

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
September 20, 2018, 7:00 P.M.**

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

FLAG SALUTE: Led by Mayor DeBaecke

ROLL CALL: Mayor DeBaecke
Deputy Mayor O'Donnell
Committeeman DeLorenzo
Committeeman Doyle
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: Committeeman DeLorenzo

Seconded By: Committeeman Doyle

REVIEW OF CORRESPONDENCE

1. MLETA information from the Burlington County Prosecutor
Clerk Picariello reviewed the letter from the Burlington County Prosecutor's Office. It noted their payment to North Hanover, in the amount of \$1,109.01 as a result of civil asset forfeiture.

ENGINEER'S REPORT

Engineer Hirsh reported that the Attorney was reviewing the bollard lighting contracts and noted the park playground preparation work was beginning next week. He also noted he was reviewing the change order for the FY2015/2016 NJDOT work. He would be meeting with the contractor early next week. He noted the Schoolhouse Road project survey would begin next week. He anticipates submitting the FY2019 NJDOT grant in the near future. He reported completion of paving on Provinceline and striping, restoration and other minor work will follow. He stated he submitted a proposal for the Road Improvement map. Committeeman DeLorenzo inquired about any addition funding in the park grant. He would be interested in having a Gazebo installed. Engineer Hirsh stated we could apply in the next grant round.

DEPARTMENT REPORTS FOR JULY/AUGUST 2018

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

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			

MINUTES FOR APPROVAL

• September 6, 2018 – Regular Meeting

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

• September 6, 2018 – Executive Session

COMMITTEE	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
Committeeman DeLorenzo			X			
Committeeman Doyle	X		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 DeLorenzo		X	X			
Committeeman Doyle	X		X			
Committeeman Kocubinski			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.

2018-141 Resolution to Affirm the Township of North Hanover Civil Rights Policy with Respect to all Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors and Members of the Public that come into Contact with Municipal Employees, Officials and Volunteers

**RESOLUTION 2018-141
TOWNSHIP OF NORTH HANOVER
BURLINGTON COUNTY**

A RESOLUTION TO AFFIRM THE TOWNSHIP OF NORTH HANOVER'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of North Hanover Township to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of North Hanover Township has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Committee of North Hanover Township that:

Section 1: No official, employee, appointee or volunteer of the Township of North Hanover by whatever title known, or any entity that is in any way a part of the Township of North Hanover shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of North Hanover's business or using the facilities or property of the Township of North Hanover.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of North Hanover to provide services that otherwise could be performed by the Township of North Hanover.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The North Hanover Township Committee shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The North Hanover Township Committee shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of North Hanover as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Municipal Clerk shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of North Hanover. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the North Hanover Township’s web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Township of North Hanover in order for the public to be made aware of this policy and the North Hanover Township’s commitment to the implementation and enforcement of this policy.

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

2018-142 Chapter 159 Requesting Approval of Items of Revenue and Appropriations
N.J.S.A. 40A:4-87 for the NJDOT Fiscal Year 2018 Municipal Aid Program for
Schoolhouse Road Improvements

**RESOLUTION 2018-142
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 NJDOT FISCAL YEAR 2018
MUNICIPAL AID PROGRAM FOR SCHOOLHOUSE ROAD IMPROVEMENTS**

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 \$235,000.00, which item is now available as a revenue from the FY 2018 NJDOT Grant.

BE IT FURTHER RESOLVED, that the sum of \$ 235,000.00 the same is hereby appropriated under the following caption:

***Operations-Excluded from "CAPS":
Public and Private Programs off-set by Revenues:
NJDOT FY2018 "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			
Committeeman Doyle		X	X			
Committeeman Kocubinski			X			
Deputy Mayor O'Donnell	X		X			
Mayor DeBaecke			X			

NON-CONSENT AGENDA

2018-143 Resolution Authorizing Pay Estimate No. One (1) to Arawak Paving Company, Inc. in Connection with the Provinceline Road Reconstruction Project

**RESOLUTION 2018-143
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

A RESOLUTION AUTHORIZING PAY ESTIMATE NO. ONE (1) TO ARAWAK PAVING COMPANY, INC. IN CONNECTION WITH THE PROVINCELINE ROAD RECONSTRUCTION PROJECT

WHEREAS, the Township of North Hanover’s Engineers, Environmental Resolutions , Inc., has reviewed the Arawak Paving Company Inc.’s Payment Certificate No. 1, representing the partial payment in the total amount of \$110,103.00, for the Provinceline Road Reconstruction Project; and

WHEREAS, the Township's Engineer has determined that the condition of the improvement is satisfactory; and

WHEREAS, it is the recommendation of the Township’s Engineer that the Township of North Hanover authorize the release of partial payment on voucher in the total amount of \$110,103.00 to Arawak Paving Company, Inc.; and

WHEREAS, it is the intention of the Township Committee to approve the release of partial payment on voucher 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 Township authorizes the release partial payment on voucher in the total amount of \$110,103.00 to Arawak Company, Inc.

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

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

2018-144 Resolution Authorizing an Extension to Contract By and Between the Township of North Hanover and A Cut Above the Rest for the Provision of Snow Removal Services within the Township of North Hanover

**RESOLUTION 2018-144
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION AUTHORIZING AN EXTENSION TO CONTRACT
BY AND BETWEEN THE TOWNSHIP OF NORTH HANOVER AND
A CUT ABOVE THE REST FOR THE PROVISION OF SNOW REMOVAL SERVICES
WITHIN THE TOWNSHIP OF NORTH HANOVER**

WHEREAS, the Township of North Hanover (hereinafter "Township") previously awarded by way of public bid by way of Resolution No. 2016-156 adopted November 3, 2016, a contract (hereinafter "Contract") to A Cut Above The Rest having an address at 837 Route 524, Allentown, NJ 08501 (hereinafter "Contractor") for the provision of snow removal services for the Township's streets, roadways and other Township property for an initial term of November 15, 2016 to November 14, 2017; 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 up to two (2), one-year additional terms, under the same terms and conditions of the awarded contract, including price, unless a different price is accepted by the Township Committee in accordance with the requirements of the New Jersey Local Public Contracts Law; and

WHEREAS, the Township Committee hereby finds that the services being provided by the Contractor are being performed in an effective and efficient manner; and

WHEREAS, in accordance with the paragraph IV of the Contract, the Township wishes to extend the term of the Contract for an additional one year term, commencing November 15, 2018 and terminating November 14, 2019, under the same terms and conditions, in effect under the contract of the November 15, 2016 until November 14, 2017 Contract; and

WHEREAS, the Contractor has consented to the extension of the Contract under the same terms and conditions of the 2016/2017 contract, which was set forth in an agreement executed by the parties and the following prices:

- \$200 per hour when utilizing tractor
- \$200 per hour when utilizing Dump truck, spreader & plow
- \$200 per hour when utilizing pick-up truck
- \$75.00 per hour for operator

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 additional one year extension to the Contract with A Cut Above The Rest having an address at 837 Route 524, Allentown, NJ 08501 by extending the term of the contract for an additional one year term; with the contract prices as set forth herein above, requiring the Contractor to utilize light duty vehicles, i.e. pick-up trucks and dump trucks, for light snow falls

measuring 4 inches or less, with all other terms and conditions of the contract remaining the same.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to A Cut Above The Rest.

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

2018-145 Resolution Amending Resolution 2018-139 Awarding Emergency Contract for Grass Cutting at Township Properties and Recreational Park

RESOLUTION 2018- 145

TOWNSHIP OF NORTH HANOVER

COUNTY OF BURLINGTON

RESOLUTION AMENDING RESOLUTION 2018-139 OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NORTH HANOVER, BURLINGTON COUTNY, NEW JERSEY AWARDING AN EMERGENCY CONTRACT TO JB LAWN & LAND CARE, LLC PURSUANT TO N.J.S.A. 40A:11-6.

WHEREAS, the Township of North Hanover previously awarded a two year contract to Total Lawn Care & Landscape Services, LLC for purposes of grass cutting and maintenance of Township property and recreation fields an annual rate of \$14,000.00 per year; and

WHEREAS, the Township received a written notification dated August 31, 2018 from Kevin Kraft, on behalf of Total Lawn Care & Landscape Services, LLC, notifying the Township that he was terminating his contract with the Township for the grass cutting services; and

WHEREAS, due to the premature termination of this contract, it is necessary for the Township of North Hanover to contract with a vendor for the remainder of the season to provide grass cutting and maintenance of Township property and recreation fields; and

WHEREAS, N.J.S.A. 40A:11-6 allows a contract to be negotiated or awarded for a contracting unit without public advertising for bids, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods; and

WHEREAS, the Township Committee has determined that as a consequence of the physical conditions that currently exist at the Township's recreation fields and the need to immediately maintain the Township's property and recreation fields, this it desires to award of a contract to JB Lawn & Land Care, LLC having an address at PO BOX 430 Woodstown, NJ 08098 for the remainder of the season ending **March 31, 2019** and in the amount of \$5,857.12.

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 award a contract to JB Lawn & Land Care, LLC PO BOX 430 Woodstown, NJ 08098 for the term ending **March 31, 2019** and in the amount of \$5,857.12.

BE IT FURTHER RESOLVED that the Mayor and/or Township Clerk are hereby authorized to sign the aforesaid contract on behalf of the Township.

BE IT FURTHER RESOLVED that a copy of this resolution shall also be forwarded to JB Lawn Care & Land Care, LLC upon its adoption by the Township Committee.

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			

2018-146 Resolution of the Township Committee of the Township of North Hanover
Approving Amendment to Personnel Policies and Procedures Manual

**RESOLUTION 2018-146
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF NORTH
HANVOER APPROVING AMENDMENT TO PERSONNEL POLICIES AND
PROCEDURES MANUAL**

WHEREAS, the Township Committee of the Township of North Hanover previously adopted the North Hanover Township Personnel Policies and Procedures Manual on August 15, 2015 that were amended on September 29, 2016 and September 6, 2018; and

WHEREAS, based upon the recommendation of the Burlington County Joint Municipal Joint Insurance Fund, there is a need to amend the section entitled "Open Public Meetings Act Procedure Concerning Personnel Matters Personnel" in the Policies and Procedures Manual.

NOW, THEREBY, BE IT RESOLVED by the Township Committee of the Township of North Hanover that the section entitled "Open Public Meetings Act Procedure Concerning Personnel Matters Personnel" in the Policies and Procedures Manual be and is hereby amended as set forth in the Personnel Policies and Procedures Manual, a copy of which attached hereto.

BE IT FURTHER RESOLVED that a copy of the amended section shall be provided to all managerial/supervisory personnel who are responsible for these employment practices.

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

DISCUSSION

- Wrightstown Area proposed zoning change
Mayor DeBaecke reviewed the inconsistencies of the zoning and the master plan. He noted this was needed to bring business and make it less cumbersome for business. After discussion, there was a general consensus to have Attorney Roselli draft the Ordinance.

TOWNSHIP COMMITTEE "COMMENTS"

Committeeman Kocubinski reported family movie night on September 21st and Trunk or Treat on October 28th.

Committeeman Doyle noted attendance at the senior picnic and felt it went well.

Committeeman DeLorenzo stated he enjoyed the picnic.

Deputy Mayor O'Donnell stated Provinceline Road looked nice and he was proud to see it come to fruition. He noted a medical call on the job and noted an unfortunate day for the workers there. He was appreciative of the emergency personnel.

Mayor DeBaecke was thrilled with Provinceline Road and noted Arawak was performing repair work on 2015 Contract One. He read a thank you note into the record from the Senior Citizen Club.

PUBLIC PARTICIPATION

Mayor DeBaecke opened the meeting to the public.

Mr. Wayne Voorhees – JVFC – Mr. Voorhees informed the Township Committee of the letters received from the School students in remembrance of 9-11. The Department was most grateful for the sentiments.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman DeLorenzo

Seconded By: Committeeman Doyle

EXECUTIVE SESSION RESOLUTION

2018-147 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 Rehabco Contract Matter, NJNG Contract Matter, Contract Matter, Personnel and Litigation matters

**RESOLUTION 2018-147
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 REHABCO Contract Matter, NJNG 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			
Deputy Mayor O'Donnell	X		X			
Mayor DeBaecke			X			

BACK TO PUBLIC SESSION

MOTION TO ADJOURN

8:18pm

Proposed By: Committeeman Doyle

Seconded By: Deputy Mayor O'Donnell

Respectively submitted,

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

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