



Township of Holland
IN
HUNTERDON COUNTY

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Draft Agenda-Business to the extent known

HOLLAND TOWNSHIP COMMITTEE
REGULAR MEETING AGENDA
October 6, 2015

MEETING CALLED TO ORDER

If you haven't already done so, please turn off or silence all electronic equipment

FLAG SALUTE

"At this time, I would like to invite the audience to join the Committee in reciting the Pledge of Allegiance"

CLERK READS OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting was given pursuant to the open public meeting act, by the Township Clerk on December 11, 2014 by:

- 1) posting such notice on the bulletin board at the municipal building and on the Holland Twp website
- 2) mailing the same to the Hunterdon County Democrat and the Express-Times.

APPROVAL OF MINUTES OF THE: September 1, 2015 Regular Meeting and Executive Session
(Mr. Scheibener should recuse himself)

APPROVAL OF MINUTES OF THE: September 15, 2015 Regular Meeting

APPROVAL OF BILLS AS SUBMITTED

See attached

ANNOUNCEMENT

-The Holland Township Committee will hold a Special Work Session beginning at 8am. On Tuesday November 3, 2015. The purpose of the Work Session is for the Committee to tour the Riegel Ridge Community Center, Pool, DPW Facility and Recycling Center to review Buildings and Grounds Projects. This meeting is open to the public. Public comments will be limited to the public portion of the meeting which will be held at the Municipal Building after the tour.

-Holland Township will host a document shredding day at the Recycling Center on October 17 from 9am – noon or when the truck fills.

PRESENTATION-

Holland Township School Superintendent Dave Baily will review the 2015-16 School Budget and a general update on the beginning of the school year.

BID AWARD

-Pest Control-for all municipal buildings-three quotes were received with the following results:

Company	Location	Quote price
Ehrlich Pest Control	Hillsborough, NJ	\$2,604.00
Cavanaugh's Pest Control	Somerville, NJ	\$2,924.00
Viking Termite and Pest Control	Clinton, NJ	\$5,564.96

-Bellis Road Improvement Project-Phase I -two bids were received and opened at 10:00 am October 6, 2015 with the following results:

Company	Location	Bid Amount
Topline	Somerville, NJ	\$161,657.51
DeSantis Construction	Somerset, NJ	\$257,421.00

OLD BUSINESS FROM TOWNSHIP COMMITTEE

-Discussion-Memo with recommendations from Township Engineer Roseberry-to reduce the number of Street lights in Forest View Development off Hawks Schoolhouse Road from eight (approved by the Planning Board) to three lights.

At the September 15, 2015 meeting the consensus was Mr. Bush was to contact Engineer Roseberry and suggest he reconsider his recommendation and re-submit his recommendation for the amount of street lights on Forest View Development off Hawks Schoolhouse Road

LIAISON REPORTS

Vogel-electrical work change on the RRCC generator

Krov-Veteran's Day ceremony

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-Letter received from the Riegel Ridge Community Center staff Re: request for reduced membership fees for the Fitness Center

-Authorization for Mayor and Municipal Clerk to sign an Inter-local Agreement with East Amwell Township for the Shared Service of a Part time licensed qualified Chief Finance Officer.

-Review and approval of 2015 Best Practices Check List/Authorization to submit to the state

-Discussion-Stone wall at #499 Shire Road (Vogel)

-Discussion-Filing as an Intervenor on the PennEast Pipeline application to FERC (Krov)

-Discussion-substitute office help for Clerk's office

-Discussion-Request from Holland Park Association to use the Municipal Building Meeting Room or space at the Riegel Ridge Community Center for regular monthly meetings

-Approval to attend mandatory classes: DPW Superintendent Alan Turdo

Date	Host	Subject	Cost
10/1/2015	NJCCC/Rutgers OCPE	Safety Training	\$195 for both
10/6/2015	“	Cleanup and demonstration	

-Approval to participate in webinar-Planning Board Secretary Maria Elena Kozak

Date	Host	Subject	Cost
12/4/2015	NJLM and NJAPZA	Managing Escrow Accounts and Land Development Applications	\$35

-Approval to attend Meeting and seminar Municipal Clerk Cathy Miller and Deputy Municipal Clerk Melissa Tigar

Date	Host	Subject	Cost
10/21/2015	Hunterdon County Clerks Association Quarterly meeting and seminar-	2015 Elections update and Hunterdon County Shared Services Committee presentation	\$25/each

-Approval of the 2016 Township Committee Meeting Schedule and 2016 Holiday Schedule:

2016 Township Committee meeting dates

January 1 (11:00 am)-Re-organization and Jan 19	July 5 and 19
February 2 and 16	August 2 and 16
March 1 and 15	September 6 and 20
April 5 and 19	October 4 and 18
May 3 and 17	November 1 and 15
June 8 (Wed.) and 16	December 6 and 20

(all meetings will begin at 7:00pm unless otherwise stated)

2016 Holiday Schedule

Friday January 1, 2016	New Year's Day 2015
February 15	Presidents Day (Monday)
March 25	Good Friday (Friday)
May 30	Memorial Day (Monday)
July 4	Independence Day (Monday)
September 5	Labor Day (Monday)
November 8	General Election Day (Tuesday) Floating Holiday
November 11	Veterans Day (Friday) Floating Holiday
November 24	Thanksgiving (Thursday)
November 25	Day after Thanksgiving (Friday)
December 23	In Lieu of Christmas Eve (Friday)
December 26	In Lieu of Christmas Day (Monday)
Monday January 2, 2017	In Lieu of New Year's Day 2017 (Monday)

-ORDINANCE-2015-10-Introduction/First Reading-Amendment to the 2015 Salary Ordinance Public Hearing November 4, 2015

ORDINANCE 2015-10

AN ORDINANCE TO AMEND ORDINANCE 2015-1 TO DETERMINE AND FIX THE SALARIES AND WAGES OF CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF HOLLAND, IN THE COUNTY OF HUNTERDON

AND STATE OF NEW JERSEY

WHEREAS, the Township of Holland entered into a Collective Bargaining Agreement with the NJ Policeman’s Benevolent Assoc. Hunterdon County, NJ Local No. 188, on May 19, 2015, to, among other things, establish a salary schedule for officers of the Police Department; and

WHEREAS, the Township of Holland entered into a Collective Bargaining Agreement with Teamsters Local Union 773 of Allentown, PA, on March 7, 2013, to, among other things, establish a salary schedule for workers in the Public Works Department; and

WHEREAS, the Township of Holland wishes to amend only those sections of the Salary and Wage Ordinance 2015-1 to reflect those agreements.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of Township of Holland, in the County of Hunterdon and State of New Jersey, as follows:

SECTION 1. The salaries or wages to be paid certain officers or employees of the Police and Public Works Departments of the Township of Holland whose salaries are established by a collective bargaining agreement are hereby determined and fixed in the following manner for the duration of the collective bargaining agreement and until the same are amended by subsequent Ordinance of this Township:

OFFICE OR TITLE	MINIMUM	MAX
Police Officers’ salaries are to be paid in accordance with the Collective Bargaining Agreement with the NJ Policeman’s Benevolent Assoc. Hunterdon County, NJ Local No. 188	—	—
Public Works Employees are to be paid in accordance with the Collective Bargaining Agreement with the Teamsters Local Union 773 of Allentown, PA	—	—

Amounts stated above as payable per year shall be considered salaries, or ranges of salaries, and shall be payable for the calendar year. However, where a range of salary or wage is specified or a collective bargaining agreement is specified, the exact salary or wage, within that range, shall be such exact annualized salary, or hourly wage, as is specified for the employee or position in a resolution from time to time adopted by the Township Committee or as defined in the collective bargaining agreement, during the time this Ordinance is effective.

BE IT FURTHER RESOLVED that all other sections of Ordinance 2015-1 not amended hereby shall remain in effect, and

BE IT FURTHER ORDAINED by said Township Committee that this Ordinance shall take effect immediately after final adoption and publication in accordance with the laws of the State of New Jersey.

**-RESOLUTION-Amending the 2015 Salary Resolution-
RESOLUTION
Amending Certain 2015 Salaries and Wages**

WHEREAS, The Township Committee wishes to amend the 2015 Salary Resolution adopted May 15, 2015 to authorize salaries established in the collective bargaining agreement with the NJ Policeman’s Benevolent Assoc. Hunterdon County, NJ Local No. 188, as follows.

BE IT RESOLVED, by the Holland Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, that the following 2015 salaries and wages are authorized by the collective

bargaining agreement with NJ Policeman’s Benevolent Assoc. Hunterdon County, NJ Local No. 188, approved May 19, 2015, and are hereby approved for the individuals listed below:

Position or Name	Salary
Police– Salary to be paid in accordance with the collective bargaining agreement:	
Sergeant	A stipend of \$3,300.00 per year
Bent	93,359.00
Heilig	93,359.00
Hults	92,859.00
Gustick	92,859.00
Davis	42,000.00

-RESOLUTION-Appointment of Sergeant effective November 1, 2015

RESOLUTION

Hiring Sean Gutsick as Sergeant of the Holland Township Police Department

BE IT RESOLVED, by the Holland Township Committee, Township of Holland in the County of Hunterdon, State of New Jersey that Sean P. Gutsick is appointed as Sergeant of the Holland Township Police Department effective November 1, 2015 at an annual stipend of \$3,300.00 pursuant to the recommendation of Chief John Harris in a memo dated September 16, 2015 to the Holland Township Committee.

-RESOLUTION-Authorization to purchase Rock Salt through the Hunterdon County Cooperative Pricing System

RESOLUTION

Authorization to purchase Rock Salt through the Hunterdon County Cooperative Pricing System

WHEREAS, Holland Township is a member of the Hunterdon County Cooperative Pricing System; and

WHEREAS, the Department of Public Works wishes to purchase rock salt under their bid No. 2015-23.

NOW, THEREFORE, BE IT RESOLVED, by the Holland Township Committee, Township of Holland, County of Hunterdon in the state of New Jersey that Holland Township Department of Public Works Superintendent, Alan Turdo is authorized to purchase rock salt from Atlantic Salt, 134 Middle Street, Suite 210 Lowell, MA 01852 at a rate of \$69.28 per ton under this contract from September 16, 2015 through September 15, 2016 for an amount not to exceed \$60,000.

-RESOLUTION-Refund to outside lienholder

RESOLUTION

Authorizing Refund of Tax Sale Certificate to an Outside Lienholder

WHEREAS, at the Municipal Tax Sale held on December 10, 2014, a lien was sold on Block 6 Lot 1-30, also known as 5 Hook Drive for unpaid 2013 sewer charges; and,

WHEREAS, Absolute Escrow Settlement Company, Inc has redeemed Certificate # 2014-002

NOW, THEREFORE, BE RESOLVED, the Township Committee, Township of Holland, County of Hunterdon in the state of New Jersey directs the Chief Financial Officer to issue a check in the amount of \$545.28 payable to Ridgeback Ventures PO Box 503 Mount Freedom, NJ 07970 on Tax Sale Certificate #2014-002.

-RESOLUTION-to hire Elisa Sforza

RESOLUTION

Authorization to hire Elisa Sforza as part time
Instructor at Riegel Ridge Community Center

WHEREAS, the Township Committee of the Township of Holland is in need of front desk staff at the Riegel Ridge Community Center, and

WHEREAS, according to the Chief Financial Officer, there are sufficient funds available in the General Operations Municipal budget to pay for this employee, and

WHEREAS, this employee will be hired as an “at will” 12 month part-time employee, with a six months initial probationary period, starting as of the date of hire; and

WHEREAS, this employee will be required to wear a uniform prescribed by the Township, portions of which may be furnished by the Township and portions will be furnished by the employee; and

WHEREAS, this employee will report directly to the Director of Parks and Recreation, and

WHEREAS, a current copy of the Holland Township Employee Handbook will be made available to this employee for review and will be required to comply with all policies in the handbook, and

WHEREAS, this employee will be required to attend and pass all required training; and

WHEREAS, Director of Parks and Recreation Jessica Neglia advises this employee completed a background check in June 2015.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, that will be hired Elisa Sforza as Riegel Ridge Community Center as Instructor at the 2015/2016 rate of \$20.00 per/hr., effective October 7, 2015.

-RESOLUTION- Accepting Landscaping Maintenance Bond and cash deposit for B 6 L 62 Spring Mills Road

RESOLUTION

Accept Landscaping Maintenance Bond SUR50000295M for Solartricity, LLC
Block 6 Lot 62 51 Spring Mills Road Holland Township

WHEREAS, on September 2, 2015, the Holland Township Board of Adjustment Engineer Robert Martucci emailed Mr. George Wettlands an “Engineer’s Estimate of Probable Construction Costs for Clean Generation Solar Energy Facility W4-097 Site Plan Block 6 Lot 62 Holland Township Hunterdon County and, New Jersey (Plans Prepared by Engineering and Land Planning Associates, Inc.) dated September 2, 2011 and revised to August 8, 2014 bond estimate for landscaping”, and

WHEREAS, that estimate stated a Maintenance Bond of \$52,320.00 (10% of which shall be a cash bond) shall be posted for a 2 year period from the date of final acceptance by the Holland Township Committee, and

WHEREAS, on October 2, 2015 the Holland Township Municipal Clerk received a bond posted by **Solartricity, LLC**. for the Maintenance Guarantee for Block 6 Lot 63 in the form of a Maintenance Surety Bond (**SUR50000295M**) from Ironshore Indemnity, Inc. of Minnesota, with principal office in NY City, New York authorized to do surety business in the State of New Jersey in the amount of \$ 52,320.00 on September 17, 2015, and

WHEREAS, on October 2, 2015 the Holland Township Municipal Clerk received a cash deposit of \$5,232 check number 234 which represents 10% of the required Maintenance bond form **Solartricity, LLC**, and

WHEREAS, on October 2, 2015, Holland Township Municipal Clerk sent a copy of the submitted bond to Holland Township Municipal Attorney, Richard Cushing (Gebhardt and Kiefer) for review, and

WHEREAS, on Friday October 2, 2015 Attorney St Angelo (Gebhardt and Kiefer) advised that the bond was in order.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey that Bond number (SUR50000295M) from Ironshore Indemnity, Inc. of Minnesota, for the Landscaping Maintenance Bond for Solartricity, LLC Block 6 Lot 62 and a cash portion in the amount of \$5,323.00 (check number 246), are hereby accepted.

BE IT FURTHER RESOLVED, that the two year bond period will commence upon adoption of this Resolution and upon completion of this time period, a request for release may be submitted to the Township of Holland. This request will be reviewed by Township Officials and will be release upon their recommendation.

-RESOLUTION-Change Order for Riegel Ridge Community Center Stair Project

RESOLUTION

Award of Change Orders #1, Steps at the Riegel Ridge Community Center
CMS Construction, Inc.

WHEREAS, the Township of Holland Engineer requests change orders to be approved by the Township Committee at its regular meeting on October 6, 2015. This change orders is listed below for your review and approval; and

Change Order Number	Amount	Description	Original Contract		Revised Contract
1	\$ 500.00	Required larger Footing	\$23,000.00		\$23,500.00

WHEREAS, it is the recommendation of the Township Engineer to award this change order to CMS Construction, Inc.; and

WHEREAS, details of this change order are noted in the communications dated October 5, 2015, and is attached to this resolution; and;

WHEREAS, the treasurer has certified that funds will be available in Township General Capital Fund Ordnances for Improvements at the RRCC.

WHEREAS, the issuance of change orders is governed by *N.J.A.C. 5:30-11.2-11.10*; and

WHEREAS, the Township Committee has been advised that the proposed change orders will not cause the originally awarded contract price to be exceeded by more than 20 per cent; and

WHEREAS, the Township Committee has been further advised that the need for the proposed change orders results from an unforeseeable problem which cannot be addressed through public bidding without a substantial amount of the construction being delayed which would cause substantial inconvenience to the public; and

WHEREAS, the Township Committee has been further advised that the proposed change orders do not materially expand on the size, nature or scope of the project as described in the bid documents; and

WHEREAS, the Township Committee has been further advised that the work represented by the proposed change orders could not be performed through a separately bid contract without unduly disrupting the basic work or incurring adverse cost consequences; and

WHEREAS, the Township Committee has concluded that the change orders are necessary and the work will be completed

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, Hunterdon County, State of New Jersey that Change Order #1 be awarded to CMS Construction, Inc.

BE IT FINALLY RESOLVED, that a copy of this resolution be published in the official township newspaper, and that a copy be made, available for public inspection, in the office of the Holland Township Municipal Clerk, 61 Church Road, Milford, NJ.

**-RESOLUTION-Final payment to CMS Construction for Riegel Ridge Community Center Stair Project
RESOLUTION
Authorizing Final Payment to CMS Construction, Inc. for the
Riegel Ridge Community Center Stair Project**

WHEREAS, on September 11, 2014 bids for the Riegel Ridge Community Center Stair Project were received and opened at the Holland Township Municipal Building, 61 Church Road; and

WHEREAS, on September 16, 2014 the contact was awarded to the lowest bidder at a regular meeting of the Holland Township Committee; and

WHEREAS, a memo from Engineer Roseberry dated October 5, 2015 advises CMS Construction, Inc. has satisfactorily completed all work on the Riegel Ridge Community Center Stair Project, and

WHEREAS, Engineer Roseberry recommends that, based on his review, the Township should authorize the CFO to make final payment of \$23,000.00, and

WHEREAS, that payment should also include the \$500.00 charge for Change Order #1 (cost to construct a larger concrete footing than originally specified based on field conditions that were encountered after construction commenced), for a total payment of \$23,500.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, County of Hunterdon in the state of New Jersey that the CFO is authorized to make a final payment to CMS Construction, Inc. in the amount of \$23,500.00.

APPROVAL OF SUPPLEMENTAL BILLS LIST

Check#	Vendor	Description	Payment	Total Check
20348	AQUA NEW JERSEY	910 Lawn Irrigation 081615-091815 (15.40	15.40
20349	Brittany Wieder	EC ANJEC 2015 Trails Grant Consultant	493.33	493.33
20350	CMS CONSTRUCTION INC.	RIEGEL RIDGE CONCRETE STEPS PER BID	23,500.00	23,500.00
20351	FLEMINGTON DEPARTMENT STORE	2015 Shoe Allowance - Jeff Modica	249.95	249.95
20352	MASER CONSULTING PA	Highlands Grant Task 11 Zoning Map	3,020.00	3,020.00
20353	PUMPING SERVICES, INC.	Gridley Pump Repair	2,782.60	2,782.60
TOTAL				<u>30,061.28</u>

CURRENT FUND	BUDGET AND APPROPRIATION RESERVES	265.35
GRANT FUND	BUDGET AND APPROPRIATION RESERVES	3,813.33

OTHER TRUST FUNDS		
GENERAL CAPITAL FUNDS	BUDGET AND APPROPRIATION RESERVES	23,500.00
SEWER FUND	BUDGET AND APPROPRIATION RESERVES	<u>2,782.00</u>
TOTAL		<u><u>30,360.68</u></u>

BUSINESS FROM TOWNSHIP ATTORNEY

MEETING OPEN TO PUBLIC-(speakers will be limited to 3 minutes)

ADJOURN at _____

DRAFT AGENDA