



Township of Holland
IN
HUNTERDON COUNTY

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www.hollandtownship.org

Draft Agenda-Business to the extent known
2016 RE-ORGANIZATIONAL MEETING AGENDA
Friday January 1, 2016
11:00 am

CLERK MILLER CALLS THE MEETING TO ORDER-The January 1st 2016 meeting of the Holland Township Committee will now come to order

CLERK MILLER LEADS FLAG SALUTE

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

CLERK MILLER READS OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting was given pursuant to the open public meeting act on **November 12, 2015** by:

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

OATH OF OFFICE

Clerk Miller asks Attorney Rosenthal to swear in Committeeman-elect Bush

ELECTION OF MAYOR

-Clerk Miller requests a motion to nominate the Holland Township Mayor for 2016

-Clerk Miller takes roll call vote

-Attorney Rosenthal swears in the newly elected Mayor

-The Mayor takes the center seat on the dais

ELECTION OF THE DEPUTY MAYOR

-The Mayor requests nominations for Deputy Mayor in 2016

-Clerk takes roll call vote

-Attorney Rosenthal swears in the newly elected Deputy Mayor

-The remaining Committeemen take seats to the left of the New Deputy Mayor starting with the most

senior Committeeman to the newest Committeeman seated on the end.

NEW BUSINESS FROM THE TOWNSHIP COMMITTEE

-RESOLUTION-Adoption of the 2016 Temporary Budgets and the 2016 Temporary Sewer Budget

TOWNSHIP OF HOLLAND
TEMPORARY BUDGET RESOLUTION

WHEREAS, N.J.S.A.40:A4-19 provides that where any contract, commitment or payments are to be made prior to the final Adoption of the 2016 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year,

WHEREAS, the total appropriations in the 2015 budget, exclusive of any interest and debt redemption charges, Capital Improvement and public assistance, is the sum of \$4,944,269.30, and

WHEREAS, 26.25% of the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$1,297,870.70.,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

2016 TEMPORARY OPERATING BUDGET		AMOUNT
MAYOR & COUNCIL		
	Salaries & Wages	5,000.00
	Other Expenses	15,000.00
MUNICIPAL CLERK		
	Salaries & Wages	30,000.00
	Other Expenses	7,500.00
FINANCIAL ADMINISTRATION		
	Salaries & Wages	25,000.00
	Other Expenses	25,245.20
AUDIT SERVICES		
	Other Expenses	5,000.00
ASSESSMENT OF TAXES		
	Salaries & Wages	8,000.00
	Other Expenses	2,000.00
COLLECTION OF TAXES		
	Salaries & Wages	8,000.00
	Other Expenses	7,500.00
LEGAL SERVICES & COSTS		
	Other Expenses	52,500.00
ENGINEERING SERVICES & COSTS		
	Other Expenses	25,000.00
MUNICIPAL COURT		

	Salaries & Wages	7,000.00
	Other Expenses	2,500.00
MUNICIPAL PROSECUTOR		
	Salaries & Wages	2,000.00
PUBLIC DEFENDER		
	Salaries & Wages	800.00
PUBLIC BUILDINGS & GROUNDS		
	Salaries & Wages	25,000.00
	Other Expenses	40,000.00
PLANNING BOARD		
	Salaries & Wages	10,000.00
	Other Expenses	15,000.00
ZONING BOARD OF ADJUSTMENT		
	Salaries & Wages	10,000.00
	Other Expenses	2,000.00
INDUSTRIAL COMMISSION		
	Other Expenses	100.00
ENVIRONMENTAL Commission		
	Other Expenses	500.00
FIRE		
	Other Expenses	5,000.00
	Aid to Vol. Fire Co.	18,000.00
POLICE		
	Salaries & Wages	185,000.00
	Other Expenses	15,000.00
FIRST AID ORGANIZATIONS		
	Contributions	17,500.00
EMERGENCY MANAGEMENT		
	Salaries & Wages	1,500.00
	Other Expenses	100.00
ROAD REPAIRS & MAINTENANCE		
	Salaries & Wages	115,000.00
	Other Expenses	50,000.00
SNOW REMOVAL		
	Other Expenses	50,000.00
RECYCLING		
	Salaries & Wages	8,000.00
	Other Expenses	5,000.00
BOARD OF HEALTH		
	Salaries & Wages	500.00
	Other Expenses	4,000.00
WASTEWATER MANAGEMENT		
	Other Expenses	5,000.00
ANIMAL CONTROL		
	Other Expenses	10,000.00
RRCC		
	Salaries & Wages	75,000.00
	Other Expenses	41,250.00

OTHER RECREATIONAL PROGRAMS

Salaries & Wages	1,000.00
Other Expenses	2,500.00

SWIMMING POOL

Salaries & Wages	7,500.00
Other Expenses	7,500.00

SNACK

Salaries & Wages	100.00
Other Expenses	500.30

HISTORICAL PRESERVATION COMMISSION

Salaries & Wages	500.00
Other Expenses	1,000.00

AGRICULTURAL ADVISORY COMMITTEE

Salaries & Wages	500.00
Other Expenses	2,500.00

INSURANCE

Worker's Comp.	20,000.00
Group Insurance	85,000.00
Other Insurance	80,000.00

UTILITY EXPENSES

Electricity	25,000.00
Street Lighting	15,000.00
Telephone	12,000.00
NATURAL GAS	20,000.00
Fuel Oil -Heating	7,500.00
Gasoline and Diesel	20,000.00
Dumpsters	9,000.00

SUB TOTAL

1,253,595.50

STATUTORY EXPENDITURES

Social Security	34,125.00
Unemployment Compensation	1,950.00
DCRP	500.00
PERS	100.00
PFRS	100.00

TOTAL STATUTORY EXPENDITURES

36,775.00

COAH

AID TO LIBRARY

Other Expenses	7,500.00
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TOTAL TEMPORARY CURRENT BUDGET

\$ 1,297,870.50

2016 TEMPORARY SEWER BUDGET

Salaries & Wages	5,000.00
Other Expenses- Milford	100,000.00
Other Expenses	7,500.00
Social Security	250.00
Unemp Comp	1.00

TOTAL TEMPORARY SEWER BUDGET

\$ 112,751.00

-RESOLUTION-authorization to pay bills on January 5, 2016 after the Re-organizational meeting
RESOLUTION
 Authorization to pay bills on January 5, 2016

WHEREAS, the Township Committee of the Township of Holland is holding their re-organization meeting on January 1, 2016, and

WHEREAS, there was not sufficient time for the Chief Financial Officer to prepare bills to be paid at the January 1, 2016 meeting, and

WHEREAS, the last time Municipal bills were approved for payment was at the December 15, 2015 meeting, and

WHEREAS, the second January meeting of the Township Committee will be held on January 19, 2015, and

WHEREAS, waiting 5 weeks between meetings to approve payment of municipal bills will cause many bills to be paid late.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, County of Hunterdon, state of New Jersey that the Mayor (or Deputy Mayor, in his absence), Chief Financial Officer and Municipal Clerk are hereby authorized to sign checks to pay bills on January 5, 2016. Bills paid on January 5, 2016 will be presented for approval at the regularly scheduled meeting on January 19, 2016.

- APPROVAL OF ABBREVIATED BILLS LIST AS SUBMITTED

Check#	Vendor	Description	Total Check
	Holland Township Bd. of Ed	School Taxes	1,461,951.50
	Delaware Valley Regional HS	School Taxes	611,327.00
	Postmaster	Clean Communities mailing	815.07
			<u>2,074,093.57</u>
CURRENT FUND			
GRANT FUND			
	BUDGET AND APPROPRIATION RESERVES	815.07	
ESCROW			
	ESCROW FUNDS		815.07
Other Payments			
	Local School Taxes	1,461,951.50	
	Regional School Taxes	611,327.00	
			<u>2,073,278.50</u>
Checks issued 11-17-2015			
Total			<u><u>2,074,093.57</u></u>

-RESOLUTION-Authorizing Tax Receiving Agency

RESOLUTION

Authorizing Tax Receiving Agency-“Lock Box Collections”

WHEREAS, N.J.S.A. 54:4-122.9 permits municipalities to designate a bank or trust company to receive current taxes under the supervision of the Tax Collector; and

WHEREAS, Hopewell Valley Community Bank is an official depository in accordance with N.J.S.A. 40A:5-14 and has contracted to provide said lock box collections service at no extra cost to the Township of Holland; and

WHEREAS, written advice has been received from the municipal auditor, William Colantano Jr., CPA, that said contract and policy with Hopewell Valley Bank complies with the relevant law, rules, and proper internal control procedures, and

WHEREAS, in accordance with N.J.S.A. 54:4-122.9, notification shall be made to all taxpayers at least once annually and at least 30 days prior to the next payment due, that such service has been contracted;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of Holland Township, County of Hunterdon, State of New Jersey, that **Hopewell Valley Community Bank** be designated as a tax receiving agency in accordance with N.J.S.A. 54:4-122.9;

BE IT FURTHER RESOLVED that a certified copy of this Resolution and report of the auditor shall be provided to the Director, Division of Local Government Services, within three days of adoption of said resolution.

-RESOLUTION-Professional Services

RESOLUTION

PROFESSIONAL SERVICES

Resolution Authorizing the Award of a Contract for Certain Township Professionals Not Utilizing the Process Defined in the Third Definition Under N.J.S.A. 19:4A-20.7

WHEREAS, there exists a need for Municipal Engineer, Municipal Attorney, Municipal Planner, Insurance Advisors, Municipal Auditor, and Occupational & Environmental Engineer, in the Township of Holland, County of Hunterdon, in the year **2016** and

WHEREAS, there exists a need for the Township to hire a consultant to administer the Small Cities community Development Block Grant as part of the rehabilitative housing program under COAH and the affordable accessory apartment program of the Township under COAH, and

WHEREAS, there is a need for Township insurance advisors, with respect to casualty insurance and other similar insurance, and with respect to health insurance; and

WHEREAS, the Chief Financial Officer of the Township has certified that sufficient funds are available to pay the costs of professional services contracts for these purposes; and

WHEREAS, said Chief Financial Officer has certified that the contracts (recited below) with William Colantano, Gebhardt & Kiefer, P.C., Elizabeth McKenzie, GroupMelvinDesign, Housing and Community Development Services, Inc., RK Occupational & Environmental Analysis Inc. and Maser Consulting, would exceed \$36,000 in value, and such parties have furnished to the Township [or will

furnish prior to the effectiveness of an award of a contract to them] a Business Entity Disclosure Certification certifying that their entity has not made any reportable contributions under the New Jersey Local Unit Pay-To-Play Law (N.J.S.A. 19:4A-20.4 et seq.) and that they will not, during the term of their contract make any political contribution so reportable; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires a resolution authorizing the award of contracts for Professional Services without competitive bidding must be advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, New Jersey in a meeting assembled as follows:

(A) That the Mayor and Clerk of the Township of Holland are hereby authorized and directed to execute contracts with following, all being for a one year period ending January 1, 2015, contingent upon receipt from each of the following where the contract would exceed \$36,000 of a Business Entity Disclosure Certification certifying that their entity has not made any reportable contributions under the New Jersey Local Unit Pay-To-Play Law (N.J.S.A. 19:4A-20.4 et seq.) within the 12 month period prior to the contract award, and that they will not, during the term of their contract make any political contribution so reportable, and also contingent upon receipt of a Political Contribution Disclosure Certification prescribed by N.J.S.A. 19:44A-20.26.

Bedard, Kurowicki & Co, CPA (BKC) merger with William M. Colantano, 114 Broad Street, Flemington, New Jersey as Township Auditor, Colantano having rendered Holland Township such services in the past.

Gebhardt & Kiefer, P. C., 1318 Route 31, Clinton, New Jersey as Township Attorney, having rendered Holland Township such services in the past.

Cleary Giacobbe Alfieri Jacobs, LLC, 169 Ramapo Valley Road, Upper Level 105, Oakland, New Jersey 07436 and 5 Ravine Dr., PO Box 533, Matawan, New Jersey 07747, having rendered Holland Township such services in the past.

Elizabeth McKenzie of Flemington, New Jersey as Township Planner, having rendered Holland Township such services in the past.

GroupMelvinDesign of Woodbury, New Jersey as advisors for the Highlands, having rendered Holland Township such services in the past.

RK Occupational & Environmental Analysis Inc. of Phillipsburg, New Jersey to provide the necessary training program to survey the Townships hazardous substances and to properly label these substances, having rendered Holland Township such services in the past.

Groendyke Associates of Califon, New Jersey as Township Insurance Agent, having rendered Holland Township such services in the past.

Rosko Associates, Inc. of Blairstown, New Jersey as Township Health Insurance Agent, having rendered Holland Township such services in the past.

Maser Consulting of Clinton, NJ as Municipal Engineers. having rendered Holland Township such services in the past.

Delaware Valley Family Health Center, 200 Frenchtown Rd, Milford, NJ as Township Physician

(B) These contracts are awarded without competitive bidding as a “Professional Service” in accordance with 40A:11-5-(1) (a) of the Local Public Contracts Law.

(C) This resolution shall be printed once in the Hunterdon County Democrat.

ADOPTION OF THE CONSENT AGENDA

-Mayor asks the Committee if any member wishes to remove any item from the Consent Agenda for separate discussion/consideration/vote.

-Mayor requests motion and seconded to adopt the Consent Agenda

CONSENT AGENDA

Authorizing the Chief Financial Officer to charge \$25.00 for any checks that are returned by the bank

Authorizing the Clerk to charge \$10.00 for mailing of meetings notices upon request.

Authorizing the Tax Assessor to charge \$10.00 for an affidavit listing names of property owners as under the Municipal Land Use Law.

Designating the Hunterdon County Democrat as the official newspaper of the Township for 2015 and to designate the Express Times as an alternate official newspaper. The said official newspaper and the alternate are also designated to receive advance notice of meetings under the provisions of the Open Public Meetings Act Law.

Adopting the following resolutions:

RESOLUTION

Appointing Township Officials

WHEREAS, there exists a need for the following Township Officials in 2016:
Deputy Clerk, Deputy Registrar, Tax Search Officer, Sewer Rent Collector, Public Information Coordinator/Custodian of Official Records, Dog Licensing Officer, Zoning Officer/Development Regulations Officer, Municipal Housing Liaison, and Certified Recycling.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, Township of Holland, County of Hunterdon, State of New Jersey that the following be appointed effective 1/1/2016-12/31/2017:

- Melissa Tigar as Deputy Clerk
- Virginia Colucci as Dog Licensing Officer
- Maria Elena Kozak as Deputy Tax Collector
- Kay Winzenried as Tax Search Officer
- Kay Winzenried as Sewer Rent Collector
- Lawrence Creveling as Zoning Officer and Development Regulations Officer
- Maria Elena Kozak as COAH Liaison
- Catherine M. Miller as Public Information Coordinator/Custodian of Official Records
- Alan Turdo as Certified Recycling Coordinator
- Alan Turdo as Clean Communities Coordinator
- William Hance as Qualified Purchasing Agent
- **-Registrar Catherine M. Miller announces her appointment, of Melissa Tigar as Deputy Registrar for 2016**

-RESOLUTION-Approval of a Cash Management Plan for 2016

RESOLUTION

Regarding Cash Management Plan for the Year 2016

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A.; 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies,

BE IT RESOLVED, by the Township Committee, Township of Holland, County of Hunterdon, in the State of New Jersey, that the following Cash Management Plan be adopted by the Township of Holland hereinafter "Municipality":

A. DESIGNATION OF OFFICIAL DEPOSITORIES

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

Fulton Bank	New Jersey Cash Management Fund	Wells Fargo
PNC Bank	Riegel Federal Credit Union	Unity Bank
TD Bank	Yardville National Bank	U.S. Bank
The Provident Bank	Valley National Bank	Sovereign Bank
Somerset Savings Bank	Hopewell Valley Community Bank and Northfield Bank Successor to Hopewell Valley Community Bank	Peapack-Gladstone Bank

2. Designated Official Depositories are required to submit to the Chief Financial Officer of this municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act, notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.

3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

2. Capital and debt service funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for the availability of funds for investment.

3. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Municipality may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C. 17:9-44).

1. All designated depositories must conform to all applicable State Statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible FDIC and or FSLIC coverage of all Municipal Assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investment of the Municipality, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent (100%) of all deposits and investments.

4. The Township shall be permitted to invest in certain governmental Securities in accordance with 40A:5-15.1

D. REPORTING PROCEDURES

The Chief Financial Officer shall prepare for the Municipal Governing Body the following investment reports:

1. Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times required by the auditors.

E. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State governments.

F. INVESTMENT PROCEDURES

1. Bids for Certificates of Deposit and Repurchase Agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

2. Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.

3. The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid on maturity.

4. Interest paid shall be from the date the bid was awarded to the day of maturity.

5. All bidders may request the results of the bid after the bid is formally awarded.

6. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.

7. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturity and rates. A bid form of the Municipality may be used.

8. The Chief Financial Officer is authorized to invest and reinvest funds of the various accounts of this municipality without formal resolution of this governing body for each investment or turnover of funds, provided that investments are made at the highest available rate of interest consistent with applicable laws and regulations.

G. CONTROLS

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping, only specifically designated personnel of the department of finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity

H. COMPLIANCE

The Cash Management Plan of the Municipality shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

-RESOLUTION- Interest Rate/Grace Period/Year End Penalty

RESOLUTION

Resolution Authorizing Interest Rate/Grace Period/Year End Penalty

WHEREAS, N.J.S.A. 54:4-67 et seq., permits the governing body to fix the rate of interest to be charged for the nonpayment of taxes, assessments, or other municipal charges.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Holland that the rate of interest on unpaid taxes shall be eight (8) percent per annum on the first One Thousand Five Hundred (\$1,500) Dollars of delinquency and eighteen (18) percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500) Dollars to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable; and,

BE IT FURTHER RESOLVED, that the rate of interest on unpaid sewer bills shall be eight (8) percent per annum up to One Thousand Five Hundred (\$1,500) Dollars of delinquency and eighteen (18) percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500) Dollars to be calculated from the date the bill was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable; and

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars which are not paid prior to the end of the calendar year, the tax collector shall also collect a penalty of six (6) percent of the amount of the delinquency in excess of Ten Thousand (\$10,000) Dollars.

BE IT FINALLY RESOLVED, that the Municipal Clerk provide a certified copy of this resolution to the Tax Collector.

-RESOLUTION- Official Municipal Signatories

RESOLUTION

Authorizing Official Municipal Signatories of the Township of Holland for 2016

BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, in the State of New Jersey, that the following Township Officials are hereby designated as those authorized to sign checks and warrants for the withdrawal of funds from the official depositories of the Township of Holland for the year 2015:

Mayor	Deputy Mayor	Chief Financial Officer
Municipal Clerk	Deputy Municipal Clerk	

-RESOLUTION- Tax Appeals

RESOLUTION

Authorizing the Tax Assessor and Legal Counsel of the Township of Holland, County of Hunterdon, to File and Prosecute any and all Tax Appeals Before the Hunterdon County Board of Taxation and the Tax Court of New Jersey

WHEREAS, the Hunterdon County Board of Taxation, requires that the Mayor and Township Committee of each municipality in the County of Hunterdon to pass a Resolution to authorize the Assessor of the municipality and their legal counsel to file and prosecute any and all tax appeals before the Hunterdon County Board of Taxation;

NOW, THEREFORE, BE IT RESOLVED that the legal counsel and the Assessor of Holland Township, County of Hunterdon, State of New Jersey are hereby authorized to file, prosecute, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor, in the process of prosecution and/or filing of said Tax Appeals, with the jurisdiction of the Hunterdon County Board of Taxation and the Tax Court of New Jersey.

-RESOLUTION- Roll-Back Taxes

RESOLUTION

Authorizing the Tax Assessor to file Petitions, Notices and Other Documents
Regarding Roll-Back Taxes

WHEREAS, the Township Committee of the Township of Holland has been informed by the Tax Assessor of the Township of Holland that, from time to time, changes in property use occur in the

Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of Holland Township has requested the Township Committee authorize her to file petitions, notices and other documents regarding the assessing of such roll-back taxes with the Hunterdon County Board of Taxation; and

WHEREAS, filing of these documents regarding roll-back taxes by the Tax Assessor of the Township of Holland is important to the tax assessment process of the Township and the Tax Assessor has already filed petitions and other documents regarding such roll-back taxes with the Hunterdon County Board of taxation;

NOW, THEREFORE BE IT RESOLVED, by the Committee of Holland Township that the Tax Assessor of the Township of Holland be, and she is hereby, authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes; and

BE IT FURTHER RESOLVED, that this Township Committee hereby confirms and approves of the actions of the Tax Assessor to date in filing such documents regarding roll-back taxes with the Hunterdon County Board of Taxation.

-RESOLUTION- Cancellation of Overpayments and Delinquencies

RESOLUTION

Cancellation of Tax Overpayments/Sewer Overpayments and Delinquencies

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts of less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of sewer rent overpays or delinquencies of less than \$5.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Holland of the County of Hunterdon, State of New Jersey, the Tax Collector and Sewer Rent Collector are hereby authorized to cancel said tax and sewer amounts as deemed necessary.

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Tax Collector, Sewer Rent Collector and Township Auditor.

-RESOLUTION- Naming a Public Agency Compliance Officer

RESOLUTION

Naming Affirmative Action P.A.C.O. of the Township of Holland for 2015

BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, in the State of New Jersey, in accordance with P.L 1975 C. 127 (N.J.A.C. 17:27), does hereby designate the Public Agency Compliance Officer of the Township of Holland in Hunterdon County, New Jersey for the year 2015 to be:

Catherine M. Miller, RMC

Municipal Clerk

61 Church Road Milford, New Jersey 08848

END OF CONSENT AGENDA

-LIAISON ASSIGNMENTS- Mayor announces his Committee Member Liaison Assignments for 2016

-APPOINTMENTS BY THE MAYOR- Mayor announces his appointments and reappointments for the 2016 Boards and Commissions

-Motion to approve the Mayors Appointments

-APPOINTMENTS BY THE TOWNSHIP COMMITTEE- Mayor announces the Committee's appointments and reappointments for 2016 Boards and Commissions and asks for a formal vote

-Motion to approve the Township Committee Appointments

-RESOLUTION: Approval of 2016 Holland Township Volunteer Fire Company Roster and Officers

RESOLUTION

Approval of the 2016 Holland Township Volunteer Fire Company Roster of Members and Officers

BE IT RESOLVED, by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey that the following 2016 Holland Township Volunteer Fire Company Roster and Officers is approved:

2016 Line Officers

Chief: Steve Underhill

Deputy Chief: Tom Welsh Asst. Chief: Tom Doherty

Captain: Rich Davi Captain: Carl Knight

Lieutenant: Bill Martin Lieutenant: Bill Ethem

Lieutenant: Pete Davis Engineer/Lieutenant: Chris Collins

2016 Executive Board:

President: Bill Martin

Vice President: Chris Spitzer

Treasurer: Mark Lowe

Secretary: Jerry Bowers

2016 Trustees:

Chairman: Mike Joyce

Bill Martin Rich Davi Jerry Bowers Joe Aminio
Pete Davis Bill Ethem Mike Joyce

2016 Membership Roster

Joe Aimino	Jacob Aimino	Don Anthony	George Bachelder
Mike Bent	Jerry Bowers	James Brown	Ben Cialone
Chris Collins	Kyle Davi	Rich Davi	Pete Davis
Tom Dougherty	Tom Erwin	Bill Ethem	Sean Gutsick
Mike Hiel	Jack Jenkins	Mike Joyce	Pete Kanakarlis
Ben Karmondi	Ben Karmondi, Jr.	Carl Knight	Joe Lapaix
Rich Larsen	George LaVigna	Doug Leonhardt	Bob Lippincot
Joe Lippincott	Mark Lowe	Bill Martin	Jenna Meyer
Mike Miller	Owen Mondeau	Gabby Nelson	Keith Oppenheimer
Jason Peters	Anthony Roselle	Rich Ruby	John Sears Sr.
John Sears Jr.	Dan Shea	Chris Spitzer	Eric Strangfeld
Steve Underhill	Kenneth Vogel	Tom Welsh	

Junior Members:

Jackie Aminio Jared Davi Jeff Underhill Kyle Lippincott

Social Members:

Jeremy Donaldson Craig Snyder Bev Kinney Russell Kinney Ruth Kinney Craig Snyder

-RESOLUTION-Appointing Emergency Management officials

RESOLUTION

Appointing Holland Township 2016 Emergency Management Officers

WHEREAS, the Township of Holland, County of Hunterdon, State of New Jersey, under the authority of Civil Defense and Disaster Control Act, New Jersey Statutes Annotated, Appendix A:9-30 through 63, Chapter 438, Public Law 1953, having established the Holland Township Office of Emergency Management (O.E.M.) on July 21, 1987, continues to recognize its moral and legal responsibility to provide comprehensive emergency management planning to protect its citizens in the event of a manmade or natural catastrophe.

BE IT RESOLVED, by the Holland Township Committee, Township of Holland, in the County of Hunterdon, State of New Jersey, that on this date of January 6, 2015, the following appointment be made for a term of 3 years to the Holland Township Emergency Management Council, of which the Emergency Management Coordinator is Chairperson:

BE IT FURTHER RESOLVED, that the following appointments be made for a term of 1 year to the Holland Township Emergency Management Council:

Deputy OEM Coordinator-Operations/Police Department	Sergeant Sean Gutsick
Deputy OEM Coordinator-Field Operations/Sheltering	Gail Rader
Deputy OEM Coordinator Communications	Richard Botter

BE IT FURTHER RESOLVED, that it shall be the duty of all Municipal Employees, appointments and agencies to fully cooperate with the Municipal Coordinator in carrying out his responsibilities for planning, activating, coordinating, and the conduct of disaster control operations within the municipality.

BE IT FINALLY RESOLVED, that the purpose of the establishment of the Office of Emergency Management is to provide for the health, safety and welfare of the people of Holland Township and to aid in the prevention of damage to and the destruction of property during any emergency or disaster resulting from natural or unnatural causes.

ADDITIONAL NEW BUSINESS FROM THE TOWNSHIP COMMITTEE:

-Approval to return to work-Department of Public Works employee Jeff Modica on January 4, 2016-Return to Full Duty Clearance has been received from all treating doctors.

-Approval to return to work-Municipal Clerk Cathy Miller-effective 1/29/2015

-Ratification of Teamsters contract-

-Authorization for Attorney Cushing to update the Township Peddling and Solicitation Ordinance (Chapter 120) last updated in 1989

-Approval for Township Engineer to proceed with Holland Park Design not to exceed \$3,050.00
-Request for discussion from Certified Recycling Coordinator Alan Turdo-consideration of salary authorized in the Resolution appointing him to Recycling Coordinator approved April 6, 2010. Mr. Turdo advises that a portion of this salary can be taken from the \$32,000 tonnage grant that was awarded to the Township for 2016.

--Approval to attend mandatory training class- Gypsy Moth Training

Date	Host	Subject	Cost
1/13/2016	State of New Jersey DEP	Mandatory Gypsy Moth Training	\$-

-Approval of raffle application-: (To be held 2/20/2016 7:00-10:00 p.m. at Whispering Pines Banquet Hall)
Application for Raffle 2015-7 **Holland Township Volunteer Fire Co.** [On-premise draw raffle awarding cash-50/50]

-RESOLUTION-Formally hiring DPW employee Cory Colaluce-effective November 23, 2015

RESOLUTION

Hiring a Full Time Department of Public Works Employee-Cory Colaluce

WHEREAS, the Township Committee of the Township of Holland shall require additional man-power in the Department of Public Works, and

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

WHEREAS, this employee will be hired as an at will employee, under the current Department of Public Works contract, and

WHEREAS, this employee will perform duties as assigned by the Department of Public Works Superintendent, and

WHEREAS, this employee will be eligible for Health and Dental Insurance according to current Township policy, 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 submit to all background checks required for this position, and

WHEREAS, at the November 4, 2015 Holland Township Committee meeting the Superintendent of Public Works was authorized to hire this employee, however the employees name was not revealed at that time because his current employer had not been given appropriate notice and the Township Committee felt the hiring of this employee could not wait, until their next scheduled meeting on December 1, 2015, and

WHEREAS, this authorization was given by the following motion:

Mr. Bush moved and Mr. Vogel seconded the motion to authorize the Department of Public Works Supervisor to offer employment to the top candidate recommended by the Public Works Liaisons Deputy Mayor Bush and Committeeman Scheibener and Department of Public Works Super Alan Turdo with employment as a step 1 employee under the Sidebar Agreement terms, all background checks, clean driving record and ratification by the township committee at the December 1, 2015 meeting

<i>Roll Call Vote</i>	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>	<i>Absent</i>
<i>Anthony Roselle</i>	<i>x</i>			
<i>Thomas Scheibener</i>	<i>x</i>			
<i>Dan Bush, Deputy Mayor</i>	<i>x</i>			
<i>Kenneth Vogel</i>	<i>x</i>			
<i>Ray Krov, Mayor</i>	<i>x</i>			

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, Township of Holland in the County of Hunterdon, State of New Jersey that Cory Colaluce be hired effective **November 23, 2015** as the a full-time Department of Public Works employee at a salary set by the contract ratified at the January 1, 2016 Township Committee meeting.

-RESOLUTION-Hiring DPW employee-James Brown effective January 18, 2016

RESOLUTION

Hiring a Full Time Department of Public Works Employee-James Brown

WHEREAS, the Township Committee of the Township of Holland shall require additional man-power in the Department of Public Works, and

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

WHEREAS, this employee will be hired as an at will employee, under the current Department of Public Works contract, and

WHEREAS, this employee will perform duties as assigned by the Department of Public Works Superintendent, and

WHEREAS, this employee will be eligible for Health and Dental Insurance according to current Township policy, 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 submit to all background checks required for this position, and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, Township of Holland in the County of Hunterdon, State of New Jersey that James Brown be hired effective January 18, 2016 as the a full-time Department of Public Works employee at a salary set by the contract ratified at the January 1, 2016 Township Committee meeting.

-RESOLUTION-Updated Salary Resolution

**UPDATED RESOLUTION
2016 SALARIES AND WAGES**

WHEREAS, The Township Committee wishes to adopt the 2016 Salary resolution, and

WHEREAS, The Township Committee has chosen to categorize Township positions into two sections; where the positions in Section I are reviewed annually for salary adjustments while the positions in Section II are reviewed less frequently for salary adjustments;

NOW THEREFORE 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 2016 salaries and wages; which fall within the ranges established by Holland Township Ordinance 2015-1, adopted on final reading February 3, 2015, and as amended by Ordinance 2015-10, adopted on final reading November 4, 2015 and Ordinance 2015-11, adopted on final reading December 15, 2015 for the positions listed below; shall be as follows:

Positions marked with an *are changes made after approval at the December 15, 2015 meeting

Section I:

Position (Name)	Salary
Township Clerk (Miller)	66,297.00
Registrar (Miller)	5,412.00
Deputy Township Clerk (Tigar)	22,877.00
Deputy Registrar (Tigar)	2,843.00
Chief Finance Officer (Rees)	41,200.00
Finance Assistant/Bookkeeper (Stevens)	19.00/hr.
Substitute Secretarial Help (Kozak)	19.77/hr.
Qualified Purchasing Agent (Hance)	5,306.00
Part Time Secretary per hour (Colucci) Dog Licenses	19.77 /hr.

Tax Collector (Ciarliello)	23,478.00
Deputy Tax Collector (Kozak)	2,500.00
Sewer Rent Collector (Ciarliello)	6,494.00
Licensed Sewer Operator (Aller)	6,150.00

Tax Assessor (Trivigno)	38,717.00
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Planning Board Secretary(Kozak)	22.68 /hr.
Zoning Board Secretary (Kozak)	22.68 /hr.

Zoning Officer (Creveling)	8,160.00
Development Regulations Officer (Creveling)	4,080.00
Municipal Housing Liaison (Kozak)	1,225.00

Police

Police Chief (Harris)	109,411.00
Police Secretary (Pursell)	43,618.00
Deputy Police Records Custodian (Pursell)	1,714.00
Emergency Management Secretary (Pursell)	1,522.00

Per Contact

Sergeant	3,300.00
Bent	95,226.00
Heilig	95,226.00
Hults	94,716.00
Gustsick	94,716.00
Davis	47,000.00

Part Time Officers

Dulmer	19.13 /hr.
Sadusky	19.13 /hr.

Public Works

DPW Superintendent (Turdo)	91,273.00
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Per Contract

*Gebert	67,891.20
*Lippincott	66,227.20
*Mazur	67,891.20
*Modica	66,227.20
*Colaluce	41,600.00
*Brown	41,600.00

Recycling Center

Bellick	9.67 /hr.
Patrey	13.65 /hr.
Robbins	9.44 /hr.
Trippeda	9.25/ hr.

Buildings and Grounds

Mayer, A	41,740.00
*Cleaning Municipal Bldg.(Howarth)	177.41

Riegel Ridge Community Center

Director (Neglia)	54,386.00
Member Service Rep.(Mayer, M)	13.06 /hr.
Member Service Rep. (Pecchia, M)	12.00/hr.

Pool Supervisor

Neglia	7,283.00
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Front Desk Staff

Aquino	8.67/hr.
Gillian	8.67/hr.
Kraynanski	9.24/hr.
Mahoney	9.20/hr.
Rummel	8.67/hr.
Smith	8.67/hr.

Child Watch

Turkowsky	8.67 /hr.
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Toddle Time

Mahoney	16.73 /hr.
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Instructors and Program Staff

Deckert	16.73 /hr.
Mahoney	15.92 /hr.

Group Exercise Instructors

Deckert	27.19 /hr.
Hatch	27.19 /hr.
Plasters	27.19 /hr.
Bendix	25.50/ hr.

Certified Trainers

Hatch	31.83/hr.
Mahonery	31.83/hr.
Negila	31.83/hr.
Aquino	30.00/hr.

COURT

Prosecutor (Mott)	7,540.00
Public Defender (Wilhelm)	1,330.00

Section II:

Position (Name)	Salary
Township Committee (Krov)	4,000.00
Township Committee (Bush)	4,000.00
Township Committee (Vogel)	4,000.00
Township Committee (Scheibener)	4,000.00
Township Committee (Roselle)	4,000.00

Substitute Secretarial Help (Hammerstone)	16.50 /hr.
Substitute Secretarial Help (Kolonia)	16.50 /hr.

PERC Witness (Joyce)	19.00/hr.
(Davis)	19.00/hr.

DPW Seasonal

Faber 12.50 /hr.
Fowlin 12.50 /hr.

Part Time Snow Removal

Croasdale 24.50 /hr.
Scott 24.50 /hr.

Board Secretaries-per meeting attended

Parks and Recreation Secretary (Kozak) 90.00 /meeting
Board of Health Secretary (Hammerstone) 90.00 /meeting
Environmental Commission Secretary (Kozak) 90.00 /meeting
Historic Preservation Secretary (Kirby-McDonough) 90.00 /meeting
Agriculture Advisory (Wydner) 90.00 /meeting

-RESOLUTION-refund to outside lien holder

RESOLUTION

Authorizing Refund of Tax Sale Certificate to an Outside Lienholder

WHEREAS, at the Municipal Tax Sale held on September 28, 2011 a lien was sold on Block 25 Lot 60.22, also known as Crestview Dr. for 2010 taxes; and,

WHEREAS, Quicken Loans has redeemed Certificate No 2011-14

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 \$1,096.22 payable to Tad J Dabrowski 490 Mountain Rd. Lebanon, NJ 08833 for the amount due on Tax Sale Certificate #2011-14.

-RESOLUTION--refund to outside lien holder

RESOLUTION

Authorizing Refund of Tax Sale Certificate to an Outside Lienholder

WHEREAS, at the Municipal Tax Sale was held on December 9, 2015, a lien was sold on Block 14 Lot 43, also known as 280 Adamic Hill Road for unpaid 2014 taxes; and,

WHEREAS, the owner has redeemed Certificate No 2015-008

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 \$1,522.83 payable to US Bank Cust for Pro Cap 4 & Creditors LLC 50 South 16th St. Suite 2050 Philadelphia, PA 19102-2513for the amount due on Tax Sale Certificate #2015-008.

-RESOLUTION-Authorization to purchase F550

RESOLUTION

Authorization to purchase F550 thru the National Joint Powers Alliance Coop

WHEREAS, Holland Township is a member of the National Joint Powers Alliance Coop; and

WHEREAS, Holland Township requested a bid for a 2016 Ford Super Duty Truck with a 9 foot Rugby Dump Body and 9 foot Western Snow Plow; and

WHEREAS, the CFO certifies that funds are available.

NOW, THEREFORE, BE IT RESOLVED, by the Holland Township Committee, Township of Holland, County Of Hunterdon State of New Jersey, that the CFO is hereby authorized to issue a purchase order to National Auto Fleet Group for a 2016 Ford Super Duty truck in the amount of \$83,276.00 through the NJPA Coop bid #102811.

MEETING OPEN TO PUBLIC

ADJOURN at: _____

DRAFT AGENDA