

AGENDA
LIBERTY TOWNSHIP WORKSHOP

4 April 2019
7:00 PM

Municipal Building
349 Mountain Lake Road
Great Meadows, NJ 07838

Sunshine Notice
Flag Salute
Roll Call

Reports:

New Jersey State Police
Committeepersons
Mayor
Municipal Professionals
Municipal Departments/Boards/Commissions

Adoption of Agenda

Appointments: Emergency Management Coordinator, expiration of term 31 December 2021
Open Space Advisory Committee, expiration of term 31 December 2021
Open Space Advisory Committee, expiration of term 31 December 2020
Open Space Advisory Committee, expiration of term 31 December 2019
Open Space Advisory Committee, expiration of term 31 December 2019
LandUse Board Member, Alternate #3, expiration of term 31 December 2019
LandUse Board Member, Alternate #4, expiration of term 31 December 2019

Adoption of Minutes

Meeting/Executive Session of 7 March 2019 and Workshop/Executive Session of 28 March 2019
Joint Meeting with Independence 5 March 2019

Unfinished Business

Block 52, Lot 42 Standards for Individual Subsurface Sewage Disposal System
TRI Mountain Lake Sprint Triathlon
Hydrologic & Hydraulic Study for Liberty Lake Dam (Due Date: 30 April 2019)
Hope Township 2016-2017 NW Municipal Court Costs

New Business

Adoption of 2019 Budget
Jewell Computing Solutions Quote
Fire Safety Inspection Notice of Violation
Apex Telecom LLC Estimate (Static IP @ Beach for \$19.95 monthly)
Water Testing Agreement 2019
ANJEC Open Space Grant Application
NJ State Firemen's Association Membership Application - Melvin

Resolutions

Tax Refund – Block 20, Lot 62
Employee Salaries
Community College Month

Adoption of Bill List
Public Comment
Executive Session

Adjournment

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 4 April 2019. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:07 p.m.

Present: Mayor John Inscho; Deputy Mayor Daniel Grover; Peter Karcher; and Michael Beyer

Absent: Carl Cummins

Also, Present: Roger Skoog, Municipal Attorney; and, Diane M Pflugfelder, Municipal Clerk/Administrator

REPORTS

COMMITTEEPERSON GROVER

Committeeperson Grover reported that work on Lakeside Drive West is in process.

DEPARTMENT OF PUBLIC WORKS

A pre-printed report was received from the Department of Public Works for March 2019 and placed on file.

MUNICIPAL CLERK/ADMINISTRATOR

A pre-printed report was received from the Municipal Clerk/Administrator for March 2019 and placed on file

APPROVAL OF MINUTES

A motion by Mike Beyer to adopt the public session minutes of 7 and 28 March 2019 carried. Mayor Inscho abstained from the minutes of 7 March 2019.

A motion by Mike Beyer to adopt the public session minutes of the special meeting on 5 March 2019 carried.

UNFINISHED BUSINESS

BLOCK 52, LOT 42 STANDARDS FOR INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL SYSTEM

Mayor Inscho reported that Engineer Erica Bush is finalizing the paperwork for the May meeting.

TRI MOUNTAIN LAKE SPRINT TRIATHLON

Dana Baffuto, DASH MultiSport, provided Attorney Skoog with an electronic waiver and "one day membership" form from USAT. This would be provided to athletes who sign up online and what in provided in person the day of the race for all athletes to sign. Attorney Skoog amended the documents to reflect a date reference and proper verbiage.

HYDROLOGIC & HYDRAULIC STUDY FOR LIBERTY LAKE DAM (DUE DATE: 30 APRIL 2019)

Mayor Inscho reported that the Municipal Engineer is working on the Hydrologic and Hydraulic Study.

HOPE TOWNSHIP 2016-2017 NW MUNICIPAL COURT COSTS

Contractual discussion on the Hope Township Court to continue in Executive Session.

NEW BUSINESS

ADOPTION OF 2019 BUDGET

A motion by Dan Grover to open the public hearing carried. A motion by Dan Grover to adopt the 2019 Municipal Budget Resolution carried.

Vote: aye - Karcher
aye - Petersen
aye - Grover
aye - Inscho
absent - Cummins

JEWELL COMPUTING SOLUTIONS QUOTE

Discussion on the Jewell proposal was tabled

FIRE SAFETY INSPECTION NOTICE OF VIOLATION

It was reported that the DPW has resolved the violation issues with exit fixture light bulbs. Dan Grover will review the annual Cooper fire suppression system report. The Municipal Clerk was directed to request a time extension from NJ Department of Community Affairs Division of Fire Safety for the 4 April 2019 Notice of Violation and Orders of the Commissioner.

APEX TELECOM LLC ESTIMATE

Discussion on the Apex proposal was tabled. A motion by Dan Grover, authorizing the transition to a static IP address for the purpose of improved security camera function at the Mountain Lake Beach at an additional cost of \$19.95 monthly carried.

WATER TESTING AGREEMENT 2019

A motion by Pete Karcher authorizing the Mayor to execute the 2019 between Liberty Township and Garden State Laboratories, Inc for bathing beach water testing carried.

ANJEC OPEN SPACE GRANT APPLICATION

A motion by Dan Grover authorizing the Environmental Commission to file the 2019 ANJEC OpenSpace Grant for Environmental Commissions for the Mountain Lake Community Meadow Garden carried.

NJ STATE FIREMEN’S ASSOCIATION

A motion by Dan Grover authorizing the acceptance of a NJ State Firemen’s Association Membership application from Lemar Melvin carried. Mayor Inscho abstained.

RESOLUTIONS

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

RESOLUTION #2019.036
TAX REFUND

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

Block/Lot	Name/Address	Reason	Year	Total Refund
20/62	Jonathan Carroll, Devon Davis 59 Quenby Mountain Rd. Great Meadows NJ 07838	Overpayment of Property Taxes	2019	\$ 1,645.59

NOW, THEREFORE, BE IT RESOLVED, By a majority of the members of the Township Committee of the Township of Liberty, County of Warren, State of New Jersey that the refund on the above list shall be returned to the parties designated.

Vote: aye - Karcher
 aye - Petersen
 aye - Grover
 aye - Inscho
 absent - Cummins

 John Inscho,
 Mayor

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

RESOLUTION #2019.037
 SALARY

WHEREAS, Salary Ordinance #2017.005 established the salaries/wages, and compensation for certain employees of the Township of Liberty, Warren County.

BE IT RESOLVED, By the Township Committee of the Township of Liberty, Warren County that the following named employee(s) shall be compensated for the year 2019 in the amounts designated below. All salaries are retroactive to 1 January 2019 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
John E Inscho	Township Committee	2,129.00
Dan Grover	Township Committee	2,129.00
Carl Cummins	Township Committee	2,129.00
Mike Beyer	Township Committee	2,129.00
Pete Karcher	Township Committee	2,129.00
Diane M Pflugfelder	Administrator	4,828.00
Diane M Pflugfelder	Municipal Clerk/Registrar	74,721.00
Jennifer Breslin	Deputy Municipal Clerk/Registrar	16.32/hour
Kevin Lifer	Treasurer/CFO	12,000.00
Cindy Eckert	Tax Collector	23,460.00
Penny Holenstein	Tax Assessor	23,663.00
Eric Snyder	Zoning Code Official	11,137.00
Alan DeCarolis	Animal Control Officer	5,915.00
Shannon Schaaf	Environmental Commission Secretary	13.53/hour
Shannon Schaaf	Recreation Commission Assistant	13.53/hour
Section 2: Public Works		
Leonard Harvey	DPW Supervisor	32.47/hour
Kenneth Lunden	Laborer	21.30/hour
Donald Drummond	Laborer	19.51/hour
Paul Marty	Part-Time DPW Help	18.04/hour
Summer Beach Employees		
Lynn Vonder Haar	Beach Manager	17.00/hour
Kellie Smigel	Assistant Beach Manager	14.00/hour

Kyle Egan	Head Lifeguard	11.00/hour
Kayla Nicholls	5 th year lifeguard	12.00/hour
Jacob Sullivan	4 th year lifeguard	11.50/hour
Alexa French	2 nd year lifeguard	10.50/hour
Christian Jensen	2 nd year lifeguard	10.50/hour
Nicole Crowder	1 st year lifeguard	10.00/hour
Kayla French	1 st year lifeguard	10.00/hour

Summer Recreation Employees

Emilia Thompson	Head Counselor	20.00/hour
Lauren Makarevich	4 th year counselor	10.00/hour
Shawnee Smith	4 th year counselor	10.00/hour
Jacob Sullivan	3 rd year counselor	9.75/hour
Matthew Adams	2 nd year counselor	9.50/hour
Katelin Silva	1 st year counselor	9.00/hour
Stephanie Stelmack	1 st year counselor	9.00/hour

Vote: aye - Beyer
 aye - Karcher
 aye - Grover
 aye - Inscho
 absent - Cummins

John Inscho,
 Mayor

A motion by Mike Beyer to adopt the following Resolution carried.

RESOLUTION #2019.038
 RESOLUTION RECOGNIZING APRIL 2019 AS
 WARREN COUNTY COMMUNITY COLLEGE MONTH

WHEREAS, the more than thirteen hundred community and technical colleges, public and private, in the United States have contributed enormously to the richness and accessibility of American higher education, nearly half of all undergraduate college students in the Nation today are enrolled in community colleges; and

WHEREAS, by providing educational opportunities at costs and locations accessible to all who are qualified, community and technical colleges have greatly enhanced the opportunity for every ambitious student, young or old, to enter a postsecondary school program. As community-based institutions, our schools provide varied programs and offer specialized training for more than one thousand occupations; and

WHEREAS, this community is served well by Warren County Community College, and as Warren County Community College has been recognized by Middle States for its exceptional report and process during the March 2018 Self-Study; and

WHEREAS, Warren County Community College because of its successful reform agenda, by implementing meaningful educational change, it has reached a 45% graduation rate, highest in New Jersey as well as record retention rates, while simultaneously continuing to reduce remediation; and

WHEREAS, Warren County Community College was the only community college deemed uniquely qualified in Northwest New Jersey, to provide free tuition to all households earning under \$45,000 per year, Through the Governor’s Community College Opportunity Grants (CCOG); and

WHEREAS, in Spring 2019, Warren County Community College is the only college in the Northeastern United States to implement Cengage Unlimited where all online learning materials are at a flat rate of \$140

annually; and, the option to receive each print book at a flat rate of \$7.99. This is estimated to save students at least \$1,200 annually in book expenses; and

WHEREAS, in 2017-2018, a robust dual enrollment program with all six Warren County high schools participating, 1,947 high school students (equivalent to 51% of the entire Warren County public high school population) successfully completed at least one dual enrollment course, saving the Warren County taxpayers an equivalent of \$1.8 million in tuition and fee expenses; and

WHEREAS, Warren County Community College is a leader in public service relationships. It currently administers Continuing Education programs, at our Phillipsburg satellite location, with a strong history of collaborating with our county human services offices, even facilitating and authoring a strategic plan for all countywide human services; and

WHEREAS, Warren County Community College trustees and staff serve the global higher education community on statewide, national, and international boards including, but not limited to: NJCCC Trustee State Chair, AACC Board of Directors, AACC structured pathways Commission Chair, the AAUA Board of Directors, the Chair Academy International Advisory Board, and the Middle States Commission on Higher Education Board; and

WHEREAS, in recognition of the important contribution of community and technical colleges to our total educational system, in 1985 the Congress authorized and requested then President Ronald Reagan to issue Proclamation 5418 establishing a National Community College Month.

NOW, THEREFORE, be it resolved that, the Liberty Township Mayor and Committee recognize April 2019 as Warren County Community College Month.

Vote: aye - Grover
aye - Beyer
aye - Karcher
aye - Inscho
absent - Cummins

John Inscho,
Mayor

PAYMENT OF BILLS

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

Resolution #2019.039
Payment of Bills

RESOLVED, That the Township Committee 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 \$588,024.62.

Vote: aye - Karcher
aye - Petersen
aye - Cummins
aye - Grover
aye - Inscho

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:18 pm.

Alice Bechok – Ms. Bechok questioned the timeline for Lakeside Drive West road work completion. She also asked if the Zoning Officer had investigated the abandoned car parked on Lewis Lane.

Shannon Schaaf – Ms. Schaaf reported that trash collection around the lake contained many nip bottles. She also advised the DPW that a pile of brush was set upon a storm drain. Ms. Schaaf also asked if there was any additional consideration of promoting eco-tourism within Liberty Township and use of the Lodge for community events.

Ryan Leonard – Mr. Leonard asked if there would be any road repairs made on Hillside Avenue this year.

Lynn Gilmore – Ms Gilmore encouraged the Township Committee to get Lakeside Drive West open as quickly as possible.

Shannon Schaaf – Ms. Schaaf reported that the Environmental Commission would be having a seedling giveaway on 4 May at Free Union Fields.

EXECUTIVE SESSION

At 7:32 pm a motion by John Inscho to adopt the following Resolution carried.

RESOLUTION #2019.040

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 exists; and

WHEREAS, the Township Committee may wish to discuss any of the following conditions; confidential provisions of Federal Law 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 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.

- ✓ Collective Bargaining Agreement – North Warren Municipal Court of Hope

BE IT RESOLVED, That the public be excluded from this meeting.

Vote: aye - Karcher
 aye - Petersen
 aye - Cummins
 aye - Grover
 aye - Inscho

 John Inscho,
 Mayor

At 7:43 pm, a motion by Mayor Inscho to reconvene the public meeting carried. Mayor Inscho stated that during executive session a matter of contractual agreement was discussed. Action to follow.

NORTH WARREN MUNICIPAL COURT OF HOPE

Following discussion in executive session, the CFO was authorized to prepare a letter addressed North Warren Municipal Court of Hope regarding their letter of 26 February 2019.

ADJOURNMENT

There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.

Meeting adjourned at 7:44 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 9 May 2019
