



TOWNSHIP OF LIBERTY

1 January 2018
2:00 pm

349 Mountain Lake Road
Great Meadows, NJ 07838

TOWNSHIP COMMITTEE 2018 REORGANIZATION MEETING AGENDA

Sunshine Notice
Flag Salute
Roll Call

Invocation by Pastor James Craig

Swearing in of Committeeperson – Peter Karcher
Swearing in of Committeeperson – Michael Beyer

NOMINATIONS

Appointment of Mayor
Appointment of Deputy Mayor
Authorization to Solemnize Marriage

APPROVAL OF AGENDA

ADOPTION OF MINUTES

Meeting of 7 December 2017

APPOINTMENTS

Township Committee Appointments

Appointment of Animal Control Officer/Animal Cruelty Inspector, expiration of term 31 December 2018
Appointment of Animal Control Assistant, expiration of term 31 December 2018
Appointment of DPW Supervisor, expiration of term 31 December 2018
Designation of Dog Holding Facility
Appointment of Deputy Municipal Clerk, expiration of term 31 December 2018
Appointment of Environmental Commission Secretary, expiration of term 31 December 2018
Appointment of LandUse Board Member, Class III, expiration of term 31 December 2018
Appointment to Open Space Advisory Committee, expiration of term 2018
Appointment to Open Space Advisory Committee, expiration of term 2019
Appointment to Open Space Advisory Committee, expiration of term 2019
Appointment to Open Space Advisory Committee, expiration of term 2020
Appointment to Open Space Advisory Committee, expiration of term 2020
Appointment to Open Space Advisory Committee, expiration of term 2020
Appointment of Recycling Coordinator, expiration of term 31 December 2018
Appointment to Recreation Commission, expiration of term 31 December 2022
Appointment of Recreation Commission Assistant, expiration of term 31 December 2018
Appointment of Municipal Zoning Official, expiration of term 31 December 2018

Mayoral Appointments

Appointment to Environmental Commission, expiration of term 31 December 2020
Appointment to Environmental Commission, expiration of term 31 December 2020
Appointment to Environmental Commission, Alternate #2, expiration of term 31 December 2019
Appointment as Environmental Commission Chair, expiration of term 31 December 2018
Appointment of LandUse Board, Class I Mayor's Designee, expiration of term 31 December 2018

Appointment of as the Recreation Commission Liaison, expiration of term 31 December 2018
Appointment of as the Finance Liaison, expiration of term 31 December 2018

UNFINISHED BUSINESS

NEW BUSINESS

Introduction of Ordinance #2018.001, Annual COLA
Introduction of Ordinance #2018.002, Salary
Advertisement of 2018 Positions
Clean Up Day Schedule 2018
2018 Budget Workshop Schedule

RESOLUTIONS

Appointment of 2018 Professionals
Appointment for Recognition of Deputy Municipal Registrar
Open Public Meetings
Designation of Official Newspaper
2017 Tonnage Grant Application
Cash Management Plan
Appointment of Public Agency Compliance Officer
Appointment of Fund Commissioner to PAIC Fund
Temporary Appropriations
Authorization to Pay Regular Bills to Avoid Finance Charges
Deferred Local District School Tax
Pay-To-Play Policy and Procedure

PUBLIC DISCUSSION

BENEDICTION by Pastor James Craig

ADJOURNMENT

The re-organization meeting of 2018 was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows, New Jersey on 1 January 2018 and called to order at 2:02 p.m. by the Municipal Clerk, Diane M Pflugfelder, RMC/MMC. 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: Committeeperson-Elect Peter Karcher, Committeeperson-Elect Michael Beyer, Carl Cummins, Dan Grover, and John Inscho.

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

Pastor James Craig presented an Invocation.

Attorney Skoog administered the Oath of Office to Peter Karcher, who will serve as Committeeperson for a three-year term expiring 31 December 2020.

Attorney Skoog administered the Oath of Office to Michael Beyer, who will serve as Committeeperson for a three-year term expiring 31 December 2020.

APPOINTMENT OF MAYOR

Appointment of Alan DeCarolis as Animal Control Official and Animal Cruelty Inspector expiration of term 31 December 2018

Appointment of Nellie Klaver as Animal Control Assistant, expiration of term 31 December 2018

Appointment of Chuck Harvey as the Public Works Supervisor, expiration of term 31 December 2018

Designation to adopt Happy Tails Inn, Hackettstown, NJ and Blirstown Animal Hospital, Blirstown, NJ as the 2018 animal holding facilities for Liberty Township

Appointment of Shannon Schaaf as Environmental Commission Secretary, expiration of term 31 December 2018

Appointment of Eleanor Clarkson as Deputy Municipal Clerk, expiration of term 31 December 2018

Appointment of Dan Grover as LandUse Board Member, Class III, expiration of term 31 December 2018

Appointment of Wayne Jarvis to the Open Space Advisory Committee, expiration of term 31 December 2020

Appointment of Ron Petersen to the Open Space Advisory Committee, expiration of term 31 December 2020

Appointment of Lynn Rutkoski as Recycling Coordinator, expiration of term 31 December 2018

Appointment of Cathy O'Byrne to the Recreation Commission, expiration of term 31 December 2022

Appointment of Shannon Schaaf as Recreation Commission Assistant, expiration of term 31 December 2018

Appointment of Eric Snyder as Municipal Zoning Official, expiration of term 31 December 2018

MAYORAL APPOINTMENTS 2018

The following mayoral appointments by Mayor Inscho for 2018 were adopted by the Township Committee;

Appointment of Tom Webster to the Environmental Commission, expiration of term 31 December 2020

Appointment of Joann Ward to the Environmental Commission, expiration of term 31 December 2020

Appointment of Diane Gonski to the Environmental Commission as Alternate #2, expiration of term 31 December 2019

Designation of Phillip Wooldridge as the Environmental Commission Chairperson, expiration of term 31 December 2018

Appointment of Carl Cummins as LandUse Board Member, Class I Designee, expiration of term 31 December 2018

Appointment of Dave Schaaf as LandUse Board Member, Class II, expiration of term 31 December 2018

Appointment of Joann Ward as LandUse Board Member, Class IV, expiration of term 31 December 2020

TOWNSHIP COMMITTEE APPOINTMENTS 2018

APPOINTMENT OF MAYORAL APPOINTMENTS TO THE TOWNSHIP COMMITTEE

Appointment of Dan Grover as the Township Committee Open Space Liaison, expiration of term 31 December 2018.

Appointment of John Inscho as Personnel Liaison, expiration of term 31 December 2018.

Appointment of Carl Cummins and Michael Beyer as Department of Public Works Liaisons, expiration of term 31 December 2018.

Appointment of Pete Karcher as the Recreation Commission Liaison, expiration of term 31 December 2018.

Appointment of Pete Karcher as the Finance Liaison, expiration of term 31 December 2018.

UNFINISHED BUSINESS

NEW BUSINESS

ORDINANCE #2018.001 - A motion by Pete Karcher to introduce Ordinance #2018.001 on First Reading carried. Public Hearing and Adoption are scheduled for 1 February 2018.

ORDINANCE #2018.001
CALENDAR YEAR 2018
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, NJS 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 to 0.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, NJS 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 2018 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 3.0% increase in the budget for said year, amounting to \$10,889.38 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 2018 budget year, the final appropriations of the Township of Liberty shall, in accordance with this ordinance and NJS 40A:4-45.14, be increased by 3.5%, amounting to \$38,112.83, and that the CY 2018 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 ORDAINED, by the Township Committee of the Township of Liberty, Warren County, New Jersey, that Section 1, of the above Ordinance be amended to include the following;

Section 1: Here is the following schedule of minimum and maximum salaries (yearly and hourly) for the position hereby listed:

POSITION	MINIMUM	MAXIMUM
Municipal Office Assistant	8.25/hour	100.00/hour

CLEANUP DAYS 2018

Mayor Inscho announced that Liberty Township 2018 Cleanup Days are scheduled for the weeks of 21-26 May and 8-13 October.

BUDGET WORKSHOP SCHEDULE 2018

Mayor Inscho announced that a Budget Workshop would be held on Thursday, 25 January 2018 at 6:00 pm within the Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ.

RESOLUTIONS

A motion by Dan Grover to adopt the following Resolutions by consent agenda carried.

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

John Inscho,
Mayor

RESOLUTION #2018.001 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 2018 Temporary Budget and will be made available in the 2017 Municipal Budget for the Township of Liberty as required in NJAC 5:30-5.4

BE IT RESOLVED That the Township Committee 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 1 January 2018 through 31 December 2018:

Nisivoccia and Company is hereby retained as the Municipal Auditor for the Township of Liberty 2018

~~Robert H. DeWitt, Harding DeWitt & Wood LLP is hereby retained as the Municipal Auditor~~

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 2018.

Diane M Pflugfelder is hereby retained as the Municipal Stormwater Program Coordinator.

This being adopted at the Reorganization meeting the Township of Liberty held on 1 January 2018

RESOLUTION #2018.002
RECOGNITION OF DEPUTY MUNICIPAL REGISTRAR

WHEREAS, in accordance with NJSA 26:8-17, 26:8-17, the local registrar, immediately upon acceptance of the appointment, shall appoint a deputy to assist in the normal, day-to-day operation of the office and whose duty shall be to act in the registrar's stead in case of absence, disability or death of the registrar. In case of death of the local registrar the deputy shall act as local registrar until a new local registrar has been appointed and qualified; and

WHEREAS, the Liberty Township Municipal Clerk recognizes Eleanor Clarkson, as qualified for the position of Deputy Municipal Registrar of Liberty Township.

BE IT RESOLVED By the Township Committee of the Township of Liberty, Warren County, New Jersey acknowledges the appointment of Eleanor Clarkson as the Deputy Municipal Registrar of the Township of Liberty, Warren County effective 1 January 2018.

RESOLUTION #2018.003
OPEN PUBLIC MEETINGS

WHEREAS, pursuant to the Chapter 321 Law 1075 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 Township Committee of the Township of Liberty as follows:

1. The following are designed meetings of the Township Committee 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 2018

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

Workshop Dates for the Year 2018

25 January	22 February	22 March	26 April
31 May	28 June	26 July	23 August

- 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 #2018.004
DESIGNATION OF OFFICIAL NEWSPAPER

BE IT RESOLVED, By the Township Committee of the Township of Liberty in the County of Warren, State of New Jersey that the Star Gazette hereby be designated as the official newspaper and the Express Times as the secondary newspaper of the Township of Liberty for the year 2018.

BE IT RESOLVED, That the bulletin board in the Municipal Building, 349 Mountain Lake Road, Great Meadows, New Jersey is designated as the place where all official notices are to be posted.

RESOLUTION #2018.005
2017 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 Township Committee 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.

BE IT RESOLVED By the Township Committee 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 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 #2018.006
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

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 2018, 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 #2018.007
APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER 2018

WHEREAS, it is necessary to appoint a Public Compliance Officer (P.A.C.O.); and

WHEREAS, this is an annual appointment - this appointment will be for calendar year 2018.

BE IT RESOLVED, By the Township Committee of the Township of Liberty, Warren County, New Jersey, to appoint Diane M Pflugfelder, Municipal Clerk to this office as this individual has a knowledge of the professional services and procurement contracts entered into by Liberty Township.

RESOLUTION #2018.008
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 Diane M Pflugfelder as the Fund Commissioner and Dan Grover as the Alternate Fund Commissioner to the Public Alliance Insurance Coverage Fund; and

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

1. Diane M Pflugfelder, Fund Commissioner
2. Dan Grover, Alternate Fund Commissioner
3. Public Alliance Insurance Coverage Fund

RESOLUTION #2018.009
TEMPORARY APPROPRIATIONS 2018

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 2018 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 2017 budget exclusive of any appropriations made for

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

WHEREAS, the Township Committee meetings are held the first Thursday of the month, and

WHEREAS, the Township Committee 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 Township Committee 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 Committee, in the event that a regularly schedule Township Committee 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 Committee Meeting.

RESOLUTION #2018.011
DEFERRED LOCAL DISTRICT SCHOOL TAX

WHEREAS, the local district school tax for the fiscal year 1 July 2017 to 30 June 2018 was raised in the 2017 tax levy in the amount of \$4,984,546.00.

WHEREAS, the statutes permit the deferral of the cash liability of such school tax up to 50% of the school tax levy or \$2,447,273.00.

BE IT RESOLVED by the Mayor and Committee of the Township of Liberty, that the deferred school tax for the local school district remain unchanged at \$1,520,074.75.

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

RESOLUTION #2018.012
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 2017 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,

WHEREAS, the Senate and General Assembly of the State of New Jersey are pleased to salute and commend Ronald Petersen, a highly esteemed lifelong resident of the Township of Liberty, Warren County, as he concludes an outstanding tenure of service in behalf of the citizenry of Liberty; and

WHEREAS, Ronald Petersen has lent his wisdom and expertise as a member of the Liberty Township Committee for nearly two decades, and the depth of his knowledge and the breadth of his experience have contributed immeasurable to the well-being of countless individuals and families; and

WHEREAS, a tireless champion of his fellow citizens, Ronald Petersen, who oversaw the Building and Grounds and the Department of Public Works in Liberty Township, further demonstrated an uncommon degree of dedication to his hometown as a member of the Liberty Township Open Space Committee for several years, and he also made significant efforts on the Board of Supervisors of the Warren County Soil conservation District for nine years; and

WHEREAS, the strength and success of the State of New Jersey and the vitality of our communities depend, in great measure, upon concerned and devoted individuals, exemplified by Ronald Petersen, who utilize their unique insight and energies to support and uplift others; and

WHEREAS, within all the sphere of his life and work, Ronald Petersen has established a model to emulate and set a standard of excellence toward which others might strive; and

WHEREAS, it is altogether proper and fitting for this Legislature to pause in its deliberations to recognize Ronald Petersen, and to praise him as an individual of outstanding character and exceptional determination; now, therefore

BE IT RESOLVED by the Senate and General Assembly of the State of New Jersey:

That this Legislature hereby honors Ronald Petersen, pays tribute to his meritorious record of service, leadership, commitment and extends sincere best wishes for continued success in all future endeavors; and,

BE IT FURTHER RESOLVED, That a duly authenticated copy of this resolution, signed by the Senate President and the Assembly Speaker and attested by the Senate Secretary and the Assembly Clerk, be transmitted to Ronald Petersen.

Stephen M Sweeney, President of the Senate
Vincent Prieto, Speaker of the General Assembly

Mayor Inscho recognized Warren County Freeholder, Ed Smith; Dale Durling, Past Mayor of Frelinghuysen Township; Ray Bolzen, Past Committeeperson of Liberty Township; and, James Kern, Mayor of Pohatcong Township.

BENEDICTION

Pastor James Craig gave a Benediction.

ADJOURNMENT - There being no further business, a motion by Mayor Inscho to adjourn the meeting carried. Meeting adjourned at 2:23 p.m.

Diane Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 1 February 2018
