



Millstone Borough
BOROUGH COUNCIL
REGULAR MEETING MINUTES
March 20, 2017

TIME: 7:32 PM

CALL TO ORDER – OPENING STATEMENT: Mayor Heck called the meeting to order with the reading of the following statement: The Regular meeting of the Borough Council, Borough of Millstone will please come to order. Adequate notice of this meeting has been noticed to the Hillsborough Beacon and Courier News. If any member of this body believes this meeting is being held in violation of the Open Public Meetings Act, please state your views at this time, stating the reason for which you feel the notice is improper. Hearing none, we proceed to the next item on the agenda.

PLEDGE TO THE FLAG: Mayor Heck led those present on the flag salute.

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

MINUTES:

- February 20, 2017 - Executive meeting minutes

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

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

- February 20, 2017 - Regular meeting minutes

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

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

- March 16, 2017 - Special meeting minutes

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

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

REPORTS:

- Assessor: CFO Pollex reported that the Tax Assessor has sent out the annual tax notices.
- Board of Health: no report
- Borough Clerk: Clerk Bonin reminded those present that nominating petitions are due by April 3rd at 4:00 PM. Mayor Heck also asked Clerk Bonin to instruct the Borough Council members about the upcoming financial disclosure statements.
- Emergency Management/State Police/ Millstone Valley Fire Department: Mayor Heck stated there is an emergency management conference in May if any member of the Borough Council wishes to attend.
- Environmental Commission: no report.



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- Finance/Tax Collection: CFO Pollex stated that last year the Borough collected 97.4% of taxes for 2016. He has not received a tax notice so it is unknown what our current collection rate.
- Historic Commission: no report.
- Recreation Commission: Mayor Heck stated that the Easter Egg hunt is coming up. The park will be groomed prior to the event.

COUNCIL REPORTS:

- Buildings and Grounds: Councilman Dandy asked if the swing set would be moved before Easter. Mayor Heck said that could be possible if Councilman Alan “Mongo” Kidd helps.
 - Planning Board: CFO Pollex stated that there are a couple bills for planning board professionals on the bill list if that is of interest to the Borough Council.
- Traffic and Roads: CFO Pollex stated he wrote to the county engineering department and instructed them that the funds are in order for the higher estimates so they should proceed with the project. A discussion ensued as to why this project is delayed and how it is connected to the Ann Street project.

MAYOR’S REPORT:

Mayor Heck reported that there have been multiple reports of strangers. Mayor Heck stated while these people parking may in innocent, there has been an increase in this habit and could lead to burglaries.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

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

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

- Motion to Close the Meeting to the Public

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

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

APPROVAL OF CLAIMS FOR PAYMENT:

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

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



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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.

		March 20 Payments	
		2016 CURRENT FUND	
3853	Wendy Heck	Reimbursement-Polar Express Night	\$248.39
		2017 CURRENT FUND	
3854	R&L Data, Inc.	Inv.#89861; 2/2017 Services	\$143.85
3855	N.J. Press Media Solutions	Invoice #000284697; Published Ads	\$235.46
3856	Lawrence Pollex	Reimbursement-Postage	\$52.29
3857	Christopher Lauver	Reimbursement; 2017 assess. Card postage	\$61.20
3858	Somerset County Assessors Assn.	2017 Membership & Cty. Tax Admin lunch.	\$145.00
3859	Vital Communications	Inv.#67637 Assessment Post Cards	\$28.80
3860	Stephen M. Offen, Esq.	2/2017 services, COAH	\$100.00
3860	Stephen M. Offen, Esq.	2/2017 services, non-litigation	\$350.00
3861	Carter Van Dyke Assoc., Inc.	Inv. 17585 & 17586; 1/2017	\$1,369.50
3862	Miller, Porter & Muller, P.C.	Inv. 12587; 1&2/2017	\$1,485.91
3863	N.J. American Water	Fire Hydrant Service; 1/2017	\$1,133.44
3864	Commissioners of Fire Dist. No. 1	1st Qtr 2017 Fire Service	\$9,340.58
3865	N.J. American Water	2/2017 Service	\$23.26
3866	Republic Services	2/2017, Invoice # 0865-001396818	\$3,075.57
3867	Somerset County Treasurer	Snow Removal Inv.# 802; 2/2017 Servicers	\$1,008.03
3868	Pure Power Electrical Service	Troubleshoot & Repair trailer Heater	\$155.00
3869	P.S.E.& G.#65-081-353-07	2/2017 Service	\$103.35
3870	P.S.E.& G.#66-363-804-03	2/2017 Service	\$100.83
3871	P.S.E.& G. Master Accounts	2/2017 Service	\$713.16
3852	Verizon Wireless	2/2017 Service, Inv.#9780998866	\$115.38
3872	Century Link	2/2017 Service	\$103.55
	Franklin Tp. Police Dept.	2/2017 Service	NO INVOICE RECEIVED
Wire	Treasurer, State of N.J.	2017 Employer Pension Assessment	\$4,726.00
Wire	Treasurer, State of N.J.	1st Qtr. 2017 Employee Pension wheld.	\$725.71
		February 2017 Payroll	
		Mun. Clerk, S&W	\$1,050.00
		Finance	\$4,525.00
		Tax Collection, S&W	\$1,166.67
		Tax Assessment, S&W	\$583.33
		Planning Board, S&W	\$458.33
		Const./Zoning	\$1,000.00
		O.A.S.I.	\$671.95
		TOTAL	\$9,455.28
3850	March, 2017 Payroll Deposit		\$2,000.00
3851	March, 2017 Payroll Deposit		<u>\$7,455.28</u>
	Total Payroll Deposit		\$9,455.28



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NEW BUSINESS:

- **RESOLUTION AWARDING A CONTRACT FOR SOLID WASTE COLLECTION SERVICES TO REPUBLIC SERVICES.**

Council President Ross offered a resolution to award a contract for solid waste collection services. Seconded by Councilwoman Smerdon.

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

WHEREAS, bids were received for Solid Waste Collection Services; and

WHEREAS, such bids were reviewed by the Purchasing Agent who determined that the bid submitted by Republic Services of NJ d/b/a Raritan Valley Disposal (“Republic Services”) was complete, responsible and responsive; and

WHEREAS, the Borough Council has also reviewed the bid submitted by Republic Services and has determined that it meets the needs of the Borough; and

WHEREAS, the Finance Officer will certify funds for each year of the contract; and

WHEREAS, the Borough shall compensate the Contractor for the Project in accordance with the Contract Documents for a three year contract in the amount not to exceed:

1 st Year (April 1, 2017 – December 31, 2017)	\$22,185.00
2 nd Year (January 1, 2018 – December 31, 2018)	\$30,467.00
3 rd Year (January 1, 2019 – December 31, 2019)	\$31,381.00
3 Year Contract Total	\$84,033.00

Optional Extensions: This contract can be renewed two times for an additional 12 months per extension term. Each extension term shall be in writing 30 days before the end of the lease term and is subject to acceptance by both parties. The Borough shall compensate the Contractor for each additional years in amounts not to exceed:

4 th Year (January 1, 2020 – December 31, 2020)	\$32,323.00
5 th Year (January 1, 2021 – December 31, 2021)	\$33,293.00

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council, that a contract to provide Solid Waste Collection Services be awarded to:

Republic Services of NJ d/b/a Raritan Valley Disposal
9 Frontage Road
Clinton, NJ 08809

- **RESOLUTION AUTHORIZING SALARIES AND OTHER COMPENSATION FOR MUNICIPAL OFFICIALS AND EMPLOYEES IN THE BOROUGH OF MILLSTONE AND REPEALING ALL OTHER RESOLUTIONS INCONSISTENT HEREWITH.**

Council President Ross offered a resolution to approve and update the salary resolution. Seconded by Councilwoman Smerdon.



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

BE IT RESOLVED by the Mayor and Council of the Borough of Millstone in the County of Somerset, New Jersey, that the following enumerated officials and employees of the Borough of Millstone be paid the following amounts;

<u>POSITION</u>	<u>ANNUAL SALARY</u>
Borough Clerk	\$ 11,000
Registrar	\$ 1,600
Deputy Registrar	Voluntary Services/No Compensation accepted
Chief Financial Officer	\$ 11,000
Deputy Treasurer	\$ 5,500
Planning Board Secretary	\$ 5,500
Tax Collector	\$ 11,000
Deputy Tax Collector	\$ 3,000
Tax Assessor	\$ 7,000
Zoning Officer	\$ 4,000
Qualified Purchasing Agent	\$ 1,600
Municipal Court Administrator	Subject to Interlocal Agreement
Borough Marshal	\$ 100.00 Per Callout Event

This Resolution shall take effect retroactive to January 1, 2017 after its final approval and publication, if any, as required by law.

Any and all salary authorizations inconsistent with this Resolution are hereby repealed.

- **RESOLUTION AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS TO THE 2017 TEMPORARY BUDGET FOR THE BOROUGH OF MILLSTONE IN AN AMOUNT NOT TO EXCEED \$800.00**

Council President Ross offered a resolution to approve temporary appropriations in the 2017 temporary budget. Seconded by Councilwoman Smerdon.

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

WHEREAS, the Borough of Millstone expects to enter into financial commitments or payments, contracts, etc., prior to the adoption of the 2017 Calendar Year budget and no adequate provision has been made in the 2017 Calendar Year temporary budget for the aforesaid purposes, and

WHEREAS, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation for said purposes, and

WHEREAS, the total emergency temporary appropriation resolutions adopted in the year 2017 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A. 40A:4-20) including this resolution total **\$800.00**.

NOW, THEREFORE, BE IT RESOLVED by the Council of the **Borough of Millstone** in the **County of Somerset, State of New Jersey** that in accordance with the provisions of N.J.S.A. 40A:4-20:

1. Emergency temporary appropriations be and the same are hereby made in the amount of **\$800.00** as follows:



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Financial Administration, Salary and Wage \$ 800.00

2. All the aforesaid emergency temporary appropriations will be provided for in the 2017 Calendar Year budget.

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

Council President Ross offered a resolution to approve a transfer of funds. Seconded by Councilwoman Smerdon.

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

WHEREAS, N.J.S.A. 40A:4-59 authorizes the transfer of funds during the last two months of a fiscal year and during the first three months of the subsequent fiscal year; and

WHEREAS, certain calendar year 2016 appropriations as budgeted are insufficient to meet the needs for which appropriations were originally established while certain other appropriations appear to have surplus appropriations not currently required to pay claims against the Borough of Millstone for which they were budgeted; and

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

FROM:		TO:	
Mayor & Council, O.E. \$ 116.14		Recreation, O.E. \$ 116.14	
6-20-110-20		6-28-370-20	
TOTAL \$ 116.14		\$ 116.14	

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 \$116.14 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 AUTHORIZING THE PROPER BOROUGH OFFICIALS TO TAKE ANY AND ALL NECESSARY ACTIONS TO CORRECTLY IDENTIFY DESIGNATED REPRESENTATIVES OF THE BOROUGH AUTHORIZED TO SIGN CHECKS**

Council President Ross offered a resolution regarding authorized signatures. Seconded by Councilwoman Smerdon.

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

WHEREAS, it is in the best interests of the Borough of Millstone to designate Deputy Treasurer Laura Popick as an additional approved Borough Official authorized to sign checks on behalf of the Borough of Millstone to improve check security and to comply with recommendations cited in the 2016 Audit; and

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



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

WHEREAS, TD Bank has submitted their forms for signature by the appropriate Borough Officials,

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

OLD BUSINESS:

- Sewers – Attorney Offen mentioned that the borough has been approved by the SRVSA for the current tax map and a map attached to ordinance 2009-11.
- FEMA Flood Mitigation Project – Mayor Heck reported that a meeting with the residents and the borough’s consultant, Paul Miller, was held last week as a way to provide an update to residents. The last major hurdle is to do the relocation project. The Mayor and Attorney are meeting with the County next week on this matter.

ADJOURNMENT:

A motion to adjourn the regular meeting at 8:20 PM was offered by Council President Ross. Seconded by Councilwoman Smerdon.

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

Attested to:

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

Gregory J. Bonin, Borough Clerk