



Millstone Borough

REGULAR MEETING MINUTES

March 15, 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 GoTo Meeting program and all are invited to participate. Meeting details are as follows;

March 15, 2021 Millstone Borough Council meeting
Time: Mar 15, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85263898910?pwd=OCtlOGxuM04xbldRR0FIM3JPWjlUT09>

Meeting ID: 852 6389 8910

Passcode: 342340

TIME: 7:30 PM

CALL TO ORDER – OPENING STATEMENT: Mayor Heck called the meeting to order with the reading of the following 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: Mayor Heck led those present on the flag salute

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

Also present: Attorney Stephen Offen, CFO Laura Vesce and Borough Clerk Gregory Bonin

MINUTES:

- February 15, 2021 regular meeting minutes – all eligible

Councilwoman Ross offered a motion to approve the minutes. Seconded by Councilwoman Kidd.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, Ross – yes, Stashek – yes, A. Kidd – yes.

REPORTS:

- Assessor – no report
- Clerk – Clerk Bonin reminded those present that nominating petitions are due soon. He also explained that dog and cat licensing this year is delayed due to a problem obtaining the dog and cat license materials. A letter will go out to residents when the information is available.
- Emergency Management (OEM/State Police/Fire) – Mayor Heck reported on the fire at the Van Cleef property which was in Hillsborough but affected Millstone with traffic and other concerns.



Millstone Borough

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March 15, 2021

- Finance/Tax Collection – no report
- Historic Commission – Mayor Heck reported that there is an upcoming meet with the State Planning Committee.
- Recreation Commission – Mayor Heck reported that we are currently in the process of scheduling the annual borough wide yard sale and bulk cleanup day. He also reported they are working on the details for the annual Easter Egg hunt which they will ensure complies with Covid related precautions.

COUNCIL REPORTS:

- Buildings and Grounds – Councilwoman Ross reported there are broken posts in the Ann St Park. Mayor Heck said he is aware and will make sure they get repaired.
- Planning Board – Mayor Heck reported that he and Councilman Galli sat in on the last Planning Board meeting regarding the plan endorsement process.
- Traffic and Roads – Council President Kidd stated he is exploring a crack seal program for some of the roads in our town.

MAYOR'S REPORT:

Mayor Heck stated we will be introducing our budget during the April meeting. He asked Borough Clerk Bonin about the annual FDS forms. Mr. Bonin reported he has not received any notice from the state yet. But they are generally due at the end of April.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

Councilman Biviano offered a motion to open the meeting to the public. Seconded by Councilwoman Kidd.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, Ross – yes, Stashek – yes, A. Kidd – yes.

- Motion to Close the Meeting to the Public

There being no public wishing to be heard, Councilman Biviano offered a motion to close the meeting to the public. Seconded by Councilwoman Kidd.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, Ross – yes, Stashek – yes, A. Kidd – yes.

CLAIMS FOR PAYMENT

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

Councilwoman Ross offered a resolution to approve the claims for payment. Seconded by Councilwoman Kidd.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, Ross – yes, Stashek – yes, A. Kidd – yes.



Millstone Borough

REGULAR MEETING MINUTES

March 15, 2021

WHEREAS, request for payment has been made in connection with the following claims against the Borough of Millstone as shown in the following spreadsheet; 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:

None

OLD BUSINESS:

- Sewers – Attorney Offen reported that the Van Cleef group has filed for a wetlands delineation from the DEP and we can expect they will submit an application to the Planning Board some time after.

Mr. Offen also discussed with the Borough Council the concept of hiring a consultant to help the Borough develop a PILOT for the Van Cleef development.

He also informed the Borough Council that the Planning Board has determined the Van Cleef property to be an area in need of redevelopment. The Borough Council could take the next step in this process at any time they wish.

Mr. Galli asked for an update on the status of the Borough's efforts to sewer the entire community. A brief discussion ensued in which Attorney Offen and Mayor Heck provided a brief update to Mr. Galli. Mayor Heck stated he would sit with Mr. Galli apart from this meeting as there is a lot of history regarding this project.

EXECUTIVE SESSION (if necessary):

none

ADJOURNMENT of Regular Meeting:

Councilman Galli offered a motion to adjourn the meeting at 8:00 PM. Seconded by Councilwoman Kidd.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, Ross – yes, Stashek – yes, A. Kidd – yes.

Attested to:

Gregory J. Bonin, Borough Clerk



Millstone Borough REGULAR MEETING MINUTES March 15, 2021

March 15, 2021 Claims list

March 11, 2021

09:41 PM

Millstone Borough

Purchase Order Listing By P.O. Number

P.O. Type: All

Range: First to Last

Format: Detail with Line Item Notes

Include Non-Budgeted: Y

Open: N

Rcvd: N

Bid: Y

Paid: Y

Held: N

State: Y

Void: N

Aprv: N

Other: Y

Exempt: Y

Paid Date Range: 02/24/21 to 12/31/21

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	First	
Item Description					Acct Type	Description	Stat/chk	Enc Date
20-00016	05/29/20	SOMERROA SOMERSET COUNTY TREASURER						
3 SNOW & ICE SALTING			1,259.30	0-01-26-291-200	B	SNOW REMOVAL-OTHER EXPENSES	P 4966	01/11/20
12/16/20 & 12/17/20								
5 SNOW & ICE PLOWING			374.68	0-01-26-291-200	B	SNOW REMOVAL-OTHER EXPENSES	P 4966	02/21/21
12/16/20 & 12/17/20								
			1,633.98					
21-00001	01/10/21	OASI OASI			B			
11 SOCIAL SECURITY PAYROLL-MARCH			549.97	1-01-36-472-213	B	SOCIAL SECURITY	P 4	01/10/21
21-00002	01/10/21	OFFENSTE STEPHEN OFFEN			B			
4 LEGAL SERVICES-FEBRUARY			300.00	1-01-20-155-200	B	LEGAL-OTHER EXPENSES	P 4961	01/10/21
MILLSTONE BORO								
5 LEGAL SERVICES-FEBRUARY			100.00	1-01-20-155-200	B	LEGAL-OTHER EXPENSES	P 4961	01/10/21
AFFORDABLE HOUSING								
			400.00					
21-00003	01/10/21	VERIZONW VERIZON WIRELESS			B			
3 WIRELESS COMMUNICATION			220.72	1-01-31-440-210	B	TELEPHONE	P 4972	01/10/21
BILL DATE: FEBRUARY 25, 2021								
JAN 26-FEB 25								
21-00010	01/12/21	PSEG PSE&G			B			
4 ELEC;66 363 804 03; AMWELL			99.47	1-01-31-435-205	B	STREET LIGHTING	P 4962	01/12/21
BILL DATE: MARCH 8, 2021								
FEB 3 - MARCH 4, 2021								



Millstone Borough

REGULAR MEETING MINUTES

March 15, 2021

March 11, 2021 09:41 PM Millstone Borough Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	First Stat/Chk	Enc Date	F
21-00012	01/12/21	PSEG			Continued				
	FEB 9, 2021								
	JAN 5 - FEB 2, 2021								
4	ELEC; 13-014-015-01; VARIOUS		994.16	1-01-31-435-205	B STREET LIGHTING		P 4970	01/12/21	(
	BILL DATE: MARCH 11, 2021								
	FEB 3 - MARCH 4, 2021								
			2,014.93						
21-00018	02/02/21	GERALMUL LAW OFFICES OF GERALD MULLER			B				
3	PLANNING BD ATTORNEY SERVICES		903.00	1-01-21-180-200	B PLANNING BD-OTHER EXPENSES		P 4956	02/02/21	(
	JANUARY 2021								
21-00019	02/02/21	NJAMWATE NJ AMERICAN WATER			B				
3	ACCT 210022797651;HYDRANTS		1,011.68	1-01-25-265-202	B FIRE HYDRANT SERVICE		P 4959	02/02/21	(
	BILL DATE: FEB 17, 2021								
	JAN 20 - FEB 16, 2021								
21-00020	02/02/21	NJAMWATE NJ AMERICAN WATER			B				
3	ACCT 210022093410; MAIN ST		23.28	1-01-26-300-200	B BUILDINGS&GROUNDS-OTHER EXPENSES		P 4960	02/02/21	(
	BILL DATE: FEBRUARY 16, 2021								
	JAN 16 - FEB 12, 2021								
21-00021	02/02/21	COMCAST			B				
3	INTERNET/VOICE SERVICE		175.53	1-01-31-440-210	B TELEPHONE		P 4952	02/02/21	(
	BILL DATE: 2/11/21								
	2/16-3/15								
21-00024	02/08/21	REPUBLIC REPUBLIC SERVICES			B				
3	SANITATION SERVICES;9865002		2,774.42	1-01-26-305-200	B SANITATION-OTHER EXPENSE		P 4965	02/08/21	(
	FOR THE MONTH OF FEBRUARY 2021								



Millstone Borough

REGULAR MEETING MINUTES

March 15, 2021

March 11, 2021
09:41 PM

Millstone Borough
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	First Stat/Chk	Enc Date	F
21-00030	02/21/21	SOMERROA SOMERSET COUNTY TREASURER		Continued					
13	SNOW SALT 2/18-2/19/21	2,033.41	1-01-26-291-200	B SNOW REMOVAL-OTHER EXPENSES	P	4966	02/21/21	C	
14	SNOW PLOWING 2/22/21	248.58	1-01-26-291-200	B SNOW REMOVAL-OTHER EXPENSES	P	4966	02/21/21	C	
15	SNOW SALTING 2/22/21	770.09	1-01-26-291-200	B SNOW REMOVAL-OTHER EXPENSES	P	4966	02/21/21	C	
		7,611.04							
21-00031	02/27/21	HECKRAYM RAYMOND HECK							
1	REIMBURSEMENT FOR NEW AED AND BOX FOR BORO HALL	759.00	0-01-25-252-200	B EMERGENCY MNGMT-OTHER EXPENSE	P	4957	02/27/21	C	
2	REIMBURSEMENT FOR NEW AED PADS BATTERY FOR BORO HALL	394.00	0-01-25-252-200	B EMERGENCY MNGMT-OTHER EXPENSE	P	4957	02/27/21	C	
3	REIMBURSEMENT FOR REGISTRATION TO RUTGERS UNIVERSITY PLANNING BOARD CLASS	543.00	0-01-20-100-201	B A&E-EMPLOYEE DEVELOPMENT	P	4957	02/27/21	C	
4	REIMBURSEMENT FOR GANN LAW BOOKS NJ ZONING AND LAND USE	166.34	0-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES	P	4957	02/27/21	C	
5	REIMBURSEMENT FOR MICROSOFT EXCHANGE ONLINE EMAIL PLAN FOR 2020. \$4 PER MONTH PER EMAIL. REIMBURSEMENT FOR PAYMENT FOR JAN - DEC 2020	1,496.45	0-01-20-140-200	B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	4957	02/27/21	C	
		3,358.79							
21-00032	02/28/21	ZIENOWIC ZIENOWICZ SIGNS							
1	WELCOME TO HISTORIC BOROUGH OF MILLSTONE SIGN	1,800.00	0-01-28-371-200	B HISTORIC COM-OTHER EXPENSE	P	4967	02/28/21	C	
2	DELIVERY AND INSTALLATION	250.00	0-01-28-371-200	B HISTORIC COM-OTHER EXPENSE	P	4967	02/28/21	C	
		2,050.00							
21-00033	03/04/21	CARTERVA CARTER VAN DYKE ASSOCIATES			B				
2	PLANNING SERVICES-JANUARY	867.00	1-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P	4951	03/04/21	C	



Millstone Borough REGULAR MEETING MINUTES March 15, 2021

March 11, 2021 09:41 PM		Millstone Borough Purchase Order Listing By P.O. Number				
PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	First Stat/Chk Enc Dat
21-00035	03/04/21	GANNETT NJ NEWSPAPERS	Continued			
3	LEGAL ADS-1/16/2021 ORDINANCE		53.06 62.95	1-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES	P 4955 03/04/2
21-00036	03/08/21	MDDCTYN MIDD CTY MUN JOINT INS FUND				
1	2021 - 2ND QTR INSURANCE ASSESSMENT		3,725.00	1-01-23-220-208	B INSURANCE-OTHER INSURANCE PREMIUMS	P 4958 03/08/2
21-00037	03/08/21	COMPASSM COMPASSMSP			B	
2	IT SERVICES		262.50	1-01-20-140-200	B INFORMATION TECHNOLOGY - OTHER EXPENSES	P 4953 03/08/2
	ADD EMAIL - 1/5					
	ADD EMAIL TO DISTRIBUTION LIST 1/7					
	CORRECT EMAIL ADDRESS 1/4					
21-00039	03/08/21	MILLPAYR MILLSTONE BORO PAYROLL				
1	CLERK S/W - MARCH		1,111.50	1-01-20-121-100	B MUN CLERK-SALARY & WAGES	P 5 03/08/2
2	TAX ASSESSOR S/W - MARCH		606.92	1-01-20-150-100	B TAX ASSESSOR-SALARY & WAGES	P 5 03/08/2
3	TAX COLLECTOR S/W - MARCH		953.67	1-01-20-145-100	B TAX COLLECTOR-SALARY & WAGES	P 5 03/08/2
4	PLANNING BD S/W - MARCH		476.83	1-01-21-180-100	B PLANNING BD-SALARY & WAGES	P 5 03/08/2
5	FINANCE S/W - MARCH		2,999.75	1-01-20-130-100	B FINANCE-SALARY & WAGES	P 5 03/08/2
	CFO					
	QPA					
6	CODE S/W - MARCH		1,040.50 7,189.17	1-01-22-195-100	B INSP OF BLDG-SALARY & WAGES	P 5 03/08/2
21-00040	03/11/21	NATIONTR NATIONAL TRUST HISTORIC PRES				
1	2021 MEMBERSHIP RENEWAL		50.00	1-01-28-371-200	B HISTORIC COM-OTHER EXPENSE	P 4968 03/11/2
21-00041	03/11/21	RARMILLH RARITAN MILLSTONE HERITAGE				
1	2021 MEMBERSHIP TO THE		35.00	1-01-28-371-200	B HISTORIC COM-OTHER EXPENSE	P 4971 03/11/2
	RARITAN MILLSTONE HERITAGE ALLIANCE					

March 11, 2021 09:41 PM		Millstone Borough Purchase Order Listing By P.O. Number			
Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	7,042.77	0.00	0.00	7,042.77
	1-01	30,137.59	0.00	0.00	30,137.59
Total of All Funds:		37,180.36	0.00	0.00	37,180.36