

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

TIME:

CALL TO ORDER – OPENING STATEMENT: The Reorganizational 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-elect Joe Dempster
Councilwoman Carol Halm
Councilman-elect Scott Ross
Councilwoman-elect Denene Smerdon
Councilman Robert McCarthy
Councilman William Poch
Mayor Raymond Heck

SWEARING IN OF NEWLY (RE)ELECTED BOROUGH COUNCIL MEMBERS:

- Joseph Dempster
- Denene Smerdon

SWEARING IN OF NEWLY APPOINTED BOROUGH COUNCIL MEMBERS:

- Scott Ross – to fill unexpired term of Norman Hewitt

ELECTION AND SWEARING IN OF COUNCIL PRESIDENT:

MAYORAL APPOINTMENT OF BOROUGH ATTORNEY:

WHEREAS, the Borough Council of the Borough of Millstone has a need to contract for the services of General Legal Services; and

WHEREAS, the Borough Council is permitted to acquire such services through a “non-fair and open” process (as defined by NJSA 19:44A-20.4) meaning the award is made by the Borough Council in its judgment of which provider will best serve the interests of the citizens of Millstone 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, the cost of this contract is anticipated to exceed \$17,500; and

WHEREAS, «OrganizationName» has submitted a proposal; and

WHEREAS, Stephen Offen has completed and submitted a Business Entity Disclosure Certification; and

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

WHEREAS, the Chief Financial Officer has certified funds are available in the 2008 budget for this contract;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone authorizes a contract with Stephen Offen pursuant to their proposal; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this Resolution.

- Swearing in of Borough Attorney

MAYORAL APPOINTMENT OF BOROUGH ENGINEER:

WHEREAS, the Borough Council of the Borough of Millstone has a need to contract for the services of Engineering Services; and

WHEREAS, the Borough Council is permitted to acquire such services through a “non-fair and open” process (as defined by NJSA 19:44A-20.4) meaning the award is made by the Borough Council in its judgment of which provider will best serve the interests of the citizens of Millstone 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, the cost of this contract is anticipated to exceed \$17,500; and

WHEREAS, «OrganizationName» has submitted a proposal; and

WHEREAS, James DeMuro has completed and submitted a Business Entity Disclosure Certification; and

WHEREAS, the Chief Financial Officer has certified funds are available in the 2008 budget for this contract;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone authorizes a contract with James DeMuro pursuant to their proposal; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this Resolution.

- Swearing in of Borough Engineer

TEMPORARY BUDGET:

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

WHEREAS, the Municipal CFO in conjunction with the Governing Body have compiled the 2008 Temporary Budget for the Borough of Millstone pending study and adoption of the final budget for the year 2008.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the 2008 Temporary Budget for the Borough of Millstone, be and hereby is adopted and approved this 3rd day of January 2008.

Administration o/e	\$927.50
Mayor and Council o/e	\$530.00
Municipal Clerk s/w	\$4372.50
Elections o/e	\$72.88
Financial Admin s/w	\$2915.00
Financial Admin o/e	\$371.00
Audit	\$2464.50
Collection of Taxes s/w	\$2915.00
Collection of Taxes o/e	\$132.50
Assessment of Taxes s/w	\$1457.50
Assessment of Taxes o/e	\$79.50
Legal Services o/e	\$15000.00
Engineering Services	\$5000
Planning Board s/w	\$1457.50
Planning Board o/e	\$5000.00
Implementation of Aff Housing	\$28000.00
Inspection of Buildings s/w	\$530.00
Inspection of Buildings o/e	\$530.00
Surety Bond Premiums	\$1100.00
Other Insurance Premiums	\$1325.00
Unemployment	\$200.00
Fire District Contract	\$5648.25
First Aid Organization Cont	\$477.00
Fire Hydrant Service	\$2994.50
Emergency Management o/e	\$132.50
Municipal Prosecutor o/e	\$265.00
Road Repair & Maintenance o/e	\$1325.00
Snow Removal	\$8000.00
Buildings & Grounds o/e	\$2650.00
Sanitation	\$11395.00
Health s/w	\$26.50
Health o/e	\$3975.00
Services of Visiting Nurse	\$26.50
Environmental Commission o/e	\$66.25
Public Assistance s/w	\$6.63
Public Assistance o/e	\$6.63
Sr. Citizen Center	\$66.25
Parks & Playgrounds o/e	\$132.50
Historic Commission o/e	\$1062.92
Street Lighting	\$2915.00
Telephone	\$1000.00

**BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008**

PERS	\$674.80
Social Security System	\$1060.00
Municipal Court o/e	\$1007.00
Public Defender o/e	\$145.75
<u>Contingent</u>	<u>\$132.50</u>
Total General Appropriations	\$119,571.84

MOTION TO SET DATE FOR THE 2008 BUDGET WORK SESSION:

- February 18, 2008 at 7:30 PM in the Millstone Borough Hall

RESOLUTION TO ADOPT 2008 MEETING SCHEDULE:

BE IT RESOLVED by the Mayor and Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the following is hereby established as a schedule of regular public meetings of the Borough Council for the year 2006, all meetings starting at 7:30 PM in the Millstone Borough Hall, 1353 Main Street, Millstone, New Jersey:

February	18	August	18
March	17	September	15
April	21	October	15
May	19	November	20
June	16	December	15
July	21	January 7, 2009 (Reorganization Meeting)	

BOROUGH COUNCIL COMMITTEE APPOINTMENTS AND RESOLUTION TO APPROVE:

Buildings and Grounds

1.

Budget, Finance and Fiscal Planning

1.

Street and Traffic

1.

Police, 911 Coordinator, Fire Services Liaison

1.

Council Member of Planning Board

1.

Historic District Commission Member

1.

Recycling Coordinator: responsible for clean up day, Leaf pick up and recycling reports

1.

**BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008**

Affordable Housing Liaison

1.

Board of Health Liaison

1.

2008 BOROUGH COUNCIL RESOLUTIONS

• **Resolution to name official Borough Depositories**

WHEREAS, it is necessary for the Borough Council of the Borough of Millstone to designate the financial institution to act as depository for the municipal funds for the year 2008.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Bank of America and Commerce Bank be and hereby is designated as the official depositories for Borough funds the for Borough of Millstone, Somerset County, State of New Jersey for the year 2008.

• **Resolution to name official Borough Newspapers**

WHEREAS, official newspapers must be designated for purposed adherence to the Open Public Meetings Act and for other official public communication purposes; and

WHEREAS, the Hillsborough Beacon has been deemed to be the most local weekly newspaper; and

WHEREAS, the Courier News has been determined to be the most appropriate daily area newspaper.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the Hillsborough Beacon and Courier News are hereby designated as the official Borough newspapers for the Borough of Millstone, County of Somerset, State of New Jersey for the year 2008.

• **Resolution stating required signatures for Borough Checks**

WHEREAS, it is necessary to utilize checks for the purposes of paying Borough debts and financial obligations; and

WHEREAS, signatures of Government Officials are required to validate the checks of the Borough; and

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the operating account of the Borough of Millstone requires the signature of three out of four being the Mayor, Council President, Municipal Clerk or Chief Financial Officer.

BE IT FURTHER RESOLVED that all other checking accounts of the Borough require only one signature for the four previously named positions.

• **Resolution renewing Borough petty cash account**

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

WHEREAS, NJSA 40A:5-21 authorizes the Borough Council of the Borough of Millstone to establish a petty cash fund for the Borough Clerk's Office in the amount of \$100.00 for the year upon approval of the Director of Local Government Services; and

WHEREAS, this fund was established in 1994 with the approval of the Director of Local Government Services; and

WHEREAS, it is necessary for the Borough Council to renew this fund annually.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey hereby renews the existing Petty Cash Fund in accordance with the laws and regulations governing local governments for the year 2008.

BE IT FURTHER RESOLVED that the fund used by such department or office to pay claims for small miscellaneous expenses not to exceed \$25.00 at any one occurrence.

- **Resolution authorizing the investment of Borough Funds**

WHEREAS, it is important for the health of the Borough of Millstone to have surplus revenue invested; and

WHEREAS, the Chief Financial Officer of the Borough of Millstone is the appropriate official to select and initial such investments.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that it hereby authorizes the Chief Financial Officer of the Borough to invest surplus funds of the Borough of Millstone in such investments as are legally authorized by the statutes and codes of the State of New Jersey.

- **Resolution authorizing the correction of errors and the defense of Tax Appeals for 2008**

WHEREAS, from time to time there exists a need to correct errors in property assessments or to defend tax appeals brought against the Borough; and

WHEREAS, the Borough's Tax Assessor is the appropriate official to correct such errors and defend such appeals.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that it hereby authorizes the Borough Tax Assessor to correct errors in property tax assessment and to defend Borough tax appeals for the year 2008.

- **Resolution establishing the Rules of Conduct for 2008**

WHEREAS, the Borough of Millstone desires to follow certain Rules of Conduct by which it will operate.

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey hereby adopts the following Rules of Conduct for the Year 2008:

1. The Borough Clerk shall advise Council Members of Special Meetings.
2. Quorum for meetings: Three Council members and Mayor or in the absence of the Mayor, four Council Members.
3. The Council Members, if unable to attend a meeting, are to call the Borough Clerk in advance of 6:00 PM on the night of the meeting so that the Clerk may have adequate time to cancel meetings for lack of a quorum.
4. The Tax Collector shall be authorized to hold \$25.00 cash change fund.
5. All meetings of all boards, committee, work meetings, regular meeting, etc., are open to the public, except meetings allowed to be held in Executive Session by law.
6. Vouchers are to be submitted to the Chief Financial Officer by the Wednesday prior to the Council Meeting.
7. Expense vouchers must have receipts attached covering expenses.
8. Items to be placed on the agenda must be submitted to the Borough Clerk at least eight (8) days prior to Council Meetings.
9. The Chief Financial Officer must attend all meetings to present the monthly bills and remain at the meeting until all items on the agenda, which may pertain to that office, are conducted.
10. The Chief Financial Officer, Tax Collector, Emergency Manager and Assessor must submit monthly reports. The Zoning Officer must submit quarterly reports. The Zoning Officer, Engineer, Tax Collector and Tax Assessor are not required to attend Council meetings. If officers are unable to attend a meeting, they must notify the Borough Clerk stating the reason why and see that their reports are submitted to the Borough Clerk prior to the meeting.
11. The Borough Clerk will mail or deliver meeting agenda and pertinent meeting documentation to all Council members at least four days before each meeting of the Borough Council.
12. All Officers must supply enough copies of their reports to be passed out to all Council Members and the Borough Clerk at each Council meeting.
13. The Borough Clerk will send out a copy of the agenda to the New Jersey State Police, Somerville Barracks at 790 Route 22 East, Bridgewater, New Jersey 08807.
14. Meetings shall be conducted based upon rules of order as outlined in "Roberts Rules of Order".

APPOINTMENTS TO COUNTY RESPONSIBILITIES (One Year Terms):

Somerset County Development Committee

1. (Mayoral Appointment)
 2. (Borough Council Appointment)
- Alternate. (Mayoral Appointment with consent of Borough Council)

Somerset County Advisory Committees:

- Cultural and Heritage
1. (Mayoral Appointment)
- Solid Waste
1. (Mayoral Appointment)
 2. (Mayoral Appointment)

- Motion to accept Appointments.

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

2008 MAYORAL APPOINTMENTS:

- **Resolution to appoint Borough Auditors**

WHEREAS, NJSA 40A:11-5 provides for the awarding of professional service contracts without competitive bidding by the Borough Council of the Borough of Millstone, Somerset County, and;

WHEREAS, the auditing firm of Suplee Clooney Certified Municipal Auditors, has provided and served the Borough of Millstone with professionalism and a comprehensive understanding of the Borough's fiscal affairs.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that the professional auditing firm of Suplee Clooney be and hereby is appointed as Borough Auditor for the year 2008.

- **Resolution to appointment Alternate Municipal Prosecutor**

WHEREAS, there exists a need in the Borough of Millstone for an Alternate Municipal Prosecutor; and

WHEREAS, the Borough of Millstone under its interlocal agreement with the Township of Franklin utilizes the resources and staff of Franklin Township for the municipal court operations; and

WHEREAS, Franklin Township has reappointed Hector Rodriguez as an Alternate Municipal Prosecutor for a one year term commencing September 2007.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Hector Rodriguez Marino is hereby appointed to a one year term as Alternate Municipal Prosecutor for the Borough of Millstone for a term beginning on January 1, 2008.

- **Resolution appointing Borough Tax Search Officer**

WHEREAS, it is necessary for the Borough Council of the Borough of Millstone to appoint a Tax Search and Radial Search Officer for the year 2008.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Borough Tax Collector Diane Wynn be and hereby is appointed as Tax Search and Radial Search officer for the year 2008.

- **Resolution appointing Borough Assessment Search Officer**

WHEREAS, it is necessary for the Borough of Millstone to appoint and Assessment Search Officer for the year 2008; and

WHEREAS, Gregory J. Bonin serves as the Borough Clerk.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Gregory J. Bonin be and hereby is appointed to a one year term as Assessment Search Officer for the Borough of Millstone commencing January 1, 2008.

**BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008**

- **Resolution appointing and individual responsible for Borough Tax Maps**

WHEREAS, James DeMuro is the Borough Engineer for the term of one year commencing January 1, 2008; and

WHEREAS, it is the desire of the Borough Council that the Borough Engineer also be the Borough Official responsible for Borough Tax maps.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey James DeMuro be and hereby is appointed the official responsible for the Tax Maps for the Borough of Millstone for a one year term beginning January 1, 2008.

- **Appointments to Boards, Commission and Staff positions**

(The following is a list of appointments which have expired or are vacant as of December 31, 2007 – indicated names are those who held the position)

Board/Commission/Dept.	First Name	Last Name	Title	Term Start	Term Expires	Term (yrs)
Board of Health	Glenn	Belnay	Health Officer	1/1/2007	12/31/2007	1
Board of Health	Sandra	Burrows	Member	1/1/2006	12/31/2007	2
Board of Health	Sal	Ciurleo	Member	1/1/2006	12/31/2007	2
Board of Health	Maryann	DeVoti	Member	1/1/2006	12/31/2007	2
Board of Health	Siobhan	Spano	Deputy Health Officer	1/1/2007	12/31/2007	1
Board of Health	Vacant		Member	1/1/2007	12/31/2008	2
Deputy Clerk/Deputy Registrar	Michele	Hovan	Deputy Registrar/Dep. Clerk	1/1/2007	12/31/2007	1
Environmental Commission	Blair	De Roner	Member	1/1/2005	12/31/2007	3
Environmental Commission	Rebecca	Pongrazzi	Member	1/1/2005	12/31/2007	3
Historic Commission	Honora	Bertelsen	Member	1/1/2004	12/31/2007	4
Historic Commission	Hazel	Dickinson	Member	1/1/2004	12/31/2007	4
Historic Commission	Patricia	Morris	Alternate	1/1/2006	12/31/2007	2
Historic Commission	Portia	Orton	Chair	1/1/2004	12/31/2007	4
Historic Commission	Robbi	Urm	Secretary	1/1/2004	12/31/2007	4
Municipal Court	Dennis	Auciello	Public Defender	1/1/2007	12/31/2007	1
Municipal Court	Maria	DiMarzio	Municipal Court Administrator	1/1/2007	12/31/2007	1
Municipal Court	Steven	Rothblatt	Municipal Prosecutor	1/1/2007	12/31/2007	1
Municipal Court	Hedwig	Scibilia	Deputy Court Administrator	1/1/2007	12/31/2007	1
Planning/Zoning Board	Dan	Devoti	Class II Member/Zoning Officer	1/1/2007	12/31/2007	1
Planning/Zoning Board	Carol	Halm	Class II Member	1/1/2007	12/31/2007	1
Planning/Zoning Board	Arthur	Milgrom	Class IV Member	1/1/2004	12/31/2007	4
Planning/Zoning Board	Jerry	Muller	Attorney	1/1/2007	12/31/2007	1
Planning/Zoning Board	Rebecca	Newman	Class IV Member	1/1/2004	12/31/2007	4
Recreation Commission	Ruth	Bielanski	Member	1/1/2005	12/31/2007	3
Recreation Commission	Matthew	Cerny	Member	1/1/2005	12/31/2007	3

**BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008**

Senior Citizens Group	Roberta	Dorwood	Advisor	1/1/2007	12/31/2007	1
Senior Citizens Group	Frances	Gerechka	Advisor	1/1/2007	12/31/2007	1
Tax Assessor	Marcia	Sudano	Tax Assessor	1/1/2004	12/31/2007	4

MEETING OPEN TO THE PUBLIC:

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

ADJOURNMENT:

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REGULAR MEETING AGENDA
January 3, 2008

MINUTES:

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

NEW BUSINESS:

OLD BUSINESS:

PRESENTATION OF BILLS FOR PAYMENT:

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

BOROUGH OF MILLSTONE
BOROUGH COUNCIL REORGANIZATION MEETING AGENDA
January 3, 2008

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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ADJOURNMENT: