

AGENDA
LIBERTY TOWNSHIP MEETING

4 May 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 and Executive Session of 6 April 2017
Workshop and Executive Session of 27 April 2017

Unfinished Business

Public Hearing, Ordinance #2017.003 – Registration for Use of John R Fisher Pavilion
Laketoberfest, 24 September 2017

New Business

Adoption of 2016 Audit
Governing Body Certification of the Annual Audit
Governing Body Affidavit of the Annual Audit

Resolutions

Older American's Proclamation
Municipal Clerk's Week
Tax Lien Refund

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 4 May 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; Ronald Petersen; Carl Cummins, and Peter Karcher

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

REPORTS

COMMITTEEPERSON KARCHER

Pete Karcher presented a request from the Recreation Commission to reserve the John R Fisher Pavilion on 14 June at 6:00 pm to conduct a yoga session. The session would be at no cost to the participants. Following discussion, a motion by Carl Cummins to approve the reservation of the Joh R Fischer Pavilion for a yoga session on 14 June as conducted by the Recreation Commission carried.

COMMITTEEPERSON PETERSEN

Ron Petersen reported that Ferriero Engineering is working on a dam decommissioning concept plan.

COMMITTEEPERSON CUMMINS

Carl Cummins reported that Pequest Road paving project is scheduled for the week of 22 May. He also stated that the May LandUse meeting had been canceled.

MAYOR INSCHO

Mayor Inscho reported that he had attended a meeting between Allamuchy, Independence and Liberty looking for financial support to oppose the Highlands Plan. Liberty Township is not interested in participating.

DEPARTMENT OF PUBLIC WORKS

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

ENVIRONMENTAL

A pre-printed report was received from the Environmental Commission for April 2017 and placed on file.

SOLITUDE LAKE MANAGEMENT CONTRACT

The Environmental Commission presented a one-year renewal contract between the Township of Liberty and Solitude Lake Management for a two (2) acres treatment area including the beach and boat launch. The management will focus on seasonal herbicide treatments for control of submersed and floating vascular aquatic plants including Curly leaf, leafy pondweed, coontail, water lilies, spatterdock and slender naiad. Copper sulfate will be permitted for algae control. A Solitude biologist will visit the site and inspect two times per month during the months of May through August. The contract pricing is \$1,980.00 with payment terms of \$495.00 per month May through August which would be paid through the Environmental Commission budget. Following discussion, a motion by Ron Petersen authorizing Mayor Inscho to execute said contract carried. Carl Cummins abstained.

MUNICIPAL CLERK/ADMINISTRATOR

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

RECREATION

A pre-printed report was received from the Recreation Commission for April 2017 and placed on file

APPROVAL OF MINUTES

A motion by Ron Petersen to adopt the public and executive session minutes of 6 April 2017 carried.

A motion by Ron Petersen to adopt the public and executive session minutes of 27 April 2017 carried. Dan Grover abstained.

UNFINISHED BUSINESS

ORDINANCE #2017.003 - PUBLIC HEARING - A motion by Pete Karcher to open public hearing carried. A motion by Pete Karcher to adopt the following Resolution carried.

RESOLUTION #2017.037
ADOPTION OF ORDINANCE # 2017.003

WHEREAS, said Ordinance entitled ‘An Ordinance Establishing a Registration Requirement for any Group of Fifteen or More Persons Making Use of the John R Fisher Pavilion’ was passed on first reading on 6 April 2017 and

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

BE IT RESOLVED By the Township Committee of the Township of Liberty, County of Warren and State of New Jersey that the Ordinance entitled ‘An Ordinance Establishing a Registration Requirement for any Group of Fifteen or More Persons Making Use of the John R Fisher Pavilion’ be passed on second reading and final adoption.

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

John Inscho,
Mayor

Laketoberfest

Discussion from the Township Committee meetings of April 6 and 27, 2017 regarding Laketoberfest continued. The following topics were discussed;

- ✓ DASH Multisport has no insurance policy. DASH Multisport would be responsible for participant safety. DASH is to investigate an insurance policy.
- ✓ A facility application has not been filed for the Laketoberfest event.
- ✓ Attorney Skoog asked how crowd control would be monitored for the triathlon. Shannon Schaaf advised that Mountain Lake Fire Police would conduct traffic control and parking monitoring.
- ✓ Attorney Skoog inquired into water safety for the triathlon. Shannon Schaaf advised that Oxford Emergency Squad would be responsible for safety in the water. Independence First Aid squad services would also be on site. Warren County OEM and Washington Barracks of NJSP have been notified of the scheduled event.
- ✓ Shannon Schaaf reported that residents along the route would be receiving a mailer informing them of the schedule event. She stated that signage would be posted indicating a one-way directional during the triathlon. She stated that signs posted would be promptly removed following said event.
- ✓ She indicated that no minors would be participating in the event.
- ✓ She stated that no road paint would be used. Roads would be marked with chalk.
- ✓ Food would be provided by Two Rivers catering for the triathlon
- ✓ There will be no alcohol available at the triathlon upon township property at the triathlon. Ms. Schaaf will have to pursue the firehouse for alcohol consumption on their property.
- ✓ DASH Multisport agreed to provide an insurance policy for the triathlon
- ✓ Laketoberfest – DASH Multisport was asked to provide a \$3 million policy
- ✓ Laketoberfest and triathlon would be required to have a hold harmless document signed by all volunteers and participants naming Liberty Township as non-responsible.
- ✓ Laketoberfest will be re-visited at the next meeting in June 2017.

Following extensive discussion and review, a motion by Ron Petersen to authorize the Mountain Lake Community Association to conduct their second annual triathlon within the Mountain Lake area with the following conditions carried;

- ✓ A hold harmless document must be received from DASH Multisport releasing Liberty Township as well as a hold harmless document signed by each participant
- ✓ It will be noted on all publication, advertisements, notices, social media postings, etc that this triathlon is not sanctioned by the Township of Liberty.
- ✓ DASH Multisport shall provide Liberty Township with a certificate for the triathlon.

NEW BUSINESS

AUDIT 2016

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 2016.

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

Daniel Grover, Deputy Mayor

Ronald Petersen, Committeeperson

Carl Cummins, Committeeperson

Peter Karcher, Committeeperson

Resolution #2017.038

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 2016 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

RESOLUTIONS

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

Resolution #2017. 039

Older Americans Month

WHEREAS, the month of May is traditionally designated Older Americans Month by the U.S. Department of Health and Human Services; and

WHEREAS, the theme for Older Americans Month 2017 is “Age Out Loud”, emphasizing the ways older adults are living their lives with boldness, confidence and passion while serving as an inspiration to people of all ages; and

WHEREAS, Liberty Township includes older Americans who richly contribute to our community; and

WHEREAS, Liberty Township is committed to supporting older adults as they take charge of their health, explore new opportunities and activities, and focus on independence; and

WHEREAS, Liberty Township can provide opportunities to enrich the lives of individuals of *all ages* by:

- involving older adults in the redefinition of aging in our community;
- promoting home- and community-based services that support independent living;
- encouraging older adults to speak up for themselves and others; and
- providing opportunities for older adults to share their experiences.

NOW THEREFORE, Liberty Township does hereby proclaim May 2017 to be Older Americans Month.

Residents of all ages are encouraged to take time during this month to acknowledge older adults as influential and vital parts of our community.

Dated this 4th day of May, 2017
John E Inscho,
Mayor Liberty Township

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

John Inscho,
Mayor

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

RESOLUTION #2017.040
MUNICIPAL CLERK’S WEEK

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is one of the oldest among public servants in; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local Governing Bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial county and international professional organization; and

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk

NOW, THEREFORE, I John Inscho, Mayor of Liberty Township, do recognize the week of 8 May through 12 May 2017, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk Diane M Pflugfelder and Deputy Clerk Eleanor Clarkson and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

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

John Inscho,
Mayor

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

Resolution #2017.041
Tax Lien Refund

WHEREAS, the Tax Collector recommends to the Township Committee that the necessary administrative action be taken to authorize a refund to the following lienholder.

Block	Lot	Lien #	Name/Address	Amount	Interest	Total Refund
5	14.10	2010-01	Arnold Satow 9 Angus Lane New City, NY 10956	\$ 106.47	\$ 108.88	\$ 215.35

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

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

John Inscho,
Mayor

PAYMENT OF BILLS

A motion by XXX to adopt the following Resolution carried.

RESOLUTION #2017.042
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 \$1,002,481.21.

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

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:35 pm.

Liz Rossi – Ms Rossi inquired into the rumor around Mountain Lake that the Township Committee may be tearing the Lodge down.

ADJOURNMENT - There being no further business, a motion by John Inscho to adjourn the meeting carried. Meeting adjourned at 7:36 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 1 June 2017