

TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY
TOWNSHIP COMMITTEE MEETING
May 8th, 2023

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 Van Horn. Mayor Van Horn led the public in the Pledge of Allegiance.

Mayor Van Horn 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: Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes

Mayor Van Horn presents Mr. Ron Farber and Mr. Rene Mathez with an award into the Elected Officials Hall of Fame for their time and dedication on the Township Committee.

PUBLIC COMMENT

Ms. Tara Mezzanotte addressed the committee regarding a tour that took place with County Commissioners and local Mayors regarding truck traffic affecting surrounding towns. The Township committee confirmed they did not receive an invitation for the tour.

Mr. Rene Mathez addressed the committee in regard to the danger coming onto Rt 80 from Simpson Road due to road work. Ms. Adele Starrs states she has reached out to the NJDOT regarding this issue and the NJDOT responded by thanking her for her concern, but no solution was given.

Mr. John Anderson from Mt. Pleasant Road addressed a drain that is being placed near his home and his concern that healthy trees may be affected. Mr. Anderson has been in contact with the DPW and was advised to address these concerns with the committee. Deputy Mayor Shipps suggested inviting DPW supervisor Brian Peck to join the next meeting to discuss a solution.

A member of the public requested an update on the merger of the planning board and board of adjustment. Deputy Mayor Shipps stated the new land use board will go into effect May 9th. He asked if the new board can have two chairs as head of the board. Attorney Tara St. Angelo stated there are land use laws that need to be followed which includes the structure of the board. When boards are combined, there are nine members and one chair which is voted on by the new board.

Mr. Ron Farber asked the dates of the Township clean up and when vouchers will be available. Clerk Molion advised Mr. Farber that the scheduled dates are May 22nd-May 27th and voucher are available at the municipal building today.

BUDGET PUBLIC HEARING/ADOPTION

Township Auditor John Mooney and Chief Financial Officer Christine Rolef join the meeting to answer any questions on the 2023 budget. Deputy Mayor states there will be a \$10,000 increase to Knowlton fire and rescues yearly budget.

Motion made by Van Horn, Second by Shipps and carried to open public hearing.

Motion made by Van Horn, Second by Shipps and carried to close public hearing.

Motion by Shipps, Second by Mazza and approved by roll call vote: Bates-yes, Cuntala-absent, Mazza-yes, Shipps-yes, Van Horn-yes, the adoption of the 2023 budget.

ORDINANCES

PUBLIC HEARING/ADOPTION

2023-02 An Ordinance Authorizing the Lease and Management of a Municipal Cellular Tower Site in the Township of Knowlton

WHEREAS, the Township of Knowlton (the "Township") owns property designated as Lot 5, Block 12 on the Tax Maps of the Township of Knowlton, County of Warren, more commonly known as 648 Route 94, Columbia, New Jersey (the "Property"); and

WHEREAS, a portion of the Property is developed with a cellular tower; and

WHEREAS, the current Wireless Communications Tower Site Lease applicable to the Property has expired; and

WHEREAS, the Local Lands and Buildings Law, N.J.S.A. 40A:12-14, authorizes the lease by municipalities of any real property, capital improvements, or personal property or interests therein, not needed for public use to the highest bidder by open public lease at auction or by submission of sealed bids after the required newspaper advertisements; and

WHEREAS, the Township Attorney and Engineer have prepared the attached bid specifications; and

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Knowlton, in the County of Warren and State of New Jersey, as follows:

SECTION 1. Lease of the Property for the purposes of construction or maintenance of a wireless communications tower is hereby authorized consistent with the Lease Agreement included with the bid specifications attached hereto.

SECTION 2. The attached bid specifications are hereby approved, and the Township Clerk is authorized to advertise such bids in compliance with N.J.S.A. 40A:12-14 (i.e. in a newspaper circulating in the Township of Knowlton by two insertions, at least once a week during two consecutive weeks, the last publication not to be earlier than seven days prior to the opening of the bids).

SECTION 3. All ordinances or parts of ordinances in conflict or inconsistent with any part of this Ordinance are hereby repealed to the extent that they are in conflict or inconsistent.

SECTION 4. If any section, provision, or part of provision of this Ordinance shall be held to be unenforceable or invalid by any court, such holding shall not affect the validity of this Ordinance, or any part thereof, other than the part so held unenforceable or invalid.

SECTION 5. This Ordinance shall take effect after passage and publication in the manner provided by law

Motion made by Van Horn, Second by Shippo and carried to open public hearing.

Motion made by Van Horn, Second by Shippo and carried to close public hearing.

Motion made by Shippo, second by Mazza and approved by roll call vote: Bates--yes Cuntala—absent, Mazza—yes, Shippo—yes, Van Horn—yes, the adoption of Ordinance 2023-02

2023-03 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank ((N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Knowlton in the County of Warren finds it advisable and necessary to increase its CY 2023 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$118,717.16 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Knowlton, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2023 budget year, the final appropriations of the Township of Knowlton shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$54,001.99 and that the CY 2023 municipal budget for the Township of Knowlton be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Motion made by Van Horn, Second by Shipps and carried to open public hearing.

Motion made by Van Horn, Second by Shipps and carried to close public hearing.

Motion made by Shipps, second by Van Horn and approved by roll call vote: Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes, the adoption of Ordinance 2023-03

INTRODUCTION

2023-04 An Ordinance Amending Section 11-236 of the Code of the Township of Knowlton, Entitled “Driveway Permits” to Require an Escrow to Fund Review and Inspections

WHEREAS, the Township Committee of the Township of Knowlton desires to require applicants for driveway permits to post an escrow to pay for any required review and inspections by Township professionals.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Knowlton, in the County of Warren and State of New Jersey, as follows:

SECTION 1. Section 11-236 of the Town Code, entitled “Driveway Permit” is hereby amended as follows (additions noted in bold italic *thus* and deletions noted in strikethrough ~~thus~~):

Driveway permit.

A. Unchanged

B. Such application shall be accompanied by required fees and bond *in accordance with § 11-144 of the Township Code*, together with three copies of a plot plan of the property drawn to a scale not greater than one inch equals 30 feet showing the location of the proposed driveways in relation to all existing and proposed driveways, intersections, streets, drainage structure or other structures within 200 feet of the proposed driveway location. The maps will also include a profile, at a scale no greater than one inch equals 30 feet, of the proposed driveway location from the center line of the township road to a point at least 40 feet from the existing edge of pavement of the township road. *Such application shall also be accompanied by an escrow fee deposit for engineering reviews and inspections in the amount of \$500. The escrow fee deposit shall be administered in accordance with the provisions of §11-148 of the Township Code, which provides for additional deposit requirements and return of unused escrow deposits.*

C. Unchanged

D. Unchanged.

E. Unchanged.

F. Unchanged.

SECTION 2. All ordinances or parts of ordinances in conflict or inconsistent with any part of this Ordinance are hereby repealed to the extent that they are in conflict or inconsistent.

SECTION 3. If any section, provision, or part of provision of this Ordinance shall be held to be unenforceable or invalid by any court, such holding shall not affect the validity of this Ordinance, or any part thereof, other than the part so held unenforceable or invalid.

SECTION 4. This Ordinance shall take effect after passage and publication in the manner provided by law.

Motion made by Mazza, second by Shipps and approved by roll call vote: **Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes**

RESOLUTIONS

2023-36 Resolution Authorizing Change Order #2-Reverse Osmosis System

WHEREAS, the Mayor and Committee of the Township of Knowlton, County of Warren, awarded a contract on October 27, 2022 to Portasoft of Morris County for the Installation of Reverse Osmosis Filtration Systems in the amount of \$491,592.00; and

WHEREAS, Change Order No. 1 was approved on November 14, 2022 in the amount of \$60,000.00 for the installation of Water Softeners; and

WHEREAS, the contractor has submitted Change Order No. 2 in the amount of \$3,605.00 for additional plumbing work for eight (8) households; and

WHEREAS, the aforesaid modification necessitates a change order to reflect the actual contract amount, which change order is permissible under the Local Public Contracts Law and the Local Government Services regulations (specifically N.J.A.C. 5:30-11 or 6A:23A-21.1) with respect to the same; and

WHEREAS, the sum of Change Orders No. 1 and No. 2 amounts to 13% of the original bid amount; and

WHEREAS, the Township Engineer reviewed said change order and takes no exception to the suggested water softener model or the proposed cost; and

WHEREAS, the Chief Financial Officer has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Knowlton, that the change order for the increase in the contract is authorized according to Change Order No. 2 presented and the revised contract amount is \$558,197.00.

Motion made by Shipps, second by Van Horn and approved by roll call vote: Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes

2023-37 Resolution Approving the Issuance of Raffle License RA#23-03 to Knowlton Township Fire and Rescue to Conduct a Raffle on September 02, 2023

WHEREAS, Knowlton Township Fire and Rescue has applied for raffles licenses to conduct a raffle on September 2, 2023 located at 4 Roy Ace Street, Delaware, NJ consisting of New Jersey Legalized Games of Chance Control Commission applications RA#23-03 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#23-03 to the Knowlton Township Fire and Rescue.

Motion made by Shipps, second by Van Horn and approved by roll call vote: Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes

2023-38 Resolution Approving New Jersey State Alcohol Beverage Control Special Affairs Permit for Belvidere Masonic Temple Associates

WHEREAS, the Belvidere Masonic Temple associates special affair permit application is complete in all respects, the proper fees have been paid to the Division of Alcoholic Beverage Control and the Township of Knowlton; and,

WHEREAS, the licensees are qualified according to all statutory, regulatory and local governmental New Jersey Alcoholic Beverage Control laws and regulations;

NOW THEREFORE BE IT RESOLVED that the Governing Body of Knowlton Township hereby approves NJABC special affair permit for the Belvidere Masonic Temple associates to be held on June 10, 2023 at the Knowlton Lions club pavilion located at 89 Rte 46 Columbia, New Jersey.

2023-39 a Resolution of Knowlton Township Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction Website

WHEREAS, Knowlton Township has determined to move forward with the EMEX Reverse Auction in order procure electricity for the Local Unit; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the "Act") authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, Knowlton Township will utilize the online auction services of EMEX LLC, a division of Mantis Innovation an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act.

NOW THEREFORE BE IT RESOLVED, that the Mayor of the Knowlton Township is hereby authorized to execute on behalf of Knowlton Township any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

Motion made by Shipps, second by Van Horn and approved by roll call vote: Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes

2023-40 Resolution Appointing Kailene Molion as the "responsible charge person" for the Administration of the NJDOT Transportation Alternatives Grant Awarded for the Rehabilitation of the Ramsaysburg Homestead

WHEREAS, the Township of Knowlton (the "Township") was awarded a New Jersey Transportation Alternatives Grant for the rehabilitation of the Ramsaysburg Homestead (the TAP Grant"); and

WHEREAS, terms of the TAP Grant require the Township to designate a "Responsible Charge Person" to administer the grant funds and coordinate with NJDOT as needed; and

WHEREAS, the "Responsible Charge Person" must be a Township Employee; and

WHEREAS, the "Responsible Charge Person" shall not be responsible for inspecting any work done on the Ramsaysburg Homestead pursuant to the TAP Grant and shall designate such responsibility to another qualified Township employee or appointed professional; and

WHEREAS, the Township Committee has determined that the Township Clerk is the best person suited for such position and title; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Knowlton, County of Warren, State of New Jersey, as follows:

1. Effective immediately, Township Clerk Kailene Molion is appointed the "Responsible Charge Person" for the Administration of the TAP Grant.
2. This position / title does not entitle Ms. Molion to additional compensation.

3. The Clerk is authorized to send correspondence to NJDOT regarding her appointing as the “Responsible Charge Person” for the TAP Grant.

Motion made by Shipps, second by Van Horn and approved by roll call vote: Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes

2023-41 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 Shipps, second by Van Horn and approved by roll call vote: Bates--yes Cuntala—absent, Mazza—yes, Shipps—yes, Van Horn—yes

NEW BUSINESS

Property Auction Company-

Deputy Mayor Shipps discusses using Max Spann for auctioning Township properties that the committee has previously agreed upon. Township Attorney Tara St. Angelo states smaller township owned properties can be offered to adjoining property owners. The committee agreed to move forward with hiring Max Span for the property auction.

Application for Blue Light Permit-

Fire chief Alex Weber discusses the need for the Township committee’s certification to receive blue light permits. The committee agreed to sign and certify the blue light permit applications.

Dumpster Pricing-

Committeeman Bates has concerns of putting dumpsters onto township property for liability reasons. Deputy Mayor Shipps states some residents have issues traveling to the dump in Oxford and having a dumpster accessible in town may be of use. The committee agreed to continue with residents bringing their own garbage to the dump in Oxford for this year and will revisit using dumpsters moving forward.

Juneteenth-

Deputy Mayor Shipps stated the County has accepted Juneteenth as a paid holiday and asked if the committee would like to follow suit for Township employees. The committee agreed to table the discussion until the next Township meeting.

Dog Park Ordinance-

Attorney Tara St. Angelo prepared two ordinances for the committees review in regard to being for or against a dog park at Tunnel Field. The committee felt it would be a big undertaking on maintaining the dog park and enforcing rules to keep all dogs and the public safe. An ordinance opposing dog parks will be introduced at the next committee meeting.

MEETING MINUTES

February 13th Public Session Meeting Minutes

Motion made by Shipps, second by Van Horn and carried to approve February 13th Public Session Meeting Minutes.

February 13th Executive Session Meeting Minutes

Motion made by Shipps, second by Van Horn and carried to approve February 13th Public Session Meeting Minutes.

PUBLIC COMMENT

Mr. Rene Mathez address the list of Township properties that were going up for auction. Mr. Mathez stated there were properties on the list that were waterfront. Mayor Van Horn stated the Township will not be selling any water front properties. Deputy Mayor Shipps states she will make sure the list is updated with no waterfront properties to be auctioned.

EXECUTIVE SESSION

2023-42 Resolution Authorizing Executive Session

Motion by Shipps, Second by Van Horn and carried to go into executive session at 9:00 p.m.

ADJOURNMENT

Motion made by Shipps, second by Van Horn and carried to adjourn tonight's meeting at 9:35 pm.