

REORGANIZATION MEETING

Lebanon Township Committee

January 7, 2020

CALL TO ORDER

Municipal Clerk Karen Sandorse called the meeting to order at 6:00 p.m. and stated that in compliance with the "Open Public Meetings Act" this is the Reorganization Meeting of the Township Committee as published in the Hunterdon Review on December 26, 2019, the agenda has been posted at the Municipal Building and distributed to the Hunterdon Review, Courier News, the Express Times, the Hunterdon Democrat and the Star Ledger.

FLAG SALUTE

The Clerk asked everyone to stand for the Flag Salute and for a Moment of Silence in honor of our servicemen and women.

ROLL CALL

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

Absent - None

Also present: Municipal Clerk Karen Sandorse, Deputy Clerk Kim Jacobus, Business Administrator James Barberio, Attorneys Matt Lyons & Tara St. Angelo and 65 members of the public.

OATH OF OFFICE

Attorney Matt Lyons administered the Oath of Office to Committeemen Brian Wunder.

Freeholder Susan Soloway administered the Oath of Office to Committeewoman Beverly Koehler.

NONIMATION AND APPOINTMENT OF MAYOR AND DEPUTY MAYOR

The Clerk opened the floor for nominations of the 2020 Lebanon Township Mayor.

Nomination to appoint Mike Schmidt, as the 2020 Mayor and Marc Laul as 2020 Deputy Mayor was made by Mr. McKee, seconded by Mr. Laul. Hearing no further comments, nominations were closed. Motion carried by favorable roll call vote. AYES: Schmidt, Laul, McKee NAYES: Koehler, Wunder

Senator Michael Doherty administered the Oath of Office to Mayor Schmidt and then to Deputy Mayor Laul.

Mayor Schmidt made a statement regarding our new police chief.

OATH OF OFFICE – POLICE CHIEF

Mayor Schmidt made a few comments regarding the retirement of Chief Jack Gale and the appointment of Chief Erik Rautenberg before his swearing in.

Senator Doherty administered the Oath of Office to Police Chief Erik Rautenberg.

Senator Doherty provided comments to the Committee and audience.

MAYORAL STATEMENT

Mayor Schmidt addressed those present with his Mayoral Statement.

REMARKS BY THE COMMITTEE MEMBERS

Ms. Koehler, Mr. Wunder, Mr. Laul and Mr. McKee each addressed the audience.

PUBLIC COMMENT

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

RESOLUTIONS

Motion by Mr. McKee, seconded by Ms. Koehler carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 01-2020, 02-2020 and 03-2020 as written below.

Resolution No. 01-2020- Non-Fair and Open Professional Service Contracts

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 01-2020**

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

WHEREAS, the Lebanon Township Committee has a need to acquire professional services as outlined below as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Lebanon Township CFO has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year and may be extended as approved by the Lebanon Township Committee; and

WHEREAS, the following agencies have completed and submitted a Business Entity Disclosure Certification which certified that they have not made any reportable contributions to a political or candidate committee in the Township of Lebanon in the previous one year, and that the contract will prohibit the agency from making any reportable contribution through the term of the contract; and

WHEREAS, sufficient funds are available in the 2020 Temporary Budget and will be made available in the 2020 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 2020:

1. Matthew Lyons of Gebhardt & Kiefer is hereby appointed Lebanon Township Municipal Attorney for the year 2020.
2. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2020.
3. Matt Bonaventura of Groendyke Associates is hereby appointed the Lebanon Township Insurance Agent for the year 2020.
4. James Kyle, is hereby appointed the Lebanon Township Professional Planner for the year 2020.

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 22, 2020 issue of the Hunterdon Review.

Resolution No. 02-2020 –Municipal Auditor

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 02-2020
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR
AND OPEN CONTRACT FOR PROFESSIONAL SERVICES-
MUNICIPAL AUDITOR**

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

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year; and,
WHEREAS, ARDITO & CO., LLP has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$30,725 (including court); and,
WHEREAS, ARDITO & CO., LLP has completed and submitted a Business Entity Disclosure Certification which certified that ARDITO & CO., LLP has not made any reportable contributions to a political or candidate committee in the Township of Lebanon in the previous one year, and that the contract will prohibit ARDITO & CO., LLP from making any reportable contributions through the term of the contract; and,
WHEREAS, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.
NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Lebanon, authorizes the Mayor and Clerk of the Township of Lebanon to enter into a contract with ARDITO AND CO., LLP as described herein as auditors on and in behalf of the Township of Lebanon for the year 2020; and,
BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Determination of Value be placed on file with this resolution; and,
BE IT FURTHER RESOLVED that a notice of this action shall be printed once in a legally designated publication.

Resolution 03-2020 – Professional Service Appointments

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 03-2020**

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 2020 Temporary Budget and will be made available in the 2020 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 7th day of January, 2020 as follows:

1. Steve Rogut of Rogut McCarthy Troy, LLC, is hereby appointed as Bond Counsel for the Township of Lebanon for the year 2020.
2. Scott Mitzner is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Public Defender for the 2020 year.
3. Darren Vogel is hereby appointed as Environmental Engineer/Licensed Site Remediation Professional for the 2020 year.

4. Laura Roerig is hereby appointed as Animal Control Officer for the 2020 year.

Motion by Mr. McKee, seconded by Ms. Koehler carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 04-2020 to 20-2020 as written below.

Resolution No. 04-2020- Temporary Budget

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
Resolution No. 04-2020**

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 2020, in accordance with NJSA 40A:4-19, which consists of 26.25% of the 2019 Municipal Budget of \$ 4,953,288, which totals \$1,300,238.

Resolution No. 05-2020 – Annual Notice

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 05-2020**

ANNUAL MEETING NOTICE SCHEDULE

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

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

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

Regular meetings of this Committee shall be held during the 2020 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 with the exception of January: Jan. 22, Feb. 5 & 19, March 4 & 18, April 1 & 15, May 6 & 20, June 3 & 17, July 1 & 15, August 5 & 19, Sept. 2 & 16, Oct. 7 & 21, Nov. 4 & 18 and Dec. 2 & 16.**

The Township Committee may, at any meeting, hold an executive session and action may be taken on any issue of importance, which may be raised.

Copies of this Resolution and any revisions or modifications thereof, certified to be true copies by the Clerk of this municipality, be disseminated and distributed as required by the Act as follows:

- a. Posted and maintained throughout the 2020 calendar year on the bulletin board at the Lebanon Township Municipal Building;
- b. Faxed or emailed to the newspapers designated in Resolution No. 06-2020;
- c. Filed with the Clerk of this Municipality, and
- d. Mailed to such other persons as may be entitled thereto under the terms of the Act and this Resolution.

Resolution No. 06-2020 – Designation of Official Newspaper

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 06-2020**

DESIGNATION OF OFFICIAL NEWSPAPER

BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that pursuant to N.J.S.A. 40:53-1 et seq. The Hunterdon Review and/or the Hunterdon County Democrat are designated as the Official Newspapers. Official notices may also be published in the Express Times, the Newark Star Ledger, and the Courier News to meet time requirements.

Resolution No. 07-2020 – Payment of Taxes

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 07-2020
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, 2020, May 1, 2020, August 1, 2020 and November 1, 2020 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 IT FINALLY RESOLVED THAT this Resolution shall be published in the January 22, 2020 issue of the Hunterdon Review.

Resolution 08-2020 – Cancel Property Tax Credits

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

**RESOLUTION NO. 08-2020
AUTHORIZATION TO CANCEL PROPERTY TAX
CREDITS AND DELINQUENCIES**

WHEREAS the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey have been informed by the Tax Collector that from time to time there are property tax credits or delinquencies on certain property located within the Township of Lebanon, and

WHEREAS pursuant to N.J.S.A. 40A:5-17.1, a Resolution may be adopted by the governing body of a municipality authorizing a municipal employee to process without further action on the part of the governing body the cancellation of any property tax credit or delinquency of less than \$5.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that the Tax Collector be authorized to cancel any property tax credit or delinquency of less than \$5.00 without further action on the part of the Township Committee and that such action be noted in the Tax Duplicate for the Township of Lebanon.

Resolution No. 09-2020 - Authorization to File Corrective Appeals

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 09-2020**

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 of Lebanon Township, which he feels are proper and in the best interest of the Municipality.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the County Board of Taxation.

This Resolution shall take effect immediately.

Resolution No. 10-2020 – Authorization to Sign Documents

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 10-2020**

AUTHORIZATION TO SIGN DOCUMENTS

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

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

This Resolution shall take effect immediately.

Resolution No. 11-2020 - Authorization for CFO to issue Certain Checks & Remit Payroll Taxes

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 11-2020
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 authorized to prepare and the Mayor or Deputy Mayor, the Municipal Clerk or the Deputy Clerk, and the Chief Financial Officer/Treasurer be authorized to sign the following checks, all drawn against Current Fund unless otherwise noted:
 - a. Payroll checks for all employees pursuant to established schedules; payroll checks from Payroll Account and transfer of sufficient funds from Current Fund.
 - b. Remittances from the Payroll Account to the appropriate agencies for State of New Jersey and State of Pennsylvania Gross Income Tax employee deductions and employer share payable to the State of New Jersey, for State of New Jersey Public Employees and Police and Fire Retirement Systems and Contributory Insurance for employee deductions and to the SUI Reserve Fund for employee deductions as may apply, to appropriate agencies for wage executions to comply with court orders and to the appropriate entity for other voluntary payroll deductions.
 - c. Checks payable to the appropriate agency of the State of New Jersey for fees from the issuance of dog licenses, marriage licenses. (Dog license fees from the Animal Control Account).
 - d. Checks payable to the County of Hunterdon for taxes upon receipt of statement from the County Chief Financial Officer.
 - e. Checks payable to the Lebanon Township Board of Education and North Hunterdon-Voorhees Regional High School District upon receipt of statements from the respective Board Secretaries.

2. That the Chief Financial Officer is hereby authorized to remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law, such remittances to be transferred from the Payroll Fund Account.

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

Resolution No. 12-2020 – Designation of Depositories

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 12-2020
DESIGNATION OF DEPOSITORIES**

WHEREAS, R.S. 40A:5-14 requires that the Township designate as a depository for its moneys one or more banks or trust companies having its place of business in this state; and

WHEREAS, Peapack-Gladstone Bank, PNC, TD Bank and the New Jersey Cash Management Fund are bank or trust companies meeting the qualifications of said statute and which have satisfactorily performed the function of depository banks;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon in the County of Hunterdon, that PNC, Peapack-Gladstone Bank, TD Bank and the New Jersey Cash Management Fund are hereby designated as the depository banks for the Township of Lebanon.

Resolution No. 13-2020 – Cash Management Plan

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 13-2020
CASH MANAGEMENT PLAN**

WHEREAS, N.J.S.A. 40A:5-14, Local Fiscal Affairs Law, requires that each municipality adopt a Cash Management Plan designed to assure the deposit, investment and proper disbursement of local funds;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Lebanon does hereby adopt the following Cash Management Plan:

A. Designation of Depositories

The following institutions are designated as permissible depositories for the deposit of Township funds:

Peapack-Gladstone
PNC Bank
TD Bank

and any other Federal and State Bank in the State of New Jersey

All depositories must conform to the Governmental Unit Deposit Protection Act (GUDPA) and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Township funds on deposit.

B. Deposit of Funds

All funds shall be deposited within forty eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored on a monthly basis by the CFO for the availability of funds being transferred into interest bearing accounts. Debt Service and Trust Accounts shall be maintained in accordance with Federal and State statutes regulating such funds. Payroll, Developers' Escrow deposits and other agency funds, which represent funds of individuals and other organizations held by the Township, shall be deposited in regular, interest bearing accounts unless average daily balance is below \$1,000.00. Grant funds shall be deposited in accordance with regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided; an agreement between the Township and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

C. Investment Instruments and Procedures

The Township may purchase those investments permitted in N.J.S.A. 40A:5-15.1, which include:

- United States Treasury Bonds, Notes and Bills
- U.S. Government Agency and Instrumentality Obligations
- Bonds and other obligations of the Township of Lebanon
- Peapack-Gladstone Bank Deposits and Certificates of Deposits
- TD Bank Deposits and Certificates of Deposits
- Savings and Bank Deposits and Certificates of Deposits
- PNC Bank Deposits and Certificates of Deposits
- State of NJ and the State of NJ Cash Management Plan

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

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

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

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

D. Disbursement of Funds

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

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

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

E. Reporting

The Chief Financial Officer shall, prior to the last day of the month immediately following, present to the Township Committee a monthly report of cash receipts and disbursement, subject to reconciliation and periodic adjustments.

F. Bonding

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

Chief Financial Officer
Tax Collector
Municipal Clerk

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

G. Compliance

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

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

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

Resolution No. 14-2020 – Return Check Fee

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 14-2020
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©; and

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

Resolution No. 15-2020 – Authorization of Redemption

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 15-2020**

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 the official records.

Resolution No. 16-2020 – Tonnage Grant Application Resolution

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 16-2020**

TONNAGE GRANT APPLICATION RESOLUTION

WHEREAS, The Mandatory Source Separation and Recycling Act, P.L.1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, It is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs;

WHEREAS, The New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, The recycling regulation impose on municipalities certain requirements as a condition for applying tonnage grants, including but not limited to, making and keeping accurate, verifiable records of material collected and claimed by the municipality; and

WHEREAS, A resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Township of Lebanon to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, Such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW THEREFORE BE IT RESOLVED by the Township of Lebanon Committee of the Township of Lebanon, Hunterdon County, New Jersey, that the Township of Lebanon hereby endorses the submission of the recycling Tonnage grant application to the New Jersey Department of Environmental Protection and designates JoAnn Fascenelli to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust to be used solely for the purposes of recycling.

Resolution No. 17-2020 – Authoring the Engagement of a Municipal Court Administrator

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 17-2020
RESOLUTION AUTHORIZING THE ENGAGEMENT
OF A MUNICIPAL COURT ADMINISTRATOR**

WHEREAS, the Township of Lebanon has entered into a Shared Services Agreement for a Shared Municipal Court between the Township of Lebanon and the Township of Tewksbury; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator for 2020 year; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, hereby ratifies the Appointment of Julie Kosakowski as the Certified Court Administrator for the 2020 year.

Resolution No. 18-2020 – Supporting Individual Rights and Affirming the Protection of those Rights

**TOWNSHIP OF LEBANON
HUNTERDON COUNTY, NEW JERSEY
RESOLUTION NO. 18-2020
RESOLUTION SUPPORTING INDIVIDUAL RIGHTS AND AFFIRMING THE PROTECTION OF
THOSE RIGHTS**

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

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

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

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

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

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

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

“The Legislature finds and declares that practice of discrimination against any of its inhabitants, because of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, or nationality are matters of concern of the State, and that such discrimination threatens not only the rights and proper privileges of the inhabitants of the State, but menaces the institutions and foundations of a free democratic State; provided, however, that nothing in this expression of policy prevents the making of legitimate distinctions between citizens and aliens when required by federal law or otherwise necessary to promote the national interest.”. N.J.S.A. 10:5-3; and

WHEREAS, the Township of Lebanon wishes to express its support and commitment to the principles established in the Declaration of Independence, the Constitutions of the United States and the State of New Jersey and laws of those governments which principles protect all persons against invidious discrimination; and

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

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

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

Resolution No. 19-2020 – Granting the Municipal Clerk Authority to Process Raffle Applications

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON COUNTY
STATE OF NEW JERSEY
RESOLUTION NO. 19-2020**

**RESOLUTION AUTHORIZING APPROVAL OF RAFFLES TO CERTAIN ORGANIZATIONS
PURSUANT TO N.J.S.A. 5:8 – 51 AND GRANTING THE MUNICIPAL CLERK AUTHORITY TO
PROCESS RAFFLE APPLICATIONS**

WHEREAS, N.J.S.A. 5:8 – 51 provides for the licensing of certain organizations to hold and operate raffles played by drawing for prizes or the allotment of prizes by chance, by the selling of shares or tickets or rights

to participate in such games and by conducting the games accordingly when the entire net proceeds of such games of chance are to be visit devoted to educational, charitable, patriotic, religious or public spirit uses; and

WHEREAS, the organizations eligible for such license include associations of veterans of any war in which the United States has been engaged, churches are religious congregations and religious organizations, charitable, educational and fraternal organizations, civic and service clubs, senior citizen associations and clubs, officially recognized volunteer fire companies, and officially recognized volunteer first-aid or rescue squads; and

WHEREAS, the following organizations have annually and/or occasionally sought approval under this statute:

- Voorhees Vikings Booster Club Inc.
- St. John Neumann church
- Voorhees High School PTSO, Inc.
- The Friends of Memorial Park
- High Bridge PTO; and

WHEREAS, each of the above listed organizations are qualifying organizations under N.J.S.A. 5:8 – 51.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, County of Hunterdon, New Jersey, does hereby approve raffles for the above listed entities for the year 2020; and

IT IS FURTHER RESOLVED, that the municipal clerk of the Township of Lebanon County of Hunterdon is hereby authorized to process applications for raffles for the above listed entities for the year 2020; and

IT IS FURTHER RESOLVED, that the municipal clerk is authorized to execute any and all documents associated with the approval of raffles to the after mentioned organizations.

Resolution No. 20-2020 – Rate Charged for Police Services to Schools and other Contractors

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 20-2020**

**RESOLUTION ESTABLISHING THE RATE CHARGED FOR POLICE SERVICES TO
SCHOOLS AND OTHER CONTRACTORS**

WHEREAS, the Township of Lebanon is occasionally paid on an hourly basis for police services at school events outside of the services provided by School Resource Officers and for police services provided to various private contractors; and

WHEREAS, the Board of Education and private contractors obtain such police services by completing the Request Form for Police Services which includes the required information regarding the services and the estimated cost for such services, a copy of said form is attached hereto as Exhibit “A”; and

WHEREAS, the Township police use Township vehicles and equipment in the performance of police services and the Township incurs employment taxes and overhead costs related to such services; and

WHEREAS, the Committee of the Township of Lebanon has the authority to establish the rate charged for police services provided to schools and various contractors.

NOW THEREFORE, BE IT RESOLVED that the Township of Lebanon will charge for police services provided to schools outside of the services provided by School Resource Officers at the rate of \$93.60 per hour, or fraction thereof, and

BE IT FURTHER RESOLVED that the Township of Lebanon will charge for police services provided to any contractor other than schools at the rate of \$119.60 per hour, or fraction thereof, and

BE IT FURTHER RESOLVED that these charges will go into effect for police services starting January 1, 2020, and remain in effect until changed by action of the Committee of the Township of Lebanon.

Motion by Mr. Wunder, seconded by Mr. Laul carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 21-2020 as written below.

Resolution No. 21-2020- Awarding Duty Weapon-Jack Gale

**TOWNSHIP OF LEBANON
HUNTERDON COUNTY, NEW JERSEY
RESOLUTION NO. 21-2020
RESOLUTION PROVIDING SERVICE WEAPON TO
RETIRED CHIEF JACK GALE
IN RECOGNITION OF HIS DEDCIATED SERVICE TO THE TOWNSHIP**

WHEREAS, N.J.A.C. 13:54-1.3(c) permits a municipality to gift a firearm; and

WHEREAS, the Township of Lebanon, in appreciation for twenty-four years, three of those as Chief, of dedicated and honorable service provided to the Township by retired Township Police Chief Jack Gale, wishes to turnover and gift to Chief Gale (ret.) the service weapon he used during his tenure protecting and serving the Township with distinction; and

WHEREAS, this is subject to the execution of a written statement of Chief Gale (ret.) stating that he possesses all necessary permits to hold and possess such a weapon, including, but not limited to, a Retired Law Enforcement Officer Permit to Carry a Handgun, and that he is fully authorized by law to hold and possess such weapon, a Glock 23, 40 Caliber, Serial No. PFX652, and accepts all liability and responsibility for same; and

WHEREAS, this is further subject to Chief Gale (ret.) providing proof of all necessary permits referenced above; and

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, turnover and gift to Chief Gale (ret.) the service weapon he used during his tenure protecting and serving the Township of Lebanon.

BE IT FURTHER RESOLVED that the Township appreciates the dedicated and honorable service provided to the Township by Chief Gale (ret.).

ORDINANCES

Introduction

ORDINANCE NO. 2020-01- CAP BANK

Motion by Mr. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2020-01 as modified (typo) on first reading. (As entitled below).

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
ORDINANCE NO. 2020-01
CALENDAR YEAR 2020**

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION
LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

Public Hearing will be held on February 5, 2020

ORDINANCE NO. 2020-02 – Salaries- Introduction –First Reading

Motion by Ms. Koehler, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2020-02 as modified with an additional title of Clerical with a range of \$10 to \$25 on first reading. (As entitled below).

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
ORDINANCE NO. 202-02
SALARIES**

Public Hearing – January 22, 2020

APPOINTMENTS

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

**2020 APPOINTMENTS
ANNUAL 1-YEAR APPOINTMENTS**

DEPUTY CLERK:	Kimberly Jacobus
ASSESSMENT SEARCH OFFICER:	Karen Sandorse
MUNICIPAL HOUSING LIAISON:	Gail Glashoff
DPW SUPERVISOR:	Warren Gabriel
FIRE OFFICIAL:	Gary Apgar
SPECIAL POLICE CLASS II:	Alan Goracy
POLICE MATRON:	Vacant
OFFICIAL TAX SEARCHER:	Mary Hyland
ISSUER OF SUBDIVISION CERTIFICATES:	Gail Glashoff
STATE HISTORIAN:	Vacant
PERC WITNESS:	Joseph Modzelewski
PERC WITNESS ALT:	Kurt Hoffman
PUBLIC AGENCY COMPLIANCE OFFICER:	James Barberio
RECYCLING COORDINATOR:	JoAnn Fascenelli
RECYCLING COORDINATOR ASSISTANT:	Jan Gibas

BOARD OF HEALTH: 1-year term

Thomas McKee
Brian Wunder
Marc Laul
Mike Schmidt
Beverly Koehler
Dr. Nick Avallone
Erica Brandmaier, Assessor
Karen Sandorse, Secretary

HISTORIANS- 1-year term

Victor Hoffman
Nina Savoia
Susan Donovan
Chuck Speierl
Laurie Hoffman
Maria Naccarato
Kathryn Koch
David Overaker
Joshua Burd

LIBRARY COMMITTEE – 1-year term

Barbara O'Rourke
Jan Gibas
Melanie Ryan
Debbie Bernardo
Dawn Peterman
Victor Hoffman
Patty Wentz

PARK COMMITTEE – 1-year term

Eric Petrik
Kimberly Jacobus
Collette Evanko
Greg Cahill
Charles Fortenbacker
Joann Letters
Anthony Confortini
Douglas Springer
Michael Falconeri
2 Vacancies

TOWNSHIP CONTRACTS – AGREEMENTS

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

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

PRESENTATION OF VOUCHERS

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

Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the January 7, 2020 Bill List in the amount of \$2,644,366.80.

PUBLIC COMMENTS

Motion by Ms. Koehler, seconded by Mr. Wunder 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. Koehler, seconded by Mr. Laul 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. Laul, seconded by Ms. Koehler and carried by unanimous favorable roll call vote to adjourn the meeting at 7:01 p.m.

Respectfully submitted,

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

Approved:

Mike Schmidt, Mayor