



Millstone Borough
REGULAR MEETING AGENDA
February 21, 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: 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>	Councilwoman Mandy Coppola	Present
	Councilman Robert Galli	Present
	Councilwoman Karin Kidd	Present
	Councilwoman Kristen Ross	Present
	Councilman Jonathan Stashek	Absent
	Council President Alan Kidd	Present
	Mayor Raymond Heck	Present



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Also Present: Attorney Stephen Offen, CFP Laura Vesce and Borough Clerk Gregory Bonin

MINUTES:

- January 17, 2022 Regular meeting minutes

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

Roll Call: Coppola – yes, Galli – yes, K. Kidd – abstain, Ross – yes, A. Kidd – abstain, Heck - yes

REPORTS:

- Assessor – no report
- Clerk – no report
- Emergency Management (OEM/State Police/Fire) – Mayor Heck reported that collapse of the bait shop on North River Rd. He also reported that the State Police has approved our EOP and the Borough Council should review the document as they are a part of the emergency management team.
- Finance/Tax Collection – no report
- Historic Commission – no report
- Recreation Commission – no report

COUNCIL REPORTS:

- Buildings and Grounds – no report
- Planning Board – Councilman Galli reported that at the last Planning Board meeting the Complete Streets grant was the main topic, specifically a discussion about where to place new sidewalks.
- Traffic and Roads – no report

MAYOR'S REPORT:

Mayor Heck reported that on today's agenda is a resolution to hire Suburban Engineers Consultants Inc to research funding sources and make recommendations to the borough to fund our sewer project. Funding sources includes Federal, State and County sources. This firm is very well versed in these matters. Also, Mayor Heck reported that our other consultant Mott McDonald is doing conceptual sewer design, follow up meeting is this coming Friday. Mayor Heck stated the plan moving forward to have multiple town meetings so residents can be informed and provide input. Mayor Heck asked Clerk Bonin to include both the Mayor and Councilman Galli on the meeting invite details.

Mayor Heck stated we continue to pursue our FEMA grant for property elevations and relocations. We continue to work on this matter and there are a few other items needed for the applications.

Mayor Heck stated the bait shop collapse due to recent storms undermining the land beneath. He commented that the "silver lining" may be that this may help our applications for retrofitting some of the other homes in town and assist with their applications.

Mayor Heck stressed that any questions about our FEMA applications should be directed to him as much information is being spread on social media. Too many rumors and false statements on these sites.



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Mayor Heck reported that Chris Testa, from the State of NJ, has nominated us for grant so we can do study on property resiliency in the community.

Councilman Galli commented that on the Planning Board there are many different opinions on what should be done with sidewalks in the Borough

Mayor Heck reported that he has spoken with Hillsborough elected officials about the impacts of development in Hillsborough and how it will affect Millstone. Obviously, this will create more traffic. Millstone must be an active participant at the Hillsborough planning board to discuss and challenge the developments. Mayor Heck stated he also spoke with Montgomery officials. Mayor Heck will be pushing to have truck traffic restricted on Rt 533 as trucks can use new bypass.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

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

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – yes, A. Kidd - yes

none

- Motion to Close the Meeting to the Public

Councilwoman Ross offered a motion to close the meeting to the public. Seconded by Councilwoman Kidd

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – yes, A. Kidd - yes

CLAIMS FOR PAYMENT

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

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

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – 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

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



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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 APPROVING TEMPORARY EMERGENCY APPROPRIATIONS PURSUANT TO N.J.S.A. 40A:4-20**

Councilwoman Ross offered a resolution to approve temporary appropriations. Seconded by Councilwoman Kidd.

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – yes, A. Kidd - yes

WHEREAS, the Local Budget Law, specifically N.J.S.A. 40A:4-20, requires that the governing body of a municipality shall by Resolution make emergency temporary appropriations for any purposes for which appropriations may lawfully be made for the period between the beginning of the Calendar year and the adoption of budget; and

WHEREAS, the date of this Resolution is prior to the adoption of the 2022 Calendar Year Budget; and

NOW, THEREFORE, IT IS RESOLVED, by the Mayor and Borough Council of the Borough of Millstone, County of Somerset, New Jersey that the following Temporary Emergency Appropriation be made and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her record.

<u>CURRENT FUND</u>	<u>AMOUNT</u>
2-01-23-220-208	\$2,000.00

• **RESOLUTION APPOINTING MUNICIPAL COURT OFFICIALS**

Councilwoman Kidd offered a resolution to appoint municipal court officials. Seconded by Councilwoman Ross.

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – yes, A. Kidd - yes

BE IT RESOLVED by the Mayor and Borough Council of The Borough of Millstone, County of Somerset, State of New Jersey that the following appointments are hereby confirmed;

1. Maureen Vella as Chief Municipal Judge of the Borough of Millstone for a three-year term ending December 31, 2024
2. Norman W. Albert as Borough Prosecutor of the Borough of Millstone for a one-year term ending December 31, 2022
3. Mohamed S Jallah as Associate Borough Prosecutor of the Borough of Millstone for a one-year term ending December 31, 2022
4. Charig D. Mehta as Alternate Borough Prosecutor of the Borough of Millstone for a one-year term ending December 31, 2022



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5. Dennis Auciello as Public Defender of the Borough of Millstone for a one-year term ending December 31, 2022

- **Introduction of Ordinance 2022-001: AN ORDINANCE AUTHORIZING FUNDING FROM THE CAPITAL IMPROVEMENT FUND FOR STORM DRAINAGE REPAIR/REPLACEMENT ON BEARDSLEE ROAD and set the public hearing for March 21, 2022**

Councilwoman Ross offered a motion to introduce Ordinance 2022-001 and set the public hearing for March 21, 2022. Seconded by Councilwoman Kidd.

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – yes, A. Kidd - yes

BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey as follows:

1. A need exists for a capital improvement of storm drainage repair/replacement on 32 Beardslee Road.
2. The improvement described in Section 1 above is hereby authorized to be made in the sum of \$18,035.03.
3. This improvement is not a current expense, it is a capital improvement within the Borough of Millstone, County of Somerset, State of New Jersey.
4. This Capital Improvement Ordinance is established to fund said improvement from the Capital Improvement Fund.
5. Effective Date: This Ordinance shall take effect upon final passage and publication as required by law.

- ~~**ORDINANCE NO. 2022-002: AN ORDINANCE GRANTING RENEWAL OF MUNICIPAL CONSENT TO COMCAST OF CENTRAL NEW JERSEY II, LLC. TO CONSTRUCT, CONNECT, OPERATE AND MAINTAIN A CABLE TELEVISION AND COMMUNICATIONS SYSTEM IN THE MUNICIPALITY OF MILLSTONE, SOMERSET COUNTY, NEW JERSEY**~~

This matter was tabled to get clarity on issues raised by the Mayor.

- **RESOLUTION ESTABLISHING A PRELIMINARY COST APPROPRIATION FUNDED BY THE CAPITAL IMPROVEMENT ACCOUNT OF THE GENERAL CAPITAL FUND**

Councilwoman Kidd offered a motion to. Seconded by Councilwoman Ross

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – yes, A. Kidd - yes



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WHEREAS, the Borough of Millstone hereby acknowledges the requirement of preliminary costs to determine the scope and cost of a proposed undertaking. The Borough of Millstone desires to minimize the financial impact of a sewer system to the residents by researching alternate funding sources and grants and that amount to be charged is for the purpose for which bonds may be issued under Chapter 2 of Title 40A; and

NOW, THEREFORE, BE IT RESOLVED, that the amount appropriated for preliminary costs for this undertaking shall not exceed \$10,000.00 and the Chief Financial Officer is authorized to set up a “Reserve for Preliminary Expenses” out of the Capital Improvement Fund of the General Capital Fund.

- **RESOLUTION TO HIRE SUBURBAN CONSULTING ENGINEERS INC. (SEC) TO RESEARCH AND RECOMMEND THE MOST BENEFICIAL FUNDING RESOURCES FOR THE BOROUGH’S CONCEPTUAL SEWER PROJECT**

Councilwoman Kidd offered a resolution to hire an engineering firm to research the best funding options for the borough sewer project. Seconded by Councilwoman Ross

Councilman Gallie asked which documents are part of the resolution. Attorney Offen stated that the SEC rates and proposal letter have been provided to the Borough Council. Attorney Offen commented that this will be the first time the Borough will be spending funds on this sewer project. Attorney Offen has sent SEC numerous agreements and documents for them to review as part of their process. Borough Planner Carter Van Dyke also forward them relevant documents. SEC will then evaluate the documents and meet with borough officials to see which funding sources are best for borough.

Councilman Galli asked that the Borough Council be informed prior to having a resolution placed in front of them. More information would be helpful.

Roll Call: Coppola – yes, Galli – yes, K. Kidd – yes, Ross – yes, A. Kidd - yes

WHEREAS, Borough of Millstone desires to pursue providing sewer services to the residents of the Borough; and

WHEREAS, the Borough Council may authorize professional service contracts through the “Alternate Procurement” process (as defined by N.J.S.A. 19:44A-20.4) meaning the award is made by the Borough Council in its judgment of which provider will best serve the interests of the citizens of the Borough of Millstone, and not by a “fair and open” process (as defined by N.J.S.A. 19:44A-20.7) such as awarding to the lowest bidder; and

WHEREAS, the Borough Council desires to minimize the financial impact of a sewer system to the residents by researching alternate funding sources and grants; and

WHEREAS, to reach this goal the Borough wishes to enter into an agreement with a professional engineering service who has extensive experience with other governmental agencies regarding Water, Wastewater and Stormwater utility needs; and



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WHEREAS, this professional engineering firm should further analyze the Borough's current and future agreements to determine which funding sources and grants would be best for the community; and

WHEREAS, Suburban Consulting Engineers Inc is a professional engineering firm with the credentials, experience and staff well versed in the needs of the Borough.

WHEREAS, the Borough's Qualified Purchasing Agent has determined that the cost for this Service is not anticipated to exceed \$17,500.00, therefor in accordance with N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 19:44A-20.7 the Alternate Procurement Process documents are not required.

WHEREAS, the Borough's CFO 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 subject to the availability and appropriation of funds.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone hereby awards a non-fair and open professional service agreement to Suburban Consulting Engineers in an amount not to exceed \$10,000 for General Engineering Consulting Services in accordance with the attached proposal.

OLD BUSINESS:

- Sewers – Attorney Offen mentioned that we spoke with Suburban Engineers about PILOTS programs. They have general knowledge that we can talk with them in the future.
- LEPC – no report
- FEMA/Mitigation – no report

ADJOURNMENT of Regular Meeting:

Councilwoman Ross offered a motion to adjourn the regular meeting at 8:09 PM. Seconded by Councilwoman Kidd.

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

Attested to:

Gregory J. Bonin, Borough Clerk



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Millstone Borough Claims list

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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: 02/01/22 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					
2		CONCEPTUAL DESIGN FOR SANITARY	2,224.00	C-04-55-222-011		B RESERVE FOR PRELIMINARY EXPENSES	P	103 09/21/21	02/11/22	02/11/22	507446717
22-00003	01/10/22	COMPASS COMPASSMSP				B					
4		MICROSOFT EMAIL PLAN-FEBRUARY	96.00	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5237 01/10/22	02/11/22	02/11/22	156304
5		MICROSOFT 365 LICENSE-PRORATED	5.24	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5237 01/10/22	02/11/22	02/11/22	156304
6		MICROSOFT 365 LICENSE-FEBRUARY	12.50	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5237 01/10/22	02/11/22	02/11/22	156304
			113.74								
22-00006	01/11/22	PSEG PSE&G				B					
3		ELEC;66-363-804-03;AMWELL ROAD	84.84	2-01-31-435-205		B STREET LIGHTING	P	5242 01/11/22	02/11/22	02/11/22	BILL:2/4/22
22-00007	01/11/22	PSEG PSE&G				B					
3		ELEC;65-081-353-09;AMWELL&MAIN	86.98	2-01-31-435-205		B STREET LIGHTING	P	5243 01/11/22	02/11/22	02/11/22	BILL: 2/4/22
22-00008	01/11/22	PSEG PSE&G				B					
2		ELEC;13-014-015-01;VARIOUS	853.86	2-01-31-435-205		B STREET LIGHTING	P	5244 01/11/22	01/30/22	02/11/22	BD: 1/11/22
3		ELEC;13-014-015-01;VARIOUS	1,123.29	2-01-31-435-205		B STREET LIGHTING	P	5249 01/11/22	02/20/22	02/20/22	BD: 2/9/22
			1,977.15								
22-00011	01/30/22	NJAMWATE NJ AMERICAN WATER				B					
2		ACCT 210022093410; MAIN ST	31.44	2-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	P	5239 01/30/22	01/30/22	02/11/22	BD: 1/20/22
22-00012	01/30/22	NJAMWATE NJ AMERICAN WATER				B					
2		ACCT 210022797651; HYDRANTS	1,066.72	2-01-25-265-202		B FIRE HYDRANT SERVICE	P	5240 01/30/22	01/30/22	02/11/22	BD: 1/19/22
22-00013	01/30/22	COMCAST COMCAST				B					
2		INTERNET/VOICE SERVICE	177.62	2-01-31-440-210		B TELEPHONE	P	5236 01/30/22	01/30/22	02/11/22	BD: 1/11/22
22-00014	01/30/22	SOMERRDA SOMERSET COUNTY				B					
2		SNOW & ICE SALTING-1/5/22	267.30	2-01-26-291-200		B SNOW REMOVAL-OTHER EXPENSES	P	5247 01/30/22	01/30/22	02/11/22	RB2022-0009
3		SNOW & ICE SALTING-1/6-1/7	534.60	2-01-26-291-200		B SNOW REMOVAL-OTHER EXPENSES	P	5247 01/30/22	01/30/22	02/11/22	RB2022-0009
4		SNOW & ICE PLOWING-1/6-1/7	364.20	2-01-26-291-200		B SNOW REMOVAL-OTHER EXPENSES	P	5247 01/30/22	01/30/22	02/11/22	RB2022-0009
5		SNOW & ICE PLOWING-1/16	130.64	2-01-26-291-200		B SNOW REMOVAL-OTHER EXPENSES	P	5247 01/30/22	01/30/22	02/11/22	RB2022-0009



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Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
22-00014	01/30/22	SOMERROA SOMERSET COUNTY		Continued							
6		SNOW & ICE SALTING -1/16-17	880.51	2-01-26-291-200		B SNOW REMOVAL-OTHER EXPENSES	P	5247 01/30/22	01/30/22	02/11/22	RB2022-0009
			2,177.25								
22-00018	02/09/22	VERIZONW VERIZON WIRELESS				B					
2		WIRELESS COMMUNICATIONS	214.11	2-01-31-440-210		B TELEPHONE	P	5234 02/09/22	02/09/22	02/09/22	9898136810
22-00019	02/11/22	REPUBLIC PUBLIC SERVICES				B					
2		SANITATION SERVICES; 9865002	2,774.42	2-01-26-305-200		B SANITATION-OTHER EXPENSE	P	5245 02/11/22	02/11/22	02/11/22	0865-002177638
22-00020	02/11/22	MDDCTYIN MIDD CTY MUN JOINT INS FUND				B					
1		2022 - ASSESSMENT-50% DUE	9,000.00	2-01-23-220-208		B INSURANCE-OTHER INSURANCE PREMIUMS	P	5235 02/11/22	02/11/22	02/11/22	2022 ASSESSMENT
22-00021	02/11/22	GANNETT NJ NEWSPAPERS				B					
1		ADVERTISEMENT - TAX SALE	174.32	1-01-20-145-200		B TAX COLLECTOR-OTHER EXPENSES	P	5238 02/11/22	02/11/22	02/11/22	4333571
22-00022	02/11/22	RLDATA R & L DATA CENTERS				B					
2		JANUARY PAYROLL	160.00	2-01-20-100-200		B A&E-OTHER EXPENSES	P	5246 02/11/22	02/11/22	02/11/22	105587
3		W2 PROCESSING	202.50	2-01-20-100-200		B A&E-OTHER EXPENSES	P	5246 02/11/22	02/11/22	02/11/22	105587
			362.50								
22-00023	02/11/22	OFFENSTE STEPHEN OFFEN				B					
2		LEGAL SERVICES FOR JANUARY	600.00	2-01-20-155-200		B LEGAL-OTHER EXPENSES	P	5241 02/11/22	02/11/22	02/11/22	11183648
22-00024	02/11/22	GERALMUL LAW OFFICES OF GERALD MULLER				B					
1		PLANNING BD SERVICES - NOV	840.00	T-28-56-001-001		B TRUST ESCROW EXPENSES	P	1205 02/11/22	02/11/22	02/11/22	14455
2		PLANNING BD SERVICES - NOV	84.00	T-28-56-001-001		B TRUST ESCROW EXPENSES	P	1205 02/11/22	02/11/22	02/11/22	14454
			924.00								
22-00025	02/11/22	MILLPAYR MILLSTONE BORO PAYROLL				B					
1		FEBRUARY PAYROLL	4,472.44	2-01-55-901-004		B DUC TO/FROM PAYROLL	P	150 02/11/22	02/11/22	02/11/22	FEBRUARY
2		FEBRUARY PAYROLL-OASI	342.12	2-01-36-472-213		B SOCIAL SECURITY	P	150 02/11/22	02/11/22	02/11/22	FEB PAYROLL
			4,814.56								
22-00026	02/20/22	COUNTRYS COUNTRYSIDE				B					
1		TREE REMOVAL FROM IDA	4,400.00	C-04-55-222-007		B RESRVE: TREE REMOVAL & PRUNING	P	104 02/20/22	02/20/22	02/20/22	2298
2		TREE REMOVAL	3,650.00	C-04-55-222-007		B RESRVE: TREE REMOVAL & PRUNING	P	104 02/20/22	02/20/22	02/20/22	2297
			8,050.00								

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
22-00027	02/20/22	COUNTRYS COUNTRYSIDE				B					
1		TREE REMOVAL	750.00	1-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	P	5248 02/20/22	02/20/22	02/20/22	2297

Total Purchase Orders: 19 Total P.O. Line Items: 30 Total List Amount: 35,603.65 Total Void Amount: 0.00



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