

**MEETING OF MAYOR AND COUNCIL  
SPECIAL MEETING – CLOSED SESSION  
WEDNESDAY, JANUARY 22, 2014  
6:00 P.M.**

MEETING CALLED TO ORDER \* STATEMENT REGARDING OPEN PUBLIC  
MEETING LAW \* SALUTE TO THE FLAG

CALLING OF THE ROLL:

ASCIOLLA  
BRUNO  
ESTRADA  
JANECZEK  
SLAVICEK  
VIDAL

CLOSED SESSION – RESOLUTION # 2014 – 58

OPEN SESSION

ADJOURNMENT

**RESOLUTION**  
**# 2014 - 58**  
**CLOSED SESSION**

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

Litigation/Personnel

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW THEREFORE BE IT RESOLVED that the public be excluded from this meeting.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 22, 2014.

\_\_\_\_\_  
SANDRA BOHINSKI, RMC  
Municipal Clerk

**MEETING OF MAYOR AND COUNCIL  
WEDNESDAY, JANUARY 22, 2014  
7:00 P.M.**

**MEETING CALLED TO ORDER \* STATEMENT REGARDING OPEN PUBLIC  
MEETING LAW \* SALUTE TO THE FLAG**

**CALLING OF THE ROLL:**

ASCIOLLA  
BRUNO  
ESTRADA  
JANECZEK  
SLAVICEK  
VIDAL

**PUBLIC PORTION**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**CONSENT AGENDA – RESOLUTION # 2014 – 66**

Report of Municipal Clerk, Tax Collector

**RESOLUTIONS:**

- #59 – Refund of Adoption Fee
- #60 – Reimbursement of Veterinarian Bill
- #61 – Authorization for Fire Department to apply for grant
- #62 – Appointment of Borough of Helmetta Office of Emergency Management  
Coordinator
- #63 – Agreement for kennel services with the City of New Brunswick
- #64 – Appropriation of Transfer Reserves
- #65 – Payment of bills as per list

**APPROVAL OF MINUTES**

December 23, 2013  
January 1, 2014

**COMMITTEE REPORTS: MAYOR, BOROUGH ATTORNEY, BOROUGH  
ENGINEER, DEPARTMENT REPORTS, PUBLIC WORKS**

**ORDINANCE - #2014 – 1 – First Reading**

An Ordinance providing for improvements to sanitary sewer system and appropriating the sum of \$24,782 therefore, authorized in and by the Borough of Helmetta, in the County of Middlesex, New Jersey

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

**RESOLUTION  
#2014 – 66**

**CONSENT AGENDA**

The following routine items and resolutions will be adopted in unison as a Consent Agenda:

Report of Municipal Clerk, Tax Collector

**RESOLUTIONS:**

#59 – Refund of Adoption Fee

#60 – Reimbursement of Veterinarian Bill

#61 – Authorization for Fire Department to apply for grant

#62 – Appointment of Borough of Helmetta Office of Emergency Management Coordinator

#63 – Agreement for kennel services with the City of New Brunswick

#64 – Appropriation of Transfer Reserves

#65 – Payment of bills as per list

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

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SANDRA BOHINSKI, RMC  
Municipal Clerk

**REPORT OF MUNICIPAL  
CLERK DECEMBER, 2013**

		Copies	Marr Lic	Plng bd	Towing	Licenses	Lndlr Reg	Recycling	Marr Cer
Copy	\$10.00	\$10.00							
Karczewski	50	50							
	\$28.00		<u>\$28.00</u>						
DeNardo	\$10.00	<u>\$10.00</u>							
HMG Auto	\$10.00			<u>\$10.00</u>					
Henderson	\$150.00						\$150.00		
Henderson	\$150.00						\$150.00		
Tarantino	\$125.00				\$125.00				
Smith	\$100.00						<u>\$100.00</u>		
Ripoti	\$125.00				\$125.00				
Mendola	\$125.00				\$125.00				
First Due	\$125.00				\$125.00				
Boyce	<u>\$125.00</u>				<u>\$125.00</u>				
<b>TOTAL</b>	<b>\$1,083.50</b>	<b>\$20.50</b>	<b>\$28.00</b>	<b>\$10.00</b>	<b>\$625.00</b>		<b>\$400.00</b>		

Dog and Cat Licenses      0

**ANNUAL REPORT - 2013**

Copies	\$ 134.60
Marriage Licenses	\$ 364.00
Planning Board	\$ 1550.00
Towing	\$ 750.00
Licenses	\$ 380.00
Landlord Registration	\$10,150.00
Recycling	\$ 41.00
Marriage Ceremonies	<u>\$ 300.00</u>
	\$ 13,669.60

Dog/Cat Licenses      \$3,050.00

Recreation      \$6,298.00

# Borough of Helmetta

## 2013 ANNUAL REPORT OF THE TAX COLLECTOR

*Denise  
Jawidzik*  
Denise Jawidzik  
Tax Collector

Dated: January 6, 2014

			<u>Adjustments</u>	
Taxes - 2014	\$ 35,472.26	2012	Transfer O/P	\$ 1,052.83
		2013	Disallowance	\$ 250.00
Taxes - 2013	\$4,868,776.99	2013	Transfer O/P	\$ (94.65)
		2013	Refund O/P	\$ 3,455.05
Taxes - 2012	\$ 97,133.98	2013	Added	\$ 418.66
			Cancel	
		2013	Minimum	\$ 6.18
Other		2013	Tax Appeal	\$ (4,620.83)
			Prop	
		2013	Maintenance	\$ 300.00
		2014	Transfer O/P	\$ (958.18)
Interest	\$ 22,235.91			
Costs				
Tax search				
Return Check fee	\$ 25.00			
Search Printouts				
Cert. redemption Fee				
Duplicate Bill Fee	\$ 860.00			
Misc.				
Tax Sale Premium	\$ 20,000.00			
			<b>Closing Balances</b>	
		2014	\$ 105,048.35	
		Prepaid	\$ 36,430.44	
<b>TOTAL</b>	<b>\$5,044,504.14</b>			

Borough of Helmetta  
51 Main Street  
Helmetta, NJ 08828

732-521-0386

**Report of the Tax Collector**  
**Uncollectible Taxes**

January 6, 2014

I am pleased to report that there are no taxes, which I deem to be uncollectible for the year 2013, to be cancelled.

Respectfully submitted,

*Denise Jawidzik*

Denise Jawidzik  
Tax Collector

**RESOLUTION**  
**#2014 – 59**

**REFUND OF ADOPTION FEE**

**WHEREAS**, Kim Kurtz, adopted a dog at the Helmetta Regional Animal Shelter; and

**WHEREAS**, she signed an adoption contract where it states that if the adoption does not work out for any reason, I can return this pet to the shelter; and

**WHEREAS**, upon taking the dog home from the shelter, it did not like the dog that she had at home; and

**WHEREAS**, per the contract she is requesting a refund;

**NOW THEREFORE BE IT RESOLVED**, that the CFO is hereby authorized to issue a check in the amount of \$150.00 to Kim Kurtz, 27 Herman Drive, Spotswood, NJ 08884.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 22, 2014.

\_\_\_\_\_  
SANDRA BOHINSKI, RMC  
Municipal Clerk



**RESOLUTION  
#2014 – 60**

**REIMBURSEMENT FOR VETERINARIAN BILL**

**WHEREAS**, it was the wish for Jennifer Lodato to adopt a dog from the Helmetta Regional Animal Shelter; and

**WHEREAS**, Jennifer Lodato brought her Puggle dog (Buddy) to see if he would be compatible with the dog she chose; and

**WHEREAS**, at first no issues were observed but then our beagle mix (Schroeder) bit Buddy’s muzzle and on the nose causing puncture marks; and

**WHEREAS**, the owners of Buddy were instructed to take him to the Vet; and

**WHEREAS**, they did so and have submitted their bill;

**NOW THEREFORE BE IT RESOLVED** that the CFO is hereby authorized to issue a reimbursement check in the amount of \$211.30 to Jennifer Lodato 4 Lani Street, South Amboy, NJ.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

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SANDRA BOHINSKI, RMC  
Municipal Clerk

**RESOLUTION**  
**# 2014 – 61**

**AUTHORIZATION FOR FIRE DEPARTMENT TO APPLY FOR GRANT**

**BE IT RESOLVED**, that the Helmetta Fire Department is hereby authorized to apply for the New Jersey Forest Fire Services Volunteer Fire Assistance grant requesting reimbursement for 2012 – 1013.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

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SANDRA BOHINSKI, RMC  
Municipal Clerk

**RESOLUTION**  
**#2014 – 62**

**APPOINTMENT OF BOROUGH OF HELMETTA OFFICE OF  
EMERGENCY MANAGEMENT COORDINATOR**

**WHEREAS**, Gregory Bennett has submitted his resignation as Emergency Management Coordinator for the Borough of Helmetta; and

**WHEREAS**, this vacancy must be filled;

**NOW THEREFORE BE IT RESOLVED**, that William Kloos, be and is hereby appointed as the Borough of Helmetta Office of Emergency Management Coordinator.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 22, 2014.

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SANDRA BOHINSKI, RMC  
Municipal Clerk

**RESOLUTION  
#2014 – 63**

**AGREEMENT FOR KENNEL SERVICES WITH THE  
CITY OF NEW BRUNSWICK**

**BE IT RESOLVED**, that the Borough of Helmetta is hereby authorized into entering into an agreement with the City of New Brunswick for kennel services

The fees to be collected are those as submitted in the RFP to them.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

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SANDRA BOHINSKI, RMC  
Municipal Clerk

**RESOLUTION  
#2014 – 64**

**TRANSFER OF APPROPRIATION RESERVES**

**WHEREAS**, various 2013 bills have been presented for payment this year, which bills were not covered by order number and/or recorded at the time of transfers between the 2013 Budget Appropriations in the last two months of 2013; and

**WHEREAS**, N.J.S.A. 40A:4-59 provides that all unexpended balances carried forward at the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the previous fiscal year, and allow transfers to be made from unexpended balances which are expected to be insufficient during the first three months of the succeeding year;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Helmetta that the transfers in the amount of \$20,000 be made between the 2013 Budget Appropriation Reserves as follows:

	<u>FROM</u>	<u>TO</u>
Sewer Monroe Twp MUA	\$20,000.00	
Sewer Other Expenses		\$20,000.00

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

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SANDRA BOHINSKI, RMC  
Municipal Clerk

**RESOLUTION  
#2014 – 65**

**PAYMENT OF BILLS**

**BE IT RESOLVED**, that the bills as per the list be paid.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

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SANDRA BOHINSKI, RMC  
Municipal Clerk

**ORDINANCE  
#2014 - 1**

**AN ORDINANCE PROVIDING FOR IMPROVEMENTS TO SANITARY SEWER SYSTEM AND APPROPRIATING THE SUM OF \$24,782 THEREFORE, AUTHORIZED IN AND BY THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, NEW JERSEY**

**WHEREAS**, the Mayor and Council of the Borough of Helmetta in the County of Middlesex, New Jersey has determined to make improvements to the Sanitary Sewer System; and

**WHEREAS**, the Borough of Helmetta has been approved for \$24,782 in funding from the Middlesex County 2013 Community Development Block Grant Program for such improvements.

**NOW THEREFORE, BE IT ORDAINED** and enacted by the Mayor and Council of the Borough of Helmetta, County of Middlesex, New Jersey, that:

Section 1. The improvements described in section 2 of this ordinance are hereby authorized as general capital improvements to be undertaken in and by the Borough of Helmetta, County of Middlesex, New Jersey.

Section 2. The improvements hereby authorized to be undertaken consist of improvements to the Sanitary Sewer System, together with all items necessary, incidental or appurtenant thereto.

Section 3. the 2014 capital budget of the Borough of Helmetta will conform to the provisions of this ordinance.

Section 4. All ordinances or parts of ordinances inconsistent with the terms of this ordinance be and the same are hereby repealed to the extent of their inconsistency.

Section 5. This ordinance shall take effect 10 days after the first publication thereof after final adoption, as provided by law.

	Motion	Second	Aye	Nay	Abstain	Absent
Asciolla						
Bruno						
Estrada						
Janeczek						
Slavicek						
Vidal						

**CERTIFICATION**

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