



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

TIME: 7:30 PM

CALL TO ORDER – OPENING STATEMENT: Mayor-Elect Heck called the meeting to order with the reading of the following 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: Mayor-Elect Heck led those present on the flag salute

<u>ROLL CALL:</u>	Councilwoman-elect Mandy Coppola	Present
	Councilman Robert Galli	Present
	Councilwoman-elect Nicole Grimshaw	Present
	Councilman Alan Kidd	Present
	Councilwoman Karin Kidd	Present
	Councilman Jonathan Stashek	Present
	Mayor-elect Raymond Heck	Present

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

- Mayor Raymond Heck – term to expire 12.31.26

Attorney Offen issued the Oath of Office to Mayor Heck.

- Councilwoman Mandy Coppola – term to expire 12.31.25

Mayor Heck issued the Oath of Office to Councilwoman Coppola.

- Councilwoman Nicole Grimshaw – term to expire 12.31.25

Mayor Heck issued the Oath of Office to Councilwoman Grimshaw.

Mayor Heck took a moment to recognize the honored guests at this meeting; Somerset County Director Shanell Robinson, Commissioner Melanie Marrano and Commissioner Paul Drake.

Mayor Heck thanked the Somerset County Commissioners for attending our meeting and appreciates their support of our community. He commented on wonderful the borough is, a small town with big “perks” and attributed much of our success to the partnership with the County on shared services.

ELECTION AND SWEARING IN OF COUNCIL PRESIDENT:

Councilwoman Grimshaw nominated Councilman Alan Kidd as Council President for 2023. Seconded by Councilman Stashek. No other nominations were presented.



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

Mayor Heck issued the Oath of Office to Council President Alan Kidd.

MAYORAL APPOINTMENT OF BOROUGH ATTORNEY:

Councilwoman Kidd offered a resolution to appoint the Borough Attorney. Seconded by Councilwoman Grimshaw.

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

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

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 – Mayor Heck issued the Oath of Office to Attorney Offen and commented that Mr. Offen is the longest continually serving municipal attorney in the State of NJ and the Borough has greatly benefitted from his service.

MAYORAL APPOINTMENT OF BOROUGH ENGINEER:

Councilwoman Kidd offered a resolution to appoint the Borough Engineer. Seconded by Councilwoman Coppola.



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

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:

Council President Kidd offered a resolution to appoint the Borough Attorney. Seconded by Councilwoman Kidd.

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

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

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



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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

Councilman Stashek offered a resolution to authorize a temporary budget. Seconded by Council President Kidd.

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

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
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



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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:

Mayor Heck offered the following appointments for the Borough Council to approve;

Buildings and Grounds



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1. Councilman Stashek

Budget, Finance and Fiscal Planning

1. Council President Kidd and Mayor Heck

Street and Traffic

1. Councilman President Kidd

Police, 911 Coordinator, Fire Services Liaison

1. Mayor Heck

Council Member of Planning Board, Class III

1. Councilman Galli

Historic District Commission Member

1. Councilwoman Kidd

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

1. Councilwoman Coppola

Affordable Housing Liaison

1. Councilman Galli

Board of Health Liaison

1. Councilwoman Grimshaw

APPOINTMENTS TO COUNTY RESPONSIBILITIES (One Year Terms):

Somerset County Development Committee

1. (Mayoral Appointment) Raymond Heck

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

A resolution to approve the Mayoral appointments was offered by Council President Kidd. Second by Councilwoman Kidd.

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



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BE IT RESOLVED by the Borough Council of the Borough Of Millstone, County of Somerset, State of New Jersey that it hereby affirms the following Mayoral appointments.

Emergency Management Coordinator: Term 1.1.2023 – 12.31.2025

1. Raymond Heck

Deputy Emergency Management Coordinator: Term 1.1.2023 – 12.31.2025

1. Gene Grimshaw
2. Gary Howarth

(Additional appointments to be supplied by Mayor Heck)

CONSENT AGENDA ITEMS A THROUGH K

Councilwoman Kidd offered a motion to approve consent items A through L. Seconded by Councilwoman Coppola.

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

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

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



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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

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.



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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

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



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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 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;



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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

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



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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

Mayor Heck stated he would like to add two items to the rules of conduct, items 14 and 15.

Councilwoman Kidd offered a motion to approve rules of conduct as amended. Seconded by Councilwoman Coppola.

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

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.
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.



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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”.
14. Meetings may be conducted in person, electronically or in a hybrid manner so long as the meeting conforms to the Open Public Meetings Act.
15. When the meeting is open to the public, a member of the public shall be limited to a 3-minute comment period. Once all members of the public are heard, a person shall be able to speak again for another 3-minute period. This is to ensure all members of the public can be heard.

2023 MAYORAL APPOINTMENTS: CONSENT AGENDA ITEMS M THROUGH Q

Councilwoman Coppola offered a motion to approve consent items M through Q. Seconded by Councilwoman Grimshaw.

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

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

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



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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

Councilwoman Kidd offered a motion to open the meeting to the public at 7:34 PM. Seconded by Councilwoman Coppola.

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

Mr. Henry Wierzbowski spoke on the following;

- He commented that traffic on Rt 533 is still very bad
- He commented that perhaps the Borough should consider a new engineer as he believes Mr. Loper may have a conflict.
- He asked why the Borough is enacting a 3 minute rule for speaking when the County allows for 5 minutes.
- He still is waiting for the revenue figures for police ticketing
- He commented there is too much truck traffic on Rt 533
- He stated the Borough should better manage the police deployment

Mayor Heck responded to Mr. Wierzbowski's comments.



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

Mr. Grimshaw, Deputy OEM coordinator, stated the Borough only receives 25% of the revenues from tickets written, the rest goes to Franklin Twp and the State.

- Motion to Close the Meeting to the Public

There being no one else wishing to be heard, Councilwoman Kidd offered a motion to close the meeting to the public at 7:50 PM. Seconded by Councilwoman Coppola.

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

ADJOURNMENT of REORGANIZATION MEETING:

Council President Kidd offered a motion to adjourn the reorganization meeting at 7:51 PM. Seconded by Councilwoman Kidd.

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

Attested to:

Gregory J. Bonin, Borough Clerk
