



Millstone Borough
BOROUGH COUNCIL
REGULAR MEETING MINUTES
September 17, 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 Clint Bowers	Absent
	Councilman Derek Dandy	Present
	Councilman Alan Kidd	Present
	Councilwoman Denene Smerdon	Present
	Councilman John Stashek	Present
	Council President Scott Ross	Present
	Mayor Raymond Heck	Present

Also Present: CFO Laura Popick, Borough Clerk Gregory Bonin and Attorney Steven Offen

MINUTES:

- August 20, 2018 Regular meeting minutes

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

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – abstain, Ross – abstain, Heck - yes

- August 20, 2018 Executive meeting minutes

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

Roll Call: Dandy – yes, Kidd – yes, Smerdon – yes, Stashek – abstain, Ross – abstain, Heck - yes

REPORTS:

- Assessor: no report
- Board of Health: no report
- Borough Clerk: Clerk Bonin reported that Branchburg Township will be holding a free rabies clinic on September 29th for any resident whose pets may need an updated vaccination. He stated he has posted this on the Millstone Borough Facebook page.
- Emergency Management/State Police/Millstone Valley Fire Department: Mayor Heck reported that our CERT team has been recruiting members and many Borough Council members will be getting certified.
- Environmental Commission: no report
- Finance/Tax Collection: no report
- Historic Commission: no report
- Recreation Commission: Mayor Heck stated the benches for the park are finished and will be re-installed soon.

COUNCIL REPORTS:

- Buildings and Grounds: no report



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- Planning Board: no report
- Traffic and Roads: Mayor Heck reported that most potholes in the borough were filled

MAYOR’S REPORT:

No report

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

Councilman Dandy offered a motion to open the meeting to the public. Seconded by Council President Ross.

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

- Motion to Close the Meeting to the Public

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

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

APPROVAL OF CLAIMS FOR PAYMENT:

Councilman Kidd offered a resolution to approve the claims for payment. Seconded by Council President Ross.

Roll Call: Dandy – yes, Kidd – 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.

CHECK	VENDOR	ACCOUNT	AMOUNT	PO NO.	ACCOUNT NO.
		2018 CURRENT FUND			
4244	Someset County Clerks Office	Primary Election Costs	\$176.87	8-062	8-20-120-20
4245	State of NJ, Div of ABC	2018-9 Liquor License Renewal	\$3.00	8-069	8-20-120-20
4251	Stephen M. Offen, Esq.	Aug 2018; Inv. 10875586; non-litigation	\$300.00	8-015	8-20-155-20
4251	Stephen M. Offen, Esq.	Aug 2018; Inv. 10872450; Afford Housing Litigation	\$102.00	8-015	8-20-155-20
4251	Stephen M. Offen, Esq.	Aug 2018; Inv. 10875587; Elevation & Relocation	\$300.00	8-015	8-20-155-20
4246	Commissioners of	3rd Quarter Fire District Contract - Fire	\$9,479.79	8-	8-25-255-20



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	Fire Dist	Services		053	
4247	NJ American Water	Aug 2018; Acct 1018-210022797651; Fire Hydrant	\$1,198.24	8-017	8-25-265-20
4248	NJ American Water	Aug 2018; Acct 1018-210022093410; Mun Bldg	\$32.76	8-016	8-26-300-20
4249	A.W. Contracting	Inv. Clip 5603, 5604; Ann Street Park Clean Up	\$1,075.00	8-070	8-26-300-20
4249	A.W. Contracting	Aug Serv; Inv.49040, 49140, 49182, 49286, 49352, 49447, 49476, 49581,49637, 49642	\$410.00	8-012	8-26-300-20
4250	Somerset Cty Treasurer-Recycling	2nd Quarter 2018 Recycling Services	\$989.78	8-047	8-26-305-20
4252	PSE&G	Sept 2018; Acct No. 65-081-353-09; Amwell & Main	\$108.49	8-010	8-31-435-20
4253	PSE&G	Sept 2018; Acct No. 66-363-804-03; Amwell Rd	\$105.28	8-011	8-31-435-20
4254	CenturyLink	September communication services; Acct #309982488	\$106.82	8-008	8-31-440-20
4255	Margaret Ireland	Tax refund due to Veteran's Exemption as of 6/1/2018	\$2,245.86	8-071	Fund Balance
		2018 CURRENT FUND - SEPTEMBER PREPAID			
4243	Verizon	August 2018; Inv. 9813478668	\$154.10	8-013	8-31-440-20
Transfer	Millstone Payroll Fund	September Payroll	\$1,500.00		
Transfer	Millstone Payroll Fund	September Payroll	\$5,600.00		
		TOTAL 2018 CURRENT FUND	\$23,887.99		
		SEPTEMBER PAYROLL			
		Mun. Clerk, S&W	\$1,050.00		
		Tax Collection, S&W	\$916.67		
		Tax Assessment, S&W	\$583.33		
		Planning Board, S&W	\$458.33		
		Finance, S & W	\$2,883.33		
		Construction/Zoning, S & W	\$1,000.00		
		O.A.S.I.	\$427.28	8-030	
		TOTAL PAYROLL	\$7,318.94		

NEW BUSINESS:

- **RESOLUTION GRANTING A 100% VETERANS EXEMPTION FOR MARGARET IRELAND, 17 BEARDSLEE RD, BLOCK 2 LOT 47**

Councilwoman Smerdon offered a resolution to grant a veteran's tax exemption. Seconded by Council President Ross.

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



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WHEREAS, Margaret Ireland's husband is a deceased veteran; and

WHEREAS, on June 1, 2018, Veterans Affairs declared her husband a 100% permanently disabled veteran; and

WHEREAS, Mrs. Ireland applied for a tax exemption through the tax collector and tax assessor's office and was granted this exemption starting 6/1/2018 for block 2 lot 47, known as 17 Beardslee Road; and

WHEREAS, Mrs. Irelands total taxes for the 2018 tax year are \$10,034.17; and

WHEREAS, the exemption shall begin on 6/1/2018, thus making her total tax for 2018 \$5,017.09; and

WHEREAS, Mrs. Ireland has paid a total of \$7,262.94 in 2018 and is now owed a credit of \$2,245.86.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Millstone, County of Somerset, State of New Jersey that Margaret Ireland of 17 Beardslee Road, Block 2 Lot 47 is granted a 100% Veteran's Exemption beginning 6/1/2018.

BE IT FURTHER RESOLVED that the CFO is instructed to refund a check in the amount of \$2,245.86 payable to Margaret Ireland, 17 Beardslee Road, Hillsborough, NJ 08844.

OLD BUSINESS:

• **PUBLIC HEARING/ADOPTION OF ORDINANCE 2018-003: AN ORDINANCE CREATING THE OFFICE OF BOROUGH ADMINISTRATOR WITHIN THE BOROUGH OF MILLSTONE, COUNTY OF SOMERSET, STATE OF NEW JERSEY**

- Motion to open the public hearing

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

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

- Motion to close the public hearing

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

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

- Motion to adopt ordinance

Councilwoman Smerdon offered a motion to adopt the ordinance. Seconded by Council President Ross.

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

BE IT ORDAINED BY THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF MILLSTONE, COUNTY OF SOMERSET, STATE OF NEW JERSEY, as follows:

SECTION 1. Creation:



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There is hereby created the office of Borough Administrator pursuant to N.J.S.A. 40A:9-136 to perform the duties set forth in this Ordinance and the Statutes of the State of New Jersey.

SECTION 2. Appointment:

The Borough Administrator shall be appointed by the Mayor with the advice and consent of the Borough Council. Any vacancy shall be filled in the manner of the original appointment for the unexpired term. The individual need not be a resident of the Borough of Millstone and may hold the office of Borough Clerk if so permitted by law. If the holder of such office is also the Borough Clerk, the individual shall be known as the Borough Clerk-Administrator, but the offices of Borough Clerk and Borough Administrator shall remain separate and distinct.

SECTION 3. Term:

The term of office of the Borough Administrator shall be at the pleasure of the Mayor and Borough Council.

SECTION 4. Removal:

The Borough Administrator may be removed by a $\frac{2}{3}$ vote of the governing body. The resolution of removal shall become effective 3 months after its adoption by the governing body. The governing body may provide that the resolution shall have immediate effect; provided, however, that the governing body shall cause to be paid to the Borough Administrator forthwith any unpaid balance of his salary and his salary for the next 3 calendar months following adoption of the resolution.

SECTION 5. Compensation:

The Borough Administrator shall receive such compensation as shall be prescribed by the salary ordinance of the Borough.

SECTION 6. Powers and Duties:

The powers and duties of the Borough Administrator shall include the following:

- a.** To act as liaison between the Mayor, the Borough Council, all boards, departments and officers of the Borough.
- b.** To act as agent for the Mayor and Borough Council as the administrative officer of the Borough Government.
- c.** To be responsible for the maintenance of sound personnel policies and administrative practices and to study and make recommendations with respect to the personnel organization and policies of the Borough and any of its departments after consultation with department heads.
- d.** To aid in the preparation of the budget, alert department heads to the submission of their portion thereof, and to assist independent Council members in contributing their share of the responsibility for the municipal budget.
- e.** To advise the Mayor and Borough Council on all background material as an aid in the establishment of policies.
- f.** To study and oversee the financial procedure and policy of the Borough and its departments after consultation with department heads.
- g.** To attend all public and executive meetings of the Mayor and Borough Council.
- h.** To have direct supervision and control over all clerical and secretarial personnel employed by the Borough.
- i.** To investigate all complaints regarding Borough services and, after consultation with the department head of the service involved, shall answer same and report the disposition thereof to the Mayor and Borough Council.



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j. To act as agent for the Borough Council by conducting the general affairs of the Borough, including purchasing, administration and enforcement of contracts, leases and franchises.

k. To perform such other duties as may from time to time be specifically assigned by the Mayor and Borough Council.

SECTION 7. Severability:

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be independent section, subsequent, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

SECTION 8. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

- Clerical staff hiring

Mayor Heck would like the borough council to consider hiring a clerical worker to help with staff work. The hourly rate for this position is currently \$10 to \$20 per hour. He has a candidate who recently graduated Raritan Valley Community College and is now doing work for the Somerset County OEM. Mayor Heck suggested starting at 2 hours per week and asked council what salary they would be willing to pay. The Borough Council agreed to pay this individual \$15 per hour with the option to increase if the employee has value. Mayor Heck stated he is also looking at laborer candidates hoping to find someone with mechanical skills.

Mayor Heck stated he is working with the Somerset County Engineering department to craft a bike/walk grant application. Because of where the Borough is situated, we could tie our path into both Hillsborough and Franklin paths.

- Sewers – Attorney Offen reported that we have submitted last fall an agreement to the HTMUA. The new attorney for the HTMUA is reviewing the agreement and has yet to reply to Mr. Offen. At this point in the process it is in the hands of the HTMUA.
- FEMA Flood Mitigation Project – Attorney Offen reported he has been in contact with the county attorney and Mr. Kestner’s attorney. The land swap process will be that the County will deed their land to Mr. Kestner, and then once the house is moved Mr. Kestner will deed his former house site to the borough. Mr. Kestner’s attorney is tasked with drafting the two agreements. Once the agreements are in place Mr. Kestner can start work on moving the house. Mr. Offen stated the Borough Council should consider what will happen with Mr. Kestner’s land once it has been conveyed to the Borough. Mayor Heck suggested it should be open space. Mr. Offen asked if the Borough would want the foundation removed. Mayor Heck suggested the Historic Commission should decide. He will speak with them.

ADJOURNMENT:

Councilwoman Smerdon offered a motion to adjourn the regular meeting at 8:02 PM. Seconded by Council President Ross.

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

Attested to:

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

Gregory J. Bonin