



Millstone Borough

MILLSTONE BOROUGH COUNCIL REORGANIZATION MEETING MINUTES January 6, 2025

In Compliance with the Open Public Meetings Act and NJ State Executive Orders, the Borough Council meeting will be held both in person and virtually. The virtual portion of the meeting will be conducted via the Zoom Meeting program and all are invited to participate. Meeting details are as follows;

Topic: Millstone Borough Council Reorganization Meeting
Time: Jan 6, 2025 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86062763602?pwd=5PyW2FwXUmRlImqp0bbKiWNzqxEAHJ.1>

Meeting ID: 860 6276 3602
Passcode: 079697

One tap mobile
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+13126266799,,86062763602#,,,,*079697# US (Chicago)
Meeting ID: 860 6276 3602
Passcode: 079697

TIME: 7:00 PM

CALL TO ORDER – OPENING STATEMENT: Mayor Heck opened the meeting with the reading of the following 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: Mayor Heck led those present on the flag salute.

<u>ROLL CALL:</u>	Councilwoman Mandy Coppola	Present
	Councilwoman Nicole Grimshaw	Present
	Councilman-elect Jonathan Joo	Present
	Councilman Alan Kidd	Absent
	Councilwoman Karin Kidd	Absent
	Councilman-elect Jonathan Stashek	Present
	Mayor Raymond Heck	Present

Also present: Attorney Steven Offen, Borough Clerk Gregory Bonin and CFO Laura Vesce.

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

- Councilman Jonathan Stashek – term to expire 12.31.27
- Councilman Jonathan Joo – term to expire 12.31.27

Mayor Heck issued the Oath of Office to Councilman Stashek and Councilman Joo.



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Mary Heck recognized the presence of Somerset County Clerk Stephen Peters at this meeting.

ELECTION AND SWEARING IN OF COUNCIL PRESIDENT:

Councilman Stashek nominated Councilwoman Karin Kidd. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

MAYORAL APPOINTMENT OF BOROUGH ATTORNEY:

Councilman Stashek offered a motion to appoint Stephen Offen as Borough Attorney. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

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 not anticipated to exceed \$17,500; and

WHEREAS, Stephen Offen has submitted a proposal; and

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

WHEREAS, the Chief Financial Officer has certified funds are available in the 2025 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

Mayor Heck issued the oath of office to Attorney Stephen Offen who is now been serving the borough for 50 years. Mayor Heck stated Mr. Offen is the longest serving municipal attorney in the State.



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MAYORAL APPOINTMENT OF BOROUGH ENGINEER:

Councilwoman Grimshaw offered a resolution to appoint Matthew Loper, the Somerset County Engineer, as Borough Engineer. Seconded by Councilman Stashek.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

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

WHEREAS, the Local Public Contracts Law and Uniform Shared Services Act authorizes and empowers the County and Municipality to enter into an agreement for such services; and

WHEREAS, the Borough Council has determined it is in the best interest of the Borough to enter into a shared services agreement with the County of Somerset for Engineering Services; and

WHEREAS, the Chief Financial Officer has certified funds are available in the 2025 budget for this contract;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone appoints the County of Somerset, specifically Somerset County Engineer Matt Loper, as the Borough Engineer.

MAYORAL APPOINTMENT OF BOROUGH AUDITOR:

Councilman Stashek offered a motion to appoint Suplee Clooney Company as Borough Auditor. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

WHEREAS, the Borough Council of the Borough of Millstone has a need to contract for the services of Borough Auditor; 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 not anticipated to exceed \$17,500; and

WHEREAS, Suplee Clooney Company has submitted a proposal; and

WHEREAS, Suplee Clooney Company has completed and submitted a Business Entity Disclosure Certification; and



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WHEREAS, the Chief Financial Officer has certified funds are available in the 2025 budget for this contract;

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone authorizes a contract with Suplee Clooney Company 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.

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TEMPORARY BUDGET FOR THE YEAR 2025

Councilman Stashek offered a resolution to establish a temporary budget. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

WHEREAS, N.J.S.A 40A: 4-19 requires that the governing body of a municipality shall adopt a temporary budget by Resolution within the first 30 days of the beginning of the fiscal year if any contract, commitment of funds or payments are to be made between the beginning of the fiscal year and the adoption of the fiscal year budget; and

WHEREAS, the Borough of Millstone anticipates that it will contract, commit funds or make payments of funds between the beginning of the fiscal year on January 1, 2025 and the adoption of the year 2025 budget; and

WHEREAS, the date of this Resolution and its adoption is within the first 30 days of the beginning of the fiscal year; and

WHEREAS, 26.25% of the total appropriations in the 2025 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements and public assistance in said budget is the sum of \$209,364.42.

NOW, THEREFORE, IT IS RESOLVED by the Mayor and Council of the Borough of Millstone, County of Somerset, New Jersey, that the following temporary appropriations on the annexed spread sheets are established for the 2025 budget and that a copy of this Resolution is transmitted to the C.F.O. for their records.

Account Number	Account Description	Temp Budget
5-01-20-100-100	A & E - SALARY & WAGES	2,520.00
5-01-20-100-200	A&E-OTHER EXPENSES	1,750.00



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5-01-20-100-201	A&E-EMPLOYEE DEVELOPMENT	2,100.00
5-01-20-110-200	MAYOR & COUNCIL-OTHER EXPENSES	1,500.00
5-01-20-120-200	ELECTIONS-OTHER EXPENSES	1,550.00
5-01-20-121-100	MUN CLERK-SALARY & WAGES	6,353.00
5-01-20-130-100	FINANCE-SALARY & WAGES	4,052.00
5-01-20-130-200	FINANCE-OTHER EXPENSES	1,000.00
5-01-20-150-200	INFORMATION TECHNOLOGY - OTHER EXPENSES	5,000.00
5-01-20-155-100	TAX COLLECTOR-SALARY & WAGES	19,002.00
5-01-20-155-200	TAX COLLECTOR-OTHER EXPENSES	1,600.00
5-01-20-150-100	TAX ASSESSOR-SALARY & WAGES	3,441.00
5-01-20-150-200	TAX ASSESSOR-OTHER EXPENSES	300.00
5-01-20-155-200	LEGAL-OTHER EXPENSES	9,000.00
5-01-20-165-200	ENGINEERING-OTHER EXPENSES	14,000.00
5-01-21-180-100	PLANNING BD-SALARY & WAGES	2,580.00
5-01-21-180-200	PLANNING BD-OTHER EXPENSES	14,000.00
5-01-22-195-100	INSP OF BLDG-SALARY & WAGES	1,240.00
5-01-22-195-200	INSP OF BLDG-OTHER EXPENSES	100.00
5-01-23-220-208	INSURANCE-OTHER INSURANCE PREMIUMS	19,000.00
5-01-25-252-200	EMERGENCY MNGMT-OTHER EXPENSE	750.00
5-01-25-255-203	FIRE DISTRICT CONTRACT	14,000.00
5-01-25-265-202	FIRE HYDRANT SERVICE	6,000.00
5-01-25-275-200	PROSECUTOR-OTHER EXPENSES	100.00
5-01-26-290-200	ROAD REPAIR-OTHER EXPENSES	3,000.00
5-01-26-291-200	SNOW REMOVAL-OTHER EXPENSES	9,500.00
5-01-26-300-100	BUILDINGS & GROUNDS-SALARY & WAGES	500.00
5-01-26-300-200	BUILDINGS&GROUNDS-OTHER EXPENSES	5,000.00
5-01-26-305-200	SANITATION-OTHER EXPENSE	22,000.00
5-01-27-135-200	ENVIRONMENTAL COM-OTHER EXPENSES	50.00
5-01-27-350-206	DOG REGULATION	300.00
5-01-28-370-200	PARKS-OTHER EXPENSES	350.00
5-01-28-371-200	HISTORIC COM-OTHER EXPENSE	200.00
5-01-31-535-205	STREET LIGHTING	7,200.00
5-01-31-550-210	TELEPHONE	2,700.00
5-01-35-570-211	CONTINGENT	500.00
5-01-36-572-213	SOCIAL SECURITY	5,000.00
5-01-36-575-215	PERS	7,649.00
5-01-42-390-212	INTERLOCAL POLICE SERVICE	14,000.00
5-01-43-495-200	PUBLIC DEFENDER-OTHER EXPENSES	300.00



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	TOTAL:	209,187.00
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BOROUGH COUNCIL COMMITTEE APPOINTMENTS AND MOTION TO APPROVE:

Councilman Stashek offered a motion to make Borough Council appointments. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

Buildings and Grounds

1. Councilman Jonathan Stashek

Budget, Finance and Fiscal Planning

1. Council President Karin Kidd

Street and Traffic

1. Councilman Alan Kidd

Police, 911 Coordinator, Fire Services Liaison

1. Mayor Raymond Heck

Council Member of Planning Board

1. Councilman Jonathan Joo

Historic District Commission Member

1. Councilwoman Nicole Grimshaw

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

1. Councilwoman Mandy Coppola

Affordable Housing Liaison

1. Councilman Jonathan Stashek

Board of Health Liaison

1. Councilwoman Mandy Coppla

APPOINTMENTS TO COUNTY RESPONSIBILITIES (One Year Terms):

Councilman Stashek offered a motion to appoint certain individuals to county responsibilities. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

Somerset County Development Committee

1. (Mayoral Appointment) Mayor Raymond Heck
 2. (Borough Council Appointment) Councilwoman Nicole Grimshaw
- Alternate. (Mayoral Appointment with consent of Borough Council) none



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Somerset County Advisory Committees:

Cultural and Heritage

1. (Mayoral Appointment) Phyliss Marganoff and Portia Orton

Solid Waste

1. (Mayoral Appointment) Mayor Raymond Heck

2. (Mayoral Appointment) Councilman Alan Kidd

APPOINTMENTS TO BOARDS, COMMISSION AND STAFF POSITIONS

This matter has been tabled to a future meeting.

CONSENT AGENDA ITEMS A THROUGH L

Councilman Stashek offered a motion to Approve Consent Items A through L. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

A – Resolution to set the date for the 2025 Budget Work session

WHEREAS, the Borough Council holds regular monthly meets for the purposes of discussing the business of the borough; and

WHEREAS, an important business function of the Borough Council is to establish the annual borough budget; and

WHEREAS, the Borough Council is desirous to include input from the residents of the Borough in the formation of the annual budget; and

WHEREAS, to affect this public input the Borough Council wishes to announce in advance the date it will be discussing the Borough's budget,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Millstone that it hereby announces that the annual budget will be discussed during their regular meeting of the Borough Council on February 17, 2025 at 7:30 PM in the Millstone Borough Hall.

B – Resolution to adopt the 2025 Borough Council 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 2025, unless noted all meetings start at 7:30 PM in the Millstone Borough Hall, 1353 Main Street, Millstone, New Jersey:

January 20	February 17	March 17	April 21	May 19
June 16	July 21	August 18	September 15	October 20
November 17	December 15	January 5, 2026 (2026 Reorganizational meeting to start at 7:00 PM)		



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C - 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 2025.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that TD Bank and First Bank be and hereby is designated as the official depositories for Borough funds for the Borough of Millstone, Somerset County, State of New Jersey for the year 2025.

D - 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 2025.

E - 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, IT IS RESOLVED by the Borough Council of the Borough of Millstone in the County of Somerset, New Jersey that the operating account of the Borough of Millstone requires the signature of two (2) out of five (5) being the Mayor, Council President, Municipal Clerk, Deputy Treasurer 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.

F - Resolution renewing Borough petty cash account



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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 2025.

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.

G - 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.

H - Resolution authorizing the correction of errors and the defense of Tax Appeals for 2025

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 2025.

I - Resolution regarding tax collection policies

WHEREAS, N.J.S.A. 54:4-67 implies that affirmative action is required on the part of the governing body in fixing the rate of interest on delinquent taxes and grace period; and



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WHEREAS, taxes are due and payable on the following dates: February 1, May 1, August 1, and November 1; and

WHEREAS, N.J.S.A. 40:5-19 allows a municipality the authority to impose a service charge not to exceed \$20.00 to be added on an account where payment by check or other written instrument was returned for insufficient funds;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Millstone that a 10-day grace period be afforded after which date unpaid taxes will be charged interest from the due date;

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Millstone that the interest rate on delinquent taxes shall be eight (8%) percent per annum of the first \$1,500.00 and eighteen (18%) percent per annum on any amount in excess of \$1,500.00 for the year 2025, and no interest shall be charged if payment of any installment is made within the tenth (10th) calendar day following the day upon which same became payable; and

BE IT FURTHER RESOLVED in accordance with N.J.S.A. 54:4-67 that the governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year and that such penalty shall not exceed six (6%) percent of the amount of the delinquency; and

BE IT FURTHER RESOLVED in any case where the taxes are not paid during the respective extended periods, the full interest rate from the due date shall apply; and

BE IT FURTHER RESOLVED that the governing body of the Borough of Millstone, County of Somerset, State of New Jersey hereby authorizes the Tax Collector to charge a service charge fee of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the current fiscal year; and

BE IT FURTHER RESOLVED that the Tax Collector may require future payments to be tendered in certified check, cashier's check, or cash.

J - Resolution authoring the tax collector to refund and cancel taxes less than \$10.00

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax overpayments or delinquent amounts of less than \$10.00; and

WHEREAS, the governing body of a municipality may authorize a municipal employee to process without further action on their part, any cancellation of property tax overpayments or delinquencies of less than \$10.00;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Millstone that the Borough of Millstone Tax Collector is hereby authorized to cancel said amounts as deemed necessary and as permitted by applicable law.



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BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Tax Collector, Chief Financial Officer, and the Municipal Auditor.

K - Resolution authorizing the adoption of a cash management plan for the Borough of Millstone for 2025

WHEREAS, Chapter 148 of the Public Laws of 1997 requires the Governing Body to adopt an annual Cash Management Plan; and

WHEREAS, the following banks are authorized depositories for Municipal Funds consistent with the Governmental Unit Depository Protection Act and may be used by the Chief Financial Officer for the deposit of Borough funds:

TD Bank
First Bank;
and

WHEREAS, the Chief Financial Officer is directed to use this cash management plan as a guide in depositing and investing the funds of the Borough of Millstone, and

WHEREAS, the following investments are permitted for use by the Chief Financial Officer:

1. Interest bearing bank accounts and certificates of deposit in authorized banks for deposit of local unit funds;
 2. Government money market mutual funds that comply with N.J.S.A. 40A:5-15.1 (e);
 3. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors;
 4. Bonds or other obligations of the local unit or school district of which the local unit is a part;
 5. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments of the Department of the Treasury for investment by local units;
 6. Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services;
 7. New Jersey State Cash Management Fund;
 8. Repurchase agreements of fully collateralized securities, which comply with N.J.S.A. 40A:5-15 (a);
- and

WHEREAS, the priority of investment policies shall be, in order of descending importance: security, liquidity and yield with funds managed to meet the Borough of Millstone's cash flow needs.



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NOW, THEREFORE, IT IS RESOLVED by the Council of the Borough of Millstone, Somerset County, New Jersey that the foregoing shall serve as the cash management plan of the Borough of Millstone for the year 2025.

L - Resolution establishing the Rules of Conduct for 2025

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

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 2025:

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, email or deliver meeting agenda and pertinent meeting documentation to all Council members at least three 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. Meetings shall be conducted based upon rules of order as outlined in "Roberts Rules of Order".

2025 MAYORAL APPOINTMENTS: CONSENT AGENDA ITEMS M THROUGH P

Councilman Stashek offered a motion to approve Mayoral appointments M through P. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.



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M - 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 2025.

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 Rebecca Newman be and hereby is appointed as Tax Search and Radial Search officer for the year 2025.

N - Resolution appointing Borough Assessment Search Officer

WHEREAS, it is necessary for the Borough of Millstone to appoint and Assessment Search Officer for the year 2025; 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, 2025.

O - Resolution appointing and individual responsible for Borough Tax Maps

WHEREAS, Somerset County, specifically Somerset County Engineer Matt Loper has been appointed Borough Engineer for the term of one year commencing January 1, 2025; 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 that Matt Loper 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, 2025.

P - Resolution appointing Somerset County Solid Waste Management as the 2025 Certified Recycling Professional for Millstone Borough and naming them as the responsible agent for signing the annual municipal recycling tonnage report for the period January 1, 2025 through December 31, 2025.

WHEREAS, the Borough of Millstone is required to have a Certified recycling Professional for the purposes of completing certain requirements of the State of New Jersey; and

WHEREAS, Somerset County has offered said service to the Borough; and

WHEREAS, the Borough of Millstone desires to enter into a shared service with the County of Somerset for this the purposes of a Certified Recycling Professional.



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NOW, THEREFORE, BE IT RESOLVED that that Borough of Millstone appoints the County of Somerset as our Certified Recycling Professional and authorizes them to be the responsible agent for signing the annual municipal recycling tonnage report.

Q – Resolution to appoint Borough representatives to the Joint Insurance Fund.

Councilman Stashek offered a motion to approve Mayoral appointments item Q. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

BE IT RESOLVED by the Borough Council of the Borough of Millstone, County of Somerset, State of New Jersey that Raymond Heck is hereby designated as the Commissioner and Laura Vesce is designated as the Alternate Commissioner in the Somerset County Municipal Joint Insurance Fund for 2025, pending acceptance by the fund.

MEETING OPEN TO THE PUBLIC:

- Motion to Open the Meeting to the Public

Councilwoman Coppola offered a motion to open the meeting to the public. Seconded by Councilman Stashek.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

- Motion to Close the Meeting to the Public

There being no public wishing to be heard, Councilman Stashek offered a motion to close the meeting to the public. Seconded by Councilwoman Coppola.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

ADJOURNMENT of REORGANIZATION MEETING:

Councilman Stashek offered a motion to adjourn the meeting at 7:21 PM. Seconded by Councilwoman Grimshaw.

Roll Call: Coppola – yes, Grimshaw – yes, Joo – yes, Stashek – yes.

Attested to:

Gregory J. Bonin, Borough Clerk
