

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
OCTOBER 19, 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, with a prayer offered by Mr. Voorhees

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

Absent: Committeeman Doyle

Also Present: Township Clerk Mary Picariello and Township Attorney 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 DeBaecke
Seconded By: Deputy Mayor O'Donnell

REVIEW OF CORRESPONDENCE

1. Burlington County Commissioner, Tom Pullion, Liaison Dept. of Solid Waste/Recycling – Clerk Picariello noted North Hanover has saved \$15,000 in landfill tipping fees, from January through June 2023.

ENGINEER'S REPORT

Engineer Hirsh reported the pickleball stripping is complete on the tennis courts. He noted he would be processing the project close out. He stated punch list items, for FY22 NJDOT project, should be completed next week. He stated we were awaiting approval to bid the FY23 NJDOT project. He also noted FY24 awards have not been issued yet. He stated surveying on Briggs Road would be completed early next week.

DEPARTMENT REPORTS FOR SEPTEMBER 2023

- a. Tax Collector
- b. Construction, Zoning & Mobile Homes
- c. North Hanover Court
- d. Jacobstown Volunteer Fire Company
- e. Fire Official - no report submitted
- f. Police Department

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			

MINUTES FOR APPROVAL

- October 5, 2023 – Regular Meeting

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

• October 5, 2023 – Executive Session

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

BILLS AND CLAIMS FOR APPROVAL

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

ORDINANCE – ADOPTION

2023-15 An Ordinance Amending Ordinance 2023-04 entitled “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 2023-15
COUNTY OF BURLINGTON
TOWNSHIP OF NORTH HANOVER**

AN ORDINANCE AMENDING ORDINANCE 2023-04 ENTITLED “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”

NOW THEREFORE, BE IT ORDAINED by the Township Committee of the Township of North Hanover that Ordinance 2023-04 entitled “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,” be and is hereby amended as follows (deletions have strikethrough; additions are bolded and underlined):

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		
<u>Mobile Home Inspector</u>	15.00	-	20.00
<u>Zoning Officer</u>	15.00	-	20.00
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
TITLE	PER HOUR		
Court Administrator/Violations Clerk	20.00	-	40.00
Deputy Court Admin/Violations Clerk	12.00	-	30.00
Court Sound Recorder	12.00	-	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, 2023 or date of hire or appointment if after January 1, 2023.

MAYOR OPENS THE MEETING TO THE PUBLIC

There were no public comments this evening.

MOTION TO CLOSE PUBLIC HEARING

Proposed By: Committeeman DeBaecke

Seconded By: Deputy Mayor O'Donnell

MOTION TO ADOPT ORDINANCE 2023-15

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

ORDINANCE – INTRODUCTION

2023-16 An Ordinance of the Township of North Hanover Amending the Township's Municipal Code for the Purposes of Establishing Requirements for Municipal Stormwater Control

MOTION TO INTRODUCE

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			

SET PUBLIC HEARING FOR DECEMBER 7, 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.

2023-149 Resolution Accepting the Resignation of Justin Riley

**RESOLUTION 2023-149
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION ACCEPTING THE RESIGNATION
OF JUSTIN RILEY**

BE IT RESOVLED, by the Township Committee of the Township of North Hanover that we hereby accept the resignation of Justin Riley. as a Part-Time Emergency Medical Technician for the Township of North Hanover effective October 11, 2023.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the following:

1. Personnel File Justin Riley
2. Chief Financial Officer
3. EMT Supervisor

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			

2023-150 Resolution Appointing Per Diem Emergency Medical Technician

**RESOLUTION 2023-150
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION APPOINTING PER DIEM EMERGENCY MEDICAL TECHNICIAN

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 ~ Ashlee Clarkson

Effective Date of Employment: 10/19/2023

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
Committeeman Kocubinski			X			
Deputy Mayor O'Donnell		X	X			
Mayor Forsyth			X			

2023-151 Resolution Appointing Part-Time Zoning Official/Mobile Homes Administrator/Inspector

**RESOLUTION 2023-151
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

APPOINTMENT OF A PART-TIME ZONING OFFICER AND MOBILE HOME ADMINISTRATOR/INSPECTOR

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, there currently exists a vacancy in the position of Mobile Home Inspector and Zoning Officer for the Township of North Hanover; and

WHEREAS, the Township Committee desires to fill these positions with the appointment of Norman Hand, who is qualified for the positions; 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:

Zoning Officer – Norman Hand to fill an unexpired term ending December 31, 2023

Mobile Home Inspector - Norman Hand to fill an unexpired term ending December 31, 2023

Mobile Home Administrator – Effective 10/23/2023

Effective Date of Employment: 10/23/2023

BE IT FURTHER RESOLVED, BE IT FURTHER RESOLVED, that Norman Hand shall be compensated at a rate of \$19.00 per hour, not to exceed 10 hours per week, while serving in both positions.

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			

2023-152 Resolution Appointing Technical Assistant to the Construction Official, Joint Land Use Board/Zoning Secretary, Deputy Township Clerk and Deputy Registrar

**RESOLUTION 2023-152
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

APPOINTMENT OF TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL, JOINT LAND USE BOARD/ZONING SECRETARY, DEPUTY TOWNSHIP CLERK, DEPUTY REGISTRAR

WHEREAS, there are vacancies in the following positions within the Township of North Hanover: Technical Assistant to the Construction Official, Joint Land Use Board/Zoning Secretary, Deputy Township Clerk and Deputy Registrar; and

WHEREAS, the Township Committee has conducted interviews for purposes of hiring a person to fill the aforesaid positions and have determined that Caitlin Decker meets the requirements for the full-time positions of Technical Assistant to the Construction Official, Joint Land Use Board/Zoning Secretary, Deputy Township Clerk and Deputy Registrar and Township Committee desires to appoint Caitlin Decker to these positions, effective October 30, 2023, at an annual pro-rated salary of \$39,000.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey, that Caitlin Decker be and is hereby appointed as Technical Assistant to the Construction Official, Joint Land Use Board/Zoning Secretary, Deputy Township Clerk for a term expiring December 31, 2023, and Deputy Registrar for a term expiring December 31, 2023, for the Township of North Hanover, effective October 30, 2023 and shall be compensated at an annual pro-rated salary of \$39,000.00.

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			

2023-153 Resolution Appointing a Part-Time Custodian

**RESOLUTION 2023-153
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

APPOINTMENT OF PART-TIME CUSTODIAN

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:

Part-Time Custodian ~ William Malachi Berry

Effective Date of Employment: 10/23/2023

BE IT FURTHER RESOLVED, that the above-named position will be compensated at a rate of \$18.00 per hour, not to exceed 10 hours per week.

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			

NON-CONSENT AGENDA

2023-154 Resolution Authorizing an Extension to Contract By and Between the Township of North Hanover and Freiberger Excavating, LLC for the Provisions of Snow Removal Services within the Township of North Hanover

**RESOLUTION 2023-154
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION AUTHORIZING AN EXTENSION TO CONTRACT
BY AND BETWEEN THE TOWNSHIP OF NORTH HANOVER AND
FREIBERGER EXCAVATING, LLC FOR THE PROVISION OF SNOW REMOVAL
SERVICES WITHIN THE TOWNSHIP OF NORTH HANOVER**

WHEREAS, the Township of North Hanover (hereinafter "Township") previously awarded by way of public bid by way of Resolution No. 2022-167 adopted December 1, 2022, a contract (hereinafter "Contract") to Freiberger Excavating, LLC having an address at 201 Route 526, Allentown, NJ 08501 (hereinafter "Contractor") for the provision of snow removal services for the Township's streets, roadways and other Township property for an initial term of November 15, 2022 to November 14, 2023; and

WHEREAS, pursuant to the terms of the initial Contract and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the term of the Contract can be extended by the Township for up to two (2), one-year additional terms, under the same terms and conditions of the awarded contract, including price, unless a different price is accepted by the Township Committee in accordance with the requirements of the New Jersey Local Public Contracts Law; and

WHEREAS, the Township Committee hereby finds that the services being provided by the Contractor are being performed in an effective and efficient manner; and

WHEREAS, in accordance with the paragraph IV of the Contract, the Township wishes to extend the term of the Contract for an initial one-year term, commencing November 15, 2023 and terminating November 15, 2024, under the same terms and conditions, in effect under the contract of the November 15, 2022 until November 14, 2023 Contract; and

WHEREAS, the Contractor has consented to the extension of the Contract under the same terms and conditions of the 2022/2023 contract, which was set forth in an agreement executed by the parties and the following prices:

- \$250 per hour when utilizing tractor
- \$250 per hour when utilizing Dump truck, spreader & plow
- \$250 per hour when utilizing pick-up truck
- \$75.00 per hour for operator

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey that it does hereby authorize an initial one year extension to the Contract with Freiberger Excavating, LLC having an address at 201 Route 526, Allentown, NJ 08501 by extending the term of the contract for a one year term; with the contract prices as set forth herein above, requiring the Contractor to utilize light duty vehicles, i.e. pick-up trucks and dump trucks, for light snow falls measuring 4 inches or less, with all other terms and conditions of the contract remaining the same.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Freiberger Excavating, LLC.

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			

2023-155 Resolution Accepting Quote from Neuls Tree Service

**RESOLUTION 2023-155
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION ACCEPTING QUOTE FROM NEULS TREE SERVICE

WHEREAS, the Township of North Hanover desires to trim and/or remove hazardous tree limbs on Schoolhouse Road located 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 has reviewed the quotes received and recommends the lowest quote submitted by Neuls Tree Service; 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 Neuls Tree Service , for tree trimming and/or removal of hazardous tree limbs located on Schoolhouse Road in the North Hanover Township for an amount not to exceed \$1,800.00

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	X			
Committeeman Doyle						X
Committeeman Kocubinski			X			
Deputy Mayor O'Donnell	X		X			
Mayor Forsyth			X			

2023-156 Resolution Accepting Quote from Dittmer's Nursey LLC

**RESOLUTION 2023-156
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION ACCEPTING QUOTE FROM DITTMERS NURSERY LLC

WHEREAS, the Township of North Hanover desires to trim and/or remove hazardous tree limbs in Green Acres Park located on Schoolhouse Road, North Hanover Township; and

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

WHEREAS, the Township has reviewed the quotes received and recommends the lowest quote submitted by Dittmer's Nursery LLC; 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 Dittmer's Nursery LLC , for tree trimming and/or removal of hazardous tree limbs located in Green Acres Park on Schoolhouse Road in the North Hanover Township for an amount not to exceed \$1,500.00

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		X			
Committeeman Doyle						X
Committeeman Kocubinski			X			
Deputy Mayor O'Donnell			X			
Mayor Forsyth		X	X			

2023-157 Resolution of the Township Committee of the Township of North Hanover Adopting Employee Handbook for the Township of North Hanover

RESOLUTION 2023-157

**TOWNSHIP OF NORTH HANOVER
BURLINGTON COUNTY**

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NORTH HANOVER ADOPTING EMPLOYEE HANDBOOK FOR THE TOWNSHIP OF NORTH HANOVER

WHEREAS, on May 7, 2009, the Township Committee adopted an Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Township Committee adopted a revised Employee Handbook on September 29, 2016, September 6, 2018 and October 21, 2021; and

WHEREAS, upon review and recommendation of the Burlington County Joint Insurance Fund there is a need to replace the previous handbook with a new Employee Handbook; and

WHEREAS, based upon the Burlington County Joint Insurance Fund’s recommendation, the Township Committee agrees that there is a need for a new Township of North Hanover Employee Handbook.

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. That the Township of North Hanover Employee Handbook, a copy of which is attached as Schedule A, be and is hereby adopted.
2. That the Employee Handbook shall apply to all Township officials, appointees, employees, volunteers and independent contractors, to the extent applicable. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, the Handbook shall prevail.
3. That this Handbook is intended to provide guidelines covering public service by Township employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township Committee.
4. That to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as “employment at will.”
5. A copy of the Township of North Hanover Employee Handbook shall be provided to all Township officials, appointees, employees, volunteers and independent contractors, as applicable.

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	X			

2023-158 Resolution of the Township Committee of the Township of North Hanover Adopting Personnel Policies and Procedures Manual

**RESOLUTION 2023-158
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NORTH HANVOER ADOPTING PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, it is the policy of the Township of North Hanover to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Township Committee of the Township of North Hanover previously adopted the North Hanover Township Personnel Policies and Procedures Manual on August 15, 2015, September 29, 2016 and October 21, 2021 respectively and has determined that based upon the recommendation of the Burlington County Joint Insurance Fund there is a need to adopt new personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Township Committee of the Township of North Hanover that the Personnel Policies and Procedures Manual, a copy of which is attached hereto, be and is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Township of North Hanover officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that the policies and procedures are intended to provide guidelines covering public service by Township of North Hanover employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township Committee of North Hanover Township.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Township of North Hanover shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that all managerial/supervisory personnel are responsible for these employment practices. The Township Clerk and the Township Attorney shall assist all managerial/supervisory personnel in the implementation of the policies and procedures in this manual.

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

DISCUSSION

- Gypsy Moth Survey Results – Clerk Picariello noted there are no recommendations for treatments.
- 2023 Reorganization Meeting – There was a general consensus to conduct the meeting January 4, 2023
- 2023 Senior Club Christmas Luncheon – tentative 12/11/23 – 12/14/23 – There was a general consensus to have the Luncheon 12/14/23

TOWNSHIP COMMITTEE “COMMENTS”

Deputy Mayor O'Donnell noted he and the Mayor conducted interviews for the Construction Department and wishes all the new employees well.

Mayor Forsyth noted the interview process was tough as there were multiple good candidates.

PUBLIC PARTICIPATION

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

Mayor Forsyth opened the meeting to the public.

Resident of Meany Road – She noted the police have been very busy on Meany Road and that it has helped. She expressed concerns over the aggressive driving and suggested making the speed limit 35mph.

Resident of Meany Road – He stated he was in agreement with the previous speaker. He noted several close calls on the Road. He expressed concerns for the School buses. He felt the intersection problem has now moved in front of the houses. He discussed the possibility of placing speed limit on the road.

Resident of Meany Road – He stated several encounters he had on the road. He noted following people. He stated more signage might help. He would like to see speed bumps on the road and offered for the Police to park on his property.

Chief Duff discussed actions the police have taken and are going to take. He stated not to follow to contact the police department. He noted more signage is going up. He stated over 900 tickets have been issued since January and accidents with injury have decreased. He reviewed the citizens ability to issue a ticket and have the prosecutor address. Chief Duff noted he has a lot of new officers and would address the residents concerns with his officers. He stated with continued traffic enforcement and the speed trailer, improvements will be seen.

Mayor Forsyth thanked the Chief and noted the Committee has been trying to address the issues for some time.

Committeeman DeBaecke discussed the process of improving the traffic concerns on Meany Road. He noted this has been worked on for quite some time. He discussed the staffing of the police department and the tremendous job they do with the resources available. He noted the Township Committee appreciates the publics feedback and welcomes it at all times.

Mr. Voorhees noted he would not be in attendance at the next meeting. He noted he would be happy to attend the reorganization meeting. The Township Committee was appreciative.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Deputy Mayor O'Donnell

Seconded By: Committeeman DeBaecke

EXECUTIVE SESSION RESOLUTION

2023-159 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, ***POLICE DEPARTMENT PERSONNEL MATTERS***, Contract Matter, Personnel and Litigation matters

**RESOLUTION 2023-159
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 ***Police Department Personnel Matters***, 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.

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	X			

Mayor Forsyth recessed the meeting at 7:45 pm

Deputy Mayor O'Donnell motioned to reconvene the meeting at 8:06pm; seconded by Committeeman DeBaecke. All present were in favor by voice vote.

MOTION TO ADJOURN

8:07 pm

Proposed By: Committeeman DeBaecke
Seconded By: Deputy Mayor O'Donnell

Respectively submitted,

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