



Millstone Borough
MILLSTONE BOROUGH COUNCIL
REORGANIZATION MEETING AGENDA
January 2, 2023

TIME: 7:00 PM

CALL TO ORDER – OPENING STATEMENT: The Reorganizational 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-elect Mandy Coppola
- Councilman Robert Galli
- Councilwoman-elect Nicole Grimshaw
- Councilman Alan Kidd
- Councilwoman Karin Kidd
- Councilman Jonathan Stashek
- Mayor-elect Raymond Heck

SWEARING IN OF NEWLY (RE)ELECTED BOROUGH COUNCIL MEMBERS:

- Councilwoman Mandy Coppola – term to expire 12.31.25
- Councilwoman Nicole Grimshaw – term to expire 12.31.25
- Mayor Raymond Heck – term to expire 12.31.26

ELECTION AND SWEARING IN OF COUNCIL PRESIDENT:

MAYORAL APPOINTMENT OF BOROUGH ATTORNEY:

WHEREAS, the Borough Council of the Borough of Millstone has a need to contract for the services of General Legal Services; and

WHEREAS, the Borough Council is permitted to acquire such services through a “non-fair and open” process (as defined by NJSA 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 Millstone Borough, and not by a “fair and Open” process (as defined by NJSA 19:44A-20.7) such as awarding to the lowest bidder; and

WHEREAS, the cost of this contract is not anticipated to exceed \$17,500; and

WHEREAS, Stephen Offen has submitted a proposal; and

WHEREAS, Stephen Offen has completed and submitted a Business Entity Disclosure Certification; and



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WHEREAS, the Chief Financial Officer has certified funds are available in the 2023 budget for this contract;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone authorizes a contract with Stephen Offen pursuant to their proposal; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this Resolution.

- Swearing in of Borough Attorney

MAYORAL APPOINTMENT OF BOROUGH ENGINEER:

WHEREAS, the Borough Council of the Borough of Millstone has a need to contract for the services of Engineering Services; and

WHEREAS, the Local Public Contracts Law and Uniform Shared Services Act authorizes and empowers the County and Municipality to enter into an agreement for such services; and

WHEREAS, the Borough Council has determined it is in the best interest of the Borough to enter into a shared services agreement with the County of Somerset for Engineering Services; and

WHEREAS, the Chief Financial Officer has certified funds are available in the 2023 budget for this contract;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone appoints the County of Somerset, specifically Somerset County Engineer Matt Loper, as the Borough Engineer.

MAYORAL APPOINTMENT OF BOROUGH AUDITOR:

WHEREAS, the Borough Council of the Borough of Millstone has a need to contract for the services of Borough Auditor; and

WHEREAS, the Borough Council is permitted to acquire such services through a “non-fair and open” process (as defined by NJSA 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 Millstone Borough, and not by a “fair and Open” process (as defined by NJSA 19:44A-20.7) such as awarding to the lowest bidder; and

WHEREAS, the cost of this contract is not anticipated to exceed \$17,500; and

WHEREAS, Suplee Clooney Company has submitted a proposal; and



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WHEREAS, Suplee Clooney Company has completed and submitted a Business Entity Disclosure Certification; and

WHEREAS, the Chief Financial Officer has certified funds are available in the 2023 budget for this contract;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone authorizes a contract with Suplee Clooney Company pursuant to their proposal; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this Resolution.

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TEMPORARY BUDGET FOR THE YEAR 2023

WHEREAS, N.J.S.A 40A: 4-19 requires that the governing body of a municipality shall adopt a temporary budget by Resolution within the first 30 days of the beginning of the fiscal year if any contract, commitment of funds or payments are to be made between the beginning of the fiscal year and the adoption of the fiscal year budget; and

WHEREAS, the Borough of Millstone anticipates that it will contract, commit funds or make payments of funds between the beginning of the fiscal year on January 1, 2023 and the adoption of the year 2023 budget; and

WHEREAS, the date of this Resolution and its adoption is within the first 30 days of the beginning of the fiscal year; and

WHEREAS, 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements and public assistance in said budget is the sum of \$188,728.00.

NOW, THEREFORE, IT IS RESOLVED by the Mayor and Council of the Borough of Millstone, County of Somerset, New Jersey, that the following temporary appropriations on the annexed spread sheets are established for the 2023 budget and that a copy of this Resolution is transmitted to the C.F.O. for their records.

Account Number	Account Description	Temp Budget
3-01-20-100-100	A & E - SALARY & WAGES	2,375.00
3-01-20-100-200	A&E-OTHER EXPENSES	1,800.00
3-01-20-100-201	A&E-EMPLOYEE DEVELOPMENT	2,000.00
3-01-20-110-200	MAYOR & COUNCIL-OTHER EXPENSES	2,500.00
3-01-20-120-200	ELECTIONS-OTHER EXPENSES	1,600.00



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3-01-20-121-100	MUN CLERK-SALARY & WAGES	5,988.05
3-01-20-130-100	FINANCE-SALARY & WAGES	3,818.65
3-01-20-130-200	FINANCE-OTHER EXPENSES	2,000.00
3-01-20-140-200	INFORMATION TECHNOLOGY - OTHER EXPENSES	3,200.00
3-01-20-145-100	TAX COLLECTOR-SALARY & WAGES	5,185.00
3-01-20-145-200	TAX COLLECTOR-OTHER EXPENSES	800.00
3-01-20-150-100	TAX ASSESSOR-SALARY & WAGES	3,242.95
3-01-20-150-200	TAX ASSESSOR-OTHER EXPENSES	200.00
3-01-20-155-200	LEGAL-OTHER EXPENSES	11,000.00
3-01-20-165-200	ENGINEERING-OTHER EXPENSES	11,000.00
3-01-21-180-100	PLANNING BD-SALARY & WAGES	2,431.85
3-01-21-180-200	PLANNING BD-OTHER EXPENSES	10,000.00
3-01-22-195-100	INSP OF BLDG-SALARY & WAGES	1,665.50
3-01-22-195-200	INSP OF BLDG-OTHER EXPENSES	100.00
3-01-23-220-208	INSURANCE-OTHER INSURANCE PREMIUMS	13,000.00
3-01-25-252-200	EMERGENCY MNGMT-OTHER EXPENSE	750.00
3-01-25-255-203	FIRE DISTRICT CONTRACT	11,000.00
3-01-25-265-202	FIRE HYDRANT SERVICE	6,000.00
3-01-25-275-200	PROSECUTOR-OTHER EXPENSES	100.00
3-01-26-290-200	ROAD REPAIR-OTHER EXPENSES	5,000.00
3-01-26-291-200	SNOW REMOVAL-OTHER EXPENSES	12,500.00
3-01-26-300-100	BUILDINGS & GROUNDS-SALARY & WAGES	500.00
3-01-26-300-200	BUILDINGS&GROUNDS-OTHER EXPENSES	5,500.00
3-01-26-305-200	SANITATION-OTHER EXPENSE	20,700.00
3-01-27-135-200	ENVIRONMENTAL COM-OTHER EXPENSES	55.00
3-01-27-340-206	DOG REGULATION	500.00
3-01-28-370-200	PARKS-OTHER EXPENSES	400.00
3-01-28-371-200	HISTORIC COM-OTHER EXPENSE	300.00
3-01-31-435-205	STREET LIGHTING	7,500.00
3-01-31-440-210	TELEPHONE	3,000.00
3-01-35-470-211	CONTINGENT	500.00
3-01-36-472-213	SOCIAL SECURITY	3,500.00
3-01-36-475-214	PERS	6,216.00
3-01-42-390-212	INTERLOCAL POLICE SERVICE	20,500.00
3-01-43-495-200	PUBLIC DEFENDER-OTHER EXPENSES	300.00
	TOTAL:	188,728.00

BOROUGH COUNCIL COMMITTEE APPOINTMENTS AND MOTION TO APPROVE:

Buildings and Grounds



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1.

Budget, Finance and Fiscal Planning

1.

Street and Traffic

1.

Police, 911 Coordinator, Fire Services Liaison

1.

Council Member of Planning Board

1.

Historic District Commission Member

1.

Recycling Coordinator: responsible for clean-up day, Leaf pick up and recycling reports

1.

Affordable Housing Liaison

1.

Board of Health Liaison

1.

APPOINTMENTS TO COUNTY RESPONSIBILITIES (One Year Terms):

Somerset County Development Committee

1. (Mayoral Appointment)

2. (Borough Council Appointment)

Alternate. (Mayoral Appointment with consent of Borough Council)

Somerset County Advisory Committees:

Cultural and Heritage

1. (Mayoral Appointment)

Solid Waste

1. (Mayoral Appointment)

2. (Mayoral Appointment)

APPOINTMENTS TO BOARDS, COMMISSION AND STAFF POSITIONS

Appointments to be supplied by Mayor Heck

CONSENT AGENDA ITEMS A THROUGH L

A – Resolution to set the date for the 2023 Budget Work session



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WHEREAS, the Borough Council holds regular monthly meets for the purposes of discussing the business of the borough; and

WHEREAS, an important business function of the Borough Council is to establish the annual borough budget; and

WHEREAS, the Borough Council is desirous to include input from the residents of the Borough in the formation of the annual budget; and

WHEREAS, to affect this public input the Borough Council wishes to announce in advance the date it will be discussing the Borough's budget,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Millstone that it hereby announces that the annual budget will be discussed during their regular meeting of the Borough Council on February 20, 2023 at 7:30 PM in the Millstone Borough Hall.

B – Resolution to adopt the 2023 Borough Council meeting schedule

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the following is hereby established as a schedule of regular public meetings of the Borough Council for the year 2023, all meetings starting at 7:30 PM in the Millstone Borough Hall, 1353 Main Street, Millstone, New Jersey:

January	2		
February	20	August	21
March	20	September	18
April	17	October	16
May	15	November	20
June	19	December	18
July	17	January 3, 2024 (Reorganization Meeting)	

C - Resolution to name official Borough Depositories

WHEREAS, it is necessary for the Borough Council of the Borough of Millstone to designate the financial institution to act as depository for the municipal funds for the year 2023.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that TD Bank and First Bank be and hereby is designated as the official depositories for Borough funds the for Borough of Millstone, Somerset County, State of New Jersey for the year 2023.

D - Resolution to name official Borough Newspapers

WHEREAS, official newspapers must be designated for purposed adherence to the Open Public Meetings Act and for other official public communication purposes; and



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WHEREAS, the Hillsborough Beacon has been deemed to be the most local weekly newspaper;
and

WHEREAS, the Courier News has been determined to be the most appropriate daily area newspaper.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the Hillsborough Beacon and Courier News are hereby designated as the official Borough newspapers for the Borough of Millstone, County of Somerset, State of New Jersey for the year 2023.

E - Resolution stating required signatures for Borough Checks

WHEREAS, it is necessary to utilize checks for the purposes of paying Borough debts and financial obligations; and

WHEREAS, signatures of Government Officials are required to validate the checks of the Borough; and

NOW, THEREFORE, IT IS RESOLVED by the Borough Council of the Borough of Millstone in the County of Somerset, New Jersey that the operating account of the Borough of Millstone requires the signature of two (2) out of five (5) being the Mayor, Council President, Municipal Clerk, Deputy Treasurer or Chief Financial Officer.

BE IT FURTHER RESOLVED that all other checking accounts of the Borough require only one signature for the four previously named positions.

F - Resolution renewing Borough petty cash account

WHEREAS, NJSA 40A:5-21 authorizes the Borough Council of the Borough of Millstone to establish a petty cash fund for the Borough Clerk's Office in the amount of \$100.00 for the year upon approval of the Director of Local Government Services; and

WHEREAS, this fund was established in 1994 with the approval of the Director of Local Government Services; and

WHEREAS, it is necessary for the Borough Council to renew this fund annually.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey hereby renews the existing Petty Cash Fund in accordance with the laws and regulations governing local governments for the year 2023.

BE IT FURTHER RESOLVED that the fund used by such department or office to pay claims for small miscellaneous expenses not to exceed \$25.00 at any one occurrence.

G - Resolution authorizing the investment of Borough Funds



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WHEREAS, it is important for the health of the Borough of Millstone to have surplus revenue invested; and

WHEREAS, the Chief Financial Officer of the Borough of Millstone is the appropriate official to select and initial such investments.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that it hereby authorizes the Chief Financial Officer of the Borough to invest surplus funds of the Borough of Millstone in such investments as are legally authorized by the statutes and codes of the State of New Jersey.

H - Resolution authorizing the correction of errors and the defense of Tax Appeals for 2023

WHEREAS, from time to time there exists a need to correct errors in property assessments or to defend tax appeals brought against the Borough; and

WHEREAS, the Borough's Tax Assessor is the appropriate official to correct such errors and defend such appeals.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that it hereby authorizes the Borough Tax Assessor to correct errors in property tax assessment and to defend Borough tax appeals for the year 2023.

I - Resolution regarding tax collection policies

WHEREAS, N.J.S.A. 54:4-67 implies that affirmative action is required on the part of the governing body in fixing the rate of interest on delinquent taxes and grace period; and

WHEREAS, taxes are due and payable on the following dates: February 1, May 1, August 1, and November 1; and

WHEREAS, N.J.S.A. 40:5-19 allows a municipality the authority to impose a service charge not to exceed \$20.00 to be added on an account where payment by check or other written instrument was returned for insufficient funds;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Millstone that a 10-day grace period be afforded after which date unpaid taxes will be charged interest from the due date;

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Millstone that the interest rate on delinquent taxes shall be eight (8%) percent per annum of the first \$1,500.00 and eighteen (18%) percent per annum on any amount in excess of \$1,500.00 for the year 2023, and no interest shall be charged if payment of any installment is made within the tenth (10th) calendar day following the day upon which same became payable; and

BE IT FURTHER RESOLVED in accordance with N.J.S.A. 54:4-67 that the governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to



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pay that delinquency prior to the end of the calendar year and that such penalty shall not exceed six (6%) percent of the amount of the delinquency; and

BE IT FURTHER RESOLVED in any case where the taxes are not paid during the respective extended periods, the full interest rate from the due date shall apply; and

BE IT FURTHER RESOLVED that the governing body of the Borough of Millstone, County of Somerset, State of New Jersey hereby authorizes the Tax Collector to charge a service charge fee of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the current fiscal year; and

BE IT FURTHER RESOLVED that the Tax Collector may require future payments to be tendered in certified check, cashier's check, or cash.

J - Resolution authoring the tax collector to refund and cancel taxes less than \$10.00

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax overpayments or delinquent amounts of less than \$10.00; and

WHEREAS, the governing body of a municipality may authorize a municipal employee to process without further action on their part, any cancellation of property tax overpayments or delinquencies of less than \$10.00;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Millstone that the Borough of Millstone Tax Collector is hereby authorized to cancel said amounts as deemed necessary and as permitted by applicable law.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Tax Collector, Chief Financial Officer, and the Municipal Auditor.

K - Resolution authorizing the adoption of a cash management plan for the Borough of Millstone for 2023

WHEREAS, Chapter 148 of the Public Laws of 1997 requires the Governing Body to adopt an annual Cash Management Plan; and

WHEREAS, the following banks are authorized depositories for Municipal Funds consistent with the Governmental Unit Depository Protection Act and may be used by the Chief Financial Officer for the deposit of Borough funds:

TD Bank
First Bank;
and

WHEREAS, the Chief Financial Officer is directed to use this cash management plan as a guide in depositing and investing the funds of the Borough of Millstone, and



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WHEREAS, the following investments are permitted for use by the Chief Financial Officer:

1. Interest bearing bank accounts and certificates of deposit in authorized banks for deposit of local unit funds;
 2. Government money market mutual funds that comply with N.J.S.A. 40A:5-15.1 (e);
 3. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors;
 4. Bonds or other obligations of the local unit or school district of which the local unit is a part;
 5. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments of the Department of the Treasury for investment by local units;
 6. Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services;
 7. New Jersey State Cash Management Fund;
 8. Repurchase agreements of fully collateralized securities, which comply with N.J.S.A. 40A:5-15 (a);
- and

WHEREAS, the priority of investment policies shall be, in order of descending importance: security, liquidity and yield with funds managed to meet the Borough of Millstone's cash flow needs.

NOW, THEREFORE, IT IS RESOLVED by the Council of the Borough of Millstone, Somerset County, New Jersey that the foregoing shall serve as the cash management plan of the Borough of Millstone for the year 2023.

L - Resolution establishing the Rules of Conduct for 2023

WHEREAS, the Borough of Millstone desires to follow certain Rules of Conduct by which it will operate.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey hereby adopts the following Rules of Conduct for the Year 2023:

1. The Borough Clerk shall advise Council Members of Special Meetings.
2. Quorum for meetings: Three Council members and Mayor or in the absence of the Mayor, four Council Members.
3. The Council Members, if unable to attend a meeting, are to call the Borough Clerk in advance of 6:00 PM on the night of the meeting so that the Clerk may have adequate time to cancel meetings for lack of a quorum.
4. The Tax Collector shall be authorized to hold \$25.00 cash change fund.



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5. All meetings of all boards, committee, work meetings, regular meeting, etc., are open to the public, except meetings allowed to be held in Executive Session by law.
6. Vouchers are to be submitted to the Chief Financial Officer by the Wednesday prior to the Council Meeting.
7. Expense vouchers must have receipts attached covering expenses.
8. Items to be placed on the agenda must be submitted to the Borough Clerk at least eight (8) days prior to Council Meetings.
9. The Chief Financial Officer must attend all meetings to present the monthly bills and remain at the meeting until all items on the agenda, which may pertain to that office, are conducted.
10. The Chief Financial Officer, Tax Collector, Emergency Manager and Assessor must submit monthly reports. The Zoning Officer must submit quarterly reports. The Zoning Officer, Engineer, Tax Collector and Tax Assessor are not required to attend Council meetings. If officers are unable to attend a meeting, they must notify the Borough Clerk stating the reason why and see that their reports are submitted to the Borough Clerk prior to the meeting.
11. The Borough Clerk will mail, email or deliver meeting agenda and pertinent meeting documentation to all Council members at least three days before each meeting of the Borough Council.
12. All Officers must supply enough copies of their reports to be passed out to all Council Members and the Borough Clerk at each Council meeting.
13. Meetings shall be conducted based upon rules of order as outlined in "Roberts Rules of Order".

2023 MAYORAL APPOINTMENTS: CONSENT AGENDA ITEMS M THROUGH Q

M - Resolution appointing Borough Tax Search Officer

WHEREAS, it is necessary for the Borough Council of the Borough of Millstone to appoint a Tax Search and Radial Search Officer for the year 2023.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Borough Tax Collector Rebecca Newman be and hereby is appointed as Tax Search and Radial Search officer for the year 2023.

N - Resolution appointing Borough Assessment Search Officer

WHEREAS, it is necessary for the Borough of Millstone to appoint and Assessment Search Officer for the year 2023; and

WHEREAS, Gregory J. Bonin serves as the Borough Clerk.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Gregory J. Bonin be and hereby is appointed to a one-year term as Assessment Search Officer for the Borough of Millstone commencing January 1, 2023.

O - Resolution appointing and individual responsible for Borough Tax Maps

WHEREAS, Somerset County, specifically Somerset County Engineer Matt Loper has been appointed Borough Engineer for the term of one year commencing January 1, 2023; and



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WHEREAS, it is the desire of the Borough Council that the Borough Engineer also be the Borough Official responsible for Borough Tax maps.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Matt Loper be and hereby is appointed the official responsible for the Tax Maps for the Borough of Millstone for a one-year term beginning January 1, 2023.

P - Resolution appointing Somerset County Solid Waste Management as the 2023 Certified Recycling Professional for Millstone Borough and naming them as the responsible agent for signing the annual municipal recycling tonnage report for the period January 1, 2023 through December 31, 2023.

WHEREAS, the Borough of Millstone is required to have a Certified recycling Professional for the purposes of completing certain requirements of the State of New Jersey; and

WHEREAS, Somerset County has offered said service to the Borough; and

WHEREAS, the Borough of Millstone desires to enter into a shared service with the County of Somerset for this the purposes of a Certified Recycling Professional.

NOW, THEREFORE, BE IT RESOLVED that that Borough of Millstone appoints the County of Somerset as our Certified Recycling Professional and authorizes them to be the responsible agent for signing the annual municipal recycling tonnage report.

Q – Resolution to appoint Borough representatives to the Joint Insurance Fund.

BE IT RESOLVED by the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Raymond Heck is hereby designated as the Commissioner and Laura Vesce is designated as the Alternate Commissioner in the Middlesex County Municipal Joint Insurance Fund for 2023.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public
- Motion to Close the Meeting to the Public

ADJOURNMENT of REORGANIZATION MEETING:

Attested to:

Gregory J. Bonin, Borough Clerk



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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 Nicole Grimshaw
- Councilwoman Karin Kidd
- Councilman Jonathan Stashek
- Council President Alan Kidd
- Mayor Raymond Heck

Also Present:

MINUTES:

(December 2022 and January 2023 minutes will be presented in February)

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



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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 AUTHORIZING AN AGREEMENT WITH MOTT MCDONALD FOR A REVISED SEWER PLAN FOR THE BOROUGH**

WHEREAS, the Borough Council wishes to pursue all possibilities for the creation of sewer services within the Borough, and

WHEREAS, a previous study examined the costs and practicalities of providing sewer service to every property in the Borough, and

WHEREAS, the Borough Council believes all possibilities should be reviewed before presenting options to the residents, and

WHEREAS, one such option is a sewer plan that provides sewer services only to a portion of the Borough.

NOW THEREFORE BE IT RESOLVED that the Borough Council, of the Borough of Millstone, does hereby authorize the Mayor and Borough Clerk to sign an agreement with the engineering firm Mott McDonald in the amount of \$9,900 for a new sewer concept that does not provide service to the entire community.

- **RESOLUTION TO SET 2023 SALARIES FOR BOROUGH EMPLOYEES**

NOW THEREFORE BE IT RESOLVED that the following are the salaries and appointments for Borough staff for the year 2023

BE IT FURTHER RESOLVED that this resolution supersedes all previous salary resolutions.

NAME	2023 SALARY	TITLE
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Gregory Bonin	\$12,926.46	Borough Clerk
Daniel Devoti	\$4,755.24	Zoning Officer
Christopher Lauver	\$7,938.66	Tax Assessor
Rebecca Newman	\$1,732.27	Registrar
Rebecca Newman	\$12,692.88	Tax Collector
Rebecca Newman	\$5,953.17	Planning Board Secretary
Denise Piszkowski	\$1,732.27	QPA/Purchasing Agent
Denise Piszkowski	\$5,814.00	Gen Services Adm/Deputy Borough Clerk
Laura Vesce	\$12,692.88	Chief Financial Officer
Ryan Hunt	\$25.50 per hr	Inspector
Position not filled	\$15.00 per hr	Laborer

OLD BUSINESS:

- Sewers
- LEPC
- FEMA/Mitigation
- Status of PILOT

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

January 2, 2023

Millstone Borough Claims list

December 30, 2022 Millstone Borough Page No: 1
 06:48 PM 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 First Enc Date Range: 11/22/22 to 12/31/22 Bid: Y State: Y Other: Y Exempt: Y
 Vendors: All Include Non-Budgeted: Y
 Rcvd Batch Id Range: First to Last

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	First	Rcvd	Chk/Void
Item Description					Acct Type	Description	Stat/chk	Enc Date	Date
22-00053	04/12/22	CARTERVA CARTER VAN DYKE ASSOCIATES				B			
17		PLANNING SERVICES-APRIL	1,210.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5490 12/08/22	12/12/22 19114
18		PLANNING SERVICES-JUNE	1,663.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5490 12/08/22	12/12/22 19156
19		PLANNING SERVICES-SEPT	636.50	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5490 12/08/22	12/12/22 19196
20		PLANNING SERVICES-AUG	255.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5490 12/08/22	12/12/22 19199
21		PLANNING SERVICES-JAN	2,782.00	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5510 12/08/22	12/29/22 19015
22		PLANNING SERVICES-AUG 28-OCT 1	5,809.50	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5510 12/29/22	12/29/22 19197
23		PLANNING SERVICES-AUG 28-OCT 1	<u>1,315.00</u>	2-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5510 12/29/22	12/29/22 19198
			13,671.00						
22-00116	12/05/22	MAILBOX MAILBOX BUSINESS CENTER				B			
1		166 POSTCARDS PRINTED, LABELED	141.88	2-01-26-290-200	B	ROAD REPAIR-OTHER EXPENSES	P	5498 12/05/22	12/12/22
22-00117	12/05/22	FRANKLIN FRANKLIN TOWNSHIP				B			
1		COURT SERVICES-JULY-DEC 2022	5,901.00	2-01-43-490-200	B	MUNICIPAL COURT-OTHER EXPENSES	P	5493 12/05/22	12/12/22 JULY-DEC 2022
22-00118	12/08/22	CARTERVA CARTER VAN DYKE ASSOCIATES				B			
1		PLANNING SERVICES - DEC 2021	1,122.00	1-01-21-180-200	B	PLANNING BD-OTHER EXPENSES	P	5490 12/08/22	12/12/22 18994
22-00119	12/06/22	MILLPAYR MILLSTONE BORO PAYROLL				B			
1		DEC PAYROLL	8,251.40	2-01-55-901-004	B	DUE TO/FROM PAYROLL	P	152 12/06/22	12/11/22 12/11/22
2		DEC PAYROLL-OASI	<u>631.22</u>	2-01-36-472-213	B	SOCIAL SECURITY	P	152 12/06/22	12/11/22 12/11/22
			8,882.62						
22-00120	12/12/22	GERALMUL LAW OFFICES OF GERALD MULLER				B			
1		PLANNING BD SERVICES-JUNE 2022	52.50	T-28-56-001-001	B	TRUST ESCROW EXPENSES	P	1212 12/12/22	12/12/22 14790
2		PLANNING BD SERVICES-JULY 2022	682.50	T-28-56-001-001	B	TRUST ESCROW EXPENSES	P	1212 12/12/22	12/12/22 14832
3		PLANNING BD SERVICES-AUG 2022	262.50	T-28-56-001-001	B	TRUST ESCROW EXPENSES	P	1212 12/12/22	12/12/22 14872
4		PLANNING BD SERVICES-SEPT/OCT	<u>315.00</u>	T-28-56-001-001	B	TRUST ESCROW EXPENSES	P	1212 12/12/22	12/12/22 14876
			1,312.50						
22-00121	12/15/22	COMPASS COMPASSMSP				B			
1		DOMAIN RENEWAL REGISTRATION	60.00	2-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5508 12/15/22	12/15/22 12/15/22



Millstone Borough

REGULAR MEETING AGENDA

January 2, 2023

December 30, 2022
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Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 2

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoice
22-00123	12/29/22	ALCONBEV NJ DIV ALCOHOLIC BEVERAGE								
1	PREP 2022-23 LIQUOR LICENSE		3.00	2-01-20-120-200	B	ELECTIONS-OTHER EXPENSES	P 5509	12/29/22	12/29/22	12/29/22
22-00124	12/30/22	MILLSUI MILLSTONE BORO SUI								
1	SUI WITHHOLDINGS THROUGH 2022		538.58	2-01-55-901-006	B	TO/FROM SUI-PAYROLL ACCOUNT	P 156	12/30/22	12/30/22	12/30/22
Total Purchase Orders: 9			Total P.O. Line Items: 19	Total List Amount: 31,632.58	Total Void Amount: 0.00					

December 30, 2022
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Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 3

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Total
Fund Description					
	1-01	1,122.00	0.00	0.00	1,122.00
	2-01	29,198.08	0.00	0.00	29,198.08
	T-28	1,312.50	0.00	0.00	1,312.50
Total of All Funds:		31,632.58	0.00	0.00	31,632.58