

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

**November 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**

Ms. 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. Ms. Koehler congratulated President Elect Donald Trump, Committeeman Jay Wojcik and other elected officials

**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  
13 Members of the Public

**PRESENTATION OF MINUTES**

10/16/2024 Regular Session Meeting Minutes  
10/16/2024 Executive Session Meeting Minutes

Ms. Koehler asked for a motion to approve the 10/16/2024 Regular Session Meeting Minutes.

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

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

Ms. Koehler asked for a motion to approve the 10/16/2024 Executive Session Meeting Minutes.

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

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

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

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

**ORDINANCE FOR INTRODUCTION**

**NO. 15-2024 ORDINANCE AUTHORIZING VARIOUS PUBLIC IMPROVEMENTS AND ACQUISITIONS IN, BY AND FOR THE TOWNSHIP, APPROPRIATING THEREFOR THE SUM OF \$125,000 AND PROVIDING THAT SUCH SUM SO APPROPRIATED SHALL BE RAISED FROM THE 2024 CAPITAL IMPROVEMENT FUND OF THE TOWNSHIP**

**BE IT ORDAINED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, as follows:

**Section 1.** The Township of Lebanon, County of Hunterdon, State of New Jersey (the "Township") is hereby authorized to undertake the following public improvements and acquisitions in, by and for the Township: (A) undertaking of improvements in the Municipal Building. Said improvements and acquisitions shall include all equipment, work, materials and appurtenances necessary and suitable therefor.

**Section 2.** The sum of \$125,000.00 is hereby appropriated to the payment of the cost of the improvements and acquisitions authorized and described in Section 1 hereof (hereinafter referred to as "purpose"). Said appropriation shall be raised from the 2024 Capital Improvement

Fund of the Township. The sum of \$125,000.00 is hereby appropriated from the 2024 Capital Improvement Fund of the Township to the payment of the cost of said purpose.

**Section 3.** Said improvements and acquisitions are lawful capital improvements of the Township having a period of usefulness of at least five (5) years. Said improvements and acquisitions shall be made as general improvements, no part of the cost of which shall be assessed against property specially benefitted.

**Section 4.** The capital budget is hereby amended to conform with the provisions of this capital ordinance to the extent of any inconsistency therewith and the resolutions promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, is on file with the Township Clerk and is available for public inspection.

**Section 5.** This Ordinance shall take effect at the time and in the manner provided by law.

Ms. Koehler advised the public hearing is scheduled for Wednesday, December 4, 2024.

Ms. Koehler asked for a motion to introduce Ordinance No. 15-2024.

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

## **ORDINANCES FOR PUBLIC HEARING AND ADOPTION**

### **NO. 14-2024 ORDINANCE AMENDING CHAPTER 214, ARTICLE II, §214-17 “INSPECTION FEE” AND CHAPTER 205, ARTICLE II, §205-6 “SCHEDULE OF FEES” OF THE CODE OF THE TOWNSHIP OF LEBANON**

**BE IT ORDAINED** by the Township Committee of the Township of Lebanon, Hunterdon County, New Jersey, that Chapter 214, Article II, §214-17 of the Township Code entitled “Inspection fee” and Chapter 205, Article II, §205-6 of the Township Code entitled “Schedule of fees” be and are hereby amended as follows (additions are bolded and underlined; deletions have strikethrough):

#### **SECTION 1. § 214-17 Inspection fee.**

The fee for conducting each inspection **and reinspection** is set forth in Chapter **205**, Article **II**, Fee Schedule.

#### **SECTION 2. § 205-6 Schedule of fees.**

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Smoke-sensitive alarm devices and fire extinguishers, inspection fee (Ch. 214, Art. II) ~~\$60~~**65**  
**Smoke-sensitive alarm devices and fire extinguishers, reinspection fee (Ch. 214, Art. II) \$55**

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#### **SECTION 3. Repealer.**

All ordinances or parts of ordinances in conflict or inconsistent with any part of this Ordinance are hereby repealed to the extent that they are in conflict or inconsistent.

#### **SECTION 4. Severability.**

If any section, provision, or part of provision of this Ordinance shall be held to be unenforceable or invalid by any court, such holding shall not affect the validity of this Ordinance, or any part thereof, other than the part so held unenforceable or invalid.

**SECTION 5. Effective Date.**

This Ordinance shall take effect after passage and publication in the manner provided by law.

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 for agenda items only.

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

Ms. Koehler asked for a motion to adopt Ordinance No. 14-2024.

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

**RESOLUTIONS**

**NO. 158-2024 RESOLUTION ADOPTING CODE OF ETHICS AND CONDUCT FOR ELECTED AND APPOINTED OFFICIALS FOR THE TOWNSHIP OF LEBANON (Tabled 10/2/2024)**

**WHEREAS**, the Township Committee desires to adopt a Code of Ethics and Conduct for Elected and Appointed Officials; and

**WHEREAS**, the Township Committee wishes to adopt the Code to assure that all elected and appointed officials, while exercising their office, conduct themselves in a matter that will instill public confidence and trust in the fair operation and integrity of Lebanon Township government.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, in the County of Hunterdon and State of New Jersey, that the Code of Ethics and Conduct for Elected and Appointed Officials for the Township of Lebanon, a copy of which is attached, be and is hereby adopted.

Ms. Koehler asked for a motion to bring Resolution No. 158-2024 back onto the table.

Motion to Bring Back to Table: Mr. Abuchowski  
Second: Mr. Wojcik

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

Ms. Koehler reviewed the need for the Code of Ethics. Mr. Roselli advised the document was binding once adopted.

Ms. Koehler asked for a motion to adopt Resolution No. 158-2024.

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

**NO. 170-2024 RESOLUTION AUTHORIZING THE REDEMPTION OF A TAX SALE CERTIFICATE #20-3 282 ROCKY RUN ROAD, BLOCK 30, LOT 43**

**WHEREAS**, the Tax Collector did sell a Tax Sale Certificate #20-3 on November 19, 2020, to Christiana T C/F CE1/FIRSTTRUST; and

**WHEREAS**, the amount of \$47,418.44 has been collected for 282 Rocky Run Road, Block 30, Lot 43 for the redemption of Tax Sale Certificate #20-3.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, authorizes the Treasurer to prepare and the Mayor, Treasurer and Clerk are authorized to sign a check in the amount of \$47,418.44, payable to Christiana T C/F CE1/Firsttrust, PO Box 5021, Philadelphia, PA 19111-5021

Ms. Koehler asked for a motion to adopt Resolution No. 170-2024.

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

**NO. 171-2024 RESOLUTION AUTHORIZING AND APPROVING A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF LEBANON AND THE TOWNSHIP OF CLINTON, COUNTY OF HUNTERDON FOR MUNICIPAL COURT SHARED SERVICES**

**WHEREAS**, the Township of Lebanon and the Township of Clinton wish to enter into a Shared Services Agreement for a Shared Municipal Court Services effective October 9, 2024, to create a tax savings through the implementation of a Shared Municipal Court; and

**WHEREAS**, an agreement to enter into a shared service for municipalities is permitted under N.J.S.A. 40A:65-1, et seq., the Uniform Shared Services and Consolidation Act;” and

**WHEREAS**, N.J.S.A. 2B:12-1c, allows for the establishment of Shared Municipal Courts and provides that:

Two (2) or more municipalities, by ordinance or resolution, may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts, and agree to appoint judges and administrators without establishing a joint municipal court.

Where municipal courts share facilities in this manner, the identities of the individual courts shall continue to be expressed in the captions of orders and process; and

**WHEREAS**, the Shared Services Agreement shall be for three (3) years and may be terminated by either party by providing written notice of termination at least 120 days prior to its expiration;

**WHEREAS**, the Township of Lebanon shall pay the Township of Clinton a fee of \$26,755.00 for calendar year 2024; \$27,425.00 for calendar year 2025; and \$28,100.00 for calendar year 2026, payable annually for in four equal installments on March 15, June 15, September 15 and December 15 of the year in question; and

**WHEREAS**, all Lebanon Township court-related revenues, including court costs and fines, forfeitures and other fees and interest revenues received shall be forwarded by the 15<sup>th</sup> day of each month as required by Rule 7:14-4 and other applicable State law. The only exception to this shall be any Public Defender fees assessed by the Judge against any defendants who ask for and receive Public Defender services, which fees shall be used by Clinton Township to help offset the cost of said Public Defender, as Clinton Township is solely responsible to pay 100% of the Public Defender's salary.

**WHEREAS**, the shared court is subject to approval/renewal by the Administrative Office of the Courts and the Vicinage 13 Assignment Judge; and

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Lebanon, in the County of Hunterdon and State of New Jersey that the Shared Services Agreement between the Township of Lebanon and the Township of Clinton, Hunterdon County, for Municipal Court Shared Services is hereby approved and the Mayor and Clerk are hereby authorized to execute said agreement on behalf of the Township of Lebanon.

**BE IT FURTHER RESOLVED** that a copy of this resolution and agreement shall be filed with the Division of Local Government Services in accordance with N.J.S.A. 40A:65-4 b.

Ms. Koehler asked for a motion to adopt Resolution No. 171-2024.

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

**NO. 172-2024 RESOLUTION AUTHORIZING PURCHASE OF 2025 KENWORTH T480 SERIES TRUCK FROM GABRIELLI KENWORTH UNDER SOURCEWELL CO-OP CONTRACT #060920-KTC FOR THE TOWNSHIP DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, Gabrielli Kenworth, having an address at 239 Bergen Turnpike, Ridgefield Park, New Jersey 07660, is an authorized vendor to sell Kenworth Trucks, and is participating contractor in the Sourcewell Co-Op; and

**WHEREAS**, the Township of Lebanon, wishes to purchase from Gabrielli Kenworth, one (1) Kenworth T480 Series Conventional Truck under Sourcewell Co-Op, under Contract #060920-KTC, for an amount not to exceed \$284,969.49, in accordance with Gabrielli Kenworth's written proposal dated September 14, 2024 and accompanying documentation, a copy of which is on file in the Office of the Township Clerk; and

**WHEREAS**, the Township is in receipt of the requisite documentation required in order to award this contract; and

**WHEREAS**, the Township of Lebanon is a member of the Sourcewell Co-Op, and the use of the Sourcewell Co-Op shall result in cost savings, after all factors, including charges for service, material and delivery have been considered; and

**WHEREAS**, the Sourcewell Co-Op bidding process for contractors meets the requirements of the “fair and open” definition required by N.J.S.A. 19:44a-20.07; and

**WHEREAS**, the determination of the Township to award this contract under this national cooperative was previously advertised both in the newspaper and on the Township website; and

**WHEREAS**, the Township Committee of Lebanon Township wishes to approve of the purchase of the aforesaid 2025 Kenworth T480 Series Conventional Truck for reasons set forth herein.

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

1. Contract #060920-KTC is hereby approved with Gabrielli Kenworth, located at 239 Bergen Turnpike, Ridgefield Park, NJ 07660, pursuant to the Sourcewell Co-Op, in the amount not to exceed \$284,969.49, for the purchase of a 2025 Kenworth T480 Series Conventional Truck, in accordance with the written proposal received from Gabrielli Kenworth, a copy of which is on file with the Township Clerk.
2. The Chief Financial Officer shall be authorized to issue the appropriate Purchase Order to Gabrielli Kenworth for same from the 2024 Capital Improvement Budget.

Mr. Wunder advised regarding the need for the new truck.

Ms. Koehler asked for a motion to adopt Resolution No. 172-2024.

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

**NO. 173-2024 RESOLUTION AUTHORIZING CONTINUED EMPLOYMENT OF CATHLEEN MALOY AND MARY LOUISE CODOYANNIS AS PER DIEM EMPLOYEES FOR BUNNVALE LIBRARY**

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

**WHEREAS**, the Township of Lebanon has a need for per diem employees at the Bunnvale Library; and

**WHEREAS**, the Township Salary Ordinance provides for the rate of compensation, salary and wages for certain officers, appointees and employees of the Township; and

**WHEREAS**, Ms. Cathleen Maloy and Ms. Mary Louise Codoyannis were initially hired as per diem employees for the Bunnvale Library on March 20, 2019; and

**WHEREAS**, the Township Committee desires to continue the employment of Ms. Cathleen Maloy and Ms. Mary Louise Codoyannis as per diem employees for the Bunnvale Library 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 continued employment of Ms. Cathleen Maloy and Ms. Mary Louise Codoyannis as per diem employees for the Bunnvale Library at an hourly rate of \$15.30, not to exceed 20 hours per week.

**BE IT FURTHER RESOLVED** the duration of employment for Ms. Cathleen Maloy and Ms. Mary Louise Codoyannis shall be 90 days from adoption of this Resolution, subject to the Township Committee further extending the term of employment.

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

Ms. Koehler asked for a motion to adopt Resolution No. 173-2024.

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

**NO. 174-2024 RESOLUTION AWARDING CONTRACT TO MICRO ENTERPRISE SOLUTIONS "MES" INSTALLATION OF MEETING ROOM RECORDING EQUIPMENT THE MUNICIPAL BUILDING**

**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 Clerk solicited for and received 2 quotes for the purchase, installation, set up and configuration of meeting room recording equipment for the Municipal Building; and

**WHEREAS**, Micro Enterprise Solutions "MES", 96 Andrew Street, #3F, Bayonne, New Jersey 07002 submitted its quote the purchase, installation, set up and configuration of meeting room recording equipment for the Municipal Building in the amount of \$12,712.14; and

**WHEREAS**, based upon the Township Clerk's review of each vendor, and review of the quotes, Mirco Enterprise Solutions "MES" quote and proposal was most advantageous, price and other factors having been considered; and

**WHEREAS**, the Township Committee desires to award a contract to Micro Enterprise Solutions "MES" 96 Andrew Street, #3F, Bayonne, New Jersey 07002 for the purchase, installation, set up and configuration of meeting room recording equipment for the Municipal Building, in accordance with its quote dated October 23, 2024, a copy of which is on file in the Office of the Municipal Clerk, for the sum of \$12,712.14; and

**WHEREAS**, the Township of Lebanon has sufficient funding in place from the 2024 Capital Improvement Budget for this purchase.

**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 Micro Enterprise Solutions "MES" 96 Andrew Street, #3F, Bayonne, New Jersey 07002, in accordance with its quote dated October 23, 2024, a copy of which is on file in the Office of the Municipal



Clerk, for the purchase, installation, set up and configuration of meeting room recording equipment for the Municipal Building, for the sum of \$12,712.14.

**BE IT FURTHER RESOLVED** that the Accounts Payable Clerk is hereby authorized to issue said purchase order from the 2024 Capital Improvement Budget 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 Township Clerk.

Ms. Koehler asked for a motion to adopt Resolution No. 174-2024.

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

**NO. 175-2024 RESOLUTION REQUESTING APPROVAL OF THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE BUDGET RECEIVED FROM THE COUNTY OF SOMERSET IN THE AMOUNT OF \$2,600.00**

**WHEREAS**, N.J.S.A 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

**WHEREAS**, the Township of Lebanon has received funding from the County of Somerset in the amount of \$2,600.00; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Lebanon, in the County of Hunterdon, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2024 in the sum of \$2,600.00, received from the County of Somerset; and

**BE IT FURTHER RESOLVED** that the like sum of \$2,600.00 be appropriated under the title "Drunk Driving Fund"; and

**BE IT FURTHER RESOLVED** that the Township Clerk and Chief Financial Officer are authorized to execute and forward the Director of the Division of Local Government Services the appropriate documentation required for the Director's approval.

Ms. Koehler asked for a motion to adopt Resolution No. 175-2024.

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

**NO. 176-2024 RESOLUTION AUTHORIZING TRANSFERS BETWEEN CERTAIN BUDGET APPROPRIATIONS IN THE 2024 BUDGET PURSUANT TO N.J.S.A. 40:A4-58**

**WHEREAS**, under the provisions of the Local Budget Law, certain transfers are allowable in the 2024 Budget, if it shall become necessary to expend an amount in excess of the respective sums appropriated; therefore, and there shall be excess in one or more appropriations; and

**WHEREAS**, certain charges to be incurred or salaries and wages must be paid as designated by the credits herein shown and affected in the appropriations reflected are to be paid before the end of the 2024 budget year.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, as authorized by N.J.S.A. 40A:4-58, the CFO is hereby authorized and directed to make the following transfers:

<b>Budget Appropriation</b>	<b>Account #</b>	<b>From</b>	<b>To</b>
Administration & Executive O/E	4-01-20-110-299	\$ 10,000.00	
Municipal Clerk S/W	4-01-20-120-011	\$ 3,500.00	
Municipal Clerk O/E	4-01-20-120-299	\$ 8,150.00	
Financial Administration S/W	4-01-20-130-011	\$ 5,000.00	
Assessment of Taxes O/E	4-01-20-150-299	\$ 7,500.00	
Planning Board O/E	4-01-21-180-299	\$ 3,900.00	
Financial Administration O/E	4-01-20-130-299		\$ 17,500.00
Tax Collection O/E	4-01-20-145-299		\$ 7,400.00
Audit Services O/E	4-01-20-135-299		\$ 2,500.00
Engineering O/E	4-01-20-165-299		\$ 7,000.00
Board of Health O/E	4-01-27-330-299		\$ 250.00
Dog Regulation S/W	4-01-27-340-011		\$ 2,900.00
Underground Tank Remediation	4-01-27-369-299		\$ 500.00
	<b>Total</b>	<b>\$ 38,050.00</b>	<b>\$ 38,050.00</b>

Ms. Koehler asked for a motion to adopt Resolution No. 176-2024.

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

**NO. 177-2024 RESOLUTION AUTHORIZING A FULLY DISABLED VETERAN EXEMPTION, REFUND OF TAX OVERPAYMENT FOR ADAM CLARK, 23 ANTHONY ROAD, BLOCK 49, LOT 71.03**

**WHEREAS**, N.J.S.A. 54:4-3.30-34 grants an exemption from local property taxes for the dwelling house of a qualified totally disabled veteran; and

**WHEREAS**, Mr. Adam Clark having property at 23 Anthony Road, Block 49, Lot 71.03 has applied for a property tax exemption as a totally disabled veteran; and

**WHEREAS**, the Township Tax Assessor has reviewed and approved said application as qualifying for the tax exemption as of August 22, 2024; and

**WHEREAS**, the Township Tax Collector has certified that the cancellation of taxes has caused an overpayment and is requesting a refund in the amount of \$1,552.76.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey authorizes the refund of tax overpayments to Mr. Adam Clark having property at 23 Anthony Road, Block 49, Lot 71.03 in the amount of \$1,552.76.

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be provided to the Township's Tax Assessor, Tax Collector and Chief Financial Officer.

Ms. Koehler asked for a motion to adopt Resolution No. 177-2024.

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

### **NEW BUSINESS**

1. Moving to One Committee Meeting a Month in 2025. The Committee discussed moving to a once a month Committee Meeting in 2025. Ms. Koehler asked the Committee to keep the third Wednesday of every month open incase there is a need to call a Special Meeting. After review the Committee was in consensus to move to a once monthly meeting in 2025. Ms. Koehler asked for a motion to approve.

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

2. Mayoral Appointment – Mary Garripoli to Historians Committee – Unexpired One Year Term Ending 12/31/2024. Ms. Koehler provided background information on Mr. Mary Garripoli. Ms. Koehler made the motion to appoint Ms. Garripoli to the Historians Committee.

3. Comcast Fiber Upgrade. Ms. Budd provided the Committee with information for an upgrade to fiber internet service to the Municipal Building and Police Department. Ms. Budd advised due to an increase in cost for the service this would be something to consider in the 2025 budget. The Committee asked Ms. Budd to find out if other local municipalities have fiber service. Ms. Budd to discuss further with the Committee in 2025.

4. Police Department Purchase Request for Equipment, \$1,435.00.

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

Koehler

5. Police Department Purchase Request for Equipment Lockers, \$13,070.08. Due to the cost of the lockers Ms. Budd will prepare a Resolution for the 12/4 Committee Meeting.
6. American Tower/Verizon Request for Tower Modifications/Equipment Swap – Authorization for Mayor to Sign Authorization Letter. Ms. Koehler advised this authorization is only for equipment changes. Ms. Koehler asked for a motion authorizing her to sign the letter from American Tower.

Motion to Authorize: Mr. Abuchowski  
Second: Mr. Wojcik  
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 and the bill list.

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

The Township Committee approved the November 6, 2024, bill list in the amount of \$3,638,749.45 and Developer’s Escrow \$1,492.00.

### **CORRESPONDENCE**

1. Historians; Meeting Minutes – May 9, 2024.
2. Historian’s Meeting Minutes – September 11, 2024.

Correspondence were provided to the Committee.

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

Ms. Koehler made 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

Public comment: Boarding houses.

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

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

## **EXECUTIVE SESSION**

### **NO. 178-2024 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.

A matter involving the purchase, 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) cell tower, school lights, audit services, banking proposals. 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:. 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: CFO position . 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.

Ms. Koehler asked for a motion to open Executive Session and adopt Resolution No. 178-2024.

Motion of Open/Adopt:	Mr. Abuchowski
Second:	Mr. Wojcik
Ayes:	Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Mayor and Committee entered Executive Session at 7:45 p.m.

Mayor and Committee closed Executive Session at 9:28 p.m.

Ms. Koehler made a motion and asked for a second to reconvene into Regular Session.

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

## **ADJOURNMENT**

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

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

Meeting adjourned at 9:28 p.m.

Respectfully Submitted:

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Carolynn Budd, RMC  
Township Clerk

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Beverly Koehler, Mayor

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Date Approved