

Meeting audio can be found at lebanontownship.net.

**Lebanon Township Committee
March 18, 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 longtime Volunteer Fireman Lou Perry and two Servicemen recently killed in Iraq.

Mr. McKee made statements in honor of Mr. Perry.

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 1 members of the public.

PRESENTATION OF MINUTES

Minutes of the Regular Meeting of March 4, 2020

Motion by Ms. Koehler, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved minutes of the Regular Meeting of March 4, 2020.

PUBLIC COMMENTS – for agenda items only.

Motion by Ms. Koehler, seconded by Mr. Laul 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.

RESOLUTIONS

Resolution No. 32-2020 – Transfers

Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 32-2020 as written below.

Township of Lebanon
County of Hunterdon
State of New Jersey
Resolution No. 32-2020
Transfers

WHEREAS, various 2019 bills have been presented for payment this year, which bills were not covered by purchase order and or recorded at the time of transfers between the 2019 Budget Appropriations in the last two months of 2019; and

WHEREAS, NJSA 40A:4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the proceeding year, and allow transfers to be made from unexpended balances during the first three months of the succeeding year;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon, in the County of Hunterdon and State of New Jersey, that the Chief Financial Officer is hereby authorized and directed to make the following transfers so that the above mentioned bills may be paid in 2020:

	<u>From</u>	<u>To</u>
<u>Municipal Budget</u>		
Finance - O&E		223.82
Tax Assessor - O&E		2,678.84
Legal - O&E	3,776.37	
Police Department - O&E		286.59
Recycling - O&E		56.86
Phone		530.26
Total	<hr/> <u>3,776.37</u>	<hr/> <u>3,776.37</u>

Resolution No. 33-2020 - Resolution Authorizing the Application for the Temporary Re-Assignment of, and Request for a Waiver for a SLEO III Law Enforcement Officer to Serve as a SLEO II Law Enforcement Officer During The Covid-19 Pandemic, Subject to the Police Training Commission, State of New Jersey, Department of Law & Public Safety, Division of Criminal Justice and for the Formal Reassignment Of SLEO III to SLEO II

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 33-2020 as written below.

TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON, NEW JERSEY
RESOLUTION NO. 33-2020
RESOLUTION AUTHORIZING THE APPLICATION FOR
THE TEMPORARY RE-ASSIGNMENT OF, AND REQUEST FOR A WAIVER FOR A SLEO
III LAW ENFORCEMENT OFFICER TO SERVE AS A SLEO II LAW ENFORCEMENT
OFFICER DURING THE COVID-19 PANDEMIC,
SUBJECT TO THE POLICE TRAINING COMMISSION, STATE OF NEW JERSEY,
DEPARTMENT OF LAW & PUBLIC SAFETY, DIVISION OF CRIMINAL JUSTICE
AND FOR THE FORMAL REASSIGNMENT OF SLEO III TO SLEO II

WHEREAS, the Township of Lebanon Police Chief believes it is beneficial to re-assign the SLEO Class III Law Enforcement Officers to serve as a SLEO Class II Law Enforcement Officers during the COVID-19 Pandemic; and

WHEREAS, the Municipality desires the Police Chief to process and submit the appropriate Application to the Police Training Commission of the State of New Jersey, Department of Law & Public Safety, Division of Criminal Justice to reassign the SLEO Class III as SLEO Class II's, during these emergency conditions as outlined in Exhibit attached hereto; and

WHEREAS, the Mayor and Committee have reviewed the attached and find that it is in the best interests of the Township to approve the Temporary Reassignment of the SLEO III Law Enforcement Officers to serve as a SLEO II Law Enforcement Officers.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, County of Hunterdon, New Jersey, that the Mayor and the Police Chief are hereby authorized to execute on behalf of the Township the Waiver in the form attached hereto.

BE IT FURTHER RESOLVED, that the Law Enforcement Officers are hereby reassigned from SLEO Class III to SLEO Class II for the duration of the Pandemic or further formal action of the Township Committee conditioned upon the approval by the Police Training Commission.

Resolution No. 34-2020 - Payment of Re-Occurring Expenditures

Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 34-2020 as written below.

RESOLUTION NO. 34-2020
TOWNSHIP OF LEBANON
HUNTERDON COUNTY, STATE OF NEW JERSEY
A RESOLUTION BY THE TOWNSHIP OF LEBANON, COUNTY OF HUNTERDON
AND STATE OF NEW JERSEY TO AUTHORIZE THE PAYMENT OF
RE-OCCURRING EXPENDITURES BY THE TOWNSHIP MAYOR AND THE
TOWNSHIP CHIEF FINANCIAL OFFICER IN THE EVENT OF THE
CANCELLATION OF A REGULARLY SCHEDULED MEETING IN 2020

WHEREAS, Governor Murphy, on March 9, 2020, issued Executive Order No. 103, declaring a State of Emergency pursuant to N.J.S.A. App.A.:9-33, et seq., and a Public Health Emergency as contemplated by N.J.S.A. 26:13-1, et seq., within the State of New Jersey, effective immediately until further notice by the Governor that an emergency no longer exists; and

WHEREAS, the Township of Lebanon is undertaking the necessary steps to insure the continued functioning of government and the allocation of resources on an emergent basis; and

WHEREAS, in the event the regularly scheduled meetings of the governing body are canceled, government must be prepared to continue to proceed with necessary services and payment of certain expenditures.

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

1. The Township Committee hereby authorizes the Township's Mayor to disburse and/or authorize payment, subject to the availability of funds, for re-occurring necessary expenses in the event that the Township Committee cancels a regularly scheduled meeting of the governing body.
2. In the absence of the Township's Mayor, the Township's Chief Financial Officer is hereby authorized for same.
3. Those disbursements that are made by the Township's Mayor and/or the Township's Chief Financial Officer will be placed on the next meeting bill list for full disclosure to the public.

OLD BUSINESS

Harlin and Leslie Parker – Request to Extend Approval for Trailer on Property

Mr. and Mrs. Parker are requesting an extension of approval for the trailer they are living in on their property while their home is being built. Work is proceeding and they hoping to be completed within the next few months.

Motion by Mr. McKee, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved the Parker's extension of time, for 90 days, with the Parker's being responsible to come back to the Committee for another extension, if necessary.

Schedule Meeting for Police Officer Interviews

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee scheduled a Special Meeting to conduct Police Interviews, to be held on April 1, 2020, at either 5:00 or 5:30 p.m., depending on the number of candidates to be interviewed.

Budget Update

The Committee agreed that the Budget Work Session they had was very productive and it is not necessary to hold additional meetings.

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee canceled the March 19th and March 26th Budget Work Sessions.

ADMINISTRATOR UPDATE

Mr. Barberio informed the Committee that he had his first negotiating meeting with the CWA and he feels that it went well. They will be meeting again on April 8th after Mr. Barberio meets with the subcommittee to discuss concerns raised.

Mr. Barberio said that due to the COVID-19 Pandemic he will not begin staff meetings in April as stated in a previous meeting.

Mr. Barberio said that he spoke with Engineer Steve Risse and DPW Manager Warren Gabriel and he feels that it is time to put the Anthony Rd. and Sliker Rd. Project out to bid. Engineer Risse is updating the bid packet and then it will be sent to the QPA so it is put out properly. Mr. Wunder requested to see a copy of the plans for the project.

Mr. Barberio said that Harassment Trainings will be put on hold with the pandemic.

Mr. Wunder stated that he would like to see employee evaluations conducted. Discussion held.

NEW BUSINESS

COVID-19 Update

Mayor Schmidt stated that since the last meeting he, the Clerk and the Administrator have been watching the COVID-10 matter develop day by day. They met on Monday morning to discuss a short-term plan to bring to the Committee.

First and foremost, the health of the employees and the public is the primary consideration while also considering continuity of Township functions. Mayor Schmidt stated that it was agreed to close the buildings to the public but the employees will report to work and may be contacted via telephone or email. A filing cabinet has been placed outside of the Municipal Office door for drop off and pick up of documents. It was decided that some employees can stagger the time spent in the office while others can work from home and come in on an as needed basis.

The Township Fire Official is taking direction from the State but he will only be inspecting vacant homes. Attorney Lyons stated that there is an obligation of the resident to inform the inspector if they have traveled or have been exposed to the Coronavirus.

Mayor Schmidt stated that on Tuesday morning Mr. McKee convened a meeting with the Mayor, OEM Coordinator Joe Maurizio, members of the Fire/EMS Department, Police Chief Rautenberg, the Township Administrator and Clerk Sandorse to ensure that everyone follows a communication chain. Mr. McKee stated that the Committee needs to be informed of any actions being taken by OEM, promptly, before it is sent to the public. The meeting also included discussion on ensuring that the First Responders have the equipment they need, and if they were to run out, what resources they have to replenish them. This will be handled by the local OEM who will reach out to the County OEM for assistance. Discussion was also held on community settings, such as, nursing and convalescent homes and day care centers. Mr. Barberio was asked to reach out to the Township's nursing and convalescent homes to see how visitation is being handled and if they are receiving guidance from the State. Elections and polling districts were also discussed.

The Committee held a discussion on other towns adopting an Emergency Declaration; however, it was decided that it is not necessary to do so at this time. Mr. Maurizio agreed with the Township's position and in speaking with the Hunterdon County OEM Coordinator was advised that the State and County have declarations in place, which the Township will follow, so there is no need to adopt one at this time. This may change as the matter unfolds, however.

Attorney Lyons informed the Committee that the OEM Coordinator can make decisions on behalf of the Township but does have an obligation to confer with the Township Committee. The Coordinator does have the final say.

Discussion was held on the use of the park and pavilion rentals. It was determined that private pavilion rental events are to be canceled through the end of May along with all community organized recreation events. The Park will remain open to the public with the police dispersing groups larger than State guidelines.

The Committee decided that all standing committee meetings are to be canceled through the end of May. If there is something pressing that needs to be addressed, the Chairman should contact the liaison to work something out. The Board of Adjustment and Planning Board are exempt.

Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee canceled all standing committee meetings, through the end of May, unless they contact their liaison. This does not include the Planning Board or Board of Adjustment.

Motion by Mr. Laul, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee closed all Township buildings to the public until the State of Emergency is lifted. Residents are encouraged to contact the staff via email or telephone to make appointments. Appointments will be considered on a case by case basis, based on time sensitivity and the pandemic status.

Motion by Mr. McKee, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee canceled all private events using municipal facilities, through the end of May, with all deposits to be reimbursed. Notification is to be sent to all private rentals, through the end of July, informing them that their event is subject to cancellation if the State of Emergency has not been lifted.

Motion by Mr. Laul, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee canceled the Township Appreciation Event.

Ms. Koehler asked if there is protocol for EMS when they receive calls. Mr. McKee said that dispatch is screening the calls that come in to alert EMS of potential cases. Mr. McKee said that there is also protocol when a potential patient is transported. The crew will be detained until the ambulance and equipment are disinfected. Mayor Schmidt said that EMS will be notified if there is a potential patient at a location but the public is not advised.

Discussion was held on moving forward with holding the Committee meetings and the attendance of the Committee at the meetings.

Appraisal Proposals - Nicholson Land Acquisition

Mayor Schmidt stated that three quotes have been received for the Appraisal work to be done for the Nicholson Land Acquisition. The proposals range from \$2350 to \$2750 with the middle at \$2400. NJWSA has agreed to pay half of the cost for the appraisals. Mayor Schmidt recommended awarding the quotes to Norman Goldberg, Inc. although he is \$50 higher than the lowest quote. Mayor Schmidt noted that the Township has worked with Mr. Goldberg's company before so we are familiar with them and there is high confidence that they have the knowledge to work through the Green Acres procedures. Mayor Schmidt said that the cost will come from the Open Space Funds.

Motion by Mr. McKee, seconded by Mr. Laul and carried by favorable roll call vote, the Township Committee awarded the contract to Norman J. Goldberg, Inc. for Appraisal Services for Block 49 Lot 89, 16-24 Shady Lane in the amount of \$2400.00 AYES: Koehler, Laul, McKee, Schmidt NAYS: Wunder

DPW Manager's Request to Seek Bids for Blacktop

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved the DPW Manager's Request to seek bids for Road Materials. A notice relating to the dropping off of bids, due to the Coronavirus, needs to be outlined in the bid specs.

DPW Manager's Request to Seek Applications for Summer Help

The DPW Manager is requesting to seek applications for two Seasonal Help employees. The salaries will range from \$15.00 -\$17.50 per hour, depending on experience, with the cost coming out of Clean Communities. The DPW Manager will review applications with Ms. Koehler for a recommendation to the Township Committee for appointments.

Motion by Mr. Laul, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee authorized the DPM Manager to advertise for two Seasonal Employees.

Museum at New Hampton – Sheetrock Repairs and Painting Proposals

Mayor Schmidt said that the electrical work at the Museum has left some holes that need to be repaired and the ceiling is in need of painting. A few quotes were received for the work to be done. Mayor Schmidt recommended Zemanek’s Painting and Paperhanging as he provided the lowest quote at \$1335, he is a Township resident and also painted the exterior of the Museum approximately 12 years ago.

Motion by Mr. Wunder, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved the proposal from Zemanek’s Painting and Paperhanging at \$1335 to paint and paper hang in the Museum.

Certification to Comply with Requirements – 2019 Recycling Tonnage Report

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved the Certification to Comply with Requirements and authorized the Mayor to sign.

Zoning Officer Liaison Resignation

Mayor Schmidt stated that the current Zoning Officer Liaison is stepping down from the position. Mayor Schmidt appointed Ms. Koehler to take over the position.

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 18, 2020 bill list in the amount \$87,046.19

CORRESPONDENCE

- a. Curator’s Report
- b. Recycling Coordinator – 2020 Spring Clean Up Date
Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved holding the 2020 Spring Clean Up Date on April 18, 2020 with no personal interaction with the public.
- c. Recycling Coordinator – 2020 Paper Shredding Event
Motion by Mr. Laul seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved the 2020 Paper Shredding Event to be held on September 5, 2020 at the DPW Facility from 9:00 a.m. to 12:00 p.m.
- d. February 2020 Animal Control Report

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 8:28 p.m.

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 at 8:28 p.m.

ADJOURNMENT

Having no further business to come before the Committee a motion was made by Mr. Wunder, seconded by Mr. McKee and carried by unanimous favorable roll call vote to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Karen J. Sandorse, RMC/CMC
Municipal Clerk

Approved: April 1, 2020

Mike Schmidt, Mayor