

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 honor of our Servicemen and Women and First Responders.

ROLL CALL

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

Absent-

Also Present - Attorney Matt Lyons, Clerk Karen Sandorse and 8 members of the public.

PRESENTATION OF MINUTES

Minutes of the Executive Session of February 6, 2019 #2 – Tabled

Minutes of the Special Meeting and Executive Session of March 6, 2019

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved minutes of the Special and Executive Session meetings of March 6, 2019.

Minutes of the Regular Meeting and Executive Session of March 6, 2019

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved minutes of the Regular and Executive Session meetings of March 6, 2019.

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.

No Comments from the Public.

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

PROCLAMATIONS

Ruth Hahn for her 101st Birthday

Motion by Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the below written Ruth Hahn Proclamation.

PROCLAMATION
RECOGNIZING THE 101ST BIRTHDAY OF MRS. RUTH HAHN

WHEREAS, longevity of life is a blessing for an individual and for a community which benefits from the knowledge and experiences this individual brings to all; and
WHEREAS, Mrs. Ruth Hahn was born in a house on Sharrer Road on March 18, 1918 and has lived her entire life in Lebanon Township; and
WHEREAS, Ruth milked cows on the family farm, played kick the can and marbles, attended Mt. Lebanon School and ran barefoot most of the time; and
WHEREAS, from a young age Ruth was very involved with the Mt. Lebanon Grange, her father Eugene Sharrer being its founder; and
WHEREAS, Ruth met her future husband, George Hahn, during a square dance at the Mt. Lebanon Grange, had two children, nine grandchildren, eleven great-grandchildren and ten great-great grandchildren; and
WHEREAS, to provide supplemental income for her family, Ruth worked as a nurse's aide at the New Jersey State Sanatorium, as a driver for the Polt Bus Company, and at the egg factory in Flemington; and
WHEREAS, Ruth believes "everything in moderation" is the secret to longevity; and
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Committee of the Township of Lebanon hereby recognize and celebrate this milestone in her long and remarkable life.

National Poison Prevention Week

Motion by Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the below written National Poison Prevention Week Proclamation.

Proclamation NATIONAL POISON PREVENTION WEEK

WHEREAS, Congress designated the third full week in March to be National Poison Prevention Week (NPPW) in 1961 and since then this week has helped to raise national awareness of the dangers of potentially poisonous medicines, household chemicals, and other substances; and WHEREAS, poisoning is a preventable illness! From the youngest to the oldest, all people and even pets are at risk; and

WHEREAS, poison centers across the country will focus the public's attention on identifying poisoning hazards at home as well as learning ways to prevent poisoning emergencies; and WHEREAS, a poison is defined as anything that is taken in the wrong amount, in the wrong way or by the wrong person; and

WHEREAS, unintentional poisoning is the leading cause of unintentional injury death in New Jersey outnumbering deaths by motor vehicles and firearms; and

WHEREAS, drug overdose deaths including those from prescription and over-the-counter medications, as well as illegal drugs such as heroin and methamphetamines remain at epidemic proportions for both New Jersey and the United States.; and

WHEREAS, in approximately 94% of unintentional poison death nationally and 96% in New Jersey, drugs are the poison; and

WHEREAS, although the majority of reported poison exposures involve children five (5) years old and younger; the majority of poisoning deaths occur in adults aged 20 to 59; and

WHEREAS, lead poisoning remains a major public health concern. Elevated blood lead levels can cause significant and permanent damage to the health and wellbeing of a young child. There is no safe level of lead. Stop a child's exposure to lead before it causes harm; and

WHEREAS, the New Jersey Poison Information and Education System (NJPIES), a division of the Department of Emergency Medicine of the New Jersey Medical School of Rutgers, The State University of New Jersey, provides expert advice, drug information, and poison prevention education to NJ residents through the 800-222-1222 Poison Help Hotline; and

WHEREAS, all services are free, confidential, multilingual and available 24 hours a day, 7 days a week, 365 days a year even during bouts of Mother Nature; and

WHEREAS, the public can contact a poison expert by calling (1-800-222-1222), chatting (www.njpies.org), or texting (8002221222@njpies.org); and

WHEREAS, consumers must be aware that e-cigarette devices, hookah pipes and liquid nicotine may contain very high doses of nicotine in enticing colors, aromas, and flavors – increasing the likelihood that small children and pets will focus their attention on them. These products pose serious risk of poisoning; and

WHEREAS, poison experts urge residents to use our services as a resource for poison and drug information instead of consulting the internet for information that may not be accurate; and

WHEREAS, we encourage all residents to program the Poison Help Line 800-222-1222 into home, office, and cell phones because a rapid response can make a difference in preventing serious injury and saving lives; and

WHEREAS, poison centers help to eliminate thousands of unnecessary and expensive emergency department visits by offering callers access to free, confidential medical advice; and

WHEREAS, NJPIES is also involved with the state's efforts in homeland defense, counter-terrorism, emergency preparedness and response, bio surveillance, and surveillance for clusters of poisonings and their sources (products, food and beverages, chemicals in the workplace and at

home, environmental toxins, drugs and medicine, and animal and insect bites and stings);

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Lebanon do hereby proclaim the week of March 17-23, 2019 as National Poison Prevention Week in New Jersey and encourage all citizens to pledge their commitment to ensuring the safety of themselves, their families, and their community.

American Red Cross Month 2019

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved the below written American Red Cross Month Proclamation.

AMERICAN RED CROSS MONTH 2019

A Proclamation

More than 137 years ago, the American Red Cross was established as a humanitarian organization, guided by seven fundamental principles—including humanity, impartiality and independence—to provide services to those in need regardless of race, religion, gender, sexual orientation or citizenship status. Today, the American Red Cross is one of the largest humanitarian organizations in the world, and delivers its mission every day to prevent and alleviate human suffering in the face of emergencies.

Every year, the American Red Cross responds to an average of more than 62,000 disasters across the country, from small home fires to devastating massive disasters. Last year's large crises included mudslides in California, a volcano in Hawaii, wildfires in Colorado and California, destructive hurricanes in Florida and the Carolinas, and a devastating typhoon in U.S. territories. Thousands of American Red Cross volunteers provided around-the-clock shelter for disaster victims, served millions of meals and snacks with partners, and distributed millions of relief items.

In New Jersey, the Red Cross has a long history of helping our neighbors in need. The Red Cross New Jersey Region assisted with 902 local disasters in the past year alone and helped save lives through our Home Fire Campaign. Since the campaign launched in October 2014, the New Jersey Region has worked with community partners to install more than 31,761 smoke alarms. Meanwhile, in our area, the Red Cross handles an average of 5,100 emergency military calls every year and collects an average of 95,000 units of blood from our generous blood donors. March is Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community. The Red Cross depends on these local heroes to deliver help and hope during a disaster. We applaud our heroes here in New Jersey who give of themselves to assist their neighbors when they need a helping hand.

The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on volunteers and the generosity of the public to perform its mission.

NOW, THEREFORE, we, the Township Committee of the Township of Lebanon do hereby proclaim March 2019 as Red Cross Month and encourage all Americans to support this organization and its noble humanitarian mission.

RESOLUTIONS

Resolution No. 33-2019 – Green Acres Supplemental Grant Application

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 33-2019 as written below.

**TOWNSHIP OF LEBANON
HUNTERDON COUNTY, NEW JERSEY
RESOLUTION 33-2019
SUPPORTING AND AUTHORIZING APPLICATION FOR GREEN ACRES
SUPPLEMENTAL FUNDING FOR PLANNING INCENTIVE GRANT**

WHEREAS, in December 2017 the Township of Lebanon adopted an Open Space and Recreation Plan that identified 140 parcels of land as Preservation Priorities to meet the objectives of the Plan; and

WHEREAS, preservation of Open Space provides a benefit to the Township and to the State of New Jersey and areas beyond through conservation of environmentally sensitive lands and wildlife habitat while creating a public asset for passive recreation and preserving scenic vistas and the rural character of the Township of Lebanon; and

WHEREAS, the Township collects an Open Space tax that was established by referendum of the residents that can be leveraged when used as matching funds for a New Jersey Department of Environmental Protection Green Acres grant; and

WHEREAS, the Township of Lebanon has in place a Green Acres Planning Incentive Grant with zero remaining balance that is eligible for Supplemental Funding; and

WHEREAS, the Green Acres program is accepting applications for Supplemental Funding of the Planning Incentive Grant to be used over the next two years with an application deadline of March 30, 2019; and

WHEREAS, the Township of Lebanon Environmental and Open Space Commission has endorsed applying for Supplemental Green Acres Funding.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, in the County of Hunterdon, that \$350,000 of Supplemental Funding be requested from Green Acres for the Planning Incentive Grant of the Township of Lebanon and that the Mayor is hereby authorized to execute the documents for such application.

Resolution No. 34-2019 - QPA Purchasing Procedures

Motion by Mr. Wunder, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 34-2019 as written below.

**TOWNSHIP OF LEBANON
HUNTERDON COUNTY, NEW JERSEY
RESOLUTION No. 34- 2019**

**RESOLUTION OF THE TOWNSHIP OF LEBANON, COUNTY OF HUNTERDON, STATE OF
NEW JERSEY,
ESTABLISHING A PURCHASING PROCEDURE FOR THE ISSUANCE OF A
CERTIFICATE OF AVAILABILITY OF FUNDS FOR UTILIZATION BY
THE QUALIFIED PURCHASING AGENT**

WHEREAS, the Township of Lebanon has a Qualified Purchasing Agent which is provided by the Township of Holland pursuant to a Shared Services Agreement; and

WHEREAS, the Qualified Purchasing Agent needs to obtain a Certificate of Availability of Funds prior to effectuating a purchase; and

WHEREAS, the Township of Lebanon follows a policy whenever practicable to require prior Committee approval for purchases in an amount greater than \$1,000; and

WHEREAS, circumstances may arise when there is a benefit to the Township, particularly when public safety is implicated, to effect a purchase without the delay caused by the procedure for formal prior Committee approval; and

WHEREAS, for the purpose to ensure an orderly process regarding the purchase of goods and services on behalf of the Township by the Qualified Purchasing Agent, it is necessary to establish a purchasing procedure when formal Committee approval is not practicable.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, in the County of Hunterdon, that the Township of Lebanon hereby establishes a purchasing procedure when there has not been formal Committee prior approval whereby the CFO shall obtain a completed Purchasing Memorandum (a copy of which is attached hereto as Exhibit "A") signed by two Committee members, to include a combination of the Mayor or Deputy Mayor and the Committee liaison to the department requesting the purchase, prior to the issuance of any Certificate of Availability of Funds intended to be utilized by the Qualified Purchasing Agent; and

BE IT FURTHER RESOLVED, that no Committee member, including the Mayor and Deputy Mayor, is authorized to sign a Purchasing Memorandum for a purchase that has been voted against by a majority of the Committee in the preceding twelve months.

OLD BUSINESS

Revaluation Program

A draft letter was prepared by Professional Property Appraisers, Inc. to be sent to the residents notifying them of the impending Revaluation, as well as, a question and answer brochure. The letter was reviewed by Attorney Lyons and the Mayor and will be sent out as soon as they are approved by the Committee.

Motion by Mr. Laul, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved the Revaluation draft letter and brochure that was prepared by Professional Property Appraisers, Inc., to be sent to the Township residents at the earliest time possible.

Public Meeting Date and Time

Mayor Schmidt stated that Professional Property Appraisers, Inc. will be holding public information sessions for the residents. PPA will be present, as well as the Assessor and the Township Attorney, to answer any questions that are raised.

Motion by Mr. Laul, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee scheduled the Revaluation public information meetings to be held on April 10, 2019 at 2 pm and 7 pm, with a backup date of April 16, 2019, at 7 pm, if deemed necessary.

2018 Tax Map Conversion Cost Overage

Ms. Pam Mathews, of Van Cleef Engineering, was present to speak to the Committee about the cost overage for the 2018 Tax Map Conversion. Ms. Mathews had provided the Committee with an estimate of \$38,750.00 for the conversion of the Township's 25 page Tax Map. Ms. Mathews informed the Committee that she anticipated keeping the maps at the same scale but due to a mix of smaller lots and larger lots being on the same sheet it was impossible to keep the detail required on the smaller lots. A 2 acre lot, at the 400 scale, was just not clear. The original 25 page map, developed into a 49 page map, at a larger scale, which incurred extra time and labor.

Motion by Mr. Laul, seconded by Ms. Koehler and carried by favorable roll call vote, the Township Committee approved a payment to Van Cleef Engineering, in the amount of \$11,250.00, for the added work to the Tax Maps, at a total cost of \$50,000. AYES: Laul, Koehler, Schmidt NAYS: Wunder, McKee

Potential Shared Services with Tewksbury Township

Tabled to Executive Session with potential action when the public meeting reconvenes.

Assistant Library Clerk Position

Tabled to Executive Session with potential action when the public meeting reconvenes.

Boy Scout Shed

Mayor Schmidt said that between the Recreation Commission and the Police it is possible to free up a shed, located behind Fire Station #2, for the Boy Scout's use. The shed is in need of significant maintenance and roof repair. Mayor Schmidt proposed to permit the Boy Scouts to use one of the sheds if they make the necessary repairs with the Township providing the materials.

The Township Attorney informed the Committee that there is no protection under the Tort Claims Act as no one can waive a child's rights. The Attorney will draft an agreement to reduce the risk of exposure for the Township, with restrictions included. Mr. Laul will provide Attorney Lyons with the Boy Scout guidelines.

Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee permitted the Boy Scouts to repair and use a shed with an Agreement drafted by Township Attorney.

NEW BUSINESS

Harlin and Leslie Parker - Request for Placement of Trailer

Leslie and Harlin Parker informed the Committee that they are trying to sell their home in Long Valley and plan to build a house at 23 Dewey Lane. There is an upgraded septic system on the property and a well that needs to be replaced. The Parker's are having difficulty selling their existing home with the housing market being as it is. They have had to lower the price of the house and size down the plans for their new home. They are having trouble finding a place to rent while their house is built as they have 2 large dogs and 3 cats. They would like to buy a 35 ft. RV Trailer to live in, on the property, while the house is being built. The RV can be hooked up to the upgraded septic system, the required new well and the electric. The Parker's anticipate that their home should be built in 6 to 9 months. The RV will be returned once they receive a Certificate of Occupancy.

Mayor Schmidt noted that the Township's Ordinance states that the Township Committee will need to determine if a hardship exists, in order to grant a 90 day permit, which will need to be renewed every 90 days.

The Parker's informed the Committee that the RV will not be parked on the property until the sale of the current home and when they are ready to occupy it.

The well tests came back poorly so a new well will be drilled prior to the RV being placed on the property. Attorney Lyons said that the well water test must come back clean prior to the trailer being placed on the property. The Secretary of the Board of Health can receive the test results to insure compliance.

Mr. McKee asked how the electric will be run to trailer. Mr. Parker said that there is a pole on the property in the location where the trailer will be placed. An electrician will connect the electric.

Mr. Wunder asked when Mr. Symonds certified the septic. The Parker's noted that it was in the Spring of 2018.

The Committee determined that the Parkers have a hardship by having to lower the sale price of their home due to economic situations, they cannot find a place to rent due to their family pets and they have no family to stay with the meanwhile.

Mr. Laul said that they must prove that they are moving forward with the construction.

Motion by Mr. Laul, seconded by Ms. Koehler and carried by favorable roll call vote, the Township Committee granted the use of a temporary trailer, on private property, in accordance with Section 34-344-16 due to hardship as established by the purchase of the property and the need to sell the existing residence, in another town, in order to move to Lebanon Township and due to the real estate market, as well as unique issues the applicants have with regard to their family pets and the inability to place them or obtain suitable rental accommodations during the construction, the permit thereafter being subject to various conditions and restrictions that the applicants have agreed to, including that they will provide proof of septic, proof of a successful water test, and that the portion of occupancy shall not commence until a building permit is pulled and that the applicants also acknowledge that this approval must be renewed every ninety days and that it is their burden to come in and seek that renewal. AYES: Laul, Koehler, McKee, Schmidt NAYS: Wunder

Class II Officer Wage Increase

Mayor Schmidt noted that it has come to the Committee's attention that Alan Goracy, Class II Officer, who is not a member of a Collective Bargaining Unit, has not had a wage increase since 2014.

Motion by Mr. Laul, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved a wage increase for Class II Officer, Alan Goracy, at the same wage percentage increases provided to the statutory and supervisory employees over the past year. This would result in going from \$22.86 per hour, with a cumulative 7% increase, with retro pay, to \$24.45 per hour.

DPW Manager's Request to Seek Applications for Summer Help

The DPW Manager is requesting to seek applications for two summer employees. The proposed salaries will be \$15 to \$17.50 per hour and will be paid through Clean Communities. The salary will hopefully allow for a well-qualified candidate with the possibility of having a full time position available in the fall.

Motion by Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee authorized the DPM Manager to advertise for two seasonal employees.

DPW Manager's Request to Purchase a Multiquip Concrete Mixer

The DPW Manager is requesting to purchase a new concrete mixer as a recent Peosh inspection determined that there were not enough current safety features on the existing mixer. The DPW Manager obtained 3 quotes with the lowest being from Montaque Tool & Supply.

Motion by Mr. Laul, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee approved the DPW Manager's Request to purchase a Multiquip Concrete Mixer from Montaque Tool & Supply at a cost of \$2799.95.

DPW Manager's Request to Seek Bids for Black Top

Motion by Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the DPW Manager's Request to seek bids for Road Materials.

Assessor and Zoning Officer Evening Hours

Mayor Schmidt said that the Zoning Officer is proposing to change his hours to work one day and one evening per week. The Tax Assessor has agreed to work on Thursday evenings also so there is more than one employee working in the building. Mr. Laul suggested having a door bell installed and for the door to remain locked.

Motion by Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the Assessor and Zoning Officer working on Thursday evenings, on a regular basis, and for a door bell to be installed.

Recreation Member Resignation – Jason Juskiewicz

Motion by Ms. Koehler, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee accepted the resignation of Jason Juskiewicz, from the Recreation Commission, with regrets.

PRESENTATION OF VOUCHERS

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

Motion by Ms. Koehler, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee approved the March 20, 2019 bill list in the amount of \$140,893.72.

CORRESPONDENCE

- a. Tax Collector's Report for the Month of February 2019

PUBLIC COMMENTS

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 at 8:11 p.m.

Ms. Jeanette Sliker inquired on the Sliker Road roadwork that needs to be done.

Ms. Sliker said that she has not been to the Municipal Office in a while and she had trouble finding the driveway.

Motion by Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee closed the public comment portion of the meeting at 8:13 p.m.

EXECUTIVE SESSION - Resolution No. 35-2019

Motion by Mr. Laul, seconded by Ms. Koehler carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 35-2019 and convened in executive session at 8:16 p.m. It is anticipated that action will be taken.

TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 35-2019

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act; *N.J.S.A. 10:4-6 et seq.*, declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognizes exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Committee find it necessary to conduct an executive session closed to the public as permitted by the *N.J.S.A. 40:4-12*; and

WHEREAS, the Mayor and Committee will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that they will conduct an executive session to discuss

the following topic(s) as permitted by *N.J.S.A. 40:4-12*:

A matter which Federal Law, State Statute or Rule of Court requires be kept confidential or excluded from discussion in public (Provision relied upon: **02/06/19 Executive Session Minutes** _____);

_____ A matter where the release of information would impair a right to receive funds from the federal government;

_____ A matter whose disclosure would constitute an unwarranted invasion of individual privacy;

A collective bargaining agreement, or the terms and conditions thereof (Specify contract:); **CWA Contract Negotiations**

_____ A matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; Real Estate Acquisitions –

_____ Tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Investigations of violations or possible violations of the law;

ADJOURNMENT

Having no further business to come before the Committee a motion was made by Mr. Wunder seconded by Mr. Laul carried by unanimous favorable roll call vote to adjourn the meeting at 9:04 p.m.

Respectfully submitted,

Karen J. Sandorse, RMC/CMC
Municipal Clerk

Approved: April 3, 2019

Mike Schmidt, Mayor