

AGENDA
LIBERTY TOWNSHIP MEETING

6 December 2018
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

Approval of Agenda

Adoption of Minutes

Meeting of 1 November 2018

Unfinished Business

Shared Service Agreement for Municipal Court
Block 52, Lot 42 – Subsurface Sewage Disposal Systems
Reorganization 2019

New Business

Block 15, Lot 7 – Deed of Restriction
Freedom Business Machines 2019 Renewal Agreement
Liberty Lake Dam Safety Inspection Report
GPS Unit Quote

Resolutions

Pay to Play 2019
Tax Refund
Transfer Resolution

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 6 December 2018. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:13 p.m.

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

Absent: Carl Cummins

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 reported the following activity within Liberty Township for the month of November 2018;

- ✓ motor vehicle accidents with ice conditions and deer collisions
- ✓ thefts
- ✓ telephone scams
- ✓ animals running at large

COMMITTEEPERSON KARCHER

Mr. Karcher reported that over 78 children have enrolled in 2018-2019 basketball programs. Dan Grover volunteered to discuss gym access at the Liberty and Middle schools for recreational basketball practices with the school superintendent.

A 2019 Recreation Facility Application was received from the Great Meadows PTO. Mayor Inscho advised that all 2019 event reservations will be addressed 2019.

COMMITTEEPERSON GROVER

Mr. Grover reported that the Great Meadows Regional Board of Education will be facing a reduction of \$3.7 million in state aid over the next five years. Student enrollment has decreased from 1200 to 630 in the past decade. He encouraged the public to attend Board of Education meetings.

MAYOR INSCHO

Mayor Inscho reported concerns on the wall construction project along Lakeside Drive West. The Governing Body members agreed to consult with Ferriero Engineering if concrete work should continue in winter 2018-2019 or be delayed until spring 2019.

DEPARTMENT OF PUBLIC WORKS

A pre-printed report was received from the Department of Public Works for November 2018 and placed on file.

MUNICIPAL TAX COLLECTOR

A pre-printed report was received from the Municipal Tax Collector for November 2018 and placed on file

APPROVAL OF AGENDA

The agenda was approved as distributed.

APPROVAL OF MINUTES

A motion by Mike Beyer to adopt the public session minutes of 1 November 2018 carried.

UNFINISHED BUSINESS

SHARED SERVICE AGREEMENT FOR MUNICIPAL COURT

As per 1 November 2018 meeting, Mayor Inscho was awaiting additional information on the annual office operating expenses charged to Liberty Township and negotiations on the proposed annual 2% increase within the agreement. No communication has been received to date. A motion by Dan Grover authorizing Attorney Skoog to prepare a forward a letter to the Town of Belvidere requesting historical data for item #10 of the prior Agreement carried. “The Town of Belvidere agrees to provide Liberty Township with a statement of all costs and expenses incurred by the Town of Belvidere for the operation of the Shared Municipal Court”.

BLOCK 52, LOT 42 – SUBSURFACE SEWAGE DISPOSAL SYSTEMS

Mayor Inscho reported that Erica Bush, Engineer, would be filing the paperwork with the Warren County Board of Health for the subsurface sewage disposal systems on Block 52, Lot 42 in January 2019.

REORGANIZATION 2019

Mayor Inscho announced that Reorganization 2019 would be conducted Thursday, 3 January 2019, 6:00 pm at the Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ

NEW BUSINESS

BLOCK 15, LOT 7 – DEED OF RESTRICTION

Attorney Skoog reported that Annabelle Garganian is in the process of selling her property known as Hulse’s Rest Home (Block 15, Lot 7). This property has a Deed of Restriction to comply with Liberty Township affordable housing obligations. Attorney Skoog and Attorney Schneider (Liberty Township LandUse Board Counsel) agree that the Deed of Restriction has a thirty year agreement and must be added to the new owner’s deed. Attorney Skoog suggested that a means to report annual low income compliance be included in the new deed.

FREEDOM BUSINESS MACHINES 2019 RENEWAL AGREEMENT

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

Resolution #2018.070
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 with the understanding that due to the age of the equipment replacement parts that are needed to perform necessary functional repairs may be difficult to obtain.

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

John Inscho,
Mayor

LIBERTY LAKE DAM SAFETY INSPECTION REPORT

Municipal Engineer Paul Ferriero conducted a Dam Safety Inspection report for Liberty Lake Dam, as per NJAC 7:20-1.11. The Division of Dam Safety and Flood Control Division reviewed the report and the structure was found to be in poor condition. A motion by Pete Karcher to adopt the following Resolution carried.

Resolution #2018.071

Award of Contract

BE IT RESOLVED, That the Township of Liberty authorizes the preparation of the Hydrologic and Hydraulic (H&H) study of Liberty Lake Dam by Ferrero Engineering, 180 Main Street, PO Box 571, Chester, NJ 07930 as per the State of New Jersey, Department of Environmental Protection, Division of Dam Safety & Flood Control report of 23 November 2018.

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

John Inscho,
Mayor

GPS UNIT QUOTE

Mayor Inscho presented a quote from Verizon Connect for the installation of five vehicular GPS units with installation by year's end. Following discussion, a motion by Dan Grover to adopt the following resolution carried.

Resolution #2018.072
Award of Contract

BE IT RESOLVED, That the Township of Liberty hereby awards the acquisition and installation of five (5) vehicular GPS units with installation by year's (2018) end to Verizon Connect, 1012 W. 8th Avenue, King of Prussia, PA 19406 whose proposal amounted to \$95 per month; and, a one-time charge of \$425.00 for acquisition and installation.

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

John Inscho,
Mayor

SNOW PLOWING CONTRACTOR

Mayor Inscho presented a quote from Serene Landscape Construction, LLC for third party snow plowing. A motion by Dan Grover to adopt the following resolution carried.

Resolution #2018.073
Award of Contract

BE IT RESOLVED, That the Township of Liberty hereby awards an Agreement with Serene Landscape Construction, LLC, PO Box 819, Blaiirstown, NJ 07825 to provide a five ton truck for a minimum of three (3) hours at \$125.00 per hour.

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

John Inscho,
Mayor

RESOLUTIONS

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

RESOLUTION #2018.074
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, 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 - Beyer
aye - Grover
absent - Cummins
aye - Karcher
aye - Inscho

John Inscho,
Mayor

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

RESOLUTION #2018.075
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
48/13	Corelogic PO Box 9202 Coppel, TX 75019	Credit due to billing error	2018	\$ 2,123.21

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 - Beyer
aye - Karcher

John Inscho,

absent - Cummins
aye - Grover
aye - Inscho

Mayor

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

RESOLUTION #2018.076
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>
Mayor & Comm O/E (8-01-20-110-200)		\$ 150.00
Municipal Clerk O/E (8-01-20-120-200)		\$2,800.00
Group Insurance O/E (8-01-23-220-200)		\$3,700.00
Fuel Oil – Heating (8-01-31-447-200)		\$ 350.00
Finance Admin S&W (8-01-20-130-010)	\$7,000.00	
Total	\$7,000.00	\$7,000.00

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

John Inscho,
Mayor

PAYMENT OF BILLS

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

RESOLUTION #2018.077
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 \$528,436.83.

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

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:40 pm.

Shannon Schaaf – Ms Schaaf reported that the Environmental Commission had collected over 99 pounds within their first three weeks of collection for plastic bag recycling to put toward the acquisition of a Trex bench. She also stated that the environmental Commission would be conducting a meeting on 20 December at 7 pm with a presentation by NJ Fish/Wild Life Representatives to discuss the construction of fish habitat structures within Mountain Lake; stocking the lake with musky fish and weed control. Ms. Schaaf advised the Governing Body that the last free tree distribution program will be held in 2019. After 2019 that program is no longer available to us.

Alice Bechok – Ms. Bechok inquired into the status of the Lodge?

Lisa Thomas – Ms. Thomas questioned the status of the Lakeside Drive West Road closure project.

Public comment concluded at 8:00 pm

EXECUTIVE SESSION

At 8:00 pm a motion by John Inscho to adopt the following Resolution carried.

RESOLUTION #2018.078
EXECUTIVE SESSION

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.

- ✓ Personnel and Personnel Policy – Donald Drummond, Job Performance

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

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

John Inscho,
Mayor

At 8:21 pm, a motion by Mayor Inscho to reconvene the public meeting carried. Mayor Inscho stated that during executive session matters of personnel were discussed. In conclusion, a motion by John Inscho to offer Donald Drummond personnel options carried.

ADJOURNMENT

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

Meeting adjourned at 8:22 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 3 January 2019
