

**NEW HANOVER TOWNSHIP  
REORGANIZATION MEETING MINUTES  
JANUARY 1, 2018, 10:00 AM**

**CALL TO ORDER**

The meeting was called to order at 10:00 A.M. by Deputy Clerk Adel Gianaris.

Deputy Clerk Gianaris read the following Requirements of the Sunshine Law: **the meeting notice requirements provided for in the Open Public Meetings Act has been satisfied. Notice of this meeting was provided for in the Annual Meeting Notice adopted on January 1, 2017, emailed to the Burlington County Times, posted in the Municipal Building, and filed with the Township Clerk on January 4, 2017.**

**OATH OF OFFICE TO THE NEWLY ELECTED MEMBER OF TOWNSHIP COMMITTEE** – Mr. Paul Peterla and Ms Yvonne Rigney were sworn in by Township Deputy Clerk Adel Gianaris.

**ROLL CALL** – Those present were Committeeman Dennis Roohr, Committeewoman Yvonne Rigney, Committeeman Rick Koshak, Committeeman Paul Peterla, and Deputy Township Clerk Adel Gianaris. Absent: Committeeman Patrick Murphy, Township Attorney, Kelly Grant. Committee verbally agreed that Mr. Murphy be given an excused absence due to an injury.

**INVOCATION:** Committeewoman Yvonne Rigney was asked to give the invocation.

**ELECTION OF MAYOR**

The Township Deputy Clerk, Adel Gianaris asked for nominations for Mayor for the year 2018. Committeeman Koshak offered a motion to appoint Dennis Roohr for Mayor for 2018 and was seconded by Committeeman Peterla. There were no other nominations, and the Deputy Clerk took roll-call on nomination of Mr. Roohr. Roll call: approved unanimously.

Township Deputy Clerk, Adel Gianaris swore in Dennis Roohr as Mayor for 2018. Mayor Roohr thanked the Committee.

**ELECTION OF DEPUTY MAYOR**

Deputy Clerk Gianaris asked for nominations for Deputy Mayor. Committeeman Roohr offered a motion to appoint Committeeman Peterla, Deputy Mayor for 2018 and was seconded by Committeeman Rigney. There was no other nominations Roll call: approved unanimously. Mayor Roohr swore in Paul Peterla as Deputy Mayor for 2018.

**RESOLUTIONS**

- A. **Resolution 2018 – 1: Appointing Certain Officers, Appointees and Employees for the Year 2018**  
Mayor Roohr recommended David Beck as new Land Use Board Member.
- B. **Resolution 2018 – 2: Adopting a Schedule of Regular Meeting Dates, Times and Places for the Township Committee for the Year 2018**
- C. **Resolution 2018 – 3: Appointing Certain Professionals for the Year 2018**
- D. **Resolution 2018 – 4: Establishing a Holiday Schedule for Certain Township Employees**
- E. **Resolution 2018 – 5: Fixing the Rate of Interest to be Charged on Delinquent Taxes and Assessments**
- F. **Resolution 2018 – 6: Establishing a Cash Management Plan for 2018**
- G. **Resolution 2018– 7: Authorizing the Municipal Assessor to File Appeals, (Including Omitted and Added Assessment Appeals) and Rollback Complaints with the Burlington Count Board of Taxation**
- H. **Resolution 2018 – 8: Approving a Temporary Budget**
- I. **Resolution 2018 – 9: Appointing Kyle Tuliano the Township Deputy Emergency Management Director for 2017** Recommendation made by OEM Director Patrick Murphy
- J. **Resolution 2018 – 10: Establishing Service Charges for Certain Checks which are Returned for Insufficient or Dishonored Funds**

**K. Resolution 2018 – 11: Authorizing Approval of Contract 2018 Annual Software Support Agreement with Edmunds & Associates**

**L. Resolution 2018 – 12: Re-Establishing a Petty Cash Fund for the Municipal Clerk**

**M. Resolution 2018 – 13: “Voided”**

**N. Resolution 2018 – 14: Authorizing Fees for Use of the Senior Citizen and Community Center and a Refundable Deposit for Use of Cookstown Park**

**O. Resolution 2018 – 15: Designating Official Newspapers**

Committeeman Peterla offered a motion to approved Resolution 2017-01 through Resolution 2017-15, seconded by Committeeman Koshak. Roll Call Vote: Approved unanimously

**P. Resolution 2018 – 16: Authorizing the Award of a Contract for Legal Services**

**Q. Resolution 2018 – 17: Authorizing the Award of a Contract for Engineering Services**

**Tabled:** Mayor Roohr asked that the resolution be held till the next meeting to allow time for the contract to be received and reviewed

**R. Resolution 2018 – 18: Authorizing the Award of a Contract for Insurance Agent Services**

**S. Resolution 2018 – 19: Authorizing the Award of a Contract for Planning Services**

**Tabled:** Mayor Roohr asked that the resolution be held till the next meeting to allow time for the contract to be received and reviewed

**T. Resolution 2018 – 20: Authorizing the Award of a Contract for Auditor Services**

**U. Resolution 2018 – 21: Authorizing the Award of a Contract for Special Counsel Services**

**V. Resolution 2018– 22: Authorizing Approval of Animal Control Services**

**W. Resolution 2018 -23: Authorizing Fees for Use of the Senior Citizen and Community Center and a Refundable Deposit for Use of Cookstown Park**

**X. Resolution 2018- 24: Appointing Stephen J. Wenger, Prosecutor**

**Y. Resolution 2018- 25: Establishing Annual Vacation and Sick Leaves for Hourly Paid Employees Working at Least Seventy Hours per Each Bi-Weekly Pay Period**

**Z. Resolution 2018-26: Authorizing Professional Services Agreement with Township Public Defender**

**aa. Resolution 2018-27: Amend Resolution 2015-41, Patr Time Public Works Environmental Emergency Personnel**

**bb. Resolution 2018-28: Thanking 7-Eleven for their Generous Donation for the Holiday Event**

Committeeman Peterla offered a motion to approved Resolution 2018-16 through Resolution 2018-28, with Resolutions 2018-17 and 2018-19 tabled, seconded by Committeeman Murphy. Voice Vote: Approved unanimously

**APPROVING PAYMENT OF VOUCHERS (BILL LIST)** – Mayor Roohr asked if the Committee had reviewed the bill list and if they had questions. Mayor Roohr read the list of invoices to be paid.

Committeeman Murphy offered a motion to approve the list, for the end of December, Seconded by Committeeman Peterla. Voice Vote: Approved Unanimously.

The End of December bill list total amount was **\$2,370.23**

**PUBLIC COMMENTS:**

Mayor Roohr asked that it be noted that there is no public in attendance.

**MAYOR COMMENTS:** - Mayor Roohr discussed the public works equipment and maintenance. Mayor Roohr also noted the addition of the Republic Bank to Resolution 2018-06 Establishing Cash Management Plan. The committee voiced their approval to have Mayor continue the changeover. The Mayor Roohr discussed the township insurance.

**COMMITTEE COMMENTS:** Committeewoman Rigney wish all a good year and appreciates the committee's trust in her doing this job.  
Committeeman Murphy looks forward to the New Year and continuation of the committee to work as a team to get work done.  
Committeeman Koshak thanked all present and is proud of the committee and the work they have done. .  
Committeeman Peterla offered a special thanks to Mayor Roohr for all his hard work, the town looks great, the Mayor was able to get someone to put up holiday street lights and they look great. Thanks to the services from the Fire Department and Police Department.  
Committeeman Murphy thanked everyone. Continue as a team to get work done.  
Mayor Roohr commented that Committeeman Peterla will again be the representative at the Firemen's Banquet.

**ADJOURNMENT**

Committeeman Murphy offered a motion to adjourn at 10:40 a.m. and was seconded by Committeeman Peterla. The motion carried on unanimous voice vote.

Respectfully submitted,

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Adel Gianaris, Township Deputy Clerk

**BOARD OF HEALTH 2018 REORGANIZATION MINUTES**

Immediately following the Township Committee Reorganization, the Board of Health reorganized.

Call to Order: The Secretary of the Board of Health, Adel Gianaris called the meeting to order. Those present were Chairman Roohr; Members Rigney, Peterla, and Koshak; Secretary Adel Gianaris Excused  
Absence: Murphy

Resolution BOH 2018-1 Adopting a Schedule of Regular Meeting Dates, Times and Places for the Board of Health of the Township of New Hanover for the Year 2018 – Committeeman Koshak offered a motion to adopt Resolution BOH 2018-1 and was seconded by Committeeman Peterla. Roll call: Peterla, Koshak, Rigney, Roohr. Approved

Township of New Hanover  
County of Burlington  
State of New Jersey

**Resolution Number BOH 2018-1**

**REGULAR MONTHLY BOARD OF HEALTH MEETINGS**

NOTICE is hereby given by the Township of New Hanover Board of Health that the following is a list of the Regular Meetings until the next Reorganization Meeting in January 2018.

All Regular Meetings of the New Hanover Township Board of Health shall be held, only when there are agenda items, following the regular Township Committee Meeting at the Municipal Building, Cookstown, New Jersey. Formal official action may be taken at such meetings on any and all business involving the Township of New Hanover. The schedule is as follows:

- February 20, 2018 (3<sup>rd</sup> Tuesday)
- March 20, 2018 (3<sup>rd</sup> Tuesday)
- April 10, 2018
- May 08, 2018
- June 12, 2018
- July 10, 2018
- August 14, 2018
- September 11, 2018
- October 9, 2018
- November 20, 2018 (3<sup>rd</sup> Tuesday)
- December 11, 2018 Reorganization - January 1, 2019 – 10:00 AM (Monday)

Adjournment: Committeeman Peterla offered a motion to adjourn at 11:05 a.m. and was seconded by Committeeman Murphy. The motion passed on unanimous voice vote.

Respectfully Submitted

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Adel Gianaris, Board of Health Secretary