

AGENDA
LIBERTY TOWNSHIP
REORGANIZATION MEETING

4 January 2024
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 Karcher
Swearing in of Committeeperson – Wayne Spangenberg

NOMINATIONS

Appointment of Mayor
Appointment of Deputy Mayor
Authorization to Solemnize Marriage

APPROVAL OF AGENDA

ADOPTION OF MINUTES

Meeting minutes of 7 December 2023

APPOINTMENTS

Governing Body Appointments

Appointment of Animal Control Officer/Animal Cruelty Inspector, expiration of term 31 December 2024
Appointment of Animal Control Assistant, expiration of term 31 December 2024
Appointment of DPW Supervisor, expiration of term 31 December 2024
Designation of Dog Holding Facility
Appointment of Deputy Municipal Clerk, expiration of term 31 December 2024
Appointment of Environmental Commission Secretary, expiration of term 31 December 2024
Appointment of LandUse Board Member, Class III, (Grover) expiration of term 31 December 2023
Appointment of Recycling Coordinator, expiration of term 31 December 2024
Appointment of Recreation Commission Assistant, expiration of term 31 December 2024
Appointment of Municipal Zoning Official, expiration of term 31 December 2024

Mayoral Appointments

Appointment to Environmental Commission, (Hankin) expiration of term 31 December 2026
Appointment to Environmental Commission, (Kieffer) expiration of term 31 December 2026
Appointment to Environmental Commission, (vacated by Larsen) expiration of term 31 December 2025
Appointment to Environmental Commission, (Wright, as LandUse Board Liaison) expiration of term 31 December 2026
Appointment as Environmental Commission Chairperson, (Supp) expiration of term 31 December 2024
Appointment to Environmental Commission, Alternate #1, expiration of term 31 December 2024
Appointment as Environmental Commission, Alternate #2, expiration of term 31 December 2025
Appointment of LandUse Board, Class I Mayor’s Designee, expiration of term 31 December 2024
Appointment of LandUse Board, Class II, (Wright as EC member) expiration of term 31 December 2024
Appointment of LandUse Board, Class IV, (Jarvis) expiration of term 31 December 2027
Appointment of LandUse Board, Class IV, (Tibak) expiration of term 31 December 2027
Appointment of LandUse Board, Alternate #2, expiration of term 31 December 2024
Appointment of LandUse Board, Alternate #3, expiration of term 31 December 2025
Appointment of LandUse Board, Alternate #4, expiration of term 31 December 2025
Appointment to Open Space Advisory Committee, (Petersen) expiration of term 31 December 2026
Appointment to Open Space Advisory Committee, (Jarvis) expiration of term 31 December 2026
Appointment to Open Space Advisory Committee, (Vacant) expiration of term 31 December 2025
Appointment to Open Space Advisory Committee, (Vacant) expiration of term 31 December 2025
Appointment to Recreation Commission, (Hirsch) expiration of term 31 December 2028
Appointment to Recreation Commission, (Florio) expiration of term 31 December 2028
Appointment to Recreation Commission, Alternate #1, (Ward) expiration of term 31 December 2028
Appointment to Recreation Commission, Alternate #2, (Vacant) expiration of term 31 December 2024

Governing Body Annual Liaison Appointments

Appointment of as Board of Education Liaison, (Grover) expiration of term 31 December 2024
Appointment of as Building & Grounds Liaisons, (Grover & Karcher) expiration of term 31 December 2024
Appointment of as Clean Communities Coordinator, (Inscho) expiration of term 31 December 2024
Appointment of as Municipal Court Liaison, (Rogers) expiration of term 31 December 2024

Appointment of as Office of Aging Liaison, (Inscho & Karcher) expiration of term 31 December 2024
 Appointment of Open Space Liaison, (Grover) expiration of term 31 December 2024
 Appointment of as Personnel Liaison, (Inscho) expiration of term 31 December 2024
 Appointment of as Department of Public Works Liaisons, (Grover & Karcher) expiration of term 31 December 2024
 Appointment of as the Recreation Commission Liaison, (Spangenberg) expiration of term 31 December 2024
 Appointment of as the Finance Liaison, (Karcher & Rogers) expiration of term 31 December 2024

UNFINISHED BUSINESS

NEW BUSINESS

Introduction of Ordinance #2024.001, Annual COLA
 Advertisement of 2024 Positions
 2024 Budget Workshop Schedule

RESOLUTIONS – adopted by consent agenda

Appointment of 2024 Professionals
 Recognition of Deputy Municipal Registrar
 Open Public Meetings
 Designation of Official Newspaper
 2023 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
 Tax Exemption for Disabled Veteran
 Appropriation Reserve Transfer
 Revolution NJ
 Appointing Redactors (as mandated by Daniel's Law)
 Claimant Certification
 Appointment of Tax Collector
 Mountain Lake Fire Company ABC Application
 Bills List

REPORT OF COMMITTEEPERSONS

PUBLIC DISCUSSION

EXECUTIVE SESSION

BENEDICTION by Pastor James Craig

ADJOURNMENT

The re-organization meeting of 2024 was held in the Municipal Building, 349 Mountain Lake Road, Great Meadows, New Jersey on 4 January 2024 and called to order at 6:17 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 Karcher; Committeeperson-Elect Wayne Spangenberg, David Rogers, Daniel Grover, and John Inscho

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

Pastor James Craig presented an Invocation.

Attorney Rich Wenner administered the Oath of Office to Peter Karcher, who will serve as Committeeperson for a three-year term expiring 31 December 2026.

Attorney Rich Wenner administered the Oath of Office to Wayne Spangenberg, who will serve as Committeeperson for a three-year term expiring 31 December 2026.

APPOINTMENT OF MAYOR

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

Spangenberg to appoint John Inscho as Mayor of Liberty Township, 1-year term, expiring 31 December 2024 carried. Attorney Richard W Wenner administered the Oath of Office to John Inscho, who will serve as Mayor for a one-year term expiring 31 December 2024.

APPOINTMENT OF DEPUTY MAYOR

A motion by John Inscho to appoint Daniel Grover, as Deputy Mayor for a term of 1 year, expiring 31 December 2024 carried. Attorney Richard W Wenner administered the Oath of Office to Daniel Grover, who will serve as Deputy Mayor for a one-year term expiring 31 December 2024.

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 2024.

APPROVAL OF AGENDA

The agenda was approved as distributed.

APPROVAL OF MINUTES

A motion by Pete Karcher to adopt the meeting minutes and executive session of 7 December 2023 carried.

GOVERNING BODY APPOINTMENTS 2024

A motion by John Inscho to make the following Governing Body appointments for 2024 carried.

Appointment of Alan DeCarolis as Animal Control Official and Animal Cruelty Inspector expiration of term 31 December 2024

Appointment of Nellie Klaver as Animal Control Assistant and Animal Cruelty Inspector, expiration of term 31 December 2024

Appointment of Jeffrey D Snyder as the Public Works Supervisor, expiration of term 31 December 2024

Appointment of Jennifer A Breslin as Deputy Municipal Clerk, expiration of term 31 December 2024

Appointment of Carrie Gajda as Environmental Commission Secretary, expiration of term 31 December 2024

Appointment of Dan Grover as LandUse Board Member, Class III, expiration of term 31 December 2024

Appointment of Lynn Rutkoski as Recycling Coordinator, expiration of term 31 December 2024

Appointment of George Boesze as Municipal Zoning Official, expiration of term 31 December 2024

MAYORAL APPOINTMENTS 2024

The following mayoral appointments by Mayor Inscho for 2024 were adopted by the Governing Body;

Appointment of Doug Hankin to the Environmental Commission, expiration of term 31 December 2026

Appointment of John Ward to the Environmental Commission, expiration of term 31 December 2026

Appointment of Doug Wright as LandUse Board Liaison to the Environmental Commission, expiration of term 31 December 2026

Designation of Larry Supp as the Environmental Commission Chairperson, expiration of term 31 December 2024

Appointment of Dan Grover as LandUse Board, Class I Mayor's Designee, expiration of term 31 December 2024

Appointment of Doug Wright as LandUse Board, Class II, (as Environmental Commission member) expiration of term 31 December 2024

Appointment of Wayne Jarvis as LandUse Board, Class IV, expiration of term 31 December 2027

Appointment of Eric Tibak as LandUse Board, Class IV, expiration of term 31 December 2027

Appointment of Ron Petersen to the Open Space Advisory Committee, expiration of term 31 December 2026.

Appointment of Wayne Jarvis to the Open Space Advisory Committee, expiration of term 31 December 2026.

Appointment of Pete Wicki to the Open Space Advisory Committee, expiration of term 31 December 2025

Appointment of Matt Hirsch to the Recreation Commission, expiration of term 31 December 2028

Appointment of Megan Florio to the Recreation Commission, expiration of term 31 December 2028

Appointment of John Ward to the Recreation Commission, Alternate #1, expiration of term 31 December 2028

GOVERNING BODY APPOINTMENTS 2024

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

Appointment of Dan Grover as Board of Education Liaison, expiration of term 31 December 2024

Appointment of Dan Grover and Pete Karcher as Building & Grounds Liaisons, expiration of term 31 December 2024

Appointment of John Inscho as Clean Communities Coordinator, expiration of term 31 December 2024

Appointment of David Rogers as Municipal Court Liaison, expiration of term 31 December 2024

Appointment of John Inscho and Pete Karcher as Office of Aging Liaison, expiration of term 31 December 2024

Appointment of Dan Grover as the Open Space Liaison, expiration of term 31 December 2024

Appointment of John Inscho as Personnel Liaison, expiration of term 31 December 2024

Appointment of Dan Grover and Pete Karcher as Department of Public Works Liaisons, expiration of term 31 December 2024

Appointment of Wayne Spangenberg as the Recreation Commission Liaison, expiration of term 31 December 2024

Appointment of Pete Karcher and David Rogers as the Finance Liaison, expiration of term 31 December 2024

UNFINISHED BUSINESS

NEW BUSINESS

2024 POSITIONS

A motion by John Inscho to advertise 2024 part-time summer positions carried.

2024 BUDGET WORKSHOPS

A motion by John Inscho to advertise 2024 budget workshops, on 25 January at 6 PM and 22 February at 6 PM, within the Liberty Township 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
aye - Rogers
aye - Grover
aye - Spangenberg
aye - Inscho

John Inscho,
Mayor

RESOLUTION #2024.001
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 2024 Temporary Budget and will be made available in

the 2023 Municipal Budget for the Township of Liberty as required in NJAC 5:30-5.4

BE IT RESOLVED That the Governing Body 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 2024 through 31 December 2024:

John Mooney, Nisivoccia and Company LLP is hereby retained as the Municipal Auditor for the Township of Liberty

Richard W Wenner, Esq, Lavery, Selvaggi, Abromitis & Cohen, PC is hereby retained as the Municipal Attorney for the Township of Liberty

Robert H Beinfield, Hawkins Delafield & Wood LLP, is hereby retained as the Municipal Bond Counsel 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

CP Engineers, Architecture and Environmental Services 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

Justin Lally and Lou Nisivoccia of Nisivoccia Consulting LLC is hereby retained as the IT Support for the Township of Liberty

RESOLUTION #2024.002
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 Governing Body 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 2024.

RESOLUTION #2024.003
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 Governing Body of the Township of Liberty as follows:

1. The following are designed meetings of the Governing Body 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

| | | | |
|-------------|-----------|------------|------------|
| 1 February | 7 March | 4 April | |
| 2 May | 6 June | 11 July | 1 August |
| 5 September | 3 October | 7 November | 5 December |

Workshop Dates for the Year 2024

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

Official action may or may not be taken.

In addition, such other meetings as the Governing Body 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 Express-Times NJ Zone, 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 #2024.004
DESIGNATION OF OFFICIAL NEWSPAPER

BE IT RESOLVED, By the Governing Body 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 2024.

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 #2024.005
2023 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 Governing Body 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 Governing Body 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 #2024.006

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 2023.

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 Governing Body 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 2024, 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 #2024.007
 APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER 2024

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 2024.

BE IT RESOLVED, By the Governing Body 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 #2024.008
 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 Daniel 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. Daniel Grover, Alternate Fund Commissioner
- 3. Public Alliance Insurance Coverage Fund

RESOLUTION #2024.009
 TEMPORARY APPROPRIATIONS 2024

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 2024 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 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$2,115,344.77 and

WHEREAS, 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$ 555,278.00..

BE IT RESOLVED By the Governing Body 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 her records.

RESOLUTION #2024.010
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 Governing Body, and

WHEREAS, the Governing Body meetings are held the first Thursday of the month, and

WHEREAS, the Governing Body 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 Governing Body 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 Governing Body, in the event that a regularly scheduled Governing Body 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 Governing Body Meeting.

RESOLUTION #2024.011
DEFERRED LOCAL DISTRICT SCHOOL TAX

WHEREAS, the local district school tax for the fiscal year 1 July 2023 to 30 June 2024 was raised in the 2023 tax levy in the amount of \$5,603,330.00

WHEREAS, the statutes permit the deferral of the cash liability of such school tax up to 50% of the school tax levy or \$2,801,665.00.

BE IT RESOLVED by the Mayor and Committee of the Township of Liberty, that the deferred school tax for the local school district will remain unchanged at \$1,220,074.75

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

RESOLUTION #2024.012
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 Governing Body 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 Governing Body 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 Incho, Mayor

Daniel Grover, Deputy Mayor

Peter Karcher, Committeeperson

David Rogers, Committeeperson

Wayne Spangenberg, Committeeperson

RESOLUTION #2024.013
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 Governing Body 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 all Tax Stipulations.

BE IT RESOLVED, by the Governing Body of the Township of Liberty that the Township Attorney, Richard Wenner, 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 2024.

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 #2024.014
TAX EXEMPTION FOR DISABLED VETERAN
BLOCK 52, LOT 11.01

WHEREAS, the real property known as Block 52, Lot 11.01 on the Tax Map of the Township of Liberty, is owned by a Veteran who has been determined to be 100% wartime service-connected disabled by the United States Veteran’s Administration; and

WHEREAS, pursuant to NJSA 54:44-3.30, any such disabled Veteran is entitled to tax exempt status for their home; and

WHEREAS, the Tax Assessor has no administration procedure available to make the property tax exempt prior to creating the 2023 calendar year tax duplicate; and

WHEREAS, action is required by the Governing Body to provide the lawful tax exemption for Block 52, Lot 11.01;

BE IT RESOLVED, By the Governing Body of the Township of Liberty as follows;

1. Pursuant to NJSA 54:4-3.30, the premises at Block 52, Lot 11.01 are hereby made tax exempt as of 24 October 2023 while under the ownership of Barry J Martin.
2. The Township shall cancel all remaining real property taxes for Block 52, Lot 11.01 that have not yet become due for the year 2024.
3. The Township shall refund to the disabled Veteran all real property taxes heretofore paid for the property subsequent to 24 October 2023 in the amount of \$1,436.02.

RESOLUTION #2024.015
Appropriation Reserve Transfer

WHEREAS, there appears to be insufficient funds in a budget appropriations reserve to meet the demand thereon for the balance of the 2023 budget year; and

WHEREAS, N.J.S. 40A:4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the closed of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Liberty, Warren County, New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfer in the amount of \$76.53 be made between the 2023 Budget Appropriation Reserves as follows:

| | <u>FROM</u> | <u>TO</u> |
|-------------|-------------|-----------|
| Finance S/W | \$ 76.53 | |
| Finance O/E | | \$ 76.53 |

RESOLUTION #2024.016
APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR
MOUNTAIN LAKE FIRE COMPANY

WHEREAS, “Applications for Special Permit for Social Affair” has been filed by the Mountain Lake Fire Company, 99 Tamarack Road, Belvidere, New Jersey 07823 for said the following social affair;

Venison Dinner

24 February 2024, 4:00 pm to 25 February 2024, 1:00 am
Rain date: 25 February 2024, 4:00 pm to 26 February 2024, 1:00 am

WHEREAS, the submitted application form is complete in all respects, and the State fee has been paid.

BE IT RESOLVED, that the Liberty Township Committee does hereby approve the following social affair for the Mountain Lake Fire Company located at 99 Tamarack Road, Belvidere, New Jersey;

Venison Dinner
24 February 2024, 4:00 pm to 25 February 2024, 1:00 am
Rain date: 25 February 2024, 4:00 pm to 26 February 2024, 1:00 am

to be held in the area delineated on the application form.

RESOLUTION #2024.017
REVOLUTIONNJ

WHEREAS, Governor Philip Murphy and the New Jersey State Legislature created RevolutionNJ in 2018 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the founding of the United States New Jersey’s pivotal role in the American Revolution, and the contributions of it diverse peoples to the nation’s past, present and future; and

WHEREAS, the New Jersey Historical commission, under the leadership of Secretary of State Tahesha Way, with it non-profit partner Crossroads of the American Revolution established ReolutionNJ to advance the role that history plays in public discourse, community engagement education tourism, and scholarship in New Jersey; and

WHEREAS, RevolutionNJ will engage New Jerseyans in all 21 counties and 564 municipalities through its officially recognized programs, initiatives, and events over the next ten years; and

WHEREAS, it is fitting and desirable that we commemorate the beginning of the Nation and the role New Jersey played over the past 250 years as well as its present and future role as part of the United States, with particular focus on the individuals, ideas, and events that shaped our Country, State, and Liberty Township; and

WHEREAS, RevolutionNJ will consider the role New Jersey played during the American Revolution when it saw more battles and skirmishes than any other state and was truly the Crossroads of the American Revolution; and

WHEREAS, RevolutionNJ will highlight the role New Jerseyans played beyond the battlefield during the American Revolution when people of diverse backgrounds contributed to the development of the State and the Nation in various ways and fought for the right to life, liberty, and the pursuit of happiness; and

WHEREAS, preserving, studying, and enjoying state history strengthens communities and builds bonds between New Jersey residents as we work together toward the goals of justice and equality embedded in the United States Constitution;

NOW, THEREFORE, BE IT RESOLVED, that the Township of Liberty, Warren County, hereby endorses RevolutionNJ and its mission to advance the role that history plays in public discourse, community engagement, education, tourism and scholarship in New Jersey.

IT IS FURTHER RESOLVED that:

1. The Liberty Township Governing Body commemorates the 250th anniversary of the establishment of the United States as an independent Nation.
2. The Liberty Township Governing Body authorizes the appointment of a committee to develop a plan for this commemoration that will promote the maximum involvement of our residents, neighborhoods, businesses, schools, civic organizations, and institutions in the commemorations.
 1. The Liberty Township Governing Body further urges all its residents to reflect upon the significance of this event and the role that our State and its diverse people have played in the history and development of our Nation and to participate in this important commemoration, endeavoring to include the stories of all those whose lives are part of the history of what we now know as New Jersey, and understanding that the revolution continues today as we uphold the revolutionary ideals articulated in our founding documents.

RESOLUTION #2024.018
APPOINTING REDACTORS, AS MANDATED BY DANIEL’S LAW

WHEREAS, there exists a need for the appointment of a redactor for the Township of Liberty to carry out the redaction protection mandated by Daniels Law; and

WHEREAS, Daniel’s Law works with the State, county and local government agencies to shield the protected information of Covered Persons as the law defines them from disclosure on those agencies’ websites, so that consistent and effective privacy protections are provided to these Persons, who serve the people of the State of New Jersey every day; and,

WHEREAS, the redactor(s) will be registered with the Department of Community Affairs;

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Township of Liberty, County of Warren, State of New Jersey that Diane M Pflugfelder is hereby appointed Redactor and for matters pertaining to Daniel’s Law.

RESOLUTION #2024.019
RESOLUTION REQUIRING CLAIMANT CERTIFICATIONS
ON CERTAIN TYPES OF TRANSACTIONS

WHEREAS, N.J.S.A. 40A: 5-16 restricts payment to vendors without completed Claimant certifications on purchase orders, a Claimant or Vendor certification is a certification from the party claiming payment that the bill or demand is correct; and

WHEREAS, Local Finance Notice 2018-13 adopted new regulations on Claimant Certifications, allowing greater flexibility for local units in implementing the claimant certification requirement set forth in N.J.S.A. 40A: 5-16; and

WHEREAS, the Township of Liberty desires to eliminate the requirement for claimant certifications for all vendors with the following exception, the advance or reimbursement of employee expenses, or for services provided exclusively and entirely by an individual, including sole proprietors.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Liberty, in the County of Warren and State of New Jersey to eliminate the requirement for vendor signature on Township purchase orders except for the advance or reimbursement of employee expenses, or for services provided exclusively and entirely by an individual, including sole proprietors.

RESOLUTION #2024.020
A RESOLUTION TO REAPPOINT CYNTHIA ECKERT
TAX COLLECTOR OF LIBERTY TOWNSHIP

WHEREAS, N.J.S.A 40A:9-142 provides that every municipality shall have a Tax Collector, appointed by the Governing Body for an initial term of four years from the first day of January next following his/her appointment; and

WHEREAS, no person shall be appointed as Tax Collector unless that person holds a Certified Tax Collector certificate; and

WHEREAS, Cynthia Eckert is a certified tax collector of the State of New Jersey, #8131 and was previously appointed as the Tax Collector for Liberty Township on December 7, 2017 and has now served for more than four consecutive years in that position; and

WHEREAS, N.J.S.A. 40A:9-142 provides that a Tax Collector who is reappointed to their position, having served for at least four consecutive years and holding a certified tax collector certification, shall continue in that position indefinitely during good behavior and efficiency notwithstanding that such reappointment was for a fixed term of years, essentially granting tenure of office to that individual upon said reappointment; and

WHEREAS, the Township Committee is desirous of reappointing Cynthia Eckert as the Tax Collector, thereby granting her tenure of office in that position pursuant to N.J.S.A. 40A:9-142;

NOW, THEREFORE BE IT RESOLVED by the Governing Body of Liberty Township, in the County of Warren, State of New Jersey that Cynthia Eckert be and she is hereby reappointed as Tax Collector of Liberty Township to be effective January 1, 2024.

RESOLUTION #2024.021
PAYMENT OF BILLS

RESOLVED, That the Governing Body 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 \$520,111.69

BE IT RESOLVED, By a majority of the members of the Governing Body 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.

REPORT OF COMMITTEEPERSONS

WAYNE SPANGENBERG – Mr Spangenburg reported that the Recreation Commission was discussing the 2024 budget. To be addressed at upcoming Governing Body Budget Workshop, 25 January 2024.

DAN GROVER – Mr Grover reported that the New Jersey Highlands Council Draft Best Management Practices for Forestry in the New Jersey Highlands Region has been tabled.

PUBLIC COMMENT

Public commented was opened at 6:43 pm

Lisa Thomas – Ms. Thomas questioned if the mayor had scheduled a tour of the Liberty School since the December meeting.

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

Meeting adjourned at 6:47 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 1 February 2024
