

AGENDA
LIBERTY TOWNSHIP MEETING

2 March 2017
7:00 PM

Municipal Building
349 Mountain Lake Road
Great Meadows, NJ 07838

Sunshine Notice
Flag Salute
Roll Call

Reports:

New Jersey State Police
Committeepersons
Mayor
Municipal Professionals
Municipal Departments/Boards/Commissions

Adoption of Minutes
Meeting of 2 February 2017

Unfinished Business

New Business

Resolution and Introduction of Budget 2017
Code Green Lawn Care Proposal 2017
Recreation Assistant Appointment
Environmental Commission Secretary Appointment
Gypsy Moth 2017 Program
Cit-e-net Proposal
Free Union Field Application
Community Day: Schedule, Fireworks Resolution and Contracts
Laketoberfest 8K

Resolutions

Raffle Application – Warren County Domestic Abuse & Sexual Assault
2017 Salary

Adoption of Bill List

Public Comment
Executive Session

Adjournment

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 2 March 2017. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:04 p.m.

Present: Mayor John Inscho; Deputy Mayor Dan Grover; Ron Petersen; Carl Cummins, and Peter Karcher

Carl Cummins also stated that he would be working with the Municipal Clerk on completing the Annual Stormwater Management Report for 2017 submission.

COMMITTEEPERSON GROVER

Dan Grover reported that the generator plans are 99% complete.

DEPARTMENT OF PUBLIC WORKS

A pre-printed report was received from the Department of Public Works for February 2017 and placed on file.

ENVIRONMENTAL

A pre-printed report was received from the Environmental Commission for February 2017 and placed on file. Chairperson Wooldridge reported that the amphibious road crossing season has begun.

MUNICIPAL CLERK/ADMINISTRATOR

A pre-printed report was received from the Municipal Clerk/Administrator for January 2017 and placed on file.

MINUTE BOOKS

The Municipal Clerk made the following presentation;

“When I first began working at Liberty Township in 2010 I heard a variety of stories regarding prior staff. Some stories were not so good. I was disappointed to learn that such a young municipality had such little history to research as we prepare for your upcoming centennial. Yesterday, Eleanor and I were honored to meet Gary Behrens of Roxbury Township, NJ. Mr. Behrens introduced himself as an individual who went around old sites with a metal detector to locate treasures. During one such hunt in 1983, Mr. Behrens was exploring an abandoned building along Route 46. He found some items and he stowed them away. Yesterday he came to the municipal building to give us those items that he felt belong to the Township of Liberty.

Mr. Behrens handed us the following Minute Books;

Book #1 – 24 May 1926 thru December 1932.

Book #2 – January 1933 thru December 1940

Book #3 – January 1941 thru December 1944

Book #4 – January 1945 thru December 1953

Book #5 – January 1954 thru December 1960

Mayor Inscho, as of 1 March 2017, I can assure you that the Township Of liberty now has a full and complete set of Minute Books since their first meeting 24 may 1926”

MUNICIPAL ZONING

A pre-printed report was received from the Municipal Zoning Official for March 2017 and placed on file

APPROVAL OF MINUTES

A motion by Carl Cummins to adopt the public minutes of 2 February 2017 carried. Mr. Grover abstained.

UNFINISHED BUSINESS

NEW BUSINESS

INTRODUCTION OF BUDGET 2017

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

RESOLUTION #2017.022

SELF EXAMINATION OF BUDGET

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED That a copy of this Resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

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

 John Inscho,
 Mayor

Mayor Inscho stated that in this 2017 budget there will be a slight annual municipal increase which would average \$11.36 per household. This is the first municipal budget increase since 2009. A motion by John Inscho to introduce the 2017 Municipal Budget carried. The budget will be published 10 March 2017 and scheduled for public hearing and considered of adoption on 6 April 2017.

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

CONTRACTS – CODE GREEN LAWN CARE

A motion by Carl Cummins authorizing Mayor Inscho to execute the 2017 Code Green Lawn Care contracts for a lawn fertilizer program and grub control on Free Union Fields carried

WHEREAS, the gypsy moth *Lymantria dispar*, has been found heavily defoliating tree and plant growth in the Township Liberty; and

WHEREAS, continued destruction of foliage may result in loss of valuable forest lands and trees; and

WHEREAS, the Township Committee of the Township of Liberty has determined that a gypsy moth control program should be instituted with the State of New Jersey Department of Agriculture and that application for any Federal or State funds available be authorized.

BE IT RESOLVED by the Township Committee of the Township of Liberty that the gypsy moth is declared to be a public nuisance and the protection of vegetation or plant life therefrom is deemed to be a subject matter of public welfare, and that all measures deemed necessary, in compliance with the State of New Jersey Department of Agriculture recommends, is hereby authorized to suppress this forest and shade tree pest.

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

John Inscho,
Mayor

CIT-E-NET PROPOSAL

Following review of proposal, a motion by Pete Karcher to authorize the acceptance of Cit-e-Net quotation for on-line tax payment application and on-line sports registrations for an annual application subscription fee of \$500 and a one-time charge setup service fee of \$1,500.00 carried.

FREE UNION FIELD USE APPLICATION

Discussion ensued regarding a recreation facility application for the use of a drone at Free Union Field. Following discussion, it was agreed that the use of drones on Free Union Fields was not approved.

COMMUNITY DAY 2017

The schedule of events for Liberty Township Community Day, June 10, 2017 was reviewed and accepted.

FIREWORKS PROGRAM 2017

A motion by Pete Karcher authorizing Mayor Inscho to execute the contract between Garden State Fireworks, The Santore Bros World Champions, PO Box 403, Carlton Road, Millington, NJ 07946, and the Township of Liberty to conduct a fireworks display on Community Day, 10 June 2017, with a rain date 11 June 2017 carried.

**RESOLUTION #2017.024
JUNE 2017 COMMUNITY DAY FIREWORKS EVENT**

WHEREAS, Liberty Township Recreation Commission has scheduled a Community Day Fireworks Event for 10 June 2017, rain date 11 June 2017, to be held on the municipal property located at Block 52, Lot 42, 137 Lakeside Drive West; and

WHEREAS, it is desired that the Township sponsor a fireworks display for the entertainment of the residents during the Community Day event; and

WHEREAS, the Mountain Lake Fire Company will be in attendance.

BE IT RESOLVED, By the Township Committee of the Township of Liberty, Warren County, New Jersey that the Township of Liberty Township Committee hereby grants permission for and agrees to sponsor a display for fireworks to be performed by Garden State Fireworks, The Santore Bros. World Champions, PO Box 403, Carlton Road, Millington, NJ 07946, telephone number 908.647.1086, on 10 June 2017, rain date 11 June 2017, provided that Garden State Fireworks, The Santore Bros. World Champions provide the Township

aye - Inscho

COMMUNITY DAY 2017

A motion by Pete Karcher authorizing Mayor Inscho to execute the contract between Party Time Rentals, 25 Andrews Drive, Woodland Park, NJ 07424 and the Township of Liberty to provide amusement rides in the amount of \$4,800.00, on Community Day, 10 June 2017, with a rain date 11 June 2017 carried

HOLLOWPOINT LIVE

A motion by Pete Karcher authorizing Mayor Inscho to execute an Agreement between the Township of Liberty Recreation Commission and HollowPoint Live Band for a fee of \$750 to provide music at Community Day 2017 between 6:00 pm and 8:00 pm, carried.

LAKETOFEST

A letter of 22 February 2017 was received from DASH Multisport, LLC requesting permission from Liberty Township to have a run/walk event consisting of two loops around Mountain Lake on 24 September 2017. Following discussion and multiple unanswered questions, it was agreed to postpone any decision until the April meeting when DASH Multisport could be present to answer questions.

RESOLUTIONS

A motion by Carl Cummins to adopt the following two Resolutions carried.

RESOLUTION #2017.025

WHEREAS, Domestic Abuse & Sexual Assault, Crisis Center of Warren County, Inc., 29C Broad Street, Washington, NJ 07882, is the licensee on the application to conduct an On-Premises 50/50 Raffle on 30 March 2017 to be held at Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 to be held between 6:00 pm – 12:00 am, 31 March 2017; and

WHEREAS, the appropriate application forms and fees have been submitted to the Municipal Clerk; and

WHEREAS, there appears to be no reason to deny the aforesaid applications.

BE IT RESOLVED By the Township Committee of the Township of Liberty, County of Warren, State of New Jersey

1. The on-premises 50/50 raffle application is approved contingent to the Legalized Games of Chance Control Commission adoption of aforesaid application.

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

John Inscho,
Mayor

RESOLUTION #2017.026

WHEREAS, Domestic Abuse & Sexual Assault, Crisis Center of Warren County, Inc., 29C Broad Street, Washington, NJ 07882, is the licensee on the application to conduct a Nite at the Races on 30 March 2017 to be held at Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 to be held between 6:00 pm – 12:00 am, 31 March 2017; and

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

RESOLUTION #2017.027
SALARY

WHEREAS, Salary Ordinance #2016.009 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 2017 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	4,640.00
Diane M Pflugfelder	Municipal Clerk/Registrar	71,820.00
Eleanor Clarkson	Deputy Municipal Clerk/Registrar	15.92/hour
Kevin Lifer	Treasurer/CFO	26,108.00
Patricia Noll	Tax Collector	24,135.00
Penny Holenstein	Tax Assessor	22,744.00
Patricia Zotti	LandUse Secretary	8,282.00
Stephen Matuszek	OEM Coordinator	2,601.00
Eric Snyder	Zoning Code Official	10,705.00
Alan DeCarolis	Animal Control Officer	5,685.00
Shannon Schaaf	Environmental Commission Secretary	13.00/hour
Shannon Schaaf	Recreation Commission Assistant	13.00/hour
Section 2: Public Works		
Leonard Harvey	DPW Supervisor	31.21/hour
Kenneth Lunden	Laborer	20.47/hour
Donald Drummond	Laborer	18.75/hour
Paul Marty	Part-Time DPW Help	17.34/hour

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

 John Inscho,
 Mayor

PAYMENT OF BILLS

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

RESOLUTION #2017.028
PAYMENT OF BILLS

Lynn Gilmore – Ms Gilmore requested a “slow, road narrows” sign along Lakeside Drive West. She also reported that a school bus continues to park along Lakeside Drive West in the morning hours. In closing, she inquired into the status of the Lodge.

Phil Wooldridge – Mr. Wooldridge requested permission from the Township Committee to perform an animal habitat study with grant funds at North Ridge Lake. He was advised that decommissioning of the dam is taking place on that site and the Township Committee does not support the habitat study in that location at this time.

Alice Bechok – Ms. Bechok asked where the Code Green Lawn Care services would be applied.

Shannon Schaaf – Ms. Schaaf expressed an interest in the kayak rack rental policy. Dan Grover stated that he would be coordinating a policy and application form that would be maintained in the Municipal Clerk’s office.

EXECUTIVE SESSION

At 7:36 pm a motion by John Inscho to adopt the following Resolution carried.

RESOLUTION #2017.029
EXECUIVE SESSION

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.

- ✓ Litigation – Hopkins OPRA

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

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

John Inscho,
Mayor

At 7:54 pm, a motion by Mayor Inscho to reconvene the public meeting carried. Mayor Inscho stated that during executive session matter of litigation was discussed. No action to follow.

ORDINANCE #2017.002 - Following discussion, a motion by Dan Grover to introduce Ordinance #2017.002 on First Reading carried. Public Hearing and Adoption are scheduled for 6 April 2017.

1. All of those lands designated on the Liberty Township Tax Map as Block 5, Lots 21.41, 21.42, 21.43, 21.44, 21.45, 21.46, 21.47, 21.48, 21.49, 21.5, 22, and 26.01; Block 5.01, Lots 21.3, 21.31, 21.32, 21.33, 21.34, 21.35, 21.37, 21.39; Block 6, Lots 6, 7.1, 7.02, 7.04, 7.05, 7.06, 7.07, 7.08, 7.09, 7.11, 7.12, and 7.13.
and,
2. This ordinance shall become a part of Liberty Township code section 77 and be designated as Article 3 therein.

Effective Date.

This ordinance shall be effective immediately upon final reading and publication in accordance with New Jersey Law.

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

Meeting adjourned at 8:08 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 6 April 2017
