



Millstone Borough

REGULAR MEETING AGENDA

February 15, 2021

In Compliance with the recent NJ State Executive Orders, the Borough Council meeting will be held virtually. The meeting will be conducted via the GoTo Meeting program and all are invited to participate. Meeting details are as follows;

Topic: Millstone Borough Council regular meeting - February 15, 2021
Time: Feb 15, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89787660450?pwd=ZlI1K2NyMUZpd1Y1azNHZWlWblRrZz09>

Meeting ID: 897 8766 0450

Passcode: 615035

One tap mobile

+13017158592,,89787660450#,,,,*615035# US (Washington DC)

+13126266799,,89787660450#,,,,*615035# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 897 8766 0450

Passcode: 615035

Find your local number: <https://us02web.zoom.us/j/89787660450>

TIME: 7:30 PM

CALL TO ORDER – OPENING 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:

ROLL CALL: Councilman Vincent Biviano
Councilman Robert Galli
Councilman Alan Kidd
Councilwoman Karen Kidd
Councilwoman Kristen Ross
Councilman Jonathan Stashek
Mayor Raymond Heck



Millstone Borough
REGULAR MEETING AGENDA
February 15, 2021

OATH OF OFFICE ISSUED TO NEWLY APPOINTED COUNCILMAN ROBERT GALLI

MINUTES:

- January 18, 2021 regular meeting minutes (JS, RG abstain)

REPORTS:

- Assessor –
- Clerk –
- Emergency Management –
- Finance –
- Historic Commission –
- Millstone Valley Fire Department -
- Recreation Commission –
- State Police –
- Tax Collection –

COUNCIL REPORTS:

- Buildings and Grounds -
- Planning Board –
- Traffic and Roads -

MAYOR'S REPORT:

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public
- Motion to Close the Meeting to the Public

CLAIMS FOR PAYMENT

- **RESOLUTION AUTHORIZING THE PAYMENT OF CLAIMS AGAINST THE BOROUGH OF MILLSTONE**

WHEREAS, request for payment has been made in connection with the following claims against the Borough of Millstone as shown in the following spreadsheet; and

WHEREAS, the Chief Financial Officer has certified the availability of funds to pay for the following claims; and

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.



Millstone Borough
REGULAR MEETING AGENDA
February 15, 2021

NEW BUSINESS:

- **PUBLIC HEARING/SECOND READING 2021-001: AN ORDINANCE TO FIX SALARY RANGES AND OTHER COMPENSATION FOR MUNICIPAL OFFICIALS AND EMPLOYEES IN THE BOROUGH OF MILLSTONE AND REPEALING ALL OTHER ORDINANCES INCONSISTENT HEREWITH**

BE IT ORDAINED by the Mayor and Council of the Borough of Millstone in the County of Somerset, State of New Jersey, that the following enumerated officials and employees of the Borough of Millstone be paid within the salary range provided annually unless otherwise stated;

BE IT FURTHER ORDAINED, that a resolution will be adopted by the Mayor and Council setting forth the salary for respective positions.

<u>Position</u>	<u>Salary Range</u>
Borough Clerk	\$11,000 - \$15,000
Borough Marshall	\$100.00 per call out event
Chief Financial Officer	\$11,000 - \$15,000
Clerical Staff	\$10.00 - \$25.00 per hour
Deputy Borough Clerk	\$5,500 - \$8,000
Deputy Tax Assessor	\$1,000 - \$8,000
Deputy Tax Collector	\$1,000 - \$8,000
Deputy Treasurer	\$5,500 - \$8,000
General Services Administrator	\$1,000 - \$8,000
Planning Board Secretary	\$5,500 - \$8,000
Public Works Laborer	\$12.00 - \$25.00 per hour
Qualified Purchasing Agent	\$1,000 - \$8,000
Registrar of Vital Statistics	\$1,000 - \$8,000
Tax Assessor	\$5,500 - \$8,000
Tax Collector	\$11,000 - \$15,000
Zoning Officer	\$1,000 - \$8,000

All ordinance or parts of ordinances inconsistent with this ordinance be and the same hereby repealed.

This ordinance shall take effect immediately upon its passage and publication as provided by law.

- **RESOLUTION AUTHORIZING SALARIES AND OTHER COMPENSATION FOR MUNICIPAL OFFICIALS AND EMPLOYEES IN THE BOROUGH OF MILLSTONE AND REPEALING ALL OTHER RESOLUTIONS INCONSISTENT HEREWITH.**

(The below assumes a 2% salary increase for 2021)

BE IT RESOLVED by the Mayor and Council of the Borough of Millstone in the County of Somerset, State of New Jersey, that the following enumerated officials and employees of the Borough of Millstone be paid annually as follows in 2021;



Millstone Borough
REGULAR MEETING AGENDA
February 15, 2021

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Millstone that the salaries set forth shall be paid when the Chief Financial Officer can certify that funding is available.

Position	2021 Salary
Borough Clerk	\$12,145
Registrar	\$1,700
Chief Financial Officer	\$11,907
Deputy Treasurer	\$5,954
General Services Administrator	
Planning Board Secretary	\$5,954
Tax Collector	\$11,907
Deputy Tax Collector	\$3,248
Tax Assessor	\$7,578
Zoning Officer	\$4,331
Qualified Purchasing Agent	\$1,733
Borough Marshall (per call)	\$110

Any and all salary authorizations inconsistent with this Resolution are hereby repealed.

• **DISCUSSION: VAN CLEEF REDEVELOPMENT ZONE/PILOT PROGRAM**

OLD BUSINESS:

- Sewers
- Colonial Lane

EXECUTIVE SESSION (if necessary):

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 the balance of this meeting shall be closed to the public; and

BE IT FURTHER RESOLVED, that the meeting shall be adjourned at the end of the closed session; 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>
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Millstone Borough

REGULAR MEETING AGENDA

February 15, 2021

ADJOURNMENT of Regular Meeting:



Millstone Borough

REGULAR MEETING AGENDA

February 15, 2021

February 15, 2021 Claims list

February 12, 2021
08:40 AM

Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 1

P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes
 Include Non-Budgeted: Y

Open: N Paid: Y Void: N
 Rcvd: N Held: N Aprv: Y
 Bid: Y State: Y Other: Y Exempt: Y

Received Date Range: 01/19/21 to 02/12/21

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
20-00022	01/11/20	MILLERPO MILLER PORTER & MULLER				B					
		8 PLANNING SERVICES - DECEMBER	922.50	0-01-21-180-200		B PLANNING BD-OTHER EXPENSES	P	4934 01/11/20	02/08/21	02/15/21	14134
20-00049	05/30/20	GANNETT NJ GANNETT NJ NEWSPAPERS				B					
		1 LEGAL ADS-NOVEMBER/DECEMBER	35.29	0-01-20-110-200		B MAYOR & COUNCIL-OTHER EXPENSES	A	03/01/20	02/08/21		3664246
20-00055	06/10/20	COMPASSM COMPASSMSP				B					
		7 WEBSITE/EMAIL SUPPORT-DECEMBER	568.75	0-01-20-140-200		B INFORMATION TECHNOLOGY - OTHER EXPENSES	A	06/10/20	02/02/21		142661
20-00084	08/10/20	AMCONTRA A.W. CONTRACTING				B					
		7 SNOW REMOVAL 12/16/20	285.00	0-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	A	01/10/21	02/02/21		CLIP5630
		8 SNOW REMOVAL 12/16/20	380.00	0-01-26-300-200		B BUILDINGS&GROUNDS-OTHER EXPENSES	A	02/02/21	02/02/21		CLIP5630
			665.00								
20-00085	08/10/20	RLDATA R & L DATA CENTERS				B					
		6 PAYROLL; ACCT 8R-8R-DECEMBER	152.00	0-01-20-100-200		B A&E-OTHER EXPENSES	A	08/10/20	02/02/21		102213
20-00097	01/14/20	CARTERVA CARTER VAN DYKE ASSOCIATES				B					
		8 PLANNING ATTY SERVICE-DECEMBER	874.50	0-01-21-180-200		B PLANNING BD-OTHER EXPENSES	P	4931 01/14/20	02/02/21	02/15/21	18676
21-00001	01/10/21	OASI OASI				B					
		10 SOCIAL SECURITY PAYROLL-FEB	251.51	1-01-36-472-213		B SOCIAL SECURITY	P	130 01/10/21	02/08/21	02/15/21	FEB
21-00002	01/10/21	OFFENSTE STEPHEN OFFEN				B					
		2 LEGAL SERVICES-JANUARY	100.00	1-01-20-155-200		B LEGAL-OTHER EXPENSES	P	4937 01/10/21	02/08/21	02/15/21	11094907
		3 LEGAL SERVICES-JANUARY	600.00	1-01-20-155-200		B LEGAL-OTHER EXPENSES	P	4937 01/10/21	02/08/21	02/15/21	11094908
			700.00								
21-00003	01/10/21	VERIZONW VERIZON WIRELESS				B					
		2 WIRELESS COMMUNICATION	220.72	1-01-31-440-210		B TELEPHONE	P	4930 01/10/21	02/08/21	02/08/21	9872038834
21-00010	01/12/21	PSEG PSE&G				B					
		3 ELEC;66 363 804 03; AMWELL	101.21	1-01-31-435-205		B STREET LIGHTING	A	01/12/21	02/08/21		BD:2/4/21



Millstone Borough

REGULAR MEETING AGENDA

February 15, 2021

February 12, 2021
08:40 AM

Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 2

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00011	01/12/21	PSEG PSE&G 3 ELEC;65 081 353 09;AMWELL&MAIN	103.71	1-01-31-435-205	B	B STREET LIGHTING	A	01/12/21	02/08/21		BD: 2/4/21
21-00016	01/24/21	MDDCTYIN MIDD CTY MUN JOINT INS FUND 1 2021 - 1st QTR INSURANCE	3,725.00	1-01-23-220-208	B	B INSURANCE-OTHER INSURANCE PREMIUMS	P	4929 01/24/21	01/24/21	01/24/21	1ST QTR 2021
21-00017	02/02/21	RLDATA R & L DATA CENTERS 2 PAYROLL; ACCT 8R-8R 3 W-2 PROCESSING	156.00 192.00 348.00	1-01-20-100-200 1-01-20-100-200	B	B A&E-OTHER EXPENSES B A&E-OTHER EXPENSES	P P	4939 02/02/21 4939 02/02/21	02/09/21 02/09/21	02/15/21	102478 102478
21-00019	02/02/21	NJAMWATE NJ AMERICAN WATER 2 ACCT 210022797651;HYDRANTS	1,011.68	1-01-25-265-202	B	B FIRE HYDRANT SERVICE	P	4935 02/02/21	02/02/21	02/15/21	BD:JAN 20, 2021
21-00020	02/02/21	NJAMWATE NJ AMERICAN WATER 2 ACCT 210022093410; MAIN ST	23.28	1-01-26-300-200	B	B BUILDINGS&GROUNDS-OTHER EXPENSES	P	4936 02/02/21	02/02/21	02/15/21	BD: JAN 20,2021
21-00021	02/02/21	COMCAST COMCAST 2 INTERNET/VOICE SERVICE	176.22	1-01-31-440-210	B	B TELEPHONE	P	4932 02/02/21	02/02/21	02/15/21	BD: 1/11/21
21-00022	02/02/21	HILLSBOR HILLSBOROUGH BD OF EDUCATION 1 2020-21 SCHOOL YR-3RD/FEB PYMT	177,698.50	1-01-55-906-001	B	B LOCAL SCHOOL TAXES PAYABLE	P	4933 02/02/21	02/08/21	02/15/21	FEB PAYMENT
21-00023	02/02/21	VESCELAU LAURA VESCE 1 REIMBURSEMENT; STAMPS/POSTAGE 2 REIMBURSEMENT; 1099 FORMS	56.20 34.11 90.31	1-01-20-130-200 1-01-20-130-200	B	B FINANCE-OTHER EXPENSES B FINANCE-OTHER EXPENSES	A A	02/02/21 02/02/21	02/02/21 02/02/21		
21-00024	02/08/21	REPUBLIC REPUBLIC SERVICES 2 SANITATION SERVICES;9865002	2,774.42	1-01-26-305-200	B	B SANITATION-OTHER EXPENSE	P	4938 02/08/21	02/08/21	02/15/21	2008735
21-00025	02/08/21	SOMERCTY SOMERSET COUNTY 1 1ST QTR TAXES 2021 - COUNTY	47,102.39	1-01-55-907-001	B	B COUNTY TAXES PAYABLE	P	4940 02/08/21	02/08/21	02/15/21	1ST QTR COUNTY
21-00026	02/08/21	SOMERCTY SOMERSET COUNTY 1 1ST QTR TAXES 2021 - LIBRARY	6,868.57	1-01-55-907-001	B	B COUNTY TAXES PAYABLE	P	4941 02/08/21	02/08/21	02/15/21	1ST QTR LIBRARY
21-00027	02/08/21	SOMERCTY SOMERSET COUNTY 1 1ST QTR TAXES 2021-OPEN SPACE	4,455.18	1-01-55-907-001	B	B COUNTY TAXES PAYABLE	P	4942 02/08/21	02/08/21	02/15/21	1ST QTR OPEN SP

February 12, 2021
08:40 AM

Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 3

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00028	02/08/21	MILLPAYR MILLSTONE BORO PAYROLL									
		1 CLERK S/W - FEBRUARY	1,111.50	1-01-20-121-100	B	B MUN CLERK-SALARY & WAGES	P	129 02/08/21	02/08/21	02/15/21	
		2 TAX ASSESSOR S/W - FEBRUARY	606.92	1-01-20-150-100	B	B TAX ASSESSOR-SALARY & WAGES	P	129 02/08/21	02/08/21	02/15/21	
		3 TAX COLLECTOR S/W - FEBRUARY	953.67	1-01-20-145-100	B	B TAX COLLECTOR-SALARY & WAGES	P	129 02/08/21	02/08/21	02/15/21	
		4 PLANNING BD S/W - FEBRUARY	476.83	1-01-21-180-100	B	B PLANNING BD-SALARY &WAGES	P	129 02/08/21	02/08/21	02/15/21	
		5 FINANCE S/W - FEBRUARY	138.75	1-01-20-130-100	B	B FINANCE-SALARY & WAGES	P	129 02/08/21	02/08/21	02/15/21	
			3,287.67								

Total Purchase Orders: 23 Total P.O. Line Items: 31 Total List Amount: 252,156.41 Total Void Amount: 0.00



Millstone Borough

REGULAR MEETING AGENDA

February 15, 2021

February 12, 2021
08:40 AM

Millstone Borough
Purchase Order Listing By P.O. Number

Page No: 4

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	0-01	3,218.04	0.00	0.00	3,218.04
	1-01	248,938.37	0.00	0.00	248,938.37
Total Of All Funds:		252,156.41	0.00	0.00	252,156.41
