

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
June 7, 2018, 7:00 P.M.**

CALL TO ORDER Deputy Mayor O’Donnell called the meeting to order at 7:00 p.m.

FLAG SALUTE: Led by Deputy Mayor O’Donnell

ROLL CALL: Deputy Mayor O’Donnell
Committeeman DeLorenzo
Committeeman Doyle
Committeeman Kocubinski

Absent: Mayor DeBaecke

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

Deputy Mayor O’Donnell opened the meeting to the public. There were no public comments this evening.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman Doyle
Seconded By: Committeeman Kocubinski

REVIEW OF CORRESPONDENCE

There was no correspondence this evening.

ENGINEER’S REPORT

Engineer Hirsh reported the Park Improvement Program contract awards were on tonight Agenda. He stated he received an email from NJDOT approving the usage of grant balance and is awaiting approval to quote the work. He informed the Committee the Pre-Con meeting, for Provinceline Road, was held and a walk through was scheduled for June 12th. He said the Ivy Lane Stormwater repairs were completed. He stated a preliminary estimated was done for Springfield Road and consideration will be given to add to the Provincline Road Contract. He said stormwater inlet mapping is completed and he is finalizing the plan. He then reviewed a few JLUB projects.

MINUTES FOR APPROVAL

- May 17, 2018 – Regular Meeting

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

BILLS AND CLAIMS FOR APPROVAL

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

2018-90 Resolution of the Governing Body of the Township of North Hanover Adopting the Form of the New Jersey Tort Claims Act Questionnaire Required to be Utilized by Claimants for the Filing of Notices of Tort Claim Against the Township of North Hanover in Accordance with the Provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:8-6 and Designating Qual-Lynx as the Agent for the Township of North Hanover to Provide the Questionnaire to all of the Claimants and to Receive the completed Questionnaire from the Claimants

**RESOLUTION 2018-90
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

A RESOLUTION OF THE GOVERNING BODY OF THE TOWNSHIP OF NORTH HANOVER ADOPTING THE FORM OF THE NEW JERSEY TORT CLAIMS ACT QUESTIONNAIRE REQUIRED TO BE UTILIZED BY CLAIMANTS FOR THE FILING OF NOTICES OF TORT CLAIM AGAINST THE TOWNSHIP OF NORTH HANOVER IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6 AND DESIGNATING QUAL-LYNX AS THE AGENT FOR THE TOWNSHIP OF NORTH HANOVER TO PROVIDE THE QUESTIONNAIRE TO ALL OF THE CLAIMANTS AND TO RECEIVE THE COMPLETED QUESTIONNAIRE FROM THE CLAIMANTS.

WHEREAS, the New Jersey Tort Claims Act, specifically *N.J.S.A. 59:8-6*, provides that a public entity may adopt a form specifying information to be contained in claims filed against a public entity or its employee under the New Jersey Tort Claims Act; and

WHEREAS, the Township of North Hanover is a public entity as defined in New Jersey Claims Act; and

WHEREAS, the Township of North Hanover has determined that it is advisable, necessary and in the public interest to adopt a form Tort Claims Act Questionnaire in the form attached hereto and made a part of this Resolution; and

WHEREAS, the Township of North Hanover has determined that it is in their best interest to designate the Claims Administrator for the Burlington County Municipal Joint Insurance Fund (BURLCOJIF), Qual-Lynx, as their agent to provide the Tort Claims Act Questionnaire to all of the Claimants and to receive the completed Questionnaire from the Claimants.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of North Hanover, assembled at a public session on this 7th day of June 2018, that the attached form of Tort Claims Act Questionnaire be and it is hereby adopted as the official Tort Claim Act Questionnaire in accordance with *N.J.S.A. 59:8-6* for the Township of North Hanover; and

BE IT FURTHER RESOLVED, that all persons making claims against the Township of North Hanover, in accordance with the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et seq., shall be required to complete the Questionnaire which is attached as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act.

BE IT FURTHER RESOLVED, that Qual-Lynx, the Claims Administrator for the Burlington County Municipal Joint Insurance Fund (BURLCOJIF) be and they are hereby designated as the agent for the Township of North Hanover to provide the Tort Claims Act Questionnaire to all Claimants and to receive the completed Questionnaire from the Claimants.

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

2018-91 Resolution Accepting the Resignation of Brendan Melody

**RESOLUTION 2018-91
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION ACCEPTING THE RESIGNATION
OF BRENDAN MELODY**

BE IT RESOVLED, by the Township Committee of the Township of North Hanover that we hereby accept the resignation of Brendan Melody as a Part-Time Police Officer for the Township of North Hanover effective June 22, 2018.

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

1. Personnel File of Brendan Melody
2. Chief Financial Officer
3. Chief of Police

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

2018-92 Resolution Accepting the Resignation of Tina Zack

**RESOLUTION 2018-92
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION ACCEPTING THE RESIGNATION
OF TINA ZACK**

BE IT RESOVLED, by the Township Committee of the Township of North Hanover that we hereby accept the resignation of Tina Zach as the Summer Recreation Nurse for the Township of North Hanover effective June 7, 2018.

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

4. Personnel File of Tina Zack
5. Chief Financial Officer
6. Summer Recreation Director

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

2018-93 Resolution Approving 2018-2019 Alcoholic Beverage Control Licenses in the Township of North Hanover, County of Burlington, State of New Jersey

**RESOLUTION 2018-93
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION APPROVING 2018-2019 ALCOHOLIC BEVERAGE CONTROL
LICENSES IN THE TOWNSHIP OF NORTH HANOVER, COUNTY OF BURLINGTON,
STATE OF NEW JERSEY**

WHEREAS, applications have heretofore been filed with the State of New Jersey, Division of Alcoholic Beverage Control to renew Alcoholic Beverage Licenses; and

WHEREAS, the Chief of Police has reviewed said applications and recommends renewal without reservation; and

WHEREAS, the applications appear to be in proper form, municipal fees have been paid and are subject to review and approval by the Division of Alcoholic Beverage Control;

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, that the following Alcoholic Beverage Licenses in the Township of North Hanover for the period from July 1, 2018 until June 30, 2019, are hereby renewed effective the 1st day of July, 2018, to the following licensees for the licensed premises at the address indicated.

PLENARY RETAIL COMSUMPTION LICENSES

- 0326-33-002-004 Matrix Hanover Golf, LLC
133 Larrison Road
North Hanover, NJ 08562

- 0326-33-001-007 Tara D. Bruni Tavern LLC
1 Cookstown-New Egypt Road
North Hanover, NJ 08562

PLENARY RETAIL DISTRIBUTION LICENSE

- 0326-44-003-004 Nickerson Inc., t/a Henry’s Liquor Store
173 Cookstown-New Egypt Road
North Hanover, NJ 08562

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

NON-CONSENT AGENDA

- 2018-94 Chapter 159 Requesting Approval of Items of Revenue and Appropriations N.J.S.A. 40A:4-87 for the Burlington County Municipal Park Development Program 2016 Grant Agreement

**RESOLUTION 2018-94
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**CHAPTER 159 REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATION N.J.S.A. 40A:4-87 FOR THE BURLINGTON COUNTY MUNICIPAL
PARK DEVELOPMENT PROGRAM 2016 GRANT AGREEMENT**

WHEREAS, R.S.40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of a county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount; and

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of North Hanover in the County of Burlington hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$200,000.00, which item is now available as a revenue from the County of Burlington Recreation Grant.

BE IT FURTHER RESOLVED that the sum of \$ 200,000.00 the same is hereby appropriated under the following caption:

Operations-Excluded from "CAPS":

*Public and Private Programs off-set by Revenues:
County of Burlington Recreation "Trust" Grant*

BE IT FURTHER RESOLVED, that two certified copies of this resolution be provided to the Director of the Division of Local Government Services for his use in this regard.

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

2018-95 Resolution Awarding Bid and Contract for FY 2016 Municipal Parks Grant Program Schoolhouse Road Park Contract

RESOLUTION 2018-95

TOWNSHIP OF NORTH HANOVER

COUNTY OF BURLINGTON

RESOLUTION AWARDING BID AND CONTRACT FOR

FY 2016 MUNICIPAL PARKS GRANT PROGRAM SCHOOLHOUSE ROAD CONTRACT

WHEREAS, the Township of North Hanover desires to make improvements to the Schoolhouse Road Park located in 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 May 15, 2018 bids were received as follows:

<u>Company</u>	<u>Base Bid</u>
RNM Construction 45 Hockamick Road Cookstown, NJ 08511	\$57,960.00
Kane Communications 572 Whitehead Road, Su 201 Trenton, NJ 08619	\$74,387.00

Ronald Janney Electrical \$94,500.00
 Contractor
 PO BOX 173
 Estell Manor, NJ 08319

JLS Electric \$98,784.00
 63 Schoolhouse Road
 Wrightstown, NJ 08562

WHEREAS, the Township Engineer has reviewed the bid proposal submitted by RNM Construction, the apparent lowest responsible bidder and has determined that the bid proposal is in compliance with the bid specification requirements; 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 that an award is hereby issued to RNM Construction having an address at 45 Hockamick Road, Cookstown, NJ 08511, for FY 2016 Municipal Parks Grant Program Schoolhouse Road Contract located in the Township of North Hanover in the amount of \$57,960.00 representing items of the base bid specifications as set forth in the bid proposal on file with the Municipal Clerk.

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
Committeeman DeLorenzo	X		X			
Committeeman Doyle		X	X			
Committeeman Kocubinski			X			
Deputy Mayor O'Donnell			X			
Mayor DeBaecke						X

2018-96 Resolution Accepting Quote from JB Lawn and Land Care for the Schoolhouse Road Park Playground Preparation

RESOLUTION 2018-96

TOWNSHIP OF NORTH HANOVER

COUNTY OF BURLINGTON

RESOLUTION ACCEPTING QUOTE FROM JB LAWN AND LAND CARE FOR THE SCHOOLHOUSE ROAD PARK PLAYGROUND PREPARATION

WHEREAS, the Township of North Hanover desires to make improvements to the Schoolhouse Road Park 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 Engineer has reviewed the quotes received and recommends the lowest quote submitted by JB Lawn and Land Care; 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 JB Lawn and Land Care, for FY 2016 Municipal Parks Grant Program Schoolhouse Road Park Playground preparation in the amount of \$12,900.00.

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 DeLorenzo	X		X			
Committeeman Doyle		X	X			
Committeeman Kocubinski			X			
Deputy Mayor O'Donnell			X			
Mayor DeBaecke						X

2018-97 Resolution Authorizing the Purchase of Equipment for the Schoolhouse Road Park Playground Under State Contract NO. 16 FLEET 00121

RESOLUTION 2018-97

**TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION AUTHORIZING PURCHASE OF EQUIPMENT FOR THE SCHOOLHOUSE ROAD PARK PLAYGROUND UNDER STATE CONTRACT NO. 16 FLEET 00121

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 by Resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

WHEREAS, the Township Engineer has reviewed the State contracts for the purchasing and installation of Arch Swings and two chair swings, in an amount of \$11,005.74 from Game Time c/or MRC having an address at PO Box 106, Spring Lake, NJ 07762 under State Contract #16 FLEET 00121; 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 authorizes and approves of the purchase and installation of said equipment from GameTime c/o MRC having an address at PO Box 106, Spring Lake, NJ 07762 under State Contract #16 FLEET 00121, for FY 2016 Municipal Parks Grant Program Schoolhouse Road Park Playground Equipment and installation, in the amount of \$11,005.74.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to issue said purchase order to Game Time c/o MRC, PO BOX 106, Spring Lake, NJ 07762 to the attention of Mike Nowak on behalf of the Township.

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

2018-98 Resolution Authorizing the Purchase and Installation of Playground Surface and Border for the Schoolhouse Road Park Playground Under State Contract NO. 16 FLEET 00131

RESOLUTION 2018-98
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON

RESOLUTION AUTHORIZING PURCHASE AND INSTALLATION OF PLAYGROUND SURFACE AND BORDER FOR THE SCHOOLHOUSE ROAD PARK PLAYGROUND UNDER STATE CONTRACT NO. 16 FLEET 00131

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 by Resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

WHEREAS, the Township Engineer has reviewed the State contracts for the purchasing and installation of Playground surface and border and has recommended that a contract be approved with Rubber Recycle having an address at 1985 Rutgers University Blvd, Lakewood NJ 08701 under State Contract #16 Fleet 00131 in the amount of \$91,952.30; 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 authorizes and approves of the purchase and installation of said equipment from Rubber Recycle having an address at 1985 Rutgers University Blvd, Lakewood NJ 08701 under State Contract #16 FLEET 00131, for FY 2016 Municipal Parks Grant Program Schoolhouse Road Park Playground Equipment and installation, in the amount of \$91,952.30.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to issue said purchase order to Rubber Recycle, 1985 Rutgers University Blvd, Lakewood NJ 08701, on behalf of the Township.

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

DISCUSSION

There were no discussion items this evening.

TOWNSHIP COMMITTEE “COMMENTS”

Committeeman Kocubinski noted the Memorial Day Celebration and commended all involved. He noted the new CDBG pamphlets would be coming soon.

Committeeman Doyle stated the Memorial Day events were great and stated the Mayor did a great job with his speech.

Committeeman DeLorenzo thanked the JVFC Ladies Auxiliary for their efforts during the Memorial Day Celebration.

Deputy Mayor O'Donnell noted the Memorial Day Ceremonies were planned well. He also stated there would be a “housing” ceremony on June 30th for the new fire truck.

PUBLIC PARTICIPATION

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

Deputy Mayor O'Donnell opened the meeting to the public. There were no public comments this evening.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman DeLorenzo

Seconded By: Committeeman Doyle

EXECUTIVE SESSION RESOLUTION

2018-99 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 Matters, Personnel and Litigation matters

RESOLUTION 2018-99

**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 Wrightstown Partners Contract Matter, Comcast Cable 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
Committeeman DeLorenzo			X			
Committeeman Doyle	X		X			
Committeeman Kocubinski		X	X			
Deputy Mayor O'Donnell			X			
Mayor DeBaecke						X

BACK TO PUBLIC SESSION

MOTION TO ADJOURN

7:43pm

Proposed By: Committeeman Kocubinski

Seconded By: Committeeman Doyle

Respectively submitted,

MaryAlice Picariello, RMC/CMR/CTC
Township Clerk