

TOWNSHIP OF MILLSTONE  
215 Millstone Road  
Millstone Township, NJ 08535

**TOWNSHIP COMMITTEE SPECIAL MEETING MINUTES  
MARCH 23, 2020**

**Deputy Mayor Grbelja called the Meeting to order at 8:15 a.m.**

**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 MARCH 11, 2020.**

**ROLL CALL:** Mayor Masci – absent, Committeeman Dorfman – present, Committeeman Ferro - present, Deputy Mayor Grbelja – present, Committeeman Kuczinski – present. Also, in attendance: Business Administrator – Kevin Abernethy and Kathleen Hart - Municipal Clerk.

DM/Grbelja calls for a flag salute.

**NEW BUSINESS:**

**Capital Improvement Discussion:**

**a. Roads**

Township Administrator Abernethy stated that we had approved one-million dollars (\$1,000,000) for the 2019 road program and received a grant for \$225,000. He states that with the price of asphalt going down, in theory it will cost about \$675,000 and may not even be that high. He suggested that we repair as many roads that we can up to the million.

C/Ferro agreed in light of the cost of petroleum products going down, he agrees to repair as many roads as possible up to the original 2019 road program budget.

Mr. Abernathy shared that the residents have been voicing their comments about the conditions of the roads and this is the time to repair the roads. Paint Island Spring Road widening took place this last week. We will repair as many roads as we can, in the order which we have designated. On the 2020 plan, the original estimate was \$350,000, shaved down to \$300,000 and a grant in the sum of \$180,000 was approved. We were able to slide in roads Chadwick and Graham. If we put Nurko Road in the 2020 program in the BAN that is rolling over in May, he suggested that we could get this program done by the end of 2020.

C/Dorfman asked what is the percent of material used for an individual road. Mr. Abernethy said it is closer to 50% taking into consideration the engineering. C/Dorfman asked if it is prudent, taking into consideration the petroleum lower costs, we should take advantage of the present situation. Mr. Abernethy offered that the Township has 115 miles of roads, plus the roads the County has to take care. Now is the chance to repair these roads, especially if the price to do so comes down.

Mr. Abernethy asked what number does the Township have in mind to budget for the road program. We put in \$2 million for all capital improvements in this year's budget and we have more than enough cash flow to cover that with the assumptions that in December, we would actually start terming out the debt and take debt out, if the rates are still as favorable. C/Dorfman stated that if you look at 2020 and 2021 road program together, we can get the roads done this year. Then next year review the roads and if the petroleum products are low, we can revisit.

DM/Grbelja stated that she would rather repair the roads while the cost is less expensive. Mr. Abernethy explained the potential of getting three-years' worth of improvements in. C/Ferro offered that he is in agreement to stack two years' worth of road improvements into this year. He asked where the funds will be generated from.

Mr. Abernethy explained we have BANS coming up in May, which is at the lowest interest rate. If we make the budget \$3 million for the year for roads plus building maintenance and equipment. Possibly, in December look at Monmouth County Improvement Authority and if the rates are favorable, we could spread some of the debt over the next 10, 20 or more years.

C/Dorfman voiced his concerns that we have a 2 year commitment that may take over 24 months to get it done, we will be incurring a change in material costs. We are committing to it earlier but still incurring the risk of the material cost change.

Mr. Abernethy is hoping we can complete the 2020 and 2021 road projects within 13 to 14 months.

DM/Grbelja stated that if we have the funds available, we could do all of the roads at one time and the money will be there.

C/Kuczinski agreed that we are in a good situation regarding the cost of petroleum products. We are locking in financing and a lower material rate so it is prudent to lock these in.

C/Ferro questions the County roads. D/M Grbelja stated that the County is responsible for their road repair. Mr. Abernethy provided that the DPW keeps the County apprised of any issues on their roads. The County has a regular working program out here and takes care of the 20 miles that they are responsible for.

C/Ferro agrees to take advantage of the state of affairs, the lower material costs and the fact that not many contractors may be busy at this time.

Mr. Abernethy discussed with the Committee the budgeted number. The consensus of the Committee is that \$2,000,000 to go into the capital improvement budget for the road program.

## **b. Buildings**

Mr. Abernethy reviewed requirements and repairs need to the following buildings.

**Millstone Park.** Need 1,000 sq. ft of guide rails, signs, construction of the park maintenance building and snack shack (no cooking) with a commercial grade beverage cooler.

**Millstone Municipal Building:** The ADA bathroom in Finance Department needs costly repairs to the sewer line. Replace hot water heater for building, Replace HVAC units in Building and Land Use Departments; repairs to dehumidifier, furnace, valves and update heater controls.

**Wagner Farm Park.** Replace septic pump and distribution box, the grease trap has never been drained, repairs to storm sewer system, sink holes, drainage swale, replacement of the double doors, the sprinklers. He is hopeful that the estimate is high.

**Community Center.** The bathrooms need upgrading and replace lighting to LED. C/Kuczinski explained that the Community Center would function as an OEM back-up sight with full bathroom and showers. OEM can use the building but bathrooms are inadequate for this purpose. Mr. Abernethy said that many items have been on this list for a long time and it is time to get these items taken care of. The seniors complain on a regular basis concerning the state of the center. DM/Grbelja said the heating and air conditioning is difficult to control. C/Kuczinski agreed that perhaps a better quality thermostat control. DM/Grbelja advised the elevator is slow and does not operate appropriately. C/Ferro advised that the light immediately outside the door facing the fire department, on the electrical pool there is a flood light and it is not working, pathway very dark. Possible timer needs to be reset.

Mr. Abernethy suggested \$500,000 in the capital budget for buildings.

DM/Grbelja stated this is something that should have been done long ago. She advised the Committee to keep in the back of our mind, that in 10 years or so, we should be looking for a location to consider placing all of our units, in one building. DM/Grbelja does not have a problem on approving the capital improvements of the buildings discussed.

**Court House:** Mr. Abernethy stated that we are looking at \$40,000 in repairs to the bathrooms. Until the commodes are pulled out, you do not know what problems may lie below. Walkway path for overflow parking can be taken care of when Rocky Brook Park is done. Mr. Abernethy suggested that these items may be taken care of under the 2020 capital improvement budget instead of the year 2021. He suggested that a many of the Courthouse repairs, including the replacement of the carpet, could be accomplished by adding \$50,000 to the capital improvement budget.

C/Dorfman would like to enable the Court Building for digital presentations, including participating remotely as well.

There was discussion about the cost to set aside for these repairs/upgrades.

C/Ferro advised that upstairs, the heating and air conditioning system does not work. He offered that we should do what we need to make this building functional.

C/Kuczinski advised keeping the long-term goal is to have a more robust complex in a different location. He suggested cleaning up the Courthouse, making it functional, keeping our long term plan in mind.

The Committee agreed to place \$50,000 for the above repairs for the Court Building.

There was discussion regarding the overtime funds that were set aside for storm related response. The funds were not used due to the mild winter. Mr. Abernethy advised it could be close to

\$50,000 but this could also be slated for hurricane and wind events later on during the year. Mr. Abernathy has used the overtime recently to pay for the DPW cleaning and sanitizing the buildings due to the virus.

C/Dorfman referred back to the road program, regarding stripping. Mr. Abernathy said it is included in the new roads and will research and find out about other roads needing restriping. This is not necessarily a capital improvement.

C/Ferro asked for clarification that we are adding the Courthouse to the 2020 timeline. Mr. Abernathy confirmed that the Capital Improvement Budget, including the Courthouse, will be \$550,000 for Buildings.

### **c. Mechanical Equipment**

Mr. Abernathy went over the list provided by Mr. Specht, DPW Coordinator. The 2008 is the old truck being replaced. They have 6 trucks for 5 districts being plowed, the utility trailer is falling apart and must replace. The Toro Dingo is an important commercial grade loader needed to clean out the detention and retention basins where other vehicles become stuck and the basins have to be dug out and cleaned by hand. We do not have this equipment. The Zero Turn Mower they presently have may be sold for salvage or used as backup. A new one is needed. Mr. Abernathy advised that Mr. Specht is taking on the mowing of Millstone Park and there will be more intense use of the equipment. Mr. Abernathy offered that the DPW are handy and innovative in repairing the equipment they have but new equipment would be needed. DM/Grbelja offered that we will need a separate department to handle the maintenance of the Parks and Open Space and it should not be part of the DPW. With the grass mowing of Millstone Park, Wagner Farm Park and the like, with maintaining the roads and their other responsibilities, it is too much. Restructuring is necessary.

C/Kuczinski stated it would be a dedicated team for those purposes. DM/Grbelja suggested having an expert in landscaping offer their recommendations as to what equipment would be needed.

There was discussion as to how to accomplish this maintenance aspect.

Mr. Abernathy offered that DPW will need to replace the one employee that they have recently lost as well as add another employee. Quality equipment makes it easier for the department. Mr. Abernathy would like to see fertilization being done in-house as well. He feels he could manage and if it continues to grow, he agrees with the DM/Grbelja we may need a separate crew. C/Kuczinski presented that we will need this as we take on more projects. DM/Grbelja feels that there is too much on the shoulders of Mr. Specht.

Mr. Abernathy reported the detention and retention basins are required to be cleaned and maintained and the suggested equipment will accomplish this.

Regarding the new truck, Mr. Abernathy, stated that the cost takes up half of the budget but should last for years.

C/Dorfman asked about roadside cleaning. One of the pieces of equipment is for roadside mowing. He would like to see us making it part of our responsibility to keep the roadsides clean.

Mr. Abernathy says they will do the best they can but the DPW has a lot of responsibilities as DM/Grbelja stated.

Mr. Abernathy stated that for an additional cost, we can have a tree trimming aspect to the roadside mower. There is an expense involved. It also has a boom and go up to 40 feet. DM/Grbelja said if we had this equipment, what is the cost to be incurred for any worker who would sustain an injury. She explained a past experience. She feels we should weigh if it is in our best interest to go out to bid for this service or to purchase the equipment itself. C/Dorfman stressed the importance of keeping the roadsides cleaned and maintained and asks if the County has a shared service for this or even surrounding towns. Mr. Abernathy will look into this.

Mr. Abernathy ask if the \$400,000 sound reasonable for equipment this year.

C/Ferro feels we should have M/Masci review this. C/Kuczinski offered that we should have the Mayor look at the request and preliminary agree to this equipment capital improvement budget, pending Mayor Maci's review of the request with Mr. Specht. The Committee agreed to have the Mayor review and provide his comments. Mr. Abernathy stated that if Mayor Masci had any major issues he feels he would have brought them to light but he will go through this with him. DM/Grbelja commended Mr. Abernathy on an excellent job in preparing this.

The Township Committee agrees to have a budget workshop meeting on April 1, 2020 at 5:30 p.m.

**d. First Aid**

Mr. Abernathy advised the newest ambulance the First Aid has is 8-years old, 2012, 33,000 miles. It has been out of commission for 1/2 years , has had various issues. There is a 2003 ambulance with 64,000 miles and a 2000 ambulance that has 73,000 miles on it.

Mr. Abernathy stated that if the Fire Department is taking over the First Aid, then they could use some help in purchasing a newer ambulance. The vehicle is a Class 3 ambulance. The driver and rider can get back into the back if they need to. Costing \$165,000 with an additional \$20,000 needed for equipment and lettering. For \$200,000 we could purchase basically a new ambulance. This was used as a demo piece of equipment.

C/Kuczinski stated that we have no choice. We would sell two and put the money towards a purchase of a newer ambulance. You need two ambulances (one as a backup). Some new ambulances can cost \$400,000. This is a good deal. This is the time to get the best financing. DM/Grbelja agreed. C/Dorfman said potential reimbursements from Federal government.

The Committee discussed the current status of Covid-19 and testing center locations.

Mr. Abernathy recaps the figures discussed for the Capital Improvement Budget:

\$2 million Road Program  
\$550,000 Buildings  
\$400,000 Mechanical Equipment  
\$200,000 First Aid

Mr. Abernethy will go over with the Mayor and any concerns he has will send to Township Committee.

**PRIVILEGE OF THE FLOOR:**

Deputy Mayor Grbelja opens the meeting to the public at 9:55 a.m.

No public in attendance.

Deputy Mayor Grbelja closes the meeting to the public at 9:55 a.m.

**Motion to adjourn meeting:** Moved C/Kuczinski, Second C/Dorfman. All in Favor.

Time Out: 9:56 a.m.

Audio of the meeting is available in the Municipal Clerks Office.

March 23, 2020 special meeting minutes approved at a Township Committee meeting held on April 15, 2020.

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Kathleen Hart, RMC  
Municipal Clerk