



# Millstone Borough

## REGULAR MEETING AGENDA

April 18, 2022

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;

Millstone Borough Council monthly regular meetings  
Every Third Monday of the Month at 7: 30 PM

January 17, 2022 07:30 PM	July 18, 2022 07:30 PM
February 21, 2022 07:30 PM	August 15, 2022 07:30 PM
March 21, 2022 07:30 PM	September 19, 2022 07:30 PM
April 18, 2022 07:30 PM	October 17, 2022 07:30 PM
May 16, 2022 07:30 PM	November 21, 2022 07:30 PM
June 20, 2022 07:30 PM	December 19, 2022 07:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81919230700?pwd=UXVLMmV3VUF5L2JFV3c2TDJaT1pqZz09>

Meeting ID: 819 1923 0700

Passcode: 416795

One tap mobile

+19292056099,,81919230700#,,,,\*416795# US (New York)

+13017158592,,81919230700#,,,,\*416795# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

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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:**

Councilwoman Mandy Coppola  
Councilman Robert Galli  
Councilwoman Karin Kidd  
Councilwoman Kristen Ross  
Councilman Jonathan Stashek  
Council President Alan Kidd  
Mayor Raymond Heck



# Millstone Borough

## REGULAR MEETING AGENDA

April 18, 2022

Also Present:

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### MINUTES:

- March 21, 2022 Regular meeting minutes (RG KR abstain)

### 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:

- **SHARED SERVICES CONTRACT WITH SOMERSET COUNTY FOR COMMODITY RESALE AND PUBLIC WORKS SERVICES**



**Millstone Borough**  
**REGULAR MEETING AGENDA**  
**April 18, 2022**

WHEREAS, the County of Somerset is a leader in the concept of shared services as evidenced by a history of Interlocal Services Agreements: and

WHEREAS, the County of Somerset is desirous of contracting public works services to the county municipalities and public units in accordance with PL 2007; C63, Uniform Shared Services and Consolidation Act, and the terms of an agreement, copy of which is on file with the Clerk of the Board; and

WHEREAS, the County of Somerset is desirous of implementing Commodity Resale System #201SCCRS in accordance with N.J.A.C. 5:34-17.15 for the resale of commodities as indicated in Exhibit "A" and as amended from time to time upon approval by the Director of the Division of Local Government Services; and

WHEREAS, the Borough of Millstone wishes to enter into this Commodity Resale Agreement for services as described above.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Millstone that we do hereby authorize execution of the agreement by the Mayor and Borough Clerk to accept public works commodities and services with Somerset County for the period January 1, 2021 to December 31, 2026.

- **RESOLUTION AUTHORIZING SALARIES AND OTHER COMPENSATION FOR MUNICIPAL OFFICIALS AND EMPLOYEES IN THE BOROUGH OF MILLSTONE AND REPEALING ALL OTHER RESOLUTIONS INCONSISTENT HEREWITH.**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Millstone in the County of Somerset, State of New Jersey, that the following enumerated officials and employees of the Borough of Millstone be paid annually as follows in 2022;

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of Millstone that the salaries set forth shall be paid when the Chief Financial Officer can certify that funding is available.

<b>POSITION</b>	<b>2022 SALARY</b>
General Services Administrator	\$5,814
Borough Clerk	\$12,927
Registrar	\$1,733
Tax Collector	\$12,693
Qualified Purchasing Agent	\$1,733
Chief Financial Officer	\$12,693
Planning Board Secretary	\$5,954
Tax Assessor	\$7,939
Zoning Officer	\$4,756
Zoning - per hr	\$102



**Millstone Borough**  
**REGULAR MEETING AGENDA**  
**April 18, 2022**

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Laborer-Public Bldg/Grounds-per hr	\$102
Borough Marshall	\$100 per call out event

Any and all salary authorizations inconsistent with this Resolution are hereby repealed.

- **INTRODUCTION OF ORDINANCE 2022-002: CALENDAR YEAR 2022 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14) AND SET THE PUBLIC HEARING FOR MAY 16, 2022**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 1.0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Borough Council of the Borough of Millstone in the County of Somerset finds it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Borough Council hereby determines that a 3.5% increase in the budget for said year, amounting to \$15,478.68 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS**, the Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Borough Council of the Borough of Millstone, in the County of Somerset, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2022 budget year, the final appropriations of the Borough of Millstone shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$15,478.68, and that the CY 2022 municipal budget for the Borough of Millstone be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.



**Millstone Borough**  
**REGULAR MEETING AGENDA**  
**April 18, 2022**

- **RESOLUTION TO INTRODUCE THE 2022 BOROUGH BUDGET AND SET THE PUBLIC HEARING FOR MAY 16, 2022.**

**BE IT RESOLVED**, that the following statements of revenues and appropriations shall constitute the Municipal Budget for year 2022.

**BE IT FURTHER RESOLVED** that said Budget be published in the Courier News in the issue of April 25, 2022.

The Governing Body of the Borough of Millstone does hereby approve the following as the Budget for the year 2022.

Notice is hereby given that the Budget and Tax Resolution was approved by the Borough Council of the Borough of Millstone, County of Somerset, on April 18, 2022; and

A Hearing on the Budget and Tax Resolution will be held at Municipal Building on May 16, 2022 at 7:30 PM at which time and place objections to said Budget and Tax Resolution for the year 2021 may be presented by taxpayers or other interested persons.

**OLD BUSINESS:**

- Sewers –
- LEPC –
- FEMA/Mitigation
- Comcast Franchise Renewal

**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:**



# Millstone Borough

## REGULAR MEETING AGENDA

### April 18, 2022

## Millstone Borough Claims list

April 15, 2022  
09:29 AM

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: 03/21/22 to 04/15/22

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00102	09/21/21	MOTTMACD MOTT MACDONALD				B					
		4 CONCEPTUAL DESIGN FOR SANITARY	10,842.00	C-04-55-222-011		B RESERVE FOR PRELIMINARY EXPENSES	P	107 09/21/21	04/12/22	04/12/22	507449551
22-00003	01/10/22	COMPASS COMPASSMSP				B					
		9 MICROSOFT 365 LICENSE-APRIL	12.50	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5273 01/10/22	04/09/22	04/10/22	158740
		10 MICROSOFT EMAIL PLAN-APRIL	96.00	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5273 01/10/22	04/09/22	04/10/22	158740
			108.50								
22-00006	01/11/22	PSEG PSEG				B					
		5 ELEC;66-363-804-03;AMWELL ROAD	102.72	2-01-31-435-205		B STREET LIGHTING	P	5281 01/11/22	04/10/22	04/10/22	BILL:4/6/22
22-00007	01/11/22	PSEG PSEG				B					
		5 ELEC;65-081-353-09;AMWELL&MAIN	105.28	2-01-31-435-205		B STREET LIGHTING	P	5282 01/11/22	04/10/22	04/10/22	BILL: 4/6/22
22-00008	01/11/22	PSEG PSEG				B					
		5 ELEC;13-014-015-01;VARIOUS	901.96	2-01-31-435-205		B STREET LIGHTING	P	5292 01/11/22	04/15/22	04/15/22	BD: 4/11/22
22-00011	01/30/22	NJAMMATE NJ AMERICAN WATER				B					
		4 ACCT 210022093410; MAIN ST	31.44	2-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	P	5278 01/30/22	04/02/22	04/10/22	BD: 3/18/22
22-00012	01/30/22	NJAMMATE NJ AMERICAN WATER				B					
		4 ACCT 210022797651; HYDRANTS	1,066.72	2-01-25-265-202		B FIRE HYDRANT SERVICE	P	5279 01/30/22	04/02/22	04/10/22	BD: 3/18/22
22-00013	01/30/22	COMCAST COMCAST				B					
		4 INTERNET/VOICE SERVICE	167.62	2-01-31-440-210		B TELEPHONE	P	5272 01/30/22	04/02/22	04/10/22	BD: 3/11/22
22-00014	01/30/22	SOMERROA SOMERSET COUNTY				B					
		13 SNOW & ICE PLOWING - 3/12/22	613.21	2-01-26-291-200		B SNOW REMOVAL-OTHER EXPENSES	P	5287 01/30/22	04/02/22	04/10/22	RB2022-0072
22-00018	02/09/22	VERIZONM VERIZON WIRELESS				B					
		4 WIRELESS COMMUNICATIONS	214.11	2-01-31-440-210		B TELEPHONE	P	5271 02/09/22	04/02/22	04/02/22	9902693037
22-00019	02/11/22	REPUBLIC REPUBLIC SERVICES				B					
		4 SANITATION SERVICES; 9865002	2,774.42	2-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5283 02/11/22	04/04/22	04/10/22	0865-002203137



# Millstone Borough

## REGULAR MEETING AGENDA

### April 18, 2022

April 15, 2022  
09:29 AM

Millstone Borough  
Purchase Order Listing By P.O. Number

Page No: 2

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
22-00022	02/11/22	RLDATA R & L DATA CENTERS				B					
		5 MARCH PAYROLL	210.00	2-01-20-100-200	B A&E-OTHER EXPENSES		P	5289 02/11/22	04/12/22	04/12/22	106108
22-00023	02/11/22	OFFENSTE STEPHEN OFFEN				B					
		5 LEGAL SERVICES FOR MARCH	300.00	2-01-20-155-200	B LEGAL-OTHER EXPENSES		P	5280 02/11/22	04/09/22	04/10/22	11196818
		6 LEGAL SERVICES FOR MARCH	300.00	2-01-20-155-200	B LEGAL-OTHER EXPENSES		P	5280 02/11/22	04/09/22	04/10/22	11196817
			600.00								
22-00028	02/25/22	SUBURBAN SUBURBAN CONSULTING ENGINEERS				B					
		3 ENGINEERING SERVICES	3,545.00	C-04-55-222-011	B RESERVE FOR PRELIMINARY EXPENSES		P	109 02/27/22	04/09/22	04/12/22	52043
22-00034	03/03/22	NJPENSIO STATE OF NEW JERSEY				B					
		1 2022 PUBLIC EMPLOYEES	5,805.00	2-01-36-475-214	B PERS		P	218 03/03/22	04/15/22	04/15/22	
22-00036	03/12/22	FRANKPOL FRANKLIN TOWNSHIP POLICE DEPT				B					
		4 POLICE SERVICES-MARCH	2,940.00	2-01-42-390-212	B INTERLOCAL POLICE SERVICE		P	5274 03/12/22	04/05/22	04/10/22	2056
22-00038	03/28/22	SOMERENG SOMERSET COUNTY ENGINEERING				B					
		1 2019 NJDOT MUNICIPAL AID	82,745.59	2-01-55-700-002	B NJDOT SOUTH RIVER & COLONIAL (2019)		P	5269 03/28/22	03/28/22	03/28/22	511
22-00039	03/28/22	SOMERENG SOMERSET COUNTY ENGINEERING				B					
		1 2020 NJDOT MUNICIPAL AID	47,745.67	2-01-55-700-003	B NDOT NORTH RIVER & ALLEY WAY (2020)		P	5270 03/28/22	03/28/22	03/28/22	511
22-00040	04/02/22	TREASNJ TREASURER-STATE OF NJ				B					
		1 STORMWATER DISCHARGE PERMIT	500.00	2-01-20-100-200	B A&E-OTHER EXPENSES		P	5288 04/02/22	04/02/22	04/10/22	220384940
22-00041	04/02/22	GANNETNJ GANNETT NJ NEWSPAPERS				B					
		2 LEGAL AD - 2/1/22-PROF SERVICE	45.92	2-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES		P	5275 04/02/22	04/02/22	04/10/22	4464838
		3 LEGAL AD - 2/1/22-PROF SERVICE	47.04	2-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES		P	5275 04/02/22	04/02/22	04/10/22	4464838
			92.96								
22-00042	04/02/22	NJPENSIO STATE OF NEW JERSEY				B					
		1 2021 4th QTR PENSION PYMT	894.10	2-01-55-901-004	B DUE TO/FROM PAYROLL		P	217 04/02/22	04/15/22	04/15/22	
22-00044	04/05/22	SOMERCITY SOMERSET COUNTY				B					
		1 2ND QUARTER 2022 TAXES-COUNTY	45,519.72	2-01-55-907-001	B COUNTY TAXES PAYABLE		P	5284 04/05/22	04/05/22	04/10/22	
22-00045	04/05/22	SOMERCITY SOMERSET COUNTY				B					
		1 2ND QTR TAXES 2022 -LIBRARY	6,642.89	2-01-55-907-001	B COUNTY TAXES PAYABLE		P	5285 04/05/22	04/05/22	04/10/22	



# Millstone Borough

## REGULAR MEETING AGENDA

### April 18, 2022

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Millstone Borough  
Purchase Order Listing By P.O. Number

Page No: 3

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoice
22-00046	04/05/22	SOMERCY SOMERSET COUNTY								
1		2ND QTR TAXES 2022-OPEN SPACE	4,305.72	2-01-55-907-001	B	COUNTY TAXES PAYABLE	P 5286	04/05/22	04/05/22	04/10/22
22-00047	04/09/22	GENERALC GENERAL CODE								
1		ECODE 360 ANNUAL MAINTENANCE	1,195.00	2-01-20-120-200	B	ELECTIONS-OTHER EXPENSES	P 5276	04/09/22	04/09/22	04/10/22 GC00115481
22-00049	04/10/22	GERALMUL LAW OFFICES OF GERALD MULLER								
2		PLANNING BD ATTORNEY SERVICES	42.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P 5277	04/10/22	04/10/22	04/10/22 14616
22-00051	04/12/22	SOMERENG SOMERSET COUNTY ENGINEERING								
1		REPAIRS TO BEARDSLEE ROAD	18,035.03	C-04-55-222-012	B	STORM DRAINAGE REPAIR BEARDSLEE	P 108	04/12/22	04/12/22	04/12/22 513
22-00052	04/12/22	RNEWMAN REBECCA NEMMAN								
1		REIMB - STAMPED ENVELOPES	500.00	2-01-20-145-200	B	TAX COLLECTOR-OTHER EXPENSES	P 5291	04/12/22	04/12/22	04/12/22
			205.80	2-01-20-130-200	B	FINNANCE-OTHER EXPENSES				
			705.80							
22-00053	04/12/22	CARTERVA CARTER VAN DYKE ASSOCIATES								
2		PLANNING SERVICES	867.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P 5290	04/12/22	04/12/22	04/12/22 19067
3		PLANNING SERVICES	2,035.50	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P 5290	04/12/22	04/12/22	04/12/22 19066
4		PLANNING SERVICES	1,530.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P 5290	04/12/22	04/12/22	04/12/22 19065
5		PLANNING SERVICES	255.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P 5290	04/12/22	04/12/22	04/12/22 19064
			4,687.50							
22-00054	04/12/22	SUBURBAN SUBURBAN CONSULTING ENGINEERS								
2		ESCROW - COUNTRY CLASSIC	320.00	T-28-56-001-001	B	TRUST ESCROW EXPENSES	P 1206	04/12/22	04/12/22	04/12/22 52042
<b>Total Purchase Orders:</b>			<b>30</b>	<b>Total P.O. Line Items:</b>	<b>36</b>	<b>Total List Amount:</b>	<b>243,459.96</b>	<b>Total Void Amount:</b>	<b>0.00</b>	

April 15, 2022  
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Millstone Borough  
Purchase Order Listing By P.O. Number

Page No: 4

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	210,717.93	0.00	0.00	210,717.93
	C-04	32,422.03	0.00	0.00	32,422.03
	T-28	320.00	0.00	0.00	320.00
<b>Total of All Funds:</b>		<b>243,459.96</b>	<b>0.00</b>	<b>0.00</b>	<b>243,459.96</b>



**COMMODITY RESALE AGREEMENT  
BETWEEN THE  
COUNTY OF SOMERSET (the "County")  
AND THE  
BOROUGH OF MILLSTONE  
(the "Local Government Entity")**

The County and the Local Government Entity enter into this agreement pursuant to the Rules governing cooperative purchasing, namely N.J.A.C. 5:34-7.15.

**IT IS AGREED:**

- 1. Commodities Offered.** The County will offer the commodities listed on Exhibit "A" to the Local Government Entity through the Somerset County Commodity Resale System (SYSTEM IDENTIFIER #201SCCRS).
- 2. Amendment to Services Offered.** The County, in its discretion, may amend Exhibit "A" from time to time, upon approval by the Director of the Division of Local Government Services, if necessary, and written notice to the Local Government Entity.
- 3. No Obligation by Local Government Entity.** The Local Government Entity is under no obligation to purchase any commodities offered by the County.
- 4. No Obligation by County.** The County is under no obligation to provide a commodity requested by the Local Government entity if the County is not then in a position to honor the request.
- 5. Total Cost Undetermined.** The total cost of the services to be rendered under this agreement cannot be estimated in advance, but will be determined by the extent to which the Local Government entity avails itself of the services available.
- 6. Effective Dates:** This Agreement shall be in effect from the date of its execution by both parties and shall continue in effect for a period not to exceed five (5) years, unless sooner terminated by either party.
- 7. Early Termination.** Either party may terminate this agreement, with or without cause, upon thirty (30) days written notice to the other party.
- 8. County's Representative.** The County's Administrator or its Director of Public Works or his/her respective designee, will act on behalf of the County with regard to the commodities available to the Local Government Entity.
- 9. Local Government Entity's Representative.** The Local Government Entity's [indicate one or more authorized representative], or his/her

respective designee, will act on behalf of the Local Government Entity with regard to a request for commodities from the County.

- 10. Payment of Invoices.** The Local Government Entity will pay the County for commodities purchased under this agreement within thirty (30) days of the County's invoice for those commodities. If the Local Government Entity disputes a County invoice, the Local Government entity will pay the undisputed portion and attempt to resolve the remaining portion in accordance with the article below.
- 11. Disputes.** If there is a dispute concerning either party's performance under this agreement, the parties will attempt to resolve the dispute amicably between them. If the parties cannot resolve the issue amicably, the parties will mediate the dispute before a third party mediator jointly agreed to by the parties. Each party will bear its own cost of participating in mediation and the parties will share the cost of the mediator equally. If the dispute is not resolved through mediation, either party may then pursue any available legal or equitable remedy to resolve the dispute.
- 12. Indemnification.** Each party will indemnify the other party and hold the other party harmless for the negligent or intentional acts of the indemnifying party.
- 13. Authority to Execute Agreement.** The execution of this agreement has been duly authorized by the governing bodies of the County and the Local Government Entity.

IN WITNESS WHEREOF, the parties have executed this agreement.

COUNTY:

LOCAL GOVERNMENT ENTITY:

COUNTY OF SOMERSET

BOROUGH OF MILLSTONE

\_\_\_\_\_  
By:  
Title: County Commissioner Director  
Date: \_\_\_\_\_

\_\_\_\_\_  
By:  
Title:  
Date: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Name: Kelly Mager  
Title: Clerk of the Board

\_\_\_\_\_  
Name:  
Title:



# State of New Jersey Local Government Services

**Year:**  **Municipal User Friendly Budget**

**MUNICIPALITY:**

**Municode:**  **Filename:** 1812\_fbi\_2022.xlsm

**Website:**

**Phone Number:**

**Mailing Address:**

**Municipality:**  **State:**  **Zip:**

**Mayor**

First Name	Middle Name	Last Name	Term Expires	Business Email
RAYMOND		HECK	12/31/2022	MAYOR@MILLSTONEBORO.ORG

**Chief Administrative Officer**

RAYMOND		HECK		MAYOR@MILLSTONEBORO.ORG
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**Chief Financial Officer**

LAURA		VESCE		<a href="mailto:CFO@MILLSTONEBORO.ORG">CFO@MILLSTONEBORO.ORG</a>
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**Municipal Clerk**

GREGORY		BONIN		CLERK@MILLSTONEBORO.ORG
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**Registered Municipal Accountant**

ROBERT		SWISHER		RSWISHER@SCNCO.COM
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**Governing Body Members**

First Name	Middle Name	Last Name	Term Expires	Business Email
MANDY		COPPOLA	12/31/2022	
KRISTEN		ROSS	12/31/2022	
KARIN		KIDD	12/31/2023	KKIDD@MILLSTONEBORO.ORG
ALAN		KIDD	12/31/2023	AKIDD@MILLSTONEBORO.ORG
ROBERT		GALLI	12/31/2024	RGALLI@MILLSTONEBORO.ORG
JONATHAN		STASHEK	12/31/2024	JSTASHEK@MILLSTONEBORO.ORG

## USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

<u>2021 Calendar Year Property Tax Levies - ALL entities levying property taxes</u>					<u>Current Year 2022 Budget</u>		
	<u>Calendar Year</u>	<u>Calendar Year</u>	<u>% of</u>	<u>Avg Residential</u>	<u>Taxes</u>	<u>Actual/Estimated</u>	<u>Tax Levy</u>
	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Total Levy</u>	<u>Taxpayer Impact</u>			
Municipal Purpose Tax	0.586	\$332,359.00	26.42%	\$2,045.19	Municipal Purpose Tax	ACTUAL	\$342,914.78
Municipal Library			0.00%	\$0.00	Municipal Library		
Municipal Open Space			0.00%	\$0.00	Municipal Open Space		
Municipal Arts and Culture			0.00%	\$0.00	Municipal Arts and Culture		
Fire Districts (avg. rate/total levies)			0.00%	\$0.00	Fire Districts (total levies)		
Other Special Districts (total levies)			0.00%	\$0.00	Other Special Districts (total levies)		
Local School District			0.00%	\$0.00	Local School District	ESTIMATED	\$710,260.68
Regional School District	1.229	\$696,334.00	55.35%	\$4,289.32	Regional School District		
County Purposes	0.322	\$184,834.87	14.69%	\$1,123.81	County Purposes	ESTIMATED	\$188,531.57
County Library	0.047	\$26,973.84	2.14%	\$164.03	County Library	ESTIMATED	\$27,513.32
County Board of Health			0.00%	\$0.00	County Board of Health		
County Open Space	0.031	\$17,488.21	1.39%	\$108.19	County Open Space	ESTIMATED	\$17,837.97
Other County Levies (total)			0.00%	\$0.00	Other County Levies (total)		
<b>Total (Calendar Year 2021 Budget)</b>	<b>2.215</b>	<b>\$1,257,989.92</b>	<b>100.00%</b>	<b>\$7,730.55</b>	<b>Total ESTIMATED amount to be raised by taxes</b>		<b>\$1,287,058.32</b>
Total Taxable Valuation as of October 1, 2021 <span style="float: right;"><u>\$55,887,300.00</u></span> (To be used to calculate the current year tax rate)					Revenue Anticipated, Excluding Tax Levy <span style="float: right;">403,572.38</span>		
Current Year Average Residential Assessment <span style="float: right;"><u>\$349,009.00</u></span>					Budget Appropriations, before Reserve for Uncollected Taxes <span style="float: right;">668,487.16</span>		
<b><u>Prior Year to Current Year Comparison</u></b>					Total Non-Municipal Tax Levy <span style="float: right;">\$944,143.54</span>		
<b><u>Comparison - Municipal Purposes Tax Rate</u></b>					Amount to be Raised by Taxes - Before RUT <span style="float: right;">\$1,209,058.32</span>		
Prior Year	Current Year	% Change (+/-)			Reserve for Uncollected Taxes (RUT) <span style="float: right;">\$78,000.00</span>		
0.586	0.582	-0.68%			Total Amount to be Raised by Taxes <span style="float: right;">\$1,287,058.32</span>		
<b><u>Comparison - Municipal Purposes Tax Levy</u></b>					% of Tax Collections used to Calculate RUT <span style="float: right;"><u>93.93%</u></span>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		If % used exceeds the actual collection % then reference the statutory exception used		
\$332,359.00	\$342,914.78	3.18%	\$10,555.78				
<b><u>Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)</u></b>					<b><u>Tax Collections - ACTUAL as of Prior Year</u></b>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		Total Tax Revenue, Collections CY 2021 <span style="float: right;">1,251,514.48</span>		
\$2,045.19	\$2,031.23	-0.68%	(\$13.96)		Total Tax Levy, CY 2021 <span style="float: right;">1,274,001.59</span>		
					% of Taxes Collected, CY 2021 <span style="float: right;"><u>98.23%</u></span>		
					Delinquent Taxes - December 31, 2021 <span style="float: right;"><u>\$20,602.99</u></span>		

**USER FRIENDLY BUDGET SECTION - ANTICIPATED REVENUE SUMMARY (ALL OPERATING FUNDS)**

FCOA		% Difference Current vs. Prior Year	\$ Difference Current vs. Prior Year	Total Realized Revenue (Prior Year)	Total Anticipated Revenue (Current Year)	General Budget	Open Space Budget	Arts and Culture Trust Fund	Utility	Utility	Utility	Utility	Utility
08	Surplus	-6.94%	(\$14,553.04)	\$209,553.04	\$195,000.00	\$195,000.00							
08	Local Revenue	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$65,836.00	\$65,836.00	\$65,836.00							
08	Uniform Construction Code Fees	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
<b><i>Special Revenue Items w/ Prior Written Consent</i></b>													
11	Shared Services Agreements	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
10	Public and Private Revenue	137.89%	\$82,736.38	\$60,000.00	\$142,736.38	\$142,736.38							
08	Other Special Items	#DIV/0!	\$0.00		\$0.00								
15	Receipts from Delinquent Taxes	#DIV/0!	\$0.00		\$0.00								
<b><i>Amount to be raised by taxation</i></b>													
07	Local Tax for Municipal Purposes	3.18%	\$10,555.78	\$332,359.00	\$342,914.78	\$342,914.78							
07	Minimum Library Tax	#DIV/0!	\$0.00		\$0.00								
54	Open Space Levy Tax	#DIV/0!	\$0.00		\$0.00								
56	Arts and Cultural Levy Tax	#DIV/0!	\$0.00		\$0.00								
07	Addition to Local District School Tax	#DIV/0!	\$0.00		\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00		\$0.00								
	<b>Total</b>	<b>11.79%</b>	<b>\$78,739.12</b>	<b>\$667,748.04</b>	<b>\$746,487.16</b>	<b>\$746,487.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**USER FRIENDLY BUDGET SECTION - APPROPRIATIONS SUMMARY (ALL OPERATING FUNDS)**

FCOA	Budgeted Full-Time	Positions Part-Time	% Difference Current v. Prior Year	\$ Difference Current v. Prior Year	Total Modified Appropriation for Service Type (Prior Year)	Total Appropriation for Service Type (Current Year)	General Budget	Public & Private Offsets	Open Space Budget	Arts and Culture Trust Fund	Utility	Utility	Utility	Utility	Utility
20 General Government		7.00	17.57%	\$27,752.38	\$157,940.60	\$185,692.98	\$164,340.60	\$21,352.38							
21 Land-Use Administration		1.00	0.00%	\$0.00	\$26,836.44	\$26,836.44	\$26,836.44								
22 Uniform Construction Code		2.00	0.00%	\$0.00	\$6,662.00	\$6,662.00	\$6,662.00								
23 Insurance			33.63%	\$5,078.12	\$15,100.00	\$20,178.12	\$20,178.12								
25 Public Safety			1.64%	\$1,000.00	\$60,800.00	\$61,800.00	\$61,800.00								
26 Public Works		1.00	1.87%	\$1,640.00	\$87,500.00	\$89,140.00	\$88,600.00	\$540.00							
27 Health and Human Services			0.12%	\$28.00	\$22,700.00	\$22,728.00	\$22,728.00								
28 Parks and Recreation			1201.45%	\$118,944.00	\$9,900.00	\$128,844.00	\$8,000.00	\$120,844.00							
29 Education (including Library)			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
30 Unclassified			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
31 Utilities and Bulk Purchases			0.00%	\$0.00	\$26,000.00	\$26,000.00	\$26,000.00								
32 Landfill / Solid Waste Disposal			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
35 Contingency			0.00%	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00								
36 Statutory Expenditures			2.86%	\$314.00	\$10,991.00	\$11,305.00	\$11,305.00								
37 Judgements			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
42 Shared Services			0.00%	\$0.00	\$45,000.00	\$45,000.00	\$45,000.00								
43 Court and Public Defender			-3.90%	(\$558.00)	\$14,318.00	\$13,760.00	\$13,760.00								
44 Capital			-35.71%	(\$15,000.00)	\$42,000.00	\$27,000.00	\$27,000.00								
45 Debt			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
46 Deferred Charges			-98.84%	(\$3,459.38)	\$3,500.00	\$40.62	\$40.62								
48 Debt - Type 1 School District			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
50 Reserve for Uncollected Taxes			4.00%	\$3,000.00	\$75,000.00	\$78,000.00	\$78,000.00								
55 Surplus General Budget			#DIV/0!	\$0.00	\$0.00	\$0.00									
<b>Total</b>	<b>0.00</b>	<b>11.00</b>	<b>22.83%</b>	<b>\$138,739.12</b>	<b>\$607,748.04</b>	<b>\$746,487.16</b>	<b>\$603,750.78</b>	<b>\$142,736.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA**

<b>Property Tax Assessments - Taxable Properties (October 1, 2021 Value)</b>			
	# of Parcels	Assessed Value	% of Total
1 Vacant Land	13	\$1,193,500.00	2.03%
2 Residential	154	\$53,747,300.00	91.27%
3A/3B Farm	2	\$10,800.00	0.02%
4A Commercial	10	\$3,935,700.00	6.68%
4B Industrial	0	\$0.00	0.00%
4C Apartments	0	\$0.00	0.00%
5A/5B Railroad	0	\$0.00	0.00%
6A/6B Business Personal Property	2	\$0.00	0.00%
<b>Total</b>	<b>181</b>	<b>\$58,887,300.00</b>	<b>100.00%</b>

  

Average Ratio (%), Assessed to True Value	98.20%
Equalized Valuation, Taxable Properties	\$59,966,700.61

  

Total # of property tax appeals filed in 2021	County Tax Board	0.00
	State Tax Court	0.00
Number of 2021 County Tax Board decisions appealed to Tax Court		0.00
Number of pending property tax appeals in State Tax Court		0.00

  

Amount paid out by municipality for tax appeals in 2021	\$0.00
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<b>Property Tax Assessments - Exempt Properties (October 1, 2021 Value)</b>			
	# of Parcels	Assessed Value	% of Total
15A Public Schools	0		0.00%
15B Other Schools	0		0.00%
15C Public Property	21	\$7,008,600.00	48.26%
15D Church and Charities	4	\$6,987,600.00	48.11%
15E Cemeteries & Graveyards	0		0.00%
15F Other Exempt	3	\$527,100.00	3.63%
<b>Total</b>	<b>28</b>	<b>\$14,523,300.00</b>	<b>100.00%</b>

  

Percentage of Exempt vs. Non-Exempt Properties 24.66%

<b>Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements</b>				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2021 Total Tax Rate
G Commercial/Industrial Exemption				
I Dwelling Exemption				
J Dwelling Abatement				
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
<b>Total 5 Yr Exemptions/Abatements</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





**USER FRIENDLY BUDGET SECTION  
BUDGETED PERSONNEL COSTS**

Organization / Individuals Eligible for Benefit	# of Full-Time Employees	# of Part-Time Employees	Total Personnel Cost	Base Pay	Overtime and other Compensation	Pension (Estimate)	Health Benefits Net of Cost Share	Employment Taxes and Other Benefits
Governing Body			0.00					
Supervisory Staff (Department Heads & Managers)		4.00	48,844.00	\$45,344.00		\$3,500.00		
Police Officers (Including Superior Officers)			0.00					
Fire Fighters (Including Superior Officers)			0.00					
All Other Union Employees not listed above			0.00					
All Other Non-Union Employees not listed above		7.00	23,895.04	\$21,595.04		\$2,300.00		
<b>Totals</b>	0.00	11.00	72,739.04	\$66,939.04	\$0.00	\$5,800.00	\$0.00	\$0.00

Is the Local Government required to comply with N.J.S.A. 11A **(Civil Service)**? - YES or NO

**NO**

Note - **Base Pay** is the annualized rate of pay to which overtime (if eligible) and/or pension is calculated. Either calculation is fine at the discretion of the Local Unit. Overtime and other compensation is any other item that is charged as a salary and wage expense but not included in Base Pay.

**USER FRIENDLY BUDGET SECTION - HEALTH BENEFITS**

	<b>Current Year # of Covered Members (Medical &amp; Rx)</b>	<b>Current Year Annual Cost Estimate per Employee</b>	<b>Total Current Year Cost</b>	<b>Prior Year # of Covered Members (Medical &amp; Rx)</b>	<b>Prior Year Annual Cost per Employee (Average)</b>	<b>Total Prior Year Cost</b>
<b><u>Active Employees - Health Benefits - Annual Cost</u></b>						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative - )						
Subtotal	0.00		\$0.00	0.00		\$0.00
<b><u>Elected Officials - Health Benefits - Annual Cost</u></b>						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative - )						
Subtotal	0.00		\$0.00	0.00		\$0.00
<b><u>Retirees - Health Benefits - Annual Cost</u></b>						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative - )						
Subtotal	0.00		\$0.00	0.00		\$0.00
<b>GRAND TOTAL</b>	<b>0.00</b>		<b>\$0.00</b>	<b>0.00</b>		<b>\$0.00</b>

Note - other health insurances such as dental and vision are not included in this analysis unless included in the employees total premium. Therefore, the total from this sheet may not agree with the budgeted appropriation.

**Is medical coverage provided by the SHBP (Yes or No)?**

<b>NO</b>
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**Is prescription drug coverage provided by the SHBP (Yes or No)?**

<b>NO</b>
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**USER FRIENDLY BUDGET SECTION - OUTSTANDING DEBT; PER CAPITA AND BUDGET IMPACT**

		Gross Debt	Deductions	Net Debt					
					Current Year Budget	2023 Budget	2024 Budget	All Additional Future Years' Budgets	
Local School Debt				\$0.00	Utility Fund - Principal				
Regional School Debt				\$0.00	Utility Fund - Interest				
<u>Utility Fund Debt</u>					Bond Anticipation Notes - Principal				
				\$0.00	Bond Anticipation Notes - Interest				
				\$0.00	Bonds - Principal				
				\$0.00	Bonds - Interest				
				\$0.00	Loans & Other Debt - Principal				
				\$0.00	Loans & Other Debt - Interest				
				\$0.00	<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00
<u>Municipal Purposes</u>					Total Principal	\$0.00	\$0.00	\$0.00	\$0.00
Debt Authorized (BNI)				\$0.00	Total Interest	\$0.00	\$0.00	\$0.00	\$0.00
Notes Outstanding				\$0.00	% of Total Current Year Budget	0.00%			
Bonds Outstanding				\$0.00					
Loans and Other Debt				\$0.00					
<b>Total (Current Year)</b>		\$0.00	\$0.00	\$0.00	Description	Debt Not Listed Above			
Population (2020 census)					Total Guarantees - Governmental				
Per Capita Gross Debt		#DIV/0!			Total Guarantees - Other				
Per Capita Net Debt		#DIV/0!			Total Capital/Equipment Leases				
3 Year Average Property Valuation					Total Other				
Net Debt as % of 3 Year Average Property Valuation				#DIV/0!	<b>Bond Rating</b>	<u>Moody's</u>	<u>Standard &amp; Poors</u>	<u>Fitch</u>	
					Rating				
					Year of Last Rating				
					<b>Mark "X" if Municipality has no bond rating</b>				









**USER FRIENDLY BUDGET SECTION - Notes**

(Press ALT-Enter to go to a new line in each cell)
