

HOLLAND TOWNSHIP COMMITTEE
REGULAR MEETING AGENDA
April 4, 2023

MEETING CALLED TO ORDER

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

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

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

FLAG SALUTE

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

CLERK READS OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting was given pursuant to the open public meeting act, by the Municipal Clerk on **December 8, 2022** and re-published with the zoom information on **January 12, 2023** by:

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

ZOOM INFORMATION

Topic: Township Committee

Time: April 4, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 748 030 1411

Passcode: 951148

One tap mobile

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APPROVAL OF MINUTES OF THE: March 21, 2023 Regular Meeting

APPROVAL OF BILLS AS SUBMITTED

Holland Township

Bill List

4-Apr-23

Check#	Vendor	Description	Payment	Check Total
33580	FAST WELD	Welding Materials for DPW	\$ 125.00	\$ 125.00
33581	IFP, TEST SERVICES	New Officer-Psychological Evaluation	\$ 475.00	\$ 475.00
33582	AMANDA MULLER	MILEAGE REIMBURSEMENT FOR MARCH 2023	\$ 138.60	\$ 138.60
33583	AQUA NEW JERSEY	RRCC Pool 8797	\$ 41.25	\$ 41.25
33584	AQUA NEW JERSEY	Pool (8796)	\$ 3.22	\$ 3.22
33585	Certified Laboratories	DPW Fuel Tank Maintenance Treatment	\$ 359.65	\$ 359.65
33586	CLEMENS UNIFORM	Shop Towels / Floor Mat service	\$ 22.75	
		Launder Yoga Blankets	\$ 80.00	
		Mats for Municipal Building	\$ 39.90	
		Mats for RRCC April2023	\$ 98.35	
		Cleaning Yoga Blankets	\$ 40.00	
		Mats for Municipal Building	\$ 39.90	\$ 320.90
33587	COLLIERS ENGINEERING & DESIGN INC	ROAD OPENING PERMIT	\$ 878.33	\$ 878.33
33588	D & L PUMP COMPANY	Emergency Well Abandonment / Sealing	\$ 8,100.00	\$ 8,100.00
33589	Dana Wiatroski	Pickleball Clinic 3/26/2023	\$ 640.00	\$ 640.00
33590	DANIEL A. SALVATO	REFUND OF TAXES - 100% DISABLED VETERAN	\$ 3,772.34	\$ 3,772.34
33591	DEER CARCASS REMOVAL SERVICE	FEBRUARY 2023 REMOVALS	\$ 342.00	\$ 342.00
33592	DELAWARE ELECTRIC, INC.	Replacement motor for Can Crusher	\$ 674.36	\$ 674.36
33593	DELAWARE VALLEY FAMILY HEALTH	New officer physical	\$ 150.00	\$ 150.00
33594	Direct Energy	Propane	\$ 1,079.21	\$ 1,079.21
33595	ELIZABETHTOWN GAS	Meter 14Y735578 Account 9890459292	\$ 162.94	
		Meter 01061655 Account 93404665351	\$ 696.34	\$ 859.28
33596	EPPEC Uniforms	New Officer Uniforms	\$ 2,870.05	\$ 2,870.05
33597	FINCH FUEL OIL CO, INC	#2 Fuel Oil Heat DPW/Library	\$ 1,184.38	\$ 1,184.38
33598	GRAINGER	Air Quality Detectors/ PPE plus Coverage	\$ 1,473.12	\$ 1,473.12
33599	GRIFFITH-ALLIED TRUCKING	DULSD - Diesel DPW/Gasoline-Police	\$ 1,317.83	
		Police/DPW Gas/Fuel	\$ 1,450.34	\$ 2,768.17
33600	GUARDIAN	Apr-23	\$ 2,856.23	\$ 2,856.23
33601	Hunterdon County Central Printing	Forms	\$ 200.00	\$ 200.00
33602	IN THE SWIM	Chlorine (50 Lb. Buckets)	\$ 749.97	\$ 749.97
33603	JERSEY CENTRAL POWER & LIGHT	Account 100 004 555 858 Baseball 01/21/23	\$ 159.49	\$ 159.49
33604	JERSEY CENTRAL POWER & LIGHT	Acct 100 060 952 585 Street Lights Holland	\$ 60.32	\$ 60.32
33605	JERSEY CENTRAL POWER & LIGHT	Account 100 004 272 595 Street Lights	\$ 22.85	\$ 22.85
33606	JERSEY CENTRAL POWER & LIGHT	Account 100 004 272 652 Street Lights	\$ 1,351.84	\$ 1,351.84
33607	JERSEY CENTRAL POWER & LIGHT	Account 100 003 579 271 Library	\$ 79.57	\$ 79.57
33608	JERSEY CENTRAL POWER & LIGHT	Account 100 152 456 842 802 Milford	\$ 185.49	\$ 185.49
33609	JERSEY CENTRAL POWER & LIGHT	Account 100 077 061 016	\$ 133.79	\$ 133.79
33610	JERSEY CENTRAL POWER & LIGHT	100 070 503 212 Pool Storage Garage	\$ 4.09	\$ 4.09
33611	JERSEY CENTRAL POWER & LIGHT	100 029 305 644 - 02/18/23 - 03/20/23	\$ 643.79	\$ 643.79
33612	JERSEY CENTRAL POWER & LIGHT	Account 100 004 555 932 Case Field	\$ 43.94	\$ 43.94
33613	JESSICA NEGLIA	Charger for Speaker	\$ 9.99	
		Pickleball Balls	\$ 34.99	
		Replacement Cord for Speaker	\$ 6.88	\$ 51.86
33614	JOHN P GALLINA, ESQ	LUB Misc General Matters	\$ 270.00	\$ 270.00

33615	K & A Paving Contractors LLC	Pool Valve Replacement at RRCC	\$ 500.00	\$ 500.00
33616	KOLLMER EQUIPMENT	Chainsaw Parts/Tools for Maintenance	\$ 153.93	
		New Chainsaw for Tree work/ Trimming	\$ 1,450.00	\$ 1,603.93
33617	LDI Connect	Contract Usage Charge 02/22/23 - 03/21/23	\$ 7.92	\$ 7.92
33618	LMR DISPOSAL	Dumpster Pickup Service	\$ 570.00	\$ 570.00
33619	LMR DISPOSAL	Dumpster Pickup Service	\$ 570.00	\$ 570.00
33620	LMR DISPOSAL	Recycling Dumpster @ RRCC	\$ 63.11	\$ 63.11
33621	MCMaster-CARR SUPPLY COMPANY	Parts for Asphalt Equipment Repair	\$ 96.16	\$ 96.16
33622	MILFORD/FRENCHTOWN AUTO PARTS	Air Filters for Asphalt Roller	\$ 140.05	\$ 140.05
33623	MONTAGE ENTERPRISES, INC.	John Deere Boom Mower Parts for Repairs	\$ 482.36	\$ 482.36
33624	NJ Advance Media	Professional Contract - SSP ARCHITECTS	\$ 42.31	\$ 42.31
33625	ODP BUSINESS SOLUTIONS, LLC	Brown Towel Rolls	\$ 169.02	\$ 169.02
33626	PALMER TROPHY & AWARDS	Plaque 16x20 for RRCC Gym	\$ 1,822.00	\$ 1,822.00
33627	PenTeleData	03/24/23 - 04/24/23	\$ 196.85	\$ 196.85
33628	Princeton Computer Support Inc	WatchGuard Basic Security Renewal @ RRCC	\$ 895.00	
		Replacement Battery Cartridge	\$ 68.64	
		Mar-23	\$ 999.99	\$ 1,963.63
33629	Quadient Inc	labels and seal for postage machine	\$ 43.30	\$ 43.30
33630	RJ'S DIESEL AND AUTO REPAIR	Patrol Vehicle Repairs	\$ 1,420.78	\$ 1,420.78
33631	SANICO, INC.	MARCH 2023 - Acct #201944	\$ 116.56	
		FEBRUARY 2023 - Acct #201746	\$ 39.00	\$ 155.56
33632	SEAN P. GUTSICK	REIMBURSEMENT FOR CERT TRAINING TRIP	\$ 1,403.96	\$ 1,403.96
33633	SPRING MILLS VETERINARY HOSPITAL	Holland Township Free Rabies Clinic	\$ 377.50	\$ 377.50
33634	STEPHEN & ANNETTE WORSWICK	MAILBOX REIMBURSEMENT	\$ 50.00	\$ 50.00
33635	THERESA VERDI	Cleaning services at Municipal Building	\$ 500.00	\$ 500.00
33636	TREE KING, INC.	Removal of Township Hazardous Trees	\$ 5,200.00	\$ 5,200.00
33637	VERIZON	MARCH 2023 BILLING	\$ 250.69	\$ 250.69
33638	WB Mason Co Inc	Trash Bags & Air Can Duster	\$ 57.33	
		Three year warranty for printer	\$ 48.29	\$ 105.62
33639	WILSON PRODUCTS	Welding Supplies for DPW	\$ 170.00	\$ 170.00
Totals			\$ 50,972.84	\$ 50,972.84
3292023	QUADIENT INC	Postage	\$ 100.00	\$ 100.00
3302023	NJ STATE HEALTH BENEFITS PROGRAM	Apr-23	\$ 33,871.13	\$ 33,871.13
3302023	NJ STATE HEALTH BENEFITS PROGRAM	Apr-23	\$ 5,135.54	\$ 5,135.54
Totals			\$ 39,106.67	\$ 39,106.67

-RESOLUTION – Introduction of the 2023 Budget to be Read by Title
Auditors Bill Colantano and Jonathan Weiss from BKC are in attendance to review the Budget.

2023 RESOLUTION
Introduction of the 2023 Budget

WHEREAS, N.J.S.A. 40A:4-8 provides that the budget be read by title only at the time of public hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of hearing a complete copy of the approved budget as advertised has been posted in the Municipal Building, the local public library, and copies have been made available by the Clerk to persons requesting them; and

WHEREAS, these conditions have been met.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holland, in the County of Jersey, State of New Jersey, that the budget shall be read title only.

**Revenue and Appropriation Summaries
Public Hearing and Final Adoption will be May 2, 2023**

Revenue and Appropriations Summaries

Summary of Revenues

	Anticipated	
	2023	2022
1. Surplus	985,409.00	940,000.00
2. Total Miscellaneous Revenues	3,489,335.28	3,827,492.83
3. Receipts from Delinquent Taxes	200,527.87	225,000.00
4. a) Local Tax for Municipal Purposes	1,193,600.00	1,193,600.00
Total General Revenues	5,868,872.15	6,186,092.83

Summary of Appropriations

	2023 Budget	Final 2022 Budget
1. Operating Expenses:		
Salaries & Wages	2,136,800.00	2,041,200.00
Other Expenses	2,353,905.46	2,260,786.14
2. Deferred Charges & Other Appropriations	468,166.69	440,611.07
3. Capital Improvements	500,000.00	1,033,495.62
4. Debt Service (Include for School Purposes)	-	-
5. Reserve for Uncollected Taxes	410,000.00	410,000.00
Total General Appropriations	5,868,872.15	6,186,092.83
Total Number of Employees	21 Full Time 20 Part Time	18 Full Time 29 Part Time

2023 Dedicated Sewer Utility Budget

Summary of Revenues

	Anticipated	
	2023	2022
1. Surplus	50,000.00	50,000.00
2. Miscellaneous Revenues	540,000.00	540,000.00
3. Deficit (General Budget)		
Total Revenues	590,000.00	590,000.00

Summary of Appropriations		2023 Budget	Final 2022 Budget
1.	Operating Expenses:		
	Salaries & Wages	5,000.00	5,000.00
	Other Expenses	450,000.00	450,000.00
2.	Capital Improvements	134,000.00	134,000.00
3.	Debt Service		
4.	Deferred Charges & Other Appropriations	1,000.00	1,000.00
5.	Surplus (General Budget)		
	Total Appropriations	590,000.00	590,000.00
Total Number of Employees		2 Part Time	2 Part Time

Balance of Outstanding Debt

Interest

Principal

Outstanding Balance \$ -

-RESOLUTION – Self Examination of Budget

**RESOLUTION
SELF-EXAMINATION OF BUDGET**

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Holland Township* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2023 budget year.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of *Holland, County of Hunterdon, State of New Jersey* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Chief Financial Officer to be forwarded to the Director of the Division of Local Government Services upon adoption.

-RESOLUTION – Special Item of Revenue – Recycling Tonnage Grant

RESOLUTION
SPECIAL ITEM OF REVENUE

WHEREAS, the Township of Holland desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$4,232.00 and

THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Holland that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

Recycling Tonnage Grant

BE IT FURTHER RESOLVED that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services

-RESOLUTION – Special Item of Revenue – Body Armor

RESOLUTION
SPECIAL ITEM OF REVENUE

WHEREAS, the Township of Holland desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$983.46 and

THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Holland that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

Body Armor

BE IT FURTHER RESOLVED that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services

-RESOLUTION – Special Item of Revenue – Municipal Relief Aid

RESOLUTION
SPECIAL ITEM OF REVENUE

WHEREAS, the Township of Holland desires to anticipate as an item of general revenue with prior written consent of the Director of Local Government Services in the amount of \$140,293.82 and

THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Holland that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2023 Budget under the following caption:

Municipal Relief Aid

BE IT FURTHER RESOLVED that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services

REMINDER/ANNOUNCEMENT

There will be Free Tree Seedlings available Saturday, April 22, 2023 from 9am to noon at the Holland Township Recycling Center.

There will be a document paper shredding day Saturday, April 29, 2023 from 9am to noon at the Holland Township Recycling Center.

OLD BUSINESS FROM TOWNSHIP COMMITTEE

LIAISON REPORTS

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-AUTHORIZATION for the Mayor to sign an Economic Grant for additional funding

-AUTHORIZATION for the Mayor to approve the Vipre Antivirus Renewal Subscription for \$1,328.25

-PROCLAMATION – Arbor Day 2023

ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, sequester carbon, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our Township increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW THEREFORE, BE IT PROCLAIMED, by the Holland Township Committee, of the County of Hunterdon that April 29, 2023 be hereby declared as “**Arbor Day**” in Holland Township, and all citizens are urged to celebrate Arbor Day and to support efforts to protect our trees and woodlands,

FURTHER, all citizens are encouraged to celebrate the dedication of various trees, the planting of trees and stroll or hike our Trail at the Holland Township O’kasame Park on April 29, 2023 at 11:00 am; also, to obtain free tree seedlings at the Holland Township recycling center on April 22, 2023 from 9:00am – 12:00pm and to plant and care for the trees to gladden the heart and promote the well-being of this and future generations.

-RESOLUTION-Approval to Hire: Nicholas Hults as Substitute Secretarial Help at the salary of \$15.81/hour.

RESOLUTION

Appointment of Nicholas Hults as Substitute Secretarial Help

WHEREAS, the Township Committee of the Township of Holland shall require the services of a substitute secretary; and

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

WHEREAS, Mr. Hults is a current employee of the Township of Holland at the Riegel Ridge Community Center and has had all necessary background checks.

NOW, THEREFORE, BE IT RESOLVED, by the Holland Township Committee, Township of Holland, County of Hunterdon in the state of New Jersey, that Nicholas Hults is appointed as Substitute Secretarial Help working as needed for a 2023 salary of \$15.81/hour effective April 4, 2023.

-RESOLUTION- 2023 SUMMMER CAMP STAFF SALARY

RESOLUTION

Authorization to hire the following 2023 seasonal part-time
Summer Camp Staff at Riegel Ridge Community Center

WHEREAS, the Township Committee of the Township of Holland is in need of seasonal part-time Summer Camp 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 these employees, and

WHEREAS, these employees will be hired as “at will” seasonal part-time Summer Camp employees; and

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

WHEREAS, these employees may 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 these background checks have been received, these employees will be supervised at all times, and

WHEREAS, these salaries are based on the following Payroll Increase Schedule established April 4, 2023

**Summer Camp Program Counselors and Instructors
Adopted April 4, 2023**

Summer Camp	2021	2022	2023
	<u>Per Hour</u>	<u>Per Hour</u>	<u>Per Hour</u>
Counselor	\$11.10	\$11.90	\$11.90
Head Counselor Years 1-2	\$12.60	\$13.40	\$15.00
Head Counselor Years 3-4	\$13.10	\$13.90	\$15.50
Head Counselor Year 5-6	\$13.60	\$14.40	\$16.00
Head Counselor Years 7-8+	\$14.10	\$14.90	\$16.50
Camp Nurse	\$21.96	\$22.40	\$19-\$21.00
Assistant Camp Supervisor	\$17.80	\$18.15	\$18.00
Camp Supervisor	\$28.70	\$29.28	\$21.00

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, the following people be hired as seasonal part-time Summer Camp Staff contingent on favorable results of all required background checks, effective April 4, 2023.

BE IT FURTHER RESOLVED, that the schedule of pay rates is in accordance with the Township Ordinance

Summer Camp Supervisor		Salary
Amy	Kucharski	\$21.00/hr.
Summer Camp Assistant Supervisor		
Katherine	Murawski	\$18.00/hr.

-ORDINANCE 2023-07 -Introduction/First Reading
Second reading and Public Hearing set for May 2, 2023

ORDINANCE NO. 2023-07

**AMENDING ORDINANCE 2008-22
TO REVISE FEE SCHEDULE FOR LAND USE APPLICATION**

WHEREAS, the Township Committee has determined that it is in the best interest of the Township to amend Ordinance 2008-22 to revise the fee schedule in §83-1, Part 2, Development Regulations, for Land Use, Minor Site Plan Development and Major Site Plan Development; and

WHEREAS, the current fee schedule has not been updated since 2008.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Holland, in the County of Hunterdon and State of New Jersey, that Ordinance 2008-22 is hereby amended to reflect the revised fee schedule as stated below:

HOLLAND TOWNSHIP REVISED LAND USE APPLICATION FEES

<u>Application</u>	<u>Application Fee</u>	<u>Escrow Deposit</u>
1. Appeal of Denial of Zoning Permit	\$300	\$1000
2. Request for Zoning Interpretation	\$300	\$3000
3. Bulk “c” Variance	\$300	\$3000
4. Bulk “c” Variance – accessory building only	\$100	\$1000
5. Use “d” Variance	\$750	\$5000
6. Conditional Use	\$750	\$5000
7. Informal Conceptual Review/Discussion	\$300	n/a
8. Minor Subdivision	\$750	\$5000
9. Major Subdivision	\$1000	\$5000
10. Minor Site Plan	\$500	\$5000
11. Major Site Plan	\$500	\$5000
12. Stormwater plan reviews	\$300	\$1500

SECTION 1. All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

SECTION 2. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. This Ordinance shall take effect upon final passage and publication according to law.

BUSINESS FROM TOWNSHIP ATTORNEY

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

ADJOURN at _____