



LEBANON BOROUGH COMMON COUNCIL
Wednesday, December 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 , Councilwoman Porcello and Councilwoman Baldinger

Absent: , Councilman Crawford and Councilman Kirchofer,
Also, Present: Administrator/Clerk Karen M Romano RMC,
Borough Attorney Joesph Novak Esq.

RESOLUTION #140-2024:

**Councilman Berger made a motion to approve Resolution 140-2024 the Consent Agenda.
With a second by Council President Burton.**

RESOLUTION #140-2024

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. County Commissioner Reorganization Invitation
4. Statewide Grant
5. Hunterdon County Playground Grant
6. New Era of Partnership HC Commissioner Kuhl

Introduced and adopted:

December 18, 2024.

Ayes: Burton, Berger, Porcello, Baldinger

Nays:

Abstain:

Absent: Crawford, Kirchofer

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

Date: December 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, and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

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.

Trooper Tony De Lorenzia reported no new news on the drones. He recommended if you see them to call the FBI number on the website.

Traffic report:

3 accidents

1 DWI

There being no further public comment Council President Burton 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:

Councilwoman Porcello made a motion to approve the November 2024 regular minutes seconded by Councilman Berger.

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #141-2024:

Councilman Berger made a motion to approve Resolution 141-2024. With a second by Council President Burton.

RESOLUTION #141-2024

STATEWIDE INSURANCE FUND

RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, Borough of Lebanon is a member of the Statewide Insurance Fund a joint insurance fund as defined in **N.J. S.A. 40A:10-36 *et seq.***; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Lebanon Karen M. Romano is hereby appointed as the Fund Commissioner for the Local Unit for the year 2025; and

BE IT FURTHER RESOLVED that Council President Richard Burton is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2025; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Introduced and adopted: December 18, 2024

Ayes: Burton, Berger, Porcello, Baldinger

Nays:

Absent: Crawford, Kirchofer

LEBANON BOROUGH COUNCIL

Richard J. Burton, 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 of December 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: December 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, and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #142-2024:

Councilwoman Porcello made a motion to approve Resolution 142-2024. With a second by Council President Burton.

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

RESOLUTION # 142-2024

**2025 FUND YEAR
STATEWIDE INSURANCE FUND**

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 18th day of December 2025, among the Statewide Insurance Fund (“FUND”), a joint insurance fund of the State of New Jersey, Borough of Lebanon (“MEMBER”) and Lisa A. Pfenninger Insurance Agency, LLC (“CONSULTANT”) through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

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

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

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

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

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

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

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or their representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives, the operation of the FUND.
 - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
 - (h) assist in the claim's settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
 - (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
 - (k) act in good faith and fair dealing to the FUND.
 - (l) perform other duties for the FUND as January be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an

apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of all lines assessment (excluding any fees, PLIGA, and loss ratio apportionment); and 10% of Selective umbrella assessment (excluding fees, PLIGA and administrative expenses).

- (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
- (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).

3. If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties. The term of this Agreement shall be from **January 1, 2025** to **January 1, 2026**. However, this Agreement January be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.

4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.

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

ATTEST:

Member Representative

ATTEST:

Officer

Risk Management Consultant Corporate

ATTEST:

Statewide Insurance Fund Chairperson

**EXHIBIT A
STATEWIDE INSURANCE FUND**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

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

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

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

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

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

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

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

COMPANY: _____
SIGNATURE: _____
PRINT NAME: _____
TITLE: _____ DATE: _____

Introduced and adopted:
Ayes: Burton, Berger, Porcello, Baldinger
Nays: 0
Absent: Crawford, Kirchofer

LEBANON BOROUGH COUNCIL

Richard J. Burton, Council President

ATTEST: _

Karen M. Romano
Borough Administrator/Clerk

CERTIFICATION

I, Karen M. Romano Lebanon Borough Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on December 18, 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 :December 18, 2024

Karen M. Romano
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #143-2024:

Councilwoman Porcello made a motion to approve Resolution 143-2024. With a second by Council President Burton.

**BOROUGH OF LEBANON
COUNTY OF HUNTERDON
STATE OF NEW JERSEY
RESOLUTION # 143-2024**

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Lebanon Borough (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-26 *et seq.*; and

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

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

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

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

1. Lebanon Borough hereby appoints Lisa A. Pfenninger Insurance Agency, LLC with be the local Risk Management Consultant.
2. The **Administrator/Clerk Karen Romano and** (*authorized representative of the public entity*) and Lisa A. Pfenninger Insurance Agency, LLC the Risk Management Consultant is hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2025. in the form attached hereto.

Introduced and adopted:
Ayes Burton, Berger, Porcello, Baldinger

Nays: 0
Absent: Crawford, Kirchofer

LEBANON BOROUGH COUNCIL

Richard J. Burton, Council President

ATTEST:

Karen M. Romano
Borough Administrator/Clerk

CERTIFICATION

I, Karen M. Romano Lebanon Borough Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on December 18,2024 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: December 18, 2024

Karen M. Romano
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #144-2024:

Councilman Berger made a motion to approve Resolution 144-2024. With a second by Council President Burton.

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

RESOLUTION # 144-2024

**RESOLUTION AUTHORIZING PARTICIPATION OF the
BOROUGH OF LEBANON IN
THE STATE DEVELOPMENT AND REDEVELOPMENT PLAN (State Plan)
CROSS-ACCEPTANCE PROCESS**

WHEREAS, the State Planning Act of 1985 (N.J.S.A. 52:18A-196 et. seq.) created a State Planning Commission and an Office of Planning Advocacy for the purpose of establishing a

cooperative planning process that involves the full participation of state, county and local governments; and,

WHEREAS, the State Planning Act states that New Jersey needs integrated and coordinated planning in order to conserve its natural resources, to revitalize its urban centers, to provide affordable housing and adequate public facilities at a reasonable cost, to promote equal social and economic opportunity for New Jersey's citizens, and to prevent sprawl and promote the suitable use of land; and,

WHEREAS, the primary duty and responsibility of the State Planning Commission under the State Planning Act is the preparation of a "State Development and Redevelopment Plan;" and,

WHEREAS, the State Planning Act also provides that the State's municipalities are to have an essential role in the development of the State Plan through their participation in the Cross-acceptance process to be conducted under the Act; and,

WHEREAS, the Cross-acceptance process is the primary vehicle under the Act for promoting vertical coordination and integration of state, county and local plans by affording county and municipal governments a full and open opportunity to be involved in reconciling inconsistencies between state and local policies; and,

WHEREAS, the Board of County Commissioners of County has concluded that it is appropriate, necessary and in the County's interest to fully participate in the development of the State Plan through the full and active participation of the County government, including in particular its Planning Board and its Department of Planning, in the Cross-acceptance process,

WHEREAS, the Governing Body of Borough has concluded that it is appropriate, necessary and in the municipality interest to fully participate in the development of the State Plan through the full and active participation of the Municipal government, including in particular its Planning Board and its Department of Planning, in the Cross-acceptance process,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the County of as follows:

1. That the Municipal Land Use Board is hereby authorized and directed to carry out the Cross-acceptance process pursuant to the State Planning Act, N.J.S.A. 52:18A-196 et. seq. and the State Planning Rules, N.J.A.C. 15:30 and any other rules promulgated by the State Planning Commission for this purpose:
2. That the Municipal Land Use Board shall coordinate with the County or Negotiating Entity in their preparation of a proposed work program and schedule for municipal and county Cross-

acceptance and Negotiating Entity shall submit said work program and schedule to the New Jersey Office of Planning Advocacy by ;

3. That the Municipal Department of Land Use shall provide staff assistance to the County Planning Board or Negotiating Entity in order to prepare a Cross-acceptance Response Template and successfully complete the Cross-acceptance process;

4. That all other Municipal Departments and Agencies shall cooperate with the Municipal and County Planning Board or Negotiating Entity and provide information and furnish such documents as may be required.

Introduced and adopted:

Ayes Burton, Berger, Porcello, Baldinger

Nays: 0

Absent: Crawford , Kirchofer

LEBANON BOROUGH COUNCIL

Richard J. Burton, Council President

ATTEST:

Karen M. Romano,
Borough Administrator/Clerk

CERTIFICATION

I, Karen M. Romano Lebanon Borough Clerk hereby certify that this resolution was duly adopted by the Borough of Lebanon Council at a meeting duly held on December 18, 2024 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: December 18, 2024

Karen M. Romano,
Borough Administrator/Clerk

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #145-2024:

Councilwoman Porcello made a motion to approve Resolution 145-2024. With a second by Council President Burton.

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

**RESOLUTION #145-2024
Canceling Funds- Foreclosures**

WHEREAS, several properties were sold at tax sale in years 2015, and 2016; and

WHEREAS, at the sale tax sale, premiums were received and have been held in escrow; and

WHEREAS, pursuant to NJ State Statute, when a property is foreclosed upon the premium escheats back to the municipality; and

WHEREAS, the premiums are as follows:

Block 8 Lot 9.02	\$10,700.00
Block 13.02	\$ 100.00; and

WHEREAS, final judgements of foreclosure were entered in Superior Court in 2018 and 2019 and therefore the premiums shall escheat to the Boro per NJ State Statute.

NOW THEREFORE BE IT RESOLVED, by the Council of the Borough of Lebanon, County of Hunterdon, State of New Jersey that the CFO is hereby authorized cancel funds totaling \$10,800.00 from escrow to the current fund balance.

LEBANON BOROUGH COUNCIL

Introduced and adopted: December 18, 2024.

Ayes: Burton, Berger, Porcello, Baldinger

Nays:

Absent: Crawford, Kirchofer

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 December 18, 2024.

Karen Romano
Borough Clerk

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #146-2024:

Councilman Porcello made a motion to approve Resolution 146-2024. With a second by Council President Burton.

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

RESOLUTION #146-2024

WHEREAS, N.J.S. 40A:4-58 provides for budget appropriation transfers during the last two months of the fiscal year and the first three months of the subsequent year (excluding appropriations for Contingent Expenses, Deferred Charges, Reserve for Uncollected Taxes, Capital Improvement Fund, and Interest and Debt Redemption Charges); and

WHEREAS, a need has arisen to expend amounts in excess of the original amounts in appropriations therefore;

NOW, THEREFORE, BE IT RESOLVED that the Chief Financial Officer be, and is hereby authorized to make the following transfers:

ACCOUNT	ACCOUNT NUMBER	INCREASE	DECREASE
Collection of Taxes-Other Expenses	01-201-20-145-200	\$ 1,300.00	
Public Works-Other Expenses	01-201-26-280-200	\$ 5,000.00	
Public Safety-Other Expenses	01-201-25-240-200		\$ 5,000.00
Legal Services-Other Expenses	01-201-20-155-200		\$ 2,500.00

Recreation-Other Expenses	01-201-28-370-200	\$ 2,500.00	
Electricity	01-201-31-430-200	\$ 600.00	
Street Lighting-Other Expenses	01-201-31-435-200		\$ 1,900.00
Buildings and Grounds-Salary and Wages	01-203-26-310-010	\$ 2,000.00	
Employee Group Health Insurance	01-201-23-220-200		\$ 2,000.00
	TOTAL	\$ 11,400.00	\$ 11,400.00

Introduced and adopted: December 18 2024

LEBANON BOROUGH COUNCIL

Ayes: Burton, Berger, Porcello, Baldinger

Nays:

Absent: Crawford, Kirchofer

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 December 18, 2024.

Karen Romano
Borough Clerk

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #147-2024:

Councilman Berger made a motion to approve Resolution 147-2024. With a second by Council President Burton.

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

RESOLUTION #147-2024

**SOLID WASTE CLEANUP AND RECYCLING
CONTRACT AWARD**

WHEREAS, The Borough of Lebanon presently provides weekly solid waste and recycling disposal, as well as twice-a-year bulk waste pickup under an extended Contract with Republic Services; and

WHEREAS, the extended Contract with Republic Services expires on December 31, 2024 and the parameters for continued services have significantly changed, such that State regulations now permit haulers to impose a separate charge for pickup of recycling, and recycling disposal now carries with it, a separate tipping fee; and

WHEREAS, Borough of Lebanon submitted requests for bid proposal packages to numerous solid waste and recycling service companies and has received bids proposals from three companies, namely, Republic Services, Casella and Sanico for weekly solid waste pickup, twice-a-year bulk pickup, and recycling pickup either weekly or every other week; and

WHEREAS, the lowest, responsible, qualified bidder for a five-year Contract to provide such services was Sanico Inc. 5 Hutchinson Station Road Phillipsburg, NJ 08865-9320

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Lebanon as follows:

1. In accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. and in conformance with the bid proposal specifications (which shall be made a part thereof), a five-year contract for weekly solid waste-garbage, pickup and bi-weekly recycling effective January 1, 2025 through December 31, 2029 is hereby awarded to Sanico Inc. for the per month cost \$11,187.59 at for a total five-year contract price of \$671,255.00. to be paid on a monthly basis; and
2. In addition, twice per year as designed by the Borough of Lebanon, two 40 yard dumpsters shall be delivered for Bulk pick up purposes at of cost of \$697.00 per year for a total of \$3484.00 for the five year contract.
3. The Contract between the parties shall contain the Sanico bid proposal as a material part of the contract.
4. The Contract shall provide that Sanico Inc. shall provide and keep current, all insurance policies and business documents required by the Local Public Contracts Law, and full compliance with all NJ DEP solid waste and recycling rules and regulations as well as applicable Statutes.
5. The Mayor, Council President and Clerk are hereby authorized to execute the Contract on behalf of the Borough of Lebanon.

Introduced and adopted: December 18, 2024
Ayes: Burton, Berger, Porcello, Baldinger
Nays:
Absent: Crawford and Krichofer

LEBANON BOROUGH COUNCIL

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 Council at a meeting duly held on the 18th day of December 2024 at 7:30 PM, 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: December 18, 2024

Karen M. Romano, RMC
Borough Clerk

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

RESOLUTION #148-2024:

Councilman Berger made a motion to approve Resolution 148-2024. With a second by Council President Burton.

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

**RESOLUTION #148-2024
CROSSING 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:

Conner P McDougall

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: December 18, 2024

Ayes: Burton, Berger, Porcello, Baldinger

Nays:

Absent: Crawford, Kirchofer

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

Date: December 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, and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

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

Report Printed 2024-12-18 11:13:31 Lebanon Borough
List of Bills - (All Funds)

Vendor	Description	Payment	
Check Total			
<hr/>			
Current Fund			
555 - A. PATULLO POWER WASH INC.	PO 13873 Year 2024: second leaf fall late Novembe	6,249.99	6,249.99
966 - Borough of Millstone	PO 13895 January 2025 Tax Collector and CFO assis	2,908.00	2,908.00
899 - Boswell Engineering, Inc.	PO 13912 Engineering Retainer: December 2024	208.33	208.33
247 - COMCAST	PO 13868 96 Main Street: Phone/Internet 12/1/202	247.00	
	PO 13876 6 High Street: Phone/Internet 12/1/2024-	458.29	705.29
652 - CONSTELLATION NEWENERGY INC	PO 13890 Electricity: 10/12/2024 - 11/13/2024	530.27	530.27
132 - COUNTY OF HUNTERDON	PO 13886 Food Inspection Fees 2nd & 3rd Quarter 2	2,300.00	2,300.00
912 - De Lage Landen Financial Services, INC	PO 13907 Copier Lease: 12/1/2024 - 12/31/2024	147.00	147.00
907 - Dorsey & Semrau, LLC	PO 13878 Special Tax Counsel: Tax Appeals October	944.00	944.00
838 - EA Boniakowski Insurance Services	PO 13867 Renewal: snow removal streets (Northfiel	8,437.50	8,437.50
39 - ELIZABETHTOWN GAS	PO 13883 Natural Gas: 6 High Street 10/17/2024 -	378.49	378.49
39 - ELIZABETHTOWN GAS	PO 13884 Natural Gas: 96 Main Street 10/17/2024	98.68	98.68
952 - Experienced IT Solutions	PO 13893 Network Support	399.00	399.00
747 - Gannett New Jersey Newspapers	PO 13906 Advertising: Tax Sale / Borough Auditor	121.92	121.92
885 - General Code	PO 13909 Code Review Site Annual Maintenance	1,195.00	1,195.00
153 - HOME DEPOT CREDIT SVCS	PO 13866 Building & Grounds	249.75	249.75
16 - JCP&L	PO 13877 Electricity: Master Account November 202	223.47	
	PO 13903 Electricity	176.39	399.86
81 - JERRY HAAG	PO 13889 Reimbursement: Gas/ Body, (Cleaner Botto	24.96	24.96
597 - Jersey Elevator, LLC	PO 13908 Monthly Maintenance: December 2024	167.28	167.28
103 - JIM PITTINGER	PO 13904 Reimbursement: NJ League of Municipaliti	192.71	192.71
167 - KAREN ROMANO	PO 13865 Reimbursement: Walmart (Recreation/Clerk	78.35	
	PO 13872 Reimbursement: Microsoft Online Services	56.00	

	PO 13881 Reimbursement: Hobby Lobby & Ocean State	54.33	188.68	
167 - KAREN ROMANO	PO 13892 Cell Phone Reimbursement: December 2024		100.00	
	PO 13897 Reimbursement: Costco - Crossing Guards	154.71		
	PO 13919 Reimbursement: Microsoft email services	359.50	614.21	
929 - KYLE MCMANUS ASSOCIATES LLC	PO 13879 Municipal Planning Services		385.25	385.25
559 - LANZA & LANZA LLP	PO 13882 Litigation Clinton Water	55.50	55.50	
299,189.60	59 - LEBANON BOROUGH BOARD OF EDUCATION	PO 13894 Local School Tax December 2024		299,189.60
	976 - Lisa Porcello	PO 13896 Reimbursement: League of Municipalities	229.65	229.65
530 - NJ CONFERENCE OF MAYORS	PO 13918 2025 Annual Membership Dues (NJ Conferen		400.00	400.00
42 - NJ STATE LEAGUE OF MUNICIPALITIES	PO 13917 2025 Membership Dues		342.00	342.00
31 - NOVAK & NOVAK LLC	PO 13891 Legal Services Retainer December 2024		4,865.00	4,865.00
20 - QUILL CORPORATION	PO 13911 Office Supplies	452.60	452.60	
961 - REILLY SWEEPING LLC	PO 13902 Street Sweeping 12/13/2024		600.00	600.00
487 - RICHARD BURTON	PO 13901 Reimbursement: NJ Leauge of Municipaliti		276.87	276.87
453 - RR DONNELLY	PO 13905 Reg-42B Certified Copy of Vital Record (213.00	213.00	
897 - Samuel Berger	PO 13871 Reimbursement: League of Municipalities	190.08	190.08	
78.77	176 - SHOPRITE OF HUNTERDON COUNTY	PO 13874 Building & Grounds and Recreation		78.77
	369 - STICKEL KOENIG & SULLIVAN & DRILL L	PO 13870 Affordable Housing	190.00	190.00
	808 - Thermal Service of New Jersey Inc.	PO 13869 Monthly Billing of PM Service Contract	349.00	349.00
	965 - UNIVOIP INC	PO 13910 Phones	68.03	68.03
	718 - VIKING PEST CONTROL	PO 13880 Monthly Pest Control: 6 High Street & 96	158.61	158.61
	27 - WASTE MANAGEMENT OF NJ INC	PO 13875 Municipal Waste: 11/1/2024-11/30/2024	3,990.80	3,990.80

FEDERAL AND STATE GRANTS

899 - Boswell Engineering, Inc.	PO 13887 Lebanon Borough Park Improvements	2,796.00	
	PO 13915 Borough Park Improvements	1,514.50	4,310.50

GENERAL CAPITAL FUND

899 - Boswell Engineering, Inc.	PO 13888 24 Hunterdon County Park & Rec Grant	1,852.00	
	PO 13913 Myrtle Avenue Extension Resurfacing	803.75	2,655.75

ANIMAL CONTROL FUND

321 - NJ DEPT OF HEALTH & SENIOR SVCS	PO 13900 Animal License Fees: November 2024	3.60	3.60
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SENIOR CITIZEN FUND

926 - DOCTOR D ENTERTAINMENT	PO 13899 Seniors Christmas Party: DJ for 3/4 hour	750.00	750.00
701 - MOUNTAIN VIEW CHALET	PO 13898 Seniors: Christmas Party 12/20/2024	3,158.40	3,158.40

DEVELOPERS ESCROW

899 - Boswell Engineering, Inc.	PO 13914 107 Main Street gas service/street openi	582.50	
	PO 13916 JB Heating/Cooling site plan waiver (121	233.00	815.50

TOTAL 350,189.43

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-004	[CASH] Current/Operating Fund Checking		0.00	338,495.68	
01-115-04-000-001	Prepaid Expenses	2,908.00			
01-201-20-100-200	GENERAL ADMINISTRATION - OTHER EXPENSE	1,762.72			
01-201-20-110-200	MAYOR and COUNCIL - OTHER EXPENSE	1,631.31			
01-201-20-120-201	REGISTRAR-OTHER EXPENSE	213.00			

01-201-20-120-202	CODIFICATION OF ORDINANCES	1,195.00			
01-201-20-155-200	LEGAL SERVICES - OTHER EXPENSE	6,054.50			
01-201-20-165-200	ENGINEERING- OTHER EXPENSE	208.33			
01-201-20-180-200	PLANNING BOARD - OTHER EXPENSE	385.25			
01-201-26-280-200	PUBLIC WORKS-OTHER EXPENSE	15,287.49			
01-201-26-310-200	BUILDINGS AND GROUNDS	1,155.43			
01-201-28-370-200	RECREATION	101.66			
01-201-31-430-200	ELECTRICITY - 6 HIGH ST	232.77			
01-201-31-435-200	STREET LIGHTING - OTHER EXPENSE	697.36			
01-201-31-440-200	TELEPHONE - OTHER EXPENSE	705.29			
01-201-31-446-200	NATURAL GAS - OTHER EXPENSE	477.17			
01-201-32-465-200	SOLID WASTE DISPOSAL COST	3,990.80			
01-204-56-003	FOOD LICENSE COUNTY PORTION			2,300.00	
01-207-55-000	LOCAL SCHOOL TAX			299,189.60	
<hr style="border-top: 1px dashed black;"/>					
TOTALS FOR	Current Fund	34,098.08	0.00	304,397.60	338,495.68
<hr style="border-top: 3px double black;"/>					
02-101-01-000-004	Cash Checking-Investors		0.00	4,310.50	
02-201-70-110-006	2023 Local Recreation Improvement Grant	4,310.50			
<hr style="border-top: 1px dashed black;"/>					
TOTALS FOR	FEDERAL AND STATE GRANTS		4,310.50	0.00	4,310.50
<hr style="border-top: 3px double black;"/>					
04-101-01-004	[CASH] General Capital Checking- Investors		0.00	2,655.75	
04-215-55-950-000	Imp to Various Roads and Mun Bld & Grds Area			2,655.75	
<hr style="border-top: 1px dashed black;"/>					
TOTALS FOR	GENERAL CAPITAL FUND	0.00	0.00	2,655.75	2,655.75
<hr style="border-top: 3px double black;"/>					
12-101-01-004	[CASH] Animal Control Checking- Investors		0.00	3.60	
12-299-56-840-100	RESERVE FOR ANIMAL CONTROL EXPENSES			3.60	
<hr style="border-top: 1px dashed black;"/>					
TOTALS FOR	ANIMAL CONTROL FUND	0.00	0.00	3.60	3.60
<hr style="border-top: 3px double black;"/>					
13-101-01-000-004	[CASH] Senior Citizen Checking- Investors		0.00	3,908.40	
13-299-56-855-100	RESERVE FOR SENIOR CITIZEN EXPENSES			3,908.40	
<hr style="border-top: 1px dashed black;"/>					
TOTALS FOR	SENIOR CITIZEN FUND	0.00	0.00	3,908.40	3,908.40
<hr style="border-top: 3px double black;"/>					
14-101-01-004	[CASH] Developers Escrow Checking- Investors			0.00	815.50
14-720-00-157-64	ROAD OPENINGS		582.50		
14-776-24-137-02	2024-01 JB HEATING AND COOLING			233.00	
<hr style="border-top: 1px dashed black;"/>					
TOTALS FOR	DEVELOPERS ESCROW	0.00	0.00	815.50	815.50
<hr style="border-top: 3px double black;"/>					
Total to be paid from Fund 01 Current Fund		338,495.68			
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS			4,310.50		
Total to be paid from Fund 04 GENERAL CAPITAL FUND			2,655.75		
Total to be paid from Fund 12 ANIMAL CONTROL FUND			3.60		
Total to be paid from Fund 13 SENIOR CITIZEN FUND		3,908.40			
Total to be paid from Fund 14 DEVELOPERS ESCROW		815.50			
		<hr style="border-top: 1px dashed black;"/>			
		350,189.43			

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

MAYORAL APPOINTMENT

Mayor Pittinger appointed Lisa De Rose to the Recreation Committee. With a unanimous vote from the Council.

DISCUSSION:

ADMINISTRATOR'S REPORT TO THE GOVERNING BODY

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.

Doug and Marianne Mathewson stated traffic on Cherry Street continues, speeding, truck traffic.

There being no further public comment Council President Burton 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: Lisa Porcello said Burning of the Greens will take place Monday, January 6th at 6 pm.

Mayor Pittinger requested a motion to enter executive session.

Councilman Berger made a motion to approve Resolution 149-2024 to enter executive session. With a second by Council President Burton.

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

RESOLUTION #149-2024

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: December 18, 2024

Ayes: Burton, Berger, Porcello, Baldinger

Nays:

Abstain:

Absent: Crawford, Kirchofer

LEBANON BOROUGH COUNCIL

By: Richard J. Burton, Council
President

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 December 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: December 18, 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, and Councilwoman Baldinger

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

Mayor Pittinger requested a motion to enter the regular session.

Councilman Berger made a motion to approve to enter the regular session. With a second by Council President Burton.

The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford and Councilman Kirchofer

MISCELLANEOUS:

ADMINISTRATOR'S REPORT TO THE GOVERNING BODY

December 18, 2024

INFRASTRUCTURE COMMITTEE

- Meet with the Committee to discuss Solid waste and Recycling bids. Sanico was the lowest bid.
- Meet with the Committee to review proposed Playground designs
- Meet with two playground companies to obtain proposals.
- Meet with Experience IT Solutions and Rich to discuss placement of Cameras and front door buzzer.

PUBLIC SAFETY COMMITTEE (meet Monday Dec 16th)

1. Committee Introduction for Trooper DeLorenzia
2. Speed Signs
 - Sign Data Capture – Accuracy
 - Cherry Street – Complaints about Speeders and Truck Activity
 - Placement of “Traveling” Sign on Main Street
 - Speed Study through GoHunterdon – Status Update and Adding a Location

- Crossing Guard Safety
- Reducing Speed Limit in Town
- Reporting Speed Data in the Lantern
- NJSP Monitoring and Reporting
- 3. OEM – Status Update – Plan, Policies and Communication to Residents
- 4. Public Safety Reporting
 - Karen and State Police
 - i. Cameras at Municipal Building – Status Update
 - Fire Department Reports for Public Safety and Council
 - Fire Inspector Reports for Public Safety and Council
 - Public Attendance at the Public Safety Committee Meeting
- 5. Public Safety Training for Committee and Council
- 6. Community Concerns
 - Lebanon Plaza Follow-Up
- 7. Bridgeway MCORT Mental Health Services
- 8. Safety Drills
 - Active Shooter Training for Council - Drill

REGISTRAR

- Sent in monthly reports

SSTORMWATER MANAGEMENT

- Working with Stormwater Control Solutions to file all end of the year reports

CROSSING GUARDS

- Hired a Crossing Guard

FINANCE

- Working to bring all internal platforms up to date
- Began preparing 2025 Budget

SENIOR CLUB:

- Seniors will have a Christmas luncheon at the Mountain View Chalet on December 20th.

RECREATION: –Meeting:

- Christmas Tree Lighting and Visit with Santa was a huge success
- Burning of the Greens January 6th at 6:30 pm in the Park

ENVIRONMENTAL/SHADE TREE

- No Meeting

HISTORICAL COMMITTEE

- No meeting

WELCOME BAGS

- **Date of Meeting:** No Meeting
- **New Residents:** 1

ADJOURN:

Councilman Berger moved, and Councilwoman Baldinger seconded a motion to adjourn, there being no further business to come before Council. The meeting was adjourned at 8:45 pm by unanimous vote.

Karen M. Romano, RMC
Borough Administrator/Clerk

