



Millstone Borough

REGULAR MEETING AGENDA

January 20, 2025

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;

Topic: Millstone Borough Council Regular Monthly meeting
Time: Jan 20, 2025 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88306186256?pwd=vaeJCKwW0xFuPoErckCRR7JaPhH0pt.1>

Meeting ID: 883 0618 6256

Passcode: 967059

One tap mobile

+16469313860,88306186256# , *967059# US

+19292056099, 88306186256# , *967059# US (New York)

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

Also Present:

EXECUTIVE SESSION:

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



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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>
Contract Negotiations – Joint Insurance Fund	When the matter is concluded
Affordable Housing – 4 th Round Obligation	When the matter is concluded

MINUTES:

- November 25, 2024 Regular Meeting Minutes
- December 16, 2024 Regular Meeting Minutes
- January 6, 2025 Reorganization Meeting Minutes

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:

- **APPOINTMENT OF MINDY D'AMICO AS DEPUTY TREASURER**

WHEREAS there is a need to appoint a Deputy Treasurer to fulfill the duties of the office when the Borough's Chief Financial Officer is unavailable; and

WHEREAS Mindy D'Amico is a certified Chief Financial Officer, knowledgeable and able to perform the duties of the Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED that Mindy D'Amico be hereby appointed as the Deputy Treasurer for the Borough of Millstone, County of Somerset, State of New Jersey, effective February 1, 2025 at an annual prorated salary of \$6,000.

- **RESOLUTION TO JOIN THE SOMERSET COUNTY JOINT INSURANCE FUND**

WHEREAS, the Somerset County Joint Insurance Fund seeks to provide its members with insurance coverage; and **WHEREAS**, N.J.S.A. 40A:10-36 and the regulations enacted pursuant thereto allow local units of government to join together to establish a joint insurance fund; and

WHEREAS, the Borough of Millstone has determined that membership in the Somerset County Joint Insurance Fund is in its best interests; and

WHEREAS, the local unit has never defaulted on claims if self-insured and has not been canceled for nonpayment of insurance premiums for 2 years prior to this Resolution; and

WHEREAS, any portion of a year as a member is considered to be a year of membership, and;



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WHEREAS, the local unit agrees to be a member of the Fund for a period of three years, effective upon approval of the Fund, said membership to terminate on January 1, 20 at 12:01 AM Standard Time;

NOW THEREFORE, BE IT RESOLVED THAT the Borough of Millstone does hereby resolve and agree to become a member in the Somerset County Joint Insurance Fund for the purpose of establishing the following types of coverage: a. Workers' compensation and employer's liability; b. Comprehensive general liability insurance, including law enforcement professional liability; c. Motor vehicle liability insurance; d. Property damage insurance, including automobile physical damage; January 10, 2025 2 e. School Board legal liability, Public Officials legal liability and Nurse medical malpractice, if applicable.

BE IT FURTHER RESOLVED THAT the Borough of Millstone agrees to execute an agreement providing for the acceptance of the Fund's By-Laws as approved and adopted.

BE IT FURTHER RESOLVED THAT the Borough of Millstone is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Fund as are required by the Fund's By-Laws

- **RESOLUTION TO APPOINT A COMMISSIONER AND ALTERNATE COMMISSIONER TO THE SOMERSET COUNTY JOINT INSURANCE FUND.**

WHEREAS as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Borough Official to serve as a Commissioner, to represent the Borough of Millstone.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Millstone, County of Somerset, State of New Jersey, that (Raymond Heck) be designated as the Commissioner for the Borough of Millstone with (Laura Vesce) designated as Alternate Commissioner.

- **RESOLUTION TO APPOINT A RISK MANAGER FOR THE BOROUGH OF MILLSTONE**

WHEREAS as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Risk Manager to represent the Borough of Millstone.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Millstone, County of Somerset, State of New Jersey, that Jaime Rick of the firm Lafontaine & Budd be designated as the Risk Manager for the Borough of Millstone.

- **DISCUSSION: AFFORDABLE HOUSING – 4TH ROUND OBLIGATION**
- **RESOLUTION ESTABLISHING PRESENT AND PROSPECTIVE FAIR SHARE OBLIGATIONS OF THE BOROUGH OF MILLSTONE, COUNTY OF SOMERSET, STATE OF NEW JERSEY**

WHEREAS, on March 20, 2024, P.L.2024, c.2. (NJSA 52:27D-302, et seq) ("A-4") was signed into law establishing a new framework for determining and enforcing municipalities' affordable housing



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obligations under the New Jersey Supreme Court's Mount Laurel doctrine and the State's Fair Housing Act; and

WHEREAS, A-4 requires that the New Jersey Department of Community Affairs ("DCA") perform a calculation of regional need, and municipal present and prospective affordable housing needs, in accordance with the formulas established in A-4; and

WHEREAS, on October 18, 2024, the DCA released its "Affordable Housing Obligations For 2025-2035 (Fourth Round)" report (the "DCA Report"), establishing the Fourth Round (2025- 2035) fair share methodology and calculations of low- and moderate-income housing obligations for New Jersey's 564 municipalities which calculations are presented by way of guidance; and

WHEREAS, the DCA Report indicated the present fair share obligation of the Borough of Millstone to be zero (0) units and prospective fair share obligation of the Borough of Millstone to be thirty-one (31) units; and

WHEREAS, pursuant to A-4, the Borough of Millstone must determine its municipal present and prospective obligations in accordance with the formulas established in sections 6 and 7 of A-4 by binding resolution no later than January 31, 2025; and

WHEREAS, A-4 permits the Borough of Millstone to diverge from the DCA's calculations in determining its obligations, in case local factors exist that make the calculations unreasonable; and

NOW, THEREFORE, BE IT RESOLVED on this 20th day of January, 2025, by the Borough Council of the Borough of Millstone in the County of Somerset and the State of New Jersey that, pursuant to P.L.2024, hereby formally determines the present and prospective fair share obligations for the Fourth Round of municipal affordable housing compliance for the Borough of Millstone are Present Need – Zero (0) units and Prospective Need – Zero (0) units. These findings are to be documented in the reports of its planner, Carter van Dyke Associates, dated January 10, 2025, attached hereto, and in the Borough of Millstone's housing element and fair share plan, which the municipality commits to adopting and filing with the Affordable Housing Dispute Resolution program.

FURTHER RESOLVED that this resolution shall be posted on the Borough of Millstone's official website and filed by the Clerk with the Affordable Housing Dispute Resolution Program within 48 hours of adoption.

OLD BUSINESS:

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

ADJOURNMENT of Regular Meeting:



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Millstone Borough Claims list

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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
Paid Date Range: 12/17/24 to 12/31/25
Include Non-Budgeted: Y
Open: N
Paid: Y
Void: N
Rcvd: N
Held: N
Aprv: N
Bid: Y
State: Y
Other: Y
Exempt: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-00005	01/14/24	PSEG PSE&G				B					
1		ELEC; AMWELL RD & MAIN STREET	0.00	4-01-31-435-205	B STREET LIGHTING		P	0 01/14/24		01/04/25	
24-00006	01/14/24	PSEG PSE&G				B					
1		ELEC; AMWELL ROAD	0.00	4-01-31-435-205	B STREET LIGHTING		P	0 01/14/24		01/04/25	
24-00014	01/22/24	PSEG PSE&G				B					
13 13 014 015 01;		various	1,052.77	4-01-31-435-205	B STREET LIGHTING		P	6053 06/12/24	01/11/25	01/12/25	BD: 12/10/24
24-00015	01/22/24	VESCELAU LAURA VESCE				B					
11		REIMB - POSTAGE	73.00	4-01-20-130-200	B FINANCE-OTHER EXPENSES		P	6056 01/22/24	01/12/25	01/12/25	
12		REIMB - BLACK INK	51.06	4-01-20-130-200	B FINANCE-OTHER EXPENSES		P	6056 01/12/25	01/12/25	01/12/25	
13		REIMB - COLOR INK	42.53	4-01-20-130-200	B FINANCE-OTHER EXPENSES		P	6056 01/12/25	01/12/25	01/12/25	
			166.59								
24-00017	01/22/24	SDGSECUR SDG SECURITY				B					
1		ALARM REPAIR	0.00	4-01-26-300-200	B BUILDINGS&GROUNDS-OTHER EXPENSES		P	0 01/22/24		01/07/25	
24-00018	01/22/24	VERIZONW VERIZON WIRELESS				B					
13		WIRELESS COMMUNICATIONS	129.93	4-01-31-440-210	B TELEPHONE		P	6055 06/11/24	01/11/25	01/12/25	6102042732
24-00019	01/22/24	REPUBLIC REPUBLIC SERVICES				B					
13		SANITATION SERVICES; 9865002	3,927.00	4-01-26-305-200	B SANITATION-OTHER EXPENSE		P	6061 06/08/24	01/15/25	01/15/25	2628746
24-00020	01/22/24	RLDATA R & L DATA CENTERS				B					
14		PAYROLL; DECEMBER	172.00	4-01-20-100-200	B A&E-OTHER EXPENSES		P	6062 06/11/24	01/14/25	01/15/25	114178
24-00021	01/22/24	NJAMWATE NJ AMERICAN WATER				B					
13		ACCT 210022093410; MAIN ST	34.00	4-01-26-300-200	B BUILDINGS&GROUNDS-OTHER EXPENSES		P	6048 11/03/24	01/11/25	01/12/25	BD:12/30/24
24-00022	01/22/24	NJAMWATE NJ AMERICAN WATER				B					
13		ACCT 210022797651; HYDRANTS	1,056.99	4-01-25-265-202	B FIRE HYDRANT SERVICE		P	6049 07/06/24	01/11/25	01/12/25	BD: 12/18/24



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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-00029	01/27/24	COMCAST				B					
13		INTERNET/VOICE SERVICE	277.23	4-01-31-440-210	B	TELEPHONE	P	6043 07/06/24	01/11/25	01/12/25	80: 12/11/24
24-00030	02/12/24	OFFENSTE				B					
16		LEGAL SERVICES - BORO OF	870.17	4-01-20-155-200	B	LEGAL-OTHER EXPENSES	P	6052 06/08/24	01/11/25	01/12/25	11434167
17		LEGAL SERVICES - AFFORDABLE	302.50	4-01-20-155-200	B	LEGAL-OTHER EXPENSES	P	6052 06/08/24	01/11/25	01/12/25	11434166
			1,172.67								
24-00066	06/30/24	COMFIRE				B					
1		2024 FIRE DISTRICT CONTRACT	0.00	4-01-25-255-203	B	FIRE DISTRICT CONTRACT	P	0 06/30/24		01/04/25	
24-00078	08/11/24	HILLSTWP				B					
1		HEALTH SERVICES CONTRACT	0.00	4-01-27-330-200	B	BD OF HLTH-OTHER EXPENSE	P	0 08/11/24		01/04/25	
24-00082	09/01/24	SOMERREC				B					
1		RECYCLING;2ND,3RD,4TH QUARTER	0.00	4-01-26-305-200	B	SANITATION-OTHER EXPENSE	P	0 09/01/24		01/04/25	
24-00095	10/21/24	BRANCHBU				B					
1		2024 LEAF PICK UP/DISPOSAL	6,000.00	4-01-26-290-200	B	ROAD REPAIR-OTHER EXPENSES	P	6042 10/21/24	01/11/25	01/12/25	44179
24-00103	11/30/24	MILLPAYR				B					
1		DEC PAYROLL	14,122.87	4-01-55-901-004	B	DUE TO/FROM PAYROLL	P	605 11/30/24	12/26/24	12/26/24	
2		DEC PAYROLL -OASI	1,083.64	4-01-36-472-213	B	SOCIAL SECURITY	P	605 11/30/24	12/26/24	12/26/24	
3		DEC PAYROLL-SUI	42.49	4-01-55-901-004	B	DUE TO/FROM PAYROLL	P	605 11/30/24	12/26/24	12/26/24	
			15,249.00								
24-00112	12/26/24	MILLSUI				B					
1		SUI WITHOLDINGS 2024	222.81	4-01-55-901-006	B	TO/FROM SUI-PAYROLL ACCOUNT	P	600 12/26/24	12/26/24	12/26/24	
24-00113	12/28/24	NJPENSIO				B					
1		2024 4TH QTR PENSION PAYMENT	948.66	4-01-55-901-004	B	DUE TO/FROM PAYROLL	P	606 12/28/24	12/28/24	12/31/24	
25-00006	01/11/25	GANNETNJ				B					
2		ORD 2024-003; 12/24	43.68	5-01-20-110-200	B	MAYOR & COUNCIL-OTHER EXPENSES	P	6057 01/11/25	01/15/25	01/15/25	6849657
25-00008	01/11/25	PSEG				B					
2		65 081 353 09; AMWELL & MAIN	141.37	5-01-31-435-205	B	STREET LIGHTING	P	6059 01/11/25	01/15/25	01/15/25	80: 1/7/25



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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoice
25-00009	01/11/25	PSEG PSE&G 2 66 363 804 03; AMWELL ROAD	137.94	5-01-31-435-205	B	B STREET LIGHTING	P 6060	01/11/25	01/15/25	01/15/25 BD: 1/7/25
25-00010	01/11/25	GENERALC GENERAL CODE 1 ECODE 360 ANNUAL MAINTENANCE	1,195.00	5-01-20-120-200	B	B ELECTIONS-OTHER EXPENSES	P 6045	01/11/25	01/11/25	01/12/25 GC00128579
25-00011	01/11/25	HECKWEND WENDY HECK 1 REIMB FOR RECREATION EVENT	190.46	4-01-28-370-200	B	B PARKS-OTHER EXPENSES	P 6046	01/11/25	01/11/25	01/12/25
25-00012	01/11/25	NJCM NJ CONFERENCE OF MAYORS 1 2025 MEMBERSHIP DUES	400.00	5-01-20-100-201	B	B A&E-EMPLOYEE DEVELOPMENT	P 6050	01/11/25	01/11/25	01/12/25 88181
25-00013	01/11/25	SDGSECUR SDG SECURITY 2 MONITORING/INSPECTION/TESTING	161.09	5-01-26-300-200	B	B BUILDINGS&GROUNDS-OTHER EXPENSES	P 6054	01/11/25	01/11/25	01/12/25 5743699
25-00014	01/11/25	NJREGIST NEW JERSEY REGISTRARS ASSOC NJ 1 2205 MEMBERSHIP FOR	25.00	5-01-20-100-200	B	B A&E-OTHER EXPENSES	P 6051	01/11/25	01/12/25	01/12/25 13895
25-00015	01/11/25	COUNTRYS COUNTRYSIDE 1 CUT/REMOVE FIVE TREES IN BORO 2 EMERGENCY TREE REMOVAL THAT 3	5,500.00 500.00 3,250.00 9,250.00	C-04-55-222-007 C-04-55-222-007 4-01-26-290-200	B	B RESRVE: TREE REMOVAL & PRUNING B RESRVE: TREE REMOVAL & PRUNING B ROAD REPAIR-OTHER EXPENSES	P 123 P 123 P 6044	01/11/25 01/11/25 01/11/25	01/12/25 01/12/25 01/12/25	116 78 78
25-00016	01/12/25	MILLPAYR MILLSTONE BORO PAYROLL 1 JANUARY PAYROLL 2 JAN PAYROLL -OASI 3 JAN PAYROLL-SUI	6,907.95 530.04 20.78 7,458.77	5-01-55-901-004 5-01-36-472-213 5-01-55-901-005	B	B DUE TO/FROM PAYROLL B SOCIAL SECURITY B DUE TO/FROM SUI	P 610 P 610 P 610	01/12/25 01/12/25 01/12/25	01/12/25 01/12/25 01/12/25	
25-00017	01/12/25	HILLSBOR HILLSBOROUGH BD OF EDUCATION 1 2024-2025 SCHOOL YR-FEB PYMT	157,424.00	5-01-55-906-001	B	B LOCAL SCHOOL TAXES PAYABLE	P 6047	01/12/25	01/12/25	01/12/25
25-00020	01/15/25	MDDCTYN MIDD CTY MUN JOINT INS FUND 1 2001-2020 SPECIAL ASSESSMENT	2,282.30	5-01-23-220-208	B	B INSURANCE-OTHER INSURANCE PREMIUMS	P 6058	01/15/25	01/15/25	01/15/25 288
25-00021	01/15/25	VESCELAU LAURA VESCE 1 REIMB 1099 FORMS	39.44	5-01-20-130-200	B	B FINANCE-OTHER EXPENSES	P 6069	01/15/25	01/15/25	01/15/25

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoice
25-00021	01/15/25	VESCELAU LAURA VESCE 2 POSTAGE	6.15 45.59	Continued 5-01-20-130-200	B	B FINANCE-OTHER EXPENSES	P 6069	01/15/25	01/15/25	01/15/25
25-00022	01/15/25	SOMERCITY SOMERSET COUNTY 1 1ST QUARTER TAXES-COUNTY	49,602.62	5-01-55-907-001	B	B COUNTY TAXES PAYABLE	P 6063	01/15/25	01/15/25	01/15/25
25-00023	01/15/25	SOMERCITY SOMERSET COUNTY 1 1ST QUARTER 2025 TAXES-LIBRARY	6,803.60	5-01-55-907-001	B	B COUNTY TAXES PAYABLE	P 6064	01/15/25	01/15/25	01/15/25
25-00024	01/15/25	SOMERCITY SOMERSET COUNTY 1 1ST QTR 2025 TAXES-OPEN SPACE	5,156.94	5-01-55-907-001	B	B COUNTY TAXES PAYABLE	P 6065	01/15/25	01/15/25	01/15/25
Total Purchase Orders: 35			Total P.O. Line Items: 45		Total List Amount: 270,728.01		Total Void Amount: 0.00			



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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	4-01	33,850.11	0.00	0.00	33,850.11
	5-01	230,877.90	0.00	0.00	230,877.90
	C-04	6,000.00	0.00	0.00	6,000.00
Total of All Funds:		270,728.01	0.00	0.00	270,728.01

LA FONTAINE & BUDD INC.

Quality insurance services since 1940.

January 15, 2025

Tel (908) 725-9400

Fax (908) 722-1588

Millstone Borough
1353 Main Street
Millstone, NJ 08844

ATTN: Gregory J. Bonin, RMC, Borough Clerk

RE: Risk Manager Qualifications

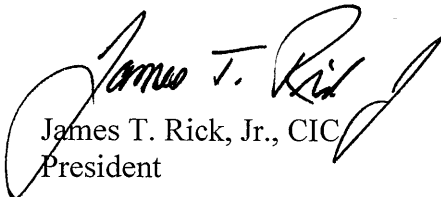
Dear Mr. Bonin,

LaFontaine and Budd Inc. is a seven person, independently owned insurance agency with over 50 years of experience in providing public entity insurance coverage. We excel at providing timely, accurate and professional service, which sadly seems to be lacking in ours and many other industries. Our responsibility is not only to make sure that you have proper insurance coverage, but to also respond to the needs of the borough to reduce the burden and time spent on insurance matters. We will also work as a liaison with the Somerset County Joint Insurance Fund providing your coverage and the insurance related services that you may need.

I have included information regarding the scope of services we generally provide to municipalities and also the background on myself and other agency members who would support your account. The standard SCJIF compensation arrangement is included with the scope of services. I would remain the first point of contact and primary service professional for Millstone Borough.

Please contact me if there are questions or information that I can provide for anyone. Thank you.

Very truly yours,



James T. Rick, Jr., CIC
President

JTR/ms

Risk Manager / Insurance Consultant Scope of Services

The Risk Manager shall, in exchange for the compensation mentioned below, provide the following:

- Assist the Borough in identifying its insurable Property & Casualty exposures and recommend methods to reduce, assume or transfer the risk or loss.
- Assist the Borough in understanding the various coverages available from the JIF that they are a member of.
- Review with the Borough any additional coverage that the consultant feels should be carried but are not available from their JIF and subject to the Borough's authorization, place such coverages, if needed.
- Assist the Borough in the preparation of applications, statements of values, and similar documents requested by the JIF, it being understood that this Agreement does not include any appraisal work by the consultant.
- Review Certificates of Insurance from vendors and professionals as requested by the Borough.
- Review loss and engineering reports and generally assist the Borough with its loss containment objectives. This includes assisting in securing training and education in the areas of cyber awareness, employment practices and anything else determined to be beneficial.
- Assist where needed in the settlement of claims, with the understanding that the scope of the consultant's involvement does not include the work normally done by a public adjuster.
- Perform any other risk management related services required by the JIF bylaws.

COMPENSATION:

In exchange for the above services, it is understood that the Risk Manager shall be compensated by means of a commission paid by the JIF providing insurance coverage. For any insurance coverage authorized by the Borough to be placed outside the JIF, the Risk manager shall receive as compensation the normal brokerage commissions paid by the insurance company. This may include fidelity bonds for example.

Millstone Borough Agency Service Staff

James (Jamie) Rick Jr. - Agency President / Co-owner. Will serve as the Risk Manager and primary contact for your account. He will interact regularly with the Millstone Borough contact as needed, and also Somerset County JIF representatives, any claimants and claim adjusters while working to service the Borough insurance program. Jamie has experience both as the current Risk Manager and Insurance Broker for Branchburg Township for 12 years, and over 21 years of experience with other municipalities in the past as well. Jamie has been in the agency business for 40 years and holds current NJ & PA Insurance licenses. He has been a Certified Insurance Counselor since 1988. As a lifetime Central New Jersey resident Jamie is very familiar with Somerset County and various departments, operations, activities and exposures typical of a municipality.

Michael McCurry Jr. - Agency VP / Co-owner. Available to provide back-up support in the event Jamie is away from the office or cannot be reached which is extremely rare. Mike holds a NJ & PA Insurance license and has been a Chartered Property & Casualty Underwriter since 1993 and a Certified Insurance Counselor since 2010. As a Somerset County resident since 1990 Mike is also very familiar with the municipalities in the county and the Somerset County Joint Insurance Fund insurance program.

Sandra Balla - Client Support Representative. Very familiar with providing the back-office claim and service support necessary for a municipal entity insured with a JIF as she has worked in this capacity since 1990 for us and has 38 yrs. with our agency. Sandra holds a current NJ Insurance License and attends continuing education class regularly to stay current on commercial insurance coverage and service matters. Sandra has been very involved in claim, certificate processing and policy change request service related to insured entities. She corresponds frequently via email with employees who have service needs as well as claimants who have filed notice of tort claims.

Jody McCurry - Client Support Representative. Like Sandra, Jody is also familiar with the service needs of a municipal entity. She has worked to provide claim, certificate and policy service support for the many years we have served as Township Risk Manager/ Insurance Consultant for different municipalities. She holds a NJ Insurance license and attends continuing education class regularly to stay current on commercial insurance coverage and service matters. Jody offers 36 years industry experience; 21 yrs. of which are with our agency.

Millstone Borough Agency Contact List

Our sole office location is 126 West End Avenue in Somerville, 3 blocks from the Somerville Circle. Being located close to your borough allows us to respond with personal face-to-face contact promptly when needed. Document delivery, on-site claim service and prompt response to last-minute meeting requests are easily provided due to our local presence.

Our main number is 908-725-9400. Fax 908-722-1588

The staff mentioned in section B-2 can be reached as follows:

Jamie Rick - 908-725-9400 ext. 17 Jamie@LFBinc.com

908-672-1648 Cell/text

Mike McCurry - 908-725-9400 ext. 18 Mike@LFBinc.com

908-963-3688 Cell/text

Sandy Balla - 908-725-9400 ext. 15 Sandy@LFBinc.com

Jody McCurry - 908-725-9400 ext. 16 Jody@LFBinc.com

When you call during open business hours you will get a live person answering the phone. When the office is closed, an agency owner is always on-call after hours plus weekends and holidays. Of course, direct access to the primary Risk Manager, Jamie Rick is easily accomplished at the above business and cell numbers.

Millstone Borough Similar Account Experience

Below is a list of current municipal or public clients and comments related to current and past insurance services performed.

Entity

Address

Township of Branchburg 1077 US Hwy 202N, Branchburg, NJ 08876

Our firm and Jamie Rick have performed the Risk Manager / Insurance Broker services since 2013. Coverage is placed through the Somerset County Joint Insurance Fund which is the same JIF that will provide your coverage.

Township of East Amwell 1070 Rt. 202/31, Ringoes, NJ 08551

Our firm and Jamie Rick have performed the Risk Manager / Insurance Broker services since 2024. Coverage is placed through a JIF that operates similar to the Somerset County Joint Insurance Fund.

Bridgewater-Raritan Regional Schools 836 Newmans Ln., Bridgewater, NJ 08807

Our firm has performed the Risk Manager / Insurance Broker services for over 45 years with Jamie Rick serving in the primary Risk Manager capacity for 21 years. The services provided, insurance coverage and requirements are similar to those of a municipality.

Township of Bridgewater 100 Commons Way, Bridgewater, NJ 08807

Our firm performed the Risk Manager / Insurance Broker services for over 30 years with Jamie Rick serving in the primary Risk Manager capacity for more than 16 years while coverage was placed in the Somerset County Joint Insurance Fund. In 2000 there was a change in township administration who opted to appoint a new Risk Manager for the SCJIF insurance coverages. We still provide some public official bonds for Bridgewater Township however.

Raritan Valley Community College 118 Lamington Rd. Branchburg, NJ 08807

Our agency provides policies for travel accident coverage and also day care participants.

**Millstone Borough
Reference List**

- Maggie Schmitt, Township Clerk Township of Branchburg
1077 US Hwy 202 North, Branchburg, NJ 08876
908-566-1300 ext. 100
- Linda Giliberti, Township Clerk Township of East Amwell
1070 Route 202/31, Ringoes, NJ 08551
908-782-8536 ext. 19
- Kenneth Spiller, Vice President New Jersey Risk Managers and Consultants
750 US Hwy 202, Suite 210, Bridgewater, NJ 08807
973-214-5950
- James Naples, Retired Business Administrator Township of Bridgewater
7 Wilbert Way, Hamilton, NJ 08610
609-462-1860

**RESOLUTION ESTABLISHING PRESENT AND PROSPECTIVE FAIR SHARE
OBLIGATIONS OF THE BOROUGH OF MILLSTONE, COUNTY OF SOMERSET,
STATE OF NEW JERSEY**

WHEREAS, on March 20, 2024, P.L.2024, c.2. (NJSA 52:27D-302, et seq) (“A-4”) was signed into law establishing a new framework for determining and enforcing municipalities' affordable housing obligations under the New Jersey Supreme Court's Mount Laurel doctrine and the State's Fair Housing Act; and

WHEREAS, A-4 requires that the New Jersey Department of Community Affairs (“DCA”) perform a calculation of regional need, and municipal present and prospective affordable housing needs, in accordance with the formulas established in A-4; and

WHEREAS, on October 18, 2024, the DCA released its "Affordable Housing Obligations For 2025-2035 (Fourth Round)" report (the “DCA Report”), establishing the Fourth Round (2025- 2035) fair share methodology and calculations of low- and moderate-income housing obligations for New Jersey's 564 municipalities which calculations are presented by way of guidance; and

WHEREAS, the DCA Report indicated the present fair share obligation of the Borough of Millstone to be zero (0) units and prospective fair share obligation of the Borough of Millstone to be thirty-one (31) units; and

WHEREAS, pursuant to A-4, the Borough of Millstone must determine its municipal present and prospective obligations in accordance with the formulas established in sections 6 and 7 of A-4 by binding resolution no later than January 31, 2025; and

WHEREAS, A-4 permits the Borough of Millstone to diverge from the DCA's calculations in determining its obligations, in case local factors exist that make the calculations unreasonable; and

NOW, THEREFORE, BE IT RESOLVED on this ____ day of ____, 2025, by the Borough Council of the Borough of Millstone in the County of Somerset and the State of New Jersey that, pursuant to P.L.2024, hereby formally determines the present and prospective fair share obligations for the Fourth Round of municipal affordable housing compliance for the Borough of Millstone are Present Need – Zero (0) units and Prospective Need – Zero (0) units. These findings are to be documented in the reports of its planner, Carter van Dyke Associates, dated January 10, 2025, attached hereto, and in the Borough of Millstone's housing element and fair share plan, which the municipality commits to adopting and filing with the Affordable Housing Dispute Resolution program.

FURTHER RESOLVED that this resolution shall be posted on the Borough of Millstone's official website and filed by the Clerk with the Affordable Housing Dispute Resolution Program within 48 hours of adoption.

Affordable Housing Obligation
2025 – 2035 (Fourth Round) for
Millstone Borough

Prepared for
Borough of Millstone, Somerset County, New Jersey
By Carter van Dyke, ASLA, PP #04952

January 10, 2025

Carter van Dyke Associates
40 Garden Alley
Doylestown, PA 18901-4325

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Section 1. Introduction

1.1 Statutory Basis for Affordable Housing Obligation

On March 20, 2024, Governor Murphy signed P.L.2024, c.2. into law, establishing a new framework for determining and enforcing municipalities' affordable housing obligations under the New Jersey Supreme Court's Mount Laurel doctrine and the State's Fair Housing Act. The law requires that the Department of Community Affairs (DCA) perform a calculation of regional need and municipal present and prospective obligations in accordance with the formulas established in the law.

The DCA prepared a report that outlines the fourth round (2025-2035) methodology and calculations of low- and moderate-income housing obligations for New Jersey's 564 municipalities.

The fourth-round report was based upon several factors that should be similar to those used for the determination of the third-round municipal present need. These factors were:

- US Census Bureau ACS Table B25050 that addressed housing age and whether the households are crowded or have bathrooms and kitchens.
- Qualified Urban Aid – FY2025 Urban Aid List
- 2023 Census Population Estimates
- Regional Perspective Need Calculation – Change in collective household data from 2010 - 2020
- Equalized Nonresidential Valuation Factor – Changes in nonresidential property valuations
- Income Capacity Factor – how a municipality income level differs from the lowest-income municipality in its region
- Land Capacity Factor – total acreage that is developable
- Final Perspective Need Calculation

Section 2. Affordable Housing Obligation

2.1 Round 3 Affordable Housing Obligation

On December 30th, 2008, Millstone Borough entered into a Round 3 Fair Share Plan that was prepared by Shirley M. Bishop, LLC Housing Consultant. The borough further calculated fair share obligation at 23 units and adopted this on May 26th, 2009.

As a follow up to the Fair Share Plan, Millstone Borough entered into an agreement with the Van Cleef family to construct these 23 affordable units on a 4.3284-acre parcel, which they owned. This development on the 4.3284-acre parcel was part of an overall new Traditional Neighborhood Design development that was comprised of 30.057 acres.

Due to the existing soils on the site, which exclude the option of on-lot septic systems, the Redevelopment Area is non-developable without public sewers.

Since 2003 the Borough of Millstone has worked with Somerset County and the New Jersey Office of Planning Advocacy to develop plans for the designated Redevelopment Area that are constant with smart growth planning principles adopted pursuant to law or regulation.

The project is still awaiting development due to a number of issues, including the remaining lack of sewers. To further assist in the implementation of the Van Cleef affordable housing, project the Borough developed a TND Redevelopment Plan dated March 31, 2023, to assist in the funding that would then lead to the ultimate development of the approved affordable housing plan. The ongoing implementation remains an active ongoing discussion with the developer.

2.2 Round 4 Affordable Housing Obligation

In Late 2024 the NJ Department of Community Affairs issued their calculations for the Fair Share Obligations for each municipality. For Millstone Borough the document presented the following findings regarding Millstone Borough's Fair Share Obligation:

Present Fairshare Housing Need:	0
Qualified Urban Aid Municipality:	0
Equalized Nonresidential Valuation Factor:	0.00%
Land Capacity Factor:	.01%*
Income Capacity Factor:	.83%
Average Allocation Factor:	.28%
Projected Need:	33 units
1/1000/20% cap	31 units
Total Households	153 households
Prospective need with 1/1000/20% Cap	31 Units

* See Section 3.2 Developable Land

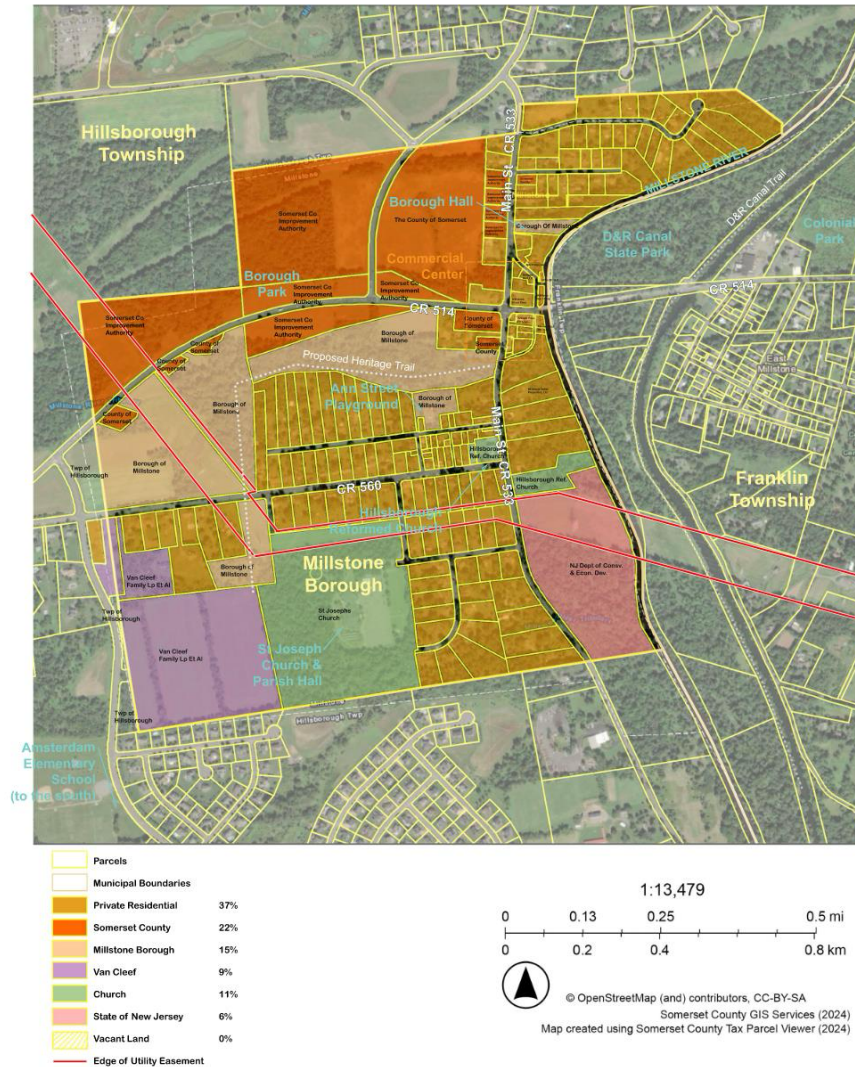
Section 3: Analysis – Current Land Use

3.1 Current Land Use

Since the approval of Round 3 there have been major land use changes with reciprocal zoning changes within the Borough of Millstone. These changes involved the removal of all of the remaining vacant lands within the Borough. These parcels included the following:

- The approval of the Van Cleef tract as a future Affordable Housing Site for Round 3, as noted above. See parcels: Block 8, Lots 1, 2, 3A and 8.
- The purchase of the Rezem Tract by the Somerset County April 2, 2009, using Green Acres Funds to preserve the lands as a future heritage park, since it played a significant role in the Revolutionary War as a major encampment site for both the American and British armies and it was the center of the long-lasting forage wars.
 - See parcels: Tract 1 – Block 1.01 Lot 1 – 24.83 acres; Tract 2 – Block 1.02 Lot 2; Tract 3 – Block 1 – Lot 2.01; Tract 4 – Block 1.01 Lot 7; Tract 5 – Block 1.01 Lot 1.
 - The acquisition by the Borough of Millstone of remaining Mindel properties February 10, 2023, consisting of wetlands, flood plain, farmland, utility rights of way, and woodlands and remaining lands that were used during the Revolutionary War as encampment sites. Tract 1 – Block 1 Lot 6 QFarm; Tract 2 – Block 1.02 – Lot 6 QFarm.

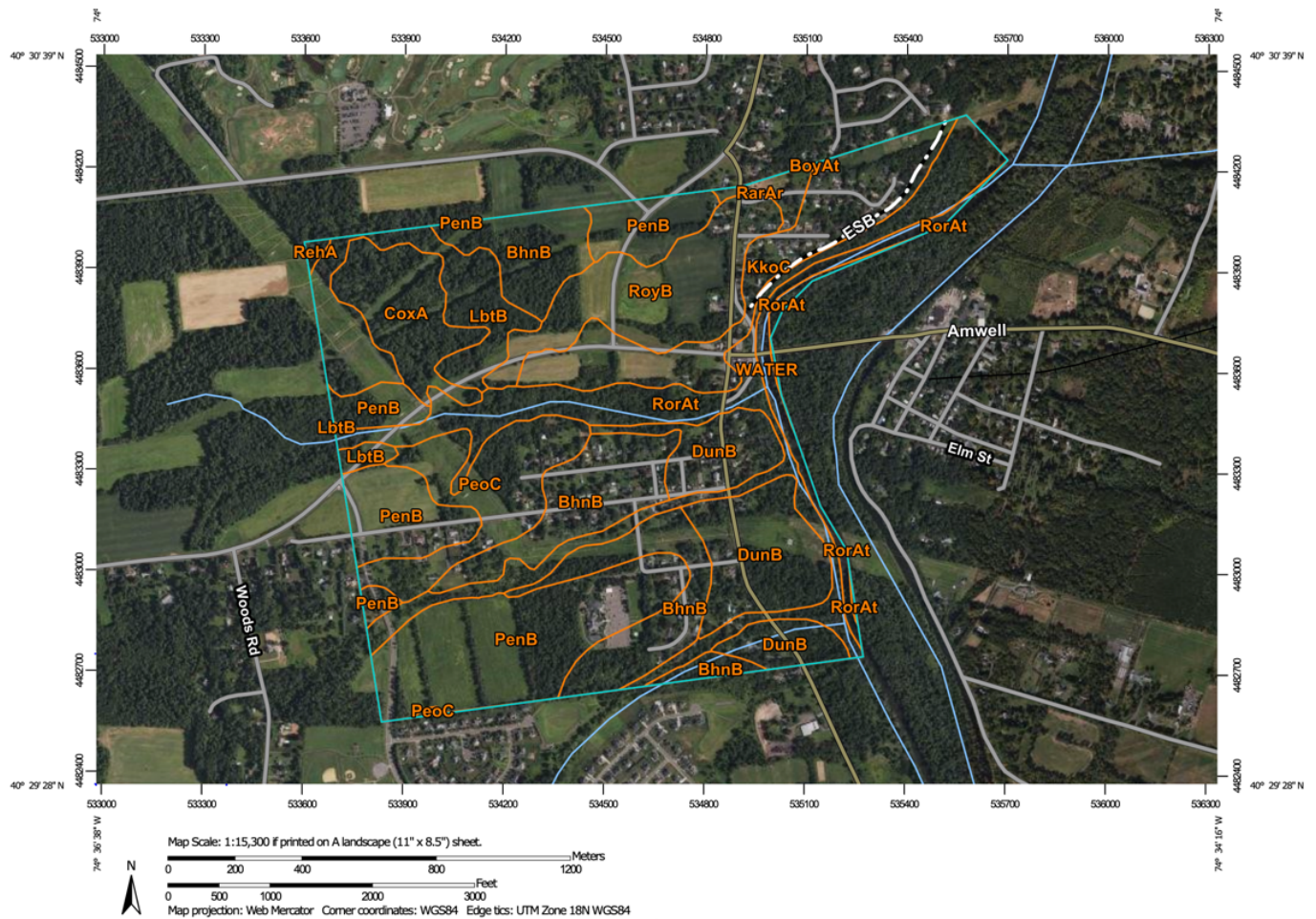
The following is an analysis of the current parcel ownership within Millstone Borough:



	SF	AC	%
Total area of Millstone Borough	17,754,943.23	407.60	100%
Private Residential	6,492,596.02	149.05	37%
Church	1,947,806.58	44.72	11%
Millstone Borough	2,684,499.09	61.63	15%
Somerset County	3,915,949.04	89.90	22%
State of New Jersey	1,151,316.24	26.43	6%
VanCleaf	1,562,776.24	35.88	9%

This Land Use analysis shows that there is zero vacant land.

The following is an analysis showing the environmental constraints within the borough. Specifically, note the constraints within the land area located along County Route 514 for public land that is owned by the Borough of Millstone. These areas show steep slopes, areas that are subject to seasonal high-water table, and flooding. These Borough parcels are also identified within the Millstone Borough Master Plan of 2005, as amended, as having historic value dating from the Revolutionary War, when these parcels were part of important encampment site for both the British, American, and French troops.



3.2 Developable Land

We reviewed the findings within the Round 4 Affordable Housing Obligation for 2025-2035 Report - See Round 4 Obligations Analysis, noted above in Section 2.2. In the analysis the findings within the GIS appendix from the report showed only one vacant parcel within the borough as noted below:



The GIS research from the Affordable Housing Round 4 Report noted above identifies only one parcel within Millstone Borough, which is a .693-acre parcel located along Yorktown Road. The parcel comprises less than .01% of the borough.

We have four comments regarding this analysis:

- First, this parcel noted above is not vacant. It remains part of the church property and is situated at the entrance to the church complex.
- Second, even if this parcel were vacant, it is of such a diminutive size, especially after one subtracts front, side and rear setbacks, to render this parcel inappropriate for any use other than a single-family detached residence, assuming that it would be possible to obtain a permit for on-lot sewage disposal given the underlying soils.
- Third, any meaningful density would require public sewer, which is not feasible, since there currently is no public sewer within the borough.

- During Round 3 the Millstone Borough Planning Board, along with its consultants, reviewed this parcel as a probable site for Affordable Housing. At that time, the Planning Board made the findings as noted above. Upon reaching out to the church at that time, the church indicated that they were not interested in making this site for affordable housing.

Section 4: Findings

4.1 Findings:

Based upon the analysis above, there is no vacant land within the borough to accommodate any new development, and especially any affordable housing. As noted in our analysis, any land that is not currently developed is public land owned by the State of New Jersey, Somerset County, or Millstone Borough. Since there is no developable vacant land within the borough, it is not possible for the private sector to develop the recommended 31 affordable housing units anywhere within the borough, as suggested within Round 4 allocation. Based upon this, the present and perspective needs for Millstone Borough are zero.