

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
MAY 4, 2023, 7:00 P.M.**

**VIA CONFERENCE CALL: Dial In: 1-888-482-9769; Access Code 4493305#
OR
IN PERSON**

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

FLAG SALUTE: Led by Mayor Forsyth

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

Absent: None

Also Present: Township Clerk Mary Picariello and Township Attorney Mark Roselli

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 Forsyth 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 DeBaecke

REVIEW OF CORRESPONDENCE

1. NJDOT FY 24 State Aid Program – Clerk Picariello noted the 2024 NJDOT applications are due July 1st. Engineer Hirsh suggested finishing Stewart and Ivy. He noted he was awaiting his survey to come back.

ENGINEER’S REPORT

Engineer Hirsh noted the Stormwater report was submitted. He stated the FY 2019 park project was re-advertised and bids are due May 23rd. He stated the FY23 LRIG awards were issued and North Hanover was not a recipient. He noted the FY2020 NJDOT project was closed and the maintenance bond expires January 2024. The FY2021 NJDOT project was closed and the maintenance bond expires July 2024. He noted the NJDOT FY22 project pre-construction meeting will be held May 23rd. Engineer Hirsh stated he was awaiting survey plans to do design work for the FY23 NJDOT project. Mayor Forsyth expressed concerns over the shoulders of the roads with some of the projects. Committeeman Kocubinski expressed concerns with the intersection of Crosswicks Ellisdale Road and how to enforce the Upper Freehold Agreement.

MINUTES FOR APPROVAL

- April 20, 2023 – Regular Meeting

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

- April 20, 2023 – Executive Session

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

Mayor Forsyth			X			
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BILLS AND CLAIMS FOR APPROVAL

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

ORDINANCE – INTRODUCTION

2023-04 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 2023-04
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 - 30,000
Tax Collector	10,000 - 40,000
Chief Financial Officer	10,000 - 60,000
Accounts Payable Clerk/Finance Assistant	5,000 - 45,000
Construction Code Official	8,000 - 20,000
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 - 40,000
Police Chief	50,000 - 110,000
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		
Clerk Typist	13.00	-	20.00
Emergency Medical Technician (EMT)	15.00	-	25.00
Emergency Medical Technician (EMT) Supervisor	18.00	-	30.00
Custodian	12.00	-	20.00
Custodian Supervisor	18.00	-	25.00
Maintenance/Grounds Keeper	12.00	-	20.00
DPW Laborer Part Time	12.00	-	17.00
Treasurer	12.00	-	30.00
Laborer Waste Facility	12.00	-	17.00
Waste Facility Supervisor	12.00	-	17.00
Fire Official (including Fire Inspector)	26.00	-	35.00
Fire Inspector (Non-Fire Official)	20.00	-	25.00
Special Police Officers	12.00	-	25.00
Summer Recreation Co-director	20.00	-	40.00
Summer Recreation Bus Driver	11.10	-	25.00
Summer Recreation Instructors	15.00	-	40.00
Summer Recreation Nurse	11.10	-	40.00
Summer Recreation Aids	11.10	-	25.00
Summer Recreation Asst. Aids	11.10	-	20.00
Summer Recreation Sr Counselor	11.10	-	15.00
Summer Recreation Jr Counselor	11.10	-	15.00
Court Sound Recorder – MIN 3 Hrs	12.00	-	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 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

MOTION TO INTRODUCE

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

SET PUBLIC HEARING FOR MAY 18, 2023 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.

2023-76 Resolution Authorizing Budget by Title Only

**RESOLUTION 2023-76
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

AUTHORIZE READING BUDGET BY TITLE ONLY

WHEREAS, N.J.S.A. 40A:4-8, as amended by Chapter 95, P.L. 2015 provides that the Budget may be read by title only at the time of the Public Hearing if a Resolution is passed by not less than a majority of the full Governing Body, providing that at least one week prior to the date of hearing a complete copy of the Budget had been made available for public inspection and shall be made available to each person upon request.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of North Hanover, in the County of Burlington and State of New Jersey, as follows:

1. The Township Committee, for the aforementioned reasons, hereby determines that the Budget shall be read by title only.

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

2023-77 Resolution Establishing Subcommittee of the Township Committee for the Purpose of Reviewing Township Cluster Ordinance

**RESOLUTION 2023-77
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON, STATE OF NEW JERSEY**

**RESOLUTION ESTABLISHING SUBCOMMITTEE OF THE TOWNSHIP
COMMITTEE FOR PURPOSES OF REVIEWING THE TOWNSHIP'S CLUSTER
ORDINANCES**

WHEREAS, in accordance with N.J.S.A. 40A:63-3 and 40A:63-4, the Township Committee desires to establish a subcommittee of the Township Committee for purposes of reviewing Township Ordinances 2017-13 and 2017-14 that established clustering without a Planned Unit Residential Development (PURD) in the R-Z zoning district (hereinafter jointly referred to as the "PURD Ordinances"); and

WHEREAS, in that regard, the Township Committee has determined to appoint Committeeman Ronald DeBaecke and Committeeman Brendan O'Donnell to this subcommittee, which shall have as its purpose, the review of the PURD Ordinances to determine the effect of their application, intended and/or unintended issues related to their application, whether any revisions or amendments are appropriate, respond to questions raised by residents of the Township about the PURD Ordinances and their application, and such other topics that the Township Committee shall deem advisable and appropriate; and

WHEREAS, upon completion of its tasks, the subcommittee shall report its findings to the Township Committee for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of North Hanover Township that it does hereby establish a subcommittee of the Township Committee to include Committeeman Ronald DeBaecke and Committeeman Brendan O'Donnell to review of the Township's PURD Ordinances to determine the effect of their application, intended and/or unintended issues related to their application, whether any revisions or amendments are appropriate, respond to questions raised by residents of the Township about the PURD Ordinances and their application, and such other topics that the Township Committee shall deem advisable and appropriate, and upon completion of its tasks, the subcommittee shall report its findings to the Township Committee for its consideration.

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

Mayor Forsyth			X			
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NON-CONSENT AGENDA

2023-78 Resolution Authorizing Pay Estimate No. Two (2) Final to Earle Asphalt Company in Connection with the FY2020 NJDOT Municipal Aid Program Schoolhouse Road Phase Two

**RESOLUTION 2023-78
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

A RESOLUTION AUTHORIZING PAY ESTIMATE NO. TWO (2) FINAL TO EARLE ASPHALT COMPANY IN CONNECTION WITH THE FY2020 NJDOT MUNICIPAL AID PROGRAM SCHOOLHOUSE ROAD PHASE TWO

WHEREAS, the Township of North Hanover project Engineers, Environmental Resolutions Inc., has reviewed the Earle Asphalt Company’s Payment Certificate No. 2 Final, representing the final payment in the total amount of \$12,387.90, for the FY 2020 NJDOT Schoolhouse road Phase II Project; and

WHEREAS, the Township's Engineer has determined that the condition of the improvement is satisfactory; and

WHEREAS, it is the recommendation of the Township’s Engineer that the Township of North Hanover authorize the release of final payment on voucher in the total amount of \$12,387.90 to Earle Asphalt Company; and

WHEREAS, it is the intention of the Township Committee to approve the release of final payment on voucher in the amount referenced herein, in accordance with the Township Engineer’s recommendations.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of North Hanover, that the Township authorizes the release final payment on voucher in the total amount of \$12,387.90 to Earle Asphalt Company.

BE IT FURTHER RESOLVED that copies of this resolution shall be provided to the Finance Director and the Township Engineer for their information and attention.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Committeeman DeBaecke	X		X			
Committeeman Doyle			X			
Committeeman Kocubinski			X			
Deputy Mayor O’Donnell		X	X			
Mayor Forsyth			X			

2023-79 Resolution Accepting Maintenance Bond for the FY 2020 NJDOT Schoolhouse Road Phase II

**RESOLUTION 2023-79
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

A RESOLUTION ACCEPTING MAINTENANCE BOND FOR THE FY 2020 NJDOT SCHOOLHOUSE ROAD PHASE II

WHEREAS, the project engineer, Joseph Hirsh, of Environmental Resolutions Inc. has inspected the improvements by Earle Asphalt Company for the FY2020 NJDOT Schoolhouse Road Phase II Improvements project and recommended that the final payment be released due to the posting of the following:

Maintenance Bond number K40368498M by Federal Insurance Company in the amount of \$29,017.18 for the Schoolhouse Road Phase II Improvement project to expire two years from the date of January 1, 2022.

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of North Hanover hereby authorizes the release of the final payment and performance bond to Federal Insurance Company for the Schoolhouse Road Phase II improvement Project due to the posting and acceptance of the bonds cited above.

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

2023-80 Resolution Approving Agreement with MC System Solutions for MPAS Construction and Planning/Zoning Software

**RESOLUTION 2023-80
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION APPROVING AGREEMENT WITH MC SYSTEM SOLUTIONS FOR MPAS CONSTRUCTION AND PLANNING/ZONING SOFTWARE

WHEREAS, the North Hanover Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey desires to upgrade the North Hanover Township Construction/Planning/Zoning Software Program; and

WHEREAS, the Township Committee has reviewed the proposal provided by MC System Solutions, having offices located at 746 Raritan Avenue, Atco, New Jersey 08004 and found the proposal to be in conformance with the scope and intent; and

WHEREAS, the Township Committee desires to memorialize its agreement with MC System Solutions, by way written contract.

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the North Hanover Township, County of Burlington, State of New Jersey, hereby approves of the agreement with MC System Solutions for SOFTWARE, setup and conversion at a rate of \$5,200.00 and an annual support rate of \$600.00 and the Mayor is hereby authorized to execute said agreement on behalf of North Hanover Township and the North Hanover Township Construction, Planning and Zoning Offices.

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

DISCUSSION

There were no discussion items this evening.

2023 BUDGET ADOPTION

2023-68 Authorizing Adoption of the 2023 Municipal

- Comments from Mayor/Township Committee or CFO

Mayor Forsyth stated he would like to thank my fellow Committee Members, Chief Financial Officer Bruno and Treasurer, Joseph Greene for their hard work in formulating this budget.

There were several financial factors that had to be considered when crafting this budget. The increase in Health Insurance, gas, Stormwater regulations, Cyber Security, stable surplus projections and maintaining essential Emergency Services were several of the obstacles we faced.

This budget represents a .02 cent increase, on the average assessed home of 311,000 which equates to \$63.00 for the year.

- Mayor Opens the Floor for Public Hearing/Comment

Mr. Wayne Voorhees – Mr. Voorhees stated that two years in a row the Township has got hit with some big expenses and believes the increase is worth it.

- Mayor Closes the Floor from Public Comment

2023-68-A Resolution Amending the 2023 Municipal Budget

**RESOLUTION 2023-68-A
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION AMENDING 2023 MUNICIPAL BUDGET

WHEREAS, the local Municipal budget for the year 2023 was approved on the 6th day April, 2023; and

WHEREAS, the public hearing on said budget has been held and advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of North Hanover, County of Burlington, that the following amendments to the approved budget of 2023 be made:

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for her certification of the local Municipal budget so amended.

GENERAL REVENUES					
3.	Miscellaneous Revenues -- Section A: Local Revenues				
	Interest on Investments and Deposits		7,510.29		2,217.29
			\$ -		\$ -
			-		-
	Total Section A: Local Revenues		492,510.29		487,217.29
3.	Miscellaneous Revenues -- Section B: State Aid Without Offsetting Appropriations				
	Energy Receipts Tax (P.L. 1997, Chapters 162 & 167)		\$ 765,714.00		\$ 771,007.00
			-		-
	Total Section B: State Aid Without Offsetting Appropriations		765,714.00		771,007.00
	SUMMARY OF REVENUES				
3.	Miscellaneous Revenues:				
	Total Section A: Local Revenues		492,510.29		487,217.29
	Total Section B: State Aid Without Offsetting Appropriations		765,714.00		771,007.00

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services for her certification of the local Municipal budget so amended.

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

MOTION TO ADOPTION 2023 MUNICIPAL BUDGET as amended

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

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TOWNSHIP COMMITTEE “COMMENTS”

Committeeman Doyle reminded everyone of the Memorial Day parade on May 27th, Community Yard Sale June 2nd and noted the Recreation Advisory Committee want to sponsor a night out at the Trenton Thunder on August 17th. He stated a minimum of 125 tickets need to be paid for. He noted the budget process was difficult and noted a lot of help is provided during the process. He thanked everyone involved.

Committeeman DeBaecke thanked everyone involved in the budget process and noted it has been rough the last two years.

Mayor Forsyth thanked everyone and flower junction for their donation.

PUBLIC PARTICIPATION

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

Mayor Forsyth opened the meeting to the public.

Mr. John Giberson discussed a bad section on CR 665. He expressed concerns with driving the school bus and the condition of the roads. It was noted we would reach out to the County.

Mr. Paul Reuter stated our noise ordinance was non-enforceable and wants the Committee to do something. He asked what is acceptable during the day and inquired if the Committee to try to talk to the owners. Attorney Roselli explained the issues with getting into noise decibels and gave an overview. Committeeman DeBaecke noted he would stop into the business. Mr. Reuter stated the 85th anniversary of the Hindenburg crash was Saturday and May 7th was Vietnam Veteran Day.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman DeBaecke

Seconded By: Deputy Mayor O’Donnell

EXECUTIVE SESSION RESOLUTION

2023-81 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 and Litigation matters

**RESOLUTION 2023-81
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.

TALBED INDEFINITELY

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

MOTION TO ADJOURN

Proposed By: Committeeman DeBaecke

Seconded By: Deputy Mayor O'Donnell

TIME OF ADJOURNMENT: 7:44 PM

Respectively submitted,

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