

January 3, 2017

The Holland Township Committee met on the above date at the Holland Township Municipal Building, 61 Church Road, Milford, N.J. at 7:00 p.m.

CLERK MILLER CALLS THE MEETING TO ORDER-

*The January 3rd 2017 meeting of the Holland Township Committee will now come to order
If you haven't already done so, please turn off or silence all electronic equipment*

PRESENT: Committeeman Dan Bush, Committeeman Ray Krov, Committeeman Thomas Scheibener, Committeeman-elect Robert Thurgarland, Committeeman-elect Scott Wilhelm and Attorney Richard Dieterly

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 **December 8, 2016** 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 Richard Dieterly to swear in Committeemen-elect Thurgarland and Wilhelm

ELECTION OF MAYOR

-Clerk Miller requests a motion to nominate the Holland Township Mayor for 2017
Mr. Krov moved and Mr. Scheibener seconded the motion to nominate Daniel T. Bush as Holland Township Mayor for 2017

-Clerk Miller takes roll call vote

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-Attorney Dieterly swears in the newly elected Mayor Dan Bush

-The Mayor takes the center seat on the dais

ELECTION OF THE DEPUTY MAYOR

-Mayor Bush requests nominations for Deputy Mayor in 2017
Mr. Bush moved and Mr. Scheibener seconded the motion to nominate Ray Krov as Holland Township Deputy Mayor for 2017

-Clerk Miller takes roll call vote

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-Attorney Dieterly swears in the newly elected Deputy Mayor Krov

-The remaining Committeemen take seats to the left of the Deputy Mayor Krov starting with the most senior Committeeman to the newest Committeeman seated on the end.

January 3, 2017

-ANNOUNCEMENT-

Free Rabies Clinic Saturday January 7, 2017 at the Holland Township School Garage on Route 519

NEW BUSINESS FROM THE TOWNSHIP COMMITTEE

-RESOLUTION-Adoption of the 2017 Temporary Budgets and the 2017 Temporary Sewer Budget
Mr. Krov moved and Mr. Thurgarland seconded the motion to adopt the following Resolution:

**RESOLUTION
TEMPORARY BUDGET**

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 2017 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, and

WHEREAS, the total appropriations in the 2016 budget, exclusive of any interest and debt redemption charges, Capital Improvement and public assistance, is the sum of \$4,895,480.59, and

WHEREAS, 26.25% of the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$1,285,063.65.

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 her records.

2017 TEMPORARY OPERATING BUDGET

| | | AMOUNT |
|------------------------------|------------------|-----------|
| MAYOR & COUNCIL | Salaries & Wages | 5,000.00 |
| | Other Expenses | 10,000.00 |
| MUNICIPAL CLERK | Salaries & Wages | 30,000.00 |
| | Other Expenses | 7,500.00 |
| FINANCIAL ADMINISTRATION | Salaries & Wages | 7,500.00 |
| | Other Expenses | 15,000.00 |
| AUDIT SERVICES | Other Expenses | 5,000.00 |
| ASSESSMENT OF TAXES | Salaries & Wages | 10,000.00 |
| | Other Expenses | 1,000.00 |
| COLLECTION OF TAXES | Salaries & Wages | 8,000.00 |
| | Other Expenses | 4,000.00 |
| LEGAL SERVICES & COSTS | Other Expenses | 38,000.00 |
| ENGINEERING SERVICES & COSTS | Other Expenses | 7,000.00 |
| MUNICIPAL COURT | Salaries & Wages | 4,000.00 |
| | Other Expenses | 2,500.00 |
| MUNICIPAL PROSECUTOR | Salaries & Wages | 2,000.00 |
| PUBLIC DEFENDER | Salaries & Wages | 800.00 |
| PUBLIC BUILDINGS & GROUNDS | Salaries & Wages | 15,000.00 |
| | Other Expenses | 40,000.00 |
| PLANNING BOARD | Salaries & Wages | 5,000.00 |
| | Other Expenses | 5,000.00 |
| BOARD OF ADJUSTMENT | Salaries & Wages | 5,000.00 |
| | Other Expenses | 2,000.00 |
| ZONING | Salaries & Wages | 3,500.00 |

January 3, 2017

| | | |
|------------------------------------|---------------------------|---------------------|
| | Other Expenses | 500.00 |
| INDUSTRIAL COMMISSION | Other Expenses | 100.00 |
| ENVIRONMENTAL COMMISSION | Other Expenses | 500.00 |
| FIRE | Other Expenses | 4,000.00 |
| | Aid to Vol. Fire Co. | 18,000.00 |
| POLICE | Salaries & Wages | 170,000.00 |
| | Other Expenses | 15,000.00 |
| FIRST AID ORGANIZATIONS | Contributions | 17,500.00 |
| EMERGENCY MANAGEMENT | Salaries & Wages | 2,000.00 |
| | Other Expenses | 100.00 |
| ROAD REPAIRS & MAINTENANCE | Salaries & Wages | 120,000.00 |
| | Other Expenses | 40,000.00 |
| SNOW REMOVAL | Other Expenses | 45,000.00 |
| RECYCLING | Salaries & Wages | 1,500.00 |
| | Other Expenses | 5,000.00 |
| BOARD OF HEALTH | Salaries & Wages | 500.00 |
| | Other Expenses | 1,000.00 |
| WASTEWATER MANAGEMENT | Other Expenses | 5,000.00 |
| ANIMAL CONTROL | Other Expenses | 700.00 |
| RRCC | Salaries & Wages | 70,000.00 |
| | Other Expenses | 37,000.00 |
| OTHER RECREATIONAL PROGRAMS | Salaries & Wages | 1,000.00 |
| | Other Expenses | 2,500.00 |
| SWIMMING POOL | Salaries & Wages | 3,000.00 |
| | Other Expenses | 6,000.00 |
| SNACK SHACK | Salaries & Wages | 100.00 |
| | Other Expenses | 500.00 |
| HISTORICAL PRESERVATION COMMISSION | Salaries & Wages | 300.00 |
| | Other Expenses | 1,000.00 |
| AGRICULTURAL ADVISORY COMMITTEE | Salaries & Wages | 300.00 |
| | Other Expenses | 2,500.00 |
| INSURANCE | Worker's Comp. | 20,000.00 |
| | Group Insurance | 85,000.00 |
| | Other Insurance | 65,000.00 |
| UTILITY EXPENSES | Electricity | 20,000.00 |
| | Street Lighting | 9,000.00 |
| | Telephone | 8,000.00 |
| | Natural Gas | 8,000.00 |
| | Fuel Oil -Heating | 3,000.00 |
| | Gasoline and Diesel | 10,000.00 |
| SUB TOTAL | Dumpsters | 5,000.00 |
| | | <u>1,036,400.00</u> |
| STATUTORY EXPENDITURES | | |
| | Social Security | 35,049.65 |
| | Unemployment Compensation | 1,950.00 |
| | DCRP | 300.00 |
| | PERS | 101,973.00 |
| | PFRS | 109,391.00 |
| TOTAL STATUTORY EXPENDITURES | | <u>248,663.65</u> |
| COAH | | |

AID TO LIBRARY

Other Expenses

TOTAL TEMPORARY CURRENT BUDGET

\$1,285,063.65

2017 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

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

APPROVAL OF BILLS

-RESOLUTION-Authorization to pay bills

Mr. Scheibener moved and Mr. Thurgarland seconded the motion to adopt the following Resolution:

RESOLUTION

Authorizing the Chief Finance Officer to pay bills on January 10, 2017

WHEREAS, the Township Committee of the Township of Holland is reorganizing on Tuesday January 3, 2017 at a regularly scheduled meeting; and

WHEREAS, there was not enough time for the Chief Financial Officer to prepare a bills list to close out 2016.

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 Mayor (or Deputy Mayor, in his absence), Chief Financial Officer and Municipal Clerk (or Deputy Municipal Clerk in her absence) are hereby authorized to sign checks to pay bills on January 10, 2017. Bills will be presented for approval at the next regularly scheduled meetings.

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-RESOLUTION-Authorizing Tax Receiving Agency

Mr. Scheibener moved and Mr. Krov seconded the motion to adopt the following Resolution:

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.

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-RESOLUTION-Professional Services

Mr. Krov moved and Mr. Scheibener seconded the motion to adopt the following Resolution:

**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 **2017** 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 Bedard, Kurowicki & Co, CPA (BKC), Gebhardt & Kiefer, P.C., Elizabeth McKenzie, 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, 201, 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.

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.

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

ADOPTION OF THE CONSENT AGENDA

-Mayor Bush asks the Committee if any member wishes to remove any item from the Consent Agenda for separate discussion/consideration/vote. No requests

-Mr. Scheibener moved and Mr. Krov seconded the motion 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 2017 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 2017:
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 1/1/2017-12/31/2017:

- 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 2017

-RESOLUTION-Approval of a Cash Management Plan for 2017

RESOLUTION
Regarding Cash Management Plan for the Year 2017

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 thereafter "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 | Wells Fargo | New Jersey Cash Management Fund |
| PNC Bank | Unity Bank | Somerset Savings Bank |
| Peapack-Gladstone Bank | U.S. Bank | Yardville National Bank |
| The Provident Bank | Sovereign Bank | Hopewell Valley Community Bank and Northfield Bank (Successor to Hopewell Valley Community Bank) |
| Valley National Bank | TD 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- Official Municipal Signatories

RESOLUTION

Authorizing Official Municipal Signatories of the Township of Holland for 2017

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 2017:

| | | |
|-----------------|------------------------|-------------------------|
| Mayor | Deputy Mayor | Chief Financial Officer |
| Municipal Clerk | Deputy Municipal Clerk | |

-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- 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.

January 3, 2017

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-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- Naming a Public Agency Compliance Officer

RESOLUTION

Naming Affirmative Action P.A.C.O. of the Township of Holland for 2017

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 2017 to be:

Catherine M. Miller, RMC

January 3, 2017

Municipal Clerk
61 Church Road Milford, New Jersey 08848

END OF CONSENT AGENDA

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-LIAISON ASSIGNMENTS-Mayor Bush handed out his Committee Member Liaison Assignments for 2017 as follows:

Mayor Dan Bush

Public Works/Engineering
Planning Board (Class 1)
Agricultural Advisory Committee
Public Safety (Police/OEM/Fire/Rescue)
Historic Preservation Commission
Administration/Personnel/Legal
Delaware Valley Regional High School
Senior Services
Assistant Budget/Finance/ Purchasing

Deputy Mayor Ray Krov

Budget/Finance/Purchasing
Liaison Recycling
Public Utilities/Cable/Sewer
Holland Township School
Sustainable Jersey/ Green Team
Assistant Administration/Personnel/ Legal
Assistant Environmental Commission

Tom Scheibener

Highlands/COAH
Planning Board (Class III)
Parks/Recreation/Pool
Zoning/State Construction Department
Holland Township Park Association
Assistant Buildings and Grounds
Assistant Public Works/Engineering

Bob Thurgarland

Website/IT
Liaison Environmental Commission
Buildings and Grounds
Assistant Parks/Recreation/Pool
Assistant Recycling
Assistant Public Safety (Police/OEM/Fire/Rescue)

Scott Wilhelm

Board of Health
Joint Court
Library
Animal Control
Assistant Website/IT
Assistant Zoning/ State Construction Department

-APPOINTMENTS BY THE MAYOR

Mr. Krov moved and Mr. Scheibener seconded the motion to approve the Mayors appointments and reappointments for the 2017 Boards and Commissions as follows:

MUNICIPAL AGRICULTURE ADVISORY COMMITTEE

1 Year Term

| NAME | TERM EXPIRES |
|---------------|--------------|
| Larry LaFevre | 12/31/2017 |
| John Bonham | 12/31/2017 |
| Edith Kozak | 12/31/2017 |
| Susan Dufek | 12/31/2017 |
| Laura Wilson | 12/31/2017 |

ALTERNATES:

1 Year Term

Alt. # 1 Kyle Young 12/31/2017
 Alt. # 2 Ron Lozowski 12/31/2017

ENVIRONMENTAL COMMISSION MEMBERS

3 Year Term

| NAME | TERM EXPIRES |
|---------------------|--------------|
| Michael Keady | 12/31/2019 |
| Richard Schrack Jr. | 12/31/2019 |

CHAIRPERSON: (Appointed by the Mayor) Michael Keady

2017 Stormwater Committee-

| NAME |
|-------------------|
| Michael Keady |
| Rick Schrack |
| Maria Elena Kozak |

SUSTAINABLE JERSEY GREEN TEAM

1 year term

| CLASS / NAME | Term Expires |
|---|--------------|
| Township Committee Liaison / Ray Krov | 12/31/2017 |
| Resident Citizen Representative / Alison Wilt | 12/31/2017 |
| Resident Citizen Representative / Susan Fleisher | 12/31/2017 |
| Representative of Board of Health / Audrey Balogh | 12/31/2017 |
| Representative of Planning Board / Mike Miller | 12/31/2017 |
| Representative of Environmental Commission / Mike Keady | 12/31/2017 |
| Administrator/Secretary / Mike Miller | 12/31/2017 |

HISTORIC PRESERVATION COMMISSION MEMBERS

4 Year Term

| NAME | CLASS | TERM EXPIRES |
|-------------------------|---------|--------------|
| Peter Craig | B 4 yrs | 12/31/2020 |
| Beverly Kirby-McDonough | B 4 yrs | 12/31/2020 |
| Carl Molter | A 4 yrs | 12/31/2020 |

ALTERNATES:2 Year Term

Alt # 1 Kathy Sciarello C 2 yr 12/31/2018
 Alt # 2 Shirley Wydner C 2 yr 12/31/2018

OFFICE OF AGING MEMBERS

1 Year Term

| NAME | TERM EXPIRES |
|---------------|--------------|
| Robert Latham | 12/31/2017 |

ALTERNATE:

1 Year Term

Suzanne LaGay 12/31/2017

PLANNING BOARD MEMBERS

| | CLASS | TERM EXPIRES |
|-------------------|-----------------------------|--------------|
| Dan Bush | I (Mayor- 1 year term | 12/31/2017 |
| Carl Molter | II Twp Official 1 year term | 12/31/2017 |
| David Grossmueler | IV 4 year term | 12/31/2020 |

ALTERNATES:

2 Year Term

Alt #1 Ken Grisewood 9584 12/31/2018

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-APPOINTMENTS BY THE TOWNSHIP COMMITTEE

Mr. Scheibener moved and Mr. Thurgarland seconded the motion to approve the Committee's appointments and reappointments for 2017 Boards and Commissions as follows:

BOARD OF ADJUSTMENT MEMBERS

4 year term

| NAME | TERM EXPIRES |
|-----------------|--------------|
| Ginger Crawford | 12/31/2020 |
| William Martin | 12/31/2020 |

BOARD OF HEALTH MEMBERS

| NAME | CLASS | TERM EXPIRES |
|-------------------|----------------|--------------|
| Scott Wilhelm | I 1 year term | 12/31/2017 |
| Pearl Hammerstone | II 4 year term | 12/31/2020 |
| Audrey Balogh | II 4 year term | 12/31/2020 |

ALTERNATE:

2 Year Term

Steven Vann Smith 12/31/2018

PARKS & RECREATION COMMITTEE MEMBERS

1 Year Term

| Township Committee Liaison-appointed by Governing Body-w/voting privileges | |
|---|--------------|
| NAME | TERM EXPIRES |
| Tom Scheibener | 12/31/2017 |

1 Year Term

| Township Committee Assistant Liaison-appointed by Governing Body-w/no voting privileges | |
|--|--------------|
| NAME | TERM EXPIRES |
| Bob Thurgarland | 12/31/2017 |

2 Year Term

| NAME | TERM EXPIRES |
|---------------|--------------|
| Deborah Hirst | 12/31/2018 |
| Scott Wilhem | 12/31/2018 |

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- Sheltering | Gail Rader |
| Deputy OEM Coordinator Communications | Richard Botto |

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.

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-RESOLUTION-Tax redemption

Mr. Krov moved and Mr. Scheibener seconded the motion to adopt the following resolution:

RESOLUTION

Redemption of a Tax Sale Certificate to an Outside Lienholder

WHEREAS, at the Municipal Tax Sale held on December 14, 2016, a lien was sold on Block 10 Lot 1.31, also known as 50 Gridley Circle for unpaid 2015 sewer charges; and

WHEREAS, Joseph Lapaix has redeemed Certificate No 2016-003

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 \$1,652.66 which includes a \$1,100.00 premium payable to Tad Dabrowski 490 Mountain Rd. Lebanon NJ 08833 for Tax Sale Certificate #2016-003.

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-RESOLUTION- Redemption of Tax Sale Certificate

Mr. Krov moved and Mr. Scheibener seconded the motion to adopt the following Resolution:

RESOLUTION

Authorizing the Redemption 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 7.02 Lot 8, also known as 15 Abrams Drive for unpaid 2013 sewer charges; and

WHEREAS, Corelogic has redeemed Certificate # 2014-004

January 3, 2017

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 \$2,659.81 payable to US Bank Cust for PC5 Sterling National 50 South 16th St. Suite 2050 Philadelphia PA 19102 on Tax Sale Certificate #2014-004.

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-RESOLUTION-Transfer of Funds

Mr. Scheibener moved and Mr. Krov seconded the motion to adopt the following Resolution:

RESOLUTION
Transfer of funds

WHEREAS, various 2016 bills have been presented for payment in the year 2016, which represent obligations of the fiscal year 2016, and were not covered by sufficient funds in certain budget accounts and there being excess funds in certain budget accounts in the 2016 Budget in the last two months of 2016; and

WHEREAS, it is the recommendation of the Chief Financial Officer that transfer be made as of 12-28-2016 to cover the various accounts

WHEREAS, N.J.S.A. 40A:4-58 transfers to be made from unexpended balances to those which are expected to be insufficient during the last two months of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfers as listed in the resolution be made between the 2016 Budget Appropriation as follows:

| | Transfer From: | Transfer To: |
|------------------|----------------|--------------|
| RRCC O/E | 7,000.00 | |
| RRCC S/W | | 7,000.00 |
| Public Works O/E | 7,000.00 | |
| Engineering O/E | | 7,000.00 |

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-RESOLUTION-Extension of Probation

Mr. Scheibener moved and Mr. Thurgarland seconded the motion to adopt the following Resolution:

RESOLUTION

Extending the Probationary Period of Department of Public Works Employee Thomas Costley

WHEREAS, Thomas Costley was hired as a Department of Public Works Employee effective July 1, 2016, and

WHEREAS, under the DPW contract, Thomas was hired as a probationary employee with the 6 month probation calculated to end January 1, 2017, and

WHEREAS, Department of Public Works Superintendent, Alan Turdo, recommended in a memo dated January 3, 2017, that, in accordance with the Union Contract, the probationary period be

January 3, 2017

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

-ORDINANCE 2017-1 -Introduction/First Reading-CAP BANK-Exceeding the Municipal Budget Appropriation Limits and Establish a Cap Bank
Mr. Scheibener moved and Mr. Krov seconded the motion to adopt Ordinance 2017-1 on First Reading and set the Public Hearing for February 21, 2017

ORDINANCE 2017-1
CALENDAR YEAR 2017
TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to .5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Holland in the County of Hunterdon finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5 % increase in the budget for said year, amounting to \$154,287.50 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

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

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Holland, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2017 budget year, the final appropriations of the Township of Holland shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$154,287.50, and that the CY 2017 municipal budget for the Township of Holland be approved and adopted in accordance with this ordinance; and,

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

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

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

| Roll Call Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

BUSINESS FROM TOWNSHIP ATTORNEY

- working on Retirement issue
- working on storm water ordinance-may have a draft for the an 17 meeting
- working on memo of advice pertaining to political signs

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

Ed Burdzy

- John Lanza was appointed as 2017 Hunterdon County Freeholder Director and John King was appointed as 2017 Hunterdon County Freeholder Deputy Director
- According to the Highway Traffic Safety Act all Rescue Squad must supply a current roster, certifications and vehicle information to the Township

Mike Keady-asked when will Liaisons be published

Ted Harwick- Congratulation to the newly elected Committee members, Mayor and Deputy Mayor

ADJOURN

Mr. Scheibener moved and Mr. Krov seconded the motion to adjourn at 7:28 p.m.

| Voice Vote | Ayes | Nays | Abstain | Absent |
|------------------------|------|------|---------|--------|
| Scott Wilhelm | x | | | |
| Robert Thurgarland | x | | | |
| Thomas Scheibener | x | | | |
| Ray Krov, Deputy Mayor | x | | | |
| Dan Bush, Mayor | x | | | |

Respectfully submitted,

Approved by,

 Catherine M. Miller, RMC
 Municipal Clerk

 Dan Bush, Mayor
 Ray Krov, Deputy Mayor+