appeals and Municipal Roll Back Tax Complaints

WHEREAS, the Warren County Tax Board, through its Administrator, has issued rulings requiring that Warren County municipal governing bodies adopt a Resolution or Resolutions as follows:

- a. Allowing the Assessor and Municipal Attorney (or Special Counsel) of any municipality in the County of Warren to file and prosecute tax appeals filed by taxpayers of each municipality;
- b. Allowing the Assessor and Municipal Attorney (or Special Counsel) of any municipality in the county of Warren to file and prosecute roll back tax complaints;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton, County of Warren, State of New Jersey that:

Richard J. Motyka as Assessor of the Township of Knowlton or the Municipal Attorney (or Special Counsel) for the Township of Knowlton be authorized to file, prosecute, stipulate, modify, agree upon, and otherwise perform the duties which are required of said Assessor and Attorney in the process of prosecution and/or filing of said municipal tax appeals and said rollback tax complaints.

BE IT FUTHER RESOLVED, that a copy of this Resolution shall be forwarded to the Township Attorney and Tax Assessor.

2019-14 Resolution Designating Authorized Signatures

BE IT RESOLVED, by the Township Committee of The Township of Knowlton, that the Mayor and Acting Municipal Clerk Kristin Shipps are hereby authorized to execute and deliver agreements between the Municipal Corporation of the Township of Knowlton and any individual or corporation, either public or private;

BE IT FURTHER RESOLVED, that the Deputy Mayor has the authorization to sign documents or drafts of the Municipal Corporation in the absence of the Mayor.

BE IT FURTHER RESOLVED, that the signature of the Township Committee, the Municipal Clerk and CFO are authorized to sign checks and other drafts of the Township of Knowlton.

2019-15 Resolution to Cancel 2019 Balances Less Than \$10.00

WHEREAS, when properties have small balances due at year end of less than \$10.00 these small balances unless cancelled must be carried into the following year. The time and expense for both the township to collect and the owners to pay these small amounts far exceeds the individual amounts themselves.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this third day of January 2019, approves the tax collector's request to cancel 2018 balances less than \$10.00.

2019-16 Resolution to Cancel 2019 Overpayments Less Than \$10.00

WHEREAS, when overpayments of 2018 taxes occur they must be eliminated by applying them to 2019 taxes, refunding them or cancelling them. When the amounts are less than \$10.00 per property the cost in time and expense to apply the payments or refund the payments far exceeds the overpayments themselves. The tax collector is requesting approval to cancel these overpayments less than \$10.00.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this third day of January 2019, approves the tax collector's request to cancel 2018 overpayments less than \$10.00.

2019-17 Resolution Instituting a Fee for Duplicate Tax Sale Certificate

WHEREAS, P.L. 1990 was amended and signed into law, allowing municipalities to issue duplicate tax sale certificate at a fee not to exceed \$100; and

WHEREAS, a request had been made from Evan Howell, Certified Tax Collector, to institute a fee for this service;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this third day of January 2019, that a fee of \$100 be instituted for the issuance of a duplicate tax sale certificate.

2019-18 Resolution to Void Checks Greater Than 180 Days Old

WHEREAS, there are outstanding checks that are greater than 180 days old; and

WHEREAS, it has been determine that checks greater than 180 should be cancelled and credited back to Current Fund Balance.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, County of Warren, and State of New Jersey that the above outstanding are void to Current Fund Balance.

2019-19 Resolution Approving Waiver of Permit Fees for Knowlton Township Non-Profit Organizations

WHEREAS, the Ordinances of the Township of Knowlton impose fees for certain permits and applications which must be filed in conjunction with public events; and,

WHEREAS, the Knowlton Township non-profit organizations provide significant benefit to the citizens of Knowlton Township;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Knowlton Township Committee that the Township of Knowlton does hereby waive all Township fees pertaining to permits and applications that can be waived under present laws for the aforementioned nonprofit groups.

New Business

Committee Liaison Appointments— Committee discussed subcommittee liaison appointments.

Public Comment

Brian Ko from Nisovoccia just wanted to thank the committee for their continued support and trust in their firm.

Adjournment

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and carried to adjourn tonight's Township meeting at 7:25 p.m.

Respectfully submitted,
Kristin Shipps
Acting Municipal Clerk