

**TOWNSHIP OF LEBANON
COMMITTEE MEETING
REGULAR MEETING MINUTES**

March 6, 2024

7:00 p.m.

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 as a courtesy posted on the Township website. Official action will be taken at this meeting.

FLAG SALUTE AND MOMENT OF SILENCE

Mayor Koehler 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.

ROLL CALL

The following officials were present:

Mr. 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
17 Members of the Public

PRESENTATION OF MINUTES

2/21/2024 Regular Session Meeting Minutes
2/21/2024 Executive Session Meeting Minutes
2/26/2024 Special Meeting Minutes

Ms. Koehler asked for a motion to approve the 2/21/2024 Regular and Executive Session Meeting Minutes.

Motion to Approve: Mr. Wojcik
Second: Mr. Abuchowski

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

Ms. Koehler asked for a motion to approve the 2/26/2024 Special Meeting Minutes.

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

PUBLIC COMMENT – Agenda Items Only (limited to three minutes per speaker)

Mr. McKee expressed his condolences to the Sulpy Family for their loss.

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

Motion to Open: Mr. Abuchowski
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 for agenda items only.

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

ORDINANCE FOR INTRODUCTION

NO. 04-2024 ORDINANCE AMENDING ORDINANCE 03-2024 ENTITLED “AN ORDINANCE ESTABLISHING OFFICER AND NEW EMPLOYEE POSITIONS WITHIN THE TOWNSHIP OF LEBANON AND AUTHORIZING AND SETTING THE SALARY RANGE FOR OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF LEBANON FOR CALENDAR YEAR 2024”

BE IT ORDAINED by the Township Committee of the Township of Lebanon, Hunterdon County, New Jersey, that Ordinance 03-2024 entitled “An Ordinance Establishing Officer and New Employee Positions within the Township of Lebanon and Authorizing and Setting the Salary Range for Officers and Employees of the Township of Lebanon for Calendar Year 2024” be and is hereby amended to establish a new employee position for and within the Township of Lebanon and to establish a corresponding salary range and to amended the 2024 annual salary range for certain employee position within the Township of Lebanon, as set forth hereafter (additions are bolded and underlined; deletions have strikethrough):

Position	Salary Range	
Mayor	\$4,000.00	\$6,000.00
Committee	\$3,000.00	\$6,000.00
Open Space Coordinator	\$4,000.00	\$6,000.00
Tax Assessor	\$26,000.00	\$55,000.00
Municipal Clerk	\$40,000.00	\$111,000.00
Deputy Clerk	\$30,000.00	\$70,000.00
Tax Collector	\$28,000.00	\$55,000.00
Chief Financial Officer	\$2,000.00	\$40,000.00
Treasurer	\$30,000.00	\$40,000.00
Planning Board Clerk	\$15,000.00	\$35,000.00
Zoning Officer	\$11,000.00	\$35,000.00
Board of Adjustment Secretary	\$15,000.00	\$35,000.00
Administrative Assistant	\$30,000.00	\$60,000.00
Planning Board Clerk/Board of Adjustment Secretary	\$20,000.00	\$60,000.00
Planning Board Clerk/Board of Adjustment Secretary/Administrative Assistant	\$45,000.00	\$75,000.00
Police Office Manager	\$29,000.00	\$60,000.00
Certified Public Works Manager	\$55,000.00	\$120,000.00
Assistant Road Supervisor	\$40,000.00	\$90,000.00
Chief Mechanic	\$29,000.00	\$75,000.00
Road Employee	\$27,000.00	\$80,000.00
Police Chief	\$86,000.00	\$160,000.00
Police Sergeant	\$66,000.00	\$145,000.00
Police Officer	\$32,000.00	\$135,000.00
Office of Emergency Management	\$2,000.00	\$6,000.00
Dog Census	\$2,000.00	\$6,500.00

SECTION C. The hourly wage of the following employees of the Township of Lebanon shall be set forth hereafter:

Position	Salary Range	
Buildings and Grounds	\$15.13	\$20.00
Library Clerk	\$19.00	\$26.00
Assistant Library Clerk	\$15.13	\$18.00
Museum Curator	\$15.13	\$21.00
Associate Museum Curator	\$15.13	\$18.00
Special Police Class II & Matrons	\$20.00	\$30.00
Dog Wardens	\$15.13	\$18.00
Mechanic Helper - Over Base Pay	\$2.00	\$4.00
Fire Official	\$30.00	\$36.00
Fire Inspector	\$30.00	\$36.00
Perc Test Witness	\$100.00	\$125.00

Per-Diem Substitutes	\$15.13	\$18.00
Road Department -Temporary Labor	\$15.30	\$20.00
Special Traffic Guards	\$25.00	\$42.58
SLEO Class III	\$32.00	\$40.00
Office Assistants	\$15.30	\$20.00
Accounts Payable	\$20.00	\$30.00

Section D. The rate for mileage shall be the current federal limit.
This ordinance shall take effect upon final passage and publication as provided by law.

Mr. McKee suggested amending the Chief Financial Officer’s “CFO” salary range from \$2,000-\$40,000.00 to \$14,000-\$56,000.00. This range will allow the Committee flexibility of providing additional compensation to the CFO if it was deemed necessary. If extra hours are approved the CFO could then be available for employees to meet and discuss benefits, etc. The Committee discussed and Ms. Koehler asked for a motion to approve the amendment to the Ordinance adjusting the CFO’s salary range from \$2,000.000-\$40,000.00 to \$14,000.00-\$56,000.00. Mr. McKee made the motion to approve, Mr. Wunder seconded the motion.

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

Ms. Koehler asked for a motion to introduce Ordinance No. 04-2024 as amended.

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

RESOLUTIONS

NO. 52-2024 RESOLUTION AUTHORIZING CONTRIBUTION OF \$500.00 TO HUNTERDON LAND TRUST

WHEREAS, Hunterdon Land Trust is a nonprofit organization which was founded in 1996 and has preserved over 11,600 acres of farmland and public open space; and

WHEREAS, on February 8, 2024, the Township of Lebanon received a written request from Hunterdon Land Trust seeking financial support in the amount of \$500.00 to assist with the Trust’s mission to preserve and protect the natural resources of Hunterdon County; and

WHEREAS, the Township Committee desires to support the Hunterdon Land Trust in its continued work in 2024.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that it does hereby authorize the contribution of \$500.00 to Hunterdon Land Trust.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be provided to the Chief Financial Officer.

Ms. Koehler asked for a motion to approve Resolution No. 52-2024.

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

NO. 53-2024 RESOLUTION AWARDING CONTRACT TO DIAMOND FLOOR SYSTEMS, LLC FOR EPOXYING OF STATION 3 BAY FLOORS

WHEREAS, N.J.S.A. 40A:11-6.1, authorizes the solicitation of at least two competitive quotations, if practicable, in certain instances where the contract for goods and services is less than the bid threshold, but 15% or more of that amount; and

WHEREAS, the Township is permitted in that instance to award a contract to the vendor whose response is most advantageous, price and other factors considered; and

WHEREAS, the Township's Department of Public Works Supervisor solicited for and received 2 quotes for epoxying Station 3 bay floors; and

WHEREAS, Diamond Floor Systems, LLC, 704 A County Road 625, Hampton, New Jersey, submitted its quote for epoxying the ambulance bay floors in the amount of \$13,545.00; and

WHEREAS, based upon the Department of Public Works Supervisor's investigation of each vendor, including the process that will be used and timeline for completion of project, Diamond Floor Systems, LLC's quote and proposal was most advantageous, price and other factors having been considered; and

WHEREAS, the Township Committee desires to award a contract to Diamond Floor Systems, LLC, 704A County Road 625, Hampton, New Jersey for epoxying Station 3 bay floors, in accordance with its quote dated December 2023, a copy of which is on file in the Office of the Municipal Clerk, for the sum of \$13,545.00; and

WHEREAS, the Township of Lebanon has sufficient funding in place for this purchase as evidenced by the Chief Financial Officers certification of the availability of funds.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that it does hereby award a contract to Diamond Floor Systems, LLC, 704A County Road 625, Hampton, New Jersey, in accordance with its quote dated December 2023, a copy of which is on file in the Office of the Municipal Clerk, for the purchase of epoxying the ambulance bay floors for the Township's Fire Department, for the sum of \$13,545.00.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to issue said purchase order aforesaid on behalf of the Township.

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

Ms. Koehler asked for a motion to approve Resolution No. 53-2024.

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

NO. 54-2024 RESOLUTION AWARDING CONTACT TO DIAMOND FLOOR SYSTEMS, LLC FOR EPOXYING OF FIRE DEPARTMENT FLOORS

WHEREAS, N.J.S.A. 40A:11-6.1, authorizes the solicitation of at least two competitive quotations, if practicable, in certain instances where the contract for goods and services is less than the bid threshold, but 15% or more of that amount; and

WHEREAS, the Township is permitted in that instance to award a contract to the vendor whose response is most advantageous, price and other factors considered; and

WHEREAS, the Township's Fire Department solicited for and received 2 quotes for epoxying the Fire Department floors; and

WHEREAS, Diamond Floor Systems, LLC, 704 A County Road 625, Hampton, New Jersey, submitted its quote for epoxying the Fire Department floors in the amount of \$19,021.00; and

WHEREAS, based upon the Fire Department's investigation of each vendor, including the process that will be used and timeline for completion of project, Diamond Floor Systems, LLC's quote and proposal was most advantageous, price and other factors having been considered; and

WHEREAS, the Township Committee desires to award a contract to Diamond Floor Systems, LLC, 704A County Road 625, Hampton, New Jersey for epoxying the Fire Department floors, in accordance with its quote dated January 2024, a copy of which is on file in the Office of the Municipal Clerk, for the sum of \$19,021.00; and

WHEREAS, the Township of Lebanon has sufficient funding in place for this purchase as evidenced by the Chief Financial Officers certification of the availability of funds.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that it does hereby award a contract to Diamond Floor Systems, LLC, 704A County Road 625, Hampton, New Jersey, in accordance with its quote dated January 2024, a copy of which is on file in the Office of the Municipal Clerk, for the purchase of epoxying the Fire Department floors for the Township's Fire Department, for the sum of \$19,021.00.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to issue said purchase order aforesaid on behalf of the Township.

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

Ms. Koehler asked for a motion to approve Resolution No. 54-2024.

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

**NO. 55-2024 RESOLUTION APPROVING LOSAP PAYMENTS TO CERTAIN
LEBANON TOWNSHIP FIRE COMPANY MEMBER FOR QUALIFIED
YEAR 2023**

WHEREAS, Lebanon Township created a Length of Service Awards Program (LOSAP) for the volunteer members of the Lebanon Township Fire Company (the “Fire Company”), pursuant N.J.S.A. 40A:14-183, et seq.; and

WHEREAS, the following members and/or former-members of the Fire Company are owed the LOSAP payment for the 2023 qualified year:

Starcher, Faustina	\$700.00
Sulpy, Brittany	\$700.00
Sulpy, David	\$700.00

WHEREAS, the total amount of LOSAP payments owed as set forth above is \$2,100.00; and

WHEREAS, the Local Plan Administrator has reviewed the annual list, requested supporting documentation from the Fire Company to substantiate the information provided, and is satisfied that the list is complete and accurate.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that payment of the above referenced LOSAP contributions to the Township’s LOSAP Plan Provider is approved in the amount of \$2,100.00.

Ms. Koehler asked for a motion to approve Resolution No. 55-2024.

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

**NO. 56-2024 RESOLUTION PROVIDING SERVICE WEAPON TO RETIRED
CORPORAL RONALD J. UNKERT IN RECOGNITION OF HIS
DEDICATED SERVICE TO THE TOWNSHIP OF LEBANON**

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

WHEREAS, the Township of Lebanon, in appreciation for 25 years of dedicated and honorable service provided to the Township by Police Corporal Ronald J. Unkert, retired February 29, 2024, wishes to turnover and gift to Corporal Ronald J. Unkert the service weapon he used during his tenure protecting and serving the Township with distinction; and

WHEREAS, this is subject to the execution of a written statement of Corporal Ronald J. Unkert stating that he possesses all necessary permits to hold and possess such a weapon, including but not limited to a Retired Law Enforcement Officer Permit to Carry a Handgun, and that he is fully authorized by law to hold and possess such weapon, a Glock 23, Serial No. AFD976, and accepts all liability and responsibility for same; and

WHEREAS, this is further subject to Corporal Ronald J. Unkert providing proof of all necessary permits referenced above; and

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, upon retiring, turnover and gift to Corporal Ronald J. Unkert the service weapon he used during his tenure protecting and serving the Township of Lebanon.

BE IT FURTHER RESOLVED that the Township appreciates the dedicated and honorable service provided to the Township by Corporal Unkert.

Ms. Koehler asked for a motion to approve Resolution No. 56-2024.

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

NO. 57-2024 RESOLUTION AUTHORIZING LEBANON TOWNSHIP CHIEF OF POLICE TO MAKE CERTAIN PURCHASES OF AMMUNITION

WHEREAS, to ensure the readiness and reliability of the Township of Lebanon Police Department, the Chief of Police has requested that the Township Committee pre-authorize the purchase of ammunition by the Chief of Police, at his discretion, in an amount not to exceed \$5,000.00, and upon reaching the \$5,000.00 threshold, the Chief of Police would be required to obtain Township Committee approval for any additional purchases above \$1,000.00 and for purchases between \$500.00 and \$1,000.00, obtain Liaison approval; and

WHEREAS, the Township Committee have determined that this process is appropriate to ensure for the readiness and reliability of the Township Police Department and to promote the public health, safety and general welfare of its residents; and

WHEREAS, the Township Committee desires to memorialize its consent 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 the Chief of Police to purchase ammunition, at his discretion, in an amount not to exceed \$5,000.00 without Township Committee pre-approval, and upon reaching the \$5,000.00 threshold, the Chief of Police shall be required to obtain Township Committee approval for any additional purchases for ammunition above \$1,000.00, and for purchases of ammunition between \$500.00 and \$1,000.00, the Chief of Police shall obtain Liaison approval.

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

Ms. Koehler asked for a motion to approve Resolution No. 57-2024.

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

NO. 58-2024 RESOLUTION AUTHORIZING REFUND OF HIGHLANDS EXCEPTION ESCROW FOR 211 MUSCONETCONG RIVER ROAD, BLOCK 60, LOT 11

WHEREAS, Ms. Marlene Badai issued check number 9434, dated August 12, 2015, for a Highlands Exception Escrow for 211 Musconetcong River Road, Block 60, Lot 11 with the Township of Lebanon; and

WHEREAS, there remains a balance of \$495.00 in the escrow account; and

WHEREAS, the Township Planner prepared a final application review letter with approval of the exemption in October 2015.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey authorizes the Township Finance Office to refund the amount of \$495.00 to Ms. Marlene Badia.

Ms. Koehler asked for a motion to approve Resolution No. 58-2024, with an amendment to the spelling of block in the first whereas.

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

UNFINISHED BUSINESS

1. \$750,000 HUD Grant Funds Update. Ms. Koehler provided an update on the grant as well as what the Township Engineer has done compiling needed information.

NEW BUSINESS

1. New Recreation Committee Member Recommendation – John Stokes III – Mayoral Appointment. Ms. Koehler appointed Mr. Stokes as a member of the Recreation Committee. Ms. Budd to confirm length of term.
2. Master Plan Buildings and Grounds Sub-Committee. Mr. Wunder discussed the need for a plan moving forward to manage projects relating to buildings and grounds. Mr. Wunder volunteered to be a Buildings and Grounds Sub-Committee Member. Ms. Koehler asked for another Committee Member to help Mr. Wunder. Mr. McKee stated he would join the Sub-Committee. Ms. Koehler asked for a motion to approve the Buildings and Grounds Sub-Committee.

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

3. Moving Park Projects Forward, Utilization of Open Space Funds for Park Maintenance and Improvements. Mr. Wojcik spoke regarding the desire to utilize Open Space funds to assist in the maintenance of Memorial Park. Mr. Mark Roselli, Esq. advised based on the Referendum, Resolution No. 73-2019 and Ordinance No. 2019-09 the use of Open Space Funds can be used for maintenance of lands acquired for recreation purposes. Mr. Roselli, Esq. advised the Committee a Resolution should be created stating how the funds will be used as well as a public hearing.

Mr. Wojcik spoke regarding the Lebanon Township Athletic Association's (LTAA) plans to improve and expand the Baseball Field at Memorial Park. Mr. Roselli, Esq. advised certain insurance requirements must be met and a Hold Harmless Agreement executed for work to be done. The Committee discussed LTAA's plans and was in agreement to allow LTAA to move forward with the project as well as allow for materials to be delivered onsite at Memorial Park. Ms. Koehler asked for a motion to approve LTAA's plan and allow materials to be delivered.

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

4. Clinton Township PTA Raffle License for 50/50 Raffle at Voorhees High School on March 25, 2024, Committee Approval

Ms. Koehler asked for a motion to approve Clinton Township PTA Raffle License.

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

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

The Township Committee approved the March 6, 2024 bill list in the amount of \$2,328,179.61.

CORRESPONDENCE

1. Historian’s Museum Report Update December 2023 – February 2024

Mr. McKee advised the Museum received a number of donated artifacts.

Correspondence were provided to the Committee.

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

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

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

Public Comment: Museum artifacts, qualified volunteers performing work within the Township.

Seeing and hearing no one else 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: Ms. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Meeting adjourned at 7:48 p.m.

Respectfully Submitted:

Carolynn Budd, RMC
Township Clerk

Beverly Koehler, Mayor

Date Approved