

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 7 November 2013. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:06 p.m.

Present: Mayor John Inscho; Deputy Mayor Carl Cummins; Ronald Petersen, and Peter Karcher

Absent: Dan Grover

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

APPOINTMENTS

Mayor Inscho made the following LandUse Board appointments;

Appointment of Carl Cummins as LandUse Board Member, Class I Designee, expiration of term 31 December 2013

Appointment of Dave Schaaf as LandUse Board Member, Class II, expiration of term 31 December 2013

Appointment of Joanne Ward as LandUse Board Member, Class IV, expiration of term 31 December 2016

Appointment of Mike Beyer as LandUse Board Member, Alternate #1, expiration of term 31 December 2014

COMMITTEEPERSON PETERSEN

Committeeperson Petersen reported that the water line between the concession stand and dpw garage would be installed within the next few days.

DEPARTMENT OF PUBLIC WORKS

Steve Romanowitch, CPWM, presented the following verbal report:

- ✓ Aspen Tree Service had been retained to clean up some storm damage as well as the annual tree trimming and cutting program
- ✓ DPW had a POSHA inspection in October 2013 and was found with three violations. Those violations have been resolved

MUNICIPAL CLERK/ADMINISTRATOR

A pre-printed report was received from the Municipal Clerk/Administrator for October 2013 and presented to members of the Township Committee for review.

APPROVAL OF MINUTES

A motion by Pete Karcher to adopt the public and executive session minutes of 3 October 2013 carried. Carl Cummins abstained.

A motion by Ron Petersen to adopt the public and executive session minutes of 24 October 2013 carried

OLD BUSINESS

ORD. #2013.008 - PUBLIC HEARING - A motion by Ron Petersen to open public hearing carried. A motion by Ron Petersen to adopt the following resolution carried

Resolution #2013.071
Adoption of ORD. # 2013.008

WHEREAS, said Ordinance entitled ‘An Ordinance Vacating any Interest the Township of Liberty may have in a Portion of a Street Known as Hill Drive ’ was passed on first reading on 3 October 2013 and

WHEREAS, the public hearing of said Ordinance has been held as advertised and is now closed,

BE IT RESOLVED by the Township Committee of the Township of Liberty, County of Warren and State of New Jersey that the Ordinance entitled ‘An Ordinance Vacating any Interest the Township of Liberty may have in a Portion of a Street Known as Hill Drive’ be passed on second reading and final adoption.

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

John Inscho,
Mayor

NEW BUSINESS

FREEDOM BUSINESS MACHINES

A motion by Pete Karcher to authorizing the Mayor to execute the one-year Maintenance Agreement between the Township of Liberty and Freedom Business Machines, Inc carried.

Resolution #2013.072
Award of Contract

BE IT RESOLVED, That the Township of Liberty hereby awards the Maintenance Agreement on Canon IR-2800, Serial #MPJ14346 to Freedom Business Machines, Inc., 333 Sparta Avenue, Sparta, NJ 07871 whose proposal amounted to \$69.00 per month; up to 40,000 images made during the year; and, excess pages will be billed at \$0.0185 per page.

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

John Inscho,
Mayor

REORGANIZATION 2014

Mayor Inscho announced that Reorganization 2014 would be conducted Thursday, 2 January 2014, 6:30 pm at the Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ

RESOLUTIONS

A motion by Ron Petersen to adopt the following Resolution carried.

Resolution #2013.073
Salary

WHEREAS, Salary Ordinance #2013.005 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 2013 in the amounts designated below. All salaries are retroactive to 1 January 2013 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Carl Cummins	Township Committee	2,129.00 effective 3 October 2013

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

 John Inscho,
 Mayor

A motion by Ron Petersen to adopt the following Resolution carried.

Resolution #2013.074
Liberty Township Department of
Public Works Written Policies

WHEREAS, the Liberty Township Department of Public Works has adopted the following policies on 6 May 2010;

- Personal Protective Equipment
- Lockout/Tagout Program
- Fire Prevention Plan
- Hazard Communication Program

WHEREAS, these policies have been updated effective 7 November 2013.

BE IT RESOLVED by the Township Committee of the Township of Liberty that the Township of Liberty endorses this Resolution

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

 John Inscho,
 Mayor

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

Resolution #2013.075
Resolution to Adopt Pay-To-Play Policy and Procedure

WHEREAS, the Township of Liberty, Warren County is a municipality incorporated within the State of New Jersey in the year 1926 and governed by five Committee-people that are elected by the members of the municipality at large; and

WHEREAS, the Township of Liberty, Warren County must comply with PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq., known as the “New Jersey Local Unit Pay-to-Play” law; and

WHEREAS, the Township Committee believes that it is in the best interests of the municipality to accept an “Alternate” procedure, as defined in law, for the award of 2013 professional services contracts that are not publicly bid and may exceed \$17,500.00 annually or during the life of the contract; and

WHEREAS, the Township Committee believes that contracts for goods and services, from a single vendor, with a value greater than \$17,500.00 and less than the Local Public Bidding Threshold should be decided on a case-by-case basis; and

WHEREAS, the Township Committee requires contracts for goods and services, from a single vendor, except professional contracts, with a value greater than the Local Public Bidding Threshold will be bid according to the Local Public Bidding requirements.

BE IT RESOLVED That the Township Committee does hereby adopt the Pay-to-Play Policy and Procedures as the official purchasing policy for contracts covered under the above mentioned statutes.

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

John Inscho,
Mayor

A motion by Ron Petersen to adopt the following Resolution carried.

Resolution #2013.076
Municipal Alliance 2013-2014

WHEREAS, the Township Committees of the Townships of Independence and Liberty of the Great Meadows Regional Municipal Alliance, County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society among persons of all ages; and

WHEREAS, the Township Committees of the Townships of Independence and Liberty further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Committees of the Townships of Independence and Liberty has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Warren.

BE IT RESOLVED That the Great Meadows Regional Municipal Alliance, County of Warren, State of New Jersey, hereby recognizes the following;

1. The Township Committees of both the Townships of Independence and Liberty combined does hereby authorize submission of an application for the Great Meadows Regional Municipal Alliance grant for calendar year 2013-2014 in the amount of \$30,142.00
2. The Township Committees of both the Townships of Independence and Liberty acknowledges the terms and condition for administering the Municipal Alliance grant including the administrative compliance and audit requirements.

Robert M Giordano, Mayor Independence Township

John Inscho, Mayor Liberty Township

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

John Inscho,
 Mayor

PAYMENT OF BILLS

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

Resolution #2013.077
 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 \$929,983.41.

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

John Inscho,
 Mayor

PUBLIC COMMENT was opened at 7:16 pm.

Lynn Gilmore – Ms Gilmore inquired the status of the pavilion.

Bob Mischka – Mr Mischka presented a concern on the dilapidated condition of a structure upon Mountain Lake.

At 7:27 pm a motion by John Inscho to adopt the following Resolution carried.

Resolution #2013.078

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 Governing Body 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.

- ✓ Contractual Negotiations
- ✓ Potential Litigation
- ✓ Personnel

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

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

 John Inscho,
 Mayor

At 8:00 pm, a motion by Mayor Inscho to reconvene the public meeting carried.

Mayor Inscho stated that during executive session matters of potential litigation, personnel and contractual agreement were discussed. Action to follow.

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

Resolution #2013.079
 Municipal Clerk Reappointment

WHEREAS, Diane M Pflugfelder was duly appointed and confirmed to the position of Municipal Clerk on 22 November 2010 for a three (3) year term in accordance with NJSA 40A:9-133, et seq; and

WHEREAS, Diane M Pflugfelder is and has been certified as a Registered Municipal Clerk since 1998 and has satisfied the continuing education requirements for said certification; and

WHEREAS, the appointing authority of the Township of Liberty is desirous of reappointing Diane M Pflugfelder RMC as Municipal Clerk for the Township of Liberty; and

WHEREAS, the confirming authority of the Township of Liberty is desirous of confirming said reappointment of Diane M Pflugfelder as Municipal Clerk for the Township of Liberty.

BE IT RESOLVED by the Township of Liberty as follows:

1. Diane M Pflugfelder, RMC is hereby reappointed to the position of Municipal Clerk in the Township of Liberty; and
2. Diane M Pflugfelder, RMC is and has upon this reappointment attained tenure pursuant to NJSA 40A:9-133, et seq

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

 John Inscho,
 Mayor

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

Resolution #2013.080
Salary

WHEREAS, Salary Ordinance #2013.005 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 2013 in the amounts designated below. All salaries are retroactive to 1 January 2013 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Diane M Pflugfelder	Administrator	4,287.00
Diane M Pflugfelder	Municipal Clerk/Registrar	66,349.80
		effective 7 November 2013

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

John Inscho,
Mayor

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

Meeting adjourned at 8:02 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 5 December 2013