

AGENDA  
LIBERTY TOWNSHIP MEETING

1 October 2020  
7:00 PM

LIBERTY TOWNSHIP DPW GARAGE  
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 and Executive Sessions of 3 September 2020

Old Business  
COVID Proclamation  
Public Hearing, ORD #2020.004, Providing for DPW Equipment  
DPW Supervisor Position  
PAIC Survey of Facilities  
Employment Practice Program 2020-2021 Updates

New Business  
Halloween 2020  
Best Practices Worksheet CY 2020/SFY2021  
NJDCA Division of Fire Safety Report  
Lewis Lane Water Issue  
MLCA Halloween Request  
Pavilion Reservation Request

Resolution  
2020CY Capital Budget

Adoption of Bill List  
Public Comment  
Executive Session

Adjournment

A regularly scheduled meeting of the Township of Liberty was held in the DPW Garage, 349 Mountain Lake Road, Great Meadows on 1 October 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; Peter Karcher; David Rogers, and Michael Beyer

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

REPORTS

MAYOR INSCHO  
Mayor Inscho announced that the Fall Cleanup 2020 had been canceled by Warren County Pollution Control Finance authority, not Liberty Township.

MUNICIPAL CLERK/ADMINISTRATOR  
A pre-printed report was received from the Municipal Clerk/Administrator for September 2020 and placed on file

APPROVAL OF MINUTES

A motion by Mike Beyer to adopt the public minutes of 3 September 2020 carried.

UNFINISHED BUSINESS

A motion by Mike Beyer 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 - Karcher  
aye - Inscho

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

ORDINANCE #2020.004 - PUBLIC HEARING - A motion by Dan Grover to open public hearing carried. A motion by Dan Grover to adopt the following Resolution carried.

RESOLUTION #2020.070  
ADOPTION OF ORDINANCE # 2020.004

WHEREAS, said Ordinance entitled ‘Capital Ordinance Providing for Road Equipment in the Township of Liberty, County of Warren, State of New Jersey Appropriating the Amount of \$50,000 from the Reserve for Road Equipment and Capital Fund Balance’ was passed on first reading on 3 September 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 ‘Capital Ordinance Providing for Road Equipment in the Township of Liberty, County of Warren, State of New Jersey Appropriating the Amount of \$50,000 from the Reserve for Road Equipment and Capital Fund Balance’ be passed on second reading and final adoption.

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

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

DEPARTMENT OF PUBLIC WORKS SUPERVISOR POSITION

Four applications for the Liberty Township DPW Supervisor position were interviewed by Dan Grover and John Inscho on Wednesday, 30 September. A motion by Mayor Inscho to adopt the following Resolution carried.

RESOLUTION #2020.071  
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 2020 in the amounts designated below. All salaries are retroactive to 1 January 2020 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Jeffrey D Snyder	DPW Supervisor	32.00/hour/ Effective 19 Oct 2020

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

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

PAIC SUREVEY OF TOWNSHIP FACILITIES

Remediation for the 2020 Loss Control Survey of Liberty Township facility is ongoing.

2020-2021 EMPLOYMENT PRACTICES LIABILITY PROGRAM

Review of the Model Personnel Policies and Procedures Manual for the 2020 Policy Year is ongoing.

The new version of the Model Employee Handbook attempts to streamline the previous handbook, removing policies which we deemed to be unnecessary and not required under the law. In reconciling the Table of Contents found in the prior handbook and the new handbook, the following policies from the prior handbook are no longer included:

Contagious or Life Threatening Illnesses Policy

This policy dealt with accommodations and confidentiality for those with contagious or life threatening illnesses. This policy seemed unnecessary and redundant in light of the Americans with Disabilities Act policy. There is also a Contagious/Life Threatening Illness Policy contained in the new Personnel Policies and Procedures Manual.

Safety Policy

This policy dealt with workplace safety/PEOSHA, and did not seem necessary for the Employee Handbook. There is a Safety Policy still found in the new Personnel Policies and Procedures Manual.

Transitional Duty Policy

This policy discussed bringing employees with temporary disabilities back to work before they were cleared for full duty. While no longer in the Employee Handbook, there is now a more expansive Transitional Duty Policy found in the new Personnel Policies and Procedures Manual.

Workplace Violence Policy

This policy did not seem necessary to include in the Employee Handbook, and there is an extensive Policy Prohibiting Workplace Violence found in the new Personnel Policies and Procedures Manual.

Anti-Sexual Harassment Policy

This policy is essentially incorporated within the Anti-Harassment Policy.

Employee Complaint Policy

This policy discussed employee complaints of wrongdoing, such as harassment. It is essentially incorporated within the Anti-Harassment Policy. This policy and the Employee Complaint Investigation Procedure Policy are also no longer found in the Personnel Policies and Procedures Manual for the same reason.

Grievance Policy

This policy is essentially incorporated into the Complaint Procedure policy.

Conflict of Interest Policy

This policy is essentially incorporated into the Ethical Conduct policy. There is also no longer a Conflict of Interest Policy in the Personnel Policies and Procedures Manual.

#### Workforce Reduction Policy

This policy briefly discussed layoffs. This policy did not seem necessary for the Employee Handbook, and a layoff section can still be found in the new Personnel Policies and Procedures Manual.

#### Driver's License Policy

This policy is essentially incorporated into Vehicle Use Policy in the new handbook and the Policy for Use of Employer Vehicles Policy in the Personnel Policies and Procedures Manual.

#### Attendance Policy

This policy is now essentially incorporated into the Hours of Work policy in the Employee Handbook and the Absenteeism and Tardiness Policy in the Personnel Policies and Procedures Manual.

#### Early Closing and Delayed Opening Policy

This policy is now essentially incorporated into the Hours of Work policy in the Employee Handbook and no longer included in the Personnel Policies and Procedures Manual.

#### Breaks

This policy did not seem necessary for the Employee Handbook and is also no longer included in the Personnel Policies and Procedures Manual.

#### Dress Code Policy

This policy is essentially incorporated into the Appearance Policy in the new Employee Handbook and Personnel Policies and Procedures Manual.

#### No Smoking Policy

This policy did not seem necessary for the Employee Handbook and is also no longer included in the Personnel Policies and Procedures Manual.

#### Telephone Usage Policy

This policy did not seem necessary for the Employee Handbook, and there is a Telephone and Personal Communication Usage Policy found in the new Personnel Policies and Procedures Manual.

#### Communication Media Policy/Social Media Policy

This policy is essentially now the Social Networking Policy in the new Employee Handbook and is essentially incorporated into the Computer Use, Electronic Mail and Internet Policy in the new Personnel Policies and Procedures Manual.

#### Use of Internet Policy

This policy is essentially incorporated into the Computer Usage policy in the Employee Handbook and the Computer Use, Electronic Mail and Internet Policy in the Personnel Policies and Procedures Manual.

#### Video Surveillance Policy

This policy did not seem necessary for the Employee Handbook. Video surveillance is still mentioned in the Security Policy of the new Personnel Policies and Procedures Manual.

#### Bulletin Board Policy

This policy did not seem necessary for the Employee Handbook and is also no longer included in the Personnel Policies and Procedures Manual.

#### Payroll Policy

This policy did not seem necessary for the Employee Handbook. The Payroll Policy is also essentially incorporated in the Compensation Policy in the Personnel Policies and Procedures Manual.

#### Overtime Compensation Policy

This policy is essentially incorporated into the Hours of Work policy in the new Employee Handbook.

#### Health Insurance Policy

Benefits are now mentioned in the Compensation and Benefits policy in the new Employee Handbook. In addition, there is a Medical Benefits policy in the Personnel Policies and Procedures Manual.

#### Dental Benefits, Drug Prescription Benefit, Prescription Eye Glasses, Recreational Benefit, Deferred Compensation Policies

These policies were left blank in the old Employee Handbook and just read "Insert applicable provisions, if any." These policies did not seem necessary for the new Employee Handbook. Benefits are now mentioned in a general sense in the Compensation and Benefits policy in the new Employee Handbook. In addition, there is a Medical Benefits policy in the new Personnel Policies and Procedures Manual.

**Retirement Policy**

This policy did not seem necessary for the Employee Handbook and is also no longer included in the Personnel Policies and Procedures Manual.

**Employee Assistance Policy**

This policy was left blank in the old Employee Handbook and Personnel Policies and Procedures Manual and just said “Insert applicable provisions, if any.” This policy did not seem necessary for the new Employee Handbook and is also no longer included in the Personnel Policies and Procedures Manual.

**Educational Assistance and Training Policy**

This policy did not seem necessary for the Employee Handbook and is also no longer included in the Personnel Policies and Procedures Manual.

**Conference and Seminar Policy**

This policy did not seem necessary for the Employee Handbook and is also no longer included in the Personnel Policies and Procedures Manual.

In addition to the above, the following policies are no longer included in the Personnel Policies and Procedures Manual: Resignation Policy, Job Description Policy, Leave of Absence Policy, Employment Procedure Policy, Open Public Meetings Act Procedure, Processing and Orientation of New Employees Procedure, Employee Handbook Procedure, and Continuing Education Procedure.

In addition, the Background Check Policy is no longer included in the Personnel Policies and Procedures Manual but is essentially incorporated into the Protection and Safe Treatment of Minors Policy. The Initial Employment Procedure Policy is also no longer included in the Personnel Policies and Procedures manual, but the Civil Service version of the manual does discuss the probationary/working test period in the Classification and Promotion Policy.

The following policies were also added to the Personnel Policies and Procedures Manual: HIPAA Compliance, Donated Leave Program, Changing Vital Information, Employee Dating, Security and State Residency Requirement. We also added an expansive Drug and Alcohol Free Workplace Policy and CDL Drug and Alcohol Testing Policy to the Personnel Policies and Procedures Manual.

In addition, the following are some of the policies that have had substantive changes being made in accordance with recent legislation:

**Sick Leave Policy**

This policy was drafted to be in accordance with the New Jersey Earned Sick Leave Law, which was passed in 2018.

**Family and Medical Leave Policy**

Changes were made to this policy in accordance with legislative updates to include leave to care for a child newly placed into foster care with an employee, and to include that Family Leave Insurance (“FLI”) from the State is available for up to 12 weeks beginning in July 2020 (raised from the previous cap of 6 weeks). In addition, we removed the provision that intermittent leave is not available for the care of a newborn or adopted child under the NJFLA, as per new legislation.

**Domestic Violence Leave**

Changes were made to this policy to acknowledge that employees taking such leave may be eligible for FLI benefits through the State, as per new legislation.

**Equal Opportunity Policy**

In accordance with the Equal Pay Act, “compensation” was added as a specific term and condition of employment that the employer will not discriminate based upon.

**NEW BUSINESS****HALLOWEEN 2020**

Following brief discussion and review of past adopted Halloween hours, a motion by Dan Grover to establish Halloween 2020 on Saturday, 31 October between the hours of 4:30 pm and 7:30 pm carried.

**BEST PRACTICES WORKSHEET CY2020/SFY2021**

An email of 22 September was received with the 2020 Best Practices Inventory survey. The Liberty Township CFO, Tax Collector, Zoning Official and Municipal Clerk are compiling information to complete this survey.

**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 corrections are being addressed by Mayor Inscho.

LEWIS LANE WATER ISSUE

Mayor Inscho visited site on Monday, 28 September and reported that since the owner is currently in Africa, he would contact the contractor known to the property owner.

MLCA HALLOWEEN REQUEST

Recreation Assistant John Ward presented an application from the Mountain Lake Community Association for the reservation of the Grove on Saturday, 31 October from 12 noon to 5pm. A certificate of insurance was provided naming Liberty Township as a certificate holder. Mountain Lake Fire Chief reviewed the application and advised that Lakeside Drive East, between Spruce and Tamarack cannot be closed for this event. Traffic signage can be posted for temporary reduced speed. A motion by Dan Grover to approve the application pending the following conditions carried;

- Lakeside Drive West would not be closed
- Signage and personnel would be posted to monitored the vehicular and pedestrian traffic

PAVILION RESERVATION REQUESTS

A motion by Mayor Inscho to approve a pavilion reservation request form was received from Maureen Booner for Sunday, 18 October 2020 between 10 am and 2 pm for a meeting and social conducted by Skylands Unitarian Universalist Fellowship pending receipt of a certificate of insurance naming Liberty Township additionally insured carried.

RESOLUTION

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

RESOLUTION #2020.072

*WHEREAS*, the Township of Liberty deems it necessary and desirable to provide for a capital project not previously reflected in the 20CY Capital Budget of said municipality, and

*WHEREAS*, N.J. A.C. 5:30-4.4B provides that the Capital Budget of a governing body shall be amended to reflect any provisions, changes or inconsistencies with said Capital Budget,

*NOW, THEREFORE, BE IT RESOLVED* by the Township Committee of the Township of Liberty, in the County of Warren, State of New Jersey, that the 20CY Capital Budget shall be amended to reflect the addition of Ordinance #2020.003 – Road Improvements and Ordinance #2020.004 – Road Equipment, not previously provided for in the Capital Budget.

*BE IT FURTHER RESOLVED* that the attached form, as promulgated by the Local Finance Board shall represent the amended Capital Budget for the year 20CY.

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

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John Inscho,  
Mayor

PAYMENT OF BILLS

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

RESOLUTION #2020.073  
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 \$500,986.09.

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

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

PUBLIC COMMENT was opened at 7:17 pm.

Lorraine Thiel – Ms. Thiel expressed concern that the lanterns sold for Suicide Awareness and floated on Mountain Lake 12 September were not biodegradable and have added trash to the lake.

Bob Blue – Mr. Blue inquired if it was possible to coordinate a leaf collection program rather than have residents blow leaves into Mountain Lake. The concern was to be forwarded to the Lake Association. A Mountain Lake Health meeting is being coordinated for Thursday, 8 October 2020.

ADJOURNMENT

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

Meeting adjourned at 7:25 p.m.

Diane M Pflugfelder RMC/MMC  
Municipal Clerk/Administrator  
Minutes Approved 5 November 2020

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