



# Millstone Borough

## REGULAR MEETING AGENDA

November 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)

=====

**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.

<b><u>ROLL CALL:</u></b>	Councilwoman Mandy Coppola	Present
	Councilman Robert Galli	Present – joined later in the meeting
	Councilwoman Karin Kidd	Present
	Councilwoman Kristen Ross	Present
	Councilman Jonathan Stashek	Present
	Council President Alan Kidd	Present
	Mayor Raymond Heck	Present

Also Present: Attorney Steven Offen and Borough Clerk Gregory Bonin

=====



# Millstone Borough

## REGULAR MEETING AGENDA

### November 21, 2022

---

#### **MINUTES:**

- September 19, 2022 Regular meeting minutes

Council President Kidd offered a motion to approve the minutes. Seconded by Councilman Stashek

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

- October 17, 2022 Regular meeting minutes

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

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

- October 17, 2022 Executive meeting minutes

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

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

#### **REPORTS:**

- Assessor – no report
- Clerk – Borough Clerk Bonin reported the recent election was held without incident.
- Emergency Management (OEM/State Police/Fire) – no report
- Finance/Tax Collection – no report
- Historic Commission – Mayor Heck reported the new historic signs will be installed soon, also the Journey to the Past was well attended.
- Recreation Commission – Mayor Heck said the Recreation Committee will be doing something different for the Christmas celebration, he teased it will have a “Willy Wonka” effect.

#### **COUNCIL REPORTS:**

- Buildings and Grounds – no report
- Planning Board – no report
- Traffic and Roads – Council President Kidd reported that borough wide leaf pickup is tomorrow. Leaves must be raked to curb not on property. Next leaf pick up December 14<sup>th</sup>.

#### **MAYOR’S REPORT:**

Mayor Heck reported that he is working on our emergency management program and new computer system which will be easier to use. This will help in emergencies and with applying for grants.

Mayor Heck announced he was recently sworn in as 107<sup>th</sup> President of the NJ League of Municipalities. He stated it is a great honor and will give the borough more access to those in authority to help achieve our goals.

Mayor Heck led a brief discussion of the FEMA applications and cost increase associated with the projects.



# Millstone Borough

## REGULAR MEETING AGENDA

November 21, 2022

---

### **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 Councilman Stashek.

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

There was no public wishing to be heard.

- Motion to Close the Meeting to the Public

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

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

Councilman Galli joined meeting at this time.

### **CLAIMS FOR PAYMENT**

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

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

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

**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 TO AWARD A CONTRACT FOR SOLID WASTE COLLECTION SERVICES**



## Millstone Borough REGULAR MEETING AGENDA November 21, 2022

Council President Kidd offered a resolution to award a contract for solid waste collection services. Seconded by Councilman Stashek.

Attorney Offen explained that Dave's Suburban Disposal was the low bidder but did not include an annual report with their bid. Attorney Offen stated this was a material defect which made their bid defective and incurable. The only other bidder was Raritan Valley Disposal. Attorney Offen stated the importance of the document is to show the financial integrity of company. Without that document you do not know which company is financially solvent and able to do the contract. Attorney Offen stated it would be unfair to rebid the contract as prices are now public.

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

WHEREAS, bids were received by the Borough's Qualified Purchasing Agent on October 11, 2022 for Solid Waste Collection (the "Project") and

WHEREAS, bids were received from Dave's Suburban Disposal Service, LLC ('Dave's) and Republic Services of NJ d/b/a Raritan Valley Disposal ('Republic Services'); and

WHEREAS, the bid received from Dave's was the numerically lowest, however did not include a copy of their annual report as required by N.J.A.C. 7:26H-6.1, and N.J.A.C. 7:26H-6.5, (d)(2); and

WHEREAS, the Borough Attorney determined that the omission of the annual report in the bid submission is deemed a 'fatal flaw' which cannot be corrected; and

WHEREAS, the Borough's Qualified Purchasing Agent and Attorney deemed the bid submitted by Republic Services complete, responsible and responsive.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Millstone, Somerset County, that the bid received from Dave's for the Project is hereby rejected; and

BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Millstone, Somerset County, that 1) a contract for the Project be awarded to Republic Services of NJ d/b/a Raritan Valley Disposal, 9 Frontage Road, Clinton, NJ 08809; and 2) the Borough shall compensate the Contractor for the Project in accordance with the Contract Documents for a three year contract in the amount not to exceed:

1 <sup>st</sup> Year (January 1, 2023 – December 31, 2023)	\$44,880.00
2 <sup>nd</sup> Year (January 1, 2024 – December 31, 2024)	\$47,124.00
3 <sup>rd</sup> Year (January 1, 2025 – December 31, 2025)	\$49,488.00

---

3 Year Contract Total	\$141,492.00
-----------------------	--------------



# Millstone Borough

## REGULAR MEETING AGENDA

### November 21, 2022

And 3) 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 and the proposal submitted; and

- **RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS IN THE BOROUGH OF MILLSTONE CALENDAR YEAR 2022 BUDGET AMONG CURRENT FUND APPROPRIATIONS PURSUANT TO N.J.S.A. 40A:4-59**

Councilman Stashek offered a resolution to authorize the transfer of funds. Seconded by Councilman Galli.

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

WHEREAS, N.J.S.A. 40A: 4-59 authorizes the transfer of funds during the last two months of a fiscal year and during the first three months of the subsequent fiscal year; and

WHEREAS, certain calendar year 2022 appropriations as budgeted are insufficient to meet the needs for which appropriations were originally established while certain other appropriations appear to have surplus appropriations not currently required to pay claims against the Borough of Millstone for which they were budgeted; and

WHEREAS, the following details indicate the account to which funds need to be transferred and the account from which funds need to be transferred from to ensure adequate appropriations exist where needed to pay claims against the Borough.

FROM:  
Finance, OE  
2-01-20-130-200 - \$2,000.00

TO:  
Information Technology, OE  
2-01-20-140-200 - \$2,000.00

NOW, THEREFORE, IT IS 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 transfer \$2,000.00 of funds as indicated in the foregoing details from the designated appropriation having apparent surplus balances to the designated appropriation having an apparent insufficient balance to ensure that an adequate appropriation balance exist where needed.

- **DISCUSSION – NJDCA Best Practices checklist** – Mayor Heck commented that the Borough is required to complete and submit to the State the annual best practices checklist. It is also a requirement that the governing body discuss the matter at a public meeting. Mayor Heck commented that the borough is very good in this regard, and we do not lose funding each year by answering in the negative for much of the questions.
- **DISCUSSION - New website** – Mayor Heck commented that the staff has a difficult time managing the current website and he would like to migrate our website to Revize Corporation, who will update our website. They also have a much easier management system that will make it much easier for staff to update the website. The Borough Council agreed and instructed staff to proceed with the new website.



# Millstone Borough

## REGULAR MEETING AGENDA

### November 21, 2022

#### **OLD BUSINESS:**

- Sewers – no new information
- Attorney Offen reported that the Mindel property acquisition should take place in early 2023 after the current gun club lease expires.
- LEPC (Local Emergency Planning Committee) – no report
- FEMA/Mitigation – no report
- Status of PILOT – Councilman Galli asked that the scaled back Mott McDonald sewer plan be placed on the December agenda for discussion.

#### **EXECUTIVE SESSION (if necessary):**

Council President Kidd offered a motion to enter executive session at 8:08 PM. Seconded by Councilman Stashek

**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:**

Upon returning from executive session, Councilwoman Ross offered a motion to adjourn the regular meeting at 8:14 PM. Seconded by Councilman Stashek.

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

Attested to:

Gregory J. Bonin, Borough Clerk



# Millstone Borough REGULAR MEETING AGENDA November 21, 2022

## Millstone Borough Claims list

November 17, 2022  
06:59 PM

Millstone Borough  
Purchase Order Listing By P.O. Number

P.O. Type: All  
Range: First to Last  
Format: Detail with Line Item Notes  
Vendors: All  
Rcvd Batch Id Range: First to Last  
Received Date Range: 10/18/22 to 12/31/22  
Include Non-Budgeted: Y  
Open: N  
Paid: Y  
Void: N  
Rcvd: N  
Held: N  
Aprv: N  
Bid: Y  
State: Y  
Other: Y  
Exempt: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	First	I
Item Description					Acct Type	Description	Stat/Chk	Enc Date I
22-00003	01/10/22	COMPASSM COMPASSMSP				B		
23 MICROSOFT 365 LICENSE-NOV			12.50	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5467 06/01/22 :
24 MICROSOFT EMAIL PLAN-NOV			96.00	2-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5467 06/01/22 :
			108.50					
22-00006	01/11/22	PSEG PSE&G				B		
12 ELEC;66-363-804-03;AMWELL ROAD			93.51	2-01-31-435-205		B STREET LIGHTING	P	5476 06/01/22 :
BILL DATE: NOVEMBER 3, 2022								
OCT 4 - NOV 1, 2022								
22-00007	01/11/22	PSEG PSE&G				B		
12 ELEC;65-081-353-09;AMWELL&MAIN			95.89	2-01-31-435-205		B STREET LIGHTING	P	5477 06/01/22 :
BILL DATE: NOV 3, 2022								
OCT 4 - NOV 1, 2022								
22-00008	01/11/22	PSEG PSE&G				B		
12 ELEC;13-014-015-01;VARIOUS			723.98	2-01-31-435-205		B STREET LIGHTING	P	5478 06/01/22 :
BILL DATE: NOV 8, 2022								
OCT 4 - NOV 1, 2022								
22-00011	01/30/22	NJAMWATE NJ AMERICAN WATER				B		
11 ACCT 210022093410; MAIN ST			29.80	2-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	P	5472 05/17/22 :
BILL DATE: OCT 19, 2022								
9/17-10/17								



# Millstone Borough REGULAR MEETING AGENDA November 21, 2022

2 / 5 79.3%

November 17, 2022  
06:59 PM

Millstone Borough  
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	First
Item Description					Acct Type Description		Stat/Chk Enc Date
22-00013	01/30/22	COMCAST			Continued		
10/16-11/15							
22-00018	02/09/22	VERIZONW			B		
11 WIRELESS COMMUNICATIONS		VERIZON WIRELESS	214.13	2-01-31-440-210	B TELEPHONE	P	5466 06/01/22
BILL DATE: OCT 25, 2022							
SEP 26-OCT 25							
22-00019	02/11/22	REPUBLIC			B		
11 SANITATION SERVICES; 9865002		REPUBLIC SERVICES	2,774.42	2-01-26-305-200	B SANITATION-OTHER EXPENSE	P	5479 05/01/22
FOR THE MONTH OF OCTOBER 2022							
22-00022	02/11/22	RLDATA			B		
12 OCTOBER PAYROLL		R & L DATA CENTERS	160.00	2-01-20-100-200	B A&E-OTHER EXPENSES	P	5480 06/01/22
22-00023	02/11/22	OFFENSTE			B		
18 LEGAL SERVICES FOR OCTOBER		STEPHEN OFFEN	1,300.00	2-01-20-155-200	B LEGAL-OTHER EXPENSES	P	5475 06/01/22
BORO OF MILLSTONE							
22-00028	02/25/22	SUBURBAN			B		
6 ENGINEERING SERVICES		SUBURBAN CONSULTING ENGINEERS	1,283.00	C-04-55-222-011	B RESERVE FOR PRELIMINARY EXPENSES	P	114 02/27/22
PROFESSIONAL SERVICES FOR THE SEWER							
PROJECT FOR THE PERIOD OF OCT 1 - NOV 4, 2022							
22-00030	03/03/22	VESCELAU			B		
8 REIMB - INK FOR PRINTER		LAURA VESCE	43.60	2-01-20-130-200	B FINANCE-OTHER EXPENSES	P	5485 03/03/22
9 REIMB - STAMPS			120.00	2-01-20-130-200	B FINANCE-OTHER EXPENSES	P	5485 03/03/22
10 REIMB - POSTAGE TO NJDOT			3.36	2-01-20-130-200	B FINANCE-OTHER EXPENSES	P	5485 11/01/22
			166.96				





# Millstone Borough

## REGULAR MEETING AGENDA

### November 21, 2022



November 17, 2022  
06:59 PM

Millstone Borough  
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	First Stat/Chk Enc Date
22-00095	09/27/22	NJLM NJLM			Continued		
		HECK TO ATTEND THE NJ STATE LEAGUE OF MUNICIPALITIES TO BE HELD ON NOVEMBER 15 - 17, 2022					
22-00096	09/27/22	NJLM NJLM					
1		REGISTRATION FOR MAYOR RAYMOND HECK TO ATTEND THE MAYOR'S BOX LUNCHEON TO BE HELD ON NOVEMBER 16, 2022	30.00	2-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES	P	5474 09/27/22
2		REGISTRATION FOR MAYOR RAYMOND HECK TO ATTEND THE LEAGUE DELEGATE'S LUNCHEON TO BE HELD ON NOVEMBER 17, 2022	45.00	2-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES	P	5474 09/27/22
			75.00				
22-00106	11/01/22	MILLPAYR MILLSTONE BORO					
1		NOVEMBER PAYROLL	3,986.07	2-01-55-901-004	B DUE TO/FROM PAYROLL	P	1000 11/01/22
2		NOVEMBER PAYROLL-OASI	304.92	2-01-36-472-213	B SOCIAL SECURITY	P	1000 11/01/22
			4,290.99				
22-00107	11/01/22	SOMERCTY SOMERSET COUNTY					
1		ADDED/OMITTED 2022 TAXES-CTY	1,345.23	2-01-55-907-001	B COUNTY TAXES PAYABLE	P	5481 11/01/22
22-00108	11/01/22	SOMERCTY SOMERSET COUNTY					
1		ADDED/OMITTED TAX 2022-LIBRARY	191.56	2-01-55-907-001	B COUNTY TAXES PAYABLE	P	5482 11/01/22
22-00109	11/01/22	SOMERCTY SOMERSET COUNTY					
1		ADDED/OMIT TAX 2022-OPEN SPACE	130.61	2-01-55-907-001	B COUNTY TAXES PAYABLE	P	5483 11/01/22
22-00110	11/01/22	HILLSBOR HILLSBOROUGH BD OF EDUCATION					



November 17, 2022  
06:59 PM

Millstone Borough  
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	First Stat/Chk Enc Date
22-00111	11/01/22	ZIENOWIC ZIENOWICZ SIGNS					
1		MILLSTONE HISTORICAL SIGN REPLACEMENT - SOUTH END OF MAIN ST.	2,050.00	2-01-28-371-200	B HISTORIC COM-OTHER EXPENSE	P	5486 11/01/22
22-00112	11/17/22	HECKWEND WENDY HECK					
1		REIMBURSEMENT FOR HALLOWEEN ACTIVITY	97.60	2-01-28-370-200	B PARKS-OTHER EXPENSES	P	5469 11/17/22
22-00113	11/17/22	MGL MGL					
1		DOG LICENSE FORMS	130.00	2-01-27-340-206	B DOG REGULATION	P	5471 11/17/22
3		NJ DOG LICENSE TAGS	139.00	2-01-27-340-206	B DOG REGULATION	P	5471 11/17/22
4		CAT LICENSE TAGS	139.00	2-01-27-340-206	B DOG REGULATION	P	5471 11/17/22
5		CAT LICENSE FORMS	130.00	2-01-27-340-206	B DOG REGULATION	P	5471 11/17/22



# Millstone Borough

## REGULAR MEETING AGENDA

### November 21, 2022



November 17, 2022  
06:59 PM

Millstone Borough  
Purchase Order Listing By P.O. Number

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	181,207.63	0.00	0.00	181,207.63
	c-04	1.283.00	0.00	0.00	1.283.00