

AGENDA
LIBERTY TOWNSHIP MEETING

1 July 2021
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 Agenda

Adoption of Minutes
Meeting of 3 June 2021

Unfinished Business

Mountain Lake 2021 Monitoring Program
Environmental Commission Appointment
Computer Backup System Upgrade
Municipal Code - Chapter 59, Fees
Boat Launch Fee Collections

New Business

Mountain Lake Triathlon
Shared Services Agreement for Municipal Court
Audit 2020 Corrective Action Plan

Resolutions

ABC Renewal 2021-2022
NJDOT Grant Application Free Union Road Section 3
Salary Resolution
Tax Collection Special Period for Third Quarter

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 1 July 2021. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:06 p.m.

Present: Mayor John Inscho; Peter Karcher; David Rogers and Wayne Spangenberg

Absent: Deputy Mayor Daniel Grover

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

REPORTS

DEPARTMENT OF PUBLIC WORKS

A pre-printed report was received from the Department of Public Works for June 2021 and placed on file.

APPROVAL OF MINUTES

A motion by Wayne Spangenberg to adopt the public session minutes of 3 June 2021 carried.

UNFINISHED BUSINESS

MOUNTAIN LAKE 2021 MONITORING PROGRAM

Following review and discussion, a motion by Pete Karcher authorizing Mayor Inscho to execute the 2021 contract with Solitude Lake Management for an annual contract price of \$1,020.00 for aquatic vegetation management in a two (2) acre treatment area including the beach and boat launch with seasonal herbicide for control of submersed and floating vascular aquatic plants plus inclusion of option 1: Green Clean 5.0 treatments on a two (2) times per month basis during July and August for control of any algae present at an additional \$55.00 monthly as amended by Attorney Skoog carried.

ENVIRONMENTAL COMMISSION APPOINTMENTS

A notice of resignation was received from Patrick O’Connor. The following mayoral appointment by Mayor Inscho for 2021 was adopted by the Township Committee;

Appointment of Martine Kieffer (position vacated by Patrick O’Connor) to the Environmental Commission, expiration of term 31 December 2023

COMPUTER BACKUP SYSTEM UPGRADE/COMPANY

Five companies were contacted for IT quotes regarding a replacement backup system, new server, and IT service. With the absence of Dan Grover this subject was carried to the August 2021 meeting for consideration of action.

MUNICIPAL CODE - CHAPTER 59, FEES

Mayor Inscho stated that he wanted to review the finances fee within the Municipal Code and continue research/discussion at the next meeting.

BOAT LAUNCH FEE COLLECTIONS

Mayor Inscho stated that he wanted to review the finances of these deposits with Kevin Lifer, CFO and continue research and discussion at the next meeting.

NEW BUSINESS

MOUNTAIN LAKE TRIATHLON

Attorney Skoog reported that not all requested documentation for this event has been filed to date and he would follow-up with them for submission. It was determined that the swim portion of the triathlon was dependent upon the HAB testing results and determinations of Warren County Board of Health.

SHARED SERVICES AGREEMENT FOR MUNICIPAL COURT

Discussion ensued on the expansion of the Belvidere Court System and potential terms of renewal vs. a county-wide Municipal Court system. Mayor Inscho to speak with Belvidere Governing Body members to discuss potential contract renewal terms.

AUDIT 2020 CORRECTIVE ACTION PLAN

A motion by Pete Karcher to adopt the following 2020 Corrective Action Plan carried.

MUNICIPALITY:	Township of Liberty
COUNTY:	Warren
YEAR AUDITED:	2020
DATE AUDIT ACCEPTED:	3 June 2021

Finding #1:

Description: An adequate segregation of duties be maintained with respect to the recording and treasury functions.

Analysis: We have a limited amount of personnel doing different duties.

Corrective Action: We will review our staff and duties to see if any changes can be made.

Implementation Date: Immediately

Finding #2:

Description: Purchase orders are prepared and approved prior to the purchase of goods or services to ensure the availability of funds.

Analysis: Some orders were placed before the purchase order was entered.

Corrective Action: We will review the proper procedures with all current and new staff.

Implementation Date: Immediately

RESOLUTIONS

A motion by Wayne Spangenberg to adopt the following Resolution carried.

RESOLUTION #2021.045

ISSUANCE OF 2020-2021 LIQUOR LICENSE TERM

ISSUANCE OF 2021-2022 LIQUOR LICENSE TERM

BE IT RESOLVED, By the Township Committee of the Township of Liberty, County of Warren and State of New Jersey, that the following license has made application for the renewal of Plenary Retail Consumption License and having complied with all the terms of the Liberty Township Municipal Code, Chapter 39, Alcoholic Beverages; and, that this license is renewed pursuant to a 12:39 Special Ruling of 4 June 2021, Docket No. 10.20.505, be renewed for the term of two years from the first day of July 2020, to midnight, 30 June 2021;

543 Route 46 LLC
543 Route 46 LLC
543 Route 46
Oxford, NJ 07863
License #2114.33.003.003
Fee: \$871.93

BE IT RESOLVED, By the Township Committee of the Township of Liberty, County of Warren and State of New Jersey, that the following license has made application for the renewal of Plenary Retail Consumption License and having complied with all the terms of the Liberty Township Municipal Code, Chapter 39, Alcoholic Beverages; and, that this license is renewed pursuant to a 12:39 Special Ruling of 4 June 2021, Docket No. 10.20.505, be renewed for the term of two years from the first day of July 2021, to midnight, 30 June 2022;

543 Route 46 LLC
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Oxford, NJ 07863
License #2114.33.003.003
Fee: \$871.93

Vote: absent - Grover
aye - Rogers
aye - Karcher
aye - Spangenberg
aye - Inscho

John Inscho,
Mayor

A motion by David Rogers to adopt the following Resolution carried.

RESOLUTION #2021.046
APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT
WITH THE NEWJERSEY DEPARTMENT OF TRANSPORTATION
FOR THE FREE UNION ROAD SECTION 3 PROJECT

BE IT RESOLVED that the Liberty Township Governing Body formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that Mayor Inscho and the Municipal Clerk are hereby authorized to submit an electronic grant application identified as application ID 00525 from NJ SAGE to the New Jersey Department of transportation on behalf of Liberty Township.

BE IT FURTHER RESOLVED that Mayor Inscho and the Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Liberty and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Vote: absent - Grover
aye - Rogers
aye - Karcher
aye - Spangenberg
aye - Inscho

John Inscho,
Mayor

A motion by Wayne Spangenberg to adopt the following Resolution carried.

RESOLUTION #2021.047
SALARY

WHEREAS, Salary Ordinance #2021.002 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 2021 in the amounts designated below. All salaries are retroactive to 1 January 2021 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Section 2: Public Works		
Michael Mecsey	Laborer	\$22.50/hour
Summer Recreation Employees		
Emilia Thompson	Head Counselor	20.50/hour
Grace Montgomery	1 st year counselor	12.00/hour
Emily Montgomery	1 st year counselor	12.00/hour
Daisy Crubaugh	1 st year counselor	12.00/hour
Noelle Treanor	1 st year counselor	12.00/hour
Katherine Spuckes	1 st year counselor	12.00/hour
Hailey Pandorf	1 st year counselor	12.00/hour
Joseph Welsh	1 st year counselor	12.00/hour
Morgan Lapshanski	1 st year counselor	12.00/hour
Rebecca Grace Kahler	1 st year counselor	12.00/hour

Vote: aye - Karcher
 aye - Rogers
 absent - Grover
 aye - Spangenberg
 aye - Inscho

 John Inscho,
 Mayor

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

RESOLUTION #2021.048
 A RESOLUTION ESTABLISHING A SPECIAL PERIOD FOR THIRD QUARTER
 LOCAL PROPERTY TAXES IN THE TOWNSHIP OF LIBERTY

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

WHEREAS, N.J.S.A. 54:4-66.3 provides that no interest shall be charged for a minimum of 25 days after tax bills are mailed or otherwise delivered;

NOW, THEREFORE, BE IT RESOLVED by the Committee of Liberty Township as follows:

No interest shall be charged on 3rd quarter taxes, due August 1, 2021, if payment of said taxes is received by Liberty Township on or before the 25th day after the date of a mailing as certified by the Municipal Tax Collector to the Municipal Clerk and provided further, that if any such payment is not received on or before the 25th day interest at the usual rate will be charged from the August 1, 2021 date.

Vote: aye - Spangenberg
 aye - Karcher
 absent - Grover
 aye - Rogers
 aye - Inscho

 John Inscho,
 Mayor

PAYMENT OF BILLS

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

RESOLUTION #2021.049
 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 \$494,745.52

Vote: aye - Rogers
 absent - Grover
 aye - Spangenberg
 aye - Karcher
 aye - Inscho

 John Inscho,
 Mayor

PUBLIC COMMENT was opened at 8:09 pm.

John Zsilavetz – Mr. Zsilavetz inquired if the municipality would accept his broken concrete for fill? He also questioned the cultivation of hemp in Liberty Township.

Richard Larsen – Mr. Larsen reported that he had had conversation with Eric Snyder, Zoning Official, regarding placement of Environmental Commission informational sandwich boards around the municipality. Mr. Larsen was advised to remove the signs during storm conditions and be aware of location placement and intersection site visibility.

Larry Supp – Mr. Supp expressed concern how Mountain Lake monitoring results are publicized.

EXECUTIVE SESSION

At 7:35 pm a motion by Mayor Inscho to adopt the following Resolution carried.

RESOLUTION #2021.050

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.

- ✓ Potential Litigation

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 8:00 pm, a motion by Mayor Inscho to reconvene the public meeting carried. Mayor Inscho stated that during executive session a matter of potential litigation was discussed. No action to follow.

ADJOURNMENT

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

Meeting adjourned at 8:01 p.m.

Diane M Pflugfelder RMC/MMC
 Municipal Clerk/Administrator
 Minutes Approved 5 August 2021

