

RESOLUTION NO. 19-66
MEETING DATE: 01-30-19

**RESOLUTION AUTHORIZING THE HOLDING OF AN EXECUTIVE SESSION, AT
WHICH THE PUBLIC SHALL BE EXCLUDED**

C/Ferro offered the following Resolution and moved its adoption, which was second by **C/Grbelja**.

WHEREAS, N.J.S.A. 10:4-13 of the Open Public Meetings Act permits the exclusion of the public from meetings of public bodies in certain circumstances which are set forth in N.J.S.A. 10:4-12(b); and

WHEREAS, the Township Committee of the Township of Millstone is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone as follows:

1. The public shall be excluded for the discussion of any action upon the here in after specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
 - 1 Contracts

It is anticipated at this time that the above stated subject matter will be made public in approximately six months or at such time as any litigation discussed is resolved.

3. This Resolution shall take effect immediately.

ROLL CALL:

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

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Township Committee of the Township of Millstone on January 30, 2019.

MARIA DELLASALA, RMC
Municipal Clerk

RESOLUTION NO. 19-67
MEETING DATE: 01-30-19

**RESOLUTION EXTENDING CONTRACT FOR TURF FERTILIZATION AND
CHEMICAL PROGRAM SCHEDULE FOR WAGNER FARM, ROCKY BROOK,
ABATE, AND BRANDYWINE PARKS; VETERANS MEMORIAL; MUNICIPAL
BUILDING; MUNICIPAL COURT HOUSE; COMMUNITY CENTER AND
CLARKSBURG METHODIST EPISCOPAL CHURCH FOR 2019**

C/Ferro offered the following Resolution and moved its adoption which was second by C/Grbelja.

WHEREAS, by Resolution 18-70, adopted on February 21, 2018 the Township of Millstone awarded a contract to On-Site Landscape Management, Inc. for turf fertilization and chemical program schedule for Wagner Farm, Rocky Brook, Abate, and Brandywine Parks; Veterans Memorial; Municipal Building; Municipal Court House; Community Center and Clarksburg Methodist Episcopal Church;

WHEREAS, the bid specification upon which the contract was based, as well as Resolution No. 18-70 contained a provision wherein the Township of Millstone had the option to extend said contract for up to one (1) additional year for the amounts set forth in the bid.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Millstone hereby extends the contract for turf fertilization and chemical program schedule for Wagner Farm, Rocky Brook, Abate, and Brandywine Parks; Veterans Memorial; Municipal Building; Municipal Court House; Community Center and Clarksburg Methodist Episcopal Church for 2019 for \$19,893.00.

BE IT FURTHER RESOLVED that a copy of this Resolution is forwarded to:

On-Site Landscape Management, Inc.
Township's Chief Financial Officer
Township's Purchasing Agent
Township CPWM

ROLL CALL:

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

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee of the Township of Millstone at its meeting of January 30, 2019.

Maria Dellasala, RMC
Municipal Clerk

RESOLUTION NO. 19-68
MEETING DATE: 01-30-19

**RESOLUTION APPOINTING TEMPORARY VIOLATIONS CLERK FOR THE
MUNICIPAL COURT**

C/Ferro offered the following Resolution and moved its adoption, which was second by **C/Grbelja**.

WHEREAS, Millstone Township's Municipal Court has a need for a Temporary Violations Clerk; and

WHEREAS, Toni Ann Cardell best meets the needs for this position and will fulfill the position effective from February 4, 2019 and not to exceed 60 days at an hourly rate of \$12.50.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Municipal Clerk to be a true copy be forwarded to the Municipal Court Administrator, Municipal Court Judge, Monmouth County AOC, the Chief Financial Officer and to the appointee.

ROLL CALL:

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

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of January 30, 2019.

Maria Dellasala, RMC
Municipal Clerk

RESOLUTION NO. 19-69
MEETING DATE: 01-30-19

RESOLUTION APPOINTING PROFESSIONAL - LABOR COUNSEL FOR 2019

C/Ferro offered the following Resolution and moved its adoption, which was second by C/Grbelja:

WHEREAS, there exists a need for Labor Counsel for 2019; and

WHEREAS, The Local Public Contract Law (N.J.S.A. 40:A 11-1 et seq.) requires that the resolution of appointment be publicly advertised when professional services are engaged without competitive bids.

WHEREAS, this contract is not to exceed \$10,000.00, and;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Millstone that:

1. The Township Committee of Millstone Township and its Mayor and Clerk are hereby authorized and directed to engage the services of:

PROFESSIONAL	FIRM	POSITION
Brian Chabarek, Esq.	Davison, Eastman, Munoz, Lederman & Paone P.A.	Labor Counsel

2. This appointment is being made without competitive bidding because these appointments involve members of recognized professions, licensed and regulated by law, and are therefore specifically exempt under N.J.S.A. 40A:11-5.

3. These appointments are one (1) year appointments for the Year 2019, as per 40A:9-140 and until they are re-appointed and/or their successors are appointed and have qualified. Writings indicating the agreements between the parties have been sent or shall be or are on file with the Township Clerk of Millstone Township.

4. The Mayor and Township Clerk are hereby authorized to execute Contracts for the provisions of the above services, a copy of which Contracts shall be maintained in the Township Clerk's Office.

5. A copy of this Resolution certified to be a true copy by the Township Clerk, shall be published in the official newspaper of the Township as required by law,

within 10 days of the adoption, and forwarded to each of the appointees and Township Chief Financial Officer.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer and each of the above listed professional.

ROLL CALL:

AYES: C/Ferro, C/Grbelja, C/Dorfman, M/Masci

NAYS: None

ABSTAIN: None

ABSENT: C/Kuczinski

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of January 30, 2019.

MARIA DELLASALA, RMC
Municipal Clerk

MEMORANDUM

TO: The Asbury Park Press
FROM: Millstone Township/Maria Dellasala, Municipal Clerk
DATE: January 31, 2019
RE: Award of Professional Contract

Please publish the following notice in your February 4, 2019 edition:

NOTICE OF CONTRACT AWARD

The Township of Millstone has awarded the following contract without competitive bidding as professional services pursuant to N.J.S.A. 40A:11-5(1)(a). This contract will be available in the Municipal Clerk's office for review.

Awarded to: Davison, Eastman, Munoz, Lederman & Paone P.A.
Brian Chabarek
Services: Labor Counsel
Time period: 1/30/19 - 12/31/19
Cost: As per contract

Maria Dellasala, Municipal Clerk, Township of Millstone

RESOLUTION NO. 19-70
MEETING DATE: 1-30-19

RESOLUTION TO TRANSFER FUNDS ON APPROPRIATION RESERVES #2

C/Ferro offered the following Resolution and moved its adoption, which was second by **C/Grbelja**.

WHEREAS, N.J.S.A. 40A:4-59 provides for the transfer of appropriation reserves within the first three months of the current fiscal year when it shall become necessary to expend for any purpose specified in the Budget an amount in excess of the respective sums appropriated therefore; and when there shall be an excess in one or more appropriation reserves over and above the amount deemed to be necessary to fulfill the purpose of such appropriations; transfer the amount of such excess to an appropriation reserve deemed to be insufficient to fulfill its purpose; and

WHEREAS, this condition now exists.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone in the County of Monmouth that the following transfer of 2018 appropriation reserves be and the same are hereby authorized and the Chief Financial Officer be and hereby is directed to make said transfers on the records:

<u>CURRENT ACCOUNT</u>		<u>FROM</u>	<u>TO</u>
Zoning	OE	\$ 370.00	
Legal	OE		\$ 370.00
TOTAL		\$ 370.00	\$ 370 .00

Explanation of the transfer is as follows:

To transfer available money to pay one December professional fee that exceeded the estimate.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Township Clerk to be a true copy be forwarded to the Chief Financial Officer and the Treasurer.

ROLL CALL VOTE:

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

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting on January 30, 2019.

Maria Dellasala, RMC
Municipal Clerk

RESOLUTION NO.: 19-71

SCHEDULE 19-01-B S

CONSOLIDATED BILL LIST

TOWNSHIP OF MILLSTONE VOUCHERS FOR PAYMENT PRESENTED TO
THE TOWNSHIP COMMITTEE AT A MEETING
HELD ON January 30, 2019

SEE SCHEDULE 19-01-B ATTACHED

A resolution was passed by the Township Committee for the payment of the vouchers listed on Schedule 19-01-B attached.

Fiore Masci, Mayor

Nancy Grbelja, Deputy Mayor

Gary Dorfman, Committeeman

Albert Ferro, Committeeman

Michael Kuczinski, Committeeman

Attest: _____
Maria Dellasala
Municipal Clerk

**TOWNSHIP OF MILLSTONE
RESOLUTION NO.: 19-71
January 30, 2019**

BE IT RESOLVED by the Township Committee of the Township of Millstone that the vouchers listed on Schedule 19-01-B, January 30, 2019, Consolidated Bill List, and the vouchers listed below as Schedule 19-01-B S, Supplement to Consolidated Bill List, as presented by the Township Treasurer, Amanda Salerno, to be paid from existing appropriations.

CURRENT FUND

TOTAL CURRENT FUND: \$ 8,771,338.29

SCHEDULE 19-01-B S

PAYROLL FUND

TOTAL PAYROLL TRUST FUND \$ 4,696.94

GENERAL CAPITAL FUND

TOTAL GENERAL CAPITAL FUND \$ 0.00

GRANT FUND

TOTAL GRANT FUND \$ 1,522.94

RESERVE TRUST FUND

TOTAL RESERVE TRUST FUND \$ 3,226.15

BASIN MAINTENANCE TRUST

TOTAL BASIN MAINTENANCE TRUST \$ 0.00

SHADE TREE TRUST

TOTAL SHADE TREE TRUST \$ 0.00

COAH TRUST FUND

TOTAL COAH TRUST FUND \$ 2,875.00

OPEN SPACE FARMLAND TRUST FUND

TOTAL OPEN SPACE FARMLAND TRUST FUND \$ 18,388.00

MUNICIPAL DRUG ALLIANCE FUND

TOTAL MUNICIPAL DRUG ALLIANCE FUND \$ 0.00

VET MEMORIAL FUND

TOTAL VET MEMORIAL FUND \$ 0.00

RECREATION TRUST FUND (DEDICATION BY RIDER)

TOTAL RECREATION TRUST FUND \$ 5,538.00

ANIMAL TRUST FUND

TOTAL DOG TRUST FUND \$ 210.15

TOTAL FOR ALL FUNDS \$ 8,807,795.47

ESCROW

DEVELOPERS ESCROW ACCOUNT UNDER \$5,000

TOTAL DEVELOPERS ESCROW UNDER \$5,000 \$ 2,765.00

DEVELOPERS ESCROW ACCOUNT OVER \$5,000

TOTAL DEVELOPERS ESCROW OVER \$5,000 \$ 0.00

TOTAL FOR ESCROW \$ 2,765.00

RESOLUTION WAS OFFERED BY COMMITTEEPERSON **FERRO**
AND MOVED ITS ADOPTION;
MOTION WAS SECOND BY COMMITTEEPERSON **GRBELJA**
RESOLUTION WAS ADOPTED ON THE FOLLOWING

ROLL CALL VOTES:

AYES: C/Ferro, C/Grbelja, C/Dorfman, M/Masci

NAYS: None

ABSTAIN: None

ABSENT: C/Kuczinski

RESOLUTION NO. 19-72
MEETING DATE: 01-30-19

**RESOLUTION EXTENDING APPOINTMENT OF TEMPORARY
RECREATION CLERK**

C/Ferro offered the following Resolution and moved its adoption, which was second by C/Grbelja.

WHEREAS, Resolution 18-204 adopted on December 5, 2018 appointing Catherine Magee as Temporary Recreation Clerk for sixty (6) days; and

WHEREAS, Millstone Township's Recreation Coordinator has requested to the Township Administrator for a extension of 60 days for the Temporary Recreation Clerk position; and

WHEREAS, the employee handbook states temporary employees are hired for a two (2) month period with a possible two (2) month extension; and

WHEREAS, the Recreation Coordinator and the Township Administrator recommend extending Catherine Magee temporary employment through March 14, 2019.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Township Clerk to be a true copy be forwarded to Andrew DeFelice, the Recreation Coordinator, Annette Murphy, Chief Financial Officer and Catherine Magee.

ROLL CALL:

AYES: C/Ferro, C/Dorfman, M/Masci

NAYS: C/Grbelja

ABSTAIN: None

ABSENT: C/Kuczinski

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of January 30, 2019.

Maria Dellasala, RMC
Municipal Clerk

RESOLUTION NO: 19-73
MEETING DATE: 01-30-19

**RESOLUTION AUTHORIZING THE APPOINTMENT OF INDIVIDUAL
TO PERFORM DUTIES OF A MUNICIPAL COURT ADMINISTRATOR WHEN
THE MUNICIPAL COURT ADMINISTRATOR IS UNAVAILABLE**

C/Ferro offered the following Resolution and moved its adoption, which was second by **C/Grbelja**.

WHEREAS, the Township Committee of the Township of Millstone has been informed the Municipal Court Administrator that there are certain occasions when the Administrator is unavailable to perform the duties of their post; and

WHEREAS, the Township Committee of the Township of Millstone finds that it is necessary to always have an alternative individual/s available to perform those duties for 2019 from January 1, 2019 through December 31, 2019.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Millstone that in the event that the Municipal Court Administrator is not available;

BE IT FURTHER RESOLVED that Josephine Ferranti and Toni Ann Cardell, will be paid to cover Court session at a rate of \$100 per 3 hour court session and an additional \$25 for each hour (or a portion thereof) above 3 hours. In addition these individuals may be called upon for call outs if so they will receive \$45 per call out. This individual will not be deemed as employee's of the Township when performing this function for the purposes of obtaining a pension and/or benefits;

BE IT FURTHER RESOLVED that a copy of this Resolution be provided to the Municipal Clerk, Municipal Court Administrator, Josephine Ferranti and Toni Ann Cardell.

ROLL CALL:

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

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township committee at its meeting of January 30, 2019.

MARIA DELLASALA, RMC
Municipal Clerk

RESOLUTION NO. 19-74
MEETING DATE: 01-30-19

RESOLUTION OF PERSONNEL ACTION

M/Masci offered the following Resolution and moved its adoption which was second by **C/Grbelja**.

WHEREAS, Maria Dellasala was appointed Township Administrator, pursuant to Section 2-2 of the Revised General Ordinances of the Township of Millstone, to serve at the pleasure of the Governing Body.

WHEREAS, the Township Committee has determined to reorganize the Administration of the Township and extends its thanks to Maria Dellasala for her years of service in that position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Millstone (at least 2/3 of the members thereof voting in the affirmative) as follows:

1. Maria Dellasala is hereby removed from the position of Township Administrator, effective immediately.
2. The Chief Financial Officer is to determine the amount of any unpaid balance of her salary/compensation for the position of Township Administrator and remit such amount to Ms. Dellasala.
3. Further, the Township Chief Financial Officer is to forthwith pay to Maria Dellasala, three (3) months of her salary as Township Administrator, pursuant to N.J.S.A. 40A:9-138.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Deputy Township Clerk to be a true copy be forwarded to Maria Dellasala and Annette Murphy, Township Chief Financial Officer.

ROLL CALL:

AYES: C/Grbelja, C/Dorfman, C/Ferro, M/Masci

NAYS: None

ABSTAIN: None

ABSENT: C/Kuczinski

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of January 30, 2019.

KATHLEEN HART, RMC
Deputy Municipal Clerk

RESOLUTION NO. 19-75
MEETING DATE: 01-30-19

**RESOLUTION APPOINTING ROGER STAIB AS ACTING BUSINESS
ADMINISTRATOR**

M/Masci offered the following Resolution and moved its adoption which was second by C/Ferro.

WHEREAS, a vacancy exists in the position of Business Administrator; and

WHEREAS, the Township Committee has determined that Roger Staib shall serve as the Acting Business Administrator effective February 4, 2019; and

WHEREAS, this appointment is subject to a Contract to be approved by the Township Committee.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone that Roger Staib is hereby appointed as Acting Business Administrator effective February 4, 2019 and subject to a Contract to be approved by the Township Committee.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Township Clerk to be a true copy be forwarded to Roger Staib and the Township's Chief Financial Officer.

ROLL CALL:

AYES: C/Dorfman, C/Ferro, C/Grbelja, M/Masci

NAYS: None

ABSTAIN: None

ABSENT: C/Kuczinski

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of January 30, 2019.

MARIA DELLASALA, RMC
Municipal Clerk