



Township of Holland
IN
HUNTERDON COUNTY

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Draft Agenda-Business to the extent known

2018 RE-ORGANIZATIONAL MEETING AGENDA

January 2, 2018

7:00 pm

MEETING CALLED TO ORDER

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

CLERK MILLER CALLS THE MEETING TO ORDER-The January 2, 2018 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 Law by the Township Clerk **December 21, 2017** 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 _____ to swear in Committeemen-elect Krov and Scheibener

ELECTION OF MAYOR

-Clerk Miller requests a motion to nominate the Holland Township Mayor for 2018

-Clerk Miller takes roll call vote

-Attorney _____ 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 2018

-Clerk takes roll call vote

-Attorney _____ swears in the newly elected Deputy Mayor

-The Deputy Mayor takes the seat to the left of the 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.

ANNOUNCEMENTS

Holland Township will be holding a free rabies clinic at the Holland Township Bus garage on Saturday January 6, 2018 from 1:00 pm- 4:00 pm

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 2018 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 2018:

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 1/1/2018-12/31/2018:

- Melissa Tigar as Deputy Clerk
- Virginia Colucci as Dog Licensing Officer
- Kris Boxwell as Tax Search Officer

- Kris Boxwell 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 2018**

-RESOLUTION-Approval of a Cash Management Plan for 2018

RESOLUTION

Regarding Cash Management Plan for the Year 2018

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	Wells Fargo	New Jersey Cash Management Fund
PNC Bank	Unity Bank	Somerset Savings Bank
Peapack-Gladstone Bank	Northfield Bank	Yardville National Bank
The Provident Bank	Sovereign 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 2018

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 2018:

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.

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-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 **Northfield 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- Naming a Public Agency Compliance Officer

RESOLUTION

Naming Affirmative Action P.A.C.O. of the Township of Holland for 2018

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
Municipal Clerk
61 Church Road Milford, New Jersey 08848

END OF CONSENT AGENDA

APPROVAL OF MINUTES OF THE:

- December 5, 2017 Regular Meeting
- December 19, 2017 Regular Meeting and Executive Session

OLD BUSINESS FROM TOWNSHIP COMMITTEE

-RESOLUTION-Renewing membership in the Statewide Insurance Fund 1/1/2018-1/1/2021

This Resolution was tabled at the December 19, 2017 meeting

RESOLUTION

To Join (Renew) the Fund

WHEREAS, a number of local units have joined together to form the Statewide Insurance Fund (“FUND”), a joint insurance fund, as permitted by N.J.S.A. 40A:10-36, *et seq.*; and

WHEREAS, the Township of Holland (“LOCAL UNIT”) has complied with relevant law with regard to the acquisition of insurance; and

WHEREAS, the statutes and regulations governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of such funds; and

WHEREAS, the LOCAL UNIT has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

WHEREAS, the LOCAL UNIT agrees to be a member of the FUND for a period of three (3) years, effective from **January 1, 2018** terminating on **January 1, 2021** at 12:01 a.m. standard time; and

WHEREAS, the LOCAL UNIT has never defaulted on claims, if self-insured, and has not been canceled for non-payment of insurance premiums for two (2) years prior to the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Holland, County of Hunterdon in the State of New Jersey, does hereby agree to join the Statewide Insurance Fund; and

BE IT FURTHER RESOLVED that to the extent required by law, the Local Unit shall provide notice of the Indemnity and Trust Agreement to the Office of the State Comptroller; and

BE IT FURTHER RESOLVED that the LOCAL UNIT will be afforded the following coverage(s):

- Workers' Compensation & Employer's Liability
- Comprehensive General Liability
- Automobile Liability and Physical Damage
- Public Officials and Employment Practices Liability
- Pollution Liability
- Property
- Inland Marine Boiler and Machinery
- Crime-Faithful Performance and Fidelity
- Cyber Liability
- Non Owned Aircraft

BE IT FURTHER RESOLVED that Municipal Clerk Catherine M. Miller (*name of ENTITY's elected official or employee*) is hereby appointed as the LOCAL UNIT's Fund Commissioner and is authorized to execute the application for membership and the accompanying certification on behalf of the LOCAL UNIT; and Deputy Municipal Clerk Melissa S. Tigar (second ENTITY employee) is hereby appointed as the LOCAL UNIT's Alternate Fund Commissioner.

BE IT FINALLY RESOLVED, that the LOCAL UNIT's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying the membership in the FUND as required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said documents shall become effective only upon the LOCAL UNIT's admissions to the FUND following approval of the FUND by the New Jersey Department of Banking and Insurance.

-RESOLUTION- Appointing Risk Management Consultant for the Statewide Insurance Fund
This Resolution was tabled at the December 19, 2017 meeting

RESOLUTION
Appointing Risk Management Consultant

WHEREAS, the Township of Holland (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

1. Holland Township hereby appoints
Groendyke Assoc. its local Risk Management Consultant.

2. The Municipal Clerk Catherine M. Miller (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2018 in the form attached hereto.

-RESOLUTION- Appointing Fund Commissioner for the Statewide Insurance Fund
This Resolution was tabled at the December 19, 2017 meeting

RESOLUTION

Appointing Fund Commissioner for the Statewide Insurance Fund

WHEREAS, the Township of Holland (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Holland that Catherine M. Miller is hereby appointed as the Fund Commissioner for the Local Unit for the year 2018; and

BE IT FURTHER RESOLVED, that Melissa S. Tigar is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2018; and

BE IT FURTHER RESOLVED, that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-LIAISON ASSIGNMENTS- for 2018

-APPOINTMENTS BY THE MAYOR- Mayor announces his appointments and reappointments for the 2018 Boards and Commissions

-Motion to approve the Mayors Appointments

-APPOINTMENTS BY THE TOWNSHIP COMMITTEE-

Mayor announces the Committee's appointments and reappointments for 2018 Boards and Commissions and asks for a formal vote

-Motion to approve the Township Committee Appointments

-RESOLUTION: Approval of 2018 Holland Township Volunteer Fire Company Roster and Officers

-RESOLUTION-Sewer Rate increase

RESOLUTION

Approving the 2018 Sewer Rate and Authorizing the Sewer Rent Collector to prepare and send the 2018 Sewer Bills

WHEREAS, the Chief Financial Officer for Holland Township has recommended that the 2018 sewer rate increase by \$30.00 per year making the 2018 annual rate \$750.00 per unit; and

WHEREAS, the Sewer Collector must prepare the annual billing in a timely fashion.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township Holland, County of Hunterdon in the State of New Jersey that the Sewer Rent Collector is authorized to prepare and mail the 2018 sewer bills, charging an annual fee of \$750.00 per unit.

-RESOLUTION-Adoption of the 2018 Temporary Municipal Budgets and the 2018 Temporary Sewer Budget

**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 2018 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 2017 budget, exclusive of any interest and debt redemption charges, Capital Improvement and public assistance, is the sum of \$4,917,000.00, and

WHEREAS, 26.25% of the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$1,290,712.50.

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.

2018 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	30,000.00
ENGINEERING SERVICES & COSTS		
	Other Expenses	7,000.00
MUNICIPAL COURT		
	Salaries & Wages	6,000.00
	Other Expenses	5,500.00
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
	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	40,000.00
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		
	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	16,600.00
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
Dumpsters	5,000.00

SUB TOTAL

1,024,400.00

STATUTORY EXPENDITURES

Social Security	25,000.00
Unemployment Compensation	1,950.00
DCRP	300.00
PERS	106,235.00
PFRS	132,741.00

TOTAL STATUTORY EXPENDITURES

266,226.00

COAH

AID TO LIBRARY

Other Expenses

TOTAL TEMPORARY CURRENT BUDGET

\$ 1,290,626.00

2018 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-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, Alternate Municipal Planner, Insurance Advisors, Municipal Auditor, and Occupational & Environmental Engineer, in the Township of Holland, County of Hunterdon, in the year **2018** 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, Gebhardt & Kiefer, P.C., 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, 2019, 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.

Richard Roseberry, Maser Consulting 53 Frontage Road Suite 110 Hampton, New Jersey as Township Engineer having rendered Holland Township such services in the past.

Darlene Green, Maser Consulting 53 Frontage Road Suite 110 Hampton, New Jersey as Township Planner and Township Highlands Planner 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 Blirstown, 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.

-ORDINANCE 2018-1-Introduction/First Reading-CAP BANK-Exceeding the Municipal Budget Appropriation Limits and Establish a Cap Bank
Set the Public Hearing for February 6, 2018

ORDINANCE 2018-1
ORDINANCE TO EXCEED THE CALENDAR YEAR 2018 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. 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 2.5% 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 2018 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 \$ 155,147.30 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 2018 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 \$ 155,147.30, and that the CY 2018 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.

-ORDINANCE 2018-2-Introduction/First Reading-Appropriation for purchase of land
Set the Public Hearing for February 6, 2018

ORDINANCE 2018-2

AN ORDINANCE THAT APPROPRIATED \$439,876.73 FROM THE RESERVE FOR PURCHASE OF LAND FOR THE PURCHASE/PRESERVATION OF LAND IN THE TOWNSHIP OF HOLLAND, COUNTY OF HUNTERDON, STATE OF NEW JERSEY IN THE AMOUNT OF \$439,876.73

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

SECTION ONE: The sum of \$439,876.73 is hereby appropriated from the Reserve for Purchase of Land for the Purchase/Preservation of Land in the amount of \$439,876.73

SECTION TWO: The period of usefulness of the Purchase/Preservation of Open Space/Farmland defined by NJSA 4-A:2-22, is at least 5 years.

SECTION THREE: The capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey is on file with the Township Clerk and is available for public inspection.

SECTION FOUR: The gross debt of the Township of Holland, as defined by NJSA 40A:2-43 will not be increased by the ordinance.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect immediately upon its publication, following final adoption, as provided by law.

BUSINESS FROM TOWNSHIP ATTORNEY

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

ADJOURN

DRAFT AGENDA