

AGENDA
LIBERTY TOWNSHIP MEETING

7 May 2020
7:00 PM

Virtual Meeting
via Zoom Media

Sunshine Notice
Flag Salute
Roll Call

Adoption of Agenda

Adoption of Minutes
Meeting and Executive Session of 4 March 2020

Unfinished Business
Public Hearing for Proposed 2020 Budget
Amendment of Proposed 2020 Budget
Adoption of 2020 Budget
Public Hearing Ordinance #2020.002, Radio Communications

New Business
COVID19 Declaration Extension

Resolution
Authorization for Electronic Tax Payments
Authorization to Institute Grace Period Concluding 1 June 2020 for Second Quarter Taxes
Authorization for Collection of Estimated 3rd Installment of 2020 Taxes (1 August 2020)
Authorization for Engineer Expenses on Free Union Road
Authorization of \$10,000 for Mountain Lake Water Quality Testing

Adoption of Bill List
31 March 2020
7 May 2020

Public Comment
Executive Session

Adjournment

A regularly scheduled meeting of the Township of Liberty was held via virtual Zoom media on 7 May 2020. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:08 p.m.

In Participation: Mayor John Inscho; Deputy Mayor Daniel Grover; Peter Karcher; David Rogers, and Michael Beyer

Also, In Participation: Roger Skoog, Municipal Attorney; John Mooney, Municipal Auditor; Kevin Lifer, CFO; and, Diane M Pflugfelder, Municipal Clerk/Administrator

Public Participants: John Ward; Jen C.; Kim/John Hutchinson; Susan & Arthur; Heather Wulf; Joe Thomas; Chuck Harvey; Shannon Schaaf; Jo Baker; and, Ryan L

APPROVAL OF MINUTES

A motion by Pete Karcher to adopt the public and executive session minutes of 4 March 2020 carried

UNFINISHED BUSINESS

2020 BUDGET PUBLIC HEARING

A motion by Dan Grover to open Public Hearing on the proposed 2020 Municipal Budget carried.

Joe Thomas questioned the budget inclusion of funding toward a Mountain Lake Fire Company firetruck. Arthur Strock inquired if the budget had money dedicated for Mountain Lake water quality and care.

A motion by Mayor Inscho to close Public Hearing on the proposed 2020 Municipal Budget carried.

A motion by Mayor Inscho to amend the proposed 2020 Municipal Budget carried.

AMENDMENT OF INTRODUCED BUDGET

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

RESSOLUTION #2020.033
RESOLUTION TO AMEND INTRODUCED BUDGET

WHEREAS, the local budget for the year 2020 was approved on the 4th day of March, 2020; and

WHEREAS, the public hearing on said budget has been held as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE BE IT RESOLVED by the governing body of the Township of Liberty of the County of Warren that the following amendments to the approved budget of 2020 made:

Record Vote

AYES {	Inscho	NAYS {
{	Grover	{
{	Karcher	{
{	Beyer	ABSTAINED {
{	Rogers	{
{		ABSENT {
		{

	<u>From</u>	<u>To</u>
REVENUE		
1. Surplus Anticipated	600,000.00	581,356.00
3. Miscellaneous Revenues – Section B: State Aid Without Offsetting Appropriations		

Garden State Trust	34,362.00	53,006.00
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BE IT FURTHER RESOLVED that three certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for certification of the local municipal budget so amended.

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

John Inscho,
Mayor

ADOPTION OF 2020 BUDGET

A motion by Mayor Inscho to adopt the 2020 Municipal Budget carried.

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

ORDINANCE #2020.002 - PUBLIC HEARING - A motion by Dan Grover to open public hearing and adopt the following Resolution carried.

**RESOLUTION #2020.034
ADOPTION OF ORDINANCE #2020.002**

WHEREAS, said Ordinance entitled ‘An Ordinance of the Township Liberty, New Jersey - Governing Body Require Large Hardened Buildings to Install Radio Booster Equipment to Support Interior Radio Communications with Law Enforcement Officers, Firefighter and Emergency Medical Personnel (Emergency First Responders) when Radio Communications Deficiencies Exist’ was passed on first reading on 5 March 2020; 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 of the Township Liberty, New Jersey - Governing Body Require Large Hardened Buildings to Install Radio Booster Equipment to Support Interior Radio Communications with Law Enforcement Officers, Firefighter and Emergency Medical Personnel (Emergency First Responders) when Radio Communications Deficiencies Exist’ be passed on second reading and final adoption.

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

John Inscho,
Mayor

NEW BUSINESS

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 - Grover
aye - Rogers
aye - Beyer
aye - Karcher
aye - Inscho

John Inscho,
Mayor

RESOLUTIONS

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

RESOLUTION #2020.035
AUTHORIZATION FOR ELECTRONIC TAX PAYMENTS

WHEREAS, Liberty Township has the goal of offering the best of services to its municipal residents; and

WHEREAS, residents have inquired into the capability of making on-line tax payments; and

WHEREAS, a quote was received from Edmunds, GovTech for the acquisition of WIPP Tax Program, allowing online resident inquiries and tax payments for the initial cost of \$600; and

WHEREAS, this initial fee would include the summary conversion of all stand information plus three years of summarized history, including open and closing balances on accounts; and,

WHEREAS, this initial fee would include all stand information plus three years of detailed history, including opening and closing balances with transactions; and

WHEREAS, this initial fee would include a training combination of on-site and remote sessions for a period of 2 hours and any necessary additional time would be billed at \$150.00 per hour; and

WHEREAS, this initial fee would include the initial year of support and maintenance with subsequent years of support and maintenance for a fee of \$300 annually.

THEREFORE BE IT RESOLVED, that the Township of Liberty does adopt the quote from Edmunds GovTech, 301 Tilton Road, Northfield, NJ for online tax program set-up and first year maintenance at the cost of \$600.00.

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

John Inscho,
Mayor

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

RESOLUTION #2020.036
RESOLUTION OF THE LIBERTY TOWNSHIP COMMITTEE
AUTHORIZING THE ISSUANCE OF ESTIMATED TAX BILLS FOR
THE THIRD QUARTER 2020 PAYMENTS

WHEREAS, it is anticipated that the Township of Liberty will not be able to issue tax bills for the third quarter 2020 payment on a timely basis due to the failure of the State of New Jersey to provide the necessary certification to the County Board of Taxation during COVID-19 Pandemic conditions; and

WHEREAS, the Township of Liberty has determined that there could be insufficient cash flow to support operations in August if the tax bills are not sent out shortly; and

WHEREAS, the State of New Jersey, Division of Local Government Services, is unable to provide a timeframe for the provision of the necessary certifications to the County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Liberty, Warren County, New Jersey, that:

1. The Tax Collector be and is hereby directed to take all steps necessary to send out estimated tax bills for the third quarter 2020.
2. The entire estimate tax levy for 2020 is hereby set at \$8,489,432.21 and the estimated tax rate is #3.170.
3. In accordance with the law, the third installment of 2020 taxes shall not be subject to interest until the later of August 10th or the 25th calendar day after the date the estimated bills are mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

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

John Inscho,
Mayor

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

RESOLUTION #2020.037
BUDGET INPUT PROPOSAL FOR FREE UNION ROAD IMPROVEMENTS

WHEREAS, The Free Union Road project is approximately 2,000 linear feet long. The width varies from 20 feet to 26 feet. This project is the first phase. The Township has received NJDOT Local Aid funding in the amount of \$112,500.00 for the project. The following engineering services are anticipated:

- Base Map Preparation at the estimated cost of \$3,500.00
- Basic Design Services at the estimated cost of \$6,000.00
- Bidding and Award Services at the estimated cost of \$2,000.00
- Contract Management & Coordination Services at the estimated cost of \$4,000.00
- Construction Inspection Services at the estimated cost of \$5,000.00
- Exclusions at the estimated cost of \$1,500.00

WHEREAS, based on current information the sum of all services and tasks provided by FEI is not to exceed \$20,250.00

BE IT RESOLVED that the Township of Liberty authorized the expenditure of funds not to exceed \$20,250.00 to Ferriero Engineering for the services and tasks for Free Union Road Improvements.

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

 John Inscho,
 Mayor

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

RESOLUTION #2020.038
RESOLUTION AUTHORIZING OPEN SPACE
FUNDS FOR MOUNTAIN LAKE WATER QUALITY TESTING

BE IT RESOLVED that the Township of Liberty does authorize the expenditure, not to exceed, \$10,000.00, for the Mountain Lake Water Quality Testing.

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

 John Inscho,
 Mayor

PAYMENT OF BILLS

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

RESOLUTION #2020.039
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 \$535,281.60 for a bills list dated 31 March 2020 and \$977,785.95 for a bills list dated 7 May 2020 for a total authorization of \$1,513,067.55.

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

John Inscho,
Mayor

REPORTS

PETE KARCHER reported that the Recreation Commission would like to proceed with Summer Rec registrations without the collection of fees to establish potential participation numbers. He also advised that four (4) lifeguards have applied for employment to date. This may modify the schedule with limited beach access hours.

COMMUNITY DAY has been rescheduled for 12 September 2020 with a rain date of 3 October 2020. A 50% portion of the firework’s deposit will be forfeited with the date scheduling change.

MAYOR INSCHO reported that Marble Hill Road paving is complete.

PUBLIC COMMENT was opened at 7:24 pm.

Alice Bechok – Ms. Bechok thanked the Township Committee for the contribution of \$10,000 for Mountain Lake water quality and care expenses

Joe Thomas – Mr. Thomas questioned the absence of the Mountain Lake Fire Company Resolution for expense recovery. Attorney Skoog is reviewing the proposed Resolution. Mr. Thomas also requested a letter from Liberty Township for future funding on truck payments. A letter indicating the donation of \$50,000 within the 2020 budget will be forwarded to his attention.

Lorrain Theil – Ms. Thiel inquired into the type of Zoom version acquired by Liberty Township and she also advised that the HAB (Harmful Algae Bloom) danger signs at the beach are not secure.

Jenn Cummings – Ms. Cummings advised that she is interested in being appointed to the Liberty Township LandUse Board.

Shannon Schaaf – Ms. Schaaf stated that NJDEP has no current HAB testing scheduled. The Mountain Lake Association was privately funding testing for HAB on 4 May 2020.

Arthur Strock – Mr. Strock inquired if the 50% fireworks deposit could be negotiated to 25% or less.

Public comment adjourned at 7:36 pm

EXECUTIVE SESSION

The public portion of the Zoom meeting was discontinued and a second Zoom meeting was opened with members of the Township Committee, Municipal Attorney and Municipal Clerk participating.

At 7:36 pm a motion by John Inscho to adopt the following Resolution carried.

RESOLUTION #2020.040

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.

- ✓ Litigation – Samson Masonry & Concrete

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

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

 John Inscho,
 Mayor

At 7:43 pm, a motion by Mayor Inscho to reconvene the public meeting carried.

The public portion of the Zoom meeting was reopened.

Mayor Inscho stated that during executive session a matter of potential litigation was discussed. No action to follow.

ADJOURNMENT

There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.
Meeting adjourned at 7:43 p.m.

Diane M Pflugfelder RMC/MMC
 Municipal Clerk/Administrator
 Minutes Approved 4 June 2020
