

**MINUTES OF KNOWLTON TOWNSHIP
WARREN COUNTY, NEW JERSEY
PUBLIC MEETING MINUTES
September 26, 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 7:05 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: Committeeman McNinch, Deputy Mayor Shipps, Committeeman Van Horn, and Mayor Starrs

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

Absent: Committeewoman Cuntala

PUBLIC COMMENT

Resident Tara Mezzanotte addressed to the committee that Representative Brown from Pennsylvania will be sending a letter to the NJDOT commissioner regarding the effects to the economy and tourism in Pennsylvania if the Route 80 Rockwall project happens.

Mrs. Mezzanotte asked about putting the petition that she prepared on the township website. Deputy Mayor Shipps expressed reservations about the precedent of posting petitions on the website and that it might become complicated if the town authorized some petitions and not others. After further discussion Mayor Starrs explained that she sends out a summary of the meetings to hundreds of residents and that she can forward them the link when she sends out the summary.

ORDINANCE

Public Hearing/ Adoption

2019-07 An Amended Ordinance "Fixing the Salaries and Wages of the Officials, Appointees and Employees of the Township of Knowlton in the County of Warren and State of New Jersey" by Salary Range

BE IT ORDAINED by the Mayor and Township Committee of the Township of Knowlton, in the County of Warren and State of New Jersey:

SECTION 1: That the Salary Range of the elected officials, appointees and employees of the Township of Knowlton, in the County of Warren and State of New Jersey, shall be as follows:

ADMINISTRATION	AMOUNT	PER
Mayor	3,000.00-5,000.00	Year
Township Committee Person	3,000.00-4,800.00	Year
Township Clerk	30,000.00-60,000.00	Year
Acting Clerk	10.00-60.00	Hour
Deputy Clerk	15.00-30.00	Hour
Registrar	3,500.00-8,500.00	Year
Deputy Registrar	2,500.00-5,000.00	Year
Office Assistant (P/T)	13.00-30.00	Hour
Recreation Director	6,000.00-12,000.00	Year
Recreation Laborer (P/T)	15.00-18.00	Hour
Housing Liaison	20.00-35.00	Hour
Grant Administrator	30.00-40.00	Hour
Maintenance Custodian	7,000.00-8,500.00	Year
FINANCE		
Tax Assessor	16,000.00-20,000.00	Year
Assistant to Tax Assessor	3,500.00-5,000.00	Year
Property List Certification	10.00	As billed
Tax Collector	22,000.00-30,000.00	Year
Assistant to Tax Collector	16.00-25.00	Hour
PLANNING & ZONING		
Planning Board Secretary	\$6,500.00-9,000.00	Year
Board of Adjustment Board Secretary	6,500.00-9,000.00	Year
Code Enforcement Official	10,000.00-15,000.00	Year
Code Enforcement Official Court Appearance	43.38	Per Hour
Fire Prevention Official	5,500.00-7,000.00	Year
Driveway Inspector	30.00-35.00	Per Inspection
DEPARTMENT OF PUBLIC WORKS		
Manager	\$25.00-33.00	Hour
Assistant Supervisor	22.00-33.00	Hour
Driver/Laborer I	17.00-25.00	Hour
Driver/Laborer II	16.00-25.00	Hour
Driver/Laborer III	15.00-20.00	Hour
Driver/Laborer Part Time	15.00-18.00	Hour
CLEAN COMMUNITIES		
Supervisor	3,000.00-5,500.00	Year

ANIMAL CONTROL

Animal Control Officer \$7,000.00-10,000.00 Year
(\$15.00 per hour for court)

EMERGENCY MANAGEMENT

Coordinator \$3,500.00-5,000.00 Year

Deputy Coordinator 1,500.00-4,000.00 Year

Assistant 30.00-35.00 Hour

9-1-1- Coordinator 1,500.00-2,500.00 Year

Municipal Court

Judge \$30,000.00-37,000.00 Year

Court Administrator 65,000.00-78,000.00 Year

Deputy Court Administrator 35,000.00-45,000 Year

Violations Clerk 14.00-17.00 Hour

Court Attendant 200.00-225.00 Per Session

Call Outs 55.00-65.00 As Billed

SECTION II: Other employees' benefits and compensation are set forth in a Personnel Policy.

SECTION III: If any section, clause, sentence, or other part of this Ordinance shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgement shall not effect, impair, or invalidate the remainder of this Ordinance.

SECTION IV: All Ordinances or parts of Ordinance inconsistent with the Ordinance are hereby repealed to the extent of such inconsistency only.

SECTION V: This Ordinance shall take effect after the Second Reading.

Motion made by Committeeman McNinch, second by Mayor Starrs and carried to approve to open public hearing.

There were no public comments.

Motion made by Mayor Starrs, second by Committeeman McNinch and carried to approve to close public hearing.

Motion made by Mayor Starrs, second by Deputy Mayor Shipps and approved by roll call vote: Cuntala—absent, McNinch—yes, Shipps—yes, Van Horn—yes and Starrs—yes to adopt Ordinance 2019-07.

RESOLUTIONS

2019-126- Fixing the Salaries and Wages of Officials, Appointees and Employees of the Township of Knowlton in the County of Warren, State of NJ for 2019

BE IT RESOLVED by the Mayor and Township Committee of the Township of Knowlton, in the County of Warren and State of New Jersey that the salaries of the elected officials, appointees and employees of the Township of Knowlton, in the County of Warren and State of New Jersey, shall be as follows for the year 2019:

		AMOUNT
PER		
Mayor	3,715.00	Year
Committee Member	3,172.00	Year
Township Clerk (effective June 10, 2019)	52,000.00	Year
Acting Township Clerk (until June 9, 2019)	39,231.00	Year
Registrar	5,000.00	Year
Deputy Clerk	25.55	Hour
Deputy Registrar	2,621.86	Year
Recreation Director	8,625.00	Year
Recreation Laborer (P/T)	15.00-16.05	Hour
Municipal Housing Liaison	32.97	Hour
Tax Assessor	18,331.00	Year
Assist. Tax Assessor	4,079.00	Year
Property List Certification	10.00	as billed
Tax Collector	26,246.00	Year
Deputy Tax Collector	20.82	Hour
Fire Prevention Official	6,440.00	Year
Code Enforcement Official	12,362.00	Year
Code Enforcement Official Court Appearance	43.38	hour
Public Works Manager	31.05	hour
Public Works Assist. Supervisor	27.57	hour
Public Works Driver/Laborer I	19.92	hour
Public Works Laborer II	20.99	hour
Public Works Laborer III	16.04	hour
Public Works Driver/Laborer Part Time	15.00-16.52	hour
Animal Control Officer	7,629.00	Year
Driveway Inspector	30.09	per inspection
Secretary - Board of Adjustment	7,920.00	Year
Secretary – Planning Board	7,920.00	Year
Emergency Management Coordinator	3,873.00	Year
Emergency Management Assistant	34.76	Hour
Emergency Management Deputy	1,703.00	Year
9-1-1 Coordinator	1,851.00	Year
Municipal Court Judge	35,238.00	Year
Municipal Court Administrator	75,274.00	Year

Deputy Court Administrator	40,740.00	Year
Call Outs	61.71	as billed
Municipal Court Attendant	223.26	per session
Clean Communities Supervisor	3,284.00	Year
Maintenance Custodian	7,691.00	Year

BE IT FURTHER RESOLVED that other employees’ benefits and compensation are set forth in a Personnel Policy, as amended.

BE IT FURTHER RESOLVED that this resolution shall be retroactive to January 1, 2019, except as otherwise noted.

Motion made by Mayor Starrs, second by Deputy Mayor Shipps and approved by roll call vote:Cuntala—absent, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2019-126.

2019-127-Resolution Approving the Issuance of a Raffle License to North Warren Lions Club to Conduct a Casino Night/ Tricky Tray/50-50 November 16, 2019

WHEREAS, the North Warren Lions Club has applied for a raffle license to conduct a raffle on November 16, 2019 at the Brook Hollow Winery consisting of New Jersey Legalized Games of Chance Control Commission application #RA19-09 & #RA19-10; and

WHEREAS, the proper fees have been filed with the application, 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 #RA19-09 & RA19-10 to the North Warren Lions Club.

Motion made by Deputy Mayor Shipps, second by Committeeman McNinch and carried to approve Resolution 2019-127.

2019-128- Purchase of Administrative Office Computers

WHEREAS, the Township of Knowlton is in need of 4 Computers within the Administrative Offices; and

WHEREAS, the Township Clerk has solicited numerous quotes; and

WHEREAS, Municipal Software Inc. of Stroudsburg Pa has offered the lowest prices; and

WHEREAS, the Chief Financial Officer has certified that funds are available thru the 2019 Current Fund Budget – Upgrade of Computers

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of

Knowlton, County of Warren, and State of New Jersey award the purchase of 4 Computers within the Administrative Offices be awarded to Municipal Software Inc. 125 Stokes Ave Stroudsburg, PA 18360 in the amount of \$6,985.00

Motion made by Committeeman McNinch, second Mayor Starrs and carried to approve by roll call vote: Cuntala—absent, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes to Resolution 2019-128.

2019-129-Resolution Authorizing the Mayor to Execute Letter Allowing T-Mobile to Perform Modifications at a Cell Tower Pursuant to a Lease Agreement—tabled until further meeting

2019-130 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 was made by Mayor Starrs, second Deputy Mayor Shipps and carried to approve by roll call vote: Cuntala—absent, McNinch—yes, Shipps—yes, Van Horn—yes, Starrs—yes Resolution to 2019-130.

OLD BUSINESS No old business

NEW BUSINESS

DPW Size

Mayor Starrs went over the survey of how many road miles local municipalities have and how many DPW workers there are in each. Discussion took place regarding the survey. DPW Supervisor Brian Peck would like a skilled laborer, who could take the lead in his absence who knows construction, and rebuild catch basins and put in pipe. After much discussion regarding whether to post for full-time / part-time employee it was decided that advertisement will advertise for either part or full time and see what applications that they get and whether benefits are sought.

Delaware River Wild & Scenic Designation

Mayor Starrs will invite the Delaware River Greenway Partnerships to the next township meeting for a presentation regarding adopting the Lower Delaware Wild and Scenic designation.

CORRESPONDENCE No Correspondence

MEETING MINUTES

August 22, 2019 Public Session Meeting Minutes

Motion made by Mayor Starrs, second by Committeeman McNinch and carried to approve August 22, 2019 Public Session Meeting Minutes.

September 9, 2019 Public Session Meeting Minutes

Motion was made by Committeeman McNinch, second by Mayor Starrs and carried to approve September 9, 2019 Public Session Meeting minutes.

PUBLIC COMMENT

Resident Vincent Gaeta commented regarding the survey for DPW. He suggested that truck volume should also be considered. There are a lot more trucks traveling on Knowlton roads, than for example Frelinghuysen, so Knowlton have a higher need for road repair than other towns.

EXECUTIVE SESSION

Motion was made by Mayor Starrs second by Committeeman McNinch and carried to approve to go into Executive Session at 7:45 p.m.

Resolution 2019-131 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
- 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 was made by Mayor Shipps, second by Committeeman McNinch and carried to approve to return to Public Session at 8:45 p.m.

ADJOURNMENT

Motion was made by Mayor Starrs, second by Committeeman McNinch and carried to adjourn tonight's Township meeting at 8:46 p.m.

Respectfully submitted,
Kristin Shipps
Municipal Clerk