

March 07, 2023  
HOLLAND TOWNSHIP COMMITTEE  
REGULAR MEETING MINUTES

The Holland Township Committee met on the above date at the Holland Township Municipal Building, 61 Church Road, Milford, N.J. at 7:11 p.m.

**MAYOR BUSH CALLS THE MEETING TO ORDER:** The March 7, 2023 regular meeting of the Holland Township Committee will now come to order.

**Roll Call:** present were  
Committeeman Duane Young  
Committeewomen Lisa Mickey  
Deputy Mayor Scott Wilhelm arrived at 7:13 pm  
Committeeman Robert Thurgarland  
Mayor Dan Bush  
Attorney Matthew Lyons  
Municipal Clerk Melissa Tigar

**FLAG SALUTE**

Mayor Bush invited the audience to join the Committee in reciting the *“Pledge of Allegiance”*

**CLERK TIGAR 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 republished 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**

Topic: Township Committee  
Time: March 7, 2023 07:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us06web.zoom.us/j/7480301411?pwd=dWgzaU91TXhjdFk5eWJNZmNPcGUxdz09>  
Meeting ID: 748 030 1411  
Passcode: 951148  
One tap mobile  
+13052241968,7480301411#, \*951148# US  
+13092053325,7480301411#, \*951148# US

**APPROVAL OF MINUTES OF THE:** February 21, 2023 Regular Meeting

Mr. Thurgarland moved and Mr. Young seconded the motion to approve the minutes of the February 21, 2023 Regular meeting.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey			X	
Scott Wilhelm, Deputy Mayor				X
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**APPROVAL OF BILLS AS SUBMITTED**

Ms. Mickey moved and Mr. Young seconded the motion to approve the bills list as submitted.

Holland Township  
Bill List  
7-Mar-23

Check#	Vendor	Description	Payment	Check Total
33436	ABE MATERIALS - EASTON	Cold Patch for Various Township Roads	\$ 361.50	
		Cold Patch for Various Road Repairs	\$ 676.50	\$ 1,038.00
33437	Affordable Housing Professionals	Affordable Housing Webinar March 23 2023	\$ 25.00	\$ 25.00
33438	ALLEGRO ENTERPRISES, INC.	Water Delivery RRCC (January 2023)	\$ 46.84	

33488	LMR DISPOSAL	Dumpster Pickup Service	\$ 570.00	\$ 570.00
33489	LMR DISPOSAL	Dumpster Pickup Service	\$ 615.00	\$ 615.00
33490	LMR DISPOSAL	Recycling Dumpster @ RRCC	\$ 63.11	\$ 63.11
33491	MARIA ELENA JENNETTE KOZAK	Misc reimbursements prints	\$ 26.91	\$ 26.91
33492	Mark Alpaugh	CONCEPTUAL CONSTRUCTION COST EST	\$ 750.00	\$ 750.00
33493	MELANIE WOROB	Zumba & Fitness Classes February 2023	\$ 880.00	\$ 880.00
33494	MILFORD/FRENCHTOWN AUTO PARTS	Snow Plow Parts/ Markers	\$ 316.95	\$ 316.95
33495	MILFORD/FRENCHTOWN AUTO PARTS	Parts and Tool for 2016 F550 and TRK 98	\$ 1,311.22	\$ 1,311.22
33496	NJ Advance Media	LUB B13L23 Bailey 021323 Memorialize Res	\$ 15.99	
		LUB 2022 Annual Report adopted 021323	\$ 15.99	
		Ordinance 2023-5	\$ 49.57	\$ 81.55
33497	NJ EVENT SERVICES LLC	Temporary Restrooms 02/03/23 - 03/02/23	\$ 110.00	\$ 110.00
33498	NJ STATE ASSOC. OF CHIEFS OF POLICE	OPRA Training	\$ 299.00	\$ 299.00
33499	NJLM	BUDGET, ETHICS AND PROCUREMENT UPDATES	\$ 75.00	\$ 75.00
33500	ODP BUSINESS SOLUTIONS, LLC	Office Supplies	\$ 86.48	
		CUPS/SOAP	\$ 32.77	\$ 119.25
33501	PenTeleData	02/24/23 - 03/24/23	\$ 196.85	\$ 196.85
33502	State Industrial Products	Wasp / Cleaner Sprays	\$ 2,494.80	\$ 2,494.80
33503	Supreme Heating & Air Conditioning	Heating Repair @ RRCC	\$ 143.00	\$ 143.00
33504	Tamatha Isenberg	Yoga - February 2023	\$ 275.00	\$ 275.00
33505	THERESA VERDI	Cleaning services at Municipal Building	\$ 800.00	
		Cleaning @ RRCC	\$ 560.00	\$ 1,360.00
33506	VERIZON	01/25/23 billing 908 995 8810	\$ 63.00	\$ 63.00
33507	VERIZON	FEBRUARY 2023 BILLING	\$ 242.19	\$ 242.19
33508	VERIZON	FEBRUARY 2023 BILLING	\$ 1,794.09	\$ 1,794.09
33509	WB Mason Co Inc	Can Liners, Business Cards, Fan	\$ 160.44	\$ 160.44
33510	WILSON PRODUCTS	Propane for Recycling	\$ 0.56	
		Propane for Recycling Building	\$ 36.00	\$ 36.56
33511	WITMER PUBLIC SAFETY GROUP	HOLSTERS	\$ 810.00	\$ 810.00
		Totals	\$ 2,619,213.45	\$ 2,619,213.45
10523	Quadient Inc	refill postage machine	\$ 1,450.00	\$ 1,450.00
22723	NJ STATE HEALTH BENEFITS PROGRAM	March 2023 Retiree Billing	\$ 2,944.16	\$ 2,944.16
22823	NJ STATE HEALTH BENEFITS PROGRAM	March 2023 Health benefits	\$ 33,871.13	\$ 33,871.13
30123	GUARDIAN	Mar-23	\$ 2,856.23	\$ 2,856.23
33424	Quadient	B-POSTAGE REFILL FOR 2023	\$ 528.00	\$ 528.00
33424	Quadient	VOID	\$ (528.00)	\$ (528.00)
33435	Quadient Leasing USA Inc	B-POSTAGE REFILL FOR 2023	\$ 528.00	\$ 528.00
			\$ 42,177.52	
			\$ (528.00)	*VOIDED
			\$ 41,649.52	

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor				X
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**OLD BUSINESS FROM TOWNSHIP COMMITTEE**

Mr. Young moved and Mr. Thurgarland seconded the motion to adopt on final reading Ordinance 2023-5.

**-ORDINANCE 2023-5-Public Hearing/Final Adoption**

**AN ORDINANCE TO AMEND ORDINANCE 2023-2 TO DETERMINE AND FIX THE SALARIES AND WAGES OF CERTAIN OFFICERS AND EMPLOYEES**

Mr. Wilhelm

- Updated fee schedule for the Land Use Board for the next meeting agenda.

Mr. Bush

- RRCC Monthly report for February. Active memberships 475, Active members 761. Total revenue for February \$16,200.00. Pickleball continues to be successful. New Peloton arrived. Camp registration began on March 6, 2023.
- The (3) three year lease agreement with DVAA is on the agenda this evening to approve.
- The SSP Architects Professional Agreement is also on the agenda this evening for approval.
- There are (2) two resolutions to approve grants through the Hunterdon County Open Space Trust Fund for the RRCC Grand Stand Renovations on the agenda this evening.
- Temporary Emergency Budget #2
- HTVFC has a Capital expense for the main bay floor replacement. New quotes needed for 2023.

**NEW BUSINESS FROM TOWNSHIP COMMITTEE**

**-Authorization for the Mayor to sign** Holland Township Municipal Building and Riegel Ridge Community Center Sanico Contract.

Mr. Thurgarland moved and Ms. Mickey seconded the motion to authorize the Mayor to sign the Sanico contracts.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**-Authorization for the Mayor to sign** Contract for Professional Accounting and Auditing with BKC, CPAs, PC

Mr. Wilhelm moved and Mr. Young seconded the motion to authorize the Mayor to sign the contract for Professional Accounting and Auditing services.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**-Authorization for the Mayor to sign** DVAA Lease Agreement

Mr. Thurgarland moved and Mr. Young seconded the motion to authorize the Mayor to sign the DVAA Lease Agreement.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**-Authorization for Mayor and Township Attorney to sign** Small Wireless Communications Facilities Master License Agreement regarding Verizon Wireless Small Cell Deployment  
This agenda item has been tabled.

**-RESOLUTION- 2023 Salaries and Wages Update #1**

Mr. Young moved and Mr. Wilhelm seconded the motion to adopt the following resolution:

**RESOLUTION**  
2023 Salaries and Wages  
Update #1

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 Zilliox [Resolution 3/1/2023]		\$ 21.97
Part-Time Police Officer Hults [Resolution 4/3/2023]		\$ 30.00
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

**RESOLUTION**  
 Authorizing the Appointment of a  
 Deputy Tax Collector

**WHEREAS**, the Township has the need to appoint a Deputy Tax Collector due to the recent reduction in hours of the Tax Collector; and

**WHEREAS**, the Township Committee desires to appoint Dmitri VanBuskirk as the Deputy Tax Collector; and

**WHEREAS**, the Township Committee and Dmitri VanBuskirk have agreed that as Deputy Tax Collector, he will work on a schedule mutually agreed upon between him and the Township Committee Liaison; and

**WHEREAS**, for the position of Deputy Tax Collector Dmitri VanBuskirk shall be paid an annual salary of \$11,100 and

**WHEREAS**, Dmitri VanBuskirk terms of employment will be in accordance with the Township's Personnel Policies and Procedures Manual; and

**WHEREAS**, the Chief Financial Officer determined that there are sufficient funds from account 01-201-20-145-010 are available to pay for these services;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, as follows:

1. Dmitri VanBuskirk is hereby appointed as Deputy Tax Collector.
2. Dmitri VanBuskirk will be paid an annual salary of \$11,100 (Retro-active to 02/08/2023) for the position of Deputy Tax Collector.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**-RESOLUTION-Approval to Hire: Harry Hults as a Part Time Class II Special Law Enforcement Officer.**

Mr. Thurgarland moved Mr. Young seconded the motion to adopt the following resolution:

**RESOLUTION**  
 Hiring Harry Hults as a Part Time Class II Special Law Enforcement Officer

**WHEREAS**, the Township Committee of the Township of Holland and the Holland Township Police Department shall require the services of a Class II Special Law Enforcement Officer, as defined in Ordinance §32-5 and N.J.S.A. 40A:14-146.14, effective February 7, 2023; and

**WHEREAS**, Holland Township Police Chief, Sean Gutsick, has reviewed Mr. Hults application, qualifications, background check, medical examination, psychological examination, Police Training Commission qualifications and has found them all to be acceptable; and

**WHEREAS**, Holland Township Police Chief, Sean Gutsick, has designated Mr. Hults as a Class II Special Law Enforcement officer 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; and

**WHEREAS**, Chief Financial Officer, Kristi Gano, has determined that there are sufficient funds available in the General Operations Municipal budget to pay for this employee.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Holland, County of Hunterdon, State of New Jersey, that, effective April 3, 2023 Harry Hults be appointed as Class II Special Law Enforcement Officer, in accordance with Ordinance §32-5 and N.J.S.A. 40A:14-146.14, at the salary of \$30.00/hr.

Dan Bush, Mayor	X			
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**-RESOLUTION** – Awarding contract for Professional Services to SSP Architects  
Mr. Thurgarland moved and Mr. Wilhelm seconded the motion to adopt the following resolution:

**RESOLUTION**  
**AWARDING A PROFESSIONAL SERVICES CONTRACT**  
**TO SSP ARCHITECTS AS ARCHITECT OF RECORD**  
**FOR THE ARCHITECTURAL AND RELATED SERVICES**  
**FOR THE TOWNSHIP OF HOLLAND,**  
**COUNTY OF HUNTERDON AND STATE OF NEW JERSEY**

**WHEREAS**, the Township of Holland requires the services of an Architect in connection Township facilities in the Township of Holland, County of Hunterdon; and

**WHEREAS**, SSP Architects has submitted a Rate Sheet as Architect of Record, for the architectural and related services in an amount not to exceed \$75,000 per the Rate Sheet (Exhibit “A”); and

**WHEREAS**, the Township is acquiring these professional services without the need for public bidding pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.); and

**WHEREAS**, the Township obtained funding for this project through the Capital Improvement Fund, Account Number 04-299-56-850-101, and the Township’s Chief Financial Officer has certified that sufficient funds are available.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Holland, County of Hunterdon, State of New Jersey as follows:

1. SSP Architects is awarded a contract as Architect of Record consistent with the attached Rate Sheet for the architectural and related services; and
2. The Mayor and Clerk are hereby authorized ~~to execute the attached proposal~~ and directed to execute any documents necessary.
3. A notice of this action shall be published in the official newspaper of the Township within ten (10) days of approval of this resolution.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**-RESOLUTION** – Supporting Submission of a Grant Application to the County of Hunterdon  
Mr. Thurgarland moved and Mr. Young seconded the motion to adopt the following resolution:

**RESOLUTION**  
Supporting Submission of a Grant Application to the County of Hunterdon

**WHEREAS**, the Hunterdon County Board of Chosen Commissioners has approved an Open Space, Recreation, Farmland and Historic Preservation Trust Fund and established a Historic Preservation Grant Program to provide County funds in connection with the acquisition of historic properties and the preservation of historic properties, buildings, structures facilities, sites, areas or objects, in Hunterdon County; and

**WHEREAS**, the Township of Holland desires to further the public interest by obtaining funding in the amount of \$100,000.00 from the County of Hunterdon to fund the following historic preservation project:

**Riegel Ridge Grandstand Restoration Project** at a cost of \$100,000.00;

**WHEREAS**, the County of Hunterdon shall determine if the application is complete and in conformance with the scope and intent of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan, applicable Freeholder Board Policies and the Procedures Manual for the Municipal Grant Program adopted thereto, and notify the Municipality of the amount of the funding award; and

**WHEREAS**, the Municipality is willing to use the County funds in accordance with such adopted Policies and Procedures, and applicable state and local government rules, regulations and statutes;

**NOW, THEREFORE, BE IT FURTHER RESOLVED, BY THE** Holland Township Committee

1. That the Mayor Daniel T. Bush or the successor to the office of Mayor of the above named Municipality is hereby authorized to execute any documents and agreements with the County of Hunterdon known as **Renovations to the Riegel Ridge Grand Stands**;
2. That the Municipality has its share of funds if required;
3. That, in the event the County of Hunterdon’s funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

**-RESOLUTION-** Temporary Emergency Budget #2

Mr. Wilhelm moved and Mr. Young seconded the motion to adopt the following resolution:

**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 2023 budget adoption for the aforesaid purposes, and

And no adequate provision has been made in the 2023 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 2023 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A. 40A:4-20) including this resolution total \$ 692,263.00

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Holland, 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 \$692,263.00 as follows:

ACCOUNT NUMBER	<u>DESCRIPTION</u>	<u>Amount</u>
01-201-20-120-010	Municipal Clerk S/W	\$12,100.00
01-201-20-130-010	Finance S/W	\$4,200.00
01-201-20-140-200	Communications O/E	\$7,250.00
01-201-20-145-010	Collection of Taxes S/W	\$2,280.00
01-201-20-150-010	Assessment of Taxes S/W	\$7,300.00
01-201-20-175-010	Hist Pres Comm S/W	\$200.00
01-201-21-182-010	Land Use Board S/W	\$7,700.00

- Attorney client conversation regarding interpretation of the Township Personnel Policies and Procedures Manual Pursuant to N.J.S.A. 10: 4-12 b(7)

**BE IT FURTHER RESOLVED**, that Minutes will be kept on file in the Municipal Clerk's Office, and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes shall be made public. This Resolution will take effect immediately.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

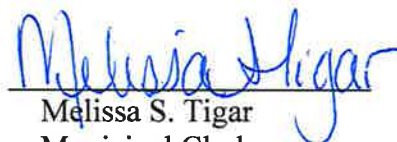
Consensus was to return to Open Session-at 7:50 p.m. No action was taken.

**ADJOURN**


Mr. Wilhelm moved and Mr. Thurgarland seconded the motion to adjourn at 7:51 p.m.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Duane Young	X			
Lisa Mickey	X			
Scott Wilhelm, Deputy Mayor	X			
Robert Thurgarland	X			
Dan Bush, Mayor	X			

Respectfully submitted,

  
 Melissa S. Tigar  
 Municipal Clerk

Approved by,

  
 Dan Bush, Mayor  
 Scott Wilhelm, Deputy Mayor