



Millstone Borough
REGULAR MEETING MINUTES
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=ZlI1K2NyMUFPd1Y1azNHZWlWblRrZz09>

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?pwd=ZlI1K2NyMUFPd1Y1azNHZWlWblRrZz09>

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 Vincent Biviano	Present
	Councilman-appointee Robert Galli	Present
	Councilwoman Karen Kidd	Present
	Councilwoman Kristen Ross	Present
	Councilman Jonathan Stashek	Present
	Council President Kidd	Present
	Mayor Raymond Heck	Present

OATH OF OFFICE ISSUED TO NEWLY APPOINTED COUNCILMAN ROBERT GALLI



Millstone Borough

REGULAR MEETING MINUTES

February 15, 2021

Mayor Heck administered the oath of office to Councilman Robert Galli who is being appointed to fill the unexpired term of former Councilman Derek Dandy.

MINUTES:

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

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

Roll Call: Biviano – yes, Galli – abstain, K. Kidd – yes, K. Ross – yes, Stashek – abstain, A. Kidd – yes.

REPORTS:

- Assessor – no report
- Borough Clerk – Clerk Bonin reported that due to an error with the supplier of dog and cat licenses, borough wide licensing is delayed this year. It should occur in March. The Borough Council would like to waive late fees as this is our error so Mayor Heck announced we will pass a resolution later in the meeting.
- Emergency Management/State Police/Millstone Valley Fire Department – Mayor Heck stated that we have had many snow storms so far this year but we have money in storm budget.
- Finance/Tax Collection – CFO Vesce reported that December tax collection is at 98.41% collection rate. She also reminded the Borough Council that we will have the budget discussion tonight.
- Historic Commission – Mayor Heck reported that he will be appointing two more members to the historic commission to replace a resignation and an open alternate position
- Recreation Commission – Mayor Heck stated that the Recreation Commission is planning on the Easter Egg hunt although it will be modified to ensure Covid safety.

COUNCIL REPORTS:

- Buildings and Grounds – Mayor Heck stated we will be getting a bill for snow removal at borough hall and borough owned sidewalks. Councilwoman Ross stated the telephone at Ann St and Main St has damage to it. Mayor Heck stated he will call in a report to PSEG.
- Planning Board – Mayor Heck stated he has appointed Robert Galli to the Class III Planning Board position.
- Traffic and Roads – Council President Kidd stated he will be trying to work with Branchburg on a shared service for crack sealing of borough roads. Council President Kidd stated that Hillsborough Township has piled snow very high at the intersection of Amsterdam and Amwell Rd and those piles need to get pile knocked down to improve visibility. Mayor Heck stated he will call Hillsborough Township to get this done.

Mayor Heck asked Clerk Bonin to contact the NJDOT to see if TTF grant funds can be used to fund interlocal shared services.

MAYOR'S REPORT:

No report

MEETING OPEN TO THE PUBLIC:



Millstone Borough
REGULAR MEETING MINUTES
February 15, 2021

-
- Motion to Open the Meeting to the Public

Council President Kidd offered a motion to open the meeting to the public. Seconded by Councilwoman Ross.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

- Motion to Close the Meeting to the Public

Councilwoman Ross offered a motion to close the meeting to the public. Seconded by Council President Kidd

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

CLAIMS FOR PAYMENT

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

Councilwoman Ross offered a motion to approve the claims for payment. Seconded by Council President Kidd.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

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.

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**

- Motion to Open the Meeting to the Public

Councilwoman Ross offered a motion to open the meeting to the public. Seconded by Council President Kidd.



Millstone Borough
REGULAR MEETING MINUTES
February 15, 2021

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

- Motion to Close the Meeting to the Public

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

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

Councilwoman Ross offered a motion to adopt the ordinance. Seconded by Councilman Stashek.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

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 Marshal	\$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
Inspector	\$10.00 - \$25.00/hour
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.

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

Attorney Offen stated there was no new information to provide on this matter. He did remind the Borough Council that we may wish to hire a professional to examine the finances of a PILOT to ensure it



Millstone Borough

REGULAR MEETING MINUTES

February 15, 2021

is a benefit to the borough. He also suggested we contact someone who has experience setting up and negotiating a PILOT with the developer.

- Resolution to waive dog license fees

Councilwoman Ross offered a resolution to waive dog license fees. Seconded by Councilman Stashek.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

WHEREAS, Millstone Borough needs to delay dog and cat licensing for 2021 due to an error my the supplier who did not provide our licensing supplies for this year; and

WHEREAS, the Borough Council does not wish to charge late fees to rsidents as it is not due to their

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 late fees for dog and cat licensing for 2021 are hereby waived for residents.

- **DISCUSSION: 2021 BUDGET**

CFO Vesce reported that budget is relatively the same as 2020. She asked if any Borough Council member has any questions or changes you wish to see; increases, decreases, capital items, etc. The Borough Council reviewed the budget and agreed to its presented form.

Attorney Offen commented that the Borough may wish to budget funds for the development of sewers if the Borough Council believes this will move forward this year. He commented that we may wish to consider budgeting for engineering, planning, etc. Attorney Offen sent a list of possible expenses to the Borough Council.

Mayor Heck stated he wants to be sure we engage the public and explain every step and cost in the sewer process so residents will be clear on what we might do and what the costs may be.

OLD BUSINESS:

- Sewers

ADJOURNMENT of Regular Meeting:

Councilwoman Ross offered a motion to adjourn the meeting at 8:25 PM. Seconded by Council President Kidd.

Roll Call: Biviano – yes, Galli – yes, K. Kidd – yes, K. Ross – yes, Stashek – yes, A. Kidd – yes.

Attested to:

Gregory J. Bonin, Borough Clerk



Millstone Borough

REGULAR MEETING MINUTES

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
 Received Date Range: 01/19/21 to 02/12/21
 Open: N Paid: Y Void: N
 Rcvd: N Held: N Aprv: Y
 Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	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	GANNETNJ 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 MINUTES

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	MDOCTYIN 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 <u>192.00</u> 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 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 <u>34.11</u> 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 2 TAX ASSESSOR S/W - FEBRUARY 3 TAX COLLECTOR S/W - FEBRUARY 4 PLANNING BD S/W - FEBRUARY 5 FINANCE S/W - FEBRUARY	1,111.50 606.92 953.67 476.83 <u>138.75</u> 3,287.67	1-01-20-121-100 1-01-20-150-100 1-01-20-145-100 1-01-21-180-100 1-01-20-130-100	B	B MUN CLERK-SALARY & WAGES B TAX ASSESSOR-SALARY & WAGES B TAX COLLECTOR-SALARY & WAGES B PLANNING BD-SALARY & WAGES B FINANCE-SALARY & WAGES	P P P P P	129 02/08/21 129 02/08/21 129 02/08/21 129 02/08/21 129 02/08/21	02/08/21 02/08/21 02/08/21 02/08/21 02/08/21	02/15/21 02/15/21 02/15/21 02/15/21 02/15/21	

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 MINUTES

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
