



**Millstone Borough**  
**BOROUGH COUNCIL**  
**REORGANIZATION MEETING MINUTES**  
**January 4, 2017**

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**TIME:** 7:30 PM

**CALL TO ORDER – OPENING STATEMENT:** Mayor 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 Heck led those present on the flag salute.

<b><u>ROLL CALL:</u></b>	Councilman-elect Derek Dandy	Present
	Councilwoman Merry Emmich	Present
	Councilman Alan Kidd	Present
	Councilman Scott Ross	Present
	Councilwoman-elect Denene Smerdon	Present
	Councilman Jonathan Stashek	Absent
	Mayor Raymond Heck	Present

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

- Councilman Derek Dandy

Freeholder Peter Palmer issued the Oath of Office to Councilman Dandy

- Councilwoman Denene Smerdon

Freeholder Peter Palmer issued the Oath of Office to Councilwoman Smerdon.

**ELECTION AND SWEARING IN OF COUNCIL PRESIDENT:**

Councilman Kidd nominated Councilman Scott Ross as Council President. Seconded by Councilwoman Smerdon.

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

- Freeholder Peter Palmer issued the Oath of Office to Council President Ross

**MAYORAL APPOINTMENT OF BOROUGH ATTORNEY:**

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

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



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**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 2017 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

**MAYORAL APPOINTMENT OF BOROUGH ENGINEER:**

Mayor Heck offered the County of Somerset to act as Borough Engineer through a shared service agreement.

Council President Ross offered a resolution to appoint the Borough Engineer. Seconded by Councilwoman Smerdon.

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



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**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 2017 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:**

Mayor Heck offered the firm of Suplee Clooney to act as Borough Auditor.

Councilman Kidd offered a resolution to appoint the Borough Auditor. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - 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 2017 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

**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.



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**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TEMPORARY BUDGET FOR THE YEAR 2017**

Council President Ross offered a resolution to establish the Borough's temporary budget for 2017. Seconded by Councilman Kidd

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - 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, 2017 and the adoption of the year 2017 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 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements and public assistance in said budget is the sum of \$ 329,880.75.

**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 2017 budget and that a copy of this Resolution is transmitted to the C.F.O. for his records.

<b>2017 Temporary Budget</b>		
	<b>Other Expense</b>	<b>Salary &amp; Wage</b>
<b>ADMINISTRATION OF GOVERNMENT</b>		
Administrative and Executive	\$ 2,000.00	
Employee Development	\$ 2,000.00	
Mayor and Council	\$ 2,500.00	
Municipal Clerk/Elections	\$ 250.00	\$ 5,250.00
Financial Administration	\$ 250.00	\$ 4,125.00
Tax Collection	\$ 500.00	\$ 5,850.00
Tax Assessment	\$ 250.00	\$ 3,000.00
Legal Services	\$ 3,000.00	
Engineering Services	\$ 10,000.00	
Planning Board	\$ 3,000.00	\$ 2,300.00
Uniform Construction Code/Zoning	\$ 100.00	\$ 1,000.00
Insurance		



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Commercial Liability	\$ 3,000.00	
Bonds	\$ 200.00	
<b>PUBLIC SAFETY</b>		
Fire Hydrants	\$ 5,700.00	
Fire District Contract	\$ 10,000.00	
Emergency Management	\$ 1,500.00	
Municipal Prosecutor	\$ 100.00	
	<b>Other Expense</b>	<b>Salary &amp; Wage</b>
<b>STREETS AND ROADS</b>		
Road Repair and Maintenance	\$ 10,000.00	
Snow Removal	\$ 10,000.00	
Buildings and Grounds	\$ 4,000.00	
Sanitation	\$ 12,500.00	
<b>HEALTH AND WELFARE</b>		
Environmental Commission	\$ -	
Dog/Cat Regulations	\$ 500.00	
<b>RECREATION AND EDUCATION</b>		
Parks and Playgrounds	\$ 300.00	
Historic Commission	\$ 300.00	
<b>UTILITY EXPENSE/BULK PURCHASES</b>		
Street Lighting/Electricity	\$ 4,500.00	
Telephone	\$ 1,000.00	
<b>STATUTORY EXPENSES</b>		
P.E.R.S.	\$ 5,000.00	
O.A.S.I.	\$ 1,600.00	
	<b>Other Expense</b>	<b>Salary &amp; Wage</b>
Public Defender	\$ 300.00	
<b>INTER-LOCAL SERVICES CONTRACT</b>		
Franklin Tp. P.D. Patrols	\$ 12,000.00	
<b>SUB-TOTALS</b>	\$ 106,350.00	\$ 21,525.00
	<b>TOTAL</b>	<b>\$ 127,875.00</b>



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**BOROUGH COUNCIL COMMITTEE APPOINTMENTS AND MOTION TO APPROVE:**

The Borough Council offered the following as appointees to certain positions.

Councilman Kidd offered a resolution to make certain appointments. Seconded by Councilman Dandy

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

Buildings and Grounds

1. Councilman Dandy

Budget, Finance and Fiscal Planning

1. Council President Ross

Street and Traffic

1. Councilman Kidd

Police, 911 Coordinator, Fire Services Liaison

1. Mayor Heck

Council Member of Planning Board

1. Councilman Stashek

Historic District Commission Member

1. Councilwoman Denene Smerdon

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

1. Councilwoman Smerdon

Affordable Housing Liaison

1. Councilman Jonathan Stashek

Board of Health Liaison

1. Councilwoman Emmich

**APPOINTMENTS TO COUNTY RESPONSIBILITIES (One Year Terms):**

The Mayor and Borough Council offered the following appointments.

Councilman Kidd offered a resolution to make the appointments. Seconded by Councilwoman Emmich.

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

**Somerset County Development Committee upon approval of freeholders**

1. (Mayoral Appointment) Mayor Raymond Heck
  2. (Borough Council Appointment) no appointment
- Alternate. (Mayoral Appointment with consent of Borough Council) no appointment



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**Somerset County Advisory Committees:**

Cultural and Heritage

1. (Mayoral Appointment) Patricia Morris

Solid Waste

1. (Mayoral Appointment) Mayor Heck
2. (Mayoral Appointment) no appointment

**APPOINTMENTS TO BOARDS, COMMISSION AND STAFF POSITIONS**

Mayor Heck offered his appointments to various Boards, Commissions and staff positions.

Councilman Kidd offered a motion to approve the Mayoral appointments. Seconded by Councilwoman Smerdon

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

<b>Board/Commission/Dept.</b>	<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Term Start</b>	<b>Term Expires</b>
Marshall	Gene	Grimshaw	Borough Marshall	1/1/2017	12/31/2019
Marshall	Clinton	Bowers	Borough Marshall	1/1/2017	12/31/2019
Marshall	VACANT		Borough Marshall	1/1/2017	12/31/2019
Senior Citizens Group	Frances	Gerechka	Advisor	1/1/2017	12/31/2017
Senior Citizens Group	VACANT		Advisor	1/1/2017	12/31/2017
Assessment Search Officer	Gregory	Bonin		1/1/2017	12/31/2017
Tax Maps	Matthew	Loper		1/1/2017	12/31/2017
Tax Search Officer	Rebecca	Newman		1/1/2017	12/31/2017
Community Emergency Response Team	Scott	Ross	CERT Coordinator	1/1/2017	12/31/2017
Community Emergency Response Team	Alan	Kidd	CERT Coordinator	1/1/2017	12/31/2017
Millstone Raritan Flood Commission	Alison	Whitman	Member	1/1/2017	12/31/2017
Millstone Raritan Flood Commission	Dan	Dixon	Member	1/1/2017	12/31/2017
Somerset County Upper Raritan Wastewater Advisory Committee	Vacant		Borough Representative	1/1/2017	12/31/2017
Somerset Cty Community Dev.	Raymond	Heck	Mayoral representative	1/1/2017	12/31/2017
Somerset Cty Community Dev.	Vacant		Borough Council Representative	1/1/2017	12/31/2017
Somerset Cty Community Dev.- Alternate	Vacant		Borough Council Representative	1/1/2017	12/31/2017
Somerset Cty Cultural & Heritage	Patricia	Morris	Mayoral representative	1/1/2017	12/31/2017
Somerset Cty Solid Waste	Raymond	Heck	Mayoral representative	1/1/2017	12/31/2017



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Somerset Cty Solid Waste	Vacant		Mayoral representative	1/1/2017	12/31/2017
Board of Health Liaison	Merry	Emmich	Borough Council Representative	1/1/2017	12/31/2017
Board of Health Liaison Alt.	Vacant		Borough Council Representative	1/1/2017	12/31/2017
Board of Health	Glenn	Belnay	Health Officer	1/1/2017	12/31/2017
Board of Health	Siobhan	Spano	Deputy Health Officer	1/1/2017	12/31/2017
Board of Health	Jamie	Lavalva	Member	1/1/2017	12/31/2018
Board of Health	Maryann	DeVoti	Member	1/1/2017	12/31/2018
Environmental Commission	Maryann	DeVoti	Member	1/1/2017	12/31/2019
Environmental Commission	Carol	Vizzoni	Member	1/1/2017	12/31/2019
Historic District Liaison	Denene	Smerdon	Borough Council Representative	1/1/2017	12/31/2017
Historic Commission	Patricia	Morris	Alternate #1	1/1/2017	12/31/2018
Historic Commission	Carol	Halm	Alternate #2	1/1/2017	12/31/2018
Historic Commission	Harold	Heinhold	Vice Chair	1/1/2017	12/31/2020
Historic Commission	VACANT		Member	1/1/2017	12/31/2020
Planning/Zoning Board	Dan	Devoti	Class II Member/Zoning Officer	1/1/2017	12/31/2017
Planning/Zoning Board	Jonathan	Stashek	Class III Member/Council Liaison	1/1/2017	12/31/2017
Planning/Zoning Board	Clinton	Bowers	Class I Member/Mayor's Rep	1/1/2017	12/31/2017
Planning/Zoning Board	Carl	Kestner	Class IV Member	1/1/2017	12/31/2020
Planning/Zoning Board	Kristin	Ross	Class IV Member	1/1/2017	12/31/2020
Planning/Zoning Board	VACANT		Alternate #1	1/1/2017	12/31/2018
Planning/Zoning Board	VACANT		Alternate #2	1/1/2017	12/31/2018
Recreation Commission	Dale	Champ	Member	1/1/2017	12/31/2020
Recreation Commission	Nichole	Grimshaw	Member	1/1/2017	12/31/2020

**CONSENT AGENDA ITEMS A THROUGH L**

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

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

**A – Resolution to set the date for the 2017 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





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**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, 2017 at 7:30 PM in the Millstone Borough Hall.

**B – Resolution to adopt the 2017 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 2017, all meetings starting at 7:30 PM in the Millstone Borough Hall, 1353 Main Street, Millstone, New Jersey:

February	20	August	21
March	20	September	18
April	17	October	16
May	15	November	20
June	19	December	18
July	17	January 4, 2018 (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 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Bank of America and TD 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 2017.

**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 2017.



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**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, BE IT RESOLVED** that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the operating account of the Borough of Millstone requires the signature of two out of four being the Mayor, Council President, Municipal Clerk 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.

**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 2017.

**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.



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**H - Resolution authorizing the correction of errors and the defense of Tax Appeals for 2017**

**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 2017.

**I - Resolution regarding tax collection policies**

**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 2017, and no interest shall be charged if payment of any installment is made within the tenth (10<sup>th</sup>) 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



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**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;

**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 2017**

**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  
Bank of America;

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;



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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

**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 2017.

**L - Resolution establishing the Rules of Conduct for 2017**

**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 2017:

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.



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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.
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".

**2017 MAYORAL APPOINTMENTS: CONSENT AGENDA ITEMS M THROUGH P**

Mayor Heck offered his appointments for 2017 as detailed in consent items M through P.

Councilman Kidd offered a motion to approve the Mayoral appointment consent items M through P.  
Seconded by Council President Ross

Roll Call: Dandy – yes, Emmich – yes, Kidd – yes, Smerdon – yes, Ross - 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 2017.

**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 2017.

**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 2017; 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, 2017.

**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, 2017; and



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**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 Paul McCall be and hereby is appointed the official responsible for the Tax Maps for the Borough of Millstone for a one year term beginning January 1, 2017.

**P - Resolution appointing Somerset County Solid Waste Management as the 2017 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, 2017 through December 31, 2017.**

**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.

**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 Council President Ross

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

Freeholder Peter Palmer commented on the efficiency of the Borough meetings.

- Motion to Close the Meeting to the Public

Councilman Kidd offered a motion to close the meeting to the public. Seconded by Councilwoman Smerdon

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

**ADJOURNMENT:**

Council President Ross offered a motion to adjourn the reorganization meeting at 7:55 PM. Seconded by Councilman Kidd.

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

Attested to:

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

Gregory J. Bonin, Borough Clerk

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