

MILLSTONE TOWNSHIP COMMITTEE MEETING MINUTES FOR JUNE 21, 2023

Mayor Ferro calls the meeting to order 7:02 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, 2022.

ROLL CALL: Committeeman Eric Davis – absent, Deputy Mayor Chris Morris – present, Committeeman Michael McLaughlin – absent, Committeeman Tara Zabrosky – present and Mayor Al Ferro - present. Also, in attendance: Brian Chabarek, Esq. - Township Attorney, Kevin Abernethy – Township Administrator and Kathleen Hart - Municipal Clerk.

Resolution 23-140 Authorizing the Holding of an Executive Session, at Which the Public Shall be Excluded was moved by DM/Morris; second by C/Zabrosky.

Municipal Clerk read Resolution 23-140 Authorizing the Holding of an Executive Session, at Which the Public Shall be Excluded into the record.

ROLL CALL VOTE:

AYES: DM/Morris, C/Zabrosky, M/Ferro
NAYS: None ABSTAIN: None ABSENT: C/Davis, C/McLaughlin

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

Time In: 7:07 p.m.; Time Out: 8:05 p.m.

Mayor Ferro calls the regular meeting to order at 8:10 p.m. followed by a flag salute and a moment of silence.

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 from NJ Historical Commission and Crossroads of the American Revolution congratulating Millstone Township on becoming a RevolutionNJ Community.

RESOLUTION 23-141 Resolution to Read Budget by Title Only

Motion to adopt Resolution 23-141 was moved by DM/Morris; second by C/Zabrosky.

ROLL CALL VOTE:

AYES: DM/Morris, C/Zabrosky, M/Ferro
NAYS: None ABSTAIN: None ABSENT: C/Davis, C/McLaughlin

PRESENTATION: 2023 MUNICIPAL BUDGET

Anthony Mannino, CFO presented the 2023 Municipal Budget. See Attachment A.

Affidavit of Publication presented

Mayor Ferro opens the meeting to the public at 8:31 p.m.

No public comment.

Mayor Ferro closes the meeting to the public at 8:32 p.m.

MILLSTONE TOWNSHIP COMMITTEE MEETING MINUTES FOR JUNE 21, 2023

RESOLUTION 23-142 Adopt the 2023 Municipal Budget

Motion to adopt Resolution 23-142 was moved by DM/Morris; second by C/Zabrosky.

ROLL CALL VOTE:

AYES: DM/Morris, C/Zabrosky, M/Ferro

NAYS: None ABSTAIN: None ABSENT: C/Davis, C/McLaughlin

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.

- 23-143 Payment of Vouchers – June 21, 2023
- 23-144 Resolution Authorizing the Renewal of Alcohol Beverage 2023-2024 License for Vesuvio's Family Restaurant, LLC, License No. 1332-33-001-010
- 23-145 Resolution Authorizing the Renewal of Alcohol Beverage 2023-2024 License For Indus Holdings, Inc. T/A Buy Rite Liquors, License No. 1332-44-004-007
- 23-146 Resolution Authorizing Shared Services Agreement Between Millstone Township Board of Education and Millstone Township for Equipment/Vehicle Maintenance
- 23-147 Resolution Authorizing Shared Services Agreement Between Millstone Township and Millstone Township Board of Education for Uploading BOE Meeting to Township Website
- 23-148 Resolution Authorizing Shared Services Agreement Between Millstone Township and Millstone Township Board of Education for Maintenance Services for HVAC and Electrical
- 23-150 Resolution Entering a Memorandum of Agreement Between the Monmouth County Board of Health and the Township of Millstone for the provision of Local Public Health Services
- 23-151 Resolution Appointing Department of Public Works Working Foreman
- 23-152 Authorizing a Cooperative Project Agreement with the County of Monmouth Under its Municipal Land Preservation Incentive Program for the Acquisition of Real Property Known and Designated as Block 52, Lot 7 and Block 51, Lot 10 More Commonly Known as 18 Spring Road on the Official Tax Map of the Township of Millstone, Monmouth County, New Jersey

DM/Morris made a motion to pull Resolution 23-149 from the consent agenda to discuss separately; second by C/Zabrosky.

ROLL CALL VOTE:

AYES: DM/Morris, C/Zabrosky, M/Ferro

NAYS: None ABSTAIN: None ABSENT: C/Davis, C/McLaughlin

Motion to adopt Consent Agenda Resolutions 23-143, 23-144, 23-145, 23-146, 23-147, 23-148, 23-150, 23-151 and 23-152 was moved by C/Zabrosky; second by DM/Morris.

ROLL CALL VOTE:

AYES: DM/Morris, C/Zabrosky, M/Ferro

NAYS: None ABSTAIN: None ABSENT: C/Davis, C/McLaughlin

RESOLUTION:

- 23-149 Resolution Acknowledging Participation in the New Jersey Department of Community Affairs Lead Grant Assistance Program and Authorizing Execution of Grant Agreement

DM/Morris made a motion to table Resolution 23-149 to the July 5, 2023 Township Committee meeting, second by C/Zabrosky.

MILLSTONE TOWNSHIP COMMITTEE MEETING MINUTES FOR JUNE 21, 2023

ROLL CALL VOTE:

AYES: DM/Morris, C/Zabrosky, M/Ferro
NAYS: None **ABSTAIN:** None **ABSENT:** C/Davis, C/McLaughlin

APPOINTMENTS MADE BY THE MAYOR

1. MAYOR’S APPOINTMENT TO THE MILLSTONE TOWNSHIP ENVIRONMENTAL COMMISSION

BE IT RESOLVED that Mark Mamrega is hereby appointed as members to the Millstone Township Environmental Commission to fulfill the unexpired term of Dawn Schneider, ending December 31, 2023.

BE IT FURTHER RESOLVED that a copy of these appointments be forwarded to the Millstone Township Environmental Commission and to the appointee.

2. MAYOR’S APPOINTMENT TO THE MILLSTONE TOWNSHIP PLANNING BOARD

BE IT RESOLVED that Steve Parrino shall serve as Alternate I member to the Millstone Township Planning Board to fulfill the unexpired term of Deborah Riley, term expiring December 31, 2023.

BE IT FURTHER RESOLVED that a copy of this appointment be forwarded to the Millstone Township Planning Board and to the appointee.

TOWNSHIP COMMITTEE MINUTES:

1. Regular Meeting Minutes – June 7, 2023

Motion to adopt Regular Meeting Minutes of June 7, 2023 was moved by C/Zabrosky; second by M/Ferro.

ROLL CALL VOTE:

YES: C/Zabrosky, M/Ferro
NAYS: None **ABSTAIN:** DM/Morris **ABSENT:** C/Davis; C/McLaughlin

2. Executive Meeting Minutes – June 7, 2023

Motion to adopt Executive Meeting Minutes of May 17, 2023 was moved by C/Zabrosky; second by C/McLaughlin.

ROLL CALL VOTE:

YES: C/Zabrosky, M/Ferro
NAYS: None **ABSTAIN:** DM/Morris **ABSENT:** C/Davis; C/McLaughlin

REPORTS FROM VARIOUS DEPARTMENTS FOR MAY 2023:

Tax Collector	\$3,986,926.96
Clerks Report	\$ 8,586.30
Dog License	\$ 358.90
Municipal Court	\$ 7,799.10
Recreation - April	\$ 56,558.74
Recreation – May	\$ 122,461.34
Construction	\$ 32,819.00
COAH	\$ 2,609.00
2023 Interest Revenue	
Zoning Board – 2022 Annual Report	

Motion to file was moved by DM/Morris; second by C/Zabrosky. All in Favor.

MILLSTONE TOWNSHIP COMMITTEE MEETING MINUTES FOR JUNE 21, 2023

LIAISON REPORTS:

C/Zabrosky stated that she attended the Millstone Township Middle School 8th grade graduation last night. The Millstone Township Committee sponsored the Social Studies and Civic Award and the winner was Thomas Cottrell. The Board of Education will only have one meeting a month during the summer months. The next meeting is scheduled for July 24, 2023.

M/Ferro stated that the Office of Emergency Management Emergency Operation Plan (EOP) is due to be renewed and certified this year. OEM is in the process of reviewing and it should be finalized and submitted to the County by September.

NEW BUSINESS: None

OLD BUSINESS: None

COMMENTS FROM THE DAIS:

The Township Administrator stated that the graduating class from Allentown High School had its parade which came through Millstone Township. He is concerned, as he heard that some of the students were riding on the outside of the cars on the running board and that someone could have been hurt.

M/Ferro reminded everyone that fireworks are strictly prohibited in the Township of Millstone. Millstone Township is an environmentally concerned community and has many farm animals and horses. Do not use fireworks in the Township.

The Township Administrator thanked Anthony Mannino and Melissa Peerboom on putting together the 2023 Budget. The average home's tax increase for municipal tax this year is only about \$58.00.

PRIVILEGE OF THE FLOOR: (Limited to ½ Hour)

M/Ferro opens the meeting to the public at 8:45 p.m.

No public comment.

M/Ferro closes the meeting to the public at 8:45 p.m.

ADJOURNMENT:

Motion to adjourn was moved by DM/Morris; second by C/Zabrosky. All in Favor.

Time Out 8:45 p.m.

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

June 21, 2023 Township Committee Regular Meeting Minutes approved at a Township Committee meeting held on July 5, 2023.

Kathleen Hart, RMC
Municipal Clerk

ATTACHMENT A



TOWNSHIP OF
MILLSTONE

MUNICIPAL BUILDING
470 STAGE COACH ROAD
MILLSTONE TOWNSHIP, NJ 08510
732-446-4249

MUNICIPAL COURT
215 MILLSTONE ROAD
MILLSTONE TOWNSHIP, NJ 08535
732-446-6219



2023 Municipal Budget Presentation

June 21, 2023


Township of Millstone




2023 Budget Summary


Title:	2023 - Estimated	2022 - Actual	\$ Change	% Change
Net Valuation Taxable	\$1,930,243,548.00	\$1,914,322,319.00	\$15,921,229.00	0.83%
Local Amount to be Raised by Taxation	\$4,293,015.39	\$4,051,564.78	\$241,450.61	5.96%
Local Municipal Tax Rate	\$0.222	\$0.212	\$0.01	4.72%
Tax Collection Rate Used to Calculate RFUT	98.35%	98.35%		
Penny Impact	\$193,024.35	\$191,432.23	\$1,592.12	0.83%
Average Home Assessment*	\$543,175.83	\$541,137.43	\$2,038.40	0.38%
Average Home Local Municipal Taxes	\$1,205.85	\$1,147.21	\$58.64	5.11%

Accomplishments

 Road Improvements

 Financial Support for First Aid Operations

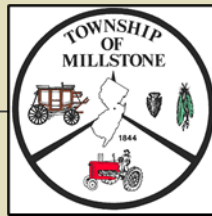
 Increase Open Space

 Park Improvements including ADA Playground & Ball Fields

Notes

** Please note that the calculation has been revised to include Farm Houses, but not Farm Qualified*

Township of Millstone – Key Personnel



Township Committee

Mayor – Albert Ferro

Deputy Mayor – Chris Morris

Committeeman – Eric Davis

Committeeman - Michael McLaughlin

Committeeman – Tara Zabrosky



Municipal Officials

Township Administrator - Kevin Abernethy

CFO – Anthony Mannino

Finance Consultant – HFA, Matthew Holman

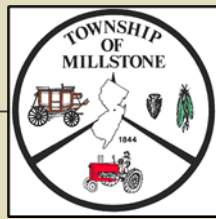
Tax Collector – Elizabeth Kiernan

Municipal Clerk – Kathleen Hart

Township Auditor – Gerard Stankiewicz

Township Attorney – Brian Chabarek


Township of Millstone




2023 Budget Goals

 Minimal Tax Rate Increase to offset rising cost of goods and debt costs

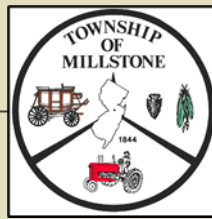
 Construct a Budget in Time of Crisis That Provides Required Services But Limits The Financial Impact To Residents

 Include Required Capital Improvements for the Upkeep of the Community

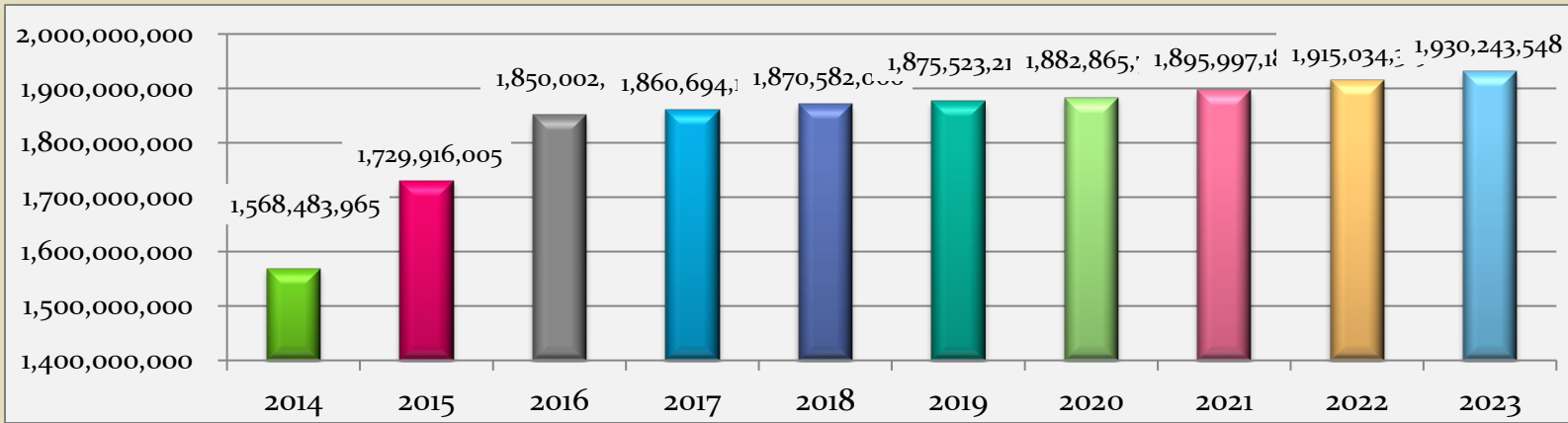
 Address Emergency Medical Services – Provide Financial Support for First Aid Operations

 Energy Efficiency

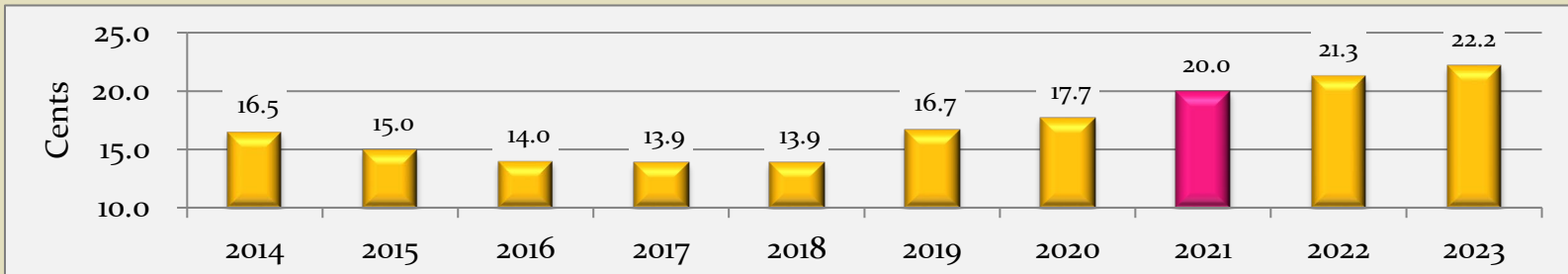
Township of Millstone



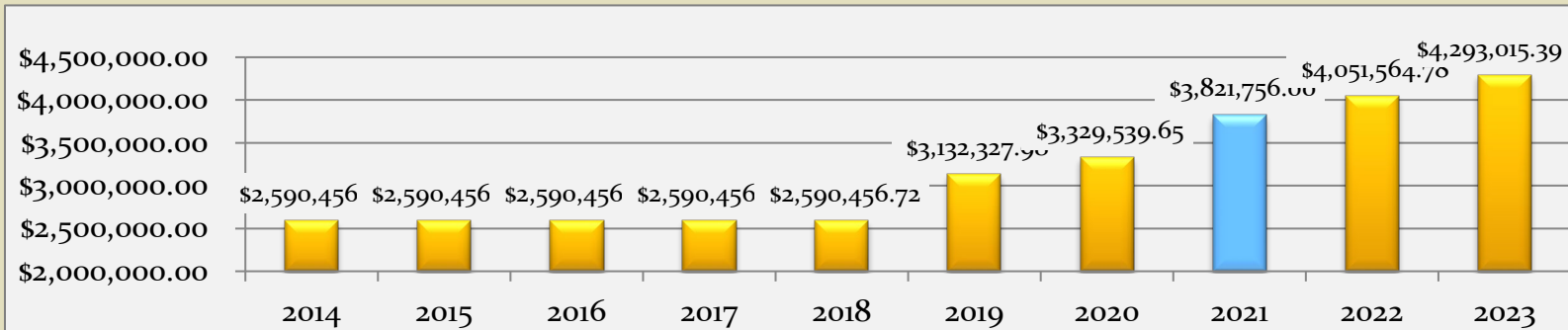
Annual Net Valuation Taxable



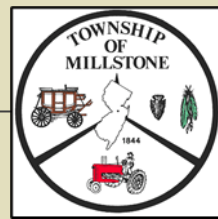
Local Municipal Tax Rate



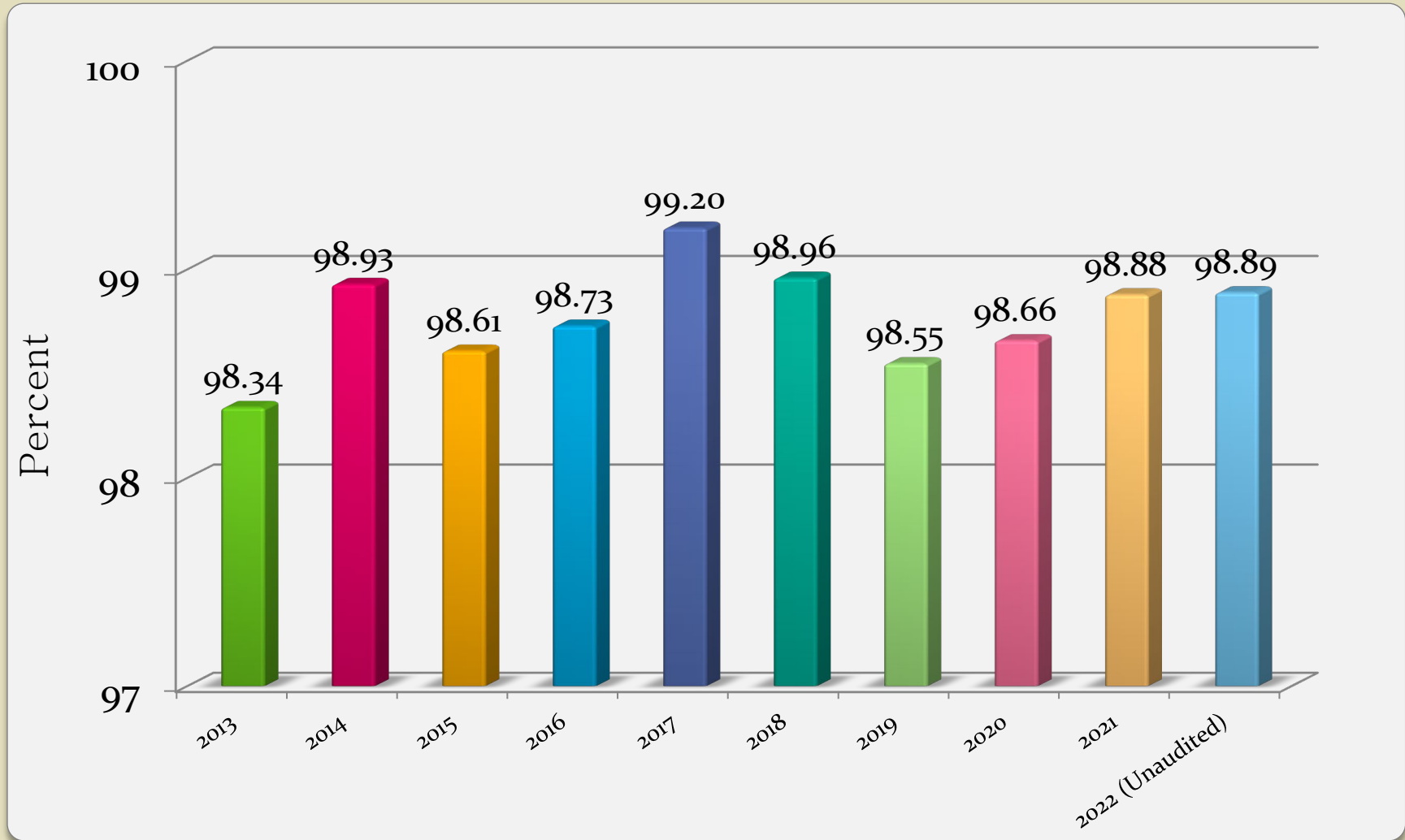
Amount to be Raised by Taxation for Local Municipal Purposes



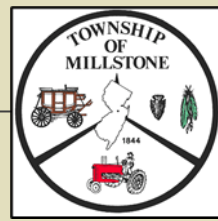
Township of Millstone



Annual Tax Collection Percentages



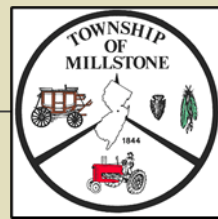
Township of Millstone



Comparative Revenue Summary

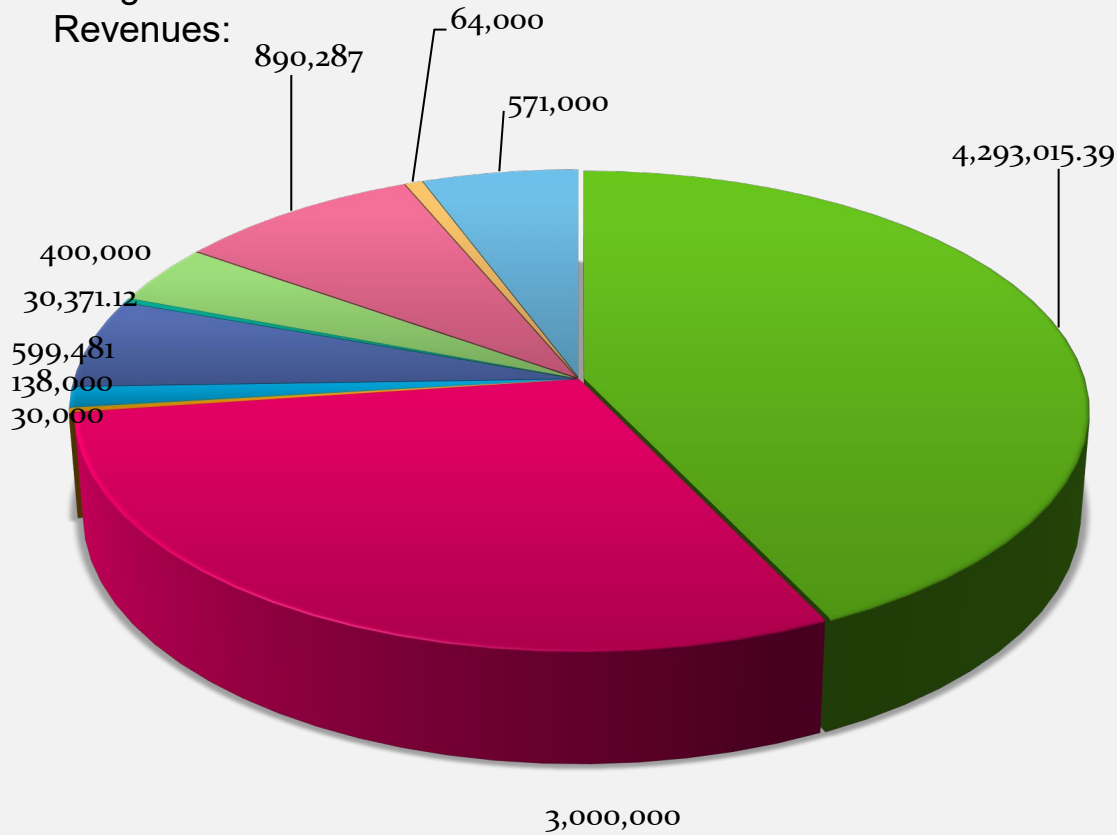
General Revenue:	2023	2022	Net Changes:
Fund Balance Utilization	\$ 3,000,000.00	\$ 1,300,000.00	\$ 1,700,000.00
Grants	\$ 30,371.12	\$ 67,218.32	\$ (36,847.20)
Interest on Investments	\$ 138,000.00	\$ 135,000.00	\$ 3,000.00
Miscellaneous Revenues	\$ 599,481.02	\$ 1,218,443.81	\$ (618,962.79)
Municipal Courts	\$ 30,000.00	\$ 28,000.00	\$ 2,000.00
Property Taxes	\$ 4,293,015.39	\$ 4,051,564.78	\$ 241,450.61
Receipts from Delinquent Taxes	\$ 400,000.00	\$ 400,000.00	\$ -
State Aid	\$ 890,287.02	\$ 841,753.00	\$ 48,534.02
Telecom Tower Lease	\$ 64,000.00	\$ 45,000.00	\$ 19,000.00
Uniform Construction Code Fee	\$ 571,000.00	\$ 600,000.00	\$ (29,000.00)
Total Anticipated Revenues	\$ 10,016,154.55	\$ 8,686,979.91	\$ 1,329,174.64

Township of Millstone



Analysis of 2023 Budget Revenues

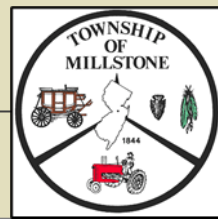
Budgeted Revenues:



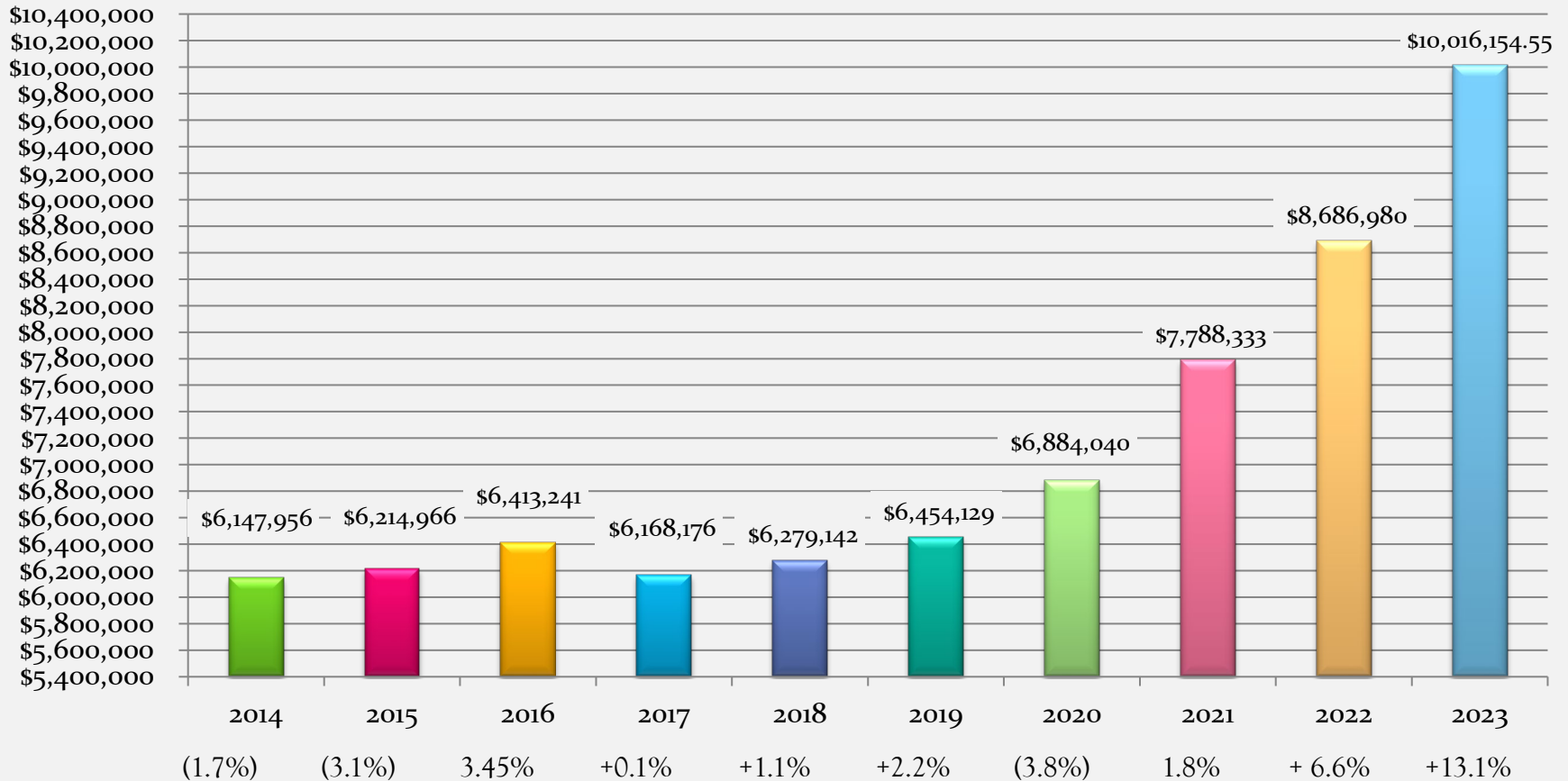
Legend:

- Amount to be Raised by Taxation-Local Municipal Purposes 49.1%
- Fund Balance Utilization 12.8%
- Grants 0.2%
- Interest on Investments 3.6%
- Miscellaneous Revenues 10.2%
- Municipal Courts 0.4%
- Receipts from Delinquent Taxes 5.8%
- State Aid 10.8%
- Telecom Tower Lease 0.6%
- Uniform Construction Code Fees 6.6%

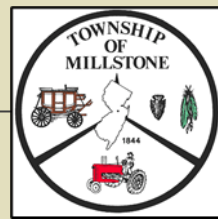
Township of Millstone



Adopted Budget Appropriations – 10 Year Trend

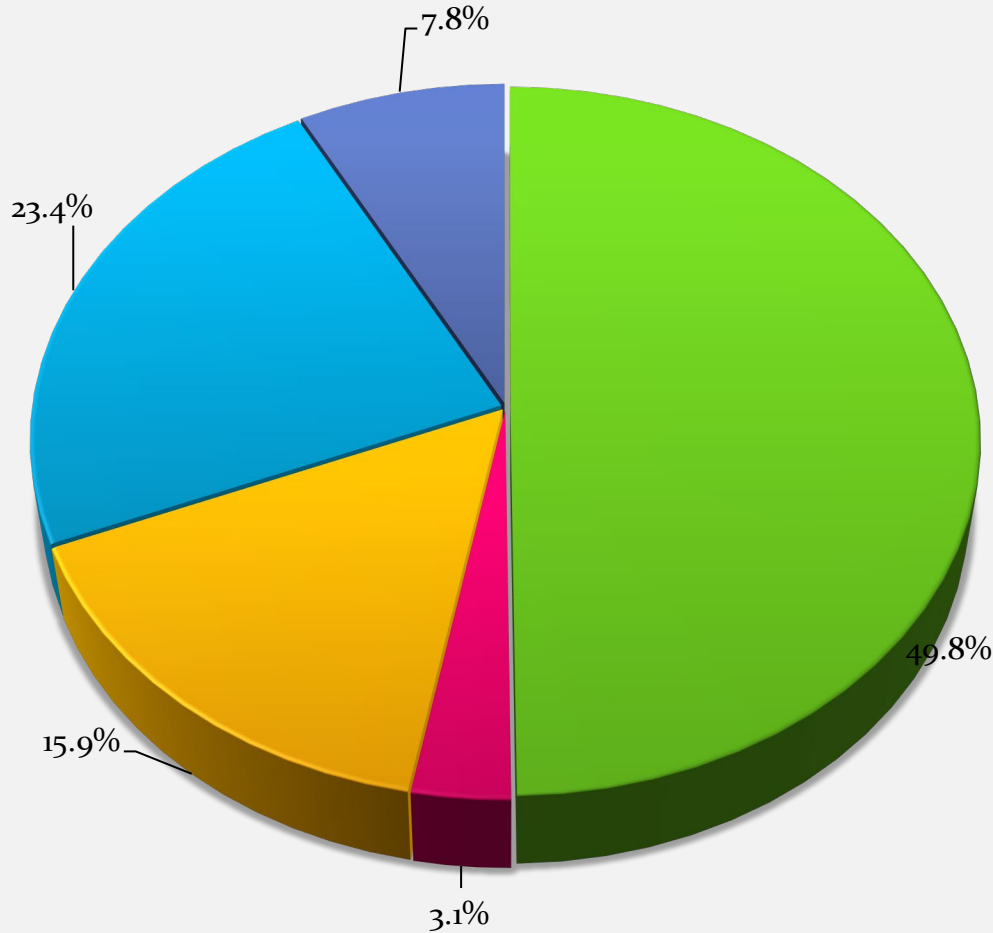


Township of Millstone



Analysis of 2023 Budget Appropriations - \$10,016,154.55

Budgeted Appropriations:



Appropriation Categories:

- *Total General Operations - inside Cap \$4,989,335.00
- *Total General Operations - outside Cap \$311,414.06
- Capital Improvements - outside Cap \$1,590,000.00
- Municipal Debt Service - outside Cap \$2,343,488.75
- Reserve for Uncollected Taxes \$781,916.74

* Total General Operations = \$4,989,335.00

Township of Millstone



Analysis of Capital Improvements

The Capital Improvement Program presented herewith is an estimated projection of Capital Projects for the next six years. It should be noted that the foregoing does not represent an appropriation of funds for the purposes listed, but merely a plan of capital improvements that are being contemplated in 2023 and the ensuing five years. A funding authorization is required in the form of a budget appropriation or capital ordinance before monies are available for the projects outlined in this section.

Every effort has and will be made by the Mayor and Township Council to plan improvements which are responsive to the needs of the community. Should unanticipated needs arise, the capital program will be revised or amended accordingly.

Notes

* *CIF = Capital Improvement Fund, which represents the 5% down payment required to be raised in the Municipal Budget.*

Township of Millstone



Analysis of Capital Improvements - Equipment

2023 - 2028 Capital Projects		Total Cost
General Capital:		
1	Class V, Heavy Duty Truck with Dump Bed	\$84,500
2	Class II, Pickup Truck (Gas)	\$105,000
3	Class VIII, Single Axle Snow Removal Truck	\$428,000
4	Zero Turn Mower	\$36,000
5	Open Trailer	\$10,900
6	High Reach Loader	\$168,000
7	Skid Steer Loader	\$63,000
8	Mid Range Tractor	\$83,000
9	Asphalt Roller	\$20,000
Total:		\$998,400

Notes

* *CIF = Capital Improvement Fund, which represents the 5% down payment required to be raised in the Municipal Budget.*

Township of Millstone



Analysis of Capital Improvements – Buildings & Grounds

2023 - 2028 Capital Projects		Total Cost
General Capital:		
1	Court House	\$37,600
2	Community Center/Shelter	\$94,000
3	Public Works Buildings	\$51,150
4	Wagner Farm Park	\$206,500
5	Millstone Town Hall	\$419,000
6	Abate Park	\$79,000
7	Brandywine Park	\$32,000
		Total:
		\$919,250

Notes

* *CIF = Capital Improvement Fund, which represents the 5% down payment required to be raised in the Municipal Budget.*

Township of Millstone



Analysis of Capital Improvements – Infrastructure

2023 - 2028 Capital Projects		Total Cost
General Capital:		
1	2023 Road Program	\$1,800,000
		Total: \$1,800,000

Notes

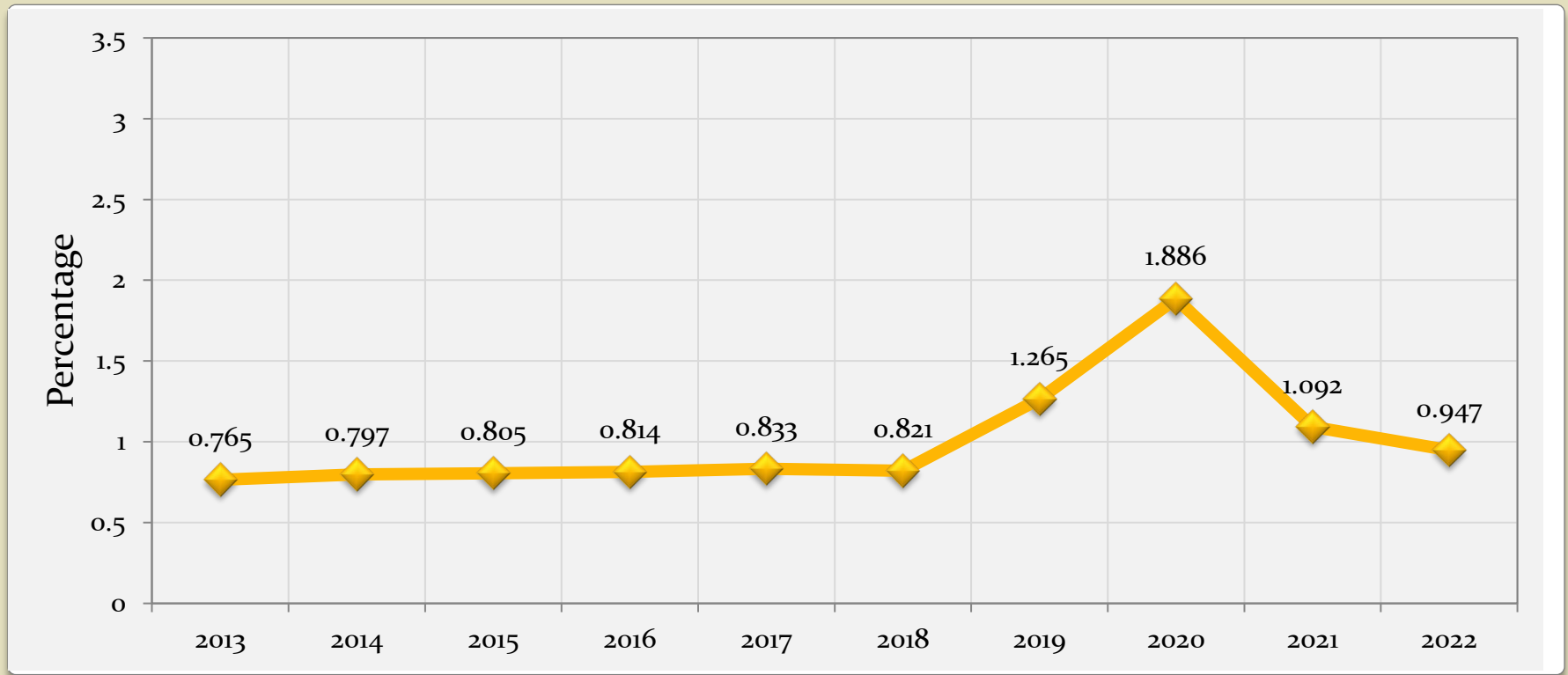
* *CIF = Capital Improvement Fund, which represents the 5% down payment required to be raised in the Municipal Budget.*

Township of Millstone



Debt Management

Net Debt as a Percentage of 3-Year Average Equalized Valuation



Notes

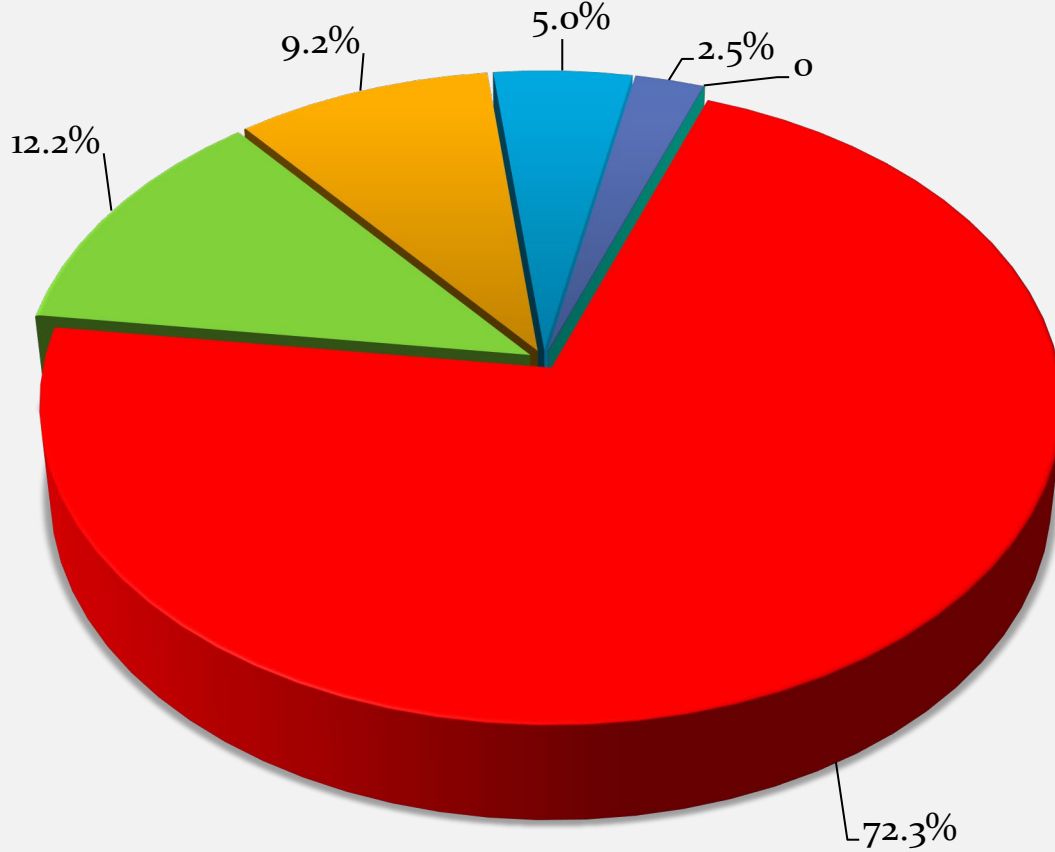
- *N.J.S.A. 40A:2-5 allows a municipality to incur debt up to a maximum of 3.5% of the 3-year average equalized valuation in any year.*
- *Includes Open Space Debt*

Township of Millstone



Estimated Property Tax Rate Summary

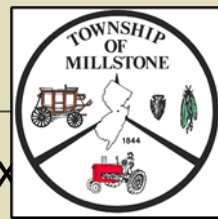
Property Tax Summary:



Legend:

- School \$33,837,659.52
- County \$5,708,387.13
- Municipal \$4,293,015.39
- Special District \$2,319,685.02
- Municipal Open Space \$1,158,146.13

Township of Millstone



Average Homeowner pays \$1,208.06/year or \$100.67/month in Municipal Tax

Building, Construction, Land Use

Services & Other

- Code Enforcement
- Construction inspections and proper permitting
- Planning & Zoning Boards
- Recreation, Shade Tree, Open Space, Agriculture, Historic & Environmental Commission Boards

Other Services

- Dog Licensing
- Recreation Programs
- Notarizing documents

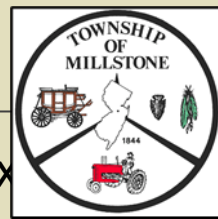
Media Resources

- Township Website
- Public Access Channel
- E-mail Blasts

Public Safety

- Emergency Management
- First Aid – New Service Provided in 2020
- Municipal Court Services, including Public Defender
- Deer Carcass Removal from Township/County Roads
- Special Citizen Area Transportation – SCAT
- Municipal Drug Alliance
- Animal Control

Township of Millstone



Average Homeowner pays \$1,208.06/year or \$100.67/month in Municipal Tax

Public Works

- Road Repair & Maintenance of 244 lane miles of roadway
- Snow Removal - 244 lane miles of roadway & 158 cul-de-sacs
- Park Maintenance – increase from 83 acres to 247 acres
- Building & Grounds Maintenance
- Vehicle Maintenance
- Storm water management – 2,334 catch basins & 303 outfalls & 113 water quality basins

Vital Statistics

- Marriage License/Civil Union/Domestic Partnership
- Other Vital Records

Community Events

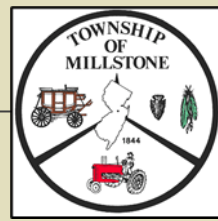
- Memorial Day Parade
- Veteran's Day Service – Millstone Day
- Holiday Lighting

Recycling

- Recycling Collection – Every other Wednesday
- Electronics Recycling/Drop Off (Recycling Yard)
- Recycling Yard– Sat & Sun 8am - 1pm
Wed 11am - 3 pm
- Christmas Tree Pick-up
- Spring/Fall Brush Drop Off (12 times a year)
- Spring Clean up – Annually
- Tire Drop Off – Annually

Revenue Collection

- Pay Taxes Online
- Pay for Recreation Programs online
- Pay by credit card for:
 - Municipal Court Fines
 - Recreation Programs
 - Construction Fees

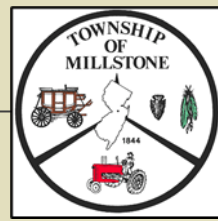


Summary

Ongoing Management:

- Collaborative effort to manage new challenges and priorities
- Continual review of appropriations
- Seek shared services and cost reduction opportunities
- Research additional revenue sources





Summary

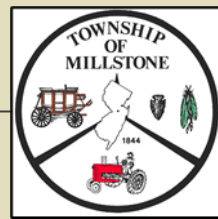
2022 Ranking in Monmouth County

- ❖ Millstone ranked #4 of 53 for the lowest Municipal Local Purposes Tax Rate behind Spring Lake, Loch Arbour & Sea Girt

2023 Ranking in Monmouth County

- ❖ To Be Determined





Questions?



Comments?

or

