

AGENDA
LIBERTY TOWNSHIP WORKSHOP

7 March 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

Adoption of Minutes
Meeting and Executive Session of 7 February 2019

Presentation

- Fish Habitat Project for Mountain Lake
- Warren County Community College

Unfinished Business

- Block 39, Lot 6 – Title Search
- Block 52, Lot 42 – Status of Plans/Application
- ARC of Warren County TRI Mountain Lake Sprint Triathlon
- Recreation: Surfs Up Paddle Boarding

New Business

- Budget 2019 Self-Examination Resolution
- Introduction of 2019 Municipal Budget
- Raffle License Application – Mountain Lake Fire Company
- Apex Telecom Quote
- Recreation: Field Maintenance 2019 Proposals
- Recreation: Facility Application, Amateur Baseball Association
- Block 19, Lot 2 – 4 Main Street Consideration of Foreclosure
- 2019 Animal Holding Facility
- NJ State Firemen’s Association Membership Application – Mysona
- NJ State Firemen’s Association Membership Application - Wilson

Resolutions

- Budget Transfers
- Recreation Summer Employment

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 7 March 2019. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:00 p.m.

Present: Deputy Mayor Daniel Grover; Peter Karcher; Carl Cummins, and Michael Beyer

Absent: Mayor John Inscho

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

REPORTS

NEW JERSEY STATE POLICE

A Trooper of the Washington Township Barracks asked if there were any questions. None given.

COMMITTEEPERSON BEYER

Mr. Beyer reported that the Environmental Commission had developed a planting proposal for sections 2, 3 and 4 around the John R Fisher Pavilion at Mountain Lake. It was explained that the planting costs would be covered with an ANJEC grant application that is due 15 April. Shannon Schaaf is to forward a copy of the grant application to the Municipal Attorney and Municipal Clerk for review prior to consideration of award by the Township Committee.

DEPARTMENT OF PUBLIC WORKS

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

MUNICIPAL CLERK/ADMINISTRATOR

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

APPROVAL OF MINUTES

A motion by Pete Karcher to adopt the public and executive session minutes of 7 February 2019 carried.

PRESENTATION

WARREN COUNTY COMMUNITY COLLEGE

Phil Linfante, Warren County Community College Board of Trustee Chairperson; Nancy Brown, WCCC Board of Trustee Member; Craig Dana, WCCC Board of Trustee Member; and, President William Austin spoke regarding the following programs at the college;

- ✓ Elimination of remediation for nearly all students
- ✓ Dual enrollment program (currently 1947 students)
- ✓ Free tuition and fees to students as per New Jersey legislature
- ✓ Retention rate is 70% for full-time students
- ✓ 200% graduation rate is 43%
- ✓ First college in NJ to implement the 60-credit associate degree program
- ✓ Implementation of Cengage Unlimited: all learning materials are at a flat rate of \$140 annually
- ✓ Established the Golden Eagle Safety Nest to assist students with food insecurity
- ✓ Building Annex opens in Spring 2019 (State funded construction)
- ✓ Introduction of drone technology and addiction counseling programs
- ✓ Received Middle State reaccreditation in June 2018

FISH HABITAT PROJECT FOR MOUNTAIN LAKE

A proposal was received from NJ Fish & Wildlife and Muskies Inc. to boost fish diversity at Mountain Lake. The project would install porcupine cribs within the lake to provide habitat and protection for younger fish and decrease unwanted plant growth. The program would be at no cost to Liberty Township and monitored by Muskies Inc. Safety discussion ensued for those diving in the area of crib placements. Crib locations would be identified with markers and no diving signage posted. A motion by Pete Karcher to authorizing Liberty Township support of the Fish Habitat Project for Mountain Lake carried.

UNFINISHED BUSINESS

BLOCK 39, LOT 6 – TITLE SEARCH

Attorney Skoog reported that the title search on Block 39, Lot 6 revealed private ownership and two tax liens to date. He advised Lucene Caropreso, party interested in acquiring said parcel, to contact the original owner for consideration of purchase and pay off the two out-standing tax liens.

BLOCK 52, LOT 42

No action taken at this time

ARC OF WARREN COUNTY TRI MOUNTAIN LAKE SPRINT TRIATHLON

DASH MultiSport presented Attorney Skoog with the following documents for his review and inclusion into the application for authorization to proceed with the TriMountain Lake Sprint Triathlon for July 2019;

- ✓ Written confirmation from Mountain Lake Fire , Oxford Rescue, Independence Rescue and Franklin Rescue for their participation as safety personnel in the event
- ✓ Revised posted with larger print stating non-participation of Liberty Township
- ✓ Revised waivers with larger print stating non-participation of Liberty Township

RECREATION: SURFS UP PADDLE BOARDING

Attorney Skoog reported his liability concerns with the kayak and paddle board rental business at Mountain Lake. Following discussion, a motion by Carl Cummins, NOT to authorize the Surfs Up Paddle boarding program on Mountain Lake in 2019 carried.

NEW BUSINESS

BUDGET 2019

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

Resolution #2019.025
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 2019 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 - Cummins
aye - Karcher
aye - Beyer
aye - Grover
absent - Inscho

Dan Grover,
Deputy Mayor

INTRODUCTION OF MUNICIPAL BUDGET 2019

Deputy Mayor Grover stated that the Liberty Township Municipal Budget is just over \$1,937,000.00. The 2019 budget would be a slight increase at an annual estimated cost of \$22 per \$300,000 assessed residence. A motion by Carl Cummins to introduce the 2019 Municipal Budget carried. The budget will be published 14 March 2019 and scheduled for public hearing and considered of adoption on 4 April 2019.

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

RAFFLE LICENSE APPLCIATION: MOUNTIAN LAKE FIRE COMPANY

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

RESOLUTION #2019.026

WHEREAS, Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823, is the licensee on the application to conduct an Off-Premises Merchandise Draw Raffle on 16 June 2019 to be held at

Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 to be held between 1:00 pm - 3:00 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 applications.

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

1. The off-premises raffle application is approved contingent to the Legalized Games of Chance Control Commission adoption of aforesaid application.

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

Dan Grover,
Deputy Mayor

APEX TELECOM QUOTE

A quote was received from Apex Telecom LLC, Washington, NJ to upgrade the surveillance system, troubleshoot out of order cameras as surveyed; connect to network, program and adjust accordingly; One digital surveillance system, HD hybrid 8MP res. and 3 TB storage drive at the cost of \$980.00. Will troubleshoot the 2 off premise camera issues on a time/material basis of \$115.00/hr. Following discussion, a motion by Pete Karcher to adopt the following Resolution carried.

**RESOLUTION #2019.027
AWARD OF CONTRACT**

BE IT RESOLVED, that the Township of Liberty hereby awards the contract to upgrade the surveillance system at a cost of \$980 to Apex Telecom LLC, 15 Merrill Creek Road, Washington, NJ, and

BE IT RESOLVED that the Township of Liberty hereby awards the contract to troubleshoot the two off premise cameras at the cost of \$115.00 per hour with a limitation of two hours to Apex Telecom LLC, 15 Merrill Creek Road, Washington, NJ.

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

Dan Grover,
Deputy Mayor

FIELD MAINTENANCE 2019 PROPOSALS

- Proposal #1: TruGreen: \$1,368.87, 9 Middlebury Blvd., Randolph, NJ 07869
- Proposal #2: Code Green Lawn Care: \$2,450, 11 Hanzel Woods Drive, Great Meadows, NJ 07838
- Proposal #3: Lawn Doctor of Warren: Quote requested no response. 15 Willow Street, Washington, NJ 07882

The Recreation Commission recommended approval of the contract with Code Green Lawn Care since they provide a better service. The Commission expressed disinterest in continuing to work with the lower cost company from 2018 since the fields do not look ideal. A motion by Pete Karcher to adopt the following Resolution carried.

**RESOLUTION #2019.028
AWARD OF CONTRACT**

BE IT RESOLVED, that the Township of Liberty hereby awards the contract to apply lawn fertilizer on a timely basis throughout the growing season on Free Union Fields at a cost of \$2000.00 to Code Green Lawn Care, PO Box 182, Great Meadows, NJ, and

BE IT RESOLVED that the Township of Liberty hereby awards the contract to apply grub control application once per year on Free Union Fields at the cost of \$480.00 to Code Green Lawn Care, PO Box 182, Great Meadows, NJ.

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

Dan Grover,
Deputy Mayor

FACILITY APPLICATION, AMATEUR BASEBALL ASSOCIATION

Discussion on authorization for Amateur Baseball Association to conduct adult baseball games at Free Union Fields on Sundays from 7 April 2019 through 25 August 2019 concluded with a motion of approval by Peter Karcher. Motion carried.

BLOCK19, LOT 2 – 4 MAIN STREET

Banks E Moyer of Washington, NJ contacted the municipality for their consideration of foreclosure on his property, Block 19, Lot 2 (4 Main Street). Mr. Moyer will be advised of contingent property owner’s names and addresses so he may contact them for interest in acquiring his parcel, Block 19, Lot 2.

2019 ANIMAL HOLDING FACILITY

A motion by Pete Karcher to amend the 2019 reorganization action of designating an animal holding facility to Reflect Blairstown Animal Hospital, Blairstown, NJ as the sole animal holding facility for Liberty Township 2019 carried.

NJ STATE FIREMEN’S ASSOCIATION

A motion by Carl Cummins authorizing the acceptance of a NJ State Firemen’s Association Membership application from Adam I Mysona and Christopher J Wilson carried.

RESOLUTIONS

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

Resolution #2019.029
Appropriation Transfers

WHEREAS, there appears to be insufficient funds in one or more current budget appropriations to meet the demand thereon for the balance of the current year; and

WHEREAS, there appears to be a surplus in one or more current budget appropriations over and above the demand deemed to be necessary for the balance of the current year.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Liberty, Warren County, New Jersey that in accordance with the provision of RS 40A:4-58, that the Treasurer be and is hereby authorized and directed to make the following transfer:

	<u>FROM</u>	<u>TO</u>
Finance s/w (8-01-20-130-012)	\$625.00	
Municipal Court o/e (8-01-20-100-202)		\$625.00
Total	\$625.00	\$625.00

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

Dan Grover,
Deputy Mayor

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

RESOLUTION #2019.030
BEACH EMPLOYEES

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>
Lynn Vonder Haar	Beach Manager	17.00/hour
Kellie Smigel	Assistant Beach Manager	14.00/hour
Emilia Thompson	Summer Recreation Head Counselor	20.00/hour

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

Dan Grover,
Deputy Mayor

PAYMENT OF BILLS

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

Resolution #2019.031
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 \$497,671.12.

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

Dan Grover,
Deputy Mayor

PUBLIC COMMENT was opened at 8:30pm.

Larry Supp – Mr. Supp presented a concern regarding the amount of slat spread on Quenby Mountain Road this past winter season.

Dan Kurela – Mr. Kurela advised the Township Committee of recent State Legislature for a NJ Smoke Free Air Act and its impact upon municipal facilities/recreation areas. Attorney Skoog will investigate.

Max Crowder – Mr. Crowder inquired if he may pursue an Eagle Scout project at Mountain Lake beach for the installation of a public library? He was advised to prepare details and forward to the Township Committee for review.

Dan Baffuto – Ms. Baffuto questioned into the status of road repair on Lakeside Drive West.

Lisa Thomas – Ms. Thomas requested an update on the Lodge.

EXECUTIVE SESSION

At 8:58 pm a motion by Dan Grover to adopt the following Resolution carried.

RESOLUTION #2019.032

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.

- ✓ Litigation – Harassment complaint

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

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

Dan Grover,
Deputy Mayor

At 9:24 pm, a motion by Dan Grover to reconvene the public meeting carried. No action to follow.

ADJOURNMENT

There being no further business, a motion by Dan Grover to adjourn the meeting carried.

Meeting adjourned at 9:24 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 4 April 2019