

**NORTH HANOVER TOWNSHIP  
TOWNSHIP COMMITTEE MEETING MINUTES  
June 19, 2014, 7:00 P.M.**

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

**FLAG SALUTE:** Led by Mayor Quackenboss

**ROLL CALL:** Mayor Quackenboss (arrived at 7:28 p.m.)  
Deputy Mayor Durr  
Committeewoman Butler  
Committeeman Delorenzo  
Committeeman Moscatiello

Also present: Municipal Clerk Cindy Dye, Township Attorney Mark Roselli, Chief Financial Officer Jack Bruno and Township Auditor Mike Holt.

**SUNSHINE STATEMENT:** “The provisions of the Open Public Meetings Act have been met. Notice of this meeting has been transmitted by email to the Bordentown Register News, 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**

Deputy Mayor opened the meeting to the public.

There were no public comments.

**MOTION TO CLOSE PUBLIC COMMENT**

Proposed By: Committeewoman Butler  
Seconded By: Committeeman Delorenzo  
All were in favor.

**ENGINEER’S REPORT**

Justin Gibson stated that they are awaiting further notice from the County on an approximate state date for the overlay program.

Mr. Gibson stated that his office prepared and submitted a grant application for the FY 2014 Burlington County Municipal Park Development Program on June 13, 2014. The application is requesting \$253,080 for proposed Phase III Improvements to Schoolhouse Road Park. A decision is expected in August.

Mr. Gibson stated that they are preparing the plans and estimates for the resurfacing of Jacobstown-Arneytown Road.

**DEPARTMENT REPORTS FOR MAY 2014**

- a. Tax Collector
- b. Construction, Zoning & Mobile Homes
- c. North Hanover, Wrightstown & Chesterfield Courts
- d. Police Department (February, March and April)

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler			X			
Committeeman Delorenzo	X		X			
Committeeman Moscatiello		X	X			
Mayor Quackenboss						X

**MINUTES FOR APPROVAL**

- June 5, 2014 Regular Meeting
- June 5, 2014 Executive Session

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler	X		X			
Committeeman Delorenzo		X	X			
Committeeman Moscatiello			X			
Mayor Quackenboss						X

**BILLS AND CLAIMS FOR APPROVAL**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler		X	X			
Committeeman Delorenzo	X		X			
Committeeman Moscatiello			X			
Mayor Quackenboss						X

**ORDINANCE – ADOPTION**

2014-02 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

Deputy Mayor Durr opened the meeting to the public. There was no public comment.

**MOTION TO CLOSE PUBLIC HEARING**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler			X			
Committeeman Delorenzo	X		X			
Committeeman Moscatiello		X	X			
Mayor Quackenboss						X

**MOTION TO ADOPTION ORDINANCE 2014-02**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler		X	X			
Committeeman Delorenzo	X		X			
Committeeman Moscatiello			X			
Mayor Quackenboss						X

At this time Mayor Durr Called for a short recess.

Mayor Durr called the meeting back to order and turned the meeting over to Mayor Quackenboss.

2014-01      ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK PURSUANT TO N.J.S.A. 40A:4-45.14

Mayor Quackenboss opened the meeting to the public. There was no public comment.

**MOTION TO CLOSE PUBLIC HEARING**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler	X		X			
Committeeman Delorenzo		X	X			
Committeeman Moscatiello			X			
Mayor Quackenboss			X			

**MOTION TO ADOPTION ORDINANCE 2014-01**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler		X	X			
Committeeman Delorenzo	X		X			
Committeeman Moscatiello			X			
Mayor Quackenboss			X			

**2014 BUDGET ADOPTION**

2014-71      Authorizing Introduction of the 2014 Municipal Budget

Mayor Quackenboss thanked the Committee, Mr. Bruno and Mr. Holt on their work on the budget. This year the Township faced a financial challenge due to snow removal costs. This year alone, North Hanover incurred \$103,000 in snow removal costs. This is compared to last year we incurred approximately \$30,000. This is obviously a tremendous increase for our town. We also had a decrease on anticipated revenues for this year. The Township Committee went through and made any possible cuts to this budget. In order to balance the budget, the Township Committee also included in this budget a 2.2 cent local purpose tax increase in this budget. A majority of the increase is directly attributed to the snow removal cost. He believes this is a responsible budget and a very lean budget.

Mayor Quackenboss opened the floor for public comment.

John Kocubinski of Province Line Road questioned the bonding costs outlined in the Budget. Mr. Bruno provided an explanation to Mr. Kocubinski.

**MOTION TO CLOSE PUBLIC HEARING**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler			X			
Committeeman Delorenzo	X		X			

Committeeman Moscatiello		X	X			
Mayor Quackenboss			X			

**MOTION TO ADOPTION 2014 MUNICIPAL BUDGET**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr	X		X			
Committeewoman Butler			X			
Committeeman Delorenzo		X	X			
Committeeman Moscatiello			X			
Mayor Quackenboss			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.

2014-78 Resolution to Establish Salaries for Various Officials of the Township of North Hanover, Burlington County, New Jersey

RESOLUTION 2014 - 78

TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON

**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:

		<b>PER ANNUM</b>
Deborah Butler	Township Committee	4,999.00
Louis DeLorenzo	Township Committee	4,999.00
James Durr	Township Committee	4,999.00
Michael Moscatiello	Township Committee	4,999.00
William Quackenboss	Township Committee	4,999.00
Cindy Dye	Municipal Clerk	52,020.00
Alexandra Degood	COAH Administrative Agent/Liaison	2,652.00
Mary Picariello	Tax Collector	17,223.41
John Bruno Jr.	Chief Financial Officer	26,530.20
John Bruno, Jr.	Annual Financial Statement	7,000.00
Joseph Greene	Accounting Assistant/Treasurer	28,560.00
Donald Kosul	Tax Assessor	23,870.92

Jeffrey K. Jones	Construction Official	14,520.50
Jeffrey K. Jones	Building Inspector	11,390.07
Harry W. Case	Electrical Inspector	8,038.74
Mark Cannavo	Plumbing Inspector	8,038.74
Doug Borgstrom	Fire Inspector	5,742.11
Ryan Donnelly	SubCode	1,020.00
Alexandra Degood	Const Tech Asst,JLUB/Zoning Secy	23,868.00
Lois F. Downey	Municipal Judge	34,226.18
Rita Williams	Court Administrator	44,880.00
Christine Case	Dpy Court Administrator	26,010.00
Susan Lee Lyon	Dpy Court Administrator	31,212.00
Susan Reilly	Police Clerk	27,558.52
Mark Keubler Sr.	Police Chief	89,240.60
Susan Reilly	Discovery Clerk, Wrightstown	2,601.08
Nancy Mannucci	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:

<b>PER HOUR</b>		
Ruthann Bice	Sound Recorder	11.00
Donald Mathews	Custodian	13.00
Gail Svatik	Custodian	13.00
Dewayne Wright	Laborer Waste Facility	13.65
Alfred Herbert	Laborer Waste Facility	12.85
John Farrell	Laborer Waste Facility	12.85
Richard Tracy	P/T Police Officer	14.79
Joseph Larkins	P/T Police Officer	14.79
Robert Slocum	P/T Police Officer	17.05
Michael Zelinski	P/T Police Officer	17.05
John Waldis	P/T Police Officer	14.79
Raymond Zirilli III	Summer Recreation Co-Director	32.25
Alexis Bruder	Summer Recreation Co-Director	32.25
Tina Zack	Summer Recreation Nurse	25.00
Laura Konopka	Summer Recreation Nurse (Sub)	25.00
Luisa Cottone	Summer Recreation Teacher	22.00
Anna Greeley	Summer Recreation Sr. Aid	17.00
James Minock	Summer Recreation Jr. Counselor	8.25
Jamie Tilton	Summer Recreation Jr. Counselor	8.25
Mile Tobin	Summer Recreation Lifeguard	112.00 (per day)
Barry Bavosa	Summer Recreation Bus Driver	15.00
Gale Porter	Summer Recreation Bus Drive	15.00

**DWI and Court Special Sessions: These are courts after regular hours to reduce the backlog of DWI cases.**

<b>PER HOUR</b>		
Rita Williams	Court Administrator	24.66
Susan Lee Lyon	Deputy Court Administrator	19.48
Christine Case Edwards	Deputy Court Administrator	19.48
Ruthann Bice	Sound Recorder	11.00

Lois F. Downey	Municipal Judge	<b>PER SESSION</b> 500.00
William Sitzler	Public Defender	250.00

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:

Alexandra Degood	JLUB Secretary	<b>PER SESSION OR MEETING</b> 52.00
Rita Williams	Call out – Court	25.00
Susan Lee Lyon	Call out – Court	25.00
Christine Case Edwards	Call out – Court	25.00

**BE IT FURTHER RESOLVED** that the above listed salaries shall be effective as of January 1, 2014 for employees on the payroll on January 1, 2014. All employees appointed to a position after January 1, 2014 shall have the salary or wage effective the date of hire or appointment.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr	X		X			
Committeewoman Butler			X			
Committeeman Delorenzo		X	X			
Committeeman Moscatiello			X			
Mayor Quackenboss			X			

2014-79 Resolution Authorizing Refund of Overpayment of Taxes

**RESOLUTION 2014 -79**

**TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**RESOLUTION AUTHORIZING REFUND  
OF OVERPAYMEN 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 2014 taxes in the amount of \$1,028.75 to Steven and Shelia Bell, for Block 604 Lot 17 commonly known as 102 Rahilly Road.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr	X		X			
Committeewoman Butler			X			
Committeeman Delorenzo		X	X			
Committeeman Moscatiello			X			
Mayor Quackenboss			X			

**NON-CONSENT RESOLUTIONS:**

Mr. Holt stated that the municipality received an opinion. The municipality has a clean opinion and, if it was a report card, the municipality received an A.

RESOLUTION 2014 - 80

TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON

**ACCEPTING THE 2013 MUNICIPAL AUDIT**

**WHEREAS**, N.J.S.A. 40:A5-4 requires the Governing Body of every local unit to have made an annual audit of its books, accounts and financial transaction, and

**WHEREAS**, the Annual Report of Audit for the year 2013 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the Governing Body, and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the Governing Body have reviewed, as a minimum, the sections of the annual audit entitled: General Comments and Recommendations; and

**WHEREAS**, the members of the Governing Body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled: Comments and Recommendations as evidenced by the group affidavit form of the Governing Body, and

**WHEREAS**, such Resolution of Certification shall be adopted by Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and, and

**WHEREAS**, all members of the Governing Body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the promulgation’s of the Local Finance Board of the State of New Jersey may subject the members of the local Governing Body to the penalty provisions of R.S. 52-27BB-52 to wit: R.S. 52:27BB-52 – “A local officer or member of a local Governing Body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office”.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of North Hanover Township, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this Resolution and required affidavit to said Board to show evidence of said compliance.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			<b>X</b>			
Committeewoman Butler		<b>X</b>	<b>X</b>			
Committeeman Delorenzo	<b>X</b>		<b>X</b>			
Committeeman Moscatiello			<b>X</b>			
Mayor Quackenboss			<b>X</b>			

RESOLUTION 2014 - 81

TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT  
RENEWING MEMBERSHIP IN THE BURLINGTON COUNTY  
MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, North Hanover township (hereinafter the “municipality”) is a member of the Burlington county municipal joint insurance fund (hereinafter the "fund"); and

**WHEREAS**, the municipality’s membership terminates as of January 1, 2015 unless earlier renewed by a contract between the municipality and the fund; and

**WHEREAS**, N.J.S.A. 40a:11-5 (1) (m) provides that a contract which exceeds the bid threshold may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor, if the subject matter is for the purchase of insurance coverage and consultant services, provided that the award is in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, N.J.S.A. 40a:11-6.1(b) provides that the municipality shall make a documented effort to secure competitive quotations; however, a contract may be awarded upon a determination, in writing, that the solicitation of competitive quotations is impracticable; and

**WHEREAS**, in accordance with N.J.A.C. 5:34-2.3, a designated official of the municipality, has filed a certificate with the governing body describing in detail, as set forth below in this resolution, why this contract meets the provisions of the statutes and the regulations and why the solicitation of competitive quotations is impracticable; and

**WHEREAS**, it has been determined that the purchase of insurance coverage and insurance consultant services by the municipality requires a unique knowledge and understanding of the municipal exposures and risks associated with the operation of a municipal entity, and many insurance professionals are not qualified to assess these risks and exposures based upon their inherent complexity; and

**WHEREAS**, insurance coverage for municipal entities can vary greatly in the type, limits, and exceptions to coverage, and therefore particularized expertise in determining and obtaining the appropriate coverage is required to protect the municipality; and

**WHEREAS**, it is the goal of the municipality to obtain a single integrated program to provide all types of insurance coverage with a plan to limit the municipalities exposure; and

**WHEREAS**, the fund has provided comprehensive insurance coverage to member municipalities since 1991; and

**WHEREAS**, since 1991, the fund has continually refined all of the types of coverage that it provides to its members so that it offers comprehensive insurance coverage and limits to all



members that is unique and cannot be purchased from a single entity in the commercial insurance market; and

**WHEREAS**, the fund has also developed and made available to its members safety, risk management and litigation management programs that address the specific exposures and risks associated with municipal entities; and

**WHEREAS**, the fund provides the municipality with fund administration, claims review, claims processing, claims administration, actuarial and legal services; and  
Whereas, the fund is one of the most financially sound municipal joint insurance funds in new jersey, and the fund operates with strong fiscal controls, member oversight, and meets all of the requirements promulgated by the new jersey department of community affairs and the department of banking and insurance; and

**WHEREAS**, as an existing member of the fund, the municipality would be renewing its membership in an organization with experienced and dedicated fund professionals who provide specialized services to the members; and

**WHEREAS**, the membership of the fund includes many neighboring municipalities that uniquely have similar exposures to the municipality, and with whom the municipality has existing inter-local arrangements; and

**WHEREAS**, all of the aforementioned factors categorize the award of this contract as an “extraordinary, unspecifiable service” that cannot be duplicated, accounted for, accurately detailed, or described in a manner that truly depicts the value of the municipality’s membership in the fund; and

**WHEREAS**, for all of the aforementioned reasons, it is impracticable for the municipality to seek competitive quotations for a contract to provide the procurement of insurance coverage and consultant services; and

**WHEREAS**, the fund has been organized pursuant to N.J.S.A. 40a:10-36 et seq., and as such is an agency of the municipalities that created it; and

**WHEREAS**, N.J.S.A. 40a:11-5(2) also provides that a contract which exceeds the bid threshold may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor, if the contract is entered into with a municipality or any board, body, officer, agency or authority thereof; and

**WHEREAS**, the fund meets the definition of an agency as set forth in N.J.S.A. 40a:11-5(2); and

**WHEREAS**, for all of the aforementioned reasons, the municipality desires to enter into a contract to renew its membership with the fund for a period of three (3) years, for insurance coverage and consultant services, as an exception to the public bidding requirements of the local public contracts law.

**NOW THEREFORE**, be it resolved by the governing body of the MUNICIPALITY as follows:

1. The MUNICIPALITY agrees to renew its membership in the FUND and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the FUND.
2. The Mayor and Clerk of the MUNICIPALITY shall be and hereby are authorized to execute the "Contract to Renew Membership" annexed hereto and made a part hereof and to deliver same to the FUND evidencing the MUNICIPALITY'S renewal of its membership.
3. In accordance with N.J.A.C. 5:34-2.3, the certificate of a designated official of the MUNICIPALITY, which details why the solicitation of competitive quotations is impracticable, is attached hereto and made a part of this Resolution.
4. The Clerk of the MUNICIPALITY is authorized and directed to place a notice of the adoption of this Resolution and the award of this Contract in the official newspaper of the MUNICIPALITY.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Durr			X			
Committeewoman Butler	X		X			
Committeeman Delorenzo		X	X			
Committeeman Moscatiello			X			
Mayor Quackenboss			X			

**DISCUSSION ITEM**

- Verizon Wireless – Lease Request

Municipal Clerk Dye indicated that she spoke with the representative and indicated that the Township Committee would be very interested in the Meany Road property, but is up for discussion for any Township owned property in the Township. The representative stated to Ms. Dye that he would note the Meany Road property for future expansions; however, they are looking for a property within the vicinity of Jacobstown-Arneytown Road and Route 537. The Municipal Building property falls within their radius. The Township Committee expressed an interest in this project. Ms. Dye stated that the next step is for them to survey the location and do decide exactly where they would like to erect the proposed tower. She indicated that they understand that they must go through the bid process; however, they would like to proceed. After the exact location is determined, they will schedule a meeting with Township representatives. Both Deputy Mayor Durr and Committeeman Delorenzo indicated that they would be available for a meeting with the representatives.

Deputy Mayor Durr stated that this subject was not listed on the agenda, but he would like to discuss the road contract. As part of their contract the contractor is required to do roadside mowing. At the last meeting the contractor was directed to have this completed by Sunday, June 8. Deputy Mayor Durr stated that he has spoken with the contractor, who has indicated that their side mounted was out-of-service; however, they would go out with the rear mounted mower. Deputy Mayor Durr expressed his dissatisfaction with the grass cutting. After a brief discussion amongst the Committee, the Township Attorney was directed to send a letter to the contractor stating that this had to be corrected by Sunday, June 22.

**TOWNSHIP COMMITTEE “COMMENTS”**

Committeeman Delorenzo is meeting with the County regarding the single stream waste removal. He will report back.

Committeewoman Butler stated everyone did a great job with the budget.

Deputy Mayor Durr stated that there is a dispute regarding the firehouse and their neighbor. Ms. Dye is in receipt of a letter from an attorney retained by the neighbor, which was passed on to Mr. Roselli. The attorney is requesting a meeting with representatives of the firehouse. Mr. Roselli stated that there is an appeal period for the zoning officer’s decision. Another avenue would be going to court as a nuisance. Deputy Mayor Durr would like to schedule a meeting with the neighbors and the fire company to try to obtain a resolution.

Mayor Quackenboss thanked Jack Bruno, Mike Holt and the Committee for working on the budget.

**EXECUTIVE SESSION RESOLUTION (if needed)**

2014-82            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; Personnel, Contract Negotiation and Litigation matters

**MOTION TO ADJOURN**                      8:11 PM

Respectively submitted,

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Cindy A. Dye, RMC  
Township Clerk