

**2010 CONSENT AGENDA**  
**Township of Holland**  
**Tuesday January 5, 2010**  
**Draft Consent Agenda-Business to the extent known**

**Appoint the Following for a one year term:**

Michael Balogh as Tax Search Officer

Michael Balogh as Sewer Rent Collector

Catherine M. Miller as Public Information Coordinator/Custodian of Official Records

Linda Moser as Deputy Clerk

Karen Lessig as Dog Licensing Officer

Melissa Tigar as Zoning Officer/Development Regulations Officer and Municipal Housing Liaison

Alan Turdo as Public Works Supervisor

Richard Dieterly of Gebhardt & Kiefer as Township Attorney

Gerald Philkill of Hatch Mott Mac Donald as Township Engineer

William M. Colantano as Township Auditor

Delaware Valley Family Health Center as Township Physician

**To designate the following as official depositories of Township Funds in 2010**

Sun National Bank, Holland Township Board of Education, Dean Witter Trust Co., New Jersey Cash Management Fund, Wachovia, Wells Fargo, TD Bank, PNC Bank, Skylands Community Bank, Unity Bank, Yardville National Bank, U.S. Bank, The Provident Bank, Sovereign Bank, Valley National Bank, Somerset Savings Bank, Peapack-Gladstone Bank.

**To adopt the following resolution:**

**RESOLUTION**

**Approving a Cash Management Plan for the Township of Holland  
in accordance with the Local Fiscal Affairs Law:**

**WHEREAS**, in accordance with the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1 et seq., and in particular N.J.S.A. 40A:5-14, each local unit shall adopt a Cash Management Plan and shall deposit its funds in accordance with that Plan; and

**WHEREAS**, pursuant to the regulations of the Local Fiscal Affairs Law, the Township through the Treasurer's office, has implemented an unwritten Cash Management Plan; and

**WHEREAS**, it is, however, a requirement of the regulations that such a Cash Management Plan be memorialized in writing and formally adopted by resolution of the governing body, and

**WHEREAS**, it is the desire of the Township Committee to approve and adopt the Cash Management Plan for the Township of Holland as prepared by the Township Treasurer.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, in the County of Hunterdon and State of New Jersey that the Cash Management Plan for the Township of Holland as prepared by the Township Treasurer, in accordance with the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1 et seq., is hereby adopted and approved.

**BE IT FINALLY RESOLVED** that a certified copy of this resolution shall be transmitted to the Township Clerk and Township Treasurer for their reference and information.

**To designate the Hunterdon County Democrat** as the official newspaper of the Township for 2010. The said official newspaper and the Express-Times are also designated to receive advance notice of meetings under the provisions of the Open Public Meetings Act Law.

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**To appoint the Hunterdon Humane Animal Shelter** as temporary dog warden in 2010 pending contract negotiations.

**To authorize the Clerk** to charge \$10.00 for mailing of meetings notices upon request.

**To authorize the CFO** to charge \$10.00 for an affidavit listing names of property owners as under the Municipal Land Use Law.

**To authorize the Tax Collector** to collect interest on delinquent taxes as follows:

- 8% interest on amount of delinquent taxes up to \$1,500.00
- 18% interest on amounts of delinquent taxes \$1,500.00 and over.

**To authorize the Tax Collector** to grant a 10 day grace period in the payment of taxes before interest is charged.

**To authorize the Tax Collector** to charge \$25.00 for any checks that are returned by the bank

**To authorize the Sewer Rent Collector** to collect interest on delinquent sewer rent as follows:

- 8% interest on amount of delinquent taxes up to \$1,500.00
- 18% interest on amounts of delinquent taxes \$1,500.00 and over.

**To authorize the Sewer Rent Collector** to grant a 10 day grace period in the payment of sewer rent before interest is charged.

**To authorize the Sewer Rent Collector** to charge \$25.00 for any checks that are returned by the bank

**To authorize the Chief Financial Officer** to charge \$25.00 for any checks that are returned by the bank

**To adopt the following resolution:**

**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, and Municipal Auditor, in the Township of Holland, County of Hunterdon, in the year **2010** 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., Hatch Mott MacDonald, Elizabeth McKenzie, GroupMelvinDesign, Housing and Community Development Services, Inc. and Piazza & Associates, Inc. would exceed \$17,500 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:

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(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, 2011, contingent upon receipt from each of the following where the contract would exceed \$17,500 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.

**Richard Dieterly of Gebhardt & Kiefer, P. C.**, 1318 Route 31, Clinton, New Jersey as Township Attorney, having rendered Holland Township such services in the past.

**Gerald Philkill, P. A., of Hatch Mott Mac Donald**, 120 Highway 173, Clinton, New Jersey as Township Engineer 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 Highlands and COAH advisors, 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.

**Piazza & Associates, Inc.** of Princeton, New Jersey to administer all new COHA Units

(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.

**To adopt the following Resolution**

**RESOLUTION**  
**Drug-free Workplace**

**WHEREAS**, from time to time this Township may be the recipient of a grant from the United States Government; and

**WHEREAS** it is required, in order for this Township to be the recipient of such a grant to meet certain drug-free workplace requirements made part of Public Law 100-690;

**BE IT RESOLVED** by the Township Committee of the Township of Holland, in the County of Hunterdon, New Jersey, as follows:

1. This Township hereby states, as its policy, that the unlawful manufacture, distribution, dispensing, possession or use of controlled dangerous substance is prohibited in any workplace of the Township and any employees who violate this prohibition shall be subject to prosecution for any violation of the criminal law and further be subject to disciplinary action which may include suspension or discharge from service, as allowed by law.
2. This Township hereby authorizes and directs the establishment of an on-going drug-free awareness program to inform its employees about (a) the dangers of drug abuse in the workplace, (b) the Township's policy of maintaining a drug-free workplace, (c) any available drug counseling,

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rehabilitation, and employee assistance programs, and (d) the penalties that may be imposed upon employees for drug abuse violations. This program shall be established and directed by the Emergency Management Coordinator.

3. It is hereby required that any Township employee engaged in the performance of any grant from the United States Government: (a) be given a copy of the statement contained in Paragraph 1. above; and (b) be notified that as a condition of employment in such grant the employee will abide by the terms of the statement, and will notify the Township of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. The Township will notify the federal agency giving such grant within 10 days after the Township receives notice of such a conviction from an employee or otherwise receives actual notice of such a conviction.
5. The Township will, in a manner consistent with State Law, within 30 days after receiving notice from an employee of such a conviction, take appropriate personnel action against such employee up to and including termination, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 41 U.S.C. 703.
6. The Township will make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the above.
7. As used above, certain terms, including the term, "drug-free workplace," "employee," "controlled dangerous substance," "conviction," and "criminal drug statute," shall have the meaning found in 41 U.S.C. 706.

**To Adopt the following Resolution:**

**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**, said administrator, Ethan Efstathiou, 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.

**To Adopt the following Resolution:**

**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;

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**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.

**To establish the following 2010 Holiday Schedule**

January 1	New Years Day (Friday)
February 15	Presidents Day (Monday)
April 2	Good Friday (Friday)
May 31	Memorial Day (Monday)
July 5	In lieu of Independence Day (Monday)
September 6	Labor Day (Monday)
November 2	General Election Day (Tuesday)
November 11	Veterans Day (Thursday)
November 25	Thanksgiving (Thursday)
November 26	Day after Thanksgiving (Friday)
December 24	Christmas Eve (Friday)
December 27	In lieu of Christmas Day (Monday)

**To establish the following 2010 Holland Township Committee Regular Meeting Schedule.**

(Meetings will be held at the municipal building beginning at 7:30 p.m.)

- January 5 (Re-organizational Meeting) and 19
- February 2 and 16
- March 2 and 16
- April 6 and 21 (Wednesday)
- May 4 and 18
- June 1 and 15
- July 6
- August 3
- September 7 and 21
- October 5 and 19
- November 3 (Wednesday) and 23
- December 7, 21 and 28

**To Adopt the following Resolution:**

**RESOLUTION**

**Authorizing Official Municipal Signatories of the Township of Holland for 2010**

**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 2010:

- Mayor
- Deputy Mayor
- Municipal Clerk
- Chief Financial Officer

**To Adopt the following Resolution:**

**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.

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**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.

**To Adopt the following Resolutions:**

**RESOLUTION**

**Appointing Risk Management Consultant**

**WHEREAS, the Township of Holland** (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

**WHEREAS**, the "Fund" has requested its members to appoint individuals or entities to that position; and

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

1. **Township of Holland** hereby appoints **Groendyke Associates** as local Risk Management Consultant.
2. The Mayor & Clerk and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2011 in the form attached hereto.

**RESOLUTION**

**APPOINTING FUND COMMISSIONER**

**WHEREAS**, Township of Holland (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township of Holland that Catherine M. Miller, RMC, Municipal Clerk is hereby appointed as the Fund Commissioner for the Local Unit; and

**BE IT FURTHER RESOLVED** that Linda L. Moser, Deputy Clerk is hereby appointed as the Alternate Fund Commissioner for the Local Unit; and

**BE IT FURTHER RESOLVED** that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund. .

**To Adopt the following Resolution:**

**RESOLUTION**

**Sexual Harassment Policy**

The Township of Holland believes that every employee has the right to work in an environment free from all forms of discrimination, including sexual harassment. The Township strongly disapproves of offensive or inappropriate conduct by any employee who harasses, disrupts or interferes with work performance or which creates an intimidating, offensive or hostile work environment.

Sexual harassment includes, but is not limited to, unwelcome sexual flirtation, touching, propositions or advances and implicit or explicit requests for sexual acts or favors by supervisors or any other employee. All employees must avoid any act or conduct which could be viewed as sexually harassing or offensive by any person. For example, graphic or suggestive comments about an individual's dress or body, verbal abuse of a sexual nature, sexually degrading words to describe an individual, the display of sexually

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suggestive objects or pictures, and sexual innuendoes or jokes of a sexual nature should be avoided. Out of respect for your co-workers, and the law, all employees should be sensitive to the fact that others may find such conduct offensive, even if no offense was intended.

Sexual harassment is unlawful. The Township firmly believes that no employee has to tolerate any form of sexual harassment. Therefore, the Township has put into place a procedure for dealing with sexual harassment. If you believe that you have been sexually harassed by a co-worker, contractor, vendor or any other person, including your supervisor, or any other person you deal with in the course of employment, you are strongly encouraged to immediately report this fact to your immediate supervisor or to the Mayor if your supervisor is the source of the harassment. Any such complaint will be investigated and documented thoroughly and dealt with according to the merits. All investigations will be handled in an impartial manner and be kept as confidential as possible. A written disposition will be forwarded to the parties at the conclusion of the investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. Any employee who is found to have engaged in sexual harassment or in retaliation against another employee for filing a complaint or participating in an investigation will be subject to appropriate disciplinary action, including termination of employment.

**BE IT RESOLVED** that the Holland Township Committee hereby adopts the foregoing Resolution.

**To Adopt the following Resolution:**

**RESOLUTION**

**Naming Affirmative Action P.A.C.O. of the Township of Holland for 2010**

**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 2010 to be:

Catherine M. Miller, RMC

Municipal Clerk

61 Church Road

Milford, New Jersey 08848

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