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Timestamp in blue.

**Lebanon Township Committee**  
**June 7, 2023**

**Minutes of Regular Meeting**

## **CALL TO ORDER**

Mayor Beverly Koehler called the meeting to order at 7:00 p.m. and stated that in compliance with the "Open Public Meeting Act" this is a Regular Meeting of the Township Committee as published in the Hunterdon Review, the agenda has been posted at the Municipal Building and distributed to the Hunterdon Review, the Courier News, the Express Times, the Hunterdon County Democrat and the Star Ledger.

## **FLAG SALUTE**

Mayor Koehler commented on Memorial Day and the Troops that never made it home. She read a statement honoring our fallen heroes. Mayor Koehler asked all to rise for the National Anthem. Prayers were requested for the people of Canada who are suffering from the wild fires.

## **ROLL CALL**

Present -                    Beverly Koehler            Thomas McKee  
                                  Mike Schmidt                Brian Wunder            Abe Abuchowski

Absent-

Also Present - Attorney Mark Roselli, Clerk Karen Sandorse, and 35 members of the public.

## **PRESENTATION OF MINUTES**

**3:30**

### **Minutes of the Budget Work Session of March 16, 2023**

*Motion by Mr. Schmidt, seconded by Mr. Abuchowski and carried by unanimous favorable roll call vote, the Township Committee approved the minutes of the Budget Work Session of March 16, 2023.*

### **Minutes of the Regular Meeting of May 3, 2023**

*Motion by Mr. McKee, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved the minutes of the Regular meeting of May 3, 2023.*

**PUBLIC COMMENT – Agenda Items Only**

4:16

*Motion by Mr. Abuchowski, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee opened the Public Comment portion of the meeting at 7:04 p.m.*

There were no comments from the Public.

*Motion by Mr. Wunder, seconded by Mr. Abuchowski and carried by unanimous favorable roll call vote, the Township Committee closed the Public Comment portion of the meeting at 7:05 p.m.*

**ORDINANCE**

5:15

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

*Motion by Mr. Wunder, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2023-05, on first reading as entitled below.*

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**

6:38

**Resolution No. 64-2023 - Chapter 159 –Storm Waters Assistance Grant**

*Motion by Mr. Schmidt, seconded by Mr. Abuchowski and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 64-2023 as amended and written below.*

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 and 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.

**Resolution No. 65-2023 - Memorializing the Approval of the Memorial Policy**

*Motion by Mr. McKee, seconded by Mr. Abuchowski and carried by favorable roll call vote, the Township Committee approved Resolution No. 65-2023 as written below. AYES: McKee, Wunder, Abuchowski, Koehler NAYS: Schmidt*

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.

**Resolution No. 66-2023 - Certification of Annual Audit**

*Motion by Mr. Abuchowski, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 66-2023 as written below.*

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.

**Resolution No. 67-2023 - Deer Management Program – Designation Specific Tracts**

*Motion by Mr. McKee, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee **tabled** the resolution until the next meeting.*

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

**Resolution No. 68-2023 - Lebanon Township Fire Department 2023 Donation**

*Motion by Mr. Wunder, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 68-2023 as written below.*

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 68-2023  
AUTHORIZING DONATION TO LEBANON TOWNSHIP VOLUNTEER FIRE DEPARTMENT

WHEREAS, N.J.S.A. 40A:14-34 permits a governing body of a municipality to raise and appropriate funds to be granted to volunteer fire companies located within the municipality; and

WHEREAS, to ensure the readiness and reliability of the Lebanon Township Volunteer Fire Department, the Township Committee appropriated \$105,000.00 in the Township's 2023 annual budget; and

WHEREAS, the Lebanon Township Volunteer Fire Department has requested that the Township Committee authorize the release of these funds to assist in the Department's continued operation; and

WHEREAS, the Township Committee desires to formally authorize the release of the \$105,000.00 by way of adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon that it does hereby authorize payment of \$105,000.00 to the Lebanon Township Volunteer Fire Department, pursuant to N.J.S.A. 40A:14-34, for the purposes stated herein above.

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

**Resolution No. 69-2023 - DPW Hire Summer Help**

*Motion by Mr. Wunder, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 69-2023 as amended and written below.*

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 20, 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.

**UNFINISHED BUSINESS**

**Approve Purchase of Two Dell Servers**

*Motion by Mr. Abuchowski, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee amended the prior approval to purchase computers and computer equipment to include 2 Servers from Dell at a cost of \$4036.18 each. The cost of the servers will be paid through ARP Funds. Action will be memorialized at the next meeting via resolution.*

**Red Mill Race Preserve Project**

Mr. Wunder stated that he met with the Township Engineer at the Red Mill Race Preserve to obtain his opinion on the proposed project. A letter was received from the Engineer late today which will be discussed at the next meeting. The main concern appears to be the Category 1 stream on the property.

**NEW BUSINESS**

36:33

**Farmland Preservation Program  
Bassett, Nancy SADC ID# 10-0293-DE  
Block 46, Lot 15**

The State Agriculture Development Committee is asking for comments from the Township Committee with regard to an application they received to sell a development easement on the subject property.

*Motion by Mr. Wunder, seconded by Mr. Abuchowski and carried by unanimous favorable roll call vote, the Township Committee authorized the Mayor to sign a letter stating that there are no comments or concerns to be provided.*

**NJDEP Historic Preservation Office  
Approval - New Hampton School (LT Museum) Exterior Work Replacement**

Mayor Koehler has received notification from the NJ Historic Preservation Office stating that the application submitted by the Historians, to conduct exterior work at the Museum, has been approved. Congratulations to the Historians.

**Appointments to the Park Committee**

*Motion by Mr. Wunder, seconded by Mr. Abuchowski and carried by unanimous favorable roll call vote, the Township Committee **tabled** the appointments until the next meeting.*

**Recycling Coordinator Request to Schedule Free Computer/Electronics and Scrap Recycling Event**

*Motion by Mr. Abuchowski, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved the Recycling Coordinator's Request to Schedule a Free Computer/Electronics and Scrap Recycling Event to be held on October 21, 2023.*

**PRESENTATION OF VOUCHERS**

42:44

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

*Motion by Mr. Schmidt, seconded by Mr. McKee carried by unanimous favorable roll call vote, the Township Committee approved the June 7, 2023 bill list in the amount of \$225,029.64.*

**CORRESPONDENCE**

46:05

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

**PUBLIC COMMENTS**

46:40

*Motion by Mr. Wunder, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee opened the Public Comment portion of the meeting at 7:47 p.m.*

Comments were received regarding the approval of the Historians project, Dumpster Day, site problems at North Road and County Route 513, roads conditions on Sun Mountain and Boulder

Field, an article in paper regarding Bunnvale Well Water company, work being done at the High Bridge Water Company, EOSC being involved in the meeting regarding Red Mill Race Preserve, exemptions for Category 1 streams, the NJ Landowner Liability Act, donations to mutual aid companies, donation to the Fire Department, septic system maintenance information distribution, hiring of new employees, the treatment of employees, the Heather Hill property, EOSC meeting cancellation.

*Motion by Mr. Wunder, seconded by Mr. Abuchowski and carried by unanimous favorable roll call vote, the Township Committee closed the public comment portion of the meeting at 8:12 p.m.*

## EXECUTIVE SESSION

1:12:02

### Resolution No. 70-2023

Action is not anticipated.

*Motion by Mr. Abuchowski, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 70-2023 and convened in executive session at 8:12 p.m.*

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 70-2023

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act; *N.J.S.A. 10:4-6 et seq.*, declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognizes exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Committee find it necessary to conduct an executive session closed to the public as permitted by the *N.J.S.A. 40:4-12*; and

WHEREAS, the Mayor and Committee will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that they will conduct an executive session to

discuss the following topic(s) as permitted by *N.J.S.A. 40:4-12*:

\_\_\_\_\_ A matter which Federal Law, State Statute or Rule of Court requires be kept confidential or excluded from discussion in public (Provision relied upon:

\_\_\_\_\_);

\_\_\_\_\_ A matter where the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_ A matter whose disclosure would constitute an unwarranted invasion of individual privacy;



A collective bargaining agreement, or the terms and conditions thereof (Specify contract: **PBA Contract**);

A matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

Tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

Investigations of violations or possible violations of the law;

Pending or anticipated litigation or contract negotiation in which the public body is or may become a party; (The general nature of the litigation or contract negotiations is): **Employee Succession Planning and Blk 51 Lot 14.05**

The public disclosure of such information at this time would have a potentially negative impact on the municipality's position in the litigation or negotiation; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.)

Matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his or her ethical duties as a lawyer; (The general nature of the matter is: \_\_\_\_\_ OR \_\_\_\_\_ the public disclosure of such information at this time would have a potentially negative impact on the municipality's position with respect to the matter being discussed; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.);

Matters involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective or current public officer or employee of the public body, where all individual employees or appointees whose rights could be adversely affected have not requested in writing that the matter(s) be discussed at a public meeting; (The employee(s) and/or general nature of discussion is: **Personnel – Per Diems Personnel Matter – Time Off – CWA**

#### **Employees**

And whereas the public disclosure of such information at this time would violate the employee(s) privacy rights; therefore this information will be withheld until such time as the matter is concluded or the threat to privacy rights no longer exists

Deliberation occurring after a public hearing that may result in the imposition of a specific civil penalty or loss of a license or permit;

BE IT FURTHER RESOLVED that the Mayor and Committee hereby declare that their discussion of the subject(s) identified above may be made public at a time when the Township Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Mayor and Committee, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

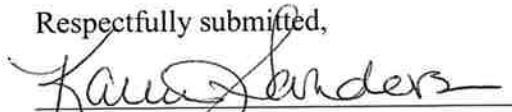
Meeting was reconvened at 9:18 p.m.


*Motion by Mayor Koehler, seconded by Mr. Abuchowski and carried by unanimous favorable roll call vote, the Township Committee agreed to enter into an agreement with Jersey Professional Management subject to finalizing a proposal that is acceptable to the Township Attorney, at a cost of \$10,000, for the JPM's proposal of April 19, 2023.*

**ADJOURNMENT**

Having no further business to come before the Committee a motion was made by Mr. Abuchowski, seconded by Mr. Wunder and carried by unanimous favorable roll call vote to adjourn the meeting at 9:21 p.m.

Respectfully submitted,

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

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

Approved: July 5, 2023

**The Township of Lebanon**  
**County of Hunterdon, New Jersey**  
**Policy for Dedicatory Memorial Donations and certain other Structural Donations intended**  
**for Placement on Township-owned property**

**Purpose:** The purpose of this Policy is to establish guidelines, standards and procedures for the review and approval, installation and care of dedicatory memorial donations and applicable structural donations on township-owned property.

The material donations covered by this policy are those not associated with a fundraising program and those not considered as a source of revenue, or as an avenue for commercial advertising.

This policy does not apply to material or structural donation offers from a 501c3 that are intended for placement on township-owned property.

Donations of items intended for placement on township-owned property that are not covered by this policy will be considered by the Township Committee on a case-by case basis.

**Types of Donations:**

The Township of Lebanon will consider structural donations and dedicatory memorial donations from both individuals and groups, public and private, while at the same time managing the aesthetic impacts and mitigating ongoing maintenance costs and concerns.

Donations may include benches, plaques and other items at the sole discretion of the Township Committee in consultation with member(s) of the appointed committees/commissions for the property on which the donations are intended. The Township Committee reserves the right of full editorial control over content, wording and appearance of the structure or item. The Committee shall consider ties to Lebanon Township and therefore, contributions to forming and continuing a communal memory. The Township Committee will have final approval authority for all aspects of any proposed donation, and may deny any or all aspects of a donation. Any accepted donation will be formally approved by way of ordinance or resolution, as appropriate.

**Standards, Appearance and Aesthetics:**

The township has an interest in ensuring the best appearance, aesthetic quality and safety of township property, including public spaces. Donations need to be high quality as related to style, appearance, durability and ease of maintenance and should reflect the character of the property location. The Township may pre-select or specify the requirements for specific items, such as benches or picnic tables, in order to ensure common appearance, required quality, and maintenance. All donations will be installed in such a manner that will not substantially

change the character of the property without the consent of the Township Committee. The Township Committee will have final authority in determining the appropriate location and specific site for the donation, but will do so after consulting with the Supervisor of the Department of Public Works and the appropriate appointed board(s) and/or committee(s). Complex or large structural donations may require a site plan review by the Planning Board.

**Installation:**

The Department of Public Works will oversee the installation of donations along with member(s) of the appointed committees/commissions for the property on which the donations are installed. Committees/commissions may include but are not limited to the Park Committee (Memorial Park), Librarians (Library), Historians (Museum) and EOSC for donations on Lebanon Township acquired open space. The installation will be scheduled at a time and date as determined by the Supervisor of Public Works and appropriate appointed committee/commission representatives, so as not to interfere with routine maintenance or other public activities.

**Maintenance and Ownership:**

All donations become township property. The township has an interest in ensuring that all donations remain in good repair and that short and long term repair costs are reasonable. Donations must be of a high quality to ensure optimal longevity, be resistant to the elements, wear and tear and to acts of vandalism. Due to factors beyond the township's control, it cannot guarantee the longevity of the donation. The Township Committee at its sole discretion has authority to replace, move or remove the donated item.

**Cost:**

The donor will cover the full cost for the purchase and installation.

**Removal and/or Relocation:**

The township committee in its sole discretion reserves the right to remove or relocate donations and their associated acknowledgments/memorial plaques, when they interfere with site safety, maintenance, construction activities, are vandalized or damaged beyond repair, become the subject of controversy or other reasons. The Department of Public Works, upon approval of the Township Committee, may remove the donation with no guarantee of continued dedicatory recognition or placement. In the event that a donation must be removed from its current location for any reason, the township will, when feasible, seek an alternative location consistent with this policy.

**Donation Procedure:**

The donor will complete an application form and submit to the Township Clerk. The Clerk will review the application for completeness and send it to the appropriate volunteer committee, commission or board responsible for determining if the donation request meets the criteria in this policy and whether a location is available. If the request meets the criteria it will be placed as an agenda item on the next available Township Committee meeting for review. The Township Committee must approve all donation requests. The township will consider site-specific location requests within an appropriate township property but the donation must not interfere with the intended current or future use of the property and not require the relocation of other equipment or infrastructure to accommodate the donation.

With regard to dedicatory memorials, although every resident has the right to request a memorial for their significant individual(s), space is limited and there may be a wait list depending on the type of dedicatory donation requested. Every effort will be made by the township to offer an alternative suggestion for a memorial or a specific location should the donor's first request not be available. The Township Committee and other appropriate appointed boards and/or committees may determine that specific township properties are fully developed and therefore, the opportunity for donations in those areas would not be available.



Municipal Building  
530 West Hill Road  
Glen Gardner, NJ 08826  
908-638-8523 ext. 101

## Township of Lebanon Memorial/Structural Donation Application

Name of Donor: \_\_\_\_\_

Address of Donor: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Proposed Location of Donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Donation (attach any relevant specifications or drawings):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wording (if desired) on/near Structural or Memorial Donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*My signature below indicates that I have received a copy of the Township of Lebanon Structural and Dedicatory Memorial Donation Policy and agree to all of the provisions and procedures as outlined.*

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail or deliver to Municipal Clerk at address in upper right, or E-mail to: [Clerk@lebtwp.net](mailto:Clerk@lebtwp.net)**