

REORGANIZATION MEETING

Lebanon Township Committee

January 4, 2006

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 28th, 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 Philip George, Municipal Clerk Karen Sandorse and many members of the public were also present.

OATH OF OFFICE

Attorney George administered the Oath of Office to Committee Members Patricia Schriver and George Piazza.

NONIMATION AND APPOINTMENT OF MAYOR

The Clerk opened the floor for a nomination for the 2006 Lebanon Township Mayor.

Nomination to appoint Patricia Schriver as the 2006 Mayor, was made by Mr. Piazza, seconded by Mr. Weeks. Hearing no further, nominations were closed. Motion carried by favorable roll call vote. AYES: Weeks, Piazza, Post, Monahan ABSTAIN: Schriver

Attorney George administered the Oath of Office to Ms. Schriver, with Former-Mayor Thomas Burrell holding the Bible.

MAYORAL COMMENTS

Mayor Schriver thanked all present and her fellow Committee Members for their support and vote of confidence. Mayor Schriver stated that she is anticipating an exciting 2006 year. Mayor Schriver also thanked the Township Staff, the residents, and the many volunteers who help to keep the Township programs running through the year. These volunteers contribute many many hours, of their time, to keep the Township the special place that it is. Mayor Schriver stated her goals for the year. She would like to see the improvement or replacement of the Township Public Works Building, resolve the Nagy Property matter with the County, the updating of the Township map indicating the Open Space properties, look to work with the County Park System and Water Supply to develop a natural trail system at the Pt. Mountain to the Woodglen Road location and Senior Citizen Housing as part of the 3Rd Round Certification with COAH. Mayor Schriver would also like to encourage the State Legislators to develop a plan to reduce property taxes. Mayor Schriver stated that Voorhees High School has stated an interest in working with the Township in developing the Rich Property for ballfields. Mayor Schriver stated that there is concern with the discussion of certain sending districts wanting to withdrawal from the NHVRHS School System. This Township cannot afford to have a de-regionalization of the High Schools. This issue needs to be kept up on. Mayor Schriver said that in 2002 she looked into Lebanon Township having their own Post Office. The matter has slowed down along the way, and she would like to see it revisited. The Township needs to continue to partner with other municipalities and organizations, in order to reduce spending, and needs to look for new money through grants. Mayor Schriver stated that she does not have tunnel vision and never will. She looks at issues with an open mind, and is willing to listen. She has concerns for all of the residents

ELECTION OF DEPUTY MAYOR

Mayor Schriver requested a nomination for the 2006 Lebanon Township Deputy Mayor.

Nomination to appoint Edward Post as the 2006 Deputy Mayor was made by Mr. Monahan, seconded by Mr. Piazza. Motion carried by favorable roll call vote. AYES: Schriver, Piazza, Monahan ABSTAIN: Weeks, Post

Attorney George administered the Oath of Office to Mr. Post.

PRESENTATION OF MINUTES

Motion by Mr. Piazza, seconded by Mr. Monahan and carried by unanimous favorable roll call vote the Township Committee approved the December 7, 2005 regular meeting minutes.

December 7, 2005 Executive Session Minutes tabled to the January 18, 2006 meeting.

Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote the Township Committee approved the December 14, 2005 regular meeting minutes.

December 14, 2005 Executive Session Minutes tabled to the January 18, 2006 meeting.

ORDINANCES

Introduction

Motion by Mr. Post seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2006-01 on first reading. (As entitled below)

ORDINANCE NO. 2006-01

AN ORDINANCE REGARDING THE TRANSFER OF JURISDICTION FOR THE ADMINISTRATION AND ENFORCEMENT OF THE UNIFORM CONSTRUCTION CODE IN THE TOWNSHIP OF LEBANON AND THE BOROUGH OF CALIFON TO THE CONSTRUCTION DEPARTMENT OF THE TOWNSHIP OF TEWKSBURY AND AUTHORIZING A CONTRACT WITH THE BOROUGH OF CALIFON AND THE TOWNSHIP OF LEBANON FOR SUCH PURPOSE

Public Hearing to be held on January 18, 2006.

Introduction

Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2006-02 on first reading. (As entitled below)

**ORDINANCE NO. 2006-02
TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
2006 SALARY ORDINANCE**

Public Hearing to be held on January 18, 2006.

Introduction

Motion by Mr. Monahan seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2006-03 on first reading. (As entitled below)

**ORDINANCE NO. 2006-03
TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

**AN ORDINANCE AUTHORIZING THE SALE OF A DEVELOPMENT EASEMENT TO
THE STATE AGRICULTURE DEVELOPMENT COMMITTEE, PURSUANT
TO N.J.S.A. 40A:12-4**

Public Hearing to be held on January 18, 2006.

APPOINTMENTS

2006 APPOINTMENTS

DEPUTY CLERK: Kimberly Jacobus
DEPUTY REGISTRAR: Kimberly Jacobus
ASSISTANT ROAD SUPERVISOR: Paul Jones, Sr.
CHIEF MECHANIC: Edward Kiley
ASSISTANT CHIEF MECHANIC: Kevin Rivers
ZONING OFFICER: William Skene
FIRE OFFICIAL: Gary Apgar
LIBRARY CLERK: Marie Taluba
ASSISTANT LIBRARY CLERK: Joan Lucas & Ada Roth
MUSEUM CURATOR: Joan Lucas
ASSISTANT MUSEUM CURATOR: Deanna Kinney
DOG LICENSING AGENT: Kimberly S. Jacobus
ANIMAL CENSUS: Judy Dunlap
SCHOOL CROSSING GUARD: vacant
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- 1-year Appointments

Art Gerlich
Elaine Wright
Carol McGimpsey
Jan Gibas
Barbara O'Rourke
Eva Burrell
1 or 2 Vacancies

HISTORIANS 1-year Appointments

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

PARK COMMITTEE 1-year Appointments

Art Gerlich
Collette Evanko
Kimberly Jacobus
Patricia Schriver
Elizabeth Burns
Jan Gibas
Beth Fischer
Wayne Maurer
3 Vacancies

AG ADVISORY COMMITTEE

Adam Ambielli
Al Nagie
Gary Milkowski

RECREATION COMMISSION (Tabled)

OPEN SPACE/ENVIRONMENTAL COMMITTEE (Tabled)

PLANNING BOARD MEMBERS:

CLASS I: Patricia Schriver, 1-year term, expires 12/06
CLASS II: 1-year term, expires 12/06
CLASS IV: Gary MacQueen, 4-year term, expires 12/09
Paul Spatz, 4-year term, expires 12/09
ALTERNATE I: Chris Piasecki, 1-year un-expired term, expires 12/06
ALTERNATE II: Vacant 2-year term, expires 12/07

BOARD OF ADJUSTMENT MEMBERS:

CLASS IV: Bruce Terzuolo, 4-year term, expires 12/09
William Machauer, 4-year term, expires 12/09
Brian Cerf, 4-year term, expires 12/09
CLASS IV: Wayne Eberle, (Alternate II, 2-year term, expires 12/07)

RECYCLING COORDINATOR: Jan Gibas

RECYCLING COMMISSION: Jan Gibas & Steve O'Reilly

REPRESENTATIVE TO SWAC: Steve O'Reilly

EMERGENCY MANAGEMENT COORDINATOR: Paul R. Jones

LIAISON TO PUBLIC WORKS: Jay Weeks

LIAISON TO POLICE, FIRE & RESCUE: Russ Monahan

LIAISON TO COAH & OPEN SPACE COORDINATOR: Ed Post

LIAISON TO ADMINISTRATION & FINANCE: George Piazza

LIAISON TO NORTH HUNTERDON COURT: George Piazza

HAGEDORN LIAISON COMMITTEE: One member from Fire Department and Rescue Squad, two members from the Committee

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

RESOLUTIONS

**RESOLUTION NO. 01-2006
TEMPORARY BUDGET**

Motion by Mr. Post seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 01-2006. (As written below)

Township of Lebanon
County of Hunterdon

Resolution No. 01-2006
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 2006, which consists of 26.25% of the 2006 Municipal Budget of \$4,228,820 which totals \$1,110,065.25.

RESOLUTION NO. 02-2006
ANNUAL MEETING DATES

Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 02-2006. (As written below)

RESOLUTION #02-2006
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 2006 calendar year at 7:00 p.m. at the Lebanon Township Municipal Building, 530 West Hill Road, Glen Gardner, (Lebanon Township) New Jersey, on the following dates:
 - a. The first & third Wednesday of each and every month: Jan. 18, Feb. 1 & 15, March 1 & 15, April 5 & 19, May 3 & 17, June 7 & 21, July 5 & 19, August 2 & 16, Sept. 6 & 20, Oct. 4 & 18, Nov. 1 & 15 and Dec. 6 & 20.
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 2006 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. 03-2006
DESIGNATION OF OFFICIAL NEWSPAPER**

Motion by Mr. Monahan seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 03-2006. (As written below)

RESOLUTION #03-2006

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. 04-2006
PAYMENT OF TAXES**

Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 04-2006. (As written below)

RESOLUTION #04-2006
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, 2006, May 1, 2006, August 1, 2006 and November 1, 2006 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 11, 2006 issue of the Hunterdon Review.

**RESOLUTION NO. 05-2006
AUTHORIZATION TO CANCEL PROPERTY
TAX CREDITS AND DELINQUENCIES**

Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 05-2006. (As written below)

RESOLUTION #05-2006

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. 06-2006
AUTHORIZATION TO FILE CORRECTIVE APPEALS

Motion by Mr. Post seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 06-2006. (As written below)

RESOLUTION #06-2006
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. 07-2006
ENDORING THE TOWNSHIP'S

HOUSING ELEMENT AND FAIR SHARE PLAN

Motion by Mr. Post seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 07-2006. (As written below)

**RESOLUTION NO. 07-2006
TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
A RESOLUTION ENDORSING THE TOWNSHIP'S
HOUSING ELEMENT AND FAIR SHARE PLAN**

WHEREAS, the Council on Affordable Housing (COAH) has previously granted to Lebanon Township substantive certification after review of the Township's second round Housing Element and Fair Share Plan; and,

WHEREAS, in anticipation of the Township's third round petition to COAH for substantive certification, the Township prepared and submitted to COAH a new Housing Element and Fair Share Plan in accordance with COAH's Substantive and Procedural Rules; and,

WHEREAS, the Planning Board of the Township of Lebanon previously adopted the Township's third round Housing Element and Fair Share Plan as being in accordance with the Township's Master Plan, as may have been administratively revised by the Emergency Rules of the New Jersey Department of Environmental Protection and/or the proposed Highlands Water Protection and Planning Act.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that the Township Committee of Lebanon Township, pursuant to the provisions of N.J.S.A. 52:27D-301 and N.J.A.C. 5:95-3.2, submits its petition for substantive certification of the Housing Element and Fair Share Plan to COAH for review and certification; and

BE IT FURTHER RESOLVED that notice of the petition for substantive certification shall be published in a newspaper of countywide circulation pursuant to N.J.A.C. 5:95-3.5 within seven days of issuance of the notification letter from COAH's Executive Director indicating that the submission is complete and that a copy of this Resolution, the adopted Housing Element and Fair Share Plan, and all supporting documentation shall be made available for public inspection at the Lebanon Township municipal clerk's office located at 530 West Hill Road, Glen Gardner, NJ 08826, from 8:00 AM until 4:30 PM (closed from 12:00 to 1:00 for lunch) on Monday through Friday for a period of forty-five (45) days following the date of publication of the legal notice pursuant to N.J.A.C. 5:95-3.

**RESOLUTION NO. 08-2006
AUTHORIZATION TO SIGN DOCUMENTS**

Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 08-2006. (As written below)

RESOLUTION #08-2006
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. 09-2006
AUTHORIZE THE CFO TO ISSUE CERTAIN CHECKS
AND REMIT PAYROLL TAXES

Motion by Mr. Post seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 09-2006. (As written below)

RESOLUTION #09-2006
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 of 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. 10-2006
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. 10-2006. (As written below)

RESOLUTION #10-2006
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. 11-2006
CASH MANAGEMENT PLAN**

Motion by Mr. Post seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 11-2006. (As written below)

**RESOLUTION #11-2006
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, Note4s 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 that 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 tern 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
- 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. 12-2006
RETURN CHECK FEE**

Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 12-2006. (As written below)

**RESOLUTION #12-2006
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. 13-2006
CANCELLATION OF TAX SALE CERTIFICATES**

Motion by Mr. Monahan seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 13-2006. (As written below)

**RESOLUTION #13-2006
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. 14-2006
APPROVE 2006 NORTH HUNTERDON MUNICIPAL COURT BUDGET

Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 14-2006. (As written below)

RESOLUTION #14-2006
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 2006; 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 2006.

RESOLUTION NO. 15-2006
APPOINT COURT ADMINISTRATOR

Motion by Mr. Monahan seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 15-2006. (As written below)

RESOLUTION #15-2006
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 2006; 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 Court Administrator for the North Hunterdon Municipal Court for the Calendar Year 2006 at a Salary established in the Budget of the North Hunterdon Municipal Court for the year 2006.

RESOLUTION NO. 16-2006
TRANSFER RESOLUTION

Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 16-2006. (As written below)

RESOLUTION NO. 16-2006
TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

WHEREAS, various 2005 bills have been presented for payment this year, which bills were not covered by order number and/or recorded at the time of transfers between the

2005 Budget Appropriation Reserve in the last two months of 2005; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LEBANON that the Chief Financial Officer be authorized to make the

following transfers in the amount of \$11,032.00 be made between the 2005 Budget Appropriation Reserves as follows:

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
	Museum s/w	3,586.48	-
	Fire Official s/w	1,942.21	
	Prosecutor s/w	1,424.01	
	Roads s/w	3,079.30	
	Board of Health s/w	1,000.00	
	Municipal Clerk o/e		1,000.00
	Municipal Clerk s/w	-	1,200.00
	Underground Tank Remediation		1,832.00
	Group Insurance o/e	-	3,000.00
	Buildings and Grounds o/e	-	4,000.00
		<u>11,032.00</u>	<u>11,032.00</u>

**RESOLUTION NO. 17-2006
AWARD OF A NON-FAIR AND OPEN CONTRACT**

Motion by Mr. Post seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 17-2006 (As attached)

RESOLUTION NO. 17-2006
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 2006 Temporary Budget and will be made available in the 2006 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 2006:

1. Eric M. Bernstein & Associates, LLC is hereby appointed as the Lebanon Township Attorney for the year 2006.
2. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2006.
3. Ardito & Co, LLP is hereby appointed the Lebanon Township Auditor for the year 2006.
4. Sanford N. Groendyke is hereby appointed the Lebanon Township Insurance Agent for the year 2006.
5. Michael P. Bolan, Professional Planner of Banisch Associates.

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 11, 2006 issue of the Hunterdon Review.

**RESOLUTION NO. 18-2006
RECYCLING TONNAGE GRANT**

Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 18-2006. (As written below)

RESOLUTION 18-2006
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. 19-2006
2006 SALARIES**

Motion by Mr. Post seconded by Mr. Weeks and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 19-2006. (As written below)

RESOLUTION NO. 19-2006
TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

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 2006 Salary Resolution and the annual salaries of the following officers and employees be set forth hereafter:

SECTION A:

2006
Base Salary

Mayor	5,000.00
Committee	4,000.00
Open Space Coordinator	5,000.00
Tax Assessor -Mastro	40,945.05
Deputy Clerk Jacobus	41,765.46
Township Clerk - Sandorse	59,532.93
Tax Collector - Hyland	35,995.65
Chief Financial Officer - Della Pia	22,556.74
Treasurer - Gambert	30,000.00
Planning Board/Bd of Adj Secretary - Glashoff	44,817.02
Police Office Manager - Goracy	37,440.00
Road Supervisor - Jones, Jr.	75,271.27
Asst. Road Supervisor, Jones, Sr.	55,216.50
Chief Mechanic - Kiley	53,549.12
Road Employee - Gabriel	48,426.29
Road Employee - Rivers	48,163.10
Road Employee - Heft	48,163.10
Road Employee - Beam	46,978.76
Road Employee - Candler	42,188.78
Road Employee - Nunn	42,188.78
Road Employee - New	28,950.50
Chief of Police Schell	99,221.09
Sergeant Gale	79,402.00
1st Class - Campbell	74,222.83
1st Class - Mattson	73,515.00
1st Class - Smith	73,276.00
1st Class - Rautenberg	73,042.00
1st Class - Gurneak	72,809.00
1st Class - Unkert	72,335.00
6th Class - Cronce	47,360.00
Office of Emergency Management - Jones	2,530.64
Dog Census - Dunlap	3,795.96

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

Library Clerk - Taluba	17.64
1st Clerk - Lucas	14.27
2nd Clerk - Roth	12.93
Museum Curator - Lucas	14.98
Assistant Museum Curator - Kinney	12.57
Special Police Class II	17.52
Animal Control Officer	11.17
Mechanic Helper - over base pay	2.00
Fire Official - Apgar	20.14
Zoning Official - Skene	22.50
Perc Test Witness - Lanzo	100.00
Special Traffic Guards	36.40

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

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**RESOLUTION NO. 20-2006
PETTY CASH FUND**

Motion by Mr. Monahan seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 20-2006. (As written below)

RESOLUTION NO. 20-2006
TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
Change in Custodian of Petty Cash Fund

WHEREAS, Connie Weber was custodian of the Township of Lebanon Petty Cash Fund, and
WHEREAS, in accordance with N.J.S.A. 40:5-21, the Township Committee of the Township of Lebanon is changing custodians to Karen Sandorse; and

WHEREAS, Karen Sandorse is bonded in the amount of \$1,000 by virtue of a surety bond.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Lebanon, County of Hunterdon hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval

**RESOLUTION NO. 21-2006
HIGHLANDS GRANT**

Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 21-2006. (As written below)

TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
RESOLUTION NO. 21-2006
HIGHLANDS GRANT

WHEREAS, the Governing Body of the Township of Lebanon received notice from the New Jersey Department of Highlands Council of its eligibility to receive a Planning Assistance Grant in the amount of \$7,500; and,

WHEREAS, the purpose of the grant is for the preparation of its Council on Affordable Housing (COAH) third round housing element and fair share plan.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, that the Governing Body does hereby accept the grant of \$7,500, for purposes described herein,

BE IT FURTHER RESOLVED, that the Mayor of the Township of Lebanon be and hereby is authorized to execute a Grant Agreement with the New Jersey State Department of Highlands Council on behalf of the Township of Lebanon, and upon execution of said Agreement, the Township of Lebanon does accept the Terms and Conditions specified in the Agreement in connection with this grant.

**RESOLUTION NO. 22-2006
PROFESSIONAL SERVICE APPOINTMENTS**

Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 22-2006. (As written below)

RESOLUTION #22-2006
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 2006 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, 2006 as follows:

1. Howard Cohen, is hereby appointed as Special Counsel for the Township of Lebanon for the year 2006.
2. Martin Allen, is hereby appointed as Tax Appeal Attorney for the Township of Lebanon for the year 2006.
3. David Bunevich is hereby appointed Lebanon Township Prosecuting Attorney for the year 2006.
4. Thomas Mading is hereby appointed as Lebanon Township Public Defender for the year 2006.
5. Thomas Yager and Associates is hereby appointed Licensed Surveyors for the 2006 year.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Lebanon that the following Professional Experts are hereby appointed for the year 2006:

1. Philip Canton, PP, AICP and Michael Sullivan, PP, AICP of Clark, Canton & Hintz

2. James Coe, P.E. of Hatch Mott MacDonald
3. Robert McNeely Vance, CRP, CTA
4. Amy S. Greene and William H. Romaine of Amy S. Greene Environmental Consultants, Inc.
5. Geoffrey M. Goll, P.E. of Princeton Hydro, LLC
Richard Reading of Richard B. Reading Associates

SALVAGE LICENSE RENEWALS

Motion by Mr. Monahan seconded by Mr. Piazza 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.

2005 HUMANE SOCIETY CONTRACT

Motion by Mr. Piazza seconded by Mr. Post and carried by unanimous favorable roll call vote, the Township Committee approved the 2006 Humane Society Contract and authorized Mayor and Clerk to sign.

PRESENTATION OF VOUCHERS

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

Motion by Mr. Piazza seconded by Mr. Monahan and carried by unanimous favorable roll call vote, the Township Committee approved the bill list in the amount of \$2,481,053.99.

PUBLIC COMMENTS

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

Ms. Barbara Quinn of Windy Brook Lane encouraged the Township Committee to put forth a compromise to come to a resolution in the Raritan Inn matter.

Having no further business to come before the Committee, a motion was made by Mr. Post seconded by Mr. Monahan and carried by unanimous favorable roll call vote to adjourn the meeting.

Respectfully submitted,

Karen J. Sandorse, RMC/CMC
Municipal Clerk

Approved

Patricia Schriver, Mayor