



**Township of Holland**  
IN  
HUNTERDON COUNTY

61 Church Road  
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[www.hollandtownshipnj.gov](http://www.hollandtownshipnj.gov)

**Draft Agenda-Business to the extent known**

HOLLAND TOWNSHIP COMMITTEE  
REGULAR MEETING AGENDA  
February 20, 2018

**MEETING CALLED TO ORDER**

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

**FLAG SALUTE**

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

**CLERK READS OPEN PUBLIC MEETING STATEMENT**

Adequate notice of this meeting was given pursuant to the open public meeting act, by the Township Clerk on December 21, 2017 by:

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

**APPROVAL OF MINUTES OF THE:** February 6, 2018 Regular Meeting and Executive Session

**APPROVAL OF BILLS AS SUBMITTED**

Check#	Vendor	Description	Payment	Check Total
24272	Alex Bellick Jr	CPO Course	\$ 305.00	\$ 305.00
24273	Alexandria Township	Borough Share of Court Administrator	\$ 1,350.00	\$ 1,350.00
24274	ALLEGRO ENTERPRISES, INC.	Water for RRCC	\$ 159.50	\$ 159.50
24275	AMERIGAS - CLINTON 7510	Propane Bethany Ridge 227.6 gal del	\$ 901.70	\$ 901.70
24276	AMY R KIRK	January Fitness - YOGA	\$ 228.40	\$ 228.40
24277	BRANCHBURG SPORTS COMPLEX	Deposit Field Trip	\$ 100.00	\$ 100.00
24278	CASTLE SEPTIC SERVICE CORP.	Monthly Toilet Rental Charge Februa	\$ 280.00	\$ 280.00
24279	CITY FIRE EQUIPMENT CO.	Fire CO FE Inspection 100	\$ 413.50	\$ 413.50
24280	CLEMENS UNIFORM	Mats & Rags for RRCC	\$ 92.00	\$ 92.00
24281	Dashing Valet Dry Cleaning	Dry cleaning (May - September 2017)	\$ 416.02	\$ 416.02
24282	CEUnion	Seminars/Continuing Education	\$ 95.00	\$ 95.00
24283	Daxko LLC	Daxko Software	\$ 434.00	\$ 434.00
24284	DELAWARE VALLEY REG. HIGH SCHOOL	Tax Payment 2017/2018	\$ 675,357.00	\$ 675,357.00
24285	Enterprise Electrical Inc	Ballast	\$ 225.00	\$ 225.00
24286	EUGENIA FRANZO	January Fitness Classes - Zumba	\$ 63.20	\$ 63.20
24287	FLEMINGTON DEPARTMENT STORE	Flooring For EOC @ RRCC 3rd Floor	\$ 1,031.24	\$ 1,031.24
24288	GEBHARDT & KIEFER, P.C.	PB Huntington Knolls B24 L 3 & 13 11	\$ 49.50	\$ 49.50
24289	H.J. OPDYKE LUMBER COMPANY, INC.	Lumber for project in Gymnasium	\$ 66.78	\$ 66.78
24290	HOLLAND TOWNSHIP BOARD OF EDUCATION	Tax Payments 2017/2018	\$ 1,490,510.17	\$ 1,490,510.17
24291	JERSEY CENTRAL POWER & LIGHT	100 004 556 468 01/10/18-02/07/18	\$ 342.89	

		100 004 557 474 1/10/18-2/7/18	\$	74.33	
		Jan-18	\$	6.42	
		Jan-18	\$	1,137.34	\$ 1,560.98
24292	Jessica Dulin-Soto	January Fitness - YOGA	\$	311.00	\$ 311.00
24293	JESSICA NEGLIA	ACA Conference Hotel	\$	375.53	
		Yoga Bolsters	\$	403.53	
		CPR Training for RRCC Staff	\$	40.00	\$ 819.06
24294	JULIANNA R. BENDIX	January Fitness - YOGA	\$	313.40	\$ 313.40
24295	Laura Knott	January Fitness - YOGA	\$	110.00	\$ 110.00
24296	LMR Disposal LLC	Recycle Dumpster	\$	50.00	\$ 50.00
24297	MAILFINANCE	030818-060718	\$	1,339.53	\$ 1,339.53
24298	Mathusek Incorporated	RRCC Gym Floor Replacement Project	\$	19,564.95	\$ 19,564.95
24299	EDWARD HORSFALL	Computer Services - January 2018	\$	675.00	
		Jan-18	\$	775.00	\$ 1,450.00
24300	MELANIE WOROB	Zumba - January Classes	\$	597.80	\$ 597.80
24301	MILFORD SEWER UTILITY	1st qtr 2018	\$	50,000.00	\$ 50,000.00
24302	MILFORD/FRENCHTOWN AUTO PARTS, INC.	Window De-Icer	\$	5.98	\$ 5.98
24303	NJ DEPT OF HEALTH & SENIOR SERVICES	Jan-18	\$	281.40	\$ 281.40
24304	OFFICE DEPOT, INC.	CD/DVD Envelopes	\$	12.57	\$ 12.57
24305	Padovani Roofing & Construction	RRCC Stage Rehabilitation Project	\$	18,000.00	\$ 18,000.00
24306	PILATES BY CORRINE, LLC	January Fitness - Pilates by Corrin	\$	570.80	\$ 570.80
24307	POWER SYSTEMS, INC.	Single Handle Grip & forearm blaste	\$	182.47	\$ 182.47
24308	R & L DATACENTERS, INC.	Municipal Payroll	\$	1,702.29	\$ 1,702.29
24309	R/H TRUCK PARTS	1998 Heated Air Valve Drain	\$	215.66	\$ 215.66
24310	RICOH USA Inc	Copies for RRCC	\$	299.02	\$ 299.02
24311	SAMZIE'S UNIFORMS	Uniforms	\$	154.99	\$ 154.99
24312	SANICO, INC.	February 3101037	\$	55.38	
		Monthly Invoice 4 YD Cont 1 pu/wk	\$	138.05	
		Monthly Invoice 6 YD Cont 1 pu/wk	\$	116.02	
		Monthly Invoice 2 YD FL Cont 1 pu/	\$	82.57	\$ 392.02
24313	SERVICE ELECTRIC CABLE TV, INC.	Internet	\$	68.44	\$ 68.44
24314	SMITH MOTOR COMPANY, INC.	Vehicle Maintenance 15-14	\$	429.86	\$ 429.86
24315	Stephanie Beddiges	January Pilates with Stephanie	\$	450.00	\$ 450.00
24316	S'TRYKER	Emergency Snake of drain	\$	1,154.00	\$ 1,154.00
24317	Stuart Lasher	Redemption of Tax Sale Certificate	\$	1,200.00	
		Redemption of Tax Sale Certificate	\$	1,417.71	\$ 2,617.71
24318	Summit Door LLC	DPW Garage Door Repairs/Upgrades	\$	3,920.00	\$ 3,920.00
24319	Supreme Heating & Air Conditioning	Fix hot water	\$	110.50	
		Fix the heat for Gymnasium	\$	1,075.00	\$ 1,185.50
24320	Tamatha Isenberg	January Fitness - YOGA	\$	333.60	\$ 333.60
24321	THERESA VERDI	Cleaning RRCC	\$	400.00	\$ 400.00
24322	Verizon	DSL for RRCC	\$	80.04	\$ 80.04
24323	VERIZON WIRELESS	Cell Phones/Air Cards - January 201	\$	599.89	\$ 599.89
24324	WB Mason Co INC	Garbage Can & Paper Towels	\$	284.94	
		Binders, wipes, dry erase markers,	\$	108.61	\$ 393.55
			\$	2,281,644.52	\$ 2,281,644.52
Manuals					
2142018	NJ State Health Benefits	February 2018	\$	28,773.29	\$ 28,773.29

Total Manuals		\$ 28,773.29	\$ 28,773.29
	Grand Total	\$ 2,310,417.81	\$ 2,310,417.81
CURRENT FUND	BUDGET AND APPROPRIATION RESERVES	\$ 2,187,591.01	
OTHER TRUST FUNDS	LIABILITIES	\$ 1,200.00	
GENERAL CAPITAL FUNDS	BUDGET AND APPROPRIATION RESERVES	\$ 42,516.19	
SEWER FUND	BUDGET AND APPROPRIATION RESERVES	\$ 50,006.42	
ANIMAL CONTROL	BUDGET AND APPROPRIATION RESERVES	\$ 281.40	
ESCROW	ESCROW FUNDS	\$ 49.50	
Checks issued 2-20-18			2,281,644.52
	Manual Totals		<u>28,773.29</u>
Total			<u><u>2,310,417.81</u></u>

**ANNOUNCEMENTS**

Fit For Cancer Fundraiser-This year instructors at the Riegel Ridge Community Center are participating in the Fit For Cancer fundraiser. All our instructors are volunteering their time to teach specialty classes on Friday March 2 and Saturday March 3. All monies collected from these classes go to the Hunterdon Healthcare Foundation to help people living with cancer in Hunterdon County. Classes will include Yoga, Zumba, Pilates and cycling. Community members may also make a donation to the cause without taking one of the classes.

The Township Committee will be holding a public Work Session reviewing the Updated Employee Handbook on Wednesday March 14, 2018 at 6:00 pm.

**OLD BUSINESS FROM TOWNSHIP COMMITTEE**

**-Approval to attend conference:** RRCC Director Jessica Neglia  
 Consideration of this attendance was tabled at the February 6, 2018 meeting so that the Committee could review a conference description

**LIAISON REPORTS**

**NEW BUSINESS FROM TOWNSHIP COMMITTEE**

**-Approval pay schedule update** for Summer Camp Junior Counselors

# of years employed at Summer Recreation Program	Current Junior Counselors	Proposed Junior Counselors
1 <sup>st</sup> and 2 <sup>nd</sup> years	\$7.25	<b>\$8.50</b>
3 <sup>rd</sup> and 4 <sup>th</sup> years	\$7.75	<b>\$9.00</b>

**-Approval of proposed 2018 Summer Camp Prices**

Proposed 2018 Summer Camp Prices	Resident	Non-resident
Full Day	\$156/week	\$171/week
Part time (Pre-school only)	\$113/week	\$125/week

2017 Summer Camp Prices	Resident	Non-resident
Full Day	\$149/week	\$163/week
Half Day	\$107/week	\$118/week

2016 Summer Camp Prices	Resident	Non-resident
Full Day	\$143/week	\$157/week
Half Day	\$103/week	\$113/week

**-Approval to cost share** with Hunterdon Land Trust-\$500.

**-Approval to attend professional organization meeting/Class-**Planning Board Secretary Maria Elena Kozak: Ms. Kozak is the Secretary of the Hunterdon County Planning & Zoning Administrators

**-Approval to attend Seminar-** COAH Liaison, Maria Elena Kozak

**-Proposals received** for Riegel Ridge Community Center Stage project  
From Architectural Cabinetry & Millwork, LLC

<b>Proposal 1673</b>	10-Wood Frame w/wire mesh doors @ \$225.00 each, finish painted w/BM White Dove, includes installation	<b>\$2,250.00</b>
<b>Proposal 1674</b>	4-Protection Panels @ \$275.00 each, finish painted White Dove Center Protection Panel, includes metal work by Fast Weld	<b>\$1,575.00</b>

**RESOLUTION-** Redemption to Outside Lienholder

**RESOLUTION**

Authorizing the Redemption of Tax Sale Certificate to an Outside Lienholder

**WHEREAS**, at the Municipal Tax Sale held on November 30, 2017 a lien was sold on Block 6 Lot 108, also known as 30 Winding Way for unpaid 2016 Taxes; and,

**WHEREAS**, Jennifer Kersten has redeemed Certificate # 2017-001

**NOW, THEREFORE, BE RESOLVED**, the Township Committee, Township of Holland, County of Hunterdon in the state of New Jersey directs the Chief Financial Officer to issue a check in the amount of \$1,417.71 for the lien and \$1,200.00 for the premium paid at the sale to Stuart Lasher, PO Box 83 Milltown, New Jersey 08850 on Tax Sale Certificate #2017-001.

**-RESOLUTION-**Emergency Temporary Appropriation

**RESOLUTION**

Emergency temporary appropriations

**WHEREAS**, an emergent condition has arisen in that the Township is expected to expend funds, enter in contracts, commitments or payments prior to the 2018 budget adoption for the aforesaid purposes, and

And no adequate provision has been made in the 2018 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 2017 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A. 40A:4-20) including this resolution total \$210,000.00.

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

1. Emergency temporary appropriations be and the same are hereby made in the amount of \$ 210,000.00 as follows:

ACCOUNT NUMBER	DESCRIPTION	Amount
01-201-20-110-200	Mayor & Committee Other Expenses	\$10,000.00
01-201-20-130-200	Finance Other Expenses	\$15,000.00
01-201-23-220-200	Employee Group Insurance O/E	\$30,000.00
01-201-25-240-010	Police Salaries & Wages	\$50,000.00
01-201-25-240-200	Police Other Expenses	\$15,000.00
01-201-25-250-010	Municipal Court Salaries & Wages	\$1,000.00
01-201-26-295-200	Snow Removal O/E	\$10,000.00
01-201-26-305-010	Environmental & Recycling S & W	\$1,500.00
01-201-26-310-200	Buildings & Grounds Other Expenses	\$20,000.00
01-201-28-370-200	Parks & Recreation Other Expenses	\$15,000.00
01-201-31-440-200	Telephone Other Expenses	\$5,000.00
01-201-31-460-200	Gasoline & Diesel Other Expenses	\$10,000.00
01-201-36-472-200	Social Security O/E	\$25,000.00
01-201-36-473-200	DCRP	\$500.00
01-201-21-185-200	Board of Adjustment Other Expenses	\$2,000.00

2. Said emergency temporary appropriation will be provided for in the 2018 budget

3. That one certified copy of this resolution be filed with the Director, Division of Local Government Services

**-RESOLUTION-** Cancellation of Outstanding Checks

**RESOLUTION**

Cancellation of Outstanding Checks

**WHEREAS** there exists on the books and record of various old outstanding checks of the Township of Holland that after review by the Chief Financial Officer it has been determined that said checks should be cancelled, as listed with the Finance Office.

2017 outstanding checks                      \$123.50

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Holland, County of Hunterdon in the State of New Jersey, that the above amount is cancelled and the funds are returned to miscellaneous revenue not anticipated

**-RESOLUTION-Hiring Jillian Etham**

**RESOLUTION**

Authorization to hire Jillian Etham as part time  
Front desk and Child Watch at Riegel Ridge Community Center

**WHEREAS**, the Township Committee of the Township of Holland is in need of front desk and child watch staff at the Riegel Ridge Community Center, and

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

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

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

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

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

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

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

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

**THEREFORE, BE IT RESOLVED** by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, that Jillian Etham will be hired at Riegel Ridge Community Center as Front Desk Staff and Child Watch Staff at the 2018 rate of \$8.50 per/hr. contingent on favorable results of all required background checks, effective February 19, 2018.

**BUSINESS FROM TOWNSHIP ATTORNEY**

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

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