

2014 RE-ORGANIZATIONAL MEETING AGENDA  
Wednesday January 1, 2014  
10:00 a.m.

**CLERK MILLER CALLS THE MEETING TO ORDER**-The January 1<sup>st</sup>, 2014 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 on **December 19, 2013** by:

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

**OATH OF OFFICE**

Clerk Miller asks Attorney Cushing to swear in Committeeman-elect Roselle and Vogel

**ELECTION OF MAYOR**

- Clerk Miller requests a motion to nominate the Holland Township Mayor for 2014
- Clerk Miller takes roll call vote
- Attorney Cushing 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 2014
- Clerk takes roll call vote
- Attorney Cushing swears in the newly elected Deputy Mayor
- The Deputy Mayor takes the seat to the left of the New Mayor
- The remaining Committeemen take seats to the left of the New Deputy Mayor starting with the most senior Committeeman to the newest Committeeman seated on the end.

**NEW BUSINESS FROM THE TOWNSHIP COMMITTEE**

**-RESOLUTION**-Adoption of the 2014 Temporary Budgets and the 2014 Temporary Sewer Budget

**RESOLUTION**

2014 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 2014 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,

WHEREAS, the total appropriations in the 2013 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$4,963,190.80, and

WHEREAS, 26.25% of the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$1,302,837.58

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 his records:

TEMPORARY APPROPRIATIONS – 2014

Account Number	Description	Amount
01-201-20-110-010	MAYOR & COMMITTEE - SALARIES & WAGES	5,000.00
01-201-20-110-200	MAYOR & COMMITTEE - OTHER EXPENSES	10,000.00
01-201-20-120-010	MUNICIPAL CLERK - SALARIES & WAGES	30,000.00
01-201-20-120-200	MUNICIPAL CLERK - OTHER EXPENSES	6,000.00

01-201-20-130-010	FINANCE - SALARIES & WAGES	25,000.00
01-201-20-130-200	FINANCE - OTHER EXPENSES	15,000.00
01-201-20-135-200	FINANCIAL AUDIT SERVICES	5,000.00
01-201-20-145-010	COLLECTION OF TAXES - SALARIES & WAGES	7,500.00
01-201-20-145-200	COLLECTION OF TAXES - OTHER EXPENSES	4,500.00
01-201-20-150-010	ASSESSMENT OF TAXES - SALARIES & WAGES	10,000.00
01-201-20-150-200	ASSESSMENT OF TAXES - OTHER EXPENSES	2,500.00
01-201-20-155-200	LEGAL SERVICES - OTHER EXPENSES	40,000.00
01-201-20-165-200	ENGINEERING SERVICES - OTHER EXPENSES	20,000.00
01-201-20-170-010	AG ADVISORY COMMITTEE - SALARIES & WAGES	300.00
01-201-20-170-200	AG ADVISORY COMMITTEE - OTHER EXPENSES	3,500.00
01-201-20-175-010	HIST. PRES. COMM - SALARIES & WAGES	300.00
01-201-20-175-200	HIST. PRESERVATION COMM - OTHER EXPENSES	3,500.00
01-201-21-180-010	PLANNING BOARD - SALARIES & WAGES	5,000.00
01-201-21-180-200	PLANNING BOARD - OTHER EXPENSES	3,500.00
01-201-21-185-010	BOARD OF ADJUSTMENT - SALARIES & WAGES	8,000.00
01-201-21-185-200	BOARD OF ADJUSTMENT - OTHER EXPENSES	2,500.00
01-201-23-210-200	OTHER INSURANCE	30,000.00
01-201-23-215-200	WORKER'S COMPENSATION	15,000.00
01-201-23-220-200	EMPLOYEE GROUP INSURANCE	80,000.00
01-201-25-240-010	POLICE - SALARIES & WAGES	150,000.00
01-201-25-240-200	POLICE - OTHER EXPENSES	35,000.00
01-201-25-250-010	MUNICIPAL COURT - SALARIES & WAGES	7,000.00
01-201-25-250-200	MUNICIPAL COURT - OTHER EXPENSES	2,500.00
01-201-25-252-010	EMERGENCY MANAGEMENT - SALARIES & WAGES	3,000.00
01-201-25-252-200	EMERGENCY MANAGEMENT - OTHER EXPENSES	7,500.00
01-201-25-255-200	AID TO VOLUNTEER FIRE COMPANY	20,000.00
01-201-25-260-200	AID TO FIRST AID ORGANIZATIONS	20,000.00
01-201-25-265-200	FIRE - OTHER EXPENSES	5,000.00
01-201-25-275-010	MUNICIPAL PROSECUTOR - SALARIES & WAGES	2,000.00
01-201-25-276-010	PUBLIC DEFENDER S/W	1,000.00
01-201-26-290-010	PUBLIC WORKS - SALARIES & WAGES	175,000.00
01-201-26-290-200	PUBLIC WORKS - OTHER EXPENSES	50,000.00
01-201-26-295-200	SNOW REMOVAL	50,000.00
01-201-26-305-010	ENVIRONMENTAL - RECYCLING - S&W	10,000.00
01-201-26-305-200	ENVIRONMENTAL --RECYCLING - O/E	5,000.00
01-201-26-310-010	BUILDINGS & GROUNDS - SALARIES & WAGES	20,000.00
01-201-26-310-200	BUILDINGS & GROUNDS - OTHER EXPENSES	30,000.00
01-201-27-330-010	BOARD OF HEALTH - SALARIES & WAGES	1,000.00
01-201-27-330-200	BOARD OF HEALTH - OTHER EXPENSES	2,900.00

01-201-27-335-200	ENVIRONMENTAL HEALTH WW MANAGEMENT	5,000.00
01-201-27-340-200	ANIMAL CONTROL - OTHER EXPENSES	5,000.00
01-201-28-370-010	RRCC PARKS & RECREATION - S & W	75,000.00
01-201-28-370-200	RRCC PARKS & RECREATION - OTHER EXPENSES	25,000.00
01-201-28-371-010	OTHER RECREATION PROGRAMS S/W	1,000.00
01-201-28-371-200	OTHER RECREATION PROGRAMS O/E	8,000.00
01-201-28-372-010	SWIMMING POOL SALARIES AND WAGES	100.00
01-201-28-372-200	SWIMMING POOL O/E	5,000.00
01-201-28-373-010	SNACK SHACK S/W	100.00
01-201-28-373-200	SNACK SHACK O/E	100.00
01-201-31-430-200	ELECTRICITY - OTHER EXPENSES	30,000.00
01-201-31-435-200	STREET LIGHTING - OTHER EXPENSES	30,000.00
01-201-31-440-200	TELEPHONE - OTHER EXPENSES	15,000.00
01-201-31-446-200	NATURAL GAS & PROPANE--HEAT	25,000.00
01-201-31-447-200	FUEL OIL - OTHER EXPENSES	12,500.00
01-201-31-460-200	GASOLINE & DIESEL - OTHER EXPENSES	40,000.00
01-201-32-465-200	DUMPSTER - OTHER EXPENSES	15,000.00
01-201-36-471-200	PUBLIC EMPLOYEES RETIREMENT SYSTEM	100.00
01-201-36-472-200	SOCIAL SECURITY - OTHER EXPENSES	50,000.00
01-201-36-473-200	DCRP	1,000.00
01-201-36-474-200	UNEMPLOYMENT COMP INSURANCE	6,000.00
01-201-36-475-200	POLICE & FIRE RETIREMENT SYSTEM	100.00
01-201-40-501-200	COAH - OTHER EXPENSES	100.00
01-201-40-502-200	AID TO LIBRARY	15,000.00
01-201-41-708-100	STATE AND FEDERAL GRANTS	100.00
TOTALS		1,293,200.00

**-RESOLUTION-Professional Services**

**RESOLUTION  
PROFESSIONAL SERVICES**

Resolution Authorizing the Award of a Contract for Certain Township Professionals Not Utilizing the Process Defined in the Third Definition Under N.J.S.A. 19:4A-20.7

**WHEREAS**, there exists a need for Municipal Engineer, Municipal Attorney, Municipal Planner, Insurance Advisors, Municipal Auditor, and Occupational & Environmental Engineer, in the Township of Holland, County of Hunterdon, in the year **2014** and

**WHEREAS**, there exists a need for the Township to hire a consultant to administer the Small Cities community Development Block Grant as part of the rehabilitative housing program under COAH and the affordable accessory apartment program of the Township under COAH, and

**WHEREAS**, there is a need for Township insurance advisors, with respect to casualty insurance and other similar insurance, and with respect to health insurance; and

**WHEREAS**, the Chief Financial Officer of the Township has certified that sufficient funds are available to pay the costs of professional services contracts for these purposes; and

**WHEREAS**, said Chief Financial Officer has certified that the contracts (recited below) with William Colantano, Gebhardt & Kiefer, P.C., Elizabeth McKenzie, GroupMelvinDesign, Housing and Community Development Services, Inc., RK Occupational & Environmental Analysis Inc. and Maser Consulting, would

exceed \$36,000 in value, and such parties have furnished to the Township [or will furnish prior to the effectiveness of an award of a contract to them] a Business Entity Disclosure Certification certifying that their entity has not made any reportable contributions under the New Jersey Local Unit Pay-To-Play Law (N.J.S.A. 19:4A-20.4 et seq.) and that they will not, during the term of their contract make any political contribution so reportable; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires a resolution authorizing the award of contracts for Professional Services without competitive bidding must be advertised.

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

(A) That the Mayor and Clerk of the Township of Holland are hereby authorized and directed to execute contracts with following, all being for a one year period ending January 1, 2014, 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.

**William M. Colantano**, 100 Route 31 north, Washington, 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.

**Elizabeth McKenzie** of Flemington, New Jersey as Township Planner, having rendered Holland Township such services in the past.

**GroupMelvinDesign** of Woodbury, New Jersey as advisors for the Highlands, having rendered Holland Township such services in the past.

**RK Occupational & Environmental Analysis Inc.** of Phillipsburg, New Jersey to provide the necessary training program to survey the Townships hazardous substances and to properly label these substances, having rendered Holland Township such services in the past.

**Groendyke Associates** of Califon, New Jersey as Township Insurance Agent, having rendered Holland Township such services in the past.

**Rosko Associates, Inc.** of Blairstown, New Jersey as Township Health Insurance Agent, having rendered Holland Township such services in the past.

**Housing and Community Development Services, Inc.**, a New Jersey Corporation, to administer the Township's Rehabilitation Program and the Small Community Development Block Grant, as well as the Township's affordable accessory apartment program under COAH, having rendered Holland Township such services in the past.

**Maser Consulting** of Clinton, NJ as Municipal Engineers. having rendered Holland Township such services in the past.

**Hatch Mott Mac Donald**, 53 Frontage Rd. Suite 170, Hampton, New Jersey as Special Projects Engineer having rendered Holland Township such services in the past.

**Assessor Services LLC**, of 414 Runyon Curt, Flemington, NJ as professional appraisal inspections having rendered Holland Township such services in the past.

**Wilentz, Goldman & Spitzer, P.A.** of Woodbridge, New Jersey as represent the Township for In Rem foreclosure proceedings 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.

**-Mayor asks the Committee if any member wishes to remove any item from the Consent Agenda (attached) for separate discussion/consideration/vote.**

**-Mayor requests motion to adopt the Consent Agenda**

**CONSENT AGENDA**

**Authorizing the Chief Financial Officer** to charge \$25.00 for any checks that are returned by the bank

**Authorizing the Clerk** to charge \$10.00 for mailing of meetings notices upon request.

**Authorizing the Tax Assessor** to charge \$10.00 for an affidavit listing names of property owners as under the Municipal Land Use Law.

**Designating the Hunterdon County Democrat** as the official newspaper of the Township for 2014 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.

**Appointing the Hunterdon Humane Animal Shelter** as dog warden for 2014 and authorizing the Mayor and Municipal Clerk to sign the 2014 Animal Control Agreement with Hunterdon Humane Shelter

**Appointing the Delaware Valley Family Health Center** as Township Physician for 2014

**Adopting the following resolutions:**

**RESOLUTION**

**Appointing Township Officials**

**WHEREAS**, there exists a need for the following Township Officials in 2014:

Deputy Clerk, Tax Search Officer, Sewer Rent Collector, Public Information Coordinator/Custodian of Official Records, Dog Licensing Officer, Zoning Officer/Development Regulations Officer and Municipal Housing Liaison, Certified Recycling Coordinator Chief Municipal Finance Officer, Tax Collector

**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 1/1/2014-12/31/2014:

- Linda Moser as Deputy Clerk
- Linda Moser as Dog Licensing Officer
- Kay Winzenried as Tax Search Officer
- Kay Winzenried as Sewer Rent Collector
- Catherine M. Miller as Public Information Coordinator/Custodian of Official Records
- Alan Turdo as Certified Recycling Coordinator

**BE IT FURTHER RESOLVED**, that the following be appointed effective 1/1/2014 for the terms stated:

- Edward P. Rees to a 4 year term as Chief Financial Officer
- Kay Winzenried to a 4 year term as Tax Collector

**-RESOLUTION-2014 Cash Management Plan**

**RESOLUTION**

**Regarding Cash Management Plan for the Year 2014**

**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** that the following Cash Management Plan be adopted by the Township of Holland thereafter "Municipality",

**A. DESIGNATION OF OFFICIAL DEPOSITORIES**

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

Sun National Bank	New Jersey Cash Management Fund	Wells Fargo
PNC Bank	Fulton Bank	Unity Bank
TD Bank	Yardville National Bank	U.S. Bank
The Provident Bank	Valley National Bank	Sovereign Bank
Somerset Savings Bank	Peapack-Gladstone Bank	Hopewell Valley Community Bank
Riegel Federal Credit Union		

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 30<sup>th</sup> and December 31<sup>st</sup> 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 31<sup>st</sup> 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. 40A:5-4.

### **-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-** Official Municipal Signatories

#### **RESOLUTION**

Authorizing Official Municipal Signatories of the Township of Holland for 2014

**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 2014:

Mayor	Deputy Mayor	Chief Financial Officer
Municipal Clerk	Deputy Municipal Clerk	

### **-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-** 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-** Appointing Risk Management Consultant- For the State Wide Insurance Group

**RESOLUTION**

Appointing Risk Management Consultant

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

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

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

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

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

1. Holland Township hereby appoints Groendyke Assoc. as its local Risk Management Consultant.
2. The Municipal Clerk Catherine M. Miller and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2013 in the form attached hereto.

**-RESOLUTION-**Appointing a Fund Commissioner-For the State Wide Insurance Group

**RESOLUTION**  
Appointing Fund Commissioner

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

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

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

**BE IT FURTHER RESOLVED** that Linda L. Moser, Deputy Clerk is hereby appointed as the Alternate Fund Commissioner for the Local Unit; 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-**Transfer of Funds-(Per DPW Superintendent, Alan Turdo, Allied Waste Water installed new impellers in both pumps at the Gridley Sewer Pumping Station which reduced the tank pump down time from 10 minutes to less than 2 minutes.)

**-RESOLUTION-**Approval of the 2014 Risk Management Consultant's Agreement and authorization for the Mayor to sign such agreement:

**RESOLUTION**  
2014 FUND YEAR  
STATEWIDE INSURANCE FUND  
RISK MANAGEMENT CONSULTANT'S AGREEMENT

**THIS AGREEMENT** entered into this 1<sup>st</sup> day of January 2014, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, the Township of Holland ("MEMBER") and Groendyke Assoc. ("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 claims 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 all lines assessment (excluding any fees, PLIGA, and loss ratio apportionment); and 10% of Selective umbrella assessment (excluding fees, PLIGA and administrative expenses).
- (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, 2014** to **January 1, 2015**. 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 necessary documentation establishing compliance within seven (7) days of this Agreement.

#### **-RESOLUTION- Sexual Harassment Policy**

### **RESOLUTION** Sexual Harassment Policy

The Township of Holland believes that every employee has the right to work in an environment free from all forms of discrimination, including sexual harassment. The Township strongly disapproves of offensive or inappropriate conduct by any employee who harasses, disrupts or interferes with work performance or which creates an intimidating, offensive or hostile work environment.

Sexual harassment includes, but is not limited to, unwelcome sexual flirtation, touching, propositions or advances and implicit or explicit requests for sexual acts or favors by supervisors or any other employee.

All employees must avoid any act or conduct which could be viewed as sexually harassing or offensive by any person. For example, graphic or suggestive comments about an individual's dress or body, verbal abuse of a sexual nature, sexually degrading words to describe an individual, the display of sexually suggestive objects or pictures, and sexual innuendoes or jokes of a sexual nature should be avoided. Out of respect for your co-workers, and the law, all employees should be sensitive to the fact that others may find such conduct offensive, even if no offense was intended.

Sexual harassment is unlawful. The Township firmly believes that no employee has to tolerate any form of sexual harassment. Therefore, the Township has put into place a procedure for dealing with sexual harassment. If you believe that you have been sexually harassed by a co-worker, contractor, vendor or any other person, including your supervisor, or any other person you deal with in the course of employment, you are strongly encouraged to immediately report this fact to your immediate supervisor or to the Mayor if your supervisor is the source of the harassment. Any such complaint will be investigated

and documented thoroughly and dealt with according to the merits. All investigations will be handled in an impartial manner and be kept as confidential as possible. A written disposition will be forwarded to the

parties at the conclusion of the investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. Any employee who is found to have engaged in

sexual harassment or in retaliation against another employee for filing a complaint or participating in an investigation will be subject to appropriate disciplinary action, including termination of employment.

**BE IT RESOLVED** that the Holland Township Committee hereby adopts the foregoing Resolution.

**-RESOLUTION-** Drug-free Workplace

**RESOLUTION**  
Drug-free Workplace

**WHEREAS**, from time to time this Township may be the recipient of a grant from the United States Government; and

**WHEREAS** it is required, in order for this Township to be the recipient of such a grant to meet certain drug-free workplace requirements made part of Public Law 100-690;

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

1. This Township hereby states, as its policy, that the unlawful manufacture, distribution, dispensing, possession or use of controlled dangerous substance is prohibited in any workplace of the Township and any employees who violate this prohibition shall be subject to prosecution for any violation of the criminal law and further be subject to disciplinary action which may include suspension or discharge from service, as allowed by law.
2. This Township hereby authorizes and directs the establishment of an on-going drug-free awareness program to inform its employees about (a) the dangers of drug abuse in the workplace, (b) the Township's policy of maintaining a drug-free workplace, (c) any available drug counseling, rehabilitation, and employee assistance programs, and (d) the penalties that may be imposed upon employees for drug abuse violations. This program shall be established and directed by the Emergency Management Coordinator.
3. It is hereby required that any Township employee engaged in the performance of any grant from the United States Government: (a) be given a copy of the statement contained in Paragraph 1. above: and (b) be notified that as a condition of employment in such grant the employee will abide by the terms of the statement, and will notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. The Township will notify the federal agency giving such grant within 10 days after the Township receives notice of such a conviction from an employee or otherwise receives actual notice of such a conviction.
5. The Township will, in a manner consistent with State Law, within 30 days after receiving notice from an employee of such a conviction, take appropriate personnel action against such employee up to and including termination, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 41 U.S.C. 703.

6. The Township will make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the above.
7. As used above, certain terms, including the term, “drug-free workplace,” “employee,” “controlled dangerous substance,” “conviction,” and “criminal drug statute,” shall have the meaning found in 41 U.S.C. 706.

**-RESOLUTION- Naming a Public Agency Compliance Officer**

**RESOLUTION**

Naming Affirmative Action P.A.C.O. of the Township of Holland for 2014

**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 2014 to be:

Catherine M. Miller, RMC  
Municipal Clerk  
61 Church Road Milford, New Jersey 08848

**-Authorization for the Mayor** to sign a letter supporting the Musconetcong River Restoration Partnership applying to the National Fish and Wildlife Foundation for funding to assist in engineering studies and design of the removal of the Warren Glen Dam.

**-LIAISON ASSIGNMENTS**-Mayor announces his Committee Member Liaison Assignments for 2014

**-APPOINTMENTS BY THE MAYOR**- Mayor announces his appointments and reappointments for 2014 Boards and Commissions

**2014 MUNICIPAL AGRICULTURE ADVISORY COMMITTEE**

NAME	TERM EXPIRES
Larry LaFevre	12/31/2014
John Bonham	12/31/2014
Edith Kozak	12/31/2014
Susan Dufek	12/31/2014
Laura Wilson	12/31/2014

**ALTERNATES:**

Alt. # 1 Kyle Young 12/31/2014  
Alt. # 2 Shirley Wydner 12/31/2014

**2014 EMERGENCY MANAGEMENT OFFICIALS**

NAME	TERM EXPIRES
John D. Harris EM Coordinator/ Chief of Police	12/31/2016
Detective Sean P. Gutsick Deputy Emergency Management Coordinator Operations / Police Department	12/31/2014
Gail Rader Deputy Emergency Management Coordinator Sheltering	12/31/2014

**2014 ENVIRONMENTAL COMMISSION MEMBERS**

NAME	TERM EXPIRES
Michael Keady	12/31/2016
Richard Schrack Jr.	12/31/2016
Vacancy	12/31/2015

**2014 SUSTAINABLE JERSEY GREEN TEAM**

CLASS	NAME	TERM EXPIRES
Township Committee Liaison	Ray Krov	12/31/2014
Resident Citizen Representative	Ruth Kinney	12/31/2014
Resident Citizen Representative	David Smith	12/31/2014
Resident Citizen Representative		12/31/2014
Resident Citizen Representative	Chris McWilliams	12/31/2014
Representative of Board of Health	Audrey Balogh	12/31/2014
Representative of Planning Board	Mike Keady	12/31/2014

Representative of Environmental Commission		12/31/2014
Administrator/Secretary	Mike Miller	12/31/2014

**2014 OFFICE OF AGING MEMBERS**

NAME	TERM EXPIRES
Robert Latham	12/31/2014

ALTERNATE Vacancy 12/31/2014

**2014 PARKS & RECREATION COMMITTEE MEMBERS**

Township Committee Asst. Liaison-appointed by Governing Body-w/no voting privileges-One year term Anthony Roselle
--

Township Committee Liaison-appointed by Governing Body-w/voting privileges-One year term Tom Scheibener
--

**Regular Members**

NAME	TERM EXPIRES
Sandra Howell	12/31/2015
Frank O'Such	12/31/2015
Vacancy	12/31/2015
Vacancy	12/31/2015

**2014 PLANNING BOARD MEMBERS**

NAME	CLASS	TERM EXPIRES
CLASS I-Mayor or his designee-One year term		
Dan Bush	I	12/31/2014
CLASS II-Township official other than governing body One-year term-appointed by the Mayor		
Melissa Tigar-Zoning Officer	II	12/31/2014

ALTERNATE #2 Ken Grisewood 12/31/2015

**-APPOINTMENTS BY THE TOWNSHIP COMMITTEE-**Mayor announces the Committee's appointments and reappointments for 2014 Boards and Commissions and asks for a formal vote

**2014 BOARD OF ADJUSTMENT**

NAME	TERM EXPIRES
Jerry Bowers	12/31/2017

ALTERNATES:

Alt. #2 Laura Burk 12/31/2015

**2014 BOARD OF HEALTH MEMBERS**

NAME	CLASS	TERM EXPIRES
Member of Governing Body-Appointed by the Governing Body -One year term- Ken Vogel	I	12/31/2014
Donna Lizanich	II	12/31/2017
Donna Davis	II	12/31/2017

**2014 PLANNING BOARD MEMBERS**

CLASS III-Member of governing body- One-year term appointed by governing body		
Tom Scheibener	III	12/31/2014



the prevention of damage to and the destruction of property during any emergency or disaster resulting from natural or unnatural causes.

**-RESOLUTION-Brown Farm**

**RESOLUTION**

Authorization to forward funds to County Open Space Trust Fund  
for the Preservation of the Brown Farm

**WHEREAS** The Township has been notified that a closing will be taking place for the Preservation of Farmland for the property known as the Brown Farm, and

**WHEREAS**, the actual date of the closing has not yet been determined,-

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee hereby authorize the Chief Financial Officer, at the appropriate time, to forward the fund to the County of Hunterdon Open Space Trust Fund in the amount of \$114,193.80 when the closing date is known and report to the Township Committee at the next Township Meeting.

**-RESOLUTION-**

**RESOLUTION**

Authorization to hire Trish Patrey as part time  
Front Desk Help at Riegel Ridge Community Center

**WHEREAS**, the Township Committee of the Township of Holland is in need of Front Desk Help 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 will 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**, this employee will be required to attend and pass all required training; and

**WHEREAS**, this employee currently works at the Holland Township Recycling Center 7-13 hours/week, and

**WHEREAS** this employee also currently works at the Riegel Ridge Community Center in the Child Watch Room up to 18 hours/week, and

**WHEREAS**, this employee submitted to background check in 2012 when she began her position as Child Watch Employee, and

**WHEREAS**, the Director of Parks and Recreation wishes to change the Child Watch hours to 18 hrs./week and to hire Ms. Patrey as part-time front desk help for no more than 4 hours/week.

**THEREFORE, BE IT RESOLVED** by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, that Trish Patrey will be scheduled to work up to 18 hours/week as Child Watch Employee at her 2013 rate of **\$8.71** per/hr. effective December 17, 2013.

**BE IT FURTHER RESOLVED**, that Trish Patrey will be hired to work up to 4 hours/week as Riegel Ridge Community Center Front Desk Help at the 2013/2014 rate of \$8.50 per/hr., effective December 17, 2013.

**-RESOLUTION-Authorizing the CFO to pay bills on January 7, 2014 to be approved at the January 21, 2014 meeting.**

**RESOLUTION**

Authorization to pay bills on January 7, 2014

**WHEREAS**, the Township Committee of the Township of Holland is holding their re-organization meeting on January 1, 2014 where no bills will be approved for payment; and

**WHEREAS**, the second January meeting of the Township Committee will be held on January 21, 2014, and

**WHEREAS**, the last time Municipal bills were approved for payment was at the December 17, 2013 meeting, and

**WHEREAS**, waiting 5 weeks between meetings to approve payment of municipal bills will cause many bills to be paid late.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, County of Hunterdon, state of New Jersey that the Mayor (or Deputy Mayor, in his absence), Chief Financial Officer and Municipal Clerk are hereby authorized to sign checks to pay bills on January 7, 2014. Bills paid on January 7, 2014 will be presented for approval at the regularly scheduled meeting on January 21, 2014.

**-ORDINANCE 2014-1-Introduction/First Reading-2014 Salary Ordinance-**  
Second reading and Public Hearing set for February 4, 2014

**ORDINANCE 2014-1**  
**AN ORDINANCE TO DETERMINE AND FIX THE SALARIES AND WAGES OF CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF HOLLAND, IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY**

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

**SECTION 1.** The salaries or wages to be paid certain officers or employees of the Township of Holland are hereby determined and fixed at the following amounts or rates, or ranges of amounts or rates, for the calendar year 2014 and until the same are amended by subsequent ordinance of this Township:

<b>OFFICE OR TITLE</b>	<b>MINIMUM</b>	<b>MAX</b>
Township Committee Member	4,000.00	<b>8,000.00</b>
Township Clerk	<b>42,000.00</b>	<b>70,000.00</b>
Registrar	<b>4,000.00</b>	<b>6,000.00</b>
Deputy Township Clerk	<b>22,000.00</b>	<b>45,000.00</b>
Deputy Registrar	<b>1,500.00</b>	<b>4,000.00</b>
Website Administrator	<b>7.25</b>	<b>35.00</b>
Substitute Secretarial Help	<b>7.25</b>	<b>35.00</b>
Chief Financial Officer Salary	<b>25,000.00</b>	<b>65,000.00</b>
Bookkeeper Per Hour	<b>17.00</b>	<b>35.00</b>
Tax Collector	<b>20,000.00</b>	<b>40,000.00</b>
Sewer Rent Collector	<b>4,000.00</b>	<b>8,000.00</b>
Tax Assessor	<b>30,000.00</b>	<b>40,000.00</b>
<b>QUALIFIED PURCHASING AGENT</b>	<b>4,500.00</b>	<b>10,000.00</b>
Zoning Officer	<b>5,000.00</b>	<b>35,000.00</b>
Development Regulations Officer	<b>4,000.00</b>	<b>20,000.00</b>
Municipal Housing Liaison	<b>500.00</b>	<b>3,000.00</b>
<b>Police</b>		
Chief of Police	<b>80,000.00</b>	<b>125,000.00</b>
Police Secretary	<b>30,000.00</b>	<b>50,000.00</b>
Deputy Police Records Custodian	<b>1,500.00</b>	<b>3,500.00</b>
Emergency Management Secretary	<b>1,000.00</b>	<b>3,500.00</b>
<b>Police Officers Under Collective Bargaining Agreement</b>		
Police Sergeant	<b>65,000.00</b>	<b>95,000.00</b>
Patrolman First Class	<b>65,000.00</b>	<b>90,000.00</b>
Patrolman Second Class	<b>65,000.00</b>	<b>80,000.00</b>
Patrolman Third Class	<b>50,000.00</b>	<b>70,000.00</b>
Patrolman Forth Class	<b>50,000.00</b>	<b>65,000.00</b>
Patrolman - Probationary	<b>43,000.00</b>	<b>60,000.00</b>

Part time Police Officer per hour		<b>16.00</b>	<b>22.00</b>
<b>PUBLIC WORKS</b>			
Public Works Superintendent		<b>70,000.00</b>	<b>95,000.00</b>
Public Works Employees Under Collective Bargaining Agreement – Per Hour Rate			
Non-Probationary Employees - Over 15 Years		<b>27.00</b>	<b>35.00</b>
Non-Probationary Employees - Over 10 to 15 Years		<b>26.00</b>	<b>34.00</b>
Non-Probationary Employees - Over 5 to 10 Years		<b>25.00</b>	<b>33.00</b>
Non-Probationary Employees - 0 to 5 Years		<b>24.00</b>	<b>32.00</b>
Probationary Employees		<b>20.00</b>	<b>25.00</b>
Part-Time Snowplowing Help		<b>15.00</b>	<b>30.00</b>
Part Time Help Season		<b>10.00</b>	<b>25.00</b>
During the absence of the Public Works Superintendent, and for the periods of time duly certified to the Township Clerk and Treasurer by the Public Works Superintendent, the employee of the Public Works Department who temporarily assumes charge of the Department, shall for said periods of time be paid \$3.25 to 10.00 per hour, in addition to his wages otherwise set forth in this Ordinance			
Licensed Sewer Operator		<b>3,000.00</b>	<b>8,000.00</b>
Recycling Coordinator		<b>12.00</b>	<b>25.00</b>
Recycling Help		<b>7.25</b>	<b>20.00</b>
Buildings and Grounds Maintenance per Hour		<b>15.00</b>	<b>25.00</b>
Buildings and Grounds Maintenance Part Time		<b>10.00</b>	<b>20.00</b>
Housekeeper - Municipal Building per week		<b>75.00</b>	<b>200.00</b>
Percolation Test Witness		<b>10.00</b>	<b>20.00</b>
<b>BOARDS AND COMMISSIONS</b>			
Planning Board Secretary		<b>15.00</b>	<b>30.00</b>
Board of Adjustment Secretary		<b>15.00</b>	<b>30.00</b>
<b>PER MEETINGS</b>			
Parks & Recreation Secretary		<b>50.00</b>	<b>90.00</b>
Board of Health Secretary		<b>50.00</b>	<b>90.00</b>
Environmental Commission Secretary		<b>50.00</b>	<b>90.00</b>
Historic Preservation Commission Secretary		<b>50.00</b>	<b>90.00</b>
Agriculture Advisory Commission Secretary		<b>50.00</b>	<b>90.00</b>
<b>JOINT COURT</b>			
Prosecutor		<b>6,800.00</b>	<b>9,000.00</b>
Public Defender		<b>750.00</b>	<b>2,500.00</b>
<b>JUDGE</b>		<b>1,000.00</b>	<b>6,000.00</b>
<b>COURT ADMINISTRATOR</b>		<b>1,000.00</b>	<b>10,000.00</b>
<b>ASSISTANT COURT ADMINISTRATOR</b>		<b>250.00</b>	<b>3,000.00</b>
<b>COURT SECURITY OFFICER PER COURT SESSION</b>		<b>100.00</b>	<b>175.00</b>
<b>VIOLATION CLERK</b>		<b>10.00</b>	<b>25.00</b>
<b>Riegel Ridge Community Center:</b>			
Director		<b>30,000.00</b>	<b>75,000.00</b>
<b>ASSISTANT TO PARKS AND RECREATION DIRECTOR</b>		<b>15.00</b>	<b>50.00</b>
Member Services Representation		<b>7.25</b>	<b>35.00</b>
Office and Front Desk Staff		<b>7.25</b>	<b>35.00</b>
Child Watch Staff		<b>7.25</b>	<b>35.00</b>
Housekeeping & Maintenance RRCC per day subject to activity		<b>30.00</b>	<b>65.00</b>
Group Exercise Instructors		<b>7.25</b>	<b>35.00</b>
Personal Trainer		<b>7.25</b>	<b>35.00</b>
Website Administrator		<b>7.25</b>	<b>35.00</b>
Program Staff		<b>7.25</b>	<b>35.00</b>

<b>Summer Recreation Program:</b>			
Program Supervisor		<b>15.00</b>	<b>25.00</b>
Nurse		<b>15.00</b>	<b>25.00</b>
<b>Head Counselor</b>		<b>7.25</b>	<b>15.00</b>
Senior Counselor		<b>9.00</b>	<b>12.00</b>
Junior Counselor		<b>7.25</b>	<b>12.00</b>
<b>SPORTS DIRECTOR</b>		<b>7.25</b>	<b>35.00</b>
<b>SPECIALTY INSTRUCTORS</b>		<b>7.25</b>	<b>35.00</b>
<b>Swimming Pool:</b>			
Pool Supervisor		<b>7,000.00</b>	<b>12,000.00</b>
Pool Manager		<b>9.00</b>	<b>20.00</b>
Instructor Swimming Lessons,		<b>7.25</b>	<b>20.00</b>
Lifeguards		<b>7.25</b>	<b>13.00</b>
Desk		<b>7.25</b>	<b>10.00</b>
<b>Snack Stand</b>			
Staff-Front		<b>7.25</b>	<b>15.00</b>
Staff – Grill		<b>7.25</b>	<b>15.00</b>

Amounts stated above as payable per year shall be considered salaries, or ranges of salaries, and shall be payable for the calendar year, or in some cases for the season of the calendar for which the position is established. Other amounts stated as payable above shall be considered wages, or ranges of wages, and shall be payable at the rate (per hour, per meeting, etc.) stated. **However**, where a range of salary or wage is specified, the exact salary or wage, within that range, shall be such exact annualized salary, or hourly wage, as is specified for the employee or position in a Resolution from time to time adopted by the Township Committee, during the time this Ordinance is effective.

**SECTION 2.** The annual salaries for the police sergeant and police patrolmen set forth above shall be the basic annual salaries for the year (including holiday pay compensation) for full-time police officers holding those ranks. Certain police officers are also entitled to longevity pay in accordance with the current collective bargaining contract.

**BE IT FURTHER ORDAINED** by said Township Committee that this Ordinance shall take effect immediately after final adoption and publication in accordance with the laws of the State of New Jersey; provided, however, that as to the salaries and wages of any of the above who are elective officials or managerial, executive or confidential employees as defined in N.J.S.A. 34:13A-3, this Ordinance shall take effect twenty days after final adoption and publication in accordance with the laws of the State of New Jersey, unless within such twenty day period a petition is duly presented in accordance with N.J.S.A. 40A:9-165, in which event as to such salaries and wages this Ordinance shall take effect upon a favorable referendum vote pursuant to N.J.S.A. 40A:9-167. Upon this Ordinance taking effect, the salaries and wages set forth herein shall [except as otherwise set forth above] be retroactive to January 1, 2014.

**MEETING OPEN TO PUBLIC**

**ADJOURN**