



LEBANON BOROUGH COMMON COUNCIL  
Wednesday, March 19, 2025  
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, and Councilman  
Kirchofer, Councilwoman Porcello and Councilwoman Baldinger

Absent: Councilman Crawford

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

**RESOLUTION #61-2025:**

**Councilman Berger made a motion to approve Resolution 61-2025 the Consent Agenda.  
With a second by Council President Burton.**

**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON**

**STATE OF NEW JERSEY**

**RESOLUTION #61-2025  
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 matters. If discussion is desired that item may be removed from the Consent Agenda and considered separately.

1. Animal Control
2. Fire Dept Report
3. HC Website Publication
4. NJDEP WMP

Introduced and adopted:

March 19, 2025.

Ayes: Burton, Berger, Kirchofer, Porcello, Baldinger

Nays:

Abstain:

Absent: Crawford

LEBANON BOROUGH COUNCIL

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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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

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Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**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

Traffic report:

1 accident

11 operations stop

3 Investigations

**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:**

**Councilman Kirchofer made a motion to approve the February Regular minutes. With a seconded by Councilman Berger.**

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #62-2025:**

**Councilman Berger made a motion to approve Resolution 62-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #62-2025**

**INTRODUCTION OF 2025 BUDGET**

**2025 Available in the Clerk's Office**

Introduced and adopted: March 19, 2025

LEBANON BOROUGH COUNCIL

Ayes: Burton, Berger, Kirchofer, Porcello, Baldinger

Nays:

Absent: Crawford

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Richard J. Burton  
Borough 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 19th of March 2025; 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: March 19, 2025

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Karen M. Romano, RMC  
Borough Administrator/ Clerk

### **The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

### **RESOLUTION #63-2025:**

**Councilman Berger made a motion to approve Resolution 63-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #63-2025  
Dedication by Rider**

**A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION**

**BY RIDER FOR STORM RECOVERY  
REQUIRED BY N.J.S.A. 40A:4-62.1**

**WHEREAS**, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

**WHEREAS**, N.J.S.A. 40A:4-62.1 provides for receipt funds by the municipality to provide for the operating costs to administer this act; and,

**WHEREAS**, N.J.S.A. 40A:4-62.1 provides the dedicated revenues anticipated from the Storm Recovery are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Lebanon, County of Hunterdon, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Storm Recovery in accordance with N.J.S.A. 40A:4-62.1.
2. The Clerk of the Borough of Lebanon, County of Hunterdon is hereby directed to forward a copy of this Resolution to the Director of the Division of Local Government Services through the Financial Automation Submission and Tracking system.

Introduced and adopted:  
March 19, 2025.

Ayes: Councilman Burton, Council man Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman Crawford

LEBANON BOROUGH COUNCIL

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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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #64-2025:**

**Councilman Berger made a motion to approve Resolution 64-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #64-2025  
Dedication by Rider**

**A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION  
BY RIDER FOR OFF-SITE IMPROVEMENTS  
REQUIRED BY N.J.S.A. 40A:**

**WHEREAS**, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and'

**WHEREAS**, N.J.S.A. 40A: provides for receipt funds by the municipality to provide for the operating costs to administer this act; and,

**WHEREAS**, N.J.S.A. 40A: provides the dedicated revenues anticipated from the Site Improvements are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Lebanon, County of Hunterdon, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Site Improvements in accordance with N.J.S.A. 40A:.
2. The Clerk of the Borough of Lebanon, County of Hunterdon is hereby directed to forward a copy of this Resolution to the Director of the Division of Local Government Services through the Financial Automation Submission and Tracking system.

Introduced and adopted:

March 19, 2025.

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman Crawford

LEBANON BOROUGH COUNCIL

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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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

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Karen M. Romano, RMC

Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #65-2025:**

**Councilman Berger made a motion to approve Resolution 65-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #65-2025**

**Dedication by Rider**

**A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION  
BY RIDER FOR COAH  
REQUIRED BY N.J.S.A. 40A:12a-3 & N.J.A.C 5:93-8.15**

**WHEREAS**, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and'

**WHEREAS**, N.J.S.A. 40A:12a-3 & N.J.A.C 5:93-8.15 provides for receipt funds by the municipality to provide for the operating costs to administer this act; and,

**WHEREAS**, N.J.S.A. 40A:12a-3 & N.J.A.C 5:93-8.15 provides the dedicated revenues anticipated from the COAH are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Lebanon, County of Hunterdon, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the COAH in accordance with N.J.S.A. 40A:12a-3 & N.J.A.C 5:93-8.15.
2. The Clerk of the Borough of Lebanon, County of Hunterdon is hereby directed to forward a copy of this Resolution to the Director of the Division of Local Government Services through the Financial Automation Submission and Tracking system.

Introduced and adopted:

March 19, 2025.

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman Crawford

LEBANON BOROUGH COUNCIL

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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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

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Karen M. Romano, RMC  
Borough Administrator/Clerk

#### **The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

#### **RESOLUTION #66-2025:**

**Councilman Berger made a motion to approve Resolution 66-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #66-2025**

**WHEREAS**, NJSA 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

**WHEREAS**, NJAC 5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

**WHEREAS**, pursuant to NJAC 5:30-7.2 thru 7.5 the Borough of Lebanon has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Borough meets the necessary conditions to participate in the program for the 2025 budget year, so now therefore

**BE IT RESOLVED**, by the Governing Body of the Borough of Lebanon that the in accordance with NJAC 5:307.6a & b and based upon the Chief Financial Officers certification. The governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to NJSA 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met (Complies with the "CAP" law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and NJAC 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate, and correctly stated
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality
5. The budget and associated amendments have been introduced, publicly advertised, and adopted in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of NJSA 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

### **CERTIFICATION OF APPROVED BUDGET**

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to NJSA 40A:4-78b and NJAC 5:30-7.

It is further certified that the municipality has met the eligibility requirements of NJAC 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with NJAC 5:307.6.

\_\_\_\_\_  
Dated

By:  
Chief Financial Officer

Introduced and adopted:  
March 19, 2025.

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman 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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #67-2025:**

**Councilman Berger made a motion to approve Resolution 67-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #67-2025**

**Tax Levy  
North Hunterdon High School**

**WHEREAS**, regulations of the State of New Jersey provide for the deferral of school taxes in an amount not to exceed fifty percent of the annual school tax levy when such taxes are raised on a fiscal year basis (school year July 1 through June 30); and

**WHEREAS**, said taxes subject to deferral have not been requisitioned by or paid to the school district; and

**WHEREAS**, it is the desire and intent of the governing body of the Borough of Lebanon, County of Hunterdon, to avail the Borough of the deferral as permitted by regulations promulgated by the Local Finance Board, Division of Local Government Services, New Jersey Department of Community Affairs; and

**WHEREAS**, fifty percent of the school tax levy of the North Hunterdon Regional High School District is \$910,691.50.

**NOW THEREFORE BE IT RESOLVED** that the Council of the Borough of Lebanon, County of Hunterdon, hereby authorize the Chief Financial Officer of the Borough to defer \$476,740.15 of school taxes as permitted by the regulation; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution be forwarded to the Chief Financial Officer of the Borough and the Director of the Division of Local Government Services, Department of Community Affairs.

Introduced and adopted:

March 19, 2025.

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman 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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #68-2025:**

**Councilman Berger made a motion to approve Resolution 68-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #68-2025**

**Tax Levy  
Lebanon Borough School High School**

**WHEREAS**, regulations of the State of New Jersey provide for the deferral of school taxes in an amount not to exceed fifty percent of the annual school tax levy when such taxes are raised on a fiscal year basis (school year July 1 through June 30); and

**WHEREAS**, said taxes subject to deferral have not been requisitioned by or paid to the school district; and

**WHEREAS**, it is the desire and intent of the governing body of the Borough of Lebanon, County of Hunterdon, to avail the Borough of the deferral as permitted by regulations promulgated by the Local Finance Board, Division of Local Government Services, New Jersey Department of Community Affairs; and

**WHEREAS**, fifty percent of the school tax levy of the Lebanon School District is \$1,495,948.00.

**NOW THEREFORE BE IT RESOLVED** that the Council of the Borough of Lebanon, County of Hunterdon, hereby authorize the Chief Financial Officer of the Borough to defer \$1,466,615.50 of school taxes as permitted by the aforementioned regulation; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution be forwarded to the Chief Financial Officer of the Borough and the Director of the Division of Local Government Services, Department of Community Affairs.

Introduced and adopted:

March 19, 2025.

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman 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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #69-2025:**

**Councilman Berger made a motion to approve Resolution 69-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #69-2025  
Grant Revenue**

**WHEREAS**, the Borough of Lebanon desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services and

**THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Lebanon that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2025 Budget under the following caption and amount:

<u>Title</u>	<u>Amount</u>
Hunterdon County Recreation	\$75,000.00
Hunterdon County ARP - Road Repairs	\$45,000.00
Recycling Tonnage	\$10,445.03

**BE IT FURTHER RESOLVED** that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services

Introduced and adopted:

March 19, 2025.

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman 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 March 19, 2025, force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #70-2025:**

**Councilman Berger made a motion to approve Resolution 70-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #70-2025**

**WHEREAS**, N.J.S. 40A:4-58 provides for budget appropriation transfers during the last two months of the fiscal year and the first 3 months of the succeeding 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 appropriation reserves therefore;

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

Account	Account Number	Decrease	Increase
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Legal Services-Other	01-203-20-155-200	\$ 15,000.00	
Employee Group Insurance	01-203-23-220-201	\$ 18,000.00	
Public Works-Other	01-203-26-280-200		\$ 20,000.00
Refuse Collection-Other	01-203-26-305-200		\$ 5,000.00
Electricity	01-203-31-430-200		\$ 3,000.00
Buildings & Grounds-Other	01-203-26-310-200		\$ 5,000.00
<b>TOTAL</b>		<b>\$ 33,000.00</b>	<b>\$ 33,000.00</b>

Introduced and adopted: March 19, 2025

LEBANON BOROUGH COUNCIL

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman Crawford

Richard Burton, Borough Council President

ATTEST:

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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 March 19, 2025.

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Karen Romano  
Borough Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #71-2025:**

**Councilman Berger made a motion to approve Resolution 71-2025. With a second by Councilman Kirchofer.**

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

**RESOLUTION #71-2025**

**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:

**Rebecca Maso**

**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 #2019-04, 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: March 19, 2024

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello,  
Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman 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 the March 19, 2025 force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

\_\_\_\_\_

Karen M. Romano, RMC  
Borough Administrator/Clerk

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**RESOLUTION #72-2025:**

**Councilman Berger made a motion to approve Resolution 72-2025. With a second by Councilman Kirchofer.**

**BOROUGH OF LEBANON  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
RESOLUTION #72-2025**

**WHEREAS**, NJSA 59:8-6, provides that a public entity may adopt a form to be completed by claimants in connection with notices of claims against the municipality; and

**WHEREAS**, the governing body of the Borough of Lebanon deems it advisable and necessary to adopt a Notice of Claim Form in the form attached hereto and made a part hereof:

**NOW, THEREFORE, BE IT RESOLVED** that the attached Notice of Claim Form be and hereby is adopted as the official Notice of Claim Form for the Boroug of Lebanon\_; and

**BE IT FURTHER RESOLVED**, that all persons making claims against the Borough of Lebanon, pursuant to NJSA 59: 8-1, et seq. (Tort Claims Act) shall be required to complete the form as a condition of the notice requirements of the Tort Claims Act.

Introduced and adopted: March 19, 2024

Ayes: Councilman Burton, Councilman Berger, Councilman Kirchofer, Councilwoman Porcello, Councilwoman Baldinger

Nays:

Abstain:

Absent: Councilman Crawford

LEBANON BOROUGH COUNCIL

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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 March 19, 2025 force and effect as of the date I have subscribed my signature.

Date: March 19, 2025

\_\_\_\_\_  
Karen M. Romano, RMC  
Borough Administrator/Clerk

### The Motion was passed by the following vote:

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

NO:

Abstain:

Absent: Councilman Crawford

### **APPROVAL OF EXPENDITURES: Councilman Berger made a motion to approve the Bill list for March 2025. Council President Burton seconded the motion.**

### **March Bill List February 20<sup>th</sup>- March 19<sup>th</sup>**

16 - JCP&L	PO 14064	Electricity/Master Account Jan & Feb	187.24	
	PO 14109	Electricity	82.33	<b>269.57</b>
20 - QUILL CORPORATION	PO 14065	Office Supplies	66.98	
	PO 14103	Building & Grounds: Coffee	74.96	
	PO 14105	Building & Grounds	78.94	<b>220.88</b>
132 - COUNTY OF HUNTERDON	PO 14066	2024 4th Qtr. Food Inspections	100.00	<b>100.00</b>
745 - BALANEY CONTRACTING LLC	PO 14067	Borough: 2/20/2025 Snow 0.4"	2,256.00	
	PO 14068	School: 2/20/2025 Snow 0.4"	180.00	<b>2,436.00</b>
910 - Office Concepts, Inc.	PO 14069	Copier: 2/15/2025 - 3/14/2025	133.40	
	PO 14108	Copier: 3/15/2025 - 4/14/2025	133.40	<b>266.80</b>
597 - Jersey Elevator, LLC	PO 14070	Monthly Maintenance: March 2025	167.28	<b>167.28</b>
39 - ELIZABETHTOWN GAS	PO 14071	Natural Gas: 96 Main Street 1/21/2025 -	289.97	<b>289.97</b>
39 - ELIZABETHTOWN GAS	PO 14072	Natural Gas: 6 High Street 1/21/2025 - 2	729.56	<b>729.56</b>
718 - VIKING PEST CONTROL	PO 14073	Monthly Pest Control: 6 High Street & 96	158.61	<b>158.61</b>
59 - LEBANON BOROUGH BOARD OF EDUCATION	PO 14074	Local School Tax: March 2025	299,189.60	<b>299,189.60</b>
70 - NO HUNTERDON-VOORHEES REG HS DIST	PO 14075	Regional School Tax: March 2025	309,510.67	<b>309,510.67</b>
952 - Experienced IT Solutions	PO 14076	Network Support: March 2025	399.00	<b>399.00</b>
119 - LEBANON FIRE COMPANY	PO 14077	2025 Annual Contribution: March 2025	10,000.00	<b>10,000.00</b>
31 - NOVAK & NOVAK LLC	PO 14078	Legal Service Retainer: March 2025	5,011.00	<b>5,011.00</b>
167 - KAREN ROMANO	PO 14079	Cell Phone Reimbursement: March 2025	100.00	
	PO 14102	Reimbursement: Notary Renewal / Supplies	268.11	
	PO 14112	Reimbursement: Deposit Hard Rock Hotel -	112.40	

	PO 14119	Reimbursement: Microsoft Services	528.00	<b>1,008.51</b>
176 - SHOPRITE OF HUNTERDON COUNTY	PO 14081	Finance: Budget Meeting	55.89	<b>55.89</b>
982 - Lebanon Borough Storm Recovery	PO 14082	Transfer unexpended funds to storm recov	10,000.00	<b>10,000.00</b>
90 - LEBANON SEWER AUTHORITY	PO 14083	2025 Sewer Charge	1,152.18	<b>1,152.18</b>
291 - STORM WATER COMPLIANCE SOLUTIONS LL	PO 14084	Stormwater Services	900.00	
	PO 14085	Stormwater Services	1,200.00	<b>2,100.00</b>
907 - Dorsey & Semrau, LLC	PO 14086	Special Tax Counsel	1,200.00	<b>1,200.00</b>
965 - UNIVOIP INC	PO 14087	Phones: March 2025	64.76	<b>64.76</b>
559 - LANZA & LANZA LLP	PO 14088	Litigation Clinton Water	37.00	<b>37.00</b>
929 - KYLE MCMANUS ASSOCIATES LLC	PO 14089	Affordable Housing Planning Services	75.90	<b>75.90</b>
808 - Thermal Service of New Jersey Inc.	PO 14090	Monthly Billing of PM Service Contract:	349.00	<b>349.00</b>
176 - SHOPRITE OF HUNTERDON COUNTY	PO 14091	Recreation: Family Night Bingo	22.98	<b>22.98</b>
959 - LISA DEROZE	PO 14092	Reimbursement: Recreation Easter	148.30	<b>148.30</b>
153 - HOME DEPOT CREDIT SVCS	PO 14093	Building & Grounds	14.98	<b>14.98</b>
981 - Sanico Inc.	PO 14094	Municipal Trash / Recycling Service: 2/1	11,187.59	<b>11,187.59</b>
247 - COMCAST	PO 14095	6 High Street: Phone/Internet 3/1/2025	462.67	
	PO 14096	96 Main Street: Phone/Internet: 1/31/202	53.22	<b>515.89</b>
540 - STATEWIDE INSURANCE FUND	PO 14097	2nd Installement 2025	10,527.50	<b>10,527.50</b>
966 - Borough of Millstone	PO 14101	SHared Service for APRIL 2025 tax/financ	3,235.88	<b>3,235.88</b>
401 - JOINT COURT BETHLEHEM/BLOOMSBURY	PO 14104	Interlocal Municipal Court Services for	5,973.03	<b>5,973.03</b>
976 - Lisa Porcello	PO 14106	Reimbursement: Recreation	91.82	<b>91.82</b>
912 - De Lage Landen Financial Services, INC	PO 14107	Copier Lease: 3/1/2025 - 3/31/2025	140.00	<b>140.00</b>
766 - BKC CERTIFIED PUBLIC ACCOUNTANTS	PO 14110	Performance of the statutory audit for t	10,000.00	<b>10,000.00</b>
27 - WASTE MANAGEMENT OF NJ INC	PO 14120	Municipal Waste: 2/1/2025 - 2/28/2025	5,114.97	<b>5,114.97</b>
172 - NJ REGISTRARS' ASSOCIATION	PO 14121	NJRA 2025 Conference 5/1/2025: Karen Rom	150.00	<b>150.00</b>
<b>FEDERAL AND STATE GRANTS</b>				
899 - Boswell Engineering, Inc.	PO 14111	Borough Park Improvements	7,513.00	<b>7,513.00</b>

## GENERAL CAPITAL FUND

448 - TOP LINE CONSTRUCTION CORP	PO 14098	Myrtle Ave Extension and Youngs Road Res	31,048.22	<b>31,048.22</b>
899 - Boswell Engineering, Inc.	PO 14114	Misc. Engineering Floodplan Ordinance	4,256.00	
	PO 14115	Local Recreation Grant Application	699.00	
	PO 14117	Myrtle Ave Extension Resurfacing	591.50	<b>5,546.50</b>
899 - Boswell Engineering, Inc.	PO 14118	Central Street & Sutton Place	2,679.50	<b>2,679.50</b>

## ANIMAL CONTROL FUND

321 - NJ DEPT OF HEALTH & SENIOR SVCS  
2025

PO 14099 Animal License Fee: February  
71.40  
**71.40**

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**DEVELOPERS ESCROW**

899 - **Boswell Engineering, Inc.**

PO 14113 Brightspeed Myrtle Ave ROP  
PO 14116 Town Center at Lebanon

466.00  
116.50

**582.50**

TOTAL

**739,356.24**

**Summary By Account**

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-004	[CASH] Current/Operating Fund Checking			0.00	691,915.12
01-201-20-100-200	GENERAL ADMINISTRATION - OTHER EXPENSE	2,031.29			
01-201-20-130-200	FINANCE - OTHER EXPENSE	1,673.83			
01-201-20-135-200	FINANCIAL ANNUAL AUDIT	10,000.00			
01-201-20-145-200	COLLECTION OF TAXES - OTHER EXPENSE	1,617.94			
01-201-20-155-200	LEGAL SERVICES - OTHER EXPENSE	6,286.40			
01-201-21-190-200	FAIR HOUSING PLAN	37.50			
01-201-23-210-200	OTHER INSURANCE	10,527.50			
01-201-25-255-200	FIRE DEPT. OTHER EXPENSE	10,000.00			
01-201-26-280-200	PUBLIC WORKS-OTHER EXPENSE	2,436.00			
01-201-26-280-300	Storm Water Management	2,100.00			
01-201-26-305-200	REFUSE COLLECTION - OTHER EXPENSE	11,187.59			
01-201-26-310-200	BUILDINGS AND GROUNDS	908.53			
01-201-28-370-200	RECREATION	263.10			
01-201-31-430-200	ELECTRICITY - 6 HIGH ST	129.98			
01-201-31-435-200	STREET LIGHTING - OTHER EXPENSE	139.59			
01-201-31-440-200	TELEPHONE - OTHER EXPENSE	515.89			
01-201-31-446-200	NATURAL GAS - OTHER EXPENSE	1,019.53			
01-201-31-455-200	SEWERAGE PROCESSING	1,152.18			
01-201-32-465-200	SOLID WASTE DISPOSAL COST	5,114.97			
01-201-43-490-200	MUNICIPAL COURT - OTHER EXPENSE	5,973.03			
01-203-26-280-200	(2024) PUBLIC WORKS-OTHER EXPENSE		10,000.00		
01-204-56-003	FOOD LICENSE COUNTY PORTION			100.00	
01-206-55-000	REGIONAL SCHOOL TAX			309,510.67	
01-207-55-000	LOCAL SCHOOL TAX			299,189.60	
<b>TOTALS FOR</b>	<b>Current Fund</b>	<b>73,114.85</b>	<b>10,000.00</b>	<b>608,800.27</b>	<b>691,915.12</b>
02-101-01-000-004	Cash Checking-UNITY			0.00	7,513.00
02-201-70-110-006	2023 Local Recreation Improvement Grant	7,513.00			
<b>TOTALS FOR</b>	<b>FEDERAL AND STATE GRANTS</b>	<b>7,513.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,513.00</b>
04-101-01-004	[CASH] General Capital Checking- UNITY			0.00	39,274.22
04-215-55-950-000	Imp to Various Roads and Mun Bld & Grds Area			39,274.22	
<b>TOTALS FOR</b>	<b>GENERAL CAPITAL FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>39,274.22</b>	<b>39,274.22</b>
12-101-01-004	[CASH] Animal Control Checking- Investors			0.00	71.40
12-299-56-840-100	RESERVE FOR ANIMAL CONTROL			71.40	

TOTALS FOR	ANIMAL CONTROL FUND	0.00	0.00	71.40	71.40
14-101-01-004	[CASH] Developers Escrow Checking-Unity #1			0.00	582.50
14-776-05-657-92	Town Center at Lebanon LLC			116.50	
14-776-24-137-04	Bright Speed Escrow Set up 11/2024			466.00	

Summary By  
Account

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ACCOUNT BUDGETARY	DESCRIPTION CREDIT	CURRENT YR APPROP.	YEAR NON-
TOTALS FOR ESCROW	DEVELOPERS 0.00	0.00	582.50 582.50

Total to be paid from Fund 01 Current Fund	691,915.12
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	7,513.00
Total to be paid from Fund 04 GENERAL CAPITAL FUND	39,274.22
Total to be paid from Fund 12 ANIMAL CONTROL FUND	71.40
Total to be paid from Fund 14 DEVELOPERS ESCROW	582.50
	739,356.24

**The Motion was passed by the following vote:**

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

NO:

Abstain:

Absent: Councilman Crawford

**DISCUSSION:**

**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.**

**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: Councilwoman Porcello Bingo was very successful. 72 people came to play Bingo. The Egg Hunt is April 12<sup>th</sup>. The Yard Sale is May 17<sup>th</sup>.**

**Councilwoman Baldinger: Lebanon Borough is paying \$31,000 per student to attend NHHS.**

**MISCELLANEOUS:**

ADMINISTRATOR'S REPORT TO THE GOVERNING BODY

**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 8:15 pm by unanimous vote.

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Karen M. Romano, RMC  
Borough Administrator/Clerk

