

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
April 18, 2019, 7:00 P.M.**

CALL TO ORDER Mayor DeBaecke called the meeting to order at 7:00 p.m.

FLAG SALUTE: Led by Mayor DeBaecke

ROLL CALL: Mayor DeBaecke
Deputy Mayor O'Donnell
Committeeman DeLorenzo
Committeeman Doyle
Committeeman Kocubinski

Absent: None

Also Present: Clerk Mary Picariello and Substitute Township Attorney Griegel

SUNSHINE STATEMENT: “The provisions of the Open Public Meetings Act have been met. Notice of this meeting has been transmitted by email to the Courier Post, Burlington County Times and The Trenton Times as well as given to those having requested same and posted on the Township bulletin board located in the foyer of the municipal building”.

PUBLIC COMMENT AS IT RELATES TO AGENDA ITEMS

Mayor DeBaecke opened the meeting to the public. There were no public comments this evening.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman Doyle

Seconded By: Committeeman DeLorenzo

REVIEW OF CORRESPONDENCE

1. NJDOT FY 2019 Municipal Aid Schoolhouse Road phase 2 – Clerk Picariello Reported that no aid for this project was awarded.
2. Office of the Secretary of State, Department of State, New Jersey Complete Count Commissions Public Hearing – Clerk Picariello reviewed the hearing. Deputy Mayor O'Donnell noted he would be able to attend.
3. JCPL – 2019 Distribution Vegetation Overhang Removals – Clerk Picariello reported the McGuire Substation area would be trimmed.

ENGINEER'S REPORT

Engineer Hirsh was not present but submitted a written report. It was noted the NJDEP Stormwater report would be due May 1st. The quotes for the park have not yet been received. The FY2019 NJDOT project plans and specifications were being worked on for bidding. The Provinceline Road contract would be closed in May. The Hanover Drive issues were reviewed. Engineer Hirsh was soliciting quote for the area of 607 Hanover Drive. It was also reported the problem at 614 Hanover was due to the driveway being in need of repair and not the road resurfacing.

DEPARTMENT REPORTS FOR MARCH 2019

- a. Tax Collector
- b. Construction, Zoning & Mobile Homes (and February)
- c. North Hanover Courts
- d. Jacobstown Volunteer Fire Company
- e. Police Department

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | X | | X | | | |
| Committeeman Doyle | | X | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | | | X | | | |
| Mayor DeBaecke | | | X | | | |

MINUTES FOR APPROVAL

- April 4, 2019 – Regular Meeting

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | | | | X | |
| Committeeman Doyle | | X | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | X | | X | | | |
| Mayor DeBaecke | | | X | | | |

BILLS AND CLAIMS FOR APPROVAL

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | X | X | | | |
| Committeeman Doyle | | | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | X | | X | | | |
| Mayor DeBaecke | | | X | | | |

ORDINANCE – INTRODUCTION

2019-03 An Ordinance to Establish Salaries for Various Officials of the Township of North Hanover, Burlington County, State of New Jersey, and Regulating Payment the Manner of Payment of Same

**ORDINANCE 2019-03
COUNTY OF BURLINGTON
TOWNSHIP OF NORTH HANOVER**

**AN ORDINANCE TO ESTABLISH SALARIES FOR VARIOUS OFFICIALS OF THE
TOWNSHIP OF NORTH HANOVER, BURLINGTON COUNTY, STATE OF NEW JERSEY,
AND REGULATING THE MANNER OF PAYMENT OF SAME**

SECTION 1. The annual rate (unless otherwise specified) of compensation, salary, wages of the following officers, appointees and employees of North Hanover Township is hereby fixed in the following schedule:

| TITLE | PER ANNUM |
|--|------------------|
| Township Committee | 2,500 - 7,000 |
| Municipal Clerk | 5,000 - 60,000 |
| Deputy Municipal Clerk | 0 - 15,000 |
| Tax Assessor | 7,000 - 26,000 |
| Tax Collector | 10,000 - 40,000 |
| Chief Financial Officer | 10,000 - 60,000 |
| Accounts Payable Clerk/Finance Assistant | 5,000 - 40,000 |
| Construction Code Official | 8,000 - 16,000 |
| Building Sub Code Official/Inspector | 5,000 - 15,000 |
| TACO/Zoning Secy/Coah Liaison/JLUB Secy | 5,000 - 40,000 |
| Plumbing Sub Code Official/Inspector | 3,000 - 10,000 |
| Fire Sub Code Official/Inspector | 3,000 - 10,000 |
| Electric Sub Code Official/Inspector | 5,000 - 10,000 |
| Mobile Home Inspector | 1,500 - 4,000 |
| Zoning Officer | 1,500 - 4,000 |
| Emergency Management Coordinator | 0 - 2,500 |
| Deputy Emergency Management Coordinator | 0 - 2,500 |
| Recycling Coordinator | 0 - 2,500 |
| Clean Communities Coordinator | 0 - 500 |
| Police Clerk | 15,000 - 32,000 |
| Police Chief | 50,000 - 90,000 |
| Assessors Clerk | 0 - 5,000 |

| | | | |
|--------------------------------------|--------|---|--------|
| Deputy Tax Collector | 0 | - | 5,000 |
| Secretary Board of Health | 0 | - | 400 |
| Recreation Secretary | 0 | - | 400 |
| Dog Registrar | 0 | - | 200 |
| Deputy Dog Registrar | 0 | - | 200 |
| Discovery Clerk | 100 | - | 3,000 |
| Municipal Judge | 15,000 | - | 38,000 |
| Court Administrator/Violations Clerk | 20,000 | - | 60,000 |
| Deputy Court Admin/Violations Clerk | 12,000 | - | 40,000 |

| TITLE | PER MEETING OR SESSION | | |
|--------------------------------|-------------------------------|---|-----|
| Joint Land Use Board Secretary | 50 | - | 100 |
| Sound Recorder Court | 30 | - | 100 |
| Conflict Public Defender | 125 | - | 250 |
| Conflict Judge | 325 | - | 700 |
| Summer Recreation Lifeguard | 75 | - | 150 |

| TITLE | PER HOUR | | |
|----------------------------------|-----------------|---|-------|
| Custodian | 8.60 | - | 16.00 |
| Maintenance/Grounds Keeper | 8.60 | - | 16.00 |
| DPW Laborer Part Time | 8.60 | - | 16.00 |
| Treasurer | 8.60 | - | 30.00 |
| Laborer Waste Facility | 8.60 | - | 16.00 |
| Waste Facility Supervisor | 8.60 | - | 16.00 |
| Special Police Officers | 8.60 | - | 25.00 |
| Summer Recreation Co-director | 20.00 | - | 40.00 |
| Summer Recreation Bus Driver | 10.00 | - | 25.00 |
| Summer Recreation Instructors | 15.00 | - | 40.00 |
| Summer Recreation Nurse | 10.00 | - | 40.00 |
| Summer Recreation Aids | 10.00 | - | 25.00 |
| Summer Recreation Asst. Aids | 8.60 | - | 20.00 |
| Summer Recreation Sr Counselor | 8.60 | - | 12.00 |
| Summer Recreation Jr Counselor | 8.60 | - | 12.00 |
| Court Sound Recorder – MIN 3 Hrs | 8.60 | - | 16.00 |

SECTION 2. The Overtime rate (unless otherwise specified) of compensation, salary, wages of the following officers, appointees, and employees of the Municipal Courts of North Hanover Township, Wrightstown Borough and Chesterfield Township for Special Sessions and sessions under the Alcohol Education Rehab Funding are paid at the following overtime rate ranges:

| TITLE | PER SESSION | | |
|-----------------|--------------------|---|-----|
| Municipal Judge | 300 | - | 800 |
| Public Defender | 250 | - | 500 |

| TITLE | PER HOUR | | |
|--------------------------------------|-----------------|---|-------|
| Court Administrator/Violations Clerk | 20.00 | - | 40.00 |
| Deputy Court Admin/Violations Clerk | 10.75 | - | 30.00 |
| Court Sound Recorder | 10.75 | - | 30.00 |

SECTION 3. All Ordinances inconsistent with the above are hereby repealed.

SECTION 4. This Ordinance and the salaries herein are subject to all Federal Laws, rulings, and guidelines concerning prices and wages.

SECTION 5. This Ordinance shall take effect after its final passage and publication according to law and shall be effective as of January 1, 2019 or date of hire or appointment if after January 1, 2019.

MOTION TO INTRODUCE

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | X | X | | | |
| Committeeman Doyle | | | X | | | |
| Committeeman Kocubinski | X | | X | | | |
| Deputy Mayor O'Donnell | | | X | | | |
| Mayor DeBaecke | | | X | | | |

SET PUBLIC HEARING FOR MAY 2, 2019 AT 7:00 P.M.

CONSENT AGENDA DEFINED:

All Resolutions listed on today's consent agenda are to be considered as one vote by Township Committee and will be enacted by one motion. There will be no discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

2019-61 Resolution Authorizing Refund of Tax Sale Premium

**RESOLUTION 2019-61
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**A RESOLUTION AUTHORIZING THE REFUND
OF TAX SALE PREMIUM**

WHEREAS, Tax Sale Certificate#17-00004 was redeemed on April 2, 2019; and

WHEREAS, TFS CUST FOR FIG CAP INV NJ 13 paid tax sale premium, in the amount of \$3,300.00, for said lien.

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of North Hanover that, as requested by the Tax Collector, it hereby authorizes a refund of tax sale premium, in the amount of \$3,300.00 to the TFS CUST FOR FIG CAP INV NJ 13 ; for Lien 17-00004, Block 901 Lot 2, commonly known as 269 Jacobstown-New Egypt Road.

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|----------|----------|----------|------|---------|--------|
| Committeeman DeLorenzo | | | X | | | |
| Committeeman Doyle | | X | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | X | | X | | | |
| Mayor DeBaecke | | | X | | | |

2019-62 Resolution Amending and Supplementing the Manual of Rules and Regulations for the Township of North Hanover Police Department

**RESOLUTION 2019-62
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**AMENDING AND SUPPLEMENTING THE MANUAL OF RULES AND REGULATIONS
FOR THE TOWNSHIP OF NORTH HANOVER POLICE DEPARTMENT**

WHEREAS, the Township of North Hanover has adopted a Manual of Rules and Regulations for the Township of North Hanover Police Department; and

WHEREAS, in accordance with N.J.S.A. 40A:14-118 and Rule 1:1.2 of the Manual, the Township may by Resolution amend or revoke any of the rules, regulations, or procedures previously adopted, and

WHEREAS, the Township Committee desires to adopt the Standard Operating Procedures (S.O.P.) numbered and entitled as follows:

| <u>Number</u> | <u>Entitled</u> |
|----------------------|------------------------------|
| 61 | Immigrant Communities Policy |

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of North Hanover, County of Burlington, that the above changes to the Manual of Rules and Regulations for the Township of North Hanover Police Department here hereby adopted.

BE IT FURTHER RESOLVED that in the event that any portion of this resolution is determined to be invalid, such determination shall not affect the remaining portions of the resolution, which are hereby declared to be severable.

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | | X | | | |
| Committeeman Doyle | | X | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | X | | X | | | |
| Mayor DeBaecke | | | X | | | |

NON-CONSENT AGENDA

2019-63 Resolution Authorizing the Township of North Hanover to Execute an Agreement with the Burlington County Cooperative Participation in the Community Development Act of 1974

**RESOLUTION 2019-63
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION AUTHORIZING THE TOWNSHIP OF NORTH HANOVER TO EXECUTE AN AGREEMENT WITH THE BURLINGTON COUNTY COOPERATIVE PARTICIPATION IN THE COMMUNITY DEVELOPMENT ACT OF 1974

BE IT RESOLVED AND ENACTED, by the North Hanover Township Committee, County of Burlington and State of New Jersey to authorize an Agreement with the County of Burlington for cooperative participation in the Community Development Act of 1974.

SECTION I. Certain federal funds are available to Burlington County under Title I of the Housing and Community Development Act of 1987, Public Law 93-383, as amended; and

SECTION II. It is necessary to establish a legal basis for the County and its people to benefit from this Program; and

SECTION III. An Agreement has been proposed under which the Township of North Hanover and the County of Burlington in cooperation with the other municipalities will establish an Interlocal Services Program pursuant to N.J.S.A. 40:8a-1 et seq., and

SECTION IV. It is in the best interest of the Township of North Hanover that the Agreement entitled "Agreement between the County of Burlington and certain municipalities located therein for the establishment of a cooperative means of conducting certain community development activities", a copy of which is on file at the Municipal Clerk's Office.

SECTION V. The Township of North Hanover shall enter into the Agreement with the County of Burlington mentioned with all supplements and agreements thereto. The Mayor and Clerk are hereby authorized and directed to execute the Agreement on behalf of North Hanover Township and affix thereunto the Official Seal.

SECTION VI. All resolutions or parts of resolutions which are inconsistent herewith are hereby repealed in the extent of their inconsistency.

SECTION VII. This Resolution shall take effect immediately after passage and publication as provided by law.

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | | X | | | |
| Committeeman Doyle | | X | X | | | |
| Committeeman Kocubinski | X | | X | | | |
| Deputy Mayor O'Donnell | | | X | | | |
| Mayor DeBaecke | | | X | | | |

2019-64 Resolution Authorizing Purchase of Fire Command Vehicle for the Jacobstown Volunteer Fire Department Under State Contract No. 88728

RESOLUTION 2019-64

**TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION AUTHORIZING PURCHASE OF FIRE COMMAND VEHICLE FOR THE
JACOBSTOWN VOLUNTEER FIRE DEPARTMENT UNDER STATE CONTRACT NO.
88728**

WHEREAS, the Township of North Hanover, pursuant to N.J.S.A.40A:11-12(a) and N.J.A.C. 5:34-7.29(C), may by Resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

WHEREAS, the Township has reviewed the State contracts for the purchasing of 2019 Ford F150 4x4 Crew Cab Vehicle, in an amount of \$47,136.00 from Winner Ford having an address at 250 Berlin Road, Cherry Hill, NJ 08034 under State Contract #88728; and

WHEREAS, the Township of North Hanover has sufficient funding in place as evidenced by the Chief Financial Officers certification of the availability of funds.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of North Hanover, County of Burlington County, State of New Jersey hereby authorizes and approves of the purchase of said vehicle from Winner Ford having an address at 250 Berlin Road, Cherry Hill, NJ 08034 under State Contract #88728, in the amount of \$47,136.00.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to issue said purchase order to Winner Ford, 250 Berlin Road, Cherry Hill, NJ 08034 to the attention of Michael Drahuschak on behalf of the Township.

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | | X | | | |
| Committeeman Doyle | | X | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | X | | X | | | |
| Mayor DeBaecke | | | X | | | |

2019-65 Resolution Authorizing the Preparation of Estimated Tax Bills for the Year of 2019

**RESOLUTION 2019-65
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**A RESOLUTION AUTHORIZING THE PREPARATION OF ESTIMATED TAX BILLS
FOR THE YEAR OF 2019**

WHEREAS, the Division of Local Government Services, State of New Jersey has the authority by State Statue to examine, review and then certify all local government budgets to the County Board of Taxation for the purpose of real estate taxation, and

WHEREAS, the Burlington County Board of Taxation has not yet received certification of the North Hanover Township’s budget and cannot strike a tax rate until such certification is received from the State of New Jersey and will therefore cause the delay in receiving state funding, and

WHEREAS, the Township Committee has determined that there will be insufficient cash flow to support operations in August 2019 unless third quarter revenue is received on time, and

WHEREAS, the Tax Collector and the Chief Financial Officer have reviewed and computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3,

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the North Hanover Township, County of Burlington, State of New Jersey, hereby authorized that:

1. The Tax Collector is directed to prepare and issue estimated tax bills for the Municipality of North Hanover Township for the third quarter 2019, in accordance with the provisions of N.J.S.A. 54:4-66.2et seq.
2. The entire estimated tax levy for 2019 is hereby set at \$9,607,231.60
3. The Tax Collector takes any additional steps necessary to immediately implement this resolution.

BE IT FURTHER RESOLVED, that the Municipal Clerk provides a certified copy of this resolution to the Tax Collector.

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | X | X | | | |
| Committeeman Doyle | X | | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | | | X | | | |
| Mayor DeBaecke | | | X | | | |

DISCUSSION

There were no items of discussion this evening.

2019 BUDGET ADOPTION

2019-57 Authorizing Adoption of the 2019 Municipal Budget

- Comments from Mayor/Township Committee or CFO

Mayor DeBaecke noted the full Committee worked well on planning the budget. He noted there would be no tax increase. He stated the favorable Moody’s report indicates the Townships financial stability. All Committee members present expressed appreciation for the hard work put in crafting the budget.

- Mayor Opens the Floor For Public Comment

There were no public comments this evening.

- Mayor Closes the Floor From Public Comment

MOTION TO ADOPTION 2019 MUNICIPAL BUDGET

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | X | X | | | |
| Committeeman Doyle | X | | X | | | |
| Committeeman Kocubinski | | | X | | | |
| Deputy Mayor O'Donnell | | | X | | | |
| Mayor DeBaecke | | | X | | | |

TOWNSHIP COMMITTEE “COMMENTS”

Committeeman Kocubinski stated the Easter Egg hunt is scheduled for Saturday and noted the impending weather. Mayor DeBaecke stated in the past it was moved to the Bowers buildings.

Committeeman Doyle wished everyone a Happy Easter. He also stated he spoke with Chief Wells and they are working on a National Night Out program and it would be August 6th. The details would follow later.

Committeeman DeLorenzo apologized for his nonattendance at the last meeting due to a personal issue.

Deputy Mayor O'Donnell stated the JVFC new stipend program was working well.

Mayor DeBaecke wished everyone a Happy Easter and hopes the egg hunt would be able to happen.

PUBLIC PARTICIPATION

Questions, comments or statements from members of the public in attendance.

Mayor DeBaecke opened the meeting to the public.

Mr. Paul Reuter – 8 Ivy Lane - He noted his attendance two weeks ago concerning an ordinance regarding the legalization of Marijuana and his opposition. He stated he would keep attending the meetings. Mayor DeBaecke noted he was speaking with the Township Attorney and would present something to the Township Committee and it was being worked on. Committeeman DeLorenzo noted the agricultural aspect could be a problem and locally we could be overridden by the State. Committeeman Kocubinski concurred and noted it would be interesting how the Laws come together. Mr. Reuter noted his concerns over Public Safety being taxed and the growers should be held responsible for that cost. Mayor DeBaecke and Committeeman DeLorenzo also noted that was a concern and it was being looked into. Clerk Picariello gave an overview of the class of licensing being issued.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman DeLorenzo

Seconded By: Committeeman Doyle

EXECUTIVE SESSION RESOLUTION

2019-66 Authorizing a Closed Session Meeting to discuss the following matter(s) pursuant to N.J.S.A. 47:1A-1 and N.J.S.A. 10:4-12; Contract Matters, Personnel Matters and Litigation matters

**RESOLUTION 2019-66
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

AUTHORIZING A CLOSED SESSION MEETING

WHEREAS, the Open Public Meetings Act, P.L. 1975, Chapter 231 and P.L. 2001, C. 404, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township Committee of North Hanover Township wishes to go into a closed Executive Session and is of the opinion that such circumstances presently exist which should not be discussed in public, and

WHEREAS, the Open Public Meetings Act pursuant to N.J.S.A. 47:1A-1 and N.J.S.A. 10:4-12 permits the Township Committee to discuss certain matter(s) in private, and in this case for the purpose of the Township Committee to discuss contract negotiations, litigation and personnel matters in this regard.

NOW, THEREFORE, BE IT RESOLVED by Township Committee of North Hanover Township that it will go into an Executive Session for the purpose of the Township Committee to discuss Contract Matters, Litigation and Personnel matters.

BE IT FURTHER RESOLVED that the results of such discussion may be revealed at such time as the matter(s) are resolved and/or a contract(s) is signed and/or the negotiations are formally settled. Interested parties may contact the Township Clerk anytime during normal business hours for periodic updates as to the availability in this regard.

TABLED INDEFINITELY

| COMMITTEE | MOTION | 2ND | AYES | NAYS | ABSTAIN | ABSENT |
|-------------------------|--------|-----|------|------|---------|--------|
| Committeeman DeLorenzo | | | X | | | |
| Committeeman Doyle | | | X | | | |
| Committeeman Kocubinski | X | | X | | | |

| | | | | | | |
|------------------------|--|----------|----------|--|--|--|
| Deputy Mayor O'Donnell | | X | X | | | |
| Mayor DeBaecke | | | X | | | |

BACK TO PUBLIC SESSION

MOTION TO ADJOURN

7:18 pm

Proposed By: Committeeman Doyle

Seconded By: Committeeman Kocubinski

Respectively submitted,

*Mary Picariello, RMC/CMR/CTC
Township Clerk*