



LEBANON BOROUGH COMMON COUNCIL
Wednesday, October 16, 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.

MONENT 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 county.

On behalf of a grateful nation, they are heroes.

ROLL CALL:

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

Absent:

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

RESOLUTION #118-2024:

Councilman Crawford made a motion to approve Resolution 118-2024 the Consent Agenda.
With a second by Council President Burton.

COUNTY OF HUNTERDON
STATE OF NEW JERSEY

RESOLUTION #118-2024
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. Firemen's Application

Introduced and adopted: October 16, 2024.

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger

Nays:

Abstain:

Absent:

LEBANON BOROUGH COUNCIL

Richard J. Burton, Council President

ATTEST:

CERTIFICATION

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on October 16, 2024 force and effect as of the date I have subscribed my signature.

Date: October 16, 2024

Karen M. Romano, RMC
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:

Abstain: Absent:

OPEN PUBLIC SESS10N:

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

Trooper John Caemmerer reported 4 investigations, 3 highway crashes and 10 routine operations. He stated that NJSP would be in town throughout the Day on Election Day.

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 MNUTES:

Councilman Kirchofer made a motion to approve the September 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: Councilman Crawford

Absent:

STREET OPENING 107 Main Steet Elizabethtown Gas

Council President Burton made a motion to approve the street opening at 107 Main Street by Elizabethtown Gas seconded by Councilman Berger.

The Motion was passed by the following vote:

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

NO:

Abstain: Absent:

OPEN PUBLIC SESSION for ORDINANCE 2024-06 :

Council President Burton made a motion to open the public session for Ordinance 2024-06. Councilwoman Porcello seconded the 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 2024-06 _____ 2024 Salary Ordinance Adoption

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 POSITION AND SALARY RANGE OF THE ASSISTANT TO THE CHIEF FNANCIAL OFFICER AND 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, ofthe Borough of Lebanon, in the County of Hunterdon, and State of New Jersey, as follows:

SECTION ONE: The omcer 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 CROSSNG GUARDS \$24.00 to 35.00

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 (contact)... \$
1,500.00 TO 6,000.00

SUMMERPARK COUNSELORS.....\$
15.00 TO 25.00/hr.

CLERICAL TEMPORARY STAFF..... \$15.00 TO 45.00/hr.

CUSTODIAL/HANDYMAN/LABORERS..... 15.00 TO 45.00/hr.

CUSTODIAL/
CLEANNG..... \$75.00/partial to
150.00/full service

MILEAGE..... Rate as determined by RS 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 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 aner public hearing and upon final adoption:

Burton 1

Berger 1

Crawford 1

Kirchofer 1

Ordinance approved by the Governing Body and presented to the Mayor on _____, 2024

Porcello 1

Baldinger 1

Veto in Whole or Part:

Approved:

James P Pittinger, Mayor

James P 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 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 Administrator/ Clerk

BOROUGH OF LEBANON
COUNTY OF HUNTERDON STATE
OF NEW JERSEY

ORDINANCE NO. 2024-06

"AN ORDINANCE TO AMEND ORDINANCE # 2019-04 WHICH DETERMNES 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 2024at 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:
October 16, 2024

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent:

OPEN PUBLIC SESSION for ORDINANCE 2024-07:

Council President Burton made a motion to open the public session for Ordinance 2024-07. 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

ORDmANCE 2024-07 Assistant to CFO Adoption .

BOROUGH OF LEBANON COUNTY OF HUNTERDON STATE OF NEW JERSEY

ORDNANCE #2024 07

AN ORDR•IANCE TO AMEND THE OFFICERS AND EMPLOYEES
SECTION OF THE LEBANON ORDNANCE 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 ORDANED, 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 to CFO to do bankreconcili
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 I

Berger I _____ Ordinance approved by the _____

Crawford I _____ Governing. _____

_____ Kirchofer Body and presented to the Mayor on

1

Porcello I _____

Baldinger _1_ _____, 2024

Veto in Mayor 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 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

ORDNANCE #2024 - 07

AN ORDNANCE TO AMEND THE OFFICERS AND EMPLOYEES SECTION OF THE LEBANON ORDNANCE 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: October 16, 2024

Council President Burton made a motion to Adopt the Assistant to the CFO ordinance seconded by Councilman Berger.

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent:

RESOLUTION #119-2024:

Council President Burton made a motion to approve Resolution 119-2024. With a second by Councilwoman Porcello.

BOROUGH OF LEBANON
COUNTY OF HUNTERDON STATE
OF NEW JERSEY

RESOLUTION #119-2024

AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF
MILLSTONE AND THE BOROUGH OF LEBANON FOR A TAX COLLECTOR/
ASSISTANT TO THE CFO

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, N.J.S.A. 40A:65-5 requires each municipality to have a Tax Collector but same may be provided by an agreement with another municipality; and

WHEREAS, Borough of Millstone has a part-time Tax Collector who is employed a maximum of three (3) full days per week; and

WHEREAS, Lebanon is in need of the services of a certified professional to perform the duties of Tax Collector for a maximum of two (2) days per week; and

WHEREAS, representatives from Millstone and Lebanon have met to explore sharing Tax Collector/ Assistant to the CFO services, in an effort to achieve cost savings and benefits for both **municipalities**, and have reviewed the proposed Agreement For, Shared Services for the Tax Collector/ Assistant to the CFO which is attached hereto; and

WHEREAS, Millstone and Lebanon agree that it is beneficial to both Communities to utilize the Millstone's Tax Collector to accomplish the requirements set forth in NJ.SA, 40A:65-5, et seq.; and

WHEREAS, Millstone's Tax Collector, Rebecca Newman, CMTC, has been consulted and is both agreeable to and in favor of the proposed Shared Service arrangement.

NOW THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Lebanon that the Borough enter into the attached Agreement with Millstone Borough for Shared Tax Collection/ Assistant to the CFO services; and

BE IT FURTHER RESOLVED, that the Council President, and Mayor are authorized to execute the attached Agreement on behalf of the Borough of Lebanon.

Introduced and adopted: October 16, 2024

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger

Nays:

Absent:

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 b' the Borough of Lebanon Council at a meeting duly held on the October 16, 2024 force and effect as of the date I have subscribed my signature.

Date: October 16, 2024

Karen M. Romano, RMC
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent:

RESOLUTION #120-2024:

Councilman Kirchofer made a motion to approve Resolution 120-2024. With a second by Councilman Berger.

BOROUGH OF LEBANON
COUNTY OF HUNTERDON STATE
OF NEW JERSEY

RESOLUTION #120-2024

SALARIES YEAR 2024

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 2024

Borough Administrator	\$1,825.25. per month
Borough Clerk/PB Sec/BOH Sec/Assess Search Officer,	
HR, Treasurer	\$103,078.00
Deputy Clerk/Recreation/Environmental Secretary, Asst. Treasurer	\$59,256.00
Senior Club, Shade Tree Committee and Historical Committee Secretary	
CFO	\$24,000.00
Assistant CFO	\$17,500.00
Tax Collector	\$17,469.00
QPA	\$2868.50
Tax Assessor	\$18,777.25
Dog/Cat Licensing Agent	\$952.00
Registrar of Vital Statistics	\$1,129.50
Deputy Registrar of Vital Statistics	\$1,129.50

Zoning Officer	Custodial/Cleaning Service
Adult School Crossing Guard Supervisor	Contract \$16,576.50.oo \$27.50/hr.
Adult School Crossing Guards	\$24.00/hr.
Special & Part Time Patrol Officers	\$ 38.00to 175.00/hr.
Summer Park Program Director -	\$3,500.00 \$ 4,428.50
Contract	\$ 15.20 to 20.00/hr.
Recycling Coordinator	\$ 16.00 to 30,00/hr.
Summer Park Counselors	\$ 16.00 to 25.00/hr.
Handyman Services	\$ 16.00 to 35.00/hr
Clerical Temporary Staff	Full Service: \$150.00
General Labor	Partial Service: \$75.00
Mileage	Rate as determined by IRS per mile standard

Introduced and adopted: October 16, 2024

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger

Absent:

LEBANON BOROUGH COUNCIL 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 16th day of October 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.

Dated: October 16, 2024

Karen M. Romano, RMC
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:

Abstain: Absent:

RESOLUTION #121-2024:

Councilman Berger made a motion to approve Resolution 121-2024. With a second by Councilman Crawford.

BOROUGH OF LEBANON COUNTY
OF HUNTERDON STATE OF NEW
JERSEY

RESOLUTION #121-2024

RESOLUTION AUTHORIZING 2024 BEST PRACTICE
INVENTORY

WHEREAS, The State of New Jersey, Division of Local Government Services is requiring all Municipalities to file a Best Practice inventory worksheet, and

WHEREAS, The Borough of Lebanon has complied with that request; and

NOW, Therefore, Be It Resolved that the Borough of Lebanon Best Practice inventory worksheet has been reviewed by the governing body of the Borough of Highlands at a meeting held on October 16, 2024 and submitted to the DLGS by the required. The Chief Finance Officer and Administrator/Municipal Clerk are hereby directed to prepare the necessary certifications.

introduced and adopted: October 16, 2024 LEBANON BOROUGH COUNCIL

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger Nays:

Absent:

ATTEST:

Karen Romano, Admin/Clerk

Richard J Burton
Borough Council President

CERTIFICATION

I, Karen Romano, Lebanon Borough Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Common Council at a meeting duly held on the 16th day of

October 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: October 16, 2024

Karen M. Romano
Borough Administrator/ Clerk

The Motion was passed by the following vote:

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

NO:

Abstain: Absent:

RESOLUTION #1220024:

Council President Burton made a motion to approve Resolution 122-2024. With a second by Councilman Crawford.

BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION #122-2024

FD(ANCE STIPEND

WHEREAS, the Administrator and the Finance Committee of the Council are responsible for the proper financial administration of the Municipality; and

WHEREAS, the Administrator and Committee recommends the retention of an Assistant to the CFO; and

WHEREAS, Rebecca Newman retains the knowledge to fulfill the duties of the Assistant to the CFO; and

WHEREAS, Rebecca Newman shall be paid a stipend to assist for the months of September and October in the amount of \$2,900.00.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of

Lebanon that Rebecca Newman receive a stipend in the amount of \$2,900.00 to assist Bill Colantano, CFO with various financial transactions for the Borough of Lebanon for the months of September and October.

Introduced and adopted: October 16, 2024

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger

Nays:

Absent:

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 October 16, 2024 force and effect as of the date I have signed my signature.

Date: October 16, 2024

Karen M. Romano, RMC

Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:

Abstain: Absent:

RESOLUTION #123-2024:

Councilman Berger made a motion to approve Resolution 123-2024. With a second by Councilman Crawford.

BOROUGH OF LEBANON
COUNTY OF HUNTERDON STATE
OF NEW JERSEY

RESOLUTION #123-2024 Leaf Removal

WHEREAS, the Borough of Lebanon would like to provide Leaf Removal services to Borough Residences for the Fall of 2024-2025, and

WHEREAS, the Borough solicited 8 quotes, and received 1 quotes for this service; and

WHEREAS, A. Patullo Power Washing LLC. has submitted the lowest quote of \$24,999.98 for crew and equipment for two sweeps to be performed on the following November/December (2024) and November/ December (2025) All dates are approximate; and

NOW THEREFORE BE IT RESOLVED, by the Council of the Borough of Lebanon that a Leaf Removal contract for 2024 and 2025, be awarded to A. Patullo Power Washing LLC. in the amount not to exceed \$24, 999.98 over two years. (\$12,499 per year)

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

Introduced and adopted October 16, 2024:

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger

Nays: 0

Absent:

Richard J. Burton, Council President

ATTEST:

CERTIFICATION

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the October 16, 2024, force and effect as of the date I have subscribed my signature.

Date: October 16, 2024

Karen M. Romano, RMC
Borough Administrator/Clerk The

Motion was passed by the following vote:

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

NO:

Abstain:

Absent:

RESOLUTION #124-2024:

Councilman Kirchofer made a motion to approve Resolution 124-2024. With a second by Councilman Crawford.

BOROUGH OF LEBANON
COUNTY OF HUNTERDON STATE
OF NEW JERSEY

RESOLUTION #124-2024

A RESOLUTION CONSENTNG TO THE PROPOSED UPPER RARITAN WATER
QUALITY MANAGEMENT (WQM) PLAN AMENDMENT

WHEREAS, the Borough of Lebanon desires to provide for the orderly development of wastewater within the Borough of Lebanon; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater fragment and conveyance facilities and wastewater remanent service areas, as well as related subjects, conform with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan ~~amendment~~ procedure through the WQVIP rules at N.J.A.C 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment publicly noticed in the New Jersey **Register** on September 3, 2024 for Hunterdon County Wastewater Management Plan (WMP) Lebanon Borough Chapter (Program Interest No. 435434, Activity No. AMD 190009) has been prepared by New Jersey Highlands Council.

NOW, THEREFORE, BE IT RESOLVED on this 16th day of October 2024, by the governing body of the Borough of Lebanon that:

1. The Governing Body hereby consents to the Hunterdon County Lebanon Borough Chapter amendment, and publicly in the New Jersey Register on September 3, 2024, prepared by New Jersey Highlands Council, for the purpose of its incorporation into the applicable WQM plan(s).
2. This consent shall be submitted to the NJDEP pursuant to N.J.A.C. 7:15-3.5(g)6.

I do hereby certify that the foregoing is a true copy of a Resolution passed by Lebanon Borough Governing Body at a meeting duly held on October 16, 2024

Introduced and adopted October 16, 2024:

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger

Nays: 0

Absent:

Richard J. Burton, Council President

ATTEST:

CERTIFICATION

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the October 16, 2024, force and effect as of the date I have subscribed my signature.

Date: October 16, 2024

Karen M. Romano, RMC
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

Abstain:

Absent:

RESOLUTION #1250024:

Council President Burton made a motion to approve Resolution 125-2024. With a second by Councilman Berger.

BOROUGH OF LEBANON
COUNTY OF HUNTERDON STATE
OF NEW JERSEY

RESOLUTION #125-2024 CROSSNG GUARDS APPOINTMENT

BE IT RESOLVED, by the Lebanon Borough Common Council that the following are appointed as Adult School Crossing Guards and Substitute Crossing Guards:

Donald Freeman

BE IT FURTHER RESOLVED by the Lebanon Borough Council that the salary range for the Adult School Crossing Guards and Substitute Crossing Guards having been established and set forth in Ordinance #2024-04, the following salary is hereby granted to the employee for the year 2024-2025:

Adult School Crossing Guards and Substitute Crossing Guards and Substitute Crossing Guards\$ 24.00/hr. (NTX 5 hours per week)

Introduced and adopted: October 16, 2024

Ayes: Burton, Berger, Crawford, Kirchofer, Porcello, Baldinger

Absent:

LEBANON BOROUGH COUNCL

Richard J. Burton, Council President

ATTEST:_____

CERTIFICATION

I, Karen M. Romano, Lebanon Borough Administrator/ Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on the October 16, 2024 force and effect as of the date I have subscribed my signature.

Date: October 16, 2024

Karen M. Romano, RMC
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:
 Abstain:
 Absent:

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

List of Bills - (All Funds)

	v_e_n_d_o_r	D_e_s_c_r_i_p_t_i_o_n		
	P_a_y_m_e_n_t	C_h_e_c_k	T_o_t_a_l	
Current Fund				
403 - AMERICAN PROTECTIVE SYSTEMS, INC	PO 13710	7/25/2024	Service Call	97.50 97.50
966 - Borough of Millstone	PO 13768		Shared Service Agreement - Tax and Finan	2,908.00 2,908.00
899 - Boswell Engineering, Inc.	PO 13718		Engineering Retainer: October 2024	208.33 208.33
964 - CLEARY GIACOBBE ALFIERE JACOBS	PO 13761		Lebanon Tax Appeals/New York life Ins. C	95.00 95.00
247 - COMCAST	PO 13757		96 Main Street: Phone/Internet 10/1/2024	246.76
	PO 13758		6 High Street: Phone/Internet 10/1/2024	458.50 705.26
860 - Community Grants, Planning & Housing	PO 13708		Administrative Agent Services for Afford	288.00 288.00
652 - CONSTELLATION NELIENERGY INC	PO 13733		Electricity: 8/13/2024-9/12/2024	797.04 797.04
13 - COUNTY OF HUNTERDON - COUNTY TAX	PO 13754		County Tax 4th Qtr. 2024	275,198.38 275,198.38
14 - COUNTY OF HUNTERDON - LIBRARY TAX	PO 13755		County Library Tax 4th Qtr. 2024	27,977.14 27,977.14
15 - COUNTY OF HUNTERDON- OPEN SPACE TAX	PO 13756		County of Hunterdon Open Space Tax 4th Q	27,209.87 27,209.87
912 - De Lage Landen Financial Services, INC	PO 13770		Copier Lease: 10/1/2024 - 10/31/2024	140.00 140.00
907 - Dorsey & Semrau, LLC	PO 13749		special Tax Counsel: Tax Appeals Septemb	1,904.00 1,904.00
967 - DPK Consulting	PO 13766		Holjes Sheppard Memorial Park, Lot 18 Bl	3,995.00 3,995.00
39 - ELIZABETHTOWN GAS	PO 13714		Nat"ral Gas: 6 High Street 8/19/2024-9/	183.36 183.36
39 - ELIZABETHTOWN GAS	PO 13715		Natural Gas: 96 Main Street 8/19/2024-9	39.02 39.02
737 - Hunterdon County Democrat	PO 13712		Subscription Renewal 12 Weeks through 1/	36.83 36.83
16 - JCP&L	PO 13719		Electricity	858.85
	PO 13730		Electricity	826.21 1,685.06
597 - Jersey Elevator, LLC	PO 13760		Monthly Maintenance: October 2024	167.28 167.28
401 - JOINT COURT BETHLEHEM/BLOOMSBURY	PO 13767		Shared Service Court: 4th Quarter 2024	5,424.06 5,424.06
167 - KAREN ROMANO	PO 13725		Reimbursement: Public Safety (Walkie Tal	110.03
	PO 13726		Reimbursement: Building & Grounds	134.30
	PO 13732		Cell Phone Reimbursement October 2024	100.00
	PO 13734		Reimb"rsement: Yealink 5V 2A Power Suppl	41.94
	PO 13742		2024-2025 Membership (Municipal Clerks A	102.75 489.02
167 - KAREN ROMANO	PO 13748		Reimbursement: Microsoft Online Services	361.44
	PO 13762		Reimbursement: Postage for Lantern	302.84
	PO 13763		Reimbursement: Storage and Filing Boxes	61.10 725.38
559 - LANZA & LANZA LLP	PO 13750		Litigation Clinton Water	101.75 101.75
59 - LEBANON BOROUGH BOARD OF EDUCATION	PO 13737		Local School Tax: October 2024	299,189.60 299,189.60
119 - LEBANON FIRE COMPANY	PO 13738		Final Payment for 2024 Aid	3,548.20 3,548.20
323 - LISA SAHARIC	PO 13736		Reimb rsement: pie/cupcakes for recreati	52.00 52.00
253 - NEW JERSEY STATE POLICE	PO 13727		Billable Police Services (Hourly Basis)	3,428.10 3,428.10
54 - NJ ADVANCE MEDIA	PO 13709		Notice to Bidders (Garbage Bid)	248.16
	PO 13713		Advertising: Garbage Bid	34.70
	PO 13765		Advertising: Ordinance 2024-07, 2024-06	241.33 524.19
42 - NJ STATE LEAGUE OF MUNICIPALITIES	PO 13747		Ad for Chief Financial Officer (CMFO) Pa	160.00 160.00
31 - NOVAK & NOVAK LLC	PO 13731		Legal Sevices Retainer October 2024	4,865.00 4,865.00
910 - Office Concepts, Inc.	PO 13720		Copier Maintenance: 9/15/2024-10/1 /2024	133.40 133.40
876 - Phoenix Advisors, LLC	PO 13745		Professional Services Rendered	1,600.00 1,600.00
900 - Quadient Finance USA, Inc.	PO 13735		Postage	45.02 45.02
20 - QUILL CORPORATION	PO 13728		Office Supplies	109.99
	PO 13729		Office Supplies	66.87 176.86
901 - Rebecca Newman	PO 13746		Banker Boxes for Financial records from	32.99 32.99
830 - Republic Se:rvices #865	PO 13711		Residential Service 9/1/2024 - 9/30/204	7,996.78 7,996.78

176 - SHOPRITE OF HUNTERDON COUNTY	PO 13741	Flowers	14.99	14.99
765 - TeleCloud LLC	PO 13740	Monthly Phone Service: 10/1/2024 - 10/31	442.79	442.79
BOB - Thermal Service of New Jersey Inc.	PO 13751	Service Call: work on Basement dehumidif	515.00	
	PO 13753	Monthly Billing of PM Service Contract:	349.00	864.00
43 - TOWN OF CLINTON	PO 13752	3rd Qtr. Water Billing - July/August/Sep	6,287.25	6,287.25
560 - TREASURER-STATE OF NJ	PO 13769	Marriage/Civil Union License: July-Augus	50.00	50.00
965 - UNIVOIP INC	PO 13743	Cloud Voice User Package	54.54	54.54
718 - VIKING PEST CONTROL	PO 13764	Monthly Pest Control: 6 High Street & 96	152.83	152.83
27 - WASTE MANAGEMENT OF NJ INC	PO 13759	Municipal Waste: 9/1/2024 - 9/30/2024	5,531.21	5,531.21
		GENERAL CAPITAL FUND		
899 - Boswell Engineering, Inc.	PO 13716	Myrtle Avenue Extension Resurfacing	403.65	403.65
		ANIMAL CONTROL FUND		
321 - NJ DEPT OF HEALTH & SENIOR SVCS	PO 13744	Animal License Fee: September 2024	1.20	1.20
		DEVELOPERS ESCROW		
899 - Boswell Engineering, Inc.	PO 13717	Giordano Use Variance	233.00	233.00
929 - KYLE MCMANUS ASSOCIATES LLC	PO 13739	JB Heating & Cooling	36.75	36.75
369 - STICKEL KOENIG & SULLIVAN & DRILL L	PO 13721	OSP Diagnostics LLC.	1,240.00	
	PO 13722	600 Corporate Drive	890.00	
	PO 13723	Michael Giordano	180.00	2,310.00

List of Bills - (All Funds)

Vendor	Description	Payment	Check	Total
369 - STICKEL KOENIG & SULLIVAN & DRILL L	PO 13724 JB Heating and Cooling	2,100.00		2,100.00
TOTAL				690,609.63

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-004	[CASH] Current/Operating Fund Checking			0.00	685,525.03
01-105-03-009	DUE TO FED & NJ GRANTS			3,995.00	
01-160-05-000	DUE FROM GENERAL CAPITAL			41.94	
01-165-55-000	INTERFUND ACCOUNTS RECEIVABLE			50.00	
01-201-20-100-200	GENERAL ADMINISTRATION - OTHER EXPENSE	1,837.75			
01-201-20-110-200	MAYOR and COUNCIL - OTHER EXPENSE	51.82			
01-201-20-110-201	cm, .!UNICATION	302.84			
01-201-20-130-200	FINANCE - OTHER EXPENSE	4,508.00			
01-201-20-155-200	LEGAL SERVICES - OTHER EXPENSE	6,965.75			
01-201-20-165-200	ENGINEERING- OTHER EXPENSE	208.33			
01-201-21-190-200	FAIR HOUSING PLAN	288.00			
01-201-25-240-200	PUBLIC SAFETY - OTHER EXPENSE	3,538.13			
01-201-25-255-200	FIRE DEPT. OTHER EXPENSE	3,548.20			
01-201-26-305-200	REFUSE COLLECTION - OTHER EXPENSE	7,996.78			
01-201-26-310-200	BUILDINGS ANO GROUNDS	1,913.24			
01-201-28-370-200	RECREATION	52.00			
01-201-31-430-200	ELECTRICITY - 6 HIGH ST	858.85			
01-201-31-435-200	STREET LIGHTING - OTHER EXPENSE	1,623.25			
01-201-31-440-200	TELEPHONE - OTHER EXPENSE	705.26			
01-201-31-446-200	NATURAL GAS - OTHER EXPENSE	222.38			
01-201-31-461-200	FIRE HYDRANTS	6,287.25			
01-201-32-465-200	SOLID WASTE DISPOSAL COST	5,531.21			
01-201-43-490-200	UNICIPAL COURT - OTHER EXPENSE	5,424.06			
01-207-55-000	LOCAL SCHOOL TAX			299,189.60	
01-209-55-000	COUNTY TAX			330,385.39	
TOTALS FOR	Current Fund	51,863.10	0.00	633,661.93	685,525.03
04-101-01-004	[CASH] General Capital Checking- Investors			0.00	403.65
04-215-55-950-000	Imp to Various Roads and Mun Bld & Grds Area			403.65	
TOTALS FOR	GENERAL CAPITAL FUND	0.00	0.00	403.65	403.65
12-101-01-004	[CASH] Animal Control Checking- Investors			0.00	1.20
12-299-56-840-100	RESERVE FOR ANIMAL CONTROL EXPENSES			1.20	
TOTALS FOR	ANIMAL CONTROL FUND	0.00	0.00	1.20	1.20
14-101-01-004	[CASH] Developers Escrow Checking- Investors			0.00	4,679.75
14-776-24-136-97	2023-03 152 V,AIN ST DAVID BURDEN BS, 135			1,240.00	
14-776-24-136-99	2023-04 600 CORPORATE LLC B4, Ll.05			890.00	
14-776-2 -137-02	2024-01 JB HEATING ANO COOLING			2,136.75	
14-776-24-137-03	2024-02 GIRODANO			413.00	
TOTALS FOR	DEVELOPERS ESCROW	0.00	0.00	4,679.75	4,679.75

Total to be paid from Fund 01 Current Fund

Total to be paid from Fund 04 GENERAL CAPITAL FUND Total to be paid from Fund 12 ANIV.AL CONTROL FUND Total to be paid from Fund 14 DEVELOPERS ESCROW

STORMWATER MANAGEMENT

- Water Quality Management Amendment

CROSSNG GUARDS

- New walkies in place
- One full Time Guard hired
- Still need one Part Time Guard

SENIOR CLUB:

- Business meeting. entertainment and cake served

RECREATION: -Meeting: September 25th

- Music in the Park (September 28th 3:00 to 6:00)
- Music in the Park was held at Suken Silo due to the weather.
- A Halloween Party October 26th will be held in the park and school gym from 3:00 to 5:00.

ENVIRONMENTAL/SHADE TREE ●

No Meeting

Historical COMMITTEE

- No meeting

Welcome BAGS

- e Date of Meeting: No Meeting
- New Residents: 0

OPEN PUBLIC SESSION:

Councilman Crawford 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.

CONNITTEE UPDATES:

Recreation: Tree Lightly and visit with Santa is Sunday, December 8th

Councilwoman Balinge would like to pursue a Film Ready Certification for Lebanon Borough

MISCELLANEOUS:

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: 15 pm by unanimous vote.

Karen M. Romano, RMC
Borough Administrator/Clerk

10-16-2024