

2015 RE-ORGANIZATIONAL MEETING AGENDA  
Tuesday January 6, 2015  
7:00 p.m.

**CLERK MILLER CALLS THE MEETING TO ORDER**-The January 6<sup>th</sup> 2015 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 11, 2014** 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 Scheibener and Krov

**ELECTION OF MAYOR**

-Clerk Miller requests a motion to nominate the Holland Township Mayor for 2015

-Clerk Miller takes roll call vote Krov

-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 2015

-Clerk takes roll call vote Bush

-Deputy Mayor Bush will be sworn in at the January 20<sup>th</sup> meeting

-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.

**SWEARING IN OF NEW POLICE OFFICER**

-Mayor swears in New Police Officer, Patrolman 10<sup>th</sup> Class Robert C Davis

**NEW BUSINESS FROM THE TOWNSHIP COMMITTEE**

**Award of Contract for Animal Control:** Appointing **Animal Control & Investigative Services** through a **Shared Service with Hunterdon County** as dog warden for 2015 and authorizing the Mayor and Municipal Clerk to sign the 2015 Animal Control Shared Services Agreement with the County of Hunterdon

**Three proposals were reviewed**

- Animal Control Solutions \$13,488.00
- Hunterdon Humane Animal Shelter \$10,317.45
- **Shared Service with Hunterdon County (Animal Control & Investigative Services)-\$9,200.00**

-**RESOLUTION**-Adoption of the 2015 Temporary Budgets and the 2015 Temporary Sewer Budget

**RESOLUTION**

**2015 TEMPORARY BUDGET AND TEMPORARY SEWER 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 2015 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 2015 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$4,856,725.00, and

**WHEREAS**, 26.25% of the total appropriations in the 2015 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$1,274,890.,

**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:

**2015 TEMPORARY OPERATING BUDGET**

	<u>AMOUNT</u>
MAYOR & COUNCIL	
Salaries & Wages	5,000.00
Other Expenses	10,000.00
MUNICIPAL CLERK	
Salaries & Wages	30,000.00
Other Expenses	7,500.00
FINANCIAL ADMINISTRATION	
Salaries & Wages	20,000.00
Other Expenses	25,000.00
AUDIT SERVICES	
Other Expenses	1,000.00
ASSESSMENT OF TAXES	
Salaries & Wages	8,000.00
Other Expenses	2,000.00
COLLECTION OF TAXES	
Salaries & Wages	8,000.00
Other Expenses	7,500.00
LEGAL SERVICES & COSTS	
Other Expenses	52,500.00
ENGINEERING SERVICES & COSTS	
Other Expenses	25,000.00
MUNICIPAL COURT	
Salaries & Wages	7,000.00
Other Expenses	2,500.00
MUNICIPAL PROSECUTOR	
Salaries & Wages	2,000.00
PUBLIC DEFENDER	
Salaries & Wages	800.00
PUBLIC BUILDINGS & GROUNDS	
Salaries & Wages	25,000.00
Other Expenses	40,000.00
PLANNING BOARD	
Salaries & Wages	10,000.00
Other Expenses	15,000.00
ZONING BOARD OF ADJUSTMENT	
Salaries & Wages	10,000.00
Other Expenses	2,000.00
INDUSTRIAL COMMISSION	
Other Expenses	100.00
ENVIRONMENTAL Commission	
Other Expenses	500.00
FIRE	
Other Expenses	5,000.00

	Aid to Vol. Fire Co.	18,000.00
POLICE		
	Salaries & Wages	175,000.00
	Other Expenses	15,000.00
FIRST AID ORGANIZATIONS		
	Contributions	17,500.00
EMERGENCY MANAGEMENT		
	Salaries & Wages	1,500.00
	Other Expenses	100.00
ROAD REPAIRS & MAINTENANCE		
	Salaries & Wages	105,000.00
	Other Expenses	50,000.00
SNOW REMOVAL		
	Other Expenses	50,000.00
RECYCLING		
	Salaries & Wages	8,000.00
	Other Expenses	5,000.00
BOARD OF HEALTH		
	Salaries & Wages	500.00
	Other Expenses	4,000.00
WASTEWATER MANAGEMENT		
	Other Expenses	5,000.00
ANIMAL CONTROL		
	Other Expenses	10,000.00
RRCC		
	Salaries & Wages	75,000.00
	Other Expenses	41,250.00
OTHER RECREATIONAL PROGRAMS		
	Salaries & Wages	1,000.00
	Other Expenses	2,500.00
SWIMMING POOL		
	Salaries & Wages	7,500.00
	Other Expenses	7,500.00
SNACK		
	Salaries & Wages	100.00
	Other Expenses	500.30
HISTORICAL PRESERVATION COMMISSION		
	Salaries & Wages	500.00
	Other Expenses	1,000.00
AGRICULTURAL ADVISORY COMMITTEE		
	Salaries & Wages	500.00
	Other Expenses	2,500.00
INSURANCE		
	Worker's Comp.	15,000.00
	Group Insurance	75,000.00
	Other Insurance	75,000.00
UTILITY EXPENSES		
	Electricity	25,000.00
	Street Lighting	15,000.00
	Telephone	12,000.00

NATURAL GAS	20,000.00
Fuel Oil -Heating	7,500.00
Gasoline and Diesel	20,000.00
Dumpsters	9,000.00
SUB TOTAL	<u>1,199,350.30</u>

STATUTORY EXPENDITURES

Social Security	34,125.00
Unemployment Compensation	1,950.00
DCRP	500.00
PERS	100.00
PFRS	100.00

TOTAL STATUTORY EXPENDITURES 36,775.00

COAH

AID TO LIBRARY

TOTAL TEMPORARY CURRENT BUDGET 1,243,625.30

**2015 TEMPORARY SEWER BUDGET**

Salaries & Wages	5,000.00
Other Expenses- Milford	50,000.00
Other Expenses	7,500.00
Social Security	250.00
Unemp Comp	1.00
TOTAL TEMPORARY SEWER BUDGET	<u><u>62,751.00</u></u>

**-RESOLUTION-**authorization to pay bills after the January 6, 2015 Re-organizational meeting for

**RESOLUTION**

Authorization to pay bills on January 7, 2015

**WHEREAS**, the Township Committee of the Township of Holland is holding their re-organization meeting on January 6, 2015, and

**WHEREAS**, there was not sufficient time for the Chief Financial Officer to prepare bills to be paid at the January 6, 2015 meeting, and

**WHEREAS**, the last time Municipal bills were approved for payment was at the December 17, 2014 meeting, and

**WHEREAS**, the second January meeting of the Township Committee will be held on January 20, 2015, 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, 2015. Bills paid on January 7, 2015 will be presented for approval at the regularly scheduled meeting on January 20, 2015.

**-RESOLUTION-**Authorizing Tax Receiving Agency

**RESOLUTION**

Authorizing Tax Receiving Agency-“Lock Box Collections”

**WHEREAS**, N.J.S.A. 54:4-122.9 permits municipalities to designate a bank or trust company to receive current taxes under the supervision of the Tax Collector; and

**WHEREAS**, Hopewell Valley Community Bank is an official depository in accordance with N.J.S.A. 40A:5-14 and has contracted to provide said lock box collections service at no extra cost to the Township of Holland; and

**WHEREAS**, written advice has been received from the municipal auditor, William Colantano Jr., CPA, that said contract and policy with Hopewell Valley Bank complies with the relevant law, rules, and proper internal control procedures, and

WHEREAS, in accordance with N.J.S.A. 54:4-122.9, notification shall be made to all taxpayers at least once annually and at least 30 days prior to the next payment due, that such service has been contracted;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of Holland Township, County of Hunterdon, State of New Jersey, that **Hopewell Valley Community Bank** be designated as a tax receiving agency in accordance with N.J.S.A. 54:4-122.9;

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution and report of the auditor shall be provided to the Director, Division of Local Government Services, within three days of adoption of said resolution.

**-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 **2015** 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, 2015, 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.

**Robert F. Heffernan & Associates**, P.O. Box 611, Oldwick, NJ as Appraiser for Block 10 Lots 1.11, 1.12, 18 and 22

**Delaware Valley Family Health Center**, 200 Frenchtown Rd, Milford, NJ as Township Physician

(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.

**-Approval to attend** recertification class: Parks and Recreation Director Jessica Neglia

Date	Host	Subject	Cost
2/9/2015	Aerobics & Fitness Ass of America	Renewal of instruction certification for Primary Group Exercise	\$99

**ADOPTION OF THE CONSENT AGENDA**

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

**-Mayor requests motion and seconded 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 2015 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.

**Adopting the following resolutions:**

**RESOLUTION**  
**Appointing Township Officials**

**WHEREAS**, there exists a need for the following Township Officials in 2015:  
Deputy Clerk, Deputy Registrar, Tax Search Officer, Sewer Rent Collector, Public Information Coordinator/Custodian of Official Records, Dog Licensing Officer, Zoning Officer/Development Regulations Officer, Municipal Housing Liaison, and Certified Recycling.

**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 1/1/2015-12/31/2015:

- Melissa Tigar as Deputy Clerk
- Melissa Tigar as Deputy Registrar

- Virginia Colucci as Dog Licensing Officer
- Kay Winzenried as Tax Search Officer
- Kay Winzenried as Sewer Rent Collector
- Lawrence Creveling as Zoning Officer and Development Regulations Officer
- Maria Elena Kozak as COAH Liaison
- Catherine M. Miller as Public Information Coordinator/Custodian of Official Records
- Alan Turdo as Certified Recycling Coordinator

**-RESOLUTION-Approval of a Cash Management Plan for 2015**

**RESOLUTION**

**Regarding Cash Management Plan for the Year 2015**

**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**, by the Township Committee, Township of Holland, County of Hunterdon , in the State of New Jersey, that the following Cash Management Plan be adopted by the Township of Holland hereinafter “Municipality”:

**A. DESIGNATION OF OFFICIAL DEPOSITORIES**

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

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

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 of 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.A. 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 2015



**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 2015:

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-** Naming a Public Agency Compliance Officer

**RESOLUTION**

Naming Affirmative Action P.A.C.O. of the Township of Holland for 2015

**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 2015 to be:

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

**END OF CONSENT AGENDA**

**-LIAISON ASSIGNMENTS-** Mayor announces his Committee Member Liaison Assignments for 2015

**-APPOINTMENTS BY THE MAYOR-** Mayor announces his appointments and reappointments for the 2015 Boards and Commissions

**2015 MUNICIPAL AGRICULTURE ADVISORY COMMITTEE**

NAME	TERM EXPIRES
Larry LaFevre	12/31/2015
John Bonham	12/31/2015
Edith Kozak	12/31/2015
Susan Dufek	12/31/2015
Laura Wilson	12/31/2015

ALTERNATES:

Alt. # 1 Kyle Young 12/31/2015  
 Alt. # 2 Ron Lozowski 12/31/2015

**2015 EMERGENCY MANAGEMENT OFFICIALS**

NAME	TERM EXPIRES
Deputy Emergency Management Coordinator Operations / Police Department Detective Sean P. Gutsick	12/31/2015
Deputy Emergency Management Coordinator Sheltering Gail Rader	12/31/2015

Fire Police/Township Committee Liaison: Tony Roselle  
 Public Information Officer: Dan Bush

**2015 ENVIRONMENTAL COMMISSION MEMBERS**

NAME	TERM EXPIRES
Ted Harwick	12/31/2017
Jerry Bowers	12/31/2017

Mayors appoints Michael Keady as Environmental Commission Chairperson

**2015 SUSTAINABLE JERSEY GREEN TEAM**

CLASS	NAME	TERM EXPIRES
Township Committee Liaison		12/31/2015
Resident Citizen Representative	Chris McWilliams	12/31/2015
Resident Citizen Representative	Susan Fleisher	12/31/2015
Resident Citizen Representative	Vacancy	12/31/2015
Resident Citizen Representative	Vacancy	12/31/2015
Representative of Board of Health	Audrey Balogh	12/31/2015

Representative of Planning Board	Mike Miller	12/31/2015
Representative of Environmental Commission	Mike Keady	12/31/2015
Administrator/Secretary	Mike Miller	12/31/2015

**2015 HISTORIC PRESERVATION COMMISSION**

NAME	CLASS	TERM EXPIRES
Kathy Sciarello	Alternate #1	12/31/2016
Shirley Wydner	Alternate #2	12/31/2016

**2015 OFFICE OF AGING MEMBERS**

NAME	TERM EXPIRES
Robert Latham	12/31/2015

ALTERNATE Suzanne LaGay

12/31/2015

**2015 PARKS & RECREATION COMMITTEE MEMBERS**

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

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

**Regular Members**

NAME	TERM EXPIRES
Scott Wilhelm	12/31/2016
Heather Hiel	12/31/2016
Vacancy	12/31/2015
Vacancy	12/31/2016

**2015 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	II	12/31/2014

NAME	CLASS	TERM EXPIRES
Duane Young	IV	12/31/2018
Michael Keady	IV	12/31/2018
Ken Grisewood	Alternate #1	12/31/2016

**-Motion to approve the Mayors Appointments**

**-APPOINTMENTS BY THE TOWNSHIP COMMITTEE**-Mayor announces the Committee's appointments and reappointments for 2015 Boards and Commissions and asks for a formal vote

**2015 BOARD OF ADJUSTMENT**

NAME	TERM EXPIRES
Vacancy	12/31/2017
Peter Kanakaris	12/31/2018
Gail Rader	12/31/2018

ALTERNATES:

Alt. #1

Vacancy

12/31/2016

**2015 BOARD OF HEALTH MEMBERS**

NAME	CLASS	TERM EXPIRES
Member of Governing Body-Appointed	I	12/31/2015

by the Governing Body-One year term-		
Tom Scheibener		
Christopher Balogh	II	12/31/2018
Vacancy	II	12/31/2017
Vacancy	Alternate	12/31/2016

**2015 PLANNING BOARD MEMBERS**

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

**-Motion to approve the Township Committee Appointments**

**-RESOLUTION:** Approval of 2015 Holland Township Volunteer Fire Company Roster and Officers

**RESOLUTION**

Approval of the 2015 Holland Township Volunteer Fire Company  
Roster of Members and Officers

**BE IT RESOLVED,** by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey that the following 2015 Holland Township Volunteer Fire Company Roster and Officers is approved:

**2015 Line Officers**

Chief: Steve Underhill  
 Deputy Chief: Tom Welsh                      Asst. Chief: Tom Doherty  
 Captain: Rich Davi                      Captain: Joe Aimino  
 Lieutenant: Bill Martin                      Lieutenant: Bill Ethem  
 Lieutenant: Carl Knight                      Lieutenant: Pete Davis

**2015 Executive Board:**

President: Bill Martin                      Vice President: Carl Knight  
 Treasurer: Mark Lowe                      Secretary: Jerry Bowers

**2015 Trustees:**

Chairman: Mike Joyce  
 Bill Martin    Rich Davi    Jerry Bowers                      Joe Aminio    Pete Davis    Dan Angione

**2015 Membership Roster**

Joe Aimino	Jacob Aimino	Dan Angione	George Bachelder
Mike Bent	Jerry Bowers	Ben Cialone	Chris Collins
Kyle Davi	Rich Davi	Pete Davis	Tom Dougherty
Tom Erwin	Bill Ethem	Sean Gutsick	Mike Hiel
Jack Jenkins	Mike Joyce	Pete Kanakaris	Ben Karmondi
Ben Karmondi, Jr.	Carl Knight	Joe Lapaix	Rich Larsen
George LaVigna	Doug Leonhardt	Bob Lippincot	Joe Lippincott
Mark Lowe	Bill Martin	Jenna Meyer	Mike Miller
Owen Mondeau	Gabby Nelson	Keith Oppenheimer	Jason Peters
Anthony Roselle	Rich Ruby	John Sears Sr.	John Sears Jr.
Renee Sears	Dan Shea	Chris Spitzer	Steve Underhill
Kenneth Vogel	Tom Welsh		

**Junior Members:**

Jackie Aminio                      Jared Davi    Jeff Underhill                      Kyle Lippincott                      Kurt Heeren

**Social Members:**

Jeremy Donaldson                      Craig Snyder

**-RESOLUTION-**Appointing Emergency Management officials

**RESOLUTION**

Appointing Holland Township 2015 Emergency Management Officers

**WHEREAS,** the Township of Holland, County of Hunterdon, State of New Jersey, under the authority of Civil Defense and Disaster Control Act, New Jersey Statutes Annotated, Appendix A:9-30 through 63, Chapter 438, Public Law 1953, having established the Holland Township Office of Emergency Management (O.E.M.) on July



Patrolman First Class		<b>65,000.00</b>	<b>102,000.00</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>
New Police Hires after 12-8-2014		<b>30,000.00</b>	<b>87,000.00</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>
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>
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.			
Planning Board Secretary		<b>15.00</b>	<b>30.00</b>
Board of Adjustment Secretary		<b>15.00</b>	<b>30.00</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>
Percolation Test Witness		<b>10.00</b>	<b>20.00</b>
<b>Boards and Commissions Per Meeting</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>
Dog Licensing Official		<b>17.50</b>	<b>25.00</b>
Dog Census Official per hour		<b>7.25</b>	<b>35.00</b>
Dog Licensing Official additional time		<b>7.25</b>	<b>35.00</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>12,000.00</b>
<b>Court Administrator</b>		<b>1,000.00</b>	<b>12,000.00</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</b>		<b>25.00</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, 2015.

**MEETING OPEN TO PUBLIC**

Ted Harwick-  
Roselle-Freeholders will hold meeting in February at 5:30pm

**ADJOURN**