



Township of Holland
IN
HUNTERDON COUNTY

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www.hollandtownshipnj.gov

Draft Agenda-Business to the extent known
2019 RE-ORGANIZATIONAL MEETING AGENDA
Wednesday January 2, 2019
7:00 pm

MEETING CALLED TO ORDER

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

PRESENT: Committeemen Dan Bush, Thomas Scheibener, Ray Krov, Robert Thurgarland, and Scott Wilhelm.

CLERK MILLER CALLS THE MEETING TO ORDER-The January 2, 2019 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 13, 2018** by:

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

OATH OF OFFICE

Clerk Miller swears in Committeeman Dan Bush

ELECTION OF MAYOR

-Clerk Miller requests a motion to nominate the Holland Township Mayor for 2019

-Clerk Miller takes roll call vote

-Clerk Miller 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 2019

-Clerk takes roll call vote

-Mayor 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 Deputy Mayor starting with the most senior Committeeman to the newest Committeeman seated on the end.

SWEARING IN OF NEW POLICE OFFICERS:-Resolutions to hire adopted December 4, 2018

- Patrolman 3rd Class Robert W. Young Jr
- Probationary Patrolman Tashawn LaTouche

ANNOUNCEMENTS

Holland Township will be holding a free rabies clinic at the Holland Township School Bus garage on Saturday January 5, 2019 from 1:00 pm- 4:00 pm

APPROVAL OF MINUTES OF THE: December 18, 2018 Regular Meeting and Executive Session (Mr. Scheibener should abstain)

APPROVAL OF BILLS AS SUBMITTED

Check#	Vendor	Description	Payment	Check Total
25911	Amazon.com RRCC	Fitness Center Supplies	\$ 506.51	\$ 506.51
25912	AMERIGAS - CLINTON 7510	Propane Bethany Ridge 343.2 gal del	\$ 455.10	\$ 455.10
25913	AQUA NEW JERSEY	910 Milford Warren Glen Rd Seasonal	\$ 15.90	
		RRCC 111518-121418 (8796)	\$ 438.04	
		RRCC Pool 111518-121418(8797)	\$ 44.61	
		910 Lawn Irrigation 111518-121418(\$ 16.44	\$ 514.99
25914	AT&T MOBILITY	Cell Phones - November - December	\$ 388.92	\$ 388.92
25915	CATHERINE M. MILLER	Popcorn for Christmas Party	\$ 22.47	\$ 22.47
25916	CLEMENS UNIFORM	Mats for Fitness Center	\$ 86.50	
		Mats for Municipal	\$ 35.25	\$ 121.75
25917	COLLEEN M. PURSELL	CERT Meeting	\$ 17.47	\$ 17.47
25918	COOPER ELECTRICAL SUPPLY	Exit Lights	\$ 37.12	\$ 37.12
25919	ELIZABETHTOWN GAS	Meter 01061655 Account 93404665351	\$ 496.02	
		Meter 14Y735578 Account 9890459292	\$ 118.04	\$ 614.06
25920	Enterprise Electrical Inc.	emergency Light	\$ 300.00	\$ 300.00
25921	FINCH FUEL OIL CO, INC	2018 #2 Diesel Fuel - DPW/Library	\$ 571.40	\$ 571.40
25922	Girl Scout Troop 80053	PR involvement with GS Santa Breakfast	\$ 300.00	\$ 300.00
25923	GOTTA HAVE IT	Pool Supplies	\$ 390.74	\$ 390.74
25924	H.J. OPDYKE LUMBER COMPANY, INC.	Type S Mortar Mix	\$ 29.72	\$ 29.72

25925	J C Ehrlich Co Inc.	Monthly Pest Control December 2018	\$ 236.00	\$ 236.00
25926	JERSEY CENTRAL POWER & LIGHT	Account 100 004 272 595 Street Lighting	\$ 22.50	\$ 22.50
25927	JERSEY CENTRAL POWER & LIGHT	Account 100 060 952 585 Street Lighting	\$ 58.11	\$ 58.11
25928	JERSEY CENTRAL POWER & LIGHT	Account 100 004 272 652 Street Lighting	\$ 1,304.78	\$ 1,304.78
25929	JERSEY CENTRAL POWER & LIGHT	Nov-18	\$ 816.39	
		Nov-18	\$ 5.29	\$ 821.68
25930	JERSEY CENTRAL POWER & LIGHT	Account 100 004 555 932 Case Field	\$ 96.86	\$ 96.86
25931	JERSEY CENTRAL POWER & LIGHT	Account 100 003 579 271 Library Dec	\$ 117.84	\$ 117.84
25932	JERSEY CENTRAL POWER & LIGHT	Account 100 077 061 016 December	\$ 232.84	\$ 232.84
25933	JERSEY CENTRAL POWER & LIGHT	Account 100 029 305 644 December 20	\$ 2,385.30	\$ 2,385.30
25934	JERSEY CENTRAL POWER & LIGHT	Account 100 105 886 640 914 Milford	\$ 534.36	\$ 534.36
25935	JERSEY CENTRAL POWER & LIGHT	Account 100 004 555 858 Baseball De	\$ 165.35	\$ 165.35
25936	JERSEY CENTRAL POWER & LIGHT	100 070 503 212 Pool Storage Garage	\$ 3.15	\$ 3.15
25937	KOLLMER EQUIPMENT	snow blower	\$ 4.92	\$ 4.92
25938	Kristine Boxwell	reimbursement	\$ 10.00	\$ 10.00
25939	Lindabury, McCormick, Estabrook & C	BOA Misc general Matters thru 11301	\$ 32.00	\$ 32.00
25940	MARIA ELENA JENNETTE KOZAK	Misc reimbursements	\$ 170.97	\$ 170.97
25941	Mary Malone	Development Fee Reimbursement for 2	\$ 1,690.50	\$ 1,690.50
25942	MASER CONSULTING PA	PB HK B24 L 3-13 review thru 121618	\$ 1,025.00	
		Planner Services thru 121618-Dev Fe	\$ 33.75	\$ 1,058.75
25943	MELANIE WOROB	Family Zumba Glow Party	\$ 240.00	\$ 240.00
25944	MEZZA LUNA PIZZA	CERT Meeting	\$ 485.00	\$ 485.00
25945	Milford Catering	PR 2018 Community Day Prizes	\$ 150.00	\$ 150.00
25946	MILFORD/FRENCHTOWN AUTO PARTS, INC.	snow blower parts	\$ 7.27	\$ 7.27
25947	MONINGHOFF APPLIANCE & SUPPLY CORP.	Various Supplies	\$ 95.37	\$ 95.37
25948	NATIONAL PEN COMPANY	2019 Calendar	\$ 84.34	\$ 84.34
25949	NJ Advance Media	Meeting dates	\$ 75.04	
		8948504	\$ 14.34	\$ 89.38
25950	OFFICE DEPOT, INC.	Police / EM	\$ 177.69	
		Radio Project - EOC	\$ 219.67	\$ 397.36
25951	PowerDMS Inc	(1) User License	\$ 63.71	\$ 63.71
25952	ROK Industries, Inc.	Tax Sale	\$ 210.00	\$ 210.00
25953	RTG 2, LLC	2018 Tub Grinder	\$ 4,700.00	\$ 4,700.00
25954	SEAN P. GUTSICK	CERT Year End Meeting	\$ 42.00	\$ 42.00
25955	SERVICE ELECTRIC CABLE TV, INC.	Internet	\$ 98.44	\$ 98.44
25956	SERVICE ELECTRIC TELEPHONE CO.	Telephone Services RRCC	\$ 159.82	\$ 159.82
25957	STAPLES BUSINESS ADVANTAGE	Historic Lit Organizer	\$ 349.99	\$ 349.99
25958	STATE CHEMICAL MANUFACTURING CO.	Penetrating Fluid	\$ 276.68	\$ 276.68
25959	VALLEY AUTO SUPPLY	Antifreeze, Bulbs, Filters, Belts,	\$ 329.05	
		Roller Filters	\$ 96.96	\$ 426.01
25960	VERIZON	12/18/18 billing 908 995 4435	\$ 289.77	\$ 289.77
25961	VERIZON WIRELESS	Air Cards - November 2018	\$ 229.11	\$ 229.11
25962	VITAL COMMUNICATIONS, INC.	2019 Senior Citizen Post Year State	\$ 35.00	\$ 35.00
25963	WB Mason Co INC	Various Items	\$ 232.81	\$ 232.81
25964	Winning Teams by Nissel LLC	2018 Marking Paint	\$ 146.85	\$ 146.85
25965	WOODRUFF ENERGY	December 2018 Account 771057	\$ 706.29	\$ 706.29
25966	Y-Pers, Inc	Absorbent Drum Top Pads	\$ 55.00	\$ 55.00
		Grand total	\$ 22,786.36	\$ 22,786.36

CURRENT FUND	BUDGET AND APPROPRIATION RESERVES	\$ 19,845.90
GRANT FUND	BUDGET AND APPROPRIATION RESERVES	\$ 219.67
SEWER FUND	BUDGET AND APPROPRIATION RESERVES	\$ 5.29
ESCROW	ESCROW FUNDS	\$ 1,025.00
DEVELOPMENT FEES	development fees	<u>1,690.50</u>
Checks issued 12-31-18		<u>22,786.36</u>
Total		<u><u>22,786.36</u></u>

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 \$20.00 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 2019 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 2019:

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 Coordinator, Certified Clean Communities Coordinator, Qualified Purchasing Agent.

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 1/1/2019-12/31/2019:

- 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 2019

-RESOLUTION-Approval of a Cash Management Plan for 2019

RESOLUTION

Regarding Cash Management Plan for the Year 2019

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 2019

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 2019:

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-Checks Returned for Insufficient Funds

RESOLUTION

Authorizing the Tax Collector to Charge a Fee for Checks Returned for Insufficient Funds

WHEREAS, N.J.S.A. 40:5-19 has been enacted to allow a municipality the authority to impose a service charge to be added on an account where payment by check or other written instrument was returned for insufficient funds.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, County of Hunterdon, State of New Jersey, does hereby authorize the Tax Collector to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the current fiscal year, and

BE IT FURTHER RESOLVED, that the Tax Collector may require future payments to be tendered in certified check, cashier's check, or cash, and,

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Tax Collector and the Municipal Auditor.

-RESOLUTION-Delivery of Duplicate Tax Bills

RESOLUTION

Delivery of Duplicate Tax Bills

WHEREAS, N.J.S.A. 54:4-64, has been enacted to allow a municipality the authority to impose a service charge to be added if a mortgagee, servicing organization, or property tax processing organization requests a duplicate copy of a tax bill.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, County of Hunterdon, State of New Jersey, does hereby authorize the Tax Collector to charge the aforementioned fee at a rate of \$5.00 for the first duplicate copy and a maximum of \$25.00 for each subsequent duplicate copy of the same tax bill in the same fiscal year, and,

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, the Tax Collector and the Municipal Auditor.

-RESOLUTION- Electronic Tax Sale

RESOLUTION

Authorizing the Tax Collector to Conduct an Electronic Tax Sale

WHEREAS, N.J.S.A.54:5-19.1 et seq. permits municipalities to conduct electronic tax sales pursuant to rules and regulations promulgated by the Director of the Division of Local Government Services, and

WHEREAS, the rule thus promulgated requires a municipality to authorize said electronic tax sale by resolution of the governing body, and

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more effective tax sale process.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, Township of Holland, County of Hunterdon, in the state of New Jersey that they hereby authorize and direct the Tax Collector to conduct an electronic tax sale.

-RESOLUTION-Establish Tax Sale Mailing Fees

RESOLUTION

Establish Tax Sale Mailing Fees

WHEREAS, according to N.J.S.A. 54:5-26 et seq., Notices of tax sale are required to be posted and advertised in newspaper. Copies of the notice of a tax sale shall be set up in five of the most public places in the municipality, and a copy of the notice shall be published in a newspaper circulating in the municipality, once in each of the four calendar weeks preceding the calendar week containing the day of appointed for the sale, and

WHEREAS, in Lieu of any two publications, notice to the property owner and to any person or entity entitled to notice of foreclosure pursuant to section 20 of P.L. 1948, c.96 (C. 54:5-104.48) may be given by regular or certified mail, the costs of which shall be added to the cost of the sale in addition to those provided in R.S. 54:5-38, not to exceed \$25.00 for each set of notices for a particular property.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holland, County of Hunterdon and the State of New Jersey that the Tax Collector shall charge a fee of \$25.00 per tax sale notice mailing to property owners, said mailings not to exceed two (2). Such fees shall be added to the cost of said tax sales.

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

-RESOLUTION-Forfeit of a Tax Sale Deposit to the Township of Holland

RESOLUTION

Acknowledging the Forfeit of a Tax Sale Deposit to the Township of Holland

WHEREAS, in accordance with N.J.A.C. 5:33-1.1 "a successful bidder who fails to make a payment on a lien certificate shall forfeit the deposit amount to the municipality."; and

WHEREAS, Mr. David Bailey deposited \$1,000.00 for the 2018 tax sale held 12/18/18; and

WHEREAS, Mr. David Bailey did not remit payment due by the deadline.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, Township of Holland in the county of Hunterdon, state of New Jersey that the deposit totaling \$1,000.00 made by Mr. David Bailey is hereby forfeited to the Township of Holland as Miscellaneous Revenue Not Anticipated (MRNA.)

-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, **Northfield 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 **Northfield Community 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 2019

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

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-LIAISON ASSIGNMENTS-for 2019

-APPOINTMENTS BY THE MAYOR-Mayor announces his appointments and reappointments for the 2019 Boards and Commissions

-Motion to approve the Mayors Appointments

2019 MUNICIPAL AGRICULTURE ADVISORY COMMITTEE

1 Year Term

NAME	TERM EXPIRES
Larry LaFevre	12/31/2019
John Bonham	12/31/2019
Edith Kozak	12/31/2019
Susan Dufek	12/31/2019
Laura Wilson	12/31/2019

ALTERNATES: 1 Year Term

Alt. # 1 Kyle Young 12/31/2019

Alt. # 2 Ron Lozowski 12/31/2019

2019 ENVIRONMENTAL COMMISSION MEMBERS

3 Year Term

David Harrison	12/31/2021
Dwight Pederson	12/31/2021
Susan Meacham	12/31/2021

CHAIRPERSON: (Appointed by the Mayor for a 1 Year Term) _____

2019 SUSTAINABLE JERSEY GREEN TEAM

1 year term

CLASS / NAME	Term Expires
Township Committee Liaison / Ray Krov	12/31/2020
Resident Citizen Representative / Alison Wilt	12/31/2020
Resident Citizen Representative/	12/31/2020
Resident Citizen Representative/	12/31/2020
Resident Citizen Representative / Susan Fleisher	12/31/2020
Representative of Board of Health	12/31/2020

Representative of Planning Board / Mike Miller	12/31/2020
Representative of Environmental Commission / Mike Keady	12/31/2020
Administrator/Secretary / Mike Miller	12/31/2020

2019 OFFICE OF AGING MEMBERS

1 Year Term

NAME	TERM EXPIRES
Robert Latham	12/31/2019

ALTERNATE-1 Year Term

Suzanne LaGay 12/31/2019

2019 PARKS & RECREATION COMMITTEE MEMBERS

2 Year Term

Deborah Hirst	12/31/2020
	12/31/2020
	12/31/2020
	12/31/2019

2019 PLANNING BOARD MEMBERS

1 Year Term and 4Year Terms

Dan Bush	I	12/31/2019
Carl Molter	II	12/31/2022
Duane Young	IV	12/31/2022
Michael Keady	IV	12/31/2022

ALTERNATE 2 Year Term

Alt #1 12/31/2020
Alt #2 12/31/2019

-APPOINTMENTS BY THE TOWNSHIP COMMITTEE-

Mayor announces the Committee's appointments and reappointments for 2019 Boards and Commissions and asks for a formal vote

-Motion to approve the Township Committee Appointments

2019 BOARD OF ADJUSTMENT MEMBERS

4 year term

	12/31/2022
Peter Kanakaris	12/31/2022
Gail Rader	12/31/2022

ALTERNATE 2 Year Term

Alt. #1 12/31/2020
Alt. #2 12/31/2019

2019 BOARD OF HEALTH MEMBERS

1 Year Term Member of the Governing Body

NAME	CLASS	TERM EXPIRES
	I	12/31/2019

4 Year Term

NAME	CLASS	TERM EXPIRES
Christopher Balogh	II	12/31/2022

ALTERNATE:

Steven Vann Smith

12/31/2020

2019 PARKS & RECREATION COMMITTEE MEMBERS

1 Year Term

Township Committee Liaison-appointed by Governing Body-w/voting privileges	
NAME	TERM EXPIRES
	12/31/2020

1 Year Term

Township Committee Assistant Liaison-appointed by Governing Body-w/no voting privileges	
NAME	TERM EXPIRES
	12/31/2020

2019 PLANNING BOARD MEMBERS

Member of Governing Body other than Mayor-1 Year Term

NAME	CLASS	TERM EXPIRES
	III	12/31/2020

-RESOLUTION- Approval of 2019 Holland Township Volunteer Fire Company Roster and Officers

RESOLUTION

Approval of the 2019 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 2017 Holland Township Volunteer Fire Company Roster and Officers is approved:

-RESOLUTION- Transfer of Funds

RESOLUTION

Transfer of Funds

WHEREAS, the Municipal Budget for the year 2018 was approved on March 20, 2018 and adopted on April 17, 2018, and

WHEREAS, N.J.S.A. 40A:4-58 permits appropriation transfers to be made during the last two months of the fiscal year, and reserve appropriation transfers to be made during the first three months of the following fiscal year.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, County of Hunterdon state of New Jersey that the Chief Financial Officer is hereby authorized to make the following budget transfers:

<u>Appropriation</u>	<u>From Amount</u>	<u>To Amount</u>
Employee Group Health Ins OE	\$6,500.00	\$17,000.00
RRCC O/E		\$ 5,000.00
Planning S/W		\$ 1,000.00
Board of Adjustment S/W		\$ 500.00

BE IT FURTHER RESOLVED that a Certified Copy of this Resolution be provided by the Municipal Clerk to the Chief Financial Officer.

-RESOLUTION-Adoption of the 2019 Temporary Municipal Budgets and the 2019 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 2019 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 2018 budget, exclusive of any interest and debt redemption charges, Capital Improvement and public assistance, is the sum of \$4,925,000.00, 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 \$1,292,812.50.

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.

2019 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	14,000.00
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	50,000.00
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	5,000.00
	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	1,100.00
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	5,000.00
RRCC	Salaries & Wages	70,000.00
	Other Expenses	40,000.00
OTHER RECREATIONAL PROGRAMS	Salaries & Wages	1,000.00
	Other Expenses	3,000.00
SWIMMING POOL	Salaries & Wages	2,000.00
	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	40,000.00
UTILITY EXPENSES	Electricity	15,000.00
	Street Lighting	9,000.00
	Telephone	8,000.00
	NATURAL GAS	8,000.00
	Fuel Oil -Heating	3,000.00
	Gasoline and Diesel	8,000.00
	Dumpsters	5,000.00
SUB TOTAL		<u>1,013,600.00</u>
STATUTORY EXPENDITURES		
	Social Security	25,000.00
	Unemployment Compensation	1,950.00
	DCRP	1,000.00
	PERS	104,000.00
	PFRS	147,200.00
TOTAL STATUTORY EXPENDITURES		<u>279,150.00</u>
COAH		
AID TO LIBRARY		
	Other Expenses	-
TOTAL TEMPORARY CURRENT BUDGET		<u><u>\$ 1,292,750.00</u></u>
	2019 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		<u><u>\$ 112,751.00</u></u>

-RESOLUTION-Sewer Rate increase

RESOLUTION

Approving the 2019 Sewer Rate and Authorizing the Sewer Rent Collector to prepare and send the 2019 Sewer Bills

WHEREAS, the Chief Financial Officer for Holland Township has recommended that the 2019 sewer rate remain flat making the 2019 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 2019 sewer bills, charging an annual fee of \$750.00 per unit.

-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 **2019** 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), could 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, 2020, 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), 114 Broad Street, Flemington, New Jersey as Township Auditor, 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, Labor Attorney 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.

RK Occupational & Environmental Analysis Inc. of Phillipsburg, New Jersey to provide the necessary training programs, 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 Hampton, 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 having rendered Holland Township such services in the past.

(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.

-RESOLUTION-Refund of Development Fee Escrow Deposits

RESOLUTION

Authorizing the Refund of Development Fee Escrow Deposits

WHEREAS, the Municipal Land use Law allows for refunding of unused escrow deposits, Cash Bonds, and accumulated interest, and

WHEREAS, the Township of Holland has received Deposits for Review, Inspection fees and Cash Bonds, and

WHEREAS, the Township of Holland has received signed board professional release forms and

WHEREAS, it has been determined that the various applications and projects listed below have been withdrawn, or have received approval for release:

Mary Malone

487 Bellis Road

Bloomsbury, NJ 08804

Account # 1929956850101

Development Fees Escrow \$ 1,69.50

Block 1 Lot 5.18 2 Forest View Drive

PB Blumberg (Forest View) Project – Development Fee Exempt – Building

permit issued before Ordinance revised and adopted November 7, 2018. Township Attorney Consultation and Authorization.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland in the County of Hunterdon and State of New Jersey, that the Finance Officer is hereby directed to refund the remaining escrow deposits, cash bonds and accumulated interest to the above applicants.

-ORDINANCE 2019-1-Introduction/First Reading-CAP BANK-Exceeding the Municipal Budget Appropriation Limits and Establish a Cap Bank
Set the Public Hearing for February 5, 2019

ORDINANCE 2019-1
ORDINANCE TO EXCEED THE CALENDAR YEAR 2019 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 2019 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 \$ 154,777.00 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 2019 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 \$ 154,777.00, and that the CY 2019 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 FINALLY 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.

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

ADJOURN at:

DRAFT AGENDA