



**LEBANON BOROUGH COMMON COUNCIL
MINUTES
July 17, 2013**

The Regular Meeting of the Lebanon Borough Common Council was called to order by Council President Burton at 7:30 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 Burton.

ROLL CALL:

Present: Council President Burton, Councilwoman Schmidt, Councilman Junge and Councilman Pittinger

Absent: Mayor Reino, Councilman Berger, and Councilman Knoble

Also Present: Attorney Novak, Clerk Karen M. Romano

MOMENT OF SILENCE:

Council President Burton stated a total of 8141 United States Service Members had given their lives for our country for the war on terrorism. New Jersey total continues at 127. Council President Burton requested a moment of silence in remembrance of all service men and women, who have paid the supreme sacrifice on behalf of a grateful nation, they are truly heroes.

RESOLUTION # 82-2013:

Councilman Junge made a motion to approve Resolution 82-2013 the Consent Agenda with a second by Councilwoman Schmidt.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON**

**STATE OF NEW JERSEY
RESOLUTION # 82-2013
CONSENT AGENDA**

July 17, 2013

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. NJDOT | State Aid Program |
| 2. NJ Legislature | JCP&L |
| 3. NJDEP | Storm water report |
| 4. Finance Monthly Report | June |

Introduced and adopted July 17, 2013

Ayes: 4
Nays: 0
Absent: 2

Richard J. Burton, Council President

ATTEST: _____

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 July 17, 2013 force and effect as of the date I have subscribed my signature.

Date: July 17, 2013

Karen M. Romano, RMC
Lebanon Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

APPROVAL OF MINUTES:

Councilman Junge made a motion to accept the Regular and Executive Meeting Minutes of June 19, 2013. With a second by Councilwoman Schmidt.

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

APPROVAL OF EXPENDITURES:

Councilman Pittinger made a motion to approve the bill list for July 2013 adding the Lebanon Volunteer Fire Company bill of \$4050.00 for Branch Pick Up. Councilwoman Schmidt seconded the motion.

Report Printed 2013-07-12 15:46:05 Lebanon Borough

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
Current Fund			
603 - ABIGAYLE HENSLEER	FO 5449 REIMBURSE FOR FINGERPRINTING COST	41.00	41.00
320 - APGAR POWER SWEEPING CORP	FO 5473 STREET SWEEPING FOR PARADE, INV 190	650.00	650.00
221 - ASSOCIATED MAILING	FO 5450 POSTAGE FOR THE NEWSLETTER	256.89	256.89
589 - AUTOMATIC TEMPERATURE CONTROL SVCS	FO 5451 MAINTENANCE AGREEMENT FOR JULY-SEPT	780.00	780.00
26 - BOROUGH OF LEBANON - PETTY CASH	FO 5489 PETTY CASH	194.64	194.64
534 - CEDAR RIDGE LAWN MAINTENANCE, LLC	FO 5313 GROUNDS MAINTENANCE JULY 2013, INV	1,284.37	1,284.37
202 - CENTURYLINK	FO 5474 TELEPHONE SERVICE, ACCT 310227467/3	305.89	305.89
247 - COMCAST	FO 5452 TELEPHONE SVC, ACCT 01729236295016	290.43	290.43
152 - NEW JERSEY PRESS MEDIA	FO 5453 SPECIAL MEETING, ACCT 20346900	40.72	40.72
39 - ELIZABETHTOWN GAS	FO 5454 NATURAL GAS SVC, ACCT 2635600594/68	222.60	222.60
46 - FERRIERO ENGINEERING	FO 5475 ENGINEERING SVC, INV 53579/53578/53	636.25	636.25
127 - GARDEN STATE HIGHWAY PRODUCTS, INC	FO 5455 NEW SIGNS, CUST LEBA	397.50	397.50
153 - HOME DEPOT CREDIT SVCS	FO 5456 CLEANING SUPPLIES, ACCT 9730	24.82	24.82
492 - HOME SOLUTIONS	FO 5457 PARKING LOT REPAIR, INV 15403	850.00	850.00
83 - HORIZON BLUE CROSS BLUE SHIELD NJ	FO 5156 DENTAL INSURANCE FOR AUGUST 2013, A	245.81	245.81
16 - JCP&L	FO 5458 ELECTRIC SVC FOR 6 HIGH ST., ACCT 2	1,360.33	1,360.33
16 - JCP&L	FO 5459 ELECTRIC SVC, ACCT 100064140559/641	985.09	985.09
597 - JERSEY ELEVATOR	FO 5476 ELEVATOR SERVICE, ACCT 5487A-M	135.00	135.00
595 - JOHN LAFLAMME	FO 5460 REDEMPTION OF TAX SALE CERTIFICATE	860.03	860.03
264 - JOSEPH S. NOVAK	FO 5145 MONTHLY LEGAL SERVICE FOR JULY 2013	3,000.00	3,000.00
264 - JOSEPH S. NOVAK	FO 5490 LEGAL WORK ON CODIFICATION MARCH 14	920.00	920.00
167 - KAREN ROMANO	FO 5134 CELL PHONE ALLOWANCE FOR JULY 2013	100.00	100.00
559 - LANZA & LANZA LLP	FO 5486 MAY LEGAL SERVICES, ACCT 1323-001T	685.60	685.60
59 - LEBANON BOROUGH BOARD OF EDUCATION	FO 5492 LOCAL SCHOOL TAX FOR AUGUST 2013	217,256.00	217,256.00
119 - LEBANON FIRE COMPANY	FO 5461 ANNUAL APPROPRIATION	55,000.00	55,000.00
2 - MGL FORMS-SYSTEMS, LLC	FO 5462 TAX BILLS, INV 113774	233.00	233.00
253 - NEW JERSEY STATE POLICE	FO 5463 STATE POLICE SERVICES FOR MAY 2013,	4,199.52	4,199.52
47 - NJ ECONOMIC DEVELOPMENT AUTHORITY	FO 5488 DEBT SERVICE DUE 8-15-2013 L01307	7,556.25	7,556.25
42 - NJ STATE LEAGUE OF MUNICIPALITIES	FO 5480 NJ MUNICIPAL SALARY REPORT 2013	85.00	85.00
602 - PAMELA JUNGE	FO 5464 REIMBURSE FOR FINGERPRINTING COST	41.00	41.00
513 - PAYCHEX OF NEW YORK LLC	FO 5465 PAYROLL SERVICE FOR 6/28/13 & 7/15/	311.73	311.73
68 - POLAND SPRING WATER CO	FO 5466 BOTTLED WATER/SOFT DRINKS, ACCT 043	46.62	46.62
28 - PREMIER DISPOSAL, INC	FO 5472 TRASH REMOVAL SERVICE FOR JUNE 2013	4,832.96	4,832.96
604 - PUNKROCKMUSIC.COM INC.	FO 5467 BORO PARK T-SHIRTS, INV 4	126.00	126.00
20 - QULLK CORPORATION	FO 5468 TRASH CAN LINERS, ACCT C671593	289.48	289.48
6 - RICHARD M. CONLEY, LLC	FO 5481 PROF SVCS - SPECIAL TAX COUNSEL -	2,220.31	2,220.31
344 - SHARP ELECTRONICS CORP	FO 5482 MAINTENANCE CONTRACT FOR APR-JUNE 2	256.82	256.82
540 - STATEWIDE INSURANCE FUND	FO 5469 4TH INSTALLMENT 2013 ASSESSMENTS, I	8,849.00	8,849.00
390 - TELE-DATA SOLUTIONS	FO 5491 PHONE MAINTENANCE AGREEMENT, INV 10	90.00	90.00
43 - TOWN OF CLINTON	FO 5483 2ND QTR FIRE HYDRANT, 2013 ACCT 221	6,287.25	6,287.25

348 - VALL ENERGY SERVICES, LLC	PO 5470	HVAC LABOR, INV 53597/53597	1,400.00	1,400.00
348 - VALL ENERGY SERVICES, LLC	PO 5484	HVAC LABOR, INV 53595	1,219.40	1,219.40
11 - VITAL SERVICES GROUP	PO 5448	2013 MASTER FILE W/ THE MOST RECENT	100.00	100.00
192 - WALMART BUSINESS	PO 5471	SUMMER RECREATION SUPPLIES, ACCT 50	154.85	154.85
27 - WASTE MANAGEMENT OF NJ INC	PO 5485	TRASH REMOVAL SERVICE FOR JUNE 2013	3,527.81	3,527.81
TRUST FUNDS				
466 - ANIMAL CONTROL SOLUTIONS	PO 5052	MONTHLY FEE FOR JULY 2013	100.00	100.00
GENERAL CAPITIAL FUND				
46 - FERRIERO ENGINEERING	PO 5487	MYRTLE AVE. IMPROVEMENTS, INV 53576	1,281.25	1,281.25
TOTAL				329,731.22
Total to be paid from Fund 01 Current Fund			328,349.97	
Total to be paid from Fund 03 TRUST FUNDS			100.00	
Total to be paid from Fund 04 GENERAL CAPITIAL FUND			1,281.25	
			=====	
			329,731.22	

Checks Previously Disbursed

99999	LEBANON BOROUGH PAYROLL	PAYROLL 7/15/2013	9,202.21	7/12/2013
99999	LEBANON BOROUGH PAYROLL	PAYROLL 6/30/2013	10,153.49	6/28/2013
7769	WALMART BUSINESS	PO# 5447 SUMMER RECREATION SUPPLIES	99.16	6/24/2013
7768	PAMELA JUNGE	PO# 5446 SUMMER RECREATION SUPPLIES	56.30	6/24/2013

			19,511.16	
Total paid from Fund 01 Current Fund			19,511.16	

			19,511.16	

Total for this Bills List: 349,242.38

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

PUBLIC ENTITY ADVOCATES LLC: Sharon Cooper, Local Risk Management Consultant Explain to Council that Dave Quinn Lebanon Borough's current Local Risk Management Consultant would be moving on to his own business as an Environmental Insurance Consultant and that she would be taking over as Local Risk Management Consultant.

TAX ASSESSOR JEFF BURD: Mr. Burd introduced himself to Council and then everyone for hiring him as the new Lebanon Borough Tax Assessor. He also thanked Karen for welcoming him.

OPEN PUBLIC SESSION #1:

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

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

51 MAIN STREET OPENING PERMIT:

Council President Burton requested a motion to pass the street opening permit.

Councilwoman Schmidt made a motion to approve the permit. Councilman Junge seconded the motion.

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

Council President Burton requested a motion to enter into executive session to discuss personnel matters.

RESOLUTIONS #87-2013:

Councilman Pittinger made a motion to approve Resolution #87-2013 to enter into Executive Session with a second by Councilwoman Schmidt.

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

RESOLUTION #87-2013

Whereas, the Open Public Meetings Act allows the Mayor and Council to exclude the public from a portion of a meeting in certain circumstances,

Now therefore, be it Resolved, by the Council of the Borough of Lebanon, that the public shall be excluded from discussion of the following matter(s):

- 1. A confidential matter under Federal or State Law or Court Rule.
- 2. A matter involving information that may jeopardize the Borough's rights to receive funds from the United States Government.
- 3. A matter constituting an unwarranted invasion of an individual's privacy rights.
- 4. Collective Bargaining Agreement or negotiation of the Agreement.
- 5. Matters involving the purchase, lease or acquisition of real property.
- 6. Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
- 7. Litigation Tax Court Matters _____ Anticipated Litigation _____

Contract Negotiations: _____ x _____

___ 8. Matters falling within the attorney-client privilege: _____.

___ x 9. Personnel matters involving a specific employee or officer of the Borough: Policies.

___ 10. Deliberations involving a public hearing which may result in the imposition of a specific civil penalty or suspension or loss of a license or permit.

The approved Executive Session minutes will be placed on file in the Borough Clerk's Office and will be available to the public as provided for by Law.

Be it further Resolved, that this Resolution shall take effect immediately.

Introduced and adopted:

Ayes: 4

Nays: 0

Absent: 2

LEBANON BOROUGH COUNCIL

Richard J. Burton, Council President

ATTEST:

Karen M. Romano, RMC
Borough Clerk

I certify that the foregoing is a true copy of the Resolution adopted by the Borough Council at a meeting held July 17, 2013.

Karen Romano, RMC
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

Council President Burton requested a motion to re-enter the regular meeting of July 17, 2013

Councilman Knoble made a motion to re-enter the regular meeting with a second by Councilwoman Schmidt.

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

RESOLUTIONS #83-2013:

**Councilman Junge made a motion to approve Resolution #83-2013 with a second by Councilwoman Schmidt. BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

RESOLUTION #83-2013

Myrtle Avenue Improvements

WHEREAS, the Borough of Lebanon has the Borough has received a grant from NJDOT, Bureau of Local Aid for improvements to Myrtle Avenue, and

WHEREAS, the grant agreement with NJDOT requires that the Borough award a construction contract within 18 months of the grant award, and

WHEREAS, the Borough has recently been advised that Clinton Water will be replacing the water main within Myrtle Avenue and the Borough desires the water main replacement to take place prior to final paving of Myrtle Avenue, and

WHEREAS, the Borough Engineer has been in discussion with NJDOT regarding extending the construction contract award date and the NJDOT has indicated that they would support an extension of six (6) months.

NOW THEREFORE BE IT RESOLVED, by the Council of the Borough of Lebanon hereby authorizes the Borough Engineer to submit a formal request in writing to NJDOT requesting a six (6) month extension to the time required to award a construction contract.

Introduced and adopted: July 17, 2013

LEBANON BOROUGH COUNCIL

Ayes: 4
Nays: 0
Absent: 2

Richard J Burton
Borough Council President

ATTEST:

Karen M. Romano
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 July 17, 2013 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: July 17, 2013

Karen M. Romano
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

RESOLUTIONS #84-2013:

Councilman Pittinger made a motion to approve Resolution 84-2013 with a second by Councilman Junge.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION #84-2013**

SALARIES YEAR 2013

BE IT RESOLVED, by the Lebanon Borough Common Council the following is a schedule of salaries and wages for the various positions in the Borough of Lebanon for the year 2013.

Borough Clerk/PB Sec/BOH Sec/Assess Search Officer (Romano)	\$ 61,282.00
Deputy Clerk/Recreation/Environmental Secretary (Sella)	\$40,914.00
Senior Club, Shade Tree Committee and Historical Committee Secretary	
Chief Financial Officer/Treasurer (Ciarlariello)	\$18,342.00
Tax Collector (Ciarlariello)	\$15,818.00
Asst. Treasurer (Demaris)	\$17.50/hr.
Tax Assessor (Burd)	\$13,500.00
Dog/Cat Licensing Agent (Sella)	\$684.00
Registrar of Vital Statistics (Romano)	\$796.00
Deputy Registrar of Vital Statistics (Sella)	\$796.00
Zoning Officer (Hauck)	\$11,919.00
Park Events Director - Contract (Romano)	\$1,300.00
Adult School Crossing Guard Supervisor	\$26.00/hr.
Adult School Crossing Guards	\$22.75/hr.
Special & Part Time Patrol Officers	\$ 10.00 to 38.00/hr.
Summer Park Program Director - Contract (Junge)	\$2,900.00
Recycling Coordinator (Romano)	\$ 3,183.00
Summer Park Counselors	\$ 8.00 to 15.00/hr.
Handyman Services	\$ 11.00 to 25.00/hr.
Clerical Temporary Staff	\$ 8.00 to 20.00/hr.
General Labor	\$ 12.00 to 25.00/hr
Custodial/Cleaning Service - Contract (Sella)	Full Service: \$150.00 Partial Service: \$75.00
Mileage	Rate as determined by IRS per mile standard

Introduced and adopted: July 17, 2013

LEBANON BOROUGH COUNCIL

Ayes: 4
Nays: 0
Absent: 2
Abstain :

Richard Burton, Council President

CERTIFICATION

I, Karen 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 17th day of July 2013; 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.

Dated: July 17, 2013

Karen M. Romano, RMC
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

RESOLUTIONS #85-2013:

Councilman Junge made a motion to approve Resolution 85-2013 with a second by Councilwoman Schmidt.

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

RESOLUTION#85 2013

BE IT RESOLVED, by the Council of the Borough of Lebanon, County of Hunterdon, State of New Jersey that the CFO is hereby authorized to make the following payment for redemption of a tax sale certificate.

13.01 1104 John LaFlamme PREMIUM 200.00

9 Lisa Ct
Oxford, NJ 07863

Cert #2012-07 660.03
Total 860.03

Introduced and adopted: July 17, 2013

Ayes: 4
Nays: 0
Absent: 2

LEBANON BOROUGH COUNCIL

Richard Burton, Borough Council President

ATTEST:

Karen Romano
Borough Clerk

I certify that the foregoing is a true copy of the Resolution adopted by the Borough Council at a meeting held on July 17, 2013.

Karen Romano
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

RESOLUTIONS #86-2013:

Councilman Pittinger made a motion to approve Resolution 86-2013 with a second by Councilwoman Schmidt.

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

RESOLUTION# 86-2013 APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Borough of Lebanon (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

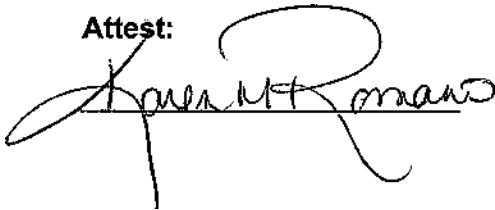
WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

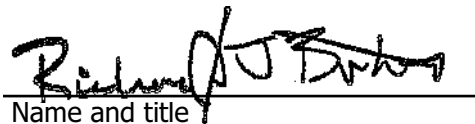
NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

1. Borough of Lebanon hereby appoints
Public Entity Advocates, LLCits local Risk Management Consultant.
- 2, The Clerk (*authorized representative of the public entity*) and Risk-Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2013 in the form attached hereto.

Attest:



Karen M Romano



Richard J. Burt
Name and title

Name of Entity: Borough of Lebanon

Certification

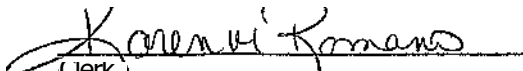
1 Karen M Romano, Clerk of the Borough of Lebanon on County of Hunterdon , do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body omit July 17, 20 13

Witness at hand and seal of the



This day of :July 30, 20 13

ANITA WEINGART
NOTARY PUBLIC OF NEW JERSEY
My Commteson Expires 7/18/2017


Clerk

2013 FUND YEAR. STATEWIDE INSURANCE FUND

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 17th day of July 2013, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, Borough of Lebanon ("MEMBER") and Public Entity Advocates, LLC ("CONSULTANT") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT;
and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.
 - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if

required by the FUND.

review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.

- (g) review losses and engineering reports and provide assistance to the MEMBER'S

safety committee, if required.

(h) assist in the claims settlement process, if required, by MEMBER or FUND.

attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.

(j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.

(k) act in good faith and fair dealing to the FUND.

(I)perform other duties for the FUND as may be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

(a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of all lines assessment (excluding any fees, PLIGA, and loss ratio apportionment); and 10% of Selective umbrella assessment (excluding fees, PLIGA and administrative expenses).

(b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.

(c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).

(d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from **January 1, 2013** to **January 1, 2014**. However, this Agreement may be terminated by either

party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.

4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable

5.

statutes and regulations relating to joint insurance funds.

_____ The CONSULTANT agrees to comply with all affirmative action laws
_____ applicable in _____
accordance with Exhibit A and to submit all necessary documentation establishing
compliance within seven (7) days of this Agreement.

ATTEST:

ATTEST:

_____ *over WF*

Member Representative

ATTEST:

_____ **Risk Management Consultant Corporate Officer**

Statewide Insurance Fund Chairperson

**EXHIBIT A
STATEWIDE INSURANCE FUND**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.; **OR**
- (c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

OPEN PUBLIC SESSION #2:

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

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

ORDINANCE #2013-04

Councilman Pittinger made a motion to Introduce Ordinance 2013-04 to create the position of a QPA with a second by Councilwoman Schmidt.

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

ORDINANCE NO. 2013-4

AN ORDINANCE OF THE BOROUGH OF LEBANON TO CREATE THE POSITION AND DUTIES OF A QUALIFIED PURCHASING AGENT

WHEREAS, pursuant to NJSA 40A:11-9, the Governing Body of a Municipality may create the position of and designate an individual to serve as the Borough's purchasing agent, meeting the criteria, training and possessing such purchasing experience to be certified by the Division of Local Government Services of the State of New Jersey.

NOW THEREFORE BE IT HEREBY ORDAINED by the Council, of the Borough of Lebanon, in the County of Hunterdon, and State of New Jersey, with the approval of the Mayor, as follows:

QUALIFIED PURCHASING AGENT

1. **Establishment.** There is hereby established the position of Purchasing Agent, for the Borough of Lebanon; who shall have the authority, responsibility and accountability for the purchasing activity of the Borough of Lebanon, to prepare public advertising for bids and to receive bids for the provision or performance of goods or services on behalf of the Borough, and to award Contracts permitted pursuant to NJSA 40A:11-3, in the name of the Borough, and conduct any activities as may be necessary or appropriate to the purchasing function of the Borough as its Contracting Agent. The individual designated to serve as the Purchasing Agent of the Borough pursuant to this section shall possess a Qualified Purchasing Agent Certificate, issued by the Director of the New Jersey Division of Local Government Services and such person may be a part-time or full-time employee of the Borough, an independent Contractor, or an individual employed by another Municipality through a Shared Services Agreement.

2. **Definitions.** The definitions of words as set forth in NJSA 40A:11-2 in reference to the position, criteria, duties and responsibilities of the Qualified Purchasing Agent are hereby adopted and made part of this section.

3. **Qualifications and Certification.** The person appointed to serve as the Borough's Qualified Purchasing Agent shall complete the appropriate training determined by the Director of the Division of Local Government Services, possess such purchasing experience as deemed necessary to serve as a Purchasing Agent, satisfy the criteria established pursuant to NJSA 40A:11-9b.(1 through 7), and have passed the examination administered by the Division of Local Government Services, and received written certification as a Qualified Purchasing Agent.

The Qualified Purchasing Agent shall satisfy all continuing education requirements and secure renewal of qualification every three years.

4. **Vacancy.** Upon the appointment of a Qualified Purchasing Agent, if the person appointed no longer performs such duties, the Governing Body may thereafter, appoint for a period not to exceed one year commencing from the date of vacancy, a person who does not possess a Qualified Purchasing Agent Certificate to serve as a temporary Purchasing Agent for a period of one year, which can be extended for one additional year with the approval of the Director of the Division of Local Government Services. Such person may not serve in such temporary position for more than two consecutive years.

5. **Revocation or Suspension.** The Governing Body, together with the Mayor, may request the Director of the Division of Local Government Services to review the behavior or practices of the person serving as a Qualified Purchasing Agent. Prior to taking any adverse action against such person, the Director shall convene a hearing, upon due notice, affording the person an opportunity to be heard, and thereafter, may revoke or suspend the person's Qualified Purchasing Agent Certificate for dishonest practices, or willful, or intentional failure, neglect or refusal to comply with the laws relating to procurement, or for other good cause.

6. **Severability.** In event that any clause, section, paragraph, or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason; it shall be deemed severable, and the Borough Council hereby declares its intent that the balance of the Ordinance shall not be affected by the said invalidity, and the remainder shall remain in full force and effect.

7. **Effective date.** This Ordinance shall take effect upon final adoption and publication in accordance with the law.

ATTEST

BOROUGH OF LEBANON

Karen Romano, Borough Clerk

Michael Reino, Mayor

Vote after public hearing and upon final adoption:

Berger _____
Burton _____
Junge _____
Knoble _____
Pittinger _____
Schmidt _____

Ordinance approved by the Governing Body and presented to the Mayor on _____, 2013

Veto in Whole or Part:

Approved:

Michael Reino, Mayor
Date:

Michael Reino, Mayor
Date:

Returned to Borough Clerk with statement attached on _____, 2013

NOTICE

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on July 17, 2013 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 August 21, 2013 at 7:30 p.m. in the Municipal Building, located at 6 High Street, Lebanon, New Jersey

Karen M. Romano, Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge
NO: None
ABSTAIN: None
ABSENT: Councilman Berger and Councilman Knoble

ORDINANCE #2013-05

Councilman Pittinger made a motion to Introduce Ordinance 2013-05 to amend the Salary Ordinance with a second by Councilwoman Schmidt.

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

ORDINANCE NO. 2013-5

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED, 2011-06
“AN ORDINANCE TO FIX AND DETERMINE THE SALARY OR
COMPENSATION TO BE PAID TO CERTAIN OFFICERS
AND EMPLOYEES OF THE BOROUGH OF LEBANON,
IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY”.**

BE IT HEREBY ORDAINED by the Council, of the Borough of Lebanon, in the County of Hunterdon, and State of New Jersey, with the approval of the Mayor, as follows:

SECTION ONE: The salary range for the various officers of the Borough of Lebanon shall be as follows:

<u>DESCRIPTION</u>	<u>ANNUAL</u>
BOROUGH CLERK/PLANNING BOARD AND BOARD OF HEALTH SECRETARY/ ASSESSMENT SEARCH OFFICER.....	\$ 35,000.00 TO 75,000.00
DEPUTY CLERK/RECREATION SECRETARY SHADE TREE COMMITTEE SECRETARY, HISTORIC SECRETARY, SENIOR CITIZEN GROUP SECRETARY AND ENVIRONMENTAL SECRETARY	\$ 35,000.00 TO 50,000.00

CHIEF FINANCIAL OFFICER/TREASURER.....	\$ 10,000.00 TO 25,000.00
QUALIFIED PURCHASING AGENT.....	\$1,000.00 TO \$5,000.00
TAX COLLECTOR/TAX SEARCH OFFICER.....	\$ 10,000.00 TO 25,000.00
ASSISTANT TREASURER	\$ 13.00 TO 20.00/hr.
TAX ASSESSOR.....	\$ 7,000.00 TO 18,000.00
DOG/CAT LICENSOR	\$ 500.00 TO 1,000.00
REGISTRAR OF VITAL STATISTICS.	\$ 700.00 TO 2,500.00
ZONING OFFICER	\$ 7,000.00 TO 20,000.00
HOUSING OFFICER (contract)	\$ 1,000.00 TO 4,000.00
PARK DIRECTOR (contract).....	\$ 1,000.00 TO 2,500.00
RECYCLING COORDINATOR	\$ 900.00 TO 5,000.00
ADULT SCHOOL CROSSING GUARDS	\$ 16.00 TO 30.00/hr.
ADULT SCHOOL CROSSING GUARDS SUPERVISOR... \$	20.00 TO 35.00/hr.
SPECIAL & PART TIME PATROL OFFICERS.....	\$ 10.00 TO 38.00/hr.
SUMMER PARK PROGRAM DIRECTOR (contract).....	\$ 500.00 TO 4,000.00
SUMMER PARK COUNSELORS	\$ 8.00 TO 15.00/hr.
CLERICAL TEMPORARY STAFF	\$ 8.00 TO 25.00/hr.
CUSTODIAL/HANYMAN/LABORERS.....	\$ 12.00 TO 45.00/hr.
CUSTODIAL/CLEANING.....	\$ 75.00/partial to 150.00/full service

MILEAGE Rate as determined by IRS
per mile standards

SECTION TWO: All other provisions of the Ordinance shall remain unchanged and in full force and effect. This Ordinance shall take effect immediately after final adoption and publication in accordance with the laws of the State of New Jersey.

SECTION THREE: Severability. In event that any clause, section, paragraph, or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason; it shall be deemed severable, and the Borough Council hereby declares its intent that the balance of the Ordinance shall not be affected by the said invalidity, and the remainder shall remain in full force and effect.

SECTION FOUR: Effective date. This Ordinance shall take effect upon final adoption and publication in accordance with the law.

ATTEST

BOROUGH OF LEBANON

Karen Romano, Borough Clerk

Michael Reino, Mayor

Vote after public hearing and upon final adoption:

Berger _____
Burton _____
Junge _____
Knoble _____
Pittinger _____
Schmidt _____

Ordinance approved by the Governing Body and presented
to the Mayor on _____, 2013

Veto in Whole or Part:

Approved:

Michael Reino, Mayor
Date:

Michael Reino, Mayor
Date:

Returned to Borough Clerk with statement attached on _____, 2013

NOTICE

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on July 17, 2013 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 August 21, 2013 at 7:30 p.m. in the Municipal Building, located at 6 High Street, Lebanon, New Jersey

Karen M. Romano, Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilwoman Schmidt, and Councilman Pittinger and Councilman Junge

NO: None

ABSTAIN: None

ABSENT: Councilman Berger and Councilman Knoble

DISCUSSION:

COUNCIL COMMITTEES:

Shade Tree Committee: Chairman Hauck stated The Shade Tree application for the State Grant has been postponed to the end of September.

MISCELLANEOUS:

ADJOURN:

Councilman Pittinger moved and Councilwoman Schmidt seconded a motion to adjourn, there being no further business to come before Council. The meeting was adjourned at 8:50PM by unanimous vote.

Respectfully Submitted

Karen M. Romano, RMC
Borough Clerk

LBCC
7-17-13
28

LBCC
7-17-13
29

