



Millstone Borough
BOROUGH COUNCIL
REGULAR MEETING MINUTES
February 19, 2018

TIME: 7:30 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.

ROLL CALL:	Councilman Derek Dandy	Present
	Councilwoman Merry Emmich	Present
	Councilman Alan Kidd	Absent
	Councilwoman Denene Smerdon	Present
	Councilman John Stashek	Present
	Council President Scott Ross	Present
	Mayor Raymond Heck	Present

MINUTES:

- November 22, 2017 Executive meeting minutes

Councilwoman Smerdon offered a motion to approve the minutes. Seconded by Council President Ross .

Roll Call: Dandy – abstain, Emmich – yes, Smerdon – yes, Stashek – yes, Ross – yes.

- November 22, 2017 Regular meeting minutes

Council President Ross offered a motion to approve the minutes. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – abstain, Emmich – yes, Smerdon – yes, Stashek – yes, Ross – yes.

- December 21, 2017 Regular meeting minutes

Councilwoman Smerdon offered a motion to approve the minutes. Seconded by Councilman Stashek.

Roll Call: Dandy – yes, Emmich – abstain, Smerdon – yes, Stashek – yes, Ross – abstain.

- January 7, 2018 Reorganization meeting minutes

Councilwoman Smerdon offered a motion to approve the minutes. Seconded by Councilman Stashek.

Roll Call: Dandy – abstain, Emmich – yes, Smerdon – yes, Stashek – yes, Ross – yes.

- January 7, 2018 Regular meeting minutes

Councilwoman Smerdon offered a motion to approve the minutes. Seconded by Councilwoman Emmich.



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Roll Call: Dandy – abstain, Emmich – yes, Smerdon – yes, Stashek – yes, Ross – yes.

REPORTS:

- Assessor: no report
- Board of Health: Councilwoman Emmich reported the board met in January.
- Borough Clerk: Clerk Bonin stated he will not be at the March 19, 2018 Borough Council meeting, but Denise Pizskowski will be attending in his place. Clerk Bonin will attend and be the recording secretary for the planning board meeting that month.
- Emergency Management/State Police/ Millstone Valley Fire Department: Mayor Heck stated they are updating the county resiliency plan which is a large effort..
- Environmental Commission: Councilwoman Emmich stated the Environmental Commission met and Christine Fung is the new Chairwoman.
- Finance/Tax Collection: CFO Popick gave a report on the budget status and tax collection status.
- Historic Commission: no report
- Recreation Commission: Mayor Heck stated the Easter egg hunt is at the end of March

COUNCIL REPORTS:

- Buildings and Grounds: no report.
- Planning Board: no report
- Traffic and Roads: Mayor Heck stated that he has heard a rumor that the borough will be getting an additional road grant this year.

Councilwoman Smerdon offered a motion to accept the reports. Seconded by Council President Ross.

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

MAYOR'S REPORT:

No report

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

A motion to open the meeting to the public was offered by Councilwoman Smerdon. Seconded by Council President Ross.

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

- Motion to Close the Meeting to the Public

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

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

APPROVAL OF CLAIMS FOR PAYMENT:



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

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

CHEC K	VENDOR	ACCOUNT	AMOUNT	PO NO.	ACCOU T NO.
		2017 CURRENT FUND (RESERVE)			
4100	R&L DataCenters, Inc.	December 2017 Services; Inv. 92596	\$199.74	7-001	7-20-100-20
4103	MSI, Inc	Computer, Maint., Support and Software	\$3,120.00	7-009	7-20-110-20
4104	Stephen M. Offen, Esq.	Dec 2017, non-litigation; Inv. No. 10811238	\$300.00	7-018	7-20-155-20
4105	Somerset Cty Treasurer, Rd & Bridge	Snow & Ice Salting 12/30/17; Inv. No. 1007	\$526.06	7-032	7-26-290-20
4106	Branchburg Twp DPW	2017 Leaf Pickup/Disposal, Inv. 12518	\$6,000.00	7-029	7-26-290-20
4107	A.W. Contracting	Dec. 2017; Inv. 47009, 469777, 47056	\$336.50	7-034	7-26-300-20
4108	Republic Services	Dec 2017 Services; Inv. # 0865-001516477	\$2,465.00	7-036	7-26-305-20
4109	Somerset County Treasurer, Recycling	4th Qtr. 2017 Recycling Services	\$989.78	7-037	7-26-305-20
4111	Municipal Service Record	Traffic Tickets; Inv. 170720	\$414.00	8-031	7-35-470-20
4110	Century Link	Dec 2017 Services; Acct 309982488	\$105.86	7-048	7-31-440-20
4113	Franklin Tp. Police Dept.	Dec. Serv, Inv. FTPD0111802, 11803, 11804	\$2,660.00	7-051	7-42-240-20
		2017 CURRENT FUND (RESERVE) - PREPAID BILLS			
4092	Verizon	December Services; Inv. 979876	\$181.04	7-047	7-31-440-20
4098	PSE&G	Dec 2017; Acct No. 65-081-353-09	\$106.10	7-044	7-31-435-20
4096	PSE&G	Dec 2017; Acct No. 13-014-015-01	\$749.51	7-046	7-31-435-



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					20
4097	PSE&G	Dec 2017; Acct No. 66-363-804-03	\$103.49	7-045	7-31-435-20
		TOTAL 2017 CURRENT FUND RESERVE	\$18,257.08		
		2017 CAPITAL FUND			
4101	CountrySide Landscape & Tree Experts	Inv.#1818; Cut & Remove 2 Oak Trees; split acct	\$1,500.00	7-076	Tree Removal Capital
		TOTAL CAPITAL FUND	\$1,500.00		
		2018 CURRENT FUND			
4100	R&L DataCenters, Inc.	January 2018 Services; Inv. 92885	\$345.85	8-020	8-20-100-20
4114	NJ Conference of Mayors	Reg. Mayor Heck to attend Conf Apr 25-27	\$447.00	8-032	8-20-101-20
4115	GANNETT NJ/Courier News	1/19/18 Pub, Inv. 0001213996	\$98.38	8-025	8-20-110-20
4116	Somerset County Clerks Association	2018 Membership	\$40.00	8-033	8-20-120-20
4117	Laura Popick	Reimbursement; postage stamps - 1/30/18	\$50.00	8-028	8-20-130-20
4118	Vital Communications	2018 Notice of Assess Post Cards, Inv V70678	\$30.60	8-026	8-20-150-20
4104	Stephen M. Offen, Esq.	Jan 2018; Inv. 10815849-50 Elev&Reloc & non-lit	\$1,084.00	8-015	8-20-155-20
4105	Somerset Cty Treasurer, Rd & Bridge	Inv.# 1007, 1/4/2018; Inv. 1020, 1/17/2018	\$2,504.75	8-007	8-26-290-20
4107	A.W. Contracting	Jan 2018; Inv. 47047	\$50.00	8-012	8-26-300-20
4120	NJ American Water	Jan 2018; Acct 1018-210022093410	\$25.28	8-016	8-26-300-20
4119	Armour Lock & Safe	Inv.#33511; repair mailbox townhall	\$145.00	8-034	8-26-300-20
4108	Republic Services	Jan 2018 Serv.; Inv. 865-001532810	\$2,538.10	8-019	8-26-305-20
4101	CountrySide Landscape & Tree Experts	Inv.#1818; Cut & Remove 2 Oak Trees; split PO	\$900.00	8-036	8-26-330-20
4121	PSE&G	January 2018; Acct No. 66-363-804-03	\$101.83	8-011	8-31-435-20
4122	PSE&G	January 2018; Acct No. 65 081 353 09	\$104.40	8-010	8-31-435-20
4123	PSE&G	January 2018; Acct No.13-014-015-01	\$922.93	8-022	8-31-435-20
4110	Century Link	Feb 2018 Services; Acct No. 309982488	\$105.86	8-008	8-31-440-20
4113	Franklin Tp. Police Dept.	Jan 2018 Serv.; Inv. FTDP011896,897.898,899	\$3,360.00	8-021	8-42-240-20
		2018 CURRENT FUND -			



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		PREPAID			
4099	Verizon	Jan 2018; Inv.9800563306; 1/26-2/25/16	\$181.02	8-013	8-31-440-20
		TOTAL 2018 CURRENT FUND	\$13,035.00		
		FUND BALANCE			
4124	Hillsborough Twp Board of Education	2018 1st Quarter School Taxes	\$234,328.25	8-035	Fund Balance
		PREPAID CHARGED TO FUND BALANCE			
4093	Somerset County Treasurer	1st Quarter - County Taxes	\$42,220.53	8-006	Fund Balance
4094	Somerset County Treasurer	1st Quarter - Library Taxes	\$6,199.49	8-006	Fund Balance
4095	Somerset County Treasurer	1st Quarter - Open Space Taxes	\$3,999.92	8-006	Fund Balance
		TOTAL FUND BALANCE	\$286,748.19		
		JANUARY PAYROLL			
		Mun. Clerk, S&W	\$1,050.00		
		Tax Collection, S&W	\$1,166.67		
		Tax Assessment, S&W	\$583.33		
		Planning Board, S&W	\$458.33		
		Finance (Q.P.A.)	\$133.33		
		O.A.S.I.	\$259.47		
		FEBRUARY PAYROLL			
		Mun. Clerk, S&W	\$1,050.00		
		Tax Collection, S&W	\$1,166.67		
		Tax Assessment, S&W	\$583.33		
		Planning Board, S&W	\$458.33		
		Finance (Q.P.A.)	\$133.33		
		O.A.S.I.	\$259.47		
		TOTAL PAYROLL	\$7,302.26		

NEW BUSINESS:

- **Public Hearing/Adoption 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**

- Motion to open the public hearing

A motion to open the public hearing was offered by Council President Ross. Seconded by Councilwoman Smerdon.

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

- Motion to close the public hearing



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There being no public wishing to be heard, a motion to close the public hearing was offered by Council President Ross. Seconded by Councilwoman Smerdon.

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

- Motion to adopt ordinance 2018-001

A motion to adopt the ordinance was offered by Councilwoman Emmich. Seconded by Councilwoman Smerdon.

Roll Call: Dandy – yes, Emmich – yes, Smerdon – yes, Stashek – 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 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
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 APPROVING A MANDATORY SOURCE SEPARATION AND RECYCLING GRANT SUBMISSION**

A resolution to approve the recycling agreement was offered by Councilwoman Smerdon. Seconded by Council President Ross.

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



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WHEREAS the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for apply for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Borough of Millstone to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Millstone hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Denene Smerdon to ensure that the application was properly filed in 2018; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant by deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling

• **SHARED SERVICES CONTRACT WITH HILLSBOROUGH TOWNSHIP FOR HEALTH SERVICES**

A resolution to enter into a shared services agreement with Hillsborough Township was offered by Councilwoman Emmich. Seconded by Council President Ross.

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

WHEREAS, it is necessary for the Borough of Millstone to provide Health Services to the community; and

WHEREAS, the Borough of Millstone and Township of Hillsborough have a long history of shared services of this nature; and

WHEREAS, the Borough of Millstone and Hillsborough Township have agreed to enter into an Interlocal agreement for Health Services

WHEREAS, the Chief Financial Officer has certified that such funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Millstone that it hereby approves an Interlocal services agreement with Hillsborough Township for Health Services pursuant to the Interlocal Services Act for a two-year contract beginning on January 1, 2018.



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• **BUDGET DISCUSSION**

CFO Popick handed out copies of the draft budget to the Borough Council and reviewed the highlights of the budget. She stated as this is her first budget for the borough she is looking for input and guidance from the Borough Council for items to be included in the agenda. A discussion ensued as to potential road projects for 2018 and also updated work to be performed by the planning board.

OLD BUSINESS:

- Sewers – Attorney Offen stated that he is in regular contact with the Hillsborough MUA and Van Cleef associates. Nothing to report at this time.
- FEMA Flood Mitigation Project – Attorney Offen stated he has been in contact with the attorney for the homeowner and we are still working on this project. We may ask FEMA for an extension of the grant. Attorney Offen stated his office has recommended a more extensive environmental examination of the property as there are some concerns in the Phase I study.

EXECUTIVE SESSION:

A resolution to enter into executive session at 8:10 PM for the purposes of contract negotiations was offered by Councilwoman Smerdon. Seconded by Council President Ross.

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

WHEREAS, the law commonly known as the “Sunshine Law” requires that Borough Council meetings be open to the public except for the discussion of certain subjects; and

WHEREAS, the “Sunshine Law” requires that a closed session be authorized by Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Millstone that they intend to enter executive session and then return to the regular meeting of the Borough Council; and

BE IT FURTHER RESOLVED that the subjects to be discussed and the time of public release of the minutes of the closed session are indicated below:

<u>SUBJECT MATTER</u>	<u>TIME WHEN AND THE CIRCUMSTANCES UNDER WHICH THE SUBJECT MATTER CAN BE DISCLOSED</u>
Contract Negotiations – Interlocal Agreement	When the matter is concluded

ADJOURNMENT:

Upon return from executive session, a motion to adjourn the regular meeting at 8:17 PM was offered by Councilwoman Smerdon. Seconded by Councilman Stashek.

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

Attested to:

Gregory J. Bonin, Borough Clerk