

**TOWNSHIP OF LEBANON  
COMMITTEE MEETING  
AGENDA  
June 7, 2023 Meeting  
7:00 p.m.**

**CALL TO ORDER**

- a. Statement of Compliance
- b. Flag Salute
- c. Moment of Silence
- d. Roll Call

**PRESENTATION OF MINUTES**

- a. Minutes of the Budget Work Session of March 16, 2023
- b. Minutes of the Regular Meeting of May 3, 2023

**PUBLIC COMMENTS**

Limited to Agenda Items Only

**ORDINANCE**

**Introduction of Ordinance No. 2023-05**

STATE OF NEW JERSEY  
COUNTY OF HUNTERDON  
TOWNSHIP OF LEBANON  
ORDINANCE NO. 2023-05

AN ORDINANCE REPEALING CHAPTER 63, ARTICLE VIII OF THE CODE OF  
THE TOWNSHIP OF LEBANON, COUNTY OF HUNTERDON, NEW JERSEY,  
ENTITLED "TOWNSHIP ADMINISTRATOR"

**Public Hearing June 21, 2023**

**RESOLUTIONS**

- a. Resolution No. 64-2023 - Chapter 159 –Storm Waters Assistance Grant
- b. Resolution No. 65-2023 - Memorializing the Approval of the Memorial Policy
- c. Resolution No. 66-2023 - Certification of Annual Audit
- d. Resolution No. 67-2023 - Deer Management Program – Designation Specific Tracts
- e. Resolution No. 68-2023 - Lebanon Township Fire Department 2023 Donation
- f. Resolution No. 69-2023 - DPW Hire Summer Help

**UNFINISHED BUSINESS**

- a. Approve Purchase of Two Dell Servers
- b. Red Mill Race Preserve Project

## **NEW BUSINESS**

- a. Farmland Preservation Program  
Bassett, Nancy SADC ID# 10-0293-DE  
Block 46, Lot 15
- b. NJDEP Historic Preservation Office –  
Approval - New Hampton School (LT Museum) Exterior Work Replacement
- c. Appointments to the Park Committee
- d. Recycling Coordinator Request to Schedule Free Computer/Electronics and Scrap Recycling Event

## **PRESENTATION OF VOUCHERS**

## **CORRESPONDENCE**

- a. EOSC – Minutes of the April 3, 2023 Meeting
- b. Historian – Minutes of the April 13, 2023 Meeting
- c. Lebanon Township Museum Volunteer Roster

## **EXECUTIVE SESSION**

Resolution No. 70-2023

Personnel – Per Diems

Personnel Matter – Time Off – CWA Employees

Contract Negotiations – Employee Succession Planning

Potential Litigation – Blk 5 Lot 14.05

## **ADJOURNMENT**

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

**ORDINANCE NO. 2023-05**

**AN ORDINANCE REPEALING CHAPTER 63, ARTICLE VIII OF THE CODE OF THE TOWNSHIP OF LEBANON, COUNTY OF HUNTERDON, NEW JERSEY, ENTITLED “TOWNSHIP ADMINISTRATOR”**

**WHEREAS**, by Ordinance No. 2019-06 adopted on August 7, 2019, the Township Committee of Lebanon Township amended Chapter 63 of the Township of Lebanon Municipal Code, entitled “Officers and Employees” by creating a new Article VIII entitled “Township Administrator,” comprised of §§63-38 to 63-51, inclusive; and

**WHEREAS**, a majority of the members of the Township Committee has determined that it is now in the best interests of the Township to repeal Chapter 63, Article VIII of the Code of the Township of Lebanon, entitled “Township Administrator,” comprised of §§63-38 to 63-51, inclusive.

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Lebanon, in the County of Hunterdon, that Chapter 63, Article VIII of the Code of the Township of Lebanon entitled “Township Administrator,” comprised of §§63-38 to 63-51, inclusive, be and is hereby repealed.

**SECTION 2.** All ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 3.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall remain valid and effective.

**SECTION 4.** This ordinance shall take effect immediately upon final passage and publication according to law.

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INTRODUCTION:  
PUBLIC HEARING:  
ADOPTION:

\_\_\_\_\_  
Beverly Koehler, Mayor

ATTEST:

\_\_\_\_\_  
Karen J. Sandorse, RMC/CMC/CMR  
Township Clerk

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 64-2023  
CHAPTER 159

WHEREAS, N.J.S. 40A4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

SECTION 1,

NOW THEREFORE BE IT RESOLVED that the Township of Lebanon, Hunterdon County, hereby requests the director of the Division of Local Government Services to approve the increase of \$75,000. For an item of revenue in the budget of the year 2023 as follows:

Miscellaneous Revenues –  
Revenues Offset with Appropriations – Storm Waters Assistance Grant  
Total with increase to be \$75,000.

SECTION 2,

BE IT FURTHER RESOLVED that a like sum of \$75,000. Be an the same is hereby appropriated under the caption of:

General Appropriations-  
Public & Private Programs Offset by Revenues – Storm Waters Assistance Grant  
State/Federal Share               \$75,000.  
Non State Share                   \$  
Total with increase to be       \$75,000.

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

June 7, 2023

ATTEST:

\_\_\_\_\_  
Karen J. Sandorse, RMC/CMC  
Municipal Clerk

CERTIFICATION

I, Karen J. Sandorse, Township Clerk of the Township of Lebanon, County of Hunterdon, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Lebanon Township Committee at a meeting held June 7, 2023.

\_\_\_\_\_  
Karen Sandorse, RMC/CMC  
Township Clerk

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY

RESOLUTION NO. 65-2023

MEMORIALIZING APPROVAL OF POLICY FOR DEDICATORY MEMORIAL DONATIONS AND CERTAIN OTHER STRUCTURAL DONATIONS INTENDED FOR PLACEMENT ON TOWNSHIP-OWNED PROPERTY

**WHEREAS**, the Township of Lebanon desires to establish a policy for the review, approval, installation and care of dedicatory memorial donations and applicable structural donations on township owned property; and

**WHEREAS**, a majority of the Township Committee of Lebanon Township present voted, by way of motion and voice vote at its regularly scheduled Committee meeting on May 3, 2023, to approve the “Policy for Dedicatory Memorial Donations and Certain Other Structural Donations Intended for Placement on Township-owned Property,” and corresponding Memorial/Structure Donation Application, a copy of which is attached hereto and made a part hereof; and

**WHEREAS**, the Township Committee desires to memorialize its motion and voice vote approving the “Policy for Dedicatory Memorial Donations and Certain Other Structural Donations Intended for Placement on Township-owned Property,” and corresponding Memorial/Structure Donation Application, by way of adoption of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon that by adoption of this Resolution No. 65-2023, that it does hereby memorialize the motion adopted by way of voice vote by a majority of the Township Committee at its May 3, 2023 regularly scheduled meeting, by approving and adopting the “Policy for Dedicatory Memorial Donations and Certain Other Structural Donations Intended for Placement on Township-owned Property,” and corresponding Memorial/Structure Donation Application, a copy of which is attached hereto and made part hereof.

June 7, 2023

ATTEST:

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Karen J. Sandorse, RMC/CMC  
Municipal Clerk

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 66-2023  
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Lebanon, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JUNE 7, 2023.

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Karen J. Sandorse, RMC/CMC  
Township Clerk

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

**RESOLUTION NO. 67-2023**

**DEER MANAGEMENT**

**DESIGNATING SPECIFIC TRACTS OF MUNICIPALLY-OWNED PARKS AND OPEN SPACES TO BE INCLUDED IN LEBANON TOWNSHIP'S DEER MANAGEMENT PROGRAM PURSUANT TO CHAPTER 269, ARTICLE 269-7 OF THE CODE OF THE TOWNSHIP OF LEBANON FOR THE HUNTING SEASON BEGINNING IN SEPTEMBER 2023 AND ENDING IN FEBRUARY 2024**

**WHEREAS**, as part of a comprehensive deer management plan and for the purpose of reducing the Township's white-tailed deer population, the Township Committee of the Township of Lebanon amended Chapter 269, "Park and playgrounds" of the Code of the Township of Lebanon to allow limited hunting on the Township's parks and open spaces for the purpose of managing white-tailed deer; and

**WHEREAS**, Chapter 269 of the Code authorizes the Township Committee to designate annually by resolution which parks and open spaces will be made available for hunting through the Township's municipal deer management program and during which dates;

**WHEREAS**, a Lebanon Township Committee designate will execute the lottery selection for Fall Bow on August 18, 2023, Permit Bow on October 6, 2023 and Winter Bow on December 1, 2023. Lottery winners will be notified and given two (2) weeks to pick up permit documentation and deer harvest report forms;

**WHEREAS**, a permittee is a licensed bow hunter who has been issued a permit to hunt deer through the Township's municipal deer management program; and

**WHEREAS**, the Deer Harvest report will be required to be returned to the municipal office by March 2024, failure to return this document will exclude applicants from the 2024-2025 season.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LEBANON** as follows:

1. Pursuant to Chapter 269 of the Code of the Township of Lebanon, the hunting of white-tailed deer will be allowed on the properties listed below within the timeframes established by the New Jersey Department of Environmental Protection's Fish and Wildlife Program ("State"). The anticipated hunting season will be from September 9, 2023 to February 17, 2024 subject to the restrictions and conditions set forth below. In the event any of the dates below are inconsistent with any dates established by the State for the appropriate season, the State's dates shall apply, unless limited in specific

instances by the Township of Lebanon in accordance with paragraph 2 of this Resolution.

A. Anthony Preserve

Designation: Block 49 Lot 89.01

Location: 41.6 acres

Seasons/dates: This property shall be open to bow hunting during all regular deer hunting seasons established by the State for Deer Management Zone 8 for 2023-2024, including fall bow, permit bow, winter bow. The specific dates on which hunting will be permitted are established by the State for the appropriate season, the State's dates shall apply, unless limited in specific instances by the Township of Lebanon in accordance with paragraph 2 of this Resolution:

Permits: No more than four (4) municipal deer management permits shall be issued for this property.

Hunting on Sundays shall be strictly prohibited. Permittees using elevated tree stands on Township property should use a full-body safety harness.

B. Anthony Preserve

Designation: Block 49 Lot 89.02

Location: 15.16 acres

Seasons/dates: This property shall be open to bow hunting during all regular deer hunting seasons established by the State for Deer Management Zone 8 for 2023-2024, including fall bow, permit bow, winter bow. The specific dates on which hunting will be permitted are established by the State for the appropriate season, the State's dates shall apply, unless limited in specific instances by the Township of Lebanon in accordance with paragraph 2 of this Resolution:

Permits: No more than three (3) municipal deer management permits shall be issued for this property.

Hunting on Sundays shall be strictly prohibited. Permittees using elevated tree stands on Township property should use a full-body safety harness.

C. Woodglen-Miquin Trail

Designation: Block 36 Lot 17

Location: 25 acres



Seasons/dates: This property shall be open to bow hunting during all regular deer hunting seasons established by the State for Deer Management Zone 8 for 2023-2024, including fall bow, permit bow, winter bow. The specific dates on which hunting will be permitted are established by the State for the appropriate season, the State's dates shall apply, unless limited in specific instances by the Township of Lebanon in accordance with paragraph 2 of this Resolution:

Permits: No more than three (3) municipal deer management permits shall be issued for this property.

Hunting on Sundays shall be strictly prohibited. Permittees using elevated tree stands on Township property should use a full-body safety harness.

D. Sun Mountain Preserve

Designation: Block 24 Lot 2.01

Location: 65 acres

Seasons/dates: This property shall be open to bow hunting during all regular deer hunting seasons established by the State for Deer Management Zone 8 for 2023-2024, including fall bow, permit bow, winter bow. The specific dates on which hunting will be permitted are established by the State for the appropriate season, the State's dates shall apply, unless limited in specific instances by the Township of Lebanon in accordance with paragraph 2 of this Resolution:

Permits: No more than five (5) municipal deer management permits shall be issued for this property.

Hunting on Sundays shall be strictly prohibited. Permittees using elevated tree stands on Township property should use a full-body safety harness.

E. Anthony Preserve

Designation: Block 49 Lot 4.02

Location: 57 acres

Seasons/dates: This property shall be open to bow hunting during all regular deer hunting seasons established by the State for Deer Management Zone 8 for 2023-2024, including fall bow, permit bow, winter bow. The specific dates on which hunting will be permitted are established by the State for the appropriate season, the State's dates shall apply, unless limited in specific instances by the Township of Lebanon in accordance with paragraph 2 of this Resolution:

Permits: No more than five (5) municipal deer management permits shall be issued for this property.

Hunting on Sundays shall be strictly prohibited. Permittees using elevated tree stands on Township property should use a full-body safety harness.

F. Red Mill Race Preserve

Designation: Block 35 Lot 88

Location: 10 acres

Seasons/dates: This property shall be open to bow hunting during all regular deer hunting seasons established by the State for Deer Management Zone 8 for 2023-2024, including fall bow, permit bow, winter bow. The specific dates on which hunting will be permitted are established by the State for the appropriate season, the State's dates shall apply, unless limited in specific instances by the Township of Lebanon in accordance with paragraph 2 of this Resolution:

Permits: No more than three (3) municipal deer management permits shall be issued for this property.

Hunting on Sundays shall be strictly prohibited. Permittees using elevated tree stands on Township property should use a full-body safety harness.

2. Except as otherwise set forth, hunting shall be allowed only during the dates designated by the State for the applicable seasons listed above. The specific dates shall be set forth on each permit. Any dates set forth on the permits notwithstanding, the Township may make it a condition of any permit that hunting not take place on certain days as may be necessary to protect the health and safety of the public.
  - a. Fall bow: September 9 - October 27, 2023
  - b. Permit bow: October 28 – December 24; December 26-31, 2023
  - c. Winter bow: January 1 - February 17, 2024
3. The hunting, shooting or killing any other game is strictly prohibited.
4. Hunting may take place only pursuant to the requirements set forth in Chapter 269 of the Code of the Township of Lebanon and all applicable State and local regulations. In the event of any inconsistency, the more restrictive standard shall govern.
5. Warning signs shall be posted at the entrances to the properties designated above; in addition, the properties shall be posted in accordance with any specific terms and conditions of the individual permits.

6. A press release and a legal notice in a form approved by the Township Attorney notifying the public of the above designated dates and locations shall be published on the Township's website and shall be submitted to the Township's officially-designated newspaper(s) as well as such others newspaper(s) as may be deemed advisable to publicize the above-referenced dates and locations as widely as possible.
7. The Township reserves the right to modify the conditions and restrictions set forth above at any time, including after issuance of the 2023-2024 permits, in the interests of the public health, safety and welfare of Township residents.
8. Permittees are limited to the use of one portable tree stand per permittee.
9. No person shall be awarded multiple permits for a single property.
10. A person may only be awarded a single permit across all properties as part of the lottery for that season. After the lottery, a person may seek permits for additional properties if available.
11. Any permittee who harvests at least two deer on a single permit, one of which must be a doe, shall be offered the right of first refusal in purchasing a permit for the same season and property during the 2024-2025 deer management program.
12. Any licensed bow hunter permittee who is at least twenty-one (21) years of age or older shall be allowed to accompany and mentor one apprentice hunter at a time per day, provided the apprentice hunter has obtained the required state apprentice license and permits, provides a copy of a certificate of insurance confirming general liability insurance, and obeys all rules and laws regarding hunting in NJ pursuant to N.J.A.C. 7:25-5, other applicable laws, and Township requirements. An apprentice hunter must be at least 14 years of age to hunt with a bow. All licensed bow hunter permittees accompanying and mentoring apprentice hunters must 1) obtain and possess written permission from the parent or guardian of a minor (under 18) apprentice hunter, 2) accompany and supervise the apprentice hunter and remain within sight of, and in direct voice contact with, the apprentice hunter at all times while in the field, 3) not have any prior Fish and Wildlife violations in NJ or any other state, and 4) agree to be held responsible for any/all violations committed by the apprentice hunter.

June 7, 2023

ATTEST:

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Karen J. Sandorse, RMC/CMC  
Municipal Clerk

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY

RESOLUTION NO. 69-2023

AUTHORIZING HIRING OF SEASONAL, PART TIME EMPLOYEE FOR LEBANON  
TOWNSHIP DEPARTMENT OF PUBLIC WORKS

**WHEREAS**, N.J.S.A. Titles 40 and Title 40A provide for the appointment of certain officers, appointees, and employees to Township positions to carry out the lawful duties and responsibilities of the Township; and

**WHEREAS**, the Township's Department of Public Works has need for a seasonal, part-time employee to assist during the summer months; and

**WHEREAS**, Warren Gabriel, CPWM, has recommended that the Township Committee authorize the hiring of Chris Gurneak to fill the position, with employment to commence on June 19, 2023, and terminate on September 1, 2023, at a rate of \$17.50 per hour, for the work hours of 6 a.m. to 2:30 p.m., including 30 minutes for lunch break, with no other benefits; and

**WHEREAS**, the Township's Municipal Treasurer has certified the availability of funds for this hire; and

**WHEREAS**, the Township Committee desires to authorize the hiring of Chris Gurneak based on the terms set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon that it does hereby authorize the hiring of Chris Gurneak as seasonal, part-time employee for the Township's Department of Public Works, commencing June 19, 2023, and terminating September 1, 2023, at the rate of \$17.50 per hour, and for the work hours of 6 a.m. to 2:30 p.m., including 30 minutes for lunch break, with no other benefits.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be provided to the Township's CFO and Payroll Clerk.

June 7, 2023

ATTEST:

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Karen J. Sandorse, RMC/CMC  
Municipal Clerk