

**NORTH HANOVER TOWNSHIP  
TOWNSHIP COMMITTEE SPECIAL MEETING MINUTES  
SEPTEMBER 29, 2016, 4:00 P.M.**

**CALL TO ORDER** Mayor Durr called the meeting to order at 4:00 p.m.

**FLAG SALUTE:** Led by Mayor Durr

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

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 (EXCLUDES ORDINANCES-they have their own public hearing): Members of the public wishing to address the Township Committee must state their name and address for the record.**

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

**MOTION TO CLOSE PUBLIC COMMENT**

Proposed By: Committeeman DeLorenzo

Seconded By: Committeeman O'Donnell

**NON-CONSENT AGENDA**

2016-128 Resolution of the Township Committee of the Township of North Hanover Adopting Personnel Policies and Procedures Manual

Attorney Roselli reviewed the policy.

**RESOLUTION 2016-128  
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 Manal on August 15, 2015 and has determined that there is a need to amend the 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, as amended and attached hereto 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 this manual is 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 Butler		X	X			
Committeeman DeLorenzo	X		X			
Committeeman Kocubinski			X			
Committeeman O'Donnell			X			
Mayor Durr			X			

2016-129 Resolution of the Township Committee of the Township of North Hanover Adopting and Employee Handbook

Attorney Roselli discussed the premise of the changes and noted Deputy Mayor also assisted. Committeeman Kocubinski noted on page 29, he would like to increase bereavement leave for immediate family by two days and for Grandparent by one day. Deputy Mayor Butler stated she is not opposed but felt this was standard wording. Committeeman DeLorenzo felt the current number of days was sufficient. Committeeman O'Donnell felt this would be a rare occurrence and made a motion to adopt with the amendment. This was seconded by Deputy Mayor Butler. All votes for the amendments were in favor with the exception of Committeeman DeLorenzo. The motion passed.

**RESOLUTION 2016-129  
TOWNSHIP OF NORTH HANOVER  
BURLINGTON COUNTY**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NORTH HANOVER  
ADOPTING AN EMPLOYEE HANDBOOK**

**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**, upon review and recommendation of the Township Attorney and the Burlington County Joint Insurance Fund, the Township Committee has determined that there is a need for revision to the existing Employee Handbook to ensure consistency with current applicable employment laws and regulations; and

**WHEREAS**, the Township Committee has reviewed the proposed revisions to the Employee Handbook and has determined to adopt these revisions.

**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 Employee Handbook attached as Schedule A is hereby adopted.
2. That these personnel policies and procedures shall apply to all Township 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.
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.”

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			

2016-135 Resolution Approving an Agreement with the Burlington County Board of Chosen Freeholders for the Acquisition of Recycling Carts

**RESOLUTION 2016-135  
TOWNSHIP OF NORTH HANOVER  
COUNTY OF BURLINGTON**

**RESOLUTION APPROVING AN AGREEMENT WITH THE BURLINGTON COUNTY BOARD OF CHOSEN FREEHOLDERS FOR ACQUISITION OF RECYCLING CARTS**

**WHEREAS**, North Hanover Township has entered into yearly agreements, called Solid Waste Services Contracts, with the Burlington County Board of Chosen Freeholders pursuant to which the Board has agreed to provide for the collection and disposition of recyclable materials generated by North Hanover Township's residents; and

**WHEREAS**, the Burlington County Board of Chosen Freeholders has previously implemented a "recycling cart" program in which thirty-four (34) of its municipalities and have found the said program has improved recycling participation and municipal recycling rates which resulted in financial savings and other benefits to the County and participating Municipalities; and

**WHEREAS**, the Township Committee of North Hanover Township believes participation in this program will be a benefit to the residents of North Hanover Township as a cost saving measure and an additional service; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey that it hereby authorizes an agreement with the Burlington County Board of Chosen Freeholders for the purpose of Acquisition of Recycling Carts and the Mayor is authorized to execute said agreement.

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

**DISCUSSION**

- Snow Removal Contract Bid Specifications

Attorney Roselli reviewed the new bid specifications and the various aspects. Committeeman O'Donnell stated he believed the amendments give better control to the Municipality and are not over bearing. Mayor Durr reviewed the issue of snow fencing. The footage, roads, pricing, permission and installation were discussed. There was a general consensus to remove Item 3, under section 15 of the proposed specifications and move forward with snow fencing. The decision was also made to add wording that the contractor must have the ability to bring in additional equipment. There also was a general consensus to remove section 20 of the proposed bid specifications.

Deputy Mayor Butler mentioned the scheduled leaf pick up spear headed by Alexandra Degood, Clean Communities Coordinator.

**MOTION TO ADJOURN**

Proposed By: Deputy Mayor Butler  
Seconded By: Committeeman DeLorenzo

**TIME OF ADJOURNMENT:      4:57 PM**

Respectively submitted,

\_\_\_\_\_  
Mary Picariello  
Acting Township Clerk