

**TOWNSHIP OF LEBANON
COUNTY OF HUNTERDON**

ORDINANCE NO. 2018-10

**AN ORDINANCE ADDING CHAPTER 83 TO THE CODE OF THE TOWNSHIP OF LEBANON,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY,
SPECIFICALLY ENTITLED “HISTORIAN COMMITTEE”**

BE IT ORDAINED by the Mayor and Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that Chapter 83, entitled “**Historian Committee**” shall be added as follows:

Chapter 83, Section 1, entitled “**Committee established; purpose,**” shall be added to read in full as follows:

Committee established; purpose.

- A. A Historian Committee for the Township of Lebanon is hereby established. It is recognized that a Historian Committee has existed for many years, but now is being formalized by Ordinance and shall forthwith be named the “Lebanon Township Historian Committee,” hereinafter called the “Historian Committee.”
- B. The purpose of the Historian Committee is to preserve the knowledge and artifacts of history pertinent to Township residents, as well as to conduct activities to educate the public on such history in order to improve the quality of life for all involved.

Chapter 83, Section 2, entitled “**Composition; terms,**” shall be added to read in full as follows:

Composition; terms.

- A. The Historian Committee shall consist of nine members, designated as Historians. Such members shall be Township residents and be appointed by the Mayor and approved by the Township of Lebanon Committee for terms of one year with no limit on re-appointment to additional terms. Terms shall commence on January 1st and end on December 31st, or until a successor is appointed and qualified.
- B. In addition to resignation or death of an appointee or an appointee’s moving his or her residence to outside of the Township, any appointee who shall fail to attend three successively called meetings of the Historian Committee without just cause shall be deemed to have vacated after review of the situation and discretion of the Historian Committee.
- C. Removal of any appointee shall be for cause, only on written request from the Historian Committee, and after a hearing before the Mayor and Township Committee.
- D. In the event of any vacancies on the Historian Committee, the Mayor may, with the approval of

the Township Committee, fill such vacancies for the unexpired portion of the term only.

Chapter 83, Section 3, entitled “**Compensation**,” shall be added to read in full as follows:

Compensation.

Members of the Historian Committee shall serve without compensation.

Chapter 83, Section 4, entitled “**Meetings; officers; rules; quorum**,” shall be added to read in full as follows:

Meetings; officers; rules; quorum.

- A. Meetings of the Historian Committee shall be open to the public, held monthly on such dates as determined by the Historian Committee at its annual reorganization meeting and as notified to the public.
- B. Following the Township annual reorganization meeting, the Historian Committee will hold a reorganization meeting when it shall elect a Chairman, Vice Chairman and Secretary from its members for one-year terms.
- C. The Historian Committee shall have the power to establish its own bylaws with such bylaws to be approved by the Township Committee.
- D. A majority of the Historian Committee shall constitute a quorum. Passage of any motion requires an affirmative vote by a majority of the members present.

Chapter 83, Section 5, entitled “**Powers**,” shall be added to read in full as follows:

Powers.

The Township of Lebanon may employ a Museum Curator and Assistant Curator or other staff to perform duties related to historical activities, and the powers and duties of the Historian Committee shall not supersede the powers and duties of any Township employee. The Historian Committee shall work with such Township employees in their respective, assigned duties and coordinate their activities so as not to duplicate or conflict. Any unresolved matters shall be referred to the Township Committee for resolution. Pursuant to the bylaws set by the Historian Committee, the Historian Committee shall manage the Lebanon Township Museum in collaboration with the Museum Curator. The Historian Committee shall be responsible for providing guidance and direction concerning the following matters:

- A. Encourage the protection and preservation of historical landmarks and points of interest within the Township of Lebanon, and to advise the Township Committee on matters affecting the historical landmarks and points of interest.
- B. Encourage maintenance of an updated inventory or index of all historical documents, records, or

relics held by the Township, especially those held at the Township Museum, as well as landmarks and points of interest within the Township of Lebanon.

- C. Encourage the acquisition and preservation of documents, records and relics of the Township of Lebanon, and whatever other documents or things that may relate to the history of the State of New Jersey and the United States of America. The Historian Committee will establish policy for accepting donations of historical artifacts for the Museum collection, but donations of real estate or items with estimated value in excess of \$2,000 will require Township Committee approval with the recommendation of the Historian Committee.
- D. Public education of history related to the Township of Lebanon including making all information and acquisitions of the Historian Committee available to the public. The Historian Committee may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its purposes.
- E. Seek to coordinate, assist and unify the efforts of private groups, institutions, and individuals within the Township of Lebanon in accordance with the purposes of this Ordinance. An example of such a private group would be the Squier's Point Historians of Lebanon Township, Inc., which is a non-profit entity, independent from the Township of Lebanon, but which may have overlapping membership with the Historian Committee.
- F. Maintain liaison and communication with public and private agencies and organizations of local, county, state and national scope whose programs and activities have an impact on the protection and preservation of the history and historical points of interest of the Township of Lebanon, or who can be of assistance to the purpose of the Historian Committee. Such activities include pursuing grants or other funding from such agencies or organizations, subject to approval of the Township Committee prior to any grant application.
- G. Recommendations for the annual budget for the Township Museum and the activities of the Historian Committee.
- H. Carry out other such duties as may be assigned from time-to-time by the Township Committee.

Chapter 83, Section 6, entitled "**Museum Trust Fund,**" shall be added to read in full as follows:

Museum Trust Fund.

- A. The Township of Lebanon occasionally receives cash donations or bequests designated for the Township Museum or Historians, and all such monies received shall be kept in a special fund created by the Township's Chief Financial Officer ("CFO"), designated as the "Reserve for Museum Donations Trust Fund." This fund shall be used for purposes related to the operation, improvement or maintenance of the Museum or Museum property, including the acquisition or restoration of historical artifacts, or for materials and activities that will educate residents about history. It may also be used for the operation, maintenance, or acquisition of other real estate of a historic nature in the Township of Lebanon. Expenditures from this fund will be proposed by the Historian Committee subject to majority approval and approved by the Township Committee.

Any balance in the fund at year's end will be carried over into the fund for the next calendar year.

- B. Funds in this account may not be used for any other Township expenses without the consent of a majority of the Historian Committee.
- C. Donations made to private groups, institutions, and individuals within the Township of Lebanon in accordance with the purposes of this ordinance, an example of such a private group would be the Squiers Point Historians of Lebanon Township, Inc., and designated for a specific historical use or monies received from fund raising events of the Squiers Point Historians of Lebanon Township, Inc., will not be put into the Reserve for Museum Donations Trust Fund.
- D. The Township's CFO will provide the Historian Committee, upon request, with a quarterly accounting of the Reserve for Museum Trust Fund and monthly income and expense statements of the fund.

Chapter 83, Section 7, entitled "**Scheduling use of the Township Museum,**" shall be added to read in full as follows:

Scheduling use of the Township Museum.

The Museum Curator or another designated municipal employee shall be empowered by the Township Committee to schedule use of the Museum facilities, subject to informing the Township Committee of all usage, but the hours set for the Museum to be open to the public will be set by the Township Committee. It is understood that events by community organizations that add to the quality of life for residents will not be charged a rental fee for use of the Museum, but a fee for use may be imposed for private use at the recommendation of the Historian Committee and with approval of the Township Committee. The Curator or designated employee will provide the Historian Committee with a monthly usage report for the Museum and calendar of events in paper or electronic format. Any monies received for the use of the Museum will first be credited to the Township general funds to offset the costs of operating the Museum, with any additional monies provided to the Township CFO for deposit into the Reserve for Museum Trust Fund.

Chapter 83, Section 8, entitled "**Records, annual report,**" shall be added to read in full as follows:

Records, annual report.

The Historian Committee shall keep records of its meetings and activities and shall make an annual report to the Township Committee comprised of the records.

Chapter 83, Section 9, entitled "**Dissolution,**" shall be added to read in full as follows:

Dissolution.

The Historian Committee may be dissolved at any time by a majority vote of the Township Committee

This Ordinance shall take effect upon final passage and publication in accordance with New Jersey law.