

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
PUBLIC MEETING MINUTES  
June 10, 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: Committeeman McNinch, Deputy Mayor Shipps, Committeeman Van Horn (arrived at 8:25 pm), and Mayor Starrs

Also present was Township Engineer Ted Rodman, Animal Control Officer Alan DeCarolis, and Attorney Tara St. Angelo from Gebhardt & Kiefer

**EXECUTIVE SESSION**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to go into Executive Session at 7:01 pm**

**Resolution 2019-88 Authorizing an 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 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 Committeewoman Cuntala and carried to approve to return to public session at 7:08 p.m.**

**RESOLUTIONS**

**2019-89- Appointment of Kristin Shipps as Municipal Clerk for the Township of Knowlton**

WHEREAS, there exists a need for the appoint of a Municipal Clerk in the Township of Knowlton in the County of Warren, State of New Jersey; and

WHEREAS, N.J.S.A. 40A:9-133 states that the term of office of the Municipal Clerk shall be three years, and that the term shall be deemed to have begun as of the actual date upon which a person serving as municipal clerk is appointed; and

WHEREAS, Kristin Shipps, has served with distinction as the Knowlton Township Acting Municipal Clerk; and

WHEREAS, Kristin Shipps, has successfully completed the required courses offered through Rutgers, The State University, and passed the required State examination administered by the Division of Local Government Services, Department of Community Affairs, and has been certified as a Registered Municipal Clerk in accordance with the requirements of Chapter 174, Law of 1985 as of April 3, 2019.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Knowlton, County of Warren, State of New Jersey that Kristin Shipps be appointed Municipal Clerk for a term of three (3) years in accordance with N.J.S.A. 40A:9-133, effective April 3, 2019; and

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 by Committeeman McNinch and carried to approve by roll call vote: Cuntala--yes, McNinch--yes, Shipps--abstain, Van Horn--absent, Starrs--yes.**

**At this time Municipal Clerk Shipps was sworn in by Attorney Tara St. Angelo from Gebhardt & Kiefer.**

**PUBLIC COMMENT**

Hardwick Committee member Jim Perry presented the Committee with 3 checks to be given to Knowlton Fire & Rescue, Knowlton Lions Club and Knowlton Recreation for their help during the August 31st Drug Awareness day in 2018.

Resident Pam Rusweiler commented on a person going around clipping branches in Columbia again, same incident as last summer.

Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to have Mayor Starrs write a letter to the New Jersey State Police regarding this matter and the concern that residents have regarding the person's mental health and carrying around sharp objects. Resident Pam Rusweiler will email the description of person to Mayor Starrs.

Sharon Valentine mentioned problems with trucks traveling on Decatur St. Mayor Starrs spoke with the Municipal Judge and Court Administer regarding a suggestion that resident Keith Stouch made at a prior meeting about residents issuing citizens complaints. Mayor Starrs explained that residents can issue tickets for overweight trucks on Decatur and provided information on how to issue a citizen complaint. The resident would have to witness the incident, get the license number, get the name of the truck company, provide a name of driver or the president of the truck company, and cite the ordinance violated. Mayor Starrs also explained that you would have to go to the Municipal Court once the ticket is issued.

Resident Sharon Peck asked what if all residents filed a complaint against one company. Attorney Tara St. Angelo explained the Judge would most likely consolidate those tickets into one.

Resident Allison Bailey asked if your personal information would need to be put on the ticket. Attorney St. Angelo explained that, yes, the truck driver would see it but not the general public.

Resident Dave Murray commented on a packet that he requested multiple times and recently there was a new letter in the packet from 7/10/18 that was not available prior. Mr. Murray explained issues that he has gone through with lighting and fencing issues with his neighbor. Attorney St. Angelo explained the process that Mr. Murray needs to go through with his complaint. If it's a neighbor dispute, it needs to be heard by the Municipal Judge, if you want to dispute a decision that was made by the Township Zoning Officer residents need to appeal to the Township Zoning Board, and if residents have complaint about the Zoning Officer's performance a written complaint needs to be sent to the committee.

**DEPARTMENT REPORTS**

**Animal Control Officer Alan DeCarolis**

Mayor Starrs explained to Mr. DeCarolis the problem that has been happening with feral cats in the village of Columbia. Mr. DeCarolis explained the applicable state statutes. One of the statutes states that if you feed the cat, it becomes your cat. Discussion took place on what other municipalities do regarding feral cats. Mayor Starrs will provide Mr DeCarolis information regarding where feral cats are being fed in the village of Columbia and he will go out and investigate.

Mayor Starrs explained that there was a change in laws regarding abused animals. Mr. DeCarolis explained ASPCA is no longer in charge of animal cruelty investigations and it goes through the Prosecutor which then goes to your local police department or State police. Every department has a HLEO Humane Law Enforcement Officer. There is a change in HLEO when there is a shift change which can make it very difficult to investigate. Mr. DeCarolis explained that HLEO system is not working in Warren County.

**Township Engineer Ted Rodman**

Final paperwork has been filed for Kill/Station Rd.

Recreation Tunnel Field—permit has been issued and paperwork sent to NJDEP.

No Parking on Simpson Rd.—This is a County Rd. but it is the township’s responsibility to put No Parking signs up. Mr. Rodman will let DPW Supervisor Brian Peck how many signs to order.

Committeeman McNinch asked if the No Parking signs are to prevent people from going into the culvert and asked if there was a way to put a fence in the culvert. Discussion on who owned the culvert, the county or the state.

**ORDINANCE**

**Public Hearing/ Adoption**

**2019-05-** An Ordinance to Provide for Improvement to Kill/ Station Road within and for the Township of Knowlton and to Provide for the Funding thereof

BE IT ORDAINED the Township Committee of the Township of Knowlton, County of Warren, and State of New Jersey, that the following be properly authorized:

IMPROVEMENTS TO KILL/STATION ROAD -	\$230,000.00
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BE IT FURTHER ORDAINED that the financing for the above is as follows:

CAPITAL IMPROVEMENT FUND	\$60,000.00
NJ DOT GRANT	\$170,000.00

BE IT FURTHER ORDAINED that the period of usefulness of the improvements is in excess of the five (5) year statutory requirement, and that no debt shall be incurred by the Township for this improvement authorization.

The capital budget conforms with the provisions of this ordinance to the extent of any inconsistency therewith and the resolution promulgated by the Local Finance Board showing full details of the

Capital Budget and Capital Program as approved by the Director, Division of Local Government Services as on file with the Municipal Clerk is available for public inspection.

This ordinance shall take effect immediately upon passage and publication in accordance with the law.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to go into public hearing.**

**Not public comments.**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to close public hearing.**

**Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve by roll call vote: Cuntala--yes, McNinch--yes, Shipp--yes, Van Horn--absent, Starrs--yes to Ordinance 2019-05.**

**Public Hearing/ Adoption**

**2019-06- An Ordinance to Provided for Improvement for to Stark Road within and for the Township of Knowlton and to provided for the Funding thereof**

BE IT ORDAINED the Township Committee of the Township of Knowlton, County of Warren, and State of New Jersey, that the following be properly authorized:

IMPROVEMENTS TO STARK ROAD -	\$206,000.00
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BE IT FURTHER ORDAINED that the financing for the above is as follows:

RESERVE FOR ROAD IMPROVEMENTS	\$50,200.00
NJ DOT GRANT	\$155,800.00

BE IT FURTHER ORDAINED that the period of usefulness of the improvements is in excess of the five (5) year statutory requirement, and that no debt shall be incurred by the Township for this improvement authorization.

The capital budget conforms with the provisions of this ordinance to the extent of any inconsistency therewith and the resolution promulgated by the Local Finance Board showing full details of the Capital Budget and Capital Program as approved by the Director, Division of Local Government Services as on file with the Municipal Clerk is available for public inspection.

This ordinance shall take effect immediately upon passage and publication in accordance with the law.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to go into public hearing.**

**Not public comment**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to close public hearing.**

**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--absent, Starrs--yes to Ordinance 2019-06.**

## **RESOLUTIONS**

### **2019-90-Resolution Authorizing the Master Plan Reexamination**

WHEREAS, Planning Boards have the statutory power to prepare, adopt and amend Master Plans, pursuant to N.J.S.A.40:55D-28; and

WHEREAS, pursuant to N.J.S.A.40:55D-89, the Township Committee of the Township of Knowlton is required, at least once every ten (10) years, to provide for a general reexamination of the Master Plan and Development Ordinances; and

WHEREAS, the last reexamination of the Master Plan and Development Ordinances was conducted in May 2009; and

WHEREAS, the Knowlton Township Planning Board has requested authorization to re-examine the Land Use Element of the Knowlton Township Master Plan; and

NOW, THEREFORE, be it resolved by the Mayor and Committee of the Township of Knowlton, County of Warren, New Jersey, as follows:

1. The Township Committee shall obtain a proposal for drafting a Master Plan Reexamination Report from the Township Planner.
2. The Township Committee does hereby direct and authorize the Planning Board to undertake a re-examination of the Land Use Element of the Township's Master Plan, subject to approval of the proposal obtained from the Township Planner.
3. A copy of this Resolution shall be forwarded to the Planning Board after adoption.

**Motion made by Committeewoman Cuntala, Second by Deputy Mayor Shipps and carried to approve Resolution 2019-90.**

**2019-91- Authorizing Execution of an Agreement with Region VII Education Service Center for TIPS National Cooperative Purchasing**

WHEREAS, New Jersey P.L. 2011, Chapter 139, allows local contracting units to utilize national cooperative contracts as a method of procurement for goods and services as long as the contracts have been competitively procured; and

WHEREAS, the Interlocal Purchasing System (TIPS) is one such national cooperative located at 4845 US Highway 271 North, Pittsburg, Texas, and is available for use by government entities; and

WHEREAS, the purpose of the TIPS is to provide substantial savings and best value for participating education entities or public agencies through cooperative purchasing; and

WHEREAS, Knowlton Township desires to enter into an Agreement with the TIPS, which is administered by Region VIII Education Service Center; and

WHEREAS, this cooperative offers a discount on office equipment that may be needed in Knowlton Township; and

WHEREAS, there is no cost to Knowlton Township join this cooperative.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee authorizes the mayor and clerk to sign and execute the interlocal agreement between the Region VIII Education Service Center (TIPS) and the Township of Knowlton.

**Motion was made by Committeewoman Cuntala, second by Committeeman McNinch and carried to approve Resolution 2019-91.**

**2019-92- 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 Mayor Starrs, second by Committeeman McNinch and carried to approve by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--absent, Starrs--yes to Resolution 2019-92 with the exception of Montague Tools and Lowe's.**

**2019-94-Award of Contract for Road Resurfacing**

WHEREAS, the Township of Knowlton is a member of the Morris County Cooperative Pricing System and wishes to utilize the contract for Road Resurfacing for Resurfacing of Kill/Station Road; and

WHEREAS, Tilcon New York, Inc., Wharton, NJ has been awarded Contract #6 for Road Resurfacing through the Morris County Cooperative Pricing Council of which the township of Knowlton is an active participant; and

WHEREAS, Denville Line Striping, Rockaway, NJ, has been awarded Contract #36 for Traffic Striping through the Morris County Cooperative Pricing Council of which the township of Knowlton is an active participant; and

WHEREAS, the Chief Financial Officer has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, County of Warren, and State of New Jersey that road resurfacing services for Kill/Station Road is awarded to Tilcon New York, Inc., 625 Mt. Hope Road, Wharton, NJ, 07885, in the amount not to exceed \$193,887.00 and Denville Line Striping, Rockaway, NJ, in the amount not to exceed \$9,990.00.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--absent, Starrs--yes to Resolution 2019-94.**

### **OLD BUSINESS**

**Quotes for water holding tank on furnace**—tabled to a future meeting.

#### **Press Release for DOT Rockwall Meeting June 18**

Mayor Starrs explained that DOT Rockwall Meeting is an Open-house it is not a public comment and asked how the committee felt about having their own public comment with Hardwick Township at the same time as the Open house in the high school's auditorium. Committee agreed that it will be a great idea. Discussion took place on how information will be past out and how public statements will be handled. Committee agreed to issue press release.

#### **Abandoned Building Registry Income**

Mayor Starrs just wanted to give everyone an update on the income that the township has received since the Abandoned Building Registry was passed, which is \$19,500.00.

### **NEW BUSINESS**

**Warren County Promotion**—Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to have and aerial picture of the Knowlton Municipal Building to promote Warren County with the Municipal Clerks Association.

**Mold Testing**—Municipal Clerk Shipps asked permission to have the basement tested for mold. Committee agreed with a limit of \$750.00.

**Trucks on Decatur/Procedure for Tickets Written Citizens**—Discussed during public comment.



**USDA Funding Aimed at Improving Housing for Low-Income Rural Citizens**—Mayor Starrs explained this grant that was presented to the Committee to off set cost for the COAH spending plan. Attorney St. Angelo suggested asking if the township was to apply for a small city grant would they still be eligible for the Warren County Housing.

**COAH Spending Plan**—Mayor Starrs explained that the draft spending plan states that there would be a need to bond but the township has enough surplus to cover the cost. Attorney St. Angelo explained that the court requires the bond clause to be put in the plan. The total cost to the Township to execute the state-mandated COAH plan is roughly \$630,000.

**CORRESPONDENCE**—No Correspondence

### **MEETING MINUTES**

#### **May 13, 2019 Executive Session Meeting Minutes**

Motion made by Committeewoman Cuntala, second by Committeeman McNinch and carried to approve May 13, 2019 Executive Session Meeting Minutes

#### **May 13, 2019 Public Session Meeting Minutes**

Motion made by Committeeman McNinch, second by Mayor Starrs and carried to approve May 13, 2019 Public Session Meeting Minutes.

#### **May 23, 2019 Executive Session Meeting Minutes**

Motion made by Committeeman McNinch, second by Mayor Starrs and carried to approve May 23, 2019 Executive Session Meeting Minutes.

#### **May 23, 2019 Public Session Meeting Minutes**

Motion made by Committeewoman Cuntala, second by Deputy Mayor Shipps and carried to approve May 23, 2019 Pubic Session Meeting Minutes.

### **PUBLIC COMMENT**

Resident Rene Mathez commented on the Affordable Housing plan and for every 1 affordable unit you have to allow them to build 4 marketing units.

Resident Sharon Valentine asked if you could videotape at the upcoming Rock wall Open House.

Resident Mark Klouda explained that if there is mold in the basement it will be everywhere.

Resident Dave Murray commented on the committee looking into things. He is frustrated and thinks the township is not looking into a complaint that he has bought to the committee he gets no action. Mayor Starrs repeated the attorney's advice made earlier in the meeting, that Mr. Murray needs to appeal the zoning officer's decision to the Board of Adjustment, address his complaint at the upcoming municipal court date, or, if the complaint is about a specific employee's work conduct, specify in writing what his complaint is and the Committee will follow up with that employee.

**EXECUTIVE SESSION**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to go into Executive Session at 9:10 pm.**

Resolution 2019-93 Authorizing an 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 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. Contract Negotiations
- B. Litigation
- C. 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 was made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to return to public Session at 9:45 pm.**

**ADJOURNMENT**

**Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to adjourn tonight's Township meeting at 9:50 p.m.**

Respectfully submitted,  
Kristin Shipps  
Acting Municipal Clerk