



LEBANON BOROUGH COMMON COUNCIL

Wednesday, September 18, 2024

7:30 pm

The Regular Meeting of the Lebanon Borough Common Council was called to order by Council President Burton at 7:30 pm. The meeting was held in person and virtually.

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 James Pittinger.

MOMENT OF SILENCE:

Please join me in a moment of silence for all
US service members and First Responders who have given their lives for our country.

On behalf of a grateful nation, they are truly heroes.

ROLL CALL:

Present: Mayor Pittinger, Council President Burton, Councilman, Berger Councilman
Kirchofer, Councilwoman Porcello and Councilwoman Baldinger

Absent: , Councilman Crawford

Also, Present: Administrator/Clerk Karen M Romano RMC, Borough Attorney Joesph
Novak Esq.

RESOLUTION #114-2024:

**Councilwoman Porcello made a motion to approve Resolution 114-2024 the Consent
Agenda. With a second by Councilman Berger.**

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON**

STATE OF NEW JERSEY

RESOLUTION #114-2024

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
2. Fire Department Report
3. Thank you from Clinton Public
4. HC Infrastructure Grant Award \$45,000

Introduced and adopted: September 18, 2024.

Ayes: Burton, Berger, Kirchofer, Porcello, Baldinger

Nays:

Abstain:

Absent: Crawford

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 September 18, 2024 force and effect as of the date I have subscribed my signature.

Date: September 18, 2024

Karen M. Romano, RMC
Borough Administrator/Clerk

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

OPEN PUBLIC SESSION:

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

Trooper John Caemmerer thanked the Council for being the leaders in Hunterdon County with Electronic Speed monitoring.

Councilwoman Baldinger Thanked John for attending the Public Safety meeting.

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

APPROVAL OF MINUTES:

Councilman Kirchofer made a motion to approve the August 2024 regular minutes seconded by Councilman Berger.

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

Councilman Kirchofer made a motion to approve the September 5, 2024 regular minutes and September 5, 2024 executive minutes seconded by Councilman Berger.

YES: Council President Burton, Councilman Berger, , Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain: Councilwoman Porcello
Absent: Councilman Crawford

STREET OPENING 55 Maple Street Clinton Water

Council President Burton made a motion to approve the street opening at 15 Main Street by Clinton Water and Chesnut, Nitzer and Edgerton by Brightspeed seconded by Councilman Berger.

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger
NO:
Abstain:
Absent: Councilman Crawford

OPEN PUBLIC SESSION for ORDINANCE 2024-05:

Council President Burton made a motion to open the public session for Ordinance 2024-05. Councilwoman Porcello seconded the motion with the unanimous approval of Council the floor was opened.

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

ORDINANCE 2024-05 Capital Improvement Adoption

Councilman Crawford made a motion to Adopt the Capital Improvement ordinance seconded by Councilman Berger.

BOROUGH OF LEBANON

COUNTY OF HUNTERDON

STATE OF NEW JERSEY

ORDINANCE #2024 - 05

**AN ORDINANCE AUTHORIZING THE USE OF CAPITAL IMPROVEMENT FUNDS
FOR THE ACQUISITION OFFICE EQUIPMENT**

WHEREAS, the Borough of Lebanon wishes to purchase office equipment including, computers, phones, cameras, and security equipment for the use of the Borough, and

WHEREAS, the Borough of Lebanon has funds available in the Capital Improvement Fund.

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

SECTION I: The sum of \$25,000 from the account entitled "Capital Improvement Fund" is hereby appropriated for the purpose of the Acquisition of Office Equipment

SECTION II: This Ordinance shall take effect immediately after final passage and publication in accordance with the laws of the State of New Jersey.

Vote after public hearing and upon final adoption:

	Burton__0__	
Berger__1__		Ordinance approved by the Governing.
	Crawford_1__	
Kirchofer__1__		Body and presented to the Mayor on
	Porcello__1	
Baldinger 1		_____, 2024

Veto in Whole or Part:

Approved:

_____	{or}	_____
James Pittinger, Mayor		James Pittinger, Mayor
Date:		Date:

Returned to Borough Clerk with statement attached on _____, 2024

NOTICE

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on August 21, 2024 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 September 18, 2024 at 7:30 p.m. in the Municipal Building, located at 6 High Street, Lebanon, New Jersey

Karen M. Romano, Borough Adm

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

ORDINANCE NO. 2024-05

**AN ORDINANCE AUTHORIZING THE USE OF CAPITAL IMPROVEMENT FUNDS
FOR THE ACQUISITION OFFICE EQUIPMENT**

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 21st day of August 2024, and the same came up for final passage at a meeting of the said Borough Council on the 18th day of September 2024 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

INTRODUEED: August 21, 2024

ADOPTED: September 18, 2024

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

ORDINANCE 2024-06 2024 Salary Ordinance Introduction

Council President Burton made a motion to Introduction the 2024 Salary ordinance seconded by Councilman Berger.

BOROUGH OF LEBANON

COUNTY OF HUNTERDON

STATE OF NEW JERSEY

ORDINANCE NO. 2024-06

“AN ORDINANCE TO AMEND ORDINANCE # 2019-04 WHICH DETERMINES AND FIXES THE SALARIES OF OFFICERS OF THE BOROUGH, TO ADD THE POSITION AND SALARY RANGE OF THE ASSISTANT TO THE CHIEF FINANCIAL OFFICER AND FIXES RANGES”

WHEREAS, the Borough of Lebanon has determined that as a result of additional State of New Jersey requirements, the position of Assistant to the Chief Financial Officer should be created to carry out mandated duties and responsibilities.

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

SECTION ONE: The officer position and salary range Ordinance #2019-04 is hereby amended to add the position of Assistant to the Chief Financial Officer (“CFO”) and fixes ranges as follows:

<u>DESCRIPTION</u>	<u>ANNUAL</u>
BOROUGH ADMINISTRATOR	\$15,000.00 TO 75,000.00
BOROUGH CLERK/PLANNING BOARD AND BOARD OF HEALTH SECRETARY/ ASSESSMENT SEARCH OFFICER.....	\$ 45,000.00 TO 140,000.00
DEPUTY CLERK/RECREATION SECRETARY SHADE TREE COMMITTEE SECRETARY, HISTORIC SECRETARY, SENIOR CITIZEN GROUP SECRETARY AND ENVIRONMENTAL SECRETARY	\$ 35,000.00 TO 80,000.00
CHIEF FINANCIAL OFFICER.....	\$ 24,000.00 TO 60,000.00
ASSISTANT TO THE CFO.....	\$17,000.00 TO 40,000.00
QUALIFIED PURCHASING AGENT.....	\$1,000.00 TO \$5,000.00
TAX COLLECTOR/TAX SEARCH OFFICER.....	\$ 10,000.00 TO 35,000.00
TREASURER	\$1000.00 TO \$15,000.00
ASSISTANT TREASURER	\$ 1000.00 TO \$10,000.00
TAX ASSESSOR.....	\$ 10,000.00 TO 35,000.00
DOG/CAT LICENSOR	\$ 700.00 TO 4,000.00
REGISTRAR OF VITAL STATISTICS.	\$ 700.00 TO 4,000.00
ZONING OFFICER	\$ 7,000.00 TO 35,000.00
HOUSING OFFICER	\$ 1,000.00 TO 15,000.00
CPWM	\$ 2,000.00 TO 5,000.00
RECYCLING COORDINATOR.....	\$ 1000.00 TO 8,000.00
ADULT SCHOOL CROSSING GUARDS	\$ 20.00 TO 30.00/hr.
ADULT SCHOOL CROSSING GUARDS SUPERVISOR...	\$ 24.00 TO 35.00/hr.

SPECIAL & PART TIME PATROL OFFICERS.....	\$	50.00 TO 200.00/hr.
SUMMER PARK PROGRAM DIRECTOR (contract)...	\$	1,500.00 TO 6,000.00
SUMMER PARK COUNSELORS	\$	15.00 TO 25.00/hr.
CLERICAL TEMPORARY STAFF	\$	15.00 TO 25.00/hr.
CUSTODIAL/HANDYMAN/LABORERS.....	\$	15.00 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

James P Pittinger, Mayor

Vote after public hearing and upon final adoption:

ORDINANCE NO. 2024-06

“AN ORDINANCE TO AMEND ORDINANCE # 2019-04 WHICH DETERMINES AND FIXES THE SALARIES OF OFFICERS OF THE BOROUGH, TO ADD THE POSITION AND SALARY RANGE OF THE ASSISTANT TO THE CHIEF FINANCIAL OFFICER”

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 September 2024, and the same came up for final passage at a meeting of the said Borough Council on the 16th day of October 2024 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: September 18, 2024

ADOPTED:

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

ORDINANCE 2024-07 Assistant to CFO Introduction

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

ORDINANCE #2024 - 07

AN ORDINANCE TO AMEND THE OFFICERS AND EMPLOYEES SECTION OF THE LEBANON ORDINANCE TO CREATE THE POSITION OF THE ASSISTANT TO THE CFO

WHEREAS, the position of Chief Financial Officer (CFO) in the Borough of Lebanon is a part-time position; and

WHEREAS, as a result of mandated increases in the duties and responsibilities of the CFO, the Borough of Lebanon has determined that the position of Assistant to the Chief Financial Officer should be created; and

WHEREAS, the Assistant to the CFO would be a part-time employee, appointed on a yearly basis, to assist and be supervised by the Chief Financial Officer and the Administrator of the Borough.

NOW THEREFORE BE IT ORDAINED, by the Council of the Borough of Lebanon, in the County of Hunterdon, and State of New Jersey that the Officers and Employees section of the Lebanon Borough Ordinances is amended to add the position of Assistant to the Chief Financial Officer; and

SECTION ONE: The duties of the position shall be to assist the Borough Chief Financial Officer to and including the following:

1. Process payroll twice a month (15th and 30th). Manage all payroll functions including all new employees, direct deposits, changes, etc.
2. Make all pension payments and reporting.
3. Deposit all checks that come into the Borough, exclusive of tax and sewer checks. Make accompanying journal entries into MSI.
4. Prepare all bill lists for meetings and submit to the CFO for advance approval prior to the meetings.
5. Print all checks once CFO list is approved.
6. Send out all payments once approved at a governing body meeting. File PO's and check stubs accordingly.
7. Run cash receipts, report monthly and turn over to CFO to do bank reconciliations.
8. Run monthly bank statements and turn cash receipts statement and bank statement to CFO for review.
9. Coordinate/gather documents for annual audit. Communicate with auditor through annual audit
10. Prepare budget report printouts as needed for CFO/Administrator and Council
11. Work with departments to assist in preparing the annual budget.
12. Work with auditors for AFS and ADS and any supplemental debt statements needing to be filed.
13. File documents in FAST.
14. Monitor chart of accounts to see if budget transfers need to be done.

15. Undertake all other financial tasks as assigned by the CFO and/or the Borough Administrator.

SECTION TWO: The Assistant to the CFO position shall be a part-time employee position, and as such, the employee shall not be entitled to receive any vacation, sick time, personal days, nor any pension benefits. The Borough of Lebanon shall pay the required portion of all State and Federal employer obligations, as well as providing worker’s compensation and liability insurance coverages. In addition, the Borough shall provide appropriate office space, furniture and equipment to the employee.

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: All other provisions of the Ordinance – OFFICERS AND EMPLOYEES 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 FIVE: Effective date. This Ordinance shall take effect upon final adoption and publication in accordance with the law

Burton _____
Ordinance approved by the Governing.
Berger _____
Crawford _____
Kirchofer _____
Body and presented to the Mayor on
Porcello _____
Baldinger __ _____, 2024

Veto in Whole or Part:

Approved:

James Pittinger, Mayor
Date:

{or}

James Pittinger, Mayor
Date:

Returned to Borough Clerk with statement attached on _____, 2024

NOTICE

TAKE NOTICE that the above ordinance was introduced at a regular meeting of the Borough Council of the Borough of Lebanon on September 18, 2024 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 October 16, 2024 at 7:30 p.m. in the Municipal Building, located at 6 High Street, Lebanon, New Jersey

Karen M. Romano, Borough Adm

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

ORDINANCE #2024 - 07

**AN ORDINANCE TO AMEND THE OFFICERS AND EMPLOYEES SECTION OF THE
LEBANON ORDINANCE TO CREATE THE POSITION OF THE ASSISTANT TO THE
CFO**

NOTICE is hereby given that the above Ordinance was introduced 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 September 2024, and the same came up for final passage at a meeting of the said Borough Council on the 16th day of October 2024 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: September 18, 2024
ADOPTED:**

**Councilman Crawford made a motion to Adopt the Capital Improvement ordinance
seconded by Councilman Berger.
The Motion was passed by the following vote:**

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

RESOLUTION #115-2024:

Council President Burton made a motion to approve Resolution 115-2024. With a second by Councilwoman Porcello.

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

RESOLUTION #115-2024

Town Wide Yard Sale

BE IT RESOLVED that the Borough of Lebanon Mayor and Council permit one-way traffic only on the following streets on October 5, 2024 from the hours of 8:00AM to 4:00 PM, or on the rain date, October 6, 2024 from 12:00 PM to 4:00 PM.

ONE WAY:

going South on Myrtle Avenue

going North on High Street

going South on Maple Street

and going East on Brunswick Avenue

The Recreation Commission or State Police may, at its discretion; post “No Parking” signs where ever it is deemed necessary.

LEBANON BOROUGH COUNCIL

Introduced and adopted: September 18, 2024

Ayes: Burton, Berger, Kirchofer, Porcello, Baldinger

Nays:

Abstain:

Absent: Crawford

Richard J Burton

Borough Council President

ATTEST:

Karen M. Romano, RMC
Borough Administrator / Clerk

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 18th day of September 2024 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: September 18, 2024

Karen M. Romano, RMC
Borough Administrator /Clerk

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello,
Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

RESOLUTION #116-2024:

Councilman Kirchofer made a motion to approve Resolution 116-2024. With a second by Councilman Berger.

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

RESOLUTION #116-2024

TRUST FUND APPLICATION MUNICIPAL ENDORSING RESOLUTION

WHEREAS, the Hunterdon County Open Space, Farmland & Historic Preservation Trust Fund ("County Open Space Trust Fund"), provides matching grants to municipal governments and to nonprofit organizations for assistance in the development or redevelopment of outdoor municipal recreation facilities; and,

WHEREAS, the Borough of Lebanon desires to further the public interest by obtaining a matching grant of \$150,000 from the County of Hunterdon Trust Fund to fund the following project: Lebanon Borough 2024 Playground Project; and .

WHEREAS, the governing body/board has reviewed the Municipal Park and Recreation Grant Program application and instructions, and desires to make an application for such a matching grant and provide application information and furnish such documents as may be required; and,

WHEREAS, the County of Hunterdon shall determine whether the application is complete and in conformance with the scope and intent of the Municipal Park and Recreation Grant Program and the Hunterdon County Open Space Trust Fund; and; .

WHEREAS, the applicant is willing to use the County Open Space Trust Fund in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the County of Hunterdon for the above-named project and ensure its completion on or about the project contract expiration date.

NOW, THEREFORE, BE IT RESOLVED, by the (insert name of legal body or board):

1. That it is hereby authorized to submit the above completed project application to the County by the deadline of September 20th, 2024, as established by the County; and,
2. That, in the event of a County Trust Fund award that may be less than the grant amount requested above, the Borough of Lebanon has, or will secure, the balance of funding necessary to complete the project, or modify the project as necessary; and,
3. That the Borough of Lebanon is committed to providing a 25% cash match for the project; and, .
4. That only those park improvements identified and approved in the project application, its Project contract, or other documentation will be considered eligible for reimbursement.
5. That the Borough of Lebanon agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and,
6. That this resolution shall take effect immediately.

LEBANON BOROUGH COUNCIL

Introduced and adopted: September 18, 2024

Ayes: Burton, Berger, Krchofer, Porcelle, Baldinger
Nays:

Abstain:

Absent: Crawford

Richard J Burton

Borough Council President

ATTEST:

Karen M. Romano, RMC

Borough Administrator / Clerk

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 18th day of September 2024 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: September 18, 2024

Karen M. Romano, RMC

Borough Administrator /Clerk

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello,
Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

RESOLUTION #117-2024:

Councilman Berger made a motion to approve Resolution 117-2024. With a second by Councilman Kirchofer.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON**

STATE OF NEW JERSEY

RESOLUTION #117-2024

CHIEF FINANCIAL OFFICER

WHEREAS, pursuant to New Jersey Statutes, N.J.S.A. 40A:9-140-10, every Municipality of the State of New Jersey is required to have a Chief Financial Officer, responsible for the proper financial administration of the Municipality; and

WHEREAS, the Administrator and Personnel Committee of the Council have interviewed candidates for the position; and

WHEREAS, the Committee recommends the retention and appointment of William Colantano to the position of Chief Financial Officer of the Borough of Lebanon based upon a review of his application, resume, employment history in the field, and personal interview.

NOW THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Lebanon, County of Hunterdon and State of New Jersey, as follows:

1. William Colantano, CMFO is hereby appointed as the Chief Financial Officer of the Borough of Lebanon for the balance of the calendar year through December 31, 2024;
2. The Chief Financial Officer shall be responsible for the proper financial administration of the Municipality under the Local Government Supervision Act, N.J.S. 52:27BB-1 et seq.; the Local Bond Law, N.J.S. 40A:2-1 et seq.; the Local Budget Law, N.J.S. 40A:4-1 et seq.; the Local Fiscal Affairs Law N.J.S. 40A:5-1 et seq., and if necessary; the Local Public Contracts Law N.J.S. 40A:11-1 et. seq., as well as such other Statutes, rules and regulations promulgated by the Director of the Division of Local Government Services, the Local Finance Board or any other State agency as may pertain to financial administration of the Municipality.
3. The Chief Financial Officer shall be employed by the Borough of Lebanon as a part-time employee, at an annual salary of \$24,000.00 per year, prorated over the months of service and to be paid in accordance with the normal payroll periods applicable to all employees of the Borough of Lebanon.

4. The Chief Financial Officer shall be supervised by the Administrator of Lebanon Borough when performing services for, or on behalf of the Borough.

5. The Chief Financial Officer shall attend all audit and budget meetings of the Governing Body and shall provide office hours in the morning and late afternoons, as directed by the Borough Administrator.

6. The Chief Financial Officer as a part-time employee shall not be entitled to receive any vacation period, sick time, personal days nor any pension benefits. The Borough shall pay the required portion of all state and federal employer obligations, as well as providing liability and workman's compensation insurance coverages. In addition, the Borough shall provide appropriate office space, furniture and equipment.

Introduced and adopted: Sept 18, 2024

Ayes: Burton, Berger, Kirchofer, Porcello, Baldinger

Nays:

Absent: Crawford

Attest:

Karen Romano. Adm/Clerk

Richard J. Burton, Council President

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 September 18, 2024 force and effect as of the date I have subscribed my signature.

Date: September 18, 2024

Borough Administrator/Clerk

Karen M. Romano, RMC

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

APPROVAL OF EXPENDITURES: Councilman Berger made a motion to approve the Bill list for September 2024. Council President Burton seconded the motion.

	Current Fond			
955 - BJILA Partners, LLC	PO 13707	Redemption of tax sale certificate 2022-	2,983.58	2,983.58
899 - Boswell Engineering, Inc.	PO 13668	Clinton Water Main Replacement	233.00	
	PO 13671	Engineering Retainer August 2024	208.33	
	PO 13699	Engineering Retainer; September 2024	209.33	649.66
964 - CLEARY GIACOBBE ALFIERI JACOBS	PO 13702	Lebanon Tax Appeals; New York Life Ins.	114.00	114.00
247 - COMCAST	PO 13693	96 Main Street: Phone/Internet 8/31/2024	246.76	
	PO 13694	6 High Street: Phone/Internet 9/1/2024 -	458.00	704.76
652 - CONSTELLUMION IIBWNERGY INC	PO 13673	Electricity-: 7/13/2024 - 8/12/2024	1,129.23	1,129.23
912 - De La99 Landen Financilllll S.rvicea, INC	PO 13698	Copier Lease: 9/1/2024 - 9/30/2024	140.00	140.00
907 - Dorsey, Semrau, LLC	PO 13686	Special Tax Counsel: Tax Appeals August	1,392.00	1,392.00
39 - BLIZILBE'LTOWN GAS	PO 13659	6 High Street: Natural Gas - 7/18/2024 -	150.67	150.67
39 - ELIZABETBTO'IIN GAS	PO 13660	96 Main Street: Natural Gas 7/18/2024 -	37.35	37.35
952 - Experienced IT solutions	PO 13687	Network Support	399.00	399.00
941 - JAMES E FRY JR	PO 13699	Music in the Park 9/28/2024 (The Reel to	500.00	500.00
16 - JCP&L	PO 13703	Electricity	1,208.77	1,208.77
597 - Jersey Elevator, LLC 167 - KAREN ROMANO	PO 13669	Monthly Maintenance: September 2024	167.28	167.28
	PO 13654	Cell Phone Reimbursement September 2024 PO13681	100.00	
		Reimbursement: Recreation-Social Permit PO13706 Reimbursement for purchase of phones PO13684 General Planning	102.80	
		PO13685 Litigation: Clinton water	1,196.94	
			36.75	
			166.50	
929 - KYLE MCIIHS ASSOCIATES LLC			36.75	
59 - LBBANON .BOROUGB BOARD OF EDUCATION	PO 13655	Local School Tax September 2024	299,189.60	299,189.60
559 - LANZA, LANZA LLP, LLC	PO 13674	Tax Bill	333.00	333.00
762 - MR. BOG'S LAWN CARE	PO 13697	Lawn Care & Fertilizer: 96 Main Street,	645.00	645.00
54 - NJADVANCE MEDIA	942 - WILLIAM R SCBIBIL	PO 13701	Copier Maintenance	
42 - NJSTATELEAGUE OF MUNICIPALITIES		Advertising:	8/15/2024 -9/14/2024	
70 - NOBUNTERDON-VOORBEBBS REG BS DIST	899 - Boswell Engineering, Inc.	Ordinances	PO13677	
31 - NOVAK & NOVIK LLC		2024-	Postage	
910 - Office Concepte, Inc.		02,2024-03,	P	
90.0 - Quadiant Fimnce USA, Inc. 20 - QUILL CORPORATION	899 - Boswell Engineering, Inc.	PO 13692	0	
961 - REILLY SIIBEPING LLC		Renewal	1	
830 - Republic Services #865		Legislative	3	
291 - STORM WATR COMPLIANCE SOLUTIONS LL		Bulletin	6	
765 - TeleCloud LLC		2024-2025	8	
808 - Thermal service of New Jersey Inc. 195 - Tropicana Atlantic City	321 - NJ DEPT OP HEALTH & SENIOR SVCS	PO13656	2	
904 - D.S. Postal Service (Quadiant-POC) 965 - DNIVOIP INC		Regional	B	
718 - VIKING PEST CONTROL		School Tax	u	
27 - WASTE MANAGEIIINT OF NJINC		September	i	
		2024	l	
		PO 13653	d	
		Legal	i	
		Services	n	
		Retainer	g	
		September	&	
		2024 PO	G	
		13657	r	

Check Total

Summary By Account

ACCOUNT	DESCRIPTION	CHIEF YR	APPROP. YEAR	NON-SODGE'ARY	CREDIT
01-101-01-004	[CASH] Current/Operating Fund Checking			0.00	646,899.35
01-160-05-000	DUE FROM GENERAL CAPITAL			1,196.94	
01-201-20-100-200	GENERAL ADMINISTRATION - OTHER EXPENSE	2,295.19			
01-201-20-110-200	MAYOR and COUNCIL - OTHER EXPENSE	1,603.00			
01-201-20-145-200	COLLECTION OF TAXES - OTHER EXPENSE	333.00			
01-201-20-155-200	LEGAL SERVICES - OTHER EXPENSE	6,770.50			
01-201-20-165-200	ENGINEERING- OTHER EXPENSE	416.66			
01-201-20-180-200	PLANNING BOARD - OTHER EXPENSE	36.75			
01-201-26-280-200	PUBLIC WORKS-OTHER EXPENSE	3,150.00		309,510.67	
01-201-26-305-200	REFUSE COLLECTION - OTHER EXPENSE	8,373.09		299,189.60	
01-201-26-310-200	BUILDINGS AND GROUNDS	2,141.73		1,183.58	
01-201-28-370-200	RECREATION	1,102.80		1,800.00	
01-201-31-430-200	ELECTRICITY - 6 HIGH ST	1,011.33			
01-201-31-435-200	STREET LIGHTING - OTHER EXPENSE	1,326.67			
01-201-31-440-200	TELEPHONE - OTHER EXPENSE	704.76			
01-201-31-446-200	NATURAL GAS - OTHER EXPENSE	188.02			
01-201-32-465-200	SOLID WASTE DISPOSAL COST	4,565.06			
01-206-55-000	REGIONAL SCHOOL TAX				
01-207-55-000	LOCAL SCHOOL TAX				
01-266-05-000	DUE TO OUTSIDE LIEN HOLDER				
01-266-05-002	DUE TO OUTSIDE LIEN HOLDER-PREMIUM				
TOTALS FOR	Current Fund	34,018.56	0.00	612,880.79	646,899.35

02-101-01-000-004	Cash Checking-Investors				
02-201-70-110-006	GRANT AP RES - RECREATION GRANT	932.00		0.00	932.00
TOTALS roR	FEDERAL AND STATE GRANTS	932.00	0.00	0.00	932.00
=====					
04-101-01-004]			0.00	1,350.02
04-215-55-950-000	GENERAL CAPITAL FOND	0.00	0.00	1,350.02	1,350.02
TOTALS FOR				1,350.02	1,350.02
=====					
12-101-01-004	TOTALS FOR	14-101-01-004		14-776-24-	14-776-24-136-99
12-299-56-840-100		14-720-00-157-64		136-97	14-776-24-137-02

14-776-24-137-03

[CASH] Animal Control Checking- Investors RESERVE FOR ANIMAL CONTROL EXPENSES

0.00 5.40

ANIMAL CONTROL FOND

5.40

===== 0.00 ===== 0.00 ===== 5.40 =====

[CASH] Developers Escrow Checking- Investors ROAD OPENINGS
2023-03 152 MAIN ST DAVID BURDEN BS, L35
2023-04 600 CORPORATE LLC B4, LI.05
2024-01 JB HEATING AND COOLING
2024-02 GIRODANO

0.00

1,520.00
233.00
233.00
1,091.25
3,363.25

6,440.50

TOTALS FOR

DEVELOPERS ESCROW

0.00

0.00

6,440.50

6,440.50

===== 0.00 ===== 0.00 ===== 6,440.50 ===== 6,440.50 =====

646,899.35
932.00
1,350.02
5.40
6,440.50

655,627.27

Total to be paid from Fund 01 Current Fund

Total to be paid from Fund 02 FEDERAL AND STATE GRANTS Total to be paid from Fund 04 GENERAL CAPITAL FUND Total to be paid from Fund 12 ANIMAL CONTROL FUND Total to be paid from Fund 14 DEVELOPERS ESCROW

The Motion was passed by the following vote:

YES: Council President Burton, Councilman Berger, Councilwoman Porcello, Councilman Kirchofer and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford

DISCUSSION:

OPEN PUBLIC SESSION:

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

COMMITTEE UPDATES:

Recreation:.

Public Safety: Meeting was Schedule for September 5th.

Lantern: The Fall Lantern is underway.

MISCELLANEOUS:

**ADMINISTRATOR'S REPORT TO THE GOVERNING BODY
September 18, 2024**

INFRASTRUCTURE COMMITTEE

- Street Sweeping complete September 9th.
- Pre-Construction meeting with Topline and Boswell Engineering

- Garbage Bid Advertised.
- HC Infrastructure Grant completed will be submitted Friday

PUBLIC SAFETY COMMITTEE

- Go Hunterdon Team Introduction: Tara Shepherd, Executive Director and Ryan Fisher, Safety Programs Manager
- Program Opportunities
 - Speed Study
 - Transportation for Seniors – Link Shuttle
 - Healthcare Transportation
 - Street Signage
 - Train Whistle Complaints
 - Lebanon Lantern Newsletter Submission
- State Police
 - Speed Sign Details
 1. Cherry Street Resident Concerns – Speeders and Truck Traffic
 2. LBS School Vandalism
 - Cameras at Municipal Building – Status Update
 - Emergency Notification System
 - Community Concerns
 - Lebanon Plaza Follow-Up
 - Closure of Route 22 Medians
 - State Police Patrols
 - Safety Drills
 - Active Shooter Training for Council
 - Election Safety Planning

REGISTRAR

- Reports filed

CFO

- Restructuring the CFO office and all duties

STORMWATER MANAGEMENT

- 2023 Highlands Grant report filed
- 2023 NJDEP Grant report filed

CROSSING GUARDS

- Training went well. We have two new Crossing Guards. Shirley will no longer be on the post. She will continue weekly scheduling.
- New walkies talkies ordered
- Background checks scheduled

SENIOR CLUB:

- Business meeting. Pizza was served.

RECREATION –

- next recreation meeting September 25th
- Music in the Park (September 28th 3:00 to 6:00)
- Halloween Party October 26th will discuss details at the next recreation meeting.
- Bingo night: 45 residents attended the event on Monday, August 26th everyone had a great time and looking forward to the next bingo night

ENVIRONMENTAL/SHADE TREE

- No Meeting

HISTORICAL COMMITTEE

- No meeting

WELCOME BAGS

- **Date of Meeting:** No Meeting
- **New Residents:** 1 new resident.

ADJOURN:

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

Karen M. Romano, RMC
Borough Administrator/Clerk

LBCC
9-18-2024
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