

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY
TOWNSHIP COMMITTEE MEETING
September 22, 2022**

The meeting of the Knowlton Township Committee was held on this date at the Knowlton Municipal Building, 628 Route 94, Columbia, New Jersey 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 Express Times as well as providing said schedule in the Municipal Clerk’s office.”

Roll Call: Cuntala—yes, Mazza—yes, Shipps—yes, Van Horn—yes, Starrs—yes.

EXECUTIVE SESSION

Motion was made by Starrs, second by Cuntala and carried to go into Executive Session at 7:00 p.m. 2022-93 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. 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 Starrs, second by Cuntala and carried to come out of Executive Session at 7:22 p.m.

PUBLIC COMMENT

Ms. Sharon Ash addressed the committee with concerns of frequent and extensive power outages on Lime Kiln Rd. Ms. Ash asked the committee to help remedy the situation with JCP&L. Mayor Starrs contacted Knowlton Townships JCP&L representative Amy Overman and was advised there have been 14 outages in the last year. Ms. Overman will be in contact with their reliability engineer to set up time for an extensive assessment of these power lines. Ms. Overman will also be attending the next Township Committee meeting to address any questions and concerns residents may have.

Ms. Tara Mezzanotte updated the committee on the permit application the NJDOT is filing retroactively with the NJDEP. The National Parks Service were not made aware of the Rockwall Project as they were not sent the permit application. The National Parks Service will be submitting a letter to the NJDEP with their concerns.

DEPARTMENT REPORT

RESOLUTIONS

2022- 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 2022.

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, 2022:

Acting Municipal Clerk	Kailene Molion
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	MaryAnn Gingerelli
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 /Zoning Officer	Eric Snyder
Alternate Zoning Officer (while Zoning Officer is out)	George Boese
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
Public Works Manager	Brian Peck
Public Works Assistant Supervisor	Michael Carpenter
Public Works Assistant Supervisor	Thomas Steckel
Public Works Driver/Laborer I	
Public Works Driver/Laborer II	Michael Carpenter
Public Works Driver/Laborer III	Brett Smith
Public Works Driver/Laborer-Part Time	
Seasonal Plow Driver	Dale Lifer
Seasonal Plow Driver	Michael DeCarolis
Recreation Director	Dennis Lembeck
Recreation Laborer	Ryan Lembeck
Alternate Recreation Laborer	George Trongone
Alternate Recreation Laborer	Todd Spain
Community Service/Clean Comm. Supervisor	Dennis Lembeck
Emergency Management Coordinator	Michael Bates
911 Coordinator	
Deputy Emergency Management Coordinator	Michael Mulligan
Emergency Management Assistant	Kristin Shipps
Municipal Housing Liaison	Kristin Shipps

*term expires 12/31/2021

***term expires 12/31/2023

Motion made by Starrs, second by Cuntala and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipps—yes, Van Horn—yes, Starrs—yes. Resolution 2022-02c

2022-91 Resolution Approving the Issuance of Raffles License RA#22-09-RA#22-10 To Franklin Grove Sportsman Club to Conduct a Raffle on October 15, 2022

WHEREAS, the Franklin Grove Sportsman Club has applied for raffles licenses to conduct raffles on October 15, 2022 at 3 Valley Street, Columbia, NJ consisting of New Jersey Legalized Games of Chance Control Commission applications RA#22-10-RA#22-11; and,

WHEREAS, the proper fees have been filed with the applications, and the Findings and Determinations by the Municipal Clerk have determined that this organization is qualified to conduct raffles;

THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that approval is hereby given for the issuance of raffle license RA#22-10- RA#22-11 to the Franklin Grove Sportsman Club.

Motion made by Cuntala, second by Starrs and carried to approve Resolution 2022-91

2022-92 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 made by Starrs, second by Cuntala and approved by roll call vote: Cuntala—yes, Mazza—yes, Shipp—yes, Van Horn—yes, Starrs—yes.

NEW BUSINESS

Driveway Permit Ordinance- Mayor Starrs addresses the fees associated with obtaining a driveway permit. Currently the permit fee is \$100 as well as a \$1200 returnable bond. Mayor Starrs suggested requiring escrow be implemented which will need to be done by Ordinance. The committee agreed to have the Township Attorney prepare a draft Ordinance.

Commercial Buildings Maintenance Ordinance- A draft Ordinance from a surrounding Town was provided to the Committee which proposes commercial buildings to follow code. It would require the exterior of these buildings to be kept free of hazards and unsanitary conditions with a fine up to \$1,000 if not in compliance. The Committee agreed to have the Township Attorney prepare a draft Ordinance.

Final NJDEP Report on Salt in Knowlton Township Drinking Water- Mayor Starrs had a meeting with the NJDEP regarding the final report on Salt in Knowlton Townships drinking water. They did not come to any additional conclusions, but they did discover salt levels were tied to the seasons. Levels were low in the Summer and high in the Winter which is useful information moving forward. This report can be viewed on NJDEP's website.

Station Road Bridge Update- Warren County Bridge Department is currently rebuilding the approach wall and stone work. The bridge is projected to be finished between the end of this year and early Spring of 2023.

OLD BUSINESS

Township Website- Tabled

PUBLIC COMMENT

Mr. Rene Mathez presented a map which showed preserved farmland, public open space, and eligible preserved land. There are two farms that are currently in the process of being preserved and Mr. Mathez would like to continue on preserving as much eligible land throughout Knowlton Township. The committee thanked Mr. Mathez for all his hard work and efforts towards these preservations.

ADJOURNMENT

Motion made by Starrs, second by Cuntala and carried to adjourn the meeting at 8:20 pm.