

**MILLSTONE TOWNSHIP COMMITTEE REGULAR MEETING MINUTES FOR OCTOBER 20, 2021  
at 215 Millstone Road, Millstone Township, NJ 08510**

Mayor Dorfman calls the meeting to order at 7:04 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 MEETING NOTICE 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 21, 2020.

ROLL CALL: Committeeman Al Ferro - present, Deputy Mayor Nancy Grbelja – present, Committeeman Michael McLaughlin – present, Committeeman Chris Morris – present and Mayor Gary Dorfman - present. Also, in attendance: Andrew Ball, Esq. - Township Attorney; Township Administrator – Kevin Abernethy and Kathleen Hart - Municipal Clerk.

Municipal Clerk read Resolution 21-193 Authorizing the Holding of an Executive Session, at Which the Public Shall be Excluded

Motion to adopt Resolution 21-193 was moved by C/McLaughlin; second by C/Ferro.  
Committee Discussion: None

ROLL CALL VOTE:

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

NAYS: None

ABSTAIN: None

ABSENT: None

Motion to adjourn Executive Session was moved by C/McLaughlin; second by C/Morris. All in Favor.

Time In: 7:07 p.m.; Time Out: 7:59 p.m.

Mayor Dorfman calls the regular meeting to order at 8:02 p.m. followed by a flag salute and a moment of silence.

Due to the COVID-19 pandemic the Township Committee Meeting of October 20, 2021 is also being held virtually, utilizing the Zoom platform.

Join Zoom Meeting

<https://us02web.zoom.us/j/88491073613?pwd=cFVhUUcvc1ZbHFEeS9xQk82QkI2QT09>

Meeting ID: 884 9107 3613; Passcode: 026621

One tap mobile

+13126266799,,88491073613# US (Chicago) 19292056099,,88491073613# US +(New York)

Dial by your location

+1 312 626 6799 US (Chicago); +1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC); +1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose); +1 253 215 8782 US (Tacoma)

Meeting ID: 884 9107 3613

Find your local number: <https://us02web.zoom.us/j/88491073613?pwd=cFVhUUcvc1ZbHFEeS9xQk82QkI2QT09>

For public comment section you can also 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.

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All attendees and participants agree to conduct themselves in a manner appropriate for public gathering. Individual speakers should be advised that no right of privacy protects a person's public comments made in a public forum. Accordingly, all participants bear responsibility for their own statements and commentary.

**CORRESPONDENCE:**

1. Letter received from the New Jersey Historic Trust, dated October 4, 2021 awarding the Heritage Tourism Planning Grant in the amount of \$50,000 for historic research and interpretative planning project that includes design/production of interpretative signage for the sites associated with Baird Family, Little Africa, St. James A.M.E. Church and the Clarksburg Methodist Episcopal Church.
2. Letter received from Monmouth County Park System regarding the Municipal Open Space Grant Program application for the Clarksburg Cultural Center Phase III has been found to be complete.

**ORDINANCES:**

**SECOND READING**

**ORDINANCE 21-13** AN ORDINANCE AMENDING CHAPTER V FEES, SECTION 5-14 (FEES FOR CHAPTER XIV: BUILDING AND HOUSING), SUBSECTION 5-14.3 (STATE UNIFORM CONSTRUCTION CODE FEE), OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY

**EXPLANATORY STATEMENT:** This Ordinance amends the electrical and fire protection subcode fees as per state and provides the fees to be applied for permits obtained under Chapter XIV, Building and Housing.

Affidavit of Publication Presented

Mayor Dorfman opens the public hearing at 8:05 p.m.

No public comment.

Mayor Dorfman closes the public hearing at 8:06 p.m.

Motion to adopt Ordinance 21-13 was moved by C/Ferro; second by C/McLaughlin.

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** None

**SECOND READING**

**ORDINANCE 21-14** 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

**EXPLANATORY STATEMENT:** This Ordinance amends the salary range for the Recreation Coordinator.

Affidavit of Publication Presented

Mayor Dorfman opens the public hearing at 8:07 p.m.

Mayor Dorfman closes the public hearing at 8:07 p.m.

Motion to adopt Ordinance 21-14 was moved by C/Morris; second by C/McLaughlin.

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**ROLL CALL VOTE:**

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

**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.**

21-194            Payment of Vouchers – October 20, 2021  
21-195            Resolution for Renewal of Membership in the Monmouth Municipal Joint Insurance Fund for a three (3) Year Period, January 1, 2022 through December 31, 2024  
21-196            Resolution Directing Tax Collector to Cancel and Refund Real Estates Taxes Listed on Attached Schedules  
21-197            Resolution Authorizing an Agreement for the Processing of Credit Card Payments  
21-198            Resolution Authorizing Adoption of Amendments to the Township’s Employee Handbook to be Entitled “Personnel Policies and Procedures Manual”

Motion to adopt Consent Agenda was moved de by M/Dorfman; second by C/McLaughlin.

**ROLL CALL VOTE FOR RESOLUTION 21-194, 21-196, 21-197, 21-198:**

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

**ROLL CALL VOTE FOR RESOLUTION 21-195:**

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

**REPORTS FROM VARIOUS DEPARTMENTS FOR SEPTEMBER 2021:**

Tax Collector	\$370,179.15
Clerks Report	\$ 462.00
Dog License	\$ 126.40
Building Department	\$764,646.00
COAH	\$ 0.00
Municipal Court	\$ 8,959.15
Recreation - March	\$ 27,705.82
Recreation – April	\$ 31,155.95
Recreation - May	\$ 46,491.44
2021 Interest Revenue	

Motion to file, Moved C/McLaughlin; second C/Ferro. All in Favor.

**TOWNSHIP COMMITTEE MINUTES:**

1. Regular Meeting Minutes – September 1, 2021

Motion to adopt was moved by C/Morris; second by DM/Grbelja.

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**ROLL CALL:**

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

2. Executive Meeting Minutes – September 1, 2021

Motion to adopt was moved by C/McLaughlin; second by DM/Grbelja.

**ROLL CALL:**

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

3. Regular Meeting Minutes – September 15, 2021

Motion to adopt was moved by DM/Grbelja; second by C/Morris.

**ROLL CALL:**

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

4. Executive Meeting Minutes – September 15, 2021

Motion to adopt was moved by DM/Grbelja; second by C/Ferro.

**ROLL CALL:**

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

5. Regular Meeting Minutes – October 6, 2021

Motion to adopt was moved by DM/Grbelja; second by C/McLaughlin.

**ROLL CALL:**

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

**LIAISON REPORTS:** None

**NEW BUSINESS:**

1. Brush Drop Off Dates – Fall 2021: 10/23, 10/30, 11/6, 11/13, 11/20 held at 15 Baird Road (Across from Wagner Farm Park) with hours of operation from 8AM - 1PM.

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2. General Election – November 2, 2021 from 6AM – 8PM. Polling locations are as follows: District 1 and District 4 vote at the Court Building, located at 215 Millstone Rd.; District 2, District 3 and District 6 vote at Wagner Farm Park, 4 Baird Rd.; District 5 and District 7 vote at the Community Center, 463 Stage Coach Rd.

There are 10 Early Voting sites located across Monmouth County where registered Monmouth County voters can cast their votes for the November 2021 General Election on a voting machine from Saturday, October 23rd through Sunday, October 31st. Early Voting hours are from 10 a.m. to 8 p.m. Monday thru Saturday and on Sundays from 10 a.m. to 6 p.m. Voters may still opt to cast their ballots on Election Day (November 2, 2021) from 6 a.m. to 8 p.m at their designated polling location. Early Voting locations: Colts Neck, Hazlet, Howell, Little Silver, Long Branch, Manalapan, Middletown, Neptune, Spring Lake Heights and Upper Freehold.

Mail-in ballot voters may opt to deposit their ballots in any of the 35 ballot drop box sites across Monmouth County; with Millstone Township being one of the locations. The ballot drop box is located at the Municipal Building, 470 Stage Coach Road near the side door. The deadline to deposit the mail-in ballots in these drop boxes is November 2, 2021 at 8 p.m.

This information is posted on the township website at [www.millstonenj.gov](http://www.millstonenj.gov).

**OLD BUSINESS:** None

**COMMENTS FROM THE DAIS:**

C/Ferro reminds everyone that the Veterans Day Ceremony will be held on November 11<sup>th</sup> at 11am at the Veterans Memorial. More details will follow.

**PRIVILEGE OF THE FLOOR** (Limited to ½ Hour) Members of the public participating by remote internet access or telephonic access shall be allotted up to three (3) minutes.

Mayor Dorfman open the meeting to the public at 8:18 p.m.

No public comment.

Mayor Dorfman closes the meeting to the public at 8:19 p.m.

**ADJOURNMENT:**

Motion to adjourn was made by DM/Grbelja; second by C/McLaughlin. All in Favor.

Time Out: 8:19 p.m.

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

October 20, 2021 Township Committee Meeting Minutes approved at a Township Committee meeting held on November 3, 2021.

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Kathleen Hart, RMC  
Municipal Clerk