

**NORTH HANOVER TOWNSHIP  
TOWNSHIP COMMITTEE MEETING MINUTES  
OCTOBER 6, 2016, 7:00 P.M.**

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

**FLAG SALUTE:** Led by Mayor Durr

**ROLL CALL:** Mayor Durr  
Deputy Mayor Butler  
Committeeman Kocubinski  
Committeeman O'Donnell

Absent: Committeeman DeLorenzo

Also Present: Acting Township Clerk 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 Durr opened the meeting to the public.

Mr. Ralph Ruocco – 101 Chesterfield-Arneytown Road – Mr. Ruocco inquired about the Resolutions regarding the change fund and petty cash fund. Mayor Durr stated there were corrections being done.

**MOTION TO CLOSE PUBLIC COMMENT**

Proposed By: Deputy Mayor Butler

Seconded By: Committeeman O'Donnell

**REVIEW OF CORRESPONDENCE**

Clerk Picariello reviewed the following:

1. Thank you letter from the Court Administrator for the expression of Sympathy
2. Letter from Superintendent of Upper Elementary School thanking the Clean Community Coordinator

**ENGINEER'S REPORT**

Engineer Hirsh reviewed the receipt of bids for the Park grant project. He noted the 2016 grant application is due December 2<sup>nd</sup>. He suggested some ideas and asked the Committee to give some thought. Committeeman Kocubinski inquired about charging for the use of the fields at the park. Engineer Hirsh stated he would look into this but felt you cannot profit from a Green Acres park. Mayor Durr expressed concern over lighting the fields due to the cost of electric.

**ROAD IMPROVEMENT ENGINEER REPORT**

Engineer Gibson reviewed the status of the current contracts with regard to the Road Improvement Program. He also gave an overview of the last contract and the receipt of those bids. He expects construction to begin November 1<sup>st</sup>.

**MINUTES FOR APPROVAL**

- September 15, 2016 – Regular Meeting

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler			X			
Committeeman Delorenzo						X
Committeeman Kocubinski	X		X			
Committeeman O'Donnell		X	X			
Mayor Durr			X			

- September 29, 2016 – Special Session Meeting

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler			X			
Committeeman Delorenzo						X
Committeeman Kocubinski	X		X			
Committeeman O'Donnell		X	X			
Mayor Durr			X			

**BILLS AND CLAIMS FOR APPROVAL**

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler			X			
Committeeman Delorenzo						X
Committeeman Kocubinski		X	X			
Committeeman O'Donnell	X		X			
Mayor Durr			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.

2016-136 Resolution Authorizing a Change in Custodian to the Finance Petty Cash Fund

**RESOLUTION 2016-136  
TOWNSHIP OF NORTH HANOVER  
BURLINGTON COUNTY**

**RESOLUTON AUTHORIZNG A CHANGE IN CUSTODIAN TO THE FINANCE  
PETTY CASH FUND**

**WHEREAS**, the New Jersey Department of Community Affairs presently has a record of a petty cash fund for the Finance Department, in the amount of \$200.00, with Barbara Sprowl as custodian; and

**WHEREAS**, in consultation with the Auditor and Chief Financial Officer, the recommendation is to authorize Joseph Green as Custodian of the Finance petty cash in accordance with N.J.S.A. 40A:5-21; and

**WHEREAS**, Joseph Green, Treasurer is bonded in the amount of \$15,000.00;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of North Hanover that it hereby approves and authorizes Joseph Green as the custodian of the \$200.00 finance petty cash fund; and

**BE IT RESOLVED FURTHER**, the Township Clerk is directed to forward a copy of this Resolution to the Chief Financial Officer, Treasurer and two copies with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	X		X			
Committeeman Delorenzo						X
Committeeman Kocubinski		X	X			
Committeeman O'Donnell			X			
Mayor Durr			X			

2016-137 Resolution Authorizing a Decrease to the Police Department Petty Cash Fund and a Change in Custodian

**RESOLUTION 2016-137  
TOWNSHIP OF NORTH HANOVER  
BURLINGTON COUNTY**

**RESOLUTON AUTHORIZNG A DECREASE TO THE POLICE DEPARTMENT  
PETTY CASH FUND AND A CHANGE IN CUSTODIAN**

**WHEREAS**, the New Jersey Department of Community Affairs presently has a record of a petty cash fund for the Police Department, in the amount of \$500.00, with Chief Mark Keubler as custodian; and

**WHEREAS**, the Chief of Police is requesting a decrease in the fund to \$250.00; and

**WHEREAS**, in consultation with the Auditor and Chief Financial Officer, the recommendation is to reduce the Police Department petty cash fund by \$250.00 and establish the Custodian as Chief Theodore Wells III in accordance with N.J.S.A. 40A:5-21; and

**WHEREAS**, Chief Theodore Wells is bonded in the amount of \$15,000.00;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of North Hanover that it hereby approves and authorizes the reduction of the Police Department petty cash fund from \$500.00 to \$250.00 and establishes the custodian as Chief Theodore Wells III.

**BE IT RESOLVED FURTHER**, the Township Clerk is directed to forward a copy of this Resolution to the Chief of Police and the Chief Financial Officer and two copies with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	X		X			
Committeeman Delorenzo						X
Committeeman Kocubinski		X	X			
Committeeman O'Donnell			X			
Mayor Durr			X			

2016-138 Resolution Rescinding the Municipal Offices Petty Cash Fund

**RESOLUTION 2016-138  
TOWNSHIP OF NORTH HANOVER  
BURLINGTON COUNTY**

**RESOLUTON RESCINDING THE MUNICIPAL OFFICES PETTY CASH FUND**

**WHEREAS**, the New Jersey Department of Community Affairs presently has a record of a petty cash fund for Municipal Offices, in the amount of \$2,000.00, with Barbara Sprowl as custodian; and

**WHEREAS**, in consultation with the Auditor and Chief Financial Officer, the recommendation is to rescind the Municipal Offices Petty Cash Fund in accordance with N.J.S.A. 40A:5-21; and

**WHEREAS**, the Municipal Offices Petty Cash Fund has not been utilized;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of North Hanover hereby authorizes the rescinding of the Municipal Offices Petty Cash Fund; and

**BE IT RESOLVED FURTHER**, the Township Clerk is directed to forward a copy of this Resolution to the Chief Financial Officer, Treasurer and two copies with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	X		X			
Committeeman Delorenzo						X
Committeeman Kocubinski		X	X			
Committeeman O'Donnell			X			
Mayor Durr			X			

2016-139 Resolution Authorizing a Decrease to the Municipal Clerk Change Fund and Establishment of a Change Fund for the Construction Official

**RESOLUTION 2016-139  
TOWNSHIP OF NORTH HANOVER  
BURLINGTON COUNTY**

**RESOLUTON AUTHORIZNG A DECREASE TO THE MUNICIPAL CLERK CHANGE FUND AND ESTABLISHMENT OF A CHANGE FUND FOR THE CONTSTRUCTION OFFICIAL**

**WHEREAS**, the Municipal Clerk presently has a change fund in the amount of \$200.00 used for making change for various licenses, permits and applications; and

**WHEREAS**, the Municipal Clerk is recommending a reduction of \$50.00 to the Municipal Clerk’s change fund; and

**WHERAS**, the Construction Official is requesting a \$50.00 change fund for various permits and applications; and

**WHEREAS**, in consultation with the Auditor and Chief Financial Officer, the recommendation is to reduce the Municipal Clerks change fund by \$50.00 and establish a Construction Official change fund in the amount of \$50.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of North Hanover that effective October 6, 2016, it hereby approves and authorizes the reduction of the Municipal Clerk Change fund from \$200.00 to \$150.00 and establishes the Construction Official Change fund in the amount of \$50.00.

**BE IT RESOLVED FURTHER**, the Township Clerk is directed to forward the \$50.00 reduction to the Construction Official and provide the Chief Financial Officer a copy of this Resolution.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	<b>X</b>		<b>X</b>			
Committeeman DeLorenzo						<b>X</b>
Committeeman Kocubinski		<b>X</b>	<b>X</b>			
Committeeman O’Donnell			<b>X</b>			
Mayor Durr			<b>X</b>			

2016-140 Resolution Authorizing Refund of Overpayment of Taxes

**RESOLUTION 2016-140  
TOWNSHIP OF NORTH HANOVER  
BURLINGTON COUNTY**

**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 2016 Tax, in the amount of \$158.81 to Bernhard, James & Kathleen, for Block 601 Lot 1.01 commonly known as 66 Jones Mill Road.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	<b>X</b>		<b>X</b>			
Committeeman DeLorenzo						<b>X</b>
Committeeman Kocubnski		<b>X</b>	<b>X</b>			
Committeeman O’Donnell			<b>X</b>			
Mayor Durr			<b>X</b>			

2016-141 Resolution Authorizing Refund of Overpayment of Taxes

**RESOLUTION 2016-141  
TOWNSHIP OF NORTH HANOVER  
BURLINGTON COUNTY**

**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 2016

Tax, in the amount of \$2,190.62 to Robertson, David L, for Block 902 Lot 19 commonly known as 253 Meany Road.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	X		X			
Committeeman DeLorenzo						X
Committeeman Kocubnski		X	X			
Committeeman O'Donnell			X			
Mayor Durr			X			

**NON-CONSENT AGENDA**

2016-142 Resolution Awarding Bid and Contract for 2016 Road Improvement Program Contract II, Alternate No. 1 and Alternate No. 2

**RESOLUTION 2016-142  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**RESOLUTION AWARDING BID AND CONTRACT FOR  
2016 ROAD IMPROVEMENT PROGRAM CONTRACT II, ALTERNATE BID NO. 1 AND  
ALTERNATE BID NO. 2**

WHEREAS, the Township of North Hanover desires to improve various roads throughout North Hanover Township; and

WHEREAS, the Township of North Hanover issued a Notice to Bidders for purposes of receiving sealed bids in accordance with the Specifications, Proposal and Contract Documents prepared by the Township Engineer; and

WHEREAS, on October 4, 2016, bids were received as follows:

Company

Trap Rock Industries, LLC \$1,482,536.84  
PO BOX 419  
Kingston, NJ 08528

Earle Asphalt Company \$1,556,913.13  
1800 Route 34, Bldg. 2, Su 205  
Wall, NJ 07719

P.A. Construction \$1,613,280.50  
PO BOX 28  
Colonia, NJ 07067

Arawak Paving Co., Inc. \$1,676,900.00  
7503 Weymouth Road  
Hammonton, NJ 08037

American Asphalt

\$1,934,419.79

100 Main Street

W. Collingswood Heights, NJ 08059

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 that an award is hereby issued to Trap Rock Industries, LLC with offices at PO BOX 419, Kingston NJ 08528, for 2016 Road Improvement Program Contract II, Alternate No.1 and Alternate No.2 located in the Township of North Hanover in the amount of \$1,482,536.84 representing Items 1 through 55 of the base bid, Items 1A through 55A of the Alternate No. 1 and 1B through 55B of the Alternate No. 2 specifications.

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
Deputy Mayor Butler	X		X			
Committeeman Delorenzo						X
Committeeman Kocubinski			X			
Committeeman O'Donnell		X	X			
Mayor Durr			X			

2016-143 Resolution Reducing the Performance Letter of Credit for the Double Tree Structures Located at 113 Monmouth Road; Block 402 Lot 10

**RESOLUTION 2016 – 143  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**A RESOLUTION REDUCING THE PERFORMARNCE LETTER OF CREDIT FOR THE FOR DOUBLE TREE STRUCTURES LOCATED AT 113 MONMOUTH ROAD; BLOCK 402 LOT 10**

WHEREAS, Environmental Resolutions Inc. Engineers has inspected site improvements to 113 Monmouth Road, North Hanover, New Jersey; and

WHEREAS, Double Tree Structures has notified the Township Engineer in writing and in accordance with procedures set forth in N.J.S.A. 40:55D-53.d, stating that the required improvements, which are the subject matter of the aforementioned guarantees, have been partially completed and has requested a reduction of said performance guarantees; and

WHEREAS, it is the recommendation of the Township’s Engineer that the Township of North Hanover Committee reduce the performance guarantee Letter of Credit #15500014722 from Covenant Bank, in the amount of One Hundred Eighty-Four Thousand Three Dollars and 98/100 cents (\$184,003.98) by (\$50,196.54) Fifty Thousand One Hundred Ninety-Six Dollars and 54/100 cents; leaving a balance guarantee of (\$133,807.44) One Hundred Thirty-three Thousand Eight-Hundred Seven Dollars and 44/100 cents.

WHEREAS, it is the intention of the Township Committee and in the best interest of the Township of North Hanover to reduce the Performance guarantee in the amount referenced herein in accordance with the Township Engineer’s recommendations.

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of North Hanover, that the performances guarantee Letter of Credit #15500014722 be reduced for the Double Tree Structures described above.

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

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	X		X			
Committeeman Delorenzo						X
Committeeman Kocubinski			X			
Committeeman O'Donnell		X	X			
Mayor Durr			X			

2016-144 Resolution Awarding Bid and Contract for Schoolhouse Road Park Improvements, Alternate Bid No. 1 and Alternate Bid No. 2

**RESOLUTION 2016-144  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**RESOLUTION AWARDING BID AND CONTRACT FOR  
SCHOOLHOUSE ROAD PARK IMPROVEMENTS, ALTERNATE BID NO. 1 AND  
ALTERNATE BID NO. 2**

**WHEREAS**, the Township of North Hanover desires to make improvements to the Schoolhouse Road Park; and

**WHEREAS**, the Township of North Hanover issued a Notice to Bidders for purposes of receiving sealed bids in accordance with the Specifications, Proposal and Contract Documents prepared the Township Engineer; and

**WHEREAS**, on October 5, 2016 bids were received as follows:

**Company**

**Thor Construction Group LLC. \$ 95,154.00**  
**PO BOX 518**  
**West Long Branch, NJ 07764**

**RNM Construction, LLC \$112,000.00**  
**45 Hockamick Road**  
**Cookstown, NJ 08511**

**Byler Builders, LLC \$113,580.00**  
**6157 Millington Road**  
**Clayton, DE 19938**

**Viviano Construction \$138,916.00**  
**46 Ridgeview Way**  
**Allentown, NJ 08501**

**WHEREAS**, the Chief Financial Officer has certified that funds are available, which is attached hereto and made a part of this resolution; and

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of North Hanover, County of Burlington County, State of New Jersey that an award is hereby issued to Thor Construction Group, LLC, located at PO BOX 518, West Long Branch, NJ 07764, in the amount of \$95,154.00 for base bid, alternate no. 1 and alternate no. 2 for the Schoolhouse Road Park Improvements of North Hanover Township as set forth in the bid specifications issued by the Township of North Hanover.

**BE IT FURTHER RESOLVED** that the Mayor and/or Township Clerk are hereby authorized to sign the aforesaid contract on behalf of the Township for the purposes set forth herein.

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Deputy Mayor Butler	X		X			
Committeeman Delorenzo						X
Committeeman Kocubinski			X			
Committeeman O'Donnell		X	X			
Mayor Durr			X			

## **DISCUSSION**

### **TOWNSHIP COMMITTEE "COMMENTS"**

Committeeman Kocubinski noted the recreation meeting did not have a quorum. He stated the Movie night and Fireworks was a great event. He noted there were a substantial amount of donations and would like the Township Committee to send a thank you letter. There was a general consensus to have the letters come from the Committee. He noted the POP meeting on October 10<sup>th</sup> at 7pm in the Municipal Building.

Deputy Mayor Butler noted the leaf collection program. This currently will be a one-time courtesy. She also commended the Clean Communities Coordinator, Alexandra Degood.

Mayor Durr noted the Municipal Building Eagle Scout project and stated it was a great job by Tyler Hines. He also stated another project will be started at the Bowers building. He would like to invite Tyler Hines to a meeting with a proclamation of appreciation. A resident from last meeting inquired about the errors with regard to a pipeline meeting. Mayor Durr noted AECOM was contacted and the mailing was being re-done. He also reported that the Recycling program was mentioned in the Burlington County Times. He also reported the Fire Prevention open house would be October 15<sup>th</sup> from 9am-2pm.

### **PUBLIC PARTICIPATION**

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

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

### **MOTION TO CLOSE PUBLIC COMMENT**

Proposed By: Deputy Mayor Butler

Seconded By: Committeeman Kocubinski

### **EXECUTIVE SESSION RESOLUTION**

2016-145 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 Court Personnel Matter, Shared Court Contract Matter, North Hanover Township Police Association Contract Matter, Road Improvement Program Potential Litigation, Professional Services Contract Matter, Contract Matters, Litigation matters and personnel matters.

## **RESOLUTION 2016-145 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 Court Personnel Matter, Shared Court Contract Matter, North Hanover Township Police Association Contract Matter, Road Improvement Program Potential Litigation, Professional Services Contract Matter, 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
Deputy Mayor Butler	X		X			
Committeeman Delorenzo						X
Committeeman Kocubinski			X			
Committeeman O'Donnell		X	X			
Mayor Durr			X			

**BACK TO PUBLIC SESSION**

**MOTION TO ADJOURN**

Proposed By: Deputy Mayor Butler

Seconded By: Committeeman Kocubinski

**TIME OF ADJOURNMENT: 8:17 PM**

Respectively submitted,

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Mary Picariello  
Acting Township Clerk