

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
MARCH 16, 2023 7:00 P.M.**

**VIA CONFERENCE CALL: Dial In: 1-888-482-9769; Access Code 4493305#
OR
IN PERSON**

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

FLAG SALUTE: Led by Mayor Forsyth

ROLL CALL: Mayor Forsyth
Deputy Mayor O'Donnell (virtual)
Committeeman DeBaecke
Committeeman Doyle
Committeeman Kocubinski

Absent: None

Also Present: Township Clerk Mary Picariello and Township Attorney Mark 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 Forsyth opened the meeting to the public. There were no public comments this evening

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman DeBaecke

Seconded By: Committeeman Doyle

REVIEW OF CORRESPONDENCE

There was no correspondence this evening.

ENGINEER’S REPORT

Engineer Hirsh was not present this evening however, a written report was submitted. Engineer Hirsh’s report indicated the new Stormwater Ordinances would be submitted to the Township on March 22nd. He also stated the FY2019 Municipal Parks Grant plans and specifications is ready for bid and would be excepted on April 4th. He also noted he was waiting on bond/contracts for the FY22 NJDOT project. He also stated he was awaiting the proposal approval for the FY2023 NJDOT project.

DEPARTMENT REPORTS FOR FEBRUARY 2023

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

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

MINUTES FOR APPROVAL

- March 2, 2023 – Regular Meeting

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

- March 2, 2023 – Executive Session

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

Deputy Mayor O'Donnell was disconnected virtually.

BILLS AND CLAIMS FOR APPROVAL

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

2023-52 Resolution Appointing Deputy Court Administrator

**RESOLUTION 2023-52
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION APPOINTING
DEPUTY COURT ADMINISTRATOR**

WHEREAS, there is a need for a full-time employee for the North Hanover Township Municipal Court; and

WHEREAS, the Mayor and Township Committee desire to hire Kaitlyn Chambers to work on a full-time basis commencing April 3, 2023, at a salary of \$35,000.00 per year in the position of Deputy Court Administrator for the North Hanover Court for the Township of North Hanover; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of North Hanover the following:

- 1) That Kaitlyn Chambers shall be hired to work full-time commencing on April 3, 2023 in the North Hanover Township Municipal Court for the position of Deputy Court Administrator; and
- 2) That the salary for Kaitlyn Chambers shall be \$35,000.00 per year; and

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

1. Personnel File of Kaitlyn Chambers
2. Chief Financial Officer
3. Municipal Court Judge

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

2023-53 Resolution Amending Resolution 2021-157 Entitled “Appointment of Part-Time Fire Sub Code Official”

**RESOLUTION 2023-53
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION AMENDING RESOLUTION 2021-157 ENTITLED “APPOINTMENT OF PART-TIME FIRE SUB CODE OFFICIAL”

WHEARES, North Hanover Township is in need of a Fire Sub Code Official holding the H.H.S (High Rise-Hazardous Specialist) level designation to review plans and to carry out field inspection activities for Class I, II, and III structures; and

WHEREAS, **Gregory Huber** is so qualified and licensed as such by the State of New Jersey and is available as needed; and

WHEREAS, N.J.S.A. Title 40 and Title 40A provide for the Appointment of Certain Officers, Appointees, and Employees to be appointed in Township Positions to carry out the lawful duties and responsibilities of the Township; and

WHEREAS, the Township Salary Ordinance provides for the rate of Compensation, Salary, or Wages of Certain Officers, Appointees and Employees of said Township.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey that Gregory Huber is hereby appointed as Fire Sub-Code Official holding the H.H.S. (High Rise-Hazardous Specialist) level designation for a **term of 4 years** at a compensation of \$1,171.65 per annum effective **January 1, 2022**.

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

2023-54 Resolution Amending Resolution 2022-170 Entitled “Appointment of Part-Time Plumbing Sub Code Inspector”

**RESOLUTION 2023-54
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION AMENDING RESOLUTION 2022-170 ENTITLED “APPOINTMENT OF PART-TIME PLUMBING SUBCODE INSPECTOR”

WHEREAS, there exists a need to fill the position of Plumbing Sub code Inspector; and

WHEREAS, Frank Kopec is qualified and licensed as such by the State of New Jersey to fulfill the position of Plumbing Subcode Inspector on a part-time basis.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of North Hanover, County of Burlington, State of New Jersey that Frank Kopec is hereby appointed as part-time Plumbing Sub-Code Official for a **term of 4 years** at a compensation of \$9,206.45 per annum effective **January 1, 2023**.

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

2023-55 Resolution Accepting the Resignation of Ashley Pecoraro

**RESOLUTION 2023-55
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION ACCEPTING THE RESIGNATION
OF ASHLEY PECORARO**

BE IT RESOVLED, by the Township Committee of the Township of North Hanover that we hereby accept the resignation of Ashley Pecoraro. as a Part-Time Emergency Medical Technician for the Township of North Hanover effective February 27, 2023.

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

4. Personnel File Ashley Pecoraro
5. Chief Financial Officer
6. EMT Supervisor

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

Deputy Mayor O'Donnell reconnected virtually.

NON-CONSENT AGENDA

2023-56 Resolution Appointing Christopher Koutsouris of the Koutsouris Law Group as Municipal Prosecutor and Approving Contract for Same

**RESOLUTION 2023-56
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION APPOINTING CHRISTOPHER KOUTSOURIS, ESQ. OF THE KOUTSOURIS
LAW GROUP AS MUNICIPAL PROSECUTOR AND AWARDDING CONTRACT FOR SAME**

WHEREAS, by Resolution 2023-1, the Township of North Hanover Committee appointed Christopher Koutsouris, Esq. from the law firm Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors, as Municipal Prosecutor for the calendar year 2023; and

WHEREAS, on March 2, 2023, the Township Clerk was notified by Christopher Koutsouris, Esq. that he was leaving Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors (hereinafter "Dasti, Murphy") to start a new law firm, Koutsouris Law Group, LLC and Mr. Koutsouris requested that the Township Committee appoint him as Municipal Prosecutor subsequent to his departing from Dasti, Murphy; and

WHEREAS, the Municipal Clerk was further advised by Jerry Dasti, Esq., of Dasti, Murphy that Dasti Murphy had no objection to Christopher Koutsouris, Esq. being appointed as Municipal Prosecutor subsequent to his departure from Dasti, Murphy; and

WHEREAS, Christopher Koutsouris advised that if he were permitted to serve as Municipal Prosecutor, that his compensation would remain the same as had been approved for Dasti, Murphy, that being at the rate of \$650 per court session, with a session defined as no more than four (4) hours of court time, and after four hours, compensation at the rate of \$150.00 per hour: and

WHEREAS, the Township Committee recognizes that Christopher Koutsouris has ably served as

Municipal Prosecutor for the Township and has submitted the necessary documentation required for his appointment, including Business Registration Certificate, Employee Information Report and proof of Professional Liability Insurance; and

WHEREAS, the Township Committee therefore desires to appoint Christopher Koutsouris, Esq., of the Koutsouris Law Group, LLC, 56 Kingsbridge Drive, Lumberton, New Jersey as Municipal Prosecutor for the remainder of calendar years 2023 and to approve a contract for same in an amount not to exceed \$17,500.00, based on the rates stated herein; and

WHEREAS, the Township of North Hanover has sufficient funding in place for this contract for 2023 as evidenced by the Chief Financial Officer’s certification of the availability of funds; and

WHEREAS, this contract is being awarded as a non-fair and open contract.

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 appoint Christopher Koutsouris, Esq. of the Koutsouris Law Group, LLC, 56 Kingsbridge Drive, Lumberton, New Jersey as Municipal Prosecutor for the Township of North Hanover for the remainder of calendar years 2023 and it further approves a contract for same in an amount not to exceed \$17,500.00, at the rate of \$650 per court session, with a session defined as no more than four (4) hours of court time, and after four hours, compensation at the rate of \$150.00 per hour.

BE IT FURTHER RESOLVED that the Mayor and 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 Christopher Koutsouris, Esq. of the Koutsouris Law Group, LLC, 56 Kingsbridge Drive, Lumberton, New Jersey upon its adoption by the Township Committee.

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

2023-57 Resolution Accepting the Proposal from Environmental Engineer Resolutions Inc. for FY 2023 NJDOT Stewart Road and Ivy Lane Improvements

RESOLUTION 2023-57

TOWNSHIP OF NORTH HANOVER

COUNTY OF BURLINGTON

RESOLUTION ACCEPTING THE PROPOSAL FROM ENVIRONMENTAL RESOLUTIONS INC. ENGINEERS FOR FY2023 NJDOT STEWART ROAD AND IVY LANE IMPROVEMENTS

WHERAS, Environmental Resolutions Inc. has submitted a proposal dated March 2, 2023 for engineering services for the FY 2023 NJDOT Stewart Road and Ivy Lane Improvements ; and

WHEREAS, it is the desire of the Township Committee to accept the proposal from Environmental Resolutions Inc. Engineers for FY2023 NJDOT Stewart Road and Ivy Lane Improvements , in an amount not to exceed \$23,500.00; and

WHERAS, funds are available to accept said proposal, as evidenced by the attached Certification of Availability of Funds;

NOW, THEREFORE, BE IT RESOLVED, by the Township of North Hanover that it does hereby accept the proposal from Environmental Resolutions Inc. Engineers, in an amount not to exceed \$23,500.00 to provide engineering services for the FY2023 NJDOT Stewart Road and Ivy Lane Improvement Project V – Base Plan, Bid Documents and Construction Services.

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

DISCUSSION

There were no items for discussion this evening.

TOWNSHIP COMMITTEE “COMMENTS”

Committeeman Doyle thanked the recreation committee for their hard work. He also stated they would be re-opening the adult volleyball program.

Committeeman DeBaecke wanted to acknowledge the two officers whom were first on scene at a recent house fire. He noted they helped two residents of Wrightstown get out of the property safely and thanked them for their bravery. He noted he would like to acknowledge that at a future meeting.

Mayor Forsyth noted it was a pretty heroic rescue. He offered prayers for Chief Duff and Engineer Hirsh for their recent issues. He also offered prayers for former Mayor Jim Durr and his family and wishing him a speedy recovery.

PUBLIC PARTICIPATION

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

Mayor Forsyth opened the meeting to the public.

Mr. Wayne Voorhees – 226 Cookstown-New Egypt Road – Mr. Voorhees offered prayers for the Township Committee to give them strength, knowledge and ability as they deliberate during their budget discussions.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Committeeman DeBaecke

Seconded By: Committeeman Kocubinski

EXECUTIVE SESSION RESOLUTION

2023-58 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 Potential Shared Services Contract Matter, Contract Matter, Personnel and Litigation matters

**RESOLUTION 2023-58
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 Potential Shared Service 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 DeBaecke	X		X			
Committeeman Doyle		X	X			
Committeeman Kocubinski			X			
Deputy Mayor O'Donnell			X			
Mayor Forsyth			X			

MOTION TO ADJOURN TO ENTER INTO EXECUTIVE SESSION

7:15 pm

Proposed By: Committeeman Doyle

Seconded By: Committeeman DeBaecke

Respectively submitted,

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