



**LEBANON BOROUGH COMMON COUNCIL
MINUTES
July 16, 2014**

The Regular Meeting of the Lebanon Borough Common Council was called to order by Mayor Reino 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 Mayor Reino.

ROLL CALL:

Present: Mayor Reino, Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

Absent: Councilman Junge

Also Present: Attorney Novak, Clerk Karen M. Romano

MOMENT OF SILENCE:

Mayor Reino stated a total of 8246 United States Service Members had given their lives for our country for the war on terrorism. New Jersey total continues at 128. Mayor Reino 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 # 79-2014:

Council President Burton made a motion to approve Resolution 79-2014 the Consent Agenda with a second by Councilwoman Schmidt.

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

RESOLUTION # 79-2014

**CONSENT AGENDA
July 16, 2014**

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. Storm water report- Dan Flynn
2. Assessor report
3. Tax Rate
4. Finance report

Introduced and adopted July 16, 2014:

Ayes: 5
Nays: 0
Absent: 1

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 16, 2014 force and effect as of the date I have subscribed my signature.

Date: July 16, 2014

Karen M. Romano, RMC
Lebanon Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

APPROVAL OF MINUTES:

Councilman Knoble made a motion to accept the Regular and Executive Meeting Minutes of June 2014. With a second by Council President Burton.

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

APPROVAL OF EXPENDITURES:

Councilman Berger made a motion to approve the bill list for July 2014. Council President Burton seconded the motion.

Report Printed 2014-07-15 15:20:50 Lebanon Borough

Total	Vendor	Description	Payment	Check
Current Fund				

750.00	320 - APGAR POWER SWEEPING CORP	PO 6155	STREET SWEEPING FOR BORO PARADE, IN	750.00
1,368.00	221 - ASSOCIATED MAILING	PO 6129	LEBANON LANTERN SUMMER 2014 PRINTIN	1,368.00
780.00	589 - AUTOMATIC TEMPERATURE CONTROL SVCS,	PO 6156	HVAC SERVICE & MAINTENANCE FOR JUL/	780.00
1,284.37	534 - CEDAR RIDGE LAWN MAINTENANCE, LLC	PO 6004	GROUNDS MAINTENANCE JULY 2014	1,284.37
413.22	202 - CENTURYLINK	PO 6157	TELEPHONE SERVICE, ACCT 310227467/3	413.22
296.92	247 - COMCAST	PO 6140	TELEPHONE SVC, ACCT 01729236295016	296.92
54,488.89	345 - DATA VENTURES I LLC (DVI)	PO 6179	REDEMPTION OF TAX SALE CERTIFICATE	54,488.89
32,200.00	609 - DEPTCOR	PO 5584	96 MAIN ST- LABOR AND INSTALLATION	32,200.00
40.17	39 - ELIZABETHTOWN GAS	PO 6130	NATURAL GAS SVC, ACCT 2635600594	40.17
160.20	39 - ELIZABETHTOWN GAS	PO 6131	NATURAL GAS SVC, ACCT 6822385611	160.20
605.63	46 - FERRIERO ENGINEERING	PO 6158	ENGINEERING SVCS, INV 57778	605.63
245.81	83 - HORIZON BLUE CROSS BLUE SHIELD NJ	PO 6126	DENTAL INSURANCE FOR JULY 2014, GRO	245.81
245.81	83 - HORIZON BLUE CROSS BLUE SHIELD NJ	PO 6149	DENTAL INSURANCE FOR AUGUST 2014, G	245.81
346.79	54 - NJN PUBLISHING	PO 6159	LEGAL ADS, ACCT L901188	346.79
1,259.07	16 - JCP&L	PO 6132	ELECTRIC SVC, FOR ACCT 200000052726	1,259.07
731.32	16 - JCP&L	PO 6142	STREET LIGHTING, ACCT 100002994182/	731.32
135.00	597 - JERSEY ELEVATOR	PO 6160	ELEVATOR MAINTENANCE, ACCOUNT # 548	135.00
3,208.00	264 - JOSEPH S. NOVAK	PO 5995	MONTHLY LEGAL SERVICE FOR JULY 2014	3,208.00
100.00	167 - KAREN ROMANO	PO 5988	CELL PHONE REIMBURSEMENT, JULY 2014	100.00
123.95	559 - LANZA & LANZA LLP	PO 6144	LEBANON BORO V T.M. BRENNAN CONTRAC	123.95
223,773.80	59 - LEBANON BOROUGH BOARD OF EDUCATION	PO 6180	LOCAL SCHOOL TAX FOR AUGUST 2014	223,773.80
5,130.00	57 - LEBANON BOROUGH FIRE COMPANY	PO 6178	2014 SPRING BRUSH CHIPPING	5,130.00
239.00	2 - MGL FORMS-SYSTEMS, LLC	PO 6143	TAX BILLS, INV 121634	239.00
3,149.64	253 - NEW JERSEY STATE POLICE	PO 6133	STATE POLICE SERVICES FORMAY 2014,	3,149.64
73.50	453 - RR DONNELLY	PO 6137	CERTIFIED COPY OF VITAL RECORD FORM	73.50
2,491.19	643 - OCWEN LOAN SERVICING LLC	PO 6145	REFUND OF 2013 TAX-BLOCK 5 LOT 4	2,491.19
374.92	513 - PAYCHEX OF NEW YORK LLC	PO 6135	PAYROLL SERVICE FOR 6/30/14, 7/15/1	374.92
200.00	37 - PITNEY BOWES - RESERVE ACCOUNT	PO 6154	POSTAGE	200.00
37.43	68 - POLAND SPRING WATER CO	PO 6136	BOTTLED WATER SVC FOR 5/17-6/16/14,	37.43
4,832.96	28 - PREMIER DISPOSAL, INC	PO 6163	TRASH REMOVA SVC FOR JUNE 2014, ACC	4,832.96
406.13	20 - QUILL CORPORATION	PO 6164	OFFICE SUPPLIES, ACCT C671593	406.13
23,409.96	649 - RAYMOND A. KOSKI & ASSOC.PC &	PO 6138	STATE COURT TAX APPEAL BLOCK 1 LOT	23,409.96
852.60	6 - RICHARD M. CONLEY , LLC	PO 6177	LEGAL SERVICES FOR JUNE 2014	852.60
224.03	344 - SHARP ELECTRONICS CORP	PO 6165	COPIER MAINTENANCE CONTRACT 7110000	224.03
84.23	420 - STATE OF NEW JERSEY	PO 6146	ANNUAL ASSESSMENT YEAR END 2013	84.23
9,109.32	540 - STATEWIDE INSURANCE FUND	PO 6166	4TH QTR 2014 ASSESSMENTS, INV INST4	9,109.32
157.84	76 - STEVE WELLS	PO 6141	REIMBURSE FOR RECREATION SUPPLIES F	157.84
2,015.00	124 - TAMKE TREE EXPERTS, INC	PO 5687	2013 BOROUGH TREE MAINTENANCE, INV	2,015.00
6,287.25	43 - TOWN OF CLINTON	PO 6168	2ND QTR PAYMENT - FIRE HYDRANTS, AC	6,287.25
1,050.00	66 - TREASURER, STATE OF NEWJERSEY	PO 6169	STORMWATER DISCHARGE PERMIT ID 0000	1,050.00
100.00	560 - TREASURER-STATE OF NJ	PO 6170	MARRIAGE LICENSE FEES, 2ND QTR 2014	100.00
3,548.33	650 - US BANK CUST FOR PROP CAP III LLC	PO 6147	REDEMPTION OF TAX SALE CERTIFICATE	3,548.33
308.00	348 - VAIL ENERGY SERVICES, LLC	PO 6083	MAINTENANCE CONTRACT FOR JULY 2014,	308.00
226.89	348 - VAIL ENERGY SERVICES, LLC	PO 6171	LABOR FOR JULY 2014, INV 55050	226.89
5.40	11 - VITAL SERVICES GROUP	PO 6134	BLANK FARMLAND FORMS	5.40
3,901.60	27 - WASTE MANAGEMENT OF NJ INC	PO 6172	WASTE REMOVAL SVC FOR JUNE 2014, CU	3,901.60

TRUST FUNDS

16.20	321 - NJ DEPT OF HEALTH & SENIOR SVCS	PO 6139	MONTHLY DOG LICENSE REPORT FOR JUNE	16.20
-------	---------------------------------------	---------	-------------------------------------	-------

GENERAL CAPTITAL FUND

1,218.76	46 - FERRIERO ENGINEERING	PO 6173	MYRTLE AVE IMPROVEMENTS, INV 57779	1,218.76
----------	---------------------------	---------	------------------------------------	----------

DEVELOPERS ESCROW

649.50	46 - FERRIERO ENGINEERING	PO 6174	WATER MAIN REPLACEMENT FOR MYRTLE A	649.50
818.38	46 - FERRIERO ENGINEERING	PO 6175	ROAD OPENING PERMITS & INSPECTIONS,	818.38

TOTAL
393,475.01
Total to be paid from Fund 01 Current Fund
Total to be paid from Fund 03 TRUST FUNDS
Total to be paid from Fund 04 GENERAL CAPTITAL FUND
Total to be paid from Fund 14 DEVELOPERS ESCROW

390,772.17
16.20
1,218.76
1,467.88
=====

393,475.01

Checks Previously Disbursed					
99999	LEBANON BOROUGH PAYROLL		PAYROLL 7/15/2014	9,433.86	7/15/2014
99999	HUNTERDON MILL & MACHINE SUPPLY	PO# 6167	BLANK MASTER KEY, CUST 9082366522	16.01	7/03/2014
99999	NJ STATE HEALTH BENEFITS PLAN		JUNE 2014	3,551.21	7/15/2014
99999	BOROUGH OF LEBANON-EMAIL SERVICE	PO# 6128	EMAIL SERVICE 6/30/14	136.00	6/27/2014
99999	POSTMASTER OF LEBANON BORO	PO# 6127	POSTAGE FOR NEWSLETTER	100.28	6/27/2014
99999	LEBANON BOROUGH PAYROLL		PAYROLL 6/30/2014	10,949.13	6/30/2014
99999	HARLAND CLARKE	PO# 6125	DEPOSIT SLIP ORDER	62.75	5/09/2014

				24,249.24	

Total paid from Fund 01 Current Fund	24,186.49
Total paid from Fund 03 TRUST FUNDS	62.75

	24,249.24

Total for this Bills List: **417,724.25**

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

Mayor Reino called for a motion to enter into executive session to discuss contractual and personnel matters.

RESOLUTIONS #83-2014

Council President Burton made a motion to approve Resolution #83-2014 to enter into executive session with a second by Councilwoman Schmidt.

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

RESOLUTION #83-2014

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: _____
- 8. Matters falling within the attorney-client privilege: _____.
- 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: 5
Nays: 0
Absent: 1

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 16, 2014.

Karen Romano, RMC
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

Mayor Reino called for a motion to reopen the regular meeting of July 16, 2014

Council President Burton made a motion to re-enter into regular session with a second by Councilwoman Schmidt.

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

OPEN PUBLIC SESSION ORDINANCE 2014-03:

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 Schmidt made a motion to close the public session. Councilman Berger seconded the motion with the unanimous approval of Council the floor was closed.

ORDINANCE 2014-03: ADOPTION

Councilwoman Schmidt made a motion to adopt Ordinance 2014-03 an ordinance to create the position of the Administrator. With a second from Council President Burton the motion was passed.

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

ORDINANCE NO. 2014-03

**AN ORDINANCE OF THE BOROUGH OF LEBANON, IN THE COUNTY OF
HUNTERDON TO CREATE THE POSITION OF BOROUGH
ADMINISTRATOR**

WHEREAS, the Governing Body of the Borough of Lebanon has determined that the ever-increasing complexities of Municipal Government and the day to day management of Municipal functions in relation to County and State regulations requires the appointment of an individual to carry out the Executive management responsibilities of the Municipality.

NOW THEREFORE BE IT ORDAINED by the Council of the Borough of Lebanon, with the Approval of the Mayor, that there is hereby enacted an Ordinance to create the position of "Borough Administrator" as follows:

1. That the "Revised General Ordinances of the Borough of Lebanon, New Jersey" is hereby amended and supplemented in order to create the position of "Administrator" as follows:

Administrator.

Section 1. Office Created. The office of the Administrator of the Borough of Lebanon is hereby created in and for the Borough, pursuant to N.J.S.A. 40A:60-7 and N.J.S.A. 40A:9-136, et seq.

Section 2. Qualifications; Residency. The Administrator shall be appointed on the basis of his/her executive and administrative qualifications with special regard to education, training and experience in governmental affairs. Previous responsible, successful experience in local government and municipal management shall be preferred. The Administrator need not be a resident of the Borough at the time of appointment, and may also thereafter reside outside the Borough.

Section 3. Appointment. The Administrator shall be appointed by the Mayor with the advice and consent of the Council and shall serve at the pleasure of the Mayor and Council. Specific terms and conditions of employment shall be set forth in a written agreement, and be approved by resolution of the Mayor and Council.

Section 4. Removal From Office. Pursuant to N.J.S.A. 40A:9-138, the Administrator may be removed from office by a two-thirds (2/3) vote of the Council. The resolution of removal shall become effective three (3) months after its adoption. The Council may provide that the resolution shall have immediate effect; provided, however, that the Council shall cause to be paid to the Administrator forthwith any unpaid balance of the Administrator's salary, and the salary for the next three (3) calendar months following adoption of the resolution.

Section 5. Acting Administrator. Upon removal, resignation or extended leave of the Administrator, the Mayor, with the advice and consent of the Council, may appoint a temporary, Acting Administrator to serve for a period of up to ninety (90) days. Thereafter, depending on the needs of the Borough, that appointment may be extended, or until a new Administrator may be appointed pursuant to Section 3.

Section 6. Authority to Hold Other Appointive Borough Office. The Administrator shall be a full time employee of the Borough. However, nothing herein shall prevent the Administrator from also holding any other appointive Borough office and fulfilling the duties thereof, but such offices and the duties thereof shall remain separate and distinct.

Section 7. Compensation. The Administrator shall receive annual compensation as set by the Borough Council and stated in the salary Ordinance and the annual salary Resolution.

Section 8. Power and Duties. The Administrator shall, under the direction of the Mayor and Council, to the extent not prohibited by law:

- a. Be responsible for the proper and efficient administration of all Borough business, except those duties and responsibilities conferred upon other Borough officials by State statutes, other applicable laws, rules and regulations promulgated by State and County agencies, judicial authority or Ordinances of the Borough.
- b. Serve as the Borough's Personnel Officer. Study, recommend, implement and enforce personnel organization and policy of the borough and its departments. Maintain sound personnel practices and appropriate records of all employees. Will be responsible for the process of communicating changes in personnel policies and specifying annual performance objectives for borough employees. Shall have the authority to hire, promote, discipline, suspend and/or terminate all borough employees, with the advice and consent of Mayor and Council, except those for whom those the Mayor and Council are directly responsible.
- c. Recommend Personnel Policies of the Borough in consultation with the Personnel Committee Chair, and Borough Attorney to be adopted by the Mayor and Borough Council.
- d. Oversee all departments and borough operations and assign responsibility for departmental action, coordinate and consult with interdepartmental operations, including those of the Borough Attorney, Borough Engineer and Borough Auditor. Recommend to the Mayor and Council the employment of professional service consultants to perform work and render advice. Oversee outside contractors and service providers providing services to the borough.
- e. Prepare the proposed Annual Borough Budget with the assistance of the Chief Financial Officer by requiring and receiving appropriation requests from the heads of departments, boards, committees and other appropriate officials; submitting a tentative Budget to and consulting with the Mayor and Council with respect thereto; and submitting final recommendations in the time and form required by law for municipal budgets, appending thereto a detailed analysis of the various items of expenditure and preliminary revenues and such explanatory comment or statement as may be desirable
- f. Administer the budget after its adoption, implement the work programs contained therein, and enforce the financial procedures and policies of the Borough and its departments. Execute and enforce the laws of the State and Ordinances and Resolutions of the Borough except where authority is granted to others by Statutes or Ordinances; see that all the terms and conditions imposed in favor of the Borough or its inhabitants in any statute, public utility franchise, performance bond, or other contractual undertaking are complied with.

- g. Keep the Mayor and Council informed as to the conduct of Borough affairs, as well as the condition of Borough finances and make such recommendations to the Mayor and Council as the Administrator deems necessary and advisable.
- h. In conjunction with the Borough Attorney, negotiate or assist in the negotiation of contracts in accordance with law, and supervise the performance and faithful execution of such contracts, except insofar as such duties are expressly imposed upon some other Borough officer or official by statute or ordinance.
- i. Prepare or cause to be prepared, specifications and related bid documents or requests for proposals as set forth in Section 9. All bids and proposals are to be received by the Borough Clerk and reviewed by the Administrator, who shall make recommendations to the governing body.
- j. Be responsible for the operation of all departments and offices within the borough; and all department heads and offices of the borough shall report to the Administrator; shall receive complaints against all departments, boards and commissions, except the Court. Shall investigate or dispose of such complaints and, if deemed necessary, consult with the Borough Attorney, Mayor and/or Council for direction. A written record shall be kept of such complaints.
- k. Require the various departments to effect an adequate inventory of all equipment, materials and supplies in stock and to recommend sale of any
- l. Continually review and supervise the borough's insurance program. Securing analysis of current or proposed insurance coverage, and requesting quotes for renewal and/or replacement sufficiently in advance of any expiration of current insurance policies.
- m. Act as the Borough contracting agent, conferring with the Borough attorney and engineer regarding the preparations of bidding documents for contracts requiring public sealed bidding and submitting recommendations to the Mayor and Borough Council with respect to the award of the contracts following the receipt of bids.
- n. Maintain liaison with the officials of the Borough School District and also the North Hunterdon/Voorhees Regional High School Board of Education as well as any private or charter school within the Borough.
- o. Responsible for seeing that any complaints concerning the functions and obligations of the Borough made by any of its residents, citizens or taxpayers are promptly attended to and a written record kept of such complaints when made and when and what action has been taken in response thereto.
- p. Continuously monitor and inform the Mayor and Borough Council of Federal aid projects, State aid projects and any other aid programs for which the Borough may qualify, and on all matters assigned to their them or otherwise within their jurisdiction. Securing federal and state grants on an annual basis is considered a minimal Job performance requirement.
- q. Attend all Executive and Public meetings of the Council with the right to take part in discussion, but not to vote.
- r. Perform such other duties as may be required by the Mayor and Council.

Section 9. Purchasing. The Administrator shall supervise activities of purchasing; shall be in charge of all purchasing for or on behalf of the municipality or any department or agencies therein and shall receive requisitions from said departments and agencies, establish classifications and standards for the purchase of supplies and materials for the use of all municipal buildings, departments and agencies; shall, subject to directions of the Governing Body, make purchases, execute contracts and perform such functions and duties as may be required and necessary for the proper operation of the department. Unless another Borough Official is appointed to serve as Purchasing Agent of the Borough, the Administrator shall serve in

that capacity and shall have the authority, responsibility and accountability for the purchasing activity of the Borough; to prepare public advertising and specifications for bids, requests for proposals and related documents; to receive bids and proposals for the provision of goods and services on behalf of the Borough; Conduct all activities that may be necessary or appropriate to the purchasing function of the Borough.

The Borough Administrator may spend or commit to a maximum dollar amount of \$1,500 for the purchase of goods or services without securing prior authorization from the Governing Body, but shall report on same at the next regular meeting of the council.

The Administrator shall inform the Governing Body of federal aid projects, state aid projects and any other aid programs for which the municipality may qualify, and on all matters assigned to them or otherwise within their jurisdiction.

Section 10. 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 11. 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 1
Burton 1
Junge 0
Knoble 1
Pittinger 1
Schmidt 1

Ordinance approved by the Governing Body and presented
to the Mayor on _____, 2014

Veto in Whole or Part:

Approved:

Michael Reino, Mayor
Date:

Michael Reino, Mayor
Date:

Returned to Borough Clerk with statement attached on _____, 2014

NOTICE

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on June 18, 2014 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 July 16, 2014 at 7:30 p.m. in the Municipal Building, located at 6 High Street, Lebanon, New Jersey

Karen M. Romano, Borough Clerk

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

ORDINANCE NO. 2014-03

**AN ORDINANCE OF THE BOROUGH OF LEBANON, IN THE COUNTY OF
HUNTERDON TO CREATE THE POSITION OF BOROUGH
ADMINISTRATOR**

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 June 2014, and the same came up for final passage at a meeting of the said Borough Council on the 16th day of July, 2014 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 Clerk

INTRODUCED: June 18, 2014

ADOPTED: July 16, 2014

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

OPEN PUBLIC SESSION ORDINANCE 2014-04:

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 Schmidt made a motion to close the public session. Councilman Berger seconded the motion with the unanimous approval of Council the floor was closed.

ORDINANCE 2014-04: ADOPTION

Councilwoman Schmidt made a motion to adopt Ordinance 2014-04 an ordinance to set Salary ranges for 2014. With a second from Councilman Knoble the motion was passed.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
ORDINANCE NO. 2014-04**

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED, 2013-05
“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 ADMINISTRATOR	\$15,000.00 TO 24,000.00
BOROUGH CLERK/PLANNING BOARD AND BOARD OF HEALTH SECRETARY/ ASSESSMENT SEARCH OFFICER.....	\$ 45,000.00 TO 80,000.00
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.....	\$ 10,000.00 TO 25,000.00
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 15,000.00
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 1
Burton 1
Junge 1
Knoble 0
Pittinger 1
Schmidt 1

Ordinance approved by the Governing Body and presented
to the Mayor on _____, 2014

Veto in Whole or Part:

Approved:

Michael Reino, Mayor
Date:

Michael Reino, Mayor
Date:

Returned to Borough Clerk with statement attached on _____, 2014

NOTICE

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on June 18, 2014 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 July 16, 2014 at 7:30 p.m. in the Municipal Building, located at 6 High Street, Lebanon, New Jersey

Karen M. Romano, Borough Clerk

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

ORDINANCE NO. 2014-04

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED, 2013-05
“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”.**

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 June 2014, and the same came up for final passage at a meeting of the said Borough Council on the 16th day of July, 2014 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 Clerk

**INTRODUCED: June 18, 2014
ADOPTED: July 16, 2014**

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

PERSONNEL: Councilman Knoble of the personnel committee compared the job description of other town Administrators to the needs and current situation of Lebanon.

Mayor Reino appointed Karen M. Romano to the position of Administrator with the following vote from Council.

Council President Burton made a motion to appoint Karen M. Romano to the position of Administrator with a second by Councilman Berger.

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

RESOLUTION # 80-2014:

Council President Burton made a motion to approve Resolution # 80-2014 with a second by Councilwoman Schmidt.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION #80-2014**

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.

<u>Block</u>	<u>Lot</u>	<u>Name</u>	<u>Amount</u>
6	18.01	US Bank Cust for Pro Cap III LLC 50 S 16 th St. Suite 1950 Cert #2013-01 Philadelphia PA 19102	3,548.33
12	2	Data Ventures I LLC PREMIUM PO Box 20 Cert #2012-05 Lebanon, NJ 08833 Total	16,000.00 <u>38,488.89</u> 54,488.89

CFO is hereby authorized to make the following payment for the settlement of a tax appeal.

1	3	KBT NJ LLC & Wrightwood Capital 2011 PO Box 3365 Fort Lee, NJ 07024	23,409.96
---	---	---	-----------

Introduced and adopted: July 16, 2014

LEBANON BOROUGH COUNCIL

Ayes: 5
Nays: 0
Absent: 1

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 16, 2014.

Karen Romano
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

RESOLUTION # 81-2014:

Council President Burton made a motion to approve Resolution # 81-2014 with a second by Councilwoman Schmidt.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION #81-2014**

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 refund of 2014 taxes.

BLOCK	LOT	NAME/ADDRESS		AMOUNT
5	4	Ocwen Loan Servicing	2013	2,491.19

Introduced and adopted: July 16, 2014

LEBANON BOROUGH

COUNCIL

Ayes: 5

Nays: 0

Absent:

1

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 16, 2014.

Karen Romano
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

RESOLUTION # 82-2014:

Council President Burton made a motion to approve Resolution # 82-2014 with a second by Councilwoman Schmidt.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION #82-2014**

SALARIES YEAR 2014

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 2014.

Borough Administrator (Romano)	\$1,350.00 per month
Borough Clerk/PB Sec/BOH Sec/Assess Search Officer (Romano)	\$ 73,121.00
Deputy Clerk/Recreation/Environmental Secretary (Saharic)	\$42,142.00
Senior Club, Shade Tree Committee and Historical Committee Secretary	
Chief Financial Officer/Treasurer (Ciarlariello)	\$18,893.00
Tax Collector (Ciarlariello)	\$16,293.00
Asst. Treasurer (Demaris)	\$18.00 hr.
QPA (Demaris)	\$2,500.00
Tax Assessor (Burd)	\$13,905.00
Dog/Cat Licensing Agent (Saharic)	\$705.00
Registrar of Vital Statistics (Romano)	\$820.00
Deputy Registrar of Vital Statistics (Saharic)	\$820.00
Zoning Officer (Hauck)	\$12,277.00
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)	\$ 3,279.00
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 (Saharic)	Full Service: \$150.00 Partial Service: \$75.00
Mileage	Rate as determined by IRS per mile standard

Introduced and adopted: July 16, 2014
Ayes: 5
Nays: 0
Absent: 1
Abstain : 0

LEBANON BOROUGH COUNCIL

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 16th day of July 2014; 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 16, 2014

Karen M. Romano, RMC
Borough Clerk

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

OPEN PUBLIC SESSION :

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.

Historical: Chairman Joe Hauck stated he would be presenting a tour of cemeteries on August 17th at 3 pm starting from the Lebanon Reform Church.

Environmental and Shade Tree: Chairman Hauck stated the Bridge that leads to the pathway behind the Fire House has been repaired and Shade Tree has inquired about updated the tree inventory.

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

The motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Schmidt, Councilman Knoble and Councilman Pittinger

NO: None

ABSTAIN: None

ABSENT: Councilman Junge

DISCUSSION:

COUNCIL COMMITTEES:

Streets and Roads: Chairman Burton stated the inlets have been scheduled to be vacuumed.

Recreation: Chairman Pittinger stated Movie night would take place in the Park Friday July 18th at dusk.

MISCELLANEOUS:

Mayor Reino showed interest in canceling the August Council meeting due to many scheduled vacations. With the full support of Council the August meeting was canceled.

ADJOURNMENT:

Councilwoman Schmidt moved and Councilman Junge seconded a motion to adjourn, there being no further business to come before Council. The meeting was adjourned at 10:15 PM by unanimous vote.

Respectfully Submitted

Karen M. Romano, RMC
Borough Clerk

