

**MILLSTONE BOROUGH
PLANNING BOARD
REORGANIZATION and REGULAR MEETING AGENDA
January 12, 2021
7:30 p.m. (EDT)**

In Compliance with the recent NJ State Executive Orders, the January 12, 2021 Borough Planning Board meeting is being held virtually. The meeting will be conducted via the GoTo Meeting program and all are invited to participate.

**Join the meeting from your computer, tablet or smartphone via
gotomeeting.com**

<https://global.gotomeeting.com/join/384427229>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211) Access Code: 384-427-229

CALL TO ORDER

SUNSHINE LAW

“The meeting of the Millstone Borough Planning Board will please come to order. Adequate notice of this meeting has been noticed to the Courier News and posted at Borough Hall. 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.”

ROLL CALL

NEW BUSINESS

Reorganization

- Nomination of Chairperson
- Nomination of Vice Chairperson
- Nomination of Board Secretary

Resolutions:

- Hiring of professionals for 2021
 - Gerald Muller, Esq. Planning Board Attorney
 - Carter Van Dyke, Planning Consultant

Adoption of 2021 meeting schedule:

Proposed Schedule

February 2nd	August 3rd
March 2nd	September 7th
April 6th	October 5th
May 4th	November 9th (2nd Tuesday)
June 8th (2nd Tuesday)	December 7th
July 6th	

OPEN TO THE PUBLIC

- Public comment on items not scheduled on the agenda.

APPROVAL OF INVOICES

- Jerry Muller, Board Attorney
 - December 2020 Inv. 14134 General Board Services \$ 922.50
- Carter Van Dyke, Board Planner
 - December 2020 Inv. 18676 General Board Services \$ 874.50

DISCUSSION ITEMS

- Plan endorsement
- Redevelopment area

OPEN TO THE PUBLIC

- Public questions and comments on previous discussion

OPEN TO BOARD MEMBERS

OPEN TO THE PUBLIC

- Public questions and comments on previous discussion

MEETING ADJOURNED

LAW OFFICES OF GERALD MULLER, P.C.
707 State Road, Suite 212
Princeton, New Jersey 08540

Telephone: 609/257-2424
Fax No. 609/212-2922

Gerald J. Muller
gmuller@geraldmullerlaw.com
Martina Baillie
mbaillie@geraldmullerlaw.com
NJ & NY

January 5, 2021

Members of Millstone Planning Board
1353 Main Street
Millstone, NJ 08844

Re: Proposal for 2021 Services

Dear Planning Board Members:

I propose that legal services will be provided by my firm at the rate of \$210.00 per hour for my services and \$175.00 per hour for my associate Martina Baillie. Hourly billings will be in tenth of an hour increments, except that escrow billings will be in a quarter of an hour increments as required by the Municipal Land Use Law.

Sincerely,

Gerald J. Muller

GJM/dh



Millstone Borough

RESOLUTION

NO. PB-2021-02

ADOPTED: JANUARY 12, 2021

WHEREAS, the Borough of Millstone Planning Board has a need to contract for Planning Board Attorney (“Service”); and

WHEREAS, the Borough is permitted to acquire such Service through the “Alternate procurement” process (as defined by NJSA 19:44A-20.4) meaning the award is made by the Board in its judgment of which provider will best serve the interests of the citizens of the Borough, and not by a “fair and open” process (as defined by NJSA 19:44A-20.7) such as awarding to the lowest bidder; and

WHEREAS, a Proposal was submitted by Miller, Porter & Muller, P.C (“Consultant”) and the Board has determined that the Proposal meets the requirements of the Borough.

WHEREAS, the projected cost for the Service is not anticipated to be over \$17,500.00, therefore the Consultant is not required to complete the Alternate Procurement Process documents and has therefor met the requirements of N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 19:44A-20.7; and

WHEREAS, the Chief Financial Officer has certified funds are available in the 2021 budget for this contract.

NOW THEREFORE BE IT RESOLVED, by the Planning Board that a contract for Planning Board Attorney be awarded to Law Offices of Gerald Muller, 707 State Road, STE 212, Princeton, NJ 08540, for a contract term January 1, 2021 to December 31, 2021 in an amount not to exceed \$10,000.00 in accordance with their Proposal and the terms and conditions in the attached Contract with rates not to exceed those listed in their Proposal.

ATTEST:

Board Chairperson Signature

Board Secretary Signature

Printed Name

Printed Name

ROLL CALL VOTE				
BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
Clint Bowers				
Derek Dandy				
Dan Devoti				
Mathew Denne				
Dan Dixon				
Jan Feger				
Christine Fung				
Zach Huber				
Lawrence Tarantino				



Carter van Dyke Associates

40 Garden Alley
Doylestown, Pennsylvania
18901-4325

Voice 215 345 5053
Fax: 215 345 4324
Web: www.CVDA.com

MEMORANDUM

DATE: January 5, 2021
TO: Millstone Borough Planning Board
FROM: Carter van Dyke, AICP, PP #33LI00495200
SUBJECT: Professional Planning Services Proposal for January 1, 2021 through December 31, 2021

1. Scope of Services. Within the limits of available appropriations, Planner will provide planning advice and assistance to the Board and to its committees; attend meetings and work sessions of the Board and its committees as required; participate in the deliberations of the Board; and perform other authorized services, all under the policies and authorization of the Board.

The scope of services does not include any work which is outside the scope of general Board Services. Projects outside of general Board Services shall be the subject of separate professional services agreements.

Compensation. The compensation of the Principal Planner shall be at the rate of \$170.00 per hour and not to exceed \$10,000 for general board services or as authorized. The Consultant shall also be reimbursed for actual out-of-pocket expenses for postage. In addition to the “Board” requested services, the planning consultant shall provide services for planning services that are billed to escrow accounts established by the Planning Board Secretary. Such services and invoices are in addition to the above maximum amount for standard planning board functions.

2. Duplication and communications shall be reimbursed at a cost not to exceed those published by N.J.S.A.47:1A-5.b.

Rates for other categories of service shall be charged as follows:

Hourly Fee Schedule:

Principal Planner	170.00
Planner	110.00
Landscape Architect	115.00
Landscape Designer I	110.00
Landscape Designer II	105.00
Landscape Designer III	100.00
Project Management Coordinator	85.00

* For all expert witness testimony the hourly rate is 1.5 times the standard hourly rate.

Thank you for the opportunity to be of service.

CARTER VAN DYKE ASSOCIATES

A handwritten signature in cursive script, appearing to read "Carter van Dyke", with a long horizontal flourish extending to the right.

Carter van Dyke, ASLA, AICP

Founding Partner

NJ PP#33LI00495200



Millstone Borough

RESOLUTION

NO. PB-2021-01

ADOPTED: JANUARY 12, 2021

WHEREAS, the Borough of Millstone Planning Board has a need to contract for Planning Board Planner (“Service”); and

WHEREAS, the Borough is permitted to acquire such Service through the “Alternate procurement” process (as defined by NJSA 19:44A-20.4) meaning the award is made by the Board in its judgment of which provider will best serve the interests of the citizens of the Borough, and not by a “fair and open” process (as defined by NJSA 19:44A-20.7) such as awarding to the lowest bidder; and

WHEREAS, a Proposal was submitted by Carter Van Dyke Associates (“Consultant”) and the Board has determined that the Proposal meets the requirements of the Borough; and

WHEREAS, the projected cost for the Service is not anticipated to be over \$17,500.00, therefor the Consultant is not required to complete the Alternate Procurement Process documents and has therefor met the requirements of N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 19:44A-20.7:

WHEREAS, the Chief Financial Officer has certified funds are available in the 2021 budget for this contract.

NOW THEREFORE BE IT RESOLVED, by the Planning Board that a contract for Planning Board Planner be awarded to Carter Van Dyke Associates, 40 Garden Alley, Doyelstown, PA 18901 for a contract term January 1, 2021 to December 31, 2021 in an amount not to exceed \$10,000.00 in accordance with their Proposal and the terms and conditions in the attached Contract with rates not to exceed those listed in their Proposal.

ATTEST:

Board Chairperson Signature

Board Secretary Signature

Printed Name

Printed Name

ROLL CALL VOTE				
BOARD MEMBER	YES	NO	ABSTAIN	ABSENT
Clint Bowers				
Dan Devoti				
Mathew Denne				
Dan Dixon				
Jan Feger				
Christine Fung				
Lawrence Tarantino				



Millstone Borough

1353 Main Street
Millstone Borough, New Jersey 08844

Mayor Raymond S. Heck

Main number: 908-281-6893
Fax: 908-281-6504

Mayors line: 908-359-5783
Emergency: 911

PAYMENT VOUCHER

Borough Number: _____

Vendor Name: Miller Porter & Muller, P.C. ATTN Jerry Muller

Address: One Palmer Sq, Suite 540

City, State, Zip: Princeton, NJ 08542

FOR PROMPT PAYMENT – BE SURE TO RETURN THIS VOUCHER SIGNED WHERE INDICATED WITH AN INVOICE TO THE BOROUGH PLANNING BOARD AT THE ABOVE ADDRESS.

Date of Service	Description of Good or Service Rendered, Itemize Fully	Amount	Total
	Month of Service: <u>December 2020</u> <u>Invoice #'s</u> <u>Description of Services</u> 14134 see attached bill		\$922.50
TOTAL:			\$922.50

CLAIMANT'S CERTIFICATION & DECLARATION

I do so declare and certify under the penalties of the Law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein is justly due and owing; and that the amount is a reasonable one.

Sign and Return with and Invoice to Receive Payment:

X *Gerald J. Muller*

Gerald J. Muller 1/5/2021 Planning Board Attorney
(date) (official position)

Borough Authorization:

W. P. Kowalski Q.P.A.
(signature)

OFFICERS CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered, said certification being based on signed delivery slips or other reasonable procedures.

X _____
(Signature) Planning Board Chair

APPROPRIATION OR ACCOUNT CHARGED _____ _____ _____	Signature of Mayor, Council President or Borough Clerk _____	PAYMENT AUTHORIZED This claim was approved for payment at the meeting of the Borough Council held on: _____, 20____
	Certification of Availability of Funds: _____ (Finance Officer) (Date)	PAYMENT RECORD Date: _____ Check No: _____

NOTICE: Regular meeting are held on the third Monday of each month. Bills to be considered for payment must be presented to the Finance Officer properly signed and certified to on this form 7 days prior to the regular meeting day.

Miller Porter & Muller, P.C.
One Palmer Square, Suite 540
Princeton, NJ 08542
(609) 921-6077

Millstone Borough
1353 Main Street
Millstone, NJ 08844

January 05, 2021

In Reference To: general planning board services **DECEMBER 2020**

Invoice #14134

Professional Services

			<u>Hours</u>	<u>Amount</u>
12/1/2020	GJM	Emails from Piskowski and Van Dyke; reviewing material from Van Dyke	0.20	41.00
12/14/2020	GJM	Reviewing Piskowski email with invite; voice mails from and to Fung; voice mail from Offen	0.40	82.00
12/15/2020	GJM	Telephone conversation with Offen; preparation for and attend Planning Board hearing on area in need of study	2.50	512.50
12/16/2020	GJM	Voice mail to Offen; email to Van Dyke re additional language and drafting memo to Borough Council; reviewing Van Dyke emails and revised report and email to Piskowski re same; telephone conversation with Offen	0.80	164.00
12/17/2020	GJM	Reviewing Van Dyke email to Rendiero	0.10	20.50
12/21/2020	GJM	Emails from Offen and to Piskowski	0.20	41.00
12/22/2020	GJM	Telephone conversation with Offen	0.20	41.00
12/31/2020	GJM	Telephone conversation with Offen re Van Cleef	0.10	20.50
		For professional services rendered	<u>4.50</u>	<u>\$922.50</u>
		Previous balance		\$738.00
		Total payments		(\$738.00)
		Balance due		<u><u>\$922.50</u></u>

NEW NAME, NEW ADDRESS

Please note as of January 1, 2021, our new company name and address are:

Law Offices of Gerald Muller, P.C.
707 State Street, Suite 212
Princeton, NJ 08540

NOTICE: Regular meeting are held on the third Monday of each month. Bills to be considered for payment must be presented to the Clerk properly signed and certified on this form 7 days prior to the regular meeting day.

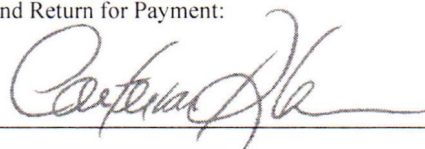
**BOROUGH OF MILLSTONE
1353 MAIN STREET
MILLSTONE, NJ 08844**

Borough PO Number: _____
 Vendor Name: Carter van Dyke Associates, Inc.
 Address: 40 Garden Alley
 City, State, Zip: Doylestown, PA 18901

FOR PROMPT PAYMENT – BE SURE TO RETURN WITH CLAIMANT’S CERTIFICATION SIGNED TO:
 FINANCE OFFICER, BOROUGH OF MILLSTONE, 1353 MAIN STREET, MILLSTONE, NJ 08844

Date of Delivery or Service	Description of Good or Service Rendered, Itemize Fully	Amount	Total				
11/29-12/31/20	Month of Service: DECEMBER 2020 <table border="0"> <tr> <td><u>Invoice #'s</u></td> <td><u>Description of Services</u></td> </tr> <tr> <td>18676</td> <td>Planning Services</td> </tr> </table>	<u>Invoice #'s</u>	<u>Description of Services</u>	18676	Planning Services	874.50	\$874.50
<u>Invoice #'s</u>	<u>Description of Services</u>						
18676	Planning Services						
		TOTAL:	\$874.50				

CLAIMANT’S CERTIFICATION & DECLARATION
 I do so declare and certify under the penalties of the Law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein is justly due and owing; and that the amount is a reasonable one.

Sign and Return for Payment:
 X 
 1/05/2021 President
 (date) (official position)

Borough Approval:
 Q.P.A.
 (date) (signature)

OFFICERS CERTIFICATION
 I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered, said certification being based on signed delivery slips or other reasonable procedures.

X _____
 (Signature) Planning Board Chair

APPROPRIATION OR ACCOUNT CHARGED

Signature of Mayor, Council President or Borough Clerk

 Certification of Availability of Funds:

 (Finance Officer) (Date)

PAYMENT AUTHORIZED
 This claim was approved for payment at the meeting of the Borough Council held on:
 _____, 20____

PAYMENT RECORD
 Date: _____ Check No: _____



Carter van Dyke Associates

40 Garden Alley
Doylestown, Pennsylvania
18901-4325

Voice: 215 345 5053
Fax: 215 345 4324
Web: www.CVDA.com

January 4, 2021

Project No: 03351.00

Invoice No: 0018676

Millstone Borough
1353 Main Street
Millstone, NJ 08844

Project 03351.00 Millstone Borough Planning Services **DECEMBER 2020**
Professional Services from November 29, 2020 to December 31, 2020

Professional Personnel

		Hours	Rate	Amount	
Principal					
van Dyke, Carter	12/1/2020	1.30	165.00	214.50	
	Coordination with Denise for Public Hearing; Coordination with Barry Ableman; Coordination again with Denise for public meeting.				
van Dyke, Carter	12/15/2020	.50	165.00	82.50	
	Meeting preparation with Christine Fung				
van Dyke, Carter	12/15/2020	2.00	165.00	330.00	
	Public Meeting on determination of redevelopment area and plan endorsement.				
van Dyke, Carter	12/16/2020	1.00	165.00	165.00	
	Planning Board Meeting followup correspondence, telephone with Barry Ableman, coordinate revision to Redevelopment Report per Gerry Muller.				
van Dyke, Carter	12/17/2020	.50	165.00	82.50	
	Correspondence re: Plan Endorsement				
	Totals	5.30		874.50	
	Total Labor				874.50
			Total this Invoice		\$874.50