

AGENDA
LIBERTY TOWNSHIP REORGANIZATION MEETING

7 January 2021
6:00 PM

Municipal Building
349 Mountain Lake Road
Great Meadows, NJ 07838

Sunshine Notice
Flag Salute
Roll Call

Invocation by Pastor James Craig
Swearing in of Committeeperson – Peter D Karcher
Swearing in of Committeeperson – Wayne S Spangenberg

NOMINATIONS

Appointment of Mayor
Appointment of Deputy Mayor
Authorization to Solemnize Marriage

APPROVAL OF AGENDA

ADOPTION OF MINUTES

Meeting of 3 December 2020

APPOINTMENTS

Township Committee Appointments

Appointment of Animal Control Officer/Animal Cruelty Inspector, expiration of term 31 December 2021
Appointment of Animal Control Assistant, expiration of term 31 December 2021
Appointment of CFO, expiration of term 31 December 2021
Appointment of DPW Supervisor, expiration of term 31 December 2021
Designation of Dog Holding Facility
Appointment of Deputy Municipal Clerk, expiration of term 31 December 2021
Appointment of Environmental Commission Secretary, expiration of term 31 December 2021
Appointment of LandUse Board Member, Class III, expiration of term 31 December 2021
Appointment to Open Space Advisory Committee, expiration of term 31 December 2023
Appointment to Open Space Advisory Committee, expiration of term 31 December 2023
Appointment to Open Space Advisory Committee, expiration of term 31 December 2022
Appointment to Open Space Advisory Committee, expiration of term 31 December 2022
Appointment of Recycling Coordinator, expiration of term 31 December 2021
Appointment to Recreation Commission, expiration of term 31 December 2025
Appointment to Recreation Commission, expiration of term 31 December 2025
Appointment of Recreation Commission Assistant, expiration of term 31 December 2021
Appointment of Municipal Zoning Official, expiration of term 31 December 2021

Mayoral Appointments

Appointment to Environmental Commission, expiration of term 31 December 2023
Appointment to Environmental Commission, expiration of term 31 December 2023
Appointment to Environmental Commission, expiration of term 31 December 2023
Appointment to Environmental Commission, Alternate #1, expiration of term 31 December 2021
Appointment to Environmental Commission, Alternate #2, expiration of term 31 December 2022
Appointment as Environmental Commission Chair, expiration of term 31 December 2021
Appointment of LandUse Board, Class I Mayor's Designee, expiration of term 31 December 2021
Appointment of LandUse Board, Class II, expiration of term 31 December 2021
Appointment of LandUse Board, Class IV, expiration of term 31 December 2021
Appointment of LandUse Board, Class IV, expiration of term 31 December 2024
Appointment of LandUse Board, Class IV, expiration of term 31 December 2024
Appointment of LandUse Board, Class IV, expiration of term 31 December 2022
Appointment of LandUse Board, Alternate #1, expiration of term 31 December 2022
Appointment of LandUse Board, Alternate #2, expiration of term 31 December 2022
Appointment of LandUse Board, Alternate #3, expiration of term 31 December 2021
Appointment of LandUse Board, Alternate #4, expiration of term 31 December 2021

Township Committee Annual Liaison Appointments

Appointment of as Board of Education Liaison, expiration of term 31 December 2021
Appointment of as Building & Grounds Liaisons, expiration of term 31 December 2021
Appointment of as Clean Communities Coordinator, expiration of term 31 December 2021
Appointment of as Municipal Court Liaison, expiration of term 31 December 2021

Appointment of as Office of Aging Liaison, expiration of term 31 December 2021
Appointment of Open Space Liaison, expiration of term 31 December 2021
Appointment of as Personnel Liaison, expiration of term 31 December 2021
Appointment of as Department of Public Works Liaisons, expiration of term 31 December 2021
Appointment of as the Recreation Commission Liaison, expiration of term 31 December 2021
Appointment of as the Finance Liaison, expiration of term 31 December 2021

UNFINISHED BUSINESS

COVID Proclamation

NEW BUSINESS

Introduction of Ordinance #2021.001, Annual COLA
Advertisement of 2021 Positions
Clean-Up Day Schedule 2021
2021 Budget Workshop Schedule
Quotes: Mt. Lake Spring House

RESOLUTIONS – adopted by consent agenda

Appointment of 2021 Professionals
Appointment for Recognition of Deputy Municipal Registrar
Open Public Meetings
Designation of Official Newspaper
2020 Tonnage Grant Application
Cash Management Plan
Appointment of Public Agency Compliance Officer
Appointment of Fund Commissioner to PAIC Fund
Temporary Appropriations
Authorization to Pay Regular Bills to Avoid Finance Charges
Deferred Local District School Tax
EOE Compliance
Tax Assessor Annual Resolution
Emergency Management Agency Assistance Subaward and Emergency Management Performance Grant
2021 Contract: Carrie's Cleaning Service, Municipal Building Cleaning

Bills List

REPORT OF COMMITTEEPERSONS

MUNICIPAL CLERK PRESENTATION

PUBLIC DISCUSSION

BENEDICTION by Pastor James Craig

ADJOURNMENT

The re-organization meeting of 2021 was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows, New Jersey on 7 January 2021 and called to order at 6:05 p.m. by the Municipal Clerk, Diane M Pflugfelder, RMC/MMC. The Municipal Clerk opened the meeting with the Pledge of Allegiance and notice that the meeting was being held in compliance with the Open Public Meetings Act N.J.S.A.10:4-6.

Present: Committeeperson-Elect Peter D Karcher (via Zoom), Committeeperson-Elect Wayne S Spangenberg, John Inscho, and Daniel Grover.

Absent: David Rogers

Also, Present: Diane M Pflugfelder, Municipal Clerk/Administrator

Pastor James Craig presented an Invocation.

Clerk Pflugfelder administered the Oath of Office to Peter D Karcher, who will serve as Committeeperson for a three-year term expiring 31 December 2023.

Clerk Pflugfelder administered the Oath of Office to Wayne S Spangenberg, who will serve as Committeeperson for a three-year term expiring 31 December 2023.

APPOINTMENT OF MAYOR

The Municipal Clerk asked for nominations as Mayor of the Township of Liberty. A motion by Dan Grover to

appoint John Inscho as Mayor of Liberty Township, 1-year term, expiring 31 December 2021 carried. Clerk Pflugfelder administered the Oath of Office to John Inscho, who will serve as Mayor for a one-year term expiring 31 December 2021.

APPOINTMENT OF DEPUTY MAYOR

A motion by Mayor Inscho to appoint Dan Grover, as Deputy Mayor for a term of 1 year, expiring 31 December 2021 carried. Clerk Pflugfelder administered the Oath of Office to Dan Grover, who will serve as Deputy Mayor for a one-year term expiring 31 December 2021.

Mayor Inscho authorized Deputy Mayor Grover to solemnize marriage between such persons as may lawfully enter into a matrimonial relation and Civil Unions as per N.J.S.A. 37:1-13 expiring 31 December 2021.

APPROVAL OF AGENDA

The agenda was approved as distributed.

APPROVAL OF MINUTES

A motion by Dan Grover to adopt the public session minutes 3 December 2020 carried.

TOWNSHIP COMMITTEE APPOINTMENTS 2021

A motion by Mayor Inscho to make the following Township Committee appointments for 2021 carried.

Appointment of Alan DeCarolus as Animal Control Official and Animal Cruelty Inspector expiration of term 31 December 2021

Appointment of Nellie Klaver as Animal Control Assistant, expiration of term 31 December 2021

Appointment of Kevin Lifer as the Certified Finance Officer, expiration of term 31 December 2021

Appointment of Jeffrey D Snyder as the Public Works Supervisor, expiration of term 31 December 2021

Designation to adopt Blairstown Animal Hospital, Blairstown, NJ as the 2021 animal holding facility for Liberty Township

Appointment of Jennifer Breslin as Deputy Municipal Clerk, expiration of term 31 December 2021

Appointment of Dan Grover as LandUse Board Member, Class III, expiration of term 31 December 2021

Appointment of Ron Petersen to the Open Space Advisory Committee, expiration of term 31 December 2023

Appointment of Wayne Jarvis to the Open Space Advisory Committee, expiration of term 31 December 2023

Appointment of Lynn Rutkoski as Recycling Coordinator, expiration of term 31 December 2021

Appointment of John Ward as Recreation Commission Assistant, expiration of term 31 December 2021

Appointment of Eric Snyder as Municipal Zoning Official, expiration of term 31 December 2021

MAYORAL APPOINTMENTS 2021

The following mayoral appointments by Mayor Inscho for 2021 were adopted by the Township Committee;

Appointment of Doug Wright to the Environmental Commission as the LandUse Board Liaison, expiration of term 31 December 2023

Appointment of John DeMarco to the Environmental Commission, in the position vacated by Doug Hankin, expiration of term 31 December 2023

Designation of Larry Supp as the Environmental Commission Chairperson, expiration of term 31 December 2021

Appointment of Doug Wright as LandUse Board, Class II, expiration of term 31 December 2021

Appointment of Dave Snyder as LandUse Board, Class IV, expiration of term 31 December 2021

Appointment of Ray Sosnovik as LandUse Board, Class IV, expiration of term 31 December 2024

Appointment of Pete Wicki as LandUse Board, Class IV, expiration of term 31 December 2024

Appointment of Steve Makervich as LandUse Board, Alternate #1, position vacated by Dave Snyder, expiration of term 31 December 2022

Appointment of Kevin Wulf as LandUse Board, Alternate #2, position vacated by Steve Makervich, expiration of term 31 December 2022

Appointment of Jenn Cummings as LandUse Board, Alternate #3, position vacated by Kevin Wulf, expiration of term 31 December 2021

TOWNSHIP COMMITTEE APPOINTMENTS 2021

A motion by Mayor John Inscho to adopt the following appointments carried.

Appointment of Dan Grover as Board of Education Liaison, expiration of term 31 December 2021

Appointment of Dan Grover and Pete Karcher as Building & Grounds Liaisons, expiration of term 31 December 2021.

Appointment of John Inscho as Clean Communities Coordinator, expiration of term 31 December 2021.

Appointment of David Rogers as Municipal Court Liaison, expiration of term 31 December 2021

Appointment of John Inscho and Pete Karcher as Office of Aging Liaison, expiration of term 31 December 2021

Appointment of Dan Grover as the Township Committee Open Space Liaison, expiration of term 31 December 2021

Appointment of John Inscho as Personnel Liaison, expiration of term 31 December 2021

Appointment of Dan Grover as Department of Public Works Liaisons, expiration of term 31 December 2021

Appointment of Wayne Spangenberg as the Recreation Commission Liaison, expiration of term 31 December 2021

Appointment of Pete Karcher and David Rogers as the Finance Liaison, expiration of term 31 December 2021

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, NJSA. App. A;9-30 et. seq.; NJSA 40:48-1 (6), and ordinances enacted pursuant thereto; NJSA 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: absent - Rogers
aye - Grover
aye - Spangenberg
aye - Karcher
aye - Inscho

John Inscho,
Mayor

NEW BUSINESS

ORDINANCE #2021.001 - A motion by Wayne Spangenberg to introduce Ordinance #2021.001 on First Reading carried. Public Hearing and Adoption are scheduled for 4 February 2021.

ORDINANCE #2021.001
CALENDAR YEAR 2021
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK (NJSA 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, NJS 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up 1.0% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

WHEREAS, NJSA 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Governing Body of the Township of Liberty in the County of Warren finds it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Governing Body hereby determines that a 2.5% increase in the budget for said year, amounting to \$30,347.35 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS the Governing Body hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

THEREFORE BE IT ORDAINED, by the Governing Body of the Township of Liberty, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2021 budget year, the final appropriations of the Township of Liberty shall, in accordance with this ordinance and NJSA 40A:4-45.14, be increased by 3.5%, amounting to \$42,486.29, and that the CY 2021 municipal budget for the Township of Liberty be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within five days of introduction; and,

BE IT FURTHER ORDAINED that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within five days after such adoption.

2021 EMPLOYMENT ADVERTISEMENT

A motion by Dan Grover to advertise for the following seasonal 2021 positions carried;
Beach Manager, Life Guards, Summer Recreation Director, Summer Recreation Counselors, Environmental Commission Secretary and Department of Public Works

CLEANUP DAYS 2021

A motion y Dan Grover authorizing Liberty Township 2021 Cleanup Days the weeks of 3-8 May and 11-16 October, 2021 carried.

BUDGET WORKSHOP SCHEDULE 2021

A motion by Mayor Inscho to schedule 2021 Budge Workshops on Thursday, 28 January and 25 February 2021 at 6:00 pm within the Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ carried

RESOLUTIONS

By consent agenda, a motion by Dan Grover to adopt the following Resolutions carried.

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

John Inscho,
Mayor

RESOLUTION #2021.001
ANNUAL PROFESSIONAL SERVICES

WHEREAS, the Township of Liberty has a need to acquire professional services as non-fair and open contracts pursuant to the provisions of NJSA 19:44A-20.4 to 20.5; and

WHEREAS, the CFO has determined and certified in writing that the value of the acquisition of each service will or may exceed \$17,500; and

WHEREAS, the anticipated term of these contracts is one year (and may be extended as approved by this governing body); and

WHEREAS, the following Professional Services shall complete and submit a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township of Liberty in the previous one year, and that the contract will prohibit the Professional Service from making any political contributions through the term of the contract; and

WHEREAS, sufficient funds are available in the 2020 Temporary Budget and will be made available in the 2020 Municipal Budget for the Township of Liberty as required in NJAC 5:30-5.4

BE IT RESOLVED That the Township Committee of the Township of Liberty, County of Warren, and State of New Jersey authorizes the Mayor of Liberty Township to enter into a contract with the following Professional Services to provide professional services from 1 January 2020 through 31 December 2020:

- Nisivoccia and Company is hereby retained as the Municipal Auditor for the Township of Liberty
- Robert H Beinfeld, Hawkins Delafield & Wood LLP, is hereby retained as the Municipal Bond Counsel for the Township of Liberty
- Roger J Skoog, Esq is hereby retained as the Municipal Attorney for the Township of Liberty
- Steven Glickman, Esq is hereby retained as the Labor Attorney for the Township of Liberty
- Otterstedt Insurance, is hereby retained as the Municipal Insurance Agent for the Township of Liberty
- Eric K. Snyder and Associates Inc is hereby retained as the Municipal Planner for the Township of Liberty
- Ferriero Engineering, Inc is hereby retained as the Municipal Engineer for the Township of Liberty
- Linda Gabel, Certified Recycling Professional (CRP), is hereby retained as the Certified Recycling Professional (CRP) for the sole purpose of reviewing, signing and submitting the annual Recycling Tonnage Grant for the Township of Liberty

RESOLUTION #2021.002
RECOGNITION OF DEPUTY MUNICIPAL REGISTRAR

WHEREAS, in accordance with NJSA 26:8-17, 26:8-17, the local registrar, immediately upon acceptance of the appointment, shall appoint a deputy to assist in the normal, day-to-day operation of the office and whose duty shall be to act in the registrar's stead in case of absence, disability or death of the registrar. In case of death of the local registrar the deputy shall act as local registrar until a new local registrar has been appointed and qualified; and

WHEREAS, the Liberty Township Municipal Clerk recognizes Jennifer Breslin, as qualified for the position of Deputy Municipal Registrar of Liberty Township.

BE IT RESOLVED By the Township Committee of the Township of Liberty, Warren County, New Jersey acknowledges the appointment of Jennifer Breslin as the Deputy Municipal Registrar of the Township of Liberty, Warren County effective 1 January 2021.

RESOLUTION #2021.003
OPEN PUBLIC MEETINGS

WHEREAS, pursuant to the Chapter 321 Law 1075 known as the Open Public Meetings Act, all meetings of the public bodies wherein formal action, decisions, or discussions relating to the public bodies and wherein formal action, decision, or discussions relating to the public business may take place are required to be publicly announced and scheduled, with adequate posting and advanced notice of the time, place, date, location and to the extent known, the purpose or agenda of each meeting.

BE IT RESOLVED, By the Township Committee of the Township of Liberty as follows:

- 1. The following are designed meetings of the Township Committee of the Township of Liberty at which public business may be formally discussed, decided or acted upon.

Time: 7:00 pm
Place or Location:
Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ
Purpose or Agenda: Regular Public Meeting for public discussion

Meeting Dates for the Year 2021

| | | | |
|-------------|------------|------------|------------|
| 7 January | 4 February | 4 March | 1 April |
| 6 May | 3 June | 1 July | 5 August |
| 2 September | 7 October | 4 November | 2 December |

Workshop Dates for the Year 2021

| | | | |
|--------------|-------------|----------|-----------|
| 28 January | 25 February | 25 March | 22 April |
| 27 May | 24 June | 22 July | 26 August |
| 23 September | 28 October | | |

Official action may or may not be taken.

In addition, such other meetings as the Township Committee of the Township of Liberty may require, shall be scheduled and held but pursuant to and with additional notice as is required by State Statute.

- 2. The Municipal Clerk of the Township of Liberty , is hereby authorized and directed to:
 - A. Post and maintain a copy of said Resolution upon the bulletin board within the Municipal Building
 - B. File a copy of said Resolution with the Municipal Clerk of the Township of Liberty
 - C. Forward copies of said Resolution to the Star Gazette, the official newspaper of Liberty Township, Warren County; and,
 - D. Do all necessary hereafter to comply with said Statutes to the end that adequate public notice of all public meetings pursuant to such Statute, be given according to law

RESOLUTION #2021.004
DESIGNATION OF OFFICIAL NEWSPAPER

BE IT RESOLVED, By the Township Committee of the Township of Liberty in the County of Warren, State of New Jersey that the Express-Times NJ Zone, Easton, PA, hereby be designated as the official newspaper and the Daily Record, Morristown, NJ, as the secondary newspaper of the Township of Liberty for the year 2021.

BE IT RESOLVED, That the bulletin board in the Municipal Building, 349 Mountain Lake Road, Great Meadows, New Jersey is designated as the place where all official notices are to be posted.

RESOLUTION #2021.005
2020 TONNAGE GRANT APPLICATION

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a Resolution authorizing this municipality to apply for such grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Liberty Township Committee to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and,

WHEREAS, such a Resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

BE IT RESOLVED By the Township Committee of the Township of Liberty, that the Township of Liberty hereby endorses the submission of the Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection and designate John Inscho, Committeeperson, to ensure that the application is properly filed.

BE IT RESOLVED That the monies received from the Recycling Tonnage Grant be deposited in a dedicated Recycling Trust Fund to be used solely for the purposes of recycling.

RESOLUTION #2021.006
CASH MANAGEMENT PLAN

Interest Rate on Delinquent Taxes and Municipal Charges

In accordance with RS: 4-67, the interest rate on delinquent taxes and municipal charges shall be as follows:

1. 8% per annum on the first \$1,500 of the delinquency
2. 18% per annum on any amount in excess of \$1,500

No interest shall be charged for a 10-day grace period; after the 10-day grace period, interest shall be calculated from the due date.

An additional penalty of 6% of the amount of the delinquency will be charged to a taxpayer with a delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the calendar year.

The Tax Collector is authorized to process or cancel without further action on part of the governing body, any property tax overpayment or delinquency of less than \$10.00. The Tax Collector is further authorized to conduct the annual sale of delinquent taxes for the calendar year 2020.

Investment of Funds

The Chief Financial Officer is hereby authorized to invest funds, as they shall become available, to attain the highest rate of return, provided that all investments are reported to the Township Committee at the next meeting subsequent to the making of the investments.

Official Depositories

In accordance with NJSA 40A: 5-15, all monies collected by taxation, received from any source by or on behalf of any local unit or any board or department shall be deposited or turned over to the Chief Financial Officer within 48 hours.

The following banks are designated as official depositories for checking and/or escrow funds for the Township for 2020, as well as savings funds and investment accounts:

The First Hope Bank, Hope, 1301 Hope-Bridgeville Road, Hope, New Jersey
Fulton Bank of New Jersey, 176 Mountain Avenue, Hackettstown, New Jersey

Authorized Signatures

All withdraws against the foregoing accounts shall bear the signatures of two of the following officials: Mayor, Municipal Clerk and Chief Financial Officer.

RESOLUTION #2021.007
APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER 2021

WHEREAS, it is necessary to appoint a Public Compliance Officer (P.A.C.O.); and

WHEREAS, this is an annual appointment - this appointment will be for calendar year 2020.

BE IT RESOLVED, By the Township Committee of the Township of Liberty. Warren County, New Jersey, to appoint Diane M Pflugfelder, Municipal Clerk to this office as this individual has a knowledge of the professional services and procurement contracts entered into by Liberty Township.

RESOLUTION #2021.008
APPOINTMENT OF A FUND COMMISSIONER TO THE
PUBLIC ALLIANCE INSURANCE COVERAGE FUND

BE IT RESOLVED, By the Township of Liberty, County of Warren, State of New Jersey, that it hereby appoints Diane M Pflugfelder as the Fund Commissioner and Dan Grover as the Alternate Fund Commissioner to the Public Alliance Insurance Coverage Fund; and

BE IT RESOLVED That copies of this Resolution be forwarded to the following:

1. Diane M Pflugfelder, Fund Commissioner
2. Dan Grover, Alternate Fund Commissioner
3. Public Alliance Insurance Coverage Fund

RESOLUTION #2021.009
TEMPORARY APPROPRIATIONS 2021

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year, and

WHEREAS, the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$1,950,371 and

WHEREAS, 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$511,972.38.

BE IT RESOLVED By the Committee of the Township of Liberty in the County of Warren, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

RESOLUTION #2021.010
RESOLUTION AUTHORIZING THE CFO TO PAY REGULAR BILLS
IN ORDER TO AVOID FINANCE CHARGES

WHEREAS, the Township of Liberty has bills that are approved for payment at the regular meetings held by the Liberty Township Committee, and

WHEREAS, the Township Committee meetings are held the first Thursday of the month, and

WHEREAS, the Township Committee meetings may be canceled on occasion, and

WHEREAS, the cancellation of a regularly scheduled meeting may create a period of more than thirty days between meetings, and

WHEREAS, the monthly bills arrive throughout the month and the CFO must receive authorization from the Township Committee for payment, and

WHEREAS, the bills must be paid in a timely period to avoid the accumulation of any late charges.

BE IT RESOLVED, By the Liberty Township Committee, in the event that a regularly schedule Township Committee meeting is canceled, the CFO is authorized to pay bills when received to avoid the accumulation of any late charges and the bill will be placed on the subsequent bill list for the next regular Township Committee Meeting.

RESOLUTION #2021.011
DEFERRED LOCAL DISTRICT SCHOOL TAX

WHEREAS, the local district school tax for the fiscal year 1 July 2020 to 30 June 2021 was raised in the 2020 tax levy in the amount of \$5,457,784.00.

WHEREAS, the statutes permit the deferral of the cash liability of such school tax up to 50% of the school tax levy or 2,728,892.00.

BE IT RESOLVED by the Mayor and Committee of the Township of Liberty, that the deferred school tax for the local school district will be \$1,820,074.75.

BE IT FURTHER RESOLVED that two certified copies of this Resolution be filed with the Director of the Division of Local Government Services.

RESOLUTION #2021.012
GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S
“ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS
IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964”

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the Governing Body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the Governing Body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Liberty, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit Governing Body Certification Pursuant to P.L. 2017, C.183 of Compliance with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES
NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY
COUNTY OF WARREN

We, members of the governing body of the Township of Liberty being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Committee of the Township of Liberty in the County of Warren;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history;
4. We certify that the local unit’s hiring practices comply with the above-referenced enforcement guidance.

John Inscho, Mayor

Daniel Grover, Deputy Mayor

Peter Karcher, Committeeperson

ABSENT
David Rogers, Committeeperson

Wayne Spangenberg, Committeeperson

RESOLUTION #2021.013
AUTHORIZE ASSESSOR AND ATTORNEY TO UNDERTAKE APPEALS

WHEREAS, authorization is required for the Tax Assessor to undertake all appeals on behalf of the Township; and

BE IT RESOLVED, by the Township Committee of the Township of Liberty that Penny Holenstein, Assessor, is hereby authorized to undertake all appeals on behalf of the Township of Liberty which she deems necessary and proper.

WHEREAS, the County Tax Administrator advised that stipulations of settlement tax appeals between the Tax Assessor and the taxpayer require two signatures; and

WHEREAS, in accordance with NJAC 18:12A-1.9(k), the municipal attorney should be designated as the additional signature on al Tax Stipulations.

BE IT RESOLVED, by the Township Committee of the Township of Liberty that the Township Attorney, Roger Skoog, Esq., is hereby designated as the second signature on all stipulations of settlement of tax appeals between the Tax Assessor and the taxpayer for the year 2021.

BE IT RESOLVED, That the Municipal Clerk be and the same is hereby directed to provide a true copy of this Resolution to the Warren County Board of Taxation, Cummins Building, 202 Mansfield Street, Belvidere, New Jersey 07823.

RESOLUTION #2021.014
EMERGENCY MANAGEMENT AGENCY ASSISTANCE SUBAWARD
AND EMERGENCY MANAGEMENT PERFORMANCE GRANT

WHEREAS, Liberty Township desires to participate in the Emergency Management Agency Assistance Subaward and Emergency Management Performance Grant programs; and

WHEREAS, Liberty Township must submit a certified Resolution and approving acceptance of grant funds and participation in the grant program administered by the State of New Jersey, Department of Law and Public Safety; and

WHEREAS, Liberty Township, Warren County, New Jersey has been assigned the subaward number FY20-EMPG-EMAA-2014 for the period of 1 July 2020 through 30 June 2021; and

WHEREAS, Liberty Township, Warren County, New Jersey does accept this award for Emergency Management Program and that the funds will be used for Emergency Management purposes.

THEREFORE BE IT RESOLVED, Liberty Township, Warren County, New Jersey does accept this Municipal federal award of \$10,000 with no match required.

RESOLUTION #2021.015
AWARD OF CONTRACT

BE IT RESOLVED, that the Township of Liberty hereby awards the contract for Municipal Building Cleaning Services to Carrie’s Cleaning Service, 3 Queen Anne Lane, Great Meadows, NJ, whose bid amounted to \$125.00 every other week.

RESOLUTION #2021.016
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 \$646,525.31.

BE IT RESOLVED, By a majority of the members of the Township Committee of the Township of Liberty, County of Warren, State of New Jersey that the refund on the above list shall be returned to the parties designated.

Vote: aye - Karcher
aye - Spangenberg
absent - Rogers
aye - Grover

John Inscho,
Mayor

aye - Inscho

REPORT OF COMMITTEEPERSONS

JOHN INSCHO – Mayor Inscho thanked Mike Beyer for his years of service and dedication to the Liberty Township Governing Body

MUNICIPAL CLERK PRESENTATION

During FY 2020, Diane M Pflugfelder was President of the Municipal Clerks’ Association of New Jersey. The Association is a diverse group of 780+ individuals who have been appointed to represent municipalities throughout the State of New Jersey. The purpose of MCANJ is to promote education and training to its members for a better understanding of statutory obligations.

Each year the outgoing President has the ability to recognize up to (2) two individuals outside of MCANJ with the “Friend of the Municipal Clerks” Award.

For FY2020, Mayor John E Inscho, Liberty Township, and Jennifer A Breslin, Deputy Municipal Clerk, Liberty Township is the recipients of the “Friend of the Municipal Clerk” Award for their support and dedication through MCANJ FY 2020.

PUBLIC COMMENT

Public commented was opened at 6:33 pm

Lorraine Thiel – Ms. Theil inquired into the continual ice formation upon Lewis Lane.

BENEDICTION

Pastor James Craig gave a Benediction.

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

Meeting adjourned at 6:35 p.m.

Diane M Pflugfelder RMC/MMC

Municipal Clerk/Administrator

Minutes Approved 4 February 2021
