

TOWNSHIP OF MILLSTONE
Meeting Room
215 Millstone Road
Millstone Township, NJ 08535

**TOWNSHIP COMMITTEE MINUTES
APRIL 5, 2017 @ 8:00 PM**

Mayor Kuczinski calls the meeting to order at 7:15 P.M.

ROLL CALL: Mayor Kuczinski - present, Committeeman Dorfman –present, Committeeman Kinsey – absent, Committeeman Masci –present, Committeewoman Grbelja - present. Also in attendance – Attorney – Bob Munoz and Municipal Clerk/Administrator – Maria Dellasala.

STATEMENT OF NOTICE AS REQUIRED BY P.L. 1975, C231 IS READ.

I HEREBY ANNOUNCE THAT PURSUANT TO THE OPEN PUBLIC MEETING ACT, ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED IN THE ANNUAL NOTICE OF MEETINGS WHICH WAS MAILED TO THE ASBURY PARK PRESS AND THE TRENTON TIMES, POSTED ON THE PUBLIC ANNOUNCEMENTS BULLETIN BOARD IN TOWN HALL AND FILED IN THE OFFICE OF THE TOWNSHIP CLERK ON DECEMBER 27, 2016.

RESOLUTION TO GO INTO EXECUTIVE SESSION, (17-86) Moved C/Grbelja, Second C/Dorfman. Committee Discussion: None

VOTE:

AYES: C/Dorfman, C/Grbelja, C/Masci, M/Kuczinski
NAYS: None
ABSTAIN: None
ABSENT: C/Kinsey

Motion to adjourn executive session, Moved C/Grbelja, Second C/Masci. ©

Time In 7:17 p.m., Time Out 8:08 p.m.

MAYOR KUCZINSKI CALLS THE REGULAR MEETING TO ORDER AT 8:12 P.M. FOLLOWED BY A FLAG SALUTE AND A MOMENT OF SILENCE.

PROCLAMATIONS:

PROCLAMATION DECLARING THE MONTH OF APRIL 2017 AS ALCOHOL AWARENESS MONTH WITHIN THE TOWNSHIP OF MILLSTONE

WHEREAS, excessive drinking is responsible for more than 4,300 deaths among underage youth each year; and

WHEREAS, alcohol is the most commonly used addictive substance in the United States; and

WHEREAS, nearly 10 million young people, ages 12 to 20, report that they've consumed alcohol in the past 30 days; and

WHEREAS, young people who begin drinking before age 15 are four times more likely to develop alcohol dependence than those who begin drinking at age 21; and

WHEREAS, drinking by persons under the age of 21 is illegal, yet people aged 12 to 20 drink 11% of all alcohol consumed in the United States; and

WHEREAS, the typical American will see 100,000 beer commercials before he or she turns 18; and

WHEREAS, kids who drink are more likely to be victims of violent crime, to be involved in alcohol related traffic crashes, and to have serious school related problems; and

WHEREAS, a supportive family environment is associated with lowered rates of alcohol use for adolescents; and

WHEREAS, kids who have conversations with their parents and learn a lot about the dangers of alcohol and drug use are 50% less likely to use alcohol and drugs than those who don't have such conversations.

NOW, THEREFORE, I, Michael T. Kuczinski, Mayor of the Township of Millstone join the National Council on Alcoholism and Drug Dependence, Inc. (NCADD) and The New Jersey Division of Alcohol Beverage Control and do hereby proclaim that April 2017 is Alcohol Awareness Month in the Township of Millstone.

I also call upon all citizens, parents, governmental agencies, public and private institutions, businesses, hospitals, schools and colleges in to support efforts that will provide early education about alcoholism and addiction and increase support for individuals and families coping with alcoholism. Through these efforts, together, we can provide Hope, Help and Healing for those in our community who are facing challenges with alcohol use and abuse.

Proclaimed this the 5th.day of April 2017.

Michael T. Kuczinski, Mayor

NATIONAL PRIMARY IMMUNO DEFICIENCIES DISEASES AWARENESS

Designating April 2017 as National Primary Immuno Deficiencies Diseases Awareness Month and supporting efforts to increase awareness of Primary Immuno Deficiencies Diseases and increase funding for Primary Immuno Deficiencies disease research.

WHEREAS, Primary Immuno Deficiencies Diseases are chronic, disabling Diseases in which underlying genetic defects in the immune system lead the body to more complicated and frequent infections;

WHEREAS, Primary Immuno Deficiencies Diseases can affect any part of the body, including the blood, blood vessels, muscles, nervous system, gastrointestinal tract, endocrine glands, and multiple-organ systems, and can be life-threatening;

WHEREAS, researchers have identified over 200 different Primary Immuno Deficiencies Diseases;

WHEREAS, the family of Primary Immuno Deficiencies Diseases is under-recognized, and poses a major health care challenge to the United States;

WHEREAS, Primary Immuno Deficiencies Diseases most often affect children and adults, leading to a lifetime of disability;

WHEREAS, diagnostic tests for most Primary Immuno Deficiencies Diseases are not standardized, making Primary Immuno Deficiencies Diseases very difficult to diagnose;

WHEREAS, because Primary Immuno Deficiencies Diseases are difficult to diagnose, treatment is often delayed, resulting in irreparable organ damage and unnecessary suffering;

WHEREAS, a study by the Immuno Deficiency Foundation (IDF) revealed that it takes the average patient with an Primary Immuno Deficiencies disease between 9 to 12 years to be diagnosed correctly;

WHEREAS, there is a significant need for more collaboration and cross-fertilization of basic Primary Immuno Deficiencies research;

WHEREAS, the LDF is a coalition focused on Primary Immuno Deficiencies Diseases working to consolidate the voices of patients with Primary Immuno Deficiencies Diseases and to promote increased education, awareness, and research into all aspects of Primary Immuno Deficiencies Diseases through a collaborative approach; and

WHEREAS, designating April 2017 as National Primary Immuno Deficiencies Diseases Awareness Month would help educate the public about Primary Immuno Deficiencies Diseases and the need for research funding, accurate diagnosis and effective treatments.

NOW, THEREFORE, BE IT RESOLVED that I, Michael T. Kuczinski, Mayor of the Township of Millstone, ask that all residents of this community join me in supporting the Awareness of Primary Immuno Deficiencies Diseases
Proclaimed this 5th. day of April 2017
Michael T. Kuczinski, Mayor

**2017
Arbor Day Proclamation**



Millstone Township, New Jersey

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean air, produce oxygen and provide habitat for wildlife

WHEREAS, trees are a renewable resource giving us paper, wood for building homes, fuel for fires and countless wood products, and

WHEREAS, trees in our Township increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees greatly enhance the lives of our residents.

NOW, THEREFORE, BE IT RESOLVED that I, Michael T. Kuczinski, Mayor of the Township of Millstone, Monmouth County, New Jersey, do hereby proclaim April 28th as Arbor Day for the year 2017.

Further, I encourage all of our residents to plant a tree and celebrate Arbor Day.

Proclaimed this 5th. day of April 2017

Michael T. Kuczinski, Mayor

ORDINANCES:

ORDINANCE 17-02

FIRST READING AN ORDINANCE AMENDING CHAPTER 3 (POLICE REGULATIONS), SECTION 3-15 (NUISANCE PROHIBITED - NOISE), SUBSECTION 3-15.2 (DEFINITION OF NOISE) OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY

EXPLANATORY STATEMENT: This Ordinance prohibits the use of fuel-powered generators which produce audible noise on residential and commercial property, except in cases of unintentional power outages or for maintenance or testing of the generator so long as the generator is operated with a muffler.

Motion to adopt on first reading and authorize publication of same.

Moved C/Dorfman, Second C/Grbelja. Committee Discussion: None

VOTE:

AYES: C/Dorfman, C/Grbelja, C/Masci, M/Kuczinski
NAYS: None
ABSTAIN: None
ABSENT: C/Kinsey

Second reading and Public Hearing to be held on May 3, 2017 at 8:00 p.m. at the Millstone Township Meeting Room, 215 Millstone Road, Perrineville, New Jersey.

ORDINANCE 17-03

FIRST READING CALENDAR YEAR 2017 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

EXPLANATORY STATEMENT: This Ordinance authorizes an increase to 3.5% over the previous year's final appropriations.

Motion to adopt on first reading and authorize publication of same.

Moved C/Masci, Second C/Grbelja. Committee Discussion: None

VOTE:

AYES: C/Dorfman, C/Grbelja, C/Masci, M/Kuczinski
NAYS: None
ABSTAIN: None
ABSENT: C/Kinsey

Second reading and Public Hearing to be held on May 17, 2017 at 8:00 p.m. at the Millstone Township Meeting Room, 215 Millstone Road, Perrineville, New Jersey.

RESOLUTION:

17-87 INTRODUCTION OF THE 2017 MUNICIPAL BUDGET

Motion to adopt, Moved C/Grbelja, Second C/Dorfman. Committee Discussion: M./Kuczinski introduces CFO Annette Murphy.

Ms. Murphy provides the Township Committee with the following documents and gives the following presentation:

- 1) Follow-up from 3/15 Budget Workshop Meeting
- 2) Excel Budget Spreadsheet (internal)
- 3) Municipal User Friendly Budget - Introduction
- 4) State Budget Document - Introduction
- 5) Capital Budget: Summary, Detailed DPW and Detailed Road Program.

The Municipal User Friendly Budget and the State Budget document will both be available on the Township's website tomorrow. There are no documents for distribution to the public until tomorrow.

Important Dates: Tonight, we introduce the 2017 Municipal Budget (4/5/17); the

Public Hearing/Adoption will be held 5/17/17, and will include a detailed power point presentation.

Updates: 1) The 2017 Budget reflects a flat municipal tax levy, which has been stable since 2012. As I have said in the past, this year's budget is very lean, as the gap between revenues and expenses becomes increasingly challenging to manage. **New priorities this year include the: Master Plan, additional headcount, internalizing the cleaning service, maintaining the current fleet of vehicles, and a responsible capital budget.**

2) The Township is in compliance with the Tax Levy Cap and the Municipal Budget Cap. This year, the Municipal Budget cap permits 0.5 % increase to "within cap" expenditures from PY. In addition, we have just introduced the COLA Rate Ordinance this evening, as a standard operating practice. This permits an additional 3.0% of appropriations, although the Twp will not be utilizing.

3) The fieldwork for the **2016 Audit** is completed. Robert Allison, partner of Holman, Frenia and Allison, has been invited to attend the Public Hearing/Budget Adoption meeting on 5/17.

4) In-House Headcount - 2015 = 21 FT and 7 PT (flat) 2016 = 21 FT and 7 PT (flat) **2017 Budgeted = 21 FT and 8 PT (includes 2 new P/T positions)** 2017 UFB Totals = 26 FT and 8 PT.

5) A Budget Workshop meeting was held March 15th for the TC members and the public. I appreciate the questions/comments received and I have included updates of the Open Items raised at the Budget Workshop Meeting. Please see the handouts in your packet. Since the Budget Workshop meeting, the following changes have been made to the budget:

- Appropriation Side: As you know, Storm Stella took place on 3/14/17 and was declared a SOE. As a result, > \$18,000 (\$18,429.75) was transferred from in-cap exp to out-of-cap exp.
- CIF - Decreased \$565, due to small project we will seek a CDBG Grant for.
- A new hire (replaced a retired employee) and we learned she will not choose Health Benefits, but rather a waiver.
- Increased utilities by \$10,000.
- Decreased in-cap expenses \$6,000
- Increased total budget \$11,864.75, but still down almost \$300,000 from 2016 Introduced Budget.
- Revenue Side: Increased Surplus Anticipated \$1,864.75
- Increased Interest on Investments \$10,000

These are the changes that resulted from the Budget Workshop Meeting and other updates, such as the SOE.

6) Now, I will provide you with an **overview** of the 2017 Introduced Budget, rather than going through each of the documents before the TC. This budget reflects a flat municipal tax levy!

First, I will highlight some of the revenues:

a) **Interest on Investments** is projected to increase, based on 2 successful efforts with the Twp's banking relationships: a) successful meeting (2/28) with **Ocean First Bank**, the Mayor (Mike Kuczinski), Maria and myself - increase interest rate on idle cash 15 bp (from 13 to 28). In addition, in January we learned that BOA is pulling their custodial services for small municipalities' developers escrow accounts; this custodial component was also discussed with OF, who offered the Twp 50 bp, instead of the 5 bp BOA was paying, **AND b)** on 3/21/17, **Provident Bank** increased the Twp's interest rate 10bp (from 65 bp to 75bp), on a liquid investment account.

- b) **State Aid** is projected to be level again.
- c) **FEMA**. You may recall **Storm Jonas** 1/22/16--FEMA has obligated this reimbursement to TOM and we received the funds (>\$46,000) on 3/22/17.
- d) **Recycling Tonnage Grant (2016)** has been received at amount much < than PY. This grant revenue decrease has an offsetting decrease to the appropriation line.
- e) **Clean Communities Grant** - Open. Expect to receive - will have to Ch 159

Now I will highlight some of the appropriations:

- a) Inevitably, there will always be increases in appropriations out of the Township's control, such as: **JIF Insurance** (increased \$12,750) and **Health Benefits** (increased \$58,000, not due to rate increases, but rather due to existing employees changing from waiver to health coverage).
- b) A Twp priority this year is the **Master Plan**, so we have increased the Planning Board Budget over \$11,000 to start
- c) **In-House Headcount** =21 FT and 6 PT at present, however, we have 2 open requisitions which are appropriated in this budget: 1 PT in Recreation and 1 PT in Code Enforcement. One of the Construction Secretaries retired 4/1/17 and an individual who had been volunteering in the Construction Dept applied for the position and was hired.
- d) The **Cleaning function** has been internalized, by hiring a PT B&G Maintenance Custodian. This created an increase in the B&G SW line with a greater decrease in the B&G OE line.
- e) There will be a savings in the **Turf Fertilization** contract this year only, as the Millstone Park fields will not be treated as the construction and development progresses.
- f) The CIF reflects an increase of \$11,150, due to a **robust Capital Budget** this year. The CIF represents 5% dp of the debt portion of two capital projects - the Road Program and Acquisition of DPW Vehicle & Equipment.

7) **Capital Budget** - totals \$1,180,000 Discuss Summary - Sheet 40c Refer to DPW & Road Program 6 year Capital Budget Detail **DPW Acquisition of Vehicle & Equipment = \$340,000 2017 Road Program = \$840,000 . In summary, the 2017 municipal tax levy is flat and the total budget is down almost \$300,000 from PY Introduction.**

8) **UFB** is presently a separate document and is required upon Introduction and Adoption. It must always accompany the State Budget document and must always be placed on top when distributing.

CLOSING: The State Budget document and the User Friendly Budget will be available for distribution tomorrow morning and uploaded to the Township's website. As a reminder, a power point presentation will be held at the Public Hearing portion of the May 17, 2017. Thank you for your attention.

VOTE:

AYES: C/Grbelja, C/Masci, C/Dorfman, M/Kuczinski
 NAYS: None
 ABSTAIN: None
 ABSENT: C/Kinsey

Public Hearing to be held on May 17, 2017 at 8:00 p.m. at the Millstone Township Meeting Room, 215 Millstone Road, Perrineville, NJ 08535

RESOLUTIONS: CONSENT RESOLUTION POSTED ON BULLETIN BOARD.
ALL MATTERS LISTED UNDER ITEM "CONSENT AGENDA" ARE CONSIDERED ROUTINE BY THE TOWNSHIP COMMITTEE AND WILL BE ENACTED BY ONE (1) MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE

DISCUSSION ON THESE ITEMS, IF DISCUSSION IS DESIRED OF ANY ITEM, THAT ITEM WILL BE CONSIDERED SEPARATELY.

- 17-88 Resolution to Adopt Temporary Emergency Appropriations #4
- 17-89 Resolution Authorizing Shared Services Agreement Between Millstone Township and Millstone Township Board of Education for Uploading BOE Meetings to the Township's Website
- 17-90 Payment of Vouchers
- 17-91 Resolution Authorizing Disposal of Surplus Property

Motion to adopt, Moved C/Masci, Second C/Dorfman. Committee Discussion: None

VOTE:

AYES: C/Masci, C/Dorfman, C/Grbelja, M/Kuczinski
NAYS: None
ABSTAIN: None
ABSENT: C/Kinsey

TOWNSHIP COMMITTEE MINUTES:

1. Regular Session, Executive Session and Budget Session - March 15, 2017

Motion to adopt, Moved C/Grbelja, Second C/Kuczinski. Committee Discussion: None

VOTE:

AYES: C/Masci, C/Dorfman, C/Grbelja, M/Kuczinski
NAYS: None
ABSTAIN: None
ABSENT: C/Kinsey

COMMENTS FROM THE DAIS:

C/Grbelja states that the Bulk pick-up has begun. Spring Brush Drop Off begins April 15, 2015 and will continue each Saturday till May 20, 2017. Hours of operation: 8AM – 1PM Location: 15 Baird Road - Across from Wagner Farm Park. For more information check our website or contact Maria at 732-446-3402. The Open Space & Farmland Preservation Council and the Agricultural Council is working on the Clambake, we are getting sponsors. The Clambake will take place either the first or second week in June.

C/Masci states that for whatever the reason there is garbage thrown on our roads, when he travels Millstone Road near Route 33 the amount of bottles and garbage it's an eyesore. It reminds him of the commercial with the Native Indian with the tear in his eye. Please call the State Police if you see something. Millstone Township Stream Clean Up will take place Saturday, April 22, 2017 from 9am-12pm, all will meet at the Court House, 215 Millstone Road | Perrineville, NJ. There will be an electronics drop off on April 22, 2017 please see our website for more information.

PRIVILEGE OF THE FLOOR:

Mayor Kuczinski opens the meeting to the public at 8:41 p.m.

No Public Comment

Mayor Kuczinski closes the meeting to the public at 8:42 p.m.

Motion to adjourn, Moved C/Grbelja, Second C/Masci. © Time Out 8:42 p.m.

Tapes of the meeting are available in the Municipal Clerks Office.

April 5, 2017 minutes approved at a Township Committee meeting held on April 19, 2017.

Maria Dellasala, RMC
Municipal Clerk
Millstone Township