

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 6 June 2013. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:05 p.m.

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

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

REPORTS

COMMITTEEPERSON KARCHER

Committeeperson Karcher reported that the recreation mule carburetor had been repaired and preventive measures were being pursued to avoid future maintenance issues. He informed the committee members that there had been some vandalism with the recreation building and equipment. Surveillance equipment is to be investigated.

COMMITTEEPERSON PETERSEN

Committeeperson Petersen stated that the Warren County Board of Health had approved an engineering plan for the lakefront septic and bath designs. Permits would be required to proceed with the conversion of the garage into public rest rooms thus eliminating the need for portable facilities at the beach.

COMMITTEEPERSON GROVER

Committeeperson Grover stated the bid specifications for a pavilion design were complete and ready to go out to bid. The process would involve bid specifications for the pavilion package and then a second bid package to secure a company for assembly. The Municipal Attorney and Clerk were directed to prepare the bid package for the July 2013 meeting.

DEPARTMENT OF PUBLIC WORKS

Steve Romanowitch, CPWM, presented the following verbal report:

- ✓ The filtration system for the recreation mule was cleaned
- ✓ Split rail fencing around municipal sites has been repaired
- ✓ Park benches around the tennis courts shall be repaired
- ✓ Quenby Mountain Road is to be paved the week of 8 July
- ✓ The drain on Taylor Lane has been repaired
- ✓ 75% of the roadside mowing has been completed within the township
- ✓ Paving is scheduled for 1 and 2 July
- ✓ Mountain Lake has been prepared for the Community Day festivities
- ✓ DPW summer work hours of 6:00am to 2:30 pm began 3 June 2013
- ✓ Following review, it was agreed to place the 1985 Case Backhoe in the 2013 Warren County Auction

LANDUSE

An electronic report was received from the LandUse Board for May 2013 and presented to members of the Township Committee for review

MUNICIPAL ZONING

A pre-printed report was received from the Municipal Zoning Official for May 2013 and presented to members of the Township Committee for review

MUNICIPAL TAX COLLECTOR

A pre-printed report was received from the Municipal Tax Collector for May 2013 and presented to members of the Township Committee for review

MUNICIPAL CLERK/ADMINISTRATOR

A pre-printed report was received from the Municipal Clerk/Administrator for May 2013 and presented to members of the Township Committee for review.

APPROVAL OF MINUTES

A motion by Ron Petersen to adopt and include the following amendment to the public session minutes of 2 May 2013 carried. Mr. Fisher abstained.

OLD BUSINESS

SECURITY SYSTEM

Following discussion, it was agreed to re-visit the installation of a security system around the municipal complex.

NEW BUSINESS

AUDIT 2012

Following discussion on Audit Findings, a motion by Ron Petersen to authorize the members of the township committee to execute the Group Affidavit Form and adopt the following resolutions carried

**NO PHOTO COPIES OF SIGNATURES GROUP AFFIDAVIT FORM
CERTIFICATION OF GOVERNING BODY**

STATE OF NEW JERSEY
COUNTY OF WARREN
LIBERTY TOWNSHIP

We, members of the Township Committee of the Township of Liberty, County of Warren, being duly sworn according to law, upon our oath depose and say:

- We are duly elected (or appointed) members of the Liberty Township Committee Members of the Township of Liberty in the County of Warren.
- In the performance of our duties, and pursuant to N.J.A.C. 50:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6 for the year 2012.

We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations"

John E Inscho, Mayor

John Fisher, Deputy Mayor

Ronald Petersen, Committeeperson

Daniel Grover, Committeeperson

Peter Karcher, Committeeperson

Resolution #2013.039
2012 Municipal Audit

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

WHEREAS, the Annual Report of Audit for the year 2012 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6 and a copy has been received by each member of the township committee; and

WHEREAS, R.S. 52:2788-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 50:30-6.5, a regulation requiring that the township committee of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

WHEREAS, the members of the township committee have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the group affidavit form of the township committee attached hereto; and

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

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

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local township committee to the penalty provisions of R.S. 52:27BB-52 to wit:

“R.S. 52:27BB-52. A local officer or member of a local township committee who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provisions of this Article, shall be guilty of a misdemeanor and, upon convictions, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office”.

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

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

John Inscho,
Mayor

HIGHLANDS PLAN CONFORMANCE

Eric Snyder, Municipal Planner, prepared a Municipal Response- Petition for Plan Conformance letter for consideration by the Township Committee. Following discussion, it was reiterated that the Township of Liberty would take no further action on this issue and the topic was tabled.

MUNICIPAL IMPROVEMENTS

Block 9, Lot 4 – Municipal complex area - Discussion ensued on the proposal to run water line connecting the well from the Recreation Building to the DPW garage. A motion by Ron Petersen authorizing a plumbing permit application for said project carried.

Block 52, Lot 42 – Beach front area – Following discussion, a motion by Ron Petersen authorizing the application for plumbing, electrical and construction permits for the beach front area conversion of the garage into a bath house with amended septic system carried.

MUNICIPAL CODE CHAPTERS 110 and 115

A motion by John Fisher authorizing the Municipal Attorney and Municipal Clerk to review and prepare updates to Municipal Code Chapters 110, General Provisions, Board of Health, and Chapter 115, Food Establishment, Retail carried.

ORDINANCE #2013.005 - Following discussion, a motion by Ron Petersen to introduce Ordinance #2013.005 on First Reading carried. Mr. Fisher abstained. Public Hearing and Adoption are scheduled for 11 July 2013.

An Ordinance to Amend an Ordinance Entitled an Ordinance to Provide for and Determine the Salaries and Compensation for the Officers and Employees of the Township of Liberty, County of Warren, State of New Jersey

BE IT ORDAINED, by the Township Committee of the Township of Liberty, Warren County, New Jersey, that Section 1, 2 and 3 of the above Ordinance be amended as follows:

Section 1 – Here is the following schedule of minimum and maximum salaries (yearly and hourly) for the position hereby listed:

POSITION	MINIMUM	MAXIMUM
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Township Committee	1,000	4,500
Municipal Clerk	20,000	70,500
Deputy Municipal Clerk	8.00/hour	20.00/hour
Administrator	500	5,500
Treasurer/CFO	10,000	30,500
Tax Collector	10,000	38,500
Tax Assessor	10,000	38,500
LandUse Administrator	5,000	20,500
Zoning Code Official	4,000	11,000
Animal Control Officer	2,500	10,500
Environmental Commission Secretary	150	4,000
Emergency Management Coordinator	500	3,000
Deputy Emergency Management Coordinator	500	3,000
Recreation Commission Secretary	150	4,000
Recreation Commission Assistant	2,500	8,000
Lifeguards	8.00/hour	14.00/hour
Summer Recreation Counselors	9.00/hour	14.00/hour
Summer Recreation Head Counselor	12.00/hour	25.00/hour

Section 2: Public Works

Public Works Supervisor	20.00 per hour	38.00 per hour
Laborer	12.00 per hour	31.00 per hour
Part-Time DPW Help	7.00 per hour	16.00 per hour

Regular work week for road department is forty hours. Overtime will be compensated at time and one half for work performed in excess for forty hours in any work week.

Section 3:

The aforesaid Sections 1, and 2 are to be effective as of and retroactive to 1 January 2013.

Section 4:

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed.

Section 5:

This Ordinance shall take effect immediately upon final adoption according to law.
All ordinances or parts of ordinance inconsistent with this ordinance are hereby repealed.

RESOLUTIONS

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

Resolution #2013.040
Issuance of 2013-2014 Liquor Licenses

BE IT RESOLVED, By the Township Committee of the Township of Liberty, County of Warren and State of New Jersey, that the following licenses have made application for the renewal of Plenary Retail Consumption Licenses and Plenary Retail Distribution Licenses and having complied with all the

terms of the Liberty Township Municipal Code, Chapter 39, Alcoholic Beverages, be renewed for the premises indicated by the address below with the respective names, for the term of one year from the first day of July 2013, to midnight, 30 June 2014;

John Patrick Kellys Inc	38 Hope Road Great Meadows, New Jersey 07838 License # 2114.33.004.003 Fee: \$871.93
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House of Liquors LLC	514 Route 46 Oxford, New Jersey 07863 License #2114.44.005.004 Fee: \$871.93
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Bidjev Enterprises Inc	489 Route 46 Great Meadows, New Jersey 07838 License # 2114.33.006.004 Fee: \$871.93
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Vote: aye - Karcher
aye - Petersen
aye - Grover
aye - Fisher
aye - Inscho

John Inscho,
Mayor

A motion by Ron Petersen to adopt the following resolution carried.

Resolution #2013.041
Resolution of the Township of Liberty, County of Warren, State of New Jersey
Extension of Third Quarter Taxes

WHEREAS, the date of the mailing of the Liberty Township tax bills cannot be determined at this time; and

WHEREAS, NJSA 54:4-66.3 provides that no interest shall be charged for a minimum of 25 days after tax bills are mailed or otherwise delivered. Now, Therefore Be It

RESOLVED by the Liberty Township Committee as follows:

No interest shall be charged on 3rd quarter taxes, due 1 August 2013, if payment of said taxes is received by Liberty Township on or before the 25th day after the date of a mailing as certified by the Municipal Tax Collector to the Municipal Clerk and provided further, however, that if any such payment is not received on or before the 15th day, interest at the usual rate will be charged from the 1 August 2013 date.

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

John Inscho,
Mayor

PAYMENT OF BILLS

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

Resolution #2013.042
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 \$510,200.94.

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

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:28 pm.

NEW JERSEY STATE POLICE

A Trooper of the Washington Township Barracks reported the following activity within Liberty Township for the month of May 2013;

- ✓ 5 alarm responses
- ✓ 1 community policing
- ✓ 1 critical infrastructure checks
- ✓ 1 fire call
- ✓ 8 medical assists
- ✓ 3 motor vehicle accidents
- ✓ 17 motor vehicle stops
- ✓ 19 property checks
- ✓ 1 burglary
- ✓ 1 criminal mischief
- ✓ 1 property damage/disputes
- ✓ 2 thefts

Karen McIntyre – Ms. McIntyre expressed concern on the speeding traffic upon Hope Road. Discussion ensued on available police coverage within the area and municipal jurisdiction upon a county roadway.

Lisa Thomas – Ms. Thomas inquired into the status of the municipalities Highlands Conformance.

Alice Bechok – Ms. Bechok questioned that status of Stormwater drainage upon the fire road above Lewis Lane.

Frank Leggio – Mr. Leggio asked what the protocol was for Liberty Township to have NJ State Police coverage.

Chris Donnelly - Mr. Leggio stated that he would be willing to pay increased property taxes for the establishment of a local police force.

Great Meadows Tavern – Matthew Kenah introduced himself as the manager of the Great Meadows Tavern to open within the near future in facility previously known as Rico’s Restaurant. Discussion took place regarding the liquor license renewal for said facility.

SPECIAL MEETING

In response to the liquor license renewal for Rico's Restaurant and the lack of available documentation, a motion by John Inscho to schedule a special meeting for Thursday, 13 June 2013 at 6:00 pm for the specific discussion and consideration of liquor license # 2114.33.008.006/007 renewal.

SALARY RESOLUTION

A motion by Ron Petersen to adopt the following Resolution carried.

Resolution #2013.043
Salary

WHEREAS, Salary Ordinance #2013.005 established the salaries/wages, and compensation for certain employees of the Township of Liberty, Warren County.

BE IT RESOLVED, By the Township Committee of the Township of Liberty, Warren County that the following named employee(s) shall be compensated for the year 2013 in the amounts designated below. All salaries are retroactive to 1 January 2013 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John E Inscho	Township Committee	2,129.00
Mark Tibak	Township Committee	2,129.00
Dan Grover	Township Committee	2,129.00
Ron Petersen	Township Committee	2,129.00
John Fisher	Township Committee	2,129.00
Diane M Pflugfelder	Administrator	4,287.00
Diane M Pflugfelder	Municipal Clerk/Registrar	60,955.00
Eleanor Clarkson	Deputy Municipal Clerk/ Deputy Registrar	13.66/hour
Kevin Lifer	Treasurer/CFO	24,120.00
Patricia Noll	Tax Collector	22,297.00
Penny Hostenstein	Tax Assessor	21,012.00
Kathy Dossena	LandUse Administrator	7,652.00
Eric Snyder	Zoning Code Official	9,889.00
Alan DeCarolis	Animal Control Officer	5,253.00
Eileen Greason	Environmental Commission Secretary	3,000.00
Eileen Greason	Recreation Commission Secretary	2,572.00
Eileen Greason	Recreation Commission Assistant	7,247.00
Lifeguards		
Robert Lunden	4 th year lifeguard	12.75/hour
Angela Hubert	2 nd year lifeguard	11.50/hour
Summer Recreation Head Counselor		
Emilia Thompson	Head Counselor	19.18/hour
Summer Recreation Counselors		
Barbara Wohlgemuth	4 th year counselor	12.75/hour
Hope Hollenbeck	4 th year counselor	12.75/hour
Kara Bozuffi	4 th year counselor	12.75/hour

Emily Davis	4 th year counselor	12.75/hour
Lois Davis	3 rd year counselor	12.22/hour
George Stritter	2 nd year counselor	10.97/hour
Kelsey Fisher	1st year counselor	10.50/hour
Helen Hollenbeck	Substitute	10.46/hour
Section 2: Public Works		
Steve Romanowitch	Public Works Supervisor	27.88/hour
Kenneth Lunden	Laborer	18.91/hour
Donald Drummond	Laborer	17.31/hour
John Hankin	Part-Time DPW Help	12.61/hour
Paul Marty	Part-Time DPW Help	12.61/hour
John Cerny	Part-Time DPW Help	12.86 /hour

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

John Inscho,
 Mayor

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

Meeting adjourned at 7:52 p.m.

Diane M Pflugfelder RMC/MMC
 Municipal Clerk/Administrator
 Minutes Approved 11 July 2013