

REORGANIZATION MEETING

Lebanon Township Committee

January 4, 2017

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 31, 2016, 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 in honor of our servicemen and women.

ROLL CALL

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

Absent - None

Attorney Judy Kopen, Municipal Clerk Karen Sandorse, Deputy Clerk Kim Jacobus and 36 members of the public.

OATH OF OFFICE

Freeholder Rob Walton administered the Oath of Office to Committeemen Brian Wunder.
Hunterdon County Clerk Mary Melfi administered the Oath of Office to Committeewoman Beverly Koehler.

NONIMATION AND APPOINTMENT OF MAYOR

The Clerk opened the floor for a nomination for the 2017 Lebanon Township Mayor.

Nomination to appoint Marc Laul as the 2017 Mayor was made by Mr. Wunder, seconded by Mr. McKee.
Hearing no further comments, nominations were closed. Motion carried by unanimous favorable roll call vote.

Attorney Kopen administered the Oath of Office to Mayor Laul.

ELECTION OF DEPUTY MAYOR

The Mayor opened the floor for a nomination for the 2017 Lebanon Township Deputy Mayor.

Nomination to appoint Mike Schmidt as the 2017 Deputy Mayor was made by Mr. McKee, seconded by Mr. Wunder. Motion carried by unanimous favorable roll call vote.

Attorney Kopen administered the Oath of Office to Deputy Mayor Schmidt.

MAYORAL STATEMENT

Mayor Laul thanked everyone for coming. He thanked the Committee for the vote of confidence to have him as Mayor for the second time and also welcomed Beverly Koehler to the Committee. He believes that she will be a great energetic addition to the Committee. Mayor Laul stated that he looks forward to continuing the momentum that was started last year. He stated that the Township had a lot of different things going on. The Committee promoted Jack Gale to Police Chief and promoted two patrolmen to Sergeants, Officers Gurneak and Rautenburg. The Committee hired a new police officer and is looking to hire one more. The Committee also hired two men for the DPW. The Mayor state that he was thrilled to see the Fire Department bring Fire Station #3 back to life and bring the pancake breakfast to it. The big thing that the Mayor liked was that the Historian, Recreation and Fire Department together had a great Christmas tree lighting and delivered Santa for the families. Over 100 people attended. It was a great event and he looks forward to seeing more of those events, where the community comes together.

RESOLUTIONS

Motion by Mr. Wunder, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 01-2017 as written below.

Resolution No. 01-2017- Non-Fair and Open Professional Service Contracts

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 01-2017**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
LEBANON TOWNSHIP**

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 2017 Temporary Budget and will be made available in the 2017 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 2017:

1. Richard P. Cushing of Gebhardt & Kiefer is hereby appointed Lebanon Township Municipal Attorney for the year 2017.
2. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2017.
3. Sanford N. Groendyke is hereby appointed the Lebanon Township Insurance Agent for the year 2017.
4. Michael P. Bolan, is hereby appointed the Lebanon Township Professional Planner for the year 2017.
5. Darren Vogel is hereby appointed as Environmental Engineer/Licensed Site Remediation Professional for the 2017 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 18, 2017 issue of the Hunterdon Review.

Resolution No. 02-2017- Auditor Professional Service Contract - Tabled

Motion by Ms. Koehler, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 03-2017 as written below.

Resolution No. 03-2017- Professional Services

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 03-2017
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 2017 Temporary Budget and will be made available in the 2017 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 4th day of January, 2017 as follows:

1. Martin Allen of DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, Lehrer & Flaum, P.C is hereby appointed as Tax Appeal Attorney for the Township of Lebanon for the year 2017.
2. Steve Rogut of Rogut McCarthy Troy, LLC, is hereby appointed as Bond Counsel for the Township of Lebanon for the year 2017.
3. Katharine Errickson is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Prosecuting Attorney for the year 2017.
4. Scott Mitzner is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Public Defender for the 2017 year.
5. Pamela Mathews, PE of Van Cleef Engineering is hereby appointed as Tax Map Maintenance Engineer for the 2017 year.

Motion by Mr. Wunder, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 04-2017 to Resolution No. 19-2017 as written below.

Resolution No. 04-2017- Temporary Budget

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
Resolution No. 04-2017
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 2017, in accordance with NJSA 40A:4-19, which consists of 26.25% of the 2016 Municipal Budget of \$ 4,551,655. which totals \$1,194,809.

Resolution No. 05-2017-Annual Meeting Schedule

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 05-2017
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:

Regular meetings of this Committee shall be held during the 2017 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. 18, Feb. 1 & 15, March 1 & 15, April 5 & 19, May 3 & 17, June 7 & 21, July 5 & 19, August 2 & 16, Sept. 6 & 20, Oct. 4 & 18, Nov. 1 & 15 and Dec. 6 & 20.**

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.

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 2017 calendar year on the bulletin board at the Lebanon Township Municipal Building;
- b. Faxed or emailed to the newspapers designated in Resolution No. 06-2017;
- 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. 06-2017-Designation of Official Newspaper

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 06-2017
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. 07-2017-Payment of Taxes

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 07-2017
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, 2017, May 1, 2017, August 1, 2017 and November 1, 2017 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 18, 2017 issue of the Hunterdon Review.

Resolution No. 08-2017-Authorization to Cancel Property Tax

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 08-2017
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. 09-2017-Authorization to File Corrective Appeals

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 09-2017
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. 10-2017-Authorization to Sign Documents

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 10-2017
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. 11-2017-Authorization for CFO to Issue Certain Checks

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 11-2017
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/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 Income 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. 12-2017-Designation of Depositories

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 12-2017
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. 13-2017-Cash Management Plan

TOWNSHIP OF LEBANON

**COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 13-2017
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 turn 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

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. 14-2017-Return Check Fee

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 14-2017
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. 15-2017-Cancellation of Tax Sale Certificates

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 15-2017
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. 16-2017-Recycling Tonnage Grant

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 16-2017
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. 17-2017-Appointing the Municipal Court

TOWNSHIP OF LEBANON

**COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 17-2017
RESOLUTION AUTHORIZING THE ENGAGEMENT
OF A 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 for 2017 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 Julie Kosakowski as the Certified Court Administrator for the 2017 year.

Resolution No. 18-2017 – Appointing a Risk Management Consultant

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION 18-2017
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 **2017** in the form attached hereto.

Resolution No. 19-2017 – Appointing a Fund Commissioner

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
RESOLUTION NO. 19-2017
APPOINT FUND COMMISSIONER**

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 Thomas McKee is hereby appointed as the Fund Commissioner for the Local Unit for the 2017 year; and **BE IT FURTHER RESOLVED** that Karen Sandorse is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the 2017 year; 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.

ORDINANCES

Introduction

ORDINANCE NO. 2017-01- CAP BANK

Motion by Mr. Schmidt, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2017-01 on first reading. (As entitled below).

STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
ORDINANCE NO. 2017-01
CALENDAR YEAR 2017
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 February 1, 2017

APPOINTMENTS

Motion by Mr. Wunder, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee approved the following appointments.

2017 APPOINTMENTS

ANNUAL 1-YEAR APPOINTMENTS

CLERK/REGISTRAR:	Karen Sandorse –Tenured
DEPUTY CLERK/DEPUTY REGISTRAR:	Kimberly Jacobus
CHIEF FINANCIAL OFFICER:	Greg DellaPia – Tenured
TAX ASSESSOR:	Mary Mastro - Tenured
ASSESSMENT SEARCH OFFICER:	Karen Sandorse
COLLECTOR OF TAXES:	Mary Hyland – Tenured

MUNICIPAL HOUSING LIAISON:

DPW SUPERVISOR:

DPW ASSISTANT SUPERVISOR:

ACCOUNTS PAYABLE CLERK:

LIBRARY CLERK:

MUSEUM CURATOR:

FIRE OFFICIAL:

SPECIAL POLICE CLASS II:

POLICE OFFICE MANAGER:

POLICE MATRON:

OFFICIAL ASSESSMENT SEARCHER:

OFFICIAL TAX SEARCHER:

ISSUER OF SUBDIVISION CERTIFICATES:

STATE HISTORIAN:

DOG CENSUS:

PERC WITNESS:

PERC WITNESS ALT:

PUBLIC AGENCY COMPLIANCE OFFICER:

OEM DEPUTIES:

ZONING OFFICER:

Gail Glashoff

Warren Gabriel

Kevin Rivers

JoAnn Fascenelli

Karla Drumm

Joan Lucas

(Temporary Acting)

Alan Goracy

Kathy Goracy

Vacant

Karen Sandorse

Mary Hyland

Gail Glashoff

Vacant

Vacant

Jess Symonds

Kurt Hoffman

Karen Sandorse

Bruce Cunningham & Joseph Maurizio

John Flemming

BOARD OF HEALTH:

Thomas McKee

Brian Wunder

Marc Laul

Mike Schmidt

Beverly Koehler

Mary Mastro, Tax Assessor

Karen Sandorse, Secretary

HISTORIANS – 1 year terms

Victor Hoffman

Nina Savoia

Susan Donavan

Eileen Lebida

Chuck Speierl

Laurie Hoffman

Denise Schroder

2 Vacancies

LIBRARY COMMISSION - 1 year terms

Barbara O'Rourke

Jan Gibas

Melanie Ryan

Kristen Petrik

Debbie Bernardo

2 Vacancies

PARK COMMITTEE - 1 year terms

Kirk Petrik
Eric Petrik
Kimberly Jacobus
Collette Evanko
Jen Matyas
Greg Cahill
Charles Fortenbacker
Joann Letters
Anthony Confortini
Douglas Springer
1 Vacancy

RECYCLING COORDINATOR -1 year terms

JoAnn Fascenelli
Jan Gibas, Assistant

RECYCLING COMMISSION- 1 year terms

Jan Gibas
Vacancy

REPRESENTATIVE TO SWAC – 1 year term

Vacancy

MUSCONETCONG RIVER MANAGEMENT COUNCIL – 1 year terms

Erik Henriksen – Liaison
Nancy Lawler – Alternate

AG ADVISORY COMMITTEE -1 year terms

Adam Ambielli
Al Nagie
Gary Milkowski

PLANNING BOARD MEMBERS

CLASS I:	Brian Wunder, expires 12/17	Class I Appointed by the Mayor
CLASS II:	Adam Duckworth, expires 12/17	Class II is Mayor appointment
CLASS III:	Tom McKee, expires 12/17	Class III is a Committee appointment
CLASS IV:	Gary MacQueen, expires 12/20	Class IV is a Mayor appointment
CLASS IV:	Chris Piasecki, expires 12/20	Class IV is a Mayor appointment
CLASS IV -ALT 1:	Art Gerlich, expires 12/18	Class IV is a Mayor appointment

BOARD OF ADJUSTMENT MEMBERS

CLASS IV:	Gary MacQueen, expires 12/20
CLASS IV:	Lou Perry, expires 12/20
CLASS IV:	Abe Abuchowski, two year appointment, expiring 12/18
CLASS IV-ALT 1:	John Locker, expires 12/18

2017 MAYORAL APPOINTMENTS

RECREATION COMMISSION

Maria Naccarato 5-year term, expires 12/21
Vacancy Alt. #2 - Term expires 12/18

ENVIRONMENTAL & OPEN SPACE COMMISSION

Warren Newman 3-year term, expires 12/19
Sharon Petzinger 3-year term, expires 12/19
Kathryn Koch Alt #2 – Term expires 12/18

MAYORAL LIAISONS

Mayor Laul appointed the following Committeemen as Liaisons to:

Liaison Positon	Committee Member
Emergency Management	Koehler
Grants	Koehler
Information Technologies	Koehler
Library Committee	Koehler
Local School District & High School	Koehler
Recreation Commission	Koehler
Food Pantry	Wunder
Municipal Co-ord of HC Senior Services	Wunder
Park Committee	Wunder
Planning Board Class I	Wunder
Relocation Assistance Officer	Wunder
Veteran's Haven	Wunder
Administration	Laul
Environmental Matters	Laul
Environmental Open Space Commission	Laul
FEMA	Laul
Fire and Rescue	Laul
Length of Service Award	Laul
Zoning Department	Laul
Finance	Schmidt
Historians Committee	Schmidt
Open Space Coordinator	Schmidt
Public Works	Schmidt
Shared Services	Schmidt
COAH - Fair Housing	McKee
Highlands	McKee
Legal Matters	McKee
Municipal Courts	McKee
Planning Board Class III	McKee

Police Department
CWA Contracts

McKee
McKee/Schmidt

TOWNSHIP CONTRACTS – AGREEMENTS

Motion by Ms. Koehler, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved entering into contract with the following:

Zoning Officer – John Flemming

Motion by Mr. Schmidt, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved entering into a contract with the following:

Newsletter – Design and Maintenance– Karen Newman

Motion by Ms. Koehler, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee approved entering into a contract with the following:

Website – Design and Maintenance – Karen Newman

ACO- Kim Bennett – Tabled

The Mayor stated that the Committee received four quotes for Animal Control and they are all different in what they offer and allow. The Mayor would rather not make a decision right now and would like to appoint two Committee members to a Sub-Committee to interview and discuss the different options with the different companies and find out which one is best suited for our needs. Ms. Koehler and Mr. Wunder volunteered.

LEBANON TOWNSHIP VOLUNTEER FIRE/EMS – OFFICER’S OATH OF OFFICE

Mayor Laul administered the Oath of Office to the following Fire/EMS Officers:

Chief- James Crampton
Deputy Chief- Robert Pek
Deputy Chief- William Cutri-French
Captain- David Sulpy
Lieutenant- Alexander Lemenze
Lieutenant- Philip Dacey

OLD BUSINESS

None

NEW BUSINESS

Junk Yard Application – Burd Salvage – Tabled

GREEN ACRES APPLICATION – Public Hearing

Mr. Schmidt stated that the Environmental Open Space Commission would like to make a Green Acres Application for funding for a piece of property that is for sale in the north western part of the Township. The Green Acres Application requires that a public notice be published 15 prior to the public hearing which will be on the agenda for the February 1 meeting.

Motion by Ms. Koehler, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved advertising for the February 1, 2017 public hearing for the Green Acres application

PRESENTATION OF VOUCHERS

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

Motion by Mr. Wunder, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee approved the January 4, 2017 Bill List in the amount of \$2,509,758.67.

PUBLIC COMMENTS

Motion by Mr. Wunder, seconded by Mr. Schmidt 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. Schmidt 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 Mr. McKee, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote to adjourn the meeting at 6:43 p.m.

Respectfully submitted,

Kimberly Jacobus, Deputy Clerk

Approved: January 18, 2017

Marc Laul, Mayor