

HOLLAND TOWNSHIP COMMITTEE
REGULAR MEETING AGENDA
February 18, 2020

MEETING CALLED TO ORDER

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

FLAG SALUTE

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

CLERK READS OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting was given pursuant to the open public meeting act, by the Township Clerk on December 12, 2019 by:

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

APPROVAL OF MINUTES OF THE: February 4, 2020 Regular Meeting

APPROVAL OF BILLS AS SUBMITTED

Check#	Vendor	Description	Payment	Check Total
28157	ALLEGRO ENTERPRISES, INC.	water for township	\$ 56.46	
		water delivery	\$ 36.98	\$ 93.44
28158	American Camp Association-NY Section	Tri State camp conference	\$ 469.00	\$ 469.00
28159	Amerigas-Clinton 7510	Propane Bethany ridge	\$ 424.33	\$ 424.33
28160	AQUA NEW JERSEY	001037094 0748928 January	\$ 321.32	\$ 321.32
28161	AT&T MOBILITY	Cell Phones January	\$ 321.96	\$ 321.96
28162	CASTLE SEPTIC SERVICE CORP.	February	\$ 280.00	\$ 280.00
28163	CJTCTANJ	2020 Membership	\$ 75.00	\$ 75.00
28164	CLEMENS UNIFORM	Mats for municipal building	\$ 39.90	\$ 39.90
28165	Daxko LLC	Software February	\$ 569.60	\$ 569.60
28166	DEER CARCASS REMOVAL SERVICE, LLC	Deer Carcass removal January	\$ 228.00	\$ 228.00
28167	DELAWARE VALLEY REG. HIGH SCHOOL	Tax Payment 3/1/20	\$ 697,200.00	\$ 697,200.00
28168	Gotham Shredders & Binding Inc	Annual Maintenance	\$ 80.00	\$ 80.00
28169	GRAINGER	Trash Bags for Recycling Center	\$ 134.38	\$ 134.38
28170	Griffith-Allied Trucking LLC	Diesel DPW	\$ 553.76	
		Unleaded Gas	\$ 913.15	\$ 1,466.91
28171	H.J. OPDYKE LUMBER COMPANY, INC.	DPW supplies	\$ 108.89	
		Buildings & Main misc. items	\$ 83.65	\$ 192.54
28172	HOLLAND TOWNSHIP BOARD OF EDUCATION	Tax Payment 3/1/20	\$ 1,533,550.00	\$ 1,533,550.00
28173	JERSEY CENTRAL POWER & LIGHT	100 004 557 474	\$ 69.06	\$ 69.06
28174	JERSEY CENTRAL POWER & LIGHT	100 004 556 468	\$ 318.04	\$ 318.04
28175	JERSEY CENTRAL POWER & LIGHT	Jan-20	\$ 1,225.58	
		January 2020	\$ 5.99	\$ 1,231.57
28176	JESSICA NEGLIA	red cross lifeguard mgt.	\$ 60.00	
		when I work app	\$ 45.00	
		Hotel Tri state conference	\$ 437.98	
		Sirius xz fitness center	\$ 335.88	\$ 878.86
28177	JULIANNA R. BENDIX	Yoga January	\$ 110.00	\$ 110.00
28178	Kleen & Fresh Company LLC	Jan 20,23,25	\$ 330.00	
		Feb 3, 6 8	\$ 365.00	\$ 695.00
28179	Koch 33 Toyota Ford	loackable tray	\$ 2,389.04	\$ 2,389.04
28180	Laura Knott	Yoga January	\$ 513.00	\$ 513.00
28181	MAILFINANCE	Lease 3/8-6/7/20	\$ 1,339.53	\$ 1,339.53
28182	Mary Ann C Appel	Camp Brochure	\$ 999.00	\$ 999.00
28183	MASER CONSULTING PA	Tax Map	\$ 2,371.50	
		HTL054	\$ 915.00	
		HTL054	\$ 1,725.00	
		HTL057 Sewer Repair	\$ 4,960.00	\$ 9,971.50
28184	MELANIE WOROBI	Fitness Classes	\$ 450.20	
		Zumba January	\$ 133.60	\$ 583.80
28185	MILFORD/FRENCHTOWN AUTO PARTS, INC.	Brake pads	\$ 41.07	\$ 41.07
28186	MONINGHOFF APPLIANCE & SUPPLY CORP.	DPW/RRCC	\$ 95.43	
		various supplies	\$ 155.88	\$ 251.31

28187	MUNICIPAL CLERKS' ASSOC OF NJ, INC.	2020 Education conference	\$	370.00	\$	370.00
28188	NEW JERSEY PLANNING OFFICIALS	Grossmueller mandatory training	\$	85.00	\$	85.00
28189	NJ DEPT OF HEALTH & SENIOR SERVICES	Jan-20	\$	149.40	\$	149.40
28190	NJAPZA	2020 Membership	\$	100.00	\$	100.00
28191	ONE CALL CONCEPTS, INC.	One call locate service	\$	4.08	\$	4.08
28192	Princeton Computer Support Inc.	phone support finance	\$	70.00	\$	70.00
28193	Promed Office Cleaners LLC	cleaning eoc	\$	80.00	\$	80.00
28194	R & L DATACENTERS, INC.	municipal payroll	\$	1,718.00	\$	1,718.00
28195	RICOH USA Inc.	copies	\$	124.58	\$	124.58
28196	S & K Truck Parts Inc.	Drain valve for truck 98	\$	223.10	\$	223.10
28197	SANICO, INC.	February 2020	\$	55.38		
		February 2020	\$	138.06		
		January Pool	\$	19.00		
		February 2020	\$	82.58	\$	295.02
28198	SEAN P. GUTSICK	fuel for patrol vehicle	\$	5.00		
		Training course cape may	\$	149.00	\$	154.00
28199	SERVICE ELECTRIC CABLE TV, INC.	Cable for RRCC	\$	105.89	\$	105.89
28200	SMITH MOTOR COMPANY, INC.	oil change tire rotation	\$	49.95		
		oil change tire rotation	\$	51.74	\$	101.69
28201	STAPLES BUSINESS ADVANTAGE	paper for basement copier	\$	87.97	\$	87.97
28202	STAPLES BUSINESS ADVANTAGE	toner for finance	\$	245.89	\$	245.89
28203	Stephanie Beddiges	Pilates	\$	597.00		
		Pilates January	\$	599.40	\$	1,196.40
28204	Tamatha Isenberg	Yoga January	\$	238.00	\$	238.00
28205	THERESA VERDI	Cleaning RRCC	\$	480.00	\$	480.00
28206	VERIZON	1/25/20 billing	\$	647.43	\$	647.43
28207	VERIZON	January	\$	57.99	\$	57.99
28208	VERIZON WIRELESS	air cards January	\$	152.04	\$	152.04
28209	WB Mason Co Inc.	paper towels	\$	245.94		
		copy paper	\$	47.98	\$	293.92
28210	WILSON PRODUCTS	Propane	\$	34.50	\$	34.50
		Total	\$	2,261,852.06	\$	2,261,852.06

Manual

2062020	NJ State Health Benefits	February	\$	29,741.71	\$	29,741.71
2072020	NJ State Health Benefits	February retiree	\$	1,771.16	\$	1,771.16
		Grand Total	\$	2,293,364.93	\$	2,293,364.93

CURRENT FUND	BUDGET AND APPROPRIATION RESERVES	\$	2,254,913.47
GENERAL CAPITAL FUNDS	BUDGET AND APPROPRIATION RESERVES	\$	1,823.20
SEWER FUND	BUDGET AND APPROPRIATION RESERVES	\$	4,965.99
ANIMAL CONTROL	BUDGET AND APPROPRIATION RESERVES	\$	149.40

Checks issued 2-18-2020 2,261,852.06

Manual Totals 31,512.87

Total 2,293,364.93

OLD BUSINESS FROM TOWNSHIP COMMITTEE

LIAISON REPORTS

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-Approval to attend conference:
Municipal Clerk/Registrar Cathy Miller

Date	Host	Subject	Cost
4/2720-4/30/20	Municipal Clerk's Association of NJ	Annual Educational Conference	Conference fee \$375 Hotel \$ 425

-RESOLUTION-Hiring Front Desk

RESOLUTION

Authorization to hire Cassidy Smith as part time
Front Desk Staff at Riegel Ridge Community Center

WHEREAS, the Township Committee of the Township of Holland is in need of Front Desk Staff who will be assigned to oversee scheduled Open Gym at the Riegel Ridge Community Center, and

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

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

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

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

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

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

WHEREAS, this employee will be required to submit to all background checks required for their position, and

WHEREAS, Director of Parks and Recreation Jessica Neglia advises the Township Committee that until results of the background check have been received, this employee will be supervised at all times.

THEREFORE, BE IT RESOLVED by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, that Cassidy Smith will be hired at Riegel Ridge Community Center as Front Desk Staff at the 2020 rate of \$11.00 per/hr. contingent on favorable results of all required background checks, effective February 18, 2020.

-RESOLUTION-Hiring Substitute Court Administrator

RESOLUTION

Authorization to hire Ruth Mulligan as
Substitute Court Administrator for the Joint Municipal Court of the Delaware Valley

WHEREAS, the Township of Holland is a member of the Joint Municipal Court of the Delaware Valley with Alexandria Township and Frenchtown Borough; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by the Municipalities and received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Municipal Court requires the services of a Substitute Court Administrator in the absence of appointed Court Administrator; Jacqueline Signorile and

WHEREAS, Alexandria Township is the lead agency and will issues payroll and bill each Township accordingly, and

WHEREAS, the salary for this position is \$ 30.00 per hour flat rate to be compensated based on the calculated percentages for all three towns.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, Hunterdon County, in the state of New Jersey that Ruth Mulligan is hired as Substitute Court Administrator for the Joint Municipal Court of the Delaware Valley at an hourly rate of \$30 per hour, flat rate, to be compensated based on the calculated percentages for all three towns, effective upon adoption of this Resolution.

-RESOLUTION- Authorizing the Sale of Surplus Property

RESOLUTION

Authorizing the Sale of Surplus Property

WHEREAS, the Township of Holland has determined that the personal property listed below is no longer required for public use; and

Department of Public Safety-Fire Company
2004 Ford Expedition 1FMPU16L44LA68456

WHEREAS, the Local Unit Technology Pilot Program and Study Act (PL 2001, c.30) authorizes the sale of surplus property no longer needed for public use through online auction service; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Holland, County of Hunterdon in the State of New Jersey, authorizes the Chief Financial Officer to see the surplus personal property pursuant to this resolution.

-RESOLUTION-Extending the contract period for Animal Control

RESOLUTION

Extending the contract period for Animal Control

WHEREAS, N.J.S.A. 40:48-5.1 mandates that under certain specified circumstances a municipality must enter into negotiations with an animal control service for the collecting, keeping, redemption and destroying of stray animals with the municipality; and

WHEREAS, said statute provides that the municipality may enter into a contract for the provision of services with a humane society without advertisement for public bids; and

WHEREAS, pursuant to the provisions of said statute, the Township has awarded the contract to Washington Humane Society (dba St. Hubert's Animal Welfare Center) for the 2020 calendar year ; and

WHEREAS, the Township has negotiated a contract extension permitted by the statute for a period of two (2) one (1) year options with an annual two (2) percent increase to the contract fee as follows:

2020	\$15,873.00
2021	\$16,190.00
2022	\$16,514.00

WHEREAS, the Chief Financial Officer has certified that funds are available for this contract:

NOW, THEREFORE, BE IT RESOLVED, by the Holland Township Committee, Township of Holland, County of Hunterdon in the state of New Jersey, that Holland Township be authorized to extend the contract with St. Hubert's Animal Welfare Center for the period of January 1, 2020 – December 31, 2022 as detailed in the provisions above.

-RESOLUTION-Emergency Temporary Budget

RESOLUTION

Temporary Emergency Budget #2

WHEREAS, an emergent condition has arisen in that the Township is expected to expend funds, enter in contracts, commitments or payments prior to the 2020 budget adoption for the aforesaid purposes, and

And no adequate provision has been made in the 2020 temporary budget for the aforesaid purposes, and

WHEREAS, N.J.S. 40A:4-20 provides for the creation of an emergency temporary resolution for said purpose, and

WHEREAS, the total emergency temporary appropriation resolutions adopted in the year 2020 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A. 40A:4-20) including this resolution total \$342,500.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holland, County of Hunterdon, in the State of New Jersey, (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with the provisions of N.J.S.A. 40A:4-20:

1. Emergency temporary appropriations be and the same are hereby made in the amount of \$ 342,500.00 as follows:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>Amount</u>
01-201-20-120-010	Municipal Clerk S/W	\$20,000.00
01-201-20-130-200	Finance O/E	\$15,000.00
01-201-20-140-200	Communications O/E	\$10,000.00
01-201-20-150-010	Assessment of Taxes S/W	\$5,000.00

01-201-21-180-010	Planning Board S/W	\$3,000.00
01-201-23-210-200	Other Insurance O/E	\$40,000.00
01-201-23-215-200	Workman's Comp O/E	\$20,000.00
01-201-23-220-200	Employee Group Insurance O/E	\$35,000.00
01-201-25-240-010	Police S/W	\$50,000.00
01-201-25-250-200	Municipal Court O/E	\$4,500.00
01-201-25-252-010	Emergency Mgmt S/W	\$1,500.00
01-201-25-265-200	Fire O/E	\$4,500.00
01-201-25-275-010	Municipal Prosecutor S/W	\$1,500.00
01-201-26-290-010	Public Works S/W	\$20,000.00
01-201-26-305-010	Environmental Recycling S/W	\$2,500.00
01-201-26-310-200	Buildings & Grounds O/E	\$50,000.00
01-201-27-340-200	Animal Control O/E	\$5,000.00
01-201-28-372-010	Swimming Pool S/W	\$1,000.00
01-201-31-430-200	Electricity O/E	\$8,000.00
01-201-31-440-200	Telephone O/E	\$2,000.00
01-201-31-447-200	Fuel Oil O/E	\$5,000.00
01-201-31-460-200	Gasoline & Diesel O/E	\$5,000.00
01-201-32-465-200	Dumpster O/E	\$5,000.00
01-201-36-472-200	Social Security O/E	\$25,000.00
01-201-36-473-200	DCRP O/E	\$1,000.00
01-201-36-474-200	Unemployment O/E	\$3,000.00

2. Said emergency temporary appropriation will be provided for in the 2020 budget
3. That one certified copy of this resolution be filed with the Director, Division of Local Government Services

BUSINESS FROM TOWNSHIP ATTORNEY

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

ADJOURN at _____