

**KNOWLTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY  
REORGANIZATION MEETING MINUTES  
January 5, 2026**

**CALL TO ORDER:**

The Annual Reorganization Meeting of the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, was called to order by Municipal Clerk Kristin Shipps at 7:00 p.m. in the Municipal Building, Knowlton Township, New Jersey.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance to the Flag was recited.

**OPEN PUBLIC MEETINGS ACT STATEMENT:**

Municipal Clerk Shipps read the following statement:

"Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by posting written notice on the bulletin board in the Municipal Building, by filing such notice with the Municipal Clerk, and by mailing such notice to the Express-Times and Star-Ledger, designated newspapers of the Township."

The meeting was noted as being recorded.

ROLL CALL: Committeeman Matthew Baley, Committeeman Ryan Lembeck, Committeeman Joseph Mazza, Committeewoman Adele Starrs, Committeewoman Debbie Shipps  
Also Present: ~~0000~~ Municipal Clerk Shipps and Township Attorney St. Angelo

**SWEARING IN OF NEWLY ELECTED/REELECTED COMMITTEE MEMBERS:**

Township Attorney St. Angelo administered the Oath of Office to the following Committee Members for three-year terms expiring December 31, 2028:

Ryan Lembeck - Committeeman

Adele Starrs – Committeewoman

**ELECTION AND SWEARING IN OF MAYOR:**

Municipal Clerk Shipps called for nominations for Mayor for the year 2026.

**Motion was made by Committeeman Mazza, seconded by Committeeman Baley, and carried to nominate Debbie Shipps as Mayor for the year 2026.**

Township Attorney St. Angelo administered the Oath of Office to Mayor Debbie Shipps for the year 2026.

Mayor Shipps assumed the Chair and presided over the remainder of the meeting.

**ELECTION AND SWEARING IN OF DEPUTY MAYOR:**

Mayor Shipps called for nominations for Deputy Mayor for the year 2026.

**Motion was made by Mayor Shipps, seconded by Committeeman Mazza, and carried to nominate Matthew Baley as Deputy Mayor for the year 2026.**

Township Attorney St. Angelo administered the Oath of Office to Deputy Mayor Matthew Bailey for the year 2026.

**CONSENT AGENDA:**

2026-01 A Resolution Adopting the Annual Meeting Calendar for 2026.

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 2026:

The regular meetings of the Knowlton Township Committee will be held on the 2nd Monday and the 4th Monday (if necessary). Start time will be 7:00 PM:

**2<sup>nd</sup> Monday**

January 12, 2026  
February 9, 2026  
March 9, 2026  
April 13, 2026  
May 11, 2026  
June 8, 2026  
July 13, 2026  
August 10, 2026  
September 14, 2026  
No Meeting  
November 9, 2026  
December 14, 2026

**4<sup>th</sup> Monday**

January 26, 2026  
February 23, 2026  
March 23, 2026  
April 27, 2026  
No Meeting  
June 22, 2026  
July 27, 2026  
August 24, 2026  
September 28, 2026  
October 26, 2025  
November 23, 2026  
December 28, 2026

\*\*Denotes a change in schedule. Formal action may be taken at all meetings. Executive Sessions may be called by the governing body when appropriate.

**2026-02 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 2026.

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, 2026:

Municipal Clerk	Kristin Shipps
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 Manager	Kailene Pierson
Office Assistant	MaryAnn Gingerelli
Finance Assistant	Doreen Apgar
Recycling Coordinator	JoAnn Fascenelli
Chief Financial Officer	Christine Rolef

Tax Collector	Jennifer Harrington
Assistant Tax Collector	Doreen Apgar
Tax Assessor	Richard Motyka
Code Enforcement /Zoning Officer	George Boesze
Driveway Inspector	George Boesze
Land Use Board Secretary	Doreen Apgar
Animal Control Officer	Bonnie Waseleski
Public Works Assistant Supervisor	Michael Carpenter
Public Works Assistant Supervisor	Thomas Steckel
Public Works Driver/Laborer I	Daniel Pearson
Public Works Driver/Laborer II	Ronald Bellscheidt
Public Works Driver/Laborer III	
Public Works Driver/Laborer-Part Time	
Affordable Housing Administrative Agent	Eric Snyder
Emergency Management Assistant	Kailene Molion
Municipal Housing Liaison	Kailene Molion

**2026-03 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 2026 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  
 Matt Baley Class III member with a term expiring 12/31/2026 (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

**2026-04 Resolution of the Township of Knowlton, County of Warren, and State of New Jersey Approving Temporary Appropriations for the Knowlton Municipal Operating Budget for 2026 and for the Wastewater Utility Budget for 2026.**

WHEREAS, NJSA 40a:4-19 provides that where any contract, commitment or payments are to be made prior to final adoption of the 2026 Municipal Operating Budget and Wastewater Utility Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, 26.25% of the total appropriation in the 2025 Municipal Operating Budget and Wastewater Utility Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is said 2026 Temporary Municipal Operating is the sum of \$579,197.61 and in said 2026 Temporary Wastewater Utility Budget is the sum of \$ 85,601.25.

NOW, THEREFORE BE IT RESOLVED that the following appropriations be made, and that a certified copy of this resolution be transmitted to the Chief Financial Officer for the record.

**2026-05 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 2026; 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 2026 contracts, the following persons be retained for the year:

Township Attorney	Tara St. Angelo, Esq. (Gebhardt & Kiefer)
Township Auditor	John J. Mooney (Nisivoccia)
Bond Council	John Draikiwicz (Gibbons PC)
Township Engineer	Denis Keenan (French & Parrello)
Wastewater Engineer	Stephen E. Donati, P.E. (CP Engineers)

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

**2026-06 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.

**2026-07 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.

**2026-08 Resolution Establishing the Rules of Order for The Conduct of Committee Meetings.**

WHEREAS, the Township Committee of the Township of Knowlton finds it necessary and desirable to establish formal Rules of Order to ensure the orderly, efficient, and transparent conduct of Township Committee meetings; and

WHEREAS, such Rules of Order are intended to promote fairness, efficiency, and compliance with applicable laws, including the Open Public Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, that the following Rules of Order for the conduct of Township Committee meetings are hereby adopted:

**1. Manner of Addressing the Committee / Public Comment**

Public comment shall be conducted in an orderly manner. When appropriate, comments shall be limited to three (3) minutes per person, unless otherwise permitted by the Mayor or presiding officer.

**2. Roll Call Vote**

All official actions of the Township Committee shall be taken by roll call vote, unless otherwise permitted by law.

**3. Order of Business**

The business of the Township Committee shall be conducted in the following order, unless otherwise directed by the Mayor or presiding officer:

1. Call to Order
2. Salute to the Flag
3. Reading of the Open Public Meetings Act Statement
4. Moment of Reflection
5. Roll Call
6. Presentations
7. Public Comment
8. Department Reports
9. Approval of Minutes
10. Ordinances
11. Consent Agenda
12. Resolutions for Discussion
13. Old Business
14. New Business
15. Correspondence
16. Committee Reports
17. Public Comment
18. Adjournment

#### **4. Executive Session**

Executive Sessions shall be held at 7:00 p.m., prior to the public portion of the meeting. If additional time is required, the Executive Session may be reconvened following completion of the Consent Agenda, Resolutions, or Public Comment section, as listed on the meeting agenda. If necessary, Executive Sessions may be held following adjournment of the public meeting, in accordance with law.

#### **5. Consent Agenda**

Agenda items deemed routine and non-controversial by the Municipal Clerk shall be placed on the Consent Agenda and approved by one motion. Any item may be removed for separate discussion upon request of a Committee member.

#### **6. Open Public Meetings Act Statement**

At the commencement of all regularly scheduled meetings, the Mayor shall publicly announce and cause to be entered into the minutes the following statement:

“This meeting of the Knowlton Township Committee is being held in compliance with the Open Public Meetings Act, P.L. 1975, Chapter 231. Notice of all regularly scheduled meetings has

been published in the New Jersey Herald and/or Express-Times and posted in the Municipal Clerk's Office.

Please be advised that this meeting is being recorded.”

### **7. Parliamentary Authority**

Robert's Rules of Order shall serve as the parliamentary authority governing procedure at Township Committee meetings, except where inconsistent with law or these Rules of Order.

### **8. Meeting Minutes**

The minutes of each Township Committee meeting shall become public as soon as they are approved by the Township Committee.

### **2026-09 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.

**2026-10 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.

**2026-11 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.

**2026-12 Resolution Designating Authorized Signatures.**

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

**2026-13 Cancel 2025 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, approves the tax collector's request to cancel 2025 balances less than \$10.00.

**2026-14 Resolution Cancel 2025 Overpayments Less Than \$10.00.**

WHEREAS, when overpayments of 2025 taxes occur they must be eliminated by applying them to 2026 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, approves the tax collector's request to cancel 2025 overpayments less than \$10.00.

**2026-15 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 by the 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, that a fee of \$100 be instituted for the issuance of a duplicate tax sale certificate.

**2026-16 Resolution Authorizing Pre-Payment of Certain Bills For 2026.**

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

**2026-17 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.

**2026-18 Authorization to Enter into Inter-Local Agreement with Blairstown Township for Chief Financial Officer.**

WHEREAS, the Township of Knowlton and the Township of Blairstown have expressed interest in renewing an inter-local agreement for shared Chief Financial Officer services; and

WHEREAS, this agreement shall be effective from January 1, 2026 through December 31, 2028

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Knowlton, County of Warren, State of New Jersey, that an interlocal agreement with the Township of Blairstown for Chief Financial Officer Services is hereby approved and that the Mayor is hereby authorized to sign said interlocal agreement on behalf of Knowlton Township.

**2026-19 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 Acrisure d/b/a Balken Risk Management its local Risk Management Consultant.
2. The 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 2026 in the form attached hereto.

**2026-20 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 2026**; and

BE IT FURTHER RESOLVED that Kristin Shipps is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2026**; 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.

**2026-21 A Resolution to Refund Tax Overpayment.**

WHEREAS the Township Committee authorized the Chief Financial Officer to refund Tax Overpayment to Zachariah Lankowski & Elise Spector for Block 3 Lot 23.02 in the amount of \$2,129.52; and,

WHEREAS it has further been determined that said overpayment was a duplicate payment at closing,

THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Knowlton that the Chief Financial Officer is authorized to issue a check to Zachariah Lankowski & Elise Spector in the amount of \$2,129.52.

**2026-22 Resolution Authorizing the Mayor and Clerk to Execute the Interlocal Services Agreement Between the Pollution Control Financing Authority of Warren County and Township of Knowlton.**

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Committee of the Township of Blairstown, County of Warren, State of New Jersey, do hereby authorize the Mayor and Municipal Clerk to enter into the Interlocal Services Agreement Between the Pollution Control Financing Authority of Warren County and the Township of Knowlton.

BE IT FURTHER RESOLVED that they are authorized to sign and attest on behalf of the township.

**Motion made by Committeeman Mazza, second by Deputy Mayor Baley and approved by roll call vote: Baley—yes, Lembeck—yes, Mazza—yes, Starrs—yes, Shipps—yes January 5, 2026, consent agenda.**

**COMMITTEE LIAISON ASSIGNMENTS FOR 2026:**

Mayor Shipps announced the Committee Liaison Assignments for 2026.

The mayor explained the responsibilities of each subcommittee and the roles of the committee members assigned to them.

**PUBLIC COMMENT:**

Mayor Shipps opened the meeting to public comment.

Michelle St. Andre requested to reserve a room for the first Environmental Commission meeting scheduled for Tuesday, January 20, 2026, at 6:30 p.m. The request was approved with instruction to coordinate with the Land Use Board/building staff for room access.

Heather Reynolds: Raised concern regarding the online tax payment site being malfunctioning/down. The mayor acknowledged the concern.

**ADJOURNMENT:**

**Motion made by Mayor Shipps, second by Deputy Mayor Baley and carried to adjourn tonight's meeting at 7:21 pm.**

Respectfully submitted,

Kristin Shipps, RMC  
Knowlton Township