

## REORGANIZATION MEETING

Lebanon Township Committee

January 3, 2018

### 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 Review on December 31, 2017, 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 - Brian Wunder      Thomas McKee      Mike Schmidt  
                 Marc Laul              Beverly Koehler

Absent - None

Also present: Municipal Clerk Karen Sandorse, Deputy Clerk Kim Jacobus, Attorney Matt Lyons and 45 members of the public.

### OATH OF OFFICE

Senator Doherty administered the Oath of Office to Committeemen Thomas McKee and then to Marc Laul.

### NONIMATION AND APPOINTMENT OF MAYOR

The Clerk opened the floor for nominations of the 2018 Lebanon Township Mayor.

*Nomination to appoint Mike Schmidt, as the 2018 Mayor, was made by Mr. Laul, seconded by Mr. McKee. Hearing no further comments, nominations were closed. Motion carried by unanimous favorable roll call vote.*

Congressman Lance administered the Oath of Office to Mayor Schmidt.

## **ELECTION OF DEPUTY MAYOR**

The Mayor opened the floor for nominations for the 2018 Lebanon Township Deputy Mayor.

*Nomination to appoint Thomas McKee, as the 2018 Deputy Mayor, was made by Ms. Koehler, seconded by Mr. Wunder. Motion carried by unanimous favorable roll call vote.*

Congressman Lance administered the Oath of Office to Deputy Mayor McKee.

Congressman Lance and Senator Doherty provided comments to the Committee and audience.

## **MAYORAL STATEMENT**

Mayor Schmidt addressed those present with his Mayoral Statement. He started by stating that Lebanon Township is well positioned. He complimented the former Township Mayors, of the last 6 years, who have left the Township in great shape. He spoke about COAH and the Affordable Housing settlement, shared services for a Resource Officer with Voorhees High School to name a few. He thanked the Township employees, volunteers and the Fire Department for all of their dedication and hard work.

## **RESOLUTIONS**

*Motion by Mr. McKee, seconded by Mr. Laul carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 01-2018, 02-2018 and 03-2018 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. 01-2018**

**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 reportable contribution through the term of the contract; and

**WHEREAS**, sufficient funds are available in the 2018 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 2018:

1. Matthew Lyons of Gebhardt & Kiefer is hereby appointed Lebanon Township Municipal Attorney for the year 2018.
2. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2018.
3. Matt Bonaventura of Groendyke Associates is hereby appointed the Lebanon Township Insurance Agent for the year 2018.
4. Michael P. Bolan, is hereby appointed the Lebanon Township Professional Planner for the year 2018.

**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 17, 2018 issue of the Hunterdon Review.

**Resolution No. 02-2018-Auditor Professional Service Contract**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 02-2018  
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR  
AND OPEN CONTRACT FOR PROFESSIONAL SERVICES-  
MUNICIPAL AUDITOR**

**WHEREAS**, the Township of Lebanon has a need to acquire a municipal Auditor as a non-fair and open contract pursuant to provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Chief Financial Officer 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 one year; and,

**WHEREAS**, ARDITO & CO., LLP has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$29,830 (including court); and,

**WHEREAS**, ARDITO & CO., LLP has completed and submitted a Business Entity Disclosure Certification which certified that ARDITO & CO., LLP has 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 ARDITO & CO., LLP from making any reportable contributions through the term of the contract; and,

**WHEREAS**, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Lebanon, authorizes the Mayor and Clerk of the Township of Lebanon to enter into a contract with ARDITO AND CO., LLP as described herein as auditors on and in behalf of the Township of Lebanon for the year 2018; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and Determination of Value be placed on file with this resolution; and,

**BE IT FURTHER RESOLVED** that a notice of this action shall be printed once in a legally designated publication.

#### **Resolution No. 03-2018 –Professional Services**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 03-2018  
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 2018 Temporary Budget and will be made available in the 2018 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 3<sup>rd</sup> day of January, 2018 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 2018.
2. Steve Rogut of Rogut McCarthy Troy, LLC, is hereby appointed as Bond Counsel for the Township of Lebanon for the year 2018.

3. Katharine Errickson is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Prosecuting Attorney for the year 2018.
4. Katty Wong Taylor is hereby appointed Tewksbury Township/Lebanon Township Alternate Municipal Court Prosecutor for the year 2018.
5. Scott Mitzner is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Public Defender for the 2018 year.
6. Pamela Mathews, PE of Van Cleef Engineering is hereby appointed as Tax Map Maintenance Engineer for the 2018 year.
7. Darren Vogel is hereby appointed as Environmental Engineer/Licensed Site Remediation Professional for the 2018 year.

Political Contribution Disclosure. This contract has been awarded to Ardito & Co., LLP based on the merits and abilities of Ardito & Co., LLP to provide the goods and services as described herein. This contract was not awarded through a “fair and open” process pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Ardito & Co., LLP, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19. affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the municipality when the contract is awarded. Exhibit “A” (Mandatory Affirmative Action Language), Exhibit “B” (Affirmative Action Plan/ Report Filing Information), Exhibit “C” (Business Registration Certificate), Exhibit “D” (Business Entity Disclosure Certification) and Exhibit “E” (Political Contributions Disclosure Certification) are attached to and made a part of this contract.

**Resolutions No. 04-2018 through Resolution No. 19-2018**

*Motion by Ms. Koehler, seconded by Mr. Wunder carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 04-2018 through 19-2018 as written below.*

**Resolution No. 04-2018 – Temporary Budget**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
Resolution No. 04-2018  
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 2018, in accordance with NJSA 40A:4-19, which consists of 26.25% of the 2017 Municipal Budget of \$4,213,434.00, which totals \$1,106,026.00.

**Resolution No. 05-2018 – Annual Meeting Schedule**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 05-2018  
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:

1. Regular meetings of this Committee shall be held during the 2018 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. 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 Township Committee may, at any meeting, hold an executive session and action may be taken on any issue of importance, which may be raised.
3. 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 2018 calendar year on the bulletin board at the Lebanon Township Municipal Building;
  - b. Faxed or emailed to the newspapers designated in Resolution No. 06-2018;
  - 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. 06-2018 – Designation of Official Newspaper**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 06-2018  
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. 07-2018 – Payment of Taxes**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 07-2018  
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, 2018, May 1, 2018, August 1, 2018 and November 1, 2018 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 17, 2018 issue of the Hunterdon Review.

**Resolution No. 08-2018 – Authorization to Cancel Property Tax**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 08-2018  
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. 09-2018 – Authorization to File Corrective Appeals**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 09-2018  
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.

**Resolution No. 10-2018 – Authorization to Sign Documents**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 10-2018  
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. 11-2018 – Authorization for CFO to Issue Certain Checks**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 11-2018  
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. 12-2018 – Designation of Depositories**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 12-2018  
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. 13-2018 – Cash Management Plan**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 13-2018  
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  
PNC 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

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. 14-2018 – Return Check Fee**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 14-2018  
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. 15-2018 – Cancellation of Tax Sale Certificates**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 15-2018  
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. 16-2018 – Recycling Tonnage Grant**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 16-2018  
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. 17-2018 – Appointing the Municipal Court Administrator**

**TOWNSHIP OF LEBANON**

**COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 17-2018  
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 2018 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 2018 year.

**Resolution No. 18-2018 – Municipal alliance-Fiscal Grant Cycle 2014-June2019**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 18-2018  
Governor’s Council on Alcoholism and Drug Abuse  
Fiscal Grant Cycle July 2014-June 2019  
FORM 1B**

**WHEREAS**, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Hunterdon;

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Lebanon, County of Hunterdon, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Voorhees Municipal Alliance grant for fiscal year 2019 in the amount of:

DEDR	\$ <u>22,852.00</u>
Cash Match	\$ <u>5,713.00</u>
In-Kind	\$ <u>17,139.00</u>
2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

**Resolution No. 19-2018 – Supporting Individual Rights and Affirming the Protection of Those Rights**

**TOWNSHIP OF LEBANON  
HUNTERDON COUNTY, NEW JERSEY  
RESOLUTION NO. 19-2018  
RESOLUTION SUPPORTING INDIVIDUAL RIGHTS AND AFFIRMING THE  
PROTECTION OF THOSE RIGHTS**

**WHEREAS**, the Township of Lebanon, Hunterdon County, wishes to express its support for the rights of all people under the Declaration of Independence, the Constitutions of the United States and the State of New Jersey and the laws passed pursuant to those Constitutions; and

**WHEREAS**, the Declaration of Independence declared the principle that all persons are created equal; and

**WHEREAS**, the Constitutions of the United States and of New Jersey incorporated the fundamental American belief of individual equality expressed in the Declaration of Independence as the core principle of American government; and

**WHEREAS**, the Fourteenth Amendment to the United States Constitution specifically recognizes through its Equal Protection Clause that the governments of the United States, including local governmental units such as the Township of Lebanon, are required to treat all similarly situated persons the same way; and

**WHEREAS**, the Constitution of the State of New Jersey affords its citizens and residents the same protections against invidious discrimination as the United States Constitution; and

**WHEREAS**, the laws passed by the United States of America and the State of New Jersey have mandated that similarly situated individuals should not be treated differently; and

**WHEREAS**, the New Jersey Legislature has made the following Findings and Declarations:

“The Legislature finds and declares that practice of discrimination against any of its inhabitants, because of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, or nationality are matters of concern of the State, and that such discrimination threatens not only the rights and proper privileges of the inhabitants of the State, but menaces the institutions and foundations of a free democratic State; provided, however, that nothing in this expression of policy prevents the making of legitimate distinctions between citizens and aliens when required by federal law or otherwise necessary to promote the national interest.”.

N.J.S.A. 10:5-3; and

**WHEREAS**, the Township of Lebanon wishes to express its support and commitment to the principles established in the Declaration of Independence, the Constitutions of the United States and



the State of New Jersey and laws of those governments which principles protect all persons against invidious discrimination; and

**WHEREAS**, the Township Committee of the Township of Lebanon believes that it is important for American governments to reiterate their commitment to these principles at their reorganization meetings each year, and throughout the year, so that their residents and visitors know these principles are held dear and those residents and visitors can feel confident their fundamental American rights will be honored and protected by this Township, and, hopefully, everywhere in our great country.

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

1. The Mayor and Committee of the Township of Lebanon express their strong support for and commitment to implementing the principles of respect and support for all persons in accordance with the fundamental American values described in the Constitutions of the United States and the State of New Jersey, as well as the federal and state laws protecting those rights and immunities; and
2. A copy of this Resolution will be provided to the various Commissions, Committees and employees of the Township of Lebanon to guide them in their interactions with the public; and
3. The Mayor and Committee encourage all succeeding governing bodies to implement a Resolution in this form at future reorganization meetings so that the residents of and visitors to the Township of Lebanon know this Township is strongly committed to those American values which have made the United States a great nation and that those values arise from America's commitment to recognize individuals based on what they say and do without consideration of irrelevant and unlawful criteria.

### **Resolution No. 20-2018 – Opposition to Proposed Beekeeping**

*Motion by Mr. McKee, seconded by Ms. Koehler carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 20-2018 as written below.*

**TOWNSHIP OF LEBANON  
HUNTERDON COUNTY, NEW JERSEY  
RESOLUTION NO. 20-2018  
OPPOSITION TO PROPOSED BEEKEEPING REGULATIONS**

**Whereas**, New Jersey's state insect is the honey bee; and

**Whereas**, honey bees are of benefit to mankind, and to New Jersey in particular, by providing plant pollination, recreation for the beekeeper, honey, wax, and other beneficial hive products; and

**Whereas**, New Jersey is among the leading states in agricultural products dependent on beekeeping throughout the United States, i.e., second in blueberry production and third in cranberry production; and imports over 15,000 honeybee colonies annually for crop pollination; and

**Whereas**, New Jersey is also the home of many gardeners who, just like commercial farmers, depend upon insect pollination for fruitful orchards and home gardens; and

**Whereas**, domestic strains of honey bees have been selectively bred for desirable traits, including gentleness, honey production, tendency not to swarm and non-aggressive behavior, which are all characteristics desirable for fostering and maintaining honey bee colonies within all populated areas; and

**Whereas**, gentle strains of honey bees can be maintained within populated areas in reasonable densities without creating a detriment to public health and safety if the bees are properly located, managed and maintained; and

**Whereas**, many New Jersey residents desire to provide sustainability and value for New Jersey's home gardeners, farms, and all homeowners with a variety of locally grown vegetables and fruits for New Jersey residents; and

**Whereas**, the honey bee assists the agricultural community to increase productivity and through sustained productivity maintain an environment that promotes agricultural land use as opposed to development; and

**Whereas**, the New Jersey Department of Agriculture has published new beekeeping regulations in the New Jersey Register which are now open to public comment, which must be submitted by January 19, 2018; and

**Whereas**, these new regulations include a section on Apiary Standards which states that bee colony density will be regulated as follows: on a residential lot of less than one-quarter acre where agriculture has not otherwise been determined as permitted new (not already in existence) hives are not permitted; on a residential lot of less than one-quarter acre where hives are in existence as of July 31, 2015, the hobbyist beekeeper may seek a waiver; on a residential lot of one-quarter acre to less than five acres, a person wishing to keep bees as a hobbyist may seek a waiver to keep two hives per lot; and

**Whereas**, these new regulations include a section on Apiary Standards which states that bee colony density will be regulated as follows: on a residential lot of less than one-quarter acre where agriculture has been determined as permitted, new (not already in existence) hives are not permitted; on a residential lot of less than one-quarter acre, where agriculture has been determined as permitted where hives are in existence as of July 31, 2015, the hobbyist beekeeper may seek a waiver; on a residential lot of one-quarter to less than five acres, where agriculture has been determined as permitted, a person wishing to keep bees as a hobbyist may keep two new hives; on a residential lot of one-quarter to less than five acres, where agriculture has been determined as permitted where hives are in existence as of July 31, 2015, a person wishing to keep bees as a hobbyist may seek a waiver to keep more than two hives; and

**Whereas**, these new regulations include a section on Location of Hives, which requires that all hives must be located at least 10 feet from any property line and at least 25 feet from any roadside, sidewalk, or path and 85 feet from any public place including playgrounds, sports fields, schools or churches, unless permission is granted for educational or research purposes, as well as establishing a Flyway Barrier at least six feet in height consisting of a solid wall, fence, or dense vegetation parallel to the property line and extending 10 feet beyond the colony in each direction; and

**Whereas**, The New Jersey Beekeepers Association has been keeping bees at Deerpath/Round Mountain Park, a part of the Hunterdon County Park System, for decades without one complaint or report of stinging; and

**Whereas**, the New Jersey Beekeepers Association has notified the Township Committee of Lebanon Township that if the new regulations are adopted, at least 6 beekeepers in the

Township will be negatively impacted by the Apiary Standards relating to hive density and Location of Hives.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of Lebanon Township wishes to go on record with the New Jersey Department of Agriculture that the Lebanon Township is opposed to the proposed beekeeping regulations which would have a detrimental effect on beekeeping in Lebanon Township as well as throughout New Jersey and urges the New Jersey State League of Municipalities to work towards creating legislation with straightforward regulations based on facts, science, and best management practices which will protect both beekeepers and non-beekeepers within the State of New Jersey; and

**BE IT FURTHER RESOLVED** that copies of this resolution be sent to the New Jersey State League of Municipalities; the New Jersey Beekeepers Association; and all Hunterdon County municipalities, urging that they oppose the adoption of the new beekeeping regulations as proposed by the New Jersey Department of Agriculture.

## **ORDINANCES**

### **Introduction**

#### **ORDINANCE NO. 2018-01- CAP BANK**

*Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2018-01 on first reading. (As entitled below).*

**STATE OF NEW JERSEY  
COUNTY OF HUNTERDON  
TOWNSHIP OF LEBANON  
ORDINANCE NO. 2018-01  
CALENDAR YEAR 2018  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the of the Township of Lebanon in the County of Hunterdon finds it advisable and necessary to increase its CY 2018 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Township Committee hereby determines that a 1.0% increase in the budget for said year, amounting to \$ 42,134.34 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of Lebanon, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2018 budget year, the final appropriations of the Township of Lebanon shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$ 147,470.19, and that the CY 2018 municipal budget for the Township of Lebanon be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Public Hearing will be held on February 7, 2018

## **APPOINTMENTS**

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

### **2018 APPOINTMENTS**

#### ***ANNUAL 1-YEAR APPOINTMENTS***

<b>REGISTRAR:</b>	Karen Sandorse
<b>ASSESSMENT SEARCH OFFICER:</b>	Karen Sandorse
<b>MUNICIPAL HOUSING LIAISON:</b>	Gail Glashoff
<b>DPW SUPERVISOR:</b>	Warren Gabriel
<b>DPW ASSISTANT SUPERVISOR:</b>	Kevin Rivers
<b>ACCOUNTS PAYABLE CLERK:</b>	JoAnn Fascenelli
<b>LIBRARY CLERK:</b>	Karla Drumm
<b>MUSEUM CURATOR:</b>	Joan Lucas
<b>FIRE OFFICIAL:</b>	Gary Apgar
<b>SPECIAL POLICE CLASS II:</b>	Alan Goracy
<b>POLICE OFFICE MANAGER:</b>	Kathy Goracy
<b>POLICE MATRON:</b>	Vacant
<b>OFFICIAL TAX SEARCHER:</b>	Mary Hyland
<b>ISSUER OF SUBDIVISION CERTIFICATES:</b>	Gail Glashoff
<b>STATE HISTORIAN:</b>	Vacant
<b>PERC WITNESS:</b>	Jess Symonds
<b>PERC WITNESS ALT:</b>	Kurt Hoffman
<b>PUBLIC AGENCY COMPLIANCE OFFICER:</b>	Karen Sandorse
<b>OEM DEPUTIES:</b>	Bruce Cunningham
	Joseph Maurizio
	JoAnn Fascenelli
	Jan Gibas
<b>RECYCLING COORDINATOR:</b>	
<b>RECYCLING COORDINATOR ASSISTANT:</b>	

**BOARD OF HEALTH:**

Thomas McKee  
Brian Wunder  
Marc Laul  
Mike Schmidt  
Beverly Koehler  
Laura Whitaker, Assessor  
Karen Sandorse, Secretary

**HISTORIANS – 1 year terms**

Victor Hoffman  
Nina Savoia  
Susan Donavan  
Eileen Lebida  
Chuck Speierl  
Laurie Hoffman  
Denise Schroder  
Maria Naccarato  
1 Vacancy

**LIBRARY COMMISSION - 1 year terms**

Barbara O'Rourke

Jan Gibas  
Melanie Ryan  
Kristen Petrik  
Debbie Bernardo  
Victor Hoffman  
1 Vacancy

**PARK COMMITTEE - 1 year terms**

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

**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:	Mike Schmidt, expires 12/18	Class I Appointed by the Mayor
CLASS II:	Adam Duckworth, expires 12/18	Class II is Mayor appointment
CLASS III:	Beverly Koehler, expires 12/18	Class III is a Committee appointment
CLASS IV:	Richard Weiler, expires 12/21	Class IV is a Mayor appointment
CLASS IV:	Darryl Schmidt, expires 12/21	Class IV is a Mayor appointment
CLASS IV -ALT II:	EJ Skidmore, expires 12/19	Class IV is a Mayor appointment

**BOARD OF ADJUSTMENT MEMBERS**

CLASS IV: Bruce Terzuolo, expires 12/21  
CLASS IV: Wayne Eberle, expires 12/21  
CLASS IV: John Locker, un-expired term, expires 12/20  
CLASS IV-ALT 1: Deborah Guevara, un-expired term, expires 12/18  
CLASS IV-ALT 1I: Vacancy, expires 12/19

**2018 MAYORAL APPOINTMENTS**

**RECREATION**

Stacey Timpson 5-year term, expires 12/22  
Vacancy Alt. #1 – Term expires 12/19  
Vacancy Alt. #2 – Unexpired Term expires 12/18

**ENVIRONMENTAL & OPEN SPACE COMMISSION**

Adam Duckworth 3-year term, expires 12/20  
Erik Henriksen 3-year term, expires 12/20  
Adam Mickley 3-year term, expires 12/20  
Kathryn Koch Alt #1 – Term expires 12/19

**COMMITTEE LIAISON POSITIONS**

**2018 Liaison Roles and Positions**

Mike Schmidt

Administration and Finance  
Open Space Coordinator  
Fire Dept.  
Zoning Officer  
Planning Board Class I  
CWA Contract

Tom McKee

Legal Matters  
Municipal Court  
Historians  
COAH  
Emergency Management/FEMA  
CWA Contract

Beverly Koehler  
Animal Control  
Local Schools  
Recreation Commission  
Library  
Highlands Council  
Chairman, Board of Health (subject to nomination and vote of Brd of Health)  
Planning Board Class III (nomination for Committee vote)

Brian Wunder  
Park Committee  
Food Pantry  
Veteran's Haven  
Relocation Assistance Officer  
Municipal Coordinator of Hunterdon County Senior Services  
DPW

Marc Laul  
IT/Social Media  
Buildings and Grounds  
EOSC  
LOSAP  
Police

## **TOWNSHIP CONTRACTS – AGREEMENTS**

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

Zoning Officer – John Flemming  
Newsletter – Design and Maintenance– Karen Newman  
Website – Design and Maintenance – Karen Newman

## **OLD BUSINESS**

**None**

## **NEW BUSINESS**

**None**

## **PRESENTATION OF VOUCHERS**

Mayor Schmidt provided a description of vouchers over \$1,000.00



*Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the January 3, 2018 Bill List in the amount of \$2,589,493.33.*

## **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.*

Ms. Laurie Hoffman, Buffalo Hollow Road, congratulated the Township Committee on all of their new positions and wished them a good year.

*Motion by Mr. Wunder, seconded by Ms. Koehler 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 Ms. Koehler, seconded by Mr. Laul and carried by unanimous favorable roll call vote to adjourn the meeting at 6:55 p.m.*

Respectfully submitted,

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Karen J. Sandorse Township Clerk  
As prepared by: Kimberly Jacobus, Deputy Clerk

Approved: February 7, 2018

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Mike Schmidt, Mayor