

RESOLUTION NO. 21-193
MEETING DATE: 10-20-2021

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

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

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. Contract

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 20, 2021.

Kathleen Hart, RMC
Municipal Clerk

RESOLUTION NO. 21-194

SCHEDULE 21-10 B S

CONSOLIDATED BILL LIST

TOWNSHIP OF MILLSTONE VOUCHERS FOR PAYMENT PRESENTED TO
THE TOWNSHIP COMMITTEE AT A MEETING
HELD ON October 20, 2021

SEE SCHEDULE 21-10B ATTACHED

A resolution was passed by the Township Committee for the payment of the vouchers listed on Schedule 21-10B 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. 21-194
October 20, 2021**

BE IT RESOLVED by the Township Committee of the Township of Millstone that the vouchers listed on Schedule 21-10B, October 20, 2021, Consolidated Bill List, and the vouchers listed below as Schedule 21-10B 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: \$ 129,505.00

SCHEDULE 21-10B S

PAYROLL FUND

TOTAL PAYROLL TRUST FUND \$ 4,245.97

GENERAL CAPITAL FUND

TOTAL GENERAL CAPITAL FUND \$ 101,733.15

GRANT FUND

TOTAL GRANT FUND \$ 1,114.27

RESERVE TRUST FUND

TOTAL RESERVE TRUST FUND \$ 1,058.86

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 \$ 1,760.00

OPEN SPACE FARMLAND TRUST FUND

TOTAL OPEN SPACE FARMLAND TRUST FUND \$ 130,519.19

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 \$ 1,973.71

ANIMAL TRUST FUND

TOTAL DOG TRUST FUND \$ 282.12

TOTAL FOR ALL FUNDS \$ 372,279.27

ESCROW

DEVELOPERS ESCROW ACCOUNT UNDER \$5,000

TOTAL DEVELOPERS ESCROW UNDER \$5,000 \$ 5,472.56

DEVELOPERS ESCROW ACCOUNT OVER \$5,000

TOTAL DEVELOPERS ESCROW OVER \$5,000 \$ 37,863.22

TOTAL FOR ESCROW \$ 43,335.78

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

RESOLUTION NO. 21-195
MEETING DATE: 10-20-2021

**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**

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

WHEREAS, Millstone is a member of the Monmouth Municipal Joint Insurance Fund;
and

WHEREAS, said renewed membership terminates as of December 31, 2021 unless earlier renewed by agreement between the Municipality and the Fund; and

WHEREAS, the Municipality desires to renew said membership for a three (3) year period, beginning January 1, 2022 and ending December 31, 2024.

NOW THEREFORE, be it resolved as follows:

1. The agrees to renew its membership in the Monmouth Municipal Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Mayor and Clerk shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Monmouth Municipal

ROLL CALL:

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

NAYS: DM/Grbelja

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 20, 2021.

Kathleen Hart, RMC
Municipal Clerk

**AGREEMENT TO RENEW MEMBERSHIP IN THE
MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the **Monmouth Municipal Joint Insurance Fund** (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, Millstone is currently a member of said Fund, and;

WHEREAS, effective December 31, 2021, said membership will expire unless earlier renewed, and;

WHEREAS, the Mayor and Council of the Millstone has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. Millstone hereby renews its membership in the Monmouth Municipal Joint Insurance Fund for a three (3) year period, beginning January 1, 2022 and ending December 31, 2024*.

*12:01 am

2. Millstone hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the Monmouth Municipal Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Millstone agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of Millstone in the Monmouth Municipal Joint Insurance Fund, the Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of Millstone.
5. Executed the ___ day of _____, 2021 as the lawful and binding act and deed of the _____, which execution has been duly authorized by public vote of the governing body.

MAYOR

ATTEST

MONMOUTH MUNICIPAL JOINT INSURANCE FUND

ATTEST

RESOLUTION NO. 21-196
MEETING DATE: 10-20-2021

**RESOLUTION DIRECTING TAX COLLECTOR TO CANCEL
AND REFUND REAL ESTATES TAXES LISTED ON ATTACHED SCHEDULES**

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

WHEREAS, certain properties have had assessment changes for the year 2021;

WHEREAS, these properties will be exempt from taxes for the year 2021;

WHEREAS, the following Taxpayer Schedules includes 2021/2022 Taxes that were billed on said properties that will be cancelled and refunded; and

WHEREAS, the Tax Collector of the Township of Millstone has certified to the Township Committee of the Township of Millstone that the items designated with the word "CANCEL" on Schedules A and C be cancelled, and the items designated with the word "REFUND" on Schedule B be refunded to the names appearing below; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone that the cancellations and refunds be made to the properties appearing on Schedules A, B and C;

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 affect this Resolution;

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

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 20, 2021.

Kathleen Hart, RMC
Township Clerk

**SCHEDULE A
2021 - EXEMPT - CANCEL**

56 1 QFARM	ROZANSKY, MICHAEL OLDE NOAH HUNT & PINE RDS MILLSTONE TWP, NJ 08510	\$ 61.38
56 14 QFARM	ROZANSKY, MICHAEL 68 OLDE NOAH HUNT RD MILLSTONE TWP, NJ 08510	\$188.87
56 15.01 QFARM	ROZANSKY, MICHAEL 584 MONMOUTH RD MILLSTONE TWP, NJ 08510	\$ 7.08
56 15.02 QFARM	ROZANSKY, MICHAEL 584 MONMOUTH RD MILLSTONE TWP, NJ 08510	\$ 2.36
	TOTAL	\$259.69

**SCHEDULE B
2021 - EXEMPT - REFUND**

56 1 QFARM	ROZANSKY, MICHAEL OLDE NOAH HUNT & PINE RDS MILLSTONE TWP, NJ 08510	\$ 14.14
56 14 QFARM	ROZANSKY, MICHAEL 68 OLDE NOAH HUNT RD MILLSTONE TWP, NJ 08510	\$ 43.49
56 15.01 QFARM	ROZANSKY, MICHAEL 584 MONMOUTH RD MILLSTONE TWP, NJ 08510	\$ 1.63
56 15.02 QFARM	ROZANSKY, MICHAEL 584 MONMOUTH RD MILLSTONE TWP, NJ 08510	\$ 0.55
	TOTAL	\$ 59.81

SCHEDULE C
2022 - EXEMPT - CANCEL

56 1 QFARM	ROZANSKY, MICHAEL OLDE NOAH HUNT & PINE RDS MILLSTONE TWP, NJ 08510	\$ 31.38
56 14 QFARM	ROZANSKY, MICHAEL 68 OLDE NOAH HUNT RD MILLSTONE TWP, NJ 08510	\$ 96.56
56 15.01 QFARM	ROZANSKY, MICHAEL 584 MONMOUTH RD MILLSTONE TWP, NJ 08510	\$ 3.62
56 15.02 QFARM	ROZANSKY, MICHAEL 584 MONMOUTH RD MILLSTONE TWP, NJ 08510	\$ 1.21
	TOTAL	\$132.77

TOTAL CANCELLED \$392.46
TOTAL REFUNDED \$ 59.81

RESOLUTION NO.: 21-197
ADOPTION DATE: 10-20-2021

**RESOLUTION AUTHORIZING AN AGREEMENT FOR THE PROCESSING OF
CREDIT CARD PAYMENTS**

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

WHEREAS, the Township of Millstone (“the Township) desires to allow customers to pay for construction/animal services such as permit and license fees online and in-person using a credit/debit card or e-check; and

WHEREAS, pursuant to the Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.), N.J.A.C. 5:30-9, municipalities and their courts are permitted to accept electronic payments by credit, debit or other means; and

WHEREAS, Nationwide Payment Solutions (“Municipay”) is a credit card processor and payment gateway that has strategic and integrated relationships with the Municipal Software Systems currently utilized by the Township including SDL; and

WHEREAS, Municipay offers a service/convenience fee option which has compatibility with the municipal software packages and allows the Township to process credit cards at no cost to the Township by charging a convenience fee of 2.65% for credit/debit (\$3.00 minimum) and electronic check fee of \$1.50 directly to the customer; and

WHEREAS, Municipay offers the Township for any credit/debit payments below \$56.00 will only be assessed a \$1.50 fee; and

WHEREAS, Municipay has presented the Township with a proposal in the form of a merchant account agreement which establishes the terms, conditions and fees for the transaction processing services; and

WHEREAS, the Township Administrator/Chief Financial Officer has recommended the above described course of action in order to initiate on-line credit card payment processing for various permits, licenses, and other fees, requiring an execution of an agreement with Municipay.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone in the County of Monmouth, State of New Jersey that the Township Administrator/Chief Financial Officer is hereby authorized and directed to execute a merchant services account agreement in a form substantially similar to Exhibit A with Municipay LLC, 400 Technology Way, Scarborough, ME 04074 in order to process credit card payments and e-checks for construction/animal and various other permit and license fees.

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 20, 2021.

KATHLEEN HART, RMC
Township Clerk



Service Fee Addendum

Township of Millstone, NJ

For service fee transactions pursuant to the merchant services schedule listed on the merchant agreement, Municipality will receive the principal amount owed to Municipality and MuniciPAY will receive the service fee through settlement. Municipality shall not be charged transaction authorization fees, gateway transaction fees or related fees such as interchange or discount fees from the card brands, which shall be paid by MuniciPAY. Municipality will be responsible for chargeback fees, retrieval fees and PCI Non-Compliance Fees.

Schedule of Cardholder Service fees:

Visa, Mastercard, Discover and American Express: 2.65% or \$3.00 minimum except, any payment below \$56.00 will be assessed a \$1.50 fee. All credit / debit payments above that amount will calculate at the 2.65%.

By signing below, I have read and understand the terms above and understand that these terms shall be in addition to my Card Pointe Merchant Application.

Signature

Print Name

Title

Date

RESOLUTION 21-198
ADOPTION DATE: 10-20-2021

**RESOLUTION AUTHORIZING ADOPTION OF AMENDMENTS TO THE TOWNSHIP'S
EMPLOYEE HANDBOOK TO BE ENTITLED "PERSONNEL POLICIES AND PROCEDURES
MANUAL"**

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

WHEREAS, the Township determined that certain amendments and updates to the Employee Handbook are required to incorporate changes in State and Federal law and based on recommendations from the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, the Township determined that it is necessary to distribute a revised Employee Handbook to all employees; and

WHEREAS, the adoption of a revised Personnel Policies and Procedures Manual (currently the Employee Handbook) and distribution of the Personnel Policies and Procedures Manual will protect the interests and rights of both the Township and its employees; and

WHEREAS, the Township has made certain amendments and updates to the current Employee Handbook to conform with the requirements set forth above; and

WHEREAS, the revised Personnel Policies and Procedures Manual will be distributed to all Township employees; and

WHEREAS, the Township employees will acknowledge receipt of the revised Personnel Policies and Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Millstone that the aforesaid Personnel Policies and Procedures Manual be and is hereby accepted and adopted.

BE IT FURTHER RESOLVED, that copies of the Personnel Policies and Procedures Manual shall be distributed to all employees, as applicable.

BE IT FURTHER RESOLVED, that the Township Administrator be and is hereby authorized to execute such documents and undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

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 20, 2021.

KATHLEEN HART, RMC
Township Clerk