

AGENDA  
LIBERTY TOWNSHIP WORKSHOP

27 June 2019  
7:00 PM

Municipal Building  
349 Mountain Lake Road  
Great Meadows, NJ 07838

Sunshine Notice  
Flag Salute  
Roll Call

Reports:  
Committeepersons  
Mayor

Adoption of Agenda

Old Business  
Fire Safety Inspection Notice of Violation  
Correspondence from John Bakie, 110 Lakeside Drive West

New Business  
SonicWall Renewal  
John R Fisher Pavilion Application

Resolutions  
Staff Salaries  
ABC Renewal – JARG  
Withdrawal from Civil Service  
Chapter 159 – ANJEC Grant

Public Comment  
Executive Session

Adjournment

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A regularly scheduled workshop of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 27 June 2019. The meeting was opened by Deputy Mayor Dan Grover with Adequate Notice of Meeting and the Pledge of Allegiance at 7:05 p.m.

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

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

Absent: Mayor John Inscho; and, Carl Cummins

REPORTS

Mr. Karcher questioned if the Environmental Commission may proceed with riparian planting as a goose deterrent. Deputy Mayor Grover advised that the plantings were on the original plan and that the Environmental Commission should not proceed without Township Committee input. Mr. Karcher will follow-up with Shannon Schaaf, Environmental Commission Secretary.

Deputy Mayor Grover announced that the Great Meadows regional Board of Education Business Administrator has resigned and the position is currently vacant.

UNFINISHED BUSINESS

FIRE SAFETY INSPECTION NOTICE OF VIOLATION

Deputy Mayor Grover reported that he spoken with the DCA Inspector to resolve the outstanding issues.

BLOCK 61, LOT 14.02 – BAKIE

After review of the documentation it was agreed to advise the Zoning Official to pursue remediation of the situation even if a summons is necessary due to the safety issue that this current condition has created.

NEW BUSINESS

SONIC WALL RENEWAL

Attorney Skoog is to investigate if the maximum term that a municipality can execute for IT services. Deputy Mayor Grover stated that an additional proposal would be forth coming from Jewell Computing Solutions to clean up all the PCs within the municipality.

JOHN R FISHER PAVILION APPLICATION

Discussion on authorization for Girl Scout Troop #96069 to build squirrel houses for Antler Ridge Wildlife Sanctuary at John R fisher Pavilion on 14 July 2019 between 11:00 am and 1:00 pm concluded with a motion by Peter Karcher. Motion carried.

RESOLUTIONS

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

RESOLUTION # 2019.056  
ISSUANCE OF 2017-2018 LIQUOR LICENSE  
ISSUANCE OF 2018-2019 LIQUOR LICENSE  
ISSUANCE OF 2019-2020 LIQUOR LICENSE

*BE IT RESOLVED*, By the Township Committee of the Township of Liberty, County of Warren and State of New Jersey, that the following licenses have made application for the renewal of Plenary Retail Consumption Licenses and Plenary Retail Distribution Licenses and having complied with all the terms of the Liberty Township Municipal Code, Chapter 39, Alcoholic Beverages; and

*BE IT FURTHER RESOLVED* that in the matter of the Application to permit the issuance of a new license upon failure to timely renew pursuant to NJSA 33:1-12.18 for the 2017-2018 license term and to permit renewal of an inactive license pursuant to NJSA 33:1-12.39 for the 2017-2018, 2018-2019, 2019-2020 license terms; License No. 2114.33.008.008; Agency No. 07-18-329; Job No. 242985; License Holder: JARG Corporation, that this license is renewed pursuant to two Special Rulings of the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Division of Alcoholic Beverage Control on 28 March 2019;

- One Special Ruling grants relief pursuant to NJSA 33:1012.18 for the 2017-2018 License term; and,
- The second NJSA 33:1-12.39 for the 2017-2018, 2018-2019, and 2019-2020 license terms.

JARG

7 Birch Drive  
Roseland, New Jersey 07068  
License # 2114.33.008.008  
Fee: \$871.93

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

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Dan Grover,  
Deputy Mayor

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

RESOLUTION #2019.057  
RESOLUTION REQUESTING APPROVAL OF ITEMS OF  
REVENUE AND APPROPRIATION NJS 40A:4-87

*WHEREAS*, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

*WHEREAS*, the Director may also approve the insertion of an item of appropriation for equal amount,

*NOW, THEREFORE, BE IT RESOLVED*, that the Township Committee of the Township of Liberty in the County of Warren, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 in the sum of \$1,427.00, which is now available from the Association of NJ Environmental Commissions in the amount of \$1,427.00.

*BE IT FURTHER RESOLVED*, that the like sum of \$1,427.00 is hereby appropriated under the caption Association of NJ Environmental Commissions; and

*BE IT FURTHER RESOLVED* that the above is the result of funds from the Association of NJ Environment Commissions in the amount of \$1,427.00.

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

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Dan Grover,  
Deputy Mayor

PUBLIC COMMENT was opened at 7:14 pm.

Frank Wheatly – Mr. Wheatly apologized for embarrassment that he caused Mayor Inscho or Liberty Township at the 6 June 2019 Liberty Township meeting. Dan Grover advised that the paperwork Mr. Wheatly was referencing at the 6 June meeting has been completed and submitted to Warren County.

EXECUTIVE SESSION

At 7:17 pm a motion by Dan Grover to adopt the following Resolution carried.

RESOLUTION #2017.058  
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 – Consideration of DPW Staff Employment
- ✓ Personnel and Personnel Policy – DPW Uniform Policy

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

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

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Dan Grover,  
Deputy Mayor

At 7:31 pm, a motion by Deputy Mayor Grover to reconvene the public meeting carried. Deputy Mayor Grover stated that during executive session matters of personnel and personnel policy were discussed. Action to follow.

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

RESOLUTION #2019.059  
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>
Section 2: Public Works Alexander Perez	Laborer	19.00/hour
Summer Beach Employees Jacquie Lunden	Beach Co-Manager	15.00/hour

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

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Dan Grover,  
Deputy Mayor

A motion by Mike Beyer to adopt the following amended Liberty Township Department of Public Works Clothing Policy carried.

LIBERTY TOWNSHIP  
DEPARTMENT OF PUBLIC WORKS  
UNIFORM POLICY

Issue Date  
Revision: 27 June 2019  
Pages: 3

**I. PURPOSE**

The Department will provide uniforms for those employees that have direct customer contact to retain commitment to excellence per the established Department of Public Works values.

**II. APPROVAL**

Uniform type, style, and appearance shall be selected and approved by the Township Committee.

PPE Equipment will be provided by Liberty Township.

Written PPE Assessment for each task is to be prepared by the Supervisor; reviewed and approved by the township committee.

**III. RESPONSIBILITY**

The employee is to ensure all PPE equipment is fit for use and shall notify their supervisor of defective PPE equipment; defective PPE equipment shall not be used. Worn or damaged PPE equipment shall be returned to the supervisor for replacement.

The supervisor shall provide the employees with proper PPE equipment for the task.

**IV. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE equipment must be worn according to the PPE Job Assessment for each individual job assignment. Liberty Township will provide PPE equipment to the employees.

- Eye and Face Protection – Compliant with OSHA 29CFR 1910.132 includes safety glasses, impact goggles, face shields, welding goggles/helmets. The purpose is to protect the employee’s eyes and/or face from injury. Employees are required to wear the proper protection according to the PPE Assessment for the assigned job function. As a minimum, eye protection is to be worn by the employee whenever around or operating electrical or engine powered machinery or tools of any type. Employees are required to replace damaged gear prior to the next usage.
- Hand Protection – Compliant with OSHA 29CFR 1910.132. Staff shall wear the appropriate gloves per the PPE Assessment to include general purpose, chemical resistant, puncture resistant, welding, latex, temperature resistant and/or anti-vibratory. Employees are expected to care for these gloves. Employees are required to replace worn or damaged gloves as necessary.
- Foot Protection – Compliant with OSHA 29CFR 1910.132. Once per year as part of the employee uniform package, employees will be allotted an allowance towards a boot purchase, the remainder being paid by the employee.
- Work Boot/Work Shoe– All mechanics, mechanic related fields, supervisor, and other employees that will work in the area listed below shall follow the Personal Protective Equipment Hazard Assessments completed by the Supervisor and approved by the township committee. The wearing of steel toe or composite toe safety boots that follow current ANSI and OSHA regulations are required but not limited to the following activities:

Axle Repair	Battery Servicing	Brake Servicing
Driveline Repair	Exhaust Repair	Exterior Repair

Forklift	Fuel Systems Repair	Glass and Mirror Repair
Hammering	Hydraulic Repair	Overhead Crane
Mower/Blade Repair	Plow Repair	Spring and Suspension
Salter/Sander Repair	Shock Repair	Vehicle Lift
Tire Change	Transmission Repair	Welding/Blazing
Mowing	Road Repair	Landscape maintenance
Landscape Repair	Rock Removal	Operation of all machinery
Operation of all Equipment		Snow Plowing/Salting/Sanding
Rigging or Crane Operations		Road Work

Approved work boots shall be interpreted to mean hard-soled, closed steel toe with uppers constructed of leather, Cordura or other man-made materials that are resistant to puncture and absorption of oils and other substances. The boot must be designed for use in the environment in which it is being worn and extend up the ankle no less than 6". Hard-soled means a sole that is made from a hard material that is resistant to puncture.

Work boots/work shoes are required for all activities.

- Hearing Protection – Compliant with OSHA 29CFR 1910.95 Employees are required to use hearing protection as specified by the PPE Assessment per the specified job assignment. Hearing protection in the form of ear plugs and ear muffs. As a minimum, hearing protection is to be worn by the employee whenever around or operating electrical or engine powered machinery or tools of any type. The purpose is to reduce the level of noise exposure when worn properly.
- Headphones, ear buds - Headsets or ear buds have the potential to interfere with safe, effective communication and are a distraction from the job at hand. The use of headphones or ear buds will not be permitted.
- Respiratory Protection – Compliant with OSHA 1910.132. Employees are required to wear respiratory protection as specified by the PPE Assessment and Material Safety Data Sheet (MSDS) per the specified job assignment. Liberty Township will furnish the required respirator per the job function requirement. The purpose is to reduce and/or eliminate exposure to harmful vapors in the working environment.
- Head Protection – Compliant with OSHA 29CFR 1910.132. Intended to reduce the force of impact from the top of the head. Liberty Township will furnish the required head protection per the job function requirements. Employees are required to return damaged headgear to the supervisor for replacement.
- Body Protection – Compliant with OSHA 29CFR 1910.132. ANSI Level II high visibility safety apparel will be provided by Liberty Township for all employees working on roads or in a right of way. Such safety apparel is to be worn at all times when operating township vehicles, mowers, tractors, or other equipment.
- Safety Vests: Safety vests shall be worn by all DPW employees when they are in official street rights-of-way, inside or outside of a vehicle, even when physical labor is not occurring. Safety vests shall meet the following rules:
  - Meet current ANSI Class 2 standard
  - Be strong yellow-green in color. Fluorescent orange is allowed only for piping.
  - Maintain proper retro-reflectivity of required reflective stripes both day and night
  - ANSI Class 2 approved shirts and jackets may be substituted for ANSI-approved safety vests
- Worn, torn and excessively soiled safety vests, jackets and shirts shall be removed from service
- Fire Retardant – Compliant with OSHA 29CFR 1910.132. Fire retardant apparel worn during all operations that require welding or open flame work.

## V. UNIFORMS

Uniforms portray the image of the town and the professionalism of the organization. The following shall outline the uniform requirements and standards. Worn or torn uniforms are to be returned to the supervisor for replacement.

All uniforms shall be dark grey unless specified differently below.

1. T-Shirts – 4.8 oz 50% cotton, 50% polyester, crewneck collar with Township logo. High visibility safety apparel ANSI 2 or 3 rated with reflective stripes. Color: safety yellow
  - Long sleeve, long sleeve with left chest pocket, 2 provided by the township.
  - Short sleeve, short sleeve with left chest pocket, 2 provided by the township.
2. Heavy Duty Work Pants – High quality 7 1/2 oz. 65/35 poly twill with reinforced slack style pockets, stitched belt loops, double needle stitched pockets, heavy duty solid brass guaranteed zippers and finished hems with blind stitching. 4 provided by the township
3. Heavy Duty Work Shirt - High quality 5 -7 oz. 65/35 poly twill button down collared shirt with left chest pocket and township logo embroidered or badged on left chest.
  - Long sleeve, long sleeve with left chest pocket, 2 provided by the township.
  - Short sleeve, short sleeve with left chest pocket, 2 provided by the township.
4. Sweatshirt – 11 oz. 90/10 cotton/poly fleece with Township logo. Rib-knit neck (crewneck styles), cuffs and hipband. No hooded sweatshirts permitted, 2 provided by the township.
5. Cap – (baseball style cap) Structured low profile, cotton twill, pre-curved bill, self-fabric Velcro® closure, with Township logo. Colors: dark grey. 2 provided by the township.
6. Cap – knit cap, 12” cuffed, tight knit with Township logo. Colors: dark grey. 1 provided by the township.
7. Coat – 3/4 long without hood, 4-layer poplin with Township logo, water resistant coating, polyfill insulation, taffeta lining, drawstring at waist, raglan sleeves, reflector stripes on back and arms, guaranteed solid brass zipper. 1 provided by the township.
8. Back support safety belts – easy release rigid lower back support. 1 provided by the township.
9. Deviations to, or additions to the above attire shall be approved by the township committee prior to its acquisition.

#### PROHIBITED ATTIRE:

- Unauthorized or unapproved uniforms or uniform accessories, including hats.
- All jewelry worn over clothing including necklaces, chains, bracelets, pins, earrings, or other dangling items. Large rings or hand jewelry.
- Long hair shall be adequately secured so as to not become entangled in moving parts or equipment.
- Offensive tattoos, body art, or body markings shall be concealed at all times.
- Shorts, or pants/slacks that are not full length.
- Sleeveless shirts, tank tops, or cropped tops.
- Hooded sweatshirts.
- Long sleeve shirts worn under short sleeve shirts.
- Torn, frayed, or damaged clothing.
- Undergarments with printing or silk-screened images.
- Sneakers or unapproved footwear
- Headphones or ear buds.
- Camouflaged attire of any kind, including hats.
- Attire of any kind with logos of other organizations, activity, companies, or functions displayed on it, including hats.

#### VI. TOWNSHIP LOGO

The following shall represent the approved township logo for all uniforms and attire. Adequately sized logo to be located on all shirts, coats, and jackets on the right chest; logo to be located in the center front of each hat or cap.

**LIBERTY TOWNSHIP**  
**DPW**

ADJOURNMENT

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

Meeting adjourned at 7:34 p.m.

Diane M Pflugfelder RMC/MMC  
Municipal Clerk/Administrator  
Minutes Approved 11 July 2019

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