



Millstone Borough
BOROUGH COUNCIL
REGULAR MEETING MINUTES
January 4, 2017

TIME: 7:56 PM

CALL TO ORDER – OPENING STATEMENT: Mayor Heck called the meeting to order 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>	Councilman Derek Dandy	Present
	Councilwoman Merry Emmich	Present
	Councilman Alan Kidd	Present
	Councilwoman Denene Smerdon	Present
	Councilman John Stashek	Absent
	Council President Scott Ross	Present
	Mayor Raymond Heck	Present

MINUTES:

- December 19, 2016 Regular meeting minutes

The Borough Council opted to table action on the minutes

REPORTS:

- Assessor – no report
- Clerk – no report
- Emergency Management – Mayor Heck informed Councilman Dandy that he will be appointed as Deputy Emergency Manager for the Borough. Mayor Heck also commented that he will be teaching part of the emergency management training this spring should anyone wish to attend. Mayor Heck also stated that he will be working with Freeholder Palmer and County counsel to move the FEMA home relocation project forward.
- Finance – CFO Pollex commented that there are several resolutions on the agenda. Some are duplicative of the last meeting since we did not have four councilmembers to validate the actions. The auditors suggested we once again adopt the actions of the last meeting. Since we are meeting early this month CFO Pollex asked the Borough Council for permission to pay routine January bills. The Borough Council agreed. CFO Pollex also stated in relation to the 2017 budget Borough Council should let him know if they have items they wish included in the budget. Attorney Offen commented that the issue of sewers will almost certainly conclude in 2017 or 2018 at the latest.
- Historic Commission – no report
- Millstone Valley Fire Department – no report
- Recreation Commission – Mayor Heck stated the recreation program had the popular Polar Express night.



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- State Police – Mayor Heck reported he is near to deciding on the choice of monitoring cameras for the borough.
 - Tax Collection – no report.

COUNCIL REPORTS:

- Buildings and Grounds – no report.
- Planning Board – no report.
- Traffic and Roads – Councilman Kidd commented that the leaf pickup should expand to two days as many leaves are on the ground for a long time and it kills the grass. It is also a safety issue as piles of leaves cause people to walk in the street at times.

MAYOR'S REPORT:

No report.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

Councilman Kidd offered a motion to open the meeting to the public. Seconded by Councilwoman Emmich.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

- Motion to Close the Meeting to the Public

There being no public wishing to be heard, Council President Ross offered a motion to close the meeting to the public. Seconded by Councilman Kidd.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

CLAIMS FOR PAYMENT

- **RESOLUTION AUTHORIZING THE PAYMENT OF CLAIMS AGAINST THE BOROUGH OF MILLSTONE** (initially acted Upon on December 19, 2016)

CFO Pollex commented that the fire hydrant service bill has increased. Mayor Heck stated two more hydrants were added to the borough.

Council President Ross offered a resolution to approve the claims for payment. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

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



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

WHEREAS, in order to clarify an issue at the meeting of December 19, 2016, it has been decided that this Resolution be adopted again at the meeting of January 4, 2017. This re-adoption is intended to be curative and is intended to relate back to the initial date of adoption.

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.

	December 19 ,2016	2016 CURRENT FUND	
CHECK	TO:	2016 CURRENT FUND	
3778	R&L Data, Inc.	Inv. #89008 , Nov., 2016 services.	\$143.85
3779	Mailbox Business Center	Mass Mailing, Dog & Cat license renewal	\$189.86
3780	Stephen Offen, Esq.	Inv.#10709798,Non-Litigation Nov.	\$300.00
3781	Carter Van Dyke Assoc., Inc.	Inv.#17534, 8/4-11/2, 2016	\$594.50
3782	Miller, Porter & Muller, P.C.	Inv.#12505, 9/1 - 10/28, 2016	\$246.00
3783	N.J. American Water	Nov./2016 fire hydrant Service	\$1,133.44
3784	Commissioners of F.D.#1	4th Qtr 2016 Fire Services	\$9,260.10
3785	E.Millstone 1st Aid Squad	Annual Contribution	\$1,800.00
3786	Branchburg Tp. (D.P.W.)	Leaf Removal & Disposal Services	\$4,500.00
3787	N.J. American Water	Nov./2016 water service	\$21.76
3788	Republic Services (Dated 9/30/16)	Inv.#0865-001354727 Nov./2016	\$3,075.57
3789	Hillsborough Tp. (Health Dept.)	2016 Health Services 1st & 2nd half.	\$18,000.00
3790	Wendy Heck-Reimbursement	Spooky Movie Night	\$207.27
3791	Raritan Valley Printing	Inv.#10220 Maps & School House rack crd.	\$425.00
3792	P.S.E.&G.	Master Accounts	\$588.04
3793	P.S.E.&G.	Nov. Invoice # 65 081 353 09	\$98.67
3794	P.S.E.&G.	Nov. Invoice # 66 363 804-03	\$96.24
3795	Century Link	Nov./2016 services	\$103.73
3796	Verizon Wireless	Inv.#9775978128; Nov. Services	\$115.43
3797	Franklin Tp. P.D. October invoices	Invoice #'s 0182, 0183 & 0184	\$2,660.00
3797	Franklin Tp. P.D. November invoices	Invoice #'s 0179, 0180 & 0181	\$2,940.00
WIRE	Treasurer, State of New Jersey	4th Qtr. Emp'ee Pension Cont. Payment	\$694.91
3800	Franklin Township	2016 Municipal Court Agreement	\$6,248.58
3799	Franklin Township	2016 Animal Control Agreement	\$2,122.42
		Subtotal 2016 C.F. Charges	\$55,565.37
		Nov., 2016 Payroll	



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		Mun. Clerk, S&W	\$1,050.00
		Finance, S&W	\$2,750.00
		Tax Collection, S&W	\$1,166.63
		Tax Assessment, S&W	\$583.37
		Planning Board, S&W	\$458.37
		Construction/Zoning S&W	\$1,000.00
		O.A.S.I.	\$536.16
		Nov., 2016 Pre-Paid Bills	
3777	Payroll Fund	November Payroll Deposit	\$5,396.66
		TOTAL 2016 C.F. Charges	\$60,962.03
		2015 Reserve Budget	
3789	Hillsborough Tp.	2nd 1/2 2015 Health Services	\$7,500.00
3798	Franklin Tp.	2015 Mun. Ct. Agreement	\$6,173.58
3799	Franklin Tp.	2015 Animal Control Agreement	\$2,080.80
		Total 2015 Reserve Budget Charges	\$15,754.38

	January 4 ,2017	2016 CURRENT FUND	
CHECK	TO:	2016 CURRENT FUND	
3802	Lawrence P. Pollex	Reimbursements, printer ink, 1099 forms	\$133.72
3803	N.J. American Water	Dec./2016 fire hydrant Service	\$1,345.96
3804	N.J. American Water	Dec./2016 water service	\$23.26
		2017 CURRENT FUND	
3805	NJ Conference of Mayors	2017 Membership Dues	\$295.00
3806	NJ League of Municipalities	2017 Membership Dues	\$217.00
3807	Middlesex County Joint Ins. Fund	1st Installment (25%) 2017 Ins. Coverage	\$3,175.00
3808	SDG Security	1st Qtr. Install. Alarm mon. test.& insp	\$147.80
3809	National Trust for Hist. Pres.	2017 Membership Renewal	\$50.00
		TOTAL AUTHORIZED	\$5,387.74

NEW BUSINESS:

- **RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS IN THE BOROUGH OF MILLSTONE CALENDAR YEAR 2016 BUDGET AMONG CURRENT FUND APPROPRIATIONS PURSUANT TO N.J.S.A. 40A:4-59** (initially acted upon on December 19, 2016)

Councilman Kidd offered a resolution to authorize the transfer of funds. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes



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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 2016 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

WHEREAS, in order to clarify an issue at the meeting of December 19, 2016, it has been decided that this Resolution be adopted again at the meeting of January 4, 2017. This re-adoption is intended to be curative and is intended to relate back to the initial date of adoption; and

WHEREAS, the following details indicate the accounts to which funds need to be transferred and the accounts from which funds need to be transferred from to insure adequate appropriations exist where needed to pay claims against the Borough.

FROM:		TO:	
Road Maint. & Repairs, O.E. 6-26-290-20	\$4,000.00	Emergency Management, O.E. 6-25-252-20	\$4,000.00
Buildings & Grounds, O.E. 6-26-300-20	\$3000.00	Health Services, O.E. 6-27-330-20	\$3,000.00
Municipal Court, S&W 6-43-490-10	\$1,000.00	Municipal Court, O.E. 6-43-490-20	\$1,000.00
TOTAL	\$8,000.00		\$8,000.00

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 \$ 8,000.00 of funds as indicated in the foregoing details from those designated appropriations having surplus balances to those designated appropriations having insufficient balances to insure that adequate appropriation balances exist where needed.

- **RESOLUTION AUTHORIZING THE CANCELLATION OF BALANCES EXISTING IN THE 2016 BUDGET APPROPRIATIONS OF THE BOROUGH OF MILLSTONE** (initially acted Upon on December 19, 2016)

Councilman Kidd offered a resolution to authorize the cancellation of balances. Seconded by Councilwoman Emmich.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

WHEREAS, the Borough of Millstone in the County of Somerset, New Jersey adopted a budget for the year 2016 and included appropriations for certain projects that were not completed in 2016; and

WHEREAS, the Mayor and Council desire to cancel sufficient budget balances so that the funds can be re-appropriated in the 2017 Budget to assist with the subject projects; and



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WHEREAS, in order to clarify an issue at the meeting of December 19, 2016, it has been decided that this Resolution be adopted again at the meeting of January 4, 2017. This re-adoption is intended to be curative and is intended to relate back to the initial date of adoption; and

WHEREAS, the total amount of appropriations affected by this action will be **\$40,000.00** and are identified as follows:

Legal Services, O.E. (6-20-155-20)	\$ 5,000.00
Engineering Services, O.E. (6-20-165-20)	30,000.00
Planning Board, O.E. (6-21-180-20)	<u>5,000.00</u>
TOTAL	\$ 40,000.00

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 cancel the above referenced sums from remaining 2016 Calendar Year Budget Appropriation balances totaling \$ 40,000.00 and the books and records of the Borough are to be adjusted accordingly.

- **AUTHORIZING THE PROPER BOROUGH OFFICIALS TO TAKE ANY AND ALL NECESSARY ACTIONS TO CORRECTLY IDENTIFY DESIGNATED REPRESENTATIVES OF THE BOROUGH AUTHORIZED TO SIGN CHECKS**

Council President Ross offered a resolution to authorize the designation of signatures. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

WHEREAS, it has come to the attention of the Borough of Millstone that the banking institutions with whom the Borough transacts business have not been kept current as officials serving the Borough have entered into office and/or left such service on behalf of the Borough; and

WHEREAS, it is in the best interests of the Borough and of the banking institutions with whom the Borough transacts its financial transactions, that the list of identified representatives of the Borough authorized to transact business with the Borough's financial institutions be updated and maintained on a more current basis; and

WHEREAS, it appears that a letter and appropriate forms may need to be prepared in order to identify the current Borough Officials for the banking institutions with whom the Borough transacts its financial affairs; and

WHEREAS, it appears to be appropriate to undertake the authorization of this task at the annual reorganization meeting of the Borough of Millstone.

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



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Borough Officials are hereby authorized to take any and all reasonable actions to update the lists of representatives authorized to transact business, including signing checks, on behalf of the Borough of Millstone.

- **RESOLUTION TO ENTER INTO A SHARED SERVICE AGREEMENT FOR RECYCLING SERVICES WITH THE COUNTY OF SOMERSET**

Councilman Kidd offered a resolution to enter into a shared services agreement. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of Millstone do hereby approve a shared service agreement with the County of Somerset for the purposes of providing recycling services.

- **Introduction of Ordinance 2017-001: AN ORDINANCE TO FIX SALARY RANGES AND OTHER COMPENSATION FOR MUNICIPAL OFFICIALS AND EMPLOYEES IN THE BOROUGH OF MILLSTONE AND REPEALING ALL OTHER ORDINANCES INCONSISTENT HEREWITH** and set the public hearing for February 20, 2017

Councilman Kidd offered a resolution to introduce Ordinance 2017-001 and set the public hearing. Seconded by Councilwoman Emmich.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

BE IT ORDAINED by the Mayor and Council of the Borough of Millstone in the County of Somerset, State of New Jersey, that the following enumerated officials and employees of the Borough of Millstone be paid within the salary range provided;

BE IT FURTHER ORDAINED, that a resolution will be adopted by the Mayor and Council setting forth the salary for respective positions.

<u>Position</u>	<u>Salary Range</u>
Chief Financial Officer	\$11,000 - \$15,000
Borough Clerk	\$11,000 - \$15,000
Tax Collector	\$11,000 - \$15,000
Tax Assessor	\$5,500 - \$8,000
Planning Board Secretary	\$5,500 - \$8,000
Deputy Borough Clerk	\$5,500 - \$8,000
Deputy Treasurer	\$5,500 - \$8,000
Deputy Tax Assessor	\$1,000 - \$8,000
Deputy Tax Collector	\$1,000 - \$8,000
Registrar of Vital Statistics	\$1,000 - \$8,000
Qualified Purchasing Agent	\$1,000 - \$8,000
Zoning Officer	\$1,000 - \$8,000
Borough Marshall	\$100.00 per call out event



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Municipal Court Administrator	\$1,000 - \$8,000
Municipal Court Judge	\$1,000 - \$8,000
Municipal Court Prosecutor	\$1,000 - \$8,000
Municipal Court Public Defender	\$1,000 - \$8,000

All ordinance or parts of ordinances inconsistent with this ordinance be and the same hereby repealed.

This ordinance shall take effect immediately upon its passage and publication as provided by law.

• **DISCUSSION - SOLID WASTE BID DOCUMENT**

Clerk Bonin updated Borough Council on the status of the solid waste bid process. The matter should go out to bid within a week after a few minor items are resolved with the bid document. The Borough Council could expect that action to award a contract will be presented to them during the March meeting.

OLD BUSINESS:

- Flood Management Project – no further report
- Sewers – Mayor Heck stated that should this project move forward we will hold a borough wide meeting so all residents are informed and aware.

ADJOURNMENT:

Councilman Kidd offered a motion to adjourn the regular meeting at 8:30 PM. Seconded by Council President Ross.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - yes

Attested to:

A handwritten signature in black ink, appearing to read "G. Bonin".

Gregory J. Bonin, Borough Clerk