

Meeting audio can be found at [lebanontownship.net](http://lebanontownship.net).

**Lebanon Township Committee**  
**September 20, 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 meeting notice was posted on the township bulletin board and as a courtesy on the township website, distributed to the Hunterdon Review, Courier News, the Express Times, the Hunterdon County Democrat and the Star Ledger.

## **FLAG SALUTE**

Mayor Koehler asked everyone to please stand for the Flag Salute and after a moment of silence for our First Responders, Frontline Workers, and members of the Military.

## **ROLL CALL**

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

Absent-

Also Present - Attorney Mark Roselli, Deputy Clerk Kimberly Jacobus and 60 members of the public.

## **PRESENTATION OF MINUTES - NONE**

## **PUBLIC COMMENT – Agenda Items Only**

*Motion by Mr. Wunder, seconded by Mr. Abuchowski 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 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.*

## **ORDINANCES – NONE**

## **RESOLUTIONS**

**Resolution No. 108-2023 – Appointing of Fund Commissioner**

*Motion by Mr. Abuchowski seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee adopted Resolution No. 108-2023 as written below.*

TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 108-2023  
APPOINTING FUND COMMISSIONER

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

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

**WHEREAS**, the Township Committee previously appointed Karen Sandorse as the Fund Commissioner for Fund Year 2023; and

**WHEREAS**, Karen Sandorse is retiring from the Township of Lebanon effective September 21, 2023, thereby requiring the Township to appoint a new Fund Commissioner; and

**WHEREAS**, the Township Committee has determined to appoint Committeeman Thomas McKee as Fund Commissioner effective September 22, 2023, to fill the vacancy and Warren Gabriel shall continue to serve as the Alternative Fund Commissioner for the Local Unit for the Fund Year 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, Hunterdon County, New Jersey that Committeeman Thomas McKee is hereby appointed Fund Commissioner for the Local Unit effective September 22, 2023 for the remainder of the Fund Year 2023.

**BE IT FURTHER RESOLVED** that Warren Gabriel (second elected official or employee) shall continue to serve as Alternate Fund Commissioner for the Local Unit for the Fund Year 2023; and

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

**UNFINISHED BUSINESS**

**Newsletter policy**

Discussion was held on options for the newsletter. Mayor Koehler will review policies and cost structures as well as a 3<sup>rd</sup> party provider for the newsletter.

**IT Update**

The Police equipment has been updated. The State OIT will be putting in their equipment that the Police need and then our IT will put in the last 5 desktop computers. The Chromecast device still needs to be installed at the Museum.

There will be a meeting with a software company (Tax Collector software) for a demonstration to potentially replace Vital, as Vital has told the County that they will be out of business at the end of the year.

#### **East Hill Road – Vehicle weight discussion**

The question arose at the previous meeting regarding vehicle weights on township bridges. There is no weight restriction on a recently repaired bridge. The Township can put a weight restriction on the road, but it does exclude local deliveries. Discussion was held.

#### **Employee Manual discussion**

Mayor Koehler would like to appoint a subcommittee to work on the employee manual along with Attorney Roselli to sort it out and get it into a draft form.

A motion by Mayor Koehler, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee approved Mayor Koehler and Mr. Abuchowski to the subcommittee for the employee Manual.

#### **NEW BUSINESS**

##### **Amend Ordinance No 2020-10 Ch 40 Historians Commission-discussion**

There was discussion as to 3<sup>rd</sup> parties being listed in the Historian and Park Ordinances. The 3<sup>rd</sup> party entities do not fall under the Township jurisdiction so they should not be in the ordinances. There will be future discussions on the ordinances.

##### **Police Report**

Mr. Wunder reported the statistics of the activities of the Police Department.

##### **Reminders:**

There will be a Town Wide Paper Shred Event, Saturday 9/23/23 8 to 11am and Fall Fest is this Saturday in Memorial Park.

##### **Police Department Purchase – Rifles**

The Police Department is requesting the purchase of 6 rifles at the cost of \$4,601.70. Attorney Roselli will prepare a resolution for the next meeting.

#### **PRESENTATION OF VOUCHERS**

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

*Motion by Mr. Abuchowski, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee approved the September 20, 2023 bill list in the amount of \$1,238,496.30 .*

## **CORRESPONDENCE**

Mayor Koehler announced the upcoming Recreation Programs.

## **PUBLIC COMMENTS**

*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.*

A resident asked about an update on Skinner Road, several questions and suggestions regarding the newsletter and advertising, a question asking where the \$750,000 grant stands and the question was asked if there was a speed complaint on Teetertown Road.

*Motion by Mr. Abuchowski, seconded by Mr. Schmidt and carried by unanimous favorable roll call vote, the Township Committee closed the Public Comment portion of the meeting.*

## **EXECUTIVE SESSION**

**TOWNSHIP OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION NO. 109-2023**

### **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: \_\_\_\_\_);

       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;

  X   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):

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.) **BLOCK 16 LOT 2**

       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.);

  X   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: \_\_\_\_\_ 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.

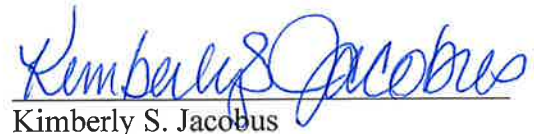
*Motion by Mr. Abuchowski, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved Resolution No. 109-2023 and convened in executive session at 8:04 p.m.*

*Motion by Mr. Wunder, seconded by Mr. McKee and carried by unanimous favorable roll call vote, the Township Committee reconvened the public meeting at 8:42 p.m.*

## **ADJOURNMENT**

Having no further business to come before the Committee a motion was made by Mr. Wunder, seconded by Mr. McKee and carried by unanimous favorable roll call vote to adjourn the meeting at 8:42 p.m.

Respectfully submitted,



Kimberly S. Jacobus  
Deputy Clerk

Approved: 12/20/2023



Beverly Koehler, Mayor