

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 1 September 2016. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:00 p.m.

Present: Deputy Mayor Dan Grover; Carl Cummins; Ronald Petersen, and Peter Karcher

Absent: Mayor John Inscho

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 reminded everyone to lock their cars and homes as well as slow down their travel speeds with increased deer activity.

### COMMITTEEPERSON CUMMINS

Mr. Cummins reported that he had attended the Stephen Egan Eagle Scout ceremony on behalf of Liberty Township. He reported that the Eagle Scout Projects by Donnelly at the beach and Cassini at the Free Union fields are progressing well.

### DEPARTMENT OF PUBLIC WORKS

A pre-printed report was received from the Department of Public Works for January 2016 and placed on file.

### MUNICIPAL CLERK/ADMINISTRATOR

A pre-printed report was received from the Municipal Clerk/Administrator for August 2016 and placed on file

## APPROVAL OF MINUTES

A motion by Carl Cummins to adopt the public meeting minutes of 4 August 2016 carried.

## UNFINISHED BUSINESS

### MUNICIPAL COMPLEX GENERATOR ENERGY ALLOCATION INITIATIVE PROGRAM

Dan Grover announced that work has begun on the Generator Energy Allocation Program and the specification package would be ready to go to bid in September 2016.

### VETERAN'S EXEMPTION ORDINANCE

Attorney Skoog presented a draft Veteran's Exemption Ordinance. It was agreed to amend the text to include annual confirmation of 100% disability, for consideration of introduction at the next meeting.

ORDINANCE #2016.007 - Following discussion, a motion by Carl Cummins to introduce Ordinance #2016.007 on First Reading carried. Public Hearing and Adoption are scheduled for 6 October 2016.

An Ordinance Establishing Rules & Regulations for the  
Reservation and Use of the John R. Fisher Pavilion

WHEREAS, the Township of Liberty has completed the construction of a covered pavilion which such pavilion is located adjacent to the public beach on Mountain Lake operated by Liberty Township, and

WHEREAS, the aforesaid pavilion has been given the designated name of the “John Fisher Pavilion” in memory of John R. Fisher a deceased member of the Liberty Township Committee, and

WHEREAS, the aforesaid pavilion will be made available for reserved use by members of the public, and

WHEREAS, the Township of Liberty desires to establish rules and regulations for the reservation and use of the pavilion, that shall supplement the rules and regulations otherwise applicable to Parks and Recreation as described in Chapter 77 of the Liberty Township Ordinances, and

NOW THEREFORE be it Ordained by the Committee of Liberty Township, Warren County, New Jersey as follows:

Section One:

John R. Fisher Pavilion

The rules and regulations outlined herein shall apply to everyone reserving or making use of the John R. Fisher Pavilion. The term Pavilion as used herein shall include the use of all areas owned by the Township of Liberty within a circumference of 100 yards of the pavilion structure itself.

Section Two:

Reservation of the Pavilion:

Anyone who desires to reserve the Pavilion for exclusive use of themselves and their guests must first make application by completing in full a Request for Use of Pavilion application form. The said form will be made available by the Liberty Township Clerk.

Section Three:

Fees and Deposits for Use of Pavilion

a. The pavilion may be reserved for use in four hour blocks. A resident of Liberty shall pay \$35.00 for such use and a non-resident of Liberty Township shall pay \$50.00 for such use.

b. No fee will be charged to a federally approved 501(c)3, not for profit organization.

c. In addition, each applicant shall be required to make a deposit payment of \$200.00. The aforesaid deposit shall be held by the Township to reimburse the Township for any losses or damages incurred by the Township as a result of the applicant’s use of the pavilion. The aforesaid monies however, shall be refunded to the applicant on confirmation that no loss or damages were incurred by the Township as a result of the applicant’s use of the Pavilion.

d. An applicant for the use and reservation of the Pavilion must be at least 21 years of age and provide proof of the same at the time of application by presentation of a driver’s license or other similar identification.

- e. All applications for the reserved use of the Pavilion will be reviewed and approved subject to section 77-15(2) of the Liberty Township Ordinances.
- f. Applications to reserve the pavilion shall be made at least sixty days in advance of the proposed reservation date.
- g. Should there be damage or injury to the pavilion as a result of an applicant or its guest's misuse of the pavilion and the deposit made by the applicant not fully reimburse the Township for its losses, the applicant shall be fully responsible and liable for any and all additional costs to the Township. The applicant at the time of applying for a reserved use of the pavilion shall also execute a Hold Harmless and Indemnification Agreement.
- h. The Township reserves to itself the right to cancel the reservation at any time for any reason.
- i. The reservation/application fee is nonrefundable, unless for "good cause shown" the Township agrees to a refund. It shall be presumed that good cause exists if an applicant cancels a reservation 30 days or more before the reserved date.

#### Section Four

##### Rules and Regulations concerning the use of the Pavilion

1. The Pavilion shall be open for use from 10:00 A.M. to one half hour after sunset.
2. The possession and or consumption of alcoholic beverages are prohibited while making use of the Pavilion.
3. No open fires of any sort shall be allowed, except for the use of propane gas grills, (charcoal grills, fire pits and chimineas are therefore absolutely prohibited).
4. The use of fireworks is prohibited.
5. Pets must be leashed. Any excrement shall be picked up and removed from the premises.
6. Loud music or noise is prohibited.
7. No littering is allowed. Permit holders are required to provide trash receptacles for the deposit of all trash created by themselves, guests and invitees. In addition, the permit holder must immediately remove all collected trash and containers at the termination of their reservation period.
8. Permit holders must provide a portable toilet for the use of all of the invitee's and guests. Guests and invitee's are not to make use of the public restroom owned and maintained by Liberty Township on site. This requirement applies to any group of 15 or more persons. Applicant must provide proof of rental and prearrangement for removal of the portable unit no later than 24 hours after the termination of the reservation period.
9. No electric generators shall be allowed to be used.
10. The operation of what is commonly known as a drone (unmanned aerial vehicle) is prohibited.

11. No staples, nails or fasteners shall be attached to the Pavilion, nor shall the Pavilion be damaged in any way.
12. Parking of motor vehicles shall only take place in designated areas. No parking shall occur in such a way as to block access to the boat ramp or ingress or egress to the beach and beach parking. Parking on any grass areas are prohibited.
13. All minors shall be accompanied by an adult of twenty-one (21) years of age or more.
14. No swimming shall be allowed except at the designated beach area during normal allowed swimming hours under the direct supervision of Liberty Township Lifeguards.
15. Smoking at the Pavilion and surrounding lands owned by Liberty Township is prohibited.
16. Permit applicants must remain on premises at all times during the period of reservation. In addition, the permit applicant shall make known to all guests the rules and regulations applicable to the use of the pavilion and the applicant shall be responsible for ensuring that all guests comply with the rules and regulations contained herein.
17. All of the other ordinances of Liberty Township shall apply to the use of the Pavilion including but not limited to Code Chapter 77 which applies to all Parks and Recreation Areas owned by Liberty Township, except should there be any inconsistency between the rules recited herein as applying to the use of the John R. Fisher Pavilion and any of the other ordinances of Liberty Township then in that event the rules governing the use of the pavilion shall override and supersede any inconsistent ordinance as to those making use of pavilion..
18. The use of the Pavilion shall be limited to no more than sixty persons.

Section Five

Violations and Penalties

Any person who shall be found guilty of a violation of the Rules and Regulations contained in Section Four herein shall be fined not more than \$1,000.00 and or imprisoned for not more than ninety days.

This Ordinance shall take effect immediately upon final passage and publication according to law.

NEW BUSINESS

**2017-2018 EMPLOYMRNT PRACTICES LIABILITY PROGRAM**

The Personnel Policy Committee of Municipal Excess Liability Joint Insurance Fund provided changes to the Model Personnel Policies and Procedures Manual for the 2017 Policy Year. Upon review of said documentation, a motion by Ron Petersen to adopt the following amendments to the Liberty Township Employee Policy & Procedure manual carried.

**Anti-Discrimination Policy:\***

The Township of Liberty is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the Township of Liberty discriminate on the

basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Department Head, Mayor, the Administrator or the Municipal Attorney.

#### Americans with Disabilities Act Policy/ New Jersey Pregnant Worker's Fairness Act:\*

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Township of Liberty does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Township of Liberty will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Township of Liberty to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth or pregnancy related medical condition. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Township of Liberty.

The Mayor shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. All decisions with regard to reasonable accommodation shall be made by the Mayor. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Township of Liberty to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Liberty Township facilities. Any questions concerning proper assistance should be directed to the Mayor.

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the supervisor. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Township of Liberty generally. The Township of Liberty cannot resolve a harassment problem

unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

#### Communication Media Policy: \*

The Liberty Township Communication Media is the property of the Township of Liberty and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Township of Liberty, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Township of Liberty. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Liberty Township business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Township of Liberty mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Township of Liberty local or wide-area networks."

The Township of Liberty respects the individual privacy of its employees. However, employee communications transmitted by the Township of Liberty Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Township of Liberty. The Township of Liberty reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Liberty Township Communication Media. By using the Township of Liberty's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Liberty Township personnel. The existence of passwords does not restrict or eliminate the Liberty Township's ability or right to access electronic communications. However, the Township of Liberty cannot require the employee to provide its password to his/her personal account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47:1A-1). Employees of the Township of Liberty are required to use the assigned municipal email account for ALL municipal business and correspondence. The use of private email accounts for ANY municipal business or during business hours is strictly prohibited.

Employees can only use the Township of Liberty's Communication Media for legitimate business purposes. Employees may not use Township of Liberty's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any municipal rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by Liberty Township. Certain data, or applications that process data, may require additional security

measures as determined by the Township of Liberty. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the Township of Liberty has given permission. All employees must take appropriate actions to ensure that Liberty Township data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Township of Liberty's computing environment.

Employees may not install any hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Township of Liberty. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Township of Liberty, or licensed to the Township of Liberty. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only those Employees directly authorized by Mayor may engage in social media activity during work time through the use of the Township of Liberty's Communication Media, as it directly relates to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Liberty Township information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

No Liberty Township employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Mayor. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Township of Liberty's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Mayor. Except in "emergency situations," Employees are prohibited from taking digital images or photographs with media equipment not owned by the Township of Liberty.

For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Township of Liberty's Communication Media. If such situation occurs, employee agrees that any images belong to the Township of Liberty and agree to release the image to the Township of Liberty and ensure its permanent deletion from media device upon direction from the Township of Liberty.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Township of Liberty or on behalf of the Township of Liberty, whether through the use of the Township of Liberty Communication Media or otherwise, may be issued unless it has first been approved by the Mayor. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Township of Liberty. Such unauthorized communications may result in disciplinary action.

Because postings placed on the Internet through use of the Township of Liberty's Communication Media will display on the Township of Liberty's return address, any information posted on the Internet must reflect and adhere to all of the Township of Liberty's standards and policies.

All users are personally accountable for messages that they originate or forward using the Township of Liberty's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing", constructing electronic communications so that it appears to be from someone else without a legitimate authorized purpose and authorized by the Mayor is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public Liberty Township and other third-party rights. Any use of the Township of Liberty's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Township of Liberty, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

If employees choose to identify themselves as a Liberty Township employee on their social media accounts and even those that do not, should be aware that he or she may be viewed as acting on behalf of the Township of Liberty, as such no employee shall knowingly represent themselves as a spokesperson of the municipality, post any comment, text, photo, audio, video or other multimedia file that negatively reflects upon the municipality expressing views that are detrimental to Liberty Township's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. Liberty Township employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as Township employees.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Liberty Township employees have the right to engage in or refrain from such activities.

#### Employee Dating Policy:

The Township of Liberty recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the municipality also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the Township of Liberty has adopted the following policy on the subject of supervisor/subordinate dating.

If such a relationship exists or develops, both parties involved shall report the fact to A) their immediate supervisor or B) human resources.



For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title, makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the municipality.

If the employees involved in the relationship are also in a supervisor/subordinate status, management may take any action which it deems appropriate, up to and including transferring one of the parties so that there is no longer a supervisor/subordinate relationship between them.

In Addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The municipality regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment for other interference with municipal operations.

Nothing in this policy alters an employee's at will status.

#### Employment Procedure:\*

- **Recruitment:** The Mayor in conjunction with the Administrator will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Mayor who will distribute notification of the vacancy to all departments. The Mayor will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Township of Liberty is an equal opportunity employer.
- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.
- **Interviews:** The Mayor or Department Head will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Township of Liberty will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Township of Liberty.
- **Physical Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Mayor may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Mayor may require periodic physical

examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Township of Liberty at the expense of the Township of Liberty. All medical records of employees and prospective employees are confidential and are to be maintained by the Administrator separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

- **Criminal Background Checks:** Criminal background checks are required of all candidates, whether paid or volunteer, that may work directly or indirectly with children/youth/minors in accordance with the procedures outlined in the Section of this ordinance entitled "Background Checks and Procedures for Candidates, Employees and Volunteers".
- **Job Offers:** The final decision will be made by the Township Committee and Mayor after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Township of Liberty. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptances and Rejections:** If the first offer is rejected, the Township Committee and Mayor will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.
- **Employability Proof:** After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Administrator. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

#### Open Public Meetings Act Procedure concerning Personnel Matters:\*

Discussions by the Governing Body or anybody of the Township of Liberty concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, with the right of the employee to be present, unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the Governing Body or anybody of the Township of Liberty concerning such matters, the Municipal Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.

The following CEPA Notice was adopted in both English and Spanish.

# Conscientious Employee Protection Act “Whistleblower Act”

**Employer retaliatory action; protected employee actions; employee responsibilities**

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
  - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
  - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
  - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
    - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
    - (2) is fraudulent or criminal; or
    - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
  
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION
<p style="text-align: center;">Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone Number: _____</p>

***This notice must be conspicuously displayed.***

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (609) 292-7832.

**LIBERTY TOWNSHIP**  
349 Mountain Lake Road  
Great Meadows, New Jersey 07838

Date: \_\_\_\_\_

**Employment Application:**

<p><b>Applicant Information:</b></p> <p>Name (Last, First, Middle): _____</p> <p>Address: _____</p> <p>City/Town: _____</p> <p>Phone (Work): ( ) _____ (Home): ( ) _____</p> <p>Social Security Number: _____ - _____ - _____</p>
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Position applied for: \_\_\_\_\_

Have you ever applied to the (local unit type) before: \_\_\_ Yes \_\_\_ No If yes, give date \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you available to work: \_\_\_ Full time \_\_\_ Part time \_\_\_ Shift work \_\_\_ Temporary

Are you currently employed: \_\_\_ Yes \_\_\_ No May we contact you at work: \_\_\_ Yes \_\_\_ No

May we contact your current employer: \_\_\_ Yes \_\_\_ No

Are you currently on layoff status and subject to recall: \_\_\_ Yes \_\_\_ No

Do you possess a current driver's license: \_\_\_ Yes \_\_\_ No

Do you possess a current commercial driver's license: \_\_\_ Yes \_\_\_ No

Please list any endorsements: \_\_\_\_\_

If you are under eighteen years of age, can you provide proof of eligibility to work: \_\_\_ Yes \_\_\_ No

Are you legally eligible to work in the United States of America: \_\_\_ Yes \_\_\_ No  
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

The Township of Liberty is an Equal Opportunity Employer M/F

**Employment History:** This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Comments:**

**Education:** Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

**Languages:** List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

**Special Skills & Experience:** State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

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**Comments & Additional Information:** Is there any additional information about you we should consider?

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**References:** Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

**Understandings and Agreements:**

As an applicant for a position with the Township of Liberty, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Township of Liberty later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Liberty the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township of Liberty the right to secure additional job-related information about me. I release the Township of Liberty and its representatives from all liability for seeking such information. I understand that the Township of Liberty is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township of Liberty will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Township of Liberty may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Liberty may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Adopted by the Liberty Township Committee 1 September 2016

**WARREN COUNTY PROPOSAL FOR SHARED EQUIPMENT**

A letter of 12 August 2016 was received from Warren County Department of Public Works including a Shared Services Agreement between the County of Warren and the Municipalities within the County for sharing Public Works Equipment. Following discussion, it was agreed that Liberty Township was not interested in participating in this proposal and no action was taken.

**HALLOWEEN 2016**

Following brief discussion and review of past adopted Halloween hours, a motion by Ron Petersen to establish Halloween 2016 on Monday, 31 October between the hours of 4:30 pm and 7:30 pm carried.

**RESOLUTIONS**

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

Resolution #2016.068  
Application for Special Permit for Social Affair  
Mountain Lake Fire Company

*WHEREAS*, An “Application for Special Permit for Social Affair” has been filed by the Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 for said social affair to be held on 14 October 2016 between the hours of 6:00 pm and 15 October 2016, 1:00 am; and

*WHEREAS*, The submitted application form is complete in all respects, and the State fees have been paid.

*BE IT RESOLVED*, That the Liberty Township Committee does hereby approve a social affair for the Mountain Lake Fire Company located at 99 Tamarack Road, Belvidere, New Jersey to be held on 14 October 2016 between the hours of 6:00 pm and 15 October 2016, 1:00 am, to be held in the area delineated on the application form.

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

\_\_\_\_\_  
Dan Grover,  
Deputy Mayor

PAYMENT OF BILLS

A motion by Pete Karcher to adopt the following Resolution carried.

Resolution #2016.069  
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 \$597,606.49.

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

\_\_\_\_\_  
Dan Grover,  
Deputy Mayor

PUBLIC COMMENT was opened at 7:21 pm.

Shannon Schaff – Ms Schaaf reported that the Environmental Commission would be coordinating a native plant swap program at the John R Fisher pavilion on Saturday, 10 September between 9 and 11 am. She also requested a planting location at the pavilion for a memorial tree to Eckhardt Debbert, a longtime member of the Environmental Commission who expired in 2015. She thanked the Township Committee and DPW for their support of the 2016 Mountain Lake Community Association Triathlon and announced the 15 July 2017 triathlon.

Ms. Schaaf inquired into the possibility of municipality coordinated trunk or treat for Halloween 2016.



Kenny Lunden – Mr Lunden informed the Township Committee that the Mountain Lake Fire Co 2016 Car Show held at the Grove, next to the Lodge, was a success. He requested and was granted permission to use the site for a 30 July 2017 Car Show.

Lynn Gilmore – Ms Gilmore questioned if picnic tables would remain within the John R Fisher pavilion for public use? She also inquired into the status of the Lodge.

Alice Bechok – Ms Bechok invited all public to become members of the Mountain Lkae Community Association

Josh Muzikar – Mr. Muzikar inquired into the term of Eric Snyder as Municipal Zoning Official.

EXECUTIVE SESSION

At 7:33 pm a motion by Ron Petersen to adopt the following Resolution carried.

RESOLUTION #2016.070

*WHEREAS*, the Open Public Meetings Act P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

*WHEREAS*, this public body is of the opinion that such circumstances presently exists; and

*WHEREAS*, the Township Committee may wish to discuss any of the following conditions; confidential provisions of Federal Law or State Statute; information that may impair receipt of federal funding; invasion of individual privacy; collective bargaining agreement; real property negotiations; litigation; and, personnel and personnel policy. Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

- ✓ Collective Bargaining Agreement – Hidden Lakes
- ✓ Contractual Matters – John R Fisher Pavilion

*BE IT RESOLVED*, That the public be excluded from this meeting.

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

\_\_\_\_\_  
 Dan Grover,  
 Deputy Mayor

At 7:54 pm, a motion by Deputy Mayor Grover to reconvene the public meeting carried. Deputy Mayor Grover stated that during executive session matters contractual agreement were discussed. No action was taken.

ADJOURNMENT

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

Meeting adjourned at 7:55 p.m.

Diane M Pflugfelder RMC/MMC  
Municipal Clerk/Administrator  
Minutes Approved 6 October 2016