



Millstone Borough

REGULAR MEETING AGENDA

May 16, 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)

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



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Also Present:

MINUTES:

- April 18, 2022 Regular meeting minutes (MC 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:

- **RESOLUTION ACCEPTING AND ACKNOWLEDGING THE 2021 MILLSTONE BOROUGH AUDIT.**



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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 2021 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:

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



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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 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, 2021.**

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

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, 2021; and

WHEREAS, the Mayor and Council of the Borough of Millstone has received and considered the Corrective Action Plan for the 2021 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, 2021.

- **2ND READING AND PUBLIC HEARING OF 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)**
 - Motion to open the public hearing
 - Motion to close the public hearing
 - Motion to adopt

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,



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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.

• **PUBLIC HEARING ON THE 2022 MILLSTONE BOROUGH MUNICIPAL BUDGET**

- Motion to open the meeting to the public
- Motion to close the meeting to the public

• **RESOLUTION TO ADOPT THE 2022 MILLSTONE BOROUGH BUDGET**

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

BE IT FURTHER RESOLVED, that said Budget was published in the Courier News in the issue of April 25, 2022; and

BE IT FURTHER RESOLVED, that the Governing Body of the Borough of Millstone does hereby approve the document as the Budget for the year 2022:

RECORDED VOTE		
((ABSTAINED (
AYES (NAYS (
((ABSENT
(

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

A hearing on the Budget and Tax Resolution was held in the Borough Hall, on May 16, 2022 at 7:30 PM at which time comments, including objections, to said Budget and Tax Resolution for the year 2022 were



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presented by taxpayers or other interested persons.

OLD BUSINESS:

- Sewers –
- LEPC –
- FEMA/Mitigation
- Comcast Franchise Renewal
- Status of PILOT
- Mindel Property

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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Millstone Borough Claims list

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11:25 PM

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: 04/19/22 to 12/31/22

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					
		5 CONCEPTUAL DESIGN FOR SANITARY	6,394.00	C-04-55-222-011		B RESERVE FOR PRELIMINARY EXPENSES	P	110 09/21/21	05/07/22	05/12/22	507451080
22-00003	01/10/22	COMPASSM COMPASSMSP				B					
		11 MICROSOFT 365 LICENSE-MAY	12.50	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5297 01/10/22	05/02/22	05/12/22	159829
		12 MICROSOFT EMAIL PLAN-MAY	96.00	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5297 01/10/22	05/02/22	05/12/22	159829
			108.50								
22-00006	01/11/22	PSEG PSE&G				B					
		6 ELEC;66-363-804-03;AMWELL ROAD	102.70	2-01-31-435-205		B STREET LIGHTING	P	5305 01/11/22	05/12/22	05/12/22	BILL:5/6/22
22-00007	01/11/22	PSEG PSE&G				B					
		6 ELEC;65-081-353-09;AMWELL&MAIN	105.26	2-01-31-435-205		B STREET LIGHTING	P	5306 01/11/22	05/12/22	05/12/22	BILL: 5/6/22
22-00008	01/11/22	PSEG PSE&G				B					
		6 ELEC;13-014-015-01;VARIOUS	769.56	2-01-31-435-205		B STREET LIGHTING	P	5307 01/11/22	05/12/22	05/12/22	BD: 5/11/22
22-00011	01/30/22	NJAMWATE NJ AMERICAN WATER				B					
		5 ACCT 210022093410; MAIN ST	31.44	2-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	P	5301 01/30/22	05/02/22	05/12/22	BD: 4/21/2022
22-00012	01/30/22	NJAMWATE NJ AMERICAN WATER				B					
		5 ACCT 210022797651; HYDRANTS	1,066.72	2-01-25-265-202		B FIRE HYDRANT SERVICE	P	5302 01/30/22	05/02/22	05/12/22	BD: 4/20/22
22-00013	01/30/22	COMCAST COMCAST				B					
		5 INTERNET;VOICE SERVICE	167.56	2-01-31-440-210		B TELEPHONE	P	5296 01/30/22	05/02/22	05/12/22	BD: 4/11/22
22-00018	02/09/22	VERIZONV VERIZON WIRELESS				B					
		5 WIRELESS COMMUNICATIONS	214.06	2-01-31-440-210		B TELEPHONE	P	5293 02/09/22	05/12/22	05/12/22	9905018364
22-00019	02/11/22	REPUBLIC REPUBLIC SERVICES				B					
		5 SANITATION SERVICES; 9865002	2,774.42	2-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5308 02/11/22	05/07/22	05/12/22	0865-002217329
22-00022	02/11/22	RLDATA R & L DATA CENTERS				B					
		6 APRIL PAYROLL	160.00	2-01-20-100-200		B A&E-OTHER EXPENSES	P	5309 02/11/22	05/12/22	05/12/22	106366



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Millstone Borough
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
22-00023	02/11/22	OFFENSTE STEPHEN OFFEN				B					
		7 LEGAL SERVICES FOR MARCH	450.00	2-01-20-155-200	B	LEGAL-OTHER EXPENSES	P	5304 02/11/22	05/07/22	05/12/22	11203974
		8 LEGAL SERVICES FOR MARCH	625.00	2-01-20-155-200	B	LEGAL-OTHER EXPENSES	P	5304 02/11/22	05/07/22	05/12/22	11203973
			1,075.00								
22-00028	02/25/22	SUBURBAN SUBURBAN CONSULTING ENGINEERS				B					
		4 ENGINEERING SERVICES	165.00	C-04-55-222-011	B	RESERVE FOR PRELIMINARY EXPENSES	P	111 02/27/22	05/12/22	05/12/22	52431
22-00030	03/03/22	VESELCAU LAURA VESCE				B					
		6 REZMB - STAMPS	58.00	2-01-20-130-200	B	FINANCE-OTHER EXPENSES	P	5310 03/03/22	05/02/22	05/12/22	
		7 REZMB - INK FOR PRINTER	44.67	2-01-20-130-200	B	FINANCE-OTHER EXPENSES	P	5310 03/03/22	05/02/22	05/12/22	
			102.67								
77-00031	03/03/22	AMCONTRA A.W. CONTRACTING				R					
		8 LANDSCAPE SERVICES - APRIL	401.54	2-01-26-300-200	B	BUILDINGS&GROUNDS-OTHER EXPENSES	P	5294 03/03/22	05/12/22	05/12/22	APRIL
22-00036	03/12/22	FRANKPOL FRANKLIN TOWNSHIP POLICE DEPT				B					
		5 POLICE SERVICES-APRIL	1,960.00	2-01-42-390-212	B	INTERLOCAL POLICE SERVICE	P	5298 03/12/22	05/07/22	05/12/22	2057
22-00037	03/14/22	COMPASSM COMPASSMSP				B					
		4 IT SERVICES-3/11/22 - Can't	200.00	2-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5297 03/14/22	05/02/22	05/12/22	159270
22-00041	04/02/22	GANNETT NJ GANNETT NJ NEWSPAPERS				B					
		4 LEGAL AD - 3/2-Ord 2022-001	48.26	2-01-20-110-200	B	MAYOR & COUNCIL-OTHER EXPENSES	P	5299 04/02/22	05/02/22	05/12/22	0004536037
22-00049	04/10/22	GERALMUL LAW OFFICES OF GERALD MULLER				B					
		3 PLANNING BD ATTORNEY SERVICES	252.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5300 04/10/22	05/12/22	05/12/22	14624
22-00050	04/12/22	NJCN NJ CONFERENCE OF MAYORS				B					
		1 REGISTRATIION FOR MAYOR HECK	325.00	2-01-20-100-201	B	A&E-EMPLOYEE DEVELOPMENT	P	5303 04/12/22	05/12/22	05/12/22	
		2 BOARD OF DIRECTOR DINNER	95.00	2-01-20-100-201	B	A&E-EMPLOYEE DEVELOPMENT	P	5303 04/12/22	05/12/22	05/12/22	
			420.00								
22-00053	04/12/22	CARTERVA CARTER VAN DYKE ASSOCIATES				B					
		6 PLANNING SERVICES	595.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5295 04/12/22	05/12/22	05/12/22	19080
		7 PLANNING SERVICES-	255.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5295 04/12/22	05/12/22	05/12/22	19082
			850.00								

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	
22-00054	04/12/22	SUBURBAN SUBURBAN CONSULTING ENGINEERS				B						
		3 ESCROW - COUNTRY CLASSIC	721.50	T-28-56-001-001	B	TRUST ESCROW EXPENSES	P	1208 04/12/22	05/12/22	05/12/22	52430	
22-00056	05/12/22	GERALMUL LAW OFFICES OF GERALD MULLER				B						
		2 PROFESSIONAL ATTORNEY	1,575.00	T-28-56-001-001	B	TRUST ESCROW EXPENSES	P	1207 05/12/22	05/12/22	05/12/22	14625	
Total Purchase Orders: 23			Total P.O. Line Items: 28			Total List Amount: 19,665.19		Total Void Amount: 0.00				



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Totals by Year-Fund	Fund	Budget Total
Fund Description		
	2-01	10,809.69
	C-04	6,559.00
	T-28	2,296.50
Total of All Funds:		<u>19,665.19</u>