

**MINUTES OF KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
Public Session Meeting Minutes  
January 13, 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 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 *Star Gazette* and/or the *Express Times* as well as providing said schedule in the Municipal Clerk's office."

**Roll Call**

Present: Committeewoman Cuntala, Committeeman McNinch, Deputy Mayor Shipps and Mayor Starrs and Committeeman Van Horn.

Also present was Township Attorney Leslie Parikh, Township Engineer Ted Rodman and Knowlton Fire & Rescue President Bob Peterson, EMS Captain Dave Neal.

Absent: Committeeman Van Horn

**PRESENTATION**

NJ State Police Update

Two Troopers from the NJSP Hope Barracks were available to answer questions that the committee had regarding recent incidents that were posted on Facebook. They did not have any answers but will look into the matter and speak with the Detective who was called. There has not been an increase in crime that is more than usual. Mayor Starrs asked if her letter was received about the trucks on Decatur. Station Commander responded that he would like to see who has jurisdiction and also find out who put the weight limit signs up. He offered to contact NJDOT and ask for their assistance with signage.

**PUBLIC COMMENT**

Resident Tara Mezzanonte- presented the committee a print out from a study by an engineer that showed what NJDOT said would be the solution for the traffic flow during construction of the Route 80 Wall Project, which was shrinking the lanes. The study showed that two tractor trailers are unable to fit side by side while going through the "S" curves. NJDOT responded saying they will limit trucks to the outer lanes and cars to the inside.

**EXECUTIVE SESSION**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to go in to Executive Session at 7:35 pm.**

**Resolution 2020-22 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

**Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to come out of Executive Session at 7:50 p.m.**

**PUBLIC COMMENT**

Resident Tara Mezzanotte explained that NJTPA had sent a letter stating that the coalition and the local community had denied a meeting with the NJDOT, which she said was incorrect. Ms. Mezzanotte read part of the letter aloud for the committee and residents to hear. Mayor Starrs read a letter that was prepared by Hardwick Mayor Duffy that upon committee approval will be sent to NJDOT as a joint letter from Knowlton & Hardwick proposing for a meeting date. Motion was made by Mayor Starrs, second by Committeeman McNinch and carried to approve Mayor Duffy's letter.

**DEPARTMENT REPORTS**

**EMS/ Knowlton Fire & Rescue**

President Bob Peterson and Captain David Neal along with other members of EMS/Knowlton Fire & Rescue discussed with the committee options that were provided to them by Mark Lohman from St. Luke's in order to help with income deficiency that St. Luke's is facing. Fire & Rescue agreed to discuss with Mr. Lohman having the ambulance stationed at Belvidere, which is already sometimes done, and to also have Knowlton EMS cover only 1 day a week. They felt they could not provide coverage for two days. They asked the Committee to help them advertise the need for volunteers.

**Township Engineer Ted Rodman**

Simpson Road problem statement to NJDOT: still no response from the queue.  
Guardrails have been installed on Stark Rd.

State Aid for Kill/Station Rd & Stark Road: coring was done by the township and Tilcon. Tilcon coring results show no penalty. Mr. Rodman is waiting on NJDOT regarding next step.

Deputy Mayor Shipps provided dates for upcoming events in Knowlton Township:

April 4<sup>th</sup> Easter Egg Hunt (rain date April 5<sup>th</sup>)

September 26<sup>th</sup> Community day

October 24<sup>th</sup> Clean Communities

December 4<sup>th</sup> Christmas Tree lighting

## **ORDINANCE**

### **INTRODUCTION:**

#### **2020-01 Amending Chapter 11 to Require that Motor Vehicle Service Stations Have and Alternate Energy Source**

WHEREAS, gas stations are rendered inoperative and incapable of dispensing fuel during power outages; and

WHEREAS, fuel is an indispensable commodity, necessary for the transportation and emergency electrical power to serve residents and rescue and law enforcement personnel; and

WHEREAS, the public health, safety and welfare requires gas stations provide for an uninterrupted supply of alternate power.

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

**SECTION 1.** Section 11-3 of the Code of the Township of Knowlton (the "Code"), entitled "Definitions and word usage," shall be amended to add the following definition:

#### **Standby Power Generator**

A permanently installed backup electric power source that is powered by natural gas, propane or diesel fuel and is integrated with the electrical system of the facility. The system is not intended to be used as a primary source of power or used when power is disconnected by the utility for lack of payment of bill.

**SECTION 2.** Section 11-315(E), entitled "Automotive Service Stations, which regulates the conditional use of a lot as an automotive service station in the Highway Commercial (C-1) Zone, is hereby amended and supplemented to add new subsections (5) and (6) as follows:

(5) All Automotive Service Stations that sell gasoline at retail to consumers from gasoline pumps, shall be required to have an alternate energy source, such as a standby power generator, that is capable of providing electrical service during an interruption of the normal electrical supply sufficient to power the gasoline pumps so that gasoline can be sold to consumers. The alternate energy source shall be sufficient to operate all pumps during normal business hours of the service stations.

(6) The alternate energy source required herein shall be required any time an existing Automotive Service Station (1) expands and requires site plan and / or variance approval

from the Planning Board; or (2) undertakes a substantial renovation (e.g. tank replacement). The determination of whether a renovation is substantial shall be within the sole discretion of the Zoning Officer.

SECTION 3. Section 11-315(E), entitled “Automotive Service Stations, which regulates the conditional use of a lot as an automotive service station in the Highway Commercial (C-1)

Zone, is hereby amended and supplemented to add new subsections (5) and (6) as follows:

(5) All Automotive Service Stations that sell gasoline at retail to consumers from gasoline pumps, shall be required to have an alternate energy source, such as a standby power generator, that is capable of providing electrical service during an interruption of the normal electrical supply sufficient to power the gasoline pumps so that gasoline can be sold to consumers. The alternate energy source shall be sufficient to operate all pumps during normal business hours of the service stations.

(6) The alternate energy source required herein shall be required any time an existing Automotive Service Station (1) expands and requires site plan and / or variance approval from the Planning Board; or (2) undertakes a substantial renovation (e.g. tank replacement). The determination of whether a renovation is substantial shall be within the sole discretion of the Zoning Officer.

SECTION 4. Section 11-329(B), entitled “Automotive Service Stations, which regulates the conditional use of a lot as an automotive service station in the Planned Commercial Development (PCD) Zone, is hereby amended and supplemented to add new subsections (3) and (4) as follows:

(3) All Automotive Service Stations that sell gasoline at retail to consumers from gasoline pumps, shall be required to have an alternate energy source, such as a standby power generator, that is capable of providing electrical service during an interruption of the normal electrical supply sufficient to power the gasoline pumps so that gasoline can be sold to consumers. The alternate energy source shall be sufficient to operate all pumps during normal business hours of the service stations.

(4) The alternate energy source required herein shall be required any time an existing Automotive Service Station (1) expands and requires site plan and / or variance approval from the Planning Board; or (2) undertakes a substantial renovation (e.g. tank replacement). The determination of whether a renovation is substantial shall be within the sole discretion of the Zoning Officer.

SECTION 5. All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

SECTION 6. 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 7.** This Ordinance shall take effect upon final passage and publication according to law.

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and approved by roll call vote: Cuntala—yes, McNinch—no, Shipps—yes, Van Hon—absent, Starrs—yes to the introduction of Ordinance 2020-01**

**INTRODUCTION:**

**2020-02 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	1,500-5,000.00	Year
Township Committee Person	1,500-4,800.00	Year
Township Clerk	15,000-60,000.00	Year
Acting Clerk	12.00-60.00	Hour
Deputy Clerk	12.00-30.00	Hour
Registrar	1,750.00-8,500.00	Year
Deputy Registrar	1,250.00-5,000.00	Year
Office Assistant (P/T)	12.00-30.00	Hour
Recreation Director	3,000.00-12,000.00	Year
Recreation Laborer (P/T)	12.00-18.00	Hour
Housing Liaison	12.00-35.00	Hour
Grant Administrator	15.00-40.00	Hour
Maintenance Custodian	3,500.00-8,500.00	Year

## FINANCE

Tax Assessor	8,000.00-20,000.00	Year
Assistant to Tax Assessor	1,750.00-5,000.00	Year
Property List Certification	10.00	As billed
Tax Collector	11,000.00-30,000.00	Year
Assistant to Tax Collector	12.00-25.00	Hour

## PLANNING & ZONING

Planning Board Secretary	\$3,250-9,000.00	Year
Board of Adjustment Board Secretary	3,250-9,000.00	Year
Code Enforcement Official	5,000-15,000.00	Year
Code Enforcement Official Court Appearance	43.38	Per Hour
Fire Prevention Official	2,750-7,000.00	Year
Driveway Inspector	15.00-35.00	Per Inspection

## DEPARTMENT OF PUBLIC WORKS

Manager	\$12.50-33.00	Hour
Assistant Supervisor	\$12.00-33.00	Hour
Driver/Laborer I	\$12.00-25.00	Hour
Driver/Laborer II	\$12.00-25.00	Hour
Driver/Laborer III	\$12.00-20.00	Hour
Driver/Laborer Part Time	\$12.00-18.00	Hour

## CLEAN COMMUNITIES

Supervisor	1,500.00-5,500.00	Year
------------	-------------------	------

ANIMAL CONTROL

Animal Control Officer	\$3,500.00-10,000.00	Year
------------------------	----------------------	------

(\$15.00 per hour for court)

EMERGENCY MANAGEMENT

Coordinator	\$1,750-5,000.00	Year
-------------	------------------	------

Deputy Coordinator	\$750-4,000.00	Year
--------------------	----------------	------

Assistant	\$15.00-35.00	Hour
-----------	---------------	------

9-1-1- Coordinator	\$750-2,500.00	Year
--------------------	----------------	------

Municipal Court

Judge	\$15,000.00-37,000.00	Year
-------	-----------------------	------

Court Administrator	\$32,500.00-70,000.00	Year
---------------------	-----------------------	------

Deputy Court Administrator	\$17,500.00-45,000	Year
----------------------------	--------------------	------

Violations Clerk	\$12.00-17.00	Hour
------------------	---------------	------

Court Attendant	\$100.00-225.00	Per Session
-----------------	-----------------	-------------

Call Outs	\$27.50-65.00	As Billed
-----------	---------------	-----------

In no event shall this ordinance prohibit the Township from paying an employee the minimum hourly wage as may be required by applicable statute, rule, or regulation

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 Mayor Starrs, second by Committeewoman Cuntala and approve by roll call vote: Cuntala—yes, McNinch—yes, Shipps—yes, Van Horn—absent, Starrs—yes, Ordinance 2020-02.**

## **RESOLUTIONS**

### **2020-23-Change of Zoning Hours**

WHEREAS, the zoning officer in Knowlton Township has necessity to change the public office hours to Tuesdays from 12:00 to 4:00.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of Knowlton authorizes the Zoning Office hours of Tuesdays from 12:00 to 4:00 until further notice, with the option of extending up to an additional two hours per week as needed to accommodate residents and workload.

Date: January 13, 2020

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve resolution 2020-23.**

## **OLD BUSINESS**

### **Foreclosed Properties Update**

MaxSpann Auctions is proposing to have a live auction at the municipal building simultaneously with an online auction on March 26<sup>th</sup>. March 5<sup>th</sup> would be an informational seminar. Which the committee all agreed to.

Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to task Committeeman McNinch to sit with Rich Motyka, Knowlton's Tax Assessor to come up with a minimal bid for each property.

## **NEW BUSINESS**

### **Teens for Jeans**

Mayor Starrs notified the committee that Knowlton Elementary School asked if they can keep a box in the hall way of the municipal building for this cause.

### **2020 Election Polling Place**

Discussion took place regarding having a different location or locations for this year's primary and general election. Clerk Shipps had spoke to the owner of Brook Hollow Winery who had agreed to hold both elections at the new location, which is big enough to have both districts in one place. Discussion took place regarding having it at the winery and if there are other buildings to have it at. Deputy Mayor Shipps agreed to call the Knowlton Methodist Church on Rt. 94 to see if they would be willing to have it there as well. Committee tabled the discussion till the next meeting to wait and hear back from the Methodist Church and to speak with insurance regarding coverage at a different location.



**CORRESPONDENCE**

**MEETING MINUTES**

December 19, 2019 Public Session Meeting Minutes

**Motion was made by Committeewoman Cuntala, second by Committeeman McNinch and carried to approve December 19, 2019 Public Session Meeting Minutes.**

**PUBLIC COMMENT**

Resident Pam Rusweiller commented on the conversation during Department reports on paying a \$1.00 a week for a subscription drive for the residents for St. Luke’s. She was in favor of it.

Resident Vincent Gaeta asked about checking with the ABC regarding having the election at Brook Hollow Winery.

**EXECUTIVE SESSION**

**Motion made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to go in to Executive Session at 9:05 pm.**

**Resolution 2020-24 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. 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.

**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

**Motion was made by Mayor Starrs, second by Committeewoman Cuntala and carried to approve to come out of Executive Session at 9:15 p.m.**

Township Attorney Parikh discussed a new policy that was passed by the state regarding Domestic Violence Policy. Information will be provided to pass the policy at a later meeting.

**ADJOURNMENT**

Motion was made by Mayor Starrs, second by Deputy Mayor Cuntala and carried to adjourn tonight's Township meeting at 9:20p.m.

Respectfully submitted,  
Kristin Shipps  
Municipal Clerk