

AGENDA  
LIBERTY TOWNSHIP MEETING

3 December 2020  
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 of 5 November 2020

Old Business

COVID Proclamation  
Employment Practice Program 2020-2021 Updates  
NJCA Division of Fire Safety Report

New Business

Reorganization 2021  
Freedom Business Machines 2021 Contract  
Clean-Up Dates 2021

Resolutions

ABC Special Ruling Renewal – JARG Corporation  
ABC COVID-19 Expansion of Premises Permit – John Patrick Kellys, Inc  
Pay-to-Play 2021

Adoption of Bill List

Public Comment

Adjournment

---

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 3 December 2020. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:00 p.m.

Present: Mayor John Inscho; Deputy Mayor Daniel Grover; David Rogers, and Michael Beyer

Absent: Peter Karcher

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

REPORTS

MAYOR INSCHO

Mayor Inscho reported that the Liberty Township DPW worked through Morris County Co-Op and coordinated state contract paving on Free Union Road. He thanked Independence Township for their assistance in the roadway preparation.

APPROVAL OF MINUTES

A motion by Mike Beyer to adopt the public session minutes of 5 November 2020 carried.

UNFINISHED BUSINESS

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

COVID19 DECLARATION EXTENSION  
PROCLAMATION OF STATE OF EMERGENCY  
TO ALL CITIZENS AND PERSONS WITHIN THE TOWNSHIP OF LIBERTY  
AND TO ALL DEPARTMENTS, DIVISIONS AND BUREAUS OF THE  
MUNICIPAL GOVERNMENT OF THE TOWNSHIP OF LIBERTY

WHEREAS, pursuant to the powers vested in me by Chapter 251 of the laws of 1942, as amended and supplemented, N.J.S.A. App. A;9-30 et. seq.; N.J.S.A 40:48-1 (6), and ordinances enacted pursuant thereto; N.J.S.A 2 C:33-1 et. seq.;-whichever law or laws apply), Executive Order 103 and by ordinances adopted by the Township of Liberty I have declared that a STATE OF EMERGENCY exists within the Township of Liberty; and

WHEREAS, the aforesaid laws authorize the promulgation of such orders, rules, and regulations as are necessary to meet the various problems which have or may be presented by such an emergency; and

WHEREAS, by reason of the rapidly evolving outbreak of the novel coronavirus, COVID-19, the need for government operations to address staffing capabilities to ensure essential operational needs are met in order to mitigate factors which may further adversely affect the health, safety, and welfare of the people of the township of Liberty and exacerbate and worsen existing conditions; and

WHEREAS, it has been determined that these areas of the Township of Liberty should be declared disaster areas, and further that certain measures must be taken to ensure that the authorities will be unhampered in their efforts to maintain law and order as well as an orderly flow of traffic and further in order to protect the persons and property of the residents affected by the conditions and finally that governmental operations including but not limited to the conduct of public meetings shall be substantially altered; and

WHEREAS, all lands within the boundaries of the Township of Liberty are hereby designated as disaster areas.

NOW, THEREFORE, IN ACCORDANCE with the aforesaid laws, we do hereby promulgate and declare the following regulations attached hereto and made a part of hereof shall be in addition to all other laws of the State of New Jersey and the Township of Liberty.

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

\_\_\_\_\_  
John Inscho,  
Mayor

2020-2021 EMPLOYMENT PRACTICES LIABILITY PROGRAM

The Personnel Policy Committee of Municipal Excess Liability Joint Insurance Fund provided changes to the Model Personnel Policies and Procedures Manual for the 2020-2021 Policy Year. Upon review of said documentation, a motion by Dan Grover to adopt the following Resolution acknowledging amendments to the Liberty Township Employee Policy & Procedure manual carried.

RESOLUTION #2020.079  
RESOLUTION ADOPTING PERSONNEL POLICES AMND PROCEDURE UPDATES

WHEREAS, it is the policy Liberty Township to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation ACT (COBRA) and the Open Public Meetings Act; and

WHEREAS, The Liberty Township Governing Body has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Liberty Township Governing Body that the personnel Policies and Procedures Manual updates are hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all municipal officials, appointees, employees, volunteer and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

*BE IT FURTHER RESOLVED* that this manual is intended to provide guidelines covering public service by Liberty Township employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the governing body.

*BE IT FURTHER RESOLVED* that to the maximum extent permitted by law, employment practices for Liberty Township shall operate under the legal doctrine known as “employment at will”.

*BE IT FURTHER RESOLVED* that the Mayor and all managerial/supervisory personnel are responsible for these employment practices. The Administrator and the Attorney shall assist the Mayor in the implementation of the policies and procedures.

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

\_\_\_\_\_  
John Inscho,  
Mayor

**NJDCA DIVISION OF FIRE SAFETY REPORT**

Liberty Township received an inspection on 8 September 2020. Three violations were noted; two in the DPW garage and one within the Municipal Building. The remaining violation with the diesel pumps remains open at this time.

**NEW BUSINESS**

**REORGANIZATION 2021**

Mayor Inscho announced that Reorganization 2021 would be conducted Thursday, 7 January 2021, 6:00 pm at the Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ

**FREEDOM BUSINESS MACHINES**

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

**RESOLUTION #2020.080  
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 - Grover  
aye - Rogers  
aye - Beyer  
aye - Inscho  
absent - Karcher

\_\_\_\_\_  
John Inscho,  
Mayor

**CLEANUP DAYS 2021**

A motion by Dan Grover to Liberty Township 2021 Cleanup Days for the weeks of 3-8 May and 11-16 October carried.

**RESOLUTIONS**

A motion by Dan Grover adopting the following Resolution carried.

**RESOLUTION #2020.081  
ISSUANCE OF 2020-2021 LIQUOR LICENSES**

*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, be renewed for the premises indicated by the address below with the respective names, for the term of one year from the first day of July 2020, to midnight, 30 June 2021.

JARG

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

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

\_\_\_\_\_  
John Inscho,  
Mayor

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

RESOLUTION #2020.082  
ISSUANCE OF PERMIT RENEWAL – COVID-19 EXPANSION OF PREMISES PERMIT

*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 permit renewal of COVID-19 Expansion of Premises Permit and having complied with all the terms of the Liberty Township Municipal Code, Chapter 39, Alcoholic Beverages, be renewed for the premises indicated by the address below with the respective names, for the term of six months from the date of application, 9 November 2020.

John Patrick Kellys Inc	38 Hope Road Great Meadows, New Jersey 07838 License # 2114.33.004.003 Fee: \$0.00
-------------------------	---

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

\_\_\_\_\_  
John Inscho,  
Mayor

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

RESOLUTION #2020.083  
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 2021 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 - Grover  
aye - Beyer  
aye - Rogers  
aye - Inscho  
absent - Karcher

\_\_\_\_\_  
John Inscho,  
Mayor

PAYMENT OF BILLS

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

RESOLUTION #2020.084  
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 \$538,471.22.

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

\_\_\_\_\_  
John Inscho,  
Mayor

PUBLIC COMMENT was opened at 7:10 pm.

Joe Thomas – Mr. Thomas requested confirmation on JP Kelley expansion Resolution.

ADJOURNMENT

There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.  
Meeting adjourned at 7:10 p.m.

Diane M Pflugfelder RMC/MMC  
Municipal Clerk/Administrator  
Minutes Approved 7 January 2021

---

---