

**TOWNSHIP OF KNOWLTON  
COUNTY OF WARREN, STATE OF NEW JERSEY  
TOWNSHIP REORGANIZATION COMMITTEE MEETING  
January 4<sup>th</sup>, 2024**

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 6:00 p.m. by Township Attorney Tara St. Angelo. Ms. St. Angelo led the public in the Pledge of Allegiance.

Ms. St. Angelo 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—yes, Mazza—yes, Shipps—yes, Van Horn—absent**

**Motion made by Shipps, Second by Cuntala and approved by roll call vote to excuse Mayor Van Horn’s absence**

**Bates-absent, Cuntala-yes, Mazza-yes, Shipps-yes, Van Horn-absent approved to excuse Mayor Van Horn’s absence.**

**Swearing in of Township Committee Members – Debra Shipps and James Mazza**  
Acting Clerk Molion administered the oath of office.

**Nomination & Swearing in of Mayor**

**Motion to appoint Debra Shipps made by Cuntala, second by Bates and carried to approve Debra Shipps as Mayor for 2024.**

Acting Clerk Molion administered the oath of office.

*At this time the remainder of the meeting was turned over to Mayor Shipps.*

**Nomination and Swearing in of Deputy Mayor**

**Motion to appoint James Mazza made by Cuntala, second by Bates and carried to approve James Mazza as Deputy Mayor for 2024.**

Acting Clerk Molion administered the oath of office.

**CONSENT AGENDA**

2024-01 A Resolution Adopting the Annual Meeting Calendar for 2024

**BE IT RESOLVED** by the Mayor and Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, that the following meeting calendar is hereby adopted for the year 2024:

The regular meetings of the Knowlton Township Committee will be held on the 2nd Monday and the 4th Thursday of each month at 7:00 PM if necessary:

**January 4, 2024 Reorg. 6 pm**

**Monday**

February 12, 2024

March 11, 2024

April 8, 2024

May 13, 2024

June 10, 2024

July 8, 2024

**Thursday**

January 25, 2024

October 24, 2024

August 12, 2024  
September 9, 2024  
***No October Monday Meeting***  
November 18, 2024\*\*\*  
December 9, 2024

\*\*Denotes a change in schedule. Meeting will be held on the 3<sup>rd</sup> or 4<sup>th</sup> Monday or Thursday. Formal action may be taken at all meetings. Executive Sessions may be called by the governing body when appropriate.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-02 Resolution Approving Compensated Appointments

**WHEREAS**, it is necessary to appoint various persons to fill the numerous positions of authority in the Township of Knowlton for the year 2024.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that the following appointments be made with terms being until December 31, 2024:

Acting Municipal Clerk	Kailene Molion
Shared Services/Grant Administrator	
Assessment Search Officer	
Deputy Clerk	Doreen Apgar
Registrar of Vital Statistics	Doreen Apgar
Deputy Registrar of Vital Statistics	Kristin Shipps
Office Assistant	MaryAnn Gingerelli
Finance Assistant	Doreen Apgar
Recycling Coordinator	JoAnn Fascenelli
Chief Financial Officer	Christine Rolef
Tax Collector	Karen Lance
Tax Search Officer	
Assistant Tax Collector	Doreen Apgar
Tax Assessor	Richard Motyka
Tax Assessment Assistant	
Code Enforcement /Zoning Officer	George Boesze
Alternate Zoning Officer (while Zoning Officer is out)	
Driveway Inspector	George Boesze
Land Use Board Secretary	Doreen Apgar
Animal Control Officer	Alan DeCarolis
Public Works Manager	Brian Peck
Public Works Assistant Supervisor	Michael Carpenter
Public Works Assistant Supervisor	Thomas Steckel
Public Works Driver/Laborer I	
Public Works Driver/Laborer II	
Public Works Driver/Laborer III	
Public Works Driver/Laborer-Part Time	
Seasonal Plow Driver	Dale Lifer
Seasonal Plow Driver	Michael DeCarolis
Recreation Director	Dennis Lembeck
Recreation Laborer	Ryan Lembeck
Alternate Recreation Laborer	George Trongone

Alternate Recreation Laborer Todd Spain  
Community Service/Clean Comm. Supervisor Dennis Lembeck  
Emergency Management Coordinator Michael Bates\*\*\*  
911 Coordinator  
Deputy Emergency Management Coordinator Michael Mulligan\*\*\*

Emergency Management Assistant Kailene Molion  
Municipal Housing Liaison Kailene Molion

\*\*\*Term Expires 12/31/25

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-03 Resolution Approving Non-Compensated Appointments

**WHEREAS**, it is necessary to appoint various persons to fill various positions on boards, committees and commissions and officers of the Township of Knowlton, as required by the various ordinances adopted in connection therewith:

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, on the third day of January 2024 that the following persons be appointed for terms as set forth:

**Public Agency Compliance Officer** Kailene Molion  
**Qualified Purchasing Agent** Christine Rolef

**Knowlton Township Land Use Board**

Kathy Cuntala Class III member with a term expiring 12/31/2024 (1-year term)- Governing Body Appointment

**Knowlton Township Liaison Appointment**

NJDOT I-80 And PennDOT Route 611 Liaison Tara Mezzanotte  
Chris Mezzanotte

Transportation Liaison Tara Mezzanotte  
Chris Mezzanotte

2024-04 Resolution Approving Temporary Budget

**BE IT RESOLVED** by the Mayor and Township Committee of the Township of Knowlton that temporary appropriations must be made sufficient to cover expenditures between January 1 and the date of final adoption of the budget;

**THEREFORE, BE IT FURTHER RESOLVED** by the Mayor and Township Committee that the attached temporary budget as prepared by the Chief Financial Officer according to N.J.S.A. 40:4-19 be and is hereby adopted.

Total Temporary Budget \$541,897.62  
Temporary Wastewater Utility Budget \$ 85,312.76

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-05 Contracting For Professional Services Without Competitive Bidding In Accordance  
With The Local Public Contracts Law (N.J.S.A.40a-11.1, Et Seq.)

**WHEREAS**, there exists a need for contracting for professional service for the calendar year 2023; and,  
**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the awarding of contracts and appointments for Professional Services without competitive bidding must be publicly advertised with copies of the contracts available for public inspection in the office of the Municipal Clerk; and,  
**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, that pending Township Committee approval of 2024 contracts, the following persons be retained for the year:

<b>Township Attorney</b>	<b>Leslie Parikh, Esq. / Tara St. Angelo, Esq. (Gebhardt &amp; Kiefer)</b>
<b>Township Auditor</b>	<b>John J. Mooney (Nisovoccia)</b>
<b>Bond Council</b>	<b>John Draikiwicz (Gibbons PC)</b>
<b>Township Engineer</b>	<b>Denis Keenan (French &amp; Parrello)</b>
<b>Wastewater Engineer</b>	<b>Mark Bahnik, P.E. (Van Cleef Engineering)</b>

**BE IT FURTHER RESOLVED** that a copy of this Resolution be published in the official Township newspapers as required by law.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-06 Resolution Authorizing The Hiring Of Phoenix Advisors, Llc As A Municipal Financial Advisors

**WHEREAS**, the Township of Knowlton requires the services of a financial advisor with regard to refinancing the debt associated with the Knowlton Wastewater Treatment Facility; and

**WHEREAS**, funds are or will be made available for this purpose to be certified by the Chief Financial Officer; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*, authorizes engaging a financial advisor without competitive bidding providing that the Resolution authorizing the award of contracts for “Professional Services” without competitive bidding and the contracts be available for public inspection;

**WHEREAS**, the Township solicited the attached proposal from Phoenix Advisors, LLC (the “Proposal”).

**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. **PHOENIX ADVISORS, LLC**, (“Financial Advisor”) is hereby appointed to act as a financial advisor for the Township of Knowlton during the year 2024 in order to provide services and advice relating to refinancing the debt associated with the Knowlton Wastewater Treatment Facility.
2. The Mayor and Clerk are authorized to execute a mutually agreeable written Agreement with said Sewer Engineer consistent with the terms of the Proposal within thirty (30) days of the date of this Resolution, subject to the Chief Financial Officer certifying there are adequate funds in the Township’s budget to fund the agreement.

3. This Agreement is awarded without competitive bidding as a “Professional Service” under the provision of the Local Public Contracts Law, N.J.S.A. 40A:11-5.
4. Adequate funds have been or will be appropriated for the services of Financial Advisor for the Wastewater Treatment Facility as certified by the Chief Financial Officer up to an amount not exceeding \$11,500.00

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-07 Resolution Designating *The New Jersey Herald* As The Official Newspaper Of The Township

**WHEREAS**, the Local Public Contracts Law (“LPCL”) (N.J.S.A. 40A:11-1 et seq.) and Municipal Land Use Law (“MLUL”) (N.J.S.A. 40:55D-1) require certain notices be published by a municipality in an “official newspaper”; and

**WHEREAS**, for the purposes of the Open Public Meeting Act (“OPMA”), the Township has designated *The New Jersey Herald* and *The Star Gazette*, as newspapers to receive notices thereunder; and

**WHEREAS**, pursuant to N.J.S.A. 40:53-2, an official newspaper must be widely circulated within the Township and must be published within Warren County; and

**WHEREAS**, there is no newspaper that meets such criteria; and

**WHEREAS**, *The New Jersey Herald* appears to be the newspaper that included the most significant coverage of issues affecting Knowlton Township residents and is widely shared on social media; and

**WHEREAS**, upon information and belief, *The New Jersey Herald* is widely circulated in the Township; and

**WHEREAS**, *The New Jersey Herald* is published in the Town of Newton, Sussex County, New Jersey, and is, therefore the newspaper that is published at a location closest to the Township within the state of New Jersey; and

**WHEREAS**, the Township acknowledges that publication of notices in *The New Jersey Herald* would effectuate the purposes of the LPCL, MLUL, and OPMA of notifying the public and ensuring transparency in government processes, and would effectuate and purposes regarding utilizing local New Jersey businesses; and

**WHEREAS**, the Township Committee believes it is in the best interests of the public to designate *The New Jersey Herald* as the official newspapers of the Township; and

**WHEREAS**, in order to continue the Township Committee’s commitment to transparency, all resolutions and ordinances considered by the Township Committee shall continue to be published on the Township’s official website.

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

1. *The New Jersey Herald* is hereby designated as the official newspaper of the Township of Knowlton.
2. All public notices required to be published by the Township of Knowlton shall be published in *The New Jersey Herald*.
3. *If there is a need to publish in two newspapers. The Express Times, Thursday, Warren County, NJ Zoned edition is hereby designated as the 2<sup>nd</sup> official newspaper of the Township of Knowlton*
4. Additionally, all public notices required to be published by the Township of Knowlton shall be posted on the Township’s website.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-08 Resolution Approving Waiver Of Permit Fees For Knowlton Township Non-Profit Organizations

**WHEREAS**, the Ordinances of the Township of Knowlton impose fees for certain permits and applications which must be filed in conjunction with public events; and,

**WHEREAS**, the Knowlton Township non-profit organizations provide significant benefit to the citizens of Knowlton Township;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Knowlton Township Committee that the Township of Knowlton does hereby waive all Township fees pertaining to permits and applications that can be waived under present laws for the aforementioned nonprofit groups.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-09 Resolution Establishing The Rules Of Order For The Conduct Of Committee Meetings

**BE IT RESOLVED**, the governing body of the Township of Knowlton, does hereby adopt Rules of Order for the Conduct of Committee meetings:

1. Manner of Addressing Committee/Public Comment - Time Limit (3 minutes per person when appropriate)
2. Roll Call Vote
3. Order of Business

The business of the Committee shall be taken for consideration in the following  
Order except as may be otherwise offered by the Mayor or Committee:

Call to Order

Salute to the Flag

Reading of the Open Public Meetings Act

Moment of Reflection

Roll Call

Presentations

Public Comment

Department Reports

Ordinances

Consent Agenda

Resolutions

Old Business

New Business

Correspondence

Approval of Minutes

Public Comment

Adjournment

Executive sessions shall be held at 7:00 pm, prior to the public portion of the meeting. Where additional time is needed to complete an executive session, it shall be reconvened upon completion of the consent agenda, resolutions, or public comment section as stated on the meeting agenda. If necessary, Executive Sessions may be held at the adjournment of the meetings.

Those items on the agenda which are considered routine and non-controversial by the Municipal Clerk such as resolutions, departmental reports, or necessary action motions by the Committee shall be listed on a consent agenda and will be approved by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

At the commencement of all regularly scheduled meetings, the Mayor will announce publicly and shall cause to be entered upon the minutes of the meeting an accurate statement, substantially as follows:

“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. Please be advised that this meeting is being recorded.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

#### 2024-10 Resolution Designating A Cash Management Plan

**WHEREAS**, P.L.1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.40A:5-2 was amended to require that each municipality designate a Cash Management Plan for the deposit of the local unit’s monies;

**THEREFORE, BE IT RESOLVED**, that the following Cash Management Plan be adopted by the Township of Knowlton:

A. Designation of Official Depositories to be as follows:

1. FIRST HOPE BANK
2. NEW JERSEY CASH MANAGEMENT PLAN
3. ANY OTHER BANKING INSTITUTIONS IN WARREN COUNTY UNDER THE DIRECTION OF THE CHIEF FINANCIAL OFFICER

B. Designated Official Depositories are required to submit to the Chief Financial Officer of the Township of Knowlton, a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st each year.

C. Designated Official Depositories are required to submit to the Chief Financial Officer a copy of the institution’s “Annual Report” on an annual basis.

D. Deposit of Funds:

1. All funds shall be deposited within forty-eight (48) hours of receipt in accordance with state statute.
2. Operating funds shall be deposited into an interest-bearing account to maximize interest earnings.
3. Trust Funds may be deposited into interest bearing accounts. Noninterest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws or local ordinance prohibit the earning of interest on such funds.

E. Designation of Allowable Investment Instruments:

1. The Township may permit deposits and investments in such depositories as permitted in Section 4 of P.L.1970 Chapter 236 (C17:9-44).

F. Definition of Acceptable Collateral and Protection of Township Assets:

1. All designated depositories must conform to all applicable State statutes concerning depositories of public funds.
2. All depositories shall obtain the highest amount possible of F.D.I.C. and/or F.S.L.I.C. coverage of all Township assets (Demand and Certificate of Deposit).
3. Collateral will be required for all deposits and investments of the Township, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100% of all deposits and investments.

#### G. Reporting Procedures

1. The Chief Financial Officer shall prepare for the Township Committee the following investment reports:

Monthly reporting - A listing of all investments as part of the Chief Financial Officer's monthly report.

A schedule of outstanding investments for the independent auditors as of December 31 each year and at other times as required by the auditors.

#### H. Maximum Maturity Policy

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within provisions of regulations promulgated by either the Federal or State governments.

#### I. Investment Procedures:

Bids for Certificates of Deposit will be solicited of all designated depositories if the amount is \$100,000.00 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member. The depository shall specify the principal amount of the investment bid on interest rates and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the day of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities, and rates. A bid form of the Township may be used.

#### J. Controls:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities, safekeeping, only specifically designated personnel of the Department of Finance shall be allowed to conduct this part of the transactions, and all activity should be subject to immediate written confirmation of the designated depository. The Chief Financial Officer shall review each day's activity.

#### K. Bonding:

The following officials shall be covered by surety bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:



BLANKET UMBRELLA BOND FOR ALL EMPLOYEES

L. Compliance:

The Cash Management Plan of the Township of Knowlton shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-11 Resolution Authorizing Tax Assessor To File Corrective Appeals And Stipulations With The Warren County Board Of Taxation

**WHEREAS**, the Township Committee of the Township of Knowlton had been informed by the tax assessments governing certain property locations within Knowlton Township: and

**WHEREAS**, the Tax Assessor of Knowlton Township has requested the Township Committee authorize him to file corrections of such errors with the Warren County Board of Taxation.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Knowlton that the Tax Assessor be and is hereby authorized to file corrective appeals and stipulations with the Warren County Board of Taxation concerning those properties wherein errors were made; and

**BE IT FURTHER RESOLVED**, that the Tax Assessor send copies of such corrected assessments to the individuals involved; and

**BE IT FURTHER RESOLVED**, that the Township Committee of the Township of Knowlton hereby authorizes the Tax Assessor to file rollback complaints.

A copy of this Resolution shall be forwarded to the Tax Assessor and Warren County Board of Taxation.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-12 A Resolution Authorizing The Assessor And Township Attorney (Or Special Counsel) To File And Prosecute Municipal Tax Appeals And Municipal Roll Back Tax Complaints

**WHEREAS**, the Warren County Tax Board, through its Administrator, has issued rulings requiring that Warren County municipal governing bodies adopt a Resolution or Resolutions as follows:

- a. Allowing the Assessor and Municipal Attorney (or Special Counsel) of any municipality in the County of Warren to file and prosecute tax appeals filed by taxpayers of each municipality;
- b. Allowing the Assessor and Municipal Attorney (or Special Counsel) of any municipality in the county of Warren to file and prosecute roll back tax complaints;

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

Richard J. Motyka as Assessor of the Township of Knowlton or the Municipal Attorney (or Special Counsel) for the Township of Knowlton be authorized to file, prosecute, stipulate, modify, agree upon, and otherwise perform the duties which are required of said Assessor and Attorney in the process of prosecution and/or filing of said municipal tax appeals and said rollback tax complaints.

**BE IT FUTHER RESOLVED**, that a copy of this Resolution shall be forwarded to the Township Attorney and Tax Assessor.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-13 Resolution Designating Authorized Signatures

**BE IT RESOLVED**, by the Township Committee of The Township of Knowlton, that the Mayor and Acting Municipal Clerk Kailene Molion are hereby authorized to execute and deliver agreements between the Municipal Corporation of the Township of Knowlton and any individual or corporation, either public or private;

**BE IT FURTHER RESOLVED**, that the Deputy Mayor has the authorization to sign documents or drafts of the Municipal Corporation in the absence of the Mayor.

**BE IT FURTHER RESOLVED**, that the signature of the Township Committee, the Municipal Clerk and CFO are authorized to sign checks and other drafts of the Township of Knowlton.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-14 Cancel 2022 Balances Less Than \$10.00

**WHEREAS**, when properties have small balances due at year end of less than \$10.00 these small balances unless cancelled must be carried into the following year. The time and expense for both the township to collect and the owners to pay these small amounts far exceeds the individual amounts themselves.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this third day of January 2024, approves the tax collector's request to cancel 2023 balances less than \$10.00.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-15 Resolution Cancel 2023 Overpayments Less Than \$10.00

**WHEREAS**, when overpayments of 2023 taxes occur they must be eliminated by applying them to 2024 taxes, refunding them, or cancelling them. When the amounts are less than \$10.00 per property the cost in time and expense to apply the payments or refund the payments far exceeds the overpayments themselves. The tax collector is requesting approval to cancel these overpayments less than \$10.00.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this third day of January 2023, approves the tax collector's request to cancel 2023 overpayments less than \$10.00.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-16 Resolution Instituting A Fee For Duplicate Tax Sale Certificate

**WHEREAS**, P.L. 1990 was amended and signed into law, allowing municipalities to issue duplicate tax sale certificate at a fee not to exceeded \$100; and

**WHEREAS**, a request had been made from Evan Howell, Certified Tax Collector, to institute a fee for this service;

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Knowlton, County of Warren, New Jersey on this fourth day of January 2024, that a fee of \$100 be instituted for the issuance of a duplicate tax sale certificate.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-17 Resolution Authorizing Pre-Payment of Certain Bills For 2024

**WHEREAS**, the Township of Knowlton has budgeted funds for payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and for the advertising, printing and mailing costs of the Township; and,

**WHEREAS**, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

**WHEREAS**, the Township's Chief Financial Officer and Township Attorney have advised that the governing body may provide for the pre-payment of these items, so that they may be paid in a timely manner without penalty.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Committee of the Township of Knowlton, Warren County, State of New Jersey that the Chief Financial Officer be and is hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.).
2. Township payroll and payroll agencies.
3. Debt service as evidenced by pre-authorized bonds and/or notes.
4. Health, dental and other insurance premiums and/or claims.
5. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
6. Bills pertaining to the advertising, printing, and mailing costs of the Township.
7. Third party fees collected through pre-authorized credit/debit card processing.
8. Bills where vendor discounts are granted for timely payment. (Example 2% discount for payments made within 10 days.) Maximum dollar amount allowed is \$20,000.
9. Inter-fund Obligations
10. Purchase of Investments

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-18 Resolution Authorizing Imposition Of Additional Penalties For Tax Delinquencies In Excess Of Ten Thousand Dollars And Setting Interest Rates For Delinquent Taxes

**BE IT RESOLVED** that pursuant to R.S.54:4-67, the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, hereby fixes the rate of interest to be charged on delinquent taxes for the calendar

year 2023 at the rate of Eight (8%) percent per annum on the first \$1500.00 of delinquency and Eighteen (18%) per annum on any amount in excess of \$1500.00 of delinquency.

**BE IT FURTHER RESOLVED**, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

**BE IT FURTHER RESOLVED**, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year shall be so charged an additional rate of interest of Six (6%) percent against the delinquency.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-19 Resolution Appointing Karen Lance As Temporary Tax Collector

**WHEREAS**, a vacancy exists in the Township of Knowlton for the position of a Temporary Tax collector;  
and

**WHEREAS**, the Township committee recommends hiring Karen Lance to the position of Temporary Tax Collector starting January 1, 2024; and

**WHEREAS**, Karen Lance, as Temporary Tax Collector, will be paid a salary of \$20,000 pro rated starting January 1<sup>st</sup>, 2024 ; and

**WHEREAS**, the Mayor and Committee of the Township of Knowlton have determined that it is in the best interest of the Township of Knowlton to appoint Karen Lance as Temporary Tax Collector; and

**WHEREAS**, the Chief Financial Officer has certified that funding is available to cover the cost of the position.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Committee of the Township of Knowlton, County of Warren, State of New Jersey, that Karen Lance is hereby appointed to the position of a Temporary Tax Collector effective January 1<sup>st</sup>, 2024.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

2024-20 Resolution Appointing Risk Management Consultant

**WHEREAS**, Knowlton Township (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

**WHEREAS**, the "Fund" has requested its members to appoint individuals or entities to that position; and

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of "Local Unit," in the County of Warren and State of New Jersey, as follows:

1. Knowlton Township hereby appoints Sharon Cooper its local Risk Management Consultant.

The Acting Clerk (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2024 in the form attached hereto.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

#### 2024-21 Resolution Appointing Fund Commissioner

**WHEREAS**, Knowlton Township is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

**WHEREAS**, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township of Knowlton that Debra Shipps is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2024**; and

**BE IT FURTHER RESOLVED** that Kailene Molion is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2024**; and

**BE IT FURTHER RESOLVED** that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

#### 2024-22 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. "Biometric Time Clock Policy," shall be updated in accordance with the attached exhibit.
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.

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

#### **MAYOR APPOINTMENTS**

##### **Land Use Board**

James Mazza  
Rene Mathez

1-year term, expiring on 12/31/2024, Class I  
1-year term, expiring on 12/31/2024, Class II

Clayton Taylor  
Tom Drake

4-year term, expiring on 12/31/2028 Class IV  
2-year term, expiring on 12/31/2025, Alt # 1

**Motion made by Shipps, second by Cuntala and approved by Roll Call Vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-absent, Shipps-yes**

**New Business:**

Committee Liaison Assignments

Subcommittee chair and alternates were assigned throughout each committee member.

**Public Comment:**

No Public Comment

**Adjournment**

**Motion made by Shipps, second by Cuntala and carried to adjourn tonight's meeting at 6:30 pm.**