

AGENDA  
LIBERTY TOWNSHIP MEETING

3 September 2020  
7:00 PM

Municipal 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 Session of 6 August 2020

Unfinished Business

- COVID19 Declaration Extension
- 2021-2020 Employment Practices Liability Programs Updates
- NJDOT Grant, Free Union Road Phase I Bid

New Business

- Department of Public Works Supervisor Position
- Block 20, Lot 72, Bullock
- 2019 Audit Corrective Action Plan
- Introduction of Ordinance #2020.004, Providing for Road Equipment
- Letter Regarding Lakeside Drive North

Resolution

- ABC Annual Renewal Applications
- Appointment of Judge Nicole N. Lenar
- Mutual Settlement & Release Agreement

Bills List

Public Comment  
Executive Session

Adjournment

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

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

Absent: David Rogers

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

APPROVAL OF MINUTES

A motion by Dan Grover to adopt the public and executive minutes of 6 August 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 - Grover  
absent - Rogers  
aye - Beyer  
aye - Karcher  
aye - Inscho

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John Inscho,  
Mayor

2021-2020 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 2021 Policy Year. Review ongoing.

NJDOT GRANT, FREE UNION ROAD PHASE I

Bids were advertised for opening 1 September 2020. No bid packages were picked up. It was agreed to wait until January 2021 and readdress the consideration of bidding for Free Union Road Phase I.

NEW BUSINESS

DEPARTMENT OF PUBLIC WORKS SUPERVISOR POSITION

Four applications for the Liberty Township DPW Supervisor position were received by the deadline. One application was received after the deadline. It was agreed that the application received after the deadline would not be considered. Dan Grover and John Inscho are to coordinate interviews.

BLOCK 20, LOT 72 – BULLOCK

A letter posted 8 August 2020 was received from Carol Bullock stating “I have not paid these taxes in several years. Please take this property and auction off or whatever. I can’t sell it and do not maintain it any longer.” Mayor Inscho has contacted a neighboring property owner and they have expressed an interest in acquiring the property.

2019 AUDIT CORRECTIVE ACTION PLAN

A motion by Pete Karcher to adopt the following 2019 Audit Corrective Action Plan carried.

CORRECTIVE ACTION PLAN

MUNICIPALITY: Township of Liberty  
COUNTY: Warren  
YEAR AUDITED: 2019  
DATE AUDIT ACCEPTED: 6 August 2020

Finding #1:

Description: An adequate segregation of duties be maintained with respect to the recording and treasury functions.  
 Analysis: We have a limited amount of personnel doing different duties.  
 Corrective Action: We will review our staff and duties to see if any changes can be made.  
 Implementation Date: Immediately

Finding #2:

Description: Purchase orders are prepared and approved prior to the purchase of goods or services to ensure the availability of funds.  
 Analysis: Some orders were placed before the purchase order was entered.  
 Corrective Action: We will review the proper procedures with all current and new staff.  
 Implementation Date: Immediately

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

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 John Inscho,  
 Mayor

ORDINANCE #2020.004 - Following discussion, a motion by Pete Karcher to introduce Ordinance #2020.004 on First Reading carried. Public Hearing and Adoption are scheduled for 1 October 2020.

LIBERTY TOWNSHIP  
 ORDINANCE # 2020.004

CAPITAL ORDINANCE PROVIDING FOR ROAD REQIPMENT 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 IT ORDAINED by the Township Committee of the Township of Liberty, in the County of Warren, State of New Jersey as follows:

Section 1. The Township of Liberty, in the County of Warren, New Jersey (the “Township”) hereby appropriates \$24,490, fully funded by the Reserve for Road Equipment, for the acquisition of road equipment in the Township of Liberty.

Section 2. The Township of Liberty, in the County of Warren, New Jersey (the “Township”) hereby appropriates \$10,510, fully funded by the Capital Fund Balance, for the acquisition of road equipment in the Township of Liberty.

Section 3. The capital budget of the Township is hereby amended to conform with the provisions of this capital ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, New Jersey Department of Community Affairs, is on file in the office of the Clerk and is available for public inspection.

Section 4. The ordinance shall take effect after final adoption and publication and otherwise as provided by law.

LAKESIDE DRIVE NORTH

A letter of 28 August 2020 was received from JoAnn DiGilio regarding an alleged pothole on Lakeside Drive North. She reported having a bicycle accident at the site and inquired into the municipal action to correct the situation. Mayor Inscho stated that the DPW would address the situation.

RESOLUTIONS

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

RESOLUTION #2020.066  
 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;

House of Liquors LLC

514 Route 46

Oxford, New Jersey 07863  
License # 2114.44.005.004  
Fee: \$871.93

Villa Venice

Bidjev Enterprises Inc  
489 Route 46  
Great Meadows, New Jersey 07838  
License # 2114.33.006.004  
Fee: \$871.93

The Lodge at Mountain Lake

The Lodge at Mountain Lake  
11 Lakeside Drive East  
Belvidere, NJ 07823  
License #2114.33.007.008  
Fee: \$871.93

J. P. Kelly’s

J. P. Kelly’s  
43 Lake Just-It Road  
Great Meadows, NJ 07838  
License #2114.33.004.003  
Fee: \$871.93

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

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John Inscho,  
Mayor

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

RESOLUTION #2020.067  
RESOLUTION OF THE LIBERTY TOWNSHIP COMMITTEE RECOMMENDING  
THE APPOINTMENT OF NICOLE N LENAR AS THE  
MUNICIPAL COURT JUDGE OF THE MUNICIAPL COURT OF LIBERTY TOWNSHIP

*WHEREAS*, the Town of Belvidere, is the “host” municipality of the Liberty Township Municipal Court; and

*BE IT RESOLVED*, that the Liberty Township Committee respectfully recommends the appointment of Nicole N Lenar, to fill the position of Municipal Court Judge of the Liberty Township Municipal Court to a term effective 6 February 2020 with expiration of 5 February 2023.

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

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John Inscho,  
Mayor

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

RESOLUTION #202.068  
MUTUAL SETTLEMENT & RELEASE AGREEMENT

*WHEREAS* Liberty Township entered into a Mutual Settlement and Release Agreement with Samson Concrete & Masonry, LLC, and

*WHEREAS* Item #4 within said Settlement states that “The Parties agree that they shall pay an equal portion of the Arbitrator’s Fees and Costs incurred to date related to the Arbitration”, and

*WHEREAS* it has been determined by Legal Counsel, Attorney Roger Skoog, that the Liberty Township portion of the Arbitrator’s Fees and Costs was incorrectly calculated at the August 2020 meeting.

*BE IT RESOLVED* that Liberty Township shall forward the sum of \$665.00 to Mr. Rasimowicz for his services.

*BE IT FURTHER RESOLVED* that Liberty Township shall forward the sum of \$2,362.50 to John Lanza for his services.

*BE IT FURTHER RESOLVED* that Liberty Township is awaiting a return of funds provided to Novak & Novak by Liberty Township in the amount of \$3,517.50

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

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John Inscho,  
Mayor

PAYMENT OF BILLS

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

RESOLUTION #2020.069  
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 \$522,223.42.

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

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John Inscho,  
Mayor

PUBLIC COMMENT was opened at 7:20 pm.

Arthur Strock – Mr. Strock questioned the Mountain Lake water quality with all the duck/goose poop and thanked the Township for participating in the lake weed harvesting program.

Susan Dingsor – Ms. Dingsor expressed concern over the spotted lantern fly within the region and how to address the situation.

Public comment adjourned at 7:22 pm

ADJOURNMENT

There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.  
Meeting adjourned at 7:22 p.m.

Diane M Pflugfelder RMC/MMC  
Municipal Clerk/Administrator  
Minutes Approved 1 October 2020

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