

**MINUTES OF KNOWLTON
TOWNSHIP WARREN COUNTY,
NEW JERSEY
Public Session Meeting Minutes
September 23, 2021**

This meeting was held at the Knowlton Municipal Building 628 Route 94, Columbia, NJ 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, and Starrs-yes.

Absent-Van Horn

EXECUTIVE SESSION

Motion made by Starrs, second by Cuntala and carried to go into executive session at 7:01 pm 2021-86 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 go back into public session at 7:41.

Motion made by Starrs, second by Cuntala and approved by roll call vote: Cuntala-yes, Mazza-yes, Shipps-yes, Van Horn-absent, Starrs-yes to advertise for a part time snow plow driver at the same rate as last year and must have a CDL.

Public Comment

Becky Day- Ann St. Mrs. Day stated that two members of the Knowlton Fire Department were canvassing the Delaware Community and she was told that the fire department was looking for areas in the community that they could access water. Mayor Starrs stated that no members from Fire & Rescue were on the meeting but would put it on the agenda for a later meeting to discuss.

Tara Mezzanotte-Stark Rd. stated that the Warren County Commissioners passed a resolution to fix the "s" curves. Mrs. Mezzanotte study that she had done was in the resolution and asked what the next step should be. Attorney St. Angelo was pleased to hear that the Warren County Commissioners are active in this matter and would like to look into what the next step for Knowlton township could be legally.

RESOLUTIONS

2021-2d- 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 2021.

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, 2021:

Municipal Clerk	Kristin Shipps
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
Tax Assessment Assistant
Code Enforcement /Zoning Officer
Driveway Inspector
Fire Official
Planning Board Secretary
Board of Adjustment Secretary
Animal Control Officer
Public Works Manager
Public Works Assistant Supervisor
Public Works Driver/Laborer I
Public Works Driver/Laborer III
Public Works Driver/Laborer III
Public Works Driver/Laborer-Part Time
Seasonal Plow Driver
Seasonal Plow Driver
Recreation Director
Recreation Laborer
Alternate Recreation Laborer
Alternate Recreation Laborer
Community Service/Clean Comm. Supervisor
Emergency Management Coordinator
911 Coordinator
***Deputy Emergency Management Coordinator

Emergency Management Assistant
Municipal Housing Liaison
Municipal Court Bookkeeper

Richard Motyka
Kenna Pearson
Eric Snyder
Eric Snyder
Glenn Wilson, Jim McAleer
Alfia Schemm
Alfia Schemm
Alan DeCarolis
Brian Peck
Thomas Steckel

Brett Smith
Michael Carpenter

Dale Lifer
Michael Decarolis
Dennis Lembeck
Ryan Lembeck
George Trongone
Todd Spain
Dennis Lembeck

Michael Bates

Kristin Shipps
Kristin Shipps
Donna Surdich

*term expires 12/31/2021

***term expires 12/31/2023

Motion made by Cuntala, second by Shipps and approved by roll call vote: Cuntala-yes, Mazza-yes, Shipps-yes, Van Horn-absent, Starrs-yes, resolution 2021-2d.

2021-87- Resolutions to Hire DPW Laborer

WHEREAS, there is a vacancy in the positions of DPW Laborer as of May 21, 2021; and

WHEREAS, applications were received and interviews were conducted; and

WHEREAS, Brett Smith has been determined to be the best qualified person for the position; and

WHEREAS, this position is a full-time position at a salary of \$19.00 per hours and includes all benefits associated with full-time employment in the Township of Knowlton: and

WHEREAS, in accordance with N.J.S.A. 52:14-17.31a and 40A:10-17.1 Knowlton Township has

elected to make one annual payment to Mr. Smith in exchange for waiving health coverage. The waiver amount will be calculated in accordance with the most recent state statute and reviewed annually eligibility.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Knowlton, that Brett Smith is hereby hired as DPW Laborer starting on September 27, 2021.

Discussion took place regarding having an annual resolution motion made by Starrs, second by Cuntala and carried to approve to have Attorney St. Angelo to amend resolution 2021-87 to add language stipulating that the one-time payment for waiving health care coverage will be paid at the end of year after proof.

Motion made by Starrs, second by Cuntala and approved by roll call vote: Cuntala-yes, Mazza-yes, Shipps-yes, Van Horn-absent, Starrs-yes resolution 2021-87.

2021-88- Resolution in Support of the Rededication and Improvement to WWII Marker

WHEREAS, a Word War II marker honoring members of the 94th Infantry Regiment is need of improvement and rededication; and

WHEREAS, the marker is located off Route 94 on land donated by the American Legion; and

WHEREAS, the marker will be moved further from Route 94 road way, recommended by Knowlton Township Zoning Officer; and

WHEREAS, the improvement and rededication will be an Eagle Scout Project with the support of American Legion Post located on Route 94.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Knowlton

supports the improvement and rededication of the WWII marker.

Motion made by Starrs, second by Cuntala and carried to approve resolution 2021-88.

2021-89- Township Certificate of Annual Audit Report

WHEREAS, N.J.S.A 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant (RMA) with the Township Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the Township Committee; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed, at a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and familiarized themselves, with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined at not more than one thousand dollars (\$1,000) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Knowlton hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Motion made by Starrs, second by Cuntala and carried to approve resolution 2021-89.

2021-90 Corrective Action Plan for 2020 Audit

WHEREAS, Local Finance Board requires that a Corrective Action Plan for the 2020 Audit be completed by the Chief Financial Officer and approved by the governing body; and

WHEREAS, the Chief Financial Officer has completed and submitted same Corrective Action Plan to the Governing Body for its review.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, that the Corrective Action Plan as prepared by the Chief Financial Officer is hereby approved.

Motion made by Starrs, second by Cuntala and carried to approve resolution 2021-90.

2021-91 Resolution 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 Cuntala, second by Starrs and approved by roll call vote: Cuntala -yes, Mazza-yes, Shipps-yes, Van Horn-absent, Starrs-yes resolution 2021-91.

OLD BUSINESS

No Old Business

NEW BUSINESS

Agency Notification of Contaminated Soil Importation

Mayor Starrs stated that a local farm is in violation of the township soil ordinance by importing soil from a gas station without a certificate of clean fill. The township has documents that the gas station has a history of soil contamination. Attorney St. Angelo explained to the committee that there are other entities that need to be notified including NJDEP.

Mayor Starrs proceeded to tell the committee that the farmer will likely soon apply to be a Commercially Certified Farm. If approved, he can file to be exempt from the township's soil importation ordinance. There will be a public hearing regarding the exemption and Mayor Starrs asked committee for approval for a representative and that the township attorney attend the meeting. Committee agreed.

CORRESPONDENCE

PUBLIC COMMENT

EXECUTIVE SESSION

Motion made by Starrs, second by Cuntala and carried to go into executive session at 8:21 pm 2021-92 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. Contract Negotiations
- B. 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 made by Starrs, second by Cuntala and carried to go back into public session at 9:06.

ADJOURNMENT

Motion made by Starrs, second by Cuntala and carried to adjourn tonight's meeting at 9:07 pm