

AGENDA
LIBERTY TOWNSHIP MEETING

1 June 2023
7:00 PM

Municipal Building
349 Mountain Lake Road
Great Meadows, NJ 07838

Sunshine Notice
Flag Salute
Roll Call

Reports:

New Jersey State Police
Governing Body/Mayor
Great Meadows Regional Board of Education
Municipal Committees
 Environmental Commission Weed Harvesting
 Recreation Commission Flyers/Community Day Amusements

Adoption of Agenda

Adoption of Minutes 4 May 2023

Unfinished Business

NJDEP Bureau of Safe Drinking Water Bureau Level 2 Assessment
Liberty Township Tax Title Liens
Municipal Land Use Law – Climate Change Resilience Strategy
Dam Safety Inspection Report for Liberty Lake Dam
Registration of Rental Properties and Businesses
Cyber JIF’s Risk Management Program – Cyber Incident Response Plan
Disabled Veteran’s Tax Refund Ordinance
Tennis Court Improvements
Stormwater Maintenance Agreement – Pheasant Run
Colonial Baseball

New Business

Audit 2022
Business Radio Licensing

Resolutions

Special Period for Third Quarter Local Property Taxes
Chapter 159 Stormwater Assistance Grant
ABC License Renewals
Bechok Escrow Refund
Summer Staff

Adoption of Bill List

Public Comment
Executive Session

Adjournment

A regularly scheduled meeting of the Township of Liberty was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows on 1 June 2023. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:05 p.m.

Present: Mayor John Inscho; Deputy Mayor Daniel Grover; Peter Karcher (arrived at 7:35 pm); David Rogers, and Wayne Spangenberg

Also, Present: Richard Wenner, Municipal Attorney; and, Diane M Pflugfelder, Municipal Clerk/Administrator

REPORTS

COMMITTEEPERSON ROGERS – Mr. Rogers reported that the Mountain Lake subcommittee met yesterday to discuss the lake temperature, weed harvesting, herbicide treatments, HAB, public/private ownership and the use of drones to monitor lily pad/milfoil growth.

MAYOR INSCHO – Mayor Inscho stated that asphalt was placed on Danville Mountain and Rader Road.

ENVIRONMENTAL

A pre-printed report was received from the Environmental Commission for May 2023 and placed on file. Larry Supp, Environmental Commission Chairperson, presented the consideration of weed harvesting vs dredging within Mountain Lake. He stated that an ANJEC Grant for \$1500 to be applied toward weed harvesting was denied. He presented photos from 2023 exemplifying the weed harvesting opening toward the outlet. Following conversation, a motion by Dave Rogers to adopt the following Resolution carried.

RESOLUTION #2023.050
AWARD OF CONTRACT

BE IT RESOLVED, That the Township of Liberty hereby awards the contract for Mountain Lake weed harvesting in the South East cove, extending from the outlet northward to Northern Lights, Denville, NJ, the first day at the cost of \$3,1000 from Municipal Open Space funding and the second day at the cost of \$2,500 from the Environmental Commission budget.

Vote: absent - Karcher

- aye - Rogers
- aye - Spangenberg
- aye - Grover
- aye - Inscho

John Inscho,
Mayor

RECREATION

A pre-printed report was received from the Recreation Commission for May 2023 and placed on file. A motion by Wayne Spangenberg to adopt the Community Day Vendors Wanted and 2023 Liberty Township Rec Fall Soccer flyers carried.

COMMUNITY DAY 2023

Community Day Amusement bids were received from the following;

<i>Company</i>	<i>Price</i>
Any Excuse for A Party, Inc	\$5870.00
Party Perfect Rentals, LLC	\$4332.50
Carousel Party & Event LLC	no response received

After consideration by the Recreation Commission review of the proposed programs, a motion by Dan Grover authorizing Mayor Inscho to execute the contract between Party Time Rentals, 25 Andrews Drive, Woodland Park, NJ 07424 and the Township of Liberty to provide amusement rides in the amount of \$4332.00, on Community Day, 23 September 2023, with a rain date 24 September 2023 carried

RESOLUTION #2023.051
AWARD OF CONTRACT

BE IT RESOLVED, That the Township of Liberty hereby awards the contract for Community Day 2023 Amusements to Party Time Rentals, 25 Andrews Drive, Woodland Park, NJ 07424 whose bid amounted to \$4332.00.

Vote: absent - Karcher

- aye - Grover
- aye - Spangenberg
- aye - Rogers
- aye - Inscho

John Inscho,
Mayor

MUNICIPAL TAX COLLECTOR

A pre-printed report was received from the Municipal Tax Collector for May 2023 and placed on file

ADOPTION OF MINUTES

A motion by Wayne Spangenberg to adopt the meeting minutes of 4 May 2023 carried.

UNFINISHED BUSINESS

NJDEP BUREAU OF SAFE DRINKING WATER BUREAU LEVEL 2 ASSESSMENT

Mayor Inscho reported that he continues to work on the NJDEP Bureau of Safe Drinking Water Bureau Level 2 Assessment paperwork with the well driller and Warren County Board of Health.

LIBERTY TOWNSHIP TAX TITLE LIENS

Discussion to continue in Executive Session.

MUNICIPAL LAND USE LAW – CLIMATE CHANGE RESILIENCE STRATEGY

Dan Grover stated that the Climate Change Resilience Strategy is being addressed with the Master Plan Update. Mayor Inscho followed up to report that after 35 years with Liberty Township, Eric Snyder would be retiring 1 September 2023.

DAM SAFETY INSPECTION REPORT FOR LIBERTY LAKE DAM

A motion by Wayne Spangenberg to adopt the Dam Safety Inspection Report for Liberty Lake Dam as amended with Emergency Notification Flowchart with Liberty Township DPW, identified as Jeff Snyder, within Liberty Township, Warren County.

REGISTRATION OF RENTAL PROPERTIES AND BUSINESSES

It was reported that Eric Snyder, Municipal Zoning Official, has some comments on rental properties for the LandUse Board

CYBER JIF’S RISK MANAGEMENT PROGRAM – CYBER INCIDENT RESPONSE PLAN

Carried

DISABLED VETERAN’S TAX REFUND ORDINANCE

Discussion ensued on the current Liberty Township and proposed Green Township Disabled Veteran’s Tax Refund Ordinance. It was agreed to leave the Liberty Township Chapter 91, Article 1, 100% Disabled Veteran Tax Refund as it stands today.

TENNIS COURT IMPROVEMENTS

Mayor Inscho reported that tennis court improvements are ongoing.

7:35 pm, Peter Karcher joined the meeting.

STORMWATER MAINTENANCE AGREEMENT – PHEASANT RUN

A motion by Wayne Spangenberg authorizing Mayor Inscho to execute the Stormwater Maintenance Agreement between the Township of Liberty and Rachel Geuke (10 Pheasant Run Road, Great Meadows, NJ) carried.

COLONIAL BASEBALL

Attorney Wenner stated he has yet to receive a clear delineation of responsibilities from Colonial Baseball in exchange for the use of Free Union Fields for the 2023 baseball season. It was suggested that the Recreation Commission visit this issue for next season/fall baseball.

NEW BUSINESS

AUDIT 2022

A motion by Peter Karcher adopting the 2022 Audit carried.

NO PHOTO COPIES OF SIGNATURES GROUP AFFIDAVIT FORM
CERTIFICATION OF GOVERNING BODY

STATE OF NEW JERSEY
COUNTY OF WARREN
LIBERTY TOWNSHIP

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

- We are duly elected (or appointed) members of the Liberty Township Committee Members of the Township of Liberty in the County of Warren.
- In the performance of our duties, and pursuant to N.J.A.C. 50:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6 for the year 2015.

We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled “Comments and Recommendations”

John E Inscho, Mayor

Daniel Grover, Deputy Mayor

Wayne Spangenberg, Committeeperson

David Rogers, Committeeperson

Peter Karcher, Committeeperson

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

RESOLUTION #2023.052
AUDIT 2022

WHEREAS, N.J.S.A. 40A: 5-4 requires the Governing Body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6 and a copy has been received by each member of the Governing Body; and

WHEREAS, R.S. 52:2788-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 50:30-6.5, a regulation requiring that the Governing Body of each municipality shall, by Resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

WHEREAS, the members of the Governing Body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the group affidavit form of the Governing Body attached hereto; and

WHEREAS, such Resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the Governing Body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local Governing Body to the penalty provisions of R.S. 52:27BB-52 to wit:

“R.S. 52:27BB-52. A local officer or member of a local Governing Body who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provisions of this Article, shall be guilty of a misdemeanor and, upon convictions, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office”.

NOW, THEREFORE, BE IT RESOLVED, That the Governing Body of the Township of Liberty hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this Resolution and the required affidavit to said Board to show evidence of said compliance.

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

John Inscho,
Mayor

aye - Inscho

A motion by Dan Grover to adopt the following 2022 Audit Corrective Action Plan, carried.

AUDIT 2022 CORRECTIVE ACTION PLAN

MUNICIPALITY: Township of Liberty

COUNTY: Warren

YEAR AUDITED: 2022

DATE AUDIT ACCEPTED: 1 June 2023

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

BUSINESSS RADIO LICENSING

Following discussion, it was determined that the letter from Business Radio Licensing was not official for Liberty Township.

RESOLUTIONS

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

RESOLUTION # 2023.053
A RESOLUTION ESTABLISHING A SPECIAL PERIOD FOR
THIRD QUARTER LOCAL PROPERTY TAXES IN THE TOWNSHIP OF LIBERTY

WHEREAS, the date of the mailing of the Liberty Township tax bills cannot be determined at this time; and

WHEREAS, N.J.S.A. 54:4-66.3 provides that no interest shall be charged for a minimum of 25 days after tax bills are mailed or otherwise delivered;

NOW, THEREFORE, BE IT RESOLVED by the Committee of Liberty Township as follows:

No interest shall be charged on 3rd quarter taxes, due August 1, 2023, if payment of said taxes is received by Liberty Township on or before the 25th day after the date of a mailing as certified by the Municipal Tax Collector to the Municipal Clerk and provided further, that if any such payment is not received on or before the 25th day interest at the usual rate will be charged from the August 1, 2023 date.

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

John Inscho,
Mayor

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

RESOLUTION 2023.054
RESOLUTION AUTHORIZING A CHAPTER 159 ADDITIONAL ITEM OF
FUNDING IN THE 2023 BUDGET STORMWATER ASSISTANCE GRANT

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Committee of the Township of Liberty in the County of Warren, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$75,000.00, which is now available from: Miscellaneous Revenues: Special Items of General Revenue Anticipated with Prior Written Consent of the Director of the Division of Local Government Services – Public and Private Revenues Off-set with Appropriations: Stormwater Assistance Grant in the amount of \$75,000.00.

BE IT FURTHER RESOLVED, that the like sum of \$75,000.00 is hereby appropriated under the caption General Appropriations (A) Operations – Excluded from “CAPS” - Public and Private Programs Offset by Revenue: Stormwater Assistance Grant; and

BE IT FURTHER RESOLVED, that the Chief Financial Officer forward a copy of this resolution to the Director of Local Government Services

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

John Inscho,
Mayor

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

RESOLUTION #2023.055
ISSUANCE OF 2022-2023 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 license has made application for the renewal of Plenary Retail Consumption License and having complied with all the terms of the Liberty Township Municipal Code, Chapter 39, Alcoholic Beverages; and, that this license is renewed pursuant to a 12:39 Special Ruling of 13 June 2022, Docket No. 05.22.217, be renewed for the term of one year from the first day of July 2022, to midnight, 30 June 2023;

- | | |
|--------------------------------|---|
| The Lodge at Mountain Lake LLC | 11 Lakeside Drive East
Belvidere, New Jersey 07823
License # 2114.33.007.008
Fee: \$871.93 |
| J. P. Kelly’s | 38 Hope Road
Great Meadows, NJ 07838
License #2114.33.004.003
Fee: \$871.93 |
| House of Liquors LLC | 514 Route 46
Oxford, New Jersey 07863
License # 2114.44.005.004
Fee: \$871.93 |

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

John Inscho,
Mayor

Amotion by Dan Grover to adopt the following Resolution carried.

RESOLUTION #2023.056
REFUND OF ESCROW DEPOSIT

WHEREAS, the following applicant posted a Land Use Board escrow deposit with the Township of Liberty; and

WHEREAS, when the Land Use Board review costs are less than the escrow deposit, the difference shall be refunded to the applicant; and

WHEREAS, the Land Use Board and the Township Planner has certified that the following application is complete:

<u>Name</u>	<u>Amount</u>
Bechok B61/L52	\$54.30

NOW, THEREFORE BE IT RESOLVED by the Liberty Township Governing Body that the remaining escrow funds be returned to the applicant.

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

John Inscho,
Mayor

A motion by Wayne Spangenberg to adopt the following Resolution carried.

RESOLUTION #2023.057
SALARY

WHEREAS, Salary Ordinance #2022.002 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 2023 in the amounts designated below. All salaries are retroactive to 1 January 2023 unless otherwise noted:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Summer Recreation Jarod Gajda	1 st year substitute counselor	\$13.00/hr
Beach Staff Sofia Lyons	Assistant Beach Manager/Lifeguard	16.50/hr
Matt Sroka	1 st year lifeguard	\$15.00/hr

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

John Inscho,
Mayor

PAYMENT OF BILLS

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

RESOLUTION #2023.058
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 \$496,389.95.

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

John Inscho,
Mayor

PUBLIC COMMENT was opened at 7:43 pm.

Joe Thomas – Mr. Thomas requested that the dead trees be removed and the grass mowed within the grove area prior to the July Car Show hosted by Mountain Lake Fire Company.

Judy McDonald – Ms. McDonald inquired into the status of a 5G cell tower within the Liberty Township service area. Lisa Thomas asked that the Governing Body research the human/animal side effects of a 5G tower before installation

Lorrain Thiel – Ms Thiel questioned the use of a charcoal grill at the John R Fisher Pavilion. She also questioned the pitching of tents along the east side of Mountain Lake, near the fishing pier. Jeff Snyder will confirm the posting of signage within the area.

EXECUTIVE SESSION

At 7:53 pm a motion by John Inscho to adopt the following Resolution carried.

RESOLUTION #2023.059

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 exist; 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.

- ✓ Collective Bargaining Agreement – Tax Title Liens

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

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

 John Inscho,
 Mayor

At 8:24 pm, a motion by Mayor Inscho to reconvene the public meeting carried. Mayor Inscho stated that during executive session matters of collective bargaining agreement were discussed. Action to follow.

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

RESOLUTION #2023.060

AUTHORIZING THE SOLICITATION OF BIDS FOR THE PURCHASE OF TOWNSHIP OF LIBERTY HELD TAX SALE CERTIFICATES ON VARIOUS PROPERTIES FOR LESS THAN FACE VALUE

WHEREAS, the Township of Liberty is the holder of numerous Tax Sale Certificates in varying amounts; and

WHEREAS, Pursuant to NJSA 54:5-114.1 or NJSA 54:5-114.2 it may sell the certificate at a public sale upon authorization and the appropriate written notice to the property owners and public, and posting of said notice and publications as required by statute; and

WHEREAS, NJSA 54:5-114.2(b) authorizes the Township of Liberty to accept bids for the purchase of the tax sale certificates listed on Exhibit A for less than the total amount due, together with interest and cost on the certificates; now therefore

WHEREAS, the Tax Collector is requesting authorization to solicit bids for the purchase of the tax sale certificates listed in Exhibit A for less than the total amount due, together with interest and cost on the certificates; now therefore

BE IT RESOLVED, by the Governing Body of the Township of Liberty, that:

1. The Township-held tax sale certificates shall be sold by means of bids. The Township authorizes the posting of public notice and the solicitation of bids for the purchase of the tax sale certificates listed in Exhibit A hereof
2. The Tax Collector is hereby authorized to solicit the aforesaid bids for the purchase of the tax sale certificates listed in Exhibit A hereto
3. The municipality will receive bids for such certificate of tax sale and subsequent municipal liens, even though such bids be less than the total amount due on such certificate of sale including all subsequent liens plus interest and costs.
4. The sale shall be held at a regular meeting of the Governing Body to be held on 5 October 2023 at 6:00 pm which date shall accommodate the statutory required notices, including those set forth in paragraph 6

5. The Township shall advertise the sale pursuant to NJSA 54:4-114.2(b) by public notice in the Express Times once in the week preceding the calendar week of the regular Governing Body meeting at which meeting such bids will be passed on. The advertisement shall include the exact time and place of such regular meeting.
6. The Mayor and Governing Body reserve the right to reject all bids
7. The public sale shall be conducted in accordance with the procedures to be announced by the Municipal Clerk
8. The Governing Body may accept or reject any bids at the regular meeting designated for the passing on such bids
9. Upon payment of the sale amount, each tax sale certificate shall be assigned to the accepted bidder without representation or warranty.

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

 John Inscho,
 Mayor

ADJOURNMENT

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

Meeting adjourned at 8:25 p.m.

Diane M Pflugfelder RMC/MMC
 Municipal Clerk/Administrator
 Minutes Approved 6 July 2023
