

AGENDA

LIBERTY TOWNSHIP WORKSHOP MEETING

September 25, 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 4, 2025

Unfinished Business

Public Hearing – Shared Service Agreement with Harmony Township – Municipal Clerk
Policy Updates – Drug Free Workplace and Use of Township Property and Vehicles

New Business

Discussion – Elizabethtown Gas Franchise
Halloween Trick or Treating hours

Resolutions

Change in Custodian of Petty Cash Fund

Public Comment

Executive Session

Resolution – Personnel

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 7:01 p.m.

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

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

REPORTS

ADOPTION OF AGENDA

A motion by Deputy Mayor Grover to adopt the agenda carried.

ADOPTION OF MINUTES

A motion by Committeeman Spangenberg to adopt the minutes of September 4, 2025 carried.

APPOINTMENTS

No appointments made at this time

UNFINISHED BUSINESS

Public Hearing – Shared Service Agreement with Harmony Township – Municipal Clerk
A motion by Mayor Inscho to open public hearing carried. Bob Ballou had a question about basis of part-time versus full-time, what other shared service agreements in Warren County, question on shared clerk hours per month, salary, and question on why not a year over year agreement. Attorney Wenner answered Mr. Ballou’s questions. Judy McDonald asked why would we go back to a full-time Municipal Clerk position if it can be a part-time position.

Attorney Wenner discussed Ms. Pflugfelder’s letter and the incorrect calculation of terminal leave pay, and asked the letter be entered into the minutes.

25 September 2025

To Township Committee, CFO and Deputy Municipal Clerk,

As I am currently under medical care with a work release until 9 October 2025, I will not be able to attend the 25 September workshop. I respectfully request that this letter be read in its entirety into the official minutes of the 25 September 2025 workshop during the public hearing on the Shared Service Agreement with Harmony Township – Municipal Clerk.

The **DCA Uniform Shared Services & Consolidation Act, NJSA 40A:65-1 et seq.**, specifically **40A:65-11(2)**, clearly establishes that:

“Any employee terminated for reasons of economy or efficiency by the local unit providing the service under the shared service agreement shall be given a terminal leave payment of not less than a period of one month for each five-year period of past service as an employee with the local unit, or other enhanced benefits that may be provided or negotiated.”

This statute is unambiguous. It mandates that employees in my position are entitled to a terminal leave payment — not as a discretionary benefit, but as a matter of law.

Based on Liberty Township Salary Resolutions, my entitlement is as follows:

Year	One Month Pay
2021	\$6,896.92
2022	\$7,103.33
2023	\$7,316.92
2024	\$7,536.42
2025	\$7,405.63
Total Owed \$36,259.22	

This calculation reflects the statutory requirement of one month’s pay for each five-year period of service, and it represents the minimum payment I am due under state law.

I urge the Township to honor this obligation in full. Selective or partial application of the Act undermines both the intent of the law and the trust employees place in the fairness of municipal governance. Recognizing and upholding this statutory right is not only a legal necessity but also a matter of good faith and respect for years of dedicated service.

Thank you for ensuring that the provisions of the DCA Uniform Shared Services & Consolidation Act are applied fully, fairly, and without exception. **I respectfully request confirmation that my terminal leave payment in the amount of \$36,259.22 will be processed and issued no later than 8 October 2025, consistent with the conclusion of my employment.**

Respectfully,
Diane M Pflugfelder

Public hearing was closed, and a motion by Mayor Inscho to adopt the following resolution carried.

RESOLUTION 2025.083

RESOLUTION OF THE TOWNSHIP OF LIBERTY AUTHORIZING THE EXECUTION OF A
SHARED SERVICE AGREEMENT FOR THE POSITION OF MUNICIPAL CLERK WITH THE
TOWNSHIP OF HARMONY

WHEREAS, the Common Sense Shared Services Pilot Program Act, N.J.S.A. 40A:65-4.1 et seq., allows municipalities within pilot counties to share services for a municipal clerk, a chief financial officer, an assessor, a tax collector, a municipal treasurer or a municipal superintendent of public works without regard to the strictures of tenure rights, as necessary, in order to promote and effectuate the sharing of a service; and

WHEREAS, under the pilot program, municipalities located in pilot counties may enter into shared services agreements, under current law provisions, for the services of tenured local employees, and provide for the dismissal of any tenured local employees who are not selected to be service providers under the shared service agreement; and

WHEREAS, Warren County is a pilot county under the Act; and

WHEREAS, Liberty desires to contract with Harmony for the furnishing of the services of a Registered Municipal Clerk (RMC) as required by N.J.S.A. 40A:9-133 et seq. and as hereafter set forth; and

WHEREAS, a public hearing was held on September 25, 2025, and a copy of the Agreement attached hereto was provided to the affected employee at least two weeks before the public hearing in accordance with N.J.S.A. 40A:65-5; and

WHEREAS, the Agreement requires Harmony Township to provide the services of a Registered Municipal Clerk to the Township of Liberty, which will result in an annual cost savings to the Township of at least \$40,000.00 each year of the Agreement; and

WHEREAS, the Township desires to authorize the execution of the Agreement as attached hereto.

NOW THEREFORE BE IT RESOLVED by the governing body of the Township of Liberty, County of Warren and State of New Jersey as follows:

1. The Shared Service Agreement between the Township of Harmony and the Township of Liberty is hereby approved and authorized to be executed by the Mayor of the Township of Liberty on behalf of the Township.
2. The outgoing Registered Municipal Clerk shall be compensated, in accordance with N.J.S.A. 40A:65-11(2), one (1) month's pay for each five (5) years of service with the Township.

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

POLICY UPDATES – DRUG FREE WORKPLACE AND USE OF TOWNSHIP PROPERTY AND VEHICLES - A motion by Deputy Mayor Grover to adopt the following changes to the policy carried.

NEW BUSINESS

DISCUSSION – ELIZABETHTOWN GAS FRANCHISE - Mayor Inscho advised to table as Mr. Mark Kelly from Elizabethtown Gas was not in attendance to discuss.

HALLOWEEN TRICK OR TREATING HOURS - A motion by Mayor Inscho to set trick or treating hours for Friday, October 31 from 4:30 pm to 7:30 pm carried.

RESOLUTIONS

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

RESOLUTION 2025.084 Change in Custodian of Petty Cash Fund

WHEREAS, Diane M. Pflugfelder was custodian of the Township of Liberty's Petty Cash Fund, and

WHEREAS, in accordance with N.J.S.A. 40:5-21, the Township of Liberty is changing custodians to Jennifer Breslin; and

WHEREAS, Jennifer Breslin is bonded in the amount of \$1,000,000 by virtue of a surety bond.

NOW, THEREFORE, BE IT RESOLVED that the Township of Liberty, County of Warren hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

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

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

RESOLUTION 2025.085

Resolution Rescinding Award of Contracts for Danville Mountain Road 2024 Paving (from Midland Drive to Hope Road) to Riverview Paving, Inc., and Dan Swayze & Sons, Striping & Signage, Inc.

WHEREAS, Danville Mountain 2024 Paving (from Midland Drive to Hope Road) has been designed by CP Engineers, LLC; and

WHEREAS, Liberty Township is a member of the Morris County Cooperative Pricing Council (MCCPC); and

WHEREAS, CP Engineers, LLC, had recommended award to Riverview Paving, Inc. of Hackettstown, New Jersey in the amount of \$287,967.30 (through 2024 MCCPC Contract #6), and Dan Swayze & Sons, Striping & Signage, Inc. of Scotch Plains, New Jersey in the amount of \$9,288.90 (through 2025 MCCPC Contract #36) subject to concurrence of grant award by NJDOT; and

WHEREAS, The Township of Liberty, County of Warren, State of New Jersey awarded the Danville Mountain Road 2024 Paving project to Riverview Paving, Inc. by adoption of Resolution 2025.080 at the September 4, 2025 meeting of the Governing Body; and

WHEREAS, The NJDOT has subsequently refused to approve Riverview Paving, Inc. as a viable contractor to be paid under the approved NJDOT grant for paving of Danville Mountain Road, due to the completion of Riverview Paving's contract term with MCCPC ending on March 31, 2025, making Riverview Paving, Inc. ineligible to receive contracts through MCCPC at the time of award; and

WHEREAS, CP Engineers, LLC, is recommending withdrawing the contract awards to Riverview Paving, Inc. and Dan Swayze & Sons, Striping & Signage, Inc. by rescinding the awards granted through Resolution 2025.080.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Liberty, County of Warren, State of New Jersey that the contracts awarded for the Danville Mountain Road 2024 Paving Project to Riverview Paving, Inc. and Dan Swayze & Sons, Striping & Signage, Inc. be withdrawn and Resolution 2025.080 be rescinded.

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

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

RESOLUTION 2025.086

Resolution Awarding Contracts for Danville Mountain Road 2024 Paving (from Midland Drive to Hope Road) to Tilcon New York, Inc., and Dan Swayze & Sons, Striping & Signage, Inc.

WHEREAS, Danville Mountain 2024 Paving (from Midland Drive to Hope Road) has been designed by CP Engineers, LLC; and

WHEREAS, Liberty Township is a member of the Morris County Cooperative Pricing Council (MCCPC); and

WHEREAS, CP Engineers, LLC, has recommended award to Tilcon New York, Inc. of Parsippany, New Jersey in the amount of \$292,397.25 (through 2025 MCCPC Contract #6), and Dan Swayze & Sons, Striping & Signage, Inc. of Scotch Plains, New Jersey in the amount of \$9,288.90 (through 2025 MCCPC Contract #36) subject to concurrence of grant award by NJDOT.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Liberty, County of Warren, State of New Jersey that the Danville Mountain Road 2024 Paving Project be awarded to Tilcon New York, Inc., and Dan Swayze & Sons, Striping & Signage, Inc.

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

PUBLIC COMMENT

Cheryl Lutz – Ms. Lutz asked if the Committee would consider paving the smaller roads by Mountain Lake, like Anderson, Crescent and Knoll.

Jodee Inscho – Ms. Inscho advised the Board of Elections has sent out the mail-in ballots. Early voting will be October 25 to November 2.

At 7:31 pm, motion by Deputy Mayor Grover to adopt the following Resolution carried. Mayor Inscho recused himself from Executive Session.

RESOLUTION 2025.087 EXECUTIVE 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 exist; and

WHEREAS, the Governing Body wishes to discuss:

- Personnel

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.

NOW THEREFORE BE IT RESOLVED that the public be excluded from this meeting.

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

Chief Pete Hubert and President Andy Bernard from the Mountain Lake Fire Company were in attendance to discuss reporting, policies, training and ordinance requirements.

At 9:03 pm the governing body reconvened from Executive Session.

PERSONNEL – No action taken

ADJOURNMENT

There being no further business, a motion by Committeeman Spangenberg to adjourn the meeting carried.
Meeting adjourned at 9:04 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