

## REORGANIZATION MEETING

Lebanon Township Committee

January 3, 2007

### CALL TO ORDER

Municipal Clerk Karen Sandorse called the meeting to order at 7:00 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 Review on December 13, 2006, 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.

### ROLL CALL

Present - Patricia Schriver                      Jay Weeks  
                  George Piazza                        Ed Post  
                  Francis Monahan

Absent - None

Attorney Eric Bernstein, Municipal Clerk Karen Sandorse and 17 members of the public were also present.

### OATH OF OFFICE

Attorney Eric Bernstein administered the Oath of Office to Committeeman Edward Post.

### NONIMATION AND APPOINTMENT OF MAYOR

The Clerk opened the floor for a nomination for the 2007 Lebanon Township Mayor.

*Nomination to appoint Edward Post as the 2007 Mayor was made by Mr. Piazza seconded by Ms. Schriver. Hearing no further comments, nominations were closed. Motion carried by favorable roll call vote. AYES: Piazza, Schriver, Monahan ABSTAIN: Weeks*

Attorney Bernstein administered the Oath of Office to Mr. Post with Mrs. Kelly Post holding the Bible.

## **MAYORAL COMMENTS**

Mayor Post thanked the Committee for the nomination of Mayor. He stated that it is an honor to serve as the Mayor. Mayor Post said that he looks forward to performing the job for the Township.

Mayor Post thanked Ms. Schriver for her leadership in the 2006 and stated that she had shown him the way to go in leading the Township in a balanced fashion. The Mayor recognized the Municipal Staff, Board Members, Committee and Commission Members as well as the Fire Department, Rescue Squad and all of the many volunteers in the Township.

Mayor Post stated that in his objectives for the 2007 Year, he would like to manage the municipality to provide a level of service, while at the same time keeping taxes as low as possible. In 2006 for the first time in a while the Township had to increase the tax rate by a penny. The objective is to keep the rate the same in 2007; however, the Committee must provide the services that insure a safe and healthy community. There are COAH obligations and prominent projects in the municipality such as the build out of the Freedom House property. This project will assist the Township in meeting their COAH obligations. Freedom House is an ongoing project that will require state and municipal involvement. Mayor Post stated that he would like to see the continuation of Open Space Acquisition in the Township with the remaining funds available. The Township does have a balance in funds mostly from a State incentive grant and the Township is allowed to match some of those funds with other parties. Although the Township has obligated all of the Open Space and Farmland Preservation tax money to all of the future funds, the Township can still participate as partners in Open Space and Farmland Preservation. There are a few projects coming up in 2007 in which we can help out. A major goal for Mayor Post is to recover the Nagie funds from the County. He is looking at a 1<sup>st</sup> quarter closure.

## **ELECTION OF DEPUTY MAYOR**

Mayor Post requested a nomination for the 2007 Lebanon Township Deputy Mayor.

*Nomination to appoint George Piazza as the 2007 Deputy Mayor was made by Ms. Schriver* seconded by Mr. Monahan. Motion carried by favorable roll call vote. AYES: Schriver, Post, Monahan ABSTAIN: Weeks

Attorney Bernstein administered the Oath of Office to Mr. Piazza.

## **PRESENTATION OF MINUTES**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee approved the December 20, 2006 regular meeting minutes.*

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the December 20, 2006 executive session minutes.*

## **ORDINANCES**

### **Introduction**

*Motion by Mr. Monahan seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2007-01 on first reading. (As entitled below)*

#### **TOWNSHIP OF LEBANON SALARY ORDINANCE NO. 2007-01**

Public Hearing to be held on January 17, 2007.

### **Introduction**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by favorable roll call vote, the Township Committee approved Ordinance No. 2007-02 on first reading. AYES: Piazza, Post, Schriver, Monahan NAYS: Weeks (As entitled below)*

#### **STATE OF NEW JERSEY COUNTY OF HUNTERDON TOWNSHIP OF LEBANON ORDINANCE NO. 2007-2 CALENDAR YEAR 2007 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)**

Public Hearing to be held on January 17, 2007

## **APPOINTMENTS**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the Appointments as stated by Mayor Post.*

**ANNUAL 1-YEAR APPOINTMENTS**

**DEPUTY CLERK:** Kimberly Jacobus  
**ACTING ASSISTANT ROAD SUPERVISOR:** Warren Gabriel, expires 3/31/07  
**TREASURER:** Julia Gambert  
**ZONING OFFICER:** William Skene  
**FIRE OFFICIAL:** Gary Apgar  
**SPECIAL POLICE CLASS II:** Alan Goracy  
**POLICE MATRON:** Judy Dunlap  
**OFFICIAL ASSESSMENT SEARCHER:** Karen Sandorse  
**OFFICIAL TAX SEARCHER:** Mary Hyland  
**ISSUER OF SUBDIVISION CERTIFICATES:** Gail Glashoff  
**STATE HISTORIAN:** Ralph Lomerson

**LIBRARY COMMISSION**

Art Gerlich  
Elaine Wright  
Jan Gibas  
Barbara O'Rourke  
Eva Burrell  
Melanie Ryan  
2 Vacancies

**HISTORIANS**

Ralph Lomerson  
Susan Donovan  
Victor Hoffman  
John Dempsey  
John Bolt  
Sandra Rauschenberger  
Carol Girgus  
Nina Savoia  
1 Vacancy

12/07

**PARK COMMITTEE**

**MEMBERS:**

Art Gerlich  
Collette Evanko  
Kimberly Jacobus

**AG ADVISORY COMMITTEE**

Adam Ambielli  
Al Nagie  
Gary Milkowski  
Secretary

**RECYCLING COORDINATOR**

Jan Gibas

**RECYCLING COMMISSION**

Jan Gibas  
Steve O'Reilly

**REPRESENTATIVE TO SWAC**

Steve O'Reilly

**RECREATION COMMISSION**

Vacancy 4-year term, expires 12/09  
Joe Maurizio 1-year term, expires

**BOARD OF ADJUSTMENT**

**ALTERNATE #1:**

Wayne Eberle, 2-year term, expires 12/08

**ALTERNATE #2:**

Patricia Schriver  
Elizabeth Burns  
Jan Gibas  
Beth Fischer  
Wayne Maurer  
3 Vacancies

Vacancy 2-year term, expires 12/07

**PLANNING BOARD MEMBERS:  
CLASS III:**

Jay Weeks, 1-year term, expires 12/07

## 2007 MAYORAL APPOINTMENTS

### OPEN SPACE/ENVIRONMENTAL COMMITTEE

Warren Newman, Chairman 1-year term, expires 12/07  
Douglas Diehl 3-year term, expires 12/09  
Nancy Lawler 3-year term, expires 12/09  
Ron Ascenzo, Alternate #2 2-year term, expires 12/08

### PLANNING BOARD MEMBERS:

**CLASS I:** Mayor Designee, George Piazza, Ad-Hoc Appointment  
**CLASS II:** Art Gerlich, 1-year term, expires 12/07  
**CLASS IV:** Joshua Rich, 4-year term, expires 12/10  
Richard Weiler, 4-year unexpired term, expires 12/09  
**ALTERNATE I:** Vacant 2-year term, expires 12/08 (Vacated 12/06)  
**ALTERNATE II:** Vacant 2-year term, expires 12/07

**RELOCATION ASSISTANCE OFFICER:** George Piazza  
**LIAISON TO STANDING COMMITTEES:** Patricia Schriver  
**LIAISON TO PUBLIC WORKS:** Jay Weeks  
**LIAISON TO POLICE, FIRE & RESCUE:** Russ Monahan  
**LIAISON TO COAH & OPEN SPACE COORDINATOR:** Mayor Post  
**LIAISON TO ADMINISTRATION & FINANCE:** George Piazza  
**LIAISON TO NORTH HUNTERDON COURT:** George Piazza  
**HAGEDORN LIAISON COMMITTEE:**  
1 Member from Fire Department: Gary Milkowski  
1 Member from First Aid Squad: Giulio Dantonio  
Member from the Committee: Francis Monahan  
Member from the Committee: Edward Post

## RESOLUTIONS

### RESOLUTION NO. 01-2007 TEMPORARY BUDGET

*Motion by Ms. Schriver seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 01-2007. (As written below)*

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
RESOLUTINO NO. 01-2007  
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 2007, in accordance with NJSA 40A:4-19, which consists of 26.25% of the 2006 Municipal Budget of \$4,268,014 which totals \$1,120,353.67.

**RESOLUTION NO. 02-2007**  
**ANNUAL MEETING DATES**

*Motion by Mr. Monahan seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 02-2007. (As written below)*

RESOLUTION #02-2007  
ANNUAL NOTICE SCHEDULE

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

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

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

1. Regular meetings of this Committee shall be held during the 2007 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:

The first & third Wednesday of each and every month except July:  
Jan. 17, Feb. 7 & 21, March 7 & 21, April 4 & 18, May 2 & 16, June  
6 & 20, July 18, August 1 & 15, Sept. 5 & 19, Oct. 3 & 17,  
Nov. 7 & 21 and Dec. 5 & 19.

2. The following newspapers are hereby designated as the newspapers to receive any and all notice required or permitted to be given under the Act including but not limited to this Annual Notice and 48 hour notices:

- a. The Hunterdon Review which is the official newspaper of this public body and
  - b. The Hunterdon County Democrat, Easton Express, Courier News, which are hereby determined to be the other newspapers which have the greatest likelihood of informing the public within the area of jurisdiction of this Township of its meetings.
3. Copies of the 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 2007 calendar year on the bulletin board at the Lebanon Township Municipal Building;
  - b. Mailed or hand delivered to the newspapers designated in paragraph 2 of this Resolution;
  - 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.
4. Pursuant to Section 14 of the Act, the Clerk of the Municipality is hereby authorized and directed to mail such notice as may be required and authorized under the Act to any person requesting the same providing that person has first complied with the following terms and conditions:
  - a. Any and all requests for notice under the Act shall be made in writing either by letter or by signing a Request List to be maintained in the Office of the Clerk, and
  - b. Any person requesting such notice, other than the news media which expressly excluded from payment of any fee hereunder, shall pay to the Township of Lebanon a fee of \$10.00 which said sum is hereby determined  
to be a reasonable sum, the amount of which is calculated solely to reimburse this Township for the costs incurred in providing the said notice; including, but not limited to printing, photocopying cost, clerical time and postage.

**RESOLUTION NO. 03-2007**  
**DESIGNATION OF OFFICIAL NEWSPAPER**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 03-2007. (As written below)*

RESOLUTION #03-2007  
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. 04-2007  
PAYMENT OF TAXES**

*Motion by Mr. Monahan seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 04-2007. (As written below)*

**RESOLUTION #04-2007  
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, 2007, May 1, 2007, August 1, 2007 and November 1, 2007 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 10, 2007 issue of the Hunterdon Review.

**RESOLUTION NO. 05-2007  
AUTHORIZATION TO CANCEL PROPERTY  
TAX CREDITS AND DELINQUENCIES**

*Motion by Mr. Monahan seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 05-2007. (As written below)*

**RESOLUTION #05-2007  
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. 06-2007  
AUTHORIZATION TO FILE CORRECTIVE APPEALS**

*Motion by Ms. Schriver seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 06-2007. (As written below)*

RESOLUTION #06-2007  
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 Attorney of Lebanon Township is call upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals.

WHEREAS, the Township 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 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.

**RESOLUTION NO. 07-2007  
AUTHORIZATION TO SIGN DOCUMENTS**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 07-2007. (As written below)*

RESOLUTION NO. 07-2007  
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.

**RESOLUTION NO. 08-2007  
AUTHORIZATION FOR CFO TO ISSUE CERTAIN CHECKS  
& REMIT PAYROLL TAXES**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 08-2007. (As written below)*

RESOLUTION NO. 08-2007  
AUTHORIZATION FOR CFO TO ISSUE CERTAIN CHECKS  
& REMIT PAYROLL TAXES

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

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

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

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

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

1. That the Chief Financial Officer be and is hereby by authorized to prepare and the Mayor or Deputy Mayor, the Municipal Clerk or the Deputy Clerk, and the Chief Financial Officer or Treasurer be authorized to sign the following checks, all drawn against Current Fund unless otherwise noted:
  - a. Payroll checks for all employees pursuant to established schedules; payroll checks from Payroll Account and transfer of sufficient funds from Current Fund.
  - b. Remittances from the Payroll Account to the appropriate agencies for State of New Jersey and State of Pennsylvania Gross In come Tax employee deductions and employer share payable to the State of New Jersey, for State of New Jersey Public Employees and Police and Fire Retirement Systems and Contributory Insurance for employee deductions and to the SUI Reserve Fund for employee deductions as may

apply, to appropriate agencies for wage executions to comply with court orders and to the appropriate entity for other voluntary payroll deductions.

- c. Checks payable to the appropriate agency of the State of New Jersey for fees from the issuance of dog licenses, marriage licenses. (Dog license fees from the Animal Control Account).
  - d. Checks payable to the County of Hunterdon for taxes upon receipt of statement from the County Chief Financial Officer.
  - e. Checks payable to the Lebanon Township Board of Education and North Hunterdon-Voorhees Regional High School District upon receipt of statements from the respective Board Secretaries.
2. That the Chief Financial Officer is hereby authorized to remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law, such remittances to be transferred from the Payroll Fund Account.

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

**RESOLUTION NO. 09-2007  
DESIGNATION OF DEPOSITORIES**

*Motion by Mr. Monahan seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 09-2007. (As written below)*

**RESOLUTION NO. 9-2007  
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, PNC, Peapack-Gladstone Bank, Commerce 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, Commerce Bank and the New Jersey Cash Management Fund are hereby designated as the depository banks for the Township of Lebanon.

**RESOLUTION NO. 10-2007  
CASH MANAGEMENT PLAN**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 10-2007. (As written below)*

RESOLUTION #10-2007  
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:

PNC Bank

Peapack-Gladstone

Commerce 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

Commercial Bank Deposits and Certificates of Deposits  
Savings and Bank Deposits and Certificates of Deposits  
State of NJ and the State of NJ Cash Management Plan

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

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

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

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

#### D. Disbursement of Funds

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

- School Taxes
- County Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Salary and Wages
- Postage

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

E. Reporting

- F. 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. Bonding

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

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

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

G. Compliance

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

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

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

**RESOLUTION NO. 11-2007  
CASH MANAGEMENT PLAN**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 11-2007. (As written below)*

**RESOLUTION NO. 11-2007  
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. 12-2007  
AUTHORIZATION OF REDEMPTION**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 12-2007. (As written below)*

RESOLUTION #12-2007  
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. 13-2007  
APPROVING THE BUDGET OF THE JOINT COURT OF  
NORTH HUNTERDON**

*Motion by Mr. Piazza seconded by Mr. Monahan and carried favorable roll call vote, the Township Committee adopted Resolution No. 13-2007. AYES: Piazza, Post, Schriver, Monahan NAYS: Weeks (As written below)*

RESOLUTION NO. 13-2007  
APPROVING THE BUDGET OF THE JOINT COURT OF

NORTH HUNTERDON

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

WHEREAS, the Municipal Court Committee of the North Hunterdon Municipal Court has approved a Budget in the form attached hereto for the Calendar year 2007; and

NOW, THEREFORE, the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, hereby approves the Budget for the North Hunterdon Municipal Court for the Calendar year 2007.

**RESOLUTION NO. 14-2007**

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

*Motion by Mr. Piazza seconded by Mr. Monahan and carried favorable roll call vote, the Township Committee adopted Resolution No. 14-2007. AYES: Piazza, Post, Schriver, Monahan NAYS: Weeks (As written below)*

RESOLUTION NO. 14-2007

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

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

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator for the Calendar Year 2007; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Lebanon, Hunterdon County, New Jersey, hereby ratifies the Appointment of Robin A. Horne as the Certified Court Administrator for the North Hunterdon Municipal Court for the Calendar Year 2007 at a Salary established in the Budget of the North Hunterdon Municipal Court for the year 2007.

**RESOLUTION NO. 15-2007**

**TONNAGE GRANT APPLICATION RESOLUTION**

*Motion by Ms. Schriver seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 15-2007. (As written below)*

RESOLUTION NO. 15-2007

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 Paul R. Jones 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. 16-2007**  
**STATEWIDE INSURANCE FUND**  
**RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT**

*Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 16-2007. (As written below)*

TOWNSHIP OF LEBANON  
RESOLUTION 16-2007  
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 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 **2007** in the form attached hereto.

**RESOLUTION NO. 17-2007  
SALARY**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 17-2007. (As attached)*

TOWNSHIP OF LEBANON  
RESOLUTION NO. 17-2007  
SALARY

RESOLVED, BY THE Township of Lebanon, County of Hunterdon, State of New Jersey fixing the Compensation and Salaries of certain officers and employees of the Township.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Lebanon that this Resolution be known as the 2007 Salary Resolution and the annual salaries of the following officers and employees be set forth hereafter:

SECTION A:	<u>2007</u> <u>Salary</u>
Mayor	5,000.00
Committee	4,000.00
Open Space Coordinator	5,000.00
Tax Assessor -Mastro	42,582.85
Deputy Clerk Jacobus	43,436.08
Township Clerk - Sandorse	61,914.25
Tax Collector - Hyland	37,435.47
Chief Financial Officer - Della Pia	23,459.01
Treasurer - Gambert	31,200.00
Planning Board/Bd of Adj Secretary - Glashoff	46,609.70
Police Office Manager - Goracy	38,937.60
Zoning Officer - Skene	12,168.00
Road Supervisor - Jones, Jr.	78,282.12
Asst. Road Supervisor	57,425.16
Chief Mechanic - Kiley	55,691.08
Road Employee - Gabriel	50,363.34
Road Employee - Rivers	50,089.63
Road Employee - Heft	50,089.63
Road Employee - Beam	48,857.92
Road Employee - Candler	43,876.33
Road Employee - Nunn	43,876.33
Road Employee - New	29,993.60
Chief of Police Schell	103,189.93
Sergeant Gale	82,849.94

1st Class - Mattson	76,699.18
1st Class - Smith	76,206.63
1st Class - Rautenberg	76,206.63
1st Class - Gurneak	75,964.02
1st Class - Unkert	75,471.47
4th Class - Cronic	55,865.70
6th Class - New Employee	42,075.97
Office of Emergency Management - Gabriel	5,000.00
Dog Census - Dunlap	3,947.80

SECTION B: The hourly wage of the following employees of the Township of Lebanon shall be set forth hereafter:

Library Clerk - Taluba	18.34
1st Clerk - Lucas	14.84
2nd Clerk - Roth	13.45
Museum Curator - Lucas	15.58
Assistant Museum Curator - Kinney	13.07
Special Police Class II	18.22
Animal Control Officer	11.62
Mechanic Helper - over base pay	2.00
Fire Official - Apgar	20.94
Perc Test Witness - Lanzo	100.00
Special Traffic Guards	37.86

SECTION C: The rate for mileage shall be the current federal limit.

## **MARRIAGES – DEPUTY MAYOR**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by favorable roll call vote, the Township Committee authorized the Deputy Mayor Mr. Piazza to perform marriages in the absence of the Mayor during the 2007 year. AYES: Piazza, Post, Schriver, Monahan ABSTAIN: Weeks*

## **PROFESSIONAL SERVICES CONTRACTS**

The Township Committee reviewed the Professional Services contracts submitted from:

- Municipal Attorney Services
- Township Engineering Services
- Professional Planning Services
- Municipal Auditor Services
- Land Surveying (Tax Map) Services
- Bond Counsel Services
- Tax Appeal Legal Services

Risk Management Consultant's Agreement

**PROFESSIONAL SERVICES RESOLUTIONS**

**RESOLUTION NO. 18-2007  
NON-FAIR AND OPEN CONTRACTS**

*Motion by Ms. Schriver seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 18-2007. (As written below)*

RESOLUTION NO. 18-2007  
TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
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 2007 Temporary Budget and will be made available in the 2007 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 2007:

1. Eric M. Bernstein & Associates, LLC is hereby appointed as the Lebanon Township Attorney for the year 2007.
2. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2007.
3. Sanford N. Groendyke is hereby appointed the Lebanon Township Insurance Agent for the year 2007.
4. Michael P. Bolan, of Banisch Associates is hereby appointed the Lebanon Township Professional Planner for the year 2007.

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 10, 2007 issue of the Hunterdon Review.

**RESOLUTION NO. 19-2007  
NON-FAIR AND OPEN CONTRACTS – MUNICIPAL AUDITOR**

*Motion by Ms. Schriver seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 19-2007. (As attached)*

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 19-2007  
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR PROFESSIONAL SERVICES-MUNICIPAL AUDITOR

**RESOLUTION NO. 20-2007  
PROFESSIONAL SERVICE APPOINTMENTS**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 20-2007. (As written below)*

RESOLUTION NO. 20-2007  
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 2007 Temporary Budget and will be made available in the 2005 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, 2007 as follows:

1. Martin Allen, is hereby appointed as Tax Appeal Attorney for the Township of Lebanon for the year 2007.

2. David Bunevich is hereby appointed Lebanon Township Prosecuting Attorney for the year 2007.
3. Thomas Mading is hereby appointed as Lebanon Township Public Defender for the year 2007.
4. Thomas Yager and Associates is hereby appointed Licensed Surveyors for the 2007 year.
5. Steve Rogut of Rogut McCarthy Troy, LLC, is hereby appointed as Bond Counsel for the Township of Lebanon for the year 2007.

## **MUNICIAPL AGREEMENTS - CONTRACTS**

### **Municipal Treasurer**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the Municipal Treasurer Agreement for Julia Gambert and authorized the Mayor and Clerk to sign.*

### **Webpage-Design and Maintenance**

*Motion by Mr. Piazza seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the Webpage– Design and Maintenance Agreement with Karen Newman and authorized the Mayor and Clerk to sign.*

### **Garden Manager**

*Motion by Ms. Schriver seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee approved the Garden Manager proposal with Sandra Phelps and authorized the Mayor and Clerk to sign.*

### **Hunterdon Humane Animal Shelter**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee approved the Hunterdon Humane Animal Shelter Agreement and authorized the Mayor and Clerk to sign.*

The Newsletter Design and Maintenance Agreement is being held to a later meeting.

## **SALAVE LICENSE RENEWALS**

*Motion by Mr. Monahan seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the renewal of salvage yard licenses to A.S. Milkowski & Sons and Evelyn Burd.*

## **SCHEDULE BUDGET WORKSESSIONS**

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee authorized the Clerk to advertise a notice for two (2) Budget Work Sessions to be held on January 31, 2007 and February 13, 2007. The meetings are scheduled for 6 p.m. An executive may take place if deemed necessary. It is not anticipated that action will be taken.*

## **SCHEDULE SPECIAL MEETING – EMPLOYEE INTERVIEWS**

*Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee authorized the Clerk to advertise a notice for a Special Meeting to be held on January 22, 2007. The meeting will be held at 5 p.m. The meeting is being scheduled in order to hold Employment Applicant Interviews for a Police Officer and a DPW Employee. An executive session will take place. Official action may or may not be taken.*

## **PRESENTATION OF VOUCHERS**

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

*Motion by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee approved the bill list in the amount of \$ 2,636,191.42.*

## **PUBLIC COMMENTS**

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

Mrs. Kelly Post congratulated Mr. Post on his Mayoral appointment and stated that so far he is doing a good job.

Mrs. Eileen Swan congratulated Mr. Post and Mr. Piazza on their appointments. She stated that she knows the work involved in what the Committee does and thanked them for their time and efforts as well as the staff and volunteers.

*Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee closed the public comment portion of the meeting.*

Mr. Post asked those present to join him in a refreshment at Tony's Bistro.

*Having no further business to come before the Committee, a motion was made by Ms. Schriver seconded by Mr. Monahan and carried by unanimous favorable roll call vote to adjourn the meeting at 7:45p.m.*

Respectfully submitted,

Karen J. Sandorse, RMC/CMC  
Municipal Clerk

Approved

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Edward L. Post, III Mayor