



**LEBANON BOROUGH
COMMON COUNCIL
SPECIAL MEETING MINUTES
MARCH 4, 2010**

The Regular Meeting of the Lebanon Borough Common Council was called to order by Mayor Council President R. Gary Quick at 4.00 p.m.

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.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Council President Quick.

ROLL CALL:

Present: Councilwoman Kathleen Bross, Council President R. Gary Quick, Councilman Michael Reino, Councilman Richard J. Burton
Absent: None
Also Present: Clerk Karen Romano, Alexander Saharic, Tammy Stouchko-SSP, and Dave Tillou-DEI

DEI PRESENTATION:

Minutes for B&G Meeting No. 10

DEI Job No. 4601
Owner: Borough of Lebanon
Project: Addition & Renovations to Lebanon Boro Hall
Location: Borough Hall – Grist Mill – conference room
Date: 03-04-10 Time: 4:00PM

Attendees

<u>Name</u>	<u>Representing</u>	<u>Abbreviation</u>
Gary Quick	Borough of Lebanon	BOL
Kathy Bross	Borough of Lebanon	BOL
Mike Reino	Borough of Lebanon	BOL
Rich Burton	Borough of Lebanon	BOL
Karen Romano	Borough of Lebanon	BOL
Lex Suharic	Borough of Lebanon	BOL
Joe Hauck	Borough of Lebanon	BOL
Tammy Stouchko	SSP Architectural Group	SSP
Dave Tillou	Design Enterprises, Inc.	DEI

The items below were prepared prior to the meeting. The **bolded** items are representative of the discussion that took place during the meeting.

Action

Meet #

By

Item #

Discussion

ALL	1.1	Next B&G Committee meeting will be if determined necessary.
		The purpose of this meeting was to bring the Borough Council up to speed regarding the final status of several issues prior to their move to the building
SSP	10.1	<u>Status of architectural and mechanical punch list</u> – prior to this meeting SSP asked for written confirmation from the contractors that items on the punch list had been resolved. At the meeting DEI issued the confirmation from RC (except for exterior items), BMC and JTS that all items were complete. SSP to follow up with an inspection.
BMC	10.2	<u>Elevator issue</u> – the elevator inspector had issued a 30 day temporary certificate of occupancy for a specific issue. This issue will be resolved by the subcontractor on Tuesday, March 9 th . The follow up inspection will be requested immediately after the work is completed.
All	10.3	<u>Status of training</u> – DEI stated the training for the phone system will take place on Thursday March 11 th at 10:00AM, it is anticipated this will take one hour.
SSP	10.4	<u>Status of close out documents</u> – SSP stated they received only a partial submission from JTS and BMC to date. SSP also stated they have rejected JTS’s submission. They also have drafted a letter to all contractors outlining what is expected from them. They stated they waited to issue this letter until a TCO was issued. They will issue this letter soon.
All	10.5	<u>Owner’s Punch List</u> – DEI assembled a punch list for the Owner and we attach the memo to these minutes for your easy reference.
All	10.6	<u>Financial status</u> – DEI reported that the project had committed to \$2,757,706 (including the change orders listed below). All agreed this was under the maximum targeted amount.
Change Orders The following is a list of all of the change orders we are aware of to close out this project.		
	10.7	Pave parking lot – 26,473 – Negotiated to \$23,000.00, written and sent to Rampart
	10.8	Expanded Corian and additional kneewall work - \$4,937.00 – Negotiated to \$3,864.00. SSP to write CO.
	10.9	Miscellaneous items for \$5,959.00 – Ageed – SSP to write CO.

End of Agenda

Any party taking exception to these minutes shall so notify the Construction Manager in writing within ten (10) days or they shall be considered valid as written.

Prepared By: David G. Tillou

cc Attendees:

RESOLUTION # 46 – 2010:

Councilman Burton made a motion to except the Consent Agenda. Councilman Reino seconded the motion.

**RESOLUTION # 46-2010
CONSENT AGENDA
March 4, 2010**

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. Furniture Correspondence

Introduced and adopted: March 4, 2010

Ayes: 4
Nays: 0
Absent: 2

R. Gary Quick, 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 March 4, 2010 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: March 4, 2010

Karen M. Romano, RMC
Borough Clerk

The motion passed by the following vote:

AYES: Council President Quick, Councilwoman Bross, Councilman Reino and
Councilman Burton

NAYES: None

ABSENT: Councilman Coyle and Councilman Berger

ABSTAIN: None

FURNITURE:

Discussion held regarding the purchase of furniture for the Borough Hall.

RESOLUTION # 47 – 2010:

Councilman Burton made a motion to purchase the suggested furniture not to exceed \$25,000. Councilman Reino seconded the motion.

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

**RESOLUTION # 47 - 2010
Cooper Furniture**

WHEREAS, the governing body has commenced the renovation of the Borough Municipal Building, working in conjunction with its Buildings and Grounds Committee and the Special Advisory Committee on the renovation project; and

WHEREAS, a need has arisen during construction necessitated because of a Field Condition including which have been uncovered, practical considerations for modifications or

inclusion of additional features to enhance the completed project, or emergent tasks which must be accomplished in a timely manner so as to not delay the project; and

NOW THEREFORE, BE IT RESOLVED by the Council of the Borough of Lebanon with regard to the Municipal Building renovation project that the Buildings & Grounds Committee recommends engagement of Cooper Furniture to provide and install specific furniture and fixtures associated services sum not-to-exceed \$25,000.00 has been approved.

Introduced and adopted: March 4, 2010

Ayes: 4

Nays: 0

Absent: 0

ATTEST

LEBANON BOROUGH COUNCIL

Karen M. Romano, RMC

R. Gary Quick, 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 March 4, 2010 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: March 4, 2010

Karen M. Romano, RMC

The motion passed by the following vote:

AYES: Council President Quick, Councilwoman Bross, Councilman Reino and Councilman Burton

NAYES: None

ABSENT: Councilman Coyle and Councilman Berger

ABSTAIN: None

Councilman Burton moved and Council President Quick seconded a motion to adjourn, there being no further business to come before Council. The meeting was adjourned at 6:05 PM by unanimous vote.

Respectfully Submitted,

Karen M. Romano, RMC
Borough Clerk

LBCC
03-04-10
5