



Millstone Borough
REGULAR MEETING MINUTES
November 20, 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 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

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=dnJoMWdzcTcwa2h5cjZRbVpvWHk4QT09>

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=dnJoMWdzcTcwa2h5cjZRbVpvWHk4QT09>

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

Also Present: Attorney Steven Offen, and Borough Clerk Gregory Bonin

MINUTES:

- October 16, 2023 regular meeting minutes

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



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

REPORTS:

- Assessor – no report
- Clerk – Clerk Bonin reported that the election is not yet certified by the County.
- Emergency Management (OEM/State Police/Fire) – no report
- Finance/Tax Collection – no report
- Historic Commission – no report
- Recreation Commission – no report

COUNCIL REPORTS:

- Buildings and Grounds – no report
- Planning Board – Councilman Galli stated the last Planning Board meeting was cancelled due to lack of heat in Borough Hall.
- Traffic and Roads – no report

MAYOR'S REPORT:

Mayor Heck reported that at the recent NJLOM conference he handed off the gavel and is no longer president of that organization. He commented that Millstone borough has been showcased in the NJLOM magazine a number of times. Mayor Heck also stated he continues to work on our second round of flood mitigation efforts.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

Councilwoman Grimshaw offered a motion to open the meeting to the public. Seconded by Councilwoman Coppola.

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

Henry Weirzbowski, 1444 Millstone River Road, stated there are still traffic issues in the borough and that the current amount of police traffic enforcement is not enough to address the issues. Mayor Heck asked Mr. Wierzbowski for his opinion on what is required in terms of police enforcement. Mr. Weirzbowski stated the road should be reconfigured.

Mayor Heck stated that the Borough spends an inordinate amount of money on speed enforcement near Mr. Wierzbowski's home. Councilman Galli suggested we should review where we spend policing money and spread it around as a disproportionate amount is going to one area.

Patricia Morris commented in support of Mr. Wierzbowski's comments and his complaints on this section of road as there have been fatalities on this section of road. She does not necessary believe we should try and figure out how to apportion things fairly as we know where the problem occur.

- Motion to Close the Meeting to the Public



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Councilwoman Coppola offered a motion to close the meeting to the public. Seconded by Councilwoman Grimshaw.

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

CLAIMS FOR PAYMENT

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

Councilwoman Grimshaw offered a resolution to authorize the claims for payment. Seconded by Councilwoman Coppola.

Roll Call: Coppola – yes, Galli – yes, Grimshaw – 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 2023 BUDGET AMONG CURRENT FUND APPROPRIATIONS PURSUANT TO N.J.S.A. 40A:4-59**

Council President Kidd offered a resolution to authorize the transfer of funds. Seconded by Councilman Galli.

Roll Call: Coppola – yes, Galli – yes, Grimshaw – 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 2023 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



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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:
3-01-20-130-200 – FINANCE, OE - \$2,000.00	3-01-26-300-200 – BLDGS AND GROUNDS, OE - \$6,000.00
3-01-20-140-200 – INFORMATION TECH, OE - \$4,000.00	
TOTAL: \$6,000.00	TOTAL: \$6,000.00

NOW, THEREFORE, IT IS RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF MILLSTONE IN THE COUNTY OF SOMERSET NEW JERSEY, that the proper Borough Officials are hereby authorized to transfer **\$6,000.00** of funds as indicated in the foregoing details from the designated appropriation having apparent surplus balances to the designated appropriation having an apparent insufficient balance to ensure that an adequate appropriation balance exist where needed.

- **RESOLUTION TO APPROVE A CONTRACT WITH R&L DATA CENTERS FOR PAYROLL RELATED SERVICES.**

Councilman Galli offered a resolution to authorize a contract with R&L Data Centers. Seconded by Council President Kidd.

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

WHEREAS, there is a need for a firm to provide payroll related services for the Borough; and

WHEREAS, the Chief Financial Officer has interviewed firms to provide said services; and

WHEREAS, the Chief Financial Officer has recommended the hiring of R&L Data Services.

NOW THEREFORE BE I RESOLVED by the Mayor and Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the Mayor and Borough Clerk are authorized to sign an agreement with R&L Data Services to perform payroll related services to the Borough.

- **DISCUSSION – BEST PRACTICES INVENTORY REVIEW**

Mayor Heck reviewed our best practices inventory conducted by he and the CFO. He stated the Borough did not lose any state funding and had more points than last year. He asked the Borough Council members if they had questions or discussion points. There were none.

A motion to approve the Best Practices inventory was offered by Council President Kidd. Seconded by Councilman Stashek.

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

OLD BUSINESS:



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- Sewers – Attorney Offen reported that he spoke with special counsel dealing with this matter. He will be getting back to us to review the Van Cleef proposal. Councilman Gallie commented on the revised Mott McDonald estimate stating that the original plans estimated the cost to be \$93,000 per household while the new scaled back plan is \$60,000.

Council President Kidd stated he is reluctant to accept another nomination to Borough Council as he feels it is time for others to step forward and serve the borough.

- LEPC – no report
- FEMA/Mitigation – no report
- Status of PILOT – no report

ADJOURNMENT of Regular Meeting:

Councilwoman Grimshaw offered a motion to adjourn the meeting at 8:15PM. Seconded by Councilwoman Coppola.

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

Attested to:

Gregory J. Bonin, Borough Clerk



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Millstone Borough Claims list

November 16, 2023 05:11 PM	Millstone Borough Purchase Order Listing By P.O. Number		Page No: 1
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 Paid Date Range: 10/17/23 to 12/31/23 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	Contract PO Type
Item Description	Amount	Charge Account	Acct Type Description
			First Rcvd Chk/Void
			Stat/Chk Enc Date Date Date Invoice
21-00102 09/21/21 MOTTMACD MOTT MACDONALD			
7 CONCEPTUAL DESIGN FOR SANITARY	1,390.00	C-04-55-222-011	B B RESERVE FOR PRELIMINARY EXPENSES P 121 09/21/21 11/07/23 11/12/23 507494368
23-00004 01/05/23 PSEG PSEG			
12 ELEC;65-081-353-09;AMNELL&MAIN	117.33	3-01-31-435-205	B B STREET LIGHTING P 5755 06/11/23 11/10/23 11/12/23 80: 11/3/23
23-00005 01/08/23 PSEG PSEG			
12 ELEC;66-363-804-03;AMNELL ROAD	114.44	3-01-31-435-205	B B STREET LIGHTING P 5756 06/11/23 11/10/23 11/12/23 80: 11/3/23
23-00006 01/08/23 PSEG PSEG			
11 ELEC;13 014 015 01 VARIOUS	794.55	3-01-31-435-205	B B STREET LIGHTING P 5757 07/02/23 10/24/23 11/12/23 80: 10/10/23
12 ELEC;13 014 015 01 VARIOUS	762.89	3-01-31-435-205	B B STREET LIGHTING P 5757 07/02/23 11/10/23 11/12/23 80: 11/7/23
	1,557.44		
23-00007 01/22/23 VERIZONW VERIZON WIRELESS			
12 WIRELESS COMMUNICATIONS	216.18	3-01-31-440-210	B B TELEPHONE P 5728 06/11/23 11/11/23 11/11/23 80: 10/25/23
23-00008 01/08/23 COMCAST COMCAST			
11 INTERNET/VOICE SERVICE	236.40	3-01-31-440-210	B B TELEPHONE P 5727 06/11/23 10/29/23 10/29/23 80: 10/11/23
23-00009 01/08/23 NJAMMATE NJ AMERICAN WATER			
11 ACCT 210022093410; MAIN ST	31.94	3-01-26-300-200	B B BUILDINGS&GROUNDS-OTHER EXPENSES P 5752 09/10/23 11/11/23 11/12/23 80: 11/3/23
23-00010 01/08/23 COMPASS COMPASSMSP			
21 MICROSOFT EMAIL-OCTOBER	96.00	3-01-20-140-200	B B INFORMATION TECHNOLOGY - OTHER EXPENSES P 5749 06/01/23 10/24/23 11/12/23 183842
22 365 LICENSE - OCTOBER	25.00	3-01-20-140-200	B B INFORMATION TECHNOLOGY - OTHER EXPENSES P 5749 06/01/23 10/24/23 11/12/23 183842
	121.00		
23-00022 01/17/23 REPUBLIC REPUBLIC SERVICES			
11 SANITATION SERVICES; 9865002	3,740.00	3-01-26-305-200	B B SANITATION-OTHER EXPENSE P 5758 06/11/23 11/07/23 11/12/23 2451398
23-00024 01/17/23 RLDATA R & L DATA CENTERS			
11 SEPTEMBER PAYROLL	168.00	3-01-20-100-200	B B A&E-OTHER EXPENSES P 5759 06/11/23 10/24/23 11/12/23 110594



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Purchase Order Listing By P.O. Number

Page No: 2

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
23-00024	01/17/23	RLDATA R & L DATA CENTERS			Continued						
	12	OCTOBER PAYROLL	168.00	3-01-20-100-200	B A&E-OTHER EXPENSES		P	5759 06/11/23	11/11/23	11/12/23	110835
			336.00								
23-00025	01/30/23	NJAMMATE NJ AMERICAN WATER									
	11	ACCT 210022797651; HYDRANTS	1,066.72	3-01-25-265-202	B FIRE HYDRANT SERVICE		P	5753 06/11/23	10/29/23	11/12/23	80: 10/18/23
23-00026	01/30/23	AMCONTRA A.W. CONTRACTING									
	9	LANDSCAPE SERVICES-OCT	423.00	3-01-26-300-200	B BUILDINGS&GROUNDS-OTHER EXPENSES		P	5748 08/14/23	11/11/23	11/12/23	3801
23-00030	01/31/23	OFFENSTE STEPHEN OFFEN									
	16	LEGAL SERVICES - OCTOBER	300.00	3-01-20-155-200	B LEGAL-OTHER EXPENSES		P	5754 01/31/23	11/07/23	11/12/23	11323972
	17	LEGAL SERVICES - OCTOBER	200.00	3-01-20-155-200	B LEGAL-OTHER EXPENSES		P	5754 01/31/23	11/07/23	11/12/23	11323971
			500.00								
23-00034	02/16/23	VCS70854 VISUAL COMPUTER SOLUTIONS									
	12	POLICE SERVICES-10/5,10/9,	1,197.72	3-01-42-390-212	B INTERLOCAL POLICE SERVICE		P	5766 02/16/23	11/07/23	11/12/23	470003043
	13	POLICE SERVICES-10/13,10/17	798.48	3-01-42-390-212	B INTERLOCAL POLICE SERVICE		P	5766 02/16/23	11/07/23	11/12/23	470002978
	14	POLICE SERVICES-10/18,10/23	798.48	3-01-42-390-212	B INTERLOCAL POLICE SERVICE		P	5766 02/16/23	11/07/23	11/12/23	470003003
	15	POLICE SERVICES-10/31, 11/2	2,395.44	3-01-42-390-212	B INTERLOCAL POLICE SERVICE		P	5767 02/16/23	11/16/23	11/16/23	470003077
			5,190.12								
23-00056	05/17/23	MOTTMACD MOTT MACDONALD									
	5	ENGINEERING SERVICES IN	495.00	C-04-55-222-011	B RESERVE FOR PRELIMINARY EXPENSES		P	121 05/17/23	11/07/23	11/12/23	507494397
23-00100	09/25/23	RRDONNEL R.R. DONNELLEY									
	1	CERTIFIED COPY OF VITAL RECORD	106.50	3-01-20-145-200	B TAX COLLECTOR-OTHER EXPENSES		P	5760 09/25/23	11/11/23	11/12/23	886752296
	2	CERTIFIED COPY OF VITAL RECORD	46.25	3-01-20-145-200	B TAX COLLECTOR-OTHER EXPENSES		P	5760 09/25/23	11/11/23	11/12/23	886752296
			152.75								
23-00110	10/22/23	NJPENSIO STATE OF NEW JERSEY									
	1	RETRO SALARY INCREASE	35.88	3-01-55-901-004	B DUE TO/FROM PAYROLL		P	350 10/22/23	10/24/23	10/24/23	
23-00111	10/24/23	SOMECLOF SOMERSET COUNTY CLERK									
	1	2023 PRIMARY ELECTION	214.10	3-01-20-120-200	B ELECTIONS-OTHER EXPENSES		P	5761 10/24/23	10/24/23	11/12/23	
23-00112	10/24/23	SOMERENG SOMERSET COUNTY ENGINEERING									
	1	ENGINEERING SERVICES-HERITAGE	2,413.40	3-01-20-165-200	B ENGINEERING-OTHER EXPENSES		P	5765 10/24/23	10/29/23	11/12/23	546
	3	ENGINEERING SERVICES-	334.71	3-01-20-165-200	B ENGINEERING-OTHER EXPENSES		P	5765 10/29/23	10/29/23	11/12/23	547



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November 16, 2023 05:11 PM	Millstone Borough Purchase Order Listing By P.O. Number						Page No: 3
PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	First Rcvd Stat/Chk Enc Date Date	Chk/Void Date Invoice
23-00112	10/24/23	SOMERENG SOMERSET COUNTY ENGINEERING		Continued			
4		ENGINEERING SERVICES-	1,242.50	3-01-20-165-200	B ENGINEERING-OTHER EXPENSES	P 5765 10/29/23 10/29/23	11/12/23 548
			3,990.61				
23-00114	10/31/23	SOMERCTY SOMERSET COUNTY					
1		ADD/OMITTED 2023 TAXES-COUNTY	257.88	3-01-55-907-001	B COUNTY TAXES PAYABLE	P 5762 10/31/23 10/31/23	11/12/23 ADD/OMIT
23-00115	10/31/23	SOMERCTY SOMERSET COUNTY					
1		ADD/OMIT 2023 TAXES-OPEN SPACE	26.04	3-01-55-907-001	B COUNTY TAXES PAYABLE	P 5763 10/31/23 10/31/23	11/12/23 ADD/OMIT
23-00116	10/31/23	SOMERCTY SOMERSET COUNTY					
1		ADD/OMITTED 2023 TAXES-LIBRARY	36.12	3-01-55-907-001	B COUNTY TAXES PAYABLE	P 5764 10/31/23 10/31/23	11/12/23 ADD/OMIT
23-00117	11/01/23	MILLPAYR MILLSTONE BORO PAYROLL					
1		NOVEMBER PAYROLL	4,053.64	3-01-55-901-004	B DUE TO/FROM PAYROLL	P 555 11/01/23 11/01/23	11/01/23
2		NOVEMBER PAYROLL -DASI	311.04	3-01-36-472-213	B SOCIAL SECURITY	P 555 11/01/23 11/01/23	11/01/23
3		NOVEMBER PAYROLL-SUI	12.19	3-01-55-901-005	B DUE TO/FROM SUI	P 555 11/01/23 11/01/23	11/01/23
			4,376.87				
23-00118	11/11/23	EDMUNDS EDMUNDS & ASSOCIATES					
1		TAX SOFTWARE SUPPORT 2024	3,284.00	3-01-20-110-200	B MAYOR & COUNCIL-OTHER EXPENSES	P 5750 11/11/23 11/11/23	11/12/23 24-IN1543
23-00119	11/11/23	HILLSBOR HILLSBOROUGH BD OF EDUCATION					
1		2023-2024 SCHOOL YR-NOV PYMT	151,911.00	3-01-55-906-001	B LOCAL SCHOOL TAXES PAYABLE	P 5751 11/11/23 11/11/23	11/12/23 NOV PYMT
Total Purchase Orders: 25			Total P.O. Line Items: 37	Total List Amount: 179,820.82	Total Void Amount: 0.00		

November 16, 2023 05:11 PM	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	
	3-01	177,935.82	0.00	0.00	177,935.82	
	C-04	1,885.00	0.00	0.00	1,885.00	
Total of All Funds:		179,820.82	0.00	0.00	179,820.82	