



Millstone Borough
BOROUGH COUNCIL
REGULAR MEETING MINUTES
May 15, 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

<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	Absent
	Mayor Raymond Heck	Present

MINUTES:

- April 17, 2017 – Regular meeting minutes

Approval of these minutes was tabled.

- April 17, 2017 – Executive meeting minutes

Approval of these minutes was tabled.

REPORTS:

- Assessor: no report
- Board of Health: Councilwoman Emmich reported that the Board of Health met and discussed the changes to the Hillsborough ordinances and how they might impact Millstone. A discussion was held about septic replacements in Hillsborough being done by less than reputable firms requiring extra diligence from the health officer. The annual report for the Hillsborough health office is posted on their website.
- Borough Clerk: Clerk Bonin reminded all the primary election is on June 6th.
- Emergency Management/State Police/ Millstone Valley Fire Department: Mayor Heck stated he attend the Emergency Management conference and received the proper training to keep the borough complaint.
- Environmental Commission: Mayor Heck reported that there is a small environmental issue regarding a residential property which has allegedly cut down a tree and replaced the area with stone for a parking lot use.
- Finance/Tax Collection: CFO Pollex commented that the budget is completed. He did receive a tax report which shows that the borough has collected approximately 57% of the annual tax levy. CFO Pollex also stated that he recalls that the borough wanted a septic management study. CFO Pollex did some research and found an individual who has submitted a proposal to conduct the septic management study in the amount of \$4,500. Once received the report will be provided to the Planning Board.
- Historic Commission: no report.



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- Recreation Commission: Councilwoman Smerdon stated that the Borough wide yard sale is scheduled for June 3rd and 4th with garbage pick-up on June 5th. Ms. Smerdon asked Clerk Bonin to send a postcard to all residents regarding the trash pick-up day.

COUNCIL REPORTS:

- Buildings and Grounds: Mayor Heck stated that an boy scout will start repairing and refurbishing our borough hall ramp as part of his Eagle Scout project.
- Planning Board: no report
- Traffic and Roads: no report

Councilwoman Emmich asked Mayor Heck if there was anything that can be done regarding the car parked on West St. Mayor Heck stated the car has been fined but the car is registered and insured so it cannot be removed.

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 Councilman Dandy.

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

There was no public wishing to be heard.

- Motion to Close the Meeting to the Public

A motion to close the meeting to the public was offered by Councilwoman Smerdon. Seconded by Councilman Dandy.

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

APPROVAL OF CLAIMS FOR PAYMENT:

A motion to approve the claims was offered by Councilwoman Smerdon. Seconded by Councilwoman Emmich

Roll Call: Dandy – yes, Emmich – yes, Smerdon – yes, Heck -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.



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	15-May-17	May 15, 2017 Payments	
		2017 CURRENT FUND	
3895	R&L Data, Inc.	Inv.#90410; 4/2017 Services	\$143.85
3896	N.J. Press Media Solutions	Invoice #0002082946; Publish COLA	\$44.46
3897	Raymond Heck	Rutgers-Employment Testing Seminar	\$295.00
3897	Raymond Heck	Rutgers-Investigations & Interviews	\$270.00
3897	Raymond Heck	N.J. Emer. Mgmt. Assn.-Membership	\$75.00
3898	Vital Communications	Invoice #V68222, Tax Master Tape	\$100.00
3899	Stephen M. Offen, Esq.	4/2017 services, COAH, #10749808	\$82.50
3899	Stephen M. Offen, Esq.	4/2017,7 non-litigation, #10749809	\$368.16
3900	Carter Van Dyke Assoc., Inc.	Invoice # 17619: Master Plan Revisions	\$332.14
3901	N.J. American Water	Fire Hydrant Service; 4/2017	\$1,133.44
3902	A&W Contracting	Inv.#42506	\$75.00
3903	SDG Security	Inv.#R 170964; 2nd Qtr. Services	\$147.80
3904	N.J. American Water	4/2017 Service	\$23.26
3905	Republic Services	3/2017, Invoice # 0865-0014080797	\$3,075.57
3905	Republic Services	4/2017, Invoice # 0865-0019865002	\$2,465.00
3906	Som. Cty. Treasurer	1st Qtr. 2017 recycling service	\$989.78
3907	P.S.E.& G.#65-081-353-07	3/2017 Service	\$106.61
3907	P.S.E.& G.#65-081-353-07	4/2017 Service	\$108.59
3908	P.S.E.& G.#66-363-804-03	4/2017 Service	\$103.99
3908	P.S.E.& G.#66-363-804-03	3/2017 Service	\$105.95
3909	P.S.E.& G. Master Accounts	3/2017 Service	\$583.53
3909	P.S.E.& G. Master Accounts	4/2017 Service	\$563.38
3910	Verizon Wireless	4/2017 Service, Inv.#978	\$115.40
3911	Century Link	3/2017 Service	\$103.73
3911	Century Link	4/2017 Service	\$107.97
3912	Franklin Tp. Police Dept.	4/2017 Service	\$2,660.00
3913	3914 & 3915 Som. Cty. Treasurer	2nd Qtr 2017 Cty. Tax	\$52,975.68
3916	Hillsborough Tp. Bd.of Ed.	2nd Qtr. 2017 School Tax	\$226,031.50
1100	Miller Porter & Muller ESCROW	Inv.#12588; 14 Amwell Road OTHER TRUST	\$358.75
		February 2017 Payroll	
		Mun. Clerk, S&W	\$1,050.00
		Tax Collection, S&W	\$1,166.67
		Tax Assessment, S&W	\$583.33



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		Planning Board, S&W	\$458.33
		Finance (Q.P.A.)	\$133.33
		O.A.S.I.	\$259.47
		TOTAL	<u>\$3,651.13</u>
3893	May, 2017 Payroll Deposit (4/28)		\$3,507.60
3894	May, 2017 Payroll Deposit		<u>\$143.53</u>
			\$3,651.13

NEW BUSINESS:

- **RESOLUTION INCREASING BID THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT**

A resolution to increase the bid threshold was offered by Councilwoman Smerdon. Seconded by Councilman Dandy.

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

WHEREAS, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Denise Pizkowski possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Mayor and Council of the Borough of Millstone desire to take advantage of the increased threshold; and

NOW THEREFORE IT IS RESOLVED, that the Mayor and Council of the Borough of Millstone do hereby appoint Denise Pizkowski as the Qualified Purchasing Agent to exercise the duties of the purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity of the contracting unit.

- **MOTION TO HIRE A CONSULTANT TO CREATE A SEPTIC MANAGEMENT PLAN FOR MILLSTONE BOROUGH.**

A motion to appoint Jay Elliot to create the mandatory septic management plan for the Borough at a cost not to exceed \$5,500, in accordance with his proposal, was offered by Councilwoman Smerdon. Seconded by Councilwoman Emmich.

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

OLD BUSINESS:

- Recycling Cans – Councilwoman Smerdon asked how residents are to choose their size recycling cans. Mayor Heck stated he placed an Excel spreadsheet on our website for residents to use. Mayor Heck stated the new cans are on order and should be delivered soon.
- Sewers – Attorney Offen reported that he received confirmation from the SRVSA that they have received all paperwork and information needed from the Borough. The matter will now be sent to the authority for decision.



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- FEMA Flood Mitigation Project – Mayor Heck stated the next FEMA project is set to commence in the next few weeks. It is a “small” elevation project. Because of the location of the property there may be minor road closings, detours or delays.

ADJOURNMENT:

A motion to adjourn the meeting at 8:10 PM was offered by Councilwoman Smerdon. Seconded by Councilman Dandy.

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

Attested to:

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

Gregory J. Bonin, Borough Clerk