



**Millstone Borough**  
**BOROUGH COUNCIL REORGANIZATION**  
**AND REGULAR MEETING MINUTES**  
**January 7, 2018**

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**REORGANIZATION MEETING AGENDA**  
**January 7, 2018**

**TIME:** 11:00 AM

**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 Derek Dandy	Absent
	Councilwoman Merry Emmich	Absent–Present for a portion of the meeting
	Councilman-elect Alan Kidd	Present
	Councilman-elect Scott Ross	Present
	Councilwoman Denene Smerdon	Present
	Councilman Jonathan Stashek	Absent
	Mayor Raymond Heck	Present

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Mayor Heck introduced the guests in the audience: newly elected Somerset County Freeholder Brian Gallagher

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

- Councilman Alan Kidd

Mayor Heck issued the Oath of Office to Councilman Kidd.

- Councilman Scott Ross

Mayor Heck issued the Oath of Office to Councilman Ross.

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

Councilwoman Smerdon offered a motion to nominate Councilman Scott Ross as Council President for 2018. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

Mayor Heck issued the Oath of Office to Council President Ross.

**MAYORAL APPOINTMENT OF BOROUGH ATTORNEY:**



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Councilman Kidd offered a resolution. Seconded by Council President Ross.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

**WHEREAS**, the Borough Council of the Borough of Millstone has a need to contract for the services of General Legal Services; and

**WHEREAS**, the Borough Council is permitted to acquire such services through a “non-fair and open” process (as defined by NJSA 19:44A-20.4) meaning the award is made by the Borough Council in its judgment of which provider will best serve the interests of the citizens of Millstone Borough, and not by a “fair and Open” process (as defined by NJSA 19:44A-20.7) such as awarding to the lowest bidder; and

**WHEREAS**, the cost of this contract is not anticipated to exceed \$17,500; and

**WHEREAS**, Stephen Offen has submitted a proposal; and

**WHEREAS**, Stephen Offen has completed and submitted a Business Entity Disclosure Certification; and

**WHEREAS**, the Chief Financial Officer has certified funds are available in the 2018 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.

- Mayor Heck issued the oath of office to Mr. Offen.

**MAYORAL APPOINTMENT OF BOROUGH ENGINEER:**

Councilman Kidd offered a resolution. Seconded by Councilwoman Smerdon

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – 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 2018 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:**

Councilwoman Smerdon offered a resolution. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – 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 2018 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.

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TEMPORARY BUDGET FOR THE YEAR 2018**



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At this time Council President Ross called Councilwoman Emmich on the telephone (she was home sick).

Councilman Kidd offered a resolution. Seconded by Councilwoman Smerdon.

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

Councilwoman Emmich exited the meeting after this vote.

**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, 2018 and the adoption of the year 2018 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 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements and public assistance in said budget is the sum of \$ 140,205.45.

**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 2018 budget and that a copy of this Resolution is transmitted to the C.F.O. for their records.

	<b>Other Expense</b>	<b>Salary &amp; Wage</b>
<b>ADMINISTRATION OF GOVERNMENT</b>		
Administrative and Executive	\$ 2,000.00	
Employee Development	\$ 3,000.00	
Mayor and Council	\$ 4,000.00	
Municipal Clerk/Elections	\$ 250.00	\$ 5,250.00
Financial Administration	\$ 350.00	\$ 3,500.00
Tax Collection	\$ 350.00	\$ 5,850.00
Tax Assessment	\$ 350.00	\$ 7,000.00
		(Inter Local Salary)
Legal Services	\$ 5,000.00	
Engineering Services	\$ 15,000.00	
Planning Board	\$ 5,000.00	\$ 2,300.00
Uniform Construction Code/Zoning	\$ 100.00	\$ 1,000.00



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Insurance		
Commercial Liability	\$ 3,500.00	
<b>PUBLIC SAFETY</b>		
Fire Hydrants	\$ 5,000.00	
Fire District Contract	\$ 10,000.00	
Emergency Management	\$ 500.00	
Municipal Prosecutor	\$ 100.00	
	<b>Other Expense</b>	<b>Salary &amp; Wage</b>
<b>STREETS AND ROADS</b>		
Road Repair and Maintenance	\$ 5,000.00	
Snow Removal	\$ 12,500.00	
Buildings and Grounds	\$ 4,000.00	
Sanitation	\$ 10,000.00	
<b>HEALTH AND WELFARE</b>		
Environmental Commission	\$ 200.00	
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	\$ 1,500.00	
<b>STATUTORY EXPENSES</b>		
P.E.R.S.	\$ 5,000.00	
O.A.S.I.	\$ 2,500.00	
	<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>	\$ 113,100.00	\$ 24,900.00
	<b>TOTAL</b>	<b>\$ 138,000.00</b>



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

Councilwoman Smerdon offered a motion to make certain Borough Council appointments. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

Buildings and Grounds

1. Alan Kidd

Budget, Finance and Fiscal Planning

1. Scott Ross

Street and Traffic

1. Alan Kidd

Police, 911 Coordinator, Fire Services Liaison

1. Raymond Heck

Council Member of Planning Board

1. Jon Stashek

Historic District Commission Member

1. Denene Smerdon

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

1. Denene Smerdon

Affordable Housing Liaison

1. Denene Smerdon

Board of Health Liaison

1. Merry Emmich

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

**WHEREAS**, there is a need to make appointments to certain Somerset County positions.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Millstone makes the following appointments to Somerset County positions for the Borough.

Councilwoman Smerdon offered a resolution to make certain Borough Council appointments. Seconded by Councilman Kidd.

Roll Call: Emmich – yes, Kidd – yes, Smerdon – yes, Stashek – yes, Ross – yes.

**Somerset County Development Committee**



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1. (Mayoral Appointment) Raymond Heck
  2. (Borough Council Appointment) Mary Ann DeVoti  
Alternate. (Mayoral Appointment with consent of Borough Council)

**Somerset County Advisory Committees:**

Cultural and Heritage

1. (Mayoral Appointment) Patricia Morris

Solid Waste

1. (Mayoral Appointment) Raymond Heck
2. (Mayoral Appointment) Denene Smerdon

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

Councilwoman Smerdon offered a motion to confirm certain Mayoral appointments. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

Appointments to be supplied by Mayor HeckXX

**CONSENT AGENDA ITEMS A THROUGH L**

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

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

**A – Resolution to set the date for the 2018 Budget Work session**

**WHEREAS**, the Borough Council holds regular monthly meets for the purposes of discussing the business of the borough; and

**WHEREAS**, an important business function of the Borough Council is to establish the annual borough budget; and

**WHEREAS**, the Borough Council is desirous to include input from the residents of the Borough in the formation of the annual budget; and

**WHEREAS**, to affect this public input the Borough Council wishes to announce in advance the date it will be discussing the Borough's budget,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Millstone that it hereby announces that the annual budget will be discussed during their regular meeting of the Borough Council on February 19, 2018 at 7:30 PM in the Millstone Borough Hall.

**B – Resolution to adopt the 2018 Borough Council meeting schedule**



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**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 2018, all meetings starting at 7:30 PM in the Millstone Borough Hall, 1353 Main Street, Millstone, New Jersey:

February	19	August	20
March	19	September	17
April	16	October	15
May	21	November	19
June	18	December	17
July	16	January 3, 2019 (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 2018.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that TD Bank and First Bank be and hereby is designated as the official depositories for Borough funds the for Borough of Millstone, Somerset County, State of New Jersey for the year 2018.

**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 2018.

**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





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**NOW, THEREFORE, IT IS RESOLVED** by the Borough Council of the Borough of Millstone in the County of Somerset, New Jersey that the operating account of the Borough of Millstone requires the signature of two (2) out of five (5) being the Mayor, Council President, Municipal Clerk, Deputy Treasurer or Chief Financial Officer.

**BE IT FURTHER RESOLVED** that all other checking accounts of the Borough require only one signature for the four previously named positions.

**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 2018.

**BE IT FURTHER RESOLVED** that the fund used by such department or office to pay claims for small miscellaneous expenses not to exceed \$25.00 at any one occurrence.

**G - Resolution authorizing the investment of Borough Funds**

**WHEREAS**, it is important for the health of the Borough of Millstone to have surplus revenue invested; and

**WHEREAS**, the Chief Financial Officer of the Borough of Millstone is the appropriate official to select and initial such investments.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that it hereby authorizes the Chief Financial Officer of the Borough to invest surplus funds of the Borough of Millstone in such investments as are legally authorized by the statutes and codes of the State of New Jersey.

**H - Resolution authorizing the correction of errors and the defense of Tax Appeals for 2018**

**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.



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**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 2018.

**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 2018, 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

**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



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**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 2018**

**WHEREAS**, Chapter 148 of the Public Laws of 1997 requires the Governing Body to adopt an annual Cash Management Plan; and

**WHEREAS**, the following banks are authorized depositories for Municipal Funds consistent with the Governmental Unit Depository Protection Act and may be used by the Chief Financial Officer for the deposit of Borough funds:

TD Bank  
First Bank;  
and

**WHEREAS**, the Chief Financial Officer is directed to use this cash management plan as a guide in depositing and investing the funds of the Borough of Millstone, and

**WHEREAS**, the following investments are permitted for use by the Chief Financial Officer:

1. Interest bearing bank accounts and certificates of deposit in authorized banks for deposit of local unit funds;
2. Government money market mutual funds that comply with N.J.S.A. 40A:5-15.1 (e);
3. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors;
4. Bonds or other obligations of the local unit or school district of which the local unit is a part;
5. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments of the Department of the Treasury for investment by local units;
6. Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services;
7. New Jersey State Cash Management Fund;



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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 2018.

**L - Resolution establishing the Rules of Conduct for 2018**

**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 2018:

1. The Borough Clerk shall advise Council Members of Special Meetings.
2. Quorum for meetings: Three Council members and Mayor or in the absence of the Mayor, four Council Members.
3. The Council Members, if unable to attend a meeting, are to call the Borough Clerk in advance of 6:00 PM on the night of the meeting so that the Clerk may have adequate time to cancel meetings for lack of a quorum.
4. The Tax Collector shall be authorized to hold \$25.00 cash change fund.
5. All meetings of all boards, committee, work meetings, regular meeting, etc., are open to the public, except meetings allowed to be held in Executive Session by law.
6. Vouchers are to be submitted to the Chief Financial Officer by the Wednesday prior to the Council Meeting.
7. Expense vouchers must have receipts attached covering expenses.
8. Items to be placed on the agenda must be submitted to the Borough Clerk at least eight (8) days prior to Council Meetings.
9. The Chief Financial Officer must attend all meetings to present the monthly bills and remain at the meeting until all items on the agenda, which may pertain to that office, are conducted.
10. The Chief Financial Officer, Tax Collector, Emergency Manager and Assessor must submit monthly reports. The Zoning Officer must submit quarterly reports. The Zoning Officer, Engineer, Tax Collector and Tax Assessor are not required to attend Council meetings. If officers are unable to attend a meeting, they must notify the Borough Clerk stating the reason why and see that their reports are submitted to the Borough Clerk prior to the meeting.
11. The Borough Clerk will mail, email or deliver meeting agenda and pertinent meeting documentation to all Council members at least three days before each meeting of the Borough Council.
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".



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**2018 MAYORAL APPOINTMENTS: CONSENT AGENDA ITEMS M THROUGH P**

Councilwoman Smerdon offered a motion approve Mayoral appointments on consent items M through Q. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – 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 2018.

**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 2018.

**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 2018; 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, 2018.

**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, 2018; and

**WHEREAS**, it is the desire of the Borough Council that the Borough Engineer also be the Borough Official responsible for Borough Tax maps.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that 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, 2018.

**P - Resolution appointing Somerset County Solid Waste Management as the 2018 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



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**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.

**Resolution to appoint Borough representatives to the Joint Insurance Fund.**

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

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

**BE IT RESOLVED** by the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Raymond Heck is hereby designated as the Millstone Borough Commissioner in the Middlesex County Municipal Joint Insurance Fund for 2018.

**MEETING OPEN TO THE PUBLIC:**

- Motion to Open the Meeting to the Public

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

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

- Motion to Close the Meeting to the Public

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

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

**ADJOURNMENT of REORGANIZATION MEETING:**

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Councilwoman Smerdon offered a motion to adjourn the reorganization meeting at 11:23 AM. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

Attested to:

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Gregory J. Bonin, Borough Clerk

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**TIME:** 11:24 AM

**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

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

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**MINUTES:**

- November 22, 2017 Executive meeting minutes (dd, ak abstain)
- November 22, 2017 Regular meeting minutes (dd, ak abstain)
- December 21, 2017 Regular meeting minutes (me, sr abstain)

All minutes were tabled due a subsequent meeting due to a lack of voting quorum.

**REPORTS:**

- Assessor – no report
- Board of Health – no report
- Borough Clerk – no report
- Emergency Management/Millstone Valley Fire Department/State Police – Mayor Heck stated that the Borough is in the final year of our FEMA grant and we have one last relocation project to do. This is a very involved project that includes the relocation and movement of a house which requires the temporary disconnection of utilities. Attorney Offen reported that a Phase I Environmental study is being conducted on the property that may become owned by the borough. He is in contact with the homeowners and county to coordinate the project.
- Environmental Commission – no report



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- Finance/Tax Collection – CFO Popick stated the Borough now has a temporary budget to operate with and should the Borough Council have special expenses they would like included with the budget to please let her know.
  - Historic Commission – no report
  - Recreation Commission – Mayor Heck reported that the Borough held its annual Holiday Polar Express night which was well attended and enjoyed by all.

**COUNCIL REPORTS:**

- Buildings and Grounds – Mayor Heck stated that the Borough maintains the county owned parking lot and sidewalks as many people walk in the Borough.
- Planning Board – no report
- Traffic and Roads – Councilman Kidd reported that he has held meetings with the contractor who performs the installation of the high performance chip seal and the borough needs to consider which roads we would like to maintain in 2018. Mayor Heck raised the question of whether or not this material would last on roads which regularly flood. The answer was unknown at this time. Mayor Heck also discussed the need for road maintenance on Alley Way and the legal issues it could raise given past encroachment of the road onto private property.

**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 Council President Ross.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

- Motion to Close the Meeting to the Public

There being no public wishing to be heard, Councilwoman Smerdon offered a motion to open the meeting to the public. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

**CLAIMS FOR PAYMENT**

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

At this time Council President Ross called Councilwoman Emmich on the telephone (she was home sick).

Councilman Kidd offered a resolution. Seconded by Councilwoman Smerdon.





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

Councilwoman Emmich exited the meeting after this vote.

**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

**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.

<b>2017 CURRENT FUND</b>				
<b>CHECK</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>PO#</b>
4082	Raymond Heck	Reimbursement - Registration - Conference of Mayors	\$1,500.00	7-089
4083	New Jersey American Water	Dec 2017 Fire Hydrant Service; Acct 1018-210022797651	\$1,133.44	7-025
4084	New Jersey American Water	Dec 2017 Service-Mun Bldg; Acct 1018-210022093410	\$25.28	7-033
4085	MGL Printing Solutions	Dog/Cat License Tags - Invoice #151663	\$417.00	7-090
4086	Wendy Heck	Reimbursement - Polar Express Night - 12/22/17	\$168.03	7-041
<b>2017 CURRENT FUND PREPAID</b>				
EFT	Checks Unlimited/Business Checks	Business Checks for Current Fund - Order#1458015	\$171.22	7-088
		<b>TOTAL 2017 CURRENT FUND</b>	<b>\$3,414.97</b>	
<b>2018 CURRENT FUND</b>				
4087	NJ Conference of Mayors	2018 Membership Dues; Inv.#2018112	\$295.00	8-001
4088	NJLM	2018 Membership Dues; Inv.#310MLJ18	\$217.00	8-002
4089	Middlesex Cty Joint Insurance Fund	2018 Insurance Coverage Assessment - First Install -25%	\$3,275.00	8-003
4090	SDG Security	1st Qtr 2018 Monitoring, inspect. & Test; Inv.R180184	\$147.80	8-004
4091	National Trust Historic Preservation	2018 Renewal Membership	\$50.00	8-005
		<b>TOTAL 2018 CURRENT FUND</b>	<b>\$3,984.80</b>	
<b>BILL LIST TOTAL:</b>			<b>\$7,399.77</b>	

**NEW BUSINESS:**



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- **RESOLUTION TO HIRE LAURA POPICK AS CHIEF FINANCIAL OFFICER EFFECTIVE JANUARY 1, 2018.**

Councilman Kidd offered a resolution to hire Ms. Popick. Seconded by Councilwoman Smerdon.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

**WHEREAS**, Lawrence Pollex has resigned his position as the Chief Financial Officer for the Borough of Millstone effective December 31, 2017; and

**WHEREAS**, the Borough is in need of a certified Chief Financial Officer; and

**WHEREAS**, a search has been conducted to fill the position.

**NOW, THEREFORE, BE IT RESOLVED**, the Borough Council of the Borough of Millstone that Laura Popick be hired as the Millstone Borough Chief Financial Officer, effective January 1, 2018 at an annual prorated salary of \$11,000 for a term to expire on December 31, 2020.

- **Introduction of Ordinance 2018-001: 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 19, 2018**

Councilwoman Smerdon offered a motion to approve the ordinance on first reading and set the public hearing for February 19, 2018. Seconded by Councilman Kidd.

Mayor Heck pointed out that he has added two positions to the ordinance this year: Public Works Laborer and Clerical staff.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – 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 annually unless otherwise stated;

**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>
Borough Clerk	\$11,000 - \$15,000
Borough Marshall	\$100.00 per call out event
Chief Financial Officer	\$11,000 - \$15,000
Clerical Staff	\$10.00 - \$20.00 per hour
Deputy Borough Clerk	\$5,500 - \$8,000
Deputy Tax Assessor	\$1,000 - \$8,000
Deputy Tax Collector	\$1,000 - \$8,000



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Deputy Treasurer	\$5,500 - \$8,000
Planning Board Secretary	\$5,500 - \$8,000
Public Works Laborer	\$12.00 - \$25.00 per hour
Qualified Purchasing Agent	\$1,000 - \$8,000
Registrar of Vital Statistics	\$1,000 - \$8,000
Tax Assessor	\$5,500 - \$8,000
Tax Collector	\$11,000 - \$15,000
Zoning Officer	\$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.

- **RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE BOROUGH OF MILLSTONE AND THE COUNTY OF SOMERSET FOR LEASE ON PROPERTY LOCATED AT BLOCK 1, LOT 8 OF THE BOROUGH OF MILLSTONE TAX MAPS.**

Councilwoman Smerdon offered a resolution to approve the agreement. Seconded by Councilman Kidd.

Attorney Offen commented that this agreement comprises the 1.49 acre parcel of county land, there is no money exchanged with this agreement and that it carries the same indemnification and maintenance responsibilities of past agreements. He added that the Borough is covered by the statutory Tort claim protections.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Millstone does hereby authorize an agreement between the Borough of Millstone and County of Somerset, as attached, for a lease on county owned property located at Block 1, Lot 8 of the tax maps of the Borough of Millstone for use as a borough parking lot.

**OLD BUSINESS:**

- Sewers – Attorney Offen reported that he is working with the Hillsborough Municipal Utilities Authority who is still reviewing the agreement the Borough sent them.

**ADJOURNMENT of Regular Meeting:**

Councilwoman Smerdon offered a resolution to adjourn the regular meeting at 11:53 AM. Seconded by Councilman Kidd.

Roll Call: Kidd – yes, Smerdon – yes, Ross – yes, Heck – yes.

Attested to:



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Gregory J. Bonin, Borough Clerk