

AGENDA
LIBERTY TOWNSHIP MEETING

3 April 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
 Recreation – Community Day Fireworks

Adoption of Agenda
Adoption of Minutes – 6 March 2025

2025 Appointments
 Recreation Assistant
 Environmental Commission, Alternate #1
 Environmental Commission, Alternate #2
 LandUse Board, Class I Designee
 LandUse Board, Alternate #3
 LandUse Board, Alternate #4
 Open Space Committee (3 positions)
 Recreation Commission
 Recreation Commission, Alternate #2

Unfinished Business
 Recreation Assistant Job Description
 National Flood Insurance Program – Community Assistance Visit (CAV)
 Updated Stormwater Management Ordinance
 Liberty Lake Dam Removal Project Draft
 Affordable Housing – Municipal Housing Liaison
 Resolution of 2025 Budget Self Examination
 Resolution to Amend Introduced Budget
 Adoption of 2025 Budget

New Business
 Application for Pavilion Reservations
 Municipal Flag
 2025 Tri Mountain Lake Sprint Triathlon

Resolutions
 Governor's Council on Substance Use Disorder
 Salary Resolution
 Administrator Salary Resolution
 LGCCC – Mountain Lake Community Association
 LGCCC – Mountain Lake Fire Company
 Riverview Paving for Morris County Co-Op
 Bills List

Public Comment
Adjournment

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 3 April 2025. The meeting was opened by Mayor Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:08 p.m.

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

Absent; David Rogers

Also, Present: Richard Wenner, Municipal Attorney; and, Diane M Pflugfelder, Municipal Clerk

REPORTS

WAYNE SPANGENBERG

Mr. Spangenberg reported that the Recreation Commission members questioned the removal of port-a-johns at the boat launch and grove areas of Mountain Lake. Mayor advised that it was in response to vandalism and repeat billing for repair of these rented units.

Mr. Spangenberg advised that Liberty Township Recreation Commission would be joining a new basketball league for the 2025-2026 season with Belvidere, Knowlton, Hope, and Harmony municipalities

DAN GROVER

Mr. Grover stated that he had a topic for discussion in Executive Session.

JOHN INSCHO

Mr. Inscho reported that he, Carl Cummins and Pete Karcher would be working on the renovations of the beach shack with a proposed end date within June 2025.

GREAT MEADOWS REGIONAL BOARD OF EDUCATION

Lisa Von der Haar, GMRBOE liaison, reported that the BOE is under funded for the state tax levy and that the April 2025 referendum for 8.5 million passed.

ADOPTION OF MINUTES

A motion by Pete Karcher to adopt the minutes of 6 March 2025 carried.

2025 BUDGET

SELF-EXAMINATION OF 2025 BUDGET

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

RESOLUTION #2025.038

SELF-EXAMINATION OF BUDGET

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on 11 February 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Township of Liberty has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township meets the necessary conditions to participate in the program for the 2011 budget year.

BE IT RESOLVED By the Township Committee of the Township of Liberty that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the Township Committee has found the budget has met the following requirements:

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

John Inscho,
Mayor

AMENDMENT OF INTRODUCED 2025 BUDGET
Mayor announced that the municipal tax rate would increase \$0.015 which equates to \$15.00 on a \$100,000 assessment.
A motion by Dan Grover to adopt the following Resolution carried.

RESOLUTION #2025.039
RESOLUTION TO AMEND INTRODUCED BUDGET

WHEREAS, the local municipal budget for the year 2025 was approved on 6 March 2025; and
WHEREAS, the public hearing on said budget shall be held as advertised; and
WHEREAS, it is desired to amend said approved budget.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Liberty, County of Warren, that the following amendments to the approved budget of 2025 be made:

	FROM	TO
8. GENERAL APPROPRIATIONS		
(A) Operations – within “CAPS”		
Zoning Officer: Salaries and Wages	\$ 11,150.00	\$ 12,250.00
Road Repair and Maintenance: Salaries and Wages	<u>\$250,000.00</u>	<u>\$248,900.00</u>
Total Operations {Item 8(A)}		
Within "CAPS"	\$1,225,754.50	\$1,225,754.50

BE IT FURTHER RESOLVED, that three certified copies of this Resolution be filed forthwith in the Office of the Director of Local Government Services for their certification of the local municipal budget so amended.

BE IT FURTHER RESOLVED, that a public hearing on said amendment is to be held at the Municipal Building on 3 April 2025 at 7:00 PM.

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

John Inscho,
Mayor

ADOPTION OF 2025 BUDGET
At 7:15 pm, a motion by John Inscho to open public hearing on the budget carried.
Bob Ballou questioned Open Space, NJDOT Grant, Municipal Relief Fund, Garden State Trust and Clean Communities Trust Fund line items within the introduced 2025 budget.
Public hearing closed at 7:21 pm.
A motion by Dan Grover to adopt the 2025 Budget carried. See attached Resolution #2025.040

APPOINTMENTS
No appointments made at this time

UNFINISHED BUSINESS
RECREATION ASSISTANT JOB DESCRIPTION
No action taken

NATIONAL FLOOD INSURANCE PROGRAM – COMMUNITY ASSISTANCE VISIT (CAV)
No action taken

UPDATED STORMWATER MANAGEMENT ORDINANCE
Mayor Inscho advised that Jenn and Eric are working on this Ordinance.

LIBERTY LAKE DAM REMOVAL PROJECT DRAFT
Mayor Inscho stated that he spoke with Jess Symonds, previous Municipal Engineer.

AFFORDABLE HOUSING – MUNICIPAL HOUSEING LIAISON
Mayor reported that he had to talk to Eric Snyder to get him to do this

NEW BUSINESS

APPLICATION FOR PAVILION RESERVATION

An application for pavilion reservation was received from Melissa Aumick for 28 June 2025. A completed application, deposit check, non-Township daily fee check and proof of port-a-john rental was received.

APPLICATION FOR PAVILION RESERVATION

An application for pavilion reservation was received from Mackenzi Bettens for 4 May 2025. A completed application, deposit check, Township daily fee check and proof of port-a-john rental was received.

A motion by Wayne Spangenberg to approve both pavilion reservations request carried

MUNICIPAL FLAG

An email of 17 March 2025 was received from David Singley Jr inquiring if Liberty Township has its own flag. If not, he suggested a community flag contest to involve the locals in creating municipal history and the potential to sell the flags to generate revenue. The mayor stated that this was something for the Centennial Committee to consider.

TRI MOUNTAIN LAKE SPRINT TRIATHLON 2025

Attorney Richard Wenner reviewed the documentation provided for the Tri Mountain Lake Sprint Triathlon 2025 and advised that all are in order. A motion by Peter Karcher approving the 2025 Tri Mountain Lake Sprint Triathlon 2025 carried.

RESOLUTIONS

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

RESOLUTION #2025.041
SALARY

WHEREAS, Salary Ordinance #2022.002 established the salaries/wages, and compensation for certain employees of the Township of Liberty, Warren County.

BE IT RESOLVED, By the Governing Body 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 retroactive to 1 January 2025 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John E Inscho	Township Committee	2,193.00
Dan Grover	Township Committee	2,193.00
David Rogers	Township Committee	2,193.00
Wayne Spangenberg	Township Committee	2,193.00
Pete Karcher	Township Committee	2,193.00
Diane M Pflugfelder	Municipal Clerk/Registrar	87,495.00
Jennifer Breslin	Deputy Municipal Clerk/Registrar	19.10/hour
Jennifer Breslin	CFO	11,315.00
Jennifer Breslin	Qualified Purchasing Agent	3,808.00
Cindy Eckert	Tax Collector	27,471.00
Penny Holenstein	Tax Assessor	27,710.00
George Boesze	Zoning Code Official	11,139.00
	Additional hours over regular hours	45.00/hour (paid quarterly)
Bonnie Waseleski	Animal Control Officer	6,927.00
Carrie Gajda	Environmental Commission Secretary	17.00/hour
Steven Ciecwicz	Emergency Management Coordinator	3,512.00
Amber Gratacos	Land Use Board Administrator	6,180.00
Section 2: Public Works		
Jeffrey Snyder	DPW Supervisor	37.73/hour
Joel Meixsell	Assistant DPW Supervisor	30.90/hour
Daniel Drennon	Laborer	26.78/hour
Albert Mercurio	Part-time Laborer	25.75/hour

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

John Inscho,
Mayor

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

RESOLUTION #2025.042
RESOLUTION TO PAY ADMINISTRATOR SALARY FOR THREE MONTHS FOLLOWING
ADOPTION OF RESOLUTION TO ELIMINATE ADMINISTRATOR TITLE.

WHEREAS, NJ Revised Statute 40A:9-138 states the Municipal Administrator may be removed by a 2/3 vote of the governing body; and

WHEREAS, the Resolution of removal shall become effective 3 months after its adoption by the governing body; and

WHEREAS, the governing body may provide that the Resolution shall have immediate effect; provided, however, that the governing body shall cause to be paid to the administrator forthwith any unpaid balance of his salary and his salary for the next 3 calendar months following adopt of the Resolution.

NOW, THEREFORE BE IT RESOLVED by the governing body of the Township of Liberty, in the County of Warren and State of New Jersey, will pay the administrative title of \$1,372.50 for the 3 months after adoption of Resolution 2025.021.

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

John Inscho,
Mayor

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

RESOLUTION #2025.043
CASINO NIGHT APPLLICATION

WHEREAS, Mountain Lake Community Association, 99 Tamarack Road, PO Box 275, Great Meadows, New Jersey 07823, is the licensee on the application to conduct Casino Night on 21 June 2025 to be held at Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 at 7:00-11:00 pm; 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 application.

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

1. The Casino Night is approved contingent to the Legalized Games of Chance Control Commission adoption of aforesaid application.

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

John Inscho,
Mayor

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

RESOLUTION #2025.044
FATHER'S DAY RAFFLE

WHEREAS, Mountain Lake Community Association, 99 Tamarack Road, PO Box 275, Great Meadows, New Jersey 07823, is the licensee on the application to conduct Casino Night on 15 June 2025 to be held at Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 at 1:00 pm; 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 application.

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

1. The Father's Day Raffle is approved contingent to the Legalized Games of Chance Control Commission adoption of aforesaid application.

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

John Inscho,
Mayor

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

RESOLUTION #2025.045

RESOLUTION AUTHORIZING PURCHASE CONTRACT WITH RIVERVIEW PAVING
THROUGH THE MORRIS COUNTY COOPERATIVE PURCHASING COUNCIL
PURSUANT TO N.J.S.A. 5:34-7.11c

WHEREAS, The Township of Liberty is a party to a cooperative purchasing agreement with Morris County Cooperative Pricing Council, a cooperative purchasing program organized pursuant to N.J.S.A 40a:11-10 and N.J.A.C. 5:34-7.11c; and

WHEREAS, the procurement of goods and services through a cooperative purchasing program is considered to be an open and fair process under the New Jersey Pay-To-Play Law N.J.S.A. 19:44A-20.4 et seq.

WHEREAS the Township of Liberty has utilized Riverview Paving under the Morris County Cooperative Pricing Council # 6, for the purchase of road resurfacing materials, contract awarded November 7, 2024 for milling and paving of various roadways.

NOW THEREFORE BE IT RESOLVED the Chief Financial Officer has certified that funds for this contract are available in account number C-04-56-100-077 for a not to exceed amount of \$750,000.00.

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

John Inscho,
Mayor

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

RESOLUTION #2025.046

GOVERNOR’S COUNCIL ON SUBSRTANCE USE DISORDER
ALLIANCE TO PREVENT SUBSTANCE USE DISORDER

WHEREAS, the Governor’s Council on Substance Use Disorder (GCSUD) established the Municipal Alliances for the Prevention of Substance Use Disorder in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent substance use disorder in communities throughout New Jersey.

WHEREAS, the governing body of the Township of Liberty, County of Warren, State of New Jersey recognizes that substance use disorder is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and

WHEREAS, the governing body further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent substance use disorder in our community; and

WHEREAS, the governing body has applied for funding to the Governor’s Council on Substance Use Disorder through the County of Warren.

NOW, THEREFORE, BE IT RESOLVED by the Township of Liberty; County of Warren of State of New Jersey hereby recognizes the following:

1. The governing body does hereby authorize submission of a strategic plan for the Great Meadows Municipal Alliance grant for fiscal year 2026 in the amount of:
 GCSUD Grant \$1,039.00
 Cash Match \$259.75
 In-Kind \$779.25

2. The governing body acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements

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

John Inscho,
Mayor

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

RESOLUTION #2025.047
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 \$1,025,824.26

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

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:21 pm

Shannon Schaaf – Ms. Schaaf introduced Girl Scout Troop #97260 and advised that they had \$200 to apply to a beautification project within Liberty Township. It was agreed that Troop #97260 could apply their funds and talents to beautify the Mountain Lake Community Association sign across from the firehouse.

Ms. Schaff requested that the port-a-johns be returned to the Mountain Lake area. The mayor stated that Liberty Township has paid \$295 to repair the units on three individual times they were vandalized. The mayor suggested that the community watch become more diligent and the Mountain Lake Community Association consider financing the port-a-john units. He also stated that there are intentions to install bathrooms within the brown garage at the beach and these bathrooms would have passcode accessibly.

MaryAnn Sanford – Ms. Sanford questioned when lines would be painted on Jenny Jump Avenue.

John Zsilavetz – Mr. Zsilavetz advised that JCP&L is installing smart meters around his neighborhood. He stated that this installation would eliminate jobs but a homeowner may opt out of this new meter. He would provide a contact name and phone number to those interested in opting out.

Bob Ballou – Mr. Ballou stated that there is a need for public garbage receptacles and port-a-johns at Mountain Lake.

Ron Stephany – Mr. Stephany inquired into the progress on the intrusive lighting complaint along Shades of Death Road. Mayor advised that the Zoning Official is investigating the situation

Shannon Schaaf – Ms. Schaaf asked if the firework proposals for Community Day 2025 would be addressed this evening.

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

RESOLUTION #2025.048
COMMUNITY DAY FIREWORKS EVENT

WHEREAS, Liberty Township Recreation Commission has scheduled a Community Day Fireworks Event for 16 August 2025, rain date 17 August 2025, 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 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 Governing Body of the Township of Liberty, Warren County, New Jersey that the Township of Liberty Governing Body 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 16 August 2025, rain date 17 August 2025, provided that Garden State Fireworks, The Santore Bros. World Champions provide the Township of Liberty with a Certificate of Insurance naming the municipality as additionally insured in a form acceptable to the Municipal Attorney.

BE IT FURTHER RESOLVED, By the Governing Body of the Township of Liberty, Warren County, New Jersey that the Township of Liberty Governing Body waives all liability for any municipal structure located upon the beach area of Block 52, Lot 42 which is situated within the fallout zone of the

2025 fireworks display area

BE IT FURTHER RESOLVED, that a true copy of this Resolution shall be forwarded to the New Jersey Division of Fire Safety.

Vote:	aye - Karcher	
	aye - Spangenberg	John Inscho,
	absent - Rogers	Mayor
	aye - Grover	
	aye - Inscho	

Public comment closed at 7:43 pm

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

RESOLUTION #2025.049
EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act PL 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 may wish to discuss any of the following conditions; confidential provisions of Federal Lae 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 shall be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

✓ Contractual Matter – real estate

At 8:51 pm, the governing body reconvened from Executive Session. Contractual matters were discussed. No action taken.

ADJOURNMENT

There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.
Meeting adjourned at 8:51 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk
Minutes Approved 1 May 2025
