

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

**TOWNSHIP COMMITTEE MEETING MINUTES  
APRIL 15, 2020**

Mayor Masci calls the meeting to order at 7:05 p.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 DECEMBER 18, 2019.**

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

Municipal Clerk read Resolution20-120 Authorizing the Holding of an Executive Session, at Which the Public Shall be Excluded

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

**ROLL CALL VOTE:**

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

Motion to adjourn Executive Session and carry to end of the regular meeting was moved by DM/Grbelja, Second C/Dorfman. All in Favor

Time In: 7:07 pm; Time Out: 8:02 pm

Mayor Masci calls the Regular Meeting to order at 8:12 pm followed by a flag salute and a moment of silence. Mayor Masci include a moment to offer our condolences for Committeeman Kuczinski upon the loss of his father.

Mayor Masci read the following statement:

Due to the COVID-19 pandemic the Township Committee Meeting of April 15, 2020 is being Live Stream on Channel 43 (Verizon) and Channel 77 (Cablevision). For public comment section during the Live Stream, please email [askmillstone@millstonenj.gov](mailto:askmillstone@millstonenj.gov) with your questions or public comments along with your name and address. Your comments will be read into the record.

This meeting will also be recorded and be replayed on the Millstone PEG Channel.

**CORRESPONDENCE:**

M/Masci discussed an email received from a resident concerning the Township shutting down the parks to the public. He advised that the Township made the decision ahead of the Governor shutting down County and State parks. M/Masci explains that every day the Township receives information from Monmouth County advising the number of people who have been affected by Covid 19, and the number is rising.

M/Masci stated that Millstone's numbers are staying low compared to the other towns. He stated that we took this action to close the parks to mitigate anyone from dying. We do not have our own police department or DPW to stand at the parks and make sure no one is visiting them. There is no one on the Township Committee who would want to expose someone to the illness.

M/Masci explained he would rather be safe than sorry. We must be responsible and follow the CDC guidelines. He stated that Millstone residents get it, they have been staying home and extremely wonderful. M/Masci stressed the importance of being responsible. Our numbers reflect how diligent the residents have been. He stated that the Committee understands it is difficult with the parks closing but, expressed importance of being patient and looking at the big picture.

C/Dorfman shared that he had taken a ride to a few of the parks to make an assessment. At Abate Park he saw a dad and his son hitting a ball against the wall. He saw people walking along the road. C/Dorfman was approached and asked why they could not walk around the park. He advised that children cannot play on the equipment because we do not have the capability to sanitize the equipment. C/Dorfman is in favor of allowing selected use within parks such as walking with someone you are in quarantine with. C/Dorfman stated that at some point we need to respect the judgment of our fellow citizens to be respectful of others.

Mr. Abernethy stated that we tried to do that initially, by cordon off the playground areas but found that people went around that to get to the equipment. He stated that we do not have the capability of sanitizing the equipment after each child played on it. Mr. Abernethy explained that people were not paying attention to social distancing and providing a few examples where there were gatherings that the police had to get involved in ; a gathering at the cemetery, young people gathering at the boat dock, he spoke to them and they gladly left.

The Committee discussed that people have been home long enough and hopefully taking it seriously enough. The intention is not to have the parks closed indefinitely. M/Masci advised that the Committee revisit this as we move forward, there will be a time when we look at reopening the parks. C/Dorfman discussed posting signage at the parks. M/Masci offered that there are challenges with posting signage including enforcement. He offered that they would discuss this.

DM/Grbelja stated that at this particular point, we are under a State mandate and presently opening up a park is not up to us. Township Attorney Munoz confirmed that we are under a State mandate. He offered that the DPW was able to keep the parks safe but at this point, everything is closed. Even when things are kept passive, there are still gatherings. Attorney Munoz offered that even towns that have police department cannot enforce people not congregating.

Municipal Clerk Hart read the Ordinances:

**ORDINANCES:**  
**ORDINANCE 20-10**

**FIRST READING** AN ORDINANCE AMENDING CHAPTER XXXV (LAND USE AND DEVELOPMENT), ARTICLE 9 (DEVELOPMENT APPLICATION REQUIREMENTS), SECTION 2-2 (SPECIFIC DEFINITIONS) OF THE REVISED GENERAL CODE OF THE TOWNSHIP OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY

M/Masci read the Explanatory Statement: This Ordinance revision provides for an amendment to the application completeness checklists to require digital submissions of all application material.

M/Masci asked for a Motion to adopt/table on first reading and authorize publication of same. Moved C/Ferro, Second C/Dorfman. Committee Discussion: None

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** C/Kuczinski

Second reading and Public Hearing to be held on May 20, 2020 at 8:00 p.m. at the Millstone Township Meeting Room, 215 Millstone Road, Perrineville, New Jersey.

**ORDINANCE 20-11**

**FIRST READING** AN ORDINANCE AMENDING CHAPTER XXXV (LAND USE AND DEVELOPMENT), ARTICLE 2 (DEFINITIONS), SECTION 2-2 (SPECIFIC DEFINITIONS) OF THE REVISED GENERAL CODE OF THE TOWNSHIP OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY

M/Masci read the Explanatory Statement: This Ordinance revision provides for an amendment to Section 2-2 to provide updated and new definitions.

M/Masci asked for a Motion to adopt/table on first reading and authorize publication of same. Moved C/Ferro, Second DM/Grbelja

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** C/Kuczinski

Second reading and Public Hearing to be held on May 20, 2020 at 8:00 p.m. at the Millstone Township Meeting Room, 215 Millstone Road, Perrineville, New Jersey.

**ORDINANCE 20-12**

**FIRST READING** AN ORDINANCE AMENDING CHAPTER XXXV (LAND USE AND DEVELOPMENT), ARTICLE 4 (REGULATIONS APPLICABLE TO ALL ZONING DISTRICTS) SECTION 9 (ACCESSORY BUILDINGS AND STRUCTURES) AND VARIOUS SECTIONS OF ARTICLE 5 (ZONING DISTRICT REGULATIONS) OF THE REVISED GENERAL CODE OF THE TOWNSHIP OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY

Mayor Masci read the Explanatory Statement. This Ordinance revision provides for amendments to Sections 49.1, 4-9.3, 4-9.4, and Article 5 regarding the standards for accessory structures, permitting them in non-residential zones. This revision also creates Section 4-9.13 to provide specific standards for generators in non-residential zones.

M/Masci asked for a Motion to adopt/table on first reading and authorize publication of same. Moved C/Ferro, Second C/Dorfman

**ROLL CALL VOTE:**

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

Second reading and Public Hearing to be held on May 20, 2020 at 8:00 p.m. at the Millstone Township Meeting Room, 215 Millstone Road, Perrineville, New Jersey.

**ORDINANCE 20-13**

**FIRST READING** AN ORDINANCE AMENDING CHAPTER XXXV (LAND USE AND DEVELOPMENT), ARTICLE 10 (IMPROVEMENTS), SECTION 10-2 (INSTALLATION OF IMPROVEMENTS AND/OR PERFORMANCE GUARANTEES REQUIRED PRIOR TO FINAL APPROVAL) AND ARTICLE 11 (DESIGN AND PERFORMANCE STANDARDS AND CONSTRUCTION SPECIFICATIONS), SECTION 11-22 (WATER SUPPLY) AND SECTION 11-23 (SANITARY SEWERS AND SEPTIC SYSTEMS) OF THE REVISED GENERAL CODE OF THE TOWNSHIP OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY

Mayor Masci read the Explanatory Statement. This Ordinance revision provides for amendments to Sections 11-2, 11-22, and 11-23 that bring the Township's Land Use and Development chapter into conformance with the recommendations of the Township's Master Plan regarding the absence of public water and sewer infrastructure. The Township's long-documented and well-established policy of not extending public water and sewer was reinforced in the 2017 Master Plan Update. This Ordinance revision removes the sections that are not consistent with the Master Plan Update.

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

M/Masci asked for a Motion to adopt/table on first reading and authorize publication of same. Moved DM/Grbelja, Second M/Masci

**ROLL CALL VOTE:**

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

Second reading and Public Hearing to be held on May 20, 2020 at 8:00 p.m. at the Millstone Township Meeting Room, 215 Millstone Road, Perrineville, New Jersey.

Municipal Clerk Hart read the Resolutions as follows, advising:

**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.**

- 20-121 Payment of Vouchers for April 15, 2020
- 20-122 Resolution Directing Tax Collector to Cancel Real Estates Taxes on Block 39.01, Lot 16.11
- 20-123 Resolution Directing Tax Collector to Cancel Real Estates Taxes on Block 48, Lot 14.25
- 20-124 Resolution Authorizing Award of a Contract for Emergency Tree Removal on Millstone Road, Between Timberline Court and Liberty Lane on April 14, 2020
- 20-125 Resolution Authorizing Change Order No. 1 Re: Turf Fertilization & Chemical Program; Millstone Park, Step No. 1, Fertilizer and Pre-Emergent

Mayor Masci asked for a Motion to adopt/table. Moved C/Ferro, Second C/Dorfman

**ROLL CALL VOTE:**

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

C/Dorfman commented on Resolution 20-125. As a general policy, he offered that we should clearly list the quantity of the materials being purchased in any procuring event. C/Dorfman stated that as part of the overall agreement with the vendor, separate from the service fees. M/Masci agreed that this procedure should be incorporated. Township Administrator Abernethy advised that we recently incorporated this aspect into a new bid for the parks of pounds of product per 1,000 s.f., including what type of quality product. He advised that this has been duly noted and already amended. C/Dorfman asked about the means of verifying with the vendor so that we get what we pay for. M/Masci agreed that we want to make sure this occurs. Mr. Abernethy has to work with Attorney Munoz as to how to legally go back to verify and advised the Committee that we have been monitoring what is being used. DM/Grbelja advised that we have had a problem in the past with the health and growth of the fields. She suggested that before you put down fertilize and lime, you should have the soils tested to see what they need. Is a uniform amount of product being put down on the fields? Test the soil and treat it accordingly.

Municipal Clerk Hart read the Department Reports for March 2020 as follows:

Tax Collector	\$348,665.88
Clerks Report	\$ 1,038.25
Dog License	\$ 831.60
Recreation	\$ 1,470.42
Building Department	\$ 40,593.00
COAH	\$ 3,073.00
Municipal Court	\$ 11,015.01
2020 Interest Revenue	

Mayor Masci asked for a Motion to file: Moved C/Dorfman, Second C/Ferro. All in Favor.

**TOWNSHIP COMMITTEE MINUTES:**

1. Regular Meeting Minutes – March 18, 2020

Mayor Masci asked for Motion to adopt/table. Moved C/Ferro, Second DM/Grbelja

**ROLL CALL VOTE:**

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

2. Special Meeting Minutes – March 23, 2020

Mayor Masci asked for Motion to adopt/table. Moved C/Ferro, Second C/Dorfman

**ROLL CALL VOTE:**

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

3. Township Committee Budget Workshop Meeting Minutes - April 1, 2020

Mayor Masci asked for Motion to adopt/table. Moved C/Ferro, Second M/Masci

**ROLL CALL VOTE:**

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

4. Township Committee Meeting Minutes - April 1, 2020

Mayor Masci asked for Motion to adopt/table. Moved C/Ferro, Second C/Dorfman

**ROLL CALL VOTE:**

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

**NEW BUSINESS:**

Mayor Masci wanted to talk about the Spring curbside clean up and the Brush drop off. He advised that the brush drop off was 4-11-20. The next drop-off dates in April are: 4-18-20; 4-25-20. In May: 5-2-20; 5-9-20 and the last one is 5-16-20. He advised that the hours are 8:00 a.m. to 1:00 p.m. the location is 15 Baird Road and that is across the street from Wagner Farm Park. This is open to residents of Millstone Township only. He asked that residents bring their driver's license to verify. The curbside clean-up began on 4-13-20. He offered that it has been going smoothly thus far. Information about the curbside or the brush drop-off can be found on the Township Website.

## **CDBG GRANT**

Mr. Abernethy advised the grant deadline is July 2020. There are two projects that they are looking at that would be eligible for the grant. The first is to construct a sidewalk to span from the Allen House I to the Community Center. Mr. Abernethy explained that at the house next door is going to be demolished and construction will begin on the Allen House II senior living units. The sidewalk would be destroyed by all of this activity, so a better plan is to apply for a grant to construct the sidewalk during the next grant round.

A second project would be to have an ADA playground built at Millstone Park. Mr. Abernethy explained why this would be a great decision that would also aid seniors.

Mayor Masci felt the idea of having it handicapped accessible and a benefit to seniors is beneficial. He asked Mr. Abernethy if he could share some photo materials as to what they are looking at. Mr. Abernethy would put something together including a ballpark figure for cost.

C/Dorfman has a catalog of the appropriate type of equipment that he received while attending the recent League of Municipalities.

C/Ferro had also provided a comprehensive catalog to Mr. Staib and advised M. Abernethy that is probably in his office.

Mayor Masci stated that Monmouth County has incredible resources to see what we can do to upgrade and provide something different to our residents. DM/Grbelja stated that Ms. Pat Butch is a Commissioner on the Monmouth County Board of Recreation and Parks. She is a good resource. Mr. Abernethy has been in contact with Ms. Butch.

## **3<sup>RD</sup> QUARTER ESTIMATED TAXES**

Mr. Abernethy reported that we are waiting for the County and State to provide their numbers. He explained that things have been pushed off due to the virus situation. Emergency expenditures have taken precedence.

He advised that the State has recommended that we prepare an estimated tax for the residents. It must be sent out by the end of June.

Mayor Masci had reached out to the Congressman Smith and Senator Mendez. Congressman Chris Smith did respond and advised that the State of NJ has received funds from the stimulus package sent out by the President.

Mayor Masci offered his condolences on behalf of himself and the Township Committee on the passing of Roger Staib, a long-time resident of the Township and an active member of the community and most recently served the Township in the capacity as Township Administrator.

Mayor Masci addressed the recent loss of Roger Staib who was a very important to the Township. He offered that he was a wonderful human being and a long time resident of the Town. He was honored when he came on board as the Township Business Administrator before Mr. Abernethy. He said that he will be greatly missed.

DM/Grbelja was a man who served his community and served as a Township Committeeman. He leaves behind his wife of 44 years and our condolences go out to Janice. DM/Grbelja called him a stand-up person who stood by his principals and a man of honor who will be greatly missed.

She stated that there are plans being worked on to honor Mr. Staib as soon as the present health situation is rectified and everyone will be informed.

C/Ferro offered that he had gotten to know Mr. Staib when he moved into the Township over 20 years ago. He stated that Mr. Staib was first a neighbor, then a friend and a mentor. His passing has left a whole in his heart.

C/Dorfman offered that he is incredibly saddened by Mr. Staib's passing and referred to him as a patriot. C/Dorfman offered that Mr. Staib helped him understand government and he is thankful for having known him and he will miss him.

Privilege of the floor.

M/Masci opens the meeting to the public at 9:03 p.m.

No public comment and no emails received.

M/Masci closes the meeting to the public at 9:05 p.m.

M/Masci states that the Committee will be leaving the Regular Meeting to enter into Executive Session and will not be returning to the Regular Meeting. C/Ferro made a Motion to leave the Regular Meeting and enter into Executive and C/Dorfman offered a Second and by unanimous vote the Regular Meeting of the Township Committee adjourned at 9:05 p.m.

Motion to adjourn Executive Session was moved by C/Ferro, Second C/Dorfman. All in Favor

Time In: 9:06 p.m.; Time Out: 9:39 p.m.

**Motion to adjourn:** Moved M/Masci, Second C/Dorfman. All in Favor.

Time Out: 9:40 p.m.

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

April 15, 2020 Township Committee meeting minutes approved at a Township Committee meeting held on May 6, 2020.

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Kathleen Hart, RMC  
Municipal Clerk