

**Meeting audio can be found at [lebanontownship.net](http://lebanontownship.net).**

**Lebanon Township Committee  
March 4, 2020**

**Minutes of Regular Meeting**

**CALL TO ORDER**

Mayor Mike Schmidt called the meeting to order at 7:00 p.m. and stated that in compliance with the “Open Public Meeting Act” this is a Regular Meeting of the Township Committee as published in the Hunterdon Review, the agenda has been posted at the Municipal Building and distributed to the Hunterdon Review, Courier News, the Express Times, the Hunterdon County Democrat and the Star Ledger.

**FLAG SALUTE**

Mayor Schmidt asked everyone to please stand for the Flag Salute and for a moment of silence in remembrance of Past Committeeman Frank Morrison who served two terms on the Committee, from 2008-2013

**ROLL CALL**

Present -	Mike Schmidt	Thomas McKee	Brian Wunder
	Marc Laul	Beverly Koehler	

Absent-

Also Present - Attorney Matt Lyons, Administrator James Barberio, Clerk Karen Sandorse and 3 members of the public.

**PRESENTATION OF MINUTES**

**Minutes of the Regular and Executive Session Meetings of February 19, 2020**

*Motion by Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved minutes of the Regular and Executive Session Meetings of February 19, 2020.*

**PUBLIC COMMENTS – for agenda items only.**

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

There were no comments from the public.

*Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee closed the Public Comment portion of the meeting.*

## **ORDINANCES**

### **Introduction – Ordinance 2020-03**

Mr. Laul stated that with the anticipated closing of the bridge on Route 513, for repairs, this ordinance will help the police to enforce the truck route that the County has designed. The County said that they would provide the necessary signs if the Township adopts an ordinance.

*Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2020-03, on first reading, as entitled below.*

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
ORDINANCE 2020-03  
AN ORDINANCE REGARDING  
TEMPORARY WEIGHT RESTRICTIONS

**Public Hearing to be held on March 18, 2020**

## **OLD BUSINESS**

### **Municipal Office Door Replacement – Change of Contractor**

Mayor Schmidt said that over a year ago new doors were ordered for the Municipal Office. There have been a number of delays from the vendor who the doors were ordered from. The doors are now to be delivered in March. The general contractor who quoted the installation would like to transfer the contract to the subcontractor for the same terms and conditions.

*Motion by Mr. Wunder, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee rescinded the contract with Distinctive Builders for the installation of the municipal office doors.*

*Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee awarded a contract to Malone Construction with the same terms and conditions as Distinctive Builders, to install doors near the Committee meeting room and reception area, at a cost of \$12350.00.*

### **Township Appreciation Event**

Mr. Laul had nothing to report at this time.

## **ADMINISTRATOR UPDATE**

Mr. Barberio informed the Committee that he is close to finalizing the Policy and Procedures manual and will be sending it to Attorney Lyons for his review. It should be completed by April. Mr. Barberio is also working on harassment training for elected officials, employees and volunteers.

Mr. Barberio said that he will be meeting with two representatives from CWA to offer the proposal provided by the Township Committee.

Starting in April, Mr. Barberio will be conducting staff meetings which will be held the Wednesday before each Committee meeting.

Mr. Barberio created an overtime and comp time spreadsheet. He will be providing the Committee with a year to date analysis for each Department on a monthly basis at Committee meetings.

Mr. Barberio stated that he, the Municipal Clerk, Police Chief and DPW Manager had an introductory meeting with PMA Group, Statewide Insurance and Groendyke Insurance. They will be able to assist the Township with Risk Management matters, harassment training and safety controls.

Mr. Barberio will also be creating a spreadsheet for payroll.

## **NEW BUSINESS**

Mayor Schmidt stated that there was a conference call held yesterday with Governor's Office relative to the Coronavirus (COVID-19). There were no active cases in NJ as of 4 p.m. yesterday. The call was mostly to start a communication line. As events may require local action, the communication will filter through the Hunterdon County Health Department to the municipalities. The call was to let those know that there is a communication infrastructure being put into place.

Mr. Wunder stated that he assisted the Food Pantry with an ice issue that they had.

Mr. Wunder attended an event at Veteran's Haven, as the Township's liaison and a member of Rolling Thunder and assisted in serving meals to the veterans. Chapter 3 Rolling Thunder holds an event at Veteran's Haven the 2<sup>nd</sup> Tuesday of each month.

Mr. Wunder has an email out to Meals on Wheels as he would like to participate in delivering meals.

## **PRESENTATION OF VOUCHERS**

Committee Members provided a description of vouchers exceeding \$1000.00.

*Motion by Mr. Laul, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved the March 4, 2020 bill list in the amount \$71,421.49*

**CORRESPONDENCE**

- a. Curator's Mini Report and Events

**PUBLIC COMMENTS**

*Motion by Mr. Wunder seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee opened the Public Comment portion of the meeting at 7:19 p.m.*

There were no comments from the public.

*Motion by Mr. Laul, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee closed the public comment portion of the meeting at 7:19 p.m.*

**ADJOURNMENT**

Having no further business to come before the Committee a motion was made by Mr. Laul seconded by Ms. Koehler and carried by unanimous favorable roll call vote to adjourn the meeting at 7:21 p.m.

Respectfully submitted,

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Karen J. Sandorse, RMC/CMC  
Municipal Clerk

Approved: March 18, 2020

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Mike Schmidt, Mayor