

TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY
TOWNSHIP COMMITTEE MEETING
November 13, 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

Present: Committeeman Bates, Committeewoman Cuntala, Committeeman Mazza, Deputy Mayor Shipps and Mayor Van Horn.

Also Present: Township Attorney Tara St. Angelo

PUBLIC COMMENT

Ms. Pam Rusweiler on 5 Decatur Street discussed an incident of a tractor trailer taking down power and cable lines on Decatur Street. Ms. Rusweiler is requesting the committee look into the smaller street around Decatur Street and possibly making them a one way to deter tractor trailers from using those roads.

Ms. Rusweiler thanked the committee for her reverse osmosis system that she has recently received. Ms. Rusweiler advised the committee that she scheduled her plumbing inspection for the new system as did her neighbor Ms. Valentine. Ms. Valentine has her inspection in which she failed due to the UV light that was installed. Ms. Rusweiler was contacted Portasoft to make sure they are aware of the situation, as every household that received a system had the same UV light installed. Portasoft advised Ms. Rusweiler that they would be in contact with the Township in what the next steps are in regard to getting UV lights that are up to code. Deputy Mayor Shipps asked for acting clerk Molion to follow up with Portasoft tomorrow.

Ms. Susan Lafalce from Lime Kiln Rd addressed the committee regarding paving Lime Kiln Rd. Committeeman Mazza advised Ms. Lafalce that Lime Kiln in on the list for next year to be paved.

Mr. Ron Quinn from 72 Hainesburg River Rd addressed the committee regarding the quality of the road and the need for it to paved. He asked if Hainesburg River Rd is currently on the list to pave. Deputy Mayor Shipps advised Mr. Quinn that Hainesburg River Road is not on the list for paving next year but she will ask DPW supervisor Brian Peck to evaluate the condition of the road.

Ms. Sharon Valentine states the trees that were removed on Decatur Street left holes on her property. She spoke with DPW supervisor Brian Peck and was advised he would come back to fill in those holes. Committeewoman Cuntala asked why DPW would be fixing those holes if Arborcare tree service removed them. Deputy Mayor Shipps explained the Township is currently seeking legal council on whether the trees that were removed sat on private property or Township property. Attorney St. Angelo explained property lines go to the center line of the road. Whether it’s a Municipality, County or State owned road, they have the right of way to access but it is still considered privately owned property.

PRESENTATION

Bob McNinch- Farmland Preservation-

Mr. Bob McNinch presented a map of the Township to show which properties are Farmland preserved, properties that are deeded woodland, properties that are State or Federally owned and those properties eligible for preservation Mr. McNinch explained the importance of preserving as much land in Knowlton as possible.

ORDINANCES
INTRODUCTION

2023-17- An Ordinance Increasing Dog Licensing and Redemption Fees and Establishing an Adoption Fee

WHEREAS, the Knowlton Township Mayor and Committee desire to increase the annual dog licensing fee, impose an adoption fee for impounded and seized animals, and impose a redemption fee for impounded and seized animals in order to defray the costs of animal control operations.

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. Subsection (A) of Knowlton Township Code Section 64-3, entitled “Fees,” is hereby amended as follows (additions noted in bold italic *thus* and deletions noted in strikethrough ~~thus~~):

A. Pursuant to N.J.S.A. 4:19-15.3, the owners of any dog of licensing age harbored and kept in the Township of Knowlton shall apply for and obtain a license in the Township and pay an annual license fee as follows:

Type	Fee
Spayed/neutered	\$10- \$12.50
Nonspayed/neutered	\$13 <i>\$15.50</i>
Late fees	\$5 per month

SECTION 2. Subsection (G) of Knowlton Township Code Section 64-12, entitled “Control of dogs; Fees,” is hereby amended as follows (additions noted in bold italic *thus* and deletions noted in strikethrough ~~thus~~):

G. Fees.

(1) A redemption fee is hereby established, which is payable to the Township of Knowlton to defray the cost of the animal control operations and shall be deposited in the Township Trust Fund. The redemption fee is ~~\$2550~~. *This fee is in addition to any fees due and payable by the owner for daily boarding, medical treatment, disposal, and/or any euthanasia pursuant to subsection I hereunder.*

(2) *An adoption fee shall be payable to the Township of Knowlton to defray the cost of the animal control operations and shall be deposited in the Township Trust Fund. The adoption fee is \$35. Such fee shall be due from any person (other than the owner) seeking to adopt an animal impounded by the Township of Knowlton.*

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.

Acting Clerk Molion asked the committee to consider changing the fees to \$12.00 and \$15.00 as it would helpful for the Clerks office to not handle coins and for residents to pay. The committee agreed to change licensing fees to \$12.00 for spayed/neutered and \$15.00 for nonspayed/neutered.

Motion made by Cuntala, second by Shipps and carried to introduce Ordinance 2023-17 with changes of licensing fees to \$12.00 and \$15.00.

PUBLIC HEARING/ADOPTION

2023-11 An Ordinance Regulating Containerized Yard Waste

WHEREAS, in order to prevent pollutants from being transported to local water bodies from Municipal Separate Storm Sewer Systems (MS4s), federal stormwater regulations require MS4 operators to obtain a National Pollutant Discharge Elimination System (NPDES) permit and implement a stormwater management program; and

WHEREAS, pursuant to NJPDES Master General Permit No. NJ0141852, as of January 1, 2023, all 101 New Jersey municipalities previously assigned to Tier B, such as Knowlton Township, have now been assigned to Tier A, in order to help better manage stormwater discharges and resulting pollutant and nutrient impacts to waterways.

WHEREAS, this reassignment requires Knowlton (and all former Tier B municipalities) to update their ordinances to be consistent with Tier A standards.

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. Chapter 160, Article II of the Code of the Township of Knowlton, entitled “Containerized Yard Waste” is hereby added as follows:

§160-11. Purpose.

This article establishes requirements for the proper handling of yard waste in Knowlton Township, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

§160-12. Definitions:

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. Containerized – means the placement of yard waste in a trash can, bucket, bag or other vessel, such as to prevent the yard waste from spilling or blowing out into the street and coming into contact with stormwater.
- b. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- c. Street - means any street, avenue, boulevard, road, parkway, viaduct, drive, or other way, which is an existing State, county, or municipal roadway, and includes the land between the street lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, curbs, sidewalks, parking areas, and other areas within the street lines.
- d. Yard Waste – means leaves and grass clippings.

§160-13. Prohibited Conduct:

The owner or occupant of any property, or any employee or contractor of such owner or occupant engaged to provide lawn care or landscaping services, shall not sweep, rake, blow or otherwise place yard waste, unless the yard waste is containerized, in the street. If yard waste that is not containerized is placed in the street, the party responsible for placement of yard waste must remove the yard waste from the street or said party shall be deemed in violation of this ordinance.

§160-14. Enforcement:

The provisions of this ordinance shall be enforced by the Township Zoning Officer and the County Health Department.

§160-15. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine not less than \$50 nor more than \$1,000 for each offense.

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 Van Horn, Second by Cuntala and carried to open public hearing.

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

Motion made by Van Horn, second by Cuntala and approved for adoption by roll call vote:

Bates-yes, Cuntala-yes, Mazza- yes, Shipps-yes, Van Horn- yes

2023-15 An Ordinance Establishing A Returned Check Fee

WHEREAS, the Township of Knowlton desires to establish a returned check fee in accordance with N.J.S.A. 40:5-18.

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 1-20 of the Code of the Township of Knowlton, entitled “Returned Check Fee,” is hereby added as follows:

§1-20 Returned Check Fee.

The Chief Financial Officer or his/her designee shall collect a fee in the amount of \$20 from any payer of fees, taxes or other charges paid pursuant to any ordinance of the Township of Knowlton whose check to the Township of Knowlton has been returned unpaid. Said fee shall be collected for any check returned whether by stop payment, insufficient funds, uncollected funds, or other reason. Said fees shall be collected for any returned check tendered to any department of the Township of Knowlton.

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 Van Horn, Second by Cuntala and carried to open public hearing.

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

Motion made by Van Horn, second by Cuntala and approved for adoption by roll call vote:

Bates-yes, Cuntala-yes, Mazza- yes, Shipps-yes, Van Horn- yes

2023-16 An Ordinance Amending Sections 11-50 And 124-4 Of the Code of The Township of Knowlton Regarding the Filing of Zoning and Nuisance Complaints with The Zoning Officer

WHEREAS, the Township of Knowlton seeks to require all zoning and nuisance complaints to be writing in order to facilitate better record-keeping and organization; and

WHEREAS, the Township also desires to clarify the procedures regarding enforcement of zoning violations and the assessment of penalties.

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 11-50 of the Code of the Township of Knowlton, entitled “General Violations,” is hereby deleted in its entirety and replaced with the following:

§11-50 General Violations.

A. Complaints of Zoning Ordinance violations.

Any person may file a complaint if there is any reason to believe a violation of this chapter exists. All such complaints must be in writing and shall be filed with the Zoning Officer, who shall properly record such complaint and immediately investigate.

B. Procedures for abatement of violations.

1) In case any building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained, or any building, structure or land is used, in violation of this chapter or of any ordinance or regulation made under authority conferred hereby, the Zoning Officer or other proper official, in addition to other remedies, may institute any appropriate legal action or proceedings to prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use; to restrain, correct or abate such violation; to prevent the occupancy of said building, structure or land; or to prevent any illegal act, conduct, business or use about such premises.

2) A violation of any of the terms of this chapter shall be abated within five days, or within as reasonable time as may be determined, after written notice has been served, either by mail or personal service.

C. Violations and penalties.

- 1) In addition to the foregoing penalties, the municipality may enforce the provisions of this chapter in accordance with the provisions set forth in N.J.S.A. 40:55D-18.
- 2) Any person or entity who or which violates, disobeys, omits, neglects, or refuses to comply with or who or which resists the enforcement of the provisions of this chapter or any order, decision or determination by the Land Use Board and who or which refuses to abate the violation within five days after written notice has been served upon him or her or it by registered mail or by personal service shall, for each and every violation, be subject to a fine of not more than \$1,250.
- 3) Any person who is convicted of violating this chapter within one year of the date of a previous conviction of the same chapter shall be sentenced by the court to an additional fine as a repeat offender. The additional fine imposed by the court upon a person for a repeated offense shall not exceed \$1,250 and shall be calculated separately from the fine imposed for violating the chapter.
- 4) Each and every day that such a violation continues, after service of proper notice, shall be considered a separate and specific violation of this chapter without the service of additional notice.
- 5) In addition to the above penalties, a stop-work order shall be issued by the appropriate township authority until the violations are remedied.

SECTION 2. Section 127-4 of the Code of the Township of Knowlton entitled “Complaint; investigation,” which pertains to the filing and investigation of nuisance complaints, shall be amended as follows (deletions noted in strikethrough ~~thus~~ and additions noted in bold italic *thus*):

§ 127-4 Complaint; investigation.

Upon the complaint of any resident or property owner of the township or any employee of the township or upon his own motion, the Zoning Officer, Health Officer, Uniform Construction Code Official, or Police Officer, or their designated agents, shall make an investigation of the conditions complained of and report therein, in writing, to the Township Clerk for transmittal to the Township Committee. *All complaints of residents or property owners must be in writing and shall be filed with the Zoning Officer, who shall properly record such complaint and investigate accordingly.*

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 Cuntala and carried to open public hearing.

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

Motion made by Van Horn, second by Cuntala and approved for adoption by roll call vote:

Bates-yes, Cuntala-yes, Mazza- yes, Shipps-yes, Van Horn- yes

RESOLUTIONS

2023-94- Resolution Authorizing the Mayor to Execute Municipal Alliance Contract for the 2023/2024 Calendar Year

NOW THEREFORE, for and in consideration of an amount in accordance with the terms and obligations set forth in the Contract Documents on file with the Clerk of the Board of County Commissioners, the County and Provider do hereby agree as follows:

I. Definitions:

- A. **“Advisory Board”** shall mean Warren County: Local Advisory Committee on Alcoholism and Drug Abuse (LACADA) and/or County Alliance Steering Subcommittee (CASS).
- B. **“Contract Documents”** shall mean this Contract and the contract Exhibits, Schedules, any Addenda or Clarifications issued prior to the execution of the Contract, any written Modifications or Amendments issued after the execution of the Contract, the Resolution of the Board of County Commissioners of the County of Warren authorizing the award of the Contract to the Provider.
- C. **“Contract Year”** shall mean the calendar year commencing July 1 and ending June 30 as stipulated on the signature page of this Contract.
- D. **“Budget Request”** shall mean the fiscal and programmatic funding information submitted by the Provider to the Department and/or County in the required format.
- E. **“Appropriation”** shall mean the total amount of County tax dollars and/or grant monies approved and allocated by the County for use by the Provider in the Contract Year for the purposes spelled out in this Contract.
- F. **“Approved Budget”** shall mean the adjusted Provider expenditure and income figures for the Contract Year approved by the Provider Board once fiscal appropriations for the Contract Year have been granted by other funding sources.
- G. **“LOS”** shall mean programmatic levels of service to be provided by the Provider as detailed in the Competitive Contract, any Schedule(s) and/or any addendum(s) to this Contract.
- H. **“Entire Agreement”** shall mean the Contract Documents represent the entire agreement amongst the Parties and may not be contradicted, explained, supplemented, or interpreted by any other understandings, agreements, representations or the like whether written or oral not contained herein, unless expressly so stated and set forth in writing and signed by both Parties.
- I. **“Review of Contract Documents”** The Provider has the duty to thoroughly examine, investigate and become familiar with all the Contract Documents. As a result of such examination and investigation, the Provider warrants and represents the full understanding of the intent and purposes of the Contract and the contract Documents. The Provider’s obligation thereunder and that the Provider accepts responsibility for, and is prepared to execute and fulfill completely the intent of the Contract, without exception and without reservation, in accordance with the terms specified in the Contract Documents.

II. Obligations:

- A. The Provider certifies and represents that it has not violated any of the provisions provided in the Contract Documents.
- B. As detailed in the Appropriation Summary Sheet attached to this Contract, the County agrees to appropriate funds to the Provider for the LOS outlined in Schedule(s) of this Contract.
- C. The Provider certifies that a source other than the County tax dollar and/or grant monies is not available for the full support of the services for which a County subsidy is sought in the Budget Request.
- D. In the appropriation of County tax funds and/or grant monies for the services and programs described in the Budget Request the County will, whenever possible, match Federal and State funds with a County appropriation by specifying the use of County funds as a match against available Federal or State grants as

indicated on the Appropriation Summary Sheet attached to this Contract.

- E. The Provider will provide the agreed upon LOS for County residents as described in the Contract Documents. The provider will implement and provide the program(s) for the services prescribed in the LOS indicated for the target population. The Provider shall perform all services for purposes of achieving the goals and objectives as indicated in the Contract Documents.
- F. The Provider understands that the LOS to be provided in this Contract may be adjusted by the County to the appropriation that is adopted by the County.
- G. The Provider services shall be made available at such times as required.
- H. The Provider understands that the County Appropriation for the Contract Year may be adjusted by the County should any of the following occur:
 - 1. modification of the County General Budget for the Contract Year by the NJ Division of Local Government;
 - 2. receipt of grant funds by the Provider during the Contract Year which will be reflected in amended Contract Schedule (s);
 - 3. non-receipt of grant funds by the Provider for which County Appropriation was to be used as match;
or
 - 4. loss of anticipated revenue to the County during the Contract Year which was to be utilized to offset Provider appropriations.
- I. The County shall promptly pay for the contracted LOS on a quarterly reimbursement rate upon receipt of report(s) as detailed in the attached Contract Schedule(s) and as may be required by the Department.
- J. The Provider shall submit expenditure reports in such form as may be required by the Department; and that, at a minimum, this will include submission of a quarterly report including both fiscal and programmatic information BY THE 10th WORKDAY AFTER THE QUARTER ENDS and in a format required by the Department for the LOS detailed in the Contract.
- K. In the event the Provider fails to submit a quarterly report or, submits an inadequate report as determined by the Department, the County shall withhold the quarterly reimbursement pending submission and acceptance by the Department of an adequate quarterly report.
- L. The Provider shall submit a Final Report for the Contract Year to the Department by July 31 of the following calendar year. The Final Report shall include information on actual dollars spent and received during the contract period, from all funding sources, relating to those programs funded by the County.
- M. The provider shall submit to the Department minutes of regularly scheduled meetings of its Board of Directors except as they relate to privileged or confidential matters.
- N. The Provider shall furnish to the County, when requested, a copy of its latest annual audit, or a statement of support, revenue, expenses and changes in fund balance for its latest fiscal year.
- O. The Provider may be required to submit additional periodic fiscal and programmatic reports to the Department and the appropriate Advisory Board at such times and in such manner as may be prescribed.
- P. The Provider shall follow proper and accepted standards of accounting and shall make its books and financial records available for inspection by the County, the Department, or such other officials as may be designated by the County.
- Q. The expenditure of the Appropriation and the provision of the LOS pursuant to this Contract shall be

monitored by the Department in conjunction with the appropriate Advisory Board as indicated on the Appropriation Summary Sheet attached to this Contract.

- R. The Provider shall be subject to a site review by persons chosen by the Department as to the services described in the Contract Schedule(s) identifying LOS for which County tax dollars and/or grant funds are paid; except that the site visit may be waived at the Department's discretion in cases where the Provider is subject to a site review by other appropriate State or Federal funding sources. The Provider shall also be subject to unannounced site visits at any and all times by the Department or its agents for the purpose of monitoring compliance with this agreement and determining the conditions under which the Provider is performing services. The Department or its agent shall have the right to admission to all parts of Provider's building or facility, and the books, records and accounts of the Provider shall be open to inspection.
- S. Modifications:
1. LOS
 - a. proposed modifications must be submitted, in writing, to the Department and shall not be implemented by the Provider without the approval of the Department and/or appropriate Advisory Board;
 - b. proposed modifications to LOS related to state/federal funds (i.e., match and/or grants) may also need the approval of the relevant state/federal agency;
 - c. modifications may be submitted in accordance with above at any time prior to September 30th of the contract year.
 2. BUDGET - Modifications to the Budget Request for County-funded line items must be submitted to the Department, in writing, and shall not be implemented by the Provider without Department approval.
- R. The County covenants, represents and warrants that:
1. the person or persons signing on behalf of the County are duly authorized to do so;
 2. this Contract is entered into pursuant to a valid resolution of the County;
 3. the County is in compliance with all applicable federal, state and local laws, especially, but without limitation, statutes, ordinances, rules & regulations governing any and all federal and state funding of the Contract; and
 4. if the representation in Paragraph R. (1), or (2) above should be at any time hereafter become incorrect, the County will use all reasonable means to correct the non-compliance.
- S. The Provider covenants, represents and warrants that:
1. Provider is duly organized, validly organized, and in good standing under the laws of New Jersey;
 2. Provider Board has reviewed and approved this Contract and that the person or persons signing on behalf of the Provider are duly authorized to do so;
 3. Provider now complies with all applicable federal, State and local laws and policies in its business and activities which pertain to the performance or funding of this Contract, including without limitation, the following:
 - a. The Fair Labor Standards Act, the Labor Management Relations Act (Taft-Hartley), and the Labor Management Reporting and Disclosure Act (Landrum-Griffin);
 - b. Occupational Safety and Health Act & OSHA regulations thereunder;

- c. Open Public Meetings Act (not required but requested);
 - d. Worker's Compensation laws;
 - e. The Environmental Protection Act, EPA regulations, and the laws and regulations administered by the New Jersey Department of Environmental Resources;
 - f. Title VI of the Civil Rights Act of 1964, all EEOC regulations and all the laws relating to equal employment opportunity;
 - g. The Equal Pay for Equal Work law and all other laws relating to sex discrimination;
 - h. The Hatch Act;
 - i. The Americans with Disabilities Act.
4. The Provider as a condition precedent to payment shall upon request of the Department promptly furnish evidence of compliance of any subparagraphs S.(3)a. thru S.(3)i. inclusive.
 5. The Provider shall comply with all aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPPA)
 6. The Provider shall maintain and make available upon request by the Department (unless already submitted), the following:
 - a. Personnel Policy Manual;
 - b. Client Confidentiality Policy/HIPPA, if applicable;
 - c. Job Description (detailed) for each staff position;

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

2023-95- Resolution Regarding Route 94 Warehouse Development (Block 505, Lot 2; Blairstown)

WHEREAS, TriTop Realty, LLC has an application pending before the Blairstown Township Land Use Board to construct an approximately 70,000 square foot warehouse on an approximately 8.7 acre property located at 311 Route 94 (Block 505, Lot 2) (the “Property”); and

WHEREAS, the Property borders Knowlton Township and, specifically a 36 acre working preserved farm; and

WHEREAS, one of the stated purposes to the Municipal Land Use Law is “to ensure that the development of individual municipalities does not conflict with the development and general welfare of neighboring municipalities, the County, and the State as a whole (N.J.S.A. 40:55D-2(d)); and

WHEREAS, Blairstown’s land use ordinances echo such intent and purpose (Blairstown Township Code Section 19-103(D)); and

WHEREAS, it is anticipated that the proposed warehouse development on the Property will adversely impact Knowlton Township as follows:

- a. The majority of the truck traffic generated by the development will travel through Knowlton Township for approximately 3.5 miles along Route 94 and only for about 250 feet through Blairstown Township. Route 94 runs through a residential section of Knowlton Township, known as

Hainesburg, which will be impacted by the increase in traffic. The expected truck route along Route 94 also contains a historic stone tunnel not suitable for truck traffic.

- b. The increased impervious coverage and proximity of the parking areas and building to the property line will adversely impact the adjacent working farm located in Knowlton Township.

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. The Mayor and Committee respectfully requests that the Blairstown Township Land Use Board take the following actions:
 - a. Require Tritop Realty to create a 100 foot vegetated buffer to the neighboring farm in Knowlton Township in order to protect the farm from negative effects of the proposed warehouse development.
 - b. Conduct an independent traffic study focused on mitigating negative impacts the anticipated truck traffic may have on Route 94 and the Hainesburg section of Knowlton Township and require Tritop Realty to incorporate recommendations from such traffic study into their development plans.
2. The Clerk is authorized to transmit a copy of this Resolution to the Blairstown Township Land Use Board.

This Resolution shall take effect immediately

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

2023-96- Resolution Authorizing an Advertisement for Part-Time Position of Knowlton Township Tax Collector

WHEREAS, Knowlton Township's Tax Collector has indicated his intent to resign from his position; and

WHEREAS, Knowlton Township requires the services of a certified municipal tax collector; and

WHEREAS, the Mayor and Township Committee desire to publicly advertise for such position; 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. The Knowlton Township Clerk is hereby authorized to place the following advertisement for the part-time tax collector position on the Township website, the League of Municipalities website, and any other publication or website reasonably calculated to reach qualified candidates:

Knowlton Township is seeking a part-time Certified Tax Collector. The Tax Collector is responsible for the oversight of the bookkeeping, calculation, and accounting functions to comply with all state law and municipal directives in the collection of property taxes. This includes the proper calculation, preparation, and mailing of tax bills, the receipt and detailed accounting of all monies and/or checks received, the timely and accurate accounting and reporting of the activities of the office as required by state law and municipal directive, and assisting in the administration of procedures for the enforcement of timely payment of all due taxes; tax lien sales and redemptions. Knowledge of Edmunds Software Systems required. This position reports directly to the Township Committee. Salary commensurate depending on

education and experience. Qualified candidates should send resume and cover to clerk@knowlton-nj.com.

2. This Resolution shall take effect immediately.

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

2023-97- Resolution Confirming Appointment of Eric K. Snyder As the Affordable Housing Administrative Agent for The Township of Knowlton And Confirming the Appointment of Maggie Faselst As His Assistant

WHEREAS, Eric K. Snyder, A.I.C.P, P.P. was appointed as Knowlton Township’s administrative agent for the purpose of providing affordability control services for all affordable housing within the Township pursuant to Resolution 2023-02 adopted by the Knowlton Township Committee on January 3, 2023; and

WHEREAS, Mr. Snyder receives a stipend in the amount of \$_____ in connection with the administrative agent position; and

WHEREAS, Mr. Snyder employs an assistant, Maggie Faselst, to aid him in carrying out his administrative agent duties;

WHEREAS, Mr. Snyder supervises all of Ms. Faselst’s work.

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. Maggie Faselst is hereby appointed as assistant to the Administrative Agent.
2. Ms. Faselst shall not receive a stipend from the Township nor will the stipend for the administrative agent position be increased.
3. This Resolution shall take effect immediately.

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

2023-98- Resolution Requiring Submission of Monthly Reports to The Township Committee for Certain Employees

WHEREAS, in order to keep the Township Committee and residents informed of the activities of various municipal departments, the Township Committee requires monthly reports be submitted by department heads.

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. The following employees shall submit monthly reports in a form provided by the Township Clerk to the Township Committee, no later than the Friday before each regularly scheduled Township Committee meeting:
 - a. Zoning Officer
 - b. DPW Director

- c. Recreation Director
- d. Animal Control Officer
- e. Chief Financial Officer

2. This Resolution shall take effect immediately.

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

2023-99- Resolution Authorizing Execution of a Contract with Planet Networks for The Provision of a Telephone System for The Township Municipal Building

WHEREAS, the telephone system used by the Knowlton Township Municipal Building is out-of-date and in need of upgrading; and

WHEREAS, after conducting research, the Municipal Clerk determined that a proposal submitted by Planet Networks best met the needs of the Township; and

WHEREAS, the Township is awarding a contract to Planet Networks for a telephone system and services to serve the Municipal Building without competitive bidding as an extraordinary unspecifiable service bidding exemption pursuant to N.J.S.A. 40A:11-5(1)(a)(ii).

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. Subject to review by the Municipal Attorney, the Mayor is authorized to execute a contract with Planet Networks in an amount not to exceed \$489.55 for the provision of a telephone system and services.
2. This agreement is awarded without competitive bidding as an extraordinary unspecifiable service pursuant to N.J.S.A. 40A:11-5(1)(a)(ii). .
3. This Resolution shall take effect immediately.

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

2023-100- Resolution Amending and Updating the Knowlton Township Personnel / Policy Manual

WHEREAS, the Township of Knowlton seeks to update its Personnel Policies and Procedures Manual.

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. The Township of Knowlton Personnel / Policy Manual is updated as follows:
 - a. Section 1, “Drug and Alcohol Policy” shall be replaced with the updated “Drug and Alcohol Policy” attached hereto.
 - b. Section 1 shall be amended to include the “Background Check Policy” attached hereto.
 - c. Section 1 shall be amended to include “CPR, First Aid, and AED Training,” attached hereto.

- d. Section 2 shall be amended to include the “Reasonable Accommodations for Pregnant Workers Policy” attached hereto.
 - e. Section 2 shall be amended to include the “Employee Snow Plowing Work Hours and Rest Policy” attached hereto.
2. A copy of the updated Township of Knowlton Personnel / Policy Manual shall be on file with the Clerk's office.
 3. A copy of this Resolution and updated policies shall be distributed to all Township employees.
 4. This Resolution shall take effect immediately.

Deputy Mayor Shipps discussed the employee snow plowing work and rest hours policy. For every four hours worked plowing, each employee receives a thirty minute break. Committeeman Bates states employees should not have to work all night and not get proper rest for the next day. Attorney St. Angelo advised to pull the snow plowing policy to discuss further for the December meeting.

**Motion made by Cuntala, second by Shipps and approved by roll call vote:
Bates-yes, Cuntala-yes, Mazza-yes, Shipps-yes, Van Horn- yes approved Resolution 2023-100 excluding Employee Snow Plowing Work Hours and Rest Policy.**

2023-101-Resolution Accepting Bids For Sale Of Certain Properties In Accordance With Resolution 2023-75

WHEREAS, pursuant to Resolution 2023-75, the Township of Knowlton authorized a sale by public auction of certain parcels of real property owned by the Township; and

WHEREAS, on November 9, 2023 such properties were offered for sale by auction administered by Max Spann Realty; and

WHEREAS, the list of properties auctioned, and highest bids received is as follows:

- a. 17 Route 46 (Block 28, Lot 13): \$9,500.00
- b. 5 and 7 Bridge Road (Block 40, Lots 9.13 and 9.14): \$25,000.00
- c. 10 Poppy's Court (Block 40, Lot 9.21): \$57,000.00
- d. 10 Clinton Street (Block 55, Lot 12): \$4,500.00
- e. 46 Delaware Road (Block 47, Lot 18): \$3,000.00

WHEREAS, the Township Committee has determined that it is in the best interests of the Township to accept the highest bids.

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

1. The Township Committee accepts the bids as set forth below for the purchase of the real property in “as is” condition:
 - a. 17 Route 46 (Block 28, Lot 13): \$9,500.00
 - b. 5 and 7 Bridge Road (Block 40, Lots 9.13 and 9.14): \$25,000.00
 - c. 10 Poppy’s Court (Block 40, Lot 9.21): \$57,000.00
 - d. 10 Clinton Street (Block 55, Lot 12): \$4,500.00
 - e. 46 Delaware Road (Block 47, Lot 18): \$3,000.00
2. Closing shall take place on or before December 31, 2023.
3. The sale of the Property is “as is” without conditions and the Township makes no statements on either land or environmental issues.
4. The Mayor and Clerk are hereby authorized to execute the attached contracts in substantially the same form.
5. The Township Attorney is hereby authorized to prepare, and the Mayor and Clerk are hereby authorized to execute all documents necessary to effectuate the sale and transfer of the Property.
6. In the event the successful bidder fails to close on the Property, he/she shall forfeit the ten percent (10%) deposit.
7. This resolution shall take effect immediately.

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

2023-102- Resolution requiring Committee Members to Receive CPR and AED training

WHEREAS, The Township of Knowlton requires First Aid, Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training for all new and existing full and part-time employees; and

WHEREAS, the Township Committee desires to extend this requirement to all elected officials (i.e. the Mayor and Township Committee members.

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. All members of the Township Committee must hold a valid CPR and AED training certification for the following program: American Heart Association Basic Life Support (BLS) CPR/AED Training for the Healthcare Professional Course (3-hour classroom instruction). The equivalent course offered by the American Red Cross shall also be acceptable. Such certification must be renewed every two years.
2. Such officials shall have three months from adoption of this resolution to complete such course or three months after they are elected.

3. This Resolution shall take effect immediately.

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

2023-103- Authorizing Change Order #1 – Tunnel Field Improvements

WHEREAS, the Mayor and Committee of the Township of Knowlton, County of Warren, awarded a contract on July 10, 2023 to K&A Paving Contractors, LLC for certain improvements to Tunnel Field, including the resurfacing of the basketball courts, in the amount of \$81,275.00; and

WHEREAS, the basketball hoops and posts were unintentionally removed during the resurfacing project; however, the original bid did not include such items; and

WHEREAS, the contractor has submitted Change Order No. 1 in the amount of \$7,558.03 for basketball hoops and poles; 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 Change Orders No. 1 amounts to 9.29% of the original bid amount; 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. 1 presented and the revised contract amount is \$88,833.03.

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

2023-104- 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.

Committeewoman Cuntala asked what truck repairs were done from K & G services as the bill was over \$8,896.90. Committeeman Mazza asked that he be allowed to view all work that has been done on vehicles as the breakdown of the invoice was not clear.

Committeewoman Cuntala also bill for the New Jersey League of Municipality. Deputy Mayor Shipps explained the township CFO received a receipt of payment from Brian Peck to register for the NJLM conference. Deputy Mayor Shipps states to register for any conference, it needs to be done through the Municipality as personal reimbursements are not allowed.

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

NEW BUSINESS

CPR training dates

Deputy Mayor Shipps discusses possible dates for employee CPR training. The committee opted to give two class options at the end of January, one being a Wednesday and the other a Thursday at 6 pm. Acting Clerk

Molion will discuss with EMS Captain Dave Neal to confirm exact dates and times for the committee's consideration at December's meeting.

Decatur Street Ash Trees-

Deputy Mayor Shippis addressed the invoice received for tree removal on Decatur Street. Attorney Tara St. Angelo advised the responsibility does not fall on the Municipality to remove dead ash tree's in the Township right away. The municipality has the right to remove trees if they become a risk of falling in the roadway or sidewalk but are not responsible for doing so. Committeewoman Cuntala addressed the designated wait list of residents who have called regarding the removal of dead ash trees. Mayor Van Horn states he approved for the trees to be removed on Decatur Street as part of dead ash trees were falling into the roadway and he felt it was a liability. Attorney St. Angelo states the committee is responsible to pay the invoice as it was signed for. The committee discussed moving forward, the waitlist will be followed for any future tree removal.

New laptop for Tax Assessor-

Township tax assessor Rich Motyka requested \$325.00 from each Municipality he is currently employed by for a replacement laptop.

Motion made by Cuntala, second by Shippis and approved by roll call vote: Bates-yes, Cuntala-yes, Mazza-yes, Shippis-yes, Van Horn-yes approved to pay Rich Motyka \$325.00 to replace his current laptop.

Municipal building repairs-

Deputy Clerk Doreen Apgar provided the committee with images of the outside of the Municipal building where there are large holes in different areas that need repair. An exterminator inspected the building due to wasps inside the clerk's office. The exterminator did not see any activity in those areas that require repair. Committeeman Mazza discussed the concern of lead paint on the Municipal building. Committeeman Bates suggested hiring a contractor who is trained to handle lead paint. Committeewoman Cuntala will speak to Hal Bromm, head of the Historic commission regarding possible grants the Municipal building may be eligible for.

JCP&L Blirstown Substation Notice-

JCP&L advised the Township that forestry maintenance at the Blirstown substation will start in 60 days from November 9th. JCP&L provided a list of streets within the Township that will be included in the work. The list will be made available on the Township's website.

Accept Resignation of Evan Howell-

Mr. Howell did not turn in his resignation letter, tabled until December meeting.

45 Decatur St mowing-

Deputy Mayor addressed mowing being completed on 45 Decatur St which is a Township owned property. Acting Clerk Molion read aloud a memo from 2021 that stated 45 Decatur was to be added to the mowing schedule by DPW. Deputy Mayor requested Acting Clerk Molion to remind DPW supervisor that this property still needs to be maintained by the Township.

OLD BUSINESS

Salary increases-

The committee was provided a table of total cost for the Township per percent increase. Deputy Mayor Shippis discussed yearly reviews will be set for after the holidays. Committeewoman Cuntala and Deputy Mayor Shippis will meet with each employee individually. The committee agreed on a 3% increase for 2023.

Motion made by Shippis, second by Cuntala and approved by roll call vote: Bates-yes, Cuntala-yes, Mazza-yes, Shippis-yes, Van Horn-yes approved 3% salary increase retroactive to January 1, 2023.

PUBLIC COMMENT

Ms. Tara Mezzanotte wanted to update that there is a new point of contact for the NJDOT, it is no longer Anthony Sytko. The follow up email to the NJDOT regarding the flood hazard permit has now been put on hold. Ms. Mezzanotte stated Hardwick Township received notification from the new point of contact for NJDOT. NJDOT requested to do a local official briefing on the rockfall and retaining wall project. Knowlton received a similar notification but was not included in the retaining wall briefing. Ms. Mezzanotte will Coordinate a meeting with the NJDOT, Hardwick Township, Knowlton Township, and the County.

Ms. Mezzanotte stated the time period for comments on the flood hazard permit has been extended. Hardwick has not sent in their comments as of yet, Knowlton will follow suit once those comments are available.

Ms. Pam Rusweiler advised the committee that Ms. Sharon Valentine on 8 Decatur can provide a copy of her deed to the committee regarding the dead ash trees that were removed along her property. Attorney Tara St. Angelo advised Ms. Rusweiler to send a copy to acting clerk Molion which can be forwarded onto her for her review.

Mr. Bob McNinch advised that some of the homeowner's property lines in the village of Columbia do not include the right away in regard to dead ash tree removal. Attorney Tara St. Angelo advised there is a separate roadway book kept in the clerk's office for those deeds which will need to be looked at.

EXECUTIVE SESSION

2023-105 Resolution Authorizing Executive Session

Motion by Shipp, Second by Van Horn and carried to go into executive session at 9:35 p.m.

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. 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 by Van Horn, Second by Shipp and carried to come out of executive session at 9:50 p.m.