



Township of Holland
IN
HUNTERDON COUNTY

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HOLLAND TOWNSHIP COMMITTEE
REGULAR MEETING AGENDA
December 5, 2017

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 8, 2016 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.

PRESENTATION

-Presentation of certificate by Chief Harris to Kaitlyn A. Bodder in recognition of her citizenship assisting a women who needed help at Oak Hill Golf Club on October 19, 2017

APPROVAL OF MINUTES OF THE:

- November 8, 2017 Regular Meeting and Executive Session
- November 21 Regular meeting

APPROVAL OF BILLS AS SUBMITTED

| Check# | Vendor | Description | Payment | Check Total |
|--------|--------------------------------|--------------------------|-------------|-------------|
| 23933 | Amazon.com RRC | Various Items | \$ 915.67 | \$ 915.67 |
| 23934 | Amazon.com LLC Police | Police | \$ 1,178.02 | \$ 1,178.02 |
| 12935 | AQUA NEW JERSEY | 910 Milford Warren Glen | \$ 16.88 | |
| | | RRCC Pool | \$ 43.93 | |
| | | 910 Lawn Irrigation | \$ 32.55 | |
| | | RRCC 101617-111517 | \$ 268.36 | \$ 361.72 |
| 23936 | Beacon Tailoring | Uniform Patches | \$ 10.50 | \$ 10.50 |
| 23937 | Bridge Street Service Center | Command Bus Maint | \$ 104.34 | \$ 104.34 |
| 23938 | Chemung Supply Corp | Plow Edges & Tire Chains | \$ 3,717.88 | \$ 3,717.88 |
| 23939 | Cleary Giacobbe Alfieri Jacobs | Oct-17 | \$ 2,340.00 | \$ 2,340.00 |
| 23940 | CLEMENS UNIFORM | Mats for Munic 112317 | \$ 35.25 | \$ 35.25 |

| | | | | |
|-------|----------------------------------|-------------------------------------|-------------|-------------|
| 23941 | COOPER ELECTRICAL SUPPLY | LED Light fixtures | \$ 124.99 | \$ 124.99 |
| 23942 | Corey Colaluce | 2017 Clothing Allowance | \$ 42.48 | \$ 42.48 |
| 23943 | Davis Business Supply | Overage Billing | \$ 188.96 | \$ 188.96 |
| 23944 | Delaware Valley Athletic Assoc | Road clean up | \$ 500.00 | \$ 500.00 |
| 23945 | ELIZABETH C. McKENZIE | PH HK B24 L 3 & 13 | \$ 43.75 | \$ 43.75 |
| 23946 | Elizabethtown Gas | Meter 01061655 | \$ 301.06 | |
| | | Meter 14Y735578 | \$ 52.83 | \$ 353.89 |
| 23947 | Enterprise Electrical | Remove and replace Conduit | \$ 925.00 | \$ 925.00 |
| 23948 | FINCH FUEL OIL CO, INC | 2017 Ultra Low Sulfur Dyed Diesel | \$ 835.55 | |
| | | Gasoline | \$ 850.31 | \$ 1,685.86 |
| 23949 | Industrial Communications Co | 15-12 | \$ 1,365.00 | \$ 1,365.00 |
| 23950 | JC Ehrlich Co Inc | November pest control | \$ 224.00 | |
| | | General Pest Pool/Pool house | \$ 745.00 | \$ 969.00 |
| 23951 | Jeff Modica | 2017 Clothing Allowance | \$ 250.00 | \$ 250.00 |
| 23952 | JERSEY CENTRAL POWER & LIGHT | 100 060 952 585 | \$ 60.39 | |
| | | 100 004 272 595 | \$ 23.17 | |
| | | 100 004 272 652 | \$ 617.74 | |
| | | 100 004 555 932 | \$ 109.76 | |
| | | 100 070 503 212 | \$ 3.32 | |
| | | 100 003 579 271 Library | \$ 109.50 | |
| | | 100 077 061 016 | \$ 206.74 | |
| | | 100 004 555 858 | \$ 523.24 | \$ 1,653.86 |
| 23953 | JERSEY CENTRAL POWER & LIGHT | 100 029 305 644 | \$ 2,450.62 | |
| | | 100 105 886 640 | \$ 250.10 | \$ 2,700.72 |
| 23954 | Kathy Sciarello | reimbursement for book | \$ 487.14 | \$ 487.14 |
| 23955 | Koches Repair Inc | Tow stolen dirt bike | \$ 188.00 | \$ 188.00 |
| 23956 | Kristine Boxwell | CTC License | \$ 50.00 | \$ 50.00 |
| 23957 | Mailfinance | 120817-030718 | \$ 1,339.53 | \$ 1,339.53 |
| 23958 | Maser Consulting PA | Driveway permits | \$ 1,269.37 | |
| | | Sanitary sewer repairs | \$ 325.00 | |
| | | general engineering through 11/5/17 | \$ 770.00 | |
| | | RRCC Pavilion | \$ 1,225.00 | |
| | | FY2018 NJDOT Municipal Aid Grant | \$ 750.60 | |
| | | PB HK B24 L 3 13 | \$ 1,400.00 | \$ 5,739.97 |
| 23959 | Moose Safety Supply | Medical Bags | \$ 650.00 | \$ 650.00 |
| 23960 | MSC Industrial Supply | Knucklehead Flashlights for F550 | \$ 448.00 | |
| | | Rechargeable Lantern Flashlight | \$ 614.06 | \$ 1,062.06 |
| 23961 | Municipal Software | Cleaning Tape | \$ 60.00 | \$ 60.00 |
| 23962 | NJ Advance Media | Account 1160894 | \$ 40.49 | \$ 40.49 |
| 23963 | NJMVC | 15-12 Title | \$ 60.00 | \$ 60.00 |
| 23964 | NJMVC | Junk Title Request | \$ 2.00 | \$ 2.00 |
| 23965 | NJ Police Traffic Officers Assoc | Annual Membership Fee | \$ 50.00 | \$ 50.00 |
| 23966 | The ODB Company | Leaf Machine Hose & Nozzle | \$ 1,301.88 | \$ 1,301.88 |
| 23967 | Penteledata | 10/24/17-11/24/17 | \$ 199.90 | \$ 199.90 |
| 23968 | Power Pool Plus Inc | Generator Service | \$ 439.19 | \$ 439.19 |
| 23969 | Raritan Valley Disposal | 30 Yard Garbage Dumpster | \$ 1,020.00 | \$ 1,020.00 |
| 23970 | Service Electric Cable TV | Cable & Internet for RRCC | \$ 67.45 | \$ 67.45 |
| 23971 | Service Electric Telephone | Telephone RRCC | \$ 164.71 | \$ 164.71 |

| | | | | |
|--------------------------|------------------------------------|--------------------------------------|--------------|-------------------------|
| 23972 | Smith Motor Company | Exhaust Clamps | \$ 61.58 | |
| | | 15-14 | \$ 42.80 | \$ 104.38 |
| 23973 | Staples Business Advantage | NYC 1475927 | \$ 168.74 | |
| | | Copy Paper | \$ 72.58 | \$ 241.32 |
| 23974 | Stem Brothers | 2017 recycling center propane heater | \$ 172.38 | \$ 172.38 |
| 23975 | Storr Tractor Company | Hydraulic Filter Kit | \$ 609.11 | \$ 609.11 |
| 23976 | Supreme Heating & Air Conditioning | Labor for pumps for hot water | \$ 110.50 | \$ 110.50 |
| 23977 | THERESA VERDI | Cleaning RRCC | \$ 240.00 | |
| | | Cleaning RRCC | \$ 360.00 | \$ 600.00 |
| 23978 | Triple S Lehigh Valley | Envirox H2 Orange Cleaner | \$ 182.40 | \$ 182.40 |
| 23979 | Uline | 4'x6' white boards | \$ 682.49 | \$ 682.49 |
| 23980 | Warren Materials | 2017 Blacktop | \$ 412.30 | \$ 412.30 |
| 23981 | Watne B Willever | Installation of water line | \$ 8,600.00 | \$ 8,600.00 |
| 23982 | Wehrung's Lumber | Alex Bellis Thermal Sweatshirt | \$ 69.99 | \$ 69.99 |
| 23983 | Woodruff Energy | Nov-17 | \$ 458.46 | \$ 458.46 |
| | | | \$ 44,632.54 | \$ 44,632.54 |
| Manual Checks | | | | |
| 120117 | NJ State Health Benefits | December | \$29,723.91 | \$29,723.91 |
| 120117 | Guardian | December | \$ 2,786.39 | \$ 2,786.39 |
| | | | \$ 77,142.84 | \$ 77,142.84 |
| CURRENT FUND | BUDGET AND APPROPRIATION RESERVES | | \$ 28,842.16 | |
| GRANT FUND | BUDGET AND APPROPRIATION RESERVES | | \$ 2,061.63 | |
| GENERAL CAPITAL FUNDS | BUDGET AND APPROPRIATION RESERVES | | \$ 11,190.00 | |
| SEWER CAPITAL | BUDGET AND APPROPRIATION RESERVES | | \$ 1,095.00 | |
| ESCROW | ESCROW FUNDS | | \$ 1,443.75 | |
| Checks issued 11-21-2017 | | | | 44,632.54 |
| Other Payments | | | | |
| | NJ State health Benefits | | \$ 29,723.91 | |
| | Guardian | | \$ 2,786.39 | |
| | Manual Totals | | 32,510.30 | |
| Total | | | | <u><u>77,142.84</u></u> |

REMINDER/ANNOUNCEMENT

-The Holland Township Volunteer Fire Co will be holding the Annual Tree Lighting on Sunday December 10, 2017. Santa and Mrs. Claus will be traveling around Holland Township neighborhoods starting at 6:00pm. from Monday December 11th-Friday December 15th . Check the Holland Township Volunteer Fire Company's website at www.hollandtwfire.org for his schedule.

-The Holland Township Committee will meet on December 19th, as previously scheduled. We will hold our reorganizational meeting on Tuesday January 2, 2018 at 7:00 pm

OLD BUSINESS FROM TOWNSHIP COMMITTEE

-RESOLUTION--Approval of Mutual Aid Agreement for Fire Service

RESOLUTION

Adopting a Form Mutual Aid Assistance Agreement for the
Holland Township Volunteer Fire Company

WHEREAS, mutual aid and assistance agreements between municipalities, counties, law enforcement agencies, police, fire departments, EMS organizations and Fire Districts are permitted pursuant to N.J.S.A. 40A: 14-26 and 40A: 14-156.1; and

WHEREAS, it is deemed to be in the best interests of the residents of this municipality to facilitate entrance into mutual aid and assistance agreement with other municipalities and their fire departments to provide additional protection against loss, damage or destruction by fire, catastrophe, civil unrest, major emergency or other extraordinary devastation damage or destruction to person and property, in those situations when outside aid and assistance is needed; and

WHEREAS, in consultation with the Chief of the Holland Township Volunteer Fire Company, Inc., the Township Committee has developed a form mutual aid agreement, which is attached hereto, in order to facilitate entrance into such mutual aid agreements; and

WHEREAS, it is the intent that the Holland Township Volunteer Fire Company, Inc. and its representatives may use such form agreement to negotiate entry into mutual aid relationships with other municipal fire departments; and

WHEREAS, it is also the understanding that and intent of the Township Committee that the Township Committee shall approved by resolution the entrance into mutual aid agreements with individual fire departments; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, County of Holland and State of New Jersey as follows:

- A. That the attached form Mutual Aid Agreement is hereby adopted and approved.
- B. That separate approval shall be required to be granted by the Township Committee in order to enter into a mutual aid agreement with a specific and particular fire department.

LIAISON REPORTS

NEW BUSINESS FROM TOWNSHIP COMMITTEE

-Approval of Raffle Application: (To be held January 27, 2108 7:00-10:00 p.m. at Whispering Pines Banquet Hall)

Application for Raffle 2017-9 **Holland Township Volunteer Fire Co.** [On-premise draw raffle awarding cash-50/50]

-Approval of reimbursement of Application fee-The Planning Board is asking the Township Committee to consider reimbursing the applicant the fee submitted which was in the amount of \$75.00. The Planning Board is requesting that the amount submitted for escrow (\$100.00) be merged with the existing Huntington Knolls Escrow account and that any time spent reviewing the submitted application by the Planning Board professionals be used against the existing escrow account.

-Approval/Award of Riegel Ridge Community Center Software-

QPA Hance has reviewed the below quotes and recommends award to Daxko

Issue: The current software program, Trinexum, will not be supported by the current vendor (Daxko) as of January 2018. Support not only includes technical assistance, it also includes the web-hosting component of the software.

-RESOLUTION-Transfer of Funds

RESOLUTION
Transfer of Funds

WHEREAS, various 2017 bills have been presented for payment in the year 2017, which represent obligations of the fiscal year 2017, and were not covered by sufficient funds in certain budget accounts and there being excess funds in certain budget accounts in the 2017 Budget in the last two months of 2017; and

WHEREAS, it is the recommendation of the Chief Financial Officer that transfer be made as of 11-8-2017 to cover the various accounts

WHEREAS, N.J.S.A. 40A:4-58 transfers to be made from unexpended balances to those which are expected to be insufficient during the last two months of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Holland, in the County of Hunterdon, State of New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfers as listed in the resolution be made between the 2017 Budget Appropriation as follows:

| | Transfer From: | Transfer To |
|-------------------------|----------------|-------------|
| Legal O/E | 1,500.00 | |
| Planning S/W | | 750.00 |
| Board of Adjustment S/W | | 750.00 |

-RESOLUTION- Authorizing the Refund of Escrow Deposits

RESOLUTION
Authorizing the Refund of Escrow Deposits

WHEREAS, the Municipal Land use Law allows for refunding of an application fee, and

WHEREAS, the Township of Holland has received deposits for application Fee, and

WHEREAS, the Township of Holland has received signed board professional release forms and

WHEREAS, it has been determined that the various applications and projects listed below in accordance with 40:55D-10.1.Informal Review, the planning board shall grant an informal review of a concept plan for a development for which the developer intends to prepare and submit an application for development was a previously approved project and therefore the Concept Plan/Discussion Item application fee has received approval for release:

Huntington Knolls - applicant
39 Edgewood Rd
Bedminster NJ 07721
Account # 14299558502210
Planning Board Discussion Application Fee \$ 75.00
Project Location: Block 24 Lot 3 & 13 Milford-Warren Glen Rd (Rt 519)
Discussion Item of project previously approved by PB

THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Holland, County of Hunterdon, State of new Jersey that the Finance Officer is hereby directed to refund the remaining application fee to the above applicant.

BE IT FINALLY RESOLVED Unused escrow Deposit will be transferred to the existing project escrow.

-RESOLUTION-Municipal Alliance

RESOLUTION

Authorization to submit a Strategic Plan for the Delaware Valley Municipal Alliance Grant for fiscal year 2019

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2018-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 of the Township of Holland, 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 Council 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 of the Holland, County of Hunterdon, State of New Jersey that:

1. The Township Committee does hereby authorize submission of a strategic plan for the Delaware Valley Municipal Alliance grant for fiscal year 2019 in the amount of:

| | |
|------------|---------------------|
| DEDR | \$ <u>20,777.00</u> |
| Cash Match | \$ <u>5,194.25</u> |
| In-Kind | \$ <u>15,582.75</u> |

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

-RESOLUTION-hiring Margaret Purcell

RESOLUTION

Authorization to hire Margaret Purcell as part time
Group Exercise Instructor at Riegel Ridge Community Center

WHEREAS, the Township Committee of the Township of Holland is in need of Group Exercise 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

THEREFORE, BE IT RESOLVED by the Holland Township Committee, Township of Holland, County of Hunterdon in the State of New Jersey, that Margaret Purcell will be hired as Riegel Ridge Community Center as Group Exercise Instructor at the 2017/2018 rate of \$25 per/hour effective December 2017 contingent upon favorable background check results.

-RESOLUTION-DISCUSSION/ADOPTION-2018 Salary Resolution

BUSINESS FROM TOWNSHIP ATTORNEY

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

ADJOURN at _____

Draft Agenda-Business to the extent known