

**TOWNSHIP OF KNOWLTON
COUNTY OF WARREN, STATE OF NEW JERSEY
ANNUAL REORGANIZATION MEETING
JANUARY 6, 2025**

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 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: Baley-yes, Bates--yes, Mazza—yes, Shipps—yes, Van Horn—yes

Swearing in of Township Committee Members – Matthew Baley

Acting Clerk Pierson administered the oath of office

Nomination & Swearing in of Mayor

Motion to appoint Debra Shipps by Baley, second by Shipps and motion failed by roll call vote.

Roll call: Baley-yes, Bates-no, Mazza-no, Shipps-yes, Van Horn-no

Motion to appoint Frank Van Horn by Bates, second by Mazza and approved by roll call vote:

Roll call: Baley-no, Bates-yes, Mazza-yes, Shipps-no, Van Horn-yes

Acting Clerk Pierson administered the oath of office.

At this time the remainder of the meeting is turned over to the Mayor.

Nomination and Swearing in of Deputy Mayor

Motion to appoint Debra Shipps by Mazza, Second by Baley

Committeewoman Shipps declined the nomination

Motion to appoint James Mazza by Van Horn, second by Bates and approved by roll call vote:

Roll call: Baley-yes, Bates-yes, Mazza-yes, Shipps-yes, Van Horn-yes

Acting Clerk Pierson administered the oath of office.

CONSENT AGENDA

2025-01 A Resolution Adopting the Annual Meeting Calendar for 2025

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 2025:

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 6, 2024 Reorg. 7 pm

Monday

January 13, 2025

Thursday

February 27, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2025

June 2, 2025

July 14, 2025

August 11, 2025

September 8, 2025

No October Monday Meeting

November 10, 2025

December 8, 2025

March 27, 2025

April 24, 2025

May 22, 2025

June 26, 2025

July 24, 2025

August 28, 2025

September 25, 2025

October 23, 2025

No November Thursday Meeting

No December Thursday Meeting

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

Acting Clerk Pierson advised the committee the Primary Election has been moved from June 3rd to June 10th. The meeting room will be set up for elections the night of the Townships Scheduled June 9th meeting. The committee agreed to move the June 9th meeting to June 2nd.

2025-02 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 2025.

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, 2025:

Acting Municipal Clerk	Kailene Pierson	
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	Jennifer Harrington	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	Bonnie Waseleski	
Public Works Manager	Brian Peck	

Public Works Assistant Supervisor	Michael Carpenter	
Public Works Assistant Supervisor	Thomas Steckel	
Public Works Driver/Laborer I	Daniel Pearson	
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	
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***	
Affordable Housing Administrative Agent	Eric Snyder	
Emergency Management Assistant	Kailene Molion	
Municipal Housing Liaison	Kailene Molion	

2025-03 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 sixth day of January 2025 that the following persons be appointed for terms as set forth:

Public Agency Compliance Officer	Kailene Pierson
Qualified Purchasing Agent	Christine Rolef

Knowlton Township Land Use Board

Kathy Cuntala Class III member with a term expiring 12/31/2025 (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

2025-04 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	\$579,545.88
Temporary Wastewater Utility Budget	\$ 85,680.26

2025-05 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 2025; 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:

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

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

2025-06 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 2025 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

2025-07 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 2nd 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.

2025-08 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.

2025-09 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.

2025-10 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.

2025-11 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.

2025-12 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 FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to the Township Attorney and Tax Assessor.

2025-13 Resolution Designating Authorized Signatures

BE IT RESOLVED, by the Township Committee of The Township of Knowlton, that the Mayor and Acting Municipal Clerk Kailene Pierson 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.

2025-14 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 sixth day of January 2025, approves the tax collector's request to cancel 2024 balances less than \$10.00.

2025-15 Resolution Cancel 2023 Overpayments Less Than \$10.00

WHEREAS, when overpayments of 2024 taxes occur they must be eliminated by applying them to 2025 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 sixth day of January 2025, approves the tax collector's request to cancel 2024 overpayments less than \$10.00.

2025-16 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 exceed \$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 sixth day of January 2025, that a fee of \$100 be instituted for the issuance of a duplicate tax sale certificate.

2025-17 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

2025-18 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 by Van Horn, second by Mazza and approved by roll call vote:

Roll call: Baley-yes, Bates-yes, Mazza-yes, Shipps-yes, Van Horn-yes to approve 2025 consent agenda

MAYOR APPOINTMENTS

Land Use Board

James Mazza	1-year term, expiring on 12/31/2025, Class I
Rene Mathez	1-year term, expiring on 12/31/2025, Class II
Matthew Baley	1-year term, expiring on 12/31/2025, Class III
Joe Werner	4-year term, expiring on 12/31/2028 Class IV
Tracey Allen	2-year term (unexpired term). expiring on 12/31/2026 Class IV
Tara Mezzanotte	2-year term, expiring on 12/31/2026 Class IV, Alt. #2

Land Use Board Appointments tabled until January 13th Township Committee meeting.

New Business:

Committee Liaison Assignments

<u>Subcommittee</u>	<u>Chair</u>	<u>Alternate</u>
Board of Education Liaison	Baley	Shipps
Buildings & Grounds	Bates	Van Horn
COAH	Van Horn	Mazza
Communications	Van Horn	Mazza
Department of Public Works	Baley	Shipps
Environmental Commission	Bates	Mazza
Finance Committee	Mazza	Shipps
Fire/Emergency Liaison	Baley	Bates
Grant Committee	Van Horn	Bates
Historic Commission Liaison	Mazza	Bates
Insurance	Mazza	Shipps
Office of Aging	Van Horn	Mazza
Open Space	Bates	Mazza
Personnel	Shipps	Bates
Recreation	Shipps	Baley
Recycling	Van Horn	Mazza
Tourism & Business	Mazza	Van Horn
Wastewater	Mazza	Bates

Cross Acceptance Committee

Tabled until January 13th Township Committee meeting

Public Comment:

Mr. Billy Clifford advised the committee that Autumn Road needs to be paved.

Adjournment

Motion made by Van Horn second by Mazza and carried to adjourns tonight's meeting at 8:30 p.m.