

HOLLAND TOWNSHIP COMMITTEE  
REGULAR MEETING AGENDA  
January 17, 2023

**MEETING CALLED TO ORDER**

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

**Roll Call:** when your name is called, please respond with "present"

- Committeeman Duane Young
- Committeewomen Lisa Mickey
- Deputy Mayor Scott Wilhelm
- Committeeman Robert Thurgarland
- Mayor Dan Bush
- Attorney Matthew Lyons
- Municipal Clerk Melissa Tigar

**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 Municipal Clerk on **December 8, 2022 and re-published with the Zoom information on January 12, 2023** 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.

**ZOOM INFORMATION**

Join Zoom Meeting

<https://us06web.zoom.us/j/7480301411?pwd=dWgzaU91TXhjdFk5eWJNZmNPcGUxdz09>

**Meeting ID: 748 030 1411**

**Passcode: 951148**

Join by Phone

+1 305 224 1968 US

**Meeting ID: 748 030 1411**

**Passcode: 951148**

**SWEARING IN NEWLY APPOINTED POLICE OFFICER** - Vincent Dugan

**APPROVAL OF MINUTES OF THE:** January 3, 2023 Re-Organization Meeting

**APPROVAL OF BILLS AS SUBMITTED**

Holland Township

Bill List

17-Jan-23

Check#	Vendor	Description	Payment	Check Total
33195	Affordable Housing Professionals of	AHPNJ 2023 Membership Dues	\$ 115.00	\$ 115.00
33196	Amazon	Ink Cartridge / Timeclock DPW	\$ 15.96	\$ 15.96
33197	AMERICAN CAMP ASSOCIATION	ACA Camp Director Certification	\$ 525.00	\$ 525.00
33198	AMERICAN CAMP ASSOCIATION	ACA Camp Fee & Membership Renewal	\$ 1,104.00	\$ 1,104.00
33199	Amerigas-Clinton 7510	Propane Tank for Municipal Rental 12/01/	\$ 200.00	\$ 200.00
33200	ANIMAL CONTROL SOLUTIONS LLC	24 Hour Animal Control Coverage Jan 2023	\$ 1,040.00	\$ 1,040.00
33201	ANJEC	EC 2023 Membership dues	\$ 505.00	\$ 505.00
33202	AQUA NEW JERSEY	Fox Hill 001037164 0748991	\$ 379.92	\$ 379.92
33203	AQUA NEW JERSEY	001037094 0748928 910 Milford Warren GI	\$ 321.32	\$ 321.32
33204	BEN SHAFFER RECREATION INC.	Benches, Message Board for Osakame Trail	\$ 2,745.50	
		Benches, Message Board for Osakame Trail	\$ 2,184.68	\$ 4,930.18
33205	CHRISTINE FRENCHU	Agriculture misc expenses	\$ 1,065.00	\$ 1,065.00
33206	City Fire Equipment Co	Emergency Repair of Leaking Sprinkler	\$ 964.00	\$ 964.00
33207	CLEMENS UNIFORM	Shop Towels / Floor Mat service	\$ 22.75	
		Mats for RRCC (delivery every 4 weeks)	\$ 89.35	

33208	Colliers Engineering & Design Inc	Mats for Municipal Building	\$ 39.90	\$ 152.00
		LUB Kaszas B3 L 66 Municipal Planning Re	\$ 892.50	
		HTL018 Road Opening Permit gas Hook Engi	\$ 294.00	
		PB HK B24 L 3 13 review thru 123122 Engi	\$ 252.00	
		LUB Tilley/Lieb B24 L 5 review thru 1231	\$ 72.50	
		LUB Kaszas B3 L 66 Services thru 123122	\$ 40.00	
		LUB Hatch B24 L 5 01 review thru 123122	\$ 38.75	\$ 1,589.75
33209	Colliers Engineering & Design Inc	LUB Tilley/Lieb B24 L 5 review thru 1231	\$ 768.75	
		PB HK B24 L 3 13 review thru 123122 Plan	\$ 38.75	
		Planner Services thru 123122	\$ 38.75	\$ 846.25
33210	COUNTY OF HUNTERDON	2022 RECORD RETENTION STORAGE SHARED SER	\$ 340.00	\$ 340.00
33211	Daxko LLC	RRCC Daxko Software January 2023	\$ 584.40	\$ 584.40
33212	DEER CARCASS REMOVAL SERVICE, LLC	Deer Carcass Removal	\$ 285.00	\$ 285.00
33213	Department of Finance	1Q2023 Open Space	\$ 56,185.40	\$ 56,185.40
33214	Department of Finance	1Q2023 Library	\$ 57,788.87	\$ 57,788.87
33215	Department of Finance	1Q2023 County	\$ 588,319.45	\$ 588,319.45
33216	Direct Energy Business	Account 1294536	\$ 253.75	\$ 253.75
33217	DONNA MACKEY	LUB 010923 meeting court reporter	\$ 350.00	\$ 350.00
33218	EASTON BLOCK & SUPPLY	Cold Patch	\$ 387.00	\$ 387.00
33219	Edmunds GovTech, Inc.	2023 Annual Support	\$ 1,266.66	
		2023 Annual Support	\$ 10,223.34	
		2023 Annual Support	\$ 430.00	\$ 11,920.00
33220	EPPEC Uniforms	New Employee Equipment	\$ 858.00	\$ 858.00
33221	FINCH FUEL OIL CO, INC	Fuel Oil Heat DPW/Library	\$ 2,450.28	\$ 2,450.28
33222	FOX BROTHERS ALARM SERVICES, INC.	1ST quarter payment	\$ 210.00	\$ 210.00
33223	Funplex	Summer Camp Field Trip Wednesday 7/26/23	\$ 559.50	\$ 559.50
33224	Gall's	New Employee Equipment	\$ 1,088.86	\$ 1,088.86
33225	Garden State Laboratories Inc	Pool Water Testing Summer 2023	\$ 2,795.00	\$ 2,795.00
33226	GFOA NJ	Membership dues	\$ 90.00	\$ 90.00
33227	GoTo Communications Inc	RRCC Phones January 2023	\$ 136.80	\$ 136.80
33228	Griffith-Allied Trucking LLC	DULSD-Dyed Ultra Low Sulfur Diesel DPW	\$ 3,156.88	
		Gasoline Police	\$ 662.76	
			\$ 796.73	\$ 4,616.37
33229	HUNTERDON COUNTY MUNICIPAL	2023 Municipal Clerks Association Dues	\$ 100.00	\$ 100.00
33230	HUNTERDON LOCK AND SAFE, INC	Historical Society Keys for RRCC Display	\$ 30.06	\$ 30.06
33231	INDUSTRIAL COMMUNICATIONS CO	Holland Township Tower Site Lease Jan to	\$ 3,173.88	\$ 3,173.88
33232	JERSEY CENTRAL POWER & LIGHT	100 004 556 468 12/7/22-1/6/23	\$ 337.92	\$ 337.92
33233	JERSEY CENTRAL POWER & LIGHT	100 004 557 474 12/7/22-1/8/23	\$ 73.55	\$ 73.55
33234	JERSEY CENTRAL POWER & LIGHT	January 2023 billing thru 12/22/22	\$ 490.07	
		January 2023 billing thru 12/22/22	\$ 6.21	\$ 496.28
33235	Jessica Dulin-Soto	Yoga December 2022	\$ 440.00	\$ 440.00
33236	JESSICA NEGLIA	When I Work App (Jan 2023)	\$ 45.00	
		One Year Subscription to Canva	\$ 149.90	\$ 194.90
33237	John P Gallina, Esq	PB Misc general Matters 011123	\$ 607.50	\$ 607.50
33238	KOLLMER EQUIPMENT	Fuel cap for stihl 026 Chainsaw	\$ 6.49	\$ 6.49
33239	Laura Knott	Yoga December 2022	\$ 220.00	\$ 220.00
33240	LMR Disposal LLC	Recycle Dumpster@ RRCC January 2023	\$ 63.11	\$ 63.11
33241	LMR Disposal LLC	Dumpster Pickup Service	\$ 1,140.00	\$ 1,140.00
33242	LMR Disposal LLC	Dumpster Pickup Service	\$ 1,140.00	\$ 1,140.00
33243	MONINGHOFF APPLIANCE & SUPPLY CO.	Misc Items for Building and Maint Materi	\$ 24.35	\$ 24.35
33244	Morton Salt Inc	Rock Salt	\$ 7,855.79	\$ 7,855.79
33245	NATIONAL BUSINESS FURNITURE, LLC	Desk Clerks Office	\$ 1,933.65	\$ 1,933.65
33246	NEW JERSEY CONFERENCE OF MAYORS	2023 Membership Dues	\$ 395.00	\$ 395.00
33247	NEW JERSEY PLANNING OFFICIALS	Land Use Board membership dues 01/01/23-	\$ 370.00	\$ 370.00
33248	New Jersey Registrar's Association	2023 NJ Registrars Assoc. Dues	\$ 25.00	\$ 25.00
33249	NJ Advance Media	Ad 2023 Tax List	\$ 14.34	\$ 14.34
33250	NJ Event Service LLC	Temporary Restrooms 1/3-2/3/23	\$ 330.00	
		DPW 10/3/22-11/3/22	\$ 330.00	\$ 660.00

33251	NJ EZ Pass	Ez Pass Funds	\$ 100.00	\$ 100.00
33252	NJLM	2023 Membership Dues	\$ 642.00	\$ 642.00
33253	ODP BUSINESS SOLUTIONS, LLC	Office Supplies	\$ 126.34	\$ 126.34
33254	ONE CALL CONCEPTS, INC.	One Call Locate Service	\$ 14.30	\$ 14.30
33255	PenTeleData	12/24/22-1/24/23	\$ 196.85	\$ 196.85
33256	POWERCO, INC.	Hoses	\$ 250.00	\$ 250.00
33257	Princeton Computer Support Inc	Jan-23	\$ 1,017.49	
		Billable Services Travel, OnSite, Remote	\$ 202.50	
		RRCC Laptop Upgrade	\$ 299.66	\$ 1,519.65
33258	Promed Office Cleaners LLC	Cleaning Fitness Center December 2022	\$ 310.00	\$ 310.00
33259	R & L DATACENTERS, INC.	Municipal Payroll	\$ 515.40	\$ 515.40
33260	RJ'S DIESEL AND AUTO REPAIR	Patrol Car Oil Changes	\$ 332.40	\$ 332.40
33261	RTG 2, LLC	Recycling of Wood Debris / Tub Grinding	\$ 2,100.00	\$ 2,100.00
33262	SANICO, INC.	January 2023 Account 101037	\$ 26.84	
		2 YD FL Cont 1 pu/wk January 2023 acct	\$ 145.92	
		Holland Twp Pool 201746 December 2022	\$ 39.00	
		4 YD Cont 1 pu/wk Milford Warren Glen D	\$ 174.16	\$ 385.92
33263	SERVICE ELECTRIC CABLE TV, INC.	RRCC cable/internet/phone January 2023	\$ 210.37	\$ 210.37
33264	SERVICE ELECTRIC CABLE TV, INC.	Internet Service	\$ 98.90	\$ 98.90
33265	STAPLES BUSINESS ADVANTAGE	Paper, Toner, Clock	\$ 115.54	
		Paper, Toner, Clock	\$ 119.27	\$ 234.81
33266	Tamatha Isenberg	Yoga December 2022	\$ 275.00	
		Yoga Class November 29, 2022	\$ 55.00	\$ 330.00
33267	THERESA VERDI	Cleaning RRCC 12/1-12-15	\$ 480.00	\$ 480.00
33268	Thomas H Cox & Son, Inc.	Envelopes, Dog Licensing, Dumpster Passe	\$ 249.90	
		Envelopes, Dog Licensing, Dumpster Passe	\$ 871.90	
		Envelopes, Dog Licensing, Dumpster Passe	\$ 571.20	\$ 1,693.00
33269	TOWNSHIP OF RANDOLPH	MCCPC Membership 2023	\$ 1,100.00	\$ 1,100.00
33270	TREASURER, STATE OF NJ	2023 BFCE Annual Renew Fire Code Fee 61	\$ 1,076.50	\$ 1,076.50
33271	TREASURER, STATE OF NJ	2023 BFCE Annual Renew Fire Code Fee 910	\$ 1,006.00	\$ 1,006.00
33272	TREASURER, STATE OF NJ	2023 BFCE Annual Renew Fire Code Fee 131	\$ 931.00	\$ 931.00
33273	U.S. MUNICIPAL SUPPLY, INC.	Flow Parts/ Spreader Parts/ Chains / Equ	\$ 1,265.02	\$ 1,265.02
33274	VERIZON	12/23/22 billing 908 995 8810	\$ 65.04	\$ 65.04
33275	VERIZON	12/25/22 billing	\$ 1,017.44	\$ 1,017.44
33276	VERIZON	12/25/22 billing 908 995 9188	\$ 91.35	\$ 91.35
33277	VERIZON	12/25/22 billing	\$ 674.12	\$ 674.12
33278	Visual Computer Solutions Inc	Time Keeping System- new user	\$ 84.98	\$ 84.98
33279	WB Mason Co Inc	Office Supplies	\$ 506.29	
		Printer for Fitness Center	\$ 329.98	
		File Storage Boxes	\$ 99.98	\$ 936.25
		Totals	\$ 780,061.52	\$ 780,061.52
32835	NJ EVENT	CK LOST	\$ (330.00)	\$ (330.00)
33149	AMERICAN CAMP ASSOCIATION	SEPARATE CHECKS	\$ (1,629.00)	\$ (1,629.00)
33160	HOLLAND TWP VOLUNTEER	VOID WRONG VENDOR	\$ (1,000.00)	\$ (1,000.00)
33191	MILFORD FIRE COMPANY		\$ 1,000.00	\$ 1,000.00
33192	PRINTING ERROR CK DESTROYED		\$ -	\$ -
33193	HOLLAND TOWNSHIP BOE	TAX PAYMENT	\$ 1,724,875.84	\$ 1,724,875.84
33194	DELAWARE VALLEY REG HIGH SCHOOL	TAX PAYMENT	\$ 825,925.00	\$ 825,925.00
1012023	GUARDIAN	JAN 23 DENTAL	\$ 2,926.97	\$ 2,926.97
1102023	NJ STATE HEALTH BENEFITS PROGRAM	JAN 23 RETIRE	\$ 2,944.16	\$ 2,944.16
1112023	NJ STATE HEALTH BENEFITS PROGRAM	JAN 23 ACTIVE	\$ 35,125.41	\$ 35,125.41
		Grand total	\$ 3,369,899.90	\$ 3,369,899.90

**REMINDER/ANNOUNCEMENT**

-The Holland Township Environmental Commission will host their 3<sup>rd</sup> lecture on January 19, 2023 at 7pm at the Holland Township Municipal Building. The topic will be Hiking the Highlands Trails with Zac Cole. RSVP to Maria Elena Kozak

**OLD BUSINESS FROM TOWNSHIP COMMITTEE**

**CORRESPONDENCE—**

**-Memo from Registrar Melissa Tigar**-appointing Sam Gravelle as Deputy Registrar effective January 18, 2023.

**RESOLUTION**

Appointment of Sam Gravelle as Deputy Registrar

**WHEREAS**, the Township Committee of the Township of Holland shall require the services of a Deputy Registrar; and

**WHEREAS**, there are sufficient funds available in the General Operations Municipal budget to pay for this employee.

**NOW, THEREFORE, BE IT RESOLVED**, by the Holland Township Committee, Township of Holland, County of Hunterdon in the state of New Jersey, that Sam Gravelle is appointed as Deputy Registrar at a 2023 salary of \$2,500.00 effective January 18, 2023.

**LIAISON REPORTS**

-Mr. Bush announces his Liaison Assignments for 2023

2023 TOWNSHIP COMMITTEE MEMBERS ASSIGNMENTS

**Mayor Dan Bush**

[d.bush@hollandtownship.org](mailto:d.bush@hollandtownship.org)

(c) 908-399-4213

Term as Mayor ends 12/31/23

Term on Township Committee ends 12/31/2024

- Land Use Board (Class I)
- Public Safety (Police/OEM)
- Budget/Finance/Purchasing
- Administration/Personnel/Legal
- Public Works/Engineering/Sewer
- Historic Preservation Commission
- Agricultural Advisory Committee
- Parks & Recreation with no voting privileges
- RRCC/Pool

**Deputy Mayor Scott Wilhelm**

[s.wilhelm@hollandtownship.org](mailto:s.wilhelm@hollandtownship.org)

(c) 908-619-1344

Term as Deputy Mayor ends 12/31/2023

Term on Township Committee ends 12/31/2025

- Employee Handbook
- Planning & Land Use
- Land Use Board (Class III)
- Holland Park/Holland Park House
- Assistant Budget/Finance/Purchasing
- Assistant Administration/Personnel/Legal

**Committeewomen Lisa Mickey**

[l.mickey@hollandtownship.org](mailto:l.mickey@hollandtownship.org)

(h) 908-996-7537 (c) 908-881-6701

Term on Township Committee Ends 12/31/2023

- Holland School
- Del Val High School
- Economic Development
- Assistant Planning & Land Use
- Public Utilities/Cable
- Senior Services
- Court

**Committeeman Robert Thurgarland**

[r.thurgarland@hollandtownship.org](mailto:r.thurgarland@hollandtownship.org)

(c) 908-500-6938

Term on Township Committee ends 12/31/2025

- Recycling
- Website/IT
- Fire/Rescue
- Animal Control
- Holland Happenings
- Buildings and Grounds
- Assistant Public Works/Engineering/Sewer
- Assistant Public Safety (Police/OEM)
- Holland Township Library

**Committeeman Duane Young**

[d.young@hollandtownship.org](mailto:d.young@hollandtownship.org)

(c) 908-246-6600

Term on Township Committee ends 12/31/2023

- Board of Health
- Sustainable Jersey/ Green Team
- Assistant Recycling
- Parks & Recreation with voting privileges
- Environmental Commission
- Assistant RRCC/Pool

**NEW BUSINESS FROM TOWNSHIP COMMITTEE**

**-Authorization for the Mayor to sign** the Ultra Artists Engagement Contract for the 2023 Community Day 80's Revolution Band.

**-Authorization for Mayor to sign** the lease agreement with Del Val Athletic Association for use of the Baseball/Softball fields at the Riegel Ridge Community Center and Municipal Building.

**-Appointment by Mayor-** Mayor Bush announces his appointment of Nickolas Moustakas to Land Use Board, Class IV, filling the unexpired term of David Grossmueller. Term expiring 12/31/2024

**-Appointment by Mayor-** Mayor Bush announces his appointment of Ryan Preston to Land Use Board, Alt #1, filling the unexpired term of Nickolas Moustakas. Term expiring 12/31/2023

**-Appointment by Mayor-** Mayor Bush announces his appointment of Joe Cinquemani to Land Use Board, Alt. #2, filling the unexpired term of Ryan Preston. Term expiring 12/31/2023

**-Appointment by Mayor-** Mayor Bush announces his appointment of Kelly O'Such to Land Use Board, Alt. #3., filling the unexpired term of Joe Cinquemani. Term expiring 12/31/2024

**-Appointment by Mayor-** Mayor Bush announces his appointment of Peter Kanakaris to Land Use Board, Alt. #4, filling the unexpired term of Kelly O'Such. Term expiring 12/31/2024

**-Appointment by Mayor-** Mayor Bush announces his appointment of Davina Lapzcynski to Green Team. Term expiring 12/31/2023

**-Appointment by Mayor** – Mayor Bush announces his appointment as Custodian of Records, Melissa S. Tigar, the Records Redaction Officer for Daniel's Law.

**-Appointment by Mayor** – Mayor Bush announces his appointment of Amanda Mueller, as the Alternate Records Redaction Officer for Daniel's Law.

**-RESOLUTION-**Approval to Hire: Danielle Langreder as Part Time Finance Assistant

**RESOLUTION  
HIRING DANIELLE LANGREDER  
AS PART-TIME FINANCE ASSISTANT**

**WHEREAS**, the Township of Holland ("Township") has a need for part time services in the Finance Office; and

**WHEREAS**, the Township Committee desires to hire Danielle Langreder as the new part-time Finance Assistant effective January 18, 2023; and

**WHEREAS**, this employee will be a part time employee with hours not to exceed 6 hours per week, at an hourly rate of \$22.07.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, that Danielle Langreder is hereby appointed the new part-time Finance Assistant, effective January 18, 2023.

**-RESOLUTION** – Appointing 2023 Risk Management Consultant and Risk Management Consultant Agreement.

**RESOLUTION  
APPOINTING RISK MANAGEMENT CONSULTANT  
2023 Fund Year**

**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 the Township of Holland “Local Unit”, in the County of Hunterdon and State of New Jersey, as follows:

1. Holland Township hereby appoints Groendyke Associates as its Risk Management Consultant.
2. The Municipal Clerk, Melissa S. Tigar (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year **2023** in the form attached hereto.

**RESOLUTION  
TOWNSHIP OF HOLLAND  
STATEWIDE INSURANCE FUND  
RISK MANAGEMENT CONSULTANT’S AGREEMENT  
2023 Fund Year**

**WHEREAS, this Agreement** entered into this 17<sup>th</sup> day of January 2023, among the Statewide Insurance Fund (“FUND”), a joint insurance fund of the State of New Jersey, **Township of Holland** (“MEMBER”) and **Groendyke Associates** (“RISK MANAGEMENT CONSULTANT”) through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

**WHEREAS**, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

**WHEREAS**, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

**WHEREAS**, the MEMBER desires these professional services from the CONSULTANT; and

**WHEREAS**, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

**WHEREAS**, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

**NOW, THEREFORE**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - a) assist in evaluating the MEMBER’S exposures and advise on matters relating to the Member’s operation and coverage.
  - b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
  - c) explain to the MEMBER, or its representatives, the terms of the member’s commitment and obligations to the FUND.
  - d) explain to the MEMBER, or its representatives the operation of the FUND.
  - e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.

- f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
- g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
- h) assist in the claim settlement process, if required, by MEMBER or FUND.
- i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
- j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
- k) act in good faith and fair dealing to the FUND.
- l) perform other duties for the FUND as may be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
- (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
- (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
- (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from **January 1, 2023 to January 1, 2024**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.

4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.

5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all

**-RESOLUTION – Appointing 2023 Fund Commissioner for the Statewide Insurance Fund**

**RESOLUTION  
APPOINTING FUND COMMISSIONER  
2023 Fund Year**

**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 Township Committee of the Township of Holland, in the County of Hunterdon, and the state of New Jersey that Melissa S. Tigar is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2023**; and

**BE IT FURTHER RESOLVED** that Kristi Gano is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2023**; 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.

**-RESOLUTION- 2023 Salaries and Wages**

**RESOLUTION**  
2023 Salaries and Wages

**WHEREAS**, the Holland Township Committee wishes to adopt the 2023 Salary Resolution, and

**WHEREAS**, the Township Committee has reviewed all existing positions and made, as deemed appropriate, necessary changes to improve operational efficiencies, and

**WHEREAS**, the Township Committee also reviewed all existing salaries and rates of pay, making adjustments for the calendar year 2023.

**NOW THEREFORE BE IT RESOLVED**, by the Holland Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, that the following 2023 salaries and wages; which either fall with the ranges in Ordinance 2023-2 are retroactive to January 1, 2023.

**2023 Holland Township Salaries and Wages**

Position (Name)	Salary	Salary
Township Committee (Bush)	\$ 4,000.00	\$ 4,000.00
Township Committee (Young)	\$ 4,000.00	\$ 4,000.00
Township Committee (Thurgarland)	\$ 4,000.00	\$ 4,000.00
Township Committee (Wilhelm)	\$ 4,000.00	\$ 4,000.00
Township Committee (Mickey)	\$ 4,000.00	\$ 4,000.00
		\$ -
Township Clerk (Tigar)	\$ 76,222.00	\$ 79,000.00
Registrar (Tigar)	\$ 6,095.00	\$ 6,000.00
Deputy Registrar (Gravelle)		\$ 2,500.00
Substitute Secretarial Help (Hammerstone)	\$ 16.50	\$ 16.83
Substitute Secretarial Help (Colucci)	\$ 15.50	\$ 15.81
Chief Finance Officer (Gano)	\$ 29,000.00	\$ 29,580.00
Finance Assistant (Stevens) and (Langreder)	\$ 21.64	\$ 22.07
Qualified Purchasing Agent (Hance)	\$ 5,975.00	\$ 6,094.50
Animal Control Secretary (Colucci)	\$ 19.71	\$ 20.10
Tax Collector (Silvia)	\$ 12,000.00	\$ 23,500.00
Sewer Rent Collector (Silvia)	\$ 4,000.00	\$ 5,000.00
Tax Assessor (Trivigno)	\$ 43,151.00	\$ 44,014.02
<b>Planning / Zoning:</b>		
Land Use Administrator (Kozak) [#1: New 1/1/20]	\$ 49,939.00	\$ 55,937.78
Land Use Board Secretary (Kozak) [Included #1 New 1/1/2022]	\$ -	\$ -
Municipal Housing Liaison (Kozak) [Included #1]	\$ -	\$ -
Zoning Officer (Kozak) [Included #1]	\$ -	\$ -



Development Reg Officer (Kozak) [Included #1]	\$ -	\$ -
Recycling Secretarial Work [Included #1]	\$ -	\$ -
		\$ -
PERC Witness, per hour (Underhill)	\$ 17.00	\$ 17.34
PERC Witness, per hour (Martin)	\$ 17.00	\$ 17.34
<u>Police:</u>		
Police Chief (Gutsick) [DOH 4/14/2008]	\$ 118,494.00	\$ 120,863.88
Police Administrative Coordinator (Muller)	\$ 46,000.00	\$ 46,920.00
Emergency Management Secretary (Muller)	\$ 2,000.00	\$ 2,040.00
Community Emergency Response Team Coordinator (Gutsick)		\$ 13,000.00
<u>Per PBA Contract (For Information Only)</u>		
Sergeant	\$ 4,200.00	\$ 4,500.00
(Annual salaries change on anniversary date)		
Heilig	\$ 107,240.00	\$ 109,385.00
Young	\$ 98,318.00	\$ 105,060.00
Phillips [Resolution 5/21/19]	\$ 61,904.00	\$ 68,448.00
(\$63,142: 1/1 -5/31/23, \$68,448: 6/1-12/31/23)	[\$59,303.00]	[\$65,795.00]
Yasunas [Resolution 5/21/19]	\$ 61,904.00	\$ 68,448.00
(\$63,142: 1/1-6/30/23, \$68,448: 7/1-12/31/23)	[\$59,303.00]	[\$65,795.00]
DeCataldo [Resolution 12/15/20]	\$ 51,500.00	\$ 57,836.00
Costello [ Resolution 6/21/2022]	\$ 46,298.00	\$ 52,530.00
(\$47,224.00: 1/1-7/4/23, \$52,530.00 :7/5-12/31/23)		[\$49,841.00]
Spuler [Resolution 6/21/2022]	\$ 46,298.00	\$ 52,530.00
(\$47,224.00: 1/1-7/4/23, \$52,530.00 :7/5-12/31/23)		[\$49,841.00]
Dugan [ Resolution 12/20/22]		\$ 47,224.00
(\$47,224: 1/1-12/31/23 )		
Part-Time Police Officer (Cvecich, doh 3/2018)	\$ 21.54	\$ 21.97
Class III		\$ 43,200.00
HTSD reimbursement		\$ (43,200.00)
Class II		\$ 15,000.00
Class II(b)		\$ 13,000.00
<u>Public Works:</u>		
DPW/Buildings Supt. (Colaluce) [DOH 11/23/15]	\$ 86,793.00	\$ 88,528.86
Upon obtaining certification:+\$1,000 CRP RECEIVED IN 2022		
		\$ -
<u>Per Teamster's Contract (For Information Only):</u>		
(Hourly rates change on anniversary date)		
Mazur (2,080 hours @ \$37.50 per hour)	\$ 76,440.00	\$ 78,000.00
Modica (2,080 hours @ \$37.50 per hour)	\$ 76,440.00	\$ 78,000.00
Holder (2,080 hours @ \$29.00 per hour)	\$ 58,240.00	\$ 60,320.00
Mayer (2,080 hours @ \$28.00 per hour)	\$ 58,240.00	\$ 60,320.00
(\$28 per hr 1/1-5/31/23, \$29 per hr 6/1-12/31/23)	[\$57,373.00]	[\$59,453.00]
Langreder (2,080 hours @ \$27.00 per hour)	\$ 54,080.00	\$ 56,160.00
(\$26 per hr 1/1-7/31/23, \$27 per hr 8/1-12/31/23)	[\$52,866.00]	[\$54,947.00]
Hammerstone (2,080 hours @ \$26.00 per hour)	\$ 52,000.00	\$ 54,080.00
(\$25 per hr 1/1-8/31/23, \$26 per hr 9/1/23-12/31/23)	[\$49,226.00]	[\$52,693.00]
Public Works Temporary Supervisor, per hour	\$ 4.45	\$ 4.50
<u>Part Time Snow Removal:</u>		

Croasdale	\$ 26.50	\$ 27.03
Part Time Seasonal Employees (Public Works)	\$ 13.25	\$ 14.13
<u>Buildings and Grounds:</u>		
Jacobs, George	\$ 13.24	\$ 14.13
<u>Recycling:</u>		
Recycling Center Manager (Patrey)	\$ 18.73	\$ 19.10
Armenti, Alec	\$ 13.00	\$ 14.13
Vacant (Position only used to cover absences)	\$ 13.00	\$ 14.13
<u>Board Secretaries: Per Meeting Attended</u>		
Parks and Recreation Secretary (Kozak)	\$ 90.00	\$ 100.00
Board of Health Secretary (Hammerstone)	\$ 90.00	\$ 100.00
Environmental Commission Secretary (Kozak)	\$ 90.00	\$ 100.00
Historic Preservation Secretary (Kirby-McDonough)	\$ 90.00	\$ 100.00
Agriculture Advisory (Kirby-McDonough)	\$ 90.00	\$ 100.00
<u>Riegel Ridge Community Center:</u>		
Director (Neglia)	\$ 61,223.00	\$ 67,447.46
Operational Support Coordinator		
Member Services Rep. (Pecchia, Melissa)	\$ 15.03	\$ 16.33
Member Services Rep. (Ihling, Dianne)	\$ 15.03	\$ 16.33
Member Services Rep. (Jenkins, Heather)	\$ 14.26	\$ 15.55
Member Services Rep. (Heller, Melanie)	\$ 14.26	\$ 15.55
<u>Pool Supervisor:</u>		
Neglia	\$ 8,204.00	\$ 8,368.08
<u>Front Desk Staff:</u>		
Breidt, Donald	\$ 13.00	\$ 14.13
Cooley, Harry	\$ 13.00	\$ 14.13
Furmanek, Jennifer	\$ 13.00	\$ 14.13
Geissler, Jamie	\$ 13.00	\$ 14.13
Gordon, Mae	\$ 13.00	\$ 14.13
Hults, Nicholas	\$ 13.00	\$ 14.13
Jacobs, George	\$ 13.00	\$ 14.13
Nugent, Clare	\$ 13.00	\$ 14.13
Scott, Madison	\$ 13.00	\$ 14.13
Scott, Mikaela	\$ 13.00	\$ 14.13
Verdi, Victoria	\$ 13.00	\$ 14.13
<u>Tumble Time:</u>		
Bet, Heather	\$ 16.32	\$ 16.65
Jenkins, Heather	\$ 16.98	\$ 17.32
<u>Group Exercise Instructors</u>		
Hatch, Gayle (Per Class):	\$ 30.62	\$ 31.23
Hatch, Rebecca	\$ 25.00	\$ 25.50
<u>Certified Personal Trainers (Per Session):</u>		
Hatch, Gayle	\$ 35.84	\$ 36.56
Neglia, Jessica	\$ 35.84	\$ 36.56

**-RESOLUTION – Budget Transfer**

**RESOLUTION  
BUDGET TRANSFER**

**WHEREAS**, the Municipal Budget for the year 2022 was approved on April 5, 2022 and adopted on May 3, 2022, 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 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>
Public Works O/E	\$2,800	
Building & Grounds Exp. O/E		\$600.00
Fire Other Expenses		\$2,000.00
Natural Gas & Propane		\$200.00

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

**-RESOLUTION – Authorizing A Reserve from The Capital Improvement Fund**

**AUTHORIZING A RESERVE  
FROM THE CAPITAL IMPROVEMENT FUND  
FOR THE ARCHITECTURAL DESIGN AND CONSTRUCTION ADMINISTRATION  
REQUIRED TO RENOVATE  
THE NEW POLICE STATION IN THE TOWNSHIP OF HOLLAND,  
COUNTY OF HUNTERDON AND STATE OF NEW JERSEY**

**WHEREAS**, the Township of Holland has received a proposal for the architectural design and construction administration to renovate the new Police Station, from SSP Architects, dated December 29, 2022, a copy of which is attached and incorporated herein; and

**WHEREAS**, the proposal is for the architectural design and construction administration related to the renovation of the new Police Station, is in an amount not to exceed \$75,000.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Holland, that the amount of \$75,000 from the Capital Improvement Fund be utilized to set up a Reserve for the architectural design and construction administration related to the renovation of the new Police Station.

**-ORDINANCE 2023-03 -Introduction/First Reading  
Second reading and Public Hearing set for February 7, 2023**

**ORDINANCE 2023-3  
ORDINANCE AMENDING CHAPTER 32 ENTITLED “POLICE AND PUBLIC SAFETY,  
DEPARTMENT OF” OF THE GENERAL ORDINANCES OF THE TOWNSHIP OF HOLLAND,  
COUNTY OF HUNTERDON, AND THE STATE OF NEW JERSEY**

**WHEREAS**, the Township of Holland has heretofore had in place ordinances establishing a police department; and

**WHEREAS**, as required by State Statute the Township must designate the organization of the police department; and

**WHEREAS**, the Township has established the organization of the Police Department along with the particular ranks and number of individuals holding such ranks; and

**WHEREAS**, the Township desires to amend such organization to allow for the hiring of Special Police Officers.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Committee of the Township of Holland, the County of Hunterdon, that Chapter 32 entitled "Police and Public Safety, Department of" of the Code of the Township of Holland ("Code") is hereby amended as follows: (1) to amend Section 32-5 of the Code to be consistent with the Special Law Enforcement Officers' Act (N.J.S.A. 40A:14-146.8);(2) those portions of the Code set forth below are hereby amended as follows; and (3) portions of the Code not set forth below shall remain unchanged:

**SECTION 1.** Section 32-5 of the Code of the Township of Holland entitled "Special Police Officers" is hereby deleted in its entirety and replaced with the following:

- A. *Classification of Officers.* Pursuant to N.J.S.A. 40A:14-146.11, there are hereby established three classifications of special law enforcement officers:
- 1) **Class One.** Officers of this class are hereby authorized to perform routine traffic detail, spectator control and similar duties. Class one officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinances and violations of Title 39 of the New Jersey Statutes. The use of a firearm by an officer of this class shall be strictly prohibited, and no class one officer shall be assigned any duties which may require the carrying or use of a firearm.
  - 2) **Class Two.** Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer. The use of a firearm by an officer of this class may be authorized only after the officer has been fully certified as successfully completing training as prescribed by the police training commission.
  - 3) **Class Three.** special law enforcement officers shall be issued a firearm, mechanical force devices and any such other equipment or supplies necessary to perform their duties as determined by the Chief of Police, who shall also prescribe uniforms that the special officers are responsible for acquiring. Class III special law enforcement officers shall be responsible for the care and maintenance of their uniforms and equipment and shall wear the uniform of the day and carry firearm and other mechanical force devices and equipment as prescribed by the Chief of Police at all times when on duty.
- B. *Uniforms.* Pursuant to N.J.S.A. 40A:14-146.12, every special law enforcement officer prior to the commencement of his duties shall be furnished with a uniform which shall identify the officer's function. The uniform shall include, but not be limited to, a hat and appropriate badges which shall bear an identification number or name tag and the name of the local unit in which the officer is employed. The uniform shall also include an insignia issued by the commission which clearly indicates the officer's status as a special law enforcement officer and the type of certification issued pursuant to Section 4 of The Special Law Enforcement Officers' Act (N.J.S.A. 40A:14-146.11).
- C. *Carrying of Firearms.* Special law enforcement officers who are permitted to carry and return firearms shall do so pursuant to the guidelines established in N.J.S.A. 40A:14-146.14(b).
- D. *Rules and Regulations.* Special law enforcement officers shall comply with the rules and regulations applicable to the conduct and decorum of the permanent regularly-appointed police officers of the Township, as well as any rules and regulations applicable to the conduct and decorum of special law enforcement officers.
- E. *Supervision.* Pursuant to N.J.S.A. 40A:14-146.14, a special law enforcement officer shall be under the supervision and direction of the chief of police or, in the absence of the chief, other chief law enforcement officer of the local unit wherein the officer is appointed, and shall perform his duties only in the local unit except when in fresh pursuit of any person pursuant to chapter 156 of Title 2A of the New Jersey Statutes or when authorized to perform duties in another unit pursuant to a mutual aid agreement enacted in accordance with section 1 of P.L.1976, c. 45 (C.40A:14-156.1).
- F. *Hours of Employment.* No class one or two special law enforcement officer may be employed for more than 20 hours per week by the local unit except, as determined by the governing body, during periods of emergency or for services to a private entity. However, the Chief of Police and governing body may designate one of the Townships' Class I or Class II Specials for whom there shall be no weekly twenty-hour limitation on the number of hours worked pursuant to N.J.S.A. 40A:14-146.14.

G. *Terms and Revocation of Appointments.* Pursuant to N.J.S.A. 40A:14-146.14(a), special law enforcement officers may be appointed for terms not to exceed one year, and the appointments may be revoked by the local unit for cause after adequate hearing, unless the appointment is for four months or less, in which event the appointment may be revoked without cause or hearing. Nothing herein shall be construed to require reappointment upon the expiration of the term. The special law enforcement officers so appointed shall not be members of the police force of the local unit, and their powers and duties as determined pursuant to this act shall cease at the expiration of the term for which appointed.

H. *Number of Categories of Officers.* The number of special law enforcement officers designated as class one members shall not exceed 2 persons. The number of special law enforcement officers designated as class two members shall not exceed the higher of two persons or 25% of the total number of regular police officers employed by the Department pursuant to N.J.S.A. 40A:14-146.17.

**SECTION 11.** All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

**SECTION 12.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 13.** This Ordinance shall take effect upon final passage and publication according to law.

**BUSINESS FROM TOWNSHIP ATTORNEY**

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

**ADJOURN** at \_\_\_\_\_

DRAFT