

REORGANIZATION MEETING

Lebanon Township Committee

January 7, 2015

CALL TO ORDER

Municipal Clerk Karen Sandorse called the meeting to order at 6:00 p.m. and stated that in compliance with the "Open Public Meetings Act" this is the Reorganization Meeting of the Township Committee as published in the Hunterdon Democrat on December 31, 2014, the agenda has been posted at the Municipal Building and distributed to the Hunterdon Review, Courier News, the Express Times, the Hunterdon Democrat and the Star Ledger.

FLAG SALUTE

The Clerk asked everyone to stand for the Flag Salute and for a Moment of Silence in honor of our service men and women.

ROLL CALL

Present - Thomas McKee Ronald Milkowski
Bernard Cryan Brian Wunder Marc Laul

Absent - None

Attorney Cushing, Municipal Clerk Karen Sandorse, Deputy Clerk Kim Jacobus and 16 members of the public.

OATH OF OFFICE

Attorney Richard Cushing administered the Oath of Office to Committeemen Thomas McKee and Marc Laul.

NONIMATION AND APPOINTMENT OF MAYOR

The Clerk opened the floor for a nomination for the 2015 Lebanon Township Mayor.

Nomination to appoint Thomas McKee as the 2015 Mayor was made by Mr. Milkowski, seconded by Mr. Cryan.
Hearing no further comments, nominations were closed. Motion carried by unanimous favorable roll call vote.

Attorney Cushing administered the Oath of Office to Mayor McKee.

ELECTION OF DEPUTY MAYOR

The Mayor opened the floor for a nomination for the 2015 Lebanon Township Deputy Mayor.

Nomination to appoint Bernard Cryan as the 2015 Deputy Mayor was made by Mr. Milkowski, seconded by

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Mr. Wunder. Motion carried by unanimous favorable roll call vote.

Attorney Cushing administered the Oath of Office to Deputy Mayor Cryan.

MAYORAL STATEMENT

Mayor McKee welcomed everyone to the Township's Re-Organizational meeting. Mayor McKee stated that he wanted to acknowledge and thank the municipal staff, department heads, employees, police, fire and rescue and all of the dedicated volunteers who have the interest of the town at heart. The Mayor stated in his message that the Committee has a lot of work to do, but by working together it will strengthen the community and township and ensure Lebanon Township remains a great place to live and work. A resident once said to the Mayor, "All I want is good government and good government done right."

RESOLUTIONS

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 01-2015 to Resolution No. 03-2015 as written below.

Resolution No. 01-2015- Non-Fair and Open Professional Service Contracts

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 01-2015**

**RESOLUTION AUTHORIZING THE AWARD OF
A NON-FAIR AND OPEN CONTRACT FOR LEBANON TOWNSHIP**

WHEREAS, the Lebanon Township Committee has a need to acquire professional services as outlined below as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Lebanon Township CFO has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year and may be extended as approved by the Lebanon Township Committee; and

WHEREAS, the following agencies 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 portable contribution through the term of the contract; and

WHEREAS, sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2014 Municipal Budget for the Township of Lebanon as required in – N.J.A.C. 5:30-5.4.

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

The Mayor and Municipal Clerk are hereby authorized and directed to executive contracts with the following person and firm for the year 2015:

1. Richard P. Cushing of Gebhardt & Kiefer is hereby appointed Lebanon Township Municipal Attorney for the year 2015.
2. Stephen Risse of Bayer-Risse Engineering is hereby appointed Lebanon Township Engineer for the year 2015.
3. Sanford N. Groendyke is hereby appointed the Lebanon Township Insurance Agent for the year 2015.
4. Michael P. Bolan, is hereby appointed the Lebanon Township Professional Planner for the year 2015.
5. Darren Vogel is hereby appointed as Environmental Engineer/Licensed Site Remediation Professional for the 2015 year.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this action shall be printed in the January 14, 2015 issue of the Hunterdon Review

Resolution No. 02-2015- Auditor Professional Service Contract

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 02-2015
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR
AND OPEN CONTRACT FOR PROFESSIONAL SERVICES-
MUNICIPAL AUDITOR**

WHEREAS, the Township of Lebanon has a need to acquire a municipal Auditor as a non-fair and open contract pursuant to provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year; and,

WHEREAS, ARDITO & CO., LLP has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$25,749 and \$2369; and,

WHEREAS, ARDITO & CO., LLP has completed and submitted a Business Entity Disclosure Certification which certified that ARDITO & CO., LLP has 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 ARDITO & CO., LLP from making any reportable contributions through the term of the contract; and,

WHEREAS, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the

Township of Lebanon, authorizes the Mayor and Clerk of the Township of Lebanon to enter into a contract with ARDITO AND CO., LLP as described herein as auditors on and in behalf of the Township of Lebanon for the year 2015; and,

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BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Determination of Value be placed on file with this resolution; and,
BE IT FURTHER RESOLVED that a notice of this action shall be printed once in a legally designated publication.

Political Contribution Disclosure. This contract has been awarded to Ardito & Co., LLP based on the merits and abilities of Ardito & Co., LLP to provide the goods and services as described herein. This contract was not awarded through a "fair and open" process pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Ardito & Co., LLP, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19. affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the municipality when the contract is awarded.

Exhibit "A" (Mandatory Affirmative Action Language), Exhibit "B" (Affirmative Action Plan/ Report Filing Information), Exhibit "C" (Business Registration Certificate), Exhibit "D" (Business Entity Disclosure Certification) and Exhibit "E" (Political Contributions Disclosure Certification) are attached to and made a part of this contract

Resolution No. 03-2015- Professional Services

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 03-2015
PROFESSIONAL SERVICE APPOINTMENTS**

WHEREAS, there exists a need for Attorneys, Engineers, and Professional Experts for the Township of Lebanon, and

WHEREAS, the Local Public Contracts Law (N.J.S. A. 40A:11-1 et seq.) required that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised; and

WHEREAS, the Mayor, Township Clerk and Chief Financial Officer are hereby authorized and directed to execute the agreements; and

WHEREAS sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of Lebanon for such services.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, in the County of Hunterdon, on this 7th day of January, 2015 as follows:

Martin Allen is hereby appointed as Tax Appeal Attorney for the Township of Lebanon for the year 2015.

Steve Rogut of Rogut McCarthy Troy, LLC, is hereby appointed as Bond Counsel for the Township of Lebanon for the year 2015.

Robert A. Ballard Jr. is hereby appointed Prosecuting Attorney for the year 2015.

Scott Mitzner is hereby appointed Tewksbury Township/Lebanon Township Municipal Court Public Defender for the 2015 year.

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 04-2015 to Resolution No. 08-2015 as written below.

Resolution No. 04-2015- Temporary Budget

**Township of Lebanon
County of Hunterdon
Resolution No. 04-2015
Temporary Municipal Budget**

BE IT RESOLVED, by the Township Committee of the Township of Lebanon, County of Hunterdon to establish the temporary municipal budget for the year 2015, in accordance with NJSA 40A:4-19, which consists of 26.25% of the 2014 Municipal Budget of \$4,317,243.00 which totals \$1,133,276.00.

Resolution No. 05-2015-Annual Meeting Schedule

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 05-2015
ANNUAL MEETING NOTICE SCHEDULE**

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

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

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

Regular meetings of this Committee shall be held during the 2015 calendar year at 7:00 p.m. at the Lebanon Township Municipal Building, 530 West Hill Road, Glen Gardner, (Lebanon Township) New Jersey, on the following dates:

- a. The first & third Wednesday of each and every month: Jan. 21, Feb. 4 & 18, March 4 & 18, April 1 & 15, May 6 & 20, June 3 & 17, July 1 & 15, August 5 & 19, Sept. 2 & 16, Oct. 7 & 21, Nov. 4 & 18 and Dec. 2 & 16.**

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.

Copies of this Resolution and any revisions or modifications thereof, certified to be true copies by the Clerk of this municipality, be disseminated and distributed as required by the Act as follows:

- a. Posted and maintained throughout the 2015 calendar year on the bulletin board at the Lebanon Township Municipal Building;
- b. Faxed or hand delivered to the newspapers designated in Resolution No. 06-2015;

- c. Filed with the Clerk of this Municipality, and
- d. Mailed to such other persons as may be entitled thereto under the terms of the Act and this Resolution.

Resolution No. 06-2015-Designation of Official Newspaper

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 06-2015
DESIGNATION OF OFFICIAL NEWSPAPER**

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

Resolution No. 07-2015-Payment of Taxes

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 07-2015
PAYMENT OF TAXES**

WHEREAS, R.S. 54:4-67 provides that the Township may fix the interest to be charged for non-payment of taxes or assessments on or before the date when they would become delinquent, subject to certain maximum percentages therein specified;

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, in the County of Hunterdon that taxes shall be collected quarterly on February 1, 2015, May 1, 2015, August 1, 2015 and November 1, 2015 and that interest will be charged at the rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment. There will be a ten-day grace period after which unpaid taxes will be charged interest from the due date. If computed interest is under \$1.00, there will be no charge.

BE IT FURTHER RESOLVED that, pursuant to statute, if a tax delinquency is over \$10,000.00 at the end of the year, and additional flat penalty of 6% per annum shall be imposed.

BE IS FINALLY RESOLVED THAT this Resolution shall be published in the January 14, 2015 issue of the Hunterdon Review.

Resolution No. 08-2015-Authorization to Cancel Property Tax

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 08-2015**

**AUTHORIZATION TO CANCEL PROPERTY TAX
CREDITS AND DELINQUENCIES**

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.

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 09-2015 to Resolution No. 13-2015 as written below.

Resolution No. 09-2015-Authorization to File Corrective Appeals

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 09-2015
AUTHORIZATION TO FILE CORRECTIVE APPEALS**

WHEREAS, the Township Committee of the Township of Lebanon has been informed that from time to time errors are made in computing tax assessments, and

WHEREAS, the Tax Attorney of Lebanon Township is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals.

WHEREAS, the Tax Attorney has requested the Township Committee authorize him to agree to Stipulation of Appeals on behalf of the Township, provided the Tax Assessor agrees with the proposed Stipulation of Appeal;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that the Tax Attorney for the Township of Lebanon is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, in defense of appeals filed with said Board and to sign Stipulations of Appeals on behalf on Lebanon Township, which he feels are proper and in the best interest of the Municipality.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the County board of Taxation.

This Resolution shall take effect immediately.

Resolution No. 10-2015-Authorization to Sign Documents

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 10-2015
AUTHORIZATION TO SIGN DOCUMENTS**

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; and

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

This Resolution shall take effect immediately.

Resolution No. 11-2015-Authorization for CFO to Issue Certain Checks

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 11-2015
AUTHORIZATION FOR CFO TO ISSUE CERTAIN CHECKS
& REMIT PAYROLL TAXES**

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

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, marriage licenses and construction permits; 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;

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

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 by authorized to prepare and the Mayor or Deputy Mayor, the Municipal Clerk or the Deputy Clerk, and the Chief Financial Officer/Treasurer be authorized to sign the following checks, all drawn against Current Fund unless otherwise noted:
 - a. Payroll checks for all employees pursuant to established schedules; payroll checks from Payroll Account and transfer of sufficient funds from Current Fund.
 - b. Remittances from the Payroll Account to the appropriate agencies for State of New Jersey and State of Pennsylvania Gross Income Tax employee deductions and employer share payable to the State of New Jersey, for State of New Jersey Public Employees and Police and Fire Retirement Systems and Contributory Insurance for employee deductions and to the SUI Reserve Fund for

employee deductions as may apply, to appropriate agencies for wage executions to comply with court orders and to the appropriate entity for other voluntary payroll deductions.
 - c. Checks payable to the appropriate agency of the State of New Jersey for fees from the issuance of dog licenses, marriage licenses. (Dog license fees from the Animal Control Account).
 - d. Checks payable to the County of Hunterdon for taxes upon receipt of statement from the County Chief Financial Officer.
 - e. Checks payable to the Lebanon Township Board of Education and North Hunterdon-Voorhees Regional High School District upon receipt of statements from the respective Board Secretaries.

2. That the Chief Financial Officer is hereby authorized to remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law, such remittances to be transferred from the Payroll Fund Account.

BE IT FURTHER RESOLVED that the Chief Financial Officer shall include a statement of the issuance of such checks as listed above as part of the Financial Report presented at the next scheduled meeting.

Resolution No. 12-2015-Designation of Depositories

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 12-2015
DESIGNATION OF DEPOSITORIES**

WHEREAS, R.S. 40A:5-14 requires that the Township designate as a depository for its moneys one or more banks or trust companies having its place of business in this state; and

WHEREAS, Peapack-Gladstone Bank, PNC, TD Bank and the New Jersey Cash Management Fund are bank or trust companies meeting the qualifications of said statute and which have satisfactorily performed the function of depository banks;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Lebanon in the County of Hunterdon, that PNC, Peapack-Gladstone Bank, TD Bank and the New Jersey Cash Management Fund are hereby designated as the depository banks for the Township of Lebanon.

Resolution No. 13-2015-Cash Management Plan

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 13-2015
CASH MANAGEMENT PLAN**

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;

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

A. Designation of Depositories

The following institutions are designated as permissible depositories for the deposit of Township funds:

Peapack-Gladstone
PNC Bank
TD Bank

and any other Federal and State Bank in the State of New Jersey

All depositories must conform to the Governmental Unit Deposit Protection Act (GUDPA) and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Township funds on deposit.

B. 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 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.

C. Investment Instruments and Procedures

The Township may purchase those investments permitted in N.J.S.A. 40A:5-15.1, which include:

- United States Treasury Bonds, Notes and Bills
- U.S. Government Agency and Instrumentality Obligations
- Bonds and other obligations of the Township of Lebanon
- Peapack-Gladstone Bank Deposits and Certificates of Deposits
- TD Bank Deposits and Certificates of Deposits
- Savings and Bank Deposits and Certificates of Deposits
- State of NJ and the State of NJ Cash Management Plan

The Township may purchase other obligation 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 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 turn of the investment is thirty (30) days or less. The chief Financial Officer shall

have the discretion to reject all bids.

D. Disbursement of Funds

All funds shall be disbursed as authorized and directed by the Township Committee. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Township Committee a schedule of debt service, principal and interest payments and , when available a schedule of School Tax payments for the upcoming fiscal year. Upon approval of the schedules of payments by the Township Committee, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Interfunds

- Purchase of Investments
- Debt Service
- Salary and Wages
- Postage

Disbursements shall be executed via electronic wire transfer of funds by the Chief Financial Officer, or designated staff member, when that method of payment is deemed necessary or preferable by the payee, or when the amount of such payment will result in a financial benefit of the Township of Lebanon in the form of increased investment income.

E. 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.

F. Bonding

The following officials shall be covered by surety bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

- Chief Financial Officer
- Tax Collector
- Municipal Clerk

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee’s Faithful Performance Bond.

G. Compliance

The Cash Management Plan of the Township of Lebanon shall be subject to the approval of the Township Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

As stated in N.J.S.A. 40A:5-14, the officials(s) charged with the custody of the Township funds shall deposit then as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If, at any time, this Cash Management Plan conflicts with any regulations of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee adopted Resolutions No. 14-2015 to Resolution No. 17-2015 as written below.

Resolution No. 14-2015-Return Check Fee

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON**

**STATE OF NEW JERSEY
RESOLUTION NO. 14-2015
RETURN CHECK FEE**

WHEREAS, N.J.S.A. 40:5-18(a) provides that the governing body of a municipality may provide, by resolution or ordinance, for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered on the account was by check or other written instrument which was returned for insufficient funds; and

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

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

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

Resolution No. 15-2015-Cancellation of Tax Sale Certificates

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 15-2015
AUTHORIZATION OF REDEMPTION**

WHEREAS, N.J.S.A. 54:5-55 provides that where a Tax Sale Certificate has been redeemed, the Tax Collector shall, at the option of the redeeming party, either execute a Certificate of Redemption or procure and deliver to the owner a Certificate of Sale receipted for cancellation by endorsement in same manner required by law to satisfy or cancel a mortgage; and

WHEREAS, N.J.S.A. 46:18-6 provides that an instrument record-able mortgage may be canceled only by the endorsement of the executive officer of a corporation attested to by a secretarial officer of the corporation; and

WHEREAS, the Mayor of the Township is considered to be a duly authorized executive officer; and Tax Collector of the Township is considered to be duly authorized to collect taxes,

NOW, THEREFORE BE IT RESOLVED by the Township of Lebanon in the County of Hunterdon, that the Mayor and Tax Collector be designated as the duly authorized to endorse for cancellation of Tax Sale Certificates; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Township Tax Collector for insertion in her official records.

Resolution No. 16-2015-Recycling Tonnage Grant

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 16-2015
TONNAGE GRANT APPLICATION RESOLUTION**

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 grants 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

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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 grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Township of Lebanon to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, Such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW THEREFORE BE IT RESOLVED by the Township of Lebanon Committee of the Township of Lebanon, Hunterdon County, New Jersey, that the Township of Lebanon hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates JoAnn Fascenelli to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust to be used solely for the purposes of recycling.

Resolution No. 17-2015-Appointing the Municipal Court and Deputy Court Administrator

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION NO. 17-2015
RESOLUTION AUTHORIZING THE ENGAGEMENT
OF A MUNICIPAL COURT ADMINISTRATOR
AND A DEPUTY MUNICIPAL COURT ADMINISTRATOR**

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 Tewksbury; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator and a Deputy Municipal Court Administrator for 2015 year; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Lebanon, Hunterdon County, New Jersey, hereby ratifies the Appointment of Cindy Hooven as the Certified Court Administrator and Shauna Tillotson as the Deputy Court Administrator for the 2015 year.

ORDINANCES

Introduction

ORDINANCE NO. 2015-01- CAP BANK

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee approved Ordinance No. 2015-01 on first reading. (As entitled below).

STATE OF NEW JERSEY
COUNTY OF HUNTERDON
TOWNSHIP OF LEBANON
ORDINANCE NO. 2015-01

CALENDAR YEAR 2015
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION
LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40a:4-45.14)

Public Hearing will be held on February 4, 2015

APPOINTMENTS

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by favorable roll call vote, the Township Committee approved the following appointments. AYES: Wunder, McKee, Laul, Cryan ABSTAIN: Milkowski

2015 APPOINTMENTS

ANNUAL 1-YEAR APPOINTMENTS

DEPUTY CLERK: Kimberly Jacobus
ASSISTANT ROAD SUPERVISOR: Kevin Rivers
ACCOUNTS PAYABLE CLERK- JoAnn Fascenelli
FIRE OFFICIAL: Gary Apgar
SPECIAL POLICE CLASS II: Alan Goracy
COAH LIAISON – Gail Glashoff
POLICE MATRON: Judy Dunlap
OFFICIAL ASSESSMENT SEARCHER: Karen Sandorse
OFFICIAL TAX SEARCHER: Mary Hyland
ISSUER OF SUBDIVISION CERTIFICATES: Gail Glashoff
STATE HISTORIAN: Vacant
DOG CENSUS: Judy Dunlap
PERC WITNESS: Jess Symonds
PERC WITNESS ALT: Kurt Hoffman

LIBRARY COMMISSION

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee approved the following appointments to the Library Commission.

Art Gerlich, Jan Gibas, Barbara O'Rourke, Melanie Ryan, Georgia Cudina, Debbie Bernardo & Kristen Petrik

HISTORIANS

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee approved the following appointment to the Historians.

William DeCoster, Susan Donovan, Victor Hoffman, Laurie Hoffman, Nina Savoia, Eileen Lebida,

LTCM

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Tom Burrell, Carol Baker & Chuck Speierl

PARK COMMITTEE

Motion by Mr. Cryan, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the following appointments to the Park Committee.

Kirk Petrik, Eric Petrik, Kimberly Jacobus, Collette Evanko, Patricia Schriver, Jen Matyas, Jan Gibas Charles Fortenbacher, Wayne Maurer, Greg Cahill & Aiko Thurlow

AG ADVISORY COMMITTEE

Motion by Mr. Cryan, seconded by Mr. Laul and carried by favorable roll call vote, the Township Committee approved the Ag Advisory Committee appointments. AYES: Wunder, McKee, Laul, Cryan ABSTAIN: Milkowski

Adam Ambielli, Al Nagie & Gary Milkowski

RECYCLING COORDINATOR

Motion by Mr. Cryan, seconded by Mr. Wunder and carried by unanimous favorable roll call vote, the Township Committee approved the following members for Recycling Coordinator.

JoAnn Fascenelli & Jan Gibas, Assistant

RECYCLING COMMISSION

Motion by Mr. Laul, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee approved the following members for Recycling Commission.

Jan Gibas & Steve O'Reilly

SWAC

Mayor McKee stated that there is a vacancy

BOARD OF ADJUSTMENT MEMBERS & PLANNING BOARD MEMBERS

Mayor McKee stated that he would like to see Mr. Milkowski continue on as the representative for the Committee on the Planning Board.

Motion by Mayor McKee, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the following Board of Adjustment and Planning Board appointments.

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Board of Adjustment:

CLASS IV-ALT I: John Locker, expires 12/16

Planning Board:

CLASS I: Mayor McKee, expires 12/15

CLASS II: Vacancy, expires 12/15

CLASS III: Committee Milkowski, expires 12/15

CLASS IV: Joshua Rich, expires 12/18

CLASS IV-ALT I: Art Gerlich, expires 12/16

OEM

Motion by Mr. Laul, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee approved the following appointments for OEM Deputies.

Bruce Cunningham, Deputy expires 12/15

Joseph Maurizio, Deputy expires 12/15

RECREATION COMMISSION

Mayor McKee stated that the Recreation commission is a 7 member committee and there are 5 vacancies with no volunteers to fill them. There were no appointments made.

OPEN SPACE/ENVIRONMENTAL COMMITTEE

Mayor McKee made the following appointments to the Open Space/Environmental Committee.

Drew DePalma 3-yr term, expires 12/17

Erik Henriksen 3-yr term, expires 12/17

Adam Duckworth 3-yr term, expires 12/17

Deborah Goodsite, Alt #2 2-yr term, expires 12/16

There is one vacancy with an unexpired term, Alt #, 2-yr term, expires 12/15

MUSCONETCONG RIVER MANAGEMENT COUNCIL

Mayor McKee made the following appointments to the Musconetcong River Management Council.

Erik Henriksen – Liaison Nancy Lawler – Alternate

MAYORAL LIAISONS

Mayor McKee appointed the following Committeemen as Liaisons to:

RELOCATION ASSISTANCE OFFICER: Brian Wunder
LIAISON TO ADMINISTRATION & FINANCE: Tom McKee
LIAISON TO COAH & OPEN SPACE COORDINATOR: Ron Milkowski
LIAISON TO EMERGENCY MANAGEMENT: Bernie Cryan
LIAISON TO ENVIRONMENTAL MATTERS: Marc Laul
LIAISON TO FEMA: Bernie Cryan
LIAISON TO FOOD PANTRY: Brian Wunder
LIAISON TO GRANTS: Brian Wunder
LIAISON TO THE HIGHLANDS: Tom McKee
LIAISON FOR LEGAL MATTERS: Tom McKee
LIAISON TO THE LOCAL SCHOOL DISTRICT: Marc Laul
LIAISON TO THE MUNICIPAL COURTS: Ron Milkowski
LIAISON TO POLICE, FIRE & RESCUE: Ron Milkowski
LIAISON TO PUBLIC WORKS: Brian Wunder
LIAISON FOR SHARED SERVICES: Marc Laul
LIAISON TO STANDING COMMITTEES: Marc Laul
LIAISON TO VETERAN'S HAVEN COMMITTEE: Bernie Cryan
MUNICIPAL COORDINATOR of HUNTERDON COUNTY SENIOR SERVICES: Bernie Cryan

TOWNSHIP CONTRACTS – AGREEMENTS

Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved entering into contract with the following:

Zoning Officer – John Flemming

Motion by Mr. Laul, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee approved entering into contracts with the following:

Newsletter – Design and Maintenance & Website – Design and Maintenance – Karen Newman

Motion by Mr. Milkowski, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee approved entering into a contract with the following:

ACO – Kim Bennett

OLD BUSINESS

None

NEW BUSINESS

None

PRESENTATION OF VOUCHERS

Committeeman Cryan provided a description of vouchers exceeding \$1000.00.

Motion by Mr. Wunder, seconded by Mr. Laul and carried by unanimous favorable roll call vote, the Township Committee approved the January 7, 2015 Bill List in the amount of \$2,388,814.50.

PUBLIC COMMENTS

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee opened the public comment portion of the meeting.

Mr. Anthony Casale questioned if there is there a vacancy on the Planning Board. Mayor McKee stated that there is one vacancy and he was going to defer it to the Chair of the Planning Board for when they re-organize. Mr. Casale also questioned the status of the DPW building. Mayor McKee stated the DPW Supervisor is still working with the architect and contractors trying to get them to come back and take care of the issues. Mr. Casale asked if the policy on the public comment at the beginning of the agenda had changed. Mayor McKee stated that it was changed only for the re-org meeting. Mr. Casale also stated his opinion on something that happened at the Board of Adjustment meeting regarding a resident who came in for an informal, was told they were in compliance and was charged attorney fees. There was no resolution prepared by the attorney and Mr. Casale does not agree that they should have been charged the fee. Mr. Casale asked where the Township is with the cell tower. Mayor McKee stated that the Committee has information that they need to review for the next meeting so that they can make a decision.

Motion by Mr. Wunder, seconded by Mr. Cryan and carried by unanimous favorable roll call vote, the Township Committee closed the public comment portion of the meeting.

Having no further business to come before the Committee, a motion was made by Mr. Cryan, seconded by Mr. Laul and carried by unanimous favorable roll call vote to adjourn the meeting at 6:58 p.m.

As prepared by Kimberly Jacobus, Deputy Clerk

Respectfully submitted,

Karen J. Sandorse, RMC/CMC
Municipal Clerk

Approved: February 4, 2015

Thomas McKee, Mayor

