

**TOWNSHIP OF KNOWLTON**  
**County of Warren, State of New Jersey**

**RESOLUTION 2018-01**

A Resolution Adopting the Annual Meeting Calendar for 2018

**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 2018:

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 unless otherwise marked.

|                             |                              |
|-----------------------------|------------------------------|
| January 4, 2018 Reorg. 7 pm | June 11, 2018                |
| January 8, 2018             | June 28,2018                 |
| January 25, 2018            | July 9, 2018                 |
| February 12, 2018           | July 26, 2018                |
| February 22, 2018           | August 13, 2018              |
| March 12, 2018              | August 23, 2018              |
| March 22, 2018              | September 10, 2018           |
| April 9, 2018               | September 27, 2018           |
| April 26, 2018              | October 25, 2018             |
| May 14, 2018                | *November 13, 2018 (Tuesday) |
| May 24, 2018                | December 10, 2018            |
|                             | December 27, 2018            |

Formal action may be taken at all meetings. Executive Sessions may be called by the governing body when appropriate.

\*Due to the regular meeting dates for November 2018 both falling on a Holiday, the day for this meeting as been changed.

Introduction/Passage: January 4, 2018

Motion

Second-

Cuntala- , McNinch-- , Shipp- , Van Horn- , Starrs-

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Kristin Shipp, Acting Municipal Clerk

**RESOLUTION 2018 – 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 2018.

**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, 2018:

|  |                            |
|--|----------------------------|
| Acting Municipal Clerk                         | Kristin Shipp              |
| Shared Services/Grant Administrator            |                            |
| Assessment Search Officer                      |                            |
| Deputy Clerk                                   | Doreen Apgar               |
| Registrar of Vital Statistics                  | Doreen Apgar               |
| Deputy Registrar of Vital Statistics           | Kristin Shipp              |
| Office Assistant                               |                            |
| Finance Assistant                              | Doreen Apgar               |
| Recycling Coordinator                          | JoAnn Fascenelli           |
| Chief Financial Officer                        | Christine Rolef            |
| Tax Collector                                  | Evan Howell                |
| Tax Search Officer                             | Evan Howell                |
| Assistant Tax Collector                        | Doreen Apgar               |
| Tax Assessor                                   | Richard Motyka             |
| Tax Assessment Assistant                       | Kenna Pearson              |
| <b>Code Enforcement Officer/Zoning Officer</b> | <b>Eric Snyder</b>         |
| Driveway Inspector                             | Ted Rodman                 |
| Fire Official                                  | Glenn Wilson , Jim McAleer |
| Planning Board Secretary                       | Alfia Schemm               |
| Board of Adjustment Secretary                  | Alfia Schemm               |
| Animal Control Officer                         | Alan DeCarolis             |
| <b>*Municipal Judge</b>                        | <b>Dominick Santini</b>    |
| Court Administrator                            | Rosanne McPartland         |
| Deputy Court Administrator                     | Ruth DeGeorge              |
| Alternate Deputy Court Admin.                  | Ann Marie Tracy            |
| Violations Clerk                               |                            |
| Court Attendant                                | Dennis Kelley, Doug Kopen  |
| Public Works Manager                           | Brian Peck                 |
| Public Works Assistant Supervisor              | Thomas Steckel             |
| Public Works Driver/Laborer I                  |                            |
| Public Works Driver/Laborer II                 |                            |
| Public Works Driver/Laborer III                | David Quick                |
| Public Works Driver/Laborer IV                 |                            |
| Public Works Driver/Laborer-Part Time          | Geoff Littlehale           |
| Recreation Director                            | Dennis Lembeck             |

Recreation Laborer  
**Alternate Recreation Laborer**  
Community Service/Clean Comm. Supervisor  
\*\*Emergency Management Coordinator  
911 Coordinator  
Deputy Emergency Management Coordinator  
Emergency Management Assistant

George Trongone  
**Ryan Lembeck**  
Dennis Lembeck, John Sikora  
Frank Makowski  
Frank Makowski  
Frank Van Horn  
Kristin Shipps

\*Shared Municipal Court – Knowlton/Frelinghuysen/Franklin/Blairstown - term expires  
12/31/20

\*\*term expires 12/31/19

Motion:

Second:

Committee Polled: Cuntala - , McNinch- , Shipps- , Van Horn- , Starrs -

Date: January 4, 2018

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Kristin Shipps, Acting Clerk

I hereby certify the foregoing to be a true copy of a resolution adopted by the Township Committee of the Township of Knowlton, Warren County, State of New Jersey at a regular meeting held on January 4, 2018.

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Kristin Shipps, Acting Clerk

## **RESOLUTION 2018-03**

### **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 RESLOVED**, by the Mayor and Committee of the Township of Knowlton, Warren County, New Jersey, on the fourth day of January, 2018 that the following persons be appointed for terms as set forth:

**Public Agency Compliance Office  
Qualified Purchasing Agent**

Kristin Shipps  
Christine Rolef

### **Knowlton Township Planning Board**

Adele Starrs as a Class I with a term expiring 12/31/2018  
Tom Drake as a Class II member with a term expiring 12/31/2018  
Kathy Cuntala as a Class III member with a term expiring 12/31/2018  
Hal Bromm as a Class IV member with a term expiring 12/31/2021  
Dale Glynn as a Class IV member with a term expiring 12/31/2021  
Carla Constantino as Alternate #1 with a term expiring 12/31/2019

### **Knowlton Township Board of Adjustment**

Scott Wunschuh with a term expiring 12/31/2021  
Richard Tillman with a term expiring 12/31/2021  
Nancy O'Neill Alt. #2 with a term expiring 12/31/2019

Dated: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

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Kristin Shipps, Acting Clerk

**RESOLUTION 2018-04**

**Requesting Approval of Items of Revenue and Appropriation  
NJSA 40A:4-87  
(Solid Waste Administration-Clean Communities)**

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton in the County of Warren, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$12,571.19 which is now available from the Solid Waste Administration – Clean Communities.

BE IT FURTHER RESOLVED that the like sum of \$12,571.19 is hereby Appropriated under the caption Clean Communities; and

BE IT FURTHER RESOLVED that the above is the result of funds from the Solid Waste Administration – Clean Communities in the amount of \$12,571.19.

Date: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

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Kristin Shipps, Acting Clerk

**RESOLUTION 2018-05**

**Requesting Approval of Items of Revenue and Appropriation  
NJSA 40A:4-87  
(Warren County Department of Human Services-Council on Alcoholism and Drug  
Abuse Grant-Municipal Alliance)**

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton in the County of Warren, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$4,113.00 which is now available from the Warren County Department of Human Services – Council on Alcoholism and Drug Abuse Grant – Municipal Alliance.

BE IT FURTHER RESOLVED that the like sum of \$4,113.00 is hereby Appropriated under the caption Warren County Department of Human Services – Council on Alcoholism and Drug Abuse Grant – Municipal Alliance; and

BE IT FURTHER RESOLVED that the above is the result of funds from the Warren County Department of Human Services – Council on Alcoholism and Drug Abuse Grant – Municipal Alliance in the amount of \$4,113.00.

Date: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs

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Kristin Shipps, Acting Clerk

**RESOLUTION 2018-06**

**Requesting Approval of Items of Revenue and Appropriation  
NJSA 40A:4-87  
(Warren County Cultural & Heritage Council Arts Grant)**

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Knowlton in the County of Warren, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$2,500.00 which is now available from the Warren County Cultural & Heritage Council Arts Grant.

BE IT FURTHER RESOLVED that the like sum of \$2,500.00 is hereby Appropriated under the caption Warren County Cultural & Heritage Council Arts Grant; and

BE IT FURTHER RESOLVED that the above is the result of funds from the Warren County Cultural & Heritage Council Arts Grant in the amount of \$2,500.00.

Date: January 4, 2018

Motion:

Second:

Roll Call Vote: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- ,Starr--

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Kristin Shipps, Acting Clerk

**RESOLUTION 2018-07**

**RESOLUTION APPROVING TEMPORARY WASTEWATER UTILITY 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.

Temporary Wastewater Utility Budget                      \$ 64,312.50

Introduction/Passage: January 4, 2018

Motion

Second

Roll Call: Cuntala--                      , McNinch--                      , Shipps--                      , Van Horn--                      , Starrs

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Kristin Shipps, Acting Municipal Clerk

I hereby certify the foregoing to be a true copy of a resolution adopted by the Township Committee of the Township of Knowlton, Warren County, State of New Jersey at the annual reorganization meeting held on January 4, 2018.

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Kristin Shipps, Acting Municipal Clerk





**RESOLUTION 2018-09**

**RESOLUTION APPROVING 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.  
January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

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Kristin Shipps, Acting Clerk

**RESOLUTION 2018-10**

**RESOLUTION APPROVING CONSENT AGENDA**

**WHEREAS**, Resolutions 2018-11, 2018-12, 2018-13 ,2018-14, 2018-15, 2018-16, 2018-17, 2018-18, 2018-19, 2018-20, 2018-21, 2018-22 are considered routine, non-controversial and require no individual discussion; and,

**WHEREAS**, if discussion is required on a consent agenda item, it is removed from the consent agenda and placed on the regular agenda.

**THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Knowlton that approval is granted for adoption of the consent agenda items.

Introduction/Passage: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

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Kristin Shipps, Acting Municipal Clerk

I herby certify the foregoing to be a true copy of a resolution adopted by the Township Committee of the Township of Knowlton, Warren County, Sate of New Jersey at the annual reorganization meeting held on January 4, 2018.

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Kristin Shipps, Acting Municipal Clerk

## RESOLUTION 2018-11

### 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 - 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  
Public Comment  
Committee 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:

“Adequate notice of this meeting of the Knowlton Township Committee has been provided in accordance with the Open Public Meeting Act, Chapter 231, P.L.1975. by posting a schedule of

all meetings of the Knowlton Township Committee on the bulletin board in the Municipal Clerk’s

office at the Municipal Building, 628 Rt. 94, Columbia, NJ and Knowlton Township website immediately following its adoption; and, by mailing a copy of this schedule of all meetings of the Knowlton Township Committee for 2017 to those persons requesting same, pursuant to Section 14

of the Open Public Meetings Act, Chapter 231, P.L.1975.

Introduction/Passage: January 4, 2018

Motion:

Second:

Committee Polled: Cuntala -- ,McNinch-- , Shipps -- , Van Horn -- Starrs --

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Kristin Shipps, Acting Municipal Clerk

I hereby certify the foregoing to be a true copy of a resolution adopted by the Township Committee of the Township of Knowlton, Warren County, State of New Jersey at a meeting held on January 4, 2018.

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Kristin Shipps, Acting Municipal Clerk

**RESOLUTION 2018-12**

**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 2018 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:

Second:

Committee Polled: Cuntala -- , McNinch-- , Shipps-- , Van Horn-- , Starrs

Date: January 4, 2018

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Kristin Shipps, Acting Municipal Clerk

I hereby certify the foregoing to be a true copy of a resolution adopted by the Township Committee of the Township of Knowlton, Warren County, State of New Jersey at a meeting held on January 4, 2018.

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Kristin Shipps, Acting Municipal Clerk

## RESOLUTION 2018-13

### 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 moneys;

**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. BANK OF AMERICA
3. NEW JERSEY CASH MANAGEMENT PLAN
4. 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.

Date: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs

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Kristin Shipps, Acting Municipal Clerk

I hereby certify the foregoing to be a true copy of a resolution adopted by the Township Committee of the Township of Knowlton, Warren County, State of New Jersey at a meeting held on January 4, 2018.

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Kristin Shipps, Acting Municipal Clerk  
TOWNSHIP OF KNOWLTON  
County of Warren, State of New Jersey

**RESOLUTION 2018-14**

**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.

Date: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk

CERTIFICATION: I hereby certify that the forgoing is a true copy of a Resolution adopted by the Knowlton Township Committee at the meeting held on January 4, 2018.

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk

**RESOLUTION 2018-15**

**A RESOLUTION AUTHORIZING THE ASSESSOR AND TOWNSHIP ATTORNEY  
(OR SPECIAL COUNSEL) TO FILE AND PROSECUTE MUNICIPAL TAX APPEALS  
AND MUNICIPAL ROLL BACK TAX COMPLAINTS**

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

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

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

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

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

Introduction/Passage: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk

CERTIFICATION: I hereby certify that the forgoing is a true copy of a Resolution adopted by the Knowlton Township Committee at the meeting held on January 4, 2018.

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk  
TOWNSHIP OF KNOWLTON  
COUNTY OF WARREN, STATE OF NEW JERSEY

**RESOLUTION 2018-16**

**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 fourth day of January 2018, that a fee of \$100 be instituted for the issuance of a duplicate tax sale certificate.

Introduction/Passage: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

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Kristin Shipps, Acting Municipal Clerk

CERTIFICATION: I hereby certify that the forgoing is a true copy of a Resolution adopted by the Knowlton Township Committee at the meeting held on January 4, 2018.

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Kristin Shipps, Acting Municipal Clerk

**RESOLUTION 2018-17**

**RESOLUTION DESIGNATING AUTHORIZED SIGNATURES**

**BE IT RESOLVED**, by the Township Committee of The Township Of Knowlton, that the Mayor and Acting Municipal Clerk Kristin Shipps 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;

Date: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

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Kristin Shipps, Acting Municipal Clerk

I hereby certify the foregoing to be a true copy of a resolution adopted by the Township Committee of the Township of Knowlton, Warren County, State of New Jersey at a meeting held on January 4, 2018.

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Kristin Shipps, Acting Municipal Clerk

**RESOLUTION 2018-18**

**CANCEL 2017 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 fourth day of January 2018, approves the tax collector's request to cancel 2017 balances less than \$10.00.

Introduction/Passage: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk

Certification: I hereby certify that the foregoing is a true copy of a Resolution adopted by the Knowlton Township Committee at a meeting held on January 4, 2018.

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk

**RESOLUTION 2018-19**

**RESOLUTION CANCEL 2017 OVERPAYMENTS LESS THAN \$10.00**

**WHEREAS**, when overpayments of 2017 taxes occur they must be eliminated by applying them to 2018 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 fourth day of January 2018, approves the tax collector's request to cancel 2016 overpayments less than \$10.00.

Introduction/Passage: January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk

Certification: I hereby certify that the foregoing is a true copy of a Resolution adopted by the Knowlton Township Committee at a meeting held on January 4, 2018.

\_\_\_\_\_  
Kristin Shipps, Acting Municipal Clerk

**RESOLUTION 2018-20**

**Resolution to Void Checks Greater Than 180 Days Old**

**WHEREAS**, there are outstanding checks that are greater than 180 days old; and

**WHEREAS**, it has been determine that checks greater than 180 should be cancelled and credited back to Current Fund Balance.

**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 above outstanding are void to Current Fund Balance.

January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--

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Kristin Shipps, Acting Clerk



**RESOLUTION 2018-21**

**RESOLUTION DESIGNATING *THE EXPRESS TIMES* AND *THE STAR GAZETTE* AS OFFICIAL NEWSPAPERS 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 designated *The Express Times*, *The Star Gazette*, and *The Star Ledger*, 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**, upon information and belief, *The Express Times* is the most widely circulated newspaper in the Township, but is published out of state in Pennsylvania; and

**WHEREAS**, *The Star Gazette* is published in Hunterdon 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 Express Times* would effectuate the purposes of the LPCL, MLUL, and OPMA of notifying the public and ensuring transparency in government processes; and

**WHEREAS**, the Township Committee acknowledges that the publication of notices in *The Express Times* 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 both *The Express Times* and *The Star Gazette* as the official newspapers of the Township.

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

1. *The Express Times* and *The Star Gazette* are hereby designated as the official newspapers of the Township of Knowlton.
2. All public notices required to be published by the Township of Knowlton shall be published in both *The Express Times* and *The Star Gazette*.
3. Additionally, all public notices required to be published by the Township of Knowlton shall be posted on the Township’s website.

January 4, 2018

Motion:

Second:

Roll Call: Cuntala-- , McNinch-- , Shipp-- , Van Horn-- , Starrs--

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Kristin Shipp, Acting Municipal Clerk

**RESOLUTION 2018-22**

**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.

**Date: January 4, 2018**

**Motion:**

**Second:**

**Roll Call: Cuntala-- , McNinch-- , Shipps-- , Van Horn-- , Starrs--**

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**Kristin Shipps, Acting Municipal Clerk**

**CERTIFICATION: I hereby certify that the foregoing is a true copy of a Resolution adopted by the Knowlton Township Committee at the meeting held on January 4, 2018.**

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**Kristin Shipps, Acting Municipal Clerk**