

AGENDA
LIBERTY TOWNSHIP MEETING
October 2, 2025
7:00 pm
Municipal Building
349 Mountain Lake Road
Great Meadows, NJ 07838

Sunshine Notice

Flag Salute

Roll Call

Reports: New Jersey State Police
 Governing Body
 Great Meadows Regional Board of Education
 Municipal Committees

Adoption of Agenda

Adoption of Minutes – September 25, 2025 and Executive Session September 25, 2025

2025 Appointments

Environmental Commission (2 positions)
Land Use Board (3 positions)
Open Space Committee (2 positions)
Recreation Commission (2 positions)

Unfinished Business

Public Hearing – Ordinance #2025.005, Salary
Public Hearing – Ordinance #2025.006, Floodplain Management and Regulations
Discussion – Elizabethtown Gas Franchise

New Business

Introduction Ordinance #2025.007 Dogs and Other Animals, Fees
Best Practices Inventory

Resolutions

Salary
Tax Refund – Block 42 Lot 7
Escrow Refund – Block 38 Lot 1
Bills List

Public Comment

Executive Session

Adjournment

A regularly scheduled meeting of the Township of Liberty was advertised and opened by Mayor Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:02 p.m.

Present: Daniel Grover; John Inscho, Pete Karcher, and Wayne Spangenberg

Absent: Dave Rogers

Also, Present: Richard Wenner, Municipal Attorney; and, Jennifer Breslin, Deputy Clerk

REPORTS

State Police reported they had around 880 motor vehicle stops in September for the Washington barracks. Mayor reported Fall clean-up is week of October 13 and rabies clinic will be November 1, 10:00 am – 11:30 am, and workshop meeting is scheduled for October 23. Mayor Inscho and Deputy Mayor Grover attended the rescue squad 2nd meeting with other Mayors and Board Commissioner.

Great Meadows Regional School Board – Lisa Vonder Haar reported they have a full board for Liberty Township.
Environmental Commission – Larry Supp reported the EC would be interested in giving advice and their concerns regarding the Liberty Lake dam removal.

ADOPTION OF AGENDA

A motion by Committeeman Karcher adopt the agenda carried.

ADOPTION OF MINUTES

A motion by Committeeman Spangenberg to adopt the minutes of September 25, 2025 and Executive Session from September 25, 2025 carried. Mayor Inscho abstained on the Executive Session minutes.

APPOINTMENTS

No appointments made at this time

UNFINISHED BUSINESS

ORDINANCE 2025.005, Salary

A motion by Committeeman Karcher to open public hearing carried. Liza Thomas asked what the salary ordinance is for. A motion by Committeeman Spangenberg to adopt the following ordinance carried.

ORDINANCE #2025.005

An Ordinance to Amend an Ordinance Entitled an Ordinance to Provide for and Determine the Salaries and Compensation for the Officers and Employees of the Township of Liberty, County of Warren, State of New Jersey

BE IT ORDAINED, by the Township Committee of the Township of Liberty, Warren County, New Jersey, that Section 1, 2 and 3 of the above Ordinance be amended as follows:

Section 1: Here is the following schedule of minimum and maximum salaries (yearly and hourly) for the position hereby listed:

POSITION	MIN	MAX
Township Committee	1,000	4,500
Municipal Clerk/Registrar	28,000	120,000
Deputy Municipal Clerk/Registrar	16.00/hour	40.00/hour
Administrator	1,000	20,000
CFO	10,000	45,000
Office Assistant	16.00/hour	30.00/hour
Qualified Purchasing Agent	2,000	20,000
Tax Collector	10,000	45,000
Tax Collector Assistant	16.00/hour	30.00/hour
Tax Assessor	10,000	45,000
Land Use Administrator	5,000	25,000
Zoning Code Official	5,000	25,000
Zoning Code Official – Code enforcement & court hours	30.00/hour	60.00/hour
Animal Control Officer	5,000	25,000
Environmental Commission Secretary	16.00/hour	25.00/hour
Emergency Management Coordinator	1,000	8,000
Deputy Emergency Management Coordinator	500	4,000
Recreation Commission Assistant	16.00/hour	25.00/hour
Seasonal Head Life Guard	16.00/hour	25.00/hour
Lifeguards	15.00/hour	25.00/hour
Seasonal Beach Manager	16.00/hour	30.00/hour
Assistant Seasonal Beach Manager	16.00/hour	30.00/hour
Summer Recreation Counselors	15.00/hour	25.00/hour
Summer Recreation Head Counselor	16.00/hour	30.00/hour

Section 2: Public Works

Public Works Supervisor	25.00/hour	50.00/hour
Assistant Public Works Supervisor	20.00/hour	40.00/hour
Mechanic/Truck Driver	20.00/hour	40.00/hour
Laborer	20.00/hour	40.00/hour
Seasonal DPW Help	20.00/hour	35.00/hour

Regular work week for road department is forty hours. Overtime will be compensated at time and one half for work performed in excess for forty hours in any work week.

Section 3: The aforesaid Sections 1, and 2 are to be effective as of and retroactive to 1 January 2025.

Section 4: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed.

Section 5: This Ordinance shall take effect immediately upon final adoption according to law.

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

ORDINANCE 2025.006, Floodplain Management and Regulations

A motion by Deputy Mayor Grover to carry without further notice to the next meeting on November 6, as the Land Use Board will be providing updates to the ordinance.

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

DISCUSSION – ELIZABETHTOWN GAS FRANCHISE - Mayor Inscho advised the petition for municipal franchise will be published and discussion will take place on October 23.

NEW BUSINESS

ORDINANCE 2025.007 Dogs and Other Animals, Fees - A motion by Deputy Mayor Grover to introduce Ordinance 2025.007 by title only on First Reading carried. Public Hearing and consideration for adoption are scheduled for November 6, 2025.

ORDINANCE 2025.007

AN ORDINANCE TO AMEND CHAPTER 49 ENTITLED DOGS AND OTHER ANIMALS OF THE TOWNSHIP OF LIBERTY, COUNTY OF WARREN, STATE OF NEW JERSEY

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

Best Practices Inventory – A motion by Deputy Mayor Grover to approve the documentation of 2025 Best Practices Inventory for full state aid carried.

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

RESOLUTIONS

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

RESOLUTION 2025.088 SALARY

WHEREAS, Salary Ordinance #2025.005 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 2025 in the amounts designated below. All salaries are effective October 1, 2025 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Jennifer Breslin	Deputy Clerk/Registrar	\$22.00/hr
Amber Gratacos	Office Assistant	\$18.50/hr

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

A motion by Deputy Mayor Grover to adopt the following Resolution carried.

RESOLUTION 2025.089
TAX REFUND

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

Block/Lot	Name/Address	Reason	Year	Total Refund
42-7	Dustin & Danielle Nevins C/O Corelogic Centralized Refunds P.O. Box 9202 Coppell TX 75019-9760	Overpayment of Property Taxes	2025	\$1,996.57

NOW, THEREFORE, 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 - Grover
 aye – Karcher
 absent – Rogers
 aye – Spangenberg
 aye – Inscho

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

RESOLUTION 2025.090
RESOLUTION TO REFUND LAND USE BOARD ESCROW DEPOSITS

WHEREAS, the following applicant posted a Land Use Board escrow deposit with the Township of Liberty; and

WHEREAS, when the Land Use Board review costs are less than the escrow deposit, the difference shall be refunded to the applicant; and

WHEREAS, the Land Use Board and the Township Engineer has certified that the following application is complete:

<u>Name</u>	<u>Amount</u>
Etienne B38/L1 Planning Board	\$432.94

NOW, THEREFORE BE IT RESOLVED by the Liberty Township Committee, Warren County, State of New Jersey that the remaining escrow funds be returned to the applicant.

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

A motion by Deputy Mayor Grover to adopt the following Resolution carried.

RESOLUTION 2025.091
PAYMENT OF BILLS

RESOLVED, That the Governing Body 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 \$591,231.42.

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

PUBLIC COMMENT

Chris Shand – Mr. Shand asked when Lewis Lane will be paved.

Kelley Smith – Ms. Smith introduced herself as the shared service municipal clerk with Harmony Township.

Jerry Longo – Mr. Longo is selling his farm an asked how many horses are allowed on property.

ADJOURNMENT

There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.
Meeting adjourned at 7:20 p.m.

This is to certify that the ordinances and resolutions contained herein have been approved by me in accordance with law.

John E. Inscho, Mayor

This is to certify that all proper notices, postings and filings required by the Open Public Meetings Act (Chapter 231, P.L. 1975) were provided for this meeting.

Jennifer Breslin, Deputy Clerk

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last Rcvd Batch Id Range: First to Last		Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y		Bid: Y State: Y Other: Y Exempt: Y		P.O. Type: All Format: Condensed Include Non-Budgeted: Y Vendors: All	
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AAPARTS		ADVANCE AUTO PARTS					
25-00403	09/24/25	FILTERS	Open	\$355.16	\$0.00		
AMAZON		AMAZON.COM SERVICES INC					
25-00388	09/12/25	OFFICE/B&G SUPPLIES	Open	\$707.59	\$0.00		
ATTMOBIL		AT&T MOBILITY LLC					
25-00382	09/08/25	DPW CELL PHONES	Open	\$134.52	\$0.00		
BOSWELLE		BOSWELL ENGINEERING INC					
25-00411	09/30/25	DAM REPORT FINAL SUBMISSION	Open	\$7,715.00	\$0.00		
BRESLINJ		JENNIFER BRESLIN					
25-00391	09/15/25	PETTY CASH	Open	\$90.72	\$0.00		
BRIGHTSP		BRIGHTSPEED					
25-00383	09/08/25	PHONES SEPTEMBER	Open	\$363.36	\$0.00		
BSNSP		BSN SPORTS LLC					
25-00329	08/05/25	SOCCER EQUIPMENT	Open	\$345.49	\$0.00		
CARRIES		CARRIE GAJDA					
25-00415	09/30/25	MUN & REC CLEANING/#009-2025	Open	\$380.00	\$0.00		
CASA PAY		CASA PAYROLL SERVICE					
25-00375	09/03/25	PAYROLL 9/5, 9/19	Open	\$306.00	\$0.00		
CODEGREE		Code Green Lawn Care					
25-00401	09/23/25	FERTILIZER	Open	\$540.00	\$0.00		
COMC		COMCAST					
25-00399	09/19/25	BEACH INTERNET	Open	\$116.85	\$0.00		
COOPERAL		COOPER ALARM SYSTEMS					
25-00372	09/03/25	FIX REC BLDG ALARM & ADD CODE	Open	\$150.00	\$0.00		
CPENGINE		CP ENGINEERS, INC					
25-00389	09/12/25	ENG SVC - AUGUST	Open	\$7,607.00	\$0.00		
25-00390	09/12/25	PLAN REVIEW B2/L11.08	Open	\$819.00	\$0.00		
Vendor Total:				\$8,426.00			
DAILYREC		DAILY RECORD					
25-00326	08/05/25	STORMWATER ORD AD	Open	\$423.65	\$0.00		
25-00380	09/08/25	ORDINANCE ADS	Open	\$340.67	\$0.00		
Vendor Total:				\$764.32			
DCA BFCE		TREASURER, STATE OF NJ					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
DCA BFCE		TREASURER, STATE OF NJ	<i>Account Continued</i>				
25-00423	10/02/25	BFCE RENEWAL DPW GARAGE&PERM	Open	\$311.00	\$0.00		
DVS		DELAWARE VALLEY SEPTIC					
25-00393	09/16/25	BOAT LAUNCH RENTAL - SEPTEMBER	Open	\$100.00	\$0.00		
DWD		DOG WASTE DEPOT					
25-00395	09/18/25	DOG WASTE BAGS	Open	\$97.77	\$0.00		
ETIEN		LUCKSON ETIENNE					
25-00413	09/30/25	REFUND ESCROW BAL B38/L1	Open	\$432.94	\$0.00		
FREED		FREEDOM BUSINESS MACHINES,INC.					
25-00387	09/12/25	8TH PMT OF 12/174090	Open	\$74.00	\$0.00		
GLICKMAN		STEVEN S GLICKMAN LLC					
25-00420	10/01/25	PERSONNEL ATTORNEY SERVICES	Open	\$5,000.00	\$0.00		
GMBOE		GREAT MEADOWS REGIONAL BOE					
25-00421	10/01/25	OCTOBER TAX PAYMENT	Open	\$521,478.50	\$0.00		
GSLABS		GARDEN STATE LABORATORIES,INC.					
25-00379	09/08/25	WATER TESTING	Open	\$150.00	\$0.00		
HIDDE		TULPEHOCKEN SPRING WATER					
25-00374	09/03/25	WATER DELIVERY 9/3 (6)	Open	\$46.29	\$0.00		
HLTHB		NJSHBP					
25-00409	09/29/25	OCTOBER	Open	\$8,991.28	\$0.00		
JBRES		JENNIFER BRESLIN					
25-00412	09/30/25	Q3 MILEAGE REIMBURSEMENT	Open	\$76.38	\$0.00		
JCPL		JCP&L					
25-00398	09/19/25	GENERAL & STREETLIGHTS	Open	\$1,318.95	\$0.00		
LIFER		LIFER, KEVIN					
25-00157	04/02/25	QUARTERLY FINANCE CONSULTATION	Open	\$300.00	\$0.00		
LOWESCOM		LOWE'S COMMERCIAL ACCOUNT					
25-00261	06/12/25	SPRAYER, GAS CANS & PAINT	Open	\$146.20	\$0.00		
LSAC		LAVERY,SELVAGGI & COHEN, PC					
25-00373	09/03/25	PROFESSIONAL SVC - AUG & SEPT	Open	\$5,621.46	\$0.00		
MARSHMAC		MARSHALL MACHINERY INC					
25-00366	08/29/25	GRAPPLE	Open	\$6,500.00	\$0.00		
NAPA		NORTH EAST PARTS GROUP LLC					
25-00400	09/22/25	FILTERS	Open	\$810.01	\$0.00		
NEVINSO		DUSTIN & DANIELLE NEVINS					
25-00392	09/15/25	OVERPAYMENT OF TAXES B42/L7	Open	\$1,996.57	\$0.00		

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
NEVINS		DUSTIN & DANIELLE NEVINS	Account Continued				
NJDOH		NJ STATE DEPARTMENT OF HEALTH					
25-00419	10/01/25	SEPTEMBER DOG REPORT	Open	\$4.20	\$0.00		
OTRAD		ORIENTAL TRADING CO., INC.					
25-00297	07/16/25	COMMUNITY DAY SUPPLIES	Open	\$380.33	\$0.00		
PIOCO		PIO COSTA SAND & GRAVEL					
25-00384	09/10/25	TOP SOIL	Open	\$55.64	\$0.00		
RAWPOWER		RAW POWER GENERATOR SVC LLC					
25-00341	08/12/25	GENERATOR SERVICE & INSPECTION	Open	\$692.28	\$0.00		
REFERSVC		REFERENCE SERVICES INC					
25-00416	10/01/25	BACKGROUND CHECK SOCCER (1)	Open	\$20.50	\$0.00		
SANIC		SANICO					
25-00381	09/08/25	GARBAGE/RECYCLING	Open	\$200.57	\$0.00		
SCHNEIDE		VOGEL,CHAIT,COLLINS, SCHNEIDER					
25-00346	08/13/25	HORTSMANN REVIEW/113913	Open	\$140.00	\$0.00		
25-00385	09/11/25	LAND USE MATTERS/AUGUST	Open	\$1,250.00	\$0.00		
				Vendor Total:	\$1,390.00		
SSCHAAF		SHANNON SCHAAF					
25-00338	08/11/25	COMMUNITY DAY ITEMS	Open	\$76.64	\$0.00		
STORMWAT		STORMWATER COMPLIANCE					
25-00417	10/01/25	Q3 2025 STORMWATER INSPECTIONS	Open	\$7,100.00	\$0.00		
TRASUP		TRACTOR SUPPLY					
25-00386	09/12/25	B&G SUPPLIES	Open	\$55.99	\$0.00		
TSNHS		TREASURER STATE OF NJ					
25-00414	09/30/25	Q3 2025 QUARTERLY REPORT	Open	\$175.00	\$0.00		
UPPERDEL		UPPER DELAWARE SCD					
25-00394	09/18/25	SOIL CERTIFICATION LEWIS LANE	Open	\$625.00	\$0.00		
WIRES		WIRE'S ELECTRICAL SHOP					
25-00354	08/20/25	ELECTRICAL PLUG BY GENERATOR	Open	\$6,608.91	\$0.00		
Total Purchase Orders: 48 Total P.O. Line Items: 0 Total List Amount: \$591,231.42 Total Void Amount: \$0.00							

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPR	4-01	\$3,118.59	\$0.00	\$3,118.59	\$0.00	\$0.00	\$3,118.59
CURRENT FUND APPR	5-01	\$570,846.61	\$0.00	\$570,846.61	\$0.00	\$0.00	\$570,846.61
ANIMAL FUND	A-03	\$4.20	\$0.00	\$4.20	\$0.00	\$0.00	\$4.20
CAPITAL FUND	C-04	\$4,189.00	\$0.00	\$4,189.00	\$0.00	\$0.00	\$4,189.00
ESCROW FUND	E-13	\$2,091.94	\$0.00	\$2,091.94	\$0.00	\$0.00	\$2,091.94
GRANT FUND	G-02	\$10,733.94	\$0.00	\$10,733.94	\$0.00	\$0.00	\$10,733.94
RECREATION TRUST F	R-17	\$247.14	\$0.00	\$247.14	\$0.00	\$0.00	\$247.14
Total Of All Funds:		\$591,231.42	\$0.00	\$591,231.42	\$0.00	\$0.00	\$591,231.42