

AGENDA
LIBERTY TOWNSHIP MEETING

5 June 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 Commission – Community Day

Adoption of Agenda

Adoption of Minutes – 1 May 2025
Adoption of Executive Session Minutes – 3 April and 1 May 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

New Business
 Kayak Rack Inquiry
 2024 Audit & Corrective Action Plan
 Pavilion Rental Request – 7 June 2025
 Renewal ABC License #2114.33.003.004, 543 Route 46 LLC (pocket license)
 PAIC Suggestive P&P Updates

Resolutions
 Tax Lien Refund – Block 19, Lot 9.01
 ABC License Renewals
 Summer Recreation Salaries
 ABC – Mountain Lake Fire Company, Car Show
 Warren County Equipment Sales
 Community Day Amusements
 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 7:00 p.m.

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

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

REPORTS

NEW JERSEY STATE POLICE

NJ Trooper reported that he had no report for the meeting this evening. Lisa Thomas questioned NJSP cell reception within the lake region. Trooper advised that the newer cars contain their own internet access.

DAVID ROGERS

Mr. Rogers reported that the 319, Water Quality Restoration Grant had been filed. The grant included the placement of impermeable materials in the beach parking lot. He continued to report on Mountain Lake and the HAB conditions. Due to HAB the Mountain Lake Community Association fishing tournament scheduled for Saturday, 7 June has been cancelled.

GREAT MEADOWS REGIONAL BOARD OF EDUCATION

No report

JOHN INSCHO

Mr. Inscho reported the following;

- early voting has begun at the Warren County libraries from 10 am to 8 pm
- permits were obtained for the Mountain Lake beach shack
- a motion by John Inscho to accept the resignation of Joel Meixsell, DPW, carried
- reported that the NJSP Bomb Squad has moved into the garage
- announced that the Centennial shall be held 22 August 2026 with a rain date of 23 August 2026. John Inscho is collecting old photos
- Jeff Snyder, DPW and John Inscho are searching for a new loader with intentions of selling the older loader at the Warren County auction
- Dan Grover is writing specs for the wash bay

RECREATION COMMISSION

A motion by Wayne Spangenberg approving the 2025 Community Day poster carried

ADOPTION OF MINUTES

A motion by Dan Grover to adopt the minutes of 3 April 2025 and executive session minutes of 1 May and 3 April 2025 carried.

APPOINTMENTS

Mayor Inscho stated that there are no appointments this month

UNFINISHED BUSINESS

RECREATION ASSISTANT JOB DESCRIPTION

Mayor Inscho stated that he got an application that looks good and we can start working on that

NATIONAL FLOOD INSURANCE PROGRAM – COMMUNITY ASSISTANCE VISIT (CAV)

Mayor Inscho stated that he is still working on that

UPDATED STORMWATER MANAGEMENT ORDINANCE

Mayor Inscho stated that Jeff, Dan and I are going to start working on that. Saw some stuff come through from our new, used to be Stormwater Solutions, and now they have a new name. It's the same girl Cristine Petroni.

LIBERTY LAKE DAM REMOVAL PROJECT DRAFT

Mayor Inscho stated that I called down there again and asked them to please submit it. We paid X amount of thousands of dollars and it still isn't submitted. Next thing we will have our attorney write them a letter and get that done.

NEW BUSINESS

KAYACK RACK INQUIRY

On Thursday, 15 May a request was received from Raymond and Sharon Cooper to place a kayak rack on municipal property across from their home on Lakeside Drive West (Block 61, Lot 31). Following discussion on insurance liability and location a motion by Dan Grover to table the topic carried.

AUDIT 2024

Following discussion on Audit Findings, a motion by John Inscho to authorize the members of the governing body to adopt the following Resolution, Group Affidavit Form, and, 2024 Corrective Action Plan carried

RESOLUTION #2025.061

WHEREAS, N.J.S.A. 40A: 5-4 requires the Governing Body 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 2024 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 Governing Body; 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 governing body 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 governing body 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 governing body attached hereto; and *WHEREAS*, such Resolution of certification shall be adopted by the Governing Body 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 governing body 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 governing body 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 Governing Body 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 governing body 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.

NO PHOTO COPIES OF SIGNATURES
STATE OF NEW JERSEY
COUNTY OF WARREN
LIBERTY TOWNSHIP

We, members of the governing body of the Township of Liberty, County of Warren, being duly sworn according to law, upon our oath depose and say:

- We are duly elected members of the Liberty Governing Body 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 2024.

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

Wayne Spangenberg, Committeeperson

David Rogers, Committeeperson

Peter Karcher, Committeeperson

CORRECTIVE ACTION PLAN

MUNICIPALITY: Township of Liberty
COUNTY: Warren
YEAR AUDITED: 2024
DATE AUDIT ACCEPTED: 5 June 2025

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

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

John Inscho,
Mayor

PAVILION RENTAL REQUEST
Rental request was withdrawn due to cancelation of the 6 June Fishing Tournament

ABC LICENSE RENEWAL #2114.33.003.004
A motion by John Inscho to issue license #2114.33.003.004 for an additional year carried.

PAIC SUGGESTIVE P&P UPDATES
Attorney Wenner stated that he is reviewing the PAIC suggestive P&P updates

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

RESOLUTION #2025.062
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	Lien Amount	Interest	Premium	Total
<u>Refund</u>							
19	9.01	24-00001	LCJ Holdings, LLC	\$10,271.81	\$ 612.59	\$2000.00	
			\$12,884.40				
			12 Deerfield Rd.				
			Oxford, NJ 07863				

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 - Rogers
aye - Grover
aye - Spangenberg
aye - Inscho

John Inscho,
Mayor

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

RESOLUTION #2025.063
ISSUANCE OF 2025-2026 LIQUOR LICENSES

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 these licenses are renewed for the term of one year from the first day of July 2025, to midnight, 30 June 2026;

543 Rt 46 LLC	69 Main St Lebanon, NJ 08833 License #2114.33.003.004 Fee: \$871.93
John Patrick Kelly’s Inc	38 Hope Road Great Meadows, NJ 07838 License #2114.33.004.003 Fee: \$871.93
House of Liquors, LLC	514 Route 46 Oxford, NJ 07863 License #2114.44.005.004 Fee: \$871.93
Bidjev Enterprises Inc	489 Route 46 Great Meadows, New Jersey 07838 License # 2114.33.006.005 Fee: \$871.93
JARG Corporation	124 Johnson Street Newark, NJ 07105 License #2114.33.008.010 Fee: \$871.93
The Lodge at Mountain Lake LLC	11 Lakeside Drive East Belvidere, Nj 07823 License #2114.33.007.008 Fee \$871.93

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

John Inscho,
Mayor

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

RESOLUTION #2025.064
SUMMER RECREATION SALARIES

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>
Summer Recreation		
Emilia Thompson	Head Counselor	\$24.00/hr
Daisy Crubaugh	5 th year counselor	\$16.75/hr
Jarod Gajda	3 rd year counselor	\$15.75/hr
Kayla Breslin	2 nd year counselor	\$15.25/hr
Thomas D’Olivio	2 nd year counselor	\$15.25/hr
Mia Diehl	2 nd year counselor	\$15.25/hr
Colton Howard	2 nd year counselor	\$15.25/hr
Lanamarie Howard	2 nd year counselor	\$15.25/hr
Alexandria Nikolopoulos	2 nd year counselor	\$15.25/hr
Andrea Daly	1 st year counselor	\$15.00/hr
Kristi Kurilla	1 st year counselor	\$15.00/hr
Andi Overko	1 st year counselor	\$15.00/hr
Mountain Lake Beach		
Sofia Lyons	Beach Manager	\$18.00/hr
Jon Scalera	Beach Manager	\$18.00/hr
William Gaeta	2 nd year lifeguard	\$16.50/hr
Matthew Rowinski	2 nd year lifeguard	\$16.50/hr
Tristan Pruitt	1 st year lifeguard	\$16.00/hr
Kellen Sturm	1 st year lifeguard	\$16.00/hr
Vote:		
aye - Grover		
aye - Spangenberg		
aye - Karcher		
aye - Rogers		
aye - Inscho		
	<div>John Inscho,<div>Mayor</div></div>	

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

RESOLUTION #2025.065

APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR

MOUNTAIN LAKE FIRE COMPANY

WHEREAS, “Applications for Special Permit for Social Affair” has been filed by the Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 for said the following social affair;

Car Show
27 July 2025, 10:00 am to 9:00 pm
Rain date: 3 August 2025, 10:00 am to 9:00 pm

WHEREAS, the submitted application form is complete in all respects, and the State fee has been paid.

BE IT RESOLVED, that the Liberty Township Committee does hereby approve the following social affair for the Mountain Lake Fire Company located at 99 Tamarack Road, Belvidere, New Jersey;

Car Show
27 July 2025, 10:00 am to 9:00 pm
Rain date: 3 August 2025, 10:00 am to 9:00 pm

to be held in the area delineated on the application form.

Vote:		
aye - Rogers		
aye - Spangenberg		
aye - Grover		
aye - Karcher		
abstain - Inscho		
	<div>John Inscho,<div>Mayor</div></div>	

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

RESOLUTION #2025.066

AUTHORIZING AN AGREEMENT WITH THE WARREN COUNTY DEPARTMENT OF PUBLIC WORKS TO SELL A 2021 SALT SPREADER AND 1992 TRAILER

WHEREAS, Liberty Township desires to sell a used 2021 Western Tornado salt spreader VIN# 21010830516978000 in the amount of \$5,000.00 and a 1992 Rogers 2-axle Trailer VIN# 1RBT31208NDD06043 in the amount of \$7,000.00, and the Warren County Department of Public Works has agreed to purchase the same in the full amount of \$12,000.00; and

WHEREAS, the sale of said equipment by Liberty Township to Warren County Department of Public Works is authorized pursuant to N.J.S.A. 40A: 11-36(2) as a sale from another governmental entity; and

WHEREAS, it is in Warren County Department of Public Works best interest to enter into an Agreement with Liberty Township for the purchasing of said equipment.

BE IT RESOLVED by the Mayor and the Governing Body of Liberty Township, County of Warren, State of New Jersey, that the appropriate municipal officials are hereby directed and authorized to enter into an Agreement with Warren County Department of Public Works, Warren County for the purpose of selling a used 2021 salt spreader and a 1992 Rogers 2-axle Trailer in the combined amount of \$12,000.00.

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

John Inscho,
Mayor

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

RESOLUTION #2025.067
COMMUNITY DAY AMUSEMENTS

WHEREAS, Liberty Township Recreation Commission has scheduled Community Day Amusements for 16 August 2025, rain date 17 August 2025, to be held at the Mountain Lake Firehouse, 99 Tamarack Road, Belvidere, NJ; and

WHEREAS, a quote has been received from Party Perfect Rentals, 312 Squankum Yellowbrook Road, Farmingdale, NJ in the amount of \$5,360.00 and

BE IT RESOLVED, that the governing body of the Township of Liberty, Warren County, New Jersey award the 2025 Community Day Amusements agreement to Party Perfect Rentals, 312 Squankum Yellowbrook Road, Farmingdale, NJ in the amount of \$5,360.00

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

John Inscho,
Mayor

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

RESOLUTION #2025.068
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 \$544,597.62

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

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:21 pm

Lisa Vonder Haar – Ms. Vonder Haar questioned when Danville Mountain Road would be patched. Jeff Snyder reported that 3 ton of patch had been installed today from the church to Midland

Nancy O’Leary – Ms. O’Leary requested a port-a-john and trash receptacle on the Lodge side of Mountain Lake. Mayor Inscho responded that there are no cameras on the Lodge side of the lake to monitor a port-a-john or garbage can. He wants to open public restrooms on beach side soon and they will be heated and have a passcode door.

John Zsilavetz – Mr. Zsilavetz questioned the status of the Liberty Lake Dam report. He suggested that himself and Bob Ballou be appointed to the vacancies within the Open Space Committee.

Ronald Stephany – Mr Stephany inquired into the status of the obtrusive lights along Shades of Death Road. Mayor Inscho advised that the situation is in the hands of the Zoning Officer and the property owner has made adjustments to the lighting. Mayor Inscho advised Mr. Stephany that he would provide him a copy of the zoning officer’s letter sent to the property owner, that had been copied to Mr. Stephany.

Lisa Thomas – Ms. Thomas questioned if the culprit that had vandalized the port-a-john had been identified.

John Stillman – Mr. Stillman advised that he wanted to invest in Liberty Township and asked is he could acquire the ice cream shack on the Lodge side of Mountain Lake. Mayor Inscho stated that the shack is in very poor condition and to be removed. Discussion ensued on the situation of the ice cream shack’s location upon Green Acres land and the requirements for consideration of private sale.

Mr. Stillman asked if he could purchase and develop the land off Marble Hill Road. Mayor Inscho told Mr Stillman that he will look into selling those lots with road frontage. Attorney Wenner requested that Mr. Stillman send him a letter of interest for these properties.

John Inscho stated that the potential for a mural on the ice cream shack has been decommissioned.

A 7:43pm, motion by John Inscho to adopt the following Resolution carried.

RESOLUTION #2025.069
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
- ✓ Personnel Issue

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

John Inscho,
Mayor

At this time Mayor Inscho told Municipal Clerk, Diane M Pflugfelder, RMC/MMC, you are excused from the meeting.

Diane M Pflugfelder RMC/MMC
Municipal Clerk
Minutes Approved 24 July 2025