

**TOWNSHIP OF LEBANON  
COMMITTEE REORGANIZATION  
MEETING MINUTES  
January 5, 2026  
6:00 p.m.**

**CALL TO ORDER**

Ms.Carolynn Budd, Township Clerk called the meeting to order at 6:00 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, 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 servicemen and women.

**OATH OF OFFICE – TOWNSHIP COMMITTEE MEMBERS**

Ms. Budd announced that at the election held on November 4, 2025, two (2) three (3) year term Township Committee seats were open, the Board of Canvassers of Hunterdon County have determined Ms. Beverly Koehler and Mr. Richard Webb were duly elected to the Township Committee.

- Beverly Koehler – Township Committee – 3 Year Term – Term Expires 12/31/2028
- Richard Webb – Township Committee – 3 Year Term – Term Expires 12/31/2028

Ms. Budd invited Assemblyman Erik Peterson to perform the Oath of Office for Ms. Koehler and Mr. Webb.

Assemblyman Peterson performed the Oath of Office for Ms. Koehler followed by Mr. Webb.

**ROLL CALL**

The following officials were present:

Ms. Beverly Koehler  
Mr. Jay Wojcik  
Mr. Tom McKee  
Mr. Rich Webb

Also present were:

Mr. Mark Roselli, Esq., Township Attorney  
Ms. Carolynn Budd, Township Clerk

30+ Members of the Public

**NOMINATION OF MAYOR**

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

Mr. McKee nominated Mr. Wojcik, seconded by Ms. Koehler.

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

**OATH OF OFFICE – MAYOR**

Ms. Budd invited Assemblyman Peterson to perform the Oath of Office for Mr. Wojcik.

Assemblyman Peterson performed the Oath of Office for Mr. Wojcik.

Mr. Wojcik took over the meeting from Ms. Budd.

**NOMINATION OF DEPUTY MAYOR**

Mr. Wojcik made a motion to nominate Mr. McKee as Deputy Mayor, seconded by Ms. Koehler.

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

**OATH OF OFFICE – DEPUTY MAYOR**

Ms. Budd invited Assemblyman Peterson to perform the Oath of Office for Mr. McKee.

Assemblyman Peterson performed the Oath of Office for Mr. McKee.

**REMARKS BY THE MAYOR**

Mr. Wojcik made his remarks.

**REMARKS BY THE COMMITTEE MEMBERS**

Ms. Koehler, Mr. McKee and Mr. Webb made their remarks.

**PUBLIC COMMENT** *(limited to two minutes per speaker)*  
Limited to Agenda Items Only

Mr. Wojcik made a motion to open Public Comment.

Motion to Open: Mr. Webb

Second: Mr. McKee  
Ayes: Ms. Koehler, Mr. McKee, Mr. Webb, Mr. Wojcik

Public comment: a handout/letter was provided to the Committee regarding the Sunshine Law, Township form of government.

Seeing and hearing no one else wishing to speak, Mr. Wojcik made a motion to close Public Comment.

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

## **RESOLUTIONS**

### **General Business – Resolutions 01-2026 through 16-2026**

*(The Committee will take action by a single motion and vote unless a member requests that an item be removed and considered separately)*

Ms. Koehler asked that Resolution No. 03-2026 be considered separately. Ms. Koehler requested the Resolution be moved to further discuss during the next Township Committee Meeting. Ms. Koehler stated she does not agree with the once a month meeting and considers the conversation about meeting dates unfinished business. Ms. Koehler asked Mr. Roselli for guidance on how to proceed. Mr. Roselli advised the Resolution with the dates as stated could be adopted and then amended if the Committee agrees. Resolution No. 03-2026 was removed from the single motion and Mr. Roselli to provide the motion wording.

Mr. Wojcik read the title of Resolutions No. 01-2026, 02-2026 and 04-2026 through 16-2026.

### **NO. 01-2026 RESOLUTION AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE CONTRACTS WITHOUT COMPETITIVE BIDDING FOR CALENDAR YEAR 2026**

**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 written proposals; and

**WHEREAS**, sufficient funds are available in the 2026 Temporary Budget and will be made available in the 2026 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, Esq. of Roselli Griegel Lozier, PC is hereby awarded a Professional Service Contract and appointed Township of Lebanon Municipal Attorney for calendar year 2026.
2. Donna Becker, P.E. of Universal Technical Recourse Services, Inc. is hereby awarded a Professional Service Contract and appointed Township of Lebanon Municipal Engineer for calendar 2026 year.
3. Jessica Caldwell, P.P. of J. Caldwell & Associates, LLC is hereby awarded a Professional Service Contract and appointed the Township of Lebanon Professional Planner for calendar year 2026.
4. Laura Atwell, CPA of BKC Certified Public Accountants is hereby awarded a Professional Service Contract and appointed the Township of Lebanon Auditor for calendar year 2026.
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 2026.
6. Matt Bonaventura of Groendyke Associates is hereby awarded a Professional Service Contract and appointed the Township of Lebanon Insurance Agent for calendar year 2026.
7. Martin Allen, Esq. of DiFrancesco Bateman, Kunzman, David, Lehrer & Flaum, P.C. is hereby awarded a Professional Service Contract and appointed Township of Lebanon Tax Attorney for calendar year 2026.
8. Victor DiSanto, MAI of Sterling DiSanto & Associates is hereby awarded a Professional Service Contract and appointed Township of Lebanon Appraiser for calendar year 2026.
9. Kevin Zelinsky, P.E. of Remington & Vernick Engineers is hereby awarded a Professional Service Contract and appointed Township of Lebanon Tax Map Maintenance Engineer for calendar year 2026.
10. Frank Covelli of Professional Insurance Associates a Division of Work Insurance Associates, LLC is hereby awarded a Professional Service Contract and appointed Township Health Benefits Consultant for calendar year 2026.

**WHEREAS**, Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the Resolution authorizing the award of contracts 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.

**NO. 02-2026 RESOLUTION APPROVING THE TEMPORARY MUNICIPAL BUDGET FOR CALENDAR YEAR 2026**

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey to establish the temporary municipal

budget for the year 2026, in accordance with N.J.S.A. 40A:4-19, which consists of the 2025 Municipal Budget of \$7,572,563.00, exclusive of Debt Service, Public Assistance and Capital Improvement Fund totaling \$6,542,563.00, and which 26.25% of totals \$1,717,422.79.

**2026 Temporary Municipal Budget**

<b>Administration</b>		<b>Aid to Volunteer Fire</b>	\$ 34,000
Salaries and Wages	\$ 5,500		
Other Expenses	\$ 7,000	<b>Fire Safety</b>	
		Salaries and Wages	\$ 3,000
<b>Municipal Clerk</b>		Other Expenses	\$ 1,000
Salaries and Wages	\$ 59,000		
Other Expenses	\$ 6,000	<b>Public Works</b>	
		Salaries and Wages	\$ 200,000
<b>Elections</b>	\$ 1,000	Other Expenses	\$ 60,000
<b>Finance</b>		<b>Snow</b>	\$ 35,000
Salaries and Wages	\$ 1,500		
Other Expenses	\$ 3,000	<b>Recycling</b>	
		Salaries and Wages	\$ 2,000
<b>Audit Services</b>	\$ 10,000	Other Expenses	\$ 2,000
<b>Information Technology</b>	\$ 5,000	<b>Buildings &amp; Grounds</b>	\$ 18,000
<b>Tax Collection</b>		<b>Vehicle Maintenance</b>	\$ 28,000
Salaries and Wages	\$ 9,000		
Other Expenses	\$ 1,000	<b>Board of Health</b>	
		Salaries and Wages	\$ 1,000
<b>Tax Assessment</b>		Other Expenses	\$ 2,000
Salaries and Wages	\$ 9,000		
Other Expenses	\$ 4,000	<b>Environmental Commission</b>	\$ 1,000
<b>Legal</b>	\$ 25,000	<b>Animal Control</b>	
		Salaries and Wages	\$ 1,000
<b>Engineering</b>	\$ 5,000	Other Expenses	\$ 1,000
		<b>Underground Tank Remediation</b>	\$ 1,000
<b>Historian</b>	\$ 1,000		
		<b>Recreation Other Expense</b>	\$ 2,000
<b>Museum</b>	\$ 1,000		
		<b>Aid to Library</b>	
<b>Planning Board</b>		Salaries and Wages	\$ 20,000
Salaries and Wages	\$ 4,000	Other Expenses	\$ 2,000
Other Expenses	\$ 5,000		
		<b>Celebration of Public Events</b>	\$ 2,000
<b>Board of Adjustment</b>			
Salaries and Wages	\$ 4,000		

Other Expenses	\$ 5,000	<b>Utilities</b>	
		Electric & Gas	\$ 12,000
<b>Zoning Officer</b>		Heating Oil	\$ 4,000
Salaries and Wages	\$ 3,000	Street Lighting	\$ 2,000
Other Expenses	\$ 200	Telephone	\$ 4,000
		Internet & Cable	\$ 4,000
<b>Insurances</b>		Water	\$ 500
Workers Comp	\$ 30,000	Gasoline & Diesel Fuel	\$ 22,000
Professional	\$ 45,000		
Volunteer Accident	\$ 2,000	<b>Statutory</b>	
Medical	\$ 220,000	DCRP	\$ 1,500
		PERS	\$ 55,000
<b>Police</b>		Social Security	\$ 56,000
Salaries and Wages	\$ 380,000	PFRS	\$ 130,000
Other Expenses	\$ 27,000		
		<b>Shared Services</b>	
<b>Emergency Management</b>		CFO	\$ 16,000
Salaries and Wages	\$ 2,000	Court	\$ 8,000
Other Expenses	\$ 1,000	SRO Services	\$ 40,000
		SLEO Services	\$ 60,000
		BOE Field Services	\$ 5,000
<b>TOTAL TEMPORARY BUDGET</b>		<b>\$</b>	<b>1,717,200</b>

**NO. 04-2026 RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR CALENDAR YEAR 2026**

**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 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 and Star Ledger are designated as the Official Newspapers.

**NO. 05-2026 RESOLUTION DESIGNATING CERTAIN OFFICIALS TO SIGN DOCUMENTS FOR CALENDAR YEAR 2026**

**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** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that the Mayor, Deputy Mayor, Township Clerk, Deputy Clerk and Chief Financial Officer are authorized to sign documents on the Township’s behalf, according to law.

**NO. 06-2026 RESOLUTION AUTHORIZING THE FILING OF CORRECTIVE APPEALS FOR CALENDAR YEAR 2026**

**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 settlement of such appeals; and

**WHEREAS**, the Tax Attorney has requested the Township Committee authorize them to negotiate and execute Stipulations of Settlement of such appeals on behalf of the Township, provided the Tax Assessor agrees with the proposed Stipulation of Settlement.

**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 Settlement of on behalf of Lebanon Township, which they feel are proper and in the best interest of the Municipality.

**NO. 07-2026 RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS AND REMIT PAYROLL TAXES FOR CALENDAR YEAR 2026**

**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 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 and 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.
  - f. Checks and/or ACH payments for employee medical insurance benefits.
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. 08-2026 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN FOR CALENDAR YEAR 2026**

**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, County of Hunterdon, State of New Jersey 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:

1. Peapack Private Bank
2. PNC Bank
3. TD Bank
4. Northfield Bank
5. 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:

1. United States Treasury Bonds, Notes and Bills
2. U.S. Government Agency and Instrumentality Obligations
3. Bonds and other obligations of the Township of Lebanon
4. Peapack Private Bank Deposits and Certificates of Deposits
5. TD Bank Deposits and Certificates of Deposits
6. Northfield Bank Deposits and Certificates of Deposits
7. Savings and Bank Deposits and Certificates of Deposits
8. PNC Bank Deposits and Certificates of Deposits
9. 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:

1. School Taxes
2. County Taxes
3. Interfunds
4. Purchase of Investments
5. Debt Service
6. Salary and Wages
7. Postage
8. Insurance

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:

1. Chief Financial Officer
2. Tax Collector
3. 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.

#### **4. 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 official(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. 09-2026 RESOLUTION DESIGNATING TOWNSHIP DEPOSITORIES FOR PUBLIC MONIES AND OTHER FUNDS COLLECTED IN CALENDAR YEAR 2026**

**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 Private Bank, PNC Bank, TD Bank, Northfield 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, County of Hunterdon, State of New Jersey that Peapack-Gladstone Bank, PNC Bank, TD Bank, Northfield Bank and the New Jersey Cash Management Fund are hereby designated as the depository banks for the Township of Lebanon.

**NO. 10-2026 RESOLUTION TO ESTABLISH PETTY CASH FUNDS AND CHANGE FUNDS FOR CALENDAR YEAR 2026**

**WHEREAS**, N.J.S.A 40A:5-21 authorized the establishment of Petty Cash and Change Funds; and

**WHEREAS**, it is the desire of the Township Committee of the Township of Lebanon to establish the following Petty Cash Funds and Change Funds:

<b>Petty Cash Funds</b>	<b>Amount</b>	<b>Custodian</b>
Administration	\$100.00	Carolynn Budd, Township Clerk
Police Department	\$100.00	Erren Porcino, PD Office Manager
<b>Change Fund</b>	<b>Amount</b>	<b>Custodian</b>
Administration	\$100.00	Carolynn Budd, Township Clerk
Administration	\$100.00	Kim Jacobus, Deputy Clerk, Dog Licensing
Administration	\$100.00	Nichole Roberts, Administrative Assistant
Police Department	\$100.00	Erren Porcino, PD Office Manager

And;

**WHEREAS**, each of the above named individuals is bonded for an amount of not less than \$1,000.00 and shall maintain records for their funds in a manner conducive to proper accounting and auditing procedures.

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

1. A Petty Cash Fund for the Finance Department for calendar year 2026 in the amount of \$100.00 is hereby established with Carolynn Budd, Township Clerk and Erren Porcino, PD Office Manager.
2. The following Change Funds are hereby established for calendar year 2026.

Administration	\$100.00	Carolynn Budd, Township Clerk
Administration	\$100.00	Kim Jacobus, Deputy Clerk, Dog Licensing
Administration	\$100.00	Nichole Roberts, Administrative Assistant
Police Department	\$100.00	Erren Porcino, PD Office Manager
3. The Custodians of the funds shall be required to be bonded in an amount not less than \$1,000.00 and will maintain said funds in accordance with the laws and regulations governing operations of the funds.

**NO. 11-2026 RESOLUTION ESTABLISHING A RETURN CHECK FEE FOR CALENDAR YEAR 2026**

**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, County of Hunterdon, State of New Jersey 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. 12-2026 RESOLUTION AUTHORIZING INTEREST RATE AND PENALTIES ON DELINQUENT PROPERTY TAX PAYMENTS FOR CALENDAR YEAR 2026**

**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, County of Hunterdon, State of New Jersey that taxes shall be collected quarterly on February 1, 2026, May 1, 2026, August 1, 2026 and November 1, 2026 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.

**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. 13-2026 RESOLUTION AUTHORIZING THE CANCELLATION OF PROPERTY TAX BALANCES OR DELINQUENCIES IN THE AMOUNT OF \$5.00 OR LESS FOR CALENDAR YEAR 2026**

**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. 14-2026 RESOLUTION AUTHORIZING THE CANCELLATION OF TAX SALE CERTIFICATES FOR CALENDAR YEAR 2026**

**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 Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that the Mayor and Municipal Clerk 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. 15-2026 RESOLUTION AUTHORIZING THE SUBMISSION OF THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION RECYCLING TONNAGE GRANT APPLICATION FOR CALENDAR YEAR 2026**

**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 Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey does hereby endorse the submission of the

Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection and designates Carolynn Budd, CRP 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. 16-2026 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 2026**

**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 Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey does hereby approve raffles for the above listed entities for the year 2026; and

**BE IT FURTHER RESOLVED** that the Township Clerk is hereby authorized to process applications for raffles for the above listed entities for the year 2026; 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.

Mr. Wojcik asked for a motion to adopt Resolution No. 01-2026, 02-2026 and 04-2026 through 16-2026.

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

**NO. 03-2026 RESOLUTION SETTING THE ANNUAL MEETING SCHEDULE FOR TOWNSHIP COMMITTEE MEETINGS FOR CALENDAR YEAR 2026**

**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 that meetings are scheduled as follows:

1. Annual Reorganization Meeting of this Committee shall be held on Monday, January 5, 2026, at 6:00 p.m.
2. Regular Meetings of the Township Committee shall be held during the 2026 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:
  - Wednesday 1/21/2026, 2/11/2026, 3/11/2026, 4/8/2026, 5/13/2026, 6/10/2026, 7/8/2026, 8/12/2026, 9/9/2026, 10/14/2026, Thursday 11/12/2026 and Wednesday 12/9/2026.
3. 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.
4. In accordance with N.J.S.A. 10:4-18, within 7 days following the annual reorganization meeting the Township Clerk shall:
  - a. Send a certified copy of this Resolution to the two (2) designated official newspapers for publication.
  - b. Provide and maintain for purposes of public inspection the 2026 Annual Meeting Schedule for the Township Committee at the Municipal Building.
  - c. File a certified copy of this Resolution in the office of the Township Clerk.

Mr. Roselli stated the motion for adoption would be subject to further discussion at the 1/21/2026 Committee Meeting to add/amendment meeting dates.

Motion to Adopt as Amended:	Mr. Wojcik
Second:	Ms. Koehler
Ayes:	Ms. Koehler, Mr. McKee, Mr. Webb, Mr. Wojcik

### **Appointments – Resolutions 17-2026 through 24-2026**

*(The Committee will take action by a single motion and vote unless a member requests that an item be removed and considered separately)*

### **NO. 17-2026 RESOLUTION APPOINTING MUNICIPAL COURT PROFESSIONALS FOR CALENDAR YEAR 2026**

**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; and

**WHEREAS**, the Township of Clinton has provided the appointments for calendar year 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that the following appointments are here made for the term of one-year effective January 1, 2026:

1. Scott Mitzner is hereby appointed Clinton Township/Lebanon Township Municipal Court Public Defender for calendar year 2026.
2. Anthony Rotunno is hereby appointed Clinton Township/Lebanon Township Municipal Court Alternate Public Defender for calendar year 2026.
3. Jordan Rickards is hereby appointed Clinton Township/Lebanon Township Municipal Court Prosecutor for calendar year 2026.
4. Kimberly Marino is hereby appointed Clinton Township/Lebanon Township Municipal Court Administrator for calendar year 2026.

**NO. 18-2026 RESOLUTION APPOINTING DEPUTY EMERGENCY MANAGEMENT COORDINATORS FOR CALENDAR YEAR 2026**

**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, County of Hunterdon, State of New Jersey appoint Sergeant Robert Plimpton and Ken Burke to the position of Deputy Emergency Management Coordinators from January 1, 2026, through December 31, 2026.

**NO. 19-2026 RESOLUTION APPOINTING CAROLYNN BUDD AS QUALIFIED PURCHASING AGENT FOR CALENDAR YEAR 2026**

**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:18-4.3 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 Township 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 2025-08 and N.J.A.C. 5:35-5.2 to increase the bid threshold to \$53,000.00; and

**WHEREAS**,Carolynn Budd possess 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 Township Committee of the Township of Lebanon, County of Hunterdon, State of 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. 20-2026 RESOLUTION APPOINTING CAROLYNN BUDD AS THE MUNICIPAL HOUSING LIAISON FOR CALENDAR YEAR 2026**

**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 2026 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. 21-2026 RESOLUTION APPOINTING CAROLYNN BUDD AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR CALENDAR YEAR 2026**

**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 10<sup>th</sup> 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 Township Committee of the Township of Lebanon, County of Hunterdon, State of 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.

**NO. 22-2026 RESOLUTION APPOINTING CAROLYNN BUDD AS THE CERTIFIED RECYCLING COORDINATOR FOR CALENDAR YEAR 2026**

**WHEREAS**, pursuant to N.J.S.A. 13:1E-99.16. each municipality shall designate one or more persons as the Municipal Certified Recycling Coordinator; and

**WHEREAS**, the Township Committee has determined that the duties of the Certified Recycling Coordinator can be effectively and appropriately performed by Carolynn Budd; and

**WHEREAS**, Carolynn Budd possesses the Certified Recycling Coordinator Certification as issued by the New Jersey Department of Environmental Protection.

**WHEREAS**, Carolynn Budd is appointed the Certified Recycling Coordinator, from January 1, 2026, through December 31, 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that Carolynn Budd is hereby appointed the Certified Recycling Coordinator for the Township of Lebanon for calendar year 2026.

**NO. 23-2026 RESOLUTION APPOINTING DEPUTY TOWNSHIP CLERK FOR CALENDAR YEAR 2026**

**WHEREAS**, the Township of Lebanon shall appoint annually a Deputy Township Clerk, whose term shall run for one year from January 1st; and

**WHEREAS**, the Township Committee has determined that the duties of Deputy Clerk can be effectively and appropriately be performed by Kimberly Jacobus.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey appoint Kimberly Jacobus to the position of Deputy Township Clerk from January 1, 2026, through December 31, 2026.

**NO. 24-2026 RESOLUTION APPOINTING DIANE LAUDENBACH AS LEBANON TOWNSHIP CERTIFIED TAX COLLECTOR**

**WHEREAS**, Diane Laudenbach was appointed Tax Collector of the Township of Lebanon for purposes of filling a vacancy in the office of the municipal tax collector effective January 16, 2025, ending December 31, 2025, filling an unexpired term; and

**WHEREAS**, the Township Committee has determined that Diane Laudenbach holds a tax collector certificate issued by the State of New Jersey, is a duly Certified Tax Collector and has efficiently served as the Township’s Tax Collector during the unexpired term; and

**WHEREAS**, N.J.S.A. 40A:9-142 requires that a Municipal Tax Collector hold their office for a term of 4 years from the first day of January next following their appointment; and

**WHEREAS**, the Township Committee has determined that it would be in the best interest of the Township of Lebanon to appoint Diane Laudenbach as Certified Tax Collector for the Township of Lebanon for a four-year term effective January 1, 2026, and expiring December 31, 2029.

**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 reappoint Diane Laudenbach to the position of Certified Tax Collector for the Township of Lebanon for a four-year term effective January 1, 2026, and expiring December 31, 2029.

Mr. Wojcik asked for a motion to adopt Resolution No. 17-2026 through 24-2026.

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

**Insurance – Resolutions 25-2026 through 26-2026**

*(The Committee will take action by a single motion and vote unless a member requests that an item be removed and considered separately)*

**NO. 25-2026 RESOLUTION APPOINTING STATEWIDE INSURANCE FUND COMMISSIONER FOR FUND YEAR 2026**

**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 2026; and

**BE IT FURTHER RESOLVED** that Warren Gabriel is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the Fund Year 2026; 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. 26-2026 RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT FOR FUND YEAR 2026**

**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 2026 in the form attached hereto.

Mr. Wojcik asked for a motion to adopt Resolution No. 25-2026 through 26-2026.

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

**2026 APPOINTMENTS**

**BOARDS, COMMITTEES AND COMMISSIONS - *(Township Committee Appointments)***

**BOARD OF HEALTH (1 Year Term)**

- Thomas McKee
- Abe Abuchowski
- Brian Wunder
- Jay Wojcik
- Beverly Koehler
- Erica Brandmaier, Assessor
- Patricia Pane, Medical Professional

- Carolynn Budd, Secretary

**HISTORIANS (1 Year Term)**

- Laurie Hoffman
- Victor Hoffman
- Nina Savoia
- Susan Donovan
- Maria Naccarato
- Lou Baldino
- Jeanne Lang
- Laramie Silber
- Mary Garripoli

**LIBRARY ADVISORY BOARD (1 Year Term)**

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

**PARK COMMITTEE (1 Year Term)**

- Joann Letters
- Kimberly Jacobus
- Greg Cahill
- Anthony Confortini
- Douglas Springer
- Drew DePalma
- Hunter Cryan
- Kate Monaghan

**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

Mr. Wojcik asked for a motion to approve appointments to the Board of Health, Historian Committee, Library Advisory Board, Park Committee, AG Advisory Committee, Representative to SWAC and Musconetcong River Management Council.

Motion to Appoint: Ms. Koehler  
 Second: Mr. Webb

Ayes: Ms. Koehler, Mr. McKee, Mr. Webb, Mr. Wojcik

### **PLANNING BOARD MEMBERS**

- Class III: Abe Abuchowski, 1 Year Term, Expires 12/25

Mr. Wojcik asked for a motion to approve appointments to the Planning Board.

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

### **BOARD OF ADJUSTMENT MEMBERS**

- Class IV: Matt Walls, 4 Year Unexpired Term, Expires 12/28
- Class IV: Karen Zatika, 4 Year Term, Expires 12/28
- Class IV Alt. 1: Brandon Staten, 2 Year Term, Expires 12/26
- Class IV: VACANT, 4 Year Term, Expires 12/28

Mr. Wojcik asked for a motion to approve appointments to the Board of Adjustment.

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

### **BOARDS, COMMITTEES AND COMMISSIONS - *(Mayoral Appointments)***

#### **PLANNING BOARD MEMBERS**

- Class I: Beverly Koehler, 1 Year Term, Expires 12/25
- Class II: Michael Falconeri, 1 Year Term, Expires 12/25
- Class IV: Linda Ryan, 4 Year Term, Expires 12/28
- Class IV: Chris Piasecki, 4 Year Term, Expires 12/28
- Class II Alt. 1: Karen Zatika, 2 Year Term, Expires 12/26

#### **RECREATION COMMISSION**

- Member Laramie Silber, 5 Year Term, Expires 12/29
- Member Tom Childers, 5 Year Unexpired Term, Expires 12/29
- Member Alt. 2 VACANT 2 Year Term, Expires 12/26

#### **ENVIRONMENTAL & OPEN SPACE COMMISSION**

- Member VACANT, 3 Year Term, Expires 12/27
- Member Nancy Lawler, 3 Year Term, Expires 12/27
- Member Alt. 2 VACANT, 2 Year Term, Expires 12/26

Mr. Wojcik made the appointments to the Planning Board, Recreation Commission and Environmental & Open Space Commission.

### **2026 LIAISON ROLES AND POSITIONS**

#### **ABUCHOWSKI**

- Administration – Organizational Strategy & Development/HR-Policies & Procedures

- Food Pantry
- Municipal Coordinator of Hunterdon County Senior Services
- Planning Board Class III
- Relocation Assistance Officer
- Veteran’s Haven
- Zoning

**KOEHLER**

- Administration – Operations Role
- Finance
- Historian Committee
- Insurance
- Local Schools
- Planning Board Class I
- Recreation Commission

**MCKEE**

- Affordable Housing
- DPW, Buildings & Grounds
- Engineering
- Fire Department

**WEBB**

- Environmental and Open Space Commission
- Highlands
- Legal Matters
- Library

**WOJCIK**

- Police Department/Emergency Management/FEMA
- Municipal Court
- IT
- Park Committee

Mr. Wojcik read the liaison roles.

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

Mr. Wojcik asked for a motion to open Public Comment.

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

Public comment: Sunshine Law, Township form of government, Township Committee meeting dates, budget meeting dates, Library Advisory Board and appointments.

Seeing and hearing no one else wishing to speak, Mr. Wojcik asked for a motion to close Public Comment.

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

## NO. 27-2026 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 ensure 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): NAR. 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; (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:. 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.

Mr. Wojcik asked for a motion to open Executive Session and adopt Resolution No. 27-2026.

Motion to Open/Adopt: Ms. Koehler  
Second: Mr. Webb  
Ayes: Ms. Koehler, Mr. McKee, Mr. Webb, Mr. Wojcik

Mayor and Committee entered Executive Session at 6:56 p.m.

Mayor and Committee closed Executive Session at 7:36 p.m.

Mr. Wojcik asked for a motion to reconvene into Regular Session.

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

Mr. Wojcik made a motion to appoint Ms. Koehler and Mr. Webb to the Statewide Insurance Issues Sub-Committee.

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

## **ADJOURNMENT**

Having no further business to conduct, Mr. Wojcik asked for a motion to adjourn the meeting.

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

Meeting adjourned at 7:37 p.m.

Respectfully Submitted:

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Carolynn Budd, RMC  
Township Clerk

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Jay Wojcik, Mayor

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Date Approved