

LIBERTY TOWNSHIP
REORGANIZATION MEETING MINUTES

January 8, 2026
6:00 PM

Municipal Building
349 Mountain Lake Road
Great Meadows, NJ 07838

The reorganization meeting of 2026 was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows, New Jersey on January 8, 2026 and called to order at 6:02 p.m. by the Municipal Clerk, Kelley Smith. The Municipal Clerk opened the meeting with the Pledge of Allegiance and notice that the meeting was being held in compliance with the Open Public Meetings Act N.J.S.A.10:4-6.

Present: Peter Karcher; Wayne Spangenberg, Committeeperson-Elect David Rogers; Committeeperson-Elect Daniel Grover; and, John Inscho

Also, Present: Richard Wenner, Municipal Attorney; and, Kelley Smith, Municipal Clerk

Pastor James Craig gave the invocation. Attorney Wenner administered the Oath of Office to Daniel Grover, who will serve as Committeeperson for a three-year term expiring December 31, 2028. Attorney Wenner also administered the Oath of Office to David Rogers, who will serve as Committeeperson for a three-year term expiring December 31, 2028.

APPOINTMENT OF MAYOR The Municipal Clerk asked for nominations as Mayor of the Township of Liberty. A motion by Spangenberg, seconded by Karcher and carried all in favor to appoint John Inscho as Mayor of Liberty Township, 1-year term, expiring December 31, 2026 carried. No other nominations were made. Attorney Wenner administered the Oath of Office to John Inscho, who will serve as Mayor for a one-year term expiring December 31, 2026. Mayor Inscho congratulated David Rogers and Daniel Grover on their reappointment to the committee. Mayor Inscho also thanked everyone for a great 2025 year, and highlighted accomplishments of contract with New Jersey State Police Bomb Squad for 10 years, paved a total of 5 roads, secured grant \$250,000 for Lewis Lane, grant for water quality of \$230,500 for Mountain Lake, shared service agreement, and to the committeeman serving.

APPOINTMENT OF DEPUTY MAYOR Motion by Inscho, seconded by Rogers and carried all in favor to appoint Daniel Grover, as Deputy Mayor for a term of 1 year, expiring December 31, 2026 carried. No other nominations were made. Attorney Wenner administered the Oath of Office to Daniel Grover, who will serve as Deputy Mayor for a one-year term expiring December 31, 2026.

APPROVAL OF AGENDA Motion by Karcher, seconded by Rogers and carried all in favor to approve agenda.

ADOPTION OF MINUTES Motion by Spangenberg, seconded by Grover and carried all in favor to adopt the meeting minutes of December 4, 2025 and Executive Session December 4, 2025.

REPORT OF COMMITTEEPERSONS Peter Karcher complemented the DPW employees on keeping the roads safe. Wayne Spangenberg also reported good job to DPW crew. David Rogers mentioned grant for Mountain Lake and further discussions will be taking place. Mayor Inscho advised he will recuse himself of the subcommittee for the water quality grant and have Deputy Mayor Grover move forward with the subcommittee. Deputy Mayor Grover gave background on Mountain Lake improvement starting in 2009 and looking forward to working on project.

UNFINISHED BUSINESS

NEW BUSINESS INTRODUCTION OF ORDINANCE 2026.001, ANNUAL COLA - Motion by Rogers, seconded by Spangenberg to introduce Ordinance 2026.001 on First Reading carried. Public Hearing and consideration of adoption are scheduled for Thursday, February 5, 2026.

**ORDINANCE 2026.001
CALENDAR YEAR 2026 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (NJSA 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

WHEREAS, NJSA 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and, WHEREAS, the Governing Body of the Township of Liberty in the County of Warren finds it advisable and necessary to increase its CY 2026 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and WHEREAS, the Governing Body hereby determines that a 2.5% increase in the budget for said year, amounting to \$33,026.76 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and WHEREAS the Governing Body hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years. THEREFORE BE IT ORDAINED, by the Governing Body of the Township of Liberty, in the County of Warren, a majority of the full authorized membership of this Governing Body affirmatively concurring, that, in the CY 2026 budget year, the final appropriations of the Township of Liberty shall, in accordance with this ordinance and NJSA 40A:4-45.14, be increased by 3.5%, amounting to \$46,237.47 and that the CY 2026 municipal budget for the Township of Liberty be approved and adopted in accordance with this ordinance; and, BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and, BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within five days of introduction; and, BE IT FURTHER ORDAINED that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within five days after such adoption.

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

2026 PART-TIME POSITIONS - Motion by Inscho, seconded by Grover and carried all in favor to advertise the following 2026 part-time summer seasonal positions.

- Beach Manager
- Life Guard, minimum age 16
- Summer Recreation Counselor, minimum age 18
- Summer Recreation Director
- Recreation Assistant, January through December position

2026 BUDGET WORKSHOP SCHEDULE

Motion by Inscho, seconded by Grover and carried all in favor to advertise 2026 budget workshops, on January 22 and February 26 at 6 PM, within the Liberty Township Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ.

CLEAN UP DATES FOR 2026

Cleanup Dates for 2026 shall be May 4 – 9 and October 12 – 17 2026.

RESOLUTIONS

By consent agenda, a motion by Grover, seconded by Spangenberg to adopt the Resolutions 2026.001 – 2026.017 carried.

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

**RESOLUTION 2026.001
 2026 APPOINTMENTS**

BE IT RESOLVED by the Township Committee of the Township of Liberty that:

WHEREAS, the Township Committee of the Township of Liberty is required by law to make various appointments to fill various municipal positions and offices in the Township of Liberty beginning on January 1, 2026 and expiring on December 31st of the end of the term year as indicated, as part of its annual reorganization; and

WHEREAS, the Township of Liberty desires to incorporate these appointments, some of which are statutory and others which involve rendering of professional services, which do not require public advertising or bidding on this memorializing resolution;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Liberty that the following individuals are hereby appointed to the positions opposite their names and for the term specified therewith:

Individual	Appointed Position	Term of Office
Bonnie Waselski	Animal Control Officer	1 Year
Green Dog Inn	Dog Holding Facility	1 Year
Jennifer Breslin	Deputy Municipal Clerk	1 Year
Carrie Gajda	Environmental Commission Secretary	1 Year
Larry Supp	Environmental Commission Chair	1 Year
Lynne Rutkoski	Recycling Coordinator	1 Year
George Boesze	Zoning Officer	1 Year
Richard Wenner	Municipal Attorney	1 Year
Dave Clark	Municipal Engineer	1 Year
Eric Snyder	Municipal Planner	1 Year
Robert Beinfeld	Bond Counsel	1 Year
Amber Gratacos	Land Use Board Administrator	1 Year
John Inscho	Class I Land Use Board Member	1 Year
Doug Wright	Class II Land Use Board Member	1 Year
Dan Grover	Class III Land Use Board Member	1 Year
Dave Snyder	Class IV Land Use Board Member	4 Years
Jack Zybura	Class IV Land Use Board Member	4 Years
Jarod Gajda	Environmental Commission Member	3 Years
Regan Bottomley	Environmental Commission Member	3 Years
John DeHuff	Environmental Commission Member	3 Years
Larry Supp	Environmental Commission Member	3 Years
OPEN	Environmental Commission Alternate 1	2 Years
OPEN	Recreation Commission Assistant	1 Year
OPEN	Recreation Commission Chair	1 Year
Holly Napotano	Recreation Commission Board Member	2 Years
Steve Cieciewicz	OEM Coordinator	3 Years
Pete Wicki	Open Space Advisory Committee Member	3 Years
Dan Grover	Board of Education Liaison	1 Year
Dan Grover & Peter Karcher	Building & Grounds Liaisons	1 Year
John Inscho	Clean Communities Liaison	1 Year
David Rogers	Municipal Court Liaison	1 Year
John Inscho & Peter Karcher	Office of Aging Liaisons	1 Year
Dan Grover	Open Space Liaison	1 Year
John Inscho	Personnel Liaison	1 Year
Dan Grover & Peter Karcher	Dept of Public Works Liaisons	1 Year
Wayne Spangenberg	Recreation Commission Liaison	1 Year
Peter Karcher & David Rogers	Finance Liaison	1 Year

BE IT FURTHER RESOLVED that a copy of this Resolution shall remain on file and be available for public inspection in the office of the Municipal Clerk of the Township of Liberty during regular business hours.

**RESOLUTION 2026.002
ANNUAL PROFESSIONAL SERVICES**

WHEREAS, the Township of Liberty has a need to acquire professional services as non-fair and open contracts pursuant to the provisions of NJSA 19:44A-20.4 to 20.5; and

WHEREAS, the CFO has determined and certified in writing that the value of the acquisition of each service will or may exceed \$17,500; and

WHEREAS, the anticipated term of these contracts is one year (and may be extended as approved by this governing body); and

WHEREAS, the following Professional Services shall complete and submit a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township of Liberty in the previous one year, and that the contract will prohibit the Professional Service from making any political contributions through the term of the contract; and

WHEREAS, sufficient funds are available in the 2026 Temporary Budget and will be made available in the 2026 Municipal Budget for the Township of Liberty as required in NJAC 5:30-5.4

BE IT RESOLVED that the Governing Body of the Township of Liberty, County of Warren, and State of New Jersey authorizes the Mayor of Liberty Township to enter into a contract with the following Professional Services to provide professional services from January 1, 2026 through December 31, 2026: John Mooney, Nisivoccia and Company LLP is hereby retained as the Municipal Auditor for the Township of Liberty
 Richard W Wenner, Esq, Lavery, Selvaggi, Abromitis & Cohen, PC is hereby retained as the Municipal Attorney for the Township of Liberty
 Robert H Beinfield, Hawkins Delafield & Wood LLP, is hereby retained as the Municipal Bond Counsel for the Township of Liberty
 Otterstedt Insurance, is hereby retained as the Municipal Insurance Agent for the Township of Liberty
 Eric K. Snyder and Associates Inc is hereby retained as the Municipal Planner for the Township of Liberty
 Dave Clark, CP Engineers, Architecture and Environmental Services is hereby retained as the Municipal Engineer for the Township of Liberty
 Linda Gabel, Certified Recycling Professional (CRP), is hereby retained as the Certified Recycling Professional (CRP) for the sole purpose of reviewing, signing and submitting the annual Recycling Tonnage Grant for the Township of Liberty
 Justin Lally and Lou Nisivoccia of Nisivoccia Consulting LLC is hereby retained as the IT Support for the Township of Liberty

**RESOLUTION 2026.003
 OPEN PUBLIC MEETINGS**

WHEREAS, pursuant to Section 13 of Chapter 231, P.L. 1975 known as the Open Public Meetings Act, all meetings of the public bodies wherein formal action, decisions, or discussions relating to the public bodies and wherein formal action, decision, or discussions relating to the public business may take place are required to be publicly announced and scheduled, with adequate posting and advanced notice of the time, place, date, location and to the extent known, the purpose or agenda of each meeting.

BE IT RESOLVED, By the Governing Body of the Township of Liberty as follows:

1. The following are designed meetings of the Governing Body of the Township of Liberty at which public business may be formally discussed, decided or acted upon.

Time: 7:00 pm

Place or Location: Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ

Purpose or Agenda: Regular Public Meeting for public discussion

Meeting Dates for the Year 2026:

February 5
 March 5
 April 2
 May 7
 June 4
 July 2
 August 6
 September 3
 October 1
 November 5
 December 3

Workshop Dates for the Year 2026:

January 22
 February 26
 March 19
 April 16
 May 21
 June 18
 July 16
 August 20
 September 17
 October 15

Official action may or may not be taken.

In addition, such other meetings as the Governing Body of the Township of Liberty may require, shall be scheduled and held but pursuant to and with additional notice as is required by State Statute.

2. The Municipal Clerk of the Township of Liberty, is hereby authorized and directed to:
 - A. Post and maintain a copy of said Resolution upon the bulletin board within the Municipal Building
 - B. File a copy of said Resolution with the Municipal Clerk of the Township of Liberty
 - C. Post Resolution on the Liberty Township website, www.libertytownship.org and,
 - D. Do all necessary hereafter to comply with said Statutes to the end that adequate public notice of all public meetings pursuant to such Statute, be given according to law.

**RESOLUTION 2026.004
 DESIGNATION OF OFFICIAL NEWSPAPER**

BE IT RESOLVED, by the Governing Body of the Township of Liberty in the County of Warren, State of New Jersey that the Daily Record, Morristown, NJ, hereby be designated as the official newspaper and the Star Ledger, as the secondary newspaper of the Township of Liberty for the year 2026.

BE IT RESOLVED, that the Township of Liberty website www.libertytownship.org and the bulletin board in the Municipal Building, 349 Mountain Lake Road, Great Meadows, New Jersey are designated as places where all official notices are to be posted.

RESOLUTION #2026.005
2025 RECYCLING TONNAGE GRANT APPLICATION

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a Resolution authorizing this municipality to apply for such grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Liberty Governing Body to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and,

WHEREAS, such a Resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Liberty, that the Township of Liberty hereby endorses the submission of the Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection and designate John Inscho, Committeeperson, to ensure that the application is properly filed.

BE IT FURTHER RESOLVED That the monies received from the Recycling Tonnage Grant be deposited in a dedicated Recycling Trust Fund to be used solely for the purposes of recycling.

RESOLUTION 2026.006
CASH MANAGEMENT PLAN

Interest Rate on Delinquent Taxes and Municipal Charges

In accordance with RS: 4-67, the interest rate on delinquent taxes and municipal charges shall be as follows:

1. 8% per annum on the first \$1,500 of the delinquency
2. 18% per annum on any amount in excess of \$1,500

No interest shall be charged for a 10-day grace period; after the 10-day grace period, interest shall be calculated from the due date.

An additional penalty of 6% of the amount of the delinquency will be charged to a taxpayer with a delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the calendar year. The Tax Collector is authorized to process or cancel without further action on part of the governing body, any property tax overpayment or delinquency of less than \$10.00. The Tax Collector is further authorized to conduct the annual sale of delinquent taxes for the calendar year 2025.

Investment of Funds

The Chief Financial Officer is hereby authorized to invest funds, as they shall become available, to attain the highest rate of return, provided that all investments are reported to the Governing Body at the next meeting subsequent to the making of the investments.

Official Depositories

In accordance with NJSA 40A: 5-15, all monies collected by taxation, received from any source by or on behalf of any local unit or any board or department shall be deposited or turned over to the Chief Financial Officer within 48 hours.

The following banks are designated as official depositories for checking and/or escrow funds for the Township for 2026, as well as savings funds and investment accounts:

The First Hope Bank, Hope, 1301 Hope-Bridgeville Road, Hope, New Jersey

Fulton Bank of New Jersey, 176 Mountain Avenue, Hackettstown, New Jersey

Authorized Signatures

All withdraws against the foregoing accounts shall bear the signatures of two of the following officials: Mayor, Municipal Clerk and Chief Financial Officer.

RESOLUTION 2026.007
APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, in accordance with N.J.A.C. 17:27-3.2 et. seq., each public agency shall annually designate an officer or employee to serve as the Public Compliance Officer (P.A.C.O.); and

WHEREAS, the individual designated as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Opportunity Monitoring Program; and

WHEREAS, the Public Agency Compliance Officer is also responsible for administering contracting procedures pertaining to equal employment regarding both the public agency and its service providers; and

BE IT RESOLVED, by the Governing Body of the Township of Liberty, County of Warren, State of New Jersey, to appoint Kelley Smith, Municipal Clerk to serve as Public Agency Compliance Officer for the calendar year 2026.

**RESOLUTION 2026.008
APPOINTMENT OF A FUND COMMISSIONER TO THE
PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

BE IT RESOLVED, by the Township of Liberty, County of Warren, State of New Jersey, that it hereby appoints Jennifer Breslin as the Fund Commissioner and Daniel Grover as the Alternate Fund Commissioner for the Public Alliance Insurance Coverage Fund; and

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded to the following:

1. Jennifer Breslin (Fund Commissioner)
2. Daniel Grover (Alternate Fund Commissioner)
3. Public Alliance Insurance Coverage Fund

**RESOLUTION 2026.009
TEMPORARY APPROPRIATIONS 2026**

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2026 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this Resolution is within the first 30 days of the fiscal year, and

WHEREAS, the total appropriations in the 2025 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$2,187,276.31 and

WHEREAS, 35% of the total appropriations in the 2025 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$765,546.71

BE IT RESOLVED by the Governing Body of the Township of Liberty in the County of Warren, State of New Jersey, that the following appropriations be made and a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

**RESOLUTION 2026.010
RESOLUTION AUTHORIZING THE CFO TO PAY REGULAR BILLS IN ORDER TO AVOID
FINANCE CHARGES**

WHEREAS, the Township of Liberty has bills that are approved for payment at the regular meetings held by the Liberty Township Governing Body, and

WHEREAS, the Governing Body meetings are held the first Thursday of the month, and

WHEREAS, the Governing Body meetings may be canceled on occasion, and

WHEREAS, the cancellation of a regularly scheduled meeting may create a period of more than thirty days between meetings, and

WHEREAS, the monthly bills arrive throughout the month and the CFO must receive authorization from the Governing Body for payment, and

WHEREAS, the bills must be paid in a timely period to avoid the accumulation of any late charges.

BE IT RESOLVED, by the Liberty Township Governing Body, in the event that a regularly scheduled Governing Body meeting is canceled, the CFO is authorized to pay bills when received to avoid the accumulation of any late charges and the bill will be placed on the subsequent bill list for the next regular Township Governing Body Meeting.

**RESOLUTION 2026.011
DEFERRED LOCAL DISTRICT SCHOOL TAX**

WHEREAS, the local district school tax for the fiscal year July 1, 2025 to June 30, 2026 was raised in the 2025 tax levy in the amount of \$6,257,742.00

WHEREAS, the statutes permit the deferral of the cash liability of such school tax up to 50% of the school tax levy or \$3,128,871.00.

BE IT RESOLVED by the Mayor and Committee of the Township of Liberty, that the deferred school tax for the local school district will remain unchanged at \$1,220,074.75

BE IT FURTHER RESOLVED that two certified copies of this Resolution be filed with the Director of the Division of Local Government Services.

**RESOLUTION 2026.012
AUTHORIZE ASSESSOR AND ATTORNEY TO UNDERTAKE APPEALS**

WHEREAS, authorization is required for the Tax Assessor to undertake all appeals on behalf of the Township; and

BE IT RESOLVED, by the Governing Body of the Township of Liberty that Penny Holenstein, Assessor, is hereby authorized to undertake all appeals on behalf of the Township of Liberty which she deems necessary and proper.

WHEREAS, the County Tax Administrator advised that stipulations of settlement tax appeals between the Tax Assessor and the taxpayer require two signatures; and

WHEREAS, in accordance with NJAC 18:12A-1.9(k), the municipal attorney should be designated as the additional signature on all Tax Stipulations.

BE IT RESOLVED, by the Governing Body of the Township of Liberty that the Township Attorney, Richard Wenner, Esq., is hereby designated as the second signature on all stipulations of settlement of tax appeals between the Tax Assessor and the taxpayer for the year 2026.

BE IT RESOLVED, That the Municipal Clerk be and the same is hereby directed to provide a true copy of this Resolution to the Warren County Board of Taxation, Cummins Building, 202 Mansfield Street, Belvidere, New Jersey 07823.

**RESOLUTION 2026.013
APPROPRIATION RESERVE TRANSFER**

WHEREAS, there appears to be insufficient funds in a budget appropriations reserve to meet the demand thereon for the balance of the 2025 budget year; and

WHEREAS, N.J.S. 40A:4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the closed of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Liberty, Warren County, New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfer in the amount of \$17,503.00 be made between the 2025 Budget Appropriation Reserves as follows:

	<u>FROM</u>	<u>TO</u>
Group Insurance O/E	\$ 17,503.00	
Engineering Services O/E		\$ 17,503.00

**RESOLUTION 2026.014
APPOINTING REDACTORS, AS MANDATED BY DANIEL’S LAW**

WHEREAS, there exists a need for the appointment of a redactor for the Township of Liberty to carry out the redaction protection mandated by Daniels Law; and

WHEREAS, Daniel’s Law works with the State, county and local government agencies to shield the protected information of Covered Persons as the law defines them from disclosure on those agencies’ websites, so that consistent and effective privacy protections are provided to these Persons, who serve the people of the State of New Jersey every day; and,

WHEREAS, the redactor(s) will be registered with the Department of Community Affairs;

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Township of Liberty, County of Warren, State of New Jersey that the following employees are hereby appointed Redactor for matters pertaining to Daniel’s Law:

- Kelley Smith, Municipal Clerk
- Jennifer Breslin, Deputy Clerk
- Penny Holenstein, Tax Assessor

**RESOLUTION 2026.015
RESOLUTION REQUIRING CLAIMANT CERTIFICATIONS ON CERTAIN TYPES
OF TRANSACTIONS**

WHEREAS, N.J.S.A. 40A: 5-16 restricts payment to vendors without completed claimant certifications on purchase orders, a Claimant or Vendor certification is a certification from the party claiming payment that the bill or demand is correct; and

WHEREAS, Local Finance Notice 2018-13 adopted new regulations on claimant certifications, allowing greater flexibility for local units in implementing the claimant certification requirement set forth in N.J.S.A. 40A: 5-16; and

WHEREAS, the Township of Liberty desires to eliminate the requirement for claimant certifications for all vendors with the following exception: the advance or reimbursement of employee expenses, or for services provided exclusively and entirely by an individual, including sole proprietors.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Liberty, in the County of Warren and State of New Jersey to eliminate the requirement for vendor signature on Township purchase orders except for the advance or reimbursement of employee expenses, or for services provided exclusively and entirely by an individual, including sole proprietors.

RESOLUTION 2026.016
Local Recreation Improvement Grant application for Liberty Township

WHEREAS, the Township of Liberty desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$100,000.00 to carry out a project to renovate the brown building and septic system at the Mountain Lake Beach. Grant request is for 75% with a local match of 25%.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Liberty, Warren County, state of New Jersey, does hereby authorize the application for such a grant; and, recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Township or Liberty and the New Jersey Department of Community Affairs. BE IT FURTHER RESOLVED, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith

RESOLUTION 2026.017
RESOLUTION OF THE TOWNSHIP OF LIBERTY, ENDORSEMENT IN SUPPORT OF THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SAFETY IMPROVEMENTS PROJECT

WHEREAS, the New Jersey Department of Transportation (NJDOT) is conducting a concept development study for Route 46, Pequest Hatchery to Hudson Lane; and

WHEREAS, the project will consist of safety improvements along Route 46 between milepost (MP) 13.00 to 15.00, located in Liberty Township in Warren County; and

WHEREAS, NJDOT is looking for support from the Liberty Township on their project.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Liberty, County of Warren, State of New Jersey, that the following resolution has been approved and a copy of said resolution will be provided to the New Jersey Department of Transportation.

Motion by Spangenberg, seconded by Rogers to adopt the following Resolution.

RESOLUTION 2026.018
TAX EXEMPTION FOR DISABLED VETERAN
BLOCK 5, LOT 18.08

WHEREAS, the real property known as Block 5, Lot 18.08 on the Tax Map of the Township of Liberty, is owned by a Veteran who has been determined to be 100% wartime service-connected disabled by the United States Veteran’s Administration; and

WHEREAS, pursuant to NJSA 54:44-3.30, any such disabled Veteran is entitled to tax exempt status for their home; and

WHEREAS, the Tax Assessor has no administration procedure available to make the property tax exempt prior to creating the 2025 calendar year tax duplicate; and

WHEREAS, action is required by the Township Committee to provide the lawful tax exemption for Block 5, Lot 18.08;

BE IT RESOLVED, By the Township Committee of the Township of Liberty as follows;

1. Pursuant to NJSA 54:4-3.30, the premises at Block 5, Lot 18.08 are hereby made tax exempt as of 19th November 2025 while under the ownership of Josh S. Watters and Sarah Heitzenroeder.
2. The Township shall cancel all remaining real property taxes for Block 5, Lot 18.08 that have not yet become due for the year 2026.
3. The Township shall refund to the disabled Veteran all real property taxes heretofore paid for the property subsequent to 19th day of November 2025 in the amount of \$1,386.18.

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

Motion by Rogers, seconded by Spangenberg to adopt the following Resolution.

RESOLUTION 2026.019
RESOLUTION OF THE TOWNSHIP OF LIBERTY, ENDORSEMENT IN SUPPORT OF THE LIBERTY ELEMENTARY WASTEWATER TREATMENT FACILITY REPLACEMENT PROJECT WITH DEPARTMENT OF ENVIRONMENTAL PROTECTION

WHEREAS, the Great Meadows Regional School District has applied for a Highlands Applicability of Determination for proposed replacement of the Wastewater Treatment Facility at the Liberty Elementary School with New Jersey Department of Environmental Protection; and

WHEREAS, Great Meadows Regional School District is requesting a statement of consent from the Township of Liberty on their project.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Liberty, County of Warren, State of New Jersey, that the following resolution has been approved and a copy of said resolution will be provided to the New Jersey Department of Environmental Protection.

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

Motion by Rogers, seconded by Spangenberg to adopt the following Resolution carried.

RESOLUTION 2026.020
AUTHORIZING THE REAPPOINTMENT OF THE CHIEF FINANCIAL OFFICER

WHEREAS, Jennifer Breslin was originally appointed to the position of Chief Financial Officer for a four-year term as of 1/1/2022; and

WHEREAS, the Township Committee of Liberty Township desires to reappoint Jennifer Breslin to the position of Chief Financial Officer; and

WHEREAS, pursuant to N.J.S.A. 40A:9-140.8, any person who has served as the chief financial officer of a municipality for four consecutive years and who is reappointed as the municipality’s chief financial officer shall be granted tenure of office upon filing with the clerk of the municipality and with the Division of Local Government Services in the Department of Community Affairs a notification evidencing the compliance with this section; and

WHEREAS, the Township Committee of Liberty Township believe that Jennifer Breslin has satisfactorily performed her duties as Chief Financial Officer during the prior four-year term and are confident that she will continue to do so moving forward; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Liberty Township, County of Warren, New Jersey that the Township agrees that Jennifer Breslin should be reappointed to the position of Liberty Township Chief Financial Officer effective January 1, 2026 and that this reappointment will trigger tenure protection for Jennifer Breslin during her continued term of office.

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

Motion by Grover, seconded by Spangenberg to adopt the following Resolution carried.

RESOLUTION 2026.021
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; Venison Dinner February 28, 2026, 3:00 pm to 11:00 pm, Rain date: March 1, 2026, 3:00 pm to 11:00 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; Venison Dinner February 28, 2026, 3:00 pm to 11:00 pm, Rain date: March 1, 2026, 3:00 pm to 11:00 pm, to be held in the area delineated on the application form.

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

Motion by Grover, seconded by Spangenberg to adopt the following Resolution carried.

**RESOLUTION 2026.022
TAX LIEN FUND**

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			Total Refund
				Amount	Interest	Premium	
31	1	22000004	Christiana T C/F CE1/ PO Box 5021 Philadelphia, PA 19111-5021	Firsttrust \$23,98603	\$6,479.47	\$12,600.00	\$43,065.50

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
 aye – Rogers
 aye – Spangenberg
 aye – Inscho

Motion by Grover, seconded by Spangenberg to adopt the following Resolution carried.

**RESOLUTION 2026.023
PAYMENT OF BILLS**

BE IT 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 \$ 670,492.76.

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

PUBLIC DISCUSSION

Judy McDonald – Ms. McDonald asked if there is any update on Liberty School.
 Matt Fila – Mr. Fila asked the Committee to take no action on the Mountain Lake Fire Company.
 Brian Harchar – Mr. Harchar is the chief for Independence Fire Company and relies on Mountain Lake Fire Company.
 Don Lutz – Mr. Lutz asked what the charges are for driver of Mountain Lake Fire Company. Attorney Wenner confirmed there are no charges.
 Attorney Wenner – provided facts of the fire truck incident.
 Holly Napotano – Ms. Napotano asked if third parties are involved with updating ordinance.
 Debbie Buckenmyer – Ms. Buckenmyer asked about disciplinary action taken and asked about 5 year driving suspension.
 Falbert – Mr. Falbert asked if fire company members are employees of Liberty Township.
 Gene Leddy – Mr. Leddy said human life is much more important than finances.
 Jodee Inscho – Ms. Inscho asked what involvement the Mayor has had on the fire company issue. Attorney Wenner confirmed no involvement.
 Eddie Vasquez – Mr. Vasquez spoke about the Mountain Lake Fire Company.
 Gerald Morielo – Mr. Morielo asked if the council that was retained for fire company will be able to give feedback on the new ordinance.

Pastor James Craig provided the Benediction, and there being no further business, a motion by Mayor Inscho to adjourn the meeting carried.

ADJOURNMENT

Meeting adjourned at 6:45 pm

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

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.

 John Inscho, Mayor

 Kelley Smith, Municipal Clerk

LIBERTY TOWNSHIP
Bill List By Vendor Id

Ranges		Item Status	Purchase Types	Misc			
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i>		<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<i>P.O. Type: All</i> <i>Format: Condensed</i> <i>Include Non-Budgeted: Y</i> <i>Vendors: All</i>			
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ALIDO ALLIED OIL COMPANY							
25-00480	11/07/25	GAS	Open	\$531.43	\$0.00		
AMAZON AMAZON.COM SERVICES INC							
25-00514	12/05/25	SCANNER OBD2 FOR EQUIPMENT	Open	\$783.88	\$0.00		
25-00516	12/09/25	WATER COOLER DPW	Open	\$169.99	\$0.00		
Vendor Total:				\$953.87			
AMGAS AMERIGAS - CHESTER							
25-00506	12/03/25	PROPANE	Open	\$1,601.29	\$0.00		
25-00528	12/22/25	PROPANE	Open	\$1,055.43	\$0.00		
Vendor Total:				\$2,656.72			
ANJEC ANJEC							
26-00025	01/07/26	2026 MEMBERSHIP	Open	\$475.00	\$0.00		
ASALT ATLANTIC SALT, INC.							
25-00524	12/12/25	SALT	Open	\$7,350.46	\$0.00		
ATMOBIL AT&T MOBILITY LLC							
25-00519	12/09/25	DPW CELL PHONES DEC	Open	\$134.61	\$0.00		
26-00012	01/06/26	DPW CELL PHONES JAN	Open	\$134.61	\$0.00		
Vendor Total:				\$269.22			
BISDIGIT BUSINESS INFORMATION SYSTEMS							
26-00005	01/06/26	ANNUAL RECORDER AGREEMENT	Open	\$519.75	\$0.00		
BRESLINJ JENNIFER BRESLIN							
25-00517	12/09/25	PETTY CASH	Open	\$154.20	\$0.00		
BRIGHTSP BRIGHTSPEED							
25-00522	12/10/25	PHONES - DEC	Open	\$365.52	\$0.00		
26-00024	01/07/26	PHONES - JANUARY	Open	\$355.17	\$0.00		
Vendor Total:				\$720.69			
CARRIES CARRIE GAJDA							
25-00536	12/31/25	MUN CLEANING/# 012-2025	Open	\$300.00	\$0.00		
CASA PAY CASA PAYROLL SERVICE							
25-00518	12/09/25	PAYROLL 12/12, 12/26	Open	\$284.00	\$0.00		
26-00015	01/06/26	W-2'S	Open	\$369.00	\$0.00		
Vendor Total:				\$653.00			
COMC COMCAST							
26-00016	01/06/26	BEACH INTERNET	Open	\$116.85	\$0.00		
CPENGINE CP ENGINEERS, INC							

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CPENGINE		CP ENGINEERS, INC					<i>Account Continued</i>
25-00526	12/15/25	ENG SVC - NOVEMBER	Open	\$5,498.30	\$0.00		
26-00021	01/06/26	ENG SVC	Open	\$18,695.55	\$0.00		
		Vendor Total:		\$24,193.85			
CREATMGM		CREATIVE MANAGEMENT INC					
25-00509	12/03/25	DIESEL	Open	\$1,244.25	\$0.00		
CTCFCE1		CHRISTIANA T C/F CE1/FIRSTRUST					
26-00027	01/08/26	LIEN REFUND 22000004 B31/L1	Open	\$43,065.50	\$0.00		
DAILYREC		DAILY RECORD					
25-00515	12/08/25	LEGAL ADS	Open	\$127.94	\$0.00		
26-00011	01/06/26	LEGAL ADS	Open	\$87.05	\$0.00		
		Vendor Total:		\$214.99			
DVS		DELAWARE VALLEY SEPTIC					
25-00527	12/18/25	BOACH LAUNCH RENTAL - DECEMBER	Open	\$125.00	\$0.00		
EDMND		EDMUNDS GOVTECH					
26-00004	01/06/26	2026 MAINTENANCE AGREEMENT	Open	\$6,657.50	\$0.00		
FREED		FREEDOM BUSINESS MACHINES, INC.					
25-00523	12/12/25	11TH PMT OF 12/174683	Open	\$74.00	\$0.00		
GMBOE		GREAT MEADOWS REGIONAL BOE					
26-00018	01/06/26	JANUARY TAX PAYMENT	Open	\$521,478.50	\$0.00		
HIDDE		TULPEHOCKEN SPRING WATER					
25-00535	12/24/25	WATER DELIVERY (7)	Open	\$47.59	\$0.00		
HLTHB		NJSHBP					
26-00013	01/06/26	JANUARY	Open	\$8,586.38	\$0.00		
JBRES		JENNIFER BRESLIN					
25-00530	12/22/25	Q4 MILEAGE REIMBURSEMENT	Open	\$80.40	\$0.00		
JCPL		JCP&L					
26-00019	01/06/26	GENERAL & STREETLIGHTS	Open	\$1,154.69	\$0.00		
LOWESCOM		LOWE'S COMMERCIAL ACCOUNT					
25-00478	11/07/25	TOOLS, THERMOSTAT FOR DPW	Open	\$195.54	\$0.00		
LSAC		LAVERY, SELVAGGI & COHEN, PC					
25-00520	12/09/25	PROFESSIONAL SVC - NOVEMBER	Open	\$2,800.00	\$0.00		
MICROSYS		MICROSYSTEMS-NJ.COM LLC					
26-00001	01/06/26	ASSESSMENT NOTICES	Open	\$1,337.47	\$0.00		
NAPA		NORTH EAST PARTS GROUP LLC					
25-00534	12/24/25	BRAKE LINE BOLT	Open	\$5.50	\$0.00		

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
NISIVCON		NISIVOCCIA CONSULTING LLC					
26-00007	01/06/26	IT SUPPORT	Open	\$880.00	\$0.00		
NJCM		NJ CONFERENCE OF MAYORS					
26-00006	01/06/26	2026 MEMBERSHIP DUES	Open	\$400.00	\$0.00		
NJRA		NJ REGISTRARS' ASSOCIATION					
26-00017	01/06/26	2026 MEMBERSHIP DUES BRESLIN	Open	\$25.00	\$0.00		
OXTIR		OXFORD A-1 TIRE					
25-00532	12/24/25	TIRE REPAIR	Open	\$42.00	\$0.00		
PAICF		Public Alliance Insurance					
26-00010	01/06/26	2026 1ST INSTALLMENT	Open	\$25,639.00	\$0.00		
PGCONTRA		P.G. CONTRACTING LLC					
25-00521	12/09/25	PAINT CLERK & MUN OFFICE	Open	\$3,975.00	\$0.00		
RDLPH		TOWNSHIP OF RANDOLPH					
26-00008	01/06/26	2026 MCCPC MEMBERSHIP	Open	\$1,100.00	\$0.00		
REFERSVC		REFERENCE SERVICES INC					
26-00014	01/06/26	BACKGROUND CHECKS (2)	Open	\$41.00	\$0.00		
RICHTREE		RICH TREE SERVICE					
25-00448	10/20/25	TREE REMOVAL (7)	Open	\$9,250.00	\$0.00		
RYMON		FRANK RYMON & SONS, INC.					
25-00479	11/07/25	WEED WACKER	Open	\$405.00	\$0.00		
SANIC		SANICO					
25-00525	12/12/25	GARBAGE/RECYCLING	Open	\$200.57	\$0.00		
STAPLES		STAPLES INC					
26-00002	01/06/26	OFFICE SUPPLIES	Open	\$79.05	\$0.00		
TEAMSNAP		TEAMSNAP, INC					
26-00009	01/06/26	2026 ONLINE AGREEMENT	Open	\$959.04	\$0.00		
WARRENMA		WARREN MATERIALS/H&K GROUP					
25-00496	11/24/25	ASPHALT	Open	\$148.57	\$0.00		
WATTERSJ		JOSH S. WATTERS					
25-00529	12/22/25	TAX REFUND/B5 L18.08	Open	\$1,386.18	\$0.00		

Total Purchase Orders: 50 Total P.O. Line Items: 0 Total List Amount: \$670,492.76 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	5-01	\$57,084.26	\$0.00	\$57,084.26	\$0.00	\$0.00	\$57,084.26
CURRENT FUND APPR	6-01	\$611,883.69	\$0.00	\$611,883.69	\$0.00	\$0.00	\$611,883.69
ANIMAL FUND	A-03	\$524.77	\$0.00	\$524.77	\$0.00	\$0.00	\$524.77
RECREATION TRUST F	R-17	\$1,000.04	\$0.00	\$1,000.04	\$0.00	\$0.00	\$1,000.04
Total Of All Funds:		\$670,492.76	\$0.00	\$670,492.76	\$0.00	\$0.00	\$670,492.76