

**TOWNSHIP OF KNOWLTON**  
**COUNTY OF WARREN, STATE OF NEW JERSEY**  
**TOWNSHIP COMMITTEE MEETING**  
**August 12, 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 7:00 p.m. by Mayor Shipps. Mayor Shipps led the public in the Pledge of Allegiance.

Mayor Shipps 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, Van Horn-yes, Shipps—yes**

**PUBLIC COMMENT- Limited To 20 Minutes With 3 Minutes Per Member Of The Public**

Mr. Dennis Melilo spoke on behalf of the Knowlton Township Historic Commission regarding a voucher for a historic website. Mayor Shipps states a voucher was submitted at a previous meeting for the website which was denied by the committee. The committee offered for KTHC to utilize the Township website. Mayor Shipps discusses OPRA and record retention of emails if the Township should approve payment of the website. Attorney Tara St. Angelo suggested all emails be forwarded to the Township, so records can be maintained.

Mr. Hal Bromm discussed the mobile station on Route 46. The applicant has failed to carry out the conditions of the Land Use Boards resolution. Mr. Bromm reached out to the Township zoning officer Mr. Boesze but has not received a call back. Attorney Tara St. Angelo states Mr. Boesze may not be the one doing the inspection, but it would be up the Township engineer. Ms. St. Angelo will follow up with Mr. Boesze and the Township engineer.

Committeeman Mike Bates gave an update on FEMA and Ramsayburg. Mr. Bates is finishing up the closeout process to receiving funds. Everything has been covered expect the fencing portion of Ramsaysburg.

Ms. Mary Ann McKinney addresses the committee regarding gypsy moths which have taken over her oak trees. Ms. McKinney reached out the State agriculture department and she was advised that the Township needed to request an egg mass survey to be done in order for any spraying to start. Mayor Shipps advised Ms. McKinney the Township has requested the survey in the past and will reach out to set up a new survey be done.

Ms. Veronica Mondrino addressed the committee regarding an airstrip on a neighboring property that is being used. The airstrip is located on two properties that have been combined which resides on Mt. Pleasant Rd and Wishing Well Rd. Ms. Mondrino asked who is in charge of the airstrip if the Township is not. Committeeman Bates advised the FAA would be responsible for certifying the airstrip.

Mr. Bob McNinch addressed the closing a portion of the Paulins Kill Trail under the bridge on Route 46. Mayor Shipps states she spoke with NJDOT and they are unable to maintain a trail while under construction due to the flooding. NJDOT is planning to have the trail back open by 2025.

**EXECUTIVE SESSION**

**2024-75 Resolution Authorizing Executive Session**

**Motion by Shipps, Second by Cuntala and carried to go into executive session at 7:40 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. Personnel

**BE IT FURTHER RESOLVED** that the Mayor and Township Committee hereby declare that their discussion of the subject (s) identified above may be made public at a time when the Township Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Mayor and Township Committee, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

**Motion by Shipp, Second by Cuntala and carried to come out of executive session at 8:20 p.m.**

**DEPARTMENT REPORT**

Transportation: I80-611-Amtrak

Ms. Tara Mezzanotte updated the committee. 611 should be open with one lane by October. Federal highways Pennsylvania has the lead for coordinating a meeting with local officials to give an update on the retaining wall.

Fire Chief Alex Weber from Knowlton Fire and Rescue gave report. One of the engines is currently in the shop for repairs. It appears to be an electrical issue with the engine. This engine is to be replaced in 2025 as discuss with the committee. Committeeman Bates advised moving forward with replacing this engine sooner rather than later.

**ORDINANCES**

**INTRODUCTION**

2024-04 An Ordinance Adding Chapter 170 to the Knowlton Township Code, Entitled “Tree Removal and Replacement”

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; and

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

WHEREAS, trees play a critical, often overlooked, role in the water cycle and in the mitigation of stormwater runoff issues such as soil erosion, pollutant reduction, infiltration, quantity reduction, and thermal effects; and

WHEREAS, the 2023 Tier A MS4 permit renewal requires permittees (such as the Township) to, at a minimum, adopt and enforce a community-wide ordinance to control tree removal and replacement for all types of properties where the municipality has jurisdiction.

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 170, of the Code of the Township of Knowlton, entitled “Tree Removal and Replacement” is hereby added as follows:

§170-1. Purpose. This ordinance establishes requirements for tree removal and replacement in Knowlton Township to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

§170-2. 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 ordinance clearly demonstrates a different meaning. When consistent 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 use of the word "shall" means the requirement is always mandatory and not merely directory.

- A. “Applicant” means any “person”, as defined below, who applies for approval to remove trees regulated under this ordinance.
- B. “Critical Root Radius (CRR)” – means the zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter (in inches) at breast height (DBH) of the tree by 1.5 feet/inch. For example: a tree with a 6” DBH would have a CRR = 6 inches x 1.5 feet/inch = 9 feet.
- C. “Diameter at Breast Height (DBH)” means the diameter of the trunk of a mature tree generally measured at a point four and a half feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 ½ foot height, the DBH shall be measured at the highest point before any division.
- D. “Hazard Tree” means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees.
  - 1. Has an infectious disease or insect infestation;
  - 2. Is dead or dying;
  - 3. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;
  - 4. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.);  
or
  - ~~5. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist or Licensed Tree Expert (LTE).~~

6. Is an obvious threat to public health, safety, and/or welfare OR certified as such by an arborist. Replace 5 above.
- E. “Invasive Species” An alien species whose introduction does or is likely to cause economic or environmental harm or harm to human health.
- F. “Person” means any individual, resident, corporation, utility, company, partnership, firm, or association.
- G. “Planting strip” means the part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.
- H. “Resident” means an individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this ordinance is removed or proposed to be removed.
- I. “Street Tree” means a tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.
- J. “Tree” means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.
- K. “Tree Caliper” means the diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees whose caliper exceeds four (4) inches, the measurement is taken twelve (12) inches above the soil line.
- L. “Tree removal” means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.
- M. “Tree Survey” means an aerial photograph or survey at a minimum scale of one inch equals 200 feet or a drawing to scale, which provides the following information: location of all trees or forested areas, the common name of all trees, the average diameter breast height, and indication of trees proposed to be removed, and the location of any proposed tree replacements.

§170-3. Regulated Activities

**A.** Application. Any person planning to remove a street tree, as defined by the term “Tree removal” in §170-2 above, with DBH of 2.5” or more, or any non-street tree with DBH of 6” or more on their property shall submit a Tree Removal Application, to the Township Clerk. For the removal of five or more trees, a tree survey, as defined in §170-2 above, shall be submitted as part of the application. No tree shall be removed until the Township Committee has reviewed and approved the removal. Does the TC really want to make this determination?

**B.** Development Applications before the Land Use Board. In the case of an application for development for major or minor site plan, major or minor subdivision, or a variance that may involve tree removal regulated by this ordinance, no separate application shall be filed and no separate fee shall be required in addition to the fees charged for the application for development. The application for development shall include the following information at a scale sufficient to enable the determination of matters required under these regulations:

- a. The shape and dimensions of the lot or parcel, together with the existing and proposed locations of structures and improvements, if any.
- b. Locations of all forest ~~types~~ trees which are subject to this chapter, identified by common or botanical name. (Trees proposed to remain, to be transplanted or to be removed shall be identified.)
- c. A statement showing how trees not proposed for removal are to be protected during land clearing and construction, i.e., a protective barrier as defined herein.
- d. Locations and dimensions of all setbacks and easements required by the Zoning Ordinance<sup>u</sup> of the Township.
- e. Statements as to grade changes proposed for the lot or parcel and how such changes will affect these regulations.
- f. Any proposed tree replacement.
- g. All trees to be retained shall also be identified by some method, such as painting, flagging, etc., prior to field inspection. (Where protective barriers are necessary to prevent damage to a tree that is not to be removed, such barriers shall be erected before work starts.)

**C.** Fee. Applicants will be subject to an application fee as per the Table below.

One (1) to Five (5) Trees	\$50.00
Six (6) trees or more	\$10.00 per tree

**D.** Tree Replacement Requirements

1. Any person who removes one or more street tree(s) with a DBH of 2.5” or more, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.
2. The original first sentence in this paragraph is really confusing. I would suggest instead: Any person who removes one or more trees per acre having a DNBH of 6” or more, unless otherwise exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table. ~~Any person, who removes one or more tree(s) with a DBH of 6” or more per acre, unless otherwise detailed under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table.~~

The species type and diversity of replacement trees shall be in accordance with Appendix A (*insert municipality provided tree list as Appendix A of this ordinance*). *[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall not be used as replacement trees. This list will be included as “Appendix A”. It is permissible for a municipality to include a procedure for*

*approval of a tree not on the approved list. The list shall also contain approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]*

3. Replacement tree(s) shall:

- a. Be replaced in kind with a tree that has an equal or greater DBH than tree removed or meets the Tree Replacement Criteria in the table below;
- b. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the municipality;
- c. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
- d. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.

4. Tree Replacement Requirements Table:

Category	Tree Removed (DBH)	Tree Replacement Criteria (See Appendix A)
1	DBH of 2.5" (for street trees) or 6" (for non-street trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed
2	DBH of 13" to 22.99"	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed
3	DBH of 23" to 32.99"	Replant 3 trees with minimum tree calipers of 1.5" for each tree removed
4	DBH of 33" or greater	Replant 4 trees with minimum tree calipers of 1.5" for each tree removed

5. Replacement Trees must be on the list of trees native to Warren County created by the Native Plant Society of NJ.

Table of Permitted Replacement Tree Species and Planting Standards

Tree Species	Planting Season	Planting Procedure
See Appendix A or <a href="https://npsnj.org/native-plants/plant-lists/">https://npsnj.org/native-plants/plant-lists/</a>  From the Native Plant Society of NJ. See list for Warren County	Spring Planting: Mid-March to End of April;  Fall Planting: Mid-September to Early November;	Trees must have a healthy root system and be well-shaped, healthy, vigorous stock free of disease, insects, eggs, larvae, and defects such as knots, sunscald, injuries, abrasion, and disfigurement. Trees must be maintained for a period of 18 months from planting by pruning, cultivating, watering, weeding, fertilizing, resotring,

	Or as directed by an arborist.	planting saucers, tightening and repairing stakes and guy supports and resetting to proper grades or vertical position, as required to establish healthy, viable plantings. Damaged tree wrappings must be restored or replaced as needed.
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**E. Replacement Alternatives:**

1. If the Township Committee determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
  - a. Plant replacement trees in a separate area(s) approved by the Township Committee.
  - b. Pay a fee of \$100 per tree removed. This fee shall be placed into a fund dedicated to tree planting and continued maintenance of the trees.

**§170-4. Exemptions.** All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided, in writing, to the Township Committee by all persons claiming an exemption. "Property justification," within the discretion of the Township Committee or Land Use Board (as applicable) shall be in the form of photographs, proposals from licensed tree removal companies, or statements from a licensed tree expert or arborist.

- A. Residents who remove less than four (4) trees per acre that fall into category 1, 2, or 3 of the Tree Replacement Requirements Table within a five-year period. The number of trees removed is a rolling count across a five-year period. For example, if 3 trees from category 1 are removed in July 2023, the 'count' resets to zero in July 2028. However, if 1 tree from category 1 is removed in July 2023 and another in July of 2025 the first tree will come off the count in July 2028 and the second in July 2030.
- B. Tree farms in active operation, nurseries, fruit orchards, and garden centers;
- C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality;
- D. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.
- E. Any trees removed pursuant to a New Jersey Department of Environmental Protection (NJDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or NJDEP **approved** habitat enhancement plan;
- F. Approved game management practices, as recommended by the State of New Jersey Department of Environmental Protection, Division of Fish, Game and Wildlife;
- G. Hazard trees may be removed with no fee or replacement requirement.

- H. Tree removal conducted consistent with a development application reviewed and approved by the Township Land Use Board.
- I. Removal of invasive species such as Tree-of-Heaven (*Ailanthus altissima*), Callery pear (*Pyrus calleryana*) and others. (a full list of invasive New Jersey trees can be found, as per NJDEP recommendation, on the New Jersey Invasive Species Strike Team Website: [https://www.fohvos.info/wp-content/uploads/2024\\_Strike\\_Team\\_Do\\_Not\\_Plant\\_List\\_Common\\_Name\\_Sort\\_2024\\_04\\_29.pdf](https://www.fohvos.info/wp-content/uploads/2024_Strike_Team_Do_Not_Plant_List_Common_Name_Sort_2024_04_29.pdf))  
We may want to provide a list instead of a website.

**SECTION 2.** Attachments 2-9 to Chapter 11, which are checklists to minor and major site plan, minor and major subdivision, variances, general development plans are here amended to add the following requirement:

If tree removal is proposed, the site plans just reflect all requirements set forth in the Township’s Tree Removal Ordinance, specifically §170-3(B).

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

2024-06 An Ordinance Amending Chapter 11 Land Development – Other Fees And Charges To Include Cell Tower Review Escrow

**WHEREAS**, the Knowlton Township Mayor and Committee desire to add a Cell Tower Review Escrow Requirement.

**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.** Table IV-1 Fee Schedule of Knowlton Township Code Section 11-144, entitled “Fee Schedule,” is hereby amended to add the following:

<b>Other Fees and Charges</b>	<b>Filing Fee</b>	<b>Additional Late Filing Fee</b>
Cell Tower Review Escrow	\$500.00	None

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

**RESOLUTIONS**

2024-76 Resolution Authorizing The Tax Collector To Credit Interest Paid To Taxes Due And Waiving Interest As Necessary (Block 48, Lot 25.02)

**WHEREAS**, the owner of property identified on the Tax Maps of the Township of Knowlton (the "Township") as Block 48, Lot 25.02 (the "Property") mailed a check to the Township for payment of 2021 fourth quarter taxes on the Property; and

**WHEREAS**, such check was lost in the mail and not received by the Township; and

**WHEREAS**, since such time, the owner of the Property has timely paid all taxes due; and

**WHEREAS**, the Township Committee desires apply any interest payments made by the Property Owner to taxes due and waive any accrued and unpaid interest.

**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 Tax Collector is hereby authorized to execute a credit to property taxes due in the amount of any accrued interest paid and waive any unpaid interest on taxes for Block 48, Lot 25.02.
2. 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-yes, Shipps yes**

2024-77 Extension Of 3rd Quarter Property Tax Due Date

**WHEREAS**, the Certification of the Tax Rate by the County Tax Board from the NJDCA was delayed; and

**WHEREAS**, N.J.S.A. 54:4-64(4) states: Notwithstanding the provisions of any law to the contrary, the third installment of current year taxes shall not be subject to interest until the later of August 1, the additional interest-free period authorized pursuant to R.S.54:4-67, or the twenty-fifth calendar day after the date that the tax bill for the third installment was mailed or otherwise delivered. Any payment received after the later of August 1, the additional interest-free period authorized pursuant to R.S.54:4-67, or the twenty-fifth calendar day after the date that the tax bill for the third installment was mailed or otherwise delivered may be charged interest back to August 1. The tax bill shall contain a notice specifying the date on which interest may begin to accrue.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Knowlton, in the County of Warren and in State of New Jersey hereby authorizes that the third quarter property tax grace period shall be extended to September 10, 2024.

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

2024-78 Small Balances Cancellation

**WHEREAS**, the Township of Knowlton has, from time to time, certain minimal tax overpayments and delinquencies; and

**WHEREAS**, P.L. 1996, Chapter 113 amended P.L. 1983, Chapter 568 allows for cancellation of a refund or delinquency of less than ten dollars (\$10.00).

**NOW, THEREFORE, BE IT RESOLVED** by the Committee of the Township of Knowlton in the County of Warren and in the State of New Jersey that the Tax Collector is hereby authorized to cancel tax overpayments or tax delinquencies of less than ten dollars (\$10.00) that occur during the current year.

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

2024-79 Resolution To Authorize Electronic Tax Sale

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services, and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales, and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

**WHEREAS**, the Township of Knowlton wishes to participate in an electronic tax sale.

**WHEREAS**, the CFO shall be hereby authorized to sign the Agreement for Electronic Tax Lien Certificate Sale Services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Committee of the Township of Knowlton, in the County of Warren and State of New Jersey, that the Tax Collector is hereby authorized to participate in an electronic tax sale and submit same to the Director of the Division of Local Government Services if necessary and the Township Tax Collector is hereby authorized to sign a contract for the Electronic Tax Sale with RealAuction.

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

2024-80 Cancellation And Refund Of Taxes -Veterans Exemption

**WHEREAS**, pursuant to NJSA 54:4-3.30 et seq. a full property tax exemption shall be granted to eligible 100% disabled veterans; and

**WHEREAS**, a claim form D.V.S.S.E. has been filed with the Tax Assessor; and

**WHEREAS**, certification of 100% disability has been received from the US Department of Veterans Affairs with the effective date of disability as June 14, 2024; and

**WHEREAS**, an exemption has been granted on this property as of the effective date of June 14, 2024;

**NOW THEREFORE BE IT RESOLVED** by the Knowlton Township Committee in the County of Warren, State of New Jersey that a full property tax exemption shall apply to the owner of Block 31 Lot 16.04 with the effective date beginning June 14, 2024 and taxes shall be cancelled as follows:

<u>Block</u>	<u>Lot</u>	<u>Issued To:</u>	<u>Year-Qtr.</u>	<u>Amount</u>
31	16.04	Phillip Masker	2024-2	\$2,775.79

**NOW THEREFORE BE IT FURTHER RESOLVED** by the Knowlton Township Committee in the County of Warren, State of New Jersey that a refund of property tax shall be made to the owner of Block 31 Lot 16.04 from the date of application, as follows:

<u>Block</u>	<u>Lot</u>	<u>Issued To:</u>	<u>Year-Qtr.</u>	<u>Amount</u>
31	16.04	Phillip Masker	2024-2	\$590.24

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

2024-81 Resolution Approving The Issuance Of Raffles License RA#24-02 -to Knowlton Township Fire And Rescue To Conduct a Raffle On August 24, 2024

**WHEREAS**, Knowlton Township Fire and Rescue has applied for raffles licenses to conduct a raffle on August 24, 2024 located at 4 Roy Ace Street, Delaware, NJ consisting of New Jersey Legalized Games of Chance Control Commission applications RA#23-05 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#24-02 to the Knowlton Township Fire and Rescue.

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

2024-82 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 Cuntala and approved by roll call vote:  
Bates-yes, Cuntala-yes, Mazza-yes, Van Horn-yes, Shipps yes**

2024-83 Governing Body Certification Of The Annual Audit

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2023 has been filed by a Registered Municipal Accountant with the *Municipal Clerk* pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, N.J.S.A. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit containing the auditor's findings, comments, and recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit containing the auditor's findings, comments, and recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A. 52:27BB-52, to wit:

N.J.S.A. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars

(\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the *Council* of the *TOWNSHIP of KNOWLTON*, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON *August 12, 2024*.

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

2024-84 Resolution Approving The Corrective Action Plan For The Fiscal Year Ending December 31, 2023

**WHEREAS**, N.J.S.A. 40-A:5-4 requires the governing body of every local unit to cause an annual audit of its books, accounts and financial transactions to be made and completed within six months after the close of its fiscal year; and

**WHEREAS**, the audit for fiscal year ending December 31, 2023 was present to the governing body on August 12, 2024; and

**WHEREAS**, the Corrective Actions Plan shall cover all findings and recommendations, including state, federal, and general or financial statement findings in the audit report; and

**WHEREAS**, the Chief Financial Officer shall prepare said Corrective Action Plan with the assistance from other officials affected by the audit recommendations; and

**WHEREAS**, the Corrective Actions plan must be approved by the governing body of the local unit and is to be submitted to the Division of Local Government Services no later than sixty days from the receipt of the audit report; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Committee of the Township of Knowlton, County of Warren, and State of New Jersey that the Corrective Action Plan for fiscal year ended December 31, 2023 is hereby approved

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

### **NEW BUSINESS**

Municipal Building Security Cameras

Acting Clerk Molion advised that the security system with CSI is unable to be remotely turned off as Committeeman Van Horn requested. Acting Clerk Molion stated there was a recent incident at the municipal building and the cameras were very blurry. The committee agreed to move forward with replacing the cameras as quoted for \$1250.00.

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

Colliers Engineering

The committee discussed an invoice received from Collier Engineering. Attorney Tara St. Angelo states some aspects of COAH require engineering and Collier has been assisting. Ms. St. Angelo suggested getting a service agreement in place with Colliers engineering.

### **MEETING MINUTES**

July 8<sup>th</sup> Public Session Meeting Minutes

**Motion made by Shipps, second by Cuntala and approved by roll call vote:**

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

July 8<sup>th</sup> Executive Session Meeting Minutes

**Motion made by Shipps, second by Cuntala and approved by roll call vote:**

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

**PUBLIC COMMENT- AGENDA ITEMS**

Mayor Shipps advised Sargent Ramirez from the NJSP will look into getting additional patrol on Decatur Street regarding truck traffic. Sargent Ramirez will also be looking into doing the speed study on Koeck Road instead of an engineering company.

Sam from the Travel Centers of America is requesting a letter of approval to put additional signage for the NJDOT. The committee agreed to draft the letter for Mayor Shipps to sign.

Mayor Shipps states there are dead trees along Tunnel Field that needs to be removed. 3 quotes were received for the committee's approval. Murphy's Tree Service is \$1600 per day for 3 days of work. Arborcare is \$12,000 for 3 days of work and Hawk Mountain is \$1800. The committee agreed to move forward with Murphy's Tree Company.

Mayor Shipps and Acting Clerk Molion sat in on a call with the County regarding better internet for Townships. The County is applying for a grant for broadband infrastructure which Knowlton Township qualifies for.

**ADJOURNMENT**

**Motion made by Shipps, second by Cuntala and carried to adjourn tonight's meeting at 11:00 pm**