

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
JUNE 1, 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
Committeeman DeBaecke
Committeeman Doyle
Committeeman Kocubinski

Absent: Committeeman O'Donnell

Also Present: Deputy Township Clerk Alexandra DeGood and Substitute Township Attorney Steven Greigel

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

There was no correspondence this evening.

ENGINEER'S REPORT

Engineer Hirsh was not present this evening. Deputy Clerk DeGood reviewed Engineer Hirsh's written report. It was noted the Hanover Drive Inlet repair award was recommended for Crest Construction. Engineer Hirsh also sent award letter to Shore Top Construction for the tennis courts. The Pre-Con meeting for Schoolhouse Road Phase IV was completed and anticipated construction is anticipated late June.

MINUTES FOR APPROVAL

- May 18, 2023 – Regular Meeting

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			

- May 18, 2023 – Executive Session

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			

BILLS AND CLAIMS FOR APPROVAL

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			

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.

2023-89 Resolution Amending Resolution 2023-82 Entitled “Resolution Providing for the Appointment of Certain Officers, Appointees and Employees”

**RESOLUTION 2023-89
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

A RESOLUTION AMENDING RESOLUTION 2023-82 ENTITLED “A RESOLUTION TO ESTABLISH SALARIES FOR VARIOUS OFFICIALS OF THE TOWNSHIP OF NORTH HANOVER, BURLINGTON COUNTY, NEW JERSEY “

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

The annual rate of compensation, salary, wages of the following officers, appointees, and employees of the Township of North Hanover is hereby fixed in the following schedule payable bi-weekly or annually:

		PER ANNUM
Ronald DeBaecke	Township Committee	4,999.00
David Forsyth	Township Committee	4,999.00
Christopher Doyle	Township Committee	4,999.00
John Kocubinski	Township Committee	4,999.00
Brendan O’Donnell	Township Committee	4,999.00
Mary Picariello	Municipal Clerk/Tax Collector	97,638.31
Robert Duff	Chief of Police	104,550.00
Alexandra Degood	COAH Administrative Agent/Liaison	
	Const Tech Asst/JLUB/Zoning Secy	34,509.38
John Bruno Jr.	Chief Financial Officer	31,084.36
John Bruno, Jr.	Annual Financial Statement	7,000.00
Joseph Greene	Accounting Assistant/Treasurer	40,130.87
Jeffrey K. Jones	Construction Official	17,353.35
Jeffrey K. Jones	Building Inspector	13,612.18
Harry W. Case	Electrical Inspector	9,607.03
Frank Kopec	Plumbing Inspector	9,233.90
Doug Borgstrom	Fire Inspector	6,862.28
Gregory Huber	Fire Sub Code	1,195.08
Lewis Korngut	Municipal Judge	23,825.16
Rita Williams	Court Administrator	53,635.75
Kaitlyn Chambers	Dpy Court Administrator	35,000.00
Susan Reilly	Police Clerk	37,667.15
Richard Mellor	Emergency Management Coordinator	2,500.00
Benjamin Palombi	Deputy Emergency Management Coordinator	1,553.00
Alexandra DeGood	Zoning Officer	2,000.00
Alexandra Degood	Mobile Home Inspector	2,000.00
Alexandra Degood	Clean Communities Coordinator	500.00
Courtney Szymanski	Secretary Recreation	400.00

The hourly rate of compensation, salary, wages of the following officers, appointees, and employees of the Township of North Hanover is hereby fixed in the following schedule payable bi-weekly, monthly, or annually:

		PER HOUR
Lacey Smith	P/T Clerk Typist	14.41
Ellen Ganopoulos	P/T Court Recorder	15.46
Lacey Smith	Custodian	18.36
Twan Berben	Custodian Supervisor	19.38
Carl Reynold	Laborer Waste Facility	16.64
John Farrell	Laborer Waste Facility	15.85
Troy Farrell	Laborer Waste Facility	15.68
Michael Zelinski	P/T Police Officer	20.40
Robert Gancarz	Fire Official (including Inspector)	26.52
Georgette Pagliocca	EMT Supervisor	25.50
Justin Riley	Emergency Medical Technician	20.00
Matthew Taylor	Emergency Medical Technician	20.40
Harry Zielinski	Per Diem EMT	18.36
James Hill	Per Diem EMT	18.36
Alissa Deluca	Per Diem EMT	18.36
Alexander Gaudreau	Per Diem EMT	18.36
Kara Eckelburg	Per Diem EMT	18.36
Stephen Kynik	Per Diem EMT	18.36
James Mckenzie	Per Diem EMT	18.36
Douglas Servis	Per Diem EMT	18.36
Ashlee Walsh	Per Diem EMT	18.36
Ariana Roberts	Per Diem EMT	18.36
Martin Scozzaro	Per Diem EMT	18.36
Raymond Zirilli III	Summer Recreation	
	Director/Bus Driver/Teacher	37.00
Courtney Gauze	Summer Recreation Nurse	25.00
Jennifer Lobue	Summer Recreation Teacher	20.00
Srinitya Tadisna	Summer Recreation Jr. Counselor	15.00
Kaeli Morrow	Summer Recreation Jr. counselor	15.00

The per session or meeting rate of compensation, salary, wages of the following officers, appointees, and employees of the Township of North Hanover is hereby fixed in the following schedule payable bi-weekly, monthly, or annually:

		PER SESSION OR MEETING
Alexandra Degood	JLUB Secretary	52.00
Rita Williams	Call out – Court	25.00

BE IT FURTHER RESOLVED that the above listed salaries shall be effective as of January 1, 2023 for employees on the payroll on January 1, 2023. All employees appointed to a position after January 1, 2023 shall have the salary or wage effective the date of hire or appointment.

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			

2023-90 Resolution Appointing a Per Diem Emergency Medical Technician

**RESOLUTION 2023-90
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION APPOINTING PER DIEM EMT

WHEREAS, N.J.S.A. Title 40 and Title 40A provide for the Appointment of Certain Officers, Appointees, and Employees to be appointed in Township Positions to carry out the lawful duties and responsibilities of the Township; and

WHEREAS, the Township Salary Ordinance provides for the rate of Compensation, Salary, or Wages of Certain Officers, Appointees and Employees of said Township.

NOW THEREFORE BE IT RESOLVED, that the following Officers, Appointees, and Employees are hereby appointed for their respective terms, as follows:

PER DIEM EMT ~ Visishta Ginjupally

Effective Date of Employment: 06/15/2023

BE IT FURTHER RESOLVED, that the above-named positions will be compensated as per the Salary Ordinance and Salary Resolution at a rate of \$18.00 per hour not to exceed 24 hours per week.

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			

NON-CONSENT AGENDA

2023-91 Resolution to Award a Contract for Schoolhouse Road Park Improvements Project

**RESOLUTION 2023-91
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION AWARDING CONTRACT TO SHORE TOP CONSTRUCTION CORP.
FOR
SCHOOLHOUSE PARK IMPROVEMENTS PROJECT**

WHEREAS, the Township of North Hanover (the ‘Township’) applied for and received a FY 2022 Municipal Parks grant (\$75,000) and FY 2021 DCA Local Recreation Grant (\$50,000), for a total amount of \$125,000.00 for the Schoolhouse Park Improvements project, and

WHEREAS, the Township re-issued bids for the Schoolhouse Park Improvements project that were received and opened on May 23, 2023; and

WHEREAS, only one (1) bid was received in response to the bid solicitation from Shore Top Construction Corp., 23 Yellowbrook Road, Freehold, New Jersey 07728, that included: base bid for tennis courts totaling \$92,611.00; bid for alternate #1 - basketball court totaling \$44,784.00; bid for alternate #2- tennis courts totaling \$8,000.00; for a total bid amount of \$143,395.00; and

WHEREAS, Joseph R. Hirsh, PC, CME, CPWM, Township Engineer reviewed the submitted bid and issued his award recommendation letter dated May 24, 2023, a copy of which is on file with the Township Clerk, wherein he recommended that the Township Committee award a contract to Shore Top Construction Corp., as apparent lowest responsible bidder, for the base bid for the tennis court, only, in the amount of \$92,611.00, subject to the conditions contained therein; and

WHEREAS, the Chief Financial Officer has issued the appropriate certification of availability of funds for this contract; and

WHEREAS, based upon the Township Engineer’s recommendation, the Township Committee desires to award a contract to the apparent lowest responsible bidder, Shore Top Construction Corp. for the Schoolhouse Road Park Improvement project for the base bid for the tennis court only, in the amount of \$92,611.00, subject to the conditions set forth in the Engineers’ May 24, 2023 recommendation letter.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of North Hanover that it does hereby award a contract to Shore Top Construction Corp., located at 23 Yellowbrook Road Freehold, New Jersey 07728, in the amount of \$92,611.00 for the base bid for the tennis courts, for the Schoolhouse Park Improvements project, subject to submission of required documentation and review and approval of same by the Township Engineer and Township Attorney.

BE IT FURTHER RESOLVED that the Mayor and/or Township Clerk is hereby authorized to sign the aforesaid contract on behalf of the Township.

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

2023-92 Resolution Accepting Quote from Crest Construction Group for Hanover Drive Inlet Reconstruction

**RESOLUTION 2023-92
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION ACCEPTING QUOTE FROM CREST CONSTRUCTION GROUP FOR
HANOVER DRIVE INLET RECONSTRUCTION**

WHEREAS, the Township of North Hanover desires to improve storm drainage located on Hanover Drive in North Hanover Township; and

WHEREAS, N.J.S.A. 40A:11-6.1, authorizes the solicitation of quotations, if practicable; and

WHEREAS, the Township Engineer has reviewed the quotes received and recommends the lowest quote submitted by Crest Construction Group; 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 accepts the lowest quote by Crest Construction Group, for Inlet Reconstruction located on Hanover Drive, North Hanover Township in the amount of \$4,400.00.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to issue said purchase order aforesaid on behalf of the Township.

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			

DISCUSSION

- Construction Office Hours – Deputy Clerk DeGood noted the lack of traffic during the evening hours. After brief discussion, the Township Committee was in agreement to have office hours Monday-Friday; 8:30am – 4:30pm.

TOWNSHIP COMMITTEE “COMMENTS”

Committeeman Kocubinski noted the Memorial Day ceremony was enlightening and nice to see the children. He commended the recreation advisory committee.

Committeeman Doyle noted the Parade went well. He stated the Friday before the boy scouts place flags at the cemetery and appreciated the base representatives attendance.

Committeeman DeBaecke enjoyed the days events and noted his attendance at the Parade of Wreathes ceremony at the base.

Mayor Forsyth thanked the recreation advisory committee for their hard work in planning the event. He also expressed appreciation for the Major’s attendance and the ladies auxiliary for the luncheon.

PUBLIC PARTICIPATION

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

Mayor Forsyth opened the meeting to the public.

Mr. Wayne Voorhees – Mr. Voorhees stated it was nice to hear the words concerning the celebrations. He stated this world today is not so nice and feels hopeful for the future. Mayor Forsyth noted Freedom was not free.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman DeBaecke

Seconded By: Committeeman Doyle

EXECUTIVE SESSION RESOLUTION

2023-93 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 2023-93
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.

TABLE INDEFINITELY

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				

MOTION TO ADJOURN 7:19 pm

Proposed By: Committeeman DeBaecke

Seconded By: Committeeman Doyle

Respectively submitted,

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