

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
Public Session Meeting Minutes  
October 22, 2020**

The meeting of the Knowlton Township Committee was held on this date at the Knowlton Municipal Building, 628 Route 94, Columbia, New Jersey. This meeting was held by electronic means via ZOOM as a result of the COVID-19 pandemic and various executive orders in connection with same and 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 statements "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* as well as providing said schedule in the Municipal Clerk's office."

**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 *New Jersey Herald* and/or *Star Gazette* as well as providing said schedule in the Municipal Clerk's office.

**ELECTRONIC MEETING STATEMENT:**

Due to the ongoing COVID-19 pandemic and restrictions on in-person public gatherings by executive orders of the Governor of New Jersey, meetings of the Knowlton Township Committee will be held remotely via Zoom. The Zoom platform allows for members of the public to participate via computer, mobile device, or telephone. Pursuant to N.J.A.C. 5:39-1.5(g): Both adequate and electronic notice of this meeting has been provided by publishing a revised annual notice in the two official newspapers designated by the Township, posting such notice on the door of the municipal building, and posting such notice on the municipal website. Such notice specified the time of this meeting and provided instructions on how to access the meeting remotely.

The following is an explanation of the procedures and requirements for making public comment as required by N.J.A.C. 5:391.4(h).

Please keep yourself muted until the meeting moderator requests that you unmute yourself. The Township reserves the right to mute or remove disruptive meeting participants after an initial warning. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.

Comments will be accepted in writing. Written comments must be no more than 450 words and must include your name and address. This equates to about 3 minutes of speaking, which is the amount of time allowed for each public comment. Such comments will be read into the record at the appropriate time. However, please be advised that the Township reserves the right to summarize duplicative comments consistent with N.J.A.C. 5:391.4(f). Comments can be emailed by 3:00 p.m. the day of the meeting to: [Knowltonpubliccomments@knowlton-nj.com](mailto:Knowltonpubliccomments@knowlton-nj.com). Written comments may also be submitted via mail or dropped off at the municipal building by such day and time.

Comments will also be accepted during the appropriate times of the meeting via Zoom. If you wish to make a comment during the meeting please use the “raise hand” button on your screen if you are signed in via Zoom. If you are accessing the meeting via telephone, please hit \*9 and the meeting moderator will call on you and identify you by the last few digits of your phone number. You can press \*6 to unmute yourself. Please state your name and address before beginning your comment. As always, comments are limited to three minutes per person and there will be two comment sessions during the meeting.

Please be advised that this meeting is being recorded.

### **Roll Call**

**Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn-absent, Starrs—yes.**

**Also present was Township Attorney Leslie Parikh, Township Engineer Ted Rodman, and Tax Assessor Rich Motyka during Old Business for 6 Foreclosed properties.**

### **EXECUTIVE SESSION**

**Motion was made by Mayor Starrs, second by Committeeman Cuntala and carried to approve to go into Executive Session at 7:04 pm**

#### **2020-128 Resolution Authorizing 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. 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 come out of Executive Session at 7:25 pm

**PUBLIC COMMENT**--No public comments

**ORDINANCE**

**2020-07- An Ordinance Amending Section 11-181 of the Code to the Township of Knowlton Entitled “Lighting”**

**WHEREAS**, the Township Committee of the Township of Knowlton wishes to revise the zoning ordinances of the Township regarding lighting on commercial and residential properties in order to protect the health, safety, and welfare, and;

**WHEREAS**, the Township Committee further desires to outline the requirements of a lighting plan when applicants are seeking approval from the appropriate approving authority;

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of Knowlton as follows:

**SECTION 1.** Section 11-181 of the Code of the Township of Knowlton (the “Code”), entitled “Lighting,” shall be deleted in its entirety and replaced with the following:

**A. Purpose.** The regulation of outdoor lighting is necessary to protect the health, safety, and welfare; protect drivers and pedestrians from the glare of non-vehicular light sources; prevent light trespass (i.e. nuisance light) and/or sky glow from misdirected or excessive artificial light emanating from inappropriate or misdirected light fixtures; and discourage the waste of electricity and to improve or maintain nighttime public safety, utility and security.

**B. Applicability.** This article shall be applicable to all new or altered outdoor lighting installations where the light is visible at the property line, including but not limited to institutions, industrial, commercial, and residential properties, applications for site plan and subdivision approval and one- and two-family dwellings. All outdoor light fixtures installed and thereafter maintained in the Township of Knowlton shall comply with the requirements specified in this article.

**C. Design standards.** All outdoor lighting fixtures serving residential dwellings shall comply with the requirements specified in this section:

(1) All outdoor light fixtures serving one- and two-family dwellings and having initial light outputs greater than or equal to 1,500 lumens shall be of a type which provides a luminaire that is recessed or enclosed within the fixture so as to eliminate sky glow and glare. Light fixtures with initial light outputs less than 1,500 lumens, such as decorative porch lights, wall sconces, post top lanterns and walkway fixtures, may contain lamps and glass/plastic diffusing devices that extend beyond the opaque fixture enclosure. All outdoor fixtures shall comply with the requirements as specified below:

(a) Light distributions generated by light fixtures shall be confined to the property on which they are installed. The maximum vertical illumination, when measured from any point on an adjacent property line at a height of five feet and facing the light fixture(s), shall be no greater than 0.1 vertical footcandles.

- (b) Outdoor light fixtures properly installed and maintained shall be directed so that there will not be any direct glare source visible from any adjacent residential property.
- (c) Pole-mounted lighting fixtures shall not exceed 16 feet (base plus pole) in height.
- (d) Light fixtures installed within any setback area, including front, rear or side yard setbacks, shall contain shielding devices to prevent light spill and glare upward and onto adjacent properties.
- (e) Accent lighting used to enhance the architectural features, materials color, style of buildings, landscaping, or art shall be located, aimed and shielded so that light is directed only on those features. Such fixtures shall be aimed or shielded to minimize light spill into the dark sky or cause glare or direct light beyond the facade onto a neighboring property or streets.

(2) Outdoor recreational and sport facility lighting.

(3) Any developer constructing new residential dwellings in the Township shall provide the owner of the home with a copy of this Code, which addresses residential lighting standards.

(4) See 11-181G for prohibitions.

**D. Outdoor light fixtures.** All outdoor light fixtures other than those serving residential dwellings shall comply with the requirements specified in this section. Outdoor light fixtures serving recreational or sports facilities shall additionally comply with the requirements set forth in subsection (F) hereunder.

(1) All lighting shall conform to the standards of the Illuminating Engineering Society Handbook, most recent edition, and the American National Practice for Roadway Lighting (RP-8) approved by the American National Standards Institute (ANSI), most recent edition.

(2) Illumination. The average maintained illumination and the average level-to-minimum point ratio of illumination shall conform with the following:

Classification	Average Maintained Illumination (footcandles)	Average Level-to-Minimum Point Ratio
Access drives, commercial	0.6	6:1
Access drives, Residential	0.4	8:1
Interior streets,	0.4	8:1

Residential		
Intersections	1.0 to 2.0	4:1
Parking areas, Commercial	1.0	4:1
Parking areas, Industrial	0.6	4:1
Parking areas, Residential	0.4	6:1
Sidewalks, Commercial	0.6	6:1
Sidewalks, Industrial	0.6	6:1
Sidewalks, Residential	0.2	8:1

- (3) Where used for security purposes or to illuminate walkways, roadways and parking lots, only outdoor light fixtures having luminaires that are shielded from public view and having the performance characteristics of a cutoff light fixture shall be used.
- (4) Heights. Mounting heights (base plus pole) shall not exceed 16 feet above grade. Lower heights shall be used for walkways.
- (5) Shielding. All luminaires shall be shielded to eliminate glare. Lamps shall be recessed in the luminaire.
- (6) Adjoining properties. The maximum illumination at any point on adjoining properties shall not exceed 0.2 footcandle. The light source shall not be visible from adjacent properties.
- (7) Hours of operation.
- (a) In business, office and/or research and industrial areas, circuits shall be arranged so that at least 50% of all lighting or alternate luminaries shall be turned off after business hours.

(b) All outdoor lighting fixtures serving residential dwellings, except those used for security purposes, shall be turned off from 11:00 p.m. until dawn.

- (8) Security lighting. The average maintained illumination for security purposes shall be not more than 0.4 footcandle.
- (9) Special areas. Provisions shall be made for cutoff illumination of loading docks, entrances and other special areas where greater illumination may be required. Each special area shall be on a separate circuit, which shall be turned off when the area is not in use.
- (10) Underground installation. All wires and cables shall be underground.

**E. Lighting plan.** All applications to the Planning and Zoning Board shall require a lighting plan. The lighting plan shall be designed by a lighting design professional, who shall certify that the lighting plan conforms to these standards. The detailed lighting plan shall include:

- (1) Description of outdoor lamp/luminaire combinations, including manufacturer's specifications, such as lamps, optics, angle of cutoff, poles and include manufacturer's catalog cuts.
- (2) Locations and description of every outdoor enclosed light fixture, their aiming angles and mounting heights.
- (3) Foundation details for pole-mounted lights.
- (4) Computer-generated photometric grid showing footcandle readings every 25 feet and the average footcandles.

**F. Outdoor recreational and sports lighting.**

- (1) Outdoor lighting fixtures for purposes of lighting field game areas, courts or swimming pools shall be shielded from public view as observed from outside of the playing field or, in the case of residential uses, as observed from adjacent residential properties or adjoining public streets. Such light shall have directional and glare control devices, when necessary, to comply with this requirement. The maximum illumination at any point on an adjoining residential property line shall not exceed 0.1 vertical footcandle or 0.2 vertical footcandle on a property zoned for commercial or industrial use.
- (2) Pole-mounted lighting fixtures used to illuminate outdoor recreational activities may exceed 16 feet in height subject to the following regulations:
  - a. The mounting height of the light fixture shall not exceed 24 feet (base plus pole) in height.
  - b. All fixtures used for such lighting shall be fully shielded with fifteen-degree cutoff.

c. When the mounting height of the light fixture exceeds 16 feet, a landscaped screen shall be installed along all property lines that are adjacent to the recreational activity for the purpose of screening light glare from adjoining residential uses. Where the light is less than 16 feet a landscaped buffer consisting of evergreen trees shall be planted so as to provide a buffer.

(3) The required screen shall be comprised of evergreen and deciduous plant material to form a year-round visual barrier. Evergreen trees shall be a minimum of eight feet high, and deciduous trees shall have a diameter of at least 2.5 inches at time of installation. The quantity of natural screening existing on the property shall be taken into consideration.

(4) A landscape plan shall be provided showing the location of each plant and any existing trees that are to be retained as part of the screen. Planting details and a detailed plant list which provides the common and botanical name, quantity of each variety to be installed, size at planting and root condition for all new plants.

(5) The landscape plan shall be subject to the approval of the Township Planner or Engineer.

(6) Outdoor recreation and sports lighting shall comply in all other respects with the applicable design standards set forth in § 113-401.

**G. Light trespass (nuisance light).** All light fixtures, except streetlighting maintained by a governmental authority or that was part of an approved subdivision or site plan, shall be designed, installed and maintained to prevent light trespass, as specified below:

(1) Facade lighting on hospitals and other public buildings or incident illumination occurring above a height of five feet as measured at the property line of an adjacent residentially zoned property shall not exceed 0.1 footcandle.

(2) Outdoor light fixtures properly installed and thereafter maintained shall be directed so that there will not be any direct glare source visible from another property.

**H. Prohibitions.** The use or installation of the following outdoor light fixtures is prohibited:

(1) Sodium vapor lights shall not be permitted.

(2) Searchlights or flashing lights are prohibited.

(3) Outdoor lighting fixtures for purposes of private, commercial, or industrial usage shall not be attached or mounted to public property (i.e., public buildings, utility poles, telephone poles, streetlights, road or street signs) or to any trees located within a public road right-of-way.

(4) No outdoor lighting fixtures for purposes of private, commercial, or industrial usage shall be erected within a municipal road right-of-way unless approval is obtained from the Township Council.

**I. Modifications.** The Planning Board or Board of Adjustment may modify the above requirements where there is sufficient evidence that such requirements are inadequate, unnecessary, or unreasonable.

**J. Administration.**

- (1) No building permit shall be issued or certificate of occupancy issued until all outdoor light fixtures installed and thereafter maintained in the Township of Knowlton comply with the requirements specified in this article.
- (2) Issuance of zoning permit. No zoning permit shall be issued by the Zoning Officer for any proposed outdoor lighting unless and until a lighting plan as required by this chapter has been reviewed by the Township Engineer and has been found to be in accordance with this chapter.
- (3) Violations. If the Zoning Officer determines that an outdoor light is in excess of the standards established by this article, or that artificial light is emanating from inappropriate or misdirected light fixtures not in compliance with the provisions of this article, the Zoning Officer shall give written notice by certified mail to the owner or tenant that the outdoor light(s) be returned to good repair, be made to comply or be removed within 20 calendar days of such notice. Noncompliance by the owner or tenant upon whom the notice is served for any violation of the terms and conditions of this article shall be subject to a fine not to exceed \$500 in accordance with procedures established by law.
- (4) Grandfathering. Any nonconforming lighting on a property existing at the time of the adoption of this Section, shall be permitted to remain. However, this grandfathering provision shall not apply to any improvements, including lighting, installed without proper approvals or permits from the Township or other approving authority.

**SECTION 2.** All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

**SECTION 3.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 4.** This Ordinance shall take effect upon final passage and publication according to law.

**Motion was made by Mayor Starrs, second by Committeewoman Cuntala and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—absent, Starrs—yes the introduction of Ordinance 2020-07.**

**RESOLUTIONS**

**2020-129 Resolution authorizing Mayor and Clerk to Execute the Contract between Everbridge (Nixle) and Knowlton Township**

WHEREAS, the Township of Knowlton will renew the contract with Everbridge, Inc. for Nixle community



information services for a period of two years; and

WHEREAS, the price of such services shall be \$3,400.00 per year; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Knowlton, County of Warren, State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute the contract between Everbridge and Knowlton Township.

**Motion 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 resolution 2020-129.**

**2020-130-Resolution Authorizing Mayor and Clerk to Execute a Shared Service Agreement with Hardwick Township for Nixle Community Information Services**

WHEREAS, the Township of Knowlton will renew the contract with Everbridge, Inc. for Nixle community information services for a period of two years; and

WHEREAS, the price of such services shall be \$3,400.00 per year; and

WHEREAS, it is in the best interest of the Township to continue to share such service with the Township of Hardwick; and

WHEREAS, copies of the Shared Services Agreement between the Township of Knowlton and the Township of Hardwick will be available for public inspection upon the adoption of this Resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Knowlton, County of Warren, State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute a Shared Services Agreement for Community Information Services Between Knowlton Township and Hardwick Township in substantially the same form as attached hereto as **Exhibit A**.

**Motion made by Committeewoman Cuntala, second by Deputy Mayor Shipp and carried to approve Resolution 2020-130.**

**2020-131 Local Government Emergency Fund (CRF) Grant**

WHEREAS, as the public health emergency associated with the COVID-19 pandemic continues, the most significant negative financial impacts faced by county and municipal governments throughout New Jersey result from extreme economic contraction, deficits in tax and fee revenues, and extraordinary increases in public safety and health and human services expenditures; and

WHEREAS, severe fiscal stress limits the ability of counties and municipalities to maintain essential services and take the steps necessary to fight COVID-19; and

WHEREAS, without substantial federal assistance, residential taxpayers would absorb the primary impact of meeting these extraordinary needs and closing any associated operating deficits; and

WHEREAS, the Department of Community Affairs (“DCA”), through the Division of Local Government Services (“DLGS” or “Division”), has been deemed the lead agency for the distribution of the Local Government Emergency Fund (the “LGEF” or “Program”), provided through an allocation of the State of New Jersey’s CARES Act Coronavirus Relief Fund (CRF Funds); and

WHEREAS, counties and municipalities excluded from the federal government’s direct CRF allocation

plan, as well as those counties and municipalities that are currently the most impacted by COVID-19 in comparison to their available resources, are eligible for LGEF funds pursuant to a maximum distribution determined by formula; and

WHEREAS, a total of \$60 million is currently being made available under the Program, with a potential \$60 million more to be allocated; and

WHEREAS, LGEF Grants exist to support costs incurred as part of a local unit's response to COVID-19.

NOW, THEREFORE, BE IT RESOLVED by the Township of Blairstown, that the Township of Blairstown will apply for a LGEF Grant in the amount of \$ 20,562.00.

**Discussion took place on what the township has spent already due to COVID-19 and what the township will need.**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried by roll call vote: Cuntala--yes, McNinch--yes, Shipps--yes, Van Horn--absent, Starrs—yes to Resolution 2020-131**

**2020-132-Resolution Appointing Risk Management Consultant**

WHEREAS, Knowlton Township 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 Risk Management Consultant.
2. The Municipal Clerk and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2021 in the form attached hereto.

**Motion made by Committeewoman Cuntala, second by Mayor Starrs and carried to approve resolution 2020-132.**

**2020-133-Resolution Appointing Fund Commissioner**

WHEREAS, Knowlton Township 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 **Fund Year 2021**; and

BE IT FURTHER RESOLVED that Kristin Shipps is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2021**; 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 Deputy Mayor Shipps, second by Committeewoman Cuntala and carried to approve Resolution 2020-133.**

**2020-134-Resolution Rejecting Bid for Sale of Block 55 and Lot 12**

WHEREAS, pursuant to Ordinance 2019-02, the Township of Knowlton authorized a sale by public auction of certain parcels of real property owned by the Township; and

WHEREAS, one of the properties auctioned is designated as Block 55 Lot 12 (hereinafter the "Property"); and

WHEREAS, as to the Property, at auction the Township received 1 bid for the .1-acre parcel, the highest of which was \$2,000; and

WHEREAS, the Township Committee determined that it is in the best interests of the Township to accept the highest bid; and

WHEREAS, by Resolution 2020-111, the Township Committee decided to accept the bid for the purchase of the real property designated as Block 55, Lot 12; and

WHEREAS, the Township Committee has since become aware of the existence of a well on the Property that must be properly decommissioned and as such, the Property cannot be sold at the present time, and

WHEREAS, the foregoing was made known to the sole and successful bidder of this Property.

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

SECTION 1. The Township Committee is in agreement that Resolution 2020-111 accepting the bid the purchase of the Property designated as Block 55, Lot 12 in the Township of Knowlton, shall be deemed null and void.

SECTION 2. The Township Committee rejects any all bids pertaining to the Property designated as Block 55, Lot 12 in the Township of Knowlton.

SECTION 3. This resolution shall take effect immediately.

**Motion made by Committeewoman Cuntala, second by Mayor Starrs and carried to approve Resolution 2020-134.**

**2020-135-Resolution Adopting a Public Commenting Policy for Remote/ Electronic Township Committee Meetings**

WHEREAS, N.J.A.C. 5:39-1.4(h) requires public bodies to "adopt by resolution standard procedures and requirements for public comment made during a remote public meeting as well as for public comments submitted in writing ahead of the remote public meeting;" and,

WHEREAS, attached hereto is a compliant commenting policy for the Committee of the Township of Knowlton; and

WHEREAS, such policy reflects the commenting policies already informally implemented by the Township Committee since about March 2020 for remote meetings held during and as a result of the

COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED that the Committee of the Township of Knowlton hereby adopts the attached commenting policy, which shall be applicable to all public comments made at or submitted prior to meetings of the Committee which are held remotely by electronic means.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that such commenting policy may be amended in the future by resolution of the Township Committee.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Township Clerk shall post such commenting policy on the municipal website and otherwise make such policy available for public inspection.

**Motion made by Committeewoman Cuntala, second by Deputy Mayor Shipps and carried to approve Resolution 2020-136.**

**2020-136-Resolution Approving Knowlton Township 2021 Annual Sewer Rates**

WHEREAS, the Knowlton Township Committee has approved the annual sewer rates for 2021; and, WHEREAS, the 2021 sewer rates are effective January 1, 2021 through December 31, 2021; and, WHEREAS, the 2021 approved sewer rates are as follows:

	<u>Sewer Allocation</u>	<u>% age of Flow</u>	<u>Monthly Charge to be Billed</u> <u>Quarterly</u>
Travel Center Of America	20,000gpd	72.2%	\$18,017
McDonalds	3,200gpd	11.55%	\$2,882
Simpson Rd. Project	4,500gpd	16.25%	\$4,055

NOW THEREFORE BE IT RESOLVED that the Governing Body of Knowlton Township hereby approves 2021 sewer rates.

**Motion made by Committeeman McNinch, second by Mayor Starrs and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—abstain, Van Horn—absent, Starrs--yes Resolution 2020-136.**

**2020-137-Resolution Appointing Municipal Registrar and Deputy Registrar**

WHEREAS, there exists a need for the appointment of a Local Registrar and Deputy Registrar for the Township of Knowlton, County of Warren, State of New Jersey; and

WHEREAS, Doreen Apgar is a Certified Municipal Registrar and is qualified for the position of Municipal Registrar, in accordance with N.J.S.A. 26:8-11 and

WHEREAS, Kristin Shipps is a Certified Municipal Registrar and is qualified for the position of Municipal Deputy Registrar, in accordance with N.J.S.A. 26:8-11.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Knowlton that Doreen Apgar is appointed Municipal Registrar and Kristin Shipps is hereby appointed Deputy Municipal Registrar for a term of three years, effective October 22, 2020, through October 22, 2023.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve Resolution 2020-137.**

**2020-138 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 made by Committeewoman Cuntala, second by Mayor Starrs, and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—absent, Starrs--yes Resolution 2020-138.**

### **OLD BUSINESS**

**Trick or Treat time --Trick or Treat** will be held from 4 pm - 8 pm on Halloween. Committeemembers discussed the Halloween policy, which is to set the official times but allow parents to use their own judgment about taking children out in inclement weather, Covid, or other circumstances.

### ***Department Reports were done at this time***

**Township Engineer Ted Rodman--**Linaberry speed limit study was approximately \$3,000.00. There is a statutory speed limit that is based on the number of houses. Committeeman McNinch agreed to follow up with the resident that followed that filed the complaint and will look into what the statutory speed limit is. There is no change on the status with Simpson Rd and Bruglar Rd problem statement Linaberry Rd. -waiting on core results. Soil import permit 500 Route 94 has been reviewed by Zoning Officer Eric Snyder. Township is waiting on certificate that the soil is fill soil.

**6 Foreclosed Properties--**Tax Assessor Rich Motyka joined the meeting for this discussion. Mr. Motyka and the committee went over each property on what the auction price should be. Committee agreed to take out 26 Starlite Hill Rd.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala to have Keith Bonchi, Esq. foreclose on 5 lots provided the cost is the same as last year.**

**Delaware Campground**-tabled

**Mail in Ballot Box --**Clerk Shipps wanted to remind residents that the mail in box is located at the municipal building and the ballots are being picked up daily by the Warren County Sheriffs office.

**Electricity Co-Op Contract Ending December 2020 --**Mayor Starrs announced that the co-op contract that Knowlton Township was part of will be ending at the end of December 2020 and residents will be receiving a post card within the week. She said the Committee voted not to renew the contract at the January 2020 meeting and that the decision was made because there is so much confusion among residents every time there is a change in the program.

**Total Collected for Abandoned Buildings in Knowlton \$39,500--**Mayor Starrs updated the committee on what the township has received from Vacant and Abandoned properties.

### **NEW BUSINESS**

**CARES Fund-- Discussed during resolutions**

**Certificate of Commendation for Knowlton DPW**--Mayor Starrs asked the committee for their thoughts on presenting Knowlton DPW with a certificate of commendation for their work on Hemlock Rd. Committee agreed and the certificate will be presented at the next township meeting.

**Saturday Coverage** --Discussion took place regarding Saturday coverage for the court attendant who needs to access the building. Clerk Shipps stated that she is in the office anyway so she will let the court clerk in to due the books.

### **CORRESPONDENCE**

**PUBLIC COMMENT**--No public comments

### **EXECUTIVE SESSION**

**Motion made by Mayor Starrs, Second by Committeewoman Cuntala and carried to approve to go into Executive Session at 8:29 pm**

#### **2020-139 Resolution Authorizing 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. 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.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to come out of Executive Session at 8:47 pm**

### **ADJOURNMENT**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to adjourn tonight's meeting at 8:47 p.m.**