

**NORTH HANOVER TOWNSHIP
TOWNSHIP COMMITTEE MEETING MINUTES
MAY 16, 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 Mr. Huron and Ms. Mellor for their new positions on the JLUB. He wanted to lift up Chief Duff for his retirement. He offered prayers for Mr. Mellor in his new role of Chief of Police.

ROLL CALL: Mayor DeBaecke
Deputy Mayor O'Donnell
Committeeman Doyle
Committeeman Forsyth
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”.

CEREMONIAL SWEARING IN OF CHIEF OF POLICE RICHARD MELLOR

Sergeant Mellor was called forward for his swearing in ceremony. Mayor DeBaecke stated we would be swearing in Sergeant Mellor to the position of Chief of Police and Officer Santiago to the position of Detective. Mayor DeBaecke asked Sergeant Mellor to come forward. Mayor DeBaecke stated he was honored to swear in Sergeant Mellor during national police week. He acknowledged all the officers present for their hard work and dedication. He stated Sergeant Mellor was a loyal and hardworking employee. He noted the confidence of the Township Committee in appointing Sergeant Mellor. He administered the oath of office to Sergeant Mellor. Everyone offered a round of applause. Chief Mellor stated he was overwhelmed and thanked everyone for attending this evening. He thanked the Township Committee for the good relationship over the years and was honored to have this Committee promoting him this evening. He stated he was grateful for the opportunity and the people he works with. He is looking forward to everything they can accomplish together. Committeeman Doyle stated that the promotion of new Chief comes the utmost responsibility. It takes great courage, honor, steadfast dedication, integrity and ability to make decisions in times of crisis. It takes a strong person with the support of that persons family, friends and Community. He noted his utmost respect for Chief Mellor and believes North Hanover is in good hands. He offered his congratulations. The remaining Township Committee members offered Congratulations. Mayor DeBaecke then asked Officer Santiago to come forward to be sworn in. Mayor DeBaecke stated it was an honor to be able to swear in Officer Santiago. He noted his tenure, dedication and service to the Community. He noted he was a great advocate for the Community. Mayor DeBaecke then administered the Oath of Office. Everyone offered a round of applause. Committeeman Doyle noted this was a large responsibility that requires impartiality, fact finding and a tough job. He noted he had the utmost confidence in filling the position with honor and integrity and wished him well. The remaining Committee members wished Detective Santiago well.

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: Deputy Mayor O’Donnell

MAYOR’S APPOINTMENTS

Mayor DeBaecke made the following appointments:

Joint Land Use Board:

- Class IV – Patricia Mellor unexpired term ending 12/31/24
- Alternate #2 – David Huron unexpired term ending 12/31/24

REVIEW OF CORRESPONDENCE

1. JLUB Ordinance 2024-08 Master Plan Consistency Review – Clerk Picariello that the JLUB reported the ordinance was consistent with the master plan.
2. JLUB Ordinance 2024-09 Master Plan Consistency Review – Clerk Picariello noted the JLUB had made recommendations to this Ordinance that Attorney Roselli would review during the public hearing this evening.

ENGINEER’S REPORT

Engineer Hirsh noted the construction on the Laurel Drive inlet would begin on May 20th. He noted he was still awaiting grant awards for the FY24 DCA Local Recreation Improvement program and the FY24 CDBG program. He noted bids were due on May 23rd for the NJDOT FY23 and NJDOT FY24 projects. He stated the FY25 NJDOT grant applications were due July 1st. There was discussion on applying for a portion of Jacobstown-Arneytown Road. Committeeman Doyle noted the issue on Jacobstown-Cookstown Road and asked Engineer Hirsh to follow-up again with the County. There again was concern expressed over the intersection of Crosswicks-Ellisdale Road. Attorney Roselli noted we could go to Court to enforce the agreement with Upper Freehold. There was direction given to Attorney Roselli to contact Upper Freehold. Engineer Hirsh he noted a survey was needed at 627 Hanover to re-establish the swale. Committeeman Forsyth inquired if a survey was needed or could we just do the swale. Engineer Hirsh noted the survey will just show the water is not flowing to the swale but would allow him to set the grades. He thinks we should do it. Committeeman Forsyth believes the swale should still be grass and not stone. Engineer Hirsh stated he would do a sketch and get the Committee a budget.

DEPARTMENT REPORTS FOR APRIL 2024

- 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 Doyle	X		X			
Committeeman Forsyth			X			
Committeeman Kocubinski		X	X			
Deputy Mayor O’Donnell			X			
Mayor DeBaecke			X			

MINUTES FOR APPROVAL

- May 2, 2024 – Regular Meeting

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

• May 2, 2024 – Executive Session

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

BILLS AND CLAIMS FOR APPROVAL

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			

ORDINANCE – ADOPTION

2024-08 An Ordinance By the Township of North Hanover Amending Township Code Repealing all Sections of the Township Code and Prior Ordinances of the Township of North Hanover, County of Burlington, State of New Jersey Pertaining to Floodplain Regulations and Flood Hazard Areas and to Adopt New Ordinance for Purposes of Adopting Flood Hazard Maps; Designating a Floodplain Administrator; and Providing for Severability and an Effective Date

MAYOR OPENS THE MEETING TO THE PUBLIC

There were no public comments this evening.

MOTION TO CLOSE PUBLIC HEARING

Proposed By: Committeeman Doyle
 Seconded By: Mayor DeBaecke

MOTION TO ADOPT ORDINANCE 2024-08

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

ORDINANCE – ADOPTION

2024-09 An Ordinance of the Township of North Hanover, County of Burlington, State of New Jersey Amending and Revising Certain Sections of Chapter 16 “Zoning” of the Township Code

MAYOR OPENS THE MEETING TO THE PUBLIC

Attorney Roselli noted the JLUB planner asked for amendments to make the Ordinance consistent with the master plan. He reviewed the requested amendments and noted they were substantial. He stated under Title 40 the Committee would have to adopt the amendments and then introduce the Ordinance as amended.

MOTION TO ADOPT AMENDMENTS TO ORDINANCE 2024-09

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

MOTION TO CLOSE PUBLIC HEARING

Proposed By: Committeeman Doyle
 Seconded By: Deputy Mayor O'Donnell

MOTION TO INTRODUCE ORDINACE 2024-09 AS AMENDED

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

SET PUBLIC HEARING FOR JUNE 6, 2024 AT 7:00 PM

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.

2024-84 Resolution Appointing Chief of Police for North Hanover Township

**RESOLUTION 2024-84
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**RESOLUTION APPOINTING CHIEF OF POLICE
FOR NORTH HANOVER TOWNSHIP**

WHEREAS, there currently exists a vacancy in the position of Chief of Police for the Township of North Hanover by reason of the retirement of the prior Chief of Police; and

WHEREAS, the Township Committee is desirous of filling that vacancy with the appointment of Chief of Police; and

WHEREAS, in accordance with the Township’s Promotional Policy for Chief of Police for the North Hanover Township Police Department (hereinafter “Promotional Policy”), only one officer, Sergeant Richard Mellor, currently possesses the necessary qualifications to be appointed Chief of Police; and

WHEREAS, Sergeant Richard Mellor has been serving as Officer in Charge since the retirement of the prior Police Chief and the Township Committee, as the Appropriate Authority, has determined that it would be appropriate to formally appoint Sergeant Richard Mellor to the position of Chief of Police.

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 Richard Mellor as Chief of Police of the Township of North Hanover Police Department effective as of May 16, 2024, at an annual salary of \$110,000.00, and subject to the terms and conditions of all applicable Township Personnel Policies, Employee Handbook and Township ordinances that pertain to the position of Police Chief; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Richard Mellor and Jack Bruno, CFO.

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

**RESOLUTION 2024-85
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

**APPOINTMENT OF A DETECTIVE FOR THE NORTH HANOVER TOWNSHIP
POLICE DEPARTMENT**

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 of North Hanover has entered into a contract with the North Hanover Township Police Association that provides 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:

Detective ~ Victor Santiago

Effective Date of Employment/Position: 5/16/2024

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

**RESOLUTION 2024-86
TOWNSHIP OF NORTH HANOVER
BURLINGTON COUNTY**

**RESOLUTON AUTHORIZNG A CHANGE IN CUSTODIAN TO THE POLICE
DEPARTMENT PETTY CASH FUND**

WHEREAS, the New Jersey Department of Community Affairs presently has a record of a petty cash fund for the Police Department, in the amount of \$250.00, with Chief Robert Duff as custodian; and

WHEREAS, in consultation with the Auditor and Chief Financial Officer, the recommendation is to authorize Chief Richard Mellor as Custodian of the Finance petty cash in accordance with N.J.S.A. 40A:5-21; and

WHEREAS, Chief of Police Richard Mellor is bonded in the amount of \$15,000.00;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of North Hanover that it hereby approves and authorizes Chief Richard Mellor as the custodian of the \$250.00 Police Department petty cash fund; and

BE IT RESOLVED FURTHER, the Township Clerk is directed to forward a copy of this Resolution to the Chief Financial Officer, Treasurer and two copies with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

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

2024-87 Resolution Amending Resolution 2024-75 Entitled “Resolution to Establish Salaries for Various Officials of the Township of North Hanover, Burlington County, New Jersey”

**RESOLUTION 2024-87
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION AMENDING RESOLUTUION 2024-75 ENTITLED “A RESOLUTION TO ESTABLISH SALARIES FOR VARIOUS OFFICIALS OF THE TOWNSHIP OF NORTH HANOVER, BURLINGTON COUNTY, NEW JERSEY”

BE IT RESOLVED by the Township Committee of North Hanover Township, County of Burlington, State of New Jersey, as follows:

The annual rate of compensation, salary, wages of the following officers, appointees, and employees of the Township of North Hanover is hereby fixed in the following schedule payable bi-weekly or annually:

		PER ANNUM
Ronald DeBaecke	Township Committee	4,999.00
David Forsyth	Township Committee	4,999.00
Christopher Doyle	Township Committee	4,999.00
John Kocubinski	Township Committee	4,999.00
Brendan O'Donnell	Township Committee	4,999.00
Mary Picariello	Municipal Clerk/Tax Collector	100,567.46
Robert Duff	Chief of Police (until 4/1/24)	107,686.50
Caitlin Decker	COAH Administrative Agent/Liaison	
	Const Tech Asst/JLUB/Zoning Secy	40,170.00
John Bruno Jr.	Chief Financial Officer	32,016.89
John Bruno, Jr.	Annual Financial Statement	7,000.00
Joseph Greene	Accounting Assistant/Treasurer	41,334.80
Jeffrey K. Jones	Construction Official	17,873.95
Jeffrey K. Jones	Building Inspector	14,020.55
Harry W. Case	Electrical Inspector	9,895.24
Frank Kopec	Plumbing Inspector	9,510.92
Doug Borgstrom	Fire Inspector	7,068.15
Gregory Huber	Fire Sub Code	1,230.93
Lewis Korngut	Municipal Judge	25,000.00
Rita Williams	Court Administrator	55,244.82
Kaitlyn Chambers	Dpy Court Administrator (until 3/15/24)	36,050.00
Susan Reilly	Police Clerk	38,797.16
Richard Mellor	Emergency Management Coordinator	2,500.00
Benjamin Palombi	Deputy Emergency Management Coordinator	1,553.00
Caitlin Decker	Clean Communities Coordinator	500.00
Courtney Szymanski	Secretary Recreation	400.00

The hourly rate of compensation, salary, wages of the following officers, appointees, and employees of the Township of North Hanover is hereby fixed in the following schedule payable bi-weekly, monthly, or annually:

		PER HOUR
Norman Hand	Zoning Officer/Mobile Home	
	Administrator/Inspector	19.57
Vacant	P/T Clerk Typist	13.26
Ellen Ganopoulos	P/T Court Recorder	15.92
William Berry	Custodian	18.54

Twan Berben	Custodian Supervisor	19.96
Carl Reynold	Laborer Waste Facility	17.14
John Farrell	Laborer Waste Facility	16.33
Troy Farrell	Laborer Waste Facility	16.15
Michael Zelinski	P/T Police Officer	24.72
Robert Gancarz	Fire Official (including Inspector)	27.32
Georgette Pagliocca	EMT Supervisor	26.27
Patrick Wells	Emergency Medical Technician	20.60
Joshua Abbott	Emergency Medical Technician	20.60
Nicholas Brown	Per Diem EMT	18.54
Ashlee Clarkson	Per Diem EMT	18.54
Hailey Dye	Per Diem EMT	18.54
Alexander Gaudreau	Per Diem EMT	18.54
Visishta Ginjupally	Per Diem EMT	18.54
James Mckenzie	Per Diem EMT	18.54
Ashlee Walsh	Per Diem EMT	18.54
Martin Scozzaro	Per Diem EMT	18.54
Matthew Taylor	Per Diem EMT	18.54
Raymond Zirilli III	Summer Recreation	
	Director/Bus Driver/Teacher	37.00
Courtney Gauze	Summer Recreation Nurse	25.00
Laura Konapka	Summer Recreation Sub Nurse	25.00
Jennifer Lobue	Summer Recreation Teacher	20.00
Haley Forsyth	Summer Recreation Jr. Counselor	15.00

The per session or meeting rate of compensation, salary, wages of the following officers, appointees, and employees of the Township of North Hanover is hereby fixed in the following schedule payable bi-weekly, monthly, or annually:

		PER SESSION OR MEETING
Caitlin Decker	JLUB Secretary	52.00
Rita Williams	Call out – Court	25.00

BE IT FURTHER RESOLVED that the above listed salaries shall be effective as of January 1, 2024 for employees on the payroll on January 1, 2024. All employees appointed to a position after January 1, 2024 shall have the salary or wage effective the date of hire or appointment.

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

NON-CONSENT AGENDA

2024-88 Resolution Approving Participation with the State of New Jersey Safe and Secure Communities Program Administered by the New Jersey Department of Law and Public Safety, Office of the Attorney General

**RESOLUTION 2024-88
TOWNSHIP OF NORTH HANOVER
COUNTY OF BURLINGTON**

RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY, OFFICE OF THE ATTORNEY GENERAL

WHEREAS, the North Hanover Township Committee wishes to apply for funding for a project under the Safe and Secure Communities Grant Program 24-0326 for the period of May 18, 2024 through May 17, 2025; and

WHEREAS, the Committee of North Hanover Township has reviewed the accompanying application and has approved said request; and

WHEREAS, the project is a joint effort between the New Jersey Department of Law and Public Safety, Office of the Attorney General and North Hanover Township for the purpose described in the application.

NOW, THEREFORE, BE IT RESOLVED by Township Committee of North Hanover Township that

1. As a matter of public policy North Hanover Township wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Grant is to be in the amount of \$22,575.00, to which the Township of North Hanover shall make a match of \$109,621.52 for a total project cost of \$132,196.52
3. The New Jersey Department of Law and Public Safety, Office of the Attorney General shall be responsible for the receipt and review of the applications for said funds.
4. The Township of North Hanover is hereby authorized to accept and does accept the sub award of the grant funds; and
5. The Township of North Hanover accepts the grant funds for the specific purpose described in the Grant Application

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			

DISCUSSION

There were no discussion items this evening.

TOWNSHIP COMMITTEE “COMMENTS”

Committeeman Kocubinski noted the Recreation Advisory Committee expressed concerns over the lack of participants for the Memorial Day Parade and the lack of response from the JBMDL. He noted he was pleased with the work of the Committee and has received a listing of those who have not responded. He noted this was disturbing and would be reviewing the no response list. Those people would be contacted. Mayor DeBaecke noted this was an important event to honor the fallen.

Committeeman Forsyth noted he was looking forward to Memorial Day and noted the Roads and Grounds were received and we would be awarding a contract shortly.

Committeeman Doyle wished Chief Mellor success. He noted he could never see canceling the Memorial Day parade even if the Committee was the only ones in it.

Mayor DeBaecke acknowledged the Community Yard Sale and noted they seemed to have a lot of participation. He noted the Parade of Wreaths ceremony was forth-coming at JBMDL. He thanked Committeeman Kocubinski for his efforts with the Recreation Committee. He noted no matter how small the parade gets we would be moving forward with it.

PUBLIC PARTICIPATION

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

Mayor DeBaecke opened the meeting to the public.

Mr. Voorhees noted he would not be in attendance at the next meeting as it was his wedding anniversary.

Ms. Karen Dauphars noted maybe reach out to Paul Shinn for tractors for the parade. Committeeman Forsyth stated he could reach out to him.

MOTION TO CLOSE PUBLIC COMMENT

Proposed By: Mayor DeBaecke

Seconded By: Committeeman Doyle

EXECUTIVE SESSION RESOLUTION

2024-89 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 2024-89
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 INDEFINITELY

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			

MOTION TO ADJOURN 7:57 pm

Proposed By: Committeeman Doyle

Seconded By: Committeeman Kocubinski

Respectively submitted,

Mary Picariello, RMC/CMR/CTC
Township Clerk