

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
PUBLIC MEETING MINUTES  
October 24, 2019**

The monthly meeting of the Knowlton Township Committee was held on this date at the Municipal Building, 628 Route 94, Columbia, New Jersey. This meeting was called to order at 7:00 p.m. by Mayor Starrs.

Mayor Starrs led the public in the Pledge of Allegiance.

Mayor Starrs read the following statement: “This meeting of the Knowlton Township Committee is being held in compliance with the Open Public Meetings Act: P: 1975, Chapter 231, noting that notice of all regularly scheduled meetings has been published in the New Jersey Herald and/or the Star Gazette and/or the Star Ledger as well as providing said schedule in the Municipal Clerk’s office.”

**Roll Call**

Present: Committeewoman Cuntala, Committeeman McNinch, Deputy Mayor Shipps, Committeeman Van Horn (arrived at 7:11 pm), and Mayor Starrs

Also present was Township Engineer Ted Rodman

**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 2019-132 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

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 7:25 pm**

### **PUBLIC COMMENT**

No public comment

### **DEPARTMENT REPORTS**

#### **Township Engineer Ted Rodman**

Simpson Road—no further answers on problem statement

Stark Rd. State aid—Coring and guiderail still need to be done.

Kill/ Station Road— Mr. Rodman has a change order for Mayor Starrs to sign for the reduction in price.

Frog Pond Road problem statement—NJDOT sent Mr. Rodman a map and stated that the spur on Frog Pond Road is not state owned. Mr. Rodman still working on it.

Ward Road— Mr. Rodman spoke to NJDOT regarding making Ward Rd. one-way. NJDOT requires an engineering study before they will consider the request.

#### **Committeewoman Cuntala provided a recreation update from Recreation Director Dennis Lembeck**

Knowlton Tunnel Field water system will be in by November.

17 groups participated for clean communities.

Christmas tree has been planted. Christmas tree lighting is scheduled for Friday December 6th.

Mr. Lembeck would like to have some trees along the garage and walking path that he would like trimmed back.

## **RESOLUTIONS**

Discussion took place regarding adding a substitute violations clerk via Resolution 2019-02c and the need to close the court for 6 days due to lack of coverage. Since the NJ Administrative Office of the Courts (AOC) mandates what can and can't be done with Knowlton's court, Deputy Mayor Shipps reached out to the AOC to confirm if the courts can be closed for 6 days. There is a need for a violations clerk during actual court day. Committee agreed to have Deputy Mayor Shipps to make the final call once she hears back from the AOC.

### **2019-02c 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:

Municipal Clerk	Kristin Shipps
Shared Services/Grant Administrator	
Assessment Search Officer	
Deputy Clerk	Doreen Apgar
Registrar of Vital Statistics	Kristin Shipps
Deputy Registrar of Vital Statistics	Doreen Apgar
Office Assistant	
Finance Assistant	Doreen Apgar
Recycling Coordinator	JoAnn Fascenelli
Chief Financial Officer	Christine Rolef
Tax Collector	Evan Howell
Tax Search Officer	Evan Howell
Assistant Tax Collector	Doreen Apgar
Tax Assessor	Richard Motyka
Tax Assessment Assistant	Kenna Pearson
Code Enforcement Officer/Zoning Officer	Eric Snyder
Driveway Inspector	Eric Snyder
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
<b>Violations Clerk</b>	<b>Lynda Stadtler</b>
Court Attendant	Dennis Kelley, Doug Koppen
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	
Recreation Director	Dennis Lembeck
Recreation Laborer	George Trongone
Alternate Recreation Laborer	Ryan Lembeck
Community Service/Clean Comm. Supervisor	Dennis Lembeck
**Emergency Management Coordinator	Frank Makowski
911 Coordinator	Frank Makowski
Deputy Emergency Management Coordinator	Michael Bates
Emergency Management Assistant	Kristin Shipps
Municipal Housing Liaison	Kristin Shipps

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

\*\*term expires 12/31/19

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2019-2c.**

**2019-129-Resolution Authorizing the Mayor to Execute Letter Allowing T-Mobile to Perform Modifications at a Cell Tower Pursuant to a Lease Agreement**

WHEREAS, the Township leases certain property located at 648 State Highway 94, Columbia, New Jersey to Omni point Communications, Inc. (now T-Mobile USA Tower, LLC) for the operation of a cell tower pursuant to a Lease Agreement date May 1, 1998;

WHEREAS, pursuant to Paragraph 8© of the Lease Agreement dated May 1, 1998, T-Mobile (through CCTMO, LLC) has requested permission to perform modifications as set forth in a letter dated September 9, 2019 which is attached hereto; and

WHEREAS, the modifications are specifically to install a generator and concrete pad inside the existing compound area and no other work will be performed on the tower and no other ground changes will occur; and

WHEREAS, T-Mobile has requested that the Township indicate its consent to such modifications by signing the above-referenced letter; and

WHEREAS, the Township Engineer has reviewed the proposal and find that it does not conflict with the Lease Agreement;

WHEREAS, once the Township signs the above-referenced letter, T-Mobile must still apply for and receive engineering review, all applicable zoning permits, and all applicable building permits; and

WHEREAS, if equipment of a subtenant or co-locator is added to the cell tower, any such sublease agreement shall be subject to review by the Township Attorney.

NOW , THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County New Jersey, that they Mayor is hereby authorized to execute the attached letter consenting to modification by T-Mobile of cell tower equipment at 648 State Highway 94, Columbia, New Jersey

**Motion made by Committeewoman Cuntala, second by Committeeman McNinch and carried to approve Resolution 2019-132.**

**2019-133- Resolution Approving Knowlton Township 2020 Annual Sewer Rates**

WHEREAS, the Knowlton Township Committee has approved the annual sewer rates for 2020; and, WHEREAS, the 2020 sewer rates are effective January 1, 2020 through December 31, 2020; and, WHEREAS, the 2020 approved sewer rates are as follows:

	<u>Sewer Allocation</u>	<u>% age of Flow</u>	<u>Monthly to be Billed Quarterly</u>
Travel Center Of America	20,000gpd	72.2%	\$17,775
McDonalds	3,200gpd	11.55%	\$2,843
Simpson Rd. Project	4,500gpd	16.25%	\$4,001

NOW THEREFORE BE IT RESOLVED that the Governing Body of Knowlton Township hereby approves 2020 sewer rates.

**Motion made by Committeeman McNinch, second by Committeewoman Cuntala and carried to approve by roll call vote: Cuntala—yes, McNinch—yes, Shippo—abstain, Van Horn—yes, Starrs—yes to Resolution 2019-133.**

**2019-134- Resolution Authorizing the Retainer of an Auctioneer for the Sale of Foreclosed Properties owned by the Township of Knowlton— Tabled**

**2019-135 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—yes, Starrs—yes to Resolution 2019-135.**

## **OLD BUSINESS**

**Water Holding Tank for Boiler** Motion made by Committeewoman Cuntala, second by Committeeman McNinch and approved by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes to accept the low quote, Superheat’s proposal for \$3,640.00 to place water holding tanks for the boiler downstairs in the basement of municipal building.

**Senior Flu Shot** Committeeman McNinch provided an update regarding the Senior Flu Shots in which 21 people were vaccinated.

**Ramsayburg Update** Committeeman McNinch provided an update regarding the fall festival at Ramsayburg which was well attended. Committeeman McNinch stated that the 2 grants one from the state one from the county that the Historic Commission applied for and has been approved.

**Trex- Plastic Recycling** Discussion took place regarding continuing to do the plastic recycling having Clerk Shipps deliver the plastic to Acme. Committee agreed to do it for another 6 months.

**Open Space Update** Committeemen McNinch discussed the closing on the Mazza Farm for a Farmland Preservation. Committeeman McNinch stated that the state gave a green light to move forward on a 100-acre piece of property for Farmland Preservation. The township will only be responsible for the evaluations and the county will fund everything else.

The Stampone & Brook Hollow projects are still being processed.

Committeeman McNinch requested to pay off the Buckman farm project this year with open space funds. Committeeman McNinch will speak with CFO Christine Rolef to prepare a resolution for the next township meeting.

Committeeman McNinch provided an update on the Kitchen project. The survey was done and the survey revealed that part of Lime Kiln Road is on the Kitchen property. Mr. McNinch and Engineer Rodman recommended that the township pursue offering payment to the homeowner to obtain a right of way on Lime Kiln Road. Mayor Starrs said she would speak with the Supervisor Peck regarding the DPW’s needs for a right of way there. Committeeman McNinch will check with CFO Christine Rolef to see where the funding would come from to purchase and also to speak with Mr. Kitchen.

## **NEW BUSINESS**

**Court Closure in November**—Discussed during resolutions

**Subcommittee Liaisons for Court**—Committee agreed to name Deputy Mayor Shipps and Committeeman McNinch as liaisons regarding court matters. Deputy Mayor Shipps provided the committee with and update regarding the Blairstown Meeting for court negotiations.

**2020 Court Days** —Discussion took place regarding date changes for the 2020 court year. In September 2020 the days of court will be September 14th and September 28<sup>th</sup>, which is the 2nd and 4th Monday of the month.

**Municipal Benefits Comparison** —Mayor Starrs provided a chart to the committee members with a comparison of benefits offered in 4 other townships. Discussion took place regarding changing Knowlton Township’s bereavement days. Committee agreed to change it from current language, “from the date of death to the day after the funeral, with pay,” to 3 days with pay. Mayor Starrs will prepare language of the change for a later meeting.

Mayor Starrs also provided comparisons on starting pay for DPW laborers which shows that Knowlton Township is average with the other townships.

Mayor Starrs also discussed regarding having flex time put into the employee manual. Committee agreed to have Mayor Starrs speak with employees regarding having flex time and if it is something that may be of interest.

**Sample Ordinance for Box Stores**—Warren County provided a sample of the Box Stores that they would like to have all township to pass. Committeeman McNinch requested language that would exempt farmers. Committee agreed to take it home, review it, and discuss at a later meeting.

**Ward Street** —Request from a resident regarding signage on Ward Street and making it oneway. Mr. Rodman provided information during Dept. Reports regarding Ward Street becoming a oneway. Committee agreed not to proceed at this time due to the cost for an engineering study.

**Stark Road Weight Restriction Study**—Committee discussed the problem enforcing weight restrictions on roads in the township. They agreed that due to cost and the problems with enforcement a study on for weight restrictions on Stark Road should not be done.

**Best Practices** —**Motion made by Mayor Starrs, seconded by Committeewomen Cuntala and carried to approve authorizing the Mayor to send a memo to Fire & Rescue regarding statute N.J.S.A 40A: 14-34.** Further discussion took place regarding areas of the Best Practices that the township is not in compliance with. **Motion was made by Committeeman McNinch, seconded by Mayor Starrs and carried to approve Best Practices.**

**Countywide Study of Nonpreserved Lands**— NJ Highlands Council has partnered with Warren County and is paying for a study of all the townships in Warren County and an evaluation of their non-preserved lands.

**Rabies Clinic December 7<sup>th</sup>, 10 am to 12 pm**—Clinic will be held at the DPW building. Information will be posted on the township website.

**Letter to Governor Requesting Meeting**—Motion was made Mayor Starrs, Second by Committeeman McNinch and carried to approve to accept the draft Letter to the Governor Requesting a meeting about the NJDOT Route 80 Rockwall project.

**CORRESPONDENCE**

**MEETING MINUTES**

September 26, 2019 Executive Session Meeting Minutes

**Motion made by Committeeman McNinch, second by Deputy Mayor Shipps and carried to approve September 26, 2019 Executive Session Meeting Minutes.**

September 26, 2019 Public Session Meeting Minutes

**Motion made by Committeeman McNinch, second by Deputy Mayor Shipps, and carried to approve September 26, 2019 Public Session Meeting Minutes.**

**PUBLIC COMMENT**

Resident Rene Mathez asked about Frelinghuysen Court tickets going down. Deputy Mayor Shipps does not know why they are going down but they have dropped almost 50%. Mr. Mathez commented that he noticed that he does not see a lot of police activity along Route 80 anymore. Deputy Mayor Shipps said that there are only about 5 police officers on duty at one time.

Mr. Mathez also asked if the committee discussed suing regarding the Route 80 Rockwall. Mayor Starrs explained that it was discussed with the Township attorney twice and he does not advise it.

**EXECUTIVE SESSION**

Resolution 2019-136 Authorizing an Executive Session for the Purpose of:

- A. Contract Negotiations -tabled

**ADJOURNMENT**

**Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to adjourn tonight’s Township meeting at 9:02 p.m.**

Respectfully submitted,  
Kristin Shipps  
Municipal Clerk