



**Millstone Borough**  
**BOROUGH COUNCIL**  
**REGULAR MEETING MINUTES**  
**October 21, 2019**

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**TIME:** 7:30 PM

**CALL TO ORDER – OPENING STATEMENT:** Council President Ross 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:** Council President Ross led those present on the flag salute.

<b><u>ROLL CALL:</u></b>	Councilman Vincent Biviano	Present
	Councilman Derek Dandy	Absent
	Councilman Alan Kidd	Present
	Councilwoman Denene Smerdon	Absent
	Councilman John Stashek	Present via telephone
	Council President Scott Ross	Present
	Mayor Raymond Heck	Absent

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

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**MINUTES:**

- September 16, 2019 regular meeting minutes
- September 16, 2019 executive meeting minutes

All minutes were tabled to next meeting

**REPORTS:**

- Assessor: no report
- Board of Health: no report
- Borough Clerk: Clerk Bonin reminded everyone the General Election is November 5<sup>th</sup> and the polls are open from 6:00 Am to 8:00 PM.
- Emergency Management/State Police/Millstone Valley Fire Department: no report
- Environmental Commission: no report
- Finance/Tax Collection: Attorney Offen stated that the Chair of the Historic Commission, Portia Orton, has ask him to report that she solicited an opinion from him that even if someone does not need a permit for work being done they still need to go to Historic Committee for review. Attorney Offen agreed that is the case.
- Historic Commission: Clerk Bonin reported that by all accounts there was a successful Journey into the Past event this past month.
- Recreation Commission: no report

**COUNCIL REPORTS:**

- Buildings and Grounds: no report
- Planning Board: Councilman Biviano reported on activity from the Planning Board on matters including their review of the HTMUA agreement, a review of the ordinances regarding illumination, redevelopment plan timing, wanted an



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update on abandoned properties. VB stated he told the pb there are warrants issued in some cases re the abandoned homes.

- Traffic and Roads: no report

**MAYOR'S REPORT:**

No report

**MEETING OPEN TO THE PUBLIC:**

- Motion to Open the Meeting to the Public

Councilman Kidd offered a motion to open the meeting. Seconded by Councilman Biviano.

Roll Call: Biviano – yes, Kidd – yes, Stashek – yes, Ross – yes.

There was no public wishing to be heard.

- Motion to Close the Meeting to the Public

Councilman Kidd offered a motion to close the meeting to the public. Seconded by Councilman Biviano.

Roll Call: Biviano – yes, Kidd – yes, Stashek – yes, Ross – yes.

**APPROVAL OF CLAIMS FOR PAYMENT:**

Councilman Kidd offered a resolution to approve the claims. Seconded by Councilman Biviano.

Roll Call: Biviano – yes, Kidd – 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.
		<b>2019 CURRENT FUND</b>			
4521	R & L Data Centers	Sept 2019 Payroll Services; Inv 98264	\$147.00	9-026	9-20-100-20
4522	NJLM	R Heck to attend Conference; Luncheon - Nov 19-21	\$120.00	9-078	9-20-101-20
4523	Gannett NJ	August ads; Inv. 2778181	\$92.08	9-024	9-20-110-20



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4523	Gannett NJ	Ord Publication 2019-004; 9/6/19	\$49.62	9-024	9-20-110-20
4524	Laura Vesce	Reimbursement; Stamps, ink	\$97.53	9-080	9-20-130-20
4525	Stephen M. Offen, Esq.	Sept Inv 10979096 - Non-litigation Services	\$300.00	9-010	9-20-155-20
4525	Stephen M. Offen, Esq.	Sept Inv. 10979098; Selective Insurance	\$116.77	9-010	9-20-155-20
4525	Stephen M. Offen, Esq.	Sept Inv 10979095 - Affordable Housing	\$300.00	9-010	9-20-155-20
4526	Carter Van Dyke Associates	June Planning Services; Inv 18250; 5/30-7/3	\$1,318.50	9-056	9-21-180-20
4527	Miller Porter & Muller	June Planning Services; Inv. 13515	\$369.00	9-037	9-21-180-20
4527	Miller Porter & Muller	July Planning Services; Inv. 13596	\$369.00	9-037	9-21-180-20
4528	NJ American Water	SEPT 2019; Acct No 1018-210022797651-Fire Hydrant	\$1,066.72	9-020	9-25-265-20
4529	NJ American Water	SEPT 2019; Acct No. 1018-210022093410; 1353 Main	\$27.46	9-021	9-26-300-20
4531	Republic Services	August Sanitation Services; Inv. 0865-001767069	\$2,615.08	9-025	9-26-305-20
4543	Republic Services	September Sanitation Services; Inv. 0865-001782323	\$2,615.08	9-025	9-26-305-20
4533	A.W. Contracting	Sept Inv. 53921, 54144, 54017	\$145.00	9-049	9-26-300-20
4533	A.W. Contracting	May Inv Clip 5627; Ann Street Park Clean Up	\$385.00	9-049	9-26-300-20
4533	A.W. Contracting	July Inv 5628; Ann Stret Park Clean Up	\$516.50	9-049	9-26-300-20
4530	SDG Security	4th Qtr Monitoring 10/1-12/31/19; Inv 19105774	\$147.80	9-061	9-26-300-20
4534	Cty of Somerset Div. of Solid Waste Mgmt	Inv. #22, 2019 Certified Recycling Professional Serv.	\$82.00	9-079	9-26-305-20
4542	Franklin Township	July-September 2019 Animal Control Services	\$510.00	9-083	9-27-340-20
4535	PSE&G	Oct 2019; Acct No. 66-363-804-03; Amwell Rd	\$95.99	9-015	9-31-435-20
4536	PSE&G	Oct 2019; Acct No. 65-081-353-09; Amwell & Main	\$99.06	9-016	9-31-435-20
4537	CenturyLink	Oct 2019 comm services; Acct #309982488; 10/1-10/31	\$111.77	9-013	9-31-440-20
4538	Franklin Twp Police Dept	Aug 2019 Police Services; Inv. FTPD014185,6,7,8	\$3,080.00	9-035	9-42-240-20
4539	County of Somerset	2019 3rd Quarter Taxes - County	\$46,560.60	9-081	Fund Balance
4540	County of Somerset	2019 3rd Quarter Taxes - Library	\$6,737.71	9-081	Fund Balance
4541	County of Somerset	2020 3rd Quarter Taxes - Open Space	\$4,291.73	9-	Fund



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				081	Balance
		<b>OCTOBER 2019 PREPAID</b>			
4520	Verizon Wireless	Bill Date 9/25/19; Inv 9838842884; 8/26-9/25	\$136.97	9-014	9-31-440-20
Wire	State of NJ-Div of Pensions & Benefits	3rd Quarter Pension/Life Insurance Payment	\$726.62	9-082	
4519	PSE&G	Sept 2019; Acct 13 014 015 01; Master Acct	\$564.89	9-017	9-31-435-20
	Millstone Payroll Fund	October Payroll	\$1,500.00		
	Millstone Payroll Fund	October Payroll	\$2,552.04		
		<b>TOTAL CURRENT FUND</b>	<b>\$77,847.52</b>		
		<b>OCTOBER PAYROLL FUND</b>			
		Mun. Clerk, S&W	\$1,111.50		
		Tax Collection, S&W	\$953.67		
		Tax Assessment, S&W	\$606.92		
		Planning Board, S&W	\$476.83		
		Finance, S & W	\$138.75		
		O.A.S.I.	\$251.51	9-008	
		<b>TOTAL PAYROLL FUND</b>	<b>\$3,539.18</b>		

**NEW BUSINESS:**

• **RESOLUTION AWARDING A CONTRACT FOR SOLID WASTE COLLECTION**

Councilman Kidd offered a resolution to approve the contract. Seconded by Councilman Biviano.

Roll Call: Biviano – yes, Kidd – yes, Stashek – yes, Ross – yes.

**WHEREAS**, on March 20, 2017 a Contract was awarded by the Borough Council, for (“Project”) Solid Waste Collection Services to ; Republic Services of NJ d/b/a Raritan Valley Disposal, 9 Frontage Road, Clinton, NJ 08809 and

**WHEREAS**, the terms of the Contract allows for two, one year extensions and in accordance with after the initial three year contract; and

**WHEREAS**, the Qualified Purchasing Agent and the Mayor recommend renewing this Contract for the first extension term of January 1, 2020 – December 31, 2020.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey, that the Contract for the above referenced Project be extended for a one year term January 1, 2020 – December 31, 2020 in an amount not to exceed \$32,323.00.

• **RESOLUTION AUTHORIZING MUNICIPAL ALLIANCE GRANT FOR FISCAL YEAR 2019-2020**

Councilman Kidd offered a resolution for the municipal alliance. Seconded by Councilman Biviano.

Roll Call: Biviano – yes, Kidd – yes, Stashek – yes, Ross – yes.



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**WHEREAS**, the County of Somerset has prepared a contract which would provide \$28,436.49 to Hillsborough Township for the provision of the Hillsborough/Millstone Municipal Alliance activities for prevention of alcoholism and drug abuse, and the Township would provide a 75% match of \$21,327.37 in in-kind services, and a 25% cash match of \$7,109.13 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 Borough Of Millstone, County of Somerset, that it hereby authorizes the Mayor and Clerk to sign the original of this agreement.

• **DISCUSSION: BEST PRACTICES CHECKLIST**

CFO Popick reviewed with the Borough Council the 2019 Best Practices Checklist. After a brief discussion the Borough assisted in answering a few questions and approved submission of the checklist.

• **DISCUSSION: WEBSITE REDESIGN AND MAINTENANCE PROPOSAL: SEE ATTACHED PROPOSAL**

Clerk Bonin reported that the Borough has lost its webmaster and the website is in need of a redesign and update. He stated that Mayor Heck has solicited the attached proposal from Revize for website design and hosting services. Clerk Bonin stated he uses this company in another community and has had a very good experience with the company.

After a brief discussion the Borough Council agreed to move ahead with the agreement.

**OLD BUSINESS:**

- Sewers – Attorney Offen stated we have a matter related to sewers to discussion in executive session. Her also state the Planning Board will be holding a public hearing next month to discuss the possible PILOT agreement.

**EXECUTIVE SESSION:**

Councilman Kidd offered a resolution to enter into executive session at 87:52. Seconded by Councilman Biviano

Roll Call: Biviano – yes, Kidd – 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 - HTMUA	When the matter is concluded
Contract Negotiations – Hillsborough BOE	When the matter is concluded

**ADJOURNMENT:**



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Upon returning from executive session Councilman Kidd offered a motion to adjourn the regular meeting at 8:40 PM. Seconded by Councilman Biviano.

Roll Call: Biviano – yes, Kidd – yes, Stashek – yes, Ross – yes.

Attested to:

Gregory J. Bonin, Borough Clerk