

**TOWNSHIP OF LEBANON
COMMITTEE REORGANIZATION
MEETING MINUTES**

January 3, 2024

6:00 p.m.

CALL TO ORDER

Ms.Carolynn Budd, Township Clerk called the meeting to order at 6:10 p.m. and stated that in compliance with the “Open Public Meeting Act” this is the Reorganization Meeting of the Township Committee as published in the Hunterdon Review on December 6, 2023, the agenda has been posted on the Township Bulletin Board and as a courtesy posted on the Township website. Official action will be taken at this meeting.

FLAG SALUTE AND MOMENT OF SILENCE

Ms. Budd asked everyone to please stand for the Flag Salute and for a moment of silence in honor of Front-Line Workers, First Responders and Members of the Military.

OATH OF OFFICE – TOWNSHIP COMMITTEE MEMBERS

Ms. Budd announced that at the election held on November 7, 2023, two three-year Township Committee seats were open, the Board of Canvassers of Hunterdon County have determined Mr. Abe Abuchowski and Mr. Thomas McKee were duly elected to the Township Committee.

Ms. Budd invited Ms. Susan Soloway, Hunterdon County Commissioners Deputy Director to perform the Oath of Office for Mr. McKee and Mr. Abuchowski.

- Thomas McKee - Township Committeeman 3 Year Term ~ Term Expires 12/31/2026
- Abe Abuchowski - Township Committeeman 3 Year Term ~ Term Expires 12/31/2026

Ms. Soloway performed the Oath of Office for Mr. McKee and Mr. Abuchowski.

ROLL CALL

The following officials were present:

Mr. Abe Abuchowski
Mr. Jay Wojcik
Ms. Beverly Koehler
Mr. Brian Wunder
Mr. Tom McKee

Also present were:

Mr. Mark Roselli, Esq., Township Attorney
Ms. Carolynn Budd, Township Clerk
33 Members of the Public

NOMINATION OF MAYOR

Ms. Budd asked the Committee for a nomination of Mayor.

Mr. Wojcik nominated Ms. Beverly Koehler, seconded by Mr. Abuchowski.

Motion to Appoint: Mr. Wojcik
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee

OATH OF OFFICE – MAYOR

Ms. Budd invited Ms. Soloway, Hunterdon County Commissioners Deputy Director to perform the Oath of Office for Ms. Koehler.

Ms. Soloway performed the Oath of Office for Ms. Koehler

Ms. Koehler took over the meeting from Ms. Budd.

NOMINATION OF DEPUTY MAYOR

Ms. Koehler asked the Committee for nomination of Deputy Mayor.

Mr. McKee nominated Mr. Brian Wunder seconded by Mr. Abuchowski.

Motion to Appoint: Mr. McKee
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. McKee, Ms. Koehler

OATH OF OFFICE – DEPUTY MAYOR

Ms. Koehler invited Ms. Soloway, Hunterdon County Commissioners Deputy Director to perform the Oath of Office for Mr. Brian Wunder.

Ms. Soloway performed the Oath of Office for Mr. Wunder.

REMARKS BY THE MAYOR

Ms. Koehler spoke regarding accomplishments in 2023 and looking forward to 2024.

REMARKS BY THE COMMITTEE MEMBERS

Committee Members reflected on 2023 and moving forward into 2024.

PUBLIC COMMENT *(limited to three minutes per speaker)*

Ms. Koehler asked for a motion to open Public Comment.

Motion to Open: Mr. Wunder
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Seeing and hearing no one wishing to speak, Ms. Koehler asked for a motion to close Public Comment.

Motion to Close: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

RESOLUTIONS

NO. 01-2024 RESOLUTION AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE CONTRACTS WITHOUT COMPETITIVE BIDDING FOR CALENDAR YEAR 2024

WHEREAS, the Township of Lebanon Committee has a need to acquire Professional Services as outlined below without competitive bidding pursuant to the provisions of the N.J.S.A. 19:44A-20.5; and

WHEREAS, the term of each contract is 1 year; and

WHEREAS, the professionals have submitted proposals with an amount anticipated to exceed \$17,500.00; and

WHEREAS, sufficient funds are available in the 2024 Temporary Budget and will be made available in the 2024 Municipal Budget for the Township of Lebanon as required in N.J.A.C. 5:30-5.4.

WHEREAS, the professionals 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, the Township of Lebanon Committee desired to award the Professional Service Contracts to the following:

1. Mark Roselli of Roselli Griegel Lozier & Lazzaro, PC is hereby awarded a Professional Service Contract and appointed Township of Lebanon Municipal Attorney for calendar year 2024.
2. Bryce Good, P.E. of Finelli Consulting Engineers a Division of UTRS is hereby awarded a Professional Service Contract and appointed Township of Lebanon Municipal Engineer for calendar 2024 year.
3. Jessica Caldwell Dykstra of J. Caldwell & Associates, LLC is hereby awarded a Professional Service Contract and appointed the Township of Lebanon Professional Planner for calendar year 2024.
4. Anthony Ardito of Ardito & Company, LLP is hereby awarded a Professional Service Contract and appointed the Township of Lebanon Auditor for calendar year 2024.
5. Steve Rogut of Rogut McCarthy LLC is hereby awarded a Professional Service

Contract and appointed the Township of Lebanon Bond Council for calendar year 2024.

6. Matt Bonaventura of Groendyke Associates is hereby awarded a Professional Service Contract and appointed the Township of Lebanon Insurance Agent for calendar year 2024.
7. Tara St. Angelo of Gebhardt and Kiefer is hereby awarded a Professional Service Contract and appointed Township of Lebanon Tax Attorney for calendar year 2024.
8. Victor DiSanto of Sterling DiSanto & Associates in hereby awarded a Professional Service Contract and appointed Township of Lebanon Appraiser for calendar year 2024.
9. Pamela Mathews of Van Cleef Engineering is hereby awarded a Professional Service Contract and appointed Township of Lebanon Tax Map Maintenance Engineer for calendar year 2024.

WHEREAS, Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the Resolution authorizing the award of contacts for Professional Services without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED that the Township of Lebanon Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, hereby authorizes and directs the Mayor and Township Clerk to executive contracts with the professionals.

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certification and the Political Contribution Disclosure be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this action shall be published once in a legally designated newspaper.

Ms. Koehler provided details on the Resolution.

Ms. Koehler asked for a motion to adopt Resolution No. 01-2024.

Motion to Adopt:	Mr. McKee
Second:	Mr. Wunder
Ayes:	Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

NO. 02-2024 RESOLUTION APPROVING THE TEMPORARY MUNICIPAL BUDGET FOR CALENDAR YEAR 2024

BE IT RESOLVED, by the Township Committee of the Township of Lebanon, County of Hunterdon to establish the temporary municipal budget for the year 2024, in accordance with NJS 40A:4-19, which consists of 26.25% of the 2023 Municipal Budget of \$7,086,467.00 which totals \$1,860,197.00.

NO. 03-2024 RESOLUTION SETTING THE ANNUAL MEETING SCHEDULE FOR TOWNSHIP COMMITTEE MEETINGS FOR CALENDAR YEAR 2024

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

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

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

1. Regular meetings of this Committee shall be held during the 2024 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 every month: January 3, January 17, February 7, February 21, March 6, March 20, April 3, April 17, May 1, May 15, June 5, June 19, July 3, July 17, August 7, August 21, September 4, September 18, October 2, October 16, November 6, November 20, December 4 and December 18.
2. 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.
3. 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 2024 calendar year on the bulletin board at the Lebanon Township Municipal Building;
 - b. E-mailed to newspaper (s) designated in Resolution 04-2024;
 - 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.

NO. 04-2024 RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR CALENDAR YEAR 2024

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-18, provides that at least once each year, within 7 days following the annual reorganization meeting of the public body, the public body shall provide to newspaper, and submit for public inspection through the year, a schedule of regular meetings of the public body to be held during the succeeding year; and

WHEREAS, the Open Public Meetings Act further provides that copies of the Annual Meeting Notice, as well as Special Meetings and Emergency Meetings of the public body shall be transmitted to an official newspaper, posted in a public location and for filed with the Township Clerk.

NOW, THEREFORE, 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, Hunterdon County Democrat are designated as the Official Newspapers. Official notices may also be published in the Express Times, Newark Star Ledger, and the Courier News to meet time requirements.

NO. 05-2024 RESOLUTION AUTHORIZING INTEREST RATE AND PENALTIES ON DELINQUENT PROPERTY TAX PAYMENTS FOR CALENDAR YEAR 2024

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, 2024, May 1, 2024, August 1, 2024 and November 1, 2024 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, an additional flat penalty of 6% per annum shall be imposed.

BE IT FINALLY RESOLVED this Resolution shall be published in the Hunterdon Review.

NO. 06-2024 RESOLUTION AUTHORIZING THE CANCELLATION OF PROPERTY TAX BALANCES OR DELINQUENCIES IN THE AMOUNT OF \$5.00 OR LESS FOR CALENDAR YEAR 2024

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.

NO. 07-2024 RESOLUTION AUTHORIZING THE FILING OF CORRECTIVE APPEALS FOR CALENDAR YEAR 2024

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; and

WHEREAS, the Tax Attorney has requested the Township Committee authorize her 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 they feel are proper and in the best interest of the Municipality.

NO. 08-2024 RESOLUTION DESIGNATING CERTAIN OFFICIALS TO SIGN DOCUMENTS FOR CALENDAR YEAR 2024

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.

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

NO. 09-2024 RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS AND REMIT PAYROLL TAXES FOR CALENDAR YEAR 2024

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

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 and marriage licenses 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; and

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

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.

NO. 10-2024 RESOLUTION DESIGNATING TOWNSHIP DEPOSITORY FOR PUBLIC MONIES AND OTHER FUNDS COLLECTED IN CALENDAR YEAR 2024

WHEREAS, N.J.S.A. 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 banks 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.

NO. 11-2024 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN FOR CALENDAR YEAR 2024

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; and

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

1. 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.

2. 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 the 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.

3. 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 obligations 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 an 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.

4. 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.

5. 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.

6. 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.

7. 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.

NO. 12-2024 RESOLUTION ESTABLISHING A RETURN CHECK FEE FOR CALENDAR YEAR 2024

WHEREAS, N.J.S.A. 40:5-18(a) provides that the governing body of a municipality may

provide, by resolution or ordinance, for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered on the account was by check or other written instrument which was returned for insufficient funds; and

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

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

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

NO. 13-2024 RESOLUTION AUTHORIZING THE CANCELLATION OF TAX SALE CERTIFICATES FOR CALENDAR YEAR 2024

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.

NO. 14-2024 RESOLUTION AUTHORIZING THE SUBMISSION OF THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION RECYCLING TONNAGE GRANT APPLICATION FOR CALENDAR YEAR 2024

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 Grant 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 Grant 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.

NO. 15-2024 RESOLUTION AUTHORIZING APPROVAL OF RAFFLES TO CERTAIN ORGANIZATIONS PURSUANT TO N.J.S.A. 5:8-51 AND GRANTING THE TOWNSHIP CLERK AUTHORITY TO PROCESS RAFFLE APPLICATIONS FOR CALENDAR YEAR 2024

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 2024; and

BE IT FURTHER RESOLVED that the Township 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 2024; and

BE IT FURTHER RESOLVED that the Township Clerk is authorized to execute any and all documents associated with the approval of raffles to the after mentioned organizations.

Ms. Koehler provided details on Resolutions No. 02-2024 through 15-2024.

Ms. Koehler asked for a motion to adopt Resolutions No. 02-2024 through 15-2024.

Motion to Adopt: Mr. Abuchowski
Second: Mr. Wunder
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

NO. 16-2024 RESOLUTION APPOINTING MUNICIPAL COURT PROFESSIONALS FOR CALENDAR YEAR 2024

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 Clinton; and
WHEREAS, there is a need to make certain Municipal Court Professional appointments yearly.

WHEREAS, the Township of Clinton has provided the appointments for calendar year 2024.

BE IT RESOLVED by the Township Committee of the Township of Lebanon, in the County of Hunterdon, State of New Jersey that the following appointments are here made for the term of one-year effective January 1, 2024:

Scott Mitzner is hereby appointed Clinton Township/Lebanon Township Municipal Court Public Defender for calendar year 2024.

Anthony Rotunno is hereby appointed Clinton Township/Lebanon Township Municipal Court Alternate Public Defender.

Jordan Rickards is hereby appointed Clinton Township/Lebanon Township Municipal Court Prosecutor for calendar year 2024.

TBD is hereby appointed Clinton Township/Lebanon Township Assistant Municipal Court Prosecutor for calendar year 2024.

Kimberly Marino is hereby appointed Clinton Township/Lebanon Township Municipal Court Administrator for calendar year 2024.

NO. 17-2024 RESOLUTION APPOINTING DEPUTY EMERGENCY MANAGEMENT COORDINATORS FOR CALENDAR YEAR 2024

WHEREAS, the Township of Lebanon is currently in need of Deputy Emergency Management Coordinators; and

WHEREAS, Sergeant Robert Plimpton and Ken Burke are qualified for this position.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon to appoint Sergeant Robert Plimpton and Ken Burke to the position of Deputy Emergency Management Coordinators from January 1, 2024 through December 31, 2024.

NO. 18-2024 RESOLUTION APPOINTING CAROLYNN BUDD AS QUALIFIED PURCHASING AGENT FOR CALENDAR YEAR 2024

WHEREAS, in accordance with N.J.A.C. 5:34-5.4, procedures for increasing the bid

threshold, a contracting unit with a purchasing agent who possessed a Qualified Purchasing Agent (QPA) Certificate pursuant to N.J.S.A. 40A:11-9 desiring to take advantage of the supplemental authority of N.J.S.A. 40A:11-3 and 40A:11-4.3 or N.J.S.A. 18A:18-3 and 18A:18A-4.3 shall have its governing body pass a Resolution authorizing the amount of the higher bid threshold for the contracting unit, the amount of which shall not exceed the statutory maximum bid threshold; and

WHEREAS, the Mayor and Committee of the Township of Lebanon wish to appoint a Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-9 et. Seq. to take advantage of the supplemental authority provided pursuant to statutory law, Local Finance Notice 2020-14R and N.J.A.C. 5:35-5.2 to increase the bid threshold to \$44,000.00; and

WHEREAS,Carolynn Budd possesses the Qualified Purchasing Agent Certification as issued by the Director of Local Government Services in accordance with N.J.A.C. 5:34-5 et. Seq.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, that Carolynn Budd be appointed as Qualified Purchasing Agent for the Township of Lebanon pursuant to state law; and

BE IT FURTHER RESOLVED that pursuant with N.J.A.C. 5:34-5.2 the Township Clerk is hereby directed to forward a copy of the Resolution to the Director of the Division of Local Government Services.

NO. 19-2024 RESOLUTION APPOINTING CAROLYNN BUDD AS THE MUNICIPAL HOUSING LIAISON FOR CALENDAR YEAR 2024

WHEREAS, pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et seq., Lebanon Township is required to appoint a Municipal Housing Liaison for the administration of Lebanon Township's affordable housing program to enforce the requirements of N.J.A.C 5:94-7 and N.J.A.C. 5:80-26.1 et seq.; and

WHEREAS, in accordance with Chapter 63, Article IV, §63-29 of the Township Code, the Township Committee is required to appoint a full or part-time Township employee as Municipal Housing Liaison to oversee the administration of the Township's affordable housing program.

NOW, THEREFORE, IT BE RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that Carolynn Budd is hereby appointed as Municipal Housing Liaison for the Township of Lebanon for calendar year 2024 to oversee the administration of the Township's affordable housing program in accordance the applicable provisions of the Coded of the Township of Lebanon.

NO. 20-2024 RESOLUTION APPOINTING CAROLYNN BUDD AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR CALENDAR YEAR 2024

WHEREAS, public agencies must comply with the requirements set forth in N.J.A.C. 17:27-3.1 et seq. in order to ensure equal employment opportunity in public contracting; and

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency is required to annually designate an officer or employee to serve as its Public Agency Compliance Officer ("PACO") and shall notify the New Jersey Division of Contract Compliance and Equal Employment Opportunity of the designation by January 10th of each year; and

WHEREAS, the Township Committee has determined that the duties of the PACO can be effectively and appropriately performed by Carolynn Budd.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, that pursuant to N.J.A.C. 17:27-3.3,

Carolynn Budd is hereby appointed Public Agency Compliance Officer to perform the duties prescribed in N.J.A.C. 17:27-3.1 et seq. to ensure the Township’s compliance with these rules and to perform any other liaison and assistance functions as may be requested by the State of New Jersey Division of Contract Compliance and Equal Employment Opportunity.

Ms. Koehler provided details on Resolutions No. 16-2024, 17-2024, 19-2024 and 20-2024. Ms. Koehler advised Resolution No. 18-2024 would need to be tabled due to lack of a Township Ordinance for a Qualified Purchasing Agent. The Resolution will be tabled till the February 7, 2024, Committee Meeting.

Ms. Koehler asked for a motion to adopt Resolutions No. 16-2024, 17-2024, 19-2024 and 20-2024 and table Resolution No. 18-2024.

Motion to Adopt and Table: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee,
Ms. Koehler

NO. 21-2024 RESOLUTION TO JOIN (RENEW) THE STATEWIDE INSURANCE FUND

WHEREAS, a number of local units have joined together to form the Statewide Insurance Fund (“FUND”), a joint insurance fund, as permitted by N.J.S.A. 40A:10-36, *et seq.*; and

WHEREAS, the Township of Lebanon (“Local Unit”) has complied with relevant law with regard to the acquisition of insurance; and

WHEREAS, the statutes and regulations governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of such funds; and

WHEREAS, the Local Unit has determined that membership in the Fund is in the best interest of the Local Unit.

WHEREAS, the Local Unit agrees to be a member of the Fund for a period of three (3) years, effective from **January 1, 2024**, terminating on **January 1, 2027** at 12:01 a.m. standard time; and

WHEREAS, the Local Unit has never defaulted on claims, if self-insured, and has not been canceled for non-payment of insurance premiums for two (2) years prior to the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Local Unit does hereby agree to join the Statewide Insurance Fund; and

BE IT FURTHER RESOLVED that to the extent required by law, the Local Unit shall provide notice of the Indemnity and Trust Agreement to the Office of the State Comptroller; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying the membership in the Fund as required by the Fund’s Bylaws and to deliver same to the Administrator of the Fund with the express reservation that said documents shall become effective only upon the Local Unit’s admissions to the Fund following approval of the Fund by the New Jersey Department of Banking and Insurance.

NO. 22-2024 RESOLUTION APPOINTING STATEWIDE INSURANCE FUND COMMISSIONER FOR FUND YEAR 2024

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that Beverly Koehler is hereby appointed as the Fund Commissioner for the Local Unit for Fund Year 2024; and

BE IT FURTHER RESOLVED that Warren Gabriel is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the Fund Year 2024; and

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

NO. 23-2024 RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT FOR FUND YEAR 2024

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

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

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

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

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 Township of Lebanon (Local Unit) hereby appoints Groendyke Associates is Risk Management Consultant.
2. Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for fund year 2024 in the form attached hereto.

Ms. Koehler provided details on Resolutions No. 21-2024 through 23-2024.

Ms. Koehler asked for a motion to adopt Resolutions No. 21-2024 through 23-2024.

Motion to Adopt: Mr. Wojcik
Second: Mr. Wunder
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

NO. 24-2024 RESOLUTION SUPPORTING INDIVIDUAL RIGHTS AND AFFIRMING THE PROTECTION OF THOSE RIGHTS FOR CALENDAR YEAR 2024

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 that they are endowed by their Creator with certain inalienable Rights, that among these are Life, Liberty, and the Pursuit of Happiness; 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, all of the Amendments of the United States Constitution are foundational pillars of individual freedoms; 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.

Ms. Koehler asked for a motion to adopt Resolution No. 24-2024.

Motion to Adopt: Mr. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

2024 APPOINTMENTS

ANNUAL 1-YEAR APPOINTMENTS

Deputy Clerk:	Kimberly Jacobus
Assessment Search Officer:	Carolynn Budd
Municipal Housing Liaison:	Carolynn Budd
DPW Assistant Supervisor:	Kevin Rivers
Fire Official:	Vacant
Fire Inspector:	Sean Smith
Open Space Coordinator:	Vacant
OEM Deputy:	Robert Plimpton
OEM Deputy:	Ken Burke
Special Officer Class II:	Alan Goracy
Police Matron:	Vacant
Official Tax Searcher:	Ann Marie Silvia
Issuer of Subdivision Certificates:	Kimberly Jacobus
State Historian:	Vacant
Perc Witness:	Joseph Modzelewski
Perc Witness Alternate:	Kurt Hoffman
Public Agency Compliance Officer:	Carolynn Budd
Recycling Coordinator:	JoAnn Fascenelli
Recycling Coordinator Assistant:	Jan Gibas

Ms. Koehler asked for a motion to approve the annual 1-year appointments.

Motion to Approve: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

BOARDS, COMMITTEES AND COMMISSIONS

BOARD OF HEALTH (1-Year Term)

- Thomas McKee
- Abe Abuchowski
- Brian Wunder
- Jay Wojcik
- Beverly Koehler
- Erica Brandmaier, Assessor
- Patricia Pane
- Carolynn Budd, Secretary

HISTORIANS (1-Year Term)

- Victor Hoffman
- Nina Savoia
- Susan Donavan
- Laurie Hoffman
- Maria Naccarato
- Lou Baldino
- Jeanne Lang
- Heidi McKee
- Laramie Silber

LIBRARY COMMISSION (1-Year Term)

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

PARK COMMITTEE (1-Year Term)

- Kimberly Jacobus
- Joann Letters
- Greg Cahill
- Anthony Confortini
- Douglas Springer
- Michael Falconeri
- Drew DePalma
- Hunter Cryan
- Kate Monaghan
- Heidi McKee
- Jane Kent

Ms. Koehler asked for a motion to approve the Board of Health, Historians, Library Commission and Park Committee appointments.

Motion to Approve: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Ms. Koehler
Abstain: Mr. McKee

REPRESENTATIVE TO SWAC (1-Year Term)

- Vacant

MUSCONETCONG RIVER MANAGEMENT COUNCIL (1-Year Term)

- Nancy Lawler – Liaison
- Sharon Petzinger – Alternate

AG ADVISORY COMMITTEE (1-Year Term)

- Adam Ambielli
- Al Nagie
- Gary Milkowski

Ms. Koehler asked for a motion to approve the SWAC, Musconetcong River Management Council and AG Advisory Committee appointments.

Motion to Approve: Mr. McKee
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

PLANNING BOARD MEMBERS

- Class I (Mayoral Appointment): Beverly Koehler, Term Expires 12/24
- Class II (Mayoral Appointment): Michael Falconeri, Term Expires 12/24
- Class III (Township Committee Appt.): Abe Abuchowski, Term Expires 12/24
- Class IV (Mayoral Appointment): EJ Skidmore, 4-Year Term Expires 12/27
- Class IV Alt. II (Mayoral Appt.): Paul Gamm, 2-Year Term Expires 12/25

BOARD OF ADJUSTMENT MEMBERS (Township Committee Appointment)

- Class IV: Thomas Sachs 4-Year Term, Expires 12/27
- Class IV: Derek Porcino 4-Year Term Expires 12/27
- Class IV: Matt Walls 4-Year Unexpired Term Expires 12/24
- Class IV: Vacant 4-Year Unexpired Term Expires 12/25
- Class IV Alt. II: Derrick Van Doren 2-Year Term Expires 12/25

Ms. Koehler made a motion to appoint herself as the Class I Member (Mayoral Appointment) to the Planning Board. Ms. Koehler asked for a second to approve the appointment.

Motion to Approve: Ms. Koehler
Second: Mr. McKee

Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Ms. Koehler nominated Mr. Abuchowski for the Class III Member (Township Committee Appt.) to the Planning Board.

Ms. Koehler asked for a motion to approve the appointment of Mr. Abuchowski as the Class III Member to the Planning Board and all the remaining Planning Board and Board of Adjustment appointments.

Motion to Approve: Mr. Wojcik
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

2024 MAYORAL APPOINTMENTS

RECREATION

- Vacant 5-Year Term, Expires 12/28
- Vacant Alt. #1 2-Year Term, Expires 12/25
- Vacant Alt. #2 2-Year Term, Expires 12/24

ENVIRONMENTAL & OPEN SPACE COMMISSION

- Sharon Petzinger 1-Year Term, Expires 12/24
- Marty Collett 3-Year Term, Expires 12/26
- Linda Ryan 3-Year-Term, Expires 12/26
- Constance Grill 3-Year Term, Expires 12/26
- Vacant Alt. #1 2-Year-Term, Expires 12/25

Ms. Koehler appointed Ms. Sharon Petzinger as the Chair of the Environmental & Open Space Commission. Ms. Koehler asked for a motion to approve the Recreation and Environmental & Open Space Commission appointments.

Motion to Approve: Mr. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

2024 LIAISON ROLES AND POSITIONS

ABUCHOWSKI

- Administration – Organizational Strategy & Development/HR-Policies and Procedures
- Planning Board Class III
- Municipal Coordinator of Hunterdon County Senior Services

KOEHLER

- Planning Board Class I
- Local Schools

- Insurance
- Administration – Operations Role
- Legal Matters

MCKEE

- Finance
- Fire Department
- COAH
- Municipal Court
- Environmental and Open Space Commission
- Highlands Council
- Historians
- Museum (Partner with Buildings and Grounds Liaison)

WOJCIK

- Library
- Recreation Commission
- Park Committee
- IT/Educational Service Commission (ESC)

WUNDER

- DPW/Buildings and Grounds
- Police Department/Emergency Management/FEMA
- Engineering
- Zoning Officer
- Veteran’s Haven
- Food Pantry
- Relocation Assistance Officer

Ms. Koehler asked for a motion to approve the liaison roles and positions.

Motion to Approve: Mr. Wojcik
 Second: Mr. Wunder
 Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

TOWNSHIP CONTRACTS-AGREEMENTS

- None at this Time

PRESENTATION OF VOUCHERS

Committee Members provided a description of vouchers exceeding \$1,000.00.

Ms. Koehler asked for a motion to approve vouchers.

Motion to Approve: Mr. Abuchowcki

Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

The Township Committee approved the January 3, 2024 bill list in the amount of \$1,142,287.60.

PUBLIC COMMENT *(limited to three minutes per speaker)*

Ms. Koehler asked for a motion to open Public Comment.

Motion to Open: Mr. Abuchowski
Second: Mr. Wunder
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Seeing and hearing no one wishing to speak, Ms. Koehler asked for a motion to close Public Comment.

Motion to Close: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

ADJOURNMENT

Having no further business to conduct, Ms. Koehler asked for a motion to adjourn the meeting.

Motion to Adjourn: Mr. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Meeting adjourned at 6:53 p.m.

Respectfully Submitted:

Carolynn Budd, RMC
Township Clerk

Beverly Koehler, Mayor

Date Approved: _____