

REORGANIZATION MEETING

Lebanon Township Committee

January 6, 2010

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 30, 2009, 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 Francis Morrison
 Brian Wunder

Absent - None

Attorney Phil George, Municipal Clerk Karen Sandorse and 18 members of the public were also present.

OATH OF OFFICE

Attorney Phil George administered the Oath of Office to Committeemen Brian Wunder.

NONIMATION AND APPOINTMENT OF MAYOR

The Clerk opened the floor for a nomination for the 2010 Lebanon Township Mayor.

Nomination to appoint Jay D. Weeks as the 2010 Mayor was made by Ms. Schriver, seconded by Mr. Morrison. Hearing no further comments, nominations were closed. Motion carried by favorable roll call vote. AYES: Wunder, Schriver, Piazza, Morrison ABSTAIN: Weeks

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

ELECTION OF DEPUTY MAYOR

Nomination to appoint Francis Morrison as the 2010 Deputy Mayor was made by Mr. Piazza, seconded by Ms. Schriver. Motion carried by favorable roll call vote. AYES: Wunder, Schriver, Weeks, Piazza, ABSTAIN: Morrison

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

ORDINANCES

Introduction

Motion by Ms. Schriver, seconded by Mr. Morrison and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2010-01 on first reading. (As entitled below).

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
ORDINANCE NO. 2010-01
CALENDAR YEAR 2010
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

Public Hearing will be held on January 20, 2010.

Introduction

Motion by Mr. Piazza, seconded by Mr. Morrison and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2010-02 on first reading. (As entitled below).

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
ORDINANCE NO. 2010-02
SALARIES**

Public Hearing will be held on January 20, 2010.

APPOINTMENTS

2010 APPOINTMENTS

Motion by Ms. Schriver, seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee approved the following appointments.

ANNUAL 1-YEAR APPOINTMENTS

DEPUTY CLERK: Kimberly Jacobus
ASSISTANT ROAD SUPERVISOR: Vacancy
TREASURER: Julia Gambert
FIRE OFFICIAL: Gary Apgar
SPECIAL POLICE CLASS II: Alan Goracy
POLICE MATRON: Judy Dunlap
OFFICIAL ASSESSMENT SEARCHER: Karen Sandorse
OFFICIAL TAX SEARCHER: Mary Hyland
ISSUER OF SUBDIVISION CERTIFICATES: Gail Glashoff

STATE HISTORIAN: Ralph Lomerson
POLICE MATRON: Judy Dunlap
PERC WITNESS: Howard Symonds

LIBRARY COMMISSION

Art Gerlich
Elaine Wright
Jan Gibas
Barbara O'Rourke
Eva Burrell
Melanie Ryan
Georgia Cudina

HISTORIANS

Ralph Lomerson
Susan Donavan
Victor Hoffman
John Dempsey
Carol Girgus
Nina Savoia
Kathleen Paige
William DeCoster
12/13
Andrew Smego
12/13
12/10
12/11

PARK COMMITTEE

Art Gerlich

AG ADVISORY COMMITTEE

Adam Ambielli
Al Nagie
Gary Milkowski
Vacancy- Secretary

RECYCLING COORDINATOR

Jan Gibas

RECYCLING COMMISSION

Jan Gibas
Steve O'Reilly

REPRESENTATIVE TO SWAC

Vacancy

BOARD OF ADJUSTMENT MEMBERS

CLASS IV: Bruce Terzuolo 4-year term, expires

CLASS IV: Wayne Eberle 4-yr term, expires 12/13

CLASS IV: Abe Abuchowski 4-year term, expires

ALT. I William Machauer, fill Eberle term to

ALT. II: Joseph Maurizio 2-year term, expires

PLANNING BOARD MEMBERS

Collette Evanko
Kimberly Jacobus
Patricia Schriver
Elizabeth Burns
12/13
Jan Gibas
12/13
Beth Fischer
12/13
Wayne Maurer
Kirk Petrik
Eric Petrik
Charles Fortenbacker
appointment

CLASS I: Jay Weeks
CLASS II: Art Gerlich, expires 12/10
CLASS III: George Piazza, expires 12/11
CLASS IV: Gary MacQueen 4-years, expires

CLASS IV: Richard Weiler 4-years, expires

CLASS IV: Darryl Schmidt 4-years, expires

CLASS IV: Chris Piasecki 4-years, expires 12/13

**Class III is a Committee appointment
**Class II and Class IV is a Mayor

2010 MAYORAL APPOINTMENTS

RECREATION COMMISSION

Keith Matyas 5-year term, expires 12/13
Kristin Petrik 5-year term, expires 12/13

OPEN SPACE/ENVIRONMENTAL COMMITTEE

Douglas Diehl 3-year term, expires 12/12
Nancy Lawler 3-year term, expires 12/12
Art Gerlich 2-year term, expires 12/11

RELOCATION ASSISTANCE OFFICER: George Piazza
LIAISON TO STANDING COMMITTEES: Frank Morrison
LIAISON TO PUBLIC WORKS: George Piazza
LIAISON TO POLICE, FIRE & RESCUE: Brian Wunder
LIAISON TO COAH & OPEN SPACE COORDINATOR: Patricia Schriver
LIAISON TO ADMINISTRATION & FINANCE: Patricia Schriver
LIAISON TO NORTH HUNTERDON COURT: George Piazza

HAGEDORN LIAISON COMMITTEE:

1 Member from Fire Department: Gary Milkowski
1 Member from First Aid Squad:
Member from the Committee: Patricia Schriver
Member from the Committee: Brian Wunder

VACANCIES

PLANNING BOARD MEMBERS:

ALTERNATE I: Vacant 2-year term, expires 12/10
ALTERNATE II: Vacant 2-year term, expires 12/11

RECREATION

Vacancy - Serve last year of a 5-year term-Expires 12/10
Vacancy – 5 year term - expires 12/13

REPRESENTATIVE TO SWAK

Vacancy

HUNTERDON COUNTY HEALTH AND SENIOR SERVICES

Municipal Senior Coordinator

RESOLUTIONS

Motion by Ms. Schriver, seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee adopted the following resolutions as written below.

Resolution No. 01-2010 -Temporary Budget

Township of Lebanon
County of Hunterdon
Resolution No. 01-2010
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 2010, in accordance with NJSA 40A:4-19, which consists of 26.25% of the 2009 Municipal Budget of \$4,451,878,00 which totals \$1,168,617.98.

Resolution No. 02-2010- Annual Meeting Schedule

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 02-2010
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 2010 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. 20, Feb. 3 & 17, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 16, July 7 & 21, August 4 & 18, Sept. 1 & 15, Oct. 6 & 20, Nov. 3 & 17 and Dec. 1 & 15.**
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 2010 calendar year on the bulletin board at the Lebanon Township Municipal Building;
 - b. Faxed 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 an 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, and postage.

Resolution No. 03-2010-Designation of Official Newspaper

**RESOLUTION NO. 03-2010
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. 04-2010-Payment of Taxes

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 04-2010
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, 2010, May 1, 2010, August 1, 2010 and November 1, 2010 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 13, 2010 issue of the Hunterdon Review.

Resolution No. 05-2010-Authorization to Cancel Property Tax

TOWNSHIP OF LEBANON

**COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 05-2010
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 credit 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. 06-2010-Authorization to File Corrective Appeals

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 06-2010
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. 07-2010-Authorization to Sign Documents

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 07-2010
AUTHORIZATION TO SIGN DOCUMENTS**

WHEREAS, the Mayor, Deputy Mayor, Township Clerk, Deputy Clerk, and Chief Financial Officer of the Township of Lebanon are municipal officers for the Township of Lebanon; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor or Deputy Mayor, Township Clerk or Deputy Clerk, and Chief Financial Officer be authorized to sign documents on the Township's behalf, according to law.

Resolution No. 08-2010-Authorization for CFO to Issue Certain Checks

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 08-2010
AUTHORIZATION FOR CFO TO ISSUE CERTAIN CHECKS
& REMIT PAYROLL TAXES**

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

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

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

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

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

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

Employees and Police and Fire Retirement Systems and Contributory Insurance for employee deductions and to the SUI Reserve Fund for employee deductions as may apply, to appropriate agencies for wage executions to comply with court orders and to the appropriate entity for other voluntary payroll deductions.

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

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

Resolution No. 09-2010-Designation of Depositories

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 09-2010
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, TDBank 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, TDBank and the New Jersey Cash Management Fund are hereby designated as the depository banks for the Township of Lebanon.

Resolution No. 10-2010-Cash Management Plan

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 10-2010**

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

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

TD Bank Deposits and Certificates of Deposits

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

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

Investments shall be limited to a maturity of not more than one-year unless a longer term is permitted by applicable Federal or State regulations. Allowable investments with maturities which

extend beyond the end of the Township's fiscal year shall be permitted only if interest accrued on the investment is credited to the Township at the end of the fiscal year for the purpose of realizing budgetary revenue.

The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows. Bids for Certificates of Deposit will be solicited of at least three designated depositories only if the amount available for investment is \$100,000 or greater.

Telephone bids will be solicited by the Chief Financial Officer, or designated staff member. Bidders shall specify the principal amount, interest, rate and maturity of the investment and transmit such bid to the Township by telefax. A check or wire transfer will be made available to the winning bidder on the same business day the bid is awarded.

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

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

G. Compliance

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

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

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

Resolution No. 11-2010-Return Check Fee

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 11-2010
RETURN CHECK FEE**

WHEREAS, N.J.S.A. 40:5-18(a) provides that the governing body of a municipality may provide, by resolution or ordinance, for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered on the account was by check or other written instrument which was returned for insufficient funds; and

WHEREAS, N.J.S.A. 40:5-18(b) provides that whenever an account owing to a municipality is for a tax or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for enforcement of the lien.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon, that the service charge for a check or other written instrument returned for insufficient funds is hereby determined and set at \$20.00 per check or other written instrument pursuant to N.J.S.A. 40:5-18(c); and

BE IT FURTHER RESOLVED that any service charge authorized by this section shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered. In addition, the governing body may require future payments to be tendered in cash or by certified or cashier's check, N.J.S.A. 40:5-18(d).

Resolution No. 12-2010-Cancellation of Tax Sale Certificates

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 12-2010
AUTHORIZATION OF REDEMPTION**

WHEREAS, N.J.S.A. 54:5-55 provides that where a Tax Sale Certificate has been redeemed, the Tax Collector shall, at the option of the redeeming party, either execute a Certificate of Redemption or procure and deliver to the owner a Certificate of Sale receipted for cancellation by endorsement in same manner required by law to satisfy or cancel a mortgage; and

WHEREAS, N.J.S.A. 46:18-6 provides that an instrument record-able mortgage may be canceled only by the endorsement of the executive officer of a corporation attested to by a secretarial officer of the corporation; and

WHEREAS, the Mayor of the Township is considered to be a duly authorized executive officer; and Tax Collector of the Township is considered to be duly authorized to collect taxes,

NOW, THEREFORE BE IT RESOLVED by the Township of Lebanon in the County of Hunterdon, that the Mayor and Tax Collector be designated as the duly authorized to endorse for cancellation of Tax Sale Certificates; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Township Tax Collector for insertion in her official records.

Resolution No. 13-2010 -Approve the 2010 Budget for The Municipal Court of North Hunterdon

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 13-2010
APPROVING THE BUDGET OF THE
MUNICIPAL COURT OF NORTH HUNTERDON**

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

WHEREAS, the Municipal Court Committee of the Municipal Court of North Hunterdon has approved a Budget in the form attached hereto for the Calendar year 2010; and

NOW, THEREFORE, the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, hereby approves the Budget for the Municipal Court of North Hunterdon. for the Calendar year 2010.

Resolution No. 14-2010-Engage a Municipal Court Administrator

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 14-2010**

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

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

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator for the Calendar Year 2010; and

WHEREAS, the Municipal Court of North Hunterdon 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 Manfredi as the Certified Court Administrator for the Municipal Court of North Hunterdon for the Calendar Year 2010 at a Salary established in the Budget of the Municipal Court of North Hunterdon for the year 2010.

Resolution No. 15-2010-Recycling Tonnage Grant

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 15-2010
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 Warren Gabriel to ensure that the application is properly filed; and BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust to be used solely for the purposes of recycling.

Resolution No. 16-2010-Appointing a Fund Commissioner

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
RESOLUTION NO. 16-2010**

WHEREAS, the Township of Lebanon (hereinafter “Local Unit”) is a member of the Statewide Insurance fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Lebanon that Patricia Schriver is hereby appointed as the Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that Warren Gabriel is hereby appointed as the Alternate Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution No. 17-2010-Salaries

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
RESOLUTION NO. 17-2010
SALARIES**

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 2010 Salary Resolution and the annual salaries of the following officers and employees be set forth hereafter:

2010

SECTION A:

Mayor	5,000.00
Committee	4,000.00
Open Space Coordinator	5,000.00
Tax Assessor -Mastro	47,899.92
Deputy Clerk Jacobus	48,859.69
Township Clerk - Sandorse	75,586.53
Tax Collector - Hyland	42,109.82
Chief Financial Officer - Della Pia	26,388.20
Treasurer - Gambert	35,095.76
Planning Board/Bd of Adj Secretary - Glashoff	52,429.57
Police Office Manager - Goracy	46,049.23
Zoning Officer - Flemming	27,374.69
Road Supervisor - Gabriel	79,357.33
Asst. Road Supervisor -	63,757.11
Chief Mechanic - Kiley	62,644.89
Road Employee - Rivers	56,344.02
Road Employee - Heft	56,344.02
Road Employee - Beam	54,958.51
Road Employee - Candler	49,354.90
Road Employee - Nunn	49,354.90
Road Employee - Apgar	39,175.72
Chief of Police Mattson	99,236.80
Sergeant Gale	93,194.91
1st Class - Smith	85,722.09
1st Class - Rautenberg	85,722.09
1st Class - Gurneak	85,449.19
1st Class - Unkert	84,895.14
2nd Class - Cronce	72,587.59
5th Class - Lane	52,923.73
6th Class - Thomsen	47,329.74
Office of Emergency Management - Gabriel	5,000.00
Dog Census - Dunlap	4,440.73

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

Library Clerk - Harding	19.47
1st Clerk - Lucas	16.70
2nd Clerk - Roth	15.13
Museum Curator - Lucas	17.52
Assistant Museum Curator - Kinney	14.70
Clerical Substitute	
Special Police Class II	20.50
Animal Control Officer	13.07
Mechanic Helper - over base pay	2.00
Fire Official - Apgar	23.56
Perc Test Witness - Lanzo	100.00
Special Traffic Guards	42.58

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

RESOLUTIONS – Professional Services

Motion by Ms. Schriver, seconded by Mr. Morrison and carried by unanimous favorable roll call vote, the Township Committee approved the following resolutions as written below.

Resolution No. 18-2010-Statewide Risk Management Consultant

TOWNSHIP OF LEBANON
RESOLUTION 18-2010
STATEWIDE INSURANCE FUND
RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Township of Lebanon (hereinafter “LOCAL UNIT”) has joined the Statewide Insurance Fund (hereinafter “FUND”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the FUND; and

WHEREAS, the FUND has requested its members to appoint individuals or entities to that position; and

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

1. Township of Lebanon hereby appoints Groendyke Associates as its local Risk Management Consultant.
2. The Mayor and Clerk are hereby authorized to execute the Risk Management Consultant’s Agreement for the fund year **2010** in the form attached hereto.

Resolution No. 19-2010-Non-Fair and Open Professional Service Contracts

RESOLUTION NO. 19-2010
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 2010 Temporary Budget and will be made available in the 2010 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 2010:

1. Eric M. Bernstein & Associates, LLC is hereby appointed as the Lebanon Township Attorney for the year 2010.
2. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2010.
3. Sanford N. Groendyke is hereby appointed the Lebanon Township Insurance Agent for the year 2010.
4. Michael P. Bolan, is hereby appointed the Lebanon Township Professional Planner for the year 2010.
5. Keith T. Chambers of Chambers Architecture, as Special Architect for the Township Garage Project during the 2010 year.

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

BE IT FURTHER RESOLVED that notice of this action shall be printed in the January 13, 2010 issue of the Hunterdon Review.

Resolution No. 20-2010-Auditor Professional Service Contract

See Attached

Resolution No. 21-2010-Professional Services

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 21-2010
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 2010 Temporary Budget and will be made available in the 2010 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 6th day of January, 2010 as follows:

1. Martin Allen, is hereby appointed as Tax Appeal Attorney for the Township of Lebanon for the year 2010.
2. Thomas Mading is hereby appointed as Lebanon Township Public Defender for the year 2010.
3. Thomas Yager and Associates is hereby appointed Licensed Surveyors for the 2010 year.
4. Steve Rogut of Rogut McCarthy Troy, LLC, is hereby appointed as Bond Counsel for the Township of Lebanon for the year 2010.
5. Robert A. Ballard Jr., is hereby appointed Lebanon Township Prosecuting Attorney for the year 2010.
6. Katherine Errickson is hereby appointed Lebanon Township Assistant Prosecuting Attorney for the 2010 year.

TOWNSHIP CONTRACTS – AGREEMENTS

Motion by Ms. Schriver, seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee approved the following agreements and authorized the Mayor and Clerk to sign.

Municipal Treasurer – Julia Gambert
Zoning Officer – John Fleming
Newsletter – Design and Maintenance – Karen Newman
Website – Design and Maintenance – Karen Newman
Hunterdon Humane

SALVAGE LICENSE RENEWALS

Motion by Ms. Schriver, 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 Burd Salvage.

SCHEDULE BUDGET WORKSESSIONS

Motion by Ms. Schriver, seconded by Mr. Piazza and carried by unanimous favorable roll call vote, the Township Committee scheduled two budget meetings to be held on January 13, 2010 and January 21, 2010 at 6:00 p.m.

TOWNSHIP DINNER

The Township Committee requested that the Clerk contact Bloomsbury Fire House to see if it possible to schedule the Township Dinner for either March 20, 2010 or March 6, 2010.

PRESENTATION OF VOUCHERS

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

Motion by Mr. Piazza, seconded by Ms. Schriver and carried by unanimous favorable roll call vote, the Township Committee approved the January 6, 2010 bill list in the amount of \$2,684,008.30.

PUBLIC COMMENTS

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

There were no comments from the public.

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

Having no further business to come before the Committee, a motion was made by Mr. Piazza, seconded by Ms. Schriver and carried by unanimous favorable roll call vote to adjourn the meeting at 7:26 p.m.

Respectfully submitted,

Karen J. Sandorse, RMC/CMC
Municipal Clerk

Approved: February 3, 2010

Jay D. Weeks, Mayor