

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 6 December 2012. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:10 p.m.

Present: Mayor John Inscho; Deputy Mayor John Fisher; Dan Grover, and Peter Karcher

Absent: Ronald Petersen

Also, Present: Roger Skoog, Municipal Attorney; and, Diane M Pflugfelder, Municipal Clerk/Administrator

REPORTS

NEW JERSEY STATE POLICE

A Trooper of the Washington Township Barracks reported the following activity within Liberty Township for the month of November 2012;

- ✓ 10 medical assists
- ✓ 2 motor vehicle accidents
- ✓ 5 motor vehicle stops
- ✓ 1 burglary
- ✓ 1 criminal mischief
- ✓ 1 domestic disputes
- ✓ 1 harassment
- ✓ 2 neighbor dispute
- ✓ 1 thefts
- ✓ 1 verbal dispute
- ✓ He also reported that a new Station Commander would be returning to the Washington Barracks
- ✓ In response to an increase of burglaries within the area, the Trooper requested that neighbors report any suspicious vehicle description and plate number to the NJSP

COMMITTEEPERSON KARCHER

Committeeperson Karcher reported that he is working with Committeeperson Grover on foundation plans for the pavilion site at Mountain Lake Beach site.

DEPARTMENT OF PUBLIC WORKS

Steve Romanowitch, CPWM, presented the following verbal report:

- ✓ Lakeside Drives North and West have been paved
- ✓ Lakeside Drives North, East, South and West are to be striped with epoxy
- ✓ The Municipal Engineer and paving company (Tilcon) are to review a puddle site along Lakeside Drive North
- ✓ Road Salt has been ordered and the tonnage price has reduced from last year
- ✓ The individual completing his community service hours is working out very well

MUNICIPAL CLERK/ADMINISTRATOR

A pre-printed report was received from the Municipal Clerk/Administrator for November 2012 and presented to members of the Township Committee for review.

APPROVAL OF MINUTES

A motion by Dan Grover to adopt the public meeting and executive session minutes of 4 October 2012 carried. John Fisher abstained.

A motion by Dan Grover to adopt the public meeting minutes of 1 November 2012 carried.

A motion by John Inscho to adopt the special meeting minutes of 29 November 2012 carried. Dan Grover abstained.

OLD BUSINESS

ORD. #2012.004 - PUBLIC HEARING - A motion by Dan Grover to open public hearing carried. A motion by Dan Grover to adopt the following resolution carried.

Resolution #2012.073
Adoption of ORD. # 2012.004

WHEREAS, said Ordinance entitled ‘An Ordinance to Amend Chapter 1 of the Municipal Code, General Provision’ was passed on first reading on 1 November 2012; and

WHEREAS, the public hearing of said Ordinance has been held as advertised and is now closed,

BE IT RESOLVED by the township committee of the Township of Liberty, County of Warren and State of New Jersey that the Ordinance entitled ‘An Ordinance to Amend Chapter 1 of the Municipal Code, General Provision’ be passed on second reading and final adoption.

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

ORD. #2012.005 - PUBLIC HEARING - A motion by Pete Karcher to open public hearing carried.

Resolution #2012.074
Adoption of ORD. # 2012.005

WHEREAS, said Ordinance entitled ‘An Ordinance to Provide for Enforcement of the Uniform Fire Code with the Township of Liberty by New Jersey Division of Fire Safety’ was passed on first reading on 1 November 2012 and

WHEREAS, the public hearing of said Ordinance has been held as advertised and is now closed,

BE IT RESOLVED by the township committee of the Township of Liberty, County of Warren and State of New Jersey that the Ordinance entitled ‘An Ordinance to Provide for Enforcement of the Uniform Fire Code with the Township of Liberty by New Jersey Division of Fire Safety’ be passed on second reading and final adoption.

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

BLOCK 61, LOT 35 – 12 Lewis Lane

A letter of inquiry was received from Alice and Robert Bechok regarding potential action upon Block 61, Lot 35, 12 Lewis Lane. The Bechok’s were informed under the remediation program, this parcel was not a buildable lot and that research into Charitable Lane Trust for financial assistance may or not may not be possible on said parcel.

NEW BUSINESS

FREEDOM BUSINESS MACHINES

A motion by John Inscho authorizing the Mayor to execute the one-year Maintenance Agreement between the Township of Liberty and Freedom Business Machines, Inc carried.

Resolution #2012.075
Award of Contract

BE IT RESOLVED, That the Township of Liberty hereby awards the Maintenance Agreement on Canon IR-2800, Serial #MPJ14346 to Freedom Business Machines, Inc., 333 Sparta Avenue, Sparta, NJ 07871 whose proposal amounted to \$69.00 per month; up to 40,000 images made during the year; and, excess pages will be billed at \$0.0185 per page.

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

REORGANIZATION 2013

Mayor Inscho announced that Reorganization 2013 would be conducted Thursday, 3 January 2013, 7:00 pm at the Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ

RESOLUTIONS

A motion by John Inscho to adopt the following Resolution carried.

Resolution #2012.076
Resolution to Adopt Pay-To-Play Policy and Procedure

WHEREAS, The Township of Liberty, Warren County is a municipality incorporated within the State of New Jersey in the year 1926 and governed by five Committee-people that are elected by the members of the municipality at large; and

WHEREAS, The Township of Liberty, Warren County must comply with PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq., known as the “New Jersey Local Unit Pay-to-Play” law; and

WHEREAS, The Township Committee believes that it is in the best interests of the municipality to accept an “Alternate” procedure, as defined in law, for the award of 2013 professional services contracts that are not publicly bid and may exceed \$17,500.00 annually or during the life of the contract; and

WHEREAS, The Township Committee believes that contracts for goods and services, from a single vendor, with a value greater than \$17,500.00 and less than the Local Public Bidding Threshold should be decided on a case-by-case basis; and

WHEREAS, The Township Committee requires contracts for goods and services, from a single vendor, except professional contracts, with a value greater than the Local Public Bidding Threshold will be bid according to the Local Public Bidding requirements.

NOW, THEREFORE, BE IT RESOLVED That the Township Committee does hereby adopt the Pay-to-Play Policy and Procedures as the official purchasing policy for contracts covered under the above mentioned statutes.

Vote: aye - Karcher
 absent - Petersen
 aye - Grover
 aye - Fisher
 aye - Inscho

 John Inscho,
 Mayor

A motion by John Fisher to adopt the following resolution carried.

Resolution #2012.077
 Tax Refund

WHEREAS, the Tax Collector recommends to the Township Committee that the necessary administrative actions be taken to authorize a refund to the following;

Block/Lot	Name/Address	Reason	Total Refund
17 7.23	Lereta LLC 1123 Park View Dr Covina, CA 91724	Duplicate payment	\$ 2,080.05

BE IT RESOLVED, By a majority of the members of the Township Committee of the Township of Liberty, County of Warren, State of New Jersey that the refund on the above list shall be returned to the parties designated.

Vote: aye - Karcher
 absent - Petersen
 aye - Grover
 aye - Fisher
 aye - Inscho

 John Inscho,
 Mayor

A motion by John Inscho to adopt the following Resolution carried.

Resolution #2012.078

WHEREAS extraordinary weather events commonly known as Hurricane Sandy and Hurricane Irene required the Liberty Township Department of Public Works employees to work

many hours of overtime which said overtime is converted to vacation leave pursuant to Section VII of the Liberty Township Employee Policy and Procedure Manual; and

WHEREAS the aforesaid weather events resulted in the formal Declaration of a State of Emergency by New Jersey Governor Chris Christie; and

WHEREAS employees who accrue vacation time are required to use all such accumulated vacation time within the year acquired or in the next calendar year thereafter, again as described in the Liberty Township Employee Policy and Procedure Manual, Section VII; and

WHEREAS Stephen Romanowitch, a member of the Liberty Township Department of Public Works, has accumulated additional vacation days as a result of work performed related to the extraordinary weather events previously described, and further that he desires to be granted an additional year to make use of the aforesaid accumulated vacation days which otherwise would not be available to him as allowed by Section VII of the Liberty Township Employee Policy and Procedure Manual; and,

WHEREAS NJAC4A:6-1.2g(3) provides that a Municipality may extend the term for vacation leaves when the leave has accumulated as a result of an event for which a State of Emergency has been declared by the Governor of the State of New Jersey.

BE IT RESOLVED that Stephen Romanowitch shall be granted a waiver from the normally required use of accumulated vacation days as allowed in Section VII of the Liberty Township Employee Policy and Procedure Manual, but instead shall be granted an additional year to make use of the additional vacation days he has accumulated as a result of the weather events heretofore described.

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

A motion by Dan Grover to adopt the following Resolution carried.

Resolution #2012.079
Cancel Capital Improvement Authorizations

WHEREAS, various improvement authorizations have been completed or abandoned and it has been determined that there are excess funds remaining; and

WHEREAS, the Liberty Township Treasurer has certified that the following appropriations are existing and available;

ORD No. 2011.011	Description: Various Improvements	Amount: \$775,000.00
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BE IT RESOLVED by the Township Committee of the Township of Liberty, Warren County, that appropriations in the amount of \$775,000.00 b3 canceled and that the down payment be returned to the Capital Improvement Fund and all debt authorized be canceled.

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

A motion by John Fisher to adopt the following resolution carried.

Resolution #2012.080
Resolution Providing for the Insertion of any Special Item of Revenue
In the Budget of any County or Municipality Pursuant
To NJSA 40A:4-87, Chapter 159, PL 1948

WHEREAS, NJSA 40A:4-87, Chapter 159, PL 1948 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 thereof was not determined at the time of the adoption of the budget; and

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

WHEREAS, Liberty Township has received a NJ Department of Transportation Grant for 2012 in the amount of \$200,000.00 and wishes to amend its 2012 Budget to include this amount as a revenue.

BE IT RESOLVED that the Township Committee of the Township of Liberty, Warren County, 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 2012 in the sum of \$200,000.00 to be received as revenue from:

Miscellaneous Revenues
Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services: Public and Private Revenues Offset with Appropriations:
NJ Department of transportation Grant

BE IT RESOLVED that a like sum of \$200,000.00 be appropriated under the caption of:

General Appropriations
(A) Operations Excluded from "Caps"
Public and Private Programs Offset by revenues: NJ Department of Transportation Grant

BE IT RESOLVED that a certification form be sent to the Director for the Division of Local Government Services for their approval.

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher

John Inscho,
Mayor

aye - Inscho

A motion by Dan Grover to adopt the following Resolution carried.

Resolution #2012.081
Appropriation Transfers

WHEREAS, there appears to be insufficient funds in one or more current budget appropriations to meet the demand thereon for the balance of the current year; and

WHEREAS, there appears to be a surplus in one or more current budget appropriations over and above the demand deemed to be necessary for the balance of the current year.

BE IT RESOLVED by the Township Committee of the Township of Liberty, Warren County, NJ that in accordance with the provision of RS 40A:4-58, that the treasurer be and is hereby authorized and directed to make the following transfers;

	FROM	TO
Legal o/e	\$2,000.00	
Administration o/e		\$2,000.00
Total	\$2,000.00	\$2,000.00

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

PAYMENT OF BILLS

A motion by Dan Grover to adopt the following Resolution carried.

Resolution #2012.082
Payment of Bills

RESOLVED, that the township committee of the Township of Liberty, does hereby authorize the Finance Department to pay all vouchers when properly endorsed and approved by at least 3/5 majority of the township committee in the amount of \$472,025.79.

Vote: aye - Karcher
absent - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:33pm.

ADJOURNMENT - There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.

Meeting adjourned at 7:34 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 3 January 2013