

REORGANIZATION MEETING

Lebanon Township Committee

January 2, 2013

CALL TO ORDER

Municipal Clerk Karen Sandorse called the meeting to order at 6:00 p.m. and stated that in compliance with the "Open Public Meetings Act" this is the Reorganization Meeting of the Township Committee as published in the Hunterdon Democrat on December 26, 2012, the agenda has been posted at the Municipal Building and distributed to the Hunterdon Review, Courier News, the Express Times, the Hunterdon Democrat and the Star Ledger.

FLAG SALUTE

The Clerk asked everyone to stand for the Flag Salute and for a Moment of Silence.

ROLL CALL

Present - Patricia Schriver Francis Morrison Ronald Milkowski
Thomas McKee Bernie Cryan

Absent - None

Attorney Cushing, Municipal Clerk Karen Sandorse and 32 members of the public were also present.

OATH OF OFFICE

Attorney Richard Cushing administered the Oath of Office to Committeeman Bernard J. Cryan.

NONIMATION AND APPOINTMENT OF MAYOR

The Clerk opened the floor for a nomination for the 2013 Lebanon Township Mayor.

Nomination to appoint Thomas McKee as the 2013 Mayor was made by Ms. Schriver, seconded by Mr. Morrison. Hearing no further comments, nominations were closed. Motion carried by unanimous favorable roll call vote.

Attorney Cushing administered the Oath of Office to Mr. McKee

ELECTION OF DEPUTY MAYOR

Nomination to appoint Ron Milkowski as the 2013 Deputy Mayor was made by Mayor McKee, seconded by Mr. Morrison. Motion carried by unanimous favorable roll call vote.

Attorney Cushing administered the Oath of Office to Mr. Milkowski.

MAYORAL STATEMENT

Mayor McKee welcomed everyone to the 2013 re-organization meeting. He stated “that as we start the New Year we are reminded of where we come from and hopeful of what lies ahead. In with the new and out with the old, as the saying goes. “Easier said than done.” Tonight on the start of new business, this working group is well aware of the unfinished business of last year, and will continue to move forward to a conclusion of all matters still pending. A prior year that at times was quite contentions, unsettling as well as down right rude to one another. This will not be the behavior or the chemistry of this now re-organized committee you see before you tonight. I expect from each other, a well-mannered, well discussed and debated position with each member’s opinion being well heard. We will position our discussion with facts good hard work not rederick or false accusations. We will let legal council interrupt the law and not take law out of content. Make no mistake; we will finish the business from last year. Going forward this Committee has much to do and it starts tonight. As a township we have some projects that I would like to highlight tonight. We have a DPW building under construction, near completion, a new building the town collectively should be proud of. We are hopeful to see the DPW staff in the facility as soon as possible. We all know that it is long overdue. With hard work and dedication we have revived fire and rescue department which is bolstering the volunteer base and gathering strength. While most agencies are losing their volunteer base, the Lebanon Township Volunteer Fire & Rescue resurgence is a testimony of their own re-united efforts.

Today we have entered into a new shared service court with Tewksbury Township, effectively reducing our court costs for the foreseeable future. There is a rescue squad building, back and finally held by the town with much needed work to revitalize and bring back to the township as a viable, functioning asset for fire, rescue and the community.

These highlights fore mentioned are from good work set in place and goals to set our sights on. As always, it is the day to day work, some times taken for granted, but not unnoticed and needed by all. I would like to take a moment to give our thanks and appreciation on the continuing effort put forth from our township staff, employees, police and all our dedicated volunteers, for they are the foundation from which we build. I would like to express thanks to this committee for their belief in me to lead when needed and to follow when asked in our decisions. And finally to the citizens of Lebanon Township during my term as mayor I assure you that I am very approachable and will have an attentive ear to your questions and concerns. Let us hope for a year to come that is safe, successful and all that is right in the world is with us.

In closing, I would like to say that I am moved by the very words of my oath of office, and I begin my term with a humble start. Thank you.”

Mayor McKee stated that he wanted to acknowledge Assemblyman Peterson who was in the audience.

Assemblyman Peterson stated that he came to congratulate Mr. Cryan and wish him well and to send congratulations to Mr. Cryan from Congressman Lance, who was still in Washington, D.C., as well as the rest of the Committee.

RESOLUTIONS

Motion by Ms. Schriver, seconded by Mr. Milkowski and carried by unanimous favorable roll call vote, the Township Committee adopted the Resolutions No. 01-2013 to Resolution No. 04-2013 as written below and attached.

Resolution No. 01-2013- Professional Services/Non-Fair and Open

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
LEBANON TOWNSHIP
RESOLUTION NO. 01-2013**

WHEREAS, the Lebanon Township Committee has a need to acquire professional services as outlined below as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Lebanon Township CFO has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year and may be extended as approved by the Lebanon Township Committee; and

WHEREAS, the following agencies have completed and submitted a Business Entity Disclosure Certification which certified that they have not made any reportable contributions to a political or candidate committee in the Township of Lebanon in the previous one year, and that the contract will prohibit the agency from making any portable contribution through the term of the contract; and

WHEREAS, sufficient funds are available in the 2013 Temporary Budget and will be made available in the 2013 Municipal Budget for the Township of Lebanon as required in – N.J.A.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Lebanon Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, as follows:

The Mayor and Municipal Clerk are hereby authorized and directed to executive contracts with the following person and firm for the year 2013:

1. Richard P. Cushing of Gebhardt & Kiefer is hereby appointed Lebanon Township Municipal Attorney for the year 2013.
3. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2013.
4. Sanford N. Groendyke is hereby appointed the Lebanon Township Insurance Agent for the year 2013.
5. Michael P. Bolan, is hereby appointed the Lebanon Township Professional Planner for the year 2013.
6. Keith T. Chambers of Chambers Architecture, as Special Architect for the Township Garage Project during the 2013 year.
7. Darren Vogel is hereby appointed as Environmental Engineer/Licensed Site Remediation Professional for the 2013 year.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this action shall be printed in the January 9, 2013 issue of the Hunterdon Review.

Resolution No. 02-2013- Professional Services/Auditor

See attached.

Resolution No. 03-2013- Professional Services

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 03-2013**

PROFESSIONAL SERVICE APPOINTMENTS

WHEREAS, there exists a need for Attorneys, Engineers, and Professional Experts for the Township of Lebanon, and

WHEREAS, the Local Public Contracts Law (N.J.S. A. 40A:11-1 et seq.) required that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised; and

WHEREAS, the Mayor, Township Clerk and Chief Financial Officer are hereby authorized and directed to execute the agreements; and

WHEREAS sufficient funds are available in the 2013 Temporary Budget and will be made available in the 2013 Municipal Budget for the Township of Lebanon for such services.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, in the County of Hunterdon, on this 2nd day of January, 2013 as follows:

1. Martin Allen, is hereby appointed as Tax Appeal Attorney for the Township of Lebanon for the year 2013.
2. Steve Rogut of Rogut McCarthy Troy, LLC, is hereby appointed as Bond Counsel for the Township of Lebanon for the year 2013.
3. Robert A. Ballard Jr., is hereby appointed Prosecuting Attorney for the year 2013.
4. Scott Mitzner is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Public Defender for the 2013 year.
5. Edward Martin is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Judge for a three year term, 2013-2015.
6. William T. Kelleher, Jr. is hereby appointed MCNH Judge for January and February of 2013.

Resolution No. 04-2013-Appointing a Risk Management Consultant

**TOWNSHIP OF LEBANON
RESOLUTION 04-2013
STATEWIDE INSURANCE FUND**

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Township of Lebanon (hereinafter "LOCAL UNIT") has joined the Statewide Insurance Fund (hereinafter "FUND"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the FUND; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant

WHEREAS, the FUND has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Lebanon, in the County of Hunterdon and State of New Jersey, as follows:

1. Township of Lebanon hereby appoints Groendyke Associates as its local Risk Management Consultant.

2. The Mayor and Clerk are hereby authorized to execute the Risk Management Consultant's Agreement for the fund year **2013** in the form attached hereto.

Motion by Mr. Milkowski, seconded by Mr. Morrison and carried by unanimous favorable roll call vote, the Township Committee adopted the Resolutions No. 05-2013 to Resolution No. 21-2013 as written below.

Resolution No. 05-2013- Temporary Municipal Budget

**Township of Lebanon
County of Hunterdon
Resolution No. 05-2013**

Temporary Municipal Budget

BE IT RESOLVED, by the Township Committee of the Township of Lebanon, County of Hunterdon to establish the temporary municipal budget for the year 2013, in accordance with NJSA 40A:4-19, which consists of 26.25% of the 2012 Municipal Budget of \$ 4,998,607.00 which totals \$1,312,134.00.

Resolution No. 06-2013- ANNUAL NOTICE SCHEDULE

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 06-2013**

ANNUAL MEETING NOTICE SCHEDULE

WHEREAS the Open Public Meetings Act (Ch 231, P.L. 1975) provides for the giving of annual notice by public bodies of the time, date and location of the regular meetings of such public body to be held during the succeeding year, and

WHEREAS the Open Public Meetings Act (Ch 231, P.L. 1975) hereinafter referred to as the Act, authorizes a public body to make certain other determinations and take certain other actions in conformance therewith:

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon and State of New Jersey as follows:

1. Regular meetings of this Committee shall be held during the 2013 calendar year at 7:00 p.m. at the Lebanon Township Municipal Building, 530 West Hill Road, Glen Gardner, (Lebanon Township) New Jersey, on the following dates:
 - a. **The first & third Wednesday of each and every month: Jan. 16, Feb. 6 & 20, March 6 & 20, April 3 & 17, May 1 & 15, June 5 & 19, July 3 & 17, August 7 & 21, Sept. 4 & 18, Oct. 2 & 16, Nov. 6 & 20 and Dec. 4 & 18.**
2. The Township Committee may, at any meeting, hold an executive session and action may be taken on any issue of importance, which may be raised.
3. Copies of this Resolution and any revisions or modifications thereof, certified to be true copies by the Clerk of this municipality, be disseminated and distributed as required by the Act as follows:

- a. Posted and maintained throughout the 2013 calendar year on the bulletin board at the Lebanon Township Municipal Building;
- b. Faxed or hand delivered to the newspapers designated in Resolution No. 07-2013;
- c. Filed with the Clerk of this Municipality, and
- d. Mailed to such other persons as may be entitled thereto under the terms of the Act and this Resolution.

Resolution No. 07-2013- Designation of Official Newspaper

RESOLUTION NO. 07-2013

DESIGNATION OF OFFICIAL NEWSPAPER

BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that pursuant to N.J.S.A. 40:53-1 et seq. The Hunterdon Review and/or the Hunterdon County Democrat are designated as the Official Newspapers. Official notices may also be published in the Express Times, the Newark Star Ledger, and the Courier News to meet time requirements.

Resolution No. 08-2013- Payment of Taxes

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 08-2013**

PAYMENT OF TAXES

WHEREAS, R.S. 54:4-67 provides that the Township may fix the interest to be charged for non-payment of taxes or assessments on or before the date when they would become delinquent, subject to certain maximum percentages therein specified;

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, in the County of Hunterdon that taxes shall be collected quarterly on February 1, 2013, May 1, 2013, August 1, 2013 and November 1, 2013 and that interest will be charged at the rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment. There will be a ten-day grace period after which unpaid taxes will be charged interest from the due date. If computed interest is under \$1.00, there will be no charge.

BE IT FURTHER RESOLVED that, pursuant to statute, if a tax delinquency is over \$10,000.00 at the end of the year, and additional flat penalty of 6% per annum shall be imposed.

BE IS FINALLY RESOLVED THAT this Resolution shall be published in the January 9, 2013 issue of the Hunterdon Review.

Resolution No. 09-2013- Authorization to Cancel Property Tax Credits and Delinquencies

**TOWNSHP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 09-2013**

AUTHORIZATION TO CANCEL PROPERTY TAX

CREDITS AND DELINQUENCIES

WHEREAS the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey have been informed by the Tax Collector that from time to time there are property tax credits or delinquencies on certain property located within the Township of Lebanon, and

WHEREAS pursuant to N.J.S.A. 40A:5-17.1, a Resolution may be adopted by the governing body of a municipality authorizing a municipal employee to process without further action on the part of the governing body the cancellation of any property tax credit or delinquency of less than \$5.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that the Tax Collector be authorized to cancel any property tax credit or delinquency of less than \$5.00 without further action on the part of the Township Committee and that such action be noted in the Tax Duplicate for the Township of Lebanon.

Resolution No. 10-2013- Authorization to File Corrective Appeals

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 10-2013**

AUTHORIZATION TO FILE CORRECTIVE APPEALS

WHEREAS, the Township Committee of the Township of Lebanon has been informed that from time to time errors are made in computing tax assessments, and

WHEREAS, the Tax Attorney of Lebanon Township is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals.

WHEREAS, the Tax Attorney has requested the Township Committee authorize him to agree to Stipulation of Appeals on behalf of the Township, provided the Tax Assessor agrees with the proposed Stipulation of Appeal;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that the Tax Attorney for the Township of Lebanon is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, in defense of appeals filed with said Board and to sign Stipulations of Appeals on behalf on Lebanon Township, which he feels are proper and in the best interest of the Municipality.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the County board of Taxation.

This Resolution shall take effect immediately.

Resolution No. 11-2013- Authorization to Sign Documents

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 11-2013**

AUTHORIZATION TO SIGN DOCUMENTS

WHEREAS, the Mayor, Deputy Mayor, Township Clerk, Deputy Clerk, and Chief Financial Officer of the Township of Lebanon are municipal officers for the Township of Lebanon; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor or Deputy Mayor, Township Clerk or Deputy Clerk, and Chief Financial Officer be authorized to sign documents on the Township's behalf, according to law.

This Resolution shall take effect immediately.

Resolution No. 12-2013- Authorize CFO to Issue Certain Checks/Remit Payroll Taxes

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 12-2013**

**AUTHORIZATION FOR CFO TO ISSUE CERTAIN CHECKS
& REMIT PAYROLL TAXES**

WHEREAS, the Township Committee have adopted ordinances establishing procedures for the payment of claims and payroll,

WHEREAS, it is necessary for certain remittances to be paid to the State of New Jersey for pension, State Income tax deductions and fees from the issuance of dog licenses, marriage licenses and construction permits; to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions;

WHEREAS, Federal and State of New Jersey payroll taxes must be made by Electronic Fund Transfer as required by law;

WHEREAS, it is the intent of the Township Committee to pay County, local school and regional school taxes at the required intervals,

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, as follows:

1. That the Chief Financial Officer be and is hereby by authorized to prepare and the Mayor or Deputy Mayor, the Municipal Clerk or the Deputy Clerk, and the Chief Financial Officer or Treasurer be authorized to sign the following checks, all drawn against Current Fund unless otherwise noted:
 - a. Payroll checks for all employees pursuant to established schedules; payroll checks from Payroll Account and transfer of sufficient funds from Current Fund.
 - b. Remittances from the Payroll Account to the appropriate agencies for State of New Jersey and State of Pennsylvania Gross In come Tax employee deductions and employer share payable to the State of New Jersey, for State of New Jersey Public Employees and Police and Fire Retirement Systems and Contributory Insurance for employee deductions and to the SUI Reserve Fund for employee deductions as may apply, to appropriate agencies for wage executions to comply with court orders and to the appropriate entity for other voluntary payroll deductions.
 - c. Checks payable to the appropriate agency of the State of New Jersey for fees from the issuance of dog licenses, marriage licenses. (Dog license fees from the Animal Control Account).
 - d. Checks payable to the County of Hunterdon for taxes upon receipt of statement from the County Chief Financial Officer.
 - e. Checks payable to the Lebanon Township Board of Education and North Hunterdon-Voorhees Regional High School District upon receipt of statements from the respective Board Secretaries.

2. That the Chief Financial Officer is hereby authorized to remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law, such remittances to be transferred from the Payroll Fund Account.

BE IT FURTHER RESOLVED that the Chief Financial Officer shall include a statement of the issuance of such checks as listed above as part of the Financial Report presented at the next scheduled meeting.

Resolution No. 13-2013- Designation of Depositories

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 13-2013**

DESIGNATION OF DEPOSITORIES

WHEREAS, R.S. 40A:5-14 requires that the Township designate as a depository for its moneys one or more banks or trust companies having its place of business in this state; and

WHEREAS, Peapack-Gladstone Bank, PNC, TD Bank and the New Jersey Cash Management Fund are bank or trust companies meeting the qualifications of said statute and which have satisfactorily performed the function of depository banks;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon in the County of Hunterdon, that PNC, Peapack-Gladstone Bank, TD Bank and the New Jersey Cash Management Fund are hereby designated as the depository banks for the Township of Lebanon.

Resolution No. 14-2013- Cash Management Plan

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 14-2013**

CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A:5-14, Local Fiscal Affairs Law, requires that each municipality adopt a Cash Management Plan designed to assure the deposit, investment and proper disbursement of local funds;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Lebanon does hereby adopt the following Cash Management Plan:

A. Designation of Depositories

The following institutions are designated as permissible depositories for the deposit of Township funds:

Peapack-Gladstone

PNC Bank

TD Bank

and any other Federal and State Bank in the State of New Jersey

All depositories must conform to the Governmental Unit Deposit Protection Act (GUDPA) and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Township funds on deposit.

B. Deposit of Funds

All funds shall be deposited within forty eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored on a monthly basis by the CFO for the availability of funds being transferred into interest bearing accounts. Debt Service and Trust Accounts shall be maintained in accordance with Federal and State statutes regulating such funds. Payroll, Developers'

Escrow deposits and other agency funds, which represent funds of individuals and other organizations held by the Township, shall be deposited in regular, interest bearing accounts unless average daily balance is below \$1,000.00. Grant funds shall be deposited in accordance with regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided; an agreement between the Township and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

C. Investment Instruments and Procedures

The Township may purchase those investments permitted in N.J.S.A. 40A:5-15.1, which include:

- United States Treasury Bonds, Notes and Bills
- U.S. Government Agency and Instrumentality Obligations
- Bonds and other obligations of the Township of Lebanon
- Peapack-Gladstone Bank Deposits and Certificates of Deposits
- TD Bank Deposits and Certificates of Deposits
- Savings and Bank Deposits and Certificates of Deposits
- State of NJ and the State of NJ Cash Management Plan

The Township may purchase other obligation approved by the Division of Investment of the Department of Treasury for investment by local units.

Investments shall be limited to a maturity of not more than one-year unless a longer term is permitted by applicable Federal or State regulations. Allowable investments with maturities which extend beyond the end of the Township's fiscal year shall be permitted only if interest accrued on the investment is credited to the Township at the end of the fiscal year for the purpose of realizing budgetary revenue.

The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows. Bids for Certificates of Deposit will be solicited of at least three designated depositories only if the amount available for investment is \$100,000 or greater. Telephone bids will be solicited by the Chief Financial Officer, or designated staff member. Bidders shall specify the principal amount, interest, rate and maturity of the investment and transmit such bid to the Township by telefax. A check or wire transfer will be made available to the winning bidder on the same business day the bid is awarded.

Where the return on a proposed investment does not exceed the cost of making such investment, the Chief Financial Officer will not make the investment. The Chief Financial Officer shall have the discretion of award an investment to the depository wherein the funds reside, should that institution's quoted interest rate be less than other quoted rates, and the differential in interest rates is not more than twenty-five (25) basis points (0.25%), providing that the term of the investment is thirty (30) days or less. The chief Financial Officer shall have the discretion to reject all bids.

D. Disbursement of Funds

All funds shall be disbursed as authorized and directed by the Township Committee. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Township Committee a schedule of debt service, principal and interest payments and , when available a schedule of School Tax payments for the upcoming fiscal year. Upon approval of the schedules of payments by the Township Committee, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Interfunds

Purchase of Investments
Debt Service
Salary and Wages
Postage

Disbursements shall be executed via electronic wire transfer of funds by the Chief Financial Officer, or designated staff member, when that method of payment is deemed necessary or preferable by the payee, or when the amount of such payment will result in a financial benefit of the Township of Lebanon in the form of increased investment income.

E. Reporting

The Chief Financial Officer shall, prior to the last day of the month immediately following, present to the Township Committee a monthly report of cash receipts and disbursement, subject to reconciliation and periodic adjustments.

F. Bonding

The following officials shall be covered by surety bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer
Tax Collector
Municipal Clerk
Municipal Court Clerk
Municipal Court Judge

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

G. Compliance

The Cash Management Plan of the Township of Lebanon shall be subject to the approval of the Township Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

As stated in N.J.S.A. 40A:5-14, the officials(s) charged with the custody of the Township funds shall deposit then as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If, at any time, this Cash Management Plan conflicts with any regulations of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

Resolution No. 15-2013-Return Check Fee

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 15-2013**

RETURN CHECK FEE

WHEREAS, N.J.S.A. 40:5-18(a) provides that the governing body of a municipality may provide, by resolution or ordinance, for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered on the account was by check or other written instrument which was returned for insufficient funds; and

WHEREAS, N.J.S.A. 40:5-18(b) provides that whenever an account owing to a municipality is for a tax or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for enforcement of the lien.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon, that the service charge for a check or other written instrument returned for insufficient funds is hereby determined and set at \$20.00 per check or other written instrument pursuant to N.J.S.A. 40:5-18(c); and

BE IT FURTHER RESOLVED that any service charge authorized by this section shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered. In addition, the governing body may require future payments to be tendered in cash or by certified or cashier's check, N.J.S.A. 40:5-18(d).

Resolution No. 16-2013- Authorization of Redemption

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 16-2013**

AUTHORIZATION OF REDEMPTION

WHEREAS, N.J.S.A. 54:5-55 provides that where a Tax Sale Certificate has been redeemed, the Tax Collector shall, at the option of the redeeming party, either execute a Certificate of Redemption or procure and deliver to the owner a Certificate of Sale receipted for cancellation by endorsement in same manner required by law to satisfy or cancel a mortgage; and

WHEREAS, N.J.S.A. 46:18-6 provides that an instrument record-able mortgage may be canceled only by the endorsement of the executive officer of a corporation attested to by a secretarial officer of the corporation; and

WHEREAS, the Mayor of the Township is considered to be a duly authorized executive officer; and Tax Collector of the Township is considered to be duly authorized to collect taxes,

NOW, THEREFORE BE IT RESOLVED by the Township of Lebanon in the County of Hunterdon, that the Mayor and Tax Collector be designated as the duly authorized to endorse for cancellation of Tax Sale Certificates; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Township Tax Collector for insertion in her official records.

Resolution No. 17-2013- Approving the Municipal Court of North Hunterdon Budget

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 17-2013**

**APPROVING THE BUDGET OF THE
MUNICIPAL COURT OF NORTH HUNTERDON**

WHEREAS, the Township of Lebanon, Hunterdon County, New Jersey, is a Member of the Municipal Court of North Hunterdon; and

WHEREAS, the Municipal Court Committee of the Municipal Court of North Hunterdon has approved a Budget in the form attached hereto for the Calendar year 2013; and

NOW, THEREFORE, the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, hereby approves the Budget for the Municipal Court of North Hunterdon. for the Calendar year 2013.

Resolution No. 18-2013- Engaging a Municipal Court Administrator

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 18-2013**

**RESOLUTION AUTHORIZING
THE MUNICIPAL COURT OF NORTH HUNTERDON
TO ENGAGE A MUNICIPAL COURT ADMINISTRATOR**

WHEREAS, the Township of Lebanon, Hunterdon County, New Jersey, is a Member of the Municipal Court of North Hunterdon; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator for January and February of 2013; and

WHEREAS, the Municipal Court of North Hunterdon Committee has authorized the Appointment of the person named herein as the Court Administrator.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Lebanon, Hunterdon County, New Jersey, hereby ratifies the Appointment of Susan Keith as the Certified Court Administrator for the Municipal Court of North Hunterdon for January and February of 2013 at a Salary established in the Budget of the Municipal Court of North Hunterdon for the year 2013.

Resolution No. 19-2013- Tonnage Grant Application

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 19-2013**

TONNAGE GRANT APPLICATION RESOLUTION

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;

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

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

WHEREAS, A resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Township of Lebanon 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.

NOW THEREFORE BE IT RESOLVED by the Township of Lebanon Committee of the Township of

Lebanon, Hunterdon County, New Jersey, that the Township of Lebanon hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates JoAnn Fascenelli to ensure that the application is properly filed; and **BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust to be used solely for the purposes of recycling.

Resolution No. 20-2013- Appointing a Fund Commissioner

**. STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
RESOLUTION NO. 20-2013**

WHEREAS, the Township of Lebanon (hereinafter "Local Unit") is a member of the Statewide Insurance fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Lebanon that Patricia Schriver is hereby appointed as the Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that Warren Gabriel is hereby appointed as the Alternate Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution No. 21-2013- Appointing the Municipal Court and Deputy Court Administrator

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 21-2013**

**RESOLUTION AUTHORIZING THE ENGAGEMENT
OF A MUNICIPAL COURT ADMINISTRATOR
AND A DEPUTY MUNICIPAL COURT ADMINISTRATOR**

WHEREAS, the Township of Lebanon has entered into a Shared Services Agreement for a Shared Municipal Court between the Township of Lebanon and the Township of Tewksbury; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator and a Deputy Municipal Court Administrator for 2013 year; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, hereby ratifies the Appointment of Cindy Hooven as the Certified Court Administrator and Shauna Tillotson as the Deputy Court Administrator for the 2013 year.

ORDINANCES

Introduction

ORDINANCE NO. 2013-01- CAP BANK

Motion by Ms. Schriver, seconded by Mr. Milkowski and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2013-01 on first reading. (As entitled below).

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
ORDINANCE NO. 2013-01**

**CALENDAR YEAR 2013
MODEL ORDINANCE TO EXCEED THE
MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

Public Hearing will be held on January 16, 2013.

ORDINANCE NO. 2013-02

Motion by Ms. Schriver, seconded by Mr. Morrison and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2013-02 on first reading. (As entitled below).

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
ORDINANCE NO. 2013-02**

**AN ORDINANCE APPROVING THE CESSATION OF THE REGULAR MUNICIPAL
COURT CASE FUNCTIONS OF THE NORTH HUNTERDON MUNICIPAL COURT
AND APPROVING THE SHARED SERVICES AGREEMENT TO PROVIDE FOR THE
STORAGE, SECURITY AND ADMINISTRATION OF THE MUNICIPAL COURT OF
NORTH HUNTERDON'S CASE FILES AND RECORDS AND THE CONTINUATION
OF BUSINESS AS REQUIRED AFTER CESSATION OF REGULAR MUNICIPAL
COURT CASE FUNCTIONS**

Public Hearing – January 16, 2013

APPOINTMENTS

Motion by Mayor McKee, seconded by Ms Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the following appointments.

2013 APPOINTMENTS

ANNUAL 1-YEAR APPOINTMENTS

DEPUTY CLERK: Kimberly Jacobus

ASSISTANT ROAD SUPERVISOR: Kevin Rivers
ACCOUNTS PAYABLE CLERK- JoAnn Fascenelli
FIRE OFFICIAL: Gary Apgar
SPECIAL POLICE CLASS II: Alan Goracy
COAH LIAISON – Gail Glashoff
POLICE MATRON: Judy Dunlap
OFFICIAL ASSESSMENT SEARCHER: Karen Sandorse
OFFICIAL TAX SEARCHER: Mary Hyland
ISSUER OF SUBDIVISION CERTIFICATES: Gail Glashoff
STATE HISTORIAN: Vacant
POLICE MATRON: Judy Dunlap
PERC WITNESS: Howard Symonds
PERC WITNESS ALT: Jess Symonds

Motion by Ms. Schriver, seconded by Mr. Milkowski and carried by unanimous favorable roll call vote, the Township Committee approved the following standing committees.

LIBRARY COMMISSION

Art Gerlich
Jan Gibas
Barbara O'Rourke
Eva Burrell
Melanie Ryan
Georgia Cudina
Patty Wentz

HISTORIANS

William DeCoster
Susan Donavan
Victor Hoffman
Laurie Hoffman
Nina Savoia
Eileen Lebida
Tom Burrell
Carol Baker
Vacancy

RECREATION COMMISSION

Bridgett Como
Vacancy

PARK COMMITTEE

Art Gerlich
Collette Evanko
Kimberly Jacobus
Patricia Schriver
Jen Matyas
Jan Gibas
Beth Fischer
Wayne Maurer
Kirk Petrik
Eric Petrik
Charles Fortenbacker

5 yr term, expires 12/15
Fill unexpired term, expires 12/15

OPEN SPACE/ENVIRONMENTAL COMMITTEE

Douglas Diehl 3-year term, expires 12/15
Nancy Lawler 3-year term, expires 12/15
Erik Henriksen 2-year term, expires 12/14

MUSCONETCONG RIVER MANAGEMENT COUNCIL

Erik Henriksen – Liaison
Nancy Lawler – Alternate

Motion by Ms. Schriver, seconded by Mr. Morrison and carried by favorable roll call vote, the Township Committee approved the Ag Advisory Committee. AYES: Ms. Schriver, Mayor McKee, Mr. Morrison, Mr. Cryan ABSTAIN: Mr. Milkowski

AG ADVISORY COMMITTEE

Adam Ambielli
Al Nagie
Gary Milkowski

Motion by Mr. Milkowski, seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the following members.

RECYCLING COORDINATOR

JoAnn Fascenelli
Jan Gibas, Assistant

RECYCLING COMMISSION

Jan Gibas
Steve O'Reilly

BOARD OF ADJUSTMENT MEMBERS

CLASS IV: Gary Mac Queen, expires 12/16
CLASS IV: Lou Perry, expires 12/16
CLASS IV-ALT I: Joe Maurizio, expires 12/15

Mayor McKee stated that the appointment of a Class III member on the Planning Board is a Committee appointment and ask for the Committee to approve the appointment of Mr. Milkowski.

Motion by Ms. Schriver, seconded by Mr. Morrison and carried by unanimous favorable roll call vote, the Township Committee approved appointing Ron Milkowski as a Class III member.

Motion by Mr. Milkowski, seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the remaining member's appointments to the Planning Board.

PLANNING BOARD MEMBERS

CLASS I: Tom McKee, Mayor
CLASS II: Art Gerlich, expires 12/13
CLASS IV -ALT I: Marc Laul, expires 12/14
CLASS IV-ALT II: E.J. Skidmore, expires 12/13

MAYORAL LIAISONS

The following are the appointments made by the Mayor.

LIAISON TO ENVIRONMENTAL MATTERS: Committeewoman Schriver
LIAISON TO ADMINISTRATION & FINANCE: Committeewoman Schriver
LIAISON TO GRANTS: Committeewoman Schriver
LIAISON TO VETERAN'S HAVEN COMMITTEE: Committeewoman Schriver
RELOCATION ASSISTANCE OFFICER: Mayor McKee

LTCM

1/2/13

PAGE 18

LIAISON TO THE MUNICIPAL COURT OF NORTH HUNTERDON: Mayor McKee

LIAISON FOR LEGAL MATTERS: Mayor McKee

LIAISON TO THE LOCAL SCHOOL DISTRICT: Mayor McKee

LIAISON FOR SHARED SERVICES: Mayor McKee

LIAISON TO SHARED COURT OF TEWKSBURY and LEBANON TOWNSHIP: Mayor McKee

LIAISON TO FEMA: Committeeman Milkowski

LIAISON TO THE HIGHLANDS: Committeeman Milkowski

LIAISON TO COAH & OPEN SPACE COORDINATOR: Committeeman Milkowski

LIAISON TO CONSTRUCTION OF THE DPW FACILITY: Committeeman Milkowski

LIAISON TO POLICE, FIRE & RESCUE: Committeeman Morrison

LIAISON TO FOOD PANTRY: Committeeman Morrison

LIAISON TO PUBLIC WORKS: Committeeman Cryan

LIAISON TO STANDING COMMITTEES: Committeeman Cryan

TOWNSHIP CONTRACTS – AGREEMENTS

Motion by Ms. Schriver, seconded by Mr. Milkowski and carried by unanimous favorable roll call vote, the Township Committee approved entering into contracts with the following:

Zoning Officer – John Flemming
Newsletter – Design and Maintenance – Karen Newman
Website – Design and Maintenance – Karen Newman
Hunterdon Humane

NEW BUSINESS

There was no new business discussed.

PRESENTATION OF VOUCHERS

Committeewoman Schriver provided a description of vouchers exceeding \$1000.00.

Motion by Mr. Milkowski, seconded by Mr. Morrison and carried by unanimous favorable roll call vote, the Township Committee approved the Bill List in the amount of \$2,551,912.59.

PUBLIC COMMENTS

Motion by Ms. Schriver, seconded by Mr. Milkowski and carried by unanimous favorable roll call vote, the Township Committee opened the public comment portion of the meeting.

Nancy Darois, Butler Park Road, told the Committee that she wanted to thank them for doing their duty and wanted them to remember to keep doing their duty, as they know she is here almost every meeting and sometimes she will “let them have it”. She told them to stay honest and remember that they are here to take care of Lebanon Township and are appreciated for being here, and hope they have a good year.

Victor Hoffman stated that he wanted to congratulate the Committee and hope they have a good year, and stated that there is some unfinished business from last year. He asked Mr. Milkowski if he found out about the 30 days for the brush. Mr. Milkowski stated that he spoke to the DPW Supervisor and he told him that he had it under control. Mr. Hoffman asked where he would find the minutes if he were to miss tonight's meeting. The Clerk stated that they are on the webpage and posted at the Municipal Building. Mr. Hoffman stated that he had gone to the webpage and it was a little behind. The Clerk stated that the minutes had been emailed to Karen Newman on December 20 and again on January 2. It was only for the past 2 meetings. He then asked if the brush was to be put out to the curb. Mr. Milkowski stated that the DPW Supervisor and the Clerk were going to work out a way to notify the residents by putting it on the website and a phone number to contact DPW to make arrangements to have it taken care of. Mr. Hoffman stated that there was a notice on the community website. Mr. Milkowski stated that they are about three quarters of the way done with the brush. Mr. Hoffman stated that this is where he has a problem, at the last meeting nobody knew anything, here it is 2 weeks later, how can it be done three quarters of the way when there has been no public announcement approved by anybody. Mr. Milkowski stated that he left the announcement in the DPW Supervisors hands and gave him the approval to notify the public. Mr. Hoffman stated that this is the problem, the public has to be made aware of what is happening in the community and they are not. Not everybody is a subscriber of the community site, the minutes are a couple of meetings behind, there is no way that people can find out what is happening. He stated that he wanted the Mayor to find a remedy to the situation. Mayor McKee stated that he would look into it. The Clerk stated that there is a notice on the website to contact the Department of Public Works with the phone number and the Police sign is also out in front of the building stating to check the webpage to get information. Mr. Hoffman stated that it is all valid, but when he asked the question what was going on with the brush, nobody knew. Mayor McKee stated that at the last meeting it was tabled because they did not know which way they were going, whether they were going to deal with a disaster recovery company with a tub grinder, things were still being thrown around at the time. Mr. Hoffman stated that if at that point in time it was suggested that some outside help were to be brought in, which he felt was a great idea, it would save man-power and machinery, and it get it done quicker. Another point brought up was that when snow comes it would slow down the process of the cleaning. Mr. Milkowski stated that he contacted the DPW about outside help and was told that they had it under control. Mr. Hoffman stated that there was no resolution as to what was going to be done with the larger pieces.

Motion by Ms. Schriver, seconded by Mr. Milkowski and carried by unanimous favorable roll call vote, the Township Committee closed the public comment portion of the meeting.

Having no further business to come before the Committee, a motion was made by Ms. Schriver, seconded by Mr. Milkowski and carried by unanimous favorable roll call vote to adjourn the meeting at 7:03 p.m.

As prepared by Kimberly Jacobus, Deputy Clerk

Respectfully submitted,

Karen J. Sandorse, RMC/CMC
Municipal Clerk

Approved: January 16, 2013

Thomas McKee, Mayor