

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
MARCH 21, 2024 7:00 P.M.**

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

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

FLAG SALUTE: Led by Mayor DeBaecke

INVOCATION: Mr. Wayne Voorhees offered prayers for the Community

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

Absent: Committeeman Forsyth

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 Doyle

Seconded By: Committeeman Kocubinski

REVIEW OF CORRESPONDENCE

There was no correspondence this evening.

ENGINEER'S REPORT

Engineer Hirsh noted he emailed draft letter regarding the intersection of Ellisdale/Provinceline Roads. He stated a repair is needed on the inlet at 6 Laurel Drive. He noted he is still determining the best course of action. He stated he is awaiting Maintenance Bond for the FY2019 Municipal Parks project and he was preparing specs for gazebo bids. He noted the FY24 Local Recreation Grant awards have not been announced along with the FY24 CDBG grants. He stated the FY22 NJDOT project closeout documents will be submitted shortly. He stated the NJDOT FY23/FY24 project bids were received. He noted a scope modification would be needed and a recommendation to reject bids would be forthcoming.

DEPARTMENT REPORTS FOR FEBRUARY 2024

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

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

MINUTES FOR APPROVAL

• March 7, 2024 – Regular Meeting

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

• March 7, 2024 – Executive Session

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

• March 14, 2024 – Special/Budget Meeting

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

BILLS AND CLAIMS FOR APPROVAL

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

ORDINANCE – ADOPTION

2024-02 An Ordinance of the Township of North Hanover Repealing Ordinance 2017-09 entitled “An Ordinance of the Township of North Hanover, Burlington County Amending the Code of the Township of North Hanover by Adding New Section Entitled “Maintenance of Vacant Properties in the Township and Establishing Registration Fees for Vacant Properties”

**TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON
ORDINANCE NO. 2024-02**

AN ORDINANCE OF THE TOWNSHIP OF NORTH HANOVER REPEALING ORDINANCE NO. 2017-09 ENTITLED “AN ORDINANCE OF THE TOWNSHIP OF NORTH HANOVER, BURLINGTON COUNTY AMENDING THE CODE OF THE TOWNSHIP OF NORTH HANOVER BY ADDING NEW SECTION ENTITLED ‘MAINTENANCE OF VACANT PROPERTIES IN THE TOWNSHIP AND ESTABLISHING REGISTRATION FEES FOR VACANT PROPERTIES’”

WHEREAS, on August 3, 2017, the Township Committee adopted Ordinance No. 2017-09 entitled “An Ordinance of the Township of North Hanover, Burlington County Amending the Code of the Township of North Hanover by adding new section entitled “Maintenance of Vacant Properties in the Township and Establishing Registration Fees for Vacant Properties”; and

WHEREAS, since that time, the New Jersey Legislature adopted new legislation that was enacted into law that improves guidance to local governments concerning the establishment of registration policies to address the risk of blight of commercial and residential properties, and requires the Township to implement an updated ordinance consistent with this law; and

WHEREAS, the Township Committee desires to repeal Ordinance No. 2017-09 since it is not consistent with updated vacant and abandoned properties law within the state.

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of North Hanover Township that Ordinance No. 2017-09 entitled “AN ORDINANCE OF THE TOWNSHIP OF NORTH HANOVER REPEALING ORDINANCE NO. 2017-09 ENTITLED “AN ORDINANCE THE TOWNSHIP OF NORTH HANOVER, BURLINGTON COUNTY AMENDING THE CODE OF THE TOWNSHIP OF NORTH HANOVER BY ADDING NEW SECTION ENTITLED ‘MAINTENANCE OF VACANT PROPERTIES IN THE TOWNSHIP AND ESTABLISHING REGISTRATION FEES FOR VACANT PROPERTIES’” be and is hereby repealed in its entirety.

SECTION 2. At least three copies of said full Ordinance are on file in the Office of the Municipal Clerk for public examination and acquisition. Copies are available for inspection or acquisition during regular weekday working hours and arrangements have been made for the publication of said proposed Ordinance in pamphlet or other similar form which will be available from the Township Clerk.

SECTION 3. This ordinance shall take effect upon final passage and publication according to law.

SECTION 4. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 5. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions.

MAYOR OPENS THE MEETING TO THE PUBLIC

There were no public comments this evening.

MOTION TO CLOSE PUBLIC HEARING

Proposed By: Mayor DeBaecke

Seconded By: Deputy Mayor O’Donnell

MOTION TO ADOPT ORDINANCE 2024-02

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

ORDINANCE – INTRODUCTION

2024-03 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank Pursuant to N.J.S.A. 40A:4-45.14

**ORDINANCE 2024-03
COUNTY OF BURLINGTON
TOWNSHIP OF NORTH HANOVER**

CALENDAR YEAR 2024

***ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)***

WHEREAS, the Local Government CAP Law, N.J.S. 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to **2.5%** unless authorized by ordinance to increase it to **3.5%** over the previous year’s final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the **1.0%** percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the *Township Committee* of the *Township of North Hanover* in the County of *Burlington* finds it advisable and necessary to increase its **CY 2024** budget by up to **3.5%** over the

previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the **Township Committee** of the **Township of North Hanover** in the County of **Burlington** hereby determines that a **1.0%** increase in the budget for said year, amounting to **\$ 30,608.72** in excess of the increase in final appropriations otherwise permitted by the Local Government CAP Law, is advisable and necessary; and,

WHEREAS, the **Township Committee** of the **Township North Hanover** of in the County of **Burlington** hereby determines that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the **Township Committee** of the **Township of North Hanover** in the County of **Burlington**, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the **CY 2024** budget year, the final appropriations of the **Township of North Hanover** shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by **3.5%**, amounting to **\$107,130.52**, and that the **CY 2024** municipal budget for the **Township of North Hanover** be approved and adopted in accordance with this ordinance; and

BE IT FURTHER ORDAINED, that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

MOTION TO INTRODUCE

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

SET PUBLIC HEARING FOR APRIL 4, 2024 AT 7:00 P.M.

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.

- 2024-59 Resolution Certifying the North Hanover Township Committees Compliance with the United States Equal Employment Opportunity Commissions “Enforcement guidance on the consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964”

**RESOLUTION 2024-59
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION CERTIFYING THE NORTH HANOVER TOWNSHIP COMMITTEES
COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S
“Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964”**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the North Hanover Township Committee have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of North Hanover, hereby states that it has complied with **N.J.S.A. 40A:4-5**, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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

2024-60 Resolution Authorizing Self - Examination for 2024 Municipal Budget

**RESOLUTION 2024-60
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

AUTHORIZING SELF-EXAMINATION FOR 2024 MUNICIPAL BUDGET

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Township of North Hanover has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2024 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Township of North Hanover that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school Purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 *et seq.*, are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

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

2024-61 Resolution Appointing a Full-Time Police Officer

**RESOLUTION 2024-61
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

APPOINTMENT OF FULL-TIME POLICE OFFICER

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, that the following Officers, Appointees, and Employees are hereby appointed for their respective terms, as follows:

Full-Time Police Officer ~ Ryan Picou

Effective Date of Employment: 04/01/2024 at Step IV

BE IT FURTHER RESOLVED, that the above-named position will be compensated as per the Bargaining Agreement, Salary Ordinance and Salary Resolution.

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

NON-CONSENT AGENDA

None

DISCUSSION

Clerk Picariello noted in accordance with the BCJIF cyber security basic requirements have been met. This was a savings of 75,000 in deductibles. She noted there was a need to purchase some equipment to get to the next tier. She stated there were monies left in the Capital fund to cover the expenses. There was a general consensus to move forward.

2024 BUDGET INTRODUCTION

2024-62 Authorizing Introduction of the 2024 Municipal Budget

MOTION TO INTRODUCE

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

(MAYOR SETS THE PUBLIC HEARING FOR APRIL 18, 2024)

TOWNSHIP COMMITTEE "COMMENTS"

Committeeman Kocubinski noted the next meeting of the Recreation Advisory Committee will be in April. He stated a code of conduct policy would be discussed. Attorney Roselli believed there was one. He would research and report back.

Mayor DeBaecke wished everyone a happy spring.

Committeeman Doyle noted the Easter Egg Hunt would be on the 30th.

PUBLIC PARTICIPATION

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

Mayor DeBaecke opened the meeting to the public. There were no public comments this evening.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Mayor DeBaecke

Seconded By: Committeeman Doyle

EXECUTIVE SESSION RESOLUTION

2024-63 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 Matter, Personnel and Litigation matters

**RESOLUTION 2024-63
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 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.

TABLED INDEFINTLEY

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

MOTION TO ADJOURN 7:25 pm

Proposed By: Committeeman Doyle

Seconded By: Committeeman Kocubinski

Respectively submitted,

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