



Millstone Borough

REGULAR MEETING AGENDA

November 21, 2022

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

Millstone Borough Council monthly regular meetings
Every Third Monday of the Month at 7: 30 PM

January 17, 2022 07:30 PM	July 18, 2022 07:30 PM
February 21, 2022 07:30 PM	August 15, 2022 07:30 PM
March 21, 2022 07:30 PM	September 19, 2022 07:30 PM
April 18, 2022 07:30 PM	October 17, 2022 07:30 PM
May 16, 2022 07:30 PM	November 21, 2022 07:30 PM
June 20, 2022 07:30 PM	December 19, 2022 07:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81919230700?pwd=UXVLMmV3VUF5L2JFV3c2TDJaT1pqZz09>

Meeting ID: 819 1923 0700

Passcode: 416795

One tap mobile

+19292056099,,81919230700#,,,,*416795# US (New York)

+13017158592,,81919230700#,,,,*416795# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

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:

Councilwoman Mandy Coppola
Councilman Robert Galli
Councilwoman Karin Kidd
Councilwoman Kristen Ross
Councilman Jonathan Stashek
Council President Alan Kidd
Mayor Raymond Heck



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Also Present:

MINUTES:

- September 19, 2022 Regular meeting minutes (KK & KR abstain)
- October 17, 2022 Regular meeting minutes (JS abstain)
- October 17, 2022 Executive meeting minutes (JS abstain)

REPORTS:

- Assessor –
- Clerk –
- Emergency Management (OEM/State Police/Fire) –
- Finance/Tax Collection –
- Historic Commission –
- Recreation Commission –

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 attached claims against the Borough of Millstone as shown on the attached detail; 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:



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• **RESOLUTION TO AWARD A CONTRACT FOR SOLID WASTE COLLECTION SERVICES**

WHEREAS, bids were received by the Borough’s Qualified Purchasing Agent on October 11, 2022 for Solid Waste Collection (the “Project”) and

WHEREAS, bids were received from Dave’s Suburban Disposal Service, LLC (‘Dave’s) and Republic Services of NJ d/b/a Raritan Valley Disposal (‘Republic Services’); and

WHEREAS, the bid received from Dave’s was the numerically lowest, however did not include a copy of their annual report as required by N.J.A.C. 7:26H-6.1, and N.J.A.C. 7:26H-6.5, (d)(2); and

WHEREAS, the Borough Attorney determined that the omission of the annual report in the bid submission is deemed a ‘fatal flaw’ which cannot be corrected; and

WHEREAS, the Borough’s Qualified Purchasing Agent and Attorney deemed the bid submitted by Republic Services complete, responsible and responsive.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Millstone, Somerset County, that the bid received from Dave’s for the Project is hereby rejected; and

BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Millstone, Somerset County, that 1) a contract for the Project be awarded to Republic Services of NJ d/b/a Raritan Valley Disposal , 9 Frontage Road, Clinton, NJ 08809; and 2) the Borough shall compensate the Contractor for the Project in accordance with the Contract Documents for a three year contract in the amount not to exceed:

1 st Year (January 1, 2023 – December 31, 2023)	\$44,880.00
2 nd Year (January 1, 2024 – December 31, 2024)	\$47,124.00
3 rd Year (January 1, 2025 – December 31, 2025)	\$49,488.00
3 Year Contract Total	\$141,492.00

And 3) the Borough’s CFO is hereby authorized to issue Purchase Orders as needed for each calendar year of the contract in accordance with N.J.A.C. 5:30-5.5, subject to the availability and appropriation of funds and the proposal submitted; and



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- **RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS IN THE BOROUGH OF MILLSTONE CALENDAR YEAR 2022 BUDGET AMONG CURRENT FUND APPROPRIATIONS PURSUANT TO N.J.S.A. 40A:4-59**

WHEREAS, N.J.S.A. 40A: 4-59 authorizes the transfer of funds during the last two months of a fiscal year and during the first three months of the subsequent fiscal year; and

WHEREAS, certain calendar year 2022 appropriations as budgeted are insufficient to meet the needs for which appropriations were originally established while certain other appropriations appear to have surplus appropriations not currently required to pay claims against the Borough of Millstone for which they were budgeted; and

WHEREAS, the following details indicate the account to which funds need to be transferred and the account from which funds need to be transferred from to ensure adequate appropriations exist where needed to pay claims against the Borough.

FROM:	TO:
Finance, OE	Information Technology, OE
2-01-20-130-200 - \$2,000.00	2-01-20-140-200 - \$2,000.00

NOW, THEREFORE, IT IS 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 transfer \$2,000.00 of funds as indicated in the foregoing details from the designated appropriation having apparent surplus balances to the designated appropriation having an apparent insufficient balance to ensure that an adequate appropriation balance exist where needed.

- **DISCUSSION – NJDCA Best Practices checklist**
- **DISCUSSION - New website**

OLD BUSINESS:

- Sewers
- LEPC
- FEMA/Mitigation
- Status of PILOT

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



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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:

SUBJECT MATTER
Contract Negotiations

TIME WHEN AND THE CIRCUMSTANCES
UNDER WHICH THE SUBJECT MATTER
CAN BE DISCLOSED
When the matter is concluded

ADJOURNMENT of Regular Meeting:



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Millstone Borough Claims list

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Purchase Order Listing By P.O. Number

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P.O. Type: All
 Range: First to Last
 Format: Detail with Line Item Notes
 Vendors: All
 Rcvd Batch Id Range: First to Last

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

Received Date Range: 10/18/22 to 12/31/22
 Include Non-Budgeted: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
22-00003	01/10/22	COMPASSM COMPASSMSP				B					
23		MICROSOFT 365 LICENSE-NOV	12.50	2-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5467 06/01/22	10/28/22	11/17/22	167239
24		MICROSOFT EMAIL PLAN-NOV	96.00	2-01-20-140-200	B	INFORMATION TECHNOLOGY - OTHER EXPENSES	P	5467 06/01/22	10/28/22	11/17/22	167239
			108.50								
22-00006	01/11/22	PSEG PSE&G				B					
12		ELEC;66-363-804-03;AMWELL ROAD BILL DATE: NOVEMBER 3, 2022 OCT 4 - NOV 1, 2022	93.51	2-01-31-435-205	B	STREET LIGHTING	P	5476 06/01/22	11/17/22	11/17/22	BILL:11/3/22
22-00007	01/11/22	PSEG PSE&G				B					
12		ELEC;65-081-353-09;AMWELL&MAIN BILL DATE: NOV 3, 2022 OCT 4 - NOV 1, 2022	95.89	2-01-31-435-205	B	STREET LIGHTING	P	5477 06/01/22	11/17/22	11/17/22	BILL: 11/3/22
22-00008	01/11/22	PSEG PSE&G				B					
12		ELEC;13-014-015-01;VARIOUS BILL DATE: NOV 8, 2022 OCT 4 - NOV 1, 2022	723.98	2-01-31-435-205	B	STREET LIGHTING	P	5478 06/01/22	11/17/22	11/17/22	BD: 11/8/22
22-00011	01/30/22	NJAMWATE NJ AMERICAN WATER				B					
11		ACCT 210022093410; MAIN ST BILL DATE: OCT 19, 2022 9/17-10/17	29.80	2-01-26-300-200	B	BUILDINGS&GROUNDS-OTHER EXPENSES	P	5472 05/17/22	11/01/22	11/17/22	BD: 10/19/22
22-00012	01/30/22	NJAMWATE NJ AMERICAN WATER				B					
11		ACCT 210022797651; HYDRANTS BILL DATE: OCT 19, 2022 9/20-10/18	1,066.72	2-01-25-265-202	B	FIRE HYDRANT SERVICE	P	5473 05/17/22	11/01/22	11/17/22	BD: 10/19/22
22-00013	01/30/22	COMCAST COMCAST				B					
11		INTERNET/VOICE SERVICE BILL DATE: OCT 11	197.87	2-01-31-440-210	B	TELEPHONE	P	5465 05/17/22	11/01/22	11/01/22	BD: 10/11/22



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Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	First Stat/Chk	Rcvd Enc	Chk/Void Date	Invoice
22-00013	01/30/22	COMCAST		COMCAST		Continued				
		10/16-11/15								
22-00018	02/09/22	VERIZON WIRELESS	214.13	2-01-31-440-210		B TELEPHONE	P 5466	06/01/22	11/17/22	9919059475
		11 WIRELESS COMMUNICATIONS								
		BILL DATE: OCT 25, 2022								
		SEP 26-OCT 25								
22-00019	02/11/22	REPUBLIC SERVICES	2,774.42	2-01-26-305-200		B SANITATION-OTHER EXPENSE	P 5479	05/01/22	11/06/22	0865-002301467
		11 SANITATION SERVICES; 9865002								
		FOR THE MONTH OF OCTOBER 2022								
22-00022	02/11/22	R & L DATA CENTERS	160.00	2-01-20-100-200		B A&E-OTHER EXPENSES	P 5480	06/01/22	11/17/22	107878
		12 OCTOBER PAYROLL								
22-00023	02/11/22	STEPHEN OFFEN	1,300.00	2-01-20-155-200		B LEGAL-OTHER EXPENSES	P 5475	06/01/22	11/06/22	11242971
		18 LEGAL SERVICES FOR OCTOBER								
		BORO OF MILLSTONE								
22-00028	02/25/22	SUBURBAN CONSULTING ENGINEERS	1,283.00	C-04-55-222-011		B RESERVE FOR PRELIMINARY EXPENSES	P 114	02/27/22	11/17/22	55370
		6 ENGINEERING SERVICES								
		PROFESSIONAL SERVICES FOR THE SEWER								
		PROJECT FOR THE PERIOD OF OCT 1 - NOV 4, 2022								
22-00030	03/03/22	VESELAU LAURA VESCE	43.60	2-01-20-130-200		B FINANCE-OTHER EXPENSES	P 5485	03/03/22	11/01/22	11/17/22
		8 REIMB - INK FOR PRINTER								
		9 REIMB - STAMPS	120.00	2-01-20-130-200		B FINANCE-OTHER EXPENSES	P 5485	03/03/22	11/17/22	11/17/22
		10 REIMB - POSTAGE TO NJDOT	3.36	2-01-20-130-200		B FINANCE-OTHER EXPENSES	P 5485	11/01/22	11/17/22	11/17/22
			166.96							
22-00036	03/12/22	FRANKLIN TOWNSHIP POLICE DEPT	1,097.28	2-01-42-390-212		B INTERLOCAL POLICE SERVICE	P 5468	06/01/22	11/06/22	2074
		11 POLICE SERVICES-OCTOBER								
22-00061	06/01/22	SOMERSET COUNTY TREASURER	1,128.08	2-01-26-305-200		B SANITATION-OTHER EXPENSE	P 5484	06/01/22	11/01/22	3RD QTR
		4 2022 RECYCLING-3RD QTR								
22-00095	09/27/22	NJLM	60.00	2-01-20-100-201		B A&E-EMPLOYEE DEVELOPMENT	P 5474	09/27/22	11/17/22	11/17/22
		1 REGISTRATION FOR MAYOR RAYMOND								



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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	181,207.63	0.00	0.00	181,207.63
	C-04	1,283.00	0.00	0.00	1,283.00
Total of All Funds:		<u>182,490.63</u>	<u>0.00</u>	<u>0.00</u>	<u>182,490.63</u>