



# Millstone Borough

BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
December 27, 2017

**TIME:** 7:35 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.

<b><u>ROLL CALL:</u></b>	Councilman Derek Dandy	Present via telephone
	Councilwoman Merry Emmich	Absent
	Councilman Alan Kidd	Present via telephone
	Councilwoman Denene Smerdon	Present
	Councilman John Stashek	Present
	Council President Scott Ross	Absent
	Mayor Raymond Heck	Present

**MINUTES:**

- November 22, 2017 Executive meeting minutes

Tabled due to a lack of voting quorum.

- November 22, 2017 Regular meeting minutes

Tabled due to a lack of voting quorum.

**MEETING OPEN TO THE PUBLIC:**

- **Motion to Open the Meeting to the Public**

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

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – yes.

- **Motion to Close the Meeting to the Public**

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

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – yes.

**APPROVAL OF CLAIMS FOR PAYMENT:**



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Councilman Stashek offered a motion to approve the claims for payment. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – yes.

**WHEREAS**, request for payment has been made in connection with the following claims against the Borough of Millstone on the below spread sheet; and

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

**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.

## 2017 CURRENT FUND

4061	R & L Data, Inc.	Nov. Services; Inv. #92325	\$143.85
4062	Mailbox Business Center	11/8/17 Postcards mailed for Leaf Pick up	\$124.10
4063	Lawrence Pollex	12/19/17 Reimbursement - 1099 Forms	\$21.36
4064	Stephen M. Offen, Esq.	11/2017-non-litigation services, Inv.10801959	\$300.00
4065	Somerset Cty Treasurer (Engineer)	Inv.# 275 for Services for Sept 1 - Oct 31, 2017	\$10,927.43
4066	Miller, Porter & Muller, P.C.	Gen.Planning Services; Inv. # 12820, Sept & Oct 2017	\$2,849.50
4067	Drinker, Biddle & Reath	Planning Bd Services April; Inv. 15062727	\$102.50
4068	Carter Van Dyke Associates	Inv.#17761,17783,17784,17816; Sept-Nov	\$6,743.40
4069	N.J. American Water	Nov. 2017 Fire Hydrant Service; 1018-210022797651	\$1,133.44
4070	N.J. American Water	Nov. 2017 Water Service-Mun Bldg;1018-210022093410	\$24.81
4071	A & W Contracting	Nov. Service; Inv# 46589, 46698, 46721, 46813	\$442.50
4072	Republic Services	Nov. 2017 San. Services, Inv. #0865-001504506	\$2,465.00
4073	Public Service Elec. & Gas	Nov. 2017; Acct# 65 081 353 09	\$97.36
4074	Public Service Elec. & Gas	Nov. 2017; Acct# 66 363 804 03	\$94.91
4075	Public Service Elec. & Gas	Nov. 2017; Master Accts #13-014-015-01	\$698.30
4076	Century Link	Nov. 2017 Communication services; Acct 309982488	\$105.66
4077	Jay P. Elliott	2017 Septic Management Plan, Educ and Report	\$2,475.00
4078	Franklin Twp (Police)	Nov. Police Services; Inv.#FTPD11747,11748,11749,11750	\$3,080.00
4079	Top Line Construction	Beardslee Rd Improvement, Final Payment-Retainage	\$6,382.05
4080	Millstone S.U.I.	October - December 2017	\$45.90
WIRE	Treasurer, State of NJ	4th Qtr Pension Payment	\$738.93
<b>PREPAID BILLS</b>			
4060	Verizon Wireless	Nov. Services; Invoice #9796961303	\$181.04
<b>TOTAL CURRENT FUND:</b>			<b>\$39,177.04</b>



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<b>DECEMBER 2017 Payroll</b>			
		Mun. Clerk, S&W	\$1,049.96
		Construction/Zoning Officer	\$1,000.00
		Tax Collection, S&W	\$1,166.67
		Tax Assessment, S&W	\$583.37
		Planning Board, S&W	\$458.38
		Finance	\$4,258.36
		O.A.S.I.	\$651.55
		<b>TOTAL PAYROLL:</b>	<b>\$9,168.29</b>
4081	Millstone Payroll Fund	December 2017 - Payroll Check deposit amount decreased by Pension, SUI, previous \$2,000 deposit	\$6,383.46
<b>OTHER TRUST</b>			
1105	Miller, Porter & Muller, P.C.	Hillsborough Reformed Church Parsonage Inv. # 12821	\$594.50
		<b>TOTAL TRUST:</b>	<b>\$594.50</b>
		<b>BILL LIST TOTAL:</b>	<b>\$48,939.83</b>

**NEW BUSINESS:**

- **RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE BOROUGH OF MILLSTONE AND THE COUNTY OF SOMERSET FOR A CERTIFIED RECYCLING PROFESSIONAL (CRP) TO SIGN THE BOROUGH’S ANNUAL RECYCLING TONNAGE REPORT.**

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

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – yes.

Councilwoman Smerdon noted that the cost of the agreement has increased 2% over last year.

**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 Certified Recycling Professional to sign the annual recycling tonnage report.

- **RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS IN THE BOROUGH OF MILLSTONE CALENDAR YEAR 2017 BUDGET AMONG CURRENT FUND APPROPRIATIONS PURSUANT TO N.J.S.A. 40A:4-59**

Councilman Stashek offered a resolution to approve the transfer. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – 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 2017 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**, 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.

<b>FROM:</b>		<b>TO:</b>	
Legal Expense, O.E.		Employee Development, O.E.	
7-20-155-20	\$ 1,300.00	7-20-101-20	\$ 1,300.00
Fire District Contract, O.E.		Emergency Management, O.E.	
7-25-265-20	\$ 1,500.00	7-25-252-20	\$ 1,500.00
<b>TOTAL</b>	<b>\$ 2,800.00</b>	<b>TOTAL</b>	<b>\$ 2,800.00</b>

**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 \$ 2,800.00 of funds as indicated in the foregoing details from those designated appropriations having apparent surplus balances to those designated appropriations having apparent insufficient balances to insure that adequate appropriation balances exist where needed.

- **RESOLUTION TO APPOINT LAURA POPICK AS TEMPORARY CHIEF FINANCIAL OFFICER EFFECTIVE DECEMBER 28, 2017 THROUGH JANUARY 4, 2018.**

Councilman Stashek offered a resolution to approve the appointment. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – 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.



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- **RESOLUTION AUTHORIZING THE SUBMISSION OF A STRATEGIC PLAN FOR THE HILLSBOROUGH/MILLSTONE MUNICIPAL ALLIANCE FOR JULY 1, 2018 THROUGH JUNE 30, 2019**

Councilman Stashek offered a resolution to authorize the submission. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – yes.

**WHEREAS**, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Borough Council has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Somerset;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Millstone, County of Somerset, State of New Jersey hereby recognizes the following:

1. The Township/Borough/City Council does hereby authorize submission of a strategic plan for the Hillsborough/Millstone Municipal Alliance grant for July 1, 2017 through June 30, 2018 in the amount of:

DEDR	\$ 28,436.49
Cash Match	\$ 7,109.12
In-Kind	\$ 21,327.37
Total Alliance Budget	\$ 56,872.98
2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

## **OLD BUSINESS:**

- **RESOLUTION AUTHORIZING AN AGREEMENT WITH FRANKLIN TOWNSHIP FOR MUNICIPAL COURT SHARED SERVICES**

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



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Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – yes.

**WHEREAS**, the Borough of Millstone and Township of Franklin (Somerset County) desire to enter into a shared service agreement for municipal court services; and

**WHEREAS**, such a shared service agreement is not only permissible by NJ statutes but encouraged as a means to save taxpayer dollars.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that it hereby authorizes the Mayor and Borough Clerk to sign an agreement with Franklin Township (Somerset County) for shared municipal court services.

**ADJOURNMENT:**

Councilman Stashek offered a motion to adjourn the regular meeting at 7:45 PM. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – yes.

Attested to:

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

Gregory J. Bonin, Borough Clerk