

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 7 April 2016. 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 Dan Grover; Carl Cummins; Ronald Petersen, and Peter Karcher

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

## REPORTS

### COMMITTEEPERSON CUMMINS

Mr. Cummins reported that the April 2016 LandUse meeting had been canceled. He announced that the pavilion completion date is anticipated between 1 and 15 May.

### COMMITTEEPERSON GROVER

Mr. Grover stated that the Donnelly Eagle Scout project had to prepare and submit a refined proposal for the Boy Scout Council. He declared that he had reviewed the suggested fire alarm augmentation for the building and found that it was not necessary. In closing, Mr. Grover reported that he would submit a contract for in-kind services on the generator install project at the April workshop.

### DEPARTMENT OF PUBLIC WORKS

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

### MUNICIPAL CLERK/ADMINISTRATOR

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

### MUNICIPAL ZONING

A pre-printed report was received from the Municipal Zoning Official for March 2016 and placed on file

## APPROVAL OF MINUTES

A motion by Ron Petersen to adopt the public and executive session minutes of 3 March 2016 carried. Dan Grover abstained.

## UNFINISHED BUSINESS

### 2016 MUNICIPAL APPOINTMENTS

No Appointments made at this time.

### ADOPTION OF BUDGET 2016

A motion by Pete Karcher to open the public hearing carried. Mayor Inscho, reported that the municipal budget has remained flat lined for the past several years. A motion by Pete Karcher to adopt the 2016 Municipal Budget Resolution carried.

Vote: aye - Karcher  
aye - Petersen  
aye - Cummins

aye - Grover  
aye - Inscho

AUDIT 2015

Following discussion on Audit Findings, a motion by Dan Grover 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 2015.

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"

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John E Inscho, Mayor

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Daniel Grover, Deputy Mayor

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Ronald Petersen, Committeeperson

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Carl Cummins, Committeeperson

\_\_\_\_\_  
Peter Karcher, Committeeperson

Resolution #2016.037

*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 2015 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”.

*NOW, THEREFORE, BE IT RESOLVED*, That the Township Committee of the Township of Liberty hereby states that is 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 - Cummins  
aye - Inscho

\_\_\_\_\_  
John Inscho,  
Mayor

EXECUTIVE SESSION

At 7:11 pm a motion by John Inscho to adopt the following Resolution carried.

RESOLUTION #2016.038

*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.

- ✓ Personnel and Personnel Policy – Tax Assessor, Penny Holenstein

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

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

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John Inscho,  
 Mayor

At 7:23 pm, a motion by Mayor Inscho to reconvene the public meeting carried. Mayor Inscho stated that during executive session matters of personnel were discussed. No action to follow.

CHAPTER 38, ALARMS

Mayor Inscho reported that he is continuing to work on this with Chief Jalosky

VETERANS EXEMPTION ORDINANCE

The Tax Assessor is to review the proposal and provide comment to the Township Committee.

BEACH AND PAVILION POLICIES

Carl Cummins, Dan Grover and the Municipal Attorney shall review the policy proposals

JOB DESCRIPTIONS

Review of job descriptions is on-going.

NEW BUSINESS

2016-2018 PEQUEST DE-SNAGGING PROJECT AGREEMENT

A motion by Ron Petersen to authorize the Mayor to execute a three-year Agreement with the Warren County Soil Conservation District for the de-Snagging of Pequest River carried.

ORDINANCE #2016.004 - A motion by Dan Grover to introduce Ordinance #2016.004 on First Reading carried. Carl Cummins abstained. Public Hearing and Adoption are scheduled for 5 May 2016.

Bond Ordinance Providing for the Acquisition of Lands in and by the Township of Liberty, in the County of Warren, New Jersey, Appropriating \$500,000 Therefor and Authorizing the Issuance of \$476,100 Bonds or Notes of the Township for Financing Part of the Cost Thereof

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LIBERTY, in the County of Warren, New Jersey (not less than two-thirds of all the members thereof affirmatively concurring), as follows:

The improvement described in Section 3 of this bond ordinance is hereby authorized as a general improvement to be made or acquired by The Township of Liberty, in the County of Warren, New Jersey. For the said improvement or purpose stated in said Section 3, there is hereby appropriated the sum of \$500,000, said sum being inclusive of all appropriations heretofore made therefor and including the sum of \$23,900 as the down payment for said improvement or purpose required by law and now available therefor by virtue of provision in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes.

For the financing of said improvement or purpose and to meet the part of said \$500,000 appropriation not provided for by application hereunder of said down payment, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$476,100 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvement or purpose, negotiable notes of the Township in a principal amount not exceeding \$476,100 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

1. The improvement hereby authorized and purpose for the financing of which said obligations are to be issued is the acquisition, by purchase, of lands and buildings thereon in and by the Township, for public and open space purposes, said lands consisting of approximately 31 lots and located off of Marble Hill Road and commonly known as Northridge Lake at Wooded Valley Estates, all in accordance with the proposed contract therefor on file or to be filed in the office of the Township Clerk and hereby approved.

The estimated maximum amount of bonds or notes to be issued for said purpose is \$476,100.

The estimated cost of said purpose is \$500,000, the excess thereof over the said estimated maximum amount of bonds or notes to be issued therefor being the amount of the said \$23,900 down payment for said purpose.

The following additional matters are hereby determined, declared, recited and stated:

The said purpose described in Section 3 of this bond ordinance is not a current expense and is a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

The period of usefulness of said purpose within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is forty (40) years.

The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Township as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$476,100, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

An aggregate amount not exceeding \$25,000 for interest on said obligations, costs of issuing said obligations and other items of expense listed in and permitted under section 40A:2-20 of said Local Bond Law may be included as part of the cost of said improvement and is included in the foregoing estimate thereof.

All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer’s signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. §40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Township at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of said obligations and interest thereon without limitation of rate or amount.

The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

**MOUNTAIN LAKE FIRE COMPANY – STORAGE TANK MAINTENANCE**

Following discussion, the Department of Public Works was authorized to repair the fire storage tanks located within Liberty Township as per the request of Mountain Lake Fire Company.

RESOLUTIONS

**PAVILION IMPROVEMENTS – PAVER INSTALLATION**

**BIDS 2016**

Bids were received from the following;

<i>Company</i>	<i>Price for paver Installation</i>
Sierra Stonescapes 125 Danville Mountain Road Great Meadows, NJ 07838	\$200/day without saw \$250/day with demo saw
Blokheads	\$552/day

10 Barkers Mill Road  
Hackettstown, NJ 07840

Mark Kendra Mason Contractor \$640/day  
50 Alphano Road  
Great Meadows, NJ 07838

Robert B Scalera Mason Contractor \$600/day  
16 Saxton Drive  
Hackettstown, NJ 07840

Following brief discussion, a motion by Carl Cummins to adopt the following Resolution upon legal review carried.

Resolution #2016.039  
Award of Contract

*BE IT RESOLVED*, That the Township of Liberty hereby awards the contract for Pavilion Paver Installation to Sierra Stonescapes, 125 Danville Mountain Road, Great Meadows, NJ 07838 whose bid amounted to \$200.00/ day without saw or \$250.00/day with saw.

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

\_\_\_\_\_  
John Inscho,  
Mayor

PAVILION IMPROVEMENTS – GUTTER INSTALLATION

BIDS 2016  
Bids were received from the following;

<i>Company</i>	<i>Price for paver Installation</i>
Vinyls Final LLC 5 Morgan Lane Great Meadows, NJ 07838	\$1175.00
Boyd Contracting 48 Koeck Road Columbia, NJ 07832	\$1191.00
Robert Petriw LLC 333 Martinsville Road Basking Ridge, NJ 07920	\$1820.00

Following brief discussion, a motion by Dan Grover to adopt the following Resolution upon legal review carried.

Resolution #2016.040  
Award of Contract

*BE IT RESOLVED*, That the Township of Liberty hereby awards the contract for Gutter Installation to Vinyls Final, LLC., 5 Morgan Lane, Great Meadows, NJ 07838 whose bid amounted to \$1175.00.

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

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John Inscho,  
Mayor

RESOLUTIONS

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

Resolution #2016.041  
Applications for Special Permit for Social Affair  
Mountain Lake Fire Company

*WHEREAS*, Multiple “Applications for Special Permit for Social Affair” has been filed by the Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 for the following social affairs;

- Event #1: 30 April 2016 Comedy Show  
Between the hours of 4:00 pm and (1 May 2016) 1:00 am
- Event #2: 27 May 2016 Wine & Spirits Event  
Between the hours of 5:00 pm and (28 May, 2016) 1:00 am
- Event #3: 3 June 2016 Barrel Competition and Firefighting Games  
Between the hours of 5:00 pm and (4 June2016) 1:00 am
- Event #4: 11 June 2016 Community Day  
Between the hours of 11:00 am and (12 June 2016) 1:00 am
- Event #5: 16 July 2016 Triathlon  
Between the hours of 11:00 am and (17 July 2016) 1:00 am
- Event #6: 7 August 2016 Car Show  
Between the hours of 12:00 noon and 9:00 pm
- Event #7: 2 October 2016 Octoberfest  
Between the hours of 12:00 noon and 11:00 pm

*WHEREAS*, The submitted applications are complete in all respects, and the State fees have been paid.

*BE IT RESOLVED*, that the Liberty Township Committee does hereby approve the Social Affairs for the Mountain Lake Fire Company located at 99 Tamarack Road, Belvidere, New Jersey to be held on the various dates and hours identified within this Resolution to be held in the area delineated on the application forms.



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

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John Inscho,  
 Mayor

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

Resolution #2016.042  
 Salary

*WHEREAS*, Salary Ordinance #2015.002 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 2016 in the amounts designated below. All salaries are retroactive to 1 January 2016 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John E Inscho	Township Committee	2,129.00
Dan Grover	Township Committee	2,129.00
Carl Cummins	Township Committee	2,129.00
Ron Petersen	Township Committee	2,129.00
Pete Karcher	Township Committee	2,129.00
Diane M Pflugfelder	Administrator	4,549.00
Diane M Pflugfelder	Municipal Clerk/Registrar	70,412.00
Eleanor Clarkson	Deputy Municipal Clerk/Registrar	15.61/hour
Kevin Lifer	Treasurer/CFO	25,596.00
Patricia Noll	Tax Collector	23,662.00
Penny Holenstein	Tax Assessor	22,298.00
Patricia Zotti	LandUse Secretary	8,120.00
Stephen Matuszek	OEM Coordinator	2,550.00
Ken Nelson	Zoning Code Official	10,495.00
		Effective 1 Feb 2016
Alan DeCarolis	Animal Control Officer	5,574.00
Eileen Greason	Environmental Commission Secretary	3,183.00
Eileen Greason	Recreation Commission Secretary	2,729.00
Eileen Greason	Recreation Commission Assistant	7,691.00
Section 2: Public Works		
Leonard Harvey	DPW Supervisor	30.60/hour
Kenneth Lunden	Laborer	20.07/hour
Donald Drummond	Laborer	18.38/hour
Paul Marty	Part-Time DPW Help	15.30/hour

Vote: aye - Karcher  
 aye - Petersen  
 aye - Cummins

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John Inscho,  
 Mayor

aye - Grover  
aye - Inscho

PAYMENT OF BILLS

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

Resolution #2016.043  
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 \$508,122.80.

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

\_\_\_\_\_  
John Inscho,  
Mayor

PUBLIC COMMENT was opened at 7:33 pm.

Dan Gaeta – Mr. Gaeta presented some new proposed Community Day 2016 activities. The Township Committee will consider the approval for a Poker Ride and creating a flea market area within the Grove.

ADJOURNMENT

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

Meeting adjourned at 7:41 p.m.

Diane M Pflugfelder RMC/MMC  
Municipal Clerk/Administrator  
Minutes Approved 5 May 2016