



Millstone Borough

REGULAR MEETING AGENDA

December 19, 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	Present
	Council President Alan Kidd	Present
	Mayor Raymond Heck	Present



Millstone Borough

REGULAR MEETING AGENDA

December 19, 2022

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

MINUTES:

- November 21, 2022 Regular meeting minutes

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

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

- November 21, 2022 Executive meeting minutes

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

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

REPORTS:

- Assessor – no report
- Clerk – Clerk Bonin reminded those present that the Borough's Annual Reorganization meeting is scheduled for January 2, 2023 at 7 PM, in person, in the Borough Hall. He also commented that Hillsborough will be holding a rabies clinic on January 21, 2023 and the Borough will do in person dog and cat licensing on January 28, 2023 from 9:00 AM to 11:00 AM.
- Emergency Management (OEM/State Police/Fire) – Mayor Heck reported he has conducted the required functional FEMA drill. It was a two hour exercise with Deputy Emergency Manager Gene Grimshaw.
- Finance/Tax Collection – no report
- Historic Commission – Mayor Heck reported the new historic marker signs have been installed and have been placed to avoid causing a site line issue on the roadway.
- Recreation Commission – Mayor Heck reported the Recreation Commission is working on a new Christmas function that will be open to residents.

COUNCIL REPORTS:

- Buildings and Grounds – no report
- Planning Board – Councilman Gallie reported on the redevelopment plan discussion at the Planning Board. He stated the plan for the Van Cleef property has been rewritten as the first version had link between sewer and our plan, it has been rewritten to remove linkage. The plan is still before the Planning Board for editing. Councilman Galli said Attorney Muller will be reaching out to Attorney Offen regarding the plan details.
- Traffic and Roads – Mayor Heck stated he has a call out to county about status of traffic study on County Route 533. The County has said they will conduct the study in December. Mayor Heck also reached out to county regarding the installation of our new led speed signs.

MAYOR'S REPORT:

Mayor Heck reported that the Heritage trail project is fully grant funded and ready for installation. Which we will work on this spring.



Millstone Borough

REGULAR MEETING AGENDA

December 19, 2022

Attorney Offen stated after the Planning Board finalizes its redevelopment plan the Borough Council will have to review and vote on it. Councilman Galli commented that he has been told the plan could be adopted by the Planning Board just for the Van Cleef property without the Borough Council approval. Attorney Offen stated that any redevelopment plan needs Borough Council approval. Councilman Galli suggested Attorney Offen speak with Attorney Muller about that matter.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

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

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

Mr. Henry Wierzbowski commented that he attended the County meeting and spoke to the Commissioners and Engineer Matt Loper about the traffic study and dangerous conditions on Rt 533. The County did understand his concerns but did not commit to a date for the study.

He also commented that he would like to see the boroughs revenue from traffic enforcement, and he still has leaves near his property.

Mayor Heck stated the leaves will be picked up soon and asked CFO Vesce to obtain the revenue information requested.

Councilman Galli commented that in general we pay just over \$40,000 for police services and also asked if we know what receive in ticket revenue. Mayor Heck says he is unsure but will get that information. Councilman Galli stated we are spending more than we collect and the Borough is making substantial efforts to calm traffic, despite costing more than we take in.

- 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, Galli – yes, K. Kidd – yes, Ross – yes, Stashek – yes, A. Kidd – yes.

CLAIMS FOR PAYMENT

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

Councilman Stashek offered a motion to authorize the payment of claims as presented. Seconded by Councilwoman Ross.



Millstone Borough REGULAR MEETING AGENDA December 19, 2022

Mayor Heck commented that he has asked the Borough Clerk to reach out to the Planning Board and their attorney to remind everyone that bills must be submitted within 30 days. The Borough Council does not approve of bills being submitted 10 months after the expense is incurred.

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 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**

Councilwoman Kidd offered a motion to authorize the transfer of funds. Seconded by Councilman Stashek

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:	TO:
2-01-28-370-200 – PARKS, OE - \$2,000.00	2-01-21-180-200 - \$12,278.89 – PLANNING BD, OE
2-01-20-130-200 – FINANCE, OE - \$5,500.00	2-01-25-255-203 - \$221.11 – FIRE DISTRICT, OE
2-01-20-155-200 – LEGAL, OE - \$2,000.00	
2-01-26-305-200- SANITATION, OE - \$3,000.00	



Millstone Borough
REGULAR MEETING AGENDA
December 19, 2022

TOTAL: \$12,500.00

TOTAL: \$12,500.00

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 **\$12,500.00** 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.

- **RESOLUTION AUTHORIZING A RESOLUTION APPROVING A STRATEGIC PLAN AND GRANT FUNDING FOR THE HILLSBOROUGH/MILLSTONE MUNICIPAL ALLIANCE.**

Councilwoman Kidd offered a motion to authorize resolutions regarding the Hillsborough/Millstone Municipal Alliance grant. Seconded by Councilwoman Ross.

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

Governor’s Council on Alcoholism and Drug Abuse

FORM 1B – DMHAS Youth Leadership Grant

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse (GCADA) established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey. In coordination with GCADA, the New Jersey Department of Human Services/Division on Mental Health and Addiction Services (DMHAS) has awarded a Youth Leadership Grant to the GCADA Municipal Alliance Program.

WHEREAS, The Township/Borough/City Council of the Borough of Millstone, County of Somerset, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Borough Council has applied for DMHAS Youth Leadership funding through the Governor’s Council on Alcoholism and Drug Abuse through the County of Somerset;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Millstone, County of Somerset, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of an application for DMHAS Grant funding for the Hillsborough Millstone Municipal Alliance for Grant Term Two: 9/1/23 – 9/30/25 in the amount of:

DMHAS Grant Funding \$ 3,702.50



Millstone Borough

REGULAR MEETING AGENDA

December 19, 2022

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle October 2020-June 2025

FORM 1B

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Somerset;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Millstone, County of Somerset, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Hillsborough Millstone Municipal Alliance grant for fiscal year 2024 in the amount of:

DEDR	\$	<u>10,754.12</u>
Cash Match	\$	<u>2,688.53</u>
In-Kind	\$	<u>8,065.59</u>

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

- **RESOLUTION TO APPROVE A SHARED SERVICES AGREEMENT WITH FRANKLIN TOWNSHIP FOR POLICE SERVICES**

Councilwoman Kidd offered a motion to authorize a shared service agreement for Police Services.
Seconded by Councilwoman Ross.

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

BE IT RESOLVED that the Mayor and Borough Clerk are hereby authorized to execute a shared services agreement with Franklin Township as permitted by NJSA 40A:65-4 et seq for Police Services for the period January 1, 2023 through December 31, 2027 subject to the attached shared services agreement as approved by the Borough Attorney.



Millstone Borough REGULAR MEETING AGENDA December 19, 2022

- **RESOLUTION TO APPROVE A SHARED SERVICES AGREEMENT WITH FRANKLIN TOWNSHIP FOR ANIMAL CONTROL SERVICES**

Councilman Galli offered a motion to authorize a shared service agreement for Animal Control Services. Seconded by mc

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

BE IT RESOLVED that the Mayor and Borough Clerk are hereby authorized to execute a shared services agreement with Franklin Township as permitted by NJSA 40A:65-4 et seq for Animal Control Services for the period January 1, 2023 through December 31, 2025 subject to the attached shared services agreement as approved by the Borough Attorney.

- **DISCUSSION** - Mott McDonald sewer plan proposal

Councilman Galli reminded everyone he requested a proposal from Mott McDonald for a revised and scaled back sewer plan for the Borough. A “need to have vs. must have” plan.. Councilman Galli summarized the concept of the study is to have other options for when this is presented to the public. CFO Vesce stated the funds for this proposal do not exist at this time for it and we would have to do a resolution next year.

OLD BUSINESS:

- Sewers – no report
- LEPC – no report
- FEMA/Mitigation – Mayor Heck reported that he is seeing resistance from NJ and FEMA for future funding of projects. Her stated the cost to relocate a home is exorbitant due to wire moving. He commented we need to move fast so resident are not subjected to future flooding.
- Status of PILOT – no report
- Mayor Heck commented that Ross family have made his job enjoyable, and he is sad to see Councilwoman Ross leave the Borough Council. He stated it has been his pleasure to work with both Scott and Kristin Ross. They always acted in the best interest of the Borough without political party consideration. Mayor Heck thanked Councilwoman Ross for her service to the Borough.

ADJOURNMENT of Regular Meeting:

Councilwoman Ross offered a motion to adjourn the regular meeting at 8:02 PM. Seconded by Councilman Stashek

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

Attested to:

Gregory J. Bonin, Borough Clerk



Millstone Borough REGULAR MEETING AGENDA December 19, 2022

Millstone Borough Claims list

December 13, 2022 07:53 PM				Millstone Borough Purchase Order Listing By P.O. Number			
P.O. Type: All				Open: N	Paid: Y	Void: N	
Range: First to Last				Rcvd: N	Held: N	Aprv: N	
Format: Detail without Line Item Notes				Bid: Y	State: Y	Other: Y	Exen
Vendors: All				Paid Date Range: 11/22/22 to 12/31/22			
Rcvd Batch Id Range: First to Last				Include Non-Budgeted: Y			
PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	Stat/c
Item Description					Acct Type	Description	
21-00021	02/02/21	COMCAST				B	
1 INTERNET/VOICE SERVICE		COMCAST	0.00	1-01-31-440-210	B	TELEPHONE	P
21-00129	12/16/21	HECKWEND WENDY HECK					
1 REIMB FOR HOLIDAY EVENT			67.46	1-01-28-370-200	B	PARKS-OTHER EXPENSES	P 54
2 REIMB COFFEE			17.05	1-01-20-110-200	B	MAYOR & COUNCIL-OTHER EXPENSES	P 54
			84.51				
22-00003	01/10/22	COMPASSM COMPASSMSP				B	
25 MICROSOFT 365 LICENSE-DEC			12.50	2-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P 54
26 MICROSOFT EMAIL PLAN-DEC			96.00	2-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P 54
			108.50				
22-00006	01/11/22	PSEG PSE&G				B	
13 ELEC;66-363-804-03;AMWELL ROAD			94.59	2-01-31-435-205	B	STREET LIGHTING	P 55
22-00007	01/11/22	PSEG PSE&G				B	
13 ELEC;65-081-353-09;AMWELL&MAIN			97.02	2-01-31-435-205	B	STREET LIGHTING	P 55
22-00008	01/11/22	PSEG PSE&G				B	
13 ELEC;13-014-015-01;VARIOUS			758.09	2-01-31-435-205	B	STREET LIGHTING	P 55
22-00011	01/30/22	NJAMWATE NJ AMERICAN WATER				B	
17 WRT 31007007410- MATN CT			79.80	2-01-36-200-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P 54



Millstone Borough

REGULAR MEETING AGENDA

December 19, 2022

December 13, 2022
07:53 PM

Millstone Borough
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat
22-00019	02/11/22	REPUBLIC REPUBLIC SERVICES			B	
		12 SANITATION SERVICES; 9865002	2,774.42	2-01-26-305-200	B SANITATION-OTHER EXPENSE	P
22-00022	02/11/22	RDATA R & L DATA CENTERS			B	
		13 NOVEMBER PAYROLL	160.00	2-01-20-100-200	B A&E-OTHER EXPENSES	P
22-00023	02/11/22	OFFENSTE STEPHEN OFFEN			B	
		19 LEGAL SERVICES FOR NOVEMBER	350.00	2-01-20-155-200	B LEGAL-OTHER EXPENSES	P
22-00031	03/03/22	AWCONTRA A.W. CONTRACTING			B	
		14 LANDSCAPE SERVICES -OCT/NOV	655.48	2-01-26-300-200	B BUILDINGS&GROUNDS-OTHER EXPENSES	P
22-00036	03/12/22	FRANKPOL FRANKLIN TOWNSHIP POLICE DEPT			B	
		12 POLICE SERVICES-NOVEMBER	2,194.56	2-01-42-390-212	B INTERLOCAL POLICE SERVICE	P
22-00049	04/10/22	GERALMUL LAW OFFICES OF GERALD MULLER			B	
		4 PLANNING BD ATTORNEY SERVICES	84.00	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
		5 PLANNING BD ATTORNEY SERVICES	63.00	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
			147.00			
22-00053	04/12/22	CARTERVA CARTER VAN DYKE ASSOCIATES			B	
		14 PLANNING SERVICES-APRIL	357.00	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
		15 PLANNING SERVICES-JUNE	170.00	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
		16 PLANNING SERVICES-OCT	558.50	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
		17 PLANNING SERVICES-APRIL	1,210.00	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
		18 PLANNING SERVICES-JUNE	1,663.00	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
		19 PLANNING SERVICES-SEPT	636.50	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
		20 PLANNING SERVICES-AUG	255.00	2-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P
			4,850.00			



Millstone Borough

REGULAR MEETING AGENDA

December 19, 2022

December 13, 2022
07:53 PM

Millstone Borough
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	Stat/C
Item Description							
22-00114	11/17/22	EDMUNDS EDMUNDS & ASSOCIATES					
		1 TAX SOFTWARE SUPPORT 2023	3,120.00	2-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES	P	545
22-00116	12/05/22	MAILBOX MAILBOX BUSINESS CENTER					
		1 166 POSTCARDS PRINTED, LABELED	141.88	2-01-26-290-200	B ROAD REPAIR-OTHER EXPENSES	P	545
22-00117	12/05/22	FRANKLIN FRANKLIN TOWNSHIP					
		1 COURT SERVICES-JULY-DEC 2022	5,901.00	2-01-43-490-200	B MUNICIPAL COURT-OTHER EXPENSES	P	545
22-00118	12/08/22	CARTERVA CARTER VAN DYKE ASSOCIATES					
		1 PLANNING SERVICES - DEC 2021	1,122.00	1-01-21-180-200	B PLANNING BD-OTHER EXPENSES	P	545
22-00119	12/06/22	MILLPAYR MILLSTONE BORO PAYROLL					
		1 DEC PAYROLL	8,251.40	2-01-55-901-004	B DUE TO/FROM PAYROLL	P	11
		2 DEC PAYROLL-OASI	631.22	2-01-36-472-213	B SOCIAL SECURITY	P	11
			8,882.62				
22-00120	12/12/22	GERALMUL LAW OFFICES OF GERALD MULLER					
		1 PLANNING BD SERVICES-JUNE 2022	52.50	T-28-56-001-001	B TRUST ESCROW EXPENSES	P	121

December 13, 2022
07:53 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
	1-01	1,206.51	0.00	0.00	1,206.51
	2-01	48,053.69	0.00	0.00	48,053.69