



Millstone Borough
BOROUGH COUNCIL
REGULAR MEETING MINUTES
September 27, 2017

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.

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

MINUTES:

- July 17, 2017 Executive meeting minutes

Due to a lack of quorum able to vote, these minutes have been tabled.

- July 17, 2017 Regular meeting minutes

Due to a lack of quorum able to vote, these minutes have been tabled.

- August 23, 2017 Regular meeting minutes

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

Roll call: Emmich – yes, Kidd- yes, Smerdon – yes, Heck - yes

REPORTS:

- Assessor: no report
- Board of Health: Councilwoman Emmich stated the Board of Health will meet in October as will the Environmental Commission
- Borough Clerk: no report
- Emergency Management/State Police/ Millstone Valley Fire Department: Mayor Heck reported that the County All Hazard Mitigation Plan meeting is scheduled for tomorrow and he will ask Joe Dempster to attend. Mayor Heck also stated that he was two more homes looking to be involved in the flood mitigation program. (7 South River St. and 1389 Main Street). Mayor Heck will meet with these neighbors and then get back to the Borough Council with additional information.
- Environmental Commission: no report
- Finance/Tax Collection: CFO Pollex and Deputy CFO Popick were attending a conference therefore no report this evening.



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- Historic Commission: no report
- Recreation Commission: Mayor Heck commented that spooky movie night will once again be held in October.

COUNCIL REPORTS:

- Buildings and Grounds: Mayor Heck stated the Borough Hall ramp was re-constructed for \$915 dollars by the boy scouts saving the Borough thousands of dollars.
- Planning Board: no report
- Traffic and Roads: Councilman Kidd reported that he has watched the application of the high performance chip seal. Mr. Kidd stated he was impressed with the treatment. He toured various roads and discussed road management with the Branchburg DPW Director. Mr. Kidd stated we should look at chip sealing roads that are in good shape for preservation purposes. A brief discussion ensued. Mr. Kidd stated at the next meeting he will report on roads conditions in the Borough and will have a recommendation of what roads we should seek to apply a surface treatment. Mayor Heck commented that the Borough should discuss this in conjunction with our stormwater management plan. Mayor Heck added the firm contracted to reconstruct Beardslee Road is planning on milling on Thursday and paving on Friday. He stated the granite curbs are installed and looks nice.

MAYOR'S REPORT:

Mayor Heck stated the Borough has finished our tree projects for the year and will be looking for more trees for next year. We should do an ordinance putting responsibility for sidewalks on the residents once our sidewalk work is completed.

PROCLAMATION:

- Eagle Scout recognition

Mayor Heck asked this matter be tabled.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

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

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

- Motion to Close the Meeting to the Public

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

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

APPROVAL OF CLAIMS FOR PAYMENT:

Councilman Kidd offered a resolution to authorize claims for payment. Seconded by Councilwoman Smerdon.

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



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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.

3985	R & L Data, Inc.	August Services; Inv. #91505	\$143.85
3986	Mailbox Business Center	Postcards for Septic System Survey	\$124.10
3987	Courier News	Pub Audit Report 7/20; Inv.0000665638	\$61.66
3987	Courier News	Pub Ord. 2017-003 3rd Party Payroll Disbursement	\$50.05
3988	NJ Div. of Alcoholic Beverage Control	Maint/Prep 2017-18 Liquor License Renewal	\$3.00
3989	Stephen M. Offen, Esq.	8/2017-non-litigation services, Inv.10778625	\$300.00
3989	Stephen M. Offen, Esq.	8/2017-Elevation/Reloc.,Inv.10778626	\$162.00
3990	Somerset County Engineer	Engineer Servicess 5/1-6/30; Inv. 250	\$3,036.62
3991	Tetra Tech, Inc.	Elev/Reloc; Inv.#511552262,51180570,51203195	\$2,549.76
3992	Carter Van Dyke Assoc.	Planning Services; Inv. 17743	\$330.00
4006	Drinker, Biddle & Reath,LLP	Inv. No. 15062727 Gen. P.B. Services - LaValva	\$102.50
3993	Commissioners of Fire District No 1	3rd Qtr 2017 Fire Services	\$9,340.58
3994	N.J. American Water	August 2017 Fire Hydrant Service	\$1,133.44
3995	A & W Contracting	Aug Services; Inv#44714,44727,44837,44838,44881,45161	\$295.00
3996	Raymond Heck	Reimb.-8/19 & 8/27 Sidewalk Repair Work	\$277.38
3997	N.J. American Water	August 2017 Water Service to Mun Bldg	\$17.08
3998	Republic Services	August 2017 Sanitation Services	\$2,465.00
3999	Somerset County Treasurer	Recyc Services-Tonnage Rept Review, etc.-Inv. 41	\$67.00
4000	Public Service Elec. & Gas	August 2017; Acct# 65 081 353 09	\$113.43
4001	Public Service Elec. & Gas	August 2017; Acct# 66 363 804 03	\$110.10
4008	Public Service Elec. & Gas	August 2017; Master Accts #13-014-015-01	\$635.11
4009	Public Service Elec. & Gas	August 2017; Acct# 66 360 887 02	\$473.63
4010	Public Service Elec. & Gas	August 2017; Acct# 67 019 913 00	\$154.13
4002	Century Link	August 2017 Communication services	\$105.20
4003	Franklin Twp (Police)	Aug Police Services; Inv.#FTPD011377,11390,11391	\$2,940.00
4004	Millstone S.U.I.	Jan-September 2017	\$136.87
WIRE	Treasurer, State of NJ	3rd Qtr Pension Payment	\$738.93
4005	Top Line Construction Corp.	Beardslee Road, Parial Payment No. 1	\$194,257.62
4007	A & W Contracting (PENDING P2P DOCS.)	Safety & MaintenanceWorkabandoned home No River ST	\$18,050.00
PREPAID BILLS			
3983	Verizon Wireless	August Services; Invoice #9791658354	\$181.02
3982	Hillsborough Twp Board of Education	3rd Quarter School Tax	\$234,328.25
TOTAL CURRENT FUND			\$472,683.31
SEPTEMBER 2017 Payroll			
		Mun. Clerk, S&W	\$1,050.00
		Tax Collection, S&W	\$1,166.67



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		Tax Assessment, S&W	\$583.33
		Planning Board, S&W	\$458.33
		Finance (Q.P.A.)	\$4,258.33
		Zoning/Const.	\$1,000.00
		O.A.S.I.	\$651.54
		TOTAL PAYROLL	\$9,168.20
3981	Millstone Payroll Fund	SEPTEMBER 2017 Payroll	\$2,000.00
3984	Millstone Payroll Fund	SEPTEMBER 2017 Payroll	\$6,296.35
		TOTAL PAYROLL FUND	\$8,296.35
	TOTAL BILL LIST	CURRENT FUND + PAYROLL FUND	\$480,979.66
		OTHER TRUST	
1102	Drinker, Biddle & Reath,LLP	Inv, No. 15062727 Escrow Services - LaValva	\$871.25
1103	Miller, Porter & Muller, P.C.	Hillstone Reformed Church Parsonage Variance	\$461.25

NEW BUSINESS:

• **RESOLUTION AUTHORIZING PARTICIPATING IN THE SOMERSET COUNTY ALL-HAZARDS MITIGATION PLAN**

Councilwoman Emmich offered a resolution regarding the Somerset County All Hazards Mitigation Plan. Seconded by Councilwoman Smerdon.

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

WHEREAS, the current Somerset County All-Hazards Mitigation Plan approved by the Federal Emergency Management Agency (FEMA) includes a Jurisdictional Annex for the Borough of Millstone through which the municipality is eligible for potential pre- and post-hazard mitigation planning and mitigation funding; and

WHEREAS, in order to continue to reduce hazard risks, strengthen community resiliency, and remain eligible for potential FEMA funding, the Borough of Millstone hereby commits to participating in the development of second update of the Somerset County Multi-Jurisdictional Hazard Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Millstone, that:

1. The Borough of Millstone agrees to participate in the update of the Somerset County Multi-Jurisdictional Hazard Mitigation Plan.
2. The following two municipal representatives Raymond Heck, Municipal Hazard Mitigation Officer and Joseph Dempster, Alternate Municipal Hazard Mitigation Officer are hereby authorized to serve on the Multi-Jurisdictional HMP Planning Committee; actively participate as requested throughout the process, and lead a Municipal Hazard Mitigation Planning (HMP) Committee tasked with carrying out local participation requirements.
3. The following additional members are hereby named to the Municipal HMP Committee: Scott Ross, Borough Council President and Borough Council members Derek Dandy, Merry Emmich, Alan Kidd, Denene Smerdon and Jon Stashek
4. At the end of the project, when FEMA deems the updated plan approvable, the Borough of Millstone will, as required, pass a resolution formally adopting the final updated Somerset County Multi-Jurisdictional Hazard



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Mitigation Plan, which will include an updated municipal annex. This resolution will be provided immediately to the Somerset County Planning Division for submittal to FEMA, who requires the resolution on file.

BE IT FURTHER RESOLVED that a signed copy of this Resolution will be provided to both the Somerset County Board of Chosen Freeholders and the Somerset County Planning Division.

- **RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION 2018 STATE AID GRANT PROGRAM FOR VAN DOREN DRIVE RESURFACING.**

Councilman Kidd offered a resolution to authorize the submission of a NJDOT grant application. Seconded by Councilwoman Emmich.

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

NOW, THEREFORE, BE IT RESOLVED that Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey, formally approve the grant application for the New Jersey Department of Transportation 2018 State Aid Grant Program for Van Doren Drive Resurfacing.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application via SAGE to the New Jersey Department of Transportation on behalf of the Borough of Millstone.

BE IT FURTHER RESOLVED that Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Millstone and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

- **RESOLUTION AUTHORIZING MUNICIPAL ALLIANCE GRANT FOR FISCAL YEAR 2017-2018**

Councilman Kidd offered a resolution authorizing a municipal alliance grant for 2017-2018. Seconded by Councilwoman Smerdon.

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

WHEREAS, the County of Somerset has prepared a contract which would provide \$28,436.49 to Hillsborough Township for the provision of Hillsborough-Millstone Municipal Alliance activities for prevention of alcoholism and drug abuse, and the Township would provide a 75% match of \$27,327.36 in in-kind services, and a 25% cash match of \$7,109.12 will be raised by the Municipal Alliance Committee or provided by the municipality, and a copy of the proposed agreement is on file in the office of the Township Clerk,

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Township of Hillsborough, County of Somerset, that it hereby authorizes the Mayor and Clerk to sign the original of this agreement.

OLD BUSINESS:

- **ORDINANCE 2017-003: PUBLIC HEARING AND ADOPTION OF AN ORDINANCE OF THE BOROUGH OF MILLSTONE AUTHORIZING THIRD-PARTY PAYROLL DISBURSEMENT**
 - Motion to open the public hearing



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Councilwoman Emmich offered a motion to open the public hearing. Seconded by Councilwoman Smerdon.

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

- Motion to close the public hearing

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

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

- Motion to adopt Ordinance 2017-003

Councilman Kidd offered a motion to adopt Ordinance 2017-003. Seconded by Councilwoman Smerdon.

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

WHEREAS, the Local Finance Board of the State of New Jersey has adopted rules regarding “Electronic Disbursement Controls for Payroll Purposes” in order to provide formal authority for local governments to hire third-party payroll services and disbursing services to disburse funds to payroll agencies; and

WHEREAS, in order to have a payroll servicer provide disbursement services, the Borough Council must formally approve the principle of a third-party having access to Borough funds, formally assigning responsibility to an official to oversee the process by enacting an ordinance, and approving all contracts or extensions.

NOW, THEREFORE, IT IS ORDAINED by the Mayor and Council of the BOROUGH of MILLSTONE in the COUNTY OF SOMERSET, New Jersey, that:

SECTION 1. The Revised General Ordinances of the Borough of Millstone are hereby amended and supplemented to include the following section, entitled “Third-Party Payroll Disbursement”:

A. Purpose; Definitions.

- i. The purpose and intent of these regulations is to abide by the requirements of N.J.S.A. 52:27D-20.1 and N.J.A.C. 5:30-17.1 et seq., governing electronic disbursement controls for payroll purposes.
- ii. Definitions. As used in this chapter the following terms shall have the meanings indicated:
 - Approval Officer – person responsible for authorizing and supervising the activities of the payroll service.
 - Payroll Service – Third-party payroll service organization.
 - Borough – Borough of Millstone in the County of Somerset, New Jersey.

B. Authorization.

- i. The Borough is authorized to use a payroll service to prepare payment documentation, take possession of Borough funds and make such disbursements itself on behalf of the Borough.
- ii. The following payroll service providers shall be required to comply with these regulations:
 - a. Payroll service providers who use their own customized programming process to execute disbursements for the Borough.
 - b. Payroll service providers who use a third-party processor to execute disbursements for the Borough.



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C. Borough Requirements.

- i. The appointment of a payroll service shall be pursuant to the Local Public Contracts Law, and shall require the contractor to do the following, not by way of limitation: data collection, agency report preparation, calculation of withholding, direct deposit of payroll disbursements and/or local unit transfer of funds to contractor's account for subsequent disbursement of payment.
- ii. Any renewal or extension of a contract under these regulations shall be by resolution of the Borough Council.
- iii. The Chief Financial Officer is hereby appointed the approval officer and is responsible for authorizing and supervising the activities of the payroll service and shall further be charged with the reconciliation and analysis of all accounts affected by the activities of the disbursing organization.
- iv. If required by the contract between the Borough and the payroll service, the payroll service is permitted to hold Borough funds pending transmittal to a payee.

D. Payroll Service Requirements.

- i. A payroll service must meet all of the following requirements:
 - a. Report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of the approval officer;
 - b. Report circumstances that could jeopardize its ability to continue operations or otherwise interrupt the services provided to the Borough.
- ii. A payroll service must meet the requirements of N.J.A.C. 5:30-17.5.
- iii. All contracts entered into pursuant to these regulations and the laws authorizing same shall comply with the requirements of N.J.A.C. 5:30-17.6.

E. Establishment of Service.

Upon the adoption of these regulations, the Chief Financial Officer with the assistance of the Borough Attorney, as necessary, is hereby authorized and directed to enter into a contract for payroll service in accordance with all Local Public Contracting Laws and N.J.A.C. 5:30-17. Appointment of the payroll service shall be by separate resolution of the Borough Council.

SECTION 2. The provisions of this Ordinance shall be severable. If any section or provision shall be held invalid by any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, which shall remain in full force and effect.

SECTION 3. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

SECTION 4. This Ordinance shall take effect after final passage and publication in accordance with applicable law.

- Sewers – Attorney Offen stated he and Mayor Heck met with representatives from the Van Cleef organization, at their request, to find a way to move their project forward. Attorney Offen stated they agreed to meet with the SRVSA to set up a meeting with them and Van Cleef. Attorney Offen stated the Neil Van Cleef has offered to give us a cost



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estimate for installing sewers in Millstone. Attorney Offen stated we need four approvals for sewers: State, County, Hillsborough MUA and the SRVSA. We still need SRVSA approval.

- FEMA Flood Mitigation Project – Attorney Offen stated he has been in touch with Mr. Kestner’s attorney who is reaching out to the County attorney, Bill Cooper, to try and resolve the outstanding issues.

ADJOURNMENT:

Council President Ross offered a motion to adjourn the regular meeting at 8:15 PM. Seconded by Councilwoman Smerdon.

Roll Call: Emmich – yes, Kidd- yes, Smerdon – yes, Ross – yes.

Attested to:

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

Gregory J. Bonin, Borough Clerk