



Millstone Borough

REGULAR MEETING AGENDA

July 17, 2023

In Compliance with the Open Public Meetings Act and NJ State Executive Orders, the Borough Council meeting will be held both in person and virtually. The virtual portion of the meet 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

| | | |
|-----------------------------|---------------------------|----------------------------|
| March 20, 2023 07:30 PM | April 17, 2023 07:30 PM | May 15, 2023 07:30 PM |
| June 19, 2023 07:30 PM | July 17, 2023 07:30 PM | Aug 21, 2023 07:30 PM |
| September 18, 2023 07:30 PM | October 16, 2023 07:30 PM | November 20, 2023 07:30 PM |
| December 18, 2023 07:30 PM | | |

Join Zoom Meeting

<https://us02web.zoom.us/j/87610301473?pwd=dnJoMwZzcTcwa2h5cjZRbVpvWHk4QT09>

Meeting ID: 876 1030 1473

Passcode: 244337

One tap mobile

+19292056099,,87610301473#,,, *244337# US (New York)

+13017158592,,87610301473#,,, *244337# US (Washington DC)

Find your local number: <https://us02web.zoom.us/j/87610301473?pwd=dnJoMwZzcTcwa2h5cjZRbVpvWHk4QT09>

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:

- June 19, 2023 Regular meeting minutes



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REPORTS:

- Assessor –
- Clerk –
- Emergency Management (OEM/State Police/Fire) –
- Finance/Tax Collection –
- Historic Commission –
- Recreation Commission –

COUNCIL REPORTS:

- Buildings and Grounds –
- Planning Board –
- Traffic and Roads –

MAYOR'S REPORT:

MEETING OPEN TO THE PUBLIC:

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

CLAIMS FOR PAYMENT

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

WHEREAS, request for payment has been made in connection with the attached claims against the Borough of Millstone as shown on the attached detail; and

WHEREAS, the Chief Financial Officer has certified the availability of funds to pay for the following claims; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF MILLSTONE IN THE COUNTY OF SOMERSET, NEW JERSEY, that the proper Borough Officials are hereby authorized to pay the following bills, subject to and contingent upon appropriation of sufficient funds and that this authorizing Resolution be and is hereby made a part of the official records of the Borough of Millstone.

NEW BUSINESS:

- **RESOLUTION ACCEPTING AND ACKNOWLEDGING THE 2022 MILLSTONE BOROUGH AUDIT.**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and



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WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Borough Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52-27BB-34; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments
Recommendations

; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
Recommendations

as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty five days after the receipt of the annual audit, as per the regulations of the Local Finance Board; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Boards of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office”.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, hereby states that it has complied with the promulgations of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

- **PUBLIC HEARING/ADOPTION OF ORDINANCE 2023-003 (carried over/abled from the June 19, 2023 meeting): AN ORDINANCE BY THE BOROUGH OF MILLSTONE, IN THE COUNTY OF SOMERSET, STATE OF NEW JERSEY AMENDING AN ORDINANCE**



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PROHIBITING THE OPERATION OF ANY CLASS OF CANNABIS BUSINESSES WITHIN ITS GEOGRAPHICAL BOUNDARIES, PROVIDING FOR THE REGULATION OF CANNABIS AND AMENDING ITS DEVELOPMENT ORDINANCE

- Motion to open the meeting to the public
 - Motion to close the meeting to the public
 - Motion to adopt Ordinance 2023-003
-
- **APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE AMEWELL ROAD SIDEWALK REPLACEMENT PROJECT**

NOW, THEREFORE, BE IT RESOLVED that Borough Council of the Borough of Millstone, formally approves the grant application for the stated project.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2024 AMWELL ROAD (CR650) SIDEWALK REPLACE-00642 to the New Jersey Department of Transportation on behalf of the Borough of Millstone.

BE IT FURTHER RESOLVED that Mayor and Borough Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Millstone and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

- **RESOLUTION RECEIVING AND APPROVING THE CORRECTIVE ACTION PLAN FOR THE AUDIT OF THE BOROUGH OF MILLSTONE IN THE COUNTY OF SOMERSET, NEW JERSEY FOR THE CALENDAR BASED FISCAL YEAR ENDING ON DECEMBER 31, 2021.**

WHEREAS, New Jersey Local Governmental units are required to be audited and to formulate a Corrective Action Plan in response to the annual audit within sixty (60) days of the receipt of the audit by the Municipal Governing Body; and

WHEREAS, the Mayor and Council of the Borough of Millstone in the County of Somerset, New Jersey received the report of Audit for the fiscal year ended December 31, 2022; and

WHEREAS, the Mayor and Council of the Borough of Millstone has received and considered the Corrective Action Plan for the 2022 audit; and

NOW, THEREFORE, IT IS RESOLVED by the Council of the Borough of Millstone in the County of Somerset, New Jersey that it has received and approved of the Corrective Action Plan for the report of Audit for the fiscal year ending on December 31, 2022.

OLD BUSINESS:

- Sewers –
- LEPC –
- FEMA/Mitigation –



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-
- 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:

| <u>SUBJECT MATTER</u> | <u>TIME WHEN AND THE CIRCUMSTANCES UNDER WHICH THE SUBJECT MATTER CAN BE DISCLOSED</u> |
|-----------------------|--|
|-----------------------|--|

ADJOURNMENT of Regular Meeting:

Attested to:

Gregory J. Bonin, Borough Clerk



Millstone Borough

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Millstone Borough Claims list

July 14, 2023
00:13 AM

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
 Vendors: All
 Rcvd Batch Id Range: First to Last

Open: N
Rcvd: N
Bid: Y
State: Y
Other: Y
Exempt: Y

Paid: Y
Held: N
Aprv: N
Other: Y
Exempt: Y

Paid Date Range: 06/20/23 to 12/31/23
Include Non-Budgeted: Y

| PO # | PO Date | Vendor | Amount | Charge Account | Contract Acct Type Description | PO Type | Stat/Chk | First Enc Date | Rcvd Date | Chk/Void Date | Invoice |
|----------|----------|----------------------------------|----------|-----------------|---|---------|----------|----------------|-----------|---------------|-------------|
| 22-00115 | 11/25/22 | REVISE REVISE, LLC | | | | | | | | | |
| | | 6 ANNUAL TECH SUPPORT | 1,900.00 | 2-01-20-140-200 | B INFORMATION TECHNOLOGY - OTHER EXPENSES | P | 5647 | 11/25/22 | 07/06/23 | 07/14/23 | 16207 |
| | | 7 PHASE 6: SITE MAP DEVELOPMENT | 25.00 | 2-01-20-140-200 | B INFORMATION TECHNOLOGY - OTHER EXPENSES | P | 5647 | 11/25/22 | 07/06/23 | 07/14/23 | 16207 |
| | | | 1,925.00 | | | | | | | | |
| 23-00004 | 01/05/23 | PSEG PSE&G | | | | B | | | | | |
| | | 8 ELEC;65-081-353-09;AMWELL&MAIN | 136.84 | 3-01-31-435-205 | B STREET LIGHTING | P | 5643 | 06/11/23 | 07/13/23 | 07/14/23 | BD: 7/7/23 |
| 23-00005 | 01/08/23 | PSEG PSE&G | | | | B | | | | | |
| | | 8 ELEC;66-363-804-03;AMWELL ROAD | 132.84 | 3-01-31-435-205 | B STREET LIGHTING | P | 5644 | 06/11/23 | 07/13/23 | 07/14/23 | BD: 7/7/23 |
| 23-00006 | 01/08/23 | PSEG PSE&G | | | | B | | | | | |
| | | 7 ELEC;13 014 015 01 VARIOUS | 756.74 | 3-01-31-435-205 | B STREET LIGHTING | P | 5645 | 01/08/23 | 07/02/23 | 07/14/23 | BD: 6/12/23 |
| 23-00007 | 01/22/23 | VERIZONW VERIZON WIRELESS | | | | B | | | | | |
| | | 8 WIRELESS COMMUNICATIONS | 215.93 | 3-01-31-440-210 | B TELEPHONE | P | 5653 | 06/11/23 | 07/13/23 | 07/14/23 | BD: 6/25/23 |
| 23-00008 | 01/08/23 | COMCAST COMCAST | | | | B | | | | | |
| | | 7 INTERNET/VOICE SERVICE | 205.06 | 3-01-31-440-210 | B TELEPHONE | P | 5632 | 01/22/23 | 07/02/23 | 07/02/23 | BD: 6/11/23 |
| 23-00009 | 01/08/23 | NJAMMATE NJ AMERICAN WATER | | | | B | | | | | |
| | | 7 ACCT 210022093410; MAIN ST | 40.43 | 3-01-26-300-200 | B BUILDINGS&GROUNDS-OTHER EXPENSES | P | 5639 | 01/08/23 | 07/13/23 | 07/14/23 | BD: 6/27/23 |
| 23-00010 | 01/08/23 | COMPASSM COMPASSMSP | | | | B | | | | | |
| | | 15 MICROSOFT EMAIL-JULY | 96.00 | 3-01-20-140-200 | B INFORMATION TECHNOLOGY - OTHER EXPENSES | P | 5634 | 06/01/23 | 07/06/23 | 07/14/23 | 178963 |
| | | 16 365 LICENSE - JULY | 25.00 | 3-01-20-140-200 | B INFORMATION TECHNOLOGY - OTHER EXPENSES | P | 5634 | 06/01/23 | 07/06/23 | 07/14/23 | 178963 |
| | | | 121.00 | | | | | | | | |
| 23-00022 | 01/17/23 | REPUBLIC REPUBLIC SERVICES | | | | B | | | | | |
| | | 7 SANITATION SERVICES; 9865002 | 3,740.00 | 3-01-26-305-200 | B SANITATION-OTHER EXPENSE | P | 5646 | 06/11/23 | 07/13/23 | 07/14/23 | 2401729 |
| 23-00024 | 01/17/23 | RLDATA R & L DATA CENTERS | | | | B | | | | | |
| | | 8 JUNE PAYROLL | 168.00 | 3-01-20-100-200 | B A&E-OTHER EXPENSES | P | 5648 | 06/11/23 | 07/13/23 | 07/14/23 | 109868 |



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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 Description | PO Type | First Stat/Chk | Rcvd Enc Date | Chk/Void Date | Invoice |
|----------|----------|---------------------------------------|----------|-----------------|------------------------------------|---------|----------------|-------------------|---------------|-------------|
| 23-00025 | 01/30/23 | NJAMWATE NJ AMERICAN WATER | | | B | | | | | |
| | | 7 ACCT 210022797651; HYDRANTS | 1,066.72 | 3-01-25-265-202 | B FIRE HYDRANT SERVICE | | P 5640 | 01/30/23 07/02/23 | 07/14/23 | BD: 6/19/23 |
| 23-00026 | 01/30/23 | AWCONTRA A.W. CONTRACTING | | | B | | | | | |
| | | 4 LANDSCAPE SERVICES-JUNE | 416.00 | 3-01-26-300-200 | B BUILDINGS&GROUNDS-OTHER EXPENSES | | P 5633 | 01/30/23 07/13/23 | 07/14/23 | JUNE |
| | | 5 LANDSCAPE SERVICES-JUNE | 680.00 | 3-01-26-300-200 | B BUILDINGS&GROUNDS-OTHER EXPENSES | | P 5633 | 07/13/23 07/13/23 | 07/14/23 | 29414-CLTP |
| | | | 1,096.00 | | | | | | | |
| 23-00028 | 01/30/23 | GERALMUL LAW OFFICES OF GERALD MULLER | | | B | | | | | |
| | | 3 PLANNING BD ATTORNEY SERVICES | 336.00 | 3-01-21-180-200 | B PLANNING BD-OTHER EXPENSES | | P 5637 | 01/30/23 07/13/23 | 07/14/23 | 15190 |
| 23-00029 | 01/31/23 | GANNETNJ GANNETT NJ NEWSPAPERS | | | B | | | | | |
| | | 5 LEGAL AD-ORD 2023-001; 5/19 | 44.36 | 3-01-20-110-200 | B MAYOR & COUNCIL-OTHER EXPENSES | | P 5636 | 01/31/23 07/09/23 | 07/14/23 | 5661816 |
| | | 6 LEGAL AD-ORD 2023-002; 5/19 | 56.06 | 3-01-20-110-200 | B MAYOR & COUNCIL-OTHER EXPENSES | | P 5636 | 01/31/23 07/09/23 | 07/14/23 | 5661816 |
| | | 7 LEGAL AD-ORD 2023-003; 5/19 | 53.72 | 3-01-20-110-200 | B MAYOR & COUNCIL-OTHER EXPENSES | | P 5636 | 01/31/23 07/09/23 | 07/14/23 | 5661816 |
| | | 8 LEGAL AD-ORD 2023-002; 6/23 | 49.04 | 3-01-20-110-200 | B MAYOR & COUNCIL-OTHER EXPENSES | | P 5636 | 01/31/23 07/13/23 | 07/14/23 | 5732991 |
| | | 9 LEGAL AD-AUDIT; 6/29/23 | 135.62 | 3-01-20-110-200 | B MAYOR & COUNCIL-OTHER EXPENSES | | P 5636 | 01/31/23 07/13/23 | 07/14/23 | 5732991 |
| | | | 338.80 | | | | | | | |
| 23-00030 | 01/31/23 | OFFENSTE STEPHEN OFFEN | | | B | | | | | |
| | | 11 LEGAL SERVICES-JUNE | 242.50 | 3-01-20-155-200 | B LEGAL-OTHER EXPENSES | | P 5642 | 01/31/23 07/13/23 | 07/14/23 | 1126933 |
| | | 12 LEGAL SERVICES-JUNE | 350.00 | 3-01-20-155-200 | B LEGAL-OTHER EXPENSES | | P 5642 | 01/31/23 07/13/23 | 07/14/23 | 11296934 |
| | | | 592.50 | | | | | | | |
| 23-00056 | 05/17/23 | MOTTMACD MOTT MACDONALD | | | B | | | | | |
| | | 2 ENGINEERING SERVICES IN | 2,970.00 | C-04-55-222-011 | B RESERVE FOR PRELIMINARY EXPENSES | | P 117 | 05/17/23 07/09/23 | 07/14/23 | 507489290 |
| 23-00069 | 06/07/23 | NJLM NJLM | | | B | | | | | |
| | | 2 REGISTRATION FOR MAYOR RAYMOND | 125.00 | 3-01-20-100-201 | B A&E-EMPLOYEE DEVELOPMENT | | P 5641 | 06/07/23 07/06/23 | 07/14/23 | S-23514 |
| 23-00073 | 06/19/23 | NJPENSIO STATE OF NEW JERSEY | | | B | | | | | |
| | | 1 2023 2ND QTR PENSION PAYMENT | 894.10 | 3-01-55-901-004 | B DUE TO/FROM PAYROLL | | P 1400 | 06/19/23 06/20/23 | 06/20/23 | |
| 23-00074 | 07/02/23 | MILLPAYR MILLSTONE BORO PAYROLL | | | B | | | | | |
| | | 1 JULY PAYROLL AND RETRO | 4,701.11 | 3-01-55-901-004 | B DUE TO/FROM PAYROLL | | P 245 | 07/02/23 07/02/23 | 07/02/23 | |
| | | 2 JULY PAYROLL/RETRO -OASI | 360.74 | 3-01-36-472-213 | B SOCIAL SECURITY | | P 245 | 07/02/23 07/02/23 | 07/02/23 | |
| | | 3 JULY PAYROLL/RETRO -SUI | 14.13 | 3-01-55-901-006 | B TO/FROM SUI-PAYROLL ACCOUNT | | P 245 | 07/02/23 07/02/23 | 07/02/23 | |
| | | | 5,075.98 | | | | | | | |



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Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 3

| PO # | PO Date | Vendor | Amount | Charge Account | Contract Acct Type | PO Type Description | First Stat/Chk | Rcvd Enc Date | Chk/Void Date | Invoice |
|-------------------------------|----------|--------------------------------------|-----------|-------------------------------|--------------------|------------------------------------|------------------|---------------------------|---------------|------------------------|
| 23-00076 | 06/15/23 | SDGSECUR | | | | B | | | | |
| 2 | | ALARM REPAIR | 495.00 | 3-01-26-300-200 | B | BUILDINGS&GROUNDS-OTHER EXPENSES | P 5649 | 06/15/23 | 07/06/23 | 07/14/23 23103691 |
| 23-00077 | 07/13/23 | DENISEPI DENISE PISZKOWSKI | | | | B | | | | |
| 1 | | REIMBURSEMENT FOR OUT OF | 498.54 | 3-01-31-440-210 | B | TELEPHONE | P 5635 | 07/13/23 | 07/13/23 | 07/14/23 |
| 23-00078 | 07/13/23 | SUPLEECL SUPLEE, CLOONEY & COMPANY | | | | B | | | | |
| 1 | | 2021 AUDIT SERVICES | 14,700.00 | 3-01-20-130-202 | B | FINANCE-AUDIT | P 5652 | 07/13/23 | 07/13/23 | 07/14/23 AUDIT |
| | | | 300.00 | 3-01-20-130-200 | B | FINANCE-OTHER EXPENSES | | | | |
| | | | 15,000.00 | | | | | | | |
| 23-00079 | 07/06/23 | MDDCTYIN MIDD CTY MUN JOINT INS FUND | | | | B | | | | |
| 1 | | 2023 INSURANCE | 12,479.50 | 3-01-23-220-208 | B | INSURANCE-OTHER INSURANCE PREMIUMS | P 5638 | 07/06/23 | 07/13/23 | 07/14/23 AUG PYMENT |
| 23-00080 | 07/13/23 | NJHEALTH NEW JERSEY DEPT OF HEALTH | | | | B | | | | |
| 1 | | DOG LICENSES FEES-JAN-JUNE | 51.00 | 3-01-55-901-007 | B | T0/FROM STATE OF NJ - DOG | P 1029 | 07/13/23 | 07/13/23 | 07/14/23 JAN-JUNE 2023 |
| 2 | | DOG LICENSES FEES-JAN-JUNE | 9.00 | 3-01-55-901-007 | B | T0/FROM STATE OF NJ - DOG | P 1029 | 07/13/23 | 07/13/23 | 07/14/23 JAN-JUNE 2023 |
| | | | 60.00 | | | | | | | |
| 23-00081 | 07/13/23 | SOMERENG SOMERSET COUNTY ENGINEERING | | | | B | | | | |
| 2 | | LICENSED LAND SURVEYOR | 4,453.35 | 3-01-20-165-200 | B | ENGINEERING-OTHER EXPENSES | P 5650 | 07/13/23 | 07/13/23 | 07/14/23 539 |
| 3 | | CONSULTANT-PK ENVIRONMENTAL | 3,750.00 | 3-01-20-165-200 | B | ENGINEERING-OTHER EXPENSES | P 5650 | 07/13/23 | 07/13/23 | 07/14/23 539 |
| | | | 8,203.35 | | | | | | | |
| 23-00082 | 07/13/23 | SOMERROA SOMERSET COUNTY | | | | B | | | | |
| 2 | | SIGN ASSEMBLY REMOVED | 412.57 | 3-01-26-290-200 | B | ROAD REPAIR-OTHER EXPENSES | P 5651 | 07/13/23 | 07/13/23 | 07/14/23 RB2023-0163 |
| Total Purchase Orders: | | | 26 | Total P.O. Line Items: | 38 | Total List Amount: | 57,085.90 | Total Void Amount: | 0.00 | |

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00:13 AM

Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 4

| Totals by Year-Fund Fund Description | Fund | Budget Total | Revenue Total | G/L Total | Total |
|--------------------------------------|------|------------------|---------------|-------------|------------------|
| | 2-01 | 1,925.00 | 0.00 | 0.00 | 1,925.00 |
| | 3-01 | 52,190.90 | 0.00 | 0.00 | 52,190.90 |
| | C-04 | 2,970.00 | 0.00 | 0.00 | 2,970.00 |
| Total of All Funds: | | 57,085.90 | 0.00 | 0.00 | 57,085.90 |