

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
PUBLIC MEETING MINUTES
November 14, 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 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, and Mayor Starrs

Also present was DPW Supervisor Brian Peck and Township Attorney Richard Cushing

Absent: Committeeman Van Horn

EXECUTIVE SESSION

Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to go into Executive Session at 7:02 pm.

Resolution 2019-136 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-DPW Employment Interviews
- B. Contract Negotiations
- C. Attorney Advice

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 8:15 p.m.

PUBLIC COMMENT—No public comments

DEPARTMENT REPORTS

DPW Supervisor Brian Peck: Mr. Peck explained to the Committee that there is a need to replace the Mason dump truck. Committee tentatively approved a plan to fund it: to combine unused funds from this year's DPW budget with capital to purchase a mason dump in the new year.

Mr. Peck also explained that Hemlock Rd. will not be done this year. There was a lot more work that needs to be done to the road before it is paved. Mayor Starrs would like to speak to the DPW workers to convey that this needs to be done.

Mr. Peck also explained the coring situation on Kill /Station as well as Stark Road. Coring samples were taken and showed that the roads were not compacted properly. These roads were paved under a State grant and the NJDOT will penalize the company. Attorney Cushing recommends having the Township Engineer to do an evaluation on the roads and report back at the next meeting.

Mayor Starrs asked Mr. Peck's opinion regarding a discussion that the committee had at the October 24, 2019 meeting about purchasing a right-of-way on Lime Kiln Road. Mr. Peck does not see a need to purchase the right-of-way and felt it would be more of a liability on the township and more work for the DPW. Mayor Starrs said she was not in favor of buying right-of-ways from residents unless there is a need.

Discussion took place regarding looking in to an onsite construction trailer for the DPW during the winter season. Mr. Peck will investigate the cost of the trailers.

OLD BUSINESS-

Rockwall Update—Mayor Starrs asked for Attorney Cushing’s advice about asking NJDOT for mediation. Attorney Cushing explained that mediation is a voluntary action. He said he did not think the NJDOT was likely to say yes, but he saw no harm in asking.

Sample Ordinance for Box Stores

Continued discussion from last meeting regarding Box Store Ordinance. Committeeman McNinch spoke with Warren County OEM Frank Wheatley who had recommended this ordinance to be passed concerning some of the wording in the ordinance. Committeeman McNinch put together some suggested wording for the committee to review based on discussion with Mr. Wheatley.

Mayor Starrs previously had forwarded the ordinance to Fire & Rescue and they agreed that the ordinance should be passed. Mayor Starrs suggested inviting Fire & Rescue to a future meeting to discuss this ordinance.

Attorney Cushing left the meeting at this time, 9:00 p.m.

RESOLUTIONS

2019-137 Governor’s Council on Alcoholism and Drug Abuse Fiscal Grant Cycle July 2021- June 2025

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 Council 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 Council 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 Council has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Warren;

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

1. The Township Council does hereby authorize submission of a strategic plan for the Knowlton Township Municipal Alliance grant for fiscal year 2021 in the amount of:

DEDR \$2,471.00

Cash Match \$ 618.00

In-Kind \$1,853.00

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

Motion made by Mayor Starrs second by Committeewoman Cuntala and carried to approve resolution 2019-137.

2019-138 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 2020; and

BE IT FURTHER RESOLVED that Kristin Shipps is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2020; 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 made by Committeewoman Cuntala, second by Committeeman McNinch and carried to approve resolution 2019-138. Mayor Starrs abstained.

2019-139 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 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 2020 in the form attached hereto.

Motion made by Committeewoman Cuntala, second Deputy Mayor Shipps and carried to approve resolution 2019-139.

2019-140 Resolution to Pay off Buckman Farm Debt - Deferred Charges to Future Taxation Unfunded from Open Space Trust Fund

WHEREAS, on June 8, 2009 the Township of Knowlton authorized the issuance of debt in the amount of \$617,500 for Open Space Preservation – Buchman Farm (Ordinance 2009-02); and

WHEREAS, the Township has paid down \$493,967 over the past 10 years and wishes to pay off the balance in the amount of \$123,533.00 from the Open Space Trust Fund.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, County of Warren, and state of New Jersey authorize the Chief Financial Officer to Pay off the Deferred Charged to Future Taxation Unfunded for Ordinance 2009-02 Open Space Preservation – Buchman Farm in the amount of \$123,533.00 from the Open Space Trust Fund.

Motion made by Committeewoman Cuntala, second Committeeman McNinch and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—absent, Starrs—yes to Resolution 2019-140

2019-141-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 made by Committeewoman Cuntala, second by Committeeman McNinch and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—absent, Starrs—yes to Resolution 2019-141.

OLD BUSINESS

Sample Ordinance for Box Stores-discussed before resolutions

Rockwall Update

Committeeman McNinch added that on November 12, he attended a meeting at the North Jersey Transportation Authority with Knowlton resident Tara Mezzanotte and Committeeman Van Horn. Committeemen McNinch explained that attendees could give a 3-minute statement to the board. Committeeman McNinch explained that all the statements are online if anyone would like to look. Committeeman McNinch recommend reaching out to the citizen advocate who did not say anything and to reach out to Freeholder Jason Sarnoski and have the Warren County Engineer revisit their report. Mayor Starrs agreed to reach out to Freeholder Sarnoski and Committeemen McNinch will follow up concerning the citizen advocate.

Committeeman McNinch received a response from NJDOT to his June letter which he forwarded to the committee. The letter still did not give the answers that the Committee is looking for regarding rock falls along Route 80. Committeeman McNinch will draft a follow up letter for review.

Mayor Starrs wanted to thank Chuck and Larissa Walsh for painting over the graffiti on the viaduct.

Lackawanna Cutoff Meeting—Mayor Starrs provided an update from a meeting that she attended regarding the railways. The extension to Andover was approved. They would like to continue to get the 21 miles approved which would take the train through Knowlton to the Delaware Water Gap.

Halloween Policy—To be discuss at a later meeting when Attorney is present.

NEW BUSINESS

Draft Visitor Use Management Plan—The National Park Services put out a proposal to charge for using the park. Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve a draft a letter that requests exceptions for locals from the admission fees in the Draft management plan.

Draft Township Tax Rate Charts—Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve the pie chart tax rate chart to be sent out with next years taxes. The purpose of

the chart is so residents can see how much of their taxes are for township, county, school etc... Committeeman McNinch requested that the County open space tax and the Township open space tax be shown separately and Committee agreed.

Resignation of Board of Adjustment Member—Motion made by Mayor Starrs, Second by Committeewoman Cuntala and carried to approve the Resignation of Board of Adjustment Member Kim Schad with regret

Lackawanna Cutoff Meeting-discussed before Halloween Policy.

Route 80 Rest Area—Committeeman McNinch explained that he received a call from an NJDOT subcontractor regarding the wastewater plant, which ended up being owned by NJDOT at the Route 80 Rest area. Committeeman McNinch received some data regarding the wastewater plant and learned that there are two wells at the Route 80 Rest Area and they have high salt levels. One of the wells is being closed and the other well is being used has a backup while another new well is drilled.

Mayor Starrs also explained that DPW Supervisor is keeping track of the salting on the Delaware River Joint Toll Commission Bridge. Mayor Starrs would also like to push the other agencies to put something else down on the ground besides salt.

Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to draft a letter to send to the other agencies involved requesting a response on how they plan to change their salting practices.

CORRESPONDENCE—No Correspondence

MEETING MINUTES

October 24, 2019 Executive Session Meeting Minutes

Motion made by Mayor Starrs second by Committeewoman Cuntala and carried to approve October 24, 2019 Executive Session Meeting Minutes.

October 24, 2019 Public Session Meeting Minutes

Motion made by Mayor Starrs second by Committeewoman Cuntala and carried to approve October 24, 2019 Public Session Meeting Minutes.

PUBLIC COMMENT—No Public Comment

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
Municipal Clerk