

February 18, 2014

The Holland Township Committee met on the above date at the Holland Township Municipal Building, 61 Church Road, Milford, N.J. at 7:00 p.m.

Present at this meeting were: Mayor Anthony Roselle, Deputy Mayor Daniel Bush, Committeemen Kenneth Vogel, Thomas Scheibener and Ray Krov. Also present was Attorney Richard Cushing.

There being a quorum this meeting was called to order by Mayor Roselle at 7:03 p.m.
Mr. Roselle asked that all electronic equipment be turned off or silenced.

FLAG SALUTE

Mayor Roselle invited the audience to join the Committee in reciting the “Pledge of Allegiance”.

OPEN PUBLIC MEETINGS STATEMENT

Clerk Miller announced publicly at the commencement of this meeting the following statement:
Adequate notice of this meeting was given pursuant to the Open Public Meeting Act Law by the Township Clerk on December 19, 2013 by:

1. Posting such notice on the bulletin board at the municipal building and the Holland Township website.
2. Mailing the same to the Hunterdon County Democrat and the Express-Times.

APPROVAL OF MINUTES

Mr. Bush moved and Mr. Krov seconded the motion to approve the minutes of the:

- January 24, 2014 Regular Meeting (this meeting was originally scheduled for January 21, but was rescheduled due to bad weather)

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel			x	
Anthony Roselle, Mayor	x			

APPROVAL OF MINUTES OF THE

Mr. Vogel moved and Mr. Bush seconded the motion to approve the minutes of the

- February 4, 2014 Regular Meeting

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

APPROVAL OF BILLS AS SUBMITTED

Mr. Vogel moved and Mr. Bush seconded the motion to approve the bills as follows:

Check#	Vendor	Description	Payment	Total Check
CLEARING ACCOUNT				
14957	ADT SECURITY SERVICES	Holland Township Park Building-prev	396.70	396.70
14958	ALLEGRO ENTERPRISES, INC.	Water	53.25	53.25
14959	ALLIED OIL, LLC	Unleaded Gas to 131 Spring Mills Rd	894.48	894.48
14960	AMERICAN CAMP ASSOCIATION	Tri - State Camp Conference - Pleas	450.00	450.00
14961	AMERIGAS - CLINTON 7510	Municipal Building Propane	1,437.00	
		DELIVERY 1-242014 399.7 GAL	1,200.52	2,637.52
14962	AQUA NEW JERSEY	Service to 910 Milford EG Rd/6" Fir	319.84	
		SEWER LIFT BILLING 1-16-2014	14.99	334.83
14963	BEACON TAILORING & CUSTOM CREATIONS	Shirts (Harris)	23.00	23.00
14964	BINKLEY & HURST, LP	Flail Mower - Oil Pan	1,958.53	1,958.53
14965	CARLA CIELO	HISTORICAL BARN SURVEY PRINTS	250.00	250.00
14966	CARLY SOPKO	Zumba instructor	34.60	34.60

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14967	Leonard A. LaGuardia	Staff Shirts	48.00	48.00
14968	CERTIFIED CHEMICAL COMPANY	maintenance supplies	261.46	
		Ice Melt	477.30	738.76
14969	CHERRY VALLEY TRACTOR SALES	Flail Bushings	458.42	458.42
14970	CHRISTINE FRENCHU	OCT 1 TO DEC 31, 2013	675.00	675.00
14971	CITY FIRE EQUIPMENT CO.		330.00	330.00
14972	CLEMENS UNIFORM	Shop Rags	16.75	
		Mats	41.98	
		MATS AT MUNICIPAL BUILDING	40.00	98.73
14973	COUNTY OF HUNTERDON	Food Inspections	1,200.00	1,200.00
14974	DAVIDHEISER'S INC.	Vehicle Calibrations	180.00	180.00
14975	DAVIS BUSINESS MACHINES, INC.	Monthly Maintenance Charge for IR C	94.51	
		Monthly Maintenance Model IRC3380I	48.85	143.36
14976	DEER CARCASS REMOVAL SERVICE, LLC	Deer Removal - January 2014	171.00	171.00
14977	EUGENIA FRANZO	Zumba instructor	217.60	217.60
14978	EVA VELEZ	Yoga instructor	440.00	440.00
14979	FINCH FUEL OIL CO, INC	Fuel for the municipal garage 669 gal	2,213.59	
		Fuel to 131 Spring Mills	2,877.52	5,091.11
14980	FOX BROTHERS ALARM SERVICES, INC.	ADD EMPLOYEE	25.00	25.00
14981	GANN LAW BOOKS	Finance Department 2014 NJ Titles 4	160.00	160.00
14982	GEBHARDT & KIEFER, P.C.	Legal Services 100113 to 103113	7,834.63	7,834.63
14983	GENERAL CARBON CORP.	Water Pollution Control Barrels	745.00	745.00
14984	GOOD IMPRESSIONS, INC.	#10 White envelopes-no permit window	211.22	211.22
14985	GRAINGER	Hammers, Earplugs, Lights	293.50	
		Buildings & Grounds Order	165.57	459.07
14986	HOLLAND TOWNSHIP	2014 Sewer Bill due Mar 1 910 Milford	3,687.50	3,687.50
14987	HOLLAND TOWNSHIP	2014 Sewer bill due Mar 1 Milford W	147.50	147.50
14988	HOLLAND TOWNSHIP	2014 Sewer bill Mar 1 914 Milford W	221.25	221.25
14989	HOLLAND TOWNSHIP	2014 Sewer bill Mar 1 61 Church Rd	442.50	442.50
	HOLLAND TOWNSHIP COMMUNITY			
14990	SENIORS	Recycling Center 3 Sat in January 2	135.00	135.00
14991	HUNTERDON COUNTY MUNICIPAL	Dues - C. Miller & L. Moser	25.00	25.00
14992	TREASURER	Membership Renewal - 2014	400.00	400.00
	HUNTERDON HUMANE ANIMAL SHELTER			
14993	INC	Animal Control	2,579.36	2,579.36
14994	HUNTERDON LAND TRUST ALLIANCE	Share of Cost on Silva farmland pre	3,700.00	3,700.00
14995	INDUSTRIAL COMMUNICATIONS COMPANY	Holland Township Tower Site Lease J	2,328.48	
		Radio, Repairs	890.00	3,218.48
14996	INTERNATIONAL SALT COMPANY, LLC	2014 Road Salt	7,230.99	7,230.99
14997	J C CLEANERS	Dry-cleaning - January 2014	287.04	287.04
14998	J & J Truck Equipment	Air Solenoid	60.04	60.04
14999	JERSEY CENTRAL POWER & LIGHT		253.53	253.53
15000	MAILFINANCE	Lease Dec 13 to Mar 14 Postage	360.00	360.00
15001	MASER CONSULTING PA	Township Engineer	5,660.00	
		Township Engineer	195.00	
		Township Engineer	1,961.25	7,816.25
15002	MELANIE WOROB	Zumba instructor	123.00	123.00
15003	MGL PRINTING SOLUTIONS	2013 Sewer	345.00	345.00
15004	MID-STATE REGISTRARS ASSOCIATION		45.00	45.00
15005	MONINGHOFF APPLIANCE & SUPPLY CORP.	Balances owed from Invoices	28.14	28.14
15006	MR. JOHN, INC.	Temp Restroom Holland Township	168.87	168.87
15007	MUNICIPAL CLERKS' ASSOC OF NJ, INC.	Dues - C. Miller & L. Moser	175.00	175.00
15008	MUNICIPAL SOFTWARE, INC.	Software System	408.00	
		Software System	1,449.00	
		Software System	9,725.85	11,582.85
15009	TREASURER, STATE OF NJ		1,419.00	1,419.00
15010	NET VENTURES CORP.	Monthly fee	434.00	434.00
15011	NJ DEPT OF HEALTH & SENIOR SERVICES	Month of January, 2014	15.60	15.60
15012	OFFICE DEPOT, INC.	Office Supplies	190.72	190.72
15013	PENTELEDATA	Cable Modem rental and support 0124	119.90	119.90
15014	PERFORMANCE TIRE COMPANY	Tire Removal	326.00	326.00
15015	PILATES BY CORRINE, LLC	Pilates instructor	290.80	290.80
15016	R & L DATACENTERS, INC.	Munic P/R 1231 0115 0131 QTRL W2 an	1,311.08	1,311.08
15017	SAMZIE'S UNIFORMS	Uniforms (Heilig)	379.00	379.00
15018	SANICO, INC.	Milford WGlen	134.05	
		910 Milford W Glen	78.57	212.62
15019	SARAH PARKER-GIVENS	Yoga instructor	330.00	330.00
15020	SERVICE ELECTRIC CABLE TV, INC.	Internet Powered by Pentele Data	59.95	59.95
15021	SERVICE ELECTRIC TELEPHONE CO.	Telephone-RRCC	148.65	148.65
15022	SMITH MOTOR COMPANY, INC.	Wiper Arm	380.16	
		Breaker, Relay, WPR Link	218.96	599.12
15023	STAPLES BUSINESS ADVANTAGE	Supplies	700.90	
		Misc Ink	152.34	853.24
15024	STEM BROTHERS, INC.	Propane to spring mills 71.3 gal	262.31	
		Propane to spring mills 71.3 gal	183.39	445.70
15025	SUSAN M. BABER, CCR	PB court recorder January 13 2014 r	225.00	
		PB court reporter February 10 2014	225.00	

15026	THE EXPRESS-TIMES	PB 021014 recording tech diff trans	555.00	1,005.00
		Advertisement for Bookkeeper Jan 201	674.85	
		TC meeting change due to weather	114.70	789.55
15027	THERESA VERDI	cleaning RRCC	820.00	
		Cleaning RRCC	400.00	1,220.00
15028	VALLEY AUTO SUPPLY	Lights	257.76	
		Filters	319.42	
		Batteries	228.00	805.18
15029	VERIZON WIRELESS	Cell Phones / Air Cards - January 2	38.01	
		Cell Phones / Air Cards - January 2	508.31	546.32
15030	VIKING TERMITE & PEST CONTROL, INC.	ANNUAL POST DEP AND JAN MONTH	415.09	415.09
15031	VITAL COMMUNICATIONS, INC.	Revaluation letters print fold stuff	3,663.91	3,663.91
15032	WARREN MATERIALS	Cold Patch	566.40	566.40
15033	WASTE MANAGEMENT OF NEW JERSEY, INC	Holland School Recycling	235.20	235.20
15034	WILLIAM FABER	Mileage	75.35	75.35
15035	WILSON PRODUCTS	Propane, Acetylene	236.18	236.18
15036	WOODRUFF ENERGY	GAS DECEMBER 2013	1,975.12	1,975.12
				<u>87,960.79</u>
ESCROW				
5717	Curtis Schick	Escrow Close Out	1,157.34	1,157.34
5718	Darren J. Dally	Escrow Close Out	30.5	30.5
5719	HUNTERDON LAND TRUST ALLIANCE	Escrow Close Out	106.25	106.25
5720	James & Kristin Buxton	Escrow Close Out	236.27	236.27
5721	Kyle & Laura Burke	Escrow Close Out	25.66	25.66
5722	Leo Menard	Escrow Close Out	214	214
5723	Philip H. Synder	Escrow Close Out	834.68	834.68
5724	Robert Kolonia	Escrow Close Out	96.65	96.65
5725	Roger Tosco	Escrow Close Out	501.52	501.52
5726	Ronald King	Escrow Close Out	466.08	466.08
5727	Susan & Joe Giardina	Escrow Close Out	1,686.28	1,686.28
5728	Thomas & Patricia Kotulak	Escrow Close Out	15.9	15.9
				<u>5,371.13</u>
CURRENT FUND	BUDGET AND APPROPRIATION RESERVES	71,618.58		
GRANT FUND	BUDGET AND APPROPRIATION RESERVES	209.01		
GENERAL CAPITAL FUNDS	BUDGET AND APPROPRIATION RESERVES	9,360.00		
SEWER FUND	BUDGET AND APPROPRIATION RESERVES	1,808.99		
SEWER CAPITAL	BUDGET AND APPROPRIATION RESERVES	1,961.25		
ANIMAL CONTROL	BUDGET AND APPROPRIATION RESERVES	3,002.96		
ESCROW	ESCROW FUNDS	5,371.13		
TOTAL CHECKS ISSUED				<u>93,331.92</u>

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov	X			
Thomas Scheibener	X			
Dan Bush, Deputy Mayor	X			
Kenneth Vogel	X			
Anthony Roselle, Mayor	X			

OLD BUSINESS FROM TOWNSHIP COMMITTEE

-RESOLUTION-Amending the Revised Employee Handbook (adopted by the Township Committee November 6, 2013)-This Resolution was tabled at the February 4, 2014 meeting giving Mr. Krov time to make minor adjustments that were discussed at that meeting.

Mr. Vogel moved and Mr. Bush seconded the motion to adopt the following Resolution:

RESOLUTION

Amendment #1 to the Holland Township Personnel Policies and Procedures Manual

WHEREAS, the Holland Township Committee adopted a revised version of the Holland Township Personnel Policies and Procedures Manual on November 6, 2013, and

WHEREAS, the Holland Township Committee has determined that there a need for an amendment to clarify certain provisions in the Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey that the following amendments should be made to the Holland Township Personnel Policies and Procedures Manual previously adopted by Resolution on November 6, 2013:

Page 30: Exempt Employees

1. Add the following paragraph at the end of the list of exempt employees:
Note: Exempt employees hired prior to January 1, 2014 who received additional compensation (“comp time”) for hours worked beyond their regular hours will continue to receive “comp time” in accordance with past practice.

Page 31: Compensatory Time

1. Add the following sentence as the first item:
Compensatory time must be pre-approved by the department supervisor or Township committee liaison.

Page 35: Vacations

1. Replace the first sentence under “Vacation Entitlement” with:
Regular Full-Time Salaried and Regular Full-Time Hourly Employees not covered by a collective bargaining agreement shall be afforded vacation with pay, based on a full year of employment, as follows:
2. Add below the vacation day chart:
The vacation days shown in the above chart are based on a full year of employment and will be pro-rated for a partial employment year.
3. To clarify, if needed: where indicated under vacation and sick day benefits, “Regular Salaried or Hourly Full-time Employees” means “Regular Full-Time Salaried and Regular Full-Time Hourly Employees”.
4. Chart of vacation time: (a) insert under 5 vacation days (1 week), 10 vacation days (2 weeks), 15 vacation days (3 weeks), 20 vacation days (4 weeks); (b) add a column for 25th year and over, 25 vacation days (5 weeks). The 25th year vacation day column is only available to employees hired prior to January 1, 2014.
5. Replace the paragraph under the vacation day chart with the following: Regular Salaried Part-Time Employees hired prior to January 1, 2014 shall receive pro-rata vacation with pay, based on their regularly assigned work schedule. By way of example, a regular part-time salaried employee in their first year of employment and working two days per week for a total of 12 hours would receive one week (12 hours) of vacation time. During the 2nd, 3rd, 4th, and 5th years of employment they would receive two weeks (24 hours) of vacation time.

Page 36: Compensation for Unused Vacation Time

1. First paragraph: Effective January 1, 2015, delete the option for payment of up to 50% of unused vacation time.
2. Second paragraph: Effective January 1, 2015, change language to allow up to 50% of an employee’s annual vacation time, up to a maximum of 10 days, to be carried over to the following year. In the following year, the employee must use all carried over vacation days before using any personal days. Carried over vacation days must be used in the following year or they will be lost.

Page 37: Sick Leave

1. To clarify, if needed: where indicated under vacation and sick day benefits, “Regular Salaried or Hourly Full-time Employees” means “Regular Full-Time Salaried and Regular Full-Time Hourly Employees”. A comma should be placed after full-time where the following definition occurs: “regular, full-time, salaried or hourly employees”
2. Add a third item to the regular sick leave paragraph:
“3. Regular Salaried Part-time employees hired prior to January 1, 2014 shall receive pro-rata sick leave with pay, based on their regularly assigned work schedule. By way of example, an employee working 12 hours per week (not shown on the chart below) would be eligible for

3.2 sick days or 24.0 hours (12 hours /37.5 hours = .32 X 10 days = 3.2 days X 7.5 hours = 24.0 hours), 7.2 hours (24.0 hours X 30%) which may be used as a personal day.

Roll Call Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

LIAISON REPORTS

Krov

-Town wide Assessment is complete-letters to residents went out

Scheibener

-met with engineer to determine improvements necessary to use Bethany Ridge for summer camp activities

-Director of Parks and Rec looking at temporary storage

Vogel-

-handed out information on a Website company

Bush-

-thanked Holland Fire Co for helping DPW during storm with cleaning out of fire hydrants and sharing their fuel supply

-Roselle

-OEM-RRCC upstairs working on furnishing

-CERT-setting up RRCC for flood evacuation center this weekend

-reminded Mr. Vogel he needs 3 meetings/year with sewer

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-Letter of resignation from Planning Board member Susan Grimshaw effective February 4, 2014. Mr. Bush moved and Mr. Scheibener seconded the motion to accept the resignation of Planning Board member Susan Grimshaw effective February 4, 2014, with regret.

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

-Appointments by the Mayor- Mayor Roselle announced additional appointments to 2014 Boards and Commissions-

- Suzanne Lagay to Holland Township Alternate Municipal Coordinator with the Hunterdon County Division of Senior Services on the Office of Aging. Term expiring 12/31/2014
- Moving Duane Young from Planning Board Alternate # 1 to regular member filling the unexpired term of Susan Grimshaw. Term expires 12/31/2014
- Moving Ken Grisewood from Planning Board Alternate # 2 to Alternate #1 filling the unexpired term of Duane Young. Term expiring 12/31/2014

-RESOLUTION- the Delaware Valley Municipal Alliance Grant for fiscal year 2014
Mr. Bush moved and Mr. Scheibener seconded the motion to adopt the following Resolution:

RESOLUTION

Authorization to submit a strategic plan for the Delaware Valley Municipal Alliance Grant for fiscal year 2014

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2014-June 2019

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, the township Committee, Township of Holland in the County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township Committee has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Hunterdon.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, Township of Holland, in the County of Hunterdon in the State of New Jersey, that they recognize the following:

- 1. The Township Committee does hereby authorize submission of a strategic plan for the Delaware Valley Municipal Alliance grant for fiscal year 2014 in the amount of:
DEDR \$20,777
Cash Match \$ 5,194
In-Kind \$15,582.75
- 2 The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

BUSINESS FROM TOWNSHIP ATTORNEY

-Sprint antennas on tower on Twp owned property behind Riegel Federal Bank-Engineer will review plans for generator-his fee and entrance (driveway) costs should be added to specs

-Planning Board Escrow-currently when an escrow account goes down to 25% of original amount the Planning Board Secretary requests that the license be replenished. The Board Secretary is suggesting a request to replenish be sent out when the escrow account goes below 75%-Attorneys Cushing and Morrow will work on this request.

MEETING OPEN TO PUBLIC

-Ted Harwick-questioned Gebhardt and Kiefer bill

EXECUTIVE SESSION

-RESOLUTION-to enter into Executive Session-

Mr. Krov moved and Mr. Bush seconded the motion to adopt the following Resolution at 7:55 pm:

RESOLUTION

Entering into Executive Session

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Holland, that the public shall be excluded from discussion of the following matter(s):

- -Contact negotiations-Gridley Circle, Municipal Court
- -Potential Litigation-Attorney Advice
- -Potential Litigation-land acquisition

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

Voice Vote	Ayes	Nays	Abstain	Absent
Ray Krov	x			
Thomas Scheibener	x			
Dan Bush, Deputy Mayor	x			
Kenneth Vogel	x			
Anthony Roselle, Mayor	x			

The Committee returned to open session at 8:30 pm

ADJOURN

Mr. Vogel moved and Mr. Scheibener seconded the motion to adjourn at 9:20 p.m.

Respectfully submitted,

Approved by,

Catherine M. Miller, RMC
Municipal Clerk

Anthony Roselle, Mayor
Daniel T. Bush, Deputy Mayor