

**NORTH HANOVER TOWNSHIP  
TOWNSHIP COMMITTEE MEETING MINUTES  
FEBRUARY 15, 2024 7:00 P.M.**

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

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

**FLAG SALUTE:** Led by Mayor DeBaecke

**INVOCATION:** Mr. Wayne Voorhees offered prayers for the Community

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

Absent: None

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

**MOTION TO CLOSE PUBLIC COMMENT**

Proposed By: Mayor DeBaecke  
Seconded By: Deputy Mayor O’Donnell

**REVIEW OF CORRESPONDENCE**

1. Ordinance 2024-1 – Master Plan Consistency Review – Redevelopment Plan for Block 800 Lot 61 – Clerk Picariello noted the redevelopment plan was consistent with the Master Plan.

**ENGINEER’S REPORT**

Engineer Hirsh was not present this evening and had submitted a written report. Engineer Hirsh indicated setting up a meeting to discuss the Stormwater Pollution Prevention Plan. He also noted the FY24 Local Recreation Improvement Grant would be submitted on February 27<sup>th</sup>. The NJDOT FY23 bid would be advertised the week of February 19<sup>th</sup>.

**DEPARTMENT REPORTS FOR JANUARY 2024**

- a. Tax Collector
- b. Construction, Zoning & Mobile Homes
- c. North Hanover Court
- d. Jacobstown Volunteer Fire Company
- e. Fire Official
- f. Police Department

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

**MINUTES FOR APPROVAL**

- February 1, 2024 – Regular Meeting

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

- February 1, 2024 – Executive Session

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

2024-43 Resolution Accepting the Resignation of Mark O’Brien Jr.

**RESOLUTION 2024-43  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**RESOLUTION ACCEPTING THE RESIGNATION  
OF MARK O’BRIEN JR**

**BE IT RESOVLED**, by the Township Committee of the Township of North Hanover that we hereby accept the resignation of Mark O’Brien Jr as a Full-Time Police Officer for the Township of North Hanover effective January 29, 2024.

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

1. Personnel File Mark O’Brien Jr.
2. Chief Financial Officer
3. Chief of Police

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

2024-44 Resolution Appointing Part-Time Police Officer

**RESOLUTION 2024-44  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**APPOINTMENT OF PART-TIME POLICE OFFICERS**

**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:

**Special Police Officer Class II ~ Shawn Kohn**

**Effective Date of Employment: 05/03/2024**

**BE IT FURTHER RESOLVED**, that the above-named position will be compensated as per the Bargaining Agreement, Salary Ordinance and Salary Resolution at a rate of **\$18.00** per hour and contingent upon successful completion of physiological evaluation.

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

2024-45 Resolution Establishing Contact Person(s) for the Employment Practices Liability Attorney Consultation Service Burlington County Municipal Joint Insurance Fund

**RESOLUTION 2024-45  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**RESOLUTION ESTABLISHING CONTACT PERSON(S) FOR THE EMPLOYMENT PRACTICES LIABILITY ATTORNEY CONSULTATION SERVICE BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township Committee of the Township of North Hanover hereinafter referred to as "MUNICIPALITY" , is a member of the Burlington County Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

**WHEREAS**, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

**WHEREAS**, the FUND has budgeted an annual allowance for each member for EPL consulting services; and

**WHEREAS**, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of North Hanover does hereby appoint Mary Picariello as its Contact Person.

**BE IT FURTHER RESOLVED**, that the Township Committee of the Township of North Hanover does hereby appoint **Richard Mellor** as additional Contact Persons.

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

2024-46 Resolution Authorizing Refund of Overpayment of Taxes

**RESOLUTION 2024-46  
TOWNSHIP OF NORTH HANOVER**

**COUNTY OF BURLINGTON**

**RESOLUTION AUTHORIZING REFUND OF OVERPAYMENT OF TAXES**

**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 overpayment of 2023 taxes, in the amount of \$402.12 to Edmund Nowak, for Block 301Lot 22 commonly known as 51 Chesterfield-Jacobstown Road.

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

**NON-CONSENT AGENDA**

**2024-37** Resolution Approving the Public Display of Fireworks for the Township of North Hanover Family Night Celebration (**carried from 2/1/24 meeting**)

**RESOLUTION 2024-37  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**APPROVING THE PUBLIC DISPLAY OF FIREWORKS FOR THE TOWNSHIP OF NORTH HANOVER FAMILY NIGHT CELEBRATION**

**WHEREAS**, it is the desire of the Township of North Hanover to approve the public display of fireworks for the North Hanover Family Night Celebration; and

**WHEREAS**, a proposal was submitted to the North Hanover Township Committee for consideration; and

**WHEREAS**, the North Hanover Township Committee desires to accept the proposal from Celebration Fireworks Inc., in the amount of \$5,550.00; and

**WHEREAS**, after **authorization is approved**, the Fire Official will then be able to issue a permit for the public display of fireworks.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey, that approval is granted for the public display of fireworks for the North Hanover Family Night Celebration to be held on Friday, September 20, 2024, with a rain date of Saturday, September 21, 2024.

**BE IT FURTHER RESOLVED** that the Fire Official is hereby requested to issue a permit pursuant to N.J.A.C. 5:18-2.7.

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

**2024-47** Resolution Authorizing Purchase of 2023 Police Interceptor Utility Vehicle from Winner Ford Under State Contract No: 01189

**RESOLUTION 2024-47  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**AUTHORIZING PURCHASE OF 2023 POLICE INTERCEPTOR UTILITY VEHICLE FROM WINNER FORD UNDER STATE CONTRACT NO. 01189**

**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 without advertising for bids, purchase any goods or services under any contract or contracts for such goods or services entered into on behalf of the State of New Jersey by the Division of

Purchase and Property in the Department of Treasury; and

**WHEREAS**, the Township has reviewed the State contracts for the purchase of a 2023 Police Interceptor Utility Vehicle and related equipment in the amount of \$59,867.00 from Winner Ford having an address at 250 Berlin Road, Cherry Hill, NJ 08034 under State Contract #01189 and in accordance with the written quotation received and on file with the Police Department, CFO and Clerk; and

**WHEREAS**, the Township of North Hanover has sufficient funds in place as evidenced by the Chief Financial Officer certification of the availability of funds on file with the Finance Department.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of North Hanover, County of Burlington County, State of New Jersey that it does hereby authorize and approve the purchase of a 2023 Police Interceptor Utility vehicle and related equipment from Winner Ford having an address at 250 Berlin Road, Cherry Hill, NJ 08034 under State Contract #01189, in the amount of \$59,867.00 and in accordance with the written quotation of file with the Police Department, CFO and Municipal Clerk.

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

2024-48      Resolution Authorizing Release of Escrows  
**RESOLUTION 2024-48**  
**TOWNSHIP OF NORTH HANOVER**  
**COUNTY OF BURLINGTON**  
**AUTHORIZING RELEASE OF ESCROWS**

**WHEREAS**, the following accounts have a balance in the escrow account:

Name	Block/Lot	Balance
Estate of Southard (T-25-56-877-001)	400/57.01/57.02	\$782.00

**WHEREAS**, the professionals have indicated that no monies are due these accounts.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of North Hanover, County of Burlington, that the above-named escrow account be released; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the Chief Financial Officer.

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

2024-49      Resolution Authorizing Extension and Amendment to Contract By and Between the Township of North Hanover and Dittmer's Nursery, LLC for the Provision of Road and Grounds Service and Maintenance Supervision  
**RESOLUTION 2024-49**  
**TOWNSHIP OF NORTH HANOVER**  
**COUNTY OF BURLINGTON**

**RESOLUTION AUTHORIZING EXTENSION AND AMENDMENT TO CONTRACT BY AND BETWEEN THE TOWNSHIP OF NORTH HANOVER AND J.B. LAWN &**

**LAND CARE, LLC FOR THE PROVISION OF ROAD AND GROUNDS SERVICE AND MAINTENANCE SUPERVISION**

**WHEREAS**, the Township of North Hanover (hereinafter “Township”) previously awarded by way of public bid, a contract (hereinafter “Contract”) to Dittmer’s Nursery, LLC (hereinafter “Contractor”) for the provision of road and grounds service and maintenance supervision for the Township of North Hanover for an initial term of April 1, 2022 to March 31, 2024 and for the base contract amount of \$58,600.00; 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 two, one (1) year terms, upon a finding that the services are being performed in an effective and efficient manner; the price change in the contract is based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension, not to exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and the terms and conditions of the Contract remain substantially the same; and

**WHEREAS**, in accordance with the paragraph 3 of the Contract, the Township by resolution can extended the term of the Contract commencing April 1, 2024, under the same terms and conditions, except that the price of the Contract can increase by 1%, to \$59,186.00 on an annual basis, the maximum amount permitted under state law; and

**WHEREAS**, the Contractor has advised the Township that it can only extend the term for up to an additional two-month period; and

**WHEREAS**, the Township Committee believes it is in the best interest of the Township to extend the Contract for the additional two-month term, at an annual rate of \$59,186.00, or \$4,932.16 per month, to allow the Township sufficient time to issue a public bid for the services being rendered to include revised bid specifications that are now required due to the Township’s recent designation by the State of New Jersey as a Tier 1 municipality for stormwater control purposes; and

**WHEREAS**, the Township Committee finds that the services being provided by the Contractor are being performed in an effective and efficient manner and therefore, the Township Committee desires to extend the term of the contract; and for an additional two month period, commencing April 1, 2024 and terminating May 31, 2024, under the same terms and conditions, except that the price of the Contract shall be increased to \$59,186.00 on an annual basis, to be paid on a pro-rated on a monthly basis at the rate of \$4,932.16 per month, which is a 1.0% increase over the prior year’s price, the maximum permitted under state law; and

**WHEREAS**, the Contractor has consented to the extension of the Contract for the additional two months, under the same terms and conditions of the original contract, and at an annual price of \$59,186.00, to be paid at a pro-rated on a monthly basis at the rate of \$4,932.16 per month.

**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 extension and amendment to the Contract with Dittmer’s Nursery, LLC by extending the term of the contract for a two month term from April 1, 2024 to May 31, 2024 and increasing the contract price to \$59,186.00 on an annual basis, to be paid on a pro-rated monthly basis at the rate of \$4,932.16 per month, with all other terms and conditions of the contract remaining the same.

**BE IT FURTHER RESOLVED** that the Mayor and Township Clerk are hereby authorized to execute an amendment to the Contract providing for the terms of this resolution.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be forwarded to Dittmer’s Nursery, LLC.

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

**DISCUSSION**

Mayor DeBaecke discussed the potential redevelopment of Block 401 Lot 44. He noted the DCA did not approve the area in need of redevelopment. The potential developer would need some minor zoning revisions and the Mayor was looking to see if the Committee would be interested in the minor revisions. Attorney Roselli stated the DCA stated it could still be developed without the designation. Attorney Roselli also noted one of the criteria was not being developed in over 10 years, which is the case with this property. However, it was still denied. Attorney Roselli gave an overview of the minor revisions requested for the potential Wawa due to the code being so outdated. Mayor DeBaecke noted although the revenue would be different it would also bring jobs. There were no objections to the changes requested among the Township Committee members. Attorney Roselli noted the Engineer and Planner should review the requested revisions. He stated the code needs to be modernized.

**TOWNSHIP COMMITTEE “COMMENTS”**

Committeeman Kocubinski noted there was a request to advertise for the new volleyball program. He stated there are 18 spots available. He noted a recreation member wanted to open the program to non-residents and wanted the Committee’s direction. He noted the Easter Egg hunt flyer would be going out shortly. He stated there is a field clean up day scheduled for March 9<sup>th</sup>. Committeeman Forsyth noted quotes were being received for the setting up and maintaining the baseball fields. He also stated he was awaiting pricing on the batting cage.

Committeeman Doyle stated he noted lots of tree branches have fallen in the park, cracks on the walkway and tree’s need trimming. Clerk Picariello noted buildings and grounds would be out picking up the branches. She also noted there was some tree trimming done in the fall and there is more tree work that needs to be done. We do have a quote on file and we are awaiting budget consideration. Committeeman Doyle also stated he would speak with Chief Duff about some extra eyes on the park.

Deputy Mayor O’Donnell noted he attend the JVFC dinner, along with Mayor DeBaecke and Committeeman Forsyth. He stated it was very nice and was a pleasure to attend.

Mayor DeBaecke noted the awards at the dinner were nice. He thanked all those volunteers.

**PUBLIC PARTICIPATION**

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

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

**MOTION TO CLOSE PUBLIC COMMENT**

Proposed By: Mayor DeBaecke  
Seconded By: Deputy Mayor O’Donnell

**EXECUTIVE SESSION RESOLUTION**

2024-50 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 Matter, Personnel and Litigation matters

**RESOLUTION 2024-50  
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 Doyle	X		X			
Committeeman Forsyth			X			
Committeeman Kocubinski		X	X			
Deputy Mayor O'Donnell			X			
Mayor DeBaecke			X			

**MOTION TO ADJOURN**

**7:38 pm**

Proposed By: Mayor DeBaecke

Seconded By: Committeeman Kocubinski

*Respectively submitted,*

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