



Millstone Borough

REGULAR MEETING AGENDA

September 20, 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 for September 20, 2021
Time: Sep 20, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84749740648?pwd=U3NsV3hja3VRWUNrOW92SHpzd01ZQT09>

Meeting ID: 847 4974 0648

Passcode: 324922

One tap mobile

+19292056099,,84749740648#,,,,*324922# US (New York)

+13017158592,,84749740648#,,,,*324922# 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: 847 4974 0648

Passcode: 324922

Find your local number: <https://us02web.zoom.us/j/84749740648?pwd=U3NsV3hja3VRWUNrOW92SHpzd01ZQT09>

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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 Robert Galli
Councilwoman Karen Kidd
Councilman Jason Klett
Councilwoman Kristen Ross
Councilman Jonathan Stashek
Council President Alan Kidd
Mayor Raymond Heck



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MINUTES:

- August 16, 2021 regular meeting minutes
- August 16, 2021 executive meeting minutes
- August 30, 2021 special meeting minutes

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 AUTHORIZING ADOPTION OF A PERSONNEL POLICY AND PROCEDURES MANUAL FOR THE BOROUGH OF MILLSTONE**



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WHEREAS, the Borough of Millstone periodically reviews and amends its written Policy and Procedures Manual; and

WHEREAS, the existence of such a written policy is identified by the State of New Jersey in their annual "Best Practices Survey" as an item that is recommended for every New Jersey municipality; and

WHEREAS, the Mayor and Council of the Borough of Millstone desires to review and adopt such a policy manual with an authorizing Resolution.

NOW, THEREFORE, IT IS RESOLVED by the Mayor and Council of the **Borough of Millstone** in the **County of Somerset** and **State of New Jersey** that the annexed Personnel Policy and Procedures manual, a copy of which is on file with the Clerk of the Borough of Millstone and a copy of which has been distributed to each member of the Mayor and Council for their consideration before voting on this Resolution, is hereby ratified and adopted as the Personnel Policies and Procedures manual of the Borough of Millstone.

• **RESOLUTION APPOINTING JOSEPH GARY HOWARTH TO THE POSITION OF DEPUTY EMERGENCY COORDINATOR #2**

WHEREAS, Millstone Borough, like many New Jersey Municipalities, has experienced numerous emergency management events over the past years; and

WHEREAS, there is a need for the borough to have experienced volunteers to help prepare for, mitigate and manage these events; and

WHEREAS, there is a need in the Borough for the volunteer position of Deputy Emergency Coordinator #2; and

WHEREAS, Joseph Gary Howarth is experienced and trained in emergency management and has offered to volunteer his time to the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Millstone that Joseph Gary Howarth be appointed to the position of Deputy Emergency Coordinator #2

OLD BUSINESS:

- Sewers – Review of proposal from professional Engineering firm, Mott McDonald, for a conceptual design of collection system and pump station
- **RESOLUTION TO AWARD A CONTRACT TO MOTT MACDONALD FOR THE DESIGN OF A SANITARY SEWER COLLECTION SYSTEMS AND PUMP STATION.**

BE IT RESOLVED, that the Borough has a need to contract for the Design of a Sanitary Sewer Collection Systems and Pump Station ("Services"); and



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WHEREAS, Mott McDonald, 111 Wood Avenue South, Iselin, NJ 08830 submitted a proposal to provide professional engineering services for the Services; and

WHEREAS, the Mayor has reviewed the proposal September 15, 2021 and recommends the award of a non-fair and open professional services contract to Mott McDonald for Construction Phase Professional Services for the Services , in an amount not to exceed \$27,800.00 in accordance with N.J.S.A. 19:44A-20.5; and

WHEREAS, the services to be provided by Mott McDonald are “professional services” as defined by N.J.S.A. 40A:11-2(6) of the Local Public Contracts Law and may be awarded without public bidding in accordance with N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, Mott McDonald has provided the Qualified Purchasing Agent with a New Jersey Business Registration Certificate and all completed Alternate Procurement Forms required by N.J.S.A. 19:44A-20.4 et seq.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey, that: (1) a non-fair and open professional services contract is hereby awarded for the length of the Project in accordance with N.J.S.A. 40:11-15 et al, to Mott McDonald, 111 Wood Avenue South, Iselin, NJ 08830, for the provision of the above Services in an amount not to exceed \$27,800.00; and (2) the Mayor and Borough Clerk are hereby authorized to execute a professional services contract with Mott McDonald in accordance with the proposal submitted; and (3) the Qualified Purchasing Agent is hereby authorized to issue Purchase Orders as needed for each calendar year of the contract in accordance with N.J.A.C. 5:30-5.5(b)2 subject to the availability and appropriation of funds.

EXECUTIVE SESSION (if necessary):

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:

SUBJECT MATTER
Contract Negotiations

TIME WHEN AND THE CIRCUMSTANCES
UNDER WHICH THE SUBJECT MATTER
CAN BE DISCLOSED
When the matter is concluded.

ADJOURNMENT of Regular Meeting:



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September 20, 2021 Claims list

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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: 08/17/21 to 09/20/21

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc	Rcvd Date	Chk/Void Date	Invoice
21-00002	01/10/21	OFFENSTE STEPHEN OFFEN				B					
13		LEGAL SERVICES-AUG	725.00	1-01-20-155-200		B LEGAL-OTHER EXPENSES	P	5131 01/10/21	09/12/21	09/20/21	11145996
14		LEGAL SERVICES-AUG	525.00	1-01-20-155-200		B LEGAL-OTHER EXPENSES	P	5131 01/10/21	09/12/21	09/20/21	11145995
			1,250.00								
21-00003	01/10/21	VERIZONW VERIZON WIRELESS				B					
9		WIRELESS COMMUNICATION	222.88	1-01-31-440-210		B TELEPHONE	P	5120 05/31/21	09/09/21	09/09/21	9887067497
21-00010	01/12/21	PSEG PSE&G				B					
10		ELEC;66 363 804 03; AMWELL	105.65	1-01-31-435-205		B STREET LIGHTING	P	5132 01/12/21	09/12/21	09/20/21	BD: 9/3/2021
21-00011	01/12/21	PSEG PSE&G				B					
10		ELEC;65 081 353 09;AMWELL&MAIN	108.97	1-01-31-435-205		B STREET LIGHTING	P	5133 01/12/21	09/12/21	09/20/21	BD: 9/3/2021
21-00012	01/12/21	PSEG PSE&G				B					
10		ELEC; 13-014-015-01; VARIOUS	724.62	1-01-31-435-205		B STREET LIGHTING	P	5134 05/31/21	09/12/21	09/20/21	BD:SEPT 9,2021
21-00017	02/02/21	RLDATA R & L DATA CENTERS				B					
12		PAYROLL ACT 8R-8R - AUGUST	156.00	1-01-20-100-200		B A&E-OTHER EXPENSES	P	5136 04/13/21	09/09/21	09/20/21	104306
21-00019	02/02/21	NJAMWATE NJ AMERICAN WATER				B					
9		ACCT 210022797651;HYDRANTS	1,011.68	1-01-25-265-202		B FIRE HYDRANT SERVICE	P	5129 04/13/21	08/28/21	09/20/21	BD: AUG 18,2021
21-00020	02/02/21	NJAMWATE NJ AMERICAN WATER				B					
9		ACCT 210022093410; MAIN ST	25.21	1-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	P	5130 04/13/21	08/28/21	09/20/21	BD:AUG 19,2021
21-00021	02/02/21	COMCAST COMCAST				B					
9		INTERNET/VOICE SERVICE	167.66	1-01-31-440-210		B TELEPHONE	P	5122 05/29/21	08/28/21	09/20/21	BD: 8/11/21
21-00024	02/08/21	REPUBLIC REPUBLIC SERVICES				B					
9		SANITATION SERVICES; AUGUST	2,774.42	1-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5135 05/31/21	09/09/21	09/20/21	0865-002109558
21-00034	03/04/21	FRANKPOL FRANKLIN TOWNSHIP POLICE DEPT				B					
11		POLICE SERVICES-AUG	2,100.00	1-01-42-390-212		B INTERLOCAL POLICE SERVICE	P	5126 05/01/21	09/12/21	09/20/21	2043



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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoice
21-00035	03/04/21	GANNETT NJ GANNETT NJ NEWSPAPERS			B					
		8 LEGAL ADS-6/25/21-ORD 2021-003	15.05	1-01-20-110-200	B	MAYOR & COUNCIL-OTHER EXPENSES	P 5127	05/01/21	08/28/21	09/20/21 0004027427
		9 LEGAL ADS-7/16/21-2020 AUDIT	143.36	1-01-20-110-200	B	MAYOR & COUNCIL-OTHER EXPENSES	P 5127	05/01/21	08/28/21	09/20/21 0004027427
			158.41							
21-00045	04/05/21	COMPASSM COMPASSMSP			B					
		10 MICROSOFT EMAIL PLAN-SEPT	100.00	1-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P 5124	05/12/21	09/09/21	09/20/21 150977
21-00051	04/29/21	SOMERENG SOMERSET COUNTY ENGINEERING			B					
		5 ENGINEERING SERVICES JULY	222.00	1-01-20-165-200	B	ENGINEERING-OTHER EXPENSES	P 5138	04/29/21	08/28/21	09/20/21 493
21-00061	04/01/21	AWCONTRA A.W. CONTRACTING			B					
		12 LANDSCAPE SERVICES-AUGUST	614.75	1-01-26-300-200	B	BUILDINGS&GROUNDS-OTHER EXPENSES	P 5121	07/01/21	09/09/21	09/20/21 AUG SERVICES
21-00066	05/30/21	FRANKLIN FRANKLIN TOWNSHIP			B					
		3 ANIMAL CONTROL SERVICE	530.40	1-01-27-340-206	B	DOG REGULATION	P 5125	05/30/21	09/12/21	09/20/21 JULY-SEPT 2021
21-00068	05/31/21	SOMERREC SOMERSET COUNTY TREASURER			B					
		4 3RD QTR 2021 RECYCLING	1,114.73	1-01-26-305-200	B	SANITATION-OTHER EXPENSE	P 5139	05/31/21	09/09/21	09/20/21 3RD QTR 2021
21-00073	06/01/21	COMMFIRE COMMISSIONERS OF FIRE DIST 1			B					
		4 2021 FIRE DISTRICT CONTRACT	9,915.15	1-01-25-255-203	B	FIRE DISTRICT CONTRACT	P 5123	06/01/21	09/12/21	09/20/21 3RD QTR
21-00091	07/01/21	MGL MGL			B					
		1 PRINTING OF TAX BILLS	311.00	1-01-20-145-200	B	TAX COLLECTOR-OTHER EXPENSES	P 5128	07/01/21	08/28/21	09/20/21 181673
21-00092	08/30/21	CAPITALA MILLSTONE BOROUGH			B					
		1 INTERFUND CLEARANCE	43,323.74	1-01-55-901-001	B	DUE TO/FROM CAPITAL	P 5118	08/30/21	08/30/21	08/30/21
21-00093	08/30/21	DOGACCT MILLSTONE BOROUGH			B					
		1 INTERFUND CLEARANCE	40.68	1-01-55-901-003	B	DUE TO/FROM DOG TRUST	P 5119	08/30/21	08/30/21	08/30/21
21-00095	09/01/21	MILLPAYR MILLSTONE BORO PAYROLL			B					
		1 SEPTEMBER PAYROLL	7,245.42	1-01-55-901-004	B	DUE TO/FROM PAYROLL	P 140	09/04/21	09/15/21	09/15/21 SEPT PAYROLL
		2 SEPTEMBER OASI	554.28	1-01-36-472-213	B	SOCIAL SECURITY	P 140	09/04/21	09/15/21	09/15/21 SEPT OASI
			7,799.70							
21-00097	09/09/21	SOMECLOF SOMERSET COUNTY CLERK			B					
		1 2021 PRIMARY ELECTION	114.85	1-01-20-120-200	B	ELECTIONS-OTHER EXPENSES	P 5137	09/09/21	09/09/21	09/20/21

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoice
21-00099	09/09/21	SOMERSW SOMERSET COUNTY			B					
		1 2021 CERTIFIED RECYCLING	85.32	1-01-26-305-200	B	SANITATION-OTHER EXPENSE	P 5140	09/09/21	09/09/21	09/20/21 40
21-00100	09/12/21	COMPASSM COMPASSMSP			B					
		1 WEBSITE HOSTING 2021-2022	250.00	1-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P 5124	09/12/21	09/12/21	09/20/21 149938
Total Purchase Orders:			25	Total P.O. Line Items:	28	Total List Amount:	73,227.82	Total Void Amount:	0.00	



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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	1-01	73,227.82	0.00	0.00	73,227.82
Total of All Funds:		<u>73,227.82</u>	<u>0.00</u>	<u>0.00</u>	<u>73,227.82</u>