



Millstone Borough

REGULAR MEETING AGENDA

June 21, 2021

In Compliance with the recent NJ State Executive Orders, the Borough Council meeting will be held virtually. The meeting will be conducted via the Zoom Meeting program and all are invited to participate. Meeting details are as follows;

Topic: Millstone Borough Council meeting June 21, 2021
Time: Jun 21, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82034741236?pwd=ekJTVlVaE1GNXJMZU5FNy8rL2ZnUT09>

Meeting ID: 820 3474 1236

Passcode: 983121

One tap mobile

+19292056099,,82034741236#,,,,*983121# US (New York)

+13017158592,,82034741236#,,,,*983121# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 820 3474 1236

Passcode: 983121

Find your local number: <https://us02web.zoom.us/j/82034741236?pwd=ekJTVlVaE1GNXJMZU5FNy8rL2ZnUT09>

TIME: 7:30 PM

CALL TO ORDER – OPENING STATEMENT: The Regular meeting of the Borough Council, Borough of Millstone will please come to order. Adequate notice of this meeting has been noticed to the Hillsborough Beacon and Courier News. If any member of this body believes this meeting is being held in violation of the Open Public Meetings Act, please state your views at this time, stating the reason for which you feel the notice is improper. Hearing none, we proceed to the next item on the agenda.

PLEDGE TO THE FLAG:

ROLL CALL: Councilman Vincent Biviano
Councilman Robert Galli
Councilwoman Karen Kidd
Councilwoman Kristen Ross
Councilman Jonathan Stashek
Council President Alan Kidd
Mayor Raymond Heck

MINUTES:

- May 17, 2021 regular meeting minutes



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REPORTS:

- Assessor –
- Clerk –
- Emergency Management (OEM/State Police/Fire) –
- Finance/Tax Collection –
- Historic Commission –
- Recreation Commission –

COUNCIL REPORTS:

- Buildings and Grounds -
- Planning Board –
- Traffic and Roads -

MAYOR'S REPORT:

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public
- Motion to Close the Meeting to the Public

CLAIMS FOR PAYMENT

- **RESOLUTION AUTHORIZING THE PAYMENT OF CLAIMS AGAINST THE BOROUGH OF MILLSTONE**

WHEREAS, request for payment has been made in connection with the attached claims against the Borough of Millstone as shown on the attached detail; and

WHEREAS, the Chief Financial Officer has certified the availability of funds to pay for the following claims; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF MILLSTONE IN THE COUNTY OF SOMERSET, NEW JERSEY, that the proper Borough Officials are hereby authorized to pay the following bills, subject to and contingent upon appropriation of sufficient funds and that this authorizing Resolution be and is hereby made a part of the official records of the Borough of Millstone.

NEW BUSINESS:

- **RESOLUTION RECEIVING AND APPROVING THE CORRECTIVE ACTION PLAN FOR THE AUDIT OF THE BOROUGH OF MILLSTONE IN THE COUNTY OF SOMERSET, NEW JERSEY FOR THE CALENDAR BASED FISCAL YEAR ENDING ON DECEMBER 31, 2020.**

WHEREAS, New Jersey Local Governmental units are required to be audited and to formulate a Corrective Action Plan in response to the annual audit within sixty (60) days of the receipt of the audit by the Municipal Governing Body; and



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WHEREAS, the Mayor and Council of the Borough of Millstone in the County of Somerset, New Jersey received the report of Audit for the fiscal year ended December 31, 2020; and

WHEREAS, the Mayor and Council of the Borough of Millstone has received and considered the Corrective Action Plan for the 2020 audit; and

NOW, THEREFORE, IT IS RESOLVED by the Council of the Borough of Millstone in the County of Somerset, New Jersey that it has received and approved of the Corrective Action Plan for the report of Audit for the fiscal year ending on December 31, 2020.

• **RESOLUTION ACCEPTING AND ACKNOWLEDGING THE 2020 MILLSTONE BOROUGH AUDIT.**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Borough Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52-27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments
Recommendations

; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
Recommendations

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty five days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Boards of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:



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R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office”.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, hereby states that it has complied with the promulgations of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

• **RESOLUTION DESIGNATING OF MAY AS “BAG UP NJ MONTH”**

WHEREAS, P.L.202, c.117, signed into law on November 4, 2020 is the most progressive disposable bag law in the country, with the goal of phasing out single-use plastic and paper bags and encouraging the use of reusable bags throughout New Jersey; and

WHEREAS, New Jersey is working to reduce reliance on single-use products to ensure that future generations have a clean and healthy environment to live, work, and recreate in; and

WHEREAS, banning or limiting the use of single-use plastic and paper carryout bags is a significant step in this effort; and

WHEREAS, the New Jersey Clean Communities Council, the New Jersey Department of Environmental Protection, the New Jersey Department of State, policymakers, environmental and business groups, as well as other stakeholders, are working together to educate consumers, businesses, and communities about the new law and encouraging residents to "Bag Up" before the ban on single-use plastic bags goes into effect on May 4, 2022; and

WHEREAS, the comprehensive "Bag Up NJ" campaign will include educational programs, public and media engagement and reusable bag distribution programs throughout the state, with an emphasis on underserved communities; and

WHEREAS, this statewide public education campaign will provide residents, businesses and visitors with information about the types of reusable and sustainable bags and containers that they may use and where to access these products.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Millstone, in the County of Somerset that it is critical to begin educating the public about this new law; and

BE IT FURTHER RESOLVED, that one way to gain important recognition is to deem the month of May each year as “Bag Up NJ” month in Millstone Borough, as a further reminder that all residents should bring their own reusable bags to the store; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be transmitted to the NJ Clean Communities Council, and the New Jersey State League of Municipalities.



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- **RESOLUTION TO RENEW THE LIQUOR LICENSE FOR MILLSTONE WINE AND LIQUORS FOR LICENSE YEAR 2021/2022.**

WHEREAS, Millstone Wine and Liquors has satisfied its requirements for renewal approval from the State of NJ and Borough of Millstone;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Millstone, that it hereby authorizes the renewal of the following liquor license effective July 1, 2021

<u>LICENSEE/ADDRESS</u>	<u>TYPE</u>	<u>LICENSE NO.</u>
Millstone Wine & Liquors Inc. 1377 Main Street Millstone, NJ 08844	Plenary Retail Consumption	1812-33-002-006

- **DISCUSSION – CANNABIS**

- **Existing Ordinances:** Any existing municipal ordinances regulating or prohibiting cannabis are null and void. They must be readopted to be effective.
- **Opt-In or Opt-Out Timeline:** Municipalities have 180 days (until August 21, 2021) to take action to either prohibit or limit the number of cannabis establishments, distributors, or delivery services; the location, manner, and times of operation, and establishing civil penalties for violation of ordinances.
- **No Action Result:** If municipalities do not take action within 180 days, any class of cannabis establishment or distributor will be permitted to operate in the municipality, and depending on the type of establishment, be considered a permitted use in certain zones.
- **5-Year Periods:** A municipality that fails to enact an ordinance prohibiting the operation of one or more classes of cannabis establishments, before August 21, 2021, is precluded from passing an ordinance banning the operation for a period of 5 years. After this 5-year period, a municipality has another 180-day window to prohibit or limit cannabis operations, but this action only applies prospectively. Those who initially opt-out can opt-in at any time.
- **Local Cannabis Tax:** Municipalities can enact by ordinance a local cannabis tax that cannot exceed 2% for cannabis cultivator, manufacturer, and/or retailer; and 1% for wholesalers. The tax percentage is based on the receipts for each sale and is paid directly to the municipality in the manner prescribed by the municipality. Any delinquencies are treated the same as delinquent property taxes. The tax cannot apply to delivery services to consumers or transfers for the purpose of bulk transportation.
- **Delivery Rights:** A municipality cannot prohibit the delivery of cannabis items and related supplies by a delivery service within their jurisdiction.
- **Civil Rights:** When responding to a call related to underage consumption or possession of cannabis or alcohol can be guilty of a crime of official deprivation of civil rights if knowingly violating the provisions of the new law regarding interactions with underage persons

OLD BUSINESS:

- Sewers

EXECUTIVE SESSION (if necessary):



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WHEREAS, the law commonly known as the “Sunshine Law” requires that Borough Council meetings be open to the public except for the discussion of certain subjects; and

WHEREAS, the “Sunshine Law” requires that a closed session be authorized by Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Millstone that the balance of this meeting shall be closed to the public; and

BE IT FURTHER RESOLVED, that the meeting shall be adjourned at the end of the closed session; and

BE IT FURTHER RESOLVED, that the subjects to be discussed and the time of public release of the minutes of the closed session are indicated below:

<u>SUBJECT MATTER</u>	<u>TIME WHEN AND THE CIRCUMSTANCES UNDER WHICH THE SUBJECT MATTER CAN BE DISCLOSED</u>
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ADJOURNMENT of Regular Meeting:



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June 21, 2021 Claims list

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Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 1

P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes
 Include Non-Budgeted: Y

Open: N Paid: Y Void: N
 Rcvd: N Held: N Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y

Paid Date Range: 05/18/21 to 12/31/21

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00001	01/10/21	OASI OASI				B					
		14 SOCIAL SECURITY PAYROLL-JUNE	556.67	1-01-36-472-213	B	SOCIAL SECURITY	P	136 01/10/21	06/14/21	06/14/21	JUNE
21-00002	01/10/21	OFFENSTE STEPHEN OFFEN				B					
		9 LEGAL SERVICES-MAY	759.00	1-01-20-155-200	B	LEGAL-OTHER EXPENSES	P	5023 01/10/21	06/12/21	06/14/21	11123799
21-00003	01/10/21	VERIZONM VERIZON WIRELESS				B					
		6 WIRELESS COMMUNICATION	220.76	1-01-31-440-210	B	TELEPHONE	P	5012 01/10/21	06/08/21	06/08/21	9880581181
21-00010	01/12/21	PSEG PSEG				B					
		7 ELEC;66 363 804 03; AMWELL	98.48	1-01-31-435-205	B	STREET LIGHTING	P	5024 01/12/21	06/12/21	06/14/21	BD:6/7/21
21-00011	01/12/21	PSEG PSEG				B					
		7 ELEC;65 081 353 09;AMWELL&MAIN	100.91	1-01-31-435-205	B	STREET LIGHTING	P	5025 01/12/21	06/12/21	06/14/21	BD: 6/7/21
21-00012	01/12/21	PSEG PSEG				B					
		7 ELEC; 13-014-015-01; VARIOUS	694.90	1-01-31-435-205	B	STREET LIGHTING	P	5026 01/12/21	06/12/21	06/14/21	BD:JUNE 10, 2021
21-00017	02/02/21	RLDATA R & L DATA CENTERS				B					
		8 PAYROLL ACT 8R-8R - APRIL	156.00	1-01-20-100-200	B	AME-OTHER EXPENSES	P	5028 04/13/21	05/29/21	06/14/21	103270
		9 PAYROLL ACT 8R-8R - MAY	156.00	1-01-20-100-200	B	AME-OTHER EXPENSES	P	5028 04/13/21	06/14/21	06/14/21	103529
			312.00								
21-00018	02/02/21	GERALMUL LAW OFFICES OF GERALD MULLER				B					
		5 PLANNING BD ATTY SERVICE-MARCH	21.00	1-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5018 02/02/21	06/14/21	06/14/21	14231
21-00019	02/02/21	NJAMWATE NJ AMERICAN WATER				B					
		6 ACCT 210022797651;HYDRANTS	1,011.68	1-01-25-265-202	B	FIRE HYDRANT SERVICE	P	5021 02/02/21	05/29/21	06/14/21	BD:MAY 18, 2021
21-00020	02/02/21	NJAMWATE NJ AMERICAN WATER				B					
		6 ACCT 210022093410; MAIN ST	23.28	1-01-26-300-200	B	BUILDINGS&GROUNDS-OTHER EXPENSES	P	5022 02/02/21	06/14/21	06/14/21	BD: MAY 19, 2021
21-00021	02/02/21	COMCAST COMCAST				B					
		5 INTERNET/VOICE SERVICE	168.43	1-01-31-440-210	B	TELEPHONE	P	5011 05/29/21	05/29/21	05/29/21	BD: 4/11/21



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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00024	02/08/21	REPUBLIC SERVICES				B					
6		SANITATION SERVICES; MAY	2,774.42	1-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5027 02/08/21	06/12/21	06/14/21	2064925
21-00033	03/04/21	CARTER VAN DYKE ASSOCIATES				B					
4		PLANNING SERVICES-MARCH	1,173.00	1-01-21-180-200		B PLANNING BD-OTHER EXPENSES	P	5014 03/04/21	06/14/21	06/14/21	0018729
21-00045	04/05/21	COMPASSM COMPASSMSP				B					
6		MICROSOFT EMAIL PLAN-MAY	100.00	1-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5015 05/12/21	06/14/21	06/14/21	146818
7		MICROSOFT EMAIL PLAN-JUNE	<u>100.00</u>	1-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5015 05/12/21	06/14/21	06/14/21	147675
			200.00								
21-00053	05/03/21	VITALCOM VITAL COMMUNICATIONS				B					
1		MOD IV TAPE	100.00	1-01-20-145-200		B TAX COLLECTOR-OTHER EXPENSES	P	5031 05/03/21	06/12/21	06/14/21	79546
21-00060	05/28/21	HILLSBOROUGH BO OF EDUCATION				B					
1		2020-21 SCHOOL YR-4TH/MAY PYMT	177,698.50	1-01-55-906-001		B LOCAL SCHOOL TAXES PAYABLE	P	5010 05/28/21	05/28/21	05/28/21	4TH PAYMENT
21-00061	04/01/21	AMCONTRA A.W. CONTRACTING				B					
2		LANDSCAPE SERVICES-APRIL	193.00	1-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	P	5013 05/29/21	05/29/21	06/14/21	APRIL SERVICES
21-00062	05/01/21	MAILBOX BUSINESS CENTER				B					
1		TRASH PICK UP POST CARDS	135.72	1-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5020 05/01/21	05/29/21	06/14/21	DATED 5/25/21
21-00063	05/29/21	SOMERASE SOMERSET CTY ASSESSORS ASSOC.				B					
1		2021 AMANJ MULTIPLE MEMBERSHIP	75.00	1-01-20-150-200		B TAX ASSESSOR-OTHER EXPENSES	P	5029 05/29/21	05/29/21	06/14/21	
2		2021 SCAA MEMBERSHIP	<u>45.00</u>	1-01-20-150-200		B TAX ASSESSOR-OTHER EXPENSES	P	5029 05/29/21	05/29/21	06/14/21	
			120.00								
21-00064	05/30/21	FRANKLIN TOWNSHIP				B					
1		COURT SERVICES-JAN-JUNE 2021	5,817.50	1-01-43-490-200		B MUNICIPAL COURT-OTHER EXPENSES	P	5017 05/30/21	05/30/21	06/14/21	JAN-JUNE 2021
21-00065	05/30/21	HILLSTWP HILLSBOROUGH TOWNSHIP				B					
2		HEALTH SERVICES CONTRACT-	9,572.70	1-01-27-330-200		B BD OF HLTH-OTHER EXPENSE	P	5019 05/30/21	05/30/21	06/14/21	JAN-JUNE
21-00066	05/30/21	FRANKLIN TOWNSHIP				B					
2		ANIMAL CONTROL SERVICE	1,060.80	1-01-27-340-206		B DOG REGULATION	P	5017 05/30/21	06/14/21	06/14/21	JAN-JUNE 2021
21-00067	05/30/21	EDMUNDS & ASSOCIATES				B					
1		EDMUNDS SOFTWARE MAINTENANCE	1,575.00	1-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5016 05/30/21	06/14/21	06/14/21	21-IN2471



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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00067	05/30/21	EDMUNDS									
		EDMUNDS & ASSOCIATES		Continued							
2		EDMUNDS SOFTWARE HOSTING	2,000.00	1-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5016 05/31/21	06/14/21	06/14/21	21-IN3261
			3,575.00								
21-00068	05/31/21	SOMERREC									
		SOMERSET COUNTY TREASURER				B					
2		1ST QTR 2021 RECYCLING	1,114.73	1-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5034 05/31/21	06/15/21	06/21/21	1ST QTR 2021
3		2ND QTR 2021 RECYCLING	1,114.73	1-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5034 05/31/21	06/15/21	06/21/21	2ND QTR 2021
			2,229.46								
21-00069	05/31/21	SUPLEECL									
		SUPLEE, CLOONEY & COMPANY				B					
1		2020 AUDIT SERVICES	14,400.00	1-01-20-130-202		B FINANCE-AUDIT	P	5030 05/31/21	06/12/21	06/14/21	2020 AUDIT
21-00071	06/01/21	MILLPAYR									
		MILLSTONE BORO PAYROLL									
1		CLERK S/W - JUNE	1,111.50	1-01-20-121-100		B MUN CLERK-SALARY & WAGES	P	137 06/01/21	06/14/21	06/14/21	
2		TAX ASSESSOR S/W - JUNE	606.92	1-01-20-150-100		B TAX ASSESSOR-SALARY & WAGES	P	137 06/01/21	06/14/21	06/14/21	
3		TAX COLLECTOR S/W - JUNE	953.67	1-01-20-145-100		B TAX COLLECTOR-SALARY & WAGES	P	137 06/01/21	06/14/21	06/14/21	
4		PLANNING BD S/W - JUNE	476.83	1-01-21-180-100		B PLANNING BD-SALARY & WAGES	P	137 06/01/21	06/14/21	06/14/21	
5		FINANCE S/W - JUNE	2,999.75	1-01-20-130-100		B FINANCE-SALARY & WAGES	P	137 06/01/21	06/14/21	06/14/21	
6		CODE S/W - JUNE	1,128.00	1-01-22-195-100		B INSP OF BLDG-SALARY & WAGES	P	137 06/01/21	06/14/21	06/14/21	
			7,276.67								
<hr/> Total Purchase Orders: 26 Total P.O. Line Items: 36 Total List Amount: 230,293.88 Total Void Amount: 0.00											

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Purchase Order Listing By P.O. Number

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	230,293.88	0.00	0.00	230,293.88
Total of All Funds:		230,293.88	0.00	0.00	230,293.88



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