



## AGENDA

**LEBANON BOROUGH COMMON COUNCIL  
6 HIGH STREET  
LEBANON, NEW JERSEY 08833  
Wednesday, May 20, 2020  
7:30 pm**

### 1. CONVENE

This meeting is being held in accordance with the provisions of the Open Public Meetings Act. Adequate notice has been given by posting a notice on the main Bulletin Board of the Lebanon Borough Municipal building located at 6 High Street, Lebanon, New Jersey, a public place reserved for such announcements. A copy was sent to the Hunterdon County Democrat, Courier News and Hunterdon Review, newspapers designated to receive such notices.

**PLEASE TAKE NOTICE** that the Borough of Lebanon Governing Body will conducted a VIRTUAL PUBLIC HEARING on May 20, 2020 at 7:30 p.m.

The hearing was held as a virtual hearing to protect the health, safety and welfare of residents, municipal officials, municipal employees and consultants in response to the COVID-19 public health emergency.

The link to the virtual hearing was on the Borough of Lebanon website at least 48 hours prior to the hearing: [www.lebanonboro.com](http://www.lebanonboro.com) . For those with no internet access, a phone number and code will also be included on the meeting agenda which will be posted on the Borough of Lebanon website at least 48 hours prior to the hearing: [www.lebanonboro.com](http://www.lebanonboro.com) .

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

### 4. MOMENT OF SILENCE:

### 5. CONSENT AGENDA – RESOLUTION 72-2020

All matters listed under the Consent Agenda are considered to be routine by the Governing Body of Lebanon Borough and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired that item may be removed from the Consent Agenda and considered separately.

1. Animal Control Solutions
2. Tax Appeal
3. NJDOT Local Aid Grant
4. Finance Report
5. Tax Assessor report
6. Thank you from Mary Beth Pitinger

**6. APPROVAL OF MINUTES**

April 15, 2020 Regular Meeting  
May 6, 2010 Special Meeting

**7. OPEN PUBLIC SESSION #1**

**8. RESOLUTIONS:**

- 73-2020 Endorsing Third Round Element Housing and Fair Share Plan
- 74-2020 Affordable Housing Trust Fund Spending Plan
- 75-2020 Affordable Housing Affirmative Marketing Plan
- 76-2020 Administration and Affordable Units Operation
- 77-2020 Power Washing
- 78-2020 96 Main St Lamp Post installation
- 79-2020 LPI Contract and Consession N.J.A.C 5:34-9.4
- 80-2020 Support of Assembly Bill A-3971 Authorizing "Covid 19 Relidf Bonds

**9. APPROVAL OF EXPENDITURES**

Bill List May 2020

**10. DISCUSSION:**

**COVID-19 Updates**  
**Park School**

**14. COMMITTEE/COMMISSION UPDATES**

**15. MISCELLANEOUS:**

**Switching phone service**

**16. EXECUTIVE SESSION**

RESOLUTION #

**17. ADJOURN**



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION # 72-2020  
CONSENT AGENDA**

All matters listed under the Consent Agenda are routine by the Governing Body of Lebanon Borough and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired that item may be removed from the Consent Agenda and considered separately.

1. Animal Control Solutions
2. Tax Appeal
3. NJDOT Local Aid Grant
4. Finance Report
5. Tax Assessor report
6. Thank you from Mary Beth Pittinger

Introduced and adopted: May 20, 2020

Ayes:  
Nays:  
Abstain:  
Absent:

LEBANON BOROUGH COUNCIL

Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

**CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the May 20, 2020 force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

All matters listed under Item, Consent Agenda, are considered to be routine by the Borough Council and will be Enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

# Animal Control Solutions

**Animal Control  
Monthly Report: April 2020  
Lebanon Borough**

Total Calls: 1

Stray: 1

# Case Detail

Print Date **Monday, May 4, 2020**

Case Category	All	Case Result	All	Include Activities	False
Case Type	All	Case Result By	All	Include Conditions	False
Case SubType	All	Case Memo Type	All	Include Memos	True
Case Status	All	Include Case Address	True	Include Violations	True
Case Officer	All	Include Animal Info	True	Based On	Case Date/Time
Officer Site	All	Include Person Info	True	Date From	4/1/2020 12:00 AM
Case Jurisdiction	Lebanon Borough	Include Animals	True	Date To	4/30/2020 11:59 PM
City	All	Include Persons	True		
Patrol Area	All				

Case#	Case Category	Case Type	Case Date/Time	Case Status	Case Officer	Case Jurisdiction	Case Result	Case Result Date/Time
Case Reference #	Case SubType	Reported Date/Time	Patrol Area	Case Result By	Case Review Date/Time			

<b>Stray</b>									<b>1</b>
5778545	Incident	Stray	4/28/2020 12:20:00 PM	Closed	Allyson Hensley	Lebanon Borough	Other	4/28/2020 12:28:00 PM	
		At Large					Hensley Allyson		

Address	Street	City	State	Zip/Postal	Cross Street	Location Type
	136 Conover Terr	Lebanon	NJ	08833		

<u>Number of Animals</u>	<u>Animal Description</u>
1	dog Shiba Inu

Person Reporting Info  
State PD for Lebanon Borough

Memos	MemorID:	Created By:	Memo Date:	MemoType:	Memo:
	5331769	JDare	4/28/2020 12:29:00 PM	Phone Call	4/28/20, 12:20pm, I received a call from State PD for Lebanon Borough stating that resident Christine Fine, 908-200-1073, 136 Conover Terr. stating there is a aggressive Shibu Inu in the hallway of the apartment/townhouse where she lives. PD stated that Christine was going to put a leash around the dog and give it to the owner, but dog is aggressive and states she doesn't know where the owner is. I asked PD if Christine knows who the owner is, she stated yes, but states she doesn't know where she is. It was stated that the dog gets out all the time. At 12:21pm, I assigned Officer Hensley. Manager Dare
	5332357	admin	4/28/2020 9:56:00 PM	Phone Call	April 28, 2020: At 12:21pm, I received a text from dispatch about an aggressive Shiba Inu in the hallway of the apartments where Christine Fine, 908 200 1073, 136 Conover Terrace, lives. I called her at 12:28pm, and Ms. Fine told me the dog had been reclaimed by its owner. Officer Hensley

**Total Count: 1**

# Harry Haushalter

Attorney at Law  
Lexington Square Commons  
2119 Route #33, Suite A  
Hamilton Sq., New Jersey 08690  
(609) 631-7388  
Telecopier (609) 631-7329  
ATTY ID 263791970  
[haushalter@optonline.net](mailto:haushalter@optonline.net)

April 21, 2020

## VIA EMAIL

Danene Gooding, Tax Collector  
Borough of Lebanon  
6 High Street  
Lebanon, NJ 08833

Re: Wells Operating Partnership, LP v. Lebanon Borough  
Block 4, Lot 1.05; 600 Corporate Drive  
Docket No. 005148-2020

Dear Ms. Gooding:

I am enclosing a copy of the judgment issued by the Tax Court in the above matter. The judgment provides as follows:

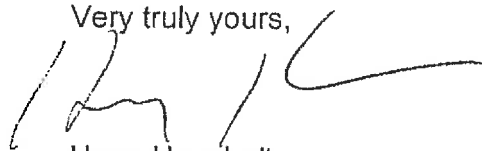
<u>Tax Year</u>	<u>Original Assessment</u>	<u>Rev. Assessment Per Tax Ct. Jdgmnt</u>	<u>Ratable Decrease</u>
2020	\$16,000,000	\$15,000,000	\$1,000,000

Kindly reflect the refund as a credit and apply against 2020 taxes, with no statutory interest.

Please call if you have any question.

Thank you.

Very truly yours,



Harry Haushalter

HH:kah

Enc.

cc: Jeff Burd, CTA (via email)

TAX COURT OF NEW JERSEY  
COUNTY: Hunterdon  
DOCKET NO. 005148-2020

WELLS OPERATING PARTNERSHIP, LP

Plaintiff(s),

v

LEBANON BOROUGH

Defendant(s).

:

:

:

CIVIL ACTION  
JUDGMENT

The parties having agreed upon a settlement, the assessment shall be as set forth below:

Block: 4  
Lot: 1.05  
Street Address: 600 CORPORATE DRIVE  
Year: 2020

TAX COURT JUDGMENT

Land: \$ 2,908,000.00  
Improvements: \$12,092,000.00  
Total: \$15,000,000.00

/s/ Cheryl A. Ryan, Clerk/Administrator  
Tax Court of New Jersey

Entered: 4/14/2020

Attorney for Plaintiff: Brian A Fowler Esq  
Attorney for Defendant: Harry Haushalter Esq  
User id: eCourts



## State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O. Box 600  
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY  
*Governor*

DIANE GUTIERREZ-SCACCETTI  
*Commissioner*

SHEILA Y. OLIVER  
*Lt. Governor*

April 13, 2020

Dear Mayor/Freeholder Director/County Executive:

On behalf of Governor Phil Murphy, I am pleased to announce that applications will now be accepted for the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2021 State Aid programs. This change in the solicitation and notification schedule for the programs listed below will help the municipalities and counties be able to access funds for the next round of projects sooner. **The new deadline for grant application submissions is July 1st.** Grant awards are expected to be announced in November.

As you may know, the Transportation Trust Fund Reauthorization Act of 2016 increased funding for Local Aid programs to counties and municipalities from \$190 million per year to \$430 million. The reason for the steep increase is that the majority of New Jersey's roadway mileage—about 90 percent—is under local government jurisdiction and is in as much need of repair as the state roadway network. By announcing the solicitations today, we will be able to address these needs sooner.

I recently announced NJDOT's "Commitment to Communities" initiative that creates new programs and combines existing Departmental efforts to assist local governments in spending the significantly increased level of aid that the reauthorized Trust Fund law affords them. The Commitment to Communities initiative includes a new Resource Center that provides one-stop shopping for local government managers by providing hands-on resources for the application process, raising awareness of grant cycles and proactively communicating program information. Our adjustment in the schedule was initiated by comments from you as well as representatives from the construction industry.

The following is a brief description of each grant program:

- **Municipal Aid** - This \$151.25 million program has been a significant resource in funding local transportation projects. All municipalities are eligible. The Department continues to encourage municipalities to consider using the Municipal Aid Program to fund projects that support walking and biking in their communities especially now that additional funds are available. NJDOT has set a goal to award up to 10 percent of the Municipal Aid Program funds to projects such as pedestrian safety improvements, bikeways and streetscapes. An additional \$10 million is provided in Urban Aid for a total of \$161.25 million.

- **Transit Village** - This program will award grants totaling \$1 million for traditional and non-traditional transportation projects that enhance walking, biking and/or transit ridership within a half mile of the transit facility. Only New Jersey municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task Force are eligible to apply. The eligible town list can be found at: <http://www.state.nj.us/transportation/business/localaid/transitvillagef.shtm>
- **Bikeways** - This \$1 million program is intended to fund bicycle projects which create new Bike Path Mileage. It is available to all counties and municipalities. The Department continues to work toward the goal of achieving 1,000 miles of dedicated bikeways in New Jersey. Special consideration will be given to bikeways that are physically separated from motorized vehicular traffic by an open space or barrier, but on-road bike lanes and other bike routes and facilities are also eligible for funding.
- **Safe Streets to Transit** - The intent of this program is to encourage counties and municipalities to construct safe and accessible pedestrian linkages to transit facilities, in order to promote increased usage of transit by all segments of the population. A total of \$1 million is available for grant awards.

All projects funded through the Transportation Trust Fund must comply with the Americans with Disabilities Act (ADA). ADA guidance, program descriptions and application guidance materials can be found on the NJDOT website at: <http://www.state.nj.us/transportation/business/localaid/stateaid.shtm>

If you choose to apply, please be aware that Municipal Aid regulations require projects receiving this type of aid to award a construction contract within 24 months from the date of grant notification.

I encourage you to submit applications for these Local Aid programs. Each program application will be evaluated independently, affording counties and municipalities the opportunity to receive funding in more than one category.

The enclosed map provides contact information for each Local Aid District Office. I recommend that you consult with your Local Aid District Office to assist in preparing applications for funding. Please keep in mind that a separate application for each project must be completed and submitted on or before **July 1st, 2020**, on-line through the Department's electronic grants administration system, known by its acronym, SAGE, at: <https://njsage.intelligrants.com/Login.aspx?APPTHEME=NJSAGE>

As Commissioner of Transportation, I am committed to maintaining and improving New Jersey's local transportation infrastructure by providing financial assistance, technical expertise and training in surmounting the application process for traditional and non-traditional local transportation initiatives. Our counties and municipalities will be well positioned to design and construct important local projects without the need to impact property taxes. Your success in building projects and spending the additional capital will mean success not only for your constituents, but for the entire state.

Thank you for your continued interest and support of NJDOT, and best wishes for success with your project applications.

Sincerely,



Diane Gutierrez-Scaccetti  
Commissioner

Enclosure



# Your New Technical Resource for Improving Local Project Delivery

THE LOCAL AID RESOURCE CENTER connects you to information, tools, and technical experts ready to help guide you through the grant application process, assist with project selection, and provide overall support for successful project delivery.



## FOR MORE INFORMATION

Please visit our website:  
[www.njdotlocalaidrc.com](http://www.njdotlocalaidrc.com)

Call Information Line at:  
(609) 649-9395

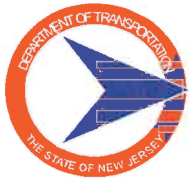


## Follow Us to Stay Connected!

Twitter: @NJDOTLOCALAID

Instagram: @NJDOTLARC

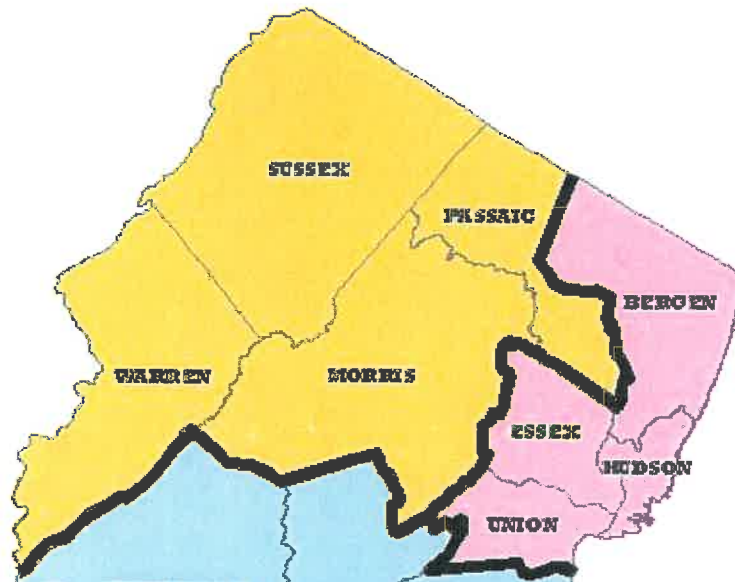
Facebook: [facebook.com/NJDOTLocalAid](https://facebook.com/NJDOTLocalAid)



# New Jersey Department of Transportation Local Aid and Economic Development

## District 1

Roxbury Corporate Center  
200 Stierli Court, 1st Floor  
Mount Arlington, NJ 07856  
Phone: (973) 601-6700  
FAX: 973-601-6709



## District 2

153 Halsey Street, 5th Floor  
Newark, NJ 07102  
Phone: 973-877-1500  
FAX: 973-648-4547



## District 3

1035 Parkway Ave  
Trenton, NJ 08625  
Phone: 609-963-2020  
FAX: 609-530-8044



## District 4

1 Executive Campus  
Route 70 West, 3rd Floor  
Cherry Hill, NJ 08002  
Phone: (856) 414-8414  
FAX: 856-486-6771



# Expenditure Budget

## Current Fund

### Activity to 05/18/2020

\* ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
01-201-20-100-010	GENERAL ADMINISTRATION - REGULAR SALARIE	164,000.00	59,459.54	-	104,540.46
01-201-20-100-200	GENERAL ADMINISTRATION - OTHER EXPENSE	29,000.00	9,514.12	916.61	18,569.27
01-201-20-101-200	SUMMER RECREATION-OTHER EXPENSES	8,500.00	-	-	8,500.00
01-201-20-110-200	MAYOR and COUNCIL - OTHER EXPENSE	5,000.00	1,529.20	198.00	3,272.80
01-201-20-110-201	COMMUNICATION	13,500.00	2,513.84	-	10,986.16
01-201-20-120-011	REGISTRAR-SALARY AND WAGES	1,980.00	719.82	-	1,260.18
01-201-20-120-201	REGISTRAR-OTHER EXPENSE	250.00	-	73.50	176.50
01-201-20-120-202	CODIFICATION OF ORDINANCES	10,000.00	-	-	10,000.00
01-201-20-130-010	FINANCE - REGULAR SALARIES	3,000.00	1,076.22	-	1,923.78
01-201-20-130-200	FINANCE - OTHER EXPENSE	28,000.00	9,148.86	2,250.08	16,601.06
01-201-20-135-200	FINANCIAL ANNUAL AUDIT	23,600.00	10,000.00	-	13,600.00
01-201-20-140-200	COMPUTERIZED DATA PROCESSING	8,500.00	7,118.88	-	1,381.12
01-201-20-145-011	COLLECTION OF TAXES - REGULAR SALARIES	15,299.00	5,569.74	-	9,729.26
01-201-20-145-200	COLLECTION OF TAXES - OTHER EXPENSE	1,400.00	1,166.45	195.00	38.55
01-201-20-150-010	ASSESSMENT - REGULAR SALARIES	16,444.00	5,986.35	-	10,457.65
01-201-20-150-200	ASSESSMENT - OTHER EXPENSE	4,200.00	-	-	4,200.00
01-201-20-155-200	LEGAL SERVICES - OTHER EXPENSE	125,000.00	25,059.82	6,042.83	93,897.35
01-201-20-165-200	ENGINEERING- OTHER EXPENSE	9,500.00	926.25	142.50	8,431.25
01-201-20-175-200	HISTORICAL COMMITTEE-OTHER EXPENSES	500.00	-	-	500.00
01-201-20-180-200	PLANNING BOARD - OTHER EXPENSE	11,000.00	931.00	371.50	9,697.50
01-201-21-180-200	ENVIRONMENTAL-OTHER EXPENSE	1,500.00	-	-	1,500.00
01-201-21-185-010	BOARD OF ADJUSTMENT-SALARY AND WAGES	14,517.00	5,285.25	-	9,231.75
01-201-21-190-200	FAIR HOUSING PLAN	26,000.00	1,141.50	199.60	24,658.90
01-201-23-210-200	OTHER INSURANCE	22,000.00	10,523.00	5,261.50	6,215.50
01-201-23-215-200	WORKMEN S COMPENSATION	13,000.00	6,398.00	3,199.00	3,403.00
01-201-23-220-200	EMPLOYEE GROUP INSURANCE	43,000.00	12,767.95	201.31	30,030.74
01-201-25-240-010	PUBLIC SAFETY - SALARIES	100.00	-	-	100.00
01-201-25-240-011	CROSSING GUARDS- SALARY AND WAGES	32,000.00	12,855.92	-	19,144.08
01-201-25-240-200	PUBLIC SAFETY - OTHER EXPENSE	62,000.00	8,999.44	-	53,000.56
01-201-25-252-200	EMERGENCY MANAGEMENT - OTHER EXPENSE	6,000.00	118.09	88.02	5,793.89
01-201-25-255-200	FIRE DEPT. OTHER EXPENSE	65,200.00	37,458.80	6,942.80	20,798.40
01-201-26-280-010	PUBLIC WORKS SALARY & WAGES	3,000.00	-	-	3,000.00
01-201-26-280-200	PUBLIC WORKS-OTHER EXPENSE	80,000.00	7,833.91	-	72,166.09
01-201-26-305-200	REFUSE COLLECTION - OTHER EXPENSE	85,000.00	20,295.00	6,765.00	57,940.00
01-201-26-310-010	BUILDING AND GROUNDS-SALARY AND WAGES	25,000.00	5,242.00	-	19,758.00
01-201-26-310-200	BUILDINGS AND GROUNDS	47,000.00	9,324.69	13,799.80	23,875.51
01-201-26-313-020	SHADE TREE-OTHER EXPENSES	7,000.00	-	-	7,000.00
01-201-27-330-010	BOARD OF HEALTH SALARY & WAGES	2,585.00	940.59	-	1,644.41
01-201-27-330-200	HEALTH - REGULAR EXPENSE	2,000.00	1,500.00	-	500.00
01-201-28-370-200	RECREATION	5,200.00	267.96	37.67	4,894.37
01-201-28-375-200	PARKS & PLAYGROUNDS -OTHER EXPENSE	15,000.00	-	-	15,000.00
01-201-31-430-200	ELECTRICITY - 6 HIGH ST	9,000.00	1,516.21	466.93	7,016.86
01-201-31-435-200	STREET LIGHTING - OTHER EXPENSE	19,000.00	4,622.96	1,679.30	12,697.74
01-201-31-440-200	TELEPHONE - OTHER EXPENSE	9,200.00	3,242.50	855.83	5,101.67
01-201-31-445-200	WATER	750.00	152.91	219.89	377.20
01-201-31-446-200	NATURAL GAS - OTHER EXPENSE	6,000.00	2,589.67	506.61	2,903.72
01-201-31-455-200	SEWERAGE PROCESSING	1,052.00	1,032.00	-	20.00
01-201-31-461-200	FIRE HYDRANTS	25,150.00	6,287.25	-	18,862.75
01-201-32-465-200	SOLID WASTE DISPOSAL COST	75,000.00	12,194.83	4,682.41	58,122.76
01-201-36-471-200	PUBLIC EMPLOYEES RETIREMENT SYSTEM	25,443.00	25,443.00	-	-
01-201-36-472-200	SOCIAL SECURITY - OTHER EXPENSE	20,300.00	7,067.61	-	13,232.39
01-201-36-476-200	STATE UNEMPLOYMENT INSURANCE-SDI	350.00	91.20	-	258.80

# Expenditure Budget Current Fund Activity to 05/18/2020

\* ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
01-201-43-490-200	MUNICIPAL COURT - OTHER EXPENSE	16,608.00	4,152.00	-	12,456.00
01-201-44-900-200	CAPITAL IMPROVEMENT FUND	80,000.00	-	-	80,000.00
01-201-44-905-001	ACQUISITION OF PUBLIC SAFETY EQUIPMENT	26,500.00	-	16,500.00	10,000.00
01-201-44-907-001	Acquisiton of Fire Equipment	14,800.00	-	-	14,800.00
01-201-45-920-202	DEBT SERVICE - BOND PRINCIPAL	160,000.00	160,000.00	-	-
01-201-45-925-202	DEBT SERVICE - NOTE PRINCIPAL	210,800.00	-	-	210,800.00
01-201-45-930-202	DEBT SERVICE - BOND INTEREST	98,274.50	50,737.25	-	47,537.25
01-201-45-935-202	DEBT SERVICE - NOTE INTEREST	26,864.87	-	-	26,864.87
01-201-46-875-203	Grant Expenditure without Appropriation	7,846.05	-	-	7,846.05
01-201-50-899-202	RESERVE FOR UNCOLLECTED TAXES	300,000.00	300,000.00	-	-
<b>TOTALS</b>		<b>2,168,713.42</b>	<b>860,801.58</b>	<b>71,595.69</b>	<b>1,236,316.15</b>

**Finance Monthly Report April 2020**  
**Capital Account**

Balance Beginning of the Month \$ 691,383.67

**Receipts for April 2020**

NJDO Grant	\$	-	
From Current Fund	\$	-	
	\$	-	
Interest on Investments	\$	57.13	
<b>Total Capital Fund Receipts</b>	<b>\$</b>	<b>57.13</b>	<b>\$ 57.13</b>

**Disbursements for April 2020**

NJDOT Grant-Cokesbury	\$	-	
Ord 2017-03 Office & Building Equipment	\$	-	
Ord 2019-05 Roads, Roof and Playground	\$	-	
Ord 2016-03 Imp to Municipal Facilities	\$	-	
Capital Improvement Fund	\$	-	
Due to Current Fund-Interest	\$	-	
<b>Total Disbursements</b>	<b>\$</b>	<b>-</b>	<b>\$ <u>          -</u></b>

**Balance End of Month \$ 691,440.80**

BALANCE PER CHECKING ACCOUNT	\$	691,440.80	
Due to Current Fund	\$	-	
O/S check	\$	-	
<b>Balance End of Month</b>	<b>\$</b>	<b><u>691,440.80</u></b>	<b>\$ <u>          -</u></b>

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Reviewed by Councilmember

>000234 4211762 0001 092233 10Z

BOROUGH OF LEBANON  
GENERAL CAPITAL ACCOUNT  
6 HIGH ST  
LEBANON NJ 08833-2116



**New!**  
**uChoose Rewards  
Cash Back**

You can now redeem your uChoose points for a cash credit to your account.

To learn more, visit:  
**uchooserewards.com**

Member FDIC

GOVERNMENT CHECKING			
<b>Account #</b>	XXXXXXXX1271	<i>Beginning Balance</i>	\$725,149.94
<b>Statement Period</b>		<i>Deposits/Credits</i>	\$0.00
<i>From</i>	04/01/20	<i>Interest Paid</i>	\$57.13
<i>Through</i>	04/30/20	<i>Checks/Debits</i>	-\$33,766.27
<b>Average Balance</b>	\$697,011.38	<i>Service Charges</i>	\$0.00
<b>Earned Interest This Period</b>	\$57.13	<b>Ending Balance</b>	\$691,440.80
		<i># Deposits/Credits</i>	0
<b>Annual Percentage Yield Earned (APYE)</b>	0.10%	<i># Checks/Debits</i>	1
		<b>YTD Interest</b>	\$1,696.62
<b>Total Annual Percentage Yield Earned</b>	0.10%	<b>YTD Withholding</b>	\$0.00

ACCOUNT ACTIVITY DETAIL				
Date	Description	Deposits	Withdrawals	Balance
04/01	BEGINNING BALANCE			\$725,149.94
04/06	WEB XFER TO DDA 001000601247 104126000650		\$33,766.27-	\$691,383.67
04/30	INTEREST CREDIT	\$57.13		\$691,440.80
04/30	ENDING BALANCE			\$691,440.80

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# Trial Balance

## GENERAL CAPITAL FUND

Activity to 04/30/2020

Account Number	Description	Debit	Credit
04-101-01-004	Cash Checking-Investors	691,440.80	
04-102-01-001	DUE TO/FROM CURRENT FUND		31,643.93
04-103-01-001	DEFERED CHARGE UNFUNDED	1,245,500.00	
04-198-06-900-003	2011 BOND ISSUE FUNDED	2,452,000.00	
04-202-55-100	Reserve for Encumbrance		41,361.98
04-215-00-000	Capital Control	14,919.71	
04-217-55-900-003	NOTE 1 PAYABLE		1,245,500.00
04-217-55-900-004	NOTE 2 PAYABLE		450,000.00
04-217-55-900-006	2011 BONDS PAYABLE		2,452,000.00
04-225-55-900-000	CAPITAL IMP FUND		172,823.60
04-400-65-900-000	CAPITAL FUND BALANCE		10,531.00
		4,403,860.51	4,403,860.51

**Finance Monthly Report April 2020**  
**Current Fund**

Balance Beginning of the Month \$ 397,836.59

**Receipts for April 2020**

2020	\$ 541,953.24	
2019	\$ 229.13	
Interest on Tax	\$ 205.71	
Interest on Investments	\$ 35.93	
Fees & Permits	\$ 100.00	
Marriage Licenses		
EDRS	\$ 685.00	
Clerk-ABC License	\$ -	
Sewer Authority Rent	\$ 1,300.00	
Hotel Tax	\$ 7,031.58	
Employee Health Benefits	\$ 1,233.76	
Clerk-Other Licenses	\$ -	
Lantern Advertising	\$ -	
County Food Licence	\$ -	
Due to Capital-NJDOT Grant	\$ -	
Energy Receipts Tax	\$ -	
Due to Outside Lien Holder	\$ -	
Lantern Advertising	\$ -	
Miscellaneous	\$ 750.00	
Recycling Tonnage Grant	\$ -	
	\$ 553,524.35	\$ 553,524.35

**Disbursements for April 2020**

Appropriation Reserve	\$ -	
2020 Appropriation	\$ 80,560.76	
Clean Communitis	\$ -	
Marriage License	\$ -	
County Food License	\$ -	
Due to Outside Lien Holder	\$ -	
County Tax	\$ -	
Local School Tax	\$ 282,894.20	
Regional School Tax	\$ -	
Recycling Tonnage Grant	\$ 219.98	
Highlands Grant	\$ 12,758.25	
Marriage License	\$ 50.00	
Tax Overpayments	\$ -	
Total Disbursements	\$ 376,483.19	\$ 376,483.19
<b>Balance End of Month</b>		<b>\$ 574,877.75</b>

<b>BALANCE PER CHECKING ACCOUNT</b>	\$ 351,476.65
DIT 4/30/20	\$ 90,491.03
DIT 4/30/20	\$ 143,875.07
ITEMS OUTSTANDING	\$ (10,965.00)
	<b>\$ 574,877.75</b>

DATE	CHECK #	VENDOR	AMOUNT
3/18/2020	11624		\$ 370.00
	11627		\$ 420.00
4/15/2020	11647	BKC Certified	\$ 10,000.00
	11678	Bella Pizza	\$ 100.00
	11680	Metropolitan Seafood	\$ 75.00
	0		\$ -
	0		\$ -
	0		0
	0		0
		TOTAL	\$ 10,965.00

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BOROUGH OF LEBANON  
OPERATING ACCOUNT  
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GOVERNMENT CHECKING			
<b>Account #</b>	<b>XXXXXXX1247</b>	<i>Beginning Balance</i>	\$671,807.82
<i>Statement Period</i>		<i>Deposits/Credits</i>	\$355,255.69
<i>From</i>	04/01/20	<i>Interest Paid</i>	\$30.74
<i>Through</i>	04/30/20	<i>Checks/Debits</i>	-\$675,617.60
<i>Average Balance</i>	\$392,463.72	<i>Service Charges</i>	\$0.00
<i>Earned Interest This Period</i>	\$30.74	<i>Ending Balance</i>	\$351,476.65
		<i># Deposits/Credits</i>	31
<i>Annual Percentage Yield Earned (APYE)</i>	0.10%	<i># Checks/Debits</i>	55
		<i>YTD Interest</i>	\$2,214.28
<i>Total Annual Percentage Yield Earned</i>	0.10%	<i>YTD Withholding</i>	\$0.00

ACCOUNT ACTIVITY DETAIL				
Date	Description	Deposits	Withdrawals	Balance
04/01	BEGINNING BALANCE			\$671,807.82
04/01	DEPOSIT	\$28.00		\$671,835.82
04/01	YS ONLINE ESCROW-INT DISB - D 0001001312374	\$5.19		\$671,841.01
04/01	CHECK #11635		\$253.25-	\$671,587.76
04/01	CHECK #11622		\$1,001.00-	\$670,586.76
04/01	CHECK #11623		\$4,043.66-	\$666,543.10
04/01	CHECK #11629		\$4,083.33-	\$662,459.77

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ACCOUNT ACTIVITY DETAIL (continued)				
Date	Description	Deposits	Withdrawals	Balance
04/01	CHECK #11625		\$4,304.08-	\$658,155.69
04/01	CHECK #11641		\$4,695.36-	\$653,460.33
04/01	CHECK #11639		\$5,593.75-	\$647,866.58
04/03	DEPOSIT	\$2,513.66		\$650,380.24
04/03	DEPOSIT	\$1,500.00		\$651,880.24
04/03	CHECK #11617		\$282,894.20-	\$368,986.04
04/03	CHECK #11632		\$235.16-	\$368,750.88
04/06	DEPOSIT	\$1,681.83		\$370,432.71
04/06	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD63864\	\$100.00		\$370,532.71
04/06	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD64254\	\$60.00		\$370,592.71
04/06	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD64255\	\$60.00		\$370,652.71
04/06	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD63567\	\$30.00		\$370,682.71
04/06	WEB XFER FR DDA 001000601271 104126000650	\$33,766.27		\$404,448.98
04/06	WEB XFER TO DDA 001000601308 101724000627		\$6.00-	\$404,442.98
04/06	CHECK #11621		\$1,467.41-	\$402,975.57
04/07	CHECK #11603		\$732.21-	\$402,243.36
04/08	DEPOSIT	\$1,300.00		\$403,543.36
04/08	CHECK #11642		\$172.15-	\$403,371.21
04/13	DEPOSIT	\$225.00		\$403,596.21
04/13	WEB XFER TO DDA 001000601285 082412000353		\$3,832.12-	\$399,764.09
04/13	WEB XFER TO DDA 001000601252 082412000352		\$6,560.40-	\$393,203.69
04/15	DEPOSIT	\$50.00		\$393,253.69
04/15	DIV OF PENS&BENE TEPS HEAL 0000000*0000422348*0000000000*		\$4,223.48-	\$389,030.21
04/17	ST OF NEW JERSEY EFT PAYMT NTE*HOTEL FEE\	\$7,031.58		\$396,061.79
04/20	DEPOSIT	\$95,515.57		\$491,577.36
04/20	DEPOSIT	\$1,346.07		\$492,923.43
04/20	DEPOSIT	\$175.00		\$493,098.43
04/20	MICROSOFT 6041 EDI PAYMNT TRN*1*Z313XTF6N8MJ\		\$87.50-	\$493,010.93



5000/0000 541000 540000 5514124 940000

ACCOUNT ACTIVITY DETAIL (continued)				
Date	Description	Deposits	Withdrawals	Balance
04/20	MICROSOFT 6041 EDI PAYMNT TRN*1*Z313XTGULM2Q\		\$128.00-	\$492,882.93
04/20	CHECK #11658		\$6,942.80-	\$485,940.13
04/21	CHECK #11668		\$203.00-	\$485,737.13
04/21	CHECK #11667		\$252.24-	\$485,484.89
04/21	CHECK #11656		\$460.00-	\$485,024.89
04/21	CHECK #11653		\$477.57-	\$484,547.32
04/21	CHECK #11655		\$1,080.66-	\$483,466.66
04/21	CHECK #11670		\$6,287.25-	\$477,179.41
04/22	DEPOSIT	\$75.00		\$477,254.41
04/22	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD66950\	\$125.00		\$477,379.41
04/22	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD64717\	\$100.00		\$477,479.41
04/22	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD68034\	\$60.00		\$477,539.41
04/22	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD67697\	\$55.00		\$477,594.41
04/22	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD67358\	\$35.00		\$477,629.41
04/22	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD66949\	\$30.00		\$477,659.41
04/22	ST OF NEW JERSEY EFT PAYMT NTE*NJ-EDRS-4215HD68035\	\$30.00		\$477,689.41
04/22	CHECK #11646		\$2,416.19-	\$475,273.22
04/22	CHECK #11651		\$101.19-	\$475,172.03
04/22	CHECK #11654		\$146.79-	\$475,025.24
04/22	CHECK #11664		\$6,765.00-	\$468,260.24
04/23	CHECK #11657		\$282,894.20-	\$185,366.04
04/23	CHECK #11663		\$142.87-	\$185,223.17
04/23	CHECK #11675		\$219.98-	\$185,003.19
04/23	CHECK #11644		\$425.00-	\$184,578.19
04/23	CHECK #11662		\$497.34-	\$184,080.85
04/23	CHECK #11652		\$540.00-	\$183,540.85
04/23	CHECK #11659		\$950.00-	\$182,590.85
04/23	CHECK #11643		\$1,200.00-	\$181,390.85
04/23	CHECK #11674		\$1,205.75-	\$180,185.10
04/23	CHECK #11665		\$1,303.39-	\$178,881.71



ACCOUNT ACTIVITY DETAIL (continued)				
Date	Description	Deposits	Withdrawals	Balance
04/23	CHECK #11672		\$4,085.27-	\$174,796.44
04/23	CHECK #11673		\$11,552.50-	\$163,243.94
04/24	DEPOSIT	\$101,685.74		\$264,929.68
04/24	DEPOSIT	\$150.00		\$265,079.68
04/24	DEPOSIT	\$75.00		\$265,154.68
04/24	CHECK #11676		\$50.00-	\$265,104.68
04/24	CHECK #11666		\$244.60-	\$264,860.08
04/24	CHECK #11650		\$808.81-	\$264,051.27
04/27	DEPOSIT	\$106,113.02		\$370,164.29
04/27	WEB XFER FR DDA 001000601285 132444000767	\$1,233.76		\$371,398.05
04/27	WEB XFER TO DDA 001000601285 132444000764		\$4,142.52-	\$367,255.53
04/27	WEB XFER TO DDA 001000601252 132444000766		\$8,405.48-	\$358,850.05
04/27	CHECK #11671		\$113.24-	\$358,736.81
04/27	CHECK #11660		\$199.63-	\$358,537.18
04/27	CHECK #11645		\$300.00-	\$358,237.18
04/27	CHECK #11669		\$330.00-	\$357,907.18
04/27	CHECK #11648		\$503.99-	\$357,403.19
04/27	CHECK #11677		\$1,250.85-	\$356,152.34
04/28	CHECK #11649		\$698.10-	\$355,454.24
04/28	CHECK #11661		\$4,083.33-	\$351,370.91
04/29	DEPOSIT	\$100.00		\$351,470.91
04/29	CHECK #11679		\$25.00-	\$351,445.91
04/30	INTEREST CREDIT	\$30.74		\$351,476.65
04/30	ENDING BALANCE			\$351,476.65

CHECK REGISTER								
Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
11603	04/07	\$732.21	11648*	04/27	\$503.99	11664	04/22	\$6,765.00
11617*	04/03	\$282,894.20	11649	04/28	\$698.10	11665	04/23	\$1,303.39
11621*	04/06	\$1,467.41	11650	04/24	\$808.81	11666	04/24	\$244.60
11622	04/01	\$1,001.00	11651	04/22	\$101.19	11667	04/21	\$252.24
11623	04/01	\$4,043.66	11652	04/23	\$540.00	11668	04/21	\$203.00
11625*	04/01	\$4,304.08	11653	04/21	\$477.57	11669	04/27	\$330.00
11629*	04/01	\$4,083.33	11654	04/22	\$146.79	11670	04/21	\$6,287.25
11632*	04/03	\$235.16	11655	04/21	\$1,080.66	11671	04/27	\$113.24
11635*	04/01	\$253.25	11656	04/21	\$460.00	11672	04/23	\$4,085.27
11639*	04/01	\$5,593.75	11657	04/23	\$282,894.20	11673	04/23	\$11,552.50
11641*	04/01	\$4,695.36	11658	04/20	\$6,942.80	11674	04/23	\$1,205.75
11642	04/08	\$172.15	11659	04/23	\$950.00	11675	04/23	\$219.98
11643	04/23	\$1,200.00	11660	04/27	\$199.63	11676	04/24	\$50.00
11644	04/23	\$425.00	11661	04/28	\$4,083.33	11677	04/27	\$1,250.85
11645	04/27	\$300.00	11662	04/23	\$497.34	11679*	04/29	\$25.00
11646	04/22	\$2,416.19	11663	04/23	\$142.87			



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**Trial Balance**  
**Current Fund**  
 Activity to 04/30/2020

Account Number	Description	Debit	Credit
01-101-01-004	Cash Checking-Investors	574,877.75	
01-103-01-000-001	PETTY CASH	25.00	
01-104-03-000-001	DUE STATE - SR CIT/VETS	1,110.18	
01-104-03-009-001	DUE TO STATE & FEDERAL GRANTS		22,350.67
01-107-04-000-022	2019 TAXES RECEIVABLE	143,416.62	
01-107-04-000-023	2020 TAXES RECEIVABLE		2,231,705.82
01-113-04-000-001	TAX TITLE LIENS RECEIVABLE	2,092.21	
01-114-04-000-001	FORECLOSED PROPEERTY	105,300.00	
01-160-05-000	DUE FROM GENERAL CAPITAL	29,947.31	
01-165-55-000	INTERFUND ACCOUNTS RECEIVABLE		135.04
01-190-00-000	Revenue Control	1,873,372.30	
01-201-00-000	Expenditure Control		1,269,126.39
01-202-55-100	ENCUMBRANCES PAYABLE		602,886.68
01-203-00-000	Appropriation Reserve Control		113,427.73
01-204-55-000	Accounts Payable		7,591.50
01-204-55-001	RESERVE FOR CODIFICATION		4,295.00
01-204-56-000	FEES PAYABLE TO OUTSIDE		14,298.00
01-205-55-000	TAX OVERPAYMENTS		7,199.07
01-206-55-000	REGIONAL SCHOOL TAX	822,535.59	
01-207-55-000	LOCAL SCHOOL TAX	1,448,043.50	
01-209-55-000	COUNTY TAX	339,830.43	
01-264-05-000	DUE FROM OTHER TRUST		6,405.66
01-280-55-002	RESERVE FOR MASTER PLAN		12,414.18
01-300-60-000	RESERVE FOR RECEIVABLES		388,760.11
01-400-65-000	FUND BALANCE		659,955.04
		<b>5,340,550.89</b>	<b>5,340,550.89</b>

# Lebanon Borough Monthly Assessor Report

Period ending: **3/15/2020**

Deeds processed:	<b>2</b>
Permits/CO's processed:	<b>2</b>
Properties inspected:	<b>0</b>
200' Adjacent Property Lists:	<b>1</b>
Phone calls taken:	<b>2</b>
E-mail inquiries:	<b>2</b>

## Update with County Tax Board:

No change.

## Update on State Tax Court Appeals:

No change.

## Other work in progress:

No change.

# Lebanon Borough Monthly Assessor Report

Period ending: **4/15/2020**

Deeds processed:	<b>1</b>
Permits/CO's processed:	<b>1</b>
Properties inspected:	<b>0</b>
200' Adjacent Property Lists:	<b>0</b>
Phone calls taken:	<b>3</b>
E-mail inquiries:	<b>1</b>

## Update with County Tax Board:

Appeal deadline has been extended to at least  
May 1.

## Update on State Tax Court Appeals:

No change.

## Other work in progress:

No change.

# Lebanon Borough Monthly Assessor Report

Period ending: **5/15/2020**

Deeds processed:	2
Permits/CO's processed:	0
Properties inspected:	0
200' Adjacent Property Lists:	0
Phone calls taken:	2
E-mail inquiries:	2

## Update with County Tax Board:

Appeal deadline has been extended to at least  
July 1.

## Update on State Tax Court Appeals:

No change.

## Other work in progress:

Chapter 91 Income and Expense statements being  
prepared.

May 2020

Dear Karen, Lisa and "Council"

Thank you so much for the lovely  
flowers and warm thoughts in  
memory of my father. So nice of  
you to think of us during this time.  
Hope you all are well!  
Love - ~~Mary Beth~~  
and Tim Pittinger



LEBANON BOROUGH COMMON COUNCIL  
Wednesday, April 15, 2020

The Regular Meeting of the Lebanon Borough Common Council was called to order by Mayor James J Pittinger at 7:30 pm.

The meeting was convened in compliance with the Open Public Meeting Act of 1975; notice was sent to three local newspapers and posted on the bulletin board at Borough Hall.

**PLEASE TAKE NOTICE** that the Borough of Lebanon Governing Body conducted a VIRTUAL PUBLIC HEARING on April 15, 2020 at 7:30 p.m.

The hearing was held as a virtual hearing to protect the health, safety and welfare of residents, municipal officials, municipal employees and consultants in response to the COVID-19 public health emergency.

The link to the virtual hearing was on the Borough of Lebanon website at least 48 hours prior to the hearing: [www.lebanonboro.com](http://www.lebanonboro.com) . For those with no internet access, a phone number and code will also be included on the meeting agenda which will be posted on the Borough of Lebanon website at least 48 hours prior to the hearing: [www.lebanonboro.com](http://www.lebanonboro.com) .

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mayor Pittinger.

**MOMENT OF SILENCE:**

As of today, a total 8497 of American Service Members have given their lives for our Country in the war against terrorism, New Jersey total remains at 130. Mayor Pittinger requested a moment of silence in remembrance of all the service men and women who have paid the ultimate sacrifice. On behalf of a grateful nation, they are truly heroes.

Mayor Pittinger requested a moment of silence for the lives lost Worldwide to COVID-19.

WHO

Confirmed Cases 1,918,138

Confirmed Deaths 123,126

US

Confirmed Cases 579,005

Confirmed Deaths 22,252

Hunterdon County

Confirmed Cases 353 (Lebanon 6)

Confirmed Deaths 13

**ROLL CALL:**

Present: Mayor Pittinger, Councilwoman Saharic, Council President Burton, Councilman Berger, Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

Absent:

Also, Present: Administrator /Clerk Karen M Romano RMC  
and Attorney Joseph Novak Esq.

**RESOLUTION #64-2020:**

**Councilwoman Harris made a motion to approve Resolution 64 -2020 the Consent Agenda. With a second by Councilman Junge.**

**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION # 64-2020  
CONSENT AGENDA**

All matters listed under the Consent Agenda are routine by the Governing Body of Lebanon Borough and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired that item may be removed from the Consent Agenda and considered separately.

1. Animal Control Solutions
2. Finance Report
3. Senior Thank you notes
4. NJDOT

Introduced and adopted: April 15, 2020

Ayes: Saharic, Burton, Berger, Junge, Harris, Baldinger

Nays:

Abstain:

Absent:

LEBANON BOROUGH COUNCIL

Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

**CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the April 15, 2020 force and effect as of the date I have subscribed my signature.

Date: April 15, 2020

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**APPROVAL OF MINUTES:**

**Council President Burton made a motion to approve the March 2020 regular meeting minutes. With a second by Councilman Berger.**

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**OPEN PUBLIC SESSION:**

**Council President Burton made a motion to open the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was opened.**

Ben Valliere of Brunswick Ave stated he liked the virtual meeting and requested it continue.

**There being no further public comment Councilwoman Saharic made a motion to close the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was closed.**

**OPEN PUBLIC SESSION ORDINANCE 2020-04**

**Council President Burton made a motion to open the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was opened.**

**There being no further public comment Councilwoman Saharic made a motion to close the public session. Councilman Berger seconded the motion with the unanimous approval of Council the floor was closed.**

**ORDINANCE 2020-04 CAP ADOPTION:**

**Council President Burton made a motion to Adopt Ordinance 2020-04 with a second from Councilman Berger.**

**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**ORDINANCE 2020-04**

**AN ORDINANCE BY THE BOROUGH OF LEBANON  
IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY  
TO EXCEED THE INDEX RATE FOR THE 2020 BUDGET**

**WHEREAS**, the Local Government Cap Law, N.J.S.A. 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to two and one-half percent (2.5%) unless authorized by ordinance to increase it to three and one-half percent (3.5%) the previous year's final appropriations, subject to certain exceptions; and

**WHEREAS**, NJSA 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the three and one-half (3.5%) percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

**WHEREAS**, the Governing Body of the Borough of Lebanon in the County of Hunterdon finds it advisable and necessary to increase its 2020 budget by up to three and one half percent (3.5%) over the previous year's final appropriations, in the interest of promoting the health, safety, and welfare of the citizens; and

**WHEREAS**, the Governing Body hereby determines that a three and one half percent (3.5%) increase in the budget for said year, amounting to \$28,843.47 excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary.

**WHEREAS**, the Governing Body of the Borough of Lebanon hereby determines that any amount authorized hereinabove that is not appropriated, as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW, THEREFORE, BE IT ORDAINED**, by the Governing Body of the Borough of Lebanon, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the 2020 budget year, the final appropriations of the Borough of Lebanon shall, in accordance with the ordinance and NJSA 40A: 4-45.14 be increased by 3.5%, amounting to \$40,381.15, and that the 2020 municipal budget for the Borough of Lebanon be approved and adopted in accordance with this ordinance; and

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this Ordinance as introduced be filed with the Director of the Division of Local Government Services within five (5) days of introduction; and

**BE IT FURTHER ORDAINED**, that a certified copy of this Ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within five (5) days after such adoption.

Vote upon introduction:

Ayes: Saharic, Burton, Berger, Junge, Harris, Baldinger

Nays: 0

Absent:

ATTEST:

LEBANON BOROUGH COUNCIL

---

Karen M. Romano, RMC  
Borough Administrator/Clerk

---

Richard J. Burton, Council President

**NOTICE**

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on March 18, 2020 and will be considered for final passage after public hearing at a regular meeting of the Borough Council of the Borough of Lebanon to be held on April 15, 2020 at 7:30 p.m. in the Municipal Building, 6 High Street, Lebanon, New Jersey.

Karen M. Romano, RMC  
Borough Administrator/Clerk

Vote after public hearing and upon final adoption:

Burton 1  
Saharic 1  
Junge 1  
Harris 1  
Berger 1  
Baldinger 1

Ordinance approved by the Governing Body  
and presented to the Mayor on:

Veto in Whole or Part:

Approved:

\_\_\_\_\_  
James J Pittinger, Mayor  
Date:

\_\_\_\_\_  
James J Pittinger, Mayor  
Date: \_\_\_\_\_

Returned to Borough Clerk with  
statement attached on \_\_\_\_\_

Introduced: March 18, 2020  
Adopted

**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
ORDINANCE 2020-04**

**AN ORDINANCE BY THE BOROUGH OF LEBANON  
IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY  
TO EXCEED THE INDEX RATE FOR THE 2020 BUDGET**

NOTICE is hereby given that the above Ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Lebanon, in the County of Hunterdon, State of New Jersey, held in the Municipal Building on the 18th day of March 2020, and the same came up for final passage at a meeting of the said Borough Council on the 15<sup>th</sup> day of April, 2020 at which time, after persons interested were given an opportunity to be heard concerning said ordinance, the same was passed and will be in full force in the Borough according to law by order of the Borough Council of the Borough of Lebanon, County of Hunterdon and State of New Jersey.

Karen M. Romano, RMC  
Borough Administrator/ Clerk

**INTRODUCED: March 18, 2020**  
**ADOPTED: April 15, 2020**

**OPEN PUBLIC SESSION 2020 BUDGET**

**Council President Burton made a motion to open the public session. Councilman Berger seconded the motion with the unanimous approval of Council the floor was opened.**

**There being no further public comment Councilwoman Saharic made a motion to close the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was closed.**

**RESOLUTION #65-2020:**

**Council President Burton made a motion to approve Resolution #65-2020 with a second by Councilman Berger.**

**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #65-2020**

**ADOPTION OF BUDGET**

**2020 Available in the Clerk's Office**

Introduced and adopted: April 15, 2020

LEBANON BOROUGH COUNCIL

Ayes: Saharic, Burton, Berger, Junge, Harris, Baldinger

Nays: 0

Absent:

\_\_\_\_\_  
Richard J. Burton  
Borough Council President

## CERTIFICATION

I, Karen M. Romano, Lebanon Borough Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Common Council at a meeting duly held on the 15th of April 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: April 15, 2020

---

Karen M. Romano, RMC  
Borough Administrator/ Clerk

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**RESOLUTION #66-2020:**

**Councilman Berger made a motion to approve Resolution #66-2020 with a second by Council President Burton.**

## BOROUGH OF LEBANON

COUNTY OF HUNTERDON  
STATE OF NEW JERSEY

### RESOLUTION NO. 66-2020

#### LOCAL REVIEW

**WHEREAS**, NJSA 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

**WHEREAS**, NJAC 5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

**WHEREAS**, pursuant to NJAC 5:30-7.2 thru 7.5 the Borough of Lebanon has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Borough meets the necessary conditions to participate in the program for the 2020 budget year, so now therefore

**BE IT RESOLVED**, by the Governing Body of the Borough of Lebanon that the in accordance with NJAC 5:307.6a & b and based upon the Chief Financial Officers certification. The governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to NJSA 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met (Complies with the "CAP" law).
  3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and NJAC 5:30-4 and 5:30-5.
  4. That pursuant to the Local Budget Law:
    - a. All estimates of revenue are reasonable, accurate, and correctly stated
    - b. Items of appropriation are properly set forth
    - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality
  5. The budget and associated amendments have been introduced, publicly advertised, and adopted in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of NJSA 40A:4-5 shall not prevent such certification.
  6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Director of the Division of Local Government Services

### CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to NJSA 40A:4-78b and NJAC 5:30-7.

It is further certified that the municipality has met the eligibility requirements of NJAC 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with NJAC 5:307.6.

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Chief Financial Officer

Introduced and adopted:

Ayes: : Burton, Berger, Junge, Saharic, Harris, Baldinger

Nays: 0

Absent: 0

BOROUGH OF LEBANON

LEBANON BOROUGH COUNCIL

\_\_\_\_\_  
James Pittinger, Mayor

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

**CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Municipal Clerk hereby certify that this resolution was duly adopted by the Council of the Borough of Lebanon at a meeting duly held on the 15<sup>th</sup> day of April 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: April 15, 2020

\_\_\_\_\_  
Karen Romano, RMC  
Administrator/Clerk

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge,  
Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**RESOLUTION #67-2020:**

**Council President Burton made a motion to approve Resolution #67-2020 with a second by Councilman Berger.**

**BOROUGH OF LEBANON**

**COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION NO. 67-2020**

**APPOINTING ADMINISTRATIVE AGENT TO ADDRESS  
THE BOROUGH OF LEBANON  
AFFORDABLE HOUSING OBLIGATIONS**

**WHEREAS**, the Borough of Lebanon petitioned the Superior Court of New Jersey for a

Declaratory Judgment to determine that the Borough's proposed Housing Element and Fair Share Plan is compliant with its constitutional obligation to provide its fair share of the regional need for very-low, low, and moderate income housing; and

**WHEREAS**, the Borough's proposed 2020 Housing Element and Fair Share Plan ("Plan") will result in the creation of housing units affordable to and intended for occupancy solely by qualified very-low, low, and moderate-income households; and

**WHEREAS**, the Borough's Plan has a third-round component and the Borough requires the assistance of an Administrative Agent for the Borough's third round program; and

**WHEREAS**, the Borough Council of the Borough of Lebanon has reviewed the proposal from CGP&H and has determined to retain and designate CGP&H its Administrative Agent for all other components of the Housing Element and Fair Share Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lebanon, County of Hunterdon, State of New Jersey, that

1. The Borough hereby approves the retention of Community Grants, Planning and Housing, 101 Interchange Plaza, Suite 301, Cranbury, New Jersey 08512 as its Administrative Agent for all other administrative services set forth in the Borough's Housing Element and Fair Share Plan, including but not limited to the Borough's operating manual and affirmative marketing plan, in accordance with the terms of the January 28, 2020 proposal submitted by CPG&H for Affordable Housing Administrative Agent, at a cost to the Borough not to exceed \$2,000 for the year 2020; and
2. That the Mayor and the Administrator/Clerk are authorized to execute an Agreement with CGP&H on behalf of the Borough of Lebanon.
3. This Resolution shall take effect immediately.

Introduced and adopted:

Ayes: : Saharic, Burton, Berger, Junge, Harris, Baldinger

Nays: 0

Absent: 0

BOROUGH OF LEBANON

LEBANON BOROUGH COUNCIL

\_\_\_\_\_  
James Pittinger, Mayor

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

## **CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Municipal Clerk hereby certify that this resolution was duly adopted by the Council of the Borough of Lebanon at a meeting duly held on the 15<sup>th</sup> day of April 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: April 15, 2020

\_\_\_\_\_  
Karen Romano, RMC  
Administrator/Clerk

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**RESOLUTION #68-2020:**

**Councilman Junge made a motion to approve Resolution #68-2020 with a second by Councilman Berger.**

## **BOROUGH OF LEBANON**

**COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

### **RESOLUTION NO. 68-2020**

#### **APPOINTING MUNICIPAL HOUSING LIASION TO ADMINISTER THE BOROUGH OF LEBANON AFFORDABLE HOUSING PROGRAMS**

**WHEREAS**, the Borough of Lebanon petitioned the Superior Court of New Jersey for a Declaratory Judgment to determine that the Borough's proposed Housing Element and Fair Share Plan is compliant with its constitutional obligation to provide its fair share of the regional need for very-low, low, and moderate income housing; and

**WHEREAS**, the Borough's proposed 2020 Housing Element and Fair Share Plan ("Plan") will result in the creation of housing units affordable to and intended for occupancy solely by qualified very-low, low, and moderate-income households; and

**WHEREAS**, the Mayor and Council of the Borough of Lebanon has determined to appoint and designate Karen Romano as its Municipal Housing Liaison, to fulfill the duties set for in Ordinance 2020-02, creating the position of Municipal Housing Liaison.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lebanon, County of Hunterdon, State of New Jersey, that Karen Romano is hereby designated Municipal Housing Liaison.

Introduced and adopted:

Ayes: : Saharic, Burton, Berger, Junge, Harris, Baldinger

Nays: 0

Absent: 0

BOROUGH OF LEBANON

LEBANON BOROUGH COUNCIL

\_\_\_\_\_  
James Pittinger, Mayor

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

### ***CERTIFICATION***

I, Karen M. Romano, Lebanon Borough Municipal Clerk hereby certify that this resolution was duly adopted by the Council of the Borough of Lebanon at a meeting duly held on the 15<sup>th</sup> day of April 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: April 15, 2020

\_\_\_\_\_  
Karen Romano, RMC  
Administrator/Clerk

### **The Motion was passed by the following vote:**

**YES:** Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

**NO:**

**Absent:**

## APPROVAL OF EXPENDITURES:

**Councilman Berger made a motion to approve the bill list for April 2020. Council President Burton second the motion.**

Report Printed 2020-04-13 12:39:35 Lebanon Borough

Page 1/2

### **List of Bills - (All Funds)**

Meeting Date: 04/15/2020 For bills from 03/19/2020 to 04/13/2020

Vendor	Description	Payment	Check Tot
<b>Current Fund</b>			
712 - ALPHA DOG SOLUTIONS, INC.	PO 10416 Website maintenance and hosting May thro	1,200.00	1,200.
845 - Anytime Plumbing Services	PO 10393 Snake Lines in the basement - water in b	425.00	425.
255 - BANISCH ASSOC., INC	PO 10400 Professional Services February 2020	300.00	300.
746 - BETHLEHEM TOWNSHIP	PO 10382 Shared Service CFO April 2020	2,416.19	2,416.
766 - BKC CERTIFIED PUBLIC ACCOUNTANTS	PO 10415 Auditing Services: year end December 31,	10,000.00	10,000.
247 - COMCAST	PO 10417 Internet / Phone Service: 6 High Steet /	503.99	503.
652 - CONSTELLATION NEWENERGY INC	PO 10391 Electricity: 2/12/2020 to 3/11/2020	698.10	698.
39 - ELIZABETHTOWN GAS	PO 10399 Natural Gas 2/13/2020 - 3/19/2020	808.81	808.
769 - Great America Financial Services	PO 10388 Phone System Lease - April 2020	101.19	101.
670 - HARRY HAUSHALTER	PO 10425 Professional Services: Tax Appeals March	540.00	540.
16 - JCP&L	PO 10389 Electricity	477.57	477.
597 - JERSEY ELEVATOR COMPANY INC.	PO 10398 Monthly Maintenance April 2020	146.79	146.
167 - KAREN ROMANO	PO 10383 Cell Phone Reimbursement April 2020	100.00	
	PO 10385 Postage for Lantern - Route 9	113.84	
	PO 10386 Bluehost Website Hosting - 4/30/2020 - 4	155.88	
	PO 10421 Reimbursement: lights for 96 Main Street	703.19	
	PO 10422 Reimbursement for Notary shipping from M	7.75	1,080
557 - LANDMARK FIRE PROTECTION, INC.	PO 10411 2020 Semi-Annual Fire Sprinkler Test and	460.00	460.
59 - LEBANON BOROUGH BOARD OF EDUCATION	PO 10380 Local School Tax April 2020	282,894.20	282,894.
119 - LEBANON FIRE COMPANY	PO 10381 2020 Annual Contribution - Partial Payme	6,942.80	6,942.
715 - Maser Consulting P.A.	PO 10396 General Planning Services	251.50	
	PO 10397 Affordable Housing	698.50	950.
54 - NJ ADVANCE MEDIA	PO 10407 Legal Advertising	156.34	
	PO 10412 Legal Adverting: 2020 Municipal Budget	43.29	199.
31 - NOVAK & NOVAK LLC	PO 10387 Legal Services Retainer April 2020	4,083.33	4,083.
20 - QUILL CORPORATION	PO 10345 cleaning supplies	58.28	
	PO 10367 Office Supplies / Cleaning Supplies	115.96	
	PO 10369 Garbage Bags: Office	69.96	
	PO 10374 Office Chairs	199.99	
	PO 10379 Rubber Gloves - (COVID - 19)	53.15	497.
20 - QUILL CORPORATION	PO 10392 Coffee	96.95	
	PO 10402 Office Supplies	45.92	142.
830 - Republic Services	PO 10390 Monthly Garbage Disposal March 2020	6,765.00	6,765.
844 - Sharp Electronics Corporation	PO 10384 Copier 12/23/2019 - 3/22/2020	1,303.39	1,303.
176 - SHOPRITE OF HUNTERDON COUNTY	PO 10424 Mayor & Council / Building & Grounds	244.60	244.
765 - Tele Cloud, LLC	PO 10408 Monthly Phone Service - 4/1/2020 - 4/30/	252.24	252.
390 - TELE-DATA SOLUTIONS, INC.	PO 10404 New Office Phone for Danene	203.00	203.
808 - Thermal Service of New Jersey Inc.	PO 10419 Monthly Billing of PM Service Contract -	330.00	330.
43 - TOWN OF CLINTON	PO 10414 Fire Hydrants - 1st Qtr. Jan/Feb/Mar 202	6,287.25	6,287.
718 - VIKING PEST CONTROL	PO 10423 Pest Control March 2020 - 6 High Street	113.24	113.
27 - WASTE MANAGEMENT OF NJ INC	PO 10413 Municipal Waste 3/1/2020 - 3/31/2020	4,085.27	4,085.
<b>FEDERAL AND STATE GRANTS</b>			
846 - Davey Company	PO 10405 Lebanon Borough Stream Corridor Protecti	4,937.50	
	PO 10420 Lebanon Borough Stream Corridor Protecti	6,615.00	11,552.
715 - Maser Consulting P.A.	PO 10401 Highlands / HEFSP	1,205.75	1,205.
20 - QUILL CORPORATION	PO 10368 Garbage Bags: Park	219.98	219.
<b>ANIMAL CONTROL FUND</b>			

TOTAL

347,436.

Total to be paid from Fund 01 Current Fund 334,452.46  
 Total to be paid from Fund 02 FEDERAL AND STATE GRANTS 12,978.23  
 Total to be paid from Fund 12 ANIMAL CONTROL FUND 6.00

347,436.69

**Checks Previously Disbursed**

20201504 LEBANON BOROUGH PAYROLL PAYROLL 4/15/2020 10,392.52 4/13/2020  
 11642 BOROUGH OF LEBANON - PETTY CASH PO# 10410 Replenish Petty Cash 172.15 4/06/2020

Report Printed 2020-04-13 12:39:35

Lebanon Borough

Page

**List of Bills - (All Funds)**

Meeting Date: 04/15/2020 For bills from 03/19/2020 to 04/13/2020

Vendor	Description	Payment	Check	Total
614 Platform One	PO# 10409 Meals for the Seniors	350.00	4/06/2020	
41520 NJ STATE HEALTH BENEFITS PLAN	PO# 10406 Employee Health Benefits March 202	4,223.48	4/06/2020	
20203103 LEBANON BOROUGH PAYROLL	PAYROLL 3/30'2020	13,851.20	3/27/2020	
41720 BOROUGH OF LEBANON-EMAIL SERVICE	PO# 10394 Email Service 2/18/2020 - 3/17/202	219.50	3/27/2020	
		29,208.85		
Totals by fund	Previous Checks/Voids	Current Payments		Total
Fund 01 Current Fund	28,858.85	334,452.46		363,311.31
Fund 02 FEDERAL AND STATE GRANTS		12,978.23		12,978.23
Fund 12 ANIMAL CONTROL FUND		6.00		6.00
Fund 13 SENIOR CITIZEN FUND	350.00			350.00
BILLS LIST TOTALS	29,208.85	347,436.69		376,645.54

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**OPEN PUBLIC SESSION:**

**Council President Burton made a motion to open the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was opened.**

**There being no further public comment Councilwoman Saharic made a motion to close the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was closed.**

**DISCUSSION:**

**MISCELLANEOUS:**

**COUNCIL COMMITTEES:**

Recreation: Mayor Pittinger reported the Yard Sale for May has been Canceled

July 4<sup>th</sup>: Councilman Berger report the committee was waiting until the May meeting to make a decision on the parade.

**ADJOURN:**

Councilwoman Saharic moved and Council President Burton seconded a motion to adjourn, there being no further business to come before Council. The meeting was adjourned at 8:35 pm by unanimous vote.

Respectfully Submitted

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Karen M. Romano, RMC  
Borough Administrator/Clerk



LEBANON BOROUGH COMMON COUNCIL  
Wednesday, May 6, 2020

The Regular Meeting of the Lebanon Borough Common Council was called to order by Mayor James J Pittinger at 2 pm.

The meeting was convened in compliance with the Open Public Meeting Act of 1975; notice was sent to three local newspapers and posted on the bulletin board at Borough Hall.

**PLEASE TAKE NOTICE** that the Borough of Lebanon Governing Body conducted a VIRTUAL PUBLIC HEARING on May 6, 2020 at 2 p.m.

The hearing was held as a virtual hearing to protect the health, safety and welfare of residents, municipal officials, municipal employees and consultants in response to the COVID-19 public health emergency.

The link to the virtual hearing was on the Borough of Lebanon website at least 48 hours prior to the hearing: [www.lebanonboro.com](http://www.lebanonboro.com) . For those with no internet access, a phone number and code will also be included on the meeting agenda which will be posted on the Borough of Lebanon website at least 48 hours prior to the hearing: [www.lebanonboro.com](http://www.lebanonboro.com) .

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mayor Pittinger.

**MOMENT OF SILENCE:**

As of today, a total 8497 of American Service Members have given their lives for our Country in the war against terrorism, New Jersey total remains at 130. Mayor Pittinger requested a moment of silence in remembrance of all the service men and women who have paid the ultimate sacrifice. On behalf of a grateful nation, they are truly heroes.

**ROLL CALL:**

Present: Mayor Pittinger, Councilwoman Saharic, Council President Burton, Councilman Berger, Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

Absent:

Also, Present: Administrator /Clerk Karen M Romano RMC  
and Attorney Joseph Novak Esq.

**OPEN PUBLIC SESSION:**

**Council President Burton made a motion to open the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was opened.**

**There being no further public comment Councilwoman Saharic made a motion to close the public session. Councilman Junge seconded the motion with the unanimous approval of Council the floor was closed.**

**RESOLUTION #69-2020:**

**Councilman Berger made a motion to approve Resolution #69-2020 with a second by Council President Burton.**

**BOROUGH OF LEBANON**

**COUNTY OF HUNTERDON**

**STATE OF NEW JERSEY**

**RESOLUTION NO. 69-2020**

**RESOLUTION AUTHORIZING THE BOROUGH OF LEBANON TO ENTER INTO A  
CONTRACT WITH MUNICI PAY FOR THE ACCEPTANCE OF CREDIT CARD  
PAYMENTS ON BEHALF OF THE BOROUGH**

**WHEREAS**, several residents and others have expressed an interest in paying for Borough charges and costs with credit cards, and the Borough has researched these types of services offered to the State and other Municipalities: and

**WHEREAS**, Munici Pay appears to be the most affordable company that could provide such services to the Borough, its residents and others, and whereby after the initial setup cost to the Borough, any resident or other person utilizing such credit card privileges would be required to pay the additional credit card fee to Munici Pay based upon the amount of the credit charge; and

**WHEREAS**, establishing this service will enable residents and other persons to pay their tax bills online, as well as to pay for items such as dog licenses, vital statistics records, health licenses, street opening permits, construction permits, and like type costs and expenses with the ease of a credit card.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Lebanon that the Borough Council authorizes the implementation of such credit card charge services with Muni Pay; and

**BE IT FURTHER RESOLVED** that the person using such credit card charge service shall pay directly to Muni Pay, the percent of the amount charged as a fee imposed by the credit card company, and in an amount not to exceed two and one half percent (2.5%) of the amount charged on their credit card.

**BE IT FURTHER RESOLVED** that any person paying with a check through Muni Pay shall pay an amount not to exceed \$1.50 per check.

Introduced and adopted:

Ayes: Saharic, Burton, Berger, Junge, Harris, Baldinger

Nays:

Absent:

LEBANON BOROUGH COUNCIL

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

### **CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Municipal Clerk hereby certify that this resolution was duly adopted by the Council of the Borough of Lebanon at a meeting duly held on the 6th day of May 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 6, 2020

\_\_\_\_\_  
Karen Romano, RMC  
Administrator/Clerk

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**RESOLUTION #70-2020:**

**Council President Burton made a motion to approve Resolution #70-2020 with a second by Councilman Berger.**

**BOROUGH OF LEBANON**

**COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION NO. 70-2020**

**RESOLUTION TO EXTEND THE GRACE PERIOD FOR THE PAYMENT OF 2<sup>ND</sup>  
QUARTER 2020 REAL ESTATE TAXES UNTIL JUNE 1, 2020**

**WHEREAS**, the COVID-19 outbreak has caused substantial economic disruption for the many taxpayers throughout the State of New Jersey, making it difficult for many residents to meet the May 1, 2020 due date for timely payment of 2<sup>nd</sup> quarter property taxes: and

**WHEREAS**, NJSA 54:4-67(a) authorizes local Governments to fix the rate of interest for the non-payment of tax assessments, and permits a grace period of ten days for payment from the standard due date at no interest; and

**WHEREAS**, Executive Order No. 130 signed by Philip D. Murphy Governor of the State of New Jersey permits municipalities to extend the grace period for the payment of 2020 second-quarter property taxes to June 1, 2020; and

**WHEREAS**, it is the desire of the Council of the Borough of Lebanon to extend the grace period for the payment of 2020 second-quarter property taxes to June 1, 2020 in order to alleviate economic disruption on Lebanon Borough taxpayers caused by COVID-19; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Lebanon, hereby authorizes an extension of the grace period for the payment of the 2020 second-quarter property taxes from May 11, 2020 to June 1, 2020, however, with statutory interest to be assessed from the original statutory due date of May 1, 2020 for property tax payments received after June 1, 2020.

**AND BE IT FURTHER RESOLVED** that a true copy of this Resolution be forwarded to the Director of the Division of Local Government Services in the Department of Community Affairs within three business days of adoption.

Introduced and adopted:  
Ayes: Saharic, Burton, Berger, Junge, Harris, Baldinger  
Nays:  
Absent:

LEBANON BOROUGH COUNCIL

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

### ***CERTIFICATION***

I, Karen M. Romano, Lebanon Borough Municipal Clerk hereby certify that this resolution was duly adopted by the Council of the Borough of Lebanon at a meeting duly held on the 6th day of May 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 6, 2020

\_\_\_\_\_  
Karen Romano, RMC  
Administrator/Clerk

### **The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

### **RESOLUTION #71-2020:**

**Councilman Junge made a motion to approve Resolution #71-2020 with a second by Councilman Berger.**

**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON**

**STATE OF NEW JERSEY**

**RESOLUTION # 71-2020**

**Anytime Plumbing Services**

**WHEREAS**, a need to remove all moisture in the Municipal Building has arisen as a result of the installation of the new HVAC system corrections, which must be accomplished in a timely manner so as to complete this portion of the repair project; and

**WHEREAS**, to remedy the moisture problem, the Buildings and Grounds Committee has found the need to install a French drain, sump pump and repair the slop sink in the basement at Boro Hall at 6 High Street, and recommends Anytime Plumbing Services to perform the services.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the Borough of Lebanon with regard to the Municipal Building renovation project that Anytime Plumbing Services be retained to immediately provide the necessary plumbing services for the sum not-to-exceed \$4,900.00 and the Mayor and Council President are hereby authorized to execute an Agreement for the said services.

Introduced and adopted:

LEBANON BOROUGH COUNCIL

Ayes: Saharic, Burton, Berger, Junge, Harris, Baldinger

Nays:

Absent:

Abstain:

\_\_\_\_\_  
Council President, Richard J Burton

ATTEST:

\_\_\_\_\_  
Karen M. Romano, RMC  
Lebanon Borough Clerk

### CERTIFICATION

I, Karen M. Romano, Lebanon Borough Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the May 6, 2020, that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 6, 2020

---

Karen M. Romano, RMC  
Lebanon Borough Clerk

**The Motion was passed by the following vote:**

YES: Councilwoman Saharic, Council President Burton, Councilman Berger Councilman Junge, Councilwoman Harris and Councilwoman Baldinger

NO:

Absent:

**DISCUSSION:**

**MISCELLANEOUS:**

**COUNCIL COMMITTEES:**

**ADJOURN:**

Councilwoman Harris moved and Councilman Berger seconded a motion to adjourn, there being no further business to come before Council. The meeting was adjourned at 2:15 pm by unanimous vote.

Respectfully Submitted

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Karen M. Romano, RMC  
Borough Administrator/Clerk



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION 73-2020**

**RESOLUTION ENDORSING THE THIRD ROUND HOUSING  
ELEMENT & FAIR SHARE PLAN DATED APRIL 22, 2020**

**WHEREAS**, the Planning Board of the Borough of Lebanon adopted a 2020 Third Round Housing Element and Fair Share Plan dated April 22, 2020 ("2020 HE&FSP") as part of the Borough of Lebanon Master Plan at a duly noticed public hearing conducted by the Planning Board on the 2020 HE&FSP on May 12, 2020; and

**WHEREAS**, the Planning Board has forwarded it's adopted HE&FSP, and which Plan was circulated for review by the Lebanon Borough Governing Body members prior to its regular meeting on May 20, 2020.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Lebanon, after review by its members, that it hereby endorses the May 12, 2020 Housing Element and Fair Share Plan in the form adopted by the Planning Board.

Introduced and adopted: May 20, 2020

Ayes: :

Nays:

Absent:

LEBANON BOROUGH COUNCIL

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_  
Karen Romano, Adm/Clerk

## CERTIFICATION

I, Karen M. Romano, Lebanon Borough Municipal Clerk hereby certify that this resolution was duly adopted by the Council of the Borough of Lebanon at a meeting duly held on the 20<sup>TH</sup> day of May 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

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Karen Romano, RMC  
Administrator/Clerk



**BOROUGH OF LEBANON PLANNING BOARD**

**RESOLUTION ADOPTING THIRD ROUND HOUSING  
ELEMENT & FAIR SHARE PLAN DATED  
April 22, 2020**

**RESOLUTION 2020-02**

**WHEREAS**, upon notice duly provided pursuant to N.J.S.A. 40:55D-13, the Borough of Lebanon Planning Board (the “Board”), held a public hearing on May 12, 2020 on a proposed Third Round Housing Element and Fair Share Plan dated April 22, 2020 (the “2020 HE & FSP”) which would amend the Borough’s prior Third Round Housing Element and Fair Share Plan in accordance with In re Adoption of N.J.A.C. 5:96 & 5:97, 221 N.J. (2015); and

**WHEREAS**, upon the conclusion of the public hearing, the Board determined that the 2020 HE & FSP is consistent with the goals and objectives of the Borough Master Plan, will guide the use of lands in the municipality in a manner which protects public health and safety and promotes the general welfare in accordance with N.J.S.A. 40:55D-28, and is designed to achieve, and the adoption and implementation of the 2020 HE & FSP will achieve, access to affordable housing to meet present and prospective housing needs in accordance with N.J.S.A. 52:27D-310;

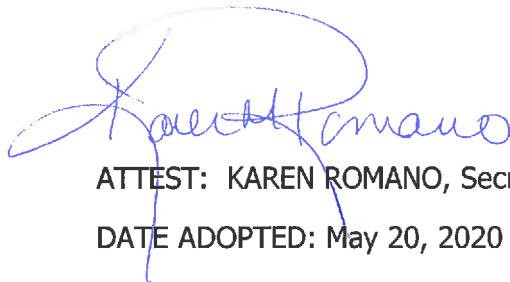
**NOW THEREFORE BE IT RESOLVED**, by motion duly made and seconded, that the Borough of Lebanon Planning hereby adopts the 2020 HE & FSP.

The above resolution was adopted on May 12, 2020 by the following vote of Board members:

	Yes	No	Absent	Abstain	Recused or Ineligible to Vote
Alexander Saharic, Chair	X				
Dr. Christopher Uchrin Vice Chair	X				
Joseph Hauck	X				
William Skene	X				

Henry Hopkins	X				
David Abeles	X				
Ronald Lapczynski			X		
William Wilson			X		
James Newman			X		
Jim Pittinger, Mayor	X				
Sam Berger, Councilman	X				

  
ALEX SAHARIC, Chairperson

  
ATTEST: KAREN ROMANO, Secretary  
DATE ADOPTED: May 20, 2020



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #74-2020**

**RESOLUTION ADOPTING THE 2020 AFFORDABLE HOUSING TRUST FUND  
SPENDING PLAN**

**WHEREAS**, on May 12, 2020 the Lebanon Board Planning Board adopted the Housing Element and Fair Share Plan, which addresses the period between 1999 and 2025, in furtherance of its Settlement Agreement with Fair Share Housing Center, regarding the Borough's Third-Round Affordable Housing Obligation; and

**WHEREAS**, the Borough Planner has prepared the 2020 Affordable Housing Trust Fund Spending Plan, which is consistent with the Housing Element and Fair Share Plan and provides for the use of the future affordable housing trust funds in furtherance of the provision of affordable housing in the Borough of Lebanon.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Lebanon, that the Borough of Lebanon does hereby adopt the 2020 Affordable Housing Trust Fund Spending Plan.

Introduced and adopted:

Ayes:

Nays:

Absent:

LEBANON BOROUGH COUNCIL

---

Richard J. Burton  
Borough Council President

**CERTIFICATION**

I, Karen Romano, Lebanon Borough Clerk, hereby certify that this Resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the 20 day of May, 2020 at 7:30 PM; that this Resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

---

Karen M. Romano, RMC  
Borough Clerk

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**2020**

Borough Council Approval: \_\_\_\_\_, 2020

# **BOROUGH OF LEBANON**

## **2020 Affordable Housing Trust Fund Spending Plan**

## 1) INTRODUCTION

The Borough of Lebanon, Hunterdon County is in the process of preparing a new Housing Element and Fair Share Plan (hereinafter "HEFSP") in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Fair Housing Act (N.J.S.A. 52:27D-301), the March 10, 2015 Supreme Court Order, and the Settlement Agreement with Fair Share Housing Center, executed on September 19, 2019. Lebanon has a development fee ordinance, which does not appear to have been approved by the Council on Affordable Housing. The Borough will be modifying the development fee ordinance and seeking the Court's approval of same. The Borough does not currently have an Affordable Housing Trust fund but will be seeking Court approval to create one.

## 2) REVENUES FOR CERTIFICATION PERIOD

As of December 31, 2019, the Borough of Lebanon has collected \$0 and expended \$0, resulting in a balance of \$0. In fact, as of December 31, 2019, the Borough does not have a separate affordable housing trust fund account. As a part of a Final Judgment of Repose and Compliance, the Borough will be requesting the Court's approval to open said account. All development fees, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, and interest generated by the fees will be deposited in a separate interest-bearing affordable housing trust fund in Investors Bank for the purposes of affordable housing. These funds shall be spent in accordance with N.J.A.C. 5:97-8.7 through 8.9, as described in the sections that follow.

To calculate a projection of revenue anticipated during the period of Third Round (1999-2025), the Borough of Lebanon considered the following:

### (a) Development fees:

- Residential and non-residential projects which have had development fees imposed upon them at the time of preliminary or final development approvals;
- All projects currently before the planning and zoning boards for development approvals that may apply for building permits and certificates of occupancy; and
- Future development that is likely to occur based on historical rates of development.

**(b) Payment in lieu (PIL):**

- Actual and committed payments in lieu (PIL) of construction from developers as follows: None.

**(c) Other funding sources:**

- Funds from other sources, including, but not limited to, the sale of units with extinguished controls, repayment of affordable housing program loans, rental income and proceeds from the sale of affordable units. No funds are anticipated at this time.

**(d) Projected interest:**

- Interest on the projected revenue in the municipal affordable housing trust fund at the current average interest rate.

The Borough of Lebanon projects a total of \$10,200 in revenue to be collected between January 1, 2020 and December 31, 2025. This projected amount, when added to the Borough's trust fund balance as of December 31, 2019, results in an anticipated total revenue of \$10,200 available to fund and administer its affordable housing plan. All interest earned on the account shall be used only for the purposes of affordable housing.

PROJECTED TRUST FUND REVENUES							
Source of Funds	2020	2021	2022	2023	2024	2025	Total
<b>(a) Development fees:</b>							
Development Pending Approval							\$0
Approved Non-Residential Development							\$0.00
Approved Residential Development							\$0.00
Approved Residential Subdivisions							\$0.00
Projected Residential Development							\$0.00
Projected Non-Res. Development				\$5,000		\$5,000	\$10,000.00
<b>(b) Payments in Lieu of Construction</b>							
							\$0
<b>(c) Other Funds</b>							
							\$0
<b>(d) Interest</b>							
	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$200.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,100.00</b>	<b>\$0.00</b>	<b>\$5,100.00</b>	<b>\$10,200.00</b>

### 3) ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE FUNDS

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by the Borough of Lebanon:

#### (a) Collection of development fee revenues:

- Collection of development fee revenues shall be consistent with the Borough of Lebanon's development fee ordinance for both residential and non-residential developments in accordance with COAH's rules and P.L.2008, c.46, sections 8 (C. 52:27D-329.2) and 32-38 (C. 40:55D-8.1 through 8.7).
- A homeowner/contractor/developer submits a request for a Building Permit to the Building Department. The Municipal Housing Liaison obtains a Zoning Permit or Resolution of Approval as applicable.
- The Municipal Housing Liaison submits the documents to the Tax Assessor to determine if the project is subject to the imposition of a mandatory development fee.
- If so, the Borough Tax Assessor calculates the equalized assessed value to be added as a result of the project and the remaining amount of the development fee, which is due upon issuance of a Certificate of Occupancy. No Certificate of Occupancy will be issued until the Tax Assessor has made this calculation and the entire development fee is paid.

#### (b) Distribution of development fee revenues:

- The Administration forwards a resolution to the governing body recommending the expenditure of development fee revenues as set forth in this spending plan. The governing body reviews the request for consistency with the spending plan and adopts the recommendation by resolution. The release of the funds requires the adoption of the governing body resolution in accordance with the Court-approved spending plan. Once a request is approved by resolution, the Chief Financial Officer releases the requested revenue from the trust fund for the specific use approved in the governing body's resolution.

### 4) DESCRIPTION OF ANTICIPATED USE OF AFFORDABLE HOUSING FUNDS

#### (a) Rehabilitation (N.J.A.C. 5:93-5.2)

- Lebanon has satisfied its Rehabilitation Obligation. Therefore, no money is reserved for rehabilitation.

**(b) New Construction (N.J.A.C. 5:93-5.3 and -5.5)**

- The Borough's HEFSP envisions two developer-sponsored inclusionary developments. Therefore, no money is reserved for new construction.

**(c) Future Affordable Housing Opportunities**

- The Borough reserves the right to dedicate up to \$5,100 (depending on development fees collected) to future affordable housing opportunities. This may include, but is not limited to, market to affordable, accessory apartments, veterans housing, senior housing, alternative living arrangements, and supportive housing. It should be noted that this is an option the Borough may wish to pursue but is not built into the HEFSP. If the opportunity arises, the Borough would like the flexibility to take advantage of this mechanism to generate affordable housing due to its limited remaining vacant and developable land.

**(d) Affordability Assistance (N.J.A.C. 5:97-8.8)**

- Municipalities are required to spend a minimum of 30% of development fee revenue to render existing affordable units more affordable and one-third of that amount must be dedicated to very-low-income households (i.e. households earning less than 30% of the regional median income). The actual affordability assistance minimums are calculated on an ongoing basis in the CTM system based on actual revenues.<sup>1</sup>
- All applications for the following programs can be attained at the municipal building or through the Borough's Administrative Agent. All applicants for the following programs will need to provide all required information as specified in the application and they will be required to be income certified by the Borough's Administrative Agent to ensure the household's income is at/or under 80% of median income. Assistance cannot and will not be considered to any household that does not meet the criteria or submit all required documentation.
- According to the chart on the following page, Lebanon is required to dedicate \$3,060<sup>2</sup> from the affordable housing trust fund to render units more affordable, including \$1,020 to render units more affordable to households earning 30% or less of median income by region, as follows:

---

<sup>1</sup> This assumes Lebanon has access to the CTM system.

<sup>2</sup> This assumes the Borough receives development fees between now and 2025.

□ **Rental Assistance.** Lebanon will set aside up to \$2,040 for rental assistance to tenants of low- or moderate-income rental units. The Borough will provide a maximum of \$200 per affordable unit/certified household in rental assistance. The payment may be divided over several months and ultimately calculated by the Borough's Administrative Agent. Assistance will be provided on a first-come, first-served basis to existing income-eligible renters. Assistance will only be provided one-time to the affordable unit/household. However, a change in occupancy would allow a new tenant in a unit to take advantage of the program.

AFFORDABILITY ASSISTANCE CALCULATION			
Actual development fees through 12/31/2019		\$	0.00
Actual interest earned through 12/31/2019	+	\$	0.00
Development fees projected 1/1/2020-2025	+	\$	10,000.00
Interest projected 1/1/2020-2025	+	\$	200.00
Less housing activity expenditures through 12/31/2019	-	\$	0.00
		<b>Total</b>	<b>= \$ 10,200.00</b>
Calculate 30 percent	x .30 =	\$	3,060.00
Less Affordability assistance expenditures through 12/31/2019	-	\$	0.00
		<b>Projected Minimum Affordability Assistance Requirement 1/1/2020 through 12/31/2025</b>	<b>= \$ 3,060.00</b>
Projected Minimum Very Low-Income Affordability Assistance Requirement 1/1/2020 through 12/31/2025	÷ 3 =	\$	1,020.00

□ **Very-low Income Affordability Assistance.** The following program is specifically reserved for very-low income households within the Borough of Lebanon.

○ **Rental Assistance.** Lebanon will set aside up to \$1,020<sup>3</sup> for rental assistance in very-low income rental units. The Borough will provide a maximum of \$340 per affordable unit/certified household in rental assistance. The payment may be divided over several months and ultimately calculated by the Borough's Administrative Agent. Assistance will be provided on a first-come, first-served basis to existing income-eligible renters. Assistance will only be provided one-time to the affordable unit/household. However, a change in occupancy would allow a new tenant in a unit to take advantage of the program.

<sup>3</sup> This assumes the Borough received development fees between now and 2025.

(e) Administrative Expenses (N.J.A.C. 5:97-8.9)

Municipalities are permitted to use affordable housing trust fund revenue for related administrative costs up to a 20% limitation pending funding availability after programmatic and affordability assistance expenditures. The actual administrative expense maximum is calculated on an ongoing basis in the CTM system based on actual revenues.<sup>4</sup>

Lebanon projects that \$2,040 will be available from the affordable housing trust fund to be used for administrative purposes. Projected administrative expenditures, subject to the 20% cap, are as follows:

ADMINISTRATIVE EXPENSE CALCULATION			
Actual dev fees and interest thru 12/31/2019		\$	0.00
Projected dev fees and interest 1/1/2020 thru 2025	+	\$	10,200.00
Payments-in-lieu of construction and other deposits thru 12/31/2019	+	\$	0.00
Less RCA expenditures thru 12/31/2019	-	\$	0.00
		Total	= \$ 10,200.00
Calculate 20 percent	x .20 =	\$	2,040.00
Less admin expenditures thru 12/31/2019	-	\$	0.00
Projected Maximum available for administrative expenses 1/1/2020 thru 12/31/2025	=	\$	2,040.00

- Attorney, Engineer, Planner, and Administrative Agent fees related to the administration and implementation of the Borough's affordable housing program(s).
- Salaries and benefits for municipal employees for administration and implementation of the housing plan and program(s).
- Municipal Housing Liaison and Administrative Agent training and on-going continuing education.
- Completion of annual trust fund and affordable housing activity monitoring as detailed in the 2019 Settlement Agreement.
- Completion of very-low income monitoring every three years as detailed in the 2019 Settlement Agreement.
- Completion of the mid-point realistic opportunity review due on July 2020 as detailed in the Settlement Agreement.

<sup>4</sup> This assumes the Borough is permitted access to the CTM system.

## 5) EXPENDITURE SCHEDULE

The Borough of Lebanon intends to use affordable housing trust fund revenues for the creation of affordable housing units. It should be noted that the amount spent in a given year for any line item may actually span multiple years in reality. Money may be spent slower or faster than anticipated below – the table is merely an educated guess on the timing of the various programs. The table below provides an estimated timeline for expenditure and does not restrict the Borough from spending the money sooner or later in the Third Round period.

Projects/Programs	Year						Total
	2020	2021	2022	2023	2024	2025	
Future Affordable Housing Opportunities						\$5,100	\$5,100.00
Affordability Assistance							
Rental Assistance				\$680	\$680	\$680	\$2,040.00
Very-low Rental Assistance				\$340	\$340	\$340	\$1,020.00
Administration				\$680	\$680	\$680	\$2,040.00
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,700</b>	<b>\$1,700</b>	<b>\$6,800</b>	<b>\$10,200.00</b>

## 6) EXCESS OR SHORTFALL OF FUNDS

In the event more funds than anticipated are collected, projected funds exceed the amount necessary to implement the Fair Share Plan, or the Borough of Lebanon is reserving funds for affordable housing projects to meet a future affordable housing obligation, these excess funds will be used to create other affordable housing opportunities.

## 7) BARRIER FREE ESCROW

Collection and distribution of barrier-free funds shall be consistent with the Borough of Lebanon's Affordable Housing Ordinance in accordance with N.J.A.C. 5:97-8.5.

## 8) SUMMARY

The Borough of Lebanon intends to spend affordable housing trust fund revenues pursuant to N.J.A.C. 5:97-8.7 through 8.9 and consistent with the housing programs outlined in the HEFSP dated \_\_\_\_\_.

The Borough of Lebanon has a balance of \$0 as of December 31, 2019 and anticipates an additional \$10,200 in revenues through 2025 for a total of \$10,200. This Spending Plan demonstrates the Borough's commitment to expend \$10,200 through December 31, 2025, including a commitment to expend with respect to the following:

- Commitment to expend up to \$5,100 on future affordable housing opportunities;
- Commitment to expend up to \$3,060 on overall affordability assistance and \$1,020 on very-low income affordability assistance; and
- Commitment to expend up to \$2,040 on administrative costs.

See the table below for details.

SPENDING PLAN SUMMARY		
Balance as of December 31, 2019		\$0.00
<b>Projected Revenue 1.1.2020-2025</b>		
Development fees	+	\$10,000.00
Payments in lieu of construction	+	\$0.00
Other funds	+	\$0.00
Interest	+	\$200.00
<b>TOTAL REVENUE</b>	<b>=</b>	<b>\$10,200.00</b>
<b>Projected Expenditures 1.1.2020-2025</b>		
Future Affordable Housing Opportunities	-	\$5,100.00
Affordability Assistance	-	\$3,060.00
Administration	-	\$2,040.00
<b>Total Projected Expenditures</b>	<b>=</b>	<b>\$10,200.00</b>
<b>Remaining Balance</b>	<b>=</b>	<b>\$0.00</b>



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #75-2020**

**RESOLUTION TO ADOPT BOROUGH AFFORDABLE HOUSING AFFIRMATIVE  
MARKETING PLAN**

**WHEREAS**, in accordance with the New Jersey Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26-1, *et seq.*, the Borough of Lebanon is required to adopt one or more Affirmative Marketing Plans to ensure that all affordable housing units created within the Borough of Lebanon, are affirmatively marketed to low and moderate income households, particularly those living and/or working within Housing Region 3, the COAH Housing Region encompassing the Borough of Lebanon.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Lebanon, as follows:

**Affirmative Marketing Plan**

- A. All affordable housing units in the Borough of Lebanon shall be marketed in accordance with the provisions herein.
- B. The Borough of Lebanon has a Prior Round Obligation and a Third Round Obligation covering the years from 1999 to 2025. This Affirmative Marketing Plan shall apply to all developments that contain or will contain low and moderate income units, including those that are part of the Borough's Prior Round Fair Share Plan and its current Fair Share Plan and those that may be constructed in future developments not yet anticipated by the Fair Share Plan, unless the development has its own Affirmative Marketing Plan that has been approved by the Borough Council.
- C. The Affirmative Marketing Plan shall be implemented by one or more Administrative Agent(s) designated by and/or under contract to the Borough of Lebanon. All of the costs of advertising and affirmatively marketing affordable housing units shall be borne by the developers/sellers/owners of affordable unit(s), and all such advertising and affirmative marketing shall be subject to approval and oversight by the designated Administrative Agent.

- D. In implementing the Affirmative Marketing Plan, the Administrative Agent, acting on behalf of the Borough of Lebanon, shall undertake, at the minimum, publication of an advertisement in one or more newspapers of general circulation within the housing region.
- E. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age or number of children to housing units which are being marketed by a developer or sponsor of affordable housing. The Affirmative Marketing Plan is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward the COAH Housing Region in which the municipality is located and covers the entire period of the deed restriction for each restricted housing unit. The Borough of Lebanon is located in COAH Housing Region 3, consisting of Hunterdon, Middlesex, and Somerset Counties.
- F. The Affirmative Marketing Plan is a continuing program intended to be followed throughout the entire period of restrictions and shall meet the following requirements:
  - 1. All newspaper articles, announcements and requests for applications for very-low, low and moderate income units shall appear in the papers as noted in the attached plan.
  - 2. The advertisement shall include a description of the:
    - a. Address of the units;
    - b. Range of prices for the units;
    - c. Size, as measured in bedrooms, of units;
    - d. Maximum income permitted to qualify for the units;
    - e. Location of applications;
    - f. Business hours when interested households may obtain an application; and
    - g. Application fees.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Borough Council, that the Borough of Lebanon does hereby adopt the following attached Affirmative Marketing Plan:

- 1. Borough of Lebanon Affirmative Fair Housing Marketing Plan.

Introduced and adopted:

LEBANON BOROUGH COUNCIL

Ayes:

Nays:

Absent:

---

Richard J. Burton  
Borough Council President

### CERTIFICATION

I, Karen Romano, Lebanon Borough Clerk, hereby certify that this Resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the 20th day of May, 2020 at 7:30 PM; that this Resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

---

Karen M. Romano, RMC  
Borough Clerk

# *Borough of Lebanon*

## Affordable Housing Administrative Agent Policies & Procedures Manual

AUGUST 2019

# Administration of Affordable Units



**CGPH**

Community Grants, Planning & Housing

**Community Grants, Planning & Housing**

101 Interchange Plaza, Suite 301

Cranbury, NJ 08512

609-664-2769

[www.cgph.net](http://www.cgph.net)

[www.AffordableHomesNewJersey.com](http://www.AffordableHomesNewJersey.com)

## **Borough of Lebanon Administration of Affordable Units Operating Manual**

Executive Summary.....	1
I. INTRODUCTION.....	2
A. What is Affordable Housing?.....	2
B. Who Qualifies for Affordable Housing? .....	3
C. Equal Housing Opportunity.....	3
II. CREATION OF NEW UNITS.....	4
A. Review Project Requirements.....	4
B. New Purchase Units .....	4
1. Initial Pricing and Bedroom Distribution of Purchase Units .....	4
2. Upgrades from Builder.....	7
3. Deed Restriction.....	7
4. Earnest Money (Deposit) for Ownership Properties .....	7
C. New Rental Units .....	7
1. Initial Pricing and Bedroom Distribution of Rental Units .....	7
2. Mandatory and Optional fees.....	8
3. Deed Restriction.....	8
4. Application Fees.....	8
5. Security Deposit .....	9
6. Tenant Selection Criteria .....	9
D. Project Monitoring .....	9
III. Marketing of Units, Waiting List, and Matching Households to Available Units .	10
A. Preliminary Application.....	10
B. Random Selection and Waiting List Priority.....	10
C. Property Questionnaire.....	11
1. Private Outreach .....	12
2. Public Outreach.....	14

D.	Determining Preliminary Eligibility .....	14
1.	Regional Preference .....	14
2.	Determining Household Composition .....	15
3.	Maximum Income Limits .....	15
4.	Minimum Income Requirements.....	15
5.	Minimum Down Payment (Ownership Only).....	16
6.	Regional Asset Limit .....	17
7.	Minimum Credit Score.....	19
8.	Separated Applicants .....	19
E.	Annual Updates.....	19
F.	Full Application.....	19
G.	Removal from the Waiting List.....	20
H.	Income Certified Applicants on the Waiting List .....	20
IV.	Determining Income Eligibility .....	21
A.	What is Considered Income .....	21
B.	Proof of Income and Other Supporting Documents .....	24
C.	Final Eligibility Determinations .....	25
D.	Misrepresentation of Information in Application .....	26
E.	Changes to Income and/or Household Composition after Submittal .....	26
V.	Ownership Program .....	27
A.	Selling an Affordable Home.....	27
1.	Request an Intent to Sell Package.....	27
2.	Calculate the MRSP (Maximum Restricted Sales Price) .....	27
3.	Start Affirmative Marketing Process.....	27
B.	Buying an Affordable Home .....	28
1.	Preliminary Application and Prescreen .....	28
2.	Income Certification .....	28
3.	Mortgage Provider .....	28

4.	Down Payment .....	28
5.	Separated Spouses.....	29
6.	Cosigners on Deeds and/or Mortgages Are Not Permitted .....	29
C.	Purchase Agreement and Contracts For Sale .....	29
1.	MRSP and “Extras” .....	29
2.	Accepting and Rejecting Offers.....	30
3.	Good Faith Deposit/Earnest Money .....	30
4.	Purchase Agreement and Income Certification .....	30
D.	Attorneys .....	31
E.	Realtors .....	32
F.	Coordination of Closing .....	32
1.	Required Legal Documents.....	32
2.	Resale of Affordable Units: Requirement for a Market Rate Appraisal .....	32
3.	Closing Fees.....	33
4.	Closing Checklist.....	33
G.	Refinance Requests.....	34
H.	Annual Mailing.....	35
I.	Report that Owner is Not Living in the Unit and/or Renting Unit.....	35
J.	Non-payment of Condominium/Homeowner Association Dues, Taxes, Mortgages, and Foreclosure .....	35
K.	Waivers.....	36
1.	Request to Rent Affordable Unit.....	36
2.	Request to Sell to a Higher Income Household .....	36
L.	Requests for Improvements.....	37
M.	Transfer of Ownership to Non-Income Certified Owner .....	37
N.	Enforcement.....	37
VI.	Rental Program .....	38
A.	Filling Affordable Rental Vacancy .....	38

---

1. Landlord Notifies of Vacancy .....	38
2. Calculating the Maximum Rent at Vacancy .....	38
3. Referring Applicants to Landlord .....	38
4. Income Certification and Signing the Lease .....	39
B. Lease Renewals .....	39
C. Adding Additional Household Members to the Lease .....	39
D. Income Designation of Units Are Fixed.....	39
E. Evictions .....	40
F. Enforcement.....	40
VII. Appeals .....	41
VIII. Enforcement .....	42
A. Written Notice.....	42
B. Penalties .....	42
C. Sheriff Sale .....	43
GLOSSARY.....	45
Appendix A: Annual Information Update .....	51

## Executive Summary

This **Operating Manual**, prepared for Lebanon Borough hereafter referred to as “Municipality”, (1) sets forth the policies and procedures for placing eligible individuals and families into the Municipality’s affordable units and (2) provides instructions for working with developers, owners and landlords as new affordable units become available. This document is designed to ensure compliance with the State’s Uniform Housing Affordability Controls (“UHAC”) (N.J.A.C. 5:80-26.1 et seq.) and with the Municipality’s Affordable Housing Ordinance, its Affirmative Marketing Plan if applicable, and other local laws and requirements. In addition to being a valuable tool for the Municipality’s Administrative Agent and Municipal Housing Liaison as we implement Affordable Housing in the Municipality, it will also be a resource for other Affordable Housing professionals and interested members of the public to understand the intricacies of implementing a program such as this.

This manual details the tasks involved in the day-to-day administration of Affordable Housing units under the direct control and oversight of the Municipality. This document covers how new units are created and priced and how units are marketed to prospective applicants. Other information includes the following: waiting list and random selection procedures; required and permitted preferences; procedures for determining income eligibility; resale by income-eligible owners of affordable property to other eligible buyers; process for property managers to fill affordable rental vacancies; refinancing and mortgage modification procedures; waivers of program requirements. The administrative steps outlined in this manual are the thread that holds the fabric of the entire program together, setting out the fundamental obligations and responsibilities of the program administrators.

The **Glossary** at the end of this Operating Manual provides definitions of terms, abbreviations and acronyms used throughout the Operating Manual.

## I. INTRODUCTION

The purpose of this manual is to describe the policies and procedures used to create Affordable Housing units in the Municipality and fill them with income-eligible families.

The policies outlined in this manual are derived from UHAC (N.J.A.C. 5:80-26.1 et seq.) This manual does not include all provisions of UHAC, and UHAC is a companion document to this manual. Instead, this manual highlights instances where additional guidance is provided by the New Jersey Department of Community Affairs' staff or by local ordinance. The manual also provides additional clarification and direction on items that are not in UHAC in order to ensure fairness to applicants, owners, and renters.

### A. What is Affordable Housing?

Affordable Housing, unlike market-rate housing, has affordability controls establishing initial set prices and rents, and then controlling annual increases for many years. For example, new units that fall under these controls will be restricted for at least 30 years. The New Jersey Affordable Housing rules consider housing to be "affordable" if the household<sup>1</sup> expends approximately 28% or less of the household's gross income on housing costs. See footnote below and Glossary for definition of "**Household**." Affordable Housing is priced to be affordable to households earning up to 80% of the area median income for the region in which the Affordable Housing is located.

An Affordable Housing unit for the purposes of this manual can be specifically defined herein as "a housing unit proposed or created pursuant to the [Fair Housing] Act, credited pursuant to N.J.A.C. 5:97-4, and/or funded through an affordable trust fund." ("**Affordable Unit**").

The Affordable Units referenced in this manual are not the same as public housing units that are funded largely by governmental programs such as those administered by the U.S. Department of Housing and Urban Development ("**HUD**") programs and that are owned, operated and managed by a public housing authority ("**PHA**"). As defined by HUD, "public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Public housing

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<sup>1</sup> In accordance with US Department of Housing and Urban Development ("**HUD**") definitions and UHAC practice, "**household**" references the number of persons in the unit and not the size of the unit. See for example, HUD's definition of household as "[o]ne or more persons occupying a housing unit" -- in other words, the number of persons in the home. HUD website accessed June 13, 2016. [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/library/glossary/](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/library/glossary/), HUD accessed June 13, 2016. See also, UHAC regulation N.J.A.C. 5:80-26.4, "In determining the initial rents and initial sales prices for compliance with the Affordability Average requirements for restricted units ... the following standards shall be used: 1. A studio shall be affordable to a one-person household." (Emphasis added).

comes in all sizes and types, from scattered single-family houses to high rise apartments for elderly families. There are approximately 1.2 million households [in the US] living in public housing units[.]”<sup>2</sup> Some municipalities create their own PHAs which operate and manage public housing within the municipality.

## B. Who Qualifies for Affordable Housing?

To be eligible for Affordable Housing in New Jersey, a household’s income must be below the established income limit for the region in which the Affordable Housing is located. There are three eligibility levels: very low, low, and moderate. A moderate-income household is classified as earning less than 80 percent of the area median income. A low-income household is classified as earning less than 50 percent of area median income, and a very low-income household is classified as earning less than 30 percent of median income. See [Glossary](#) for definitions of “**Low- Income Household**” and “**Very Low-Income Household**”. There are different median incomes in each of the six Affordable Housing regions shown in Figure 1 below, with the Borough of Lebanon located in Region 3. The income limits are adjusted annually.

Figure 1: Affordable Housing Regions

Regions	Counties
1	Bergen, Hudson, Passaic, Sussex
2	Essex, Morris, Union, Warren
3	Hunterdon, Middlesex, Somerset
4	Mercer, Monmouth, Ocean
5	Burlington, Camden, Gloucester
6	Atlantic, Cape May, Cumberland, Salem

## C. Equal Housing Opportunity

Title VIII of the Civil Rights Act of 1968 (the “**Fair Housing Act**”), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

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<sup>2</sup> [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph), US HUD Website, accessed June 7, 2016.

The New Jersey Law Against Discrimination (“**LAD**”) prohibits discrimination when selling or renting property. The law covers owners, agents, employees and brokers and makes it unlawful to refuse to rent, show or sell property based on a person's race, creed, color, national origin, nationality, ancestry, marital status, domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, sex, or mental and physical disability, including AIDS and HIV-related illness. In addition, the LAD prohibits discrimination in the housing context based on one's source of lawful income or rent subsidy.

## II. CREATION OF NEW UNITS

This manual applies to UHAC eligible units whether for rent or for purchase, 100 percent affordable developments, market-to-affordable projects, gut-rehab projects, and other innovative Affordable Housing mechanisms. It does not apply to projects exempt from UHAC including low income housing tax credit projects and group homes. (See UHAC for a full list of exempt programs.)

### A. Review Project Requirements

When a new project is planned, the administrative agent designated by the Municipality for the administration of Affordable Units (the “**Administrative Agent**”) will gather the information outlined in Figure 2. The first step is to review development approvals and/or developer agreements, the Housing Element and Fair Share Plan, and the municipal Affordable Housing Ordinance including its Affirmative Marketing Requirements if applicable.

### B. New Purchase Units

#### 1. Initial Pricing and Bedroom Distribution of Purchase Units


The Administrative Agent will determine the initial pricing stratification in compliance with UHAC<sup>3</sup>. The pricing calculation will take into consideration costs that exist at that time including such factors as the mortgage rate, tax rate, equalization ratio, condominium/homeowner association fee, and Private Mortgage Insurance (“**PMI**”). PMI must be included in the pricing calculation even if a new development will provide financing that will not require PMI. This will ensure that the price is affordable at future sales when PMI will be required. The maximum restricted sales price (“**MRSP**”) will be affected by mortgage interest rates when an affordable Unit is initially priced. At resale,

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<sup>3</sup> Under UHAC, the maximum sales price of restricted ownership units within each affordable development “shall be affordable to households earning no more than 70 percent of median income” (hereafter “**Maximum Restricted Sales Price**”).

the prevailing mortgage interest rate will be used to determine the affordability of that particular unit to the applicant household.

Figure 2: New Development Checklist



## New Development Checklist

**CONTACT INFORMATION**

Development Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 Phone: (office) \_\_\_\_\_ (mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

**GENERAL INFORMATION**

Funding Source of Units (to determine if exempt from UHAC): \_\_\_\_\_

**Affordable Housing Requirements Stipulated:** Circle either "Yes" or "No" and provide explanation

Development Approval &/or Developer's Agreement	Yes / No	
Fair Share Plan	Yes / No	
Local Ordinance	Yes / No	

**Affordable Units Phasing Requirements:** \_\_\_\_\_

Property Type (circle one): **RENTAL** or **SALE** Anticipated date first unit ready: \_\_\_\_\_

**Location** of Affordable Units in Project: \_\_\_\_\_

Number of **Market** Units: \_\_\_\_\_

Number of **Affordable** Units: \_\_\_\_\_

Is there a **Regional Preference**? \_\_\_\_\_

Are any units **Age Restricted** (55+)? \_\_\_\_\_

Requirements for **Deposit**: \_\_\_\_\_

**Parking** Details: \_\_\_\_\_

Income Distribution Requirements		Bedroom Requirements	
Very Low:		Studio/1br:	
Low:		2 Bedroom:	
Moderate:		3 Bedroom:	

**OWNERSHIP ONLY**

Tax Rate: \_\_\_\_\_ Equalization Rate: \_\_\_\_\_  
 Condo/Homeowner Association Dues: \_\_\_\_\_  
 Special Financing Provided by Developer? Yes No  
 If yes, explain: \_\_\_\_\_  
 Policy on Upgrades: \_\_\_\_\_

**Incorporation Documentation Provided:**  
 Master Deed  
 Declaration of Covenants  
 Other: \_\_\_\_\_

**RENTAL ONLY**

**Utilities Included in Rent:** (check all that apply)  
 Water  Electric  Sewer  Trash  
 (for the following utilities, if no, list type)  
 Heat type: \_\_\_\_\_  
 Cooking type: \_\_\_\_\_  
 Hot Water type: \_\_\_\_\_

Application Fee: \_\_\_\_\_  
 Mandatory Fees: \_\_\_\_\_  
 Optional Fees: \_\_\_\_\_

**Rental Very Low Income Requirement**  
 [13% of units at 30% AMI or 10% at 35% AMI] \_\_\_\_\_

**Pets Policy:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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## **2. Upgrades from Builder**

The builder may offer buyers of new Affordable Units the opportunity to purchase upgrades such as granite countertops or hardwood flooring at additional cost. If upgrades are offered, the following guidelines apply:

- a. These upgrades must be optional. The buyer must be able to choose NOT to purchase the upgrades and be able to buy the base home at or below the MRSP.
- b. The sale price of the home will be at or below the MRSP without the cost of the upgrades.
- c. All future sales will be based on the sale price without the upgrades. In other words, the buyer will not be able to recoup the cost of the upgrades at the next sale.
- d. The buyer cannot finance more than the MRSP. As a result, the buyer will not be able to finance the cost of the upgrades.

## **3. Deed Restriction**

Affordable Units created under this program will be deed restricted as affordable for a period of at least 30 years and thereafter until the municipality takes action to release the affordability controls. All legal instruments to secure the affordability will be modeled after the applicable instruments published in the UHAC Appendices. When there is a Master Deed, one restrictive covenant will be filed for all Affordable Units but the affordability control period start date for each unit begins with the date that each particular unit is initially occupied. This should be filed in advance of the initial Affordable Housing closing for each project or unit.

A market-rate appraisal will be required to calculate the repayment amount on the affordable Recapture Mortgage Note. (This amount is the difference between the market appraisal and the affordable sale price and is due at the first non-exempt sale at the end of the control period.) The developer is responsible for providing the market rate appraisal. One appraisal can be used for similar unit types (all one bedrooms that are the same models, for example) if the appraisal is less than six months old. If the buyer's mortgage company completes a market-rate appraisal, that appraisal can be used instead. (See additional discussion in Section V.)

## **4. Earnest Money (Deposit) for Ownership Properties**

The Affordable Housing rules do not specify a minimum or a maximum amount that a buyer must put down on a property when the Purchase Agreement and/or Contract of Sale is executed. However, while not required, a down payment is recommended because banks will almost never lend without a 5% minimum contribution.

## **C. New Rental Units**

### **1. Initial Pricing and Bedroom Distribution of Rental Units**

Rents will be set according to the pricing guidelines outlined in UHAC. In order to comply with 2008 amendments to the Fair Housing Act, 13 percent of all affordable rental units in a project will be priced at 30 percent of median income (N.J.S.A. 52:27D-329.1.) (This requirement is more stringent than the UHAC guidelines which stipulate that at least 10 percent of all

Affordable Units in the development be affordable to households earning no more than 35 percent of median.) In all cases, the more stringent of the two requirements will prevail.

## 2. Mandatory and Optional fees

If the landlord charges a *MANDATORY* fee for rental units such as an amenity fee or association fee, this fee will be subtracted from the permitted maximum rent. *At no time should the rent plus required fees exceed the maximum rent allowed.* (Utility allowances are factored into the initial pricing and are not considered mandatory or optional fee. See above.)

The developer may require that all renters purchase *rental insurance*. The rental insurance cost is not considered a mandatory fee and will not be included in the initial rental calculation or part of the minimum income calculation.

The landlord may charge optional fees to tenants. However, the landlord is not permitted to charge affordable tenants these fees and waive them for market units. *For example, if parking is included in the rent for market units, the landlord cannot charge affordable tenants for parking.* Example of optional fees include:

- Optional parking fee
- Optional amenity fee
- Optional pet fee
- Optional month-to-month fee

The Administrative Agent will review and approve all leases to determine that the rent plus required fees do not exceed the maximum rent allowed.

## 3. Deed Restriction

Affordable Units created under this program will be deed restricted as affordable for a period of at least 30 years and thereafter until the Borough takes action to release the affordability controls. All legal instruments to secure the affordability will be modeled after the applicable instruments published in UHAC.

The rental deed restriction will list the income level designation as well as the bedroom size of each Affordable Unit. The units cannot be “swapped” during the control period. *For example, after the deed restriction is filed, the affordable designation of the unit cannot be changed from a Low-Income to a Moderate-Income unit.* Moreover, it is important to note that the prevailing regulations (UHAC) do not require annual recertification, and therefore while the unit remains as a Low/Moderate-Income unit during the term of the deed restriction, the income of the current tenant is no longer relevant following initial eligibility. The same rules relating to initial eligibility certification and no annual recertifications will continue to apply to each subsequent tenant throughout the duration of the deed restriction.

## 4. Application Fees

Affordable units are “private” market units (as opposed to public housing units) where rents are set (and deed restricted as to time) to be affordable to very low, low, and moderate income persons. Although deed restricted, the units still are under the “control” of the private

owner/landlord, with oversight by the Administrative Agent. Accordingly, other than the set rent and deed restriction requirement, the landlord may establish its own non-discriminatory legal criteria for tenant selection. Such tenant selection criteria must be the same in renting Affordable Units as for leasing market rate units. With respect to the landlord's tenant selection criteria, the Administrative Agent's responsibility is to ensure that (1) the criteria for the Affordable Units is consistent with the market-rate criteria, and (2) the application fee is deemed to be reasonable.

The landlord may choose to collect an application fee from households interested in applying for Affordable Housing. UHAC rules limit the application fee to 5 percent of the monthly rent of the applicable rental unit.

After the household passes the landlord's tenant selection criteria, the landlord *may* choose to collect an additional fee from the applicant to process the Affordable Housing application. Landlords may choose to implement this optional fee so only serious applicants move through the income certification process. If this optional fee is collected, the following rules apply:

- The fee cannot be higher than one month's rent.
- If the applicant is income-certified and rents the unit, the fee will be applied to the first month rent and/or down payment.
- If the applicant is income certified and they choose not to rent the unit, the landlord is not required to return the fee.
- If the applicant is determined to not be income eligible, the landlord must return the fee.

#### **5. Security Deposit**

Security deposits for Affordable Units are governed by New Jersey Landlord-Tenant regulations. The requirements are the same for Affordable Units as they are for market-rate units.

#### **6. Tenant Selection Criteria**

As explained in Section 4 above, the landlord is permitted to set tenant selection criteria and screen applicants on criteria such as credit score and criminal history, subject to approval by the Administrative Agent. All tenant selection criteria must comply with all New Jersey landlord tenant laws and the landlord is required to provide the Administrative Agent with a written copy of its tenant selection criteria. The tenant selection criteria must be applied uniformly to all applicants, and the landlord cannot impose stricter criteria on affordable tenants than market-rate tenants.

#### **D. Project Monitoring**

All new units will be added to the online New Jersey Council on Affordable Housing ("COAH") Tracking and Monitoring ("CTM") system after the initial sale or initial rental. (In the event, that the CTM system is discontinued or not accepting new monitoring information, all unit information will be compiled and maintained by the Administration Agent.)

### III. Marketing of Units, Waiting List, and Matching Households to Available Units

The following section describes the steps that will be taken to identify very low, low, and moderate income families that may be interested in renting and purchasing Affordable Units created by the Municipality. All marketing initiatives must comply with the Affirmative Marketing rules established by UHAC, as presently set out in NJAC 5:80-26.15 and in accordance with any additional Affirmative Marketing Plan developed by the Municipality.

Development-specific Affirmative Marketing Plans would outline required marketing, including paid advertising that must be conducted before a random selection is completed. (See Random Selection and Waiting List Priority in Section B, below.)

While the waiting list is open, Affirmative Marketing will continue in the form of listing of units on NJHRC.gov, affordablehomesnewjersey.com, and/or quarterly mailings to community groups, major employers, and government agencies in the New Jersey Affordable Housing region where the Municipality is located. If the waiting list is ever closed because of the long length of the list, paid advertising as outlined in the Affirmative Marketing Plan will be required to reopen the waiting list.

#### A. Preliminary Application

All households that wish to be considered for Affordable Housing must submit a preliminary application. Households will be encouraged to submit their preliminary application online. For those applicants who do not have internet access, the Administrative Agent will work with interested applicants by phone and mail. The preliminary application will include questions about household income and its composition in order to determine preliminary eligibility. Please note that preliminary eligibility is based solely on self-reported information by the applicant and is in no way a guarantee of eligibility.

If the applicant indicates that their total household income is below the moderate income limit for their family size, they will be eligible for placement in the applicant pool. The Administrative Agent will also set a minimum income that is required to be added to the waiting list. (See *Minimum Income Requirements* in this Chapter.) Applicants will be required to provide written documentation of their income at the time of the full income certification as discussed in *Chapter IV*.

#### B. Random Selection and Waiting List Priority

For new projects and when random selection is utilized, the Administrative Agent will assign random numbers to each applicant through a computerized random number generator thereby creating a waiting list.

After the list of applications submitted during the initial lottery period is exhausted, the priority of preliminary applications is established by the date that the household submits their preliminary application (“**Interest Date**”).

A separate waiting list will be kept for ownership versus rental units, resulting in a total of two waiting lists for the Municipality. Households waiting for age-restricted and family rental units will be part of the same waiting list. Likewise, households waiting for age-restricted and family ownership units will be part of the same waiting list. In filling an age-restricted property, households that do not meet the age requirements will be skipped.

When brand new Affordable Units become available for rent or sale in a new development, a lottery will be conducted UNLESS there are households on the existing waiting list with lottery numbers that have not been contacted. In these cases:

- Those applicants with lottery numbers will be contacted first.
- Households that submitted a preliminary application after the last lottery (and do not have lottery numbers) will be included in the next lottery if it is required to fill the units.
- Affirmative Marketing will be required before this lottery is held since these are new Affordable Units and the public must be made aware of the new Affordable Housing opportunity.

As an example, if a new housing opportunity arises that will create 150 new Affordable Units and the existing waiting list has only 50 applicants on it (who hold numbers 1 to 50), a new lottery will be held with Affirmative Marketing. If an additional 50 applications are submitted as a result of this marketing effort, then these “new” applications will be assigned numbers 51 to 100 on the waiting list.

The household with the highest lottery number (or oldest Interest Date) may not always be the next person contacted for a specific available unit because of factors impacting waiting list priority. In addition to age-restricted requirements already discussed, these factors include the number of persons in the household, household income level, households with a person with physical disabilities, veterans preference and regional preference as may be established in the Municipal Affordable Housing Ordinance. The Borough of Lebanon has selected to use a regional preference and to use a veterans preference. Each of these six waiting list priority factors are further described in *Figure 3*.

### C. Property Questionnaire

When an applicant becomes eligible to be offered an Affordable Unit, they will be asked to complete a Property Questionnaire. The Property Questionnaire will assess whether they continue to meet the income requirements and whether they remain interested in purchasing or renting a specific unit or unit type.

In order to match households to available units as quickly as possible, the Administrative Agent will choose whether to limit the outreach to the next group of applicants on the waiting list (private outreach) or outreach to all eligible households (public outreach), as discussed in the following section.

### 1. Private Outreach

When there is a long waiting list, the Administrative Agent will only outreach to a limited group of applicants who are next on the waiting list. This approach is typically taken with rental projects and new ownership units.

The Administrative Agent will invite approximately five to 10 households that meet the eligibility requirements to complete a Property Questionnaire for each available unit. Waiting list priority will be established by the factors outlined in *Figure 3*.

Households will have 24 hours to request to visit the unit at some future, mutually agreed upon time. If they request to visit, they will then be prompted to update a simple Property Questionnaire. If they do not want to pursue the unit or even if they do not respond at all, they will **not** be removed from the waiting list and will be notified of the next available vacancy.

The interested household will be referred to the landlord/developer to view the unit(s) and pay the application fee, if required. New ownership developments may require a mortgage preapproval be submitted prior to viewing the home. If more than one household qualifies and is interested, the household with the highest priority (lottery number or Interest Date) will be offered the unit.

Figure 3: Additional Factors Impacting Waiting List Priority

<b>1. Age-Restricted</b>	Only households that meet the age-restricted requirements will be offered age-restricted units. <u>See Glossary</u> for definition of “ <b>Age-Restricted Units.</b> ”
<b>2. Regional Preference</b>	Municipalities may choose to give preference to households that live or work in the local Affordable Housing region. Should the municipality choose to give preference to households that live or work in the local Affordable Housing region, such regional preference shall be established by ordinance. In such instance, applicants who indicate that they live or work in the Affordable Housing region will be contacted before those outside the region. Once those applicants are exhausted, applicants outside the region will be contacted. <u>See Glossary</u> for definition of “ <b>Regional Preference.</b> ”
<b>3. Household Size (Number of Members)</b>	Whenever possible, there will be at least one person for each bedroom. If the waiting list is exhausted and there are no households with a person for each bedroom, units will be offered to smaller sized households that do not have a person for each bedroom. An applicant household cannot be required to take an Affordable Unit with a greater number of bedrooms as long as overcrowding is not a factor. (A maximum of two people are permitted per bedroom.) A household can be eligible for more than one unit category.
<b>4. Maximum Income Limit and Minimum Income</b>	Only households that are under the income limit of the Affordable Unit AND meet the minimum income requirements will qualify to apply for the next Affordable Unit. <i>See Figure 5</i> for a full discussion of minimum income requirements.
<b>5. Fully Accessible Units</b>	A household with a person with physical disabilities will get preference on the waiting list for accessible units because of the very limited number of handicapped accessible units. Applicants must provide a letter from their doctor stating what kind of accommodation they require as a result of their disability.
<b>6. Veterans Preference</b>	The Municipality and developer may enter into an agreement to provide preference to very low, low, and moderate income veterans who served in time of war or other emergency, as defined in section 1 of P.L.1963, c. 171 (C.54:4-8.10), of up to 50 percent of the affordable units in that particular project. If applicable, veterans who apply within 90 days of the initial marketing period shall receive preference for the rental of the agreed-upon percentage of affordable units. After the first 90 days of the initial 120-day marketing period, if any of those units subject to the preference remain available, then applicants from the general public shall be considered for occupancy. <u>See Glossary</u> for definition of “ <b>Veterans Preference.</b> ”

## 2. Public Outreach

The Administrative Agent will contact all eligible households for a specific unit when the waiting list is short or when there are several properties available. Public outreach is typically conducted for the resale of existing units. It allows the Administrative Agent to move through the waiting list as quickly as possible.

When the Administrative Agent is notified of a pending rental vacancy or the intent of the owner of a single-family unit to sell, the Administrative Agent then will set a deadline by which all applicants that have indicated an interest in this development or in the Municipality must return a Property Questionnaire. Waiting list priority will be established by the factors outlined in *Figure 3*. Interested households will be provided the contact information of the owner/seller to be provided an opportunity to view the home. If more than one household qualifies and is interested, the household with the highest priority number will be offered the unit first.

If the unit is still available after this initial outreach, the Administrative Agent will contact households not previously contacted in the first outreach such as smaller-sized households and out-of-region households (if applicable.) If the home still does not have a buyer, the Administrative Agent will open the listing up to all household sizes.

Households will not be removed from the waiting list if they do not choose to purchase a unit they are offered during public outreach.

## D. Determining Preliminary Eligibility

The Administrative Agent will review the Property Questionnaire to determine whether the applicant meets or continues to meet the requirements to rent or purchase the unit. All information will be verified during the full application process. The following sections describe the factors that will be reviewed to determine preliminary eligibility as well as final eligibility during the full income certification process.

### 1. Regional Preference

Should a municipality determine that households that live or work within the Municipality's Affordable Housing Region are to be given Regional Preference in being contacted, such Regional Preference shall be set out in the municipality's Affordable Housing Ordinance. Upon the adoption of such an ordinance, the Administrative Agent will confirm that the household either lives or works within the region. If they no longer live or work within the region, they will remain on the waiting list for consideration after all in-region applicants have been considered. The Borough of Lebanon does have a regional preference.

## 2. Determining Household Composition

The household is composed of all permanent members of the household, and the composition will determine both the size of the unit needed by the household and the maximum income limit of that household. Some household members may be considered in the bedroom calculation who are not counted in the maximum income calculation as show in *Figure 4*. If applicant's divorce decree states that both parents share legal and residential custody but the former spouse has primary custody for school purposes, the child may be included in the applicant's household when determining household size during the income certification process.

Figure 4: Determining Household Size (Number of Members)

	<b>Maximum Household Income Limit</b>	<b>Bedroom Size Calculation</b>
<b>Foster Children</b>	Do not count in household (do not include foster care income either)	Count
<b>Live in Health Aid or Nanny</b> ( <i>This must be a paid position and proof of contract with caregiver is required</i> )	Do not count (Must provide proof that person is hired)	Count
<b>Child Whose Primary Residence is Not the Applicant Household</b>	Do not count unless custody is 50/50 (see narrative)	Count
<b>Unborn Child</b>	Count (Cannot ask for documentation because of privacy)	Count
<b>Child Being adopted</b>	Count	Count
<b>Full time college student not living at home</b> ( <i>Full time student is a member of the household reported to the IRS as a dependent who is enrolled in a degree seeking program for 12 or more credit hours per semester</i> )	Count (Do not count any part time income earned where part time is any income earned on less than a 35 hour work week)	Count

## 3. Maximum Income Limits

The Administrative Agent will confirm that the household's income reported on the Property Questionnaire falls under state mandated maximum income limit for the unit for which they are applying. Maximum income limits are provided annually by the State for each of the six Affordable Housing regions. See Appendix A for updated maximum income limits.

## 4. Minimum Income Requirements

Unlike maximum income limits, the State does not set minimum income limits. Instead, the State provides different income-to-housing expense ratios for rental and purchase units and different standards for age-restricted homes. The purpose of these ratios is to provide guidelines so applicants will be able to sustain their monthly housing expenses in the Affordable Units.

Evaluating minimum income requirements is complicated because the permitted ratio of monthly income that can be spent on housing expenses varies for different unit types and waivers are permitted. *Figure 5* details the minimum income ratios that will be utilized at each stage of the outreach process as well as during the full income certification. Since waivers from

UHAC are allowed (see below), outreach is extended to households that do not quite meet the minimum income requirements. *For example, UHAC stipulates that households must not pay more than 33 percent of their monthly income for housing expenses if they are purchasing a home unless they meet a waiver requirement. When a specific home is for sale, outreach is expanded to all households whose housing expenses are under 35 percent instead of 33 percent. At the time of income certification, the exact percentage and whether they meet a waiver requirement is confirmed.*

Precise waiver requirement standards are not stipulated in UHAC, and *Figure 5* provides guidance when evaluating waiver requests. The State permits the Administrative Agent to give waivers to households to purchase a unit when their existing monthly housing expenses exceed 33 percent of their monthly income under the following conditions:

- The household can provide evidence that they have completed a HUD-certified home budgeting course; and
- The household obtains a firm mortgage loan commitment at the higher housing expense percentage of income level from a licensed financial institution.

Likewise, rental waivers may be given under the circumstances described below, and the household must receive a budgeting counseling class.

- The household can document that the housing expense of the Affordable Unit is less than the housing expenses of their current housing; or
- The household currently pays more in rent and the proposed rent will reduce the household's housing costs; or
- The household has consistently paid more than 35 percent (40 percent for households eligible for Age-Restricted Units) of eligible monthly income for rent in the past and has proven its ability to pay; or
- The household is currently in substandard or overcrowded living conditions;
- The household documents the existence of assets, with which the household proposes to supplement the rent payments; or
- The household documents proposed third party assistance from an outside source such as a family member in a form acceptable to the Administrative Agent and the Owner of the unit. (This includes applicants with a Section 8 Voucher.)

When reviewing a waiver request, the Administrative Agent may take into consideration whether the applicant is receiving other assistance such as SNAP Benefits (Food Stamps).

##### **5. Minimum Down Payment (Ownership Only)**

For all purchase units, the Administrative Agent will review how much the applicant self-reports as having available for a down payment. If the down payment is less than 5% of the purchase price, the applicant will be advised that they may not be able to obtain a mortgage to purchase the home because most banks require at least a 5% down payment.

**6. Regional Asset Limit**

If an applicant owns a home without a mortgage, the value of the home must be less than the Regional Asset Limit set by the State annually. See Appendix A for updated regional asset limit. An appraisal or listing with real estate agent is required to verify value.

This Regional Asset Limit test does not apply to:

- Properties with a mortgage even if the applicant's equity exceeds the asset limit;
- Cash or other assets; and
- Applicants whose property taxes and fees on the property are more than 38 percent of the household's income.

Figure 5: Minimum Income Calculations <sup>1</sup>

<b>RENTALS</b>		
<i>Monthly Housing Expense Calculation is rent + utilities not included in rent – monthly rental Assistance (if accepted by landlord)</i>		
	<b>Family Units</b>	<b>Age-Restricted Units</b>
<b>To Submit Preliminary Application</b>	Any household with income over <b>\$8,000/year</b>	Any household with income over <b>\$8,000/year</b>
<b>To Be Invited To Submit Property Questionnaire</b>	<b>37%</b> of income toward housing expenses <b>45%</b> of income toward housing expenses with rental waiver <sup>2</sup>	<b>42%</b> of income toward housing expenses <b>45%</b> of income toward housing expenses with rental waiver <sup>2</sup>
<b>To Be Invited To Submit Full Application</b>	<b>37%</b> of income toward housing expenses <b>45%</b> of income toward housing expenses with rental waiver <sup>2</sup>	<b>42%</b> of income toward housing expenses <b>45%</b> of income toward housing expenses with rental waiver <sup>2</sup>
<b>To Be Income Certified To Rent Unit</b>	<b>35%</b> of income toward housing expenses <b>45%</b> of income toward housing expenses with rental waiver <sup>2</sup> If applicant meets minimum income requirement with rent only, case manager will review utility allowance <sup>3</sup>	<b>40%</b> of income toward housing expenses <b>45%</b> of income toward housing expenses with rental waiver <sup>2</sup> If applicant meets minimum income requirement with rent only, case manager will review utility allowance <sup>3</sup>
<b>UHAC Requirement (Without Waiver)</b>	<b>35%</b> of income toward Housing Expenses	<b>40%</b> of income toward housing expenses
<b>OWNERSHIP</b>		
<i>Monthly Housing Expense Calculation is monthly mortgage cost +HOA fee + property tax + insurance</i>		
	<b>Family and Age-Restricted Units</b>	
<b>To Submit Preliminary Application</b>	Any household with income over <b>\$8,000/year</b> . No minimum down payment required.	
<b>To Be Invited To Submit Property Questionnaire</b>	<b>35%</b> of income toward housing expenses No minimum down payment required	
<b>To Be Invited To Submit Full Application</b>	<b>35%</b> of income toward housing expenses <b>5%</b> minimum down payment required (no loans or grants)	
<b>To Be Income Certified To Purchase Unit</b>	<b>33%</b> of income toward housing expenses <b>35%</b> of income toward housing expenses with ownership waiver <sup>2</sup>	
<b>UHAC Requirement (Without Waiver)</b>	<b>33%</b> of income toward housing expenses	
<sup>1</sup> Minimum income and percentages may be adjusted as needed to administer the program. Minimum income should not restrict eligible applicants and is designed to prevent applicants who do not have enough income from being added to the waiting list. All minimum income requirements will be clearly posted on the Administrative Agent's website. <sup>2</sup> Rental and Purchase waiver requirements are explained in the <i>Minimum Income</i> Section of this Chapter (see Section 4). <sup>3</sup> The utility allowance review will determine whether the applicant will be able to afford the monthly expenses. This is sometimes required because the new utility allowance greatly exceeds the original utility pricing or their household's actual utility costs may be less because of energy improvements.		

## **7. Minimum Credit Score**

For all purchase units, the Administrative Agent will review the self-reported credit score of the applicants when determining preliminary eligibility. The Administrative Agent will determine the minimum determined credit score (such as 600) based on the current credit requirements of banks, and the same standard will be applied to all applicants.

There will be no minimum credit score for applicants paying cash for their homes since they do not need to qualify for a mortgage.

Applicants for rental units will be advised of the minimum credit score required by the landlord. As stated above, Affordable Units are “private” market units where rents are set, and while deed restricted as to time, they are still under the “control” of the private owner/landlord, with oversight by the Administrative Agent. Accordingly, other than the set rent and deed restriction requirement, the landlord may establish its own non-discriminatory legal criteria for tenant selection. Such tenant selection criteria must be the same as (and not more stringent than) the selection criteria for leasing market rate units.

## **8. Separated Applicants**

Separated applicants who have not finalized their divorce settlement agreement cannot purchase an affordable home until the spouse signs a form stating that they are releasing any claim right or interest in the affordable home being purchased. If the spouse refuses to sign the release, the applicant can request a judge to require the spouse to sign the form.

In order to calculate the household income of separated applicants at the time of the full income certification for both rental and sale properties, the applicant will need to provide a settlement agreement, divorce decree, or a division of assets signed by both parties.

## **E. Annual Updates**

In order to keep the waiting list current, households will be asked to update their contact and other qualifying information on the waiting list annually. Households that do not update their information will be removed from the waiting list.

## **F. Full Application**

Households will be invited to submit a full application to purchase or rent an affordable unit in order for the Administrative Agent to determine the income eligibility of the household. Applicants will have seven (7) days to submit the income application and seven (7) day extensions are permitted for a total of two weeks (14 days). Once the full application is received, the Administrative Agent will complete a determination of the household’s eligibility within seven days.

### G. Removal from the Waiting List

Applicants on the waiting list for Affordable Housing can be removed from the list for any of the following reasons:

1. The applicant's income exceeds the income guidelines;
2. The applicant does not have the minimum income to purchase or rent any units in the portfolio;
3. The applicant owns an asset that exceeds the Regional Asset limit;
4. The applicant requests to be removed;
5. The applicant submits fraudulent information during the income certification process;
6. The applicant fails to submit the complete application on time (this includes failure to provide documentation needed to verify income and other required documents);
7. The applicant fails to respond to an inquiry in a timely manner;
8. The applicant does not cooperate or is abusive with staff, property managers, or the sellers of Affordable Units;
9. The applicant does not meet the credit requirements or other tenant selection criteria required by the landlord;
10. The applicant is unable to secure a mortgage;
11. The applicant does not attend a budgeting/home buyer counseling class if such is required (e.g., for a waiver);
12. The applicant does not respond to requests to purchase or rent a unit;
13. The applicant does not submit an annual update; or
14. The applicant has been approved to rent or purchase a unit in the Municipality.

Applicants who are removed from the waiting list may reapply. If approved to rent or purchase a unit in the Municipality, they may reapply for other opportunities in the Municipality.

### H. Income Certified Applicants on the Waiting List

Under certain circumstances, an applicant may be fully income certified but they do not proceed with the purchase or renting of the unit. In this case, the applicant will resume their original position on the waiting list. They will be contacted in the same priority outlined in this Chapter. In other words, being fully income certified will not result in any priority on the waiting list over other applicants. If the applicant does not sign a contract or lease within six months of the income certifications, the certification will expire.

## IV. Determining Income Eligibility

To be eligible for consideration for an Affordable Unit, a household must be determined to be income eligible. This income eligibility is modeled after the US Department of Housing and Urban Development's process known as Part 5. This system for determining eligibility is to sum the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

### A. What is Considered Income

Figures 6 and 7 detail what sources of income are included in the income calculation and what sources of income are excluded as a source of income.

Figure 6: Income Sources Counted in Income Eligibility

Sources Considered Income	Description of Income Source
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Assets not earning a verifiable income shall have an annual imputed interest income using a current, average annual savings interest rate. (Use average daily balance of bank accounts for the calculations).
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in #14 of Income Exclusions).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except as provided in #3 of Income Exclusions).
6. Welfare Assistance	Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling. (Child support is not counted as income if it is not being paid even though there is a court order.)
8. Armed Forces Income	All regular pay, special day and allowances of a member of the Armed Forces (except Armed Forces Hostile Fire Pay as stipulated in the Sources Not Considered Income Exclusions).
9. Rental Income From Real Estate	Rental income from real estate. Only the mortgage interest payment, insurance, taxes, and management expenses can be a deductible expense. (Mortgage principal payments cannot be deducted.) If the applicant owns real estate and does not receive rental income, the Administrative Agent may determine the fair market rent of the property to determine the potential rental income for the purposes of the application. If actual rent is less than fair market rent, the Administrative Agent shall impute a fair market rent unless rent control applies.
10. Imputed Interest from non-income producing assets such as real estate	Imputed interest is calculated on the equity of the asset. This applies to the equity of all non-income producing assets.
11. Property or Money Given Away in last 2 yrs	A percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. Value of property will be based on tax assessment records using the following ratio: (land + improvements) / equalization ratio.

Only child support and alimony paid to another household by the applicant can be deducted from a household's income. Court ordered payments which are paid for alimony or child support to another household, whether or not it is being paid regularly, shall be excluded from income for purposes of determining income eligibility.

Figure 7: Income Sources NOT Counted in Income Eligibility (Per HUD Regulations)

Sources Not Considered Income	Description of Income Exclusions
1. Income of Children	Income from employment of children (including foster children) under 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property.
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Disabled Persons	Certain increases in income of a disabled member of qualified families residing in HUD funded HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)). <sup>4</sup>
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> <li>• Amounts received under training programs funded by HUD.</li> <li>• Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).</li> <li>• Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.</li> <li>• Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for a public housing authority ("PHA") or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the</li> </ul>

<sup>4</sup> The HUD funded HOME Investment Partnerships Program ("**HOME**") provides formula grants to States and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating Affordable Housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create Affordable Housing for Low-Income Households.

Sources Not Considered Income	Description of Income Exclusions
	<p>same period of time.</p> <ul style="list-style-type: none"> <li>Incremental earnings and benefits inuring to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and any such amounts are excluded only for the period during which the family member participates in the employment training program.</li> </ul>
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparations	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Part time income of non-head of household persons enrolled as full time student. HOWEVER, all income from the head of household will be included even if he/she is a full time student.
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:</p> <ul style="list-style-type: none"> <li>The value of the allotment made under the Food Stamp Act of 1977;</li> <li>Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);</li> <li>Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program;</li> <li>Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work study program or under the Bureau of Indian Affairs student assistance programs;</li> <li>Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);</li> <li>Earned income tax credit refund payments received, including advanced earned income credit payments;</li> <li>The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;</li> <li>Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps);</li> <li>Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990;</li> <li>Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a</li> </ul>

Sources Not Considered Income	Description of Income Exclusions
	crime against the applicant under the Victims of Crime Act; and <ul style="list-style-type: none"> <li>• Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.</li> </ul>
18. Rental Assistance / Gifts For Housing Expenses	Sporadic or reoccurring gifts for housing expenses from family, friends, or community groups.
19. Repayment of Loan	Sporadic or reoccurring payments that are repayment of a loan from to the household.

## B. Proof of Income and Other Supporting Documents

Extensive supporting documents are required to document the household's income and other qualifying criteria. The full list of required supporting documentation is provided in *Figure 8*.

During the course of the income certification, applicants may be required to submit additional documentation to establish the household composition and income. While it is impossible to list all examples of additional documentation, some examples of additional documentation are described below. The Administrative Agent may require that documentation is notarized.

- Private mortgage documentation (bank statement of party lending the money, letter with terms of private mortgage);
- Proof of gift for down payment (bank statement of party gifting the money, letter with terms of private mortgage);
- Proof of rental assistance from family, friend, or community group;
- Death Certificate of spouse when applicant is a recent widow or widower;
- Notarized letter from employer explaining overtime that will be offered to employee;
- Itemized explanation of deposits in bank accounts;
- If there are other household members that appear to be living in the household now but are not part of the household as it was when applying for housing, the applicant will have to provide a notarized letter explaining the current and existing household composition;
- If there is someone listed on the applicant's bank statement that is not included in their household applying for Affordable Housing, the applicant will be required to show proof that the person does not reside with the applicant; and

Notarized letter regarding withdrawal from 401K accounts or pensions (For example, if funds were withdrawn last year, will the applicant be making a withdrawal this year?)

Figure 8: Required Supporting Documents

<b>Identification</b>
<input type="checkbox"/> Personal photo identification: Driver's License, passport, or State ID
<b>Income Related Documents – Provide All That Apply</b>
<input type="checkbox"/> Employment Income: 4 most recent consecutive pay stubs for all employed household members
<input type="checkbox"/> Social Security: Most recent award letter
<input type="checkbox"/> Temporary Assistance for Needy Families (TANF): Voucher or other verification
<input type="checkbox"/> Pension: Letter from pension fund setting forth outlays and benefits received
<input type="checkbox"/> Child Support: Current statement from NJ child support website, court order or notarized letter re: child support status
<input type="checkbox"/> Alimony: Current statement from NJ website or notarized letter regarding alimony support status
<input type="checkbox"/> Military Pay: Verification of military pay
<input type="checkbox"/> Workers' Compensation: Statement showing benefits
<input type="checkbox"/> Unemployment Benefits: Statement showing benefits
<input type="checkbox"/> Self Employed or Own Business: Year to date profit & loss statement (not required if submitting K-1 with taxes)
<input type="checkbox"/> 1099 for Independent Contractors (Profit and loss statements are not permitted)
<b>Bank Statements &amp; Other Accounts (Including JOINT ACCOUNTS)</b>
<input type="checkbox"/> Checking Account: All pages of statements for the last 6 consecutive months
<input type="checkbox"/> Savings Account Statements Including CD's: All pages of statements for the last 6 consecutive months
<input type="checkbox"/> Other Account Statements: Most recent statement for other assets such as retirement accounts, 401k's, stocks, bonds, & trusts
<b>Tax Returns</b>
<input type="checkbox"/> Federal Tax Return: All pages of 1040 Federal Tax Return for the past 3 consecutive years (copies of signed returns to validate the copy)
<input type="checkbox"/> State Tax Return: All pages for the past 3 consecutive years
<input type="checkbox"/> Notarized tax waiver letter if unable to provide taxes
<b>If Applicant Owns A Home, Condo, And/ Or Rental Property, The Following Is Required</b>
<input type="checkbox"/> Current mortgage statement
<input type="checkbox"/> Investment property lease agreement (if applicable)
<input type="checkbox"/> Current year tax assessment record
<input type="checkbox"/> Real estate listing if this property is for sale
<input type="checkbox"/> Contract with the realtor listing property if property is for sale
<input type="checkbox"/> Foreclosure notice (LIS PENDENS, etc.) if the property is in foreclosure
<b>Other</b>
<input type="checkbox"/> Divorce Decree: All pages of divorce decree & settlement agreement
<input type="checkbox"/> Full Time Student Over 18: School schedule to document full time status
<input type="checkbox"/> Section 8: Voucher ( <b>RENTAL ONLY</b> )
<input type="checkbox"/> Mortgage Preapproval ( <b>OWNERSHIP ONLY</b> )

### C. Final Eligibility Determinations

After the household's annual income and composition is determined and verified, the Administrative Agent will make the final eligibility determination. Requirements related to household composition, Regional Asset Limit, down payments, etc. outlined in *Chapter III* will also be verified.

Households determined to be eligible will receive an eligibility letter notifying them of their eligibility determination, in writing. When a household is determined ineligible, an internal peer review of the income certification will be completed by the Administrative Agent. If the peer review confirms the ineligibility determination, the household will be notified in writing

and advised that it may submit additional proof and request that the decision be reconsidered by the Administrative Agent. Such request for reconsideration shall be made by the applicant within five (5) business days of receipt of notice of denial of ineligibility. If an applicant for affordable housing is again determined to be ineligible by the Administrative Agent, then the Municipal Housing Liaison (see Chapter 7) will attempt to mediate the decision or policy to the satisfaction of all parties. Any situation that the Municipal Housing Liaison is unable to resolve will be forwarded to the New Jersey Mortgage and Finance Agency (“**Agency**”) (or its successor) for further appeal and review. The determination of the Agency (or its successor) shall be a final administrative action (i.e., decision) subject to review of the courts.

#### D. Misrepresentation of Information in Application

When the applicant submits their full application, the applicant certifies that all information provided in the application is complete and true as to the entire household. If the applicant makes false statements or provides fraudulent documentation, the applicant will be determined ineligible immediately. They may reapply for Affordable Housing but they will lose their position on the waiting list.

#### E. Changes to Income and/or Household Composition after Submittal

Prior to the certification process and a determination of eligibility, a household may supplement its application. Once the full application has been submitted with the applicant certifying that all information is complete and true, the applicant enters the Eligibility Period. During this one to two-week timeframe during which the household’s eligibility is being reviewed, the applicant is not permitted to change the employment status of any household member in order to become eligible for Affordable Housing nor change the household composition from what is listed on the application. *For example, the applicant cannot add a member to their household, subtract a member, quit a job, or get a new job, or a raise during the Eligibility Period.* See Glossary for definition of “**Eligibility Period**”. If the applicant does make changes during this Eligibility Period, the household will be determined ineligible and lose their position on the waiting list. However, the applicant may reapply with their new income and/or household composition and will be assigned a new position on the waiting list.

## V. Ownership Program

At each purchase, Affordable Housing documents are executed that restrict units as Affordable Units. The process of finding a buyer is explained in depth in *Chapter III*. In addition, the buyer must be income certified as outlined in *Chapter IV* and information about establishing new ownership projects is also included in *Chapter II*.

The following outlines the process of selling and purchasing an affordable home.

### A. Selling an Affordable Home

#### 1. Request an Intent to Sell Package

When an owner wants to sell its affordable home, the first step is to request an Intent-To-Sell package. The owner, as “**Seller**”, cannot start the process of selling its home until it makes this request and receives the package from the Administrative Agent.

#### 2. Calculate the MRSP (Maximum Restricted Sales Price)

The Administrative Agent will calculate the MRSP of the affordable home based on the last sale price and the last sale date. The annual increase issued by the State of New Jersey is applied for each year the owner has owned the home. See Appendix A for updated maximum restricted sales price annual increase. However, there is no increase if the owner has owned the home for less than a year. *For example, if an owner purchased an affordable home in March 2015 and requested to sell the home in January 2016, the MRSP is the price the owner paid for the home.*

In addition, if the owner requests to sell their home and the state has not released the annual increase for that year yet, no annual increase for the current year will be applied. *For example, if an owner requests to sell their home in February 2015, and the 2015 increase has not been released, the MRSP will not include an increase for 2015.*

The Administrative Agent will prepare the Intent to Sell Package and send it to the Seller. This package will include:

- Form for the owner to sign and return, formally requesting to sell home;
- The MRSP of the unit;
- An overview of the process of selling an affordable home in this program;
- Blank Purchase Agreement;
- Summary of fees charged by the Administrative Agent/Municipality related to selling of the affordable home;
- Request for digital photographs to be utilized in the marketing of the home; and
- Request for additional information about the home to be utilized in marketing the home such as recent renovations and unit amenities.

#### 3. Start Affirmative Marketing Process

When the Administrative Agent receives the signed Intent to Sell Form back, it will begin the process of looking for a buyer for the unit. This process is outlined in *Chapter III* of this manual. The Administrative Agent will refer interested buyers directly to the Seller. The Seller

will be responsible for showing the home to interested buyers. These buyers will be pre-screened by the Administrative Agent. However, since they will not be income certified, the Seller CANNOT enter into a contract with the buyer until the buyer is income certified by the Administrative Agent. When a household decides to purchase the affordable home, the buyer will be sent a full income certification application. (See the *Purchase Agreements and Contracts* later in this Chapter.)

## B. Buying an Affordable Home

### 1. Preliminary Application and Prescreen

In order to be considered to purchase an affordable home, interested buyers must submit a preliminary application. The process outlined in *Chapter III* will be followed even if the Seller has found a buyer interested in purchasing the property. The unit must be affirmatively marketed to other eligible households on the waiting list first.

### 2. Income Certification

When a household would like to purchase the home, it will notify the Administrative Agent, and if it is next on the waiting list, it will be invited to submit a full application. The income certification process is described in detail in *Chapter IV*. A mortgage pre-approval must be submitted with the application as well as proof that the buyer has the recommended minimum down payment if required by the bank or provided at buyer's option. Buyers will be advised that they will also be responsible for closing costs, but they will not be required to show proof of funds at the time of the income certification. Closing costs cannot be added to their mortgage principal because the buyer can only finance 95 percent of the MRSP of the home.

### 3. Mortgage Provider

The Administrative Agent will provide prospective buyers with a list of mortgage companies that have financed deed restricted Affordable Units recently. If the prospective buyer chooses to utilize a different lender, the Administrative Agent will provide the lender copies of the Affordable Housing documents for their review after the buyer is income certified.

A buyer may borrow money to purchase the home from a friend or family member (sometimes referred to as a "*Private Mortgage*".) To proceed with the application, the Administrative Agent will require proof that the lending party has the funds (bank statement of the party who is lending the money, for example) and a notarized letter signed by both parties with the terms of the loan (monthly payment, interest, etc.). If the money is a gift, this should be noted in the letter. The lending party in a Private Mortgage situation MAY NOT be on the deed to the Affordable Unit.

### 4. Down Payment

In order to encourage homeowner investment and a sense of direct involvement in the homeownership process, it is strongly recommended that the buyer provide 5 percent of the purchase price as down payment. In addition, as a practical matter, applicants are highly unlikely to receive a mortgage without at least a 5% down payment. The funds may be provided

as a gift (e.g., from a family member or friend) if the funds do not have to be repaid, and proof of the gift must be provided at the time of income certification (see above).

Some municipalities offer a down payment assistance grant program. In such cases, the minimum down payment requirement is governed by specific program requirements. The Administrative Agent will maintain a list of down payment assistance programs that may become available and provide program information to buyers.

#### **5. Separated Spouses**

Separated applicants who have not finalized their divorce settlement agreement cannot purchase an affordable home until the spouse signs a form stating that they are releasing any claim right or interest in the affordable home being purchased. If the spouse refuses to sign the release, the applicant can request a judge to require the spouse to sign the form.

#### **6. Cosigners on Deeds and/or Mortgages Are Not Permitted**

If a buyer for Affordable Housing cannot obtain a mortgage, a family member or friend CANNOT obtain a mortgage and allow the affordable buyer to reside in the home. Anyone on the deed and/or mortgage is considered part of the buyer's household and must be included in the income certification and must reside in the home as its primary residence.

However, not all household members are required to be on the mortgage and/or deed. *For example, if a household is composed of the buyer and its roommate, both the buyer and the roommate will be included in the income certification. The roommate is not required to be on the deed or the mortgage.*

### **C. Purchase Agreement and Contracts For Sale**

As the buyer and seller enter into negotiations, the purchase agreement is an "internal", not legally binding, COAH generated document between them to establish and ensure that the unit will be affordable to the buyer. It stipulates such terms as the MRSP of the unit, the agreed upon purchase price, the amount of good faith deposit, and the items to be included in the sale price of the unit ("**Purchase Agreement**"). All these terms are then set out in the contract for sale. Typically, the Purchase Agreement is signed after the buyer has been income certified, however under certain circumstances the Purchase Agreement may be amended and signed after the income certification process (see Section 4 below).

The contract for sale is a legal contract between the buyer and seller, finalizing the negotiations between buyer and seller and setting out all material terms of the transaction ("**Contract for Sale**"). The Contract for Sale can only be executed after the household is income certified.

Copies of both the Purchase Agreement and Contract for Sale should be sent to the Administrative Agent immediately upon execution.

#### **1. MRSP and "Extras"**

The Purchase Agreement includes a section for the Seller to list items that may be sold separately at a price agreed upon by the buyer and seller. The price to be paid for items of personal property shall not be used as a mechanism to avoid or circumvent the limitations on

the resale price of the unit itself. The personal property for sale cannot become a contingency of the house sale. If this separate transaction occurs, it cannot be incorporated into the Mortgage or Contract of Sale.

These “extras” do not include items of property that are permanently affixed to the unit such as countertops and flooring or were part of the original sale. These permanently affixed items are to be included in the MRSP and no additional compensation is permitted to the owner. As stated in UHAC, N.J.A.C. 5:80-26.9: “Upon the resale of a restricted unit, all items of property that are permanently affixed to the unit or were included when the unit was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall carpeting) shall be included in the maximum allowable resale price.”

## **2. Accepting and Rejecting Offers**

The Seller of the home must accept offers from the next buyer on the waiting list whose income is certified and who offers to purchase the home for the MRSP. The Seller cannot reject an offer at the MRSP from the first eligible person on the waiting list for any reason such as the buyer not making a cash purchase. In the contract, the Seller can include a requirement that the buyer be able to close in a reasonable amount of time, such as two months.

Buyers may make offers at less than the MRSP. The seller may choose to accept such an offer but is not required to accept such lower offers.

## **3. Good Faith Deposit/Earnest Money**

It is not required, but the seller may choose to collect a good faith deposit or earnest money at the time the Purchase Agreement is signed.

## **4. Purchase Agreement and Income Certification**

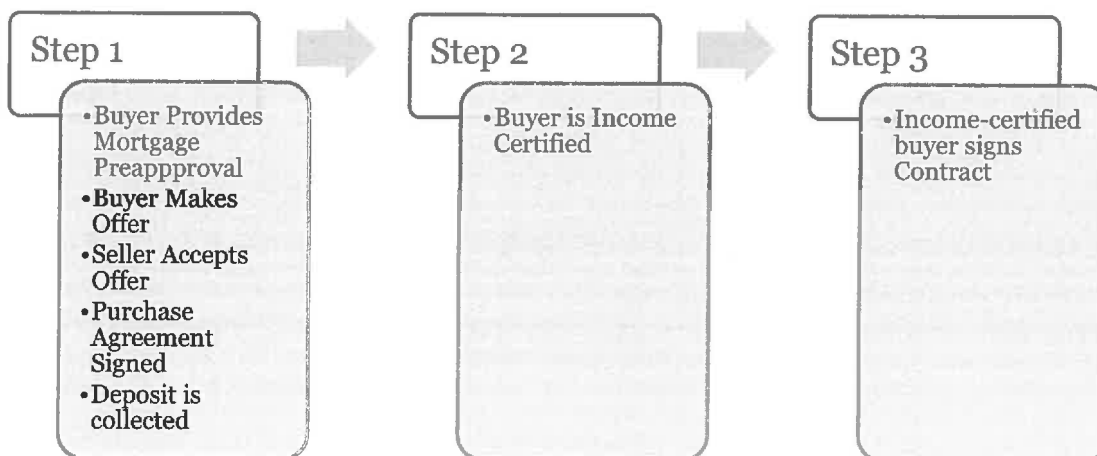
The Purchase Agreement is typically signed only after the household is income certified. (*See Figure 9 below.*) Under this process, the Purchase Agreement clearly states that only an income certified household may sign a purchase agreement. See Glossary for definition of “**Certified Household**”. This process will be utilized for most resales, and it is the most effective process for selling homes if there is not a high demand for the home.

Figure 9: Purchase Agreement Signed After Income Certification



However, under certain circumstances, the Administrative Agent may amend the Purchase Agreement to permit a buyer who is not yet income certified to sign the Purchase Agreement. These circumstances include new developments where demand is very high for the units. Under this approach, as shown *Figure 10*, the Purchase Agreement will clearly state that the Purchase Agreement is contingent on the income certification by the Administrative Agent of the buyer as a Low or Moderate-Income household and, in the event that the household is determined not to be income eligible or does not submit a complete application, then the Purchase Agreement is invalid.

Figure 10: Purchase Agreement with Non-Income Certified Buyer



#### D. Attorneys

New Jersey does not require that attorneys participate in real estate transactions. However, while not a requirement, it is recommended that both the buyer and seller hire an attorney to draft the contract and represent them during the transaction.

## E. Realtors

A realtor is not required for the sale of the affordable home because the Administrative Agent will refer interested buyers from the waiting list. However, some Sellers may choose to hire a realtor to conduct additional marketing and show the home. This is permitted under the following circumstances:

- The Seller provides the realtor's contact information to the Administrative Agent so that the Administrative Agent can inform the realtor of the MRSP, preliminary application, income certification process, and other Affordable Housing requirements;
- All interested buyers referred by the realtor, must submit a preliminary application and will be contacted following the process outlined in Chapter III; and
- Any realtor fee is subtracted from the MRSP. In no circumstances will the price of the home exceed the MRSP.

## F. Coordination of Closing

After the home goes under contract, the Administrative Agent will maintain regular contact with the buyer, seller, and/or their attorneys as well as the mortgage provider. The Administrative Agent will answer questions about the Affordable Housing documents and assist to resolve any issues that arise before closing.

### 1. Required Legal Documents

The Administrative Agent will prepare the Affordable Housing documents summarized in *Figure 11*. If 95/5 is currently being used, we will continue to use 95/5 for resales. However, in all other cases, we will use Round III deed restrictions.

### 2. Resale of Affordable Units: Requirement for a Market Rate Appraisal

A market rate appraisal will be required to calculate the repayment amount on the affordable Recapture Mortgage Note. (This amount is the difference between the market appraisal and the affordable sale price and is due at the first non-exempt sale at the end of the control period. The repayment amount is paid to the Municipality.)

For new units, the developer is responsible for providing the market rate appraisal. If the buyer's mortgage company completes a market-rate appraisal, that appraisal can be used instead.

For resales, the buyer must provide the market rate appraisal. If the buyer's mortgage company will not be completing a market rate appraisal or it is a cash deal, the buyer must pay for a market rate appraisal. *This buyer will be notified of this requirement as soon as the Purchase Agreement is signed because the unit cannot close without the market appraisal.*

Figure 11: Legal Documents for Ownership Units

	<b>No Master Deed</b>	<b>Master Deed</b>
<b>Not a 95/5 Unit</b>	<ul style="list-style-type: none"> <li>◆ Deed "A"</li> <li>○ Certification "J"</li> <li>○ Recapture Note "L" (DCA), "N" (Municipality), or "P" (Agency)</li> <li>◆ Recapture Mortgage "M" (DCA), "O" (Municipality), or "Q" (Agency)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Deed "D"</li> <li>◆ Restrictive Covenant "C-1"</li> <li>○ Certification "J"</li> <li>○ Recapture Note "L" (DCA), "N" (Municipality), "P" (Agency)</li> <li>◆ Recapture Mortgage "M" (DCA), "O" (Municipality), or "Q" (Agency)</li> </ul>
<b>95/5 Unit</b>	<ul style="list-style-type: none"> <li>◆ Deed "B"</li> <li>○ Certification "J"</li> <li>○ Recapture Note "G"</li> <li>◆ Recapture Mortgage "H"</li> </ul>	<ul style="list-style-type: none"> <li>◆ Deed "D"</li> <li>◆ Restrictive Covenant "C-2"</li> <li>○ Certification "J"</li> <li>○ Recapture Note "G"</li> <li>◆ Recapture Mortgage "H"</li> </ul>
<ul style="list-style-type: none"> <li>○ Must be filed with Administrative Agent / Municipality</li> <li>◆ Must be recorded with County</li> </ul>		
<p><i>95/5 Unit:</i> Existing projects (generally completed before 2004) are considered 95/5 units and the Legal Instruments for 95/5 units will be utilized.</p>		

### 3. Closing Fees

If applicable, required closing fees paid by the Seller are due at the time of closing and must be included on the Settlement Statement. The fee cannot be waived.

The only exception is if the unit is bank owned as the result of a foreclosure action and the lenders (such as FHA, Fannie Mae, or Freddie Mac) are statutorily prevented from paying closing fees.

### 4. Closing Checklist

At the closing, the Administrative Agent will review the Affordable Housing rules with buyer including the following:

- When the unit is sold in the future, the owner must contact the Administrative Agent. The unit cannot be sold for more than the MRSP, and it must be sold to an income Certified Household;
- All refinancing, including lines of credits, secured by the Affordable Unit, must be approved in advance and in writing by the Administrative Agent. The total amount of all debt may not exceed 95 percent of the MRSP of the home;
- The Affordable Unit must be the owner's primary residence;

- No renting of this unit is permitted except on a short-term hardship basis as approved in advance and in writing by the Administrative Agent (see Waiver section for more information); and

Improvements made to the unit will not increase the MRSP. However, as permitted under UHAC (N.J.A.C. 5:80-26.9), an owner “may apply to the Administrative Agent to increase MRSP for the unit on the basis of capital improvements made since the purchase of the unit. Eligible capital improvements shall be those that render the unit suitable for a larger household or that add an additional bathroom [additional bedroom, cost of central air conditioning ... see N.J.S.A. 5:80-26.12]. In no event shall the MRSP or an improved housing unit exceed the limits of affordability for the larger household.”

Prior to closing, the Administrative Agent will obtain a copy of the Closing Disclosure for the Affordable Housing file that is executed at closing between the buyer and seller to confirm that:

- The sale price listed on the Closing Disclosure does not exceed the MRSP; and
- The buyer has not financed more than 95 percent of the sale price and that the buyer is not receiving cash back at closing.

Following closing, the Administrative Agent will obtain one original set of documents and distribute the copies as follows:

- Original of Mortgage, deed, discharges and Restrictive Covenant (if applicable) to the attorney or title company that handled the closing for recording.
- Copy of all documents is provided to the buyer.
- Original of Mortgage Note and copies of all other documents are kept by the Administrative Agent for the Affordable Housing file.

### G. Refinance Requests

Affordable home owners are permitted to refinance their mortgages or incur some form of additional debt on their home, such as a home equity loan. The owner must notify the Administrative Agent who will review the request to confirm that the total debt is not more than 95 percent of the current MRSP. If the total debt exceeds 95 percent of the MRSP, the request will be denied. If the request is under 95 percent, the request will be approved.

Reverse mortgages are not prohibited by UHAC. However, lenders have historically not approved reverse mortgages on deed restricted affordable properties because of the refinance limits. Any requests for reverse mortgages should be carefully reviewed to ensure that there is no way the loan amount will exceed 95 percent of the MRSP.

If there is a fee to review the refinance request, the refinance review will not be started until the fee is submitted via certified check or money order.

As clearly stated in the Restrictive Covenant, the owner is forbidden from refinancing or taking an equity loan, a secured letter of credit, or any other mortgage obligation or other debt without advanced, written approval from the Administrative Agent.

## H. Annual Mailing

The Administrative Agent will send a mailing to each of the affordable owners annually. This newsletter will provide the owner with information about how to get in touch with the Administrative Agent if they want to sell their home or refinance their mortgage. It will also remind them of other important Affordable Housing requirements.

The envelope will be marked “do not forward”, and if it is returned by the post office, the Administrative Agent will follow-up with the owner to determine if the owner is no longer living in the home.

## I. Report that Owner is Not Living in the Unit and/or Renting Unit

When the Administrative Agent obtains indications that an owner is not living in the unit, the Administrative Agent will investigate the allegation. The Administrative Agent will gather as many details as possible such as how long the owner has not been living in the unit; if anyone else is living there (i.e. renters); and if there is anyone else that will corroborate the allegations.

The Administrative Agent will also contact the Municipal Division of Tax Collection to determine where the tax bills are being sent. If they are sent to a different address than the property address on file with the Administrative Agent, then this is an indication that the owner is leasing the Affordable Unit.

The Administrative Agent will send a letter to the owner asking that it call the Administrative Agent within seven days. If the letter is returned, this will also suggest that the owner is not living in the unit. If the owner receives the letter and calls the Administrative Agent, the Administrative Agent will ask the owner about the allegations and request that they provide proof of residency, including copies of their driver’s license and utility bills. The Administrative Agent may also determine it is necessary to do an address search on the owner.

If it is determined that the owner is not living in the home, the enforcement provisions outlined in *Chapter VIII* will apply.

## J. Non-payment of Condominium/Homeowner Association Dues, Taxes, Mortgages, and Foreclosure

When the Administrative Agent receives a report that the owner is falling behind in home owner association dues, taxes, and/or mortgage payments, it will immediately reach out to the owner. The purpose of this outreach is to:

- Educate the owner on the risks of not paying their condominium or homeowner association dues, taxes, and/or mortgage payments;
- Determine whether the owner has experienced a temporary or permanent loss of income;
- Recommend that they contact their condominium/homeowner association and/or mortgage company to see if they can set-up a repayment plan;
- Refer them to foreclosure prevention resources; and

- Advise them of the MRSP of their home if they are interested in selling the home before they become further behind.

The Administrative Agent will track the status of the unit and coordinate closely with the Municipality through its Tax Collection and/or Assessor's Office, as well as its Corporation Counsel, in order to be updated as to any water and sewer fees that are in arrears and any foreclosures on Affordable Units. Additionally, the Administrative Agent will notify the Municipal Corporation Counsel if it becomes aware that the home is in foreclosure or a lien has been placed on the unit by the condominium/homeowner association.

All deed restrictions must clearly specify that the affordability controls remain in effect despite the entry and enforcement of any judgment of foreclosure.

## K. Waivers

The Administrative Agent has authority to grant waivers from some of the Affordable Housing rules. The Administrative Agent will complete a waiver request form for each request it receives outlining the details of the request and its decision to approve or deny the request.

### 1. Request to Rent Affordable Unit

Requests to rent a unit will only be approved on a temporary basis if the owner will be required to leave the area for a temporary period of time, such as military deployment. Each request will be reviewed by the Administrative Agent (as permitted by UHAC) based on the specific circumstances of the request. *Another example of where a request for waiver possibly would be approved is where the owner needs to go to another area to care for a sick relative for a short period (such as three months or less). A request for a waiver in order to move to another city to "try out" a new job for six months most likely would not be a basis for an approval.*

The Administrative Agent will determine the maximum rent based on the initial affordability pricing of the unit, and will select the tenant through Affirmative Marketing and random selection.

Other requests to rent units will be denied. These include requests from owners who would like to rent their home because they are unable to sell the unit for the full MRSP.

### 2. Request to Sell to a Higher Income Household

After an Affordable Unit has been for sale for over 90 days, the owner may request that it be sold to someone in a higher income level. The first factor the Administrative Agent will consider in reviewing these requests is how long it takes to sell a similar Affordable Unit in the current housing market. It is not unusual for an Affordable Unit to be offered for sale for six months or more before a qualified buyer is found. The waiver request will not be considered until the Affordable Unit has exceeded the "typical" time period it takes to sell a home under current market conditions.

Next, the Administrative Agent will review the sale price of the Affordable Unit. The inability to sell a unit for the MRSP shall not, in and of itself, be considered an appropriate reason for granting a waiver. The Administrative Agent will review the sale price of recent, comparable

affordable homes and determine if the owner should consider lowering the price. The condition of the unit and whether the Seller has consented to show the Affordable Unit to interested applicants will be factored into this analysis.

If the home has been for sale longer than other Affordable Units typically take to sell with the sale price comparable to other sales, and the owner has shown the Affordable Unit to interested buyers, the waiver may be approved. This waiver will only apply to this sale, and the original income restriction will remain for future sales.

#### L. Requests for Improvements

The Administrative Agent will review requests to increase the MRSP of the Affordable Unit on the basis of capital improvements. Eligible capital improvements shall be an increase in the number of bedrooms only.

Owners may make other improvements to their Affordable Units, and they are not required to request approval from the Administrative Agent. This includes improvements such as new countertops or flooring that do not increase the MRSP.

#### M. Transfer of Ownership to Non-Income Certified Owner

Under the following circumstances, ownership of an Affordable Unit can be transferred to another owner without the new owner being income certified. These circumstances include:

- Transfer of ownership between husband and wife;
- The transfer of ownership between former spouses ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; or  
The transfer of ownership through an executor's deed to a Class A beneficiary (father, mother, grandparents, descendants, spouses, and, generally, civil union partners, or domestic partners).

This waiver will only apply to this sale, and the original income restriction will remain for future sales.

#### N. Enforcement

The guidelines for the enforcement of the affordable rules are outlined in *Chapter VIII*.

## VI. Rental Program

The following is an overview of the process of filling a rental vacancy. See *New Rental Units* in *Chapter II* for a discussion of allowable fees and landlord-tenant selection criteria and *Chapter III* for a full discussion of management of the waiting list.

### A. Filling Affordable Rental Vacancy

#### 1. Landlord Notifies of Vacancy

Landlords will notify the Administrative Agent when there will be a vacancy. Because of the Affirmative Marketing and income certification requirements, landlords will be advised that it may take up to two months to find a qualified tenant and longer if there is not high demand for a unit.

#### 2. Calculating the Maximum Rent at Vacancy

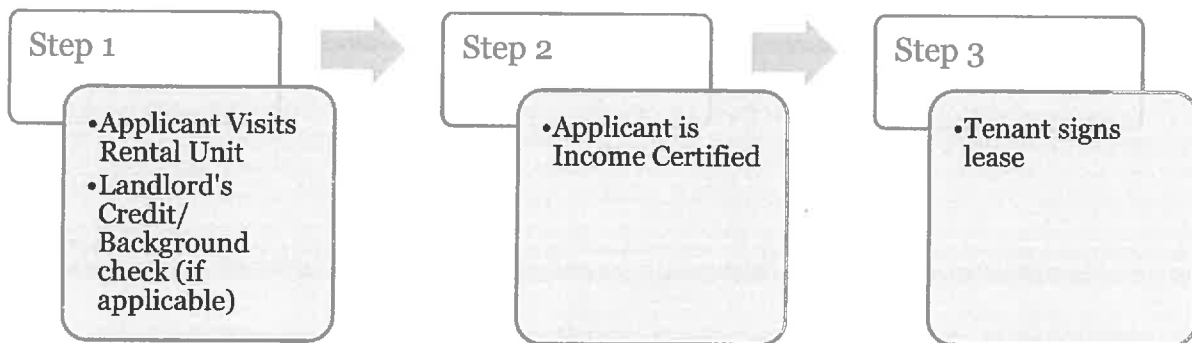
The Administrative Agent will determine the Maximum Rent that can be charged to the new tenant. This will be based on initial rent when the first tenant occupied the unit and the annual increases permitted by the State. See Appendix A for updated maximum annual rent increase. (Annual rental increases will be calculated even if the landlord did not take all permitted annual increases for the previous tenant.) At the landlord's discretion, the landlord can choose to rent the unit for less than the Maximum Rent determined by the Administrative Agent.

#### 3. Referring Applicants to Landlord

The Affirmative Marketing process is outlined in *Chapter III* of this manual. After the next household on the waiting list passes the Administrative Agent's preliminary screen, the applicant is referred to the landlord to see the unit. If the applicant wants to rent the unit, they will complete the landlord's application and pay any required landlord fees. (See *New Rental Units* in *Chapter II* for discussion of fees and landlord-tenant selection criteria.)

If the landlord approves the applicant, the landlord will notify the Administrative Agent and the Administrative Agent will invite the applicant to submit a full application (*Figure 12*).

Figure 12: Rental Income Certification Process



#### 4. Income Certification and Signing the Lease

After the applicant is fully income certified, the landlord will be notified that they may execute a lease with a tenant. *Co-signers* are permitted if allowed by landlord. Applicants who are separated and do not have settlement agreements are permitted to rent an Affordable Unit. However, in order to calculate the household income at the time of the full income certification, the applicant will need to provide a division of assets signed by both parties.

A copy of the executed lease must be sent to Administrative Agent.

#### B. Lease Renewals

The Administrative Agent will calculate the allowable maximum rent each year (please see Appendix A entitled “Methodology for Calculating Regional Income Limits and Rental Increases”). The Administrative Agent will advise the landlord what the maximum amount of rent is and request the copy of the executed lease for the file. And, unlike some forms of Public Housing, the tenant’s right to tenancy at the allowable rent does not vary with any increases or decreases in the tenant’s income.

If the landlord chooses not to take the annual increase, the landlord may not take a larger increase the following year. *For example, if the landlord does not take the 2015 increase in 2015, they may not take the 2015 and 2016 increase the following year if the current tenant does not move out.*

Month-to-month leases are permitted. Additional fees for month-to-month leases are considered “optional fees.” See discussion of optional fees in *Chapter II*.

Income certification of tenants is NOT required at the time of lease renewal. Upon leasing an Affordable Unit to a new tenant, the landlord will be permitted to lease at the allowable rent level permitted at that time.

#### C. Adding Additional Household Members to the Lease

The household composition of the rental household may change over time. The Affordable Housing rules do not prohibit the tenant from changing the number of household members on the lease following occupancy. However, all changes to the lease must be approved by the landlord.

However, an applicant cannot change their household composition after they submit the full application or immediately after they are income certified. The household members on the new tenant’s lease must match the household members listed on the income certification. This is to prevent applicants from changing their household composition in order to qualify for an Affordable Unit.

#### D. Income Designation of Units Are Fixed

The income designation and pricing tier of units are fixed and cannot be changed during the affordability period for any reason. *For example, if Unit 301 is a 3 bedroom Low-Income Unit and unit 201 is a 3 bedroom Moderate-Income unit, the landlord CANNOT change Unit 201 into the Low- Income unit and unit 301 into the Moderate-Income unit.*

**E. Evictions**

If the affordable tenant fails to pay rent or violates the terms of the lease, the landlord may take action as permitted by New Jersey Landlord Tenant laws.

**F. Enforcement**

The guidelines for the enforcement of the rental rules are outlined in *Chapter VIII*.

## VII. Appeals

If an applicant for affordable housing is determined to be ineligible by the Administrative Agent, the applicant may submit additional proof and request reconsideration. Such request for reconsideration shall be made by the applicant within five (5) business days of receipt of notice of denial of ineligibility.

If a policy or decision regarding this program is appealed by an outside party, the Municipal Housing Liaison (a position established by Municipal Ordinance) will attempt to mediate the decision or policy to the satisfaction of all parties. Any situations that the Municipal Housing Liaison is unable to resolve will be forwarded to the Executive Director of the Agency (or its successor) for review or to the Superior Court of New Jersey, Hunterdon County.

## VIII. Enforcement

The Municipality's Affordable Housing Ordinance provides specific guidelines in the event of breach of any of the guidelines governing the Affordable Units by an owner, developer, or tenant. Please refer to Municipality's Ordinance for the complete list of enforcement activities upon the occurrence of a breach of any of the regulations governing the affordable unit by an owner, developer or tenant. Some of these remedies may include, but are not limited to:

- Foreclosure;
- Tenant eviction;
- Municipal fines;
- A requirement for household recertification;
- Acceleration of all sums due under a mortgage;
- Recoupment of any funds from a sale in violation of the regulations;
- Injunctive relief to prevent further violation of the regulations; and
- Entry on the premises.

### A. Written Notice

In accordance with the Municipality's Affordable Housing Ordinance, the Municipality will provide written notice of a violation to a household, developer or tenant of an Affordable Unit advising them of the violation and the related penalty for the violation. If the violation is not corrected within sixty (60) days after the written notice, the Municipality may take the actions outlined in this Chapter.

### B. Penalties

The Municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation, or violations, of the regulations governing the Affordable Unit. If the owner, developer, or tenant is found by the court to have violated any provision of the regulations governing Affordable Units, the owner, developer, or tenant shall be subject to one or more of the following penalties, at the discretion of the court:

- A fine of not more than \$500 or imprisonment for a period not to exceed 90 days, or both. Each day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not as a continuing offense;
- In the case of an owner who has rented his or her very low, low, or moderate income unit in violation of the regulations governing Affordable Units, payment into the Municipality's Affordable Housing Trust Fund of the gross amount of rent illegally collected; and
- In the case of an owner who has rented his or her very low, low, or moderate income unit in violation of the regulations governing Affordable Units, payment of an innocent tenant's reasonable relocation costs, as determined by the court.

The Municipality may file a court action in the Superior Court seeking a judgment, which would result in the termination of the owner's equity or other interest in the Affordable Unit, in the nature of a mortgage foreclosure. Any judgment shall be enforceable as if the same were a

judgment of default of the first purchase money mortgage and shall constitute a lien against the low- and moderate-income unit.

### C. Sheriff Sale

Such judgment shall be enforceable, at the option of the Municipality, by means of an execution sale by the Sheriff, at which time the very low, low, or moderate income unit of the violating owner shall be sold at a sale price which is not less than the amount necessary to satisfy and pay off any first purchase money mortgage and prior liens and the costs of the enforcement proceedings incurred by the Municipality fully, including attorneys' fees. The violating owner shall have the right to possession terminated as well as the title conveyed pursuant to the Sheriff's sale.

The proceeds of the Sheriff's sale shall first be applied to satisfy the first purchase money mortgage lien and any prior liens upon the very low, low, or moderate income unit. The excess, if any, shall be applied to reimburse the Municipality for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the Municipality in full as aforesaid, the violating owner shall be personally responsible for and to the extent of such deficiency, in addition to any and all costs incurred by the Municipality in connection with collecting such deficiency. In the event that a surplus remains after satisfying all of the above, such surplus, if any, shall be placed in escrow by the Municipality for the owner and shall be held in such escrow for a maximum period of two years or until such earlier time as the owner shall make a claim with the municipality for such. Failure of the owner to claim such balance within the two-year period shall automatically result in a forfeiture of such balance to the Affordable Housing Trust as established by the Municipality. Any interest accrued or earned on such balance while being held in escrow shall belong to and shall be paid to the municipality, whether such balance shall be paid to the owner or forfeited to the municipality.

Foreclosure by the municipality due to violation of the regulations governing Affordable Units shall not extinguish the restrictions of the regulations governing Affordable Units as the same apply to the very low, low, or moderate income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the Affordable Unit.

The owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.

If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the first purchase money mortgage and any prior liens, the municipality may acquire title to the very low, low, or moderate income unit by satisfying the first purchase money mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the first purchase money mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the MRSP for which the very low, low, or moderate income unit could have been sold under the terms of the regulations governing Affordable Units. This excess shall

be treated in the same manner as the excess which would have been realized from an actual sale as previously described.

Failure of the very low, low, or moderate income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the owner to accept an offer to purchase from any qualified purchaser which may be referred to the owner by the municipality, with such offer to purchase being equal to the MRSP of the very low, low, or moderate income unit as permitted by the regulations governing Affordable Units.

The owner shall remain fully obligated, responsible, and liable for complying with the terms and restrictions governing Affordable Units until such time as title is conveyed from the owner.

In the event that any provision in this Manual differs from the terms or penalties identified in the most current Affordable Housing Ordinance, then the Affordable Housing Ordinance (as may be from time to time modified, amended and/or revised by relevant New Jersey State laws and/or regulations) shall prevail. The invalidity or nonenforceability of any provision of this Manual in any respect shall not affect the validity or enforceability of any other provision of this Manual in any other respect.

## GLOSSARY

“**Administrative Agent**” means the entity responsible for the administration of Affordable Units in accordance with the Municipality’s Affordable Housing Ordinance and as defined and with the responsibilities specified at N.J.A.C. 5:96, N.J.A.C. 5:97 and N.J.A.C. 5:80-26.1 et seq., as may be amended and supplemented.

“**Affirmative marketing**” means a regional marketing strategy designed to attract buyers and/or renters of Affordable Units pursuant to N.J.A.C. 5:80-26.15.

“**Affordable**” means a sales price or rent within the means of a very low, low- or moderate-income household as defined in N.J.A.C. 5:97-9; in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.6, as may be amended and supplemented, and in the case of a rental unit, that the rent for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.12, as may be amended and supplemented.

“**Affordable housing**” means housing units restricted to income-eligible very-low, low and moderate income households.”

“**Affordable Housing Development**” means a development included in the Housing Element and Fair Share Plan, and includes but is not limited to, an inclusionary development, a municipal construction project or a one-hundred-percent Affordable Housing development.

“**Affordable Housing Unit**” for the purposes of this manual means a housing unit proposed or created pursuant to the Fair Housing Act, for which credits are obtained pursuant to COAH regulations, and/or funded through an affordable housing trust fund.

“**Affordability Average**” means the average percentage of median income at which new restricted units in an Affordable Housing development are affordable to very low, low- and moderate-income households.

“**Agency**” means the New Jersey Housing and Mortgage Finance Agency established by P.L. 1983, c. 530 (N.J.S.A. 55:14K-1, et seq.).

“**Age-Restricted Unit**” means a housing unit designed to meet the needs of, and exclusively for, the residents of an age-restricted segment of the population such that: 1) all the residents of the development wherein the unit is situated are 62 years of age or older; or 2) at least 80 percent of the units are occupied by one person who is 55 years of age or older; or 3) the development has been designated by the Secretary of the U.S. Department of Housing and Urban Development as “housing for older persons” as defined in Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

“**Application**” means both the Preliminary Application and the Full Application submitted by an interested renter or potential homeowner for Affordable Units in the Municipality.

- “**Preliminary Application**” means the initial application submitted by all households that wish to express their interest in and be considered for Affordable Housing. This

Preliminary Application includes information about household income and composition in order to determine preliminary eligibility.

- **“Full Application”** means once an Affordable Unit appropriate for the Household (either to rent or buy) has been identified and the Household is nearing or next on the waiting list, the Household will be asked to submit a full application which requires that the income and household composition be updated and verified. The Administrative Agent will make a determination of the Household’s eligibility.

**“Certified Household”** means a Household that has been certified by an Administrative Agent as A Very Low, Low-Income or Moderate-Income Household.

**“Closing Disclosure Form”** means the form which in October 2015 replaced the commonly used HUD-1 Settlement Statement for residential real estate closings. The Closing Disclosure Form provides details about the mortgage loan selected by the buyer which includes the loan terms, projected monthly payments, and how much the buyer will pay in fees and other costs to obtain the mortgage (“closing costs”).

The lender is required to provide the Closing Disclosure Form to the buyer at least three business days before the closing on the mortgage loan. The Administrative Agent will review the Closing Disclosure Form to confirm that the sale price does not exceed the MRSP and that the buyer is not receiving cash back at closing.

**“COAH”** means the Council on Affordable Housing, or successor agency, which is in, but not of the Department of Community Affairs of the State of New Jersey, that was established under the New Jersey Fair Housing Act “to have primary jurisdiction for the administration of housing obligations in accordance with sound regional planning considerations in this State” N.J.S.A. 52:27D-304 (a).

**“Contract for Sale”** means a legally binding agreement between a buyer and seller for the sale or transfer of real estate. See also, **“Purchase Agreement”**.

**“CTM”** means the online COAH Tracking and Monitoring system to which new units are added after initial sale or initial rental.

**“DCA”** means the State of New Jersey Department of Community Affairs.

**“Developer”** means any person, partnership, association, company or corporation that is the legal or beneficial owner or owners of a lot or any land proposed to be included in a proposed development, including the holder of an option to contract to purchase, or other person having an enforceable proprietary interest in such land.

**“Development”** means the division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any use or change in the use of any building or other structure, or of any mining, excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission may be required pursuant to N.J.S.A. 40:55D-1, et seq.

**“Eligibility Period”** means once the Full Application for an Affordable Unit has been submitted with the applicant certifying that all information is complete and true, the applicant enters the Eligibility Period. During this one to two-week time frame, as the Household’s eligibility is being reviewed, the applicant is not permitted to change the employment status of any Household member in order to become eligible for Affordable Housing nor change the Household composition from what is listed on the Full Application. *For example, the applicant cannot add a member to their Household, subtract a member, quit a job, or get a new job, or a raise during the Eligibility Period.* If the applicant does make changes during this Eligibility Period, the Household will be determined ineligible and lose their position on the waiting list. However, the applicant may reapply with their new income and/or Household composition and will be assigned a new position on the waiting list.

**“Fair Housing Act”** means the Fair Housing Act of 1985, P.L. 1985, c. 222 (N.J.S.A. 52:27D-301 et seq.)

**“Full Application”** (see **“Application”**).

**“Housing Authority”** means the Public Housing Agency which manages and operates publicly assisted units in the Municipality.

**“Affordable Housing Ordinance”** means that chapter or section of the municipal ordinance (the rules, regulations and codes enacted by a local government) addressing local affordable housing programs and procedures, as may be amended and supplemented.

**“HOME Program”** means the HUD funded HOME Investment Partnerships Program that provides formula grants to States and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating Affordable Housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create Affordable Housing for Low-Income Households.

**“Household”** means, in accordance with HUD definitions and UHAC practice, the number of persons in the Affordable unit and not the size of the Affordable unit. See for example, HUD’s definition of household as “[o]ne or more persons occupying a housing unit” -- in other words, the number of persons in the home. HUD website accessed 6/13/2016.

[http://portal.hud.gov/hudportal/IHUD?src=/program\\_offices/comm\\_planning/library/glossary/](http://portal.hud.gov/hudportal/IHUD?src=/program_offices/comm_planning/library/glossary/) See also UHAC regulation N.J.A.C. 5:80-26.4, “In determining the initial rents and initial sales prices for compliance with the affordability average requirements for restricted units ... the following standards shall be used: 1. A studio shall be affordable to a one-person household.”

**“Housing Region”** means a geographic area, determined by COAH, of no less than two and no more than four contiguous, whole counties, which exhibits significant social, economic, and income similarities and which constitutes, to the greatest extent practicable, a Primary Metropolitan Statistical Area (PMSA), as last defined by the United States Census Bureau.

“**HUD**” means the US Department of Housing and Urban Development. “**Interest Date**” means the date on which a Household submits its Preliminary Application thereby establishing its place on the priority list for consideration of Affordable Units.

“**LAD**” means the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq., prohibits, among other discriminatory actions, discrimination when selling or renting property.

“**Low-income Household**” means a household with a total gross annual household income equal to 50 percent or less of the median household income for the housing region.

“**Low-income unit**” means a restricted unit that is affordable to a low-income household.

“**Market-rate units**” means housing not restricted to very low, low- and moderate-income households that may sell or rent at any price.

“**Maximum Restricted Sales Price**” or “**MSRP**” means the maximum sales price of restricted ownership units within each affordable development upon resale of the Affordable Unit in accordance with N.J.A.C. 5:80-26.3(e) which states that such units “shall be affordable to households earning no more than 70 percent of median income. Each affordable development must achieve an affordability average of 55 percent for restricted ownership units. See Glossary for definition of “**Affordability Average.**” In achieving this Affordability Average, moderate-income ownership units must be available for at least three different prices for each bedroom type, and low-income ownership units must be available for at least two different prices for each bedroom type.” *For example, a two-bedroom moderate income unit originally sold for \$85,000 and another exactly similar unit originally sold for \$105,000. There always will be a disparate MSRP for resales of these two units. Both moderate income units are priced differently to reach different income levels of moderate income households.*

“**Median income**” means the median income by household size for the applicable housing region as adopted annually by COAH or a successor entity approved by the Court.

“**Moderate-income household**” means a household with a total gross annual household income in excess of 50 percent but less than 80 percent of the median household income for the housing region.

“**Moderate-income unit**” means a restricted unit that is affordable to a moderate-income household.

“**Municipal Housing Liaison**” means a position established by ordinance of the Municipality where the individual as a part time or full time employee of the Municipality is responsible for the oversight and administration of the Affordable Housing program for the Municipality

“**PHA**” means Public Housing Authority. See below for definition.

“**PMI**” means private mortgage insurance. PMI is a type of mortgage insurance used with conventional loans. Like other kinds of mortgage insurance, PMI protects the lender (not the homebuyer) if the homebuyer stops making payments on the loan. PMI is arranged by the

lender and provided by private insurance companies. PMI is usually required when the homebuyer has a conventional loan and makes a down payment of less than 20 percent of the home's purchase price. PMI also is usually required when a homeowner is refinancing with a conventional loan and the owner's equity is less than 20 percent of the value of the home. <http://www.consumerfinance.gov/>, US Consumer Financial Protection Bureau, accessed August 10, 2016.

**“Preliminary Application”** (see **“Application”**).

**“Public Housing”** **“Public Housing Authority”** means those public housing units which are funded largely by governmental programs such as those administered by HUD programs which are owned, operated and managed by a public housing authority (**“PHA”**). As defined by HUD, “public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single family houses to high rise apartments for elderly families. There are approximately 1.2 million households [in the US] living in public housing units [.]” [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph), HUD Website, accessed June 7, 2016.

**“Purchase Agreement”** means a not legally binding, “internal” COAH generated document between a buyer and seller of residential real estate to establish and ensure that the Affordable Unit will be affordable to the buyer. It stipulates such terms as the Maximum Restricted Sale Price (or Maximum Permitted Resale Price) of the unit, the agreed upon purchase price, the amount of good faith deposit, and the items to be included in the sale price of the unit. (See **“Contract of Sale”**).

**“Random selection process”** means a process by which currently income-eligible households are selected for placement in Affordable Units such that no preference is given to one applicant over another except for purposes of matching household income and size with an appropriately priced and sized Affordable Unit (e.g., by lottery).

**“Redevelopment Plan”** means a plan adopted by the Municipality for the redevelopment or rehabilitation of all or any part of a redevelopment area, or area in need of rehabilitation, pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.

**“Regional Asset Limit”** means the maximum housing value in each housing region affordable to a four-person household with an income at 80 percent of the regional median as defined by duly adopted Regional Income Limits published annually by COAH or a successor entity.

If a Household (seeking to be certified for an Affordable Unit) owns a primary residence (with no mortgage on the property) valued at or above the regional asset limit as published annually by COAH, a Certificate of Eligibility will be denied unless the Applicant's existing monthly housing costs (including principal, interest, taxes homeowner and private mortgage insurance, and condominium and homeowner association fees as applicable) exceed 38 percent of the household's eligible monthly income. N.J.A.C. 5:80-26.16(b)(3).

**“Regional Preference”** means that in accordance with UHAC, municipalities may wish to give preference to applicant households that live or work in their COAH housing region. If so, the municipality must state this preference as part of its affordable housing ordinance. This preference cannot be limited to families that live or work in the host municipality – if preference is given, it must be given to all households that live or work in their COAH housing region. COAH divides New Jersey’s 21 counties into six housing regions as outlined on COAH’s Annual Regional Income Limits Chart.

**“Rent”** means the gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. In assisted living residences, rent does not include charges for food and services.

**“Restricted Unit”** means a dwelling unit, whether a rental unit or an ownership unit, that is subject to the affordability controls of N.J.A.C. 5:80-26.1, as amended and supplemented, but does not include a market-rate unit financed under the Urban Homeownership Recovery Program (“UHORP”) or the Market Oriented Neighborhood Investment program (“MONI”) of the Agency.

**“UHAC”** means the Uniform Housing Affordability Controls adopted by the State of New Jersey and set forth in N.J.A.C. 5:80-26.1, et seq.

**“Very Low-Income Household”** means a household with a total gross annual household income equal to 30 percent or less of the median household income for the applicable housing region.

**“Very Low-Income Unit”** means a restricted unit that is affordable to a very low-income household.

**“Veterans Preference”** means the municipality and Developer or residential development owner may enter into an agreement to provide a preference for affordable housing to very low, low and moderate income veterans who served in time of war or other emergency, as defined in section 1 of P.L.1963, c. 171 (C.54:4-8.10), of up to 50 percent of the affordable units in that particular project. This provision is in accordance with N.J.S.A. 52:27D-311 (j). This preference shall be established in the applicant selection process for available affordable units so that applicants who are veterans who served in time of war or other emergency, as referenced in this subsection, and who apply within 90 days of the initial marketing period shall receive preference for the rental of the agreed-upon percentage of affordable units. After the first 90 days of the initial 120-day marketing period, if any of those units subject to the preference remain available, then applicants from the general public shall be considered for occupancy. After the 120 –day marketing period, veterans will continue to get preference over non-veterans, as the units become available, whenever the percentage of preference-occupied units falls below the agreed upon percentage.

## Appendix A: Annual Information Update

The following information is subject to change annually:

- Regional Maximum Income Limits
- Regional Asset Limits
- Annual Maximum Restricted Sale Price Increase
- Annual Maximum Rental Increase Amount

In order to keep this manual current, Appendix A will be revised annually with updated numbers upon their general availability. See next page for the most recent information.

## Methodology for Calculating Regional Income Limits and Rental Increase:

Income limits for all units that are part of the municipality's Housing Element and Fair Share Plan and for which income limits are not already established through a federal program exempted from the Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26.1 shall be updated by the municipality annually within 30 days of the publication of determinations of median income by HUD as follows:

- a. Regional income limits shall be established for the region that the municipality is located within, based on the median income by household size, which shall be established by a regional weighted average of the uncapped Section 8 income limits published by HUD. To compute this regional income limit, the HUD determination of median county income for a family of four is multiplied by the estimated households within the county according to the most recent decennial Census. The resulting product for each county within the housing region is summed. The sum is divided by the estimated total households from the most recent decennial Census in the municipality's housing region. This quotient represents the regional weighted average of median income for a household of four. The income limit for a moderate-income unit for a household of four shall be 80 percent of the regional weighted average median income for a family of four. The income limit for a low-income unit for a household of four shall be 50 percent of the HUD determination of the regional weighted average median income for a family of four. The income limit for a very low-income unit for a household of four shall be 30 percent of the regional weighted average median income for a family of four. These income limits shall be adjusted by household size based on multipliers used by HUD to adjust median income by household size. In no event shall the income limits be less than those for the previous year.
- b. The income limits attached hereto as Exhibit B are the result of applying the percentages set forth in paragraph (a) above to HUD's determination of median income for the current year and shall be utilized until the municipality updates the income limits after HUD has published revised determinations of median income for the next fiscal year.
- c. The Regional Asset Limit used in determining an applicant's eligibility for affordable housing pursuant to N.J.A.C. 5:80-26.16(b)3 shall be calculated by the Municipality annually by taking the percentage increase of the income limits calculated pursuant to paragraph (a) above over the previous year's income limits, and applying the same percentage increase to the Regional Asset Limit from the prior year. In no event shall the Regional Asset Limit be less than that for the previous year.

In establishing sale prices and rents of affordable housing units, the administrative agent shall follow the procedures set forth in UHAC, utilizing the regional income limits established pursuant to the process defined above:

- a. The resale prices of owner-occupied low- and moderate-income units may increase annually based on the percentage increase in the regional median income limit for each housing region determined pursuant to the process outlined above. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.
- b. The rent levels of very-low-, low- and moderate-income units may be increased annually based on the percentage increase in the Housing Consumer Price Index for the Northeast Urban Area, upon its publication for the prior calendar year. This increase shall not exceed nine percent in any one year. Rents for units constructed pursuant to low income housing tax credit regulations shall be indexed pursuant to the regulations governing low income housing tax credits.

# Annual Information Update - Last Revised 08-2019

## Region 3 Maximum Income Limits

*Hunterdon, Middlesex and Somerset*

Household Size	Very-Low Income	Low Income	Moderate Income	Median Income
<b>1 Person</b>	\$24,843	\$41,405	\$66,248	\$82,810
<b>1.5 Person*</b>	\$26,618	\$44,363	\$70,980	\$88,725
<b>2 Person</b>	\$28,392	\$47,320	\$75,712	\$94,640
<b>3 Person*</b>	\$31,941	\$53,235	\$85,176	\$106,470
<b>4 Person</b>	\$35,490	\$59,150	\$94,640	\$118,300
<b>4.5 Person*</b>	\$36,910	\$61,516	\$98,426	\$123,032
<b>5 Person</b>	\$38,329	\$63,882	\$102,211	\$127,764
<b>6 Person</b>	\$41,168	\$68,614	\$109,782	\$137,228
<b>7 Person</b>	\$44,008	\$73,346	\$117,354	\$146,692
<b>8+ Person</b>	\$46,847	\$78,078	\$124,925	\$156,156

\* These columns are for calculating the pricing for one, two and three bedroom sale and rental units as per N.J.A.C. 5:80-26.4(a).

## Region 3 Regional Asset Limit:

**\$225,261**

## Region 3 Maximum Restricted Sale Price Increase:

**9.64%**

## Region 3 Maximum Rental Increase:

**2.60%**



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #76-2020**

**RESOLUTION ADOPTING THE ADMINISTRATION OF AFFORDABLE UNITS  
OPERATING MANUAL AND AFFORDABILITY ASSISTANCE RENTAL ASSISTANCE  
PROGRAM OPERATING MANUAL FOR THE BOROUGH OF LEBANON**

**WHEREAS**, in accordance with the New Jersey Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26-1, *et seq.*, the Borough of Lebanon is required to adopt all program operating manuals, which set forth the procedures for administering the program(s) and their associated affordability controls for affordable housing units created within the Borough of Lebanon.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Lebanon, that the Borough of Lebanon does hereby adopt the following attached operating manuals:

1. Administration of Affordable Units Operating Manual
2. Borough of Lebanon Affordability Assistance: Rental Assistance Program Operating Manual

Introduced and adopted:

LEBANON BOROUGH COUNCIL

Ayes:

Nays:

Absent:

Richard J. Burton

Borough Council President

**CERTIFICATION**

I, Karen Romano, Lebanon Borough Clerk, hereby certify that this Resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the 20th day of May, 2020 at 7:30 PM; that this Resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

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**Karen M. Romano, RMC**  
**Borough Clerk**

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**BOROUGH OF LEBANON  
AFFORDABILITY ASSISTANCE:  
RENTAL ASSISTANCE PROGRAM  
OPERATING MANUAL**

**April 2020**

## **OPERATING MANUAL FOR AFFORDABILITY ASSISTANCE: RENTAL ASSISTANCE PROGRAM**

### **I. INTRODUCTION**

N.J.A.C. 5:97-8.8(a) states that "...at least 30 percent of all development fees collected and interest earned shall be used to provide affordability assistance to low and moderate income households in affordable units included in the municipality's Fair Share Plan. Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowners' association or condominium fees and special assessments, and assistance with emergency repairs." There are currently 42 occupied affordable rental units in the Borough of Lebanon (hereinafter "Borough"), which are in the Presidential Place and Heights at Lebanon developments. Additionally, 56 affordable rental units are proposed to be constructed at the Town Center site in the future. Therefore, the Borough has prepared a 2020 Affordable Housing Trust Fund Spending Plan that includes a Rental Assistance Program.

This Rental Assistance Program Operating Manual (hereinafter "Manual") has been prepared to assist in the administration of the Rental Assistance Program. It will serve as a guide to the program staff, Borough officials, landlords, and tenants. The Manual has been prepared with a flexible format allowing for periodic updates of its sections, when required, due to revisions in regulations and/or procedures.

This Manual explains the steps in the Rental Assistance Program process. It describes the eligibility requirements for participation in the program, program criteria, funding terms and conditions, contract payments, and overall program administration. The program requirements are subject to change and grant funding is subject to availability.

### **II. PROGRAM DESCRIPTION**

This program will make available grants of \$200 per affordable rental unit. The Borough's Spending Plan has allocated a maximum of \$2,040 for this program, to be spent by 2025. However, the program will not commence until at least \$1,000 is available within the fund for the program. (Note that currently the Borough does not have any money in the Affordable Housing Trust Fund.) These funds will be distributed by the Borough to landlords for each qualified household renting an affordable unit. Notwithstanding anything herein to the contrary, tenants of affordable units who are receiving a project-based federal rent subsidy will not receive a subsidy under this program.

### **III. PROGRAM REQUIREMENTS**

Participation in this program requires:

- A. At the time the tenant in the affordable unit is applying for the grant, the tenant residing in the affordable unit, and the household (including everyone living in the affordable unit)

must be re-certified as having a gross annual income that is less than 80% of the Regional Median Income for COAH Region 3, (known as moderate income), pursuant to by N.J.A.C. 5:80-26.1 et seq. (Tenants who were income-certified for initial occupancy within the prior six months do not need to be re-certified.)

The determination of income by the Borough or its Administrative Agent (hereinafter "AA") during the recertification process will have no impact on the eligibility of the tenant to remain in the affordable unit, since there is no limit on income after the initial occupancy of each tenant. However, the tenant must be in compliance with the affordable housing restrictions in order to take advantage of the grant provided under this program.

The AA shall recertify tenants using the same process and under the same terms and conditions that it uses to certify applicants to purchase affordable units in the Borough, as set forth by N.J.A.C. 5:80-26.1 et seq. and the procedures set forth in the Borough's Operating Manual for that purpose.

- B. The tenant must be in compliance with the residency requirements of Uniform Housing Affordability Controls (NJAC 5:80-25.1 et seq.), including the requirement that the affordable unit be the principal residence of the tenant.

#### **IV. FUNDING**

Please refer to the Borough of Lebanon 2020 Affordable Housing Trust Fund Spending Plan for the funding projections.

#### **V. THE PROCESS**

- A. The Borough will designate a qualified AA to prepare the documentation and implement this program.
- B. The AA will prepare and mail a letter to the landlords and tenants, announcing this program and its parameters. The letter to the tenants will be accompanied by an application form for the program.
- C. Income-eligibility for the program is based on the recertification form and accompanying documentation, sufficient for the AA to certify the gross annual income of the applicant pursuant to N.J.A.C. 5:80-26.1 et seq., and as set forth in the Operating Manual of the Borough.
- D. Verification of residency will be based on the submission by the tenant of the Rental Assistance Program application form and review by the AA of the following documents.
  - 1. A Municipal Residency Form, which requires each head of household to provide the name and age of every resident of the affordable unit, and so to certify as to its accuracy.
  - 2. A copy of the current lease for the affordable unit.

- E. The AA shall inform the Borough and the tenant as to the status of each application within ten days.
- F. In the event that a tenant is not approved for the program, an appeal can be made to the Borough through the Municipal Housing Liaison.
- G. Once approved and certified for eligibility, a check for the amount due to the tenants will be processed and sent directly to the landlord to pay a portion of the next month's rent.
- H. The landlord will credit the accounts of the income-qualified tenants in an amount that is equal to the funding provided to the landlord by the Borough.
- I. In the event that there are no longer funds in the Affordable Housing Trust Fund for the program, the tenant will be notified by the AA.
- J. The AA will audit the program by contacting a random number of tenants to ensure that the funding has been properly distributed.

## **VI. PROGRAM LIMITATIONS**

The program will continue, contingent upon the availability of funds. The reduction or elimination of available funds will result in a corresponding reduction or elimination of program grants. Likewise, if there are funds available in excess of the program projections, the annual grants will be increased proportionately.



When brand new Affordable Units become available for rent or sale in a new development, a lottery will be conducted UNLESS there are households on the existing waiting list with lottery numbers that have not been contacted. In these cases:

- Those applicants with lottery numbers will be contacted first.
- Households that submitted a preliminary application after the last lottery (and do not have lottery numbers) will be included in the next lottery if it is required to fill the units.
- Affirmative Marketing will be required before this lottery is held since these are new Affordable Units and the public must be made aware of the new Affordable Housing opportunity.

As an example, if a new housing opportunity arises that will create 150 new Affordable Units and the existing waiting list has only 50 applicants on it (who hold numbers 1 to 50), a new lottery will be held with Affirmative Marketing. If an additional 50 applications are submitted as a result of this marketing effort, then these "new" applications will be assigned numbers 51 to 100 on the waiting list.

The household with the highest lottery number (or oldest Interest Date) may not always be the next person contacted for a specific available unit because of factors impacting waiting list priority. In addition to age-restricted requirements already discussed, these factors include the number of persons in the household, household income level, households with a person with physical disabilities, veterans preference and regional preference as may be established in the Municipal Affordable Housing Ordinance.

### III. MARKETING

3a. Direction of Marketing Activity: (indicate which group(s) in the housing region are least likely to apply for the housing without special outreach efforts because of its location and other factors)

- White (non-Hispanic)   
  Black (non-Hispanic)   
  Hispanic   
  American Indian or Alaskan Native  
 Asian or Pacific Islander   
  Other group:

3b. HOUSING RESOURCE CENTER ([www.njhousing.gov](http://www.njhousing.gov)) A free, online listing of affordable housing

3c. Commercial Media (required) (Check all that applies)

	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL NEWSPAPER(S)	CIRCULATION AREA
<b>TARGETS ENTIRE HOUSING REGION 3</b>			
Daily Newspaper			
<input type="checkbox"/>		Star-Ledger	
<b>TARGETS PARTIAL COAH REGION 3</b>			
Daily Newspaper			
<input type="checkbox"/>		Home News Tribune	Middlesex, Somerset, Union
<input checked="" type="checkbox"/>	Once at the start of the affirmative marketing process with additional monthly advertising as needed	Courier News	Somerset and Hunterdon
Weekly Newspaper			
<input type="checkbox"/>		Beacon	Hunterdon
<input type="checkbox"/>		Delaware Valley News	Hunterdon

<input type="checkbox"/>		Hunterdon County Democrat / Hunterdon Observer	Hunterdon
<input type="checkbox"/>		Hunterdon Review	Hunterdon
<input type="checkbox"/>		Amboy Beacon	Middlesex
<input type="checkbox"/>		Colonia Corner	Middlesex
<input type="checkbox"/>		Cranbury Press	Middlesex
<input type="checkbox"/>		East Brunswick Sentinel	Middlesex
<input type="checkbox"/>		Edison Sentinel	Middlesex
<input type="checkbox"/>		South Brunswick Post	Middlesex
<input type="checkbox"/>		South Plainfield Observer	Middlesex
<input checked="" type="checkbox"/>	Once at the start of the affirmative marketing process with additional monthly advertising as needed	Suburban, The	Middlesex
<input type="checkbox"/>		Princeton Packet	Middlesex, Somerset
<input type="checkbox"/>		Sentinel, The	Middlesex, Somerset
<input type="checkbox"/>		Atom Tabloid & Citizen Gazette	Middlesex, Union
<input type="checkbox"/>		Parsippany Life	Morris
<input type="checkbox"/>		Echoes Sentinel	Morris, Somerset
<input type="checkbox"/>		Bernardsville News	Somerset
<input type="checkbox"/>		Branchburg News	Somerset
<input type="checkbox"/>		Chronicle	Somerset
<input type="checkbox"/>		Hills-Bedminster Press	Somerset
<input type="checkbox"/>		Hillsborough Beacon	Somerset
<input type="checkbox"/>		Manville News	Somerset
<input type="checkbox"/>		Messenger-Gazette	Somerset
<input type="checkbox"/>		Reporter	Somerset
<input type="checkbox"/>		Somerset Spectator	Somerset
<b>Monthly Newspaper</b>			
<input type="checkbox"/>		About Our Town/Community News	Middlesex, Somerset

	DURATION & FREQUENCY OF OUTREACH	NAMES OF REGIONAL TV STATION(S)	CIRCULATION AREA AND/OR RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
<b>TARGETS ENTIRE HOUSING REGION 3</b>			
<input type="checkbox"/>		2 WCBS-TV Cbs Broadcasting Inc.	
<input type="checkbox"/>		3 KYW-TV Cbs Broadcasting Inc.	
<input type="checkbox"/>		4 WNBC NBC Telemundo License Co. (General Electric)	
<input type="checkbox"/>		5 WNYW Fox Television Stations, Inc. (News Corp.)	
<input type="checkbox"/>		6 WPVI-TV American Broadcasting Companies, Inc (Walt Disney)	
<input type="checkbox"/>		7 WABC-TV American Broadcasting Companies, Inc (Walt Disney)	
<input type="checkbox"/>		9 WWOR-TV Fox Television Stations, Inc. (News Corp.)	
<input type="checkbox"/>		10 WCAU NBC Telemundo License Co. (General Electric)	
<input type="checkbox"/>		11 WPIX Wpix, Inc. (Tribune)	
<input type="checkbox"/>		12 WHYI-TV Whyi, Inc.	
<input type="checkbox"/>		13 WNET Educational Broadcasting Corporation	
<input type="checkbox"/>		17 WPHL-TV Tribune Company	
<input type="checkbox"/>		31 WPXN-TV Paxson Communications License Company, Llc	
<input type="checkbox"/>		35 WYBE Independence Public Media Of Philadelphia, Inc.	
<input type="checkbox"/>		39 WLVT-TV Lehigh Valley Public Telecommunications Corp.	
<input type="checkbox"/>		41 WXTV Wxtv License Partnership, G.p. (Univision Communications Inc.)	
<input type="checkbox"/>		48 WGTW-TV Trinity Broadcasting Network	
<input type="checkbox"/>		50 WNJN New Jersey Public Broadcasting Authority	
<input type="checkbox"/>		52 WNJT New Jersey Public Broadcasting Authority	
<input type="checkbox"/>		57 WPSG Cbs Broadcasting Inc.	
<input type="checkbox"/>		58 WNJB New Jersey Public Broadcasting Authority	

<input type="checkbox"/>		61 WPPX Paxson Communications License Company, Llc	
<input type="checkbox"/>		63 WMBC-TV Mountain Broadcasting Corporation	
<input type="checkbox"/>		65 WUVP-TV Univision Communications, Inc.	
<input type="checkbox"/>		68 WFUT-TV Univision New York Llc	Spanish

**TARGETS PARTIAL HOUSING REGION 3**

<input type="checkbox"/>		16 WNEP-TV New York Times Co.	Hunterdon
<input type="checkbox"/>		46 W46BL Maranatha Broadcasting Company, Inc.	Hunterdon
<input type="checkbox"/>		51 WTVE Reading Broadcasting, Inc	Hunterdon (Christian)
<input type="checkbox"/>		25 W25BB New Jersey Public Broadcasting Authority	Hunterdon, Middlesex
<input type="checkbox"/>		22 WYOU Nexstar Broadcasting, Inc	Hunterdon, Somerset
<input type="checkbox"/>		28 WBRE-TV Nexstar Broadcasting, Inc.	Hunterdon, Somerset
<input type="checkbox"/>		44 WVIA-TV Ne Pa Ed Tv Association	Hunterdon, Somerset
<input type="checkbox"/>		56 WOLF-TV Wolf License Corp	Hunterdon, Somerset
<input type="checkbox"/>		60 WBPH-TV Sonshine Family Television Corp	Hunterdon, Somerset
<input type="checkbox"/>		69 WFMZ-TV Maranatha Broadcasting Company, Inc.	Hunterdon, Somerset
<input type="checkbox"/>		29 WTXF-TV Fox Television Stations, Inc. (News Corp.)	Middlesex, Somerset
<input type="checkbox"/>		47 WNJU NBC Telemundo License Co. (General Electric)	Middlesex, Somerset
<input type="checkbox"/>		66 WFME-TV Family Stations of New Jersey, Inc.	Middlesex, Somerset (Christian)
<input type="checkbox"/>		25 WNYE-TV New York City Dept. Of Info Technology & Telecommunications	Somerset

	DURATION & FREQUENCY OF OUTREACH	NAMES OF CABLE PROVIDER(S)	BROADCAST AREA
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**TARGETS PARTIAL HOUSING REGION 3**

<input type="checkbox"/>		Comcast of Northwest NJ, Southeast Pennsylvania	Partial Hunterdon
<input type="checkbox"/>		Patriot Media & Communications	Partial Hunterdon, Somerset
<input type="checkbox"/>		Service Electric Cable TV of Hunterdon	Partial Hunterdon
<input type="checkbox"/>		Cablevision of Raritan Valley	Partial Middlesex, Somerset

<input type="checkbox"/>		Comcast of Central NJ, NJ (Union System)	Partial Middlesex
<input type="checkbox"/>		Comcast of Plainfield	Partial Middlesex, Somerset
<b>DURATION &amp; FREQUENCY OF OUTREACH</b>			
<b>DURATION &amp; FREQUENCY OF OUTREACH</b>		<b>NAMES OF REGIONAL RADIO STATION(S)</b>	<b>BROADCAST AREA AND/OR RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE</b>
<b>TARGETS ENTIRE HOUSING REGION 3</b>			
<b>AM</b>			
<input type="checkbox"/>		WFAN 660	
<input type="checkbox"/>		WOR 710	
<input type="checkbox"/>		WABC 770	
<input type="checkbox"/>		WCBS 880	
<input type="checkbox"/>		WBBR 1130	
<input type="checkbox"/>		WWTR 1170	
<input type="checkbox"/>		WTTM 1680	Spanish, Asian, etc.
<b>FM</b>			
<input type="checkbox"/>		WFNY-FM 92.3	
<input type="checkbox"/>		WPAT-FM 93.1	Spanish
<input type="checkbox"/>		WNYC-FM 93.9	
<input type="checkbox"/>		WPST 94.5	
<input type="checkbox"/>		WFME 94.7	
<input type="checkbox"/>		WPLJ 95.5	
<input type="checkbox"/>		WQXR-FM 96.3	
<input type="checkbox"/>		WQHT 97.1	
<input type="checkbox"/>		WSKQ-FM 97.9	Spanish
<input type="checkbox"/>		WRKS 98.7	
<input type="checkbox"/>		WAWZ 99.1	Christian
<input type="checkbox"/>		WBAI 99.5	
<input type="checkbox"/>		WPHI-FM 100.3	
<input type="checkbox"/>		WCBS-FM 101.1	
<input type="checkbox"/>		WKXW-FM 101.5	
<input type="checkbox"/>		WQCD 101.9	
<input type="checkbox"/>		WNEW 102.7	

<input type="checkbox"/>		WPRB 103.3	
<input type="checkbox"/>		WKTU 103.5	
<input type="checkbox"/>		WWPR-FM 105.1	
<input type="checkbox"/>		WDAS-FM 105.3	
<input type="checkbox"/>		WLTW 106.7	
<b>TARGETS PARTIAL HOUSING REGION 3</b>			
<b>AM</b>			
<input type="checkbox"/>		WFIL 560	Hunterdon
<input type="checkbox"/>		WIP 610	Hunterdon
<input type="checkbox"/>		WAEB 790	Hunterdon
<input type="checkbox"/>		WCHR 1040	Hunterdon
<input type="checkbox"/>		WGPA 1100	Hunterdon
<input type="checkbox"/>		WEEX 1230	Hunterdon
<input type="checkbox"/>		WKAP 1470	Hunterdon
<input type="checkbox"/>		WRNJ 1510	Hunterdon
<input type="checkbox"/>		WWJZ 640	Hunterdon, Middlesex
<input type="checkbox"/>		WPHY 920	Hunterdon, Middlesex
<input type="checkbox"/>		WPHT 1210	Hunterdon, Middlesex
<input type="checkbox"/>		WBUD 1260	Hunterdon, Middlesex
<input type="checkbox"/>		WMCA 570	Middlesex (Christian)
<input type="checkbox"/>		WIMG 1300	Middlesex
<input type="checkbox"/>		WCTC 1450	Middlesex, Somerset
<b>FM</b>			
<input type="checkbox"/>		WRTI 90.1	Hunterdon
<input type="checkbox"/>		WCVH 90.5	Hunterdon
<input type="checkbox"/>		WHYY-FM 90.9	Hunterdon
<input type="checkbox"/>		WXTU 92.5	Hunterdon
<input type="checkbox"/>		WAEB-FM 104.1	Hunterdon
<input type="checkbox"/>		WFKB 107.5	Hunterdon
<input type="checkbox"/>		WMMR 93.3	Hunterdon, Middlesex
<input type="checkbox"/>		WYSP 94.1	Hunterdon, Middlesex

<input type="checkbox"/>		WBEN-FM 95.7	Hunterdon, Middlesex
<input type="checkbox"/>		WRDW-FM 96.5	Hunterdon, Middlesex
<input type="checkbox"/>		WUGL 98.1	Hunterdon, Middlesex
<input type="checkbox"/>		WUSL 98.9	Hunterdon, Middlesex
<input type="checkbox"/>		WIOQ 102.1	Hunterdon, Middlesex
<input type="checkbox"/>		WMGK 102.9	Hunterdon, Middlesex
<input type="checkbox"/>		WJJZ 106.1	Hunterdon, Middlesex
<input type="checkbox"/>		WKDN 106.9	Hunterdon, Middlesex (Christian)
<input type="checkbox"/>		WAXQ 104.3	Hunterdon, Middlesex, Somerset
<input type="checkbox"/>		WNTI 91.9	Hunterdon, Somerset
<input type="checkbox"/>		WZZO 95.1	Hunterdon, Somerset
<input type="checkbox"/>		WCTO 96.1	Hunterdon, Somerset
<input type="checkbox"/>		WLEV 100.7	Hunterdon, Somerset
<input type="checkbox"/>		WNJT-FM 88.1	Middlesex
<input type="checkbox"/>		WRSU-FM 88.7	Middlesex
<input type="checkbox"/>		WWFM 89.1	Middlesex
<input type="checkbox"/>		WWPH 107.9	Middlesex
<input type="checkbox"/>		WDVR 89.7	Middlesex, Somerset
<input type="checkbox"/>		WVPH 90.3	Middlesex, Somerset
<input type="checkbox"/>		WMGQ 98.3	Middlesex, Somerset
<input type="checkbox"/>		WBLS 107.5	Middlesex, Somerset

3d. Other Publications (such as neighborhood newspapers, religious publications, and organizational newsletters)  
(Check all that applies)

	NAME OF PUBLICATIONS	OUTREACH AREA	RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE
<b>TARGETS ENTIRE HOUSING REGION 3</b>			
<b>Weekly</b>			
	Nuestra Comunidad	Central/South Jersey	Spanish-Language
<b>Monthly</b>			
<input type="checkbox"/>	Sino Monthly	North Jersey/NYC area	Chinese-American

**TARGETS PARTIAL HOUSING REGION 3**

Daily				
<input type="checkbox"/>		24 Horas	Bergen, Essex, Hudson, Middlesex, Passaic, Union Counties	Portuguese-Language
Weekly				
<input type="checkbox"/>		Arab Voice Newspaper	North Jersey/NYC area	Arab-American
<input type="checkbox"/>		Catholic Advocate, The	Essex County area	Catholic
<input type="checkbox"/>		La Voz	Hudson, Union, Middlesex Counties	Cuban community
<input type="checkbox"/>		Amerika Magyar Nepszava (American Hungarian Peoples' Voice)	Central/North Jersey	Hungarian-Language
<input type="checkbox"/>		New Jersey Jewish News	Northern and Central New Jersey	Jewish
<input checked="" type="checkbox"/>	Once at the start of the affirmative marketing process with additional monthly advertising as needed	Nuestra Comunidad	Central/South Jersey	Spanish-Language
<input type="checkbox"/>		Desi NJ	Central Jersey	South Asian
<input type="checkbox"/>		Ukrainian Weekly	New Jersey	Ukrainian Community

3e. Employer Outreach (names of employers throughout the housing region that can be contacted to post advertisements and distribute flyers regarding available affordable housing) (Check all that applies)

DURATION & FREQUENCY OF OUTREACH	NAME OF EMPLOYER/COMPANY	LOCATION
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**Hunterdon County**

<input type="checkbox"/>		Merck & Co	1 Merck Dr, Whitehouse Station
<input checked="" type="checkbox"/>	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	Hunterdon Medical Center	2100 Wescott Drive Flemington, NJ 08822
<input type="checkbox"/>		Foster Wheeler	Perryville Corporate Park Clinton, NJ , 08809-4000
<input type="checkbox"/>		Chubb Insurance Co.	202 Halls Mill Rd Whitehouse Station, NJ 08889
<input checked="" type="checkbox"/>	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	ExxonMobil Research & Engineering	1545 US Highway 22 E Annandale, NJ 08801
<input checked="" type="checkbox"/>	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	New York Life	110 Cokesbury Rd, Lebanon

Middlesex County			
<input type="checkbox"/>		Bristol-Myers Squibb	1 Squibb Dr, New Brunswick, nj 08901
<input type="checkbox"/>		Merrill Lynch & Company	800 Scudders Mill Rd, Plainsboro
<input checked="" type="checkbox"/>	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	Johnson & Johnson	1 Johnson & Johnson Plaza
<input type="checkbox"/>		Prudential Insurance Company	44 Stelton Rd # 130, Piscataway
<input type="checkbox"/>		Robert Wood Johnson University Hospital	1 Robert Wood Johnson Pl, New Brunswick, NJ 08901
<input type="checkbox"/>		Silverline Building Products	207 Pond Ave Middlesex, NJ 08846
<input checked="" type="checkbox"/>	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	St. Peter's University Hospital	254 Easton Ave, New Brunswick
<input type="checkbox"/>		Telcordia Technology	444 Hoes Ln, Piscataway
<input type="checkbox"/>		J.F.K. Medical Center	65 James Street Edison, NJ 08818
<input type="checkbox"/>		Raritan Bay Medical Center	530 New Brunswick Av Perth Amboy, NJ 08861
<input type="checkbox"/>		Amerada Hess Corporation	405 Main St, Woodbridge and 679 Convery Blvd, Perth Amboy
<input checked="" type="checkbox"/>	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	Dow Jones & Company	54 Eddington LN, Monroe Twp
<input type="checkbox"/>		Siemens AG	755 College Rd E, Princeton
<input type="checkbox"/>		AT&T	1 Highway Ter, Edison
<input type="checkbox"/>		Engelhard Corporation	101 Wood Ave S, Metuchen
Somerset County			
<input type="checkbox"/>		AT&T	1414 Campbell St Rahway
<input type="checkbox"/>		ABC Limousine	574 Ferry St Newark
<input type="checkbox"/>		Bloomberg LP	1350 Liverty Ave Hillside
<input type="checkbox"/>		Courier News	1091 Lousons Road PO Box 271 Union, NJ
<input type="checkbox"/>		Emcore Corp	800 Rahway Ave Union, NJ
<input type="checkbox"/>		Ethicon Inc	1515 West Blancke Street Bldgs 1501 and 1525 Linden, NJ
<input type="checkbox"/>		Fedders Corp	27 Commerce Drive Cranford, NJ
<input type="checkbox"/>		ICI Americas Inc.	450 West First Ave Roselle, NJ

<input type="checkbox"/>		ITW Electronic Component Packaging	600 Mountain Ave Murray Hill, NJ
<input type="checkbox"/>		Johnson & Johnson	1 Merck Drive PO Box 2000 (RY60-200E) Rahway, NJ
X	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	Met Life	501 US22, Bridgewater, NJ 08807
X	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	Sanofi Aventis	400 Somerset Corporate Blvd., Bridgewater, NJ 08807
X	A flyer and preliminary application will be mailed once at the start of the affirmative marketing process.	Independence Technology, LLC	45 Technology Drive, Warren, NJ 07059

3f. Community Contacts (names of community groups/organizations throughout the housing region that can be contacted to post advertisements and distribute flyers regarding available affordable housing)

Name of Group/Organization	Outreach Area	Racial/Ethnic Identification of Readers/Audience	Duration & Frequency of Outreach
Fair Share Housing Center	Statewide		One notice when units are first available.
NJ State Conference of NAACP	Statewide		One notice when units are first available.
The Latino Action Network	Statewide		One notice when units are first available.
Supportive Housing Assoc.	Statewide		One notice when units are first available.
NORWESCAP	Hunterdon, Morris, Somerset, Sussex, Warren Counties		One notice when units are first available.
Central Jersey Housing Resource Center	Somerset County		One notice when units are first available.

#### IV. APPLICATIONS

Applications for affordable housing for the above units will be available at the following locations:	
4a. County Administration Buildings and/or Libraries for all counties in the housing region (list county building, address, contact person) (Check all that applies)	
BUILDING	LOCATION
X Middlesex County Administration Bldg	75 Bayard, New Brunswick, NJ 08903
X Somerset County Admin. Bldg	20 Grove Street, Somerville, NJ 08876
X Somerset County Library Headquarters	1 Vogt Drive, Bridgewater, NJ 08807

X	Hunterdon County Library Headquarters	314 State Highway 12, Flemington, NJ 08822
4b. Municipality in which the units are located (list municipal building and municipal library, address, contact person)		
Borough of Lebanon, 6 High Street, Lebanon, Hunterdon County, NJ - Karen Romano, Adm./Clerk		
4c. Sales/Rental Office for units (if applicable) TBD		

DRAFT

## V. CERTIFICATIONS AND ENDORSEMENTS

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that knowingly falsifying the information contained herein may affect the (select one: Municipality's substantive certification or DCA Balanced Housing Program funding or HMFA UHORP/MONI/CHOICE funding).

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title/Municipality

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DRAFT



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #77-2020  
A Patullo Power Washing**

**WHEREAS**, the Borough of Lebanon Building and Ground Committee find it nessecessary to Power wash the exterior of the Municipal at 6 High Street: and

**WHEREAS**, A Patullo Power Wash Inc has submitted the best quote of \$1,749.99 for crew and equipment for Power washing services as stated in the contract; and

**NOW THEREFORE BE IT RESOLVED**, by the Council of the Borough of Lebanon the Power washing of the Lebanon Municipal building on 6 High Street, be awarded to **A Patullo Power Wash Inc 35 Rupell Road Hampton, NJ 08827** in the amount not to exceed \$1,749.99.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute said contract.

Introduced and adopted May 20, 2020:

Ayes: 0

Nays: 0

Absent: 0

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

**CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the 20<sup>th</sup> of May 2020 force and effect as of the date I have subscribed my signature.

Date :May 20, 2020

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk



A. Patullo Power Wash Inc.  
 35 Rupell Rd.  
 Hampton, NJ 08827  
 908-735-2257

# Estimate

# 20200117

PLEASE SIGN & RETURN COPY WITH DEPOSIT

NAME / ADDRESS Lebanon Borough Hall 6 High St. Lebanon, NJ 08833	E-mail CustomerService@APatCompanies.com		Web Site HotPowerWash.com		Estimate Date 5/11/2020
	Job / Project Name	Terms	Rep.	EST. START & END DATE(S)	
		Due on receipt	AMP		

DESCRIPTION OF POWER WASH SERVICES	AMOUNT
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Lebanon Borough Building power wash Hot Water Three Step Process to remove mold, mildew, algae & dirt. (neglecting to maintain surfaces may cause permanent stains which power washing may not remove)	1,749.99
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2 Year Guarantee against re-occurrence of mold & algae (artillery fungus not included in guarantee).	
Any alteration, deviation, or unforeseen situations from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon no unreasonable delays or increased costs associated with strikes, accidents, natural catastrophes, availability of products and other events beyond our control. WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCE ON ABOVE WORK TO BE TAKEN OUT BY A. PATULLO POWER WASH, INC. Due to weather and providing quality workmanship we cannot guarantee an exact start and end time of job. (We can only provide an approximation) PLEASE MAKE SURE ALL WINDOWS AND DOORS ARE PROPERLY CLOSED AND SEALED. A. Patullo Power Wash, Inc. will not be held liable for any damage associated with inadequately closed and/or improperly sealed and/or installed windows and doors. APPW is NOT responsible for any items left within 50 feet of the work area and customer shall ensure that the premises are free of any other contractors and/or their equipment.	0.00

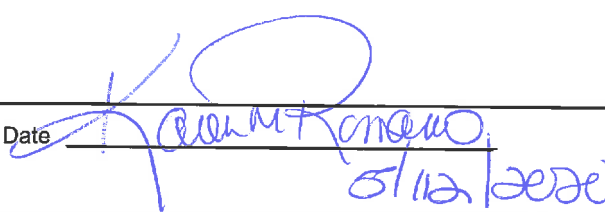
Please Note: This estimate may be withdrawn by us if not accepted within 15 days.

Respectfully submitted \_\_\_\_\_ Date \_\_\_\_\_

The above prices, specifications and conditions on front and back of this form have been read and understood. This estimate is satisfactory and is hereby accepted by signature below. You are authorized to do the work as specified. I UNDERSTAND THAT A 50% DOWN PAYMENT WILL BE REQUIRED BEFORE WORK IS INITIATED. I UNDERSTAND THAT ANOTHER 25% PAYMENT IS REQUIRED PRIOR TO THE POINT THAT THE JOB IS 50% COMPLETE AND THE LAST 25% PAYMENT IS DUE UPON COMPLETION. Any unpaid balance will incur interest billed at 1.75%, which is 21.00% annually. Any checks that are returned for any reason will incur an additional \$35.00 fee.

WE REQUEST POINT OF CONTACT TO BE PRESENT AT END OF JOB FOR INSPECTION & FINAL PAYMENT. A fee may apply if we are required to return to the job site due to the customer's failure to satisfy this request. All collection & attorney's fees & court costs will be paid by the buyer on delinquent balances.

Powerwash Deck/Home/Other are complete to my satisfaction (Upon Completion) Signature & Date X \_\_\_\_\_

Estimate Approved with Signature & Date  5/12/2020	<b>Subtotal</b>	\$1,749.99
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$1,749.99



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #78-2020  
Lamp Post 96 Main Street**

**WHEREAS**, the Borough of Lebanon Building and Ground Committee find it nessecary to install lighting around the Municipal Building at 96 Main Street: and

**WHEREAS**, **Green Revolution Electric** has submitted the best quote of \$4,800.00 for crew and equipment for the installation of five Lamp Post as stated in the contract: and

**NOW THEREFORE BE IT RESOLVED**, by the Council of the Borough of Lebanon the Power washing of the Lebanon Municipal building on 6 High Street, be awarded to **Green Revolution Electric 55 Main Street Lebanon, NJ 08833** in the amount not to exceed \$4,800.00.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute said contract.

Introduced and adopted May 20, 2020:

Ayes: 0  
Nays: 0  
Absent: 0

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

**CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the 20<sup>th</sup> of May 2020 force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

**Green Revolution Electric**  
55 main st  
lebanon, NJ 08833 US  
(908)399-5695  
greenrevolutionelectric83@gmail.com  
greenrevolutionelectric.com



## Estimate

### ADDRESS

Lebanon Borough  
148 Main St  
Lebanon Boro, Nj 08833

**ESTIMATE # 1272**  
**DATE 09/30/2019**

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ACTIVITY	QTY	RATE	AMOUNT
<b>Installation</b> Install new post light from scratch, and repair 1 that has a broken underground. The other pole lights just need new bulbs. Price includes parts and labor and trenching. Permit fees not included.	1	4,800.00	4,800.00
<b>TOTAL</b>			<b>\$4,800.00</b>

Accepted By

Accepted Date



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION 79-2020**

**RESOLUTION GRANTING A CONCESSION AND AGREEMENT FOR  
THE PUBLICATION OF THE "LEBANON BOROUGH LANTERN"  
NEWSLETTER**

**WHEREAS,** pursuant to the Local Public Contracts Law NJSA 40A:11-1 et seq. a Municipality may grant a license in the form of a concession to act for or on behalf of the Municipality, in providing needed public services; and

**WHEREAS,** pursuant to the New Jersey Administrative Code, NJAC 5:39-9.4 et seq, guidance and standards are established for such governmental concessions which may involve a payment or exchange in providing services including specifically the right to publish a newsletter, directory and/or calendar of the Municipality; and

**WHEREAS,** the Governing Body has researched various mechanisms to enhance its communications with the citizens of the Borough and determined that a communication-concession under the Statutes and Administrative Code are in the best interests of the Municipality for the quarterly publication of the "Lebanon Borough Lantern".

**NOW THEREFORE BE IT RESOLVED,** that the Borough Council of the Borough of Lebanon, makes the following findings, and based thereon hereby authorizes the granting of a concession with regard to publication of the "Lebanon Borough Lantern" in accordance with NJAC 5:39-9.4 et seq. and as hereinafter more particularly set forth:

- I. There is a public need to expand, and more efficiently and cost effectively, revise and continue all aspects of the "Lebanon Borough Lantern" community newsletter publication.

- II. The concession awarded is the production and printing of the “Lebanon Borough Lantern” Newsletter on a minimum, quarterly basis, with 1000 copies, full color covers and pages, collated and stapled, with graphic art design, on-line technical support, free access to publishers software and other like services.
- III. The consideration and benefits to the Municipality include a cost savings in production and enhancement of the existing “Lebanon Borough Lantern” by a company providing professional production of the publication, better exposure for community advertisers, with potential for Municipal sharing of excess advertising revenue.
- IV. An estimate of the total value of the concession is \$16,000.00.
- V. In addition to the production of the publication, ready for delivery, 30% of any advertising revenue over \$7,400.00 per publication year.
- VI. Quotations for publishing services resulted in one qualified proposal.
- VII. The estimated cost of the Municipality as part of the concession are the same labeling and postage charges presently expended and not expected to exceed \$1,500/year.
- VIII. The Municipality will provide the publishing company with an internet connection, desk space and a telephone from which to solicit advertisers for a limited period.
- IX. The concession is being procured by informal quotation.

**BE IT FURTHER RESOLVED**, that the Mayor, Council President, and Clerk are hereby authorized to enter into a Concession-Publishing Services Contract on behalf of the Borough of Lebanon for the publication of the “Lebanon Borough Lantern” with Liturgical Publications, Inc. (“LPI”) for a period of two years (8 publications), subject to renewal as mutually agreed upon by the parties, and in a form of Contract approved by the Borough Attorney.

Introduced and adopted: May 20, 2020

Ayes: :

Nays:

Absent:

LEBANON BOROUGH COUNCIL

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_  
Karen Romano, Adm/Clerk

**CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Municipal Clerk hereby certify that this resolution was duly adopted by the Council of the Borough of Lebanon at a meeting duly held on the 20<sup>th</sup> day of May 2020; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

\_\_\_\_\_  
Karen Romano, RMC  
Administrator/Clerk

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# NOVAK & NOVAK LLC

ATTORNEYS AT LAW

Perryville Centre  
78 Route 173 West, Suite 12  
Hampton, New Jersey 08827  
TEL: (908) 806-0606  
FAX: (908) 806-0605

[www.novakandnovak.com](http://www.novakandnovak.com)

JOSEPH S. NOVAK  
JUDITH A. NOVAK\*  
Member NJ & PA Bar

May 20, 2020

Borough of Lebanon Governing Body  
6 High Street  
Lebanon, New Jersey 08833

**Re: Lebanon Borough Lantern  
Publication Agreement**

Dear Mayor, Council President and Council Members:

The New Jersey Statutes under the Local Public Contracts Law, NJSA 40A:11-1 et seq. gives governmental entities the ability to grant licenses by way of a concession to provide needed services and/or revenue to a Municipality.

The communications subcommittee working with the Mayor, and assisted by Karen and myself have investigated various alternatives to produce the "Lebanon Borough Lantern" through professional publishing, at a reduced cost and expense, and expenditure of staff hours. Several publishing companies were contacted and a proposal was submitted by Liturgical Publications, Inc. ("LPI"), the company which produces the Town of Clinton newsletter.

To carry out the statutory mandate of the Local Public Contract's law, the New Jersey Administrative Code, NJAC 5:39-9.4 et seq. provides guidance and establishes the standards for a governmental entity to authorize a 'concession' which may provide services and/or revenue to a Municipality. Specifically the Code deems a 'concession' to include "the right to publish a ... newsletter, directory, or calendar containing the meeting schedules, and other information ...", where the publisher "...sells advertising as full or partial payment for providing the service".

It is my legal opinion that the Lebanon Borough Council has been granted the authority by the New Jersey Statutes and Administrative Code to authorize a communication concession in the nature as proposed by LPI. The communication subcommittee met earlier this week, and it is

my understanding that the subcommittee will make a recommendation to proceed and authorize the Borough of Lebanon to enter into an agreement with LPI.

The current form of the LPI Publishing Service Agreement is attached, but will be subject to a further addendum as I have discussed with their representative, and to include elimination of any reference to a "partnership" agreement, a requirement for annual accounting on advertising financials, indemnification of Lebanon Borough, and advertisers' rights should the publication be terminated by LPI.

Very truly yours,  
Novak & Novak, LLC

*Joseph S. Novak/bjc*  
Joseph S. Novak

JSN/bjc  
Enc.

Cc: Karen Romano, Clerk



## PUBLISHING SERVICE AGREEMENT

This Agreement is made this 20 day of May, 2020 by and between Liturgical Publications Inc (Publisher) and The Borough of Lebanon, Lebanon, NJ (Customer). The parties agree that the Customer will use Publisher's services as defined in section II below and shall provide copy on a timely basis. In consideration for Publisher providing a complete and continuous publishing service, the Customer agrees to distribute the publication to its members and hereby assigns to Publisher, all its rights to any advertising revenue from the publication. Every attempt will be made to deliver the publication in a timely manner, however, the customer acknowledges that the Publisher cannot be held responsible for delivery exceptions due to weather emergencies, strikes, natural disasters, or acts of God.

- I. **TERM:** This agreement shall commence immediately and shall continue in effect for 2 consecutive Publication Years (each publication year consisting of 04 publications), with the first publication year to begin on the 01 day of September, 2020. The term of this Agreement shall include the initial Publication Year(s) and any subsequent renewal(s) (collectively the "Agreement Term"). The Customer has the option of canceling this Agreement by giving Publisher a one year written notice. This notice would need to be given to Publisher no later than the anniversary of the start of the agreement.
- II. **SERVICES:** Publisher shall provide to Customer all benefits outlined in the Agreement, provided 25 spaces of advertising sponsorship is maintained at all times during the term of this Agreement; otherwise, Publisher reserves the right to use alternate printing procedures or production methods; modify certain terms and conditions, or terminate this Agreement.  
Absent the existence of factors beyond the control of either party (including without limitation due to acts of God, natural disasters, war or the failure of Internet service providers, other vendors, or shipping carriers and without such party's fault or negligence), Publisher shall deliver the publication to Customer within 7 business days. Publications received after 2pm EST may take an additional business day.
  - A. Publisher shall provide the following publication(s)/services:
    - 4 issues of a(n) 16 page (8.5x11) Newsletter consisting of 13 page(s) of content and 3 pages of sponsorship (Page 15, 1/2 pages 2, 4, 6, & 12), collate and staple. Quantity published will be 1000 copies per publication. Newsletter will consist of the following: Cover Sheet: Digital Gloss 11x17 4/4. Sheet 2: Digital Gloss 11x17 4/4. Sheet 3: Digital Gloss 11x17 4/4. Sheet 4: Digital Gloss 11x17 4/4.
  - B. **Royalties:**
    - For the duration of this agreement Publisher will pay the Customer a profit sharing royalty in an amount equal to 30% of paid advertising revenue in excess of \$7,400 per publication year.
- III. **VALUE ADDED SERVICES:** Provide at no additional cost.
  - A. Customer will have unlimited access to Publisher's LPI Express publication transmission software.
  - B. WeCreate, <https://wecreate.4lpi.com/lpi>, (a \$299/yr value) – our source for content and artwork to help you produce a better publication.
  - C. OurSeniorCenter (<http://ourseniorcenter.com>) - Your publication's presence on the Internet that includes the last twelve issues of your publication online.
- IV. **AGREEMENT:** The contents of this document, including attached exhibits and/or subsequent renewal Agreements, extensions, or revisions constitutes the entire Agreement regarding the subject matter contained herein between Publisher and the Customer. The parties understand and agree to be bound by its terms and conditions. This Agreement shall bind the parties, their successors and assigns. This Agreement is not intended to supersede or modify other agreements.  
Customer agrees to provide Publisher a copy of their vendor list only for solicitation of advertising for the Publication. Publisher agrees to maintain confidentiality of these lists and only use them for contracted services between Publisher and the Customer. Customer also agrees to make available a telephone, Internet connection (if available), and work space for the Publisher's representative during scheduled sponsorship campaign(s). The Customer further agrees to insert a timely pre-sell message into their publication.
- V. **RENEWAL:** Publisher and Customer agree that at any date prior to the expiration of this Agreement, this Agreement may be renewed or revised on terms then mutually agreeable to both parties. If the Customer has not signed a new Agreement with Publisher, or notified Publisher in writing of its decision to non-renew service at least 180 days prior to the expiration of the Agreement Term, the parties agree to then renew this Agreement for such a period and under such terms as are identical to those contained in this Agreement.

**Prior to replacing the service provided by the Publisher, the Customer agrees to give the Publisher the opportunity to match or exceed any other publisher's offer before entering into an agreement with them.**

The Borough of Lebanon  
6 High Street  
Lebanon, NJ 08833  
(908) 236-2425

Liturgical Publications Inc  
5 Progress Drive  
Cromwell, CT 06416  
(800) 888-4574 x3409



By: \_\_\_\_\_ DATE: \_\_\_\_\_ ← **SIGN HERE** \_\_\_\_\_  
Susan Gostissa 930.0  
Communication Consultant



## PARTNERSHIP AGREEMENT

Thank you in advance for your participation and cooperation in the preparation of the sales effort. Our goal is to do the best job possible in obtaining ads for your publication. We appreciate your cooperation in helping us meet and exceed the advertising sales goal. We look forward to working with you in the years ahead.

The following information is needed in order to ensure a successful advertising campaign:

- On-site Telephone / Workplace
- On-site Internet Access
- Insertion of sales campaign announcement into current newsletter prior to sales effort
- Sponsor / Vendor list / Accounts Payable list
- Dates of Center Events, Promotions, Open Houses, etc.
- Completed lead questionnaire prior to sales campaign

Your Advertising Sales Executive will use this information to begin preparation. If you have any other thoughts or leads on possible advertising prospects, or if any of the information is not available, please let your Communications Consultant know as soon as possible.

The Borough of Lebanon  
6 High Street  
Lebanon, NJ 08833  
(908) 236-2425

Liturgical Publications Inc  
5 Progress Drive  
Cromwell, CT 06416  
(800) 888-4574 x3409

By: \_\_\_\_\_

\_\_\_\_\_  
Susan Gostissa 930  
Communication Consultant



**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #80-2020**

**RESOLUTION IN SUPPORT OF ASSEMBLY BILL A-3971  
AUTHORIZING THE ISSUANCE "CORONAVIRUS RELIEF BONDS" BY  
MUNICIPALITIES AND COUNTIES**

**WHEREAS**, A-3971 was introduced on May 4, 2020, which authorizes the issuance of "coronavirus relief bonds" by municipalities and counties; and

**WHEREAS**, municipalities and counties are experiencing revenue short falls and expenses overrun because of the COVID-19 pandemic; and

**WHEREAS**, these fiscal consequences of the pandemic are likely to continue and further impact the Borough of Clinton; and

**WHEREAS**, the Borough of Lebanon has significant fixed statutory expenses and provides essential services; and

**WHEREAS**, the cost of providing many essential services is likely to increase as a result of the COVID-19 pandemic for an extended period afterwards; and

**WHEREAS**, A-3971 would allow counties and municipalities to borrow moneys through the issuance of bonds and notes to cover the revenue shortfalls and additional costs that are directly attributable to the COVID-19 pandemic; and

**WHEREAS**, This Bill would establish a new financing mechanism to enable the Borough to borrow moneys to address the costs attributable to increased expenses and revenue shortfalls due to COVID-19 and allow the Borough to pay back that money over a ten year period; and

**WHEREAS**, the Bill would also require the Borough to thoroughly investigate and apply for financial assistance that may be available to it from the federal government, the State and other sources due to revenue shortfalls and expenditures because of the pandemic, prior to authorizing the issuance of the "coronavirus relief bonds"; and

**WHEREAS**, under A-3971 a municipality may use the proceeds from the sale and issuance of the coronavirus relief bonds to address a revenue shortfall experienced by the municipality and cover the cost of unanticipated expenses that are directly attributable to the COVID-19 pandemic and which occurred within 24 months after the end of the Public Health Emergency and State of Emergency; and

**WHEREAS**, A-3971 would be of great financial assistance to the Borough to help address all revenue shortfalls and expenditures directly attributable to this pandemic.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Lebanon that:

1. The Borough hereby supports A-3971, which will offer relief to municipalities and counties to address their revenue shortfalls and expenditures directly attributable to the COVID-19 pandemic.
2. That a copy of this resolution be sent to the Office of the Governor, our State Legislators, and the New Jersey League of Municipalities.

Introduced and adopted May 20, 2020:

Ayes: 0

Nays: 0

Absent: 0

\_\_\_\_\_  
Richard J. Burton, Council President

ATTEST: \_\_\_\_\_

**CERTIFICATION**

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the 20<sup>th</sup> of May 2020 force and effect as of the date I have subscribed my signature.

Date: May 20, 2020

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

Lebanon Borough

List of Bills - (All Funds)

Meeting Date: 05/20/2020 For bills from 04/16/2020 to 05/18/2020

Vendor	Description	Current Fund	Payment	Check Total
308 - BCI BURKE COMPANY, LLC	PO 9341	Rock Climber	5,000.00	5,000.00
746 - BETHLEHEM TOWNSHIP	PO 10442	Shared Service CFO- May 2020	2,250.08	2,250.08
26 - BOROUGH OF LEBANON - PETTY CASH	PO 10501	Petty Cash Reimbursement	178.91	178.91
247 - COMCAST	PO 10476	Internet / Phone Service: 6 High Street /	502.40	502.40
652 - CONSTELLATION NEWENERGY INC	PO 10434	Electricity: 3/12/2020 - 4/10/2020	593.11	593.11
13 - COUNTY OF HUNTERDON - COUNTY TAX	PO 10459	County Tax 2nd QTR 2020	283,526.90	283,526.90
14 - COUNTY OF HUNTERDON - LIBRARY TAX	PO 10460	County Library Tax 2nd Qtr. 2020	28,366.97	28,366.97
15 - COUNTY OF HUNTERDON- OPEN SPACE TAX	PO 10461	County Open Space Tax 2nd Qtr. 2020	27,936.56	27,936.56
152 - Courier News	PO 10472	Notice of hearing Adoption of Master Pla	64.24	64.24
39 - ELIZABETHTOWN GAS	PO 10451	Natural Gas 3/19/2020 - 4/17/2020	506.61	506.61
46 - FERRIERO ENGINEERING	PO 10444	Professional Services: Engineering	142.50	142.50
46 - FERRIERO ENGINEERING	PO 10446	Professional Services: Planning Board	142.50	142.50
769 - Great America Financial Services	PO 10447	Phone System Lease-April 2020	101.19	101.19
670 - HARRY HAUSHALTER	PO 10473	professional Services: Tax Appeals April	769.50	769.50
83 - HORIZON BLUE CROSS BLUE SHIELD NJ	PO 10462	Employee Dental 5/1/2020 - 6/1/2020	201.31	201.31
16 - JCP&L	PO 10428	Electricity	114.24	
	PO 10458	Electricity	1,211.70	
	PO 10500	Electricity	227.18	1,553.12
597 - JERSEY ELEVATOR COMPANY INC.	PO 10470	Monthly Maintenance May 2020	146.79	146.79
167 - KAREN ROMANO	PO 10443	Cell Phone Reimbursement May 2020	100.00	
	PO 10448	Reimbursement for Microsoft Surface Dock	213.24	
	PO 10457	Building Grounds	51.41	364.65
59 - LEBANON BOROUGH BOARD OF EDUCATION	PO 10437	Local School Tax May 2020	282,894.20	282,894.20
119 - LEBANON FIRE COMPANY	PO 10439	2020 Annual Contribution - Partial Payme	6,942.80	6,942.80
715 - Maser Consulting P.A.	PO 10456	General Planning Services / Affordable H	250.25	250.25
2 - MGL FORMS-SYSTEMS, LLC	PO 10474	Tax Bills	195.00	195.00
197 - NEW JERSEY FIRE EQUIPMENT	PO 10449	Scott Air Packs & Leather Gloves	16,756.00	16,756.00
70 - NO HUNTERDON-VOORHEES REG HS DIST	PO 10438	Regional School Tax May 2020	266,077.85	266,077.85
31 - NOVAK & NOVAK LLC	PO 10440	Legal Services Retainer May 2020	4,083.33	4,083.33
233 - PITNEY BOWES	PO 10467	Postage Machine Rental: 5/16/2020 - 8/15	75.00	75.00
20 - QUILL CORPORATION	PO 10427	Office Supplies	219.96	
	PO 10432	Office Supplies	156.58	
	PO 10436	Quillplus Blue Renewal	69.99	446.53
830 - Republic Services	PO 10450	Monthly Garbage Disposal 4/1/2020 - 4/30	6,765.00	6,765.00
453 - RR DONNELLY	PO 10403	Vital Records Form	73.50	73.50
540 - STATEWIDE INSURANCE FUND	PO 10433	3rd Installment 2020 Insurance	8,460.50	8,460.50
369 - STICKEL KOENIG & SULLIVAN & DRILL L	PO 10498	Planning Board & Board of Adjustments	157.50	
	PO 10499	Affordable Housing March & April 2020	1,190.00	1,347.50
765 - Tele Cloud, LLC	PO 10464	Monthly Phone Service - 5/1/2020 - 5/31/	252.24	252.24
808 - Thermal Service of New Jersey Inc.	PO 10463	Re-pipe boiler pumps	1,885.00	
	PO 10469	Monthly Billing of PM Service Contract	330.00	
	PO 10497	Service Call: replace pump, repair leak	5,247.07	7,462.07
43 - TOWN OF CLINTON	PO 10471	Water Bill: 2/1/2020 - 4/30/2020	219.89	219.89
718 - VIKING PEST CONTROL	PO 10435	Pest Control April 2020 - 6 High Street	113.24	113.24
718 - VIKING PEST CONTROL	PO 10465	Pest Control May 2020 - 6 High Street /	113.24	113.24
27 - WASTE MANAGEMENT OF NJ INC	PO 10496	Municipal Waste 4/1/2020 - 4/30/2020	4,682.41	4,682.41
<b>FEDERAL AND STATE GRANTS</b>				
46 - FERRIERO ENGINEERING	PO 10445	Professional Services: Stormwater Manage	2,351.25	2,351.25
119 - LEBANON FIRE COMPANY	PO 10502	Borough Spring Chipping	9,720.00	9,720.00
715 - Maser Consulting P.A.	PO 10455	Highlands HEFSP / Stormwater	1,036.75	1,036.75
<b>GENERAL CAPTITAL FUND</b>				
308 - BCI BURKE COMPANY, LLC	PO 9341	Rock Climber	3,335.48	3,335.48
396 - CORBY ASSOCIATES INC	PO 10466	Installation of new and existing playgro	5,550.00	5,550.00
<b>ANIMAL CONTROL FUND</b>				
321 - NJ DEPT OF HEALTH & SENIOR SVCS	PO 10468	Animal License Fee April 2020	2.40	2.40
<b>SENIOR CITIZEN FUND</b>				
848 - Barbara Bailly	PO 10480	Refund for senior trip 3/16/2020	82.00	82.00
628 - BARBARA TICHY	PO 10494	Refund for senior trip 3/16/2020	82.00	82.00
849 - Betsy Baker	PO 10481	Refund for senior trip 3/16/2020	82.00	82.00
852 - David & Carole Jochen	PO 10487	Refund for senior trip 3/16/2020	164.00	164.00
857 - Ed & Dot Kasson	PO 10492	Refund for senior trip 3/16/2020	164.00	164.00
850 - Edmund & Helena Choinski	PO 10482	Refund for senior trip 3/16/2020	164.00	164.00
770 - Eileen Chrappa	PO 10478	Refund for senior trip 3/16/2020	82.00	82.00
858 - Gene & Janette Luciano	PO 10495	Refund for senior trip 3/16/2020	164.00	164.00
657 - HELEN MUCKELMANN	PO 10484	Refund for senior trip 3/16/2020	82.00	82.00
788 - JO HOBBIIE	PO 10491	Refund for senior trip 3/16/2020	82.00	82.00
854 - Joyce Foertsch	PO 10489	Refund for senior trip 3/16/2020	82.00	82.00
757 - Madeline Nolan	PO 10485	Refund for senior trip 3/16/2020	82.00	82.00
400 - MARY ANN BADORE	PO 10479	Refund for senior trip 3/16/2020 and Che	164.00	164.00
786 - MRS. NANCY MYERS	PO 10493	Refund for senior trip 3/16/2020	82.00	82.00
855 - Rose Hreshowesik	PO 10490	Refund for senior trip 3/16/2020	82.00	82.00
851 - Ruth Kauffman	PO 10483	Refund for senior trip 3/16/2020	82.00	82.00
612 - TRUDY PETERS	PO 10486	Refund for senior trip 3/16/2020	82.00	82.00
853 - William Wilson	PO 10488	Refund for senior trip 3/16/2020	82.00	82.00
TOTAL				973,719.77
Total to be paid from Fund 01 Current Fund		959,557.89		
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS		13,108.00		
Total to be paid from Fund 04 GENERAL CAPTITAL FUND		8,885.48		
Total to be paid from Fund 12 ANIMAL CONTROL FUND		2.40		
Total to be paid from Fund 13 SENIOR CITIZEN FUND		1,886.00		

Checks Previously Disbursed

51520	NJ STATE HEALTH BENEFITS PLAN	PO# 10475	Employee Health Benefits April 202	4,223.48	5/08/2020
20201505	LEBANON BOROUGH PAYROLL		PAYROLL 5/15/2020	10,635.72	5/08/2020
20203004	LEBANON BOROUGH PAYROLL		PAYROLL 4/30/2020	12,548.00	4/27/2020
11680	METROPOLITAN SEAFOOD & GOURMET	PO# 10454	Recreation: Easter Gift Certificat	75.00	4/27/2020
11679	FOX AND HOUND	PO# 10453	Recreation: Easter Gift Certificat	25.00	4/27/2020
11678	BELLA PIZZA	PO# 10452	Recreation: Easter Gift Certificat	100.00	4/27/2020
51820	BOROUGH OF LEBANON-EMAIL SERVICE	PO# 10441	Email Service: 3/18/2020 - 4/17/20	215.50	4/24/2020
11677	US POSTAL SERVICE	PO# 10429	Envelopes	1,250.85	4/20/2020
11676	TREASURER-STATE OF NJ	PO# 10426	Marriage License: January / Februa	50.00	4/17/2020

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29,123.55

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current Fund	29,123.55	959,557.89	<b>988,681.44</b>
Fund 02 FEDERAL AND STATE GRANTS		3,388.00	<b>13,108.00</b>
Fund 04 GENERAL CAPTITAL FUND		8,885.48	<b>8,885.48</b>
Fund 12 ANIMAL CONTROL FUND		2.40	<b>2.40</b>
Fund 13 SENIOR CITIZEN FUND		1,886.00	<b>1,886.00</b>
<b>BILLS LIST TOTALS</b>	<b>29,123.55</b>	<b>973,719.77</b>	<b>1,012,563.32</b>


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**BOROUGH OF LEBANON**  
**LIST OF BILLS**  
**5/20/2020**

The attached list of bills is presented to the governing body for approval.

Current Fund			
	BUDGET AND RESERVE BUDGET	\$	70,755.41
Grant Fund			
	GRANT APPROPRIATIONS	\$	3,388.00
General Capital			
	ORDINANCES	\$	8,885.48
Animal Control Fund			
	RESERVE FOR EXPENDITURES	\$	2.40
Senior Citizen Fund			
	RESERVE FOR EXPENDITURES	\$	1,886.00
ESCROWS			
	Reserve for Expenditures	\$	-
Unemployment Trust			
	RESERVE FOR EXPENDITURES	\$	-
<b>Total Checks</b>			
			<u>\$ 84,917.29</u>
<b>Other Items-Current Fund</b>			
	Lebanon Borough Board of Education	\$	282,894.20
	North Hunterdon-Voorhees RHS District	\$	266,077.85
	County Taxes	\$	283,526.90
	County Library Taxes	\$	28,366.97
	County Open Space Taxes	\$	27,936.56
			<u>\$ 888,802.48</u>
			<u>\$ 973,719.77</u>
<b>Previoulsy Disbursed</b>			
	Health Benefits	\$	4,223.48
	Lebanon Borough Payroll 5/15/20	\$	10,635.72
	Lebanon Borough Payroll 4/30/20	\$	12,548.00
	Metropolitan Seafood	\$	75.00
	Fox and Hound	\$	25.00
	Bella Pizza	\$	100.00
	Email Service	\$	215.50
	US Postal Service	\$	1,250.85
	Treasurer-State of NJ	\$	50.00
			<u>\$ 29,123.55</u>
<b>Grand Total</b>			<u><u>\$ 1,002,843.32</u></u>

The above schedule of payments was prepared by Jennifer Mooney, Chief Financial Officer

  
 Jennifer Mooney  
 Chief Financial Officer

DISCUSSION

**Karen Romano**

**From:** Reid, Kevin <Kevin\_Reid@comcast.com>  
**Sent:** Tuesday, May 19, 2020 2:55 PM  
**To:** Karen Romano  
**Subject:** Comcast Proposal for 2 locations Revised  
**Attachments:** BVE\_Overview\_v3-3.pdf

Hi Karen,

I revised the proposal for your 2 sites:

1)LEBANON BOROUGH 6 HIGH ST: We will give you 600 MBPS High Speed Internet-that's 2 times Faster than your current speed, Secure Edge, Connection Pro-cellular back-up internet, 4 basic Lan lines for alarms, 8 New Poly-Com Phones complete with Virtual Phone System, see attachment for phone details.

2) LEBANON BOROUGH 96 MAIN ST BLDG 2: We will give you 200 MBPS High Speed Internet that's 4 times faster than your current speed,Plus 2 New Poly-Com Phones complete with Virtual Phone System.

For a total of both locations. I can offer this for only \$ 762 per month! Your old Comcast billing will go away. I will put this proposal together in a Docusign later this evening and send to you. If you can get everything signed by the 20<sup>th</sup> of this I can guarantee this rate!

Thank you,  
Kevin

New Phones  
New  
New  
Firewall

Kevin E. Reid  
Comcast Business  
Senior Sales Consultant  
Cell: 201.726.0176  
Voice Edge Support: 877.761.7401



Comcast Business SmartOffice Licenses: AL: 001785, 001789; AR: 2536; AZ: ROC 307346, BTR 18286-0; CA: CSLB 1028256, ACO 7677; CT: ELC 0189754-C5, ELC 0202487-C5; DE: SSPS 13-225; FL: EF0000279; GA: LVU406354; IL: PACA 127-001555; LA: F2257; MA: 7067C, SS-002525; MD: 107-1937; ME: LM50017039; MI: 3601206519; MN:TS674413; MS: 15030170; NC: 1937-CSA; NJ: Burglar Alarm Business Lic. # 34BF00052000; NM: 379095; NY: licensed by the N.Y.S. Department of State 12000317423; OR: CCB 199939; SC: BAC-13662; TN: ACL 2006, ACL 2002; TX: B18966; UT: 8788186-6501; VA: 2705151177, DCJS 11-15181; VT: ES-02366; WA: COMCABS846NU; WASHINGTON, DC: ECS 904217, BBL 602517000001; WV: WV051524. Valid 10/11/18. See [www.business.comcast.com/smartoffice](http://www.business.comcast.com/smartoffice) for current list