

AGENDA
LIBERTY TOWNSHIP MEETING

12 December 2024
7:00 pm - Meeting

Municipal Building
349 Mountain Lake Road
Great Meadows, NJ 07838

Sunshine Notice
Flag Salute
Roll Call

A moment of Silence for Rudolph Pasko

Reports:

New Jersey State Police
Governing Body/Mayor
Great Meadows Regional Board of Education
Municipal Committees

Adoption of Agenda

Adoption of Minutes

Governing Body Meeting minutes of 7 November 2024

Unfinished Business

Recreation Assistant Job Description
Public Hearing Ordinance #005, Tree Removal-Replacement Ordinance
National Flood Insurance Program – Community Assistance Visit (CAV)
Updated Stormwater Management Ordinance
Public Hearing Ordinance #006, Zoning Fees
Liberty Lake Dam Removal Project Draft
NJDEP Bureau of Safe Drinking Water Bureau Level 2 Assessment Penalty
Elizabethtown Gas Paving – Deerfield Road
Road Opening Permit/Application (Engineer/Zoning Officer)
Block 5.02, Lot 21.39, Wooded Valley Estates LLC
Christmas Employee Schedule 2024
Affordable Housing – Municipal Housing Liaison

New Business

A-4260, Prohibits DEP from requiring certain municipalities to adopt ordinance that controls tree removal and replacement
Highland Grant #09.033.011.2114
Stormwater Compliance Solutions 2025 Proposal
PCFA 2025 Interlocal Agreement
Added for 12 December
2025 Municipal Alliance Grant
Block 1, Lot 6 – intrusive lighting along Shades of Death Road
Recreation Grant 2025
Cyber Grant 2025

Resolutions

Appropriation Transfer
Pay-to-Play 2025
Bills List

Public Comment

Adjournment

Due to lack of quorum, Mayor Inscho postponed the regularly scheduled meeting of the Township of Liberty on 5 December 2024. The meeting was rescheduled to Thursday, 12 December 2024 to be held in the Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ. The meeting was opened by Mayor John Inscho with Adequate Notice of Meeting and the Pledge of Allegiance at 7:01 pm.

Present: Mayor John Inscho; Wayne Spangenberg; Peter Karcher (Mr. Karcher participated by telephone); and, Dave Rogers

Absent: Dan Grover

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

A moment of silence for Rudolph Pasko, a member of the Liberty Township Governing Body from 1975 through 1986 and continued service on the LandUse Board.

RESOLUTION

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

RESOLUTION #2024.087
APPROPRIATION TRANSFER

WHEREAS, there appears to be insufficient funds in one or more current budget appropriations to meet the demand thereon for the balance of the current year; and

WHEREAS there appears to be a surplus in one or more current budget appropriations over and above the demand deemed to be necessary for the balance of the current year.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Liberty, Warren County, New Jersey that in accordance with the provision of N.J.S.A. 40A:4-58, that the Chief Financial Officer be and is hereby authorized and directed to make the following transfer:

	<u>FROM</u>	<u>TO</u>
Group Insurance O/E	\$ 10,250.00	
Engineering Services/Costs O/E		\$ 10,000.00
Social Security System		\$ 250.00
Vote: absent - Grover		
aye - Rogers		_____
aye - Karcher		John Inscho,
aye - Spangenberg		Mayor
aye - Inscho		

At 7:03 pm, Pete Karcher disconnected from his telephone participation in the meeting.

REPORTS

WAYNE SPANGENBERG

Mr. Spangenberg presented a request from the Recreation Commission for the DPW to fill the divots within the soccer field at Free Union Field. Jeff Snyder, DPW Supervisor, stated that the divots had been filled with sod earlier in the season. Attorney Wenner stated that the DPW staff should correct the divots for “quality of play”.

RECREATION COMMISSION

Mike Wilson, Recreation Commission Vice Chairperson, inquired if the Governing Body would consent to the Recreation Commission spending money for a Saturday rental/staff of the Middle School gymnasium for basketball season? Mayor Inscho commented that the Recreation Commission could use their money to pay for these Saturday rental/staff services.

ENVIRONMENTAL COMMISSION

Dave Rogers, stated that there had been a beaver lodge erected at the Mountain Lake outlet. It was recently destroyed during the rain. He reported that the Warren County Mosquito Commission would clean up the debris in the outlet and across the road.

MAYOR INSCHO

Mr. Inscho stated that the municipal building heating was complete. A UV water system was installed in the recreation building and will be inspected by both the Warren County Board of Health and NJ Department of Environmental Protection on Monday, 16 December. He invited everyone to join him at the Warren County Commissioner’s Reorganization meeting, 1 January at 12 noon

ADOPTION OF MINUTES

A motion by Wayne Spangenberg to adopt the minutes of 7 November 2024 carried.

UNFINISHED BUSINESS

RECREATION ASSISTANT JOB DESCRIPTION

Mayor Inscho stated this issue is in progress

ORDINANCE #2024.005 – At 7:16 pm, a motion by Wayne Spangenberg to open public hearing carried. Larry Supp, Environmental Commission Chairperson, spoke in opposition of the Tree Removal- Replacement Ordinance. No action was taken

NATIONAL FLOOD INSURANCE PROGRAM – COMMUNITY ASSISTANCE VISIT (CAV)

Mayor Inscho advised that CP Engineers are working on this program

UPDATED STORMWATER MANAGEMENT ORDINANCE

Mayor Inscho reported that CP Engineers are looking into this subject

ORDINANCE #2024.006 - A motion by Mayor Inscho to open public hearing carried. A motion by Mayor Inscho to adopt the following Resolution carried.

Resolution #2024.088
Adoption of Ordinance #2024.006

WHEREAS, said Ordinance entitled “An Ordinance of the Township of Liberty, County of Warren, State of New Jersey, Amending the Code of the Township of Liberty to Revise Certain Fees for Zoning Permits” was passed on first reading on 7 November 2024; and

WHEREAS, the public hearing of said Ordinance has been held as advertised and is now closed,

BE IT RESOLVED By the Governing Body of the Township of Liberty, County of Warren and State of New Jersey that the Ordinance “An Ordinance of the Township of Liberty, County of Warren, State of New Jersey, Amending the Code of the Township of Liberty to Revise Certain Fees for Zoning Permits” be passed on second reading and final adoption.

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

John Inscho,
Mayor

LIBERTY LAKE DAM REMOVAL PROJECT DRAFT

Mayor Inscho stated that CP Engineers are looking into the Liberty Lake Dam Removal Project

NJDEP BUREAU OF SAFE DRINKING WATER BUREAU LEVEL 2 ASSESSMENT PENALTY

Reported previously in the mayor’s report

ELIZABETHTOWN GAS PAVING – DEERFIELD ROAD

Attorney Wenner advised that no action has been taken

ROAD OPENING PERMIT/APPLICATION (ENGINEER/ZONING OFFICER)

A motion by Mayor Inscho to adopt the new road opening applications carried.

BLOCK 5.02, LOT 21.39, WOODED VALLEY ESTATES LLC

Contiguous property owners McPeak/MacLean were in attendance and questioned if they could purchase Block 5.02, Lot 21.39 at appraised value. Mayor Inscho advised that a tax lien sale would be forthcoming and all property owners within 200’ of those liens for sale would be notified by USPS.

CHRISTMAS EMPLOYEE SCHEDULE 2024

Mayor Inscho stated that the Liberty Township municipal offices and DPW would be closed half day, Tuesday, 24 December and Wednesday, 25 December for the holiday schedule.

AFFORDABLE HOUSING – MUNICIPAL HOUSEING LIAISON

No action taken

NEW BUSINESS

A-4260, PROHIBITS DEP FROM REQUIRING CERTAIN MUNICIPALITIES TO ADOPT ORDINANCE THAT CONTROLS TREE REMOVAL AND REPLACEMENT

Mayor Inscho stated that Liberty Township supports S-4260.

HIGHLAND GRANT #09.033.011.2114

An email was received 22 November 2024 from Ben Spinelli, Highlands Council NJ. The Municipal Clerk explained that the letter referenced Grant #09-033-011-2114 which was issued in 2010 for Liberty Township to explore the New Jersey Master Plan Compliance. Liberty Township did not comply and at this time the Highlands Council of New Jersey is closing out the Grant. This is unaffiliated with MS4.

STORMWATER COMPLIANCE SOLUTIONS 2025 PROPOSAL

No action taken

PCFA 2025 INTERLOCAL AGREEMENT

A motion by Wayne Spangenberg authorizing the mayor to execute the PCFA 2025 Interlocal Agreement carried.

2025 MUNICIPAL ALLIANCE GRANT

A motion by Wayne Spangenberg authorizing the mayor to execute the 2025 Warren County Department of Human Services 2025 Municipal Alliance Agreement and adopt the following Resolution carried.

RESOLUTION #2024.089

RESOLUTION AWARDDING CONTRACTS THROUGH THE DEPARTMENT OF HUMAN SERVICES, DIVISION OF ADMINISTRATION TO VARIOUS WARREN COUNTY MUNICIPAL ALLIANCES FOR PROVISION OF SERVICES FOR THE PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025 IN THE AMOUNT OF \$35,194.00; FUNDING IS AVAILABLE THROUGH THE FY' 2025 MUNICIPAL ALLIANCE GRANT THROUGH THE GOVERNOR'S COUNCIL ON SUBSTANCE USE DISORDER; SUBJECT TO THE AVAILABILITY OF FUNDS

NOW THEREFORE, BE IT RESOLVED that the contracts for provision of substance use disorder programs are hereby awarded, subject to funding availability, to various Warren County Municipal Alliances for the period July 1, 2024 through June 30, 2025 in the total amount of \$35,194.00; funds are available from the FY' 2025 Municipal Alliance Grant through the Governor's Council on Substance Use Disorder.

BE IT FURTHER RESOLVED that the Director of the Board of County Commissioners is authorized to execute agreements for the FY' 2025 Municipal Alliance Grant between the County of Warren and the following alliance programs:

Franklin	\$5,660.00
Twp./Mansfield/Washington Borough	
Great Meadows Regional	\$2,650.00
Hackettstown	\$3,211.00
Haimony	\$1,375.00
Hope Twp.	\$1,252.00
Knowlton	\$1,640.00
N01ih Warren Regional	\$2,519.00
Oxford	\$1,508.00
Phillipsburg	\$5,936.00
South Warren Regional	\$6,211.00
Washington Township	\$1,828.00
White Twp.	\$1,404.00

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

John Inscho,
Mayor

BLOCK 1, LOT 6/9 – INTRUSIVE LIGHTING ALONG SHADES OF DEATH ROAD

A complaint was received on 10 December 2024 from Jodi Scott regarding intrusive lighting along Shades of Death Road. The complaint alleges the improper use of the agricultural zoning property for commercial purposes and the recent installation of very bright, intrusive lights. A separate complaint was received from Danielle Stephany requesting a copy of any amendments to the site plan for Block 1, Lot 9 due to the recent installation of LED lights that are affixed to the buildings. Mayor Inscho stated that he would take care of the situation

RECREATION GRANT 2025

The CFO inquired if the Governing Body was interested in pursuing a 2025 Recreation Grant to replace the pavilion roof on the recreation building at Free Union Fields. A motion by Mayor Inscho authorizing the CFO to complete the application for the Local Recreation Improvement Grant Program funding (LRIG) for the recreation building roof at Free Union Field carried.

CYBER GRANT 2025

A motion by Mayor Inscho to pursue the FFY24 SLCGP New Jersey Cyber Grant 2025 Program from the federal government for cybersecurity risk reduction in local governments carried.

RESOLUTIONS

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

RESOLUTION #2024.090
PAY-TO-PLAY POLICY AND PROCEDURE

WHEREAS, the Township of Liberty, Warren County is a municipality incorporated within the State of New Jersey in the year 1926 and governed by five Committee-people that are elected by the members of the municipality at large; and

WHEREAS, the Township of Liberty, Warren County must comply with PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq., known as the “New Jersey Local Unit Pay-to-Play” law; and

WHEREAS, the Governing Body believes that it is in the best interests of the municipality to accept an “Alternate” procedure, as defined in law, for the award of 2025 professional services contracts that are not publicly bid and may exceed \$17,500.00 annually or during the life of the contract; and

WHEREAS, the Governing Body believes that contracts for goods and services, from a single vendor, with a value greater than \$17,500.00 and less than the Local Public Bidding Threshold should be decided on a case-by-case basis; and

WHEREAS, the Governing Body requires contracts for goods and services, from a single vendor, except professional contracts, with a value greater than the Local Public Bidding Threshold will be bid according to the Local Public Bidding requirements.

BE IT RESOLVED That the Governing Body does hereby adopt the Pay-to-Play Policy and Procedures as the official purchasing policy for contracts covered under the above-mentioned statutes.

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

John Inscho,
Mayor

A motion by Dave Rogers to adopt the following Resolution carried.

RESOLUTION #2024.091
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 \$518,230.73

Vote: aye - Spangenberg
absent - Karcher

John Inscho,

absent - Grover
aye - Rogers
aye - Inscho

Mayor

PUBLIC COMMENT was opened at 7:29 pm

Don Megaro – Mr. Megaro invited everyone to 506 Townsbury Road to attend the drive through nativity sponsored by Break Point Church.

Doug Wright – Mr. Wright requested that the Governing Body acknowledge the volunteer service that Doug Hankin dedicated to the Liberty Township Environmental Commission. Mayor Inscho stated that he would obtain a plaque and present it to Mr. Hankin at the 2025 reorganization meeting.

Shannon Schaaf – Ms. Schaaf reported that the Great Meadows Regional Board of Education had applied for a Grant to open 6 classroom within the Liberty School for pre-school program and repair the current septic system.

B. McPeak – Mr. McPeak inquired into options to acquire Block 5.01, Lot 21.39 other than through a tax lien sale.

Public comment closed at 7:46 pm

ADJOURNMENT

There being no further business, a motion by Mayor Inscho to adjourn the meeting carried.
Meeting adjourned at 7:46 p.m.

Diane M Pflugfelder RMC/MMC
Municipal Clerk/Administrator
Minutes Approved 2 January 2025
