

**BOROUGH OF MILLSTONE**  
**BOROUGH COUNCIL REGULAR MEETING AGENDA**  
**February 19, 2007**

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**TIME:**

**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 Joe Dempster  
Councilwoman Carol Halm  
Councilman Norman Hewitt  
Councilwoman Donna Lucash  
Councilman Robert McCarthy  
Councilman William Poch  
Mayor Raymond Heck

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**BUDGET WORK SESSION:**

Possible discussion points:

- 1) Hire a cleaning service to clean the inside of the Borough Hall
- 2) Paint the interior of the Borough Hall
- 3) Budget reductions? Snow removal? Recycling? Mayor & Council \$12K appropriation?
- 4) The possibility of securing a grant administrator. Shared service with Franklin Twp.

**MINUTES:**

- February 20, 2006 Regular meeting
- February 20, 2006 Executive meeting
- March 20, 2006 Regular
- March 20, 2006 Executive
- April 17, 2006 Regular meeting
- April 17, 2006 Executive meeting
- June 1, 2006 Regular meeting
- June 1, 2006 Executive meeting
- June 19, 2006 Regular meeting
- July 17, 2006 Regular meeting
- October 16, 2006 Regular meeting
- October 16, 2006 Executive meeting
- January 3, 2007 Reorganization/Regular Meeting
- January 3, 2007 Executive Meeting

**REPORTS:**

- Assessor
- Clerk
- Emergency Management

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- 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:**

- Resolution to appoint a Registrar of Vital Statistics and Deputy Registrar

**WHEREAS**, it is a requirement of the State of New Jersey that the Borough of Millstone appoint a Registrar of Vital Statistics; and

**WHEREAS**, the Registrar is required to have an official certification from the State of New Jersey; and

**WHEREAS**, Michele Hovan is a certified Registrar of Vital statistics and has been acting as Deputy Registrar of Vital Statistics for the Borough of Millstone.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Millstone Borough Council of the Borough of Millstone that Michele Hovan be and hereby is appointed Registrar of Vital Statistics for the Borough of Millstone.

**BE IT FURTHER RESOLVED** that Gregory Bonin be appointed as Deputy Registrar of Vital Statistics.

- Resolution authorizing retroactive pay increase for Zoning Officer Dan Devoti.

**WHEREAS**, Dan DeVoti has been appointed Millstone Borough Zoning Officer; and

**WHEREAS**, since his appointment Mr. DeVoti has served the Borough in a manner of the highest integrity and professionalism.

**NOW, THEREFORE, BE IT RESOLVED**, by the Millstone Borough Council that the salary of Zoning Officer Dan DeVoti be increased to \$4,000 annually retroactive to January 1, 2006

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- Resolution to appoint alternate prosecutor Hector Rodriguez.

**WHEREAS**, it is necessary for the Borough of Millstone to appoint an alternate prosecutor for municipal court matters; and

**WHEREAS**, Millstone Borough has a shared municipal court with Franklin Township; and

**WHEREAS**, Franklin Township has named Hector Rodriguez as their alternate prosecutor.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Millstone Borough Council that Hector Rodriguez be and hereby is appointed alternate prosecutor for a one year term beginning on January 1, 2007 and ending on December 31, 2007.

- 2007 Contract for Health Services with Hillsborough Township

**WHEREAS**, it is necessary for the Borough of Millstone to provide Health Services to the community; and

**WHEREAS**, the Borough of Millstone and Township of Hillsborough have a long history of shared services of this nature; and

**WHEREAS**, the Borough of Millstone and Hillsborough Township have agreed to enter into an Interlocal agreement for Health Services

**WHEREAS**, the Chief Financial Officer has certified that such funds are available for this contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Millstone that it hereby approves an Interlocal services agreement with Hillsborough Township for Health Services pursuant to the Interlocal Services Act for a one year contract beginning on January 1, 2007.

- Introduction of Ordinance 2007-001:

**AN ORDINANCE GRANDFATHERING UNDERSIZED LOTS AND AMENDING THE  
DEVELOPMENT ORDINANCE OF THE BOROUGH OF MILLSTONE, SOMERSET  
COUNTY, NEW JERSEY**

**BE IT ORDAINED** by the Mayor and Borough Council of the Borough of Millstone, Somerset County:

1. Section D-106 of the Development Ordinance of the Borough of Millstone, General Provisions, is amended by changing the title of subsection J from “Nonconforming Uses and Structures” to “Nonconforming Uses, Structures and Lots” and adding a NEW subsection J(10) as follows:

**(10) Exceptions to Minimum Lot Size**

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(a) Any lot of contiguous lots in common ownership existing at the effective date of adoption or amending of this chapter whose area or dimensions met the requirements of the district in which the lot was located prior to adoption of this chapter or amendment and which do not meet such requirements of this chapter may have a building permit issued for a use permitted for that zoning district provided that all other applicable standards are met.

2. This Ordinance shall take effect upon its filing with the Somerset County Planning Board and its passage and publication, as provided for by law.

- Discussion - Request from The Hillsborough Reformed Church to establish a handicapped parking zone in the front of the Church on the Old Amwell Road
- Discussion - Water connection to Borough Hall
- Discussion - Historic Commission appointments

**OLD BUSINESS:**

- Open Borough Appointments
  - Board of Health (2)
  - Recreation Commission (2)
  - Somerset County Community Development Committee (1)
  - Somerset County Solid Waste Committee (1)
- Appointment of COAH Housing Administrator - see attached
- Appointment of COAH Municipal Housing Liaison

**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

**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:**

**COAH Housing Administrator**  
**SCCOAH Proposal Checklist**

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Checklist for SCCOAH – SCCOAH must have the following information ---in this exact order, turned in before a fee for service contract can be executed. If you have more than one development than we need a packet with the below for each development.

Documents and Information required

1. Need copy of Master Deed to include (list of units, size category, lot, Block and address):
2. General Information
  - a) List of Units and name of Development
  - b) Breakdown of low or moderate categories
  - c) Unit Size with square footage
  - d) Bedroom Size
  - e) Address of each unit and what floor the unit is located on
  - f) Block and Lot numbers
  - g) Age restriction if any (55+ or 62)
  - h) Maintenance fee if any
  - i) Any other fees (sewer, water, garbage removal, clubhouse or pool)
  - j) Estimated annual taxes by unit
  - k) Current Pricing of rental units (current rent roll showing history since unit was first occupied)
  - l) New sales –need pricing
  - m) Existing sales—need full files that show original sale price and closing date
3. Need copy of affirmative marketing plan that is approved by COAH
  - a) Sample advertisement to be submitted prior that is approved by COAH
  - b) Cable advertisement
  - c) Newspaper and media list
4. Amenities list
  - a) Stove – electric or gas
  - b) Dishwasher
  - c) Patios or balconies
  - d) Basements or garages
  - e) Wheelchair accessible (including wheelchair roll in or stall showers)
  - f) Type of flooring
  - g) Closets
  - h) Grab bars
  - i) Elevators
  - j) Assigned Parking
  - k) Transportation – what is available
  - l) Storage
  - m) Heating type
  - n) Central air conditioning or window unit
  - o) Refrigerator
  - p) Washer/dryer
5. Projected build-out schedule for new units
6. Property information required
  - a) Contact person name and address
  - b) Contact person of Association and Association name, address, phone and fax (also email if possible)

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- c) Town Contact person for Affordable Housing & Tax Assessor
- d) Days and hours of operation on site
- e) Contact email, telephone and fax numbers
- f) Directions to site location
- g) Sample Floor Plans
- h) Nearest shopping area
- i) Association information and fees if any
- j) Sample advertisement
- k) Pet policy if any
- l) Credit policy if any
- m) Satellite dishes
- n) BBQ grill policy

Other

Application copies and distribution

COAH annual report

Closing documents

Attorney information

Sample legal agreements including discharges and subordination

Where will the closings take place

Ordinance copy of the fee that can be collected at closing

Municipal presentation and town marketing

Contract with SCCOAH

- Specify refinancing/resale process
- Specify re-rental process
- Specify lottery process
- Regional preference (if applicable)
- Affordable housing ordinance