



Millstone Borough

REGULAR MEETING MINUTES

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=U3NsV3hja3VRWUNrOW92SHpzd0lZQT09>

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=U3NsV3hja3VRWUNrOW92SHpzd0lZQT09>

TIME: 7:30 PM

CALL TO ORDER – OPENING STATEMENT: Mayor Heck opened the meeting 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 Robert Galli	Present
	Councilwoman Karen Kidd	Present
	Councilman Jason Klett	Present
	Councilwoman Kristen Ross	Present
	Councilman Jonathan Stashek	Present
	Council President Alan Kidd	Present
	Mayor Raymond Heck	Present



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MINUTES:

- August 16, 2021 regular meeting minutes

Alan Kidd offered a motion to approve the minutes. Seconded by Robert Galli

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

- August 16, 2021 executive meeting minutes

Karen Kidd offered a motion to approve the minutes. Seconded by Robert Galli

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

- August 30, 2021 special meeting minutes

Karen Kidd offered a motion to approve the minutes. Seconded by Alan Kidd

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

REPORTS:

- Assessor – None
- Clerk – None
- Emergency Management (OEM/State Police/Fire) –

The Mayor reported that Tropical Storm IDA was worse than expected.

- There were no injuries or deaths in the Borough
- Better communication is needed and he will be doing an outreach to the residents to on ideas for better communication during storms
- He will be planning a ‘coffee with the Mayor’ for residents to come talk to him informally
- The raised home faired well
- More homes should be raised
- The bridge by Millstone River Road collapsed
- The Borough had its first flash flood
- Republic Services would be doing debris removal
- The Mayor further expanded on the challenges of these types of storms and what could be done in the future
- He informed the Board that there was a new EMS person, Joseph Gary Howarth

- Finance/Tax Collection – None
- Historic Commission – None
- Recreation Commission – None

COUNCIL REPORTS:

- Buildings and Grounds -

The Mayor reported

- That mosquito spraying would be scheduled



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- Planning Board –

Robert Galli reported on the September 7, 2021 Planning Board meeting

- He had informed the Board that he had talked to a Rutgers Agriculture Specialist about the goat issue
- The Board discussed that they should review the Financial impact Analysis
- There was a general discussion on sewers

Traffic and Roads -

The Mayor reported

- Paving was being scheduled for Maple Terrace, he would be looking into 'chip seal' options for other roads
- A traffic study was being done by the County

The Mayor thanked the residents for their help and support during Tropical Storm Ida.

MAYOR'S REPORT:

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

Robert Galli offered a motion to open the meeting to the public. Seconded by Karen Kidd

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

There were no public comments

- Motion to Close the Meeting to the Public

Alan Kidd offered a motion to close the meeting to the public. Seconded by Karen Kidd

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

CLAIMS FOR PAYMENT

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

Karen Kidd offered a resolution to approve the claims for payment. Seconded by Alan Kidd

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

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



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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**

The Mayor explained the need for an updated Personnel Policy.

Robert Galli offered a resolution to adopt the amended personnel manual. Seconded by Karen Kidd

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

WHEREAS, the Borough of Millstone periodically reviews and amends it's 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**

Alan Kidd offered a motion to make the appointment. Seconded by Karen Kidd

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

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



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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.**

The Mayor read the Resolution to Council.

Robert Galli expressed concerns about the design process and the Mayor explained that this project would show the Borough what options would be available. A discussion ensued on what Mott MacDonald should include in the design. The Mayor stated he would have a meeting with the residents when the time was right. A lengthy discussion ensued.

Robert Galli opined that there should have been a discussion before obtaining a proposal. The Mayor explained that this was the process for obtaining proposals. Mr. Galli stated that he believes there should be a lighter, less detailed report first.

Alan Kidd offered a resolution to award a contract for sewer design. Seconded by Karen Kidd

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

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

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.



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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.

SEWER DISCUSSION

Steve Offen, recommended that the Van Cleef property be submitted for a Pilot Program for redevelopment by the Planning Board

Alan Kidd offered a motion to authorize a PILOT program for this property. Seconded by Karen Kidd

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

COMCAST FRANCHISE

Steve Offen informed Council that Comcast might attend the next Council meeting to discuss their franchise renewal contract. A discussion ensued.

Robert Galli Asked the Mayor about the status of the repairs of the Beardslee Road Culvert. The Mayor explained that is was on the list for the County to repair.

He also asked the status of the Financial Impact Analysis. A discussion ensued.

ADJOURNMENT of Regular Meeting:

Karen Kidd offered a motion to adjourn the meeting. Seconded by Alan Kidd

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

Attested to: Denise Piskowski, Deputy Borough Clerk



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September 20, 2021 Claims list

September 15, 2021

10:58 PM

Millstone Borough

Purchase Order Listing By P.O. Number

P.O. Type: All

Range: First to Last

Format: Detail without 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: 08/17/21 to 09/20/21

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	First	
Item Description					Acct Type	Description	Stat/Chk	Enc Date I
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 (
14 LEGAL SERVICES-AUG			525.00	1-01-20-155-200		B LEGAL-OTHER EXPENSES	P 5131	01/10/21 (
			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 (
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 (
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 (
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 (
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 (
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 (
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 (



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September 15, 2021 10:58 PM Millstone Borough Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/chk	First Enc Date
21-00035	03/04/21	GANNETT NJ				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
		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
			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
21-00051	04/29/21	SOMERENG SOMERSET COUNTY				B		
		5 ENGINEERING SERVICES JULY	222.00	1-01-20-165-200		B ENGINEERING-OTHER EXPENSES	P	5138 04/29/21
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
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
21-00068	05/31/21	SOMERREC SOMERSET COUNTY				B		
		4 3RD QTR 2021 RECYCLING	1,114.73	1-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5139 05/31/21
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
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
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
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

September 15, 2021 10:58 PM Millstone Borough Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/chk	First Enc Date
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/
21-00100	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/



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Millstone Borough Purchase Order Listing By P.O. Number					
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:		73,227.82	0.00	0.00	73,227.82