

RESOLUTION NO. 21-182
MEETING DATE: 10-06-2021

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

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

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. Items Falling Under Attorney Client Privilege
 2. Personnel

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/Ferro, DM/Grbelja, C/McLaughlin, C/Morris, M/Dorfman
NAYS: None
ABSTAIN: None
ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Township Committee of the Township of Millstone on October 6, 2021.

Kathleen Hart, RMC
Municipal Clerk

RESOLUTION NO. 21-183

SCHEDULE 21-10 S

CONSOLIDATED BILL LIST

TOWNSHIP OF MILLSTONE VOUCHERS FOR PAYMENT PRESENTED TO
THE TOWNSHIP COMMITTEE AT A MEETING
HELD ON October 6, 2021

SEE SCHEDULE 21-10 ATTACHED

A resolution was passed by the Township Committee for the payment of the vouchers listed on Schedule 21-10 attached.

Gary Dorfman, Mayor

Nancy Grbelja, Deputy Mayor

Albert Ferro, Committeeman

Michael McLaughlin, Committeeman

Chris Morris, Committeeman

Attest: _____
Kathleen Hart
Municipal Clerk

TOWNSHIP OF MILLSTONE
RESOLUTION NO. 21-183
October 6, 2021

BE IT RESOLVED by the Township Committee of the Township of Millstone that the vouchers listed on Schedule 21-10, October 6, 2021, Consolidated Bill List, and the vouchers listed below as Schedule 21-10 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: \$ 737,641.17

SCHEDULE 21-10 S

PAYROLL FUND

TOTAL PAYROLL TRUST FUND \$ 4,571.68

GENERAL CAPITAL FUND

TOTAL GENERAL CAPITAL FUND \$ 11,516.50

GRANT FUND

TOTAL GRANT FUND \$ 1,235.89

RESERVE TRUST FUND

TOTAL RESERVE TRUST FUND \$ 565.72

BASIN MAINTENANCE TRUST

TOTAL BASIN MAINTENANCE TRUST \$ 87.00

SHADE TREE TRUST

TOTAL SHADE TREE TRUST \$ 0.00

COAH TRUST FUND

TOTAL COAH TRUST FUND \$ 20,368.75

OPEN SPACE FARMLAND TRUST FUND

TOTAL OPEN SPACE FARMLAND TRUST FUND \$ 7,046.92

MUNICIPAL DRUG ALLIANCE FUND

TOTAL MUNICIPAL DRUG ALLIANCE FUND \$ 0.00

VETERAN'S MEMORIAL TRUST FUND

TOTAL VET MEMORIAL TRUST FUND \$ 0.00

RECREATION TRUST FUND (DEDICATION BY RIDER)

TOTAL RECREATION TRUST FUND \$ 12,141.98

ANIMAL CONTROL TRUST FUND

TOTAL DOG TRUST FUND \$ 219.52

TOTAL FOR ALL FUNDS \$ 795,395.13

ESCROW

DEVELOPERS ESCROW ACCOUNT UNDER \$5,000

TOTAL DEVELOPERS ESCROW UNDER \$5,000 \$ 8,995.10

DEVELOPERS ESCROW ACCOUNT OVER \$5,000

TOTAL DEVELOPERS ESCROW OVER \$5,000 \$ 62,485.43

TOTAL FOR ESCROW \$ 71,480.53

RESOLUTION WAS OFFERED BY COMMITTEEPERSON FERRO
AND MOVED ITS ADOPTION;
MOTION WAS SECOND BY MAYOR DORFMAN
RESOLUTION WAS ADOPTED ON THE FOLLOWING ROLL CALL VOTES:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman

NAYS: None

ABSTAIN: None

ABSENT: None

RESOLUTION NO.: 21-184
MEETING DATE: 10-06-2021

RESOLUTION OF THE CERTIFICATION OF THE 2020 ANNUAL AUDIT

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

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Committee of the Township of Millstone, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

BE IT FURTHER RESOLVED that a certified copy of the within Resolution be forwarded to:

- a. Division of Local Government Services
- b. Township Auditor
- c. Township Administrator/CFO

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman

NAYS: None

ABSTAIN: None

ABSENT: None

I HEREBY CERTIFY that this is a true copy of a resolution passed at a meeting held on October 6, 2021.

Kathleen Hart, RMC
Municipal Clerk

RESOLUTION NO. 21-185
MEETING DATE: 10-06-2021

RESOLUTION DIRECTING TAX COLLECTOR TO REFUND
REAL ESTATES TAXES LISTED ON SCHEDULE A

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

WHEREAS, a certain property owner has a credit balance on their account; and

WHEREAS, the following Taxpayer Schedule includes an Overpayment of Taxes; applicable to the block and lot and in the amount set forth; and

WHEREAS, the Tax Collector of the Township of Millstone has certified to the Township Committee of the Township of Millstone that the item designated with the word "REFUND" on Schedule A be refunded to the name appearing below.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone that the refund be made to the taxpayer appearing on Schedule A and the check for the aforesaid refund be issued by the Treasurer.

BE IT FURTHER RESOLVED that the Tax Collector is hereby authorized to make corrections and notations upon the Municipal records as may be necessary to effect this Resolution.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Millstone that the Township Clerk is hereby authorized to forward a certified copy of the within Resolution to the Tax Collector, Treasurer and Township Administrator/CFO.

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman
NAYS: None
ABSTAIN: None
ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of October 6, 2021.

Kathleen Hart, RMC
Township Clerk

SCHEDULE A
2021 OVERPAYMENT OF TAXES – REFUND

Block 41 Lot 1QFARM	HALKA, CHESTER & ELSIE 1310 CENTRAL AVENUE HILLSIDE, NJ 07205	\$191.56
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TOTAL		<u>\$191.56</u>
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TOTAL REFUND \$191.56

RESOLUTION NO. 21-186
MEETING DATE: 10-06-2021

**RESOLUTION DIRECTING TAX COLLECTOR TO CANCEL
REAL ESTATES TAXES ON BLOCK 38, LOT 6.20**

C/Ferro offered the following Resolution and moved its adoption, which was seconded by **M/Dorfman**:

WHEREAS, pursuant to N.J.S.A. 54:4-3.30 et seq.: L.1948, c.259 as amended, Property Tax Exemption on Dwelling House of Disabled Veteran or Surviving Spouse, Donzelle Sharp is 100% totally and permanently disabled, as declared by the Department of Veterans Affairs; and

WHEREAS, Donzelle Sharp owns 12 Hannah Mount Drive, Millstone Township; and

WHEREAS, the property taxes for the 3rd & 4th quarter of 2021 should be cancelled as of September 22, 2021 and refunded in the amount of \$365.78, pursuant to the above provision; and

WHEREAS, the 2022 preliminary taxes should also be cancelled in the amount that has been entered in the 2021 Extended Tax Duplicate.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Millstone that the Tax Collector is hereby authorized to cancel real estate taxes on Block 38 Lot 6.20, 12 Hannah Mount Drive, Millstone, NJ.

BE IT FURTHER RESOLVED a copy of this Resolution certified by the Township Clerk to be a true copy be forwarded to the Tax Collector, the Tax Assessor, Chief Financial Officer, and the Monmouth County Board of Taxation.

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman
NAYS: None
ABSTAIN: None
ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of October 6, 2021.

Kathleen Hart, RMC
Township Clerk

RESOLUTION NO. 21-187
MEETING DATE: 10-06-2021

RESOLUTION APPOINTING TEMPORARY FLOATER

C/Ferro offered the following Resolution and moved it adoption, which was seconded by **M/Dorfman**.

WHEREAS, Millstone Township has a need for a part-time Temporary Floater Position;
and

WHEREAS, Donna Arbia best meets the needs for this position and will fulfill the position, effective September 20, 2021 through November 30, 2021 at an hourly rate of \$23.50.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Township Clerk to be a true copy be forwarded to each of the following:

- a. Donna Arbia
- b. Kevin Abernethy, Township Administrator/CFO
- c. Melissa Peerboom, Deputy CFO
- d. Amanda Salerno, Township Treasurer

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman
NAYS: None
ABSTAIN: None
ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of October 6, 2021.

Kathleen Hart, RMC
Township Clerk

**RESOLUTION NO. 21-188
MEETING DATE 10-06-2021**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATION NJS 40A:4-87 – 2021 MUNICIPAL ALLIANCE GRANT**

C/Ferro offered the following Resolution and moved its adoption, which was seconded by M/Dorfman.

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Millstone, in the County of Monmouth, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an additional item of revenue in the budget of the year 2021, which represents the additional grant money received in 2021, in the sum of \$9,637.50, which is now being appropriated for the 2021 Municipal Alliance Grant, in the additional amount of \$9,637.50.

BE IT FURTHER RESOLVED, that the like sum of \$9,637.50 is hereby appropriated under the caption 2021 Municipal Alliance Grant.

	<u>Jan 1 – Jun 30</u>		<u>Jul 1 – Dec 31</u>
DEDR	\$3,300.00	DEDR	\$4,030.00
Local	\$1,300.00	Local	\$1,007.50

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman
NAYS: None
ABSTAIN: None
ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Township Committee of the Township of Millstone at its regular meeting held on October 6, 2021.

Kathleen Hart, RMC
Township Clerk

**RESOLUTION NO. 21-189
MEETING DATE 10-06-2021**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATION NJS 40A:4-87 – 2021 CLEAN COMMUNITIES GRANT**

C/Ferro offered the following Resolution and moved its adoption, which was seconded by **M/Dorfman**.

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Millstone, in the County of Monmouth, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an additional item of revenue in the budget of the year 2021, which represents the additional grant money received in 2020, in the sum of \$39,850.66, which is now being appropriated for the 2021 Clean Communities Grant, in the additional amount of \$39,850.66.

BE IT FURTHER RESOLVED, that the like sum of \$39,850.66 is hereby appropriated under the caption 2021 Clean Communities Grant.

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman
NAYS: None
ABSTAIN: None
ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Township Committee of the Township of Millstone at its regular meeting held on October 6, 2021.

Kathleen Hart, RMC
Township Clerk

RESOLUTION NO. 21-190
MEETING DATE: 10-06-2021

RESOLUTION APPOINTING PART TIME BUILDING INSPECTOR

C/Ferro offered the following Resolution and moved it adoption, which was seconded by **M/Dorfman**.

WHEREAS, Millstone Township's Construction Department has a need to fill a part-time Building Inspector Position; and

WHEREAS, the Administrator and the Construction Official are in agreement that James Wishbow best meets the need for this position and will fulfill the position, effective September 1, 2021 at an hourly rate of \$38.00, not to exceed 16 hours per week, for the months of April through December.

BE IT RESOLVED that a copy of this Resolution, certified by the Township Clerk to be a true copy be forwarded to each of the following:

- a. James Wishbow
- b. Kevin Abernethy, Township Administrator/CFO
- c. Dennis Gibson, Construction Official
- d. Melissa Peerboom, Deputy CFO
- e. Amanda Salerno, Township Treasurer

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman

NAYS: None

ABSTAIN: None

ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of October 6, 2021.

Kathleen Hart, RMC
Township Clerk

RESOLUTION NO. 21-191
MEETING DATE: 10-06-2021

**A RESOLUTION OF THE TOWNSHIP OF MILLSTONE AUTHORIZING THE SALE
OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON
AN ONLINE AUCTION WEBSITE**

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

WHEREAS, the Township of Millstone has determined that the personal property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Township of Millstone intends to utilize the online auction services of Municibid located at www.municibid.com; and

WHEREAS, the sales are being conducted pursuant to N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone, County of Monmouth, State of New Jersey, that the Township is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.municibid.com.

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between Municibid and the Township of Millstone are available at www.municibid.com and in the Township Clerk's office.

BE IT FURTHER RESOLVED, that a certified copy of the within Resolution be forwarded by the Township Clerk to the following: Division of Local Government Services, Municibid, Township CFO and Township Purchasing Agent.

ROLL CALL:

AYES: C/McLaughlin, C/Morris, C/Ferro, DM/Grbelja, M/Dorfman

NAYS: None

ABSTAIN: None

ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of October 6, 2021.

Kathleen Hart, RMC
Municipal Clerk

RESOLUTION NO. 21-191

SCHEDULE "A"

2000 Ford E-450, Braun Chief XL III, VIN 1FDZE45F63HB35084 (No Tag Number):

Millstone Volunteer First Aid Squad retired unit in January 2020.

2005 John Deere Model 632 Tractor and attached Tiger Flail Mower (Asset ID 751 Tag Number 00046):

Fuel tank leak at seam on unit. Tank has been re-welded several times, leak returns. Age of flail mower requires more maintenance than it can be used. Electrical problems with gauges cause periodic black out of information cluster.

2005 Ford F-350, 1 Ton Pickup VIN 1FTWF31515ED349 39 (Asset ID 825 Tag Number 00045):

Body is rusted through and bed mounts are gone. Frame is sagging at front from weight of snow plow. Snow Plow design is discontinued and no longer works; parts are difficult to source. Wiring issues, cause constant battery drain. Millstone DPW, Monmouth County Garage and MTBE Mechanics have tried to find location of electrical short.

Miscellaneous items:

- Highway Hazard signs and stands. Old style from early 80's. Signs are no longer recognized by the Manual of Uniform Traffic Code.
- Chainsaws

RESOLUTION NO: 21-192
MEETING DATE: 10-06-2021

RESOLUTION APPOINTING RECREATION COORDINATOR

C/Morris offered the following resolution and moved its adoption, which was seconded by **C/McLaughlin**.

WHEREAS, Millstone Township's Recreation Department has an opening for a Recreation Coordinator; and

WHEREAS, the Administrator has interviewed potential candidates and has indicated that Michael Fenlon is the applicant whom best meets the needs for this position and will fulfill the position effective, October 25, 2021 with an annual salary of \$60,000.00, which includes preparing and attending monthly Recreation Commission meetings.

BE IT RESOLVED, the Township Committee hereby appoints Michael Fenlon as the Recreation Coordinator, effective October 25, 2021, contingent upon the adoption of Ordinance 21-14 entitled Amendment to Ordinance Nos. 20-36, 21-02 and 21-12 Amending Chapter II (Administration) Payroll of the Revised General Ordinances of the Township of Millstone by Fixing Salary Ranges of the Township Officials and Employees in the Township of Millstone, County of Monmouth, State of New Jersey, with an annual salary of \$60,000.00.

BE IT RESOLVED, that a copy of this Resolution, certified by the Township Clerk to be a true copy be forwarded to each of the following:

- a. Michael Fenlon
- b. Kevin Abernethy, Township Administrator/CFO
- c. Recreation Commission Chairman
- d. Melissa Peerboom, Deputy CFO
- e. Amanda Salerno, Township Treasurer

ROLL CALL:

AYES: C/Morris, C/Ferro, DM/Grbelja, C/McLaughlin, M/Dorfman
NAYS: None
ABSTAIN: None
ABSENT: None

I HEREBY CERTIFY the foregoing to be a true copy of the resolution adopted by the Millstone Township Committee at its meeting of October 6, 2021.

Kathleen Hart, RMC
Township Clerk