

**Borough of Helmetta  
Reorganization Meeting  
January 1, 2014  
12:00 p.m.**

**CALL TO ORDER \* NOTICE OF PUBLICATION \* SALUTE TO THE FLAG**

The meeting was called to order by Mayor Martin at 12:05 p.m. Mayor Martin stated that adequate notice of this meeting was provided as is required by the Open Public Meetings Law with advertising in the Home News Tribune and posting on the bulletin board. All present Pledged Allegiance to the Flag.

**CERTIFICATION OF ELECTION RESULTS of**

November 5, 2013.....Sandra Bohinski, Municipal Clerk  
The Municipal Clerk stated that at the General Election held on November 5, 2013 a contest was held for the position of two – three year Council seats. There are 1,374 registered voters in the Borough of Helmetta and on this date 718 votes were cast. The results were as follows: Yvette Bruno 405, Denise Estrada 257, Santokh Singh 244 and Christine Reid 123. Statements of determination were received from Sylvia Engel, Chairman of the Board of County Canvassers and attested by Elaine Flynn, County Clerk that Yvette Bruno and Denise Estrada have been duly elected to respectively serve as Council members.

**ADMINISTRATION OF OATH OF OFFICE to:**

Yvette Bruno, Councilmember  
Denise Estrada, Councilmember

The Oath of Office was administered to Councilmembers Yvonne Bruno and Denise Estrada. They then took their seats on Council.

**CALLING OF THE ROLL**

Clmn. Ascioffa – Present  
Bruno – Present  
Estrada – Present  
Janeczek - Present  
Slavicek - Present  
Vidal - Present

**PUBLIC PORTION**

There was no one from the Public who wished to speak.

**ELECTION OF COUNCIL PRESIDENT – Resolution #2014 – 1**

Clmn. Janeczek nominated Clmn. Ascioffa for Council President seconded by Clwmn. Estrada.  
Clwmn. Bruno nominated Clmn. Slavicek for Council President seconded by Clwmn. Bruno.  
Roll Call was taken:  
Clmn. Ascioffa - 3 – 3  
Clmn. Slavicek - 3 -3  
Mayor Martin broke the tie and voted for Clmn. Ascioffa.

## CONSENT AGENDA

### RESOLUTION

#2014 - 57

The following Resolutions will be voted on in unison as a Consent Agenda Resolution:

- #02 Appointment of Borough Attorney - David A. Clark, Esq.
- #03 Rules to Govern in 2014
- ~~#04 Appointment of Standing Committees~~
- #05 Meeting Dates for 2014
- #06 Appointment of Borough Auditor - Gerard Stankiewicz, CPA, RMA
- #07 Appointment of Borough Engineer - Terence M. Vogt
- #08 Appointment of Borough Planner - Terence M. Vogt
- #09 Appointment of Redevelopment Counsel- Gluck Walrath, LLP
- #10 Appointment of Labor and Employment Counsel - Matthew Giacobbe, Esq.
- #11 Appointment of Bond Counsel- Gluck Walrath LLP
- ~~#12 Appointment of Class I Police Officer - Ronald Horinko - withdrawn~~
- ~~#13 Appointments of Class II Police Officers - Devon Gannon, Richard Recine~~
- #14 Appointment of Municipal Prosecutor - Paul Granick
- #15 Appointment of Public Defender - Jason Shamy
- #16 Appointment of Fire Marshal- Joseph Kotora
- #17 Appointment of Code Enforcer - Joseph Kotora
- #18 Appointment of Tax Search Official - Denise Jawidzik
- #19 Appointment of Purchasing Agent - Denise Jawidzik
- #20 Appointment of Assessment Search Official - Sandra Bohinski
- #21 Appointment of Assistant Tax Collector/Utility Revenue Collector and Deputy Registrar - Carol Feig
- #22 Appointment of Back-Up Water Operator - George Smith
- ~~#23 Appointment of Municipal Court Administrator-~~
- #24 Appointments of Staff of Municipal Court
- #25 Appointment of Registrar - Sandra Bohinski
- #26 Appointment of Public Agency Compliance Officer - Sandra Bohinski
- #27 Appointment of Purchasing/Buyer - Sandra Bohinski
- ~~#28 Appointment of Deputy Recycling Coordinator - Sandra Bohinski~~
- #29 Appointment of Council Representative to Planning Board - Denise Estrada
- #30 Appointment of Middlesex County Housing and Community Development Representative - Wendy Vidal
- #31 Appointment of Alternate to Middlesex County Housing and Community Development Representative - Christine Reid
- #32 Appointment of Flood Control Commission Representative - Darren Doran
- #33 Appointments of Alternates to Transportation Coordinating Committee - Robert Janeczek & Vincent Ascioffa
- #34 Approval of Cash Management Plan for 2014
- #35 Returned Check Charge
- #36 Cancellation of Minimum Balances
- #37 Authorization to Conduct Tax Lien Sale
- #38 Interest on Delinquent Taxes
- #39 Penalty for Delinquencies over \$10,000
- #40 Interest on Delinquent Water & Sewer Payments
- #41 Official Newspapers - Home News Tribune & Cranbury Press
- #42 Authorization of a Petty Cash Fund
- #43 Custodian of Petty Cash Fund -
- #44 Approval of 2014 Temporary Budget Appropriations

- #45 Appointment of Alternate Municipal Judge - Christine Heitman Esq.
- #46 Appointment of Animal Cruelty Investigators – James Apgar, Michal Cielez, Richard Cielez, C. Brandon Metz
- ~~#47 Appointment of Animal Control Officers~~
- #48 Authorization to sign County of Middlesex Public Health Interlocal Service Contract – 2014
- #49 Resolution authorizing an Animal Impoundment Agreement and an Animal Control Agreement with the Borough of Helmetta with Holmdel
- #50 2014 Fees for the Helmetta Regional Animal Shelter
- #51 Appointment of Middlesex County Joint Insurance Fund Commissioner – Darren Doran
- ~~#52 Increase in hours of employment and salary of Finance Clerk – AnnMarie Mausser~~
- ~~#53 Appointment of Certified Recycling Coordinator – C Brandon Metz~~
- #54 Appointment of Representative to Solid Waste Advisory Committee (SWAC) – Brandon Metz
- #55 Resolution of the Borough of Helmetta authorizing execution of a Shared Services Agreement with the Township of North Brunswick for the provision of vehicle Maintenance
- #56 Debt Service Appropriation  
MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek  
ROLL CALL: 6 - 0

#03 Rules to Govern in 2014

Clwmn. Vidal said that residents requested Public Portion to be at the end of the meetings and not at the start. Sandra Bohinski, Municipal Clerk, stated that we did have it at the end years ago and residents requested it be held at the beginning. If they had any comments to make on the agenda; they could speak before it was voted on. At the end, it is too late because it's already been voted on.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Slavicek  
ROLL CALL: 6 - 0

#04 Appointment of Standing Committees

Clmn. Slavicek asked about the appointment of the Shelter Committee. He was told that the Shelter Committee is not a part of the Standing Committees.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek  
ROLL CALL: 6 - 0

#13 Appointments of Class II Police Officers – Devon Gannon, Richard Recine

Discussion ensued about the hiring of Richard Recine vs. Mike Rzigalinski. In speaking with the Director and Administrator, Clmn. Slavicek thought that it was suggested that Mike be hired over Richard. He was concerned that there might be liability issues. The Mayor stated that until it is checked into further that he not be given any work hours. Clmn. Slavicek suggested that rather than appoint him now why don't we wait until the next meeting to vote on him

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek  
ROLL CALL: Ayes: Ascioffa, Bruno, Estrada  
Nays: Bruno, Slavicek, Vidal  
Mayor Martin broke the tie and voted yes.

#23 Appointment of Municipal Court Administrator – Susan Slavicek

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek  
ROLL CALL: 5 – 0 – 1 (Clmn. Slavicek abstained)

#28 Appointment of Deputy Recycling Coordinator – Sandra Bohinski

#53 Appointment of Certified Recycling Coordinator – C. Brandon Metz

Resolutions # 28 and 53 were jointly discussed. The State mandates that every Municipality has a Certified Recycling Coordinator. Part of the course involve walking through the landfill and that is why Brandon took the course and became certified. Sandra is the Deputy to assist and do any paperwork that is required.

#28 MOTION – Clmn. Ascioffa      SECOND – Clwmn. Vidal

ROLL CALL: 6 – 0

#53 MOTION – Clmn. Ascioffa      SECOND – Clwmn. Vidal

ROLL CALL: 6 - 0

#47 Appointment of Animal Control Officers

Clmn. Slavicek asked if Howie Messler can be an Animal Control Officer. He was told yes and he would only be called on emergency basis.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek

ROLL CALL: 6 - 0

#52 Increase in hours of employment and salary of Finance Clerk -- AnnMarie Mausser

Clmn. Slavicek said that AnnMarie Mausser has proven herself but with her working twenty-five hours per week he would strongly recommend that she has a set schedule of work hours.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek

ROLL CALL: 5 – 1

Ayes: Ascioffa, Bruno, Estrada, Janeczek, Vidal    Nay: Slavicek

Mayor Martin said that the Borough Administrator will reach out and be speaking with each Committee.

Mayor Martin wished everyone a Healthy and Happy New Year!

There being no further business, a MOTION was made by Clmn. Ascioffa and SECONDED by Clwmn. Vidal to adjourn the meeting at 12:35 p.m. All were in favor.

Sandra Bohinski, RMC  
Municipal Clerk

**RESOLUTION**  
**#2014 – 01**  
**COUNCIL PRESIDENT**

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey that

VINCENT ASCIOLLA

BE AND IT IS HEREBY resolved that Vincent Ascioffa is elected as COUNCIL PRESIDENT for the Borough of Helmetta for a term to expire 12/31/13. Clmn. Janeczek nominated Clmn. Ascioffa for Council President seconded by Clwmn. Estrada Clwmn. Bruno nominated Clmn. Slavicek for Council President seconded by Clwmn. Vidal. Roll Call was taken:  
Clmn. Ascioffa - 3 – 3  
Clmn. Slavicek - 3 -3  
Mayor Martin broke the tie and voted for Clmn. Ascioffa.

**RESOLUTION**  
**# 2014 – 02**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO DAVID A. CLARK, ESQ. OF GLUCK WALRATH, LLP FOR LEGAL SERVICES AS THE BOROUGH ATTORNEY FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (the “Borough”) has determined that there exists a need for legal services for the 2014 calendar year; and

WHEREAS, David A. Clark, Esq. of the firm of GluckWalrath LLP has submitted a proposal indicating that he will provide legal services as the Borough Attorney for a monthly retainer of \$2,000, plus an hourly rate not to exceed \$150.00 for work outside the retainer agreement; and

WHEREAS, the term of this contract is one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, funds are or will be available for this purpose; and

WHEREAS, GluckWalrath, LLP has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, GluckWalrath, LLP has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with David A. Clark, Esq. of the firm of GluckWalrath LLP for the provision of legal services as the Borough Attorney for the 2014 calendar year; and

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account Number 4-01-20-712-020.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

## **RESOLUTION**

**#2014 – 03**

### **RULES TO GOVERN IN 2014**

WHEREAS, the members of the Governing Body have read the proposed Rules of the Borough Council for the Borough of Helmetta which were compiled in 1994 and since amended; and

WHEREAS, the Governing Body finds said rules to be acceptable for the purpose of conducting the meetings of the Borough Council.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council that the Rules of the Council of the Borough of Helmetta, Middlesex County, New Jersey be and they are hereby adopted as the official rules governing the Borough Council of the Borough of Helmetta for the year 2014.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Slavicek      ROLL CALL: 6 - 0

## **RULES OF THE COUNCIL OF THE BOROUGH OF HELMETTA MIDDLESEX COUNTY NEW JERSEY YEAR – 2014**

### **RULE NUMBER ONE:**

The Meetings of the Mayor and Borough Council of the Borough of Helmetta shall be held on the fourth Wednesday of each month at seven p.m., prevailing time, in the Borough Council Chambers in the Municipal Building, provided, however, that in the event any such Business Session shall fall due upon a Legal Holiday then such Business Session shall be held as called by motion duly adopted at the previous meeting.

Special Meetings of the Mayor and Borough Council of the Borough of Helmetta shall be called and held as provided by Statute and upon written notice designating the time and place of said Special Meeting, signed by the Mayor or four (4) members of the Borough Council, which Notice shall be given to all Members of the Council at least forty-eight (48) hours before the time of said Special Meeting.

Continued and Adjourned Meetings of the Mayor and the Borough Council of the

Borough of Helmetta shall be called and held at the time and place designated by motion or resolution under which it is held.

**RULE NUMBER TWO:**

Each Business Meeting shall be conducted in the following prescribed manner:

Meeting shall be Called to Order by the Presiding Officer

Meeting of Notice of Compliance with the Open Public Meetings Law

Pledge of Allegiance

Calling of the Roll

Public Portion

Consent Agenda

Action on Minutes of previous meeting

Reciting of Ordinance, by title only, on second reading and Public Hearing thereon

Report of Mayor

Report of Borough Attorney.

Reading and consideration of Memorials, Petitions and Communications

Reading of communications shall be as follows: All communications received by the Mayor and Borough Council shall be prepared in digest form and entered upon the minutes of the Regular Meeting Agenda and submitted as follows:

Dated:            Recipient:            Sender:            Text:

and the communications shall not be read in full nor shall the list be read in total unless specified by the Mayor and or Council Member

Reading of Resolutions not listed on the Consent Agenda

Reports of Committees

Unfinished Business of previous meeting

New Business

Reciting by title only of Ordinances for introduction for First Reading

Public Hearings other than called for by Special Meeting

Adjournment

**RULE NUMBER THREE:**

When a sufficient number of Members to constitute a quorum are present, the Mayor or in his/her absence, the President of the Council or in his/her absence, the President of the Council pro-tem, whom the quorum shall appoint, shall call them to order. Three members and the Mayor, or four members, constitute a quorum.

**RULE NUMBER FOUR:**

As soon as the Meeting comes to Order, the Clerk shall call the Roll and note the absentees. In case of the absence of the Clerk, the Presiding Officer shall appoint a Clerk Pro-Tem.

**RULE NUMBER FIVE:**

Any Member of the Governing Body shall have the right to submit a resolution for consideration of the Council, and the Presiding Officers, whether it is the Mayor or the President of the Council, shall have no right to prevent such resolution from being read or voted upon. In the event such Presiding Officer shall decline to permit any such resolution to be voted upon, any member of the Council shall thereupon have the right to call the roll and request a vote thereon, provided, however, in the event that such refusal is rendered in the first instance by the Mayor, the President of the Council shall have priority over other Council Members to call for such vote.

**RULE NUMBER SIX:**

When a question is under debate, no motion shall be in order, unless to recess, to refer, or to amend and these shall have precedence in the order in which they are named, the first three of which shall be decided without debate. A motion to commit or refer, until it is decided shall preclude all amendments of the main question.

**RULE NUMBER SEVEN:**

When a motion has been made and seconded, it shall be stated by the Presiding Officer before it is open for discussion, and after thus being stated, it shall be deemed in the possession of the Council, but may be withdrawn or amended by the mover at anytime before discussion.

**RULE NUMBER EIGHT:**

When an Ordinance is presented, the Presiding Officer shall direct it to be read by title only by the Clerk, and when it is agreed that the same shall be taken up, it shall then be read and decided upon, after which the main question shall be put: "Shall the Ordinance be adopted on First Reading by title only and advertised as required by law for Public Hearing on Second Prior to Final Passage?" When an Ordinance is taken up on Final Passage after Public Hearing, it shall be read by title only, and after the reading of the title the vote shall be taken. Any Ordinance may be amended at First Reading or at a Public Hearing prior to Final Passage.

**RULE NUMBER NINE:**

The Ayes and Nays may be called for by any Member and being so called, the names of those who voted for or against any question, if requested by any Member, shall be entered upon the Minutes.

**RULE NUMBER TEN:**

When a Member intends to speak upon a question, he shall acknowledge the Chair only in his opening remarks, thenceforth; he/she shall confine himself/herself to the question and avoid personalities. Should more than one member speak at one time, the Presiding Officer shall determine who is entitled to the floor.

**RULE NUMBER ELEVEN:**

The previous question may be called for by any Member, and if seconded, shall be put in this manner: "Shall the main question now be put?" and until it is decided, shall preclude all amendments to the main question and all further debate.

**RULE NUMBER TWELVE:**

Any Member may call another Member to order while speaking, when the debate shall be suspended and the Member shall not speak until the point of order is determined. When the appeal from the decision of the Chair is called for, no other questions but the point of appeal shall be debated, when the question shall be put "Shall the decision of the Chair be sustained?"

**RULE NUMBER THIRTEEN:**

When any question is stated, and the Council agrees it to be put, no Member shall be at liberty to withhold his vote. A "Pass Vote" shall be considered a "Yes Vote". An Abstention Vote shall be not counted as "Yes Vote" or a "No Vote under any circumstance.

**RULE NUMBER FOURTEEN:**

A motion to adjourn shall always be in order and decided without a debate.

**RULE NUMBER FIFTEEN:**

At the Annual Reorganization Meeting, or at the First Meeting, or at the First Regular



Meeting thereafter in January, the Council may establish all Standing Committees, and all other Committees not covered by State Statute, which appointments shall be approved by a majority vote of the Council. In the event the Council shall fail, refuse or neglect to establish such committees, or if the Council shall decline to approve and confirm any all of the same, the said Council shall have the right or power to make such appointments thereafter by majority vote. Special Committees may be appointed by the Mayor from time to time. Each Standing Committee shall consist of at least two Members and the Mayor shall be an Ex-Officio Member of all Committees and Departments.

**RULE NUMBER SIXTEEN:**

The Chairman of the Department or Special Committee shall be specifically named as such. It shall be his duty to give notice of the time and place of such meetings for the purpose of preparing the business for which they are appointed.

**RULE NUMBER SEVENTEEN:**

Standing Committees of the Borough Council shall be the following:

- Committee on Finance
- Committee on Public Safety
- Committee on Public Works/Public Property
- Committee on Recreation/Public Events
- Committee on Sanitation/Recycling
- Committee on Education

**RULE NUMBER EIGHTEEN:**

The names of the Members of the Council when called by the Clerk on any question shall be called in the following manner: the Council President will be called first and the remaining Council Members shall be called in alphabetical order.

**RULE NUMBER NINETEEN:**

All bills, before they are presented to Council, shall be itemized, sworn to and certified by the Officer in whose Department the indebtedness has been incurred, when they shall be referred to the Finance Committee, which Committee shall report them to the Council favorable over the required signatures, and if they shall be in compliance with statute, they shall be acted upon by motion.

**RULE NUMBER TWENTY:**

None of those rules of this Council, or part thereof, shall be amended, suspended or superseded, without at least the consent of two-thirds of the entire Council.

**RULE NUMBER TWENTY-ONE:**

All Rules of the Borough Council, heretofore adopted and inconsistent herewith, are hereby repealed.

**CERTIFICATION**

The aforesaid document represents a true and compared compilation of the Rules of the Borough Council of the Borough of Helmetta, New Jersey as the same are on record and on file in my office.

**RESOLUTION**

**#2014 – 04**

**APPOINTMENT OF STANDING COMMITTEES**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, and State of New Jersey, that the following named persons are hereby appointed as members of the respective Standing Committees for the Borough of Helmetta, County of Middlesex, and State of New Jersey for a term to expire 12/31/14.

FINANCE	DENISE ESTRADA	CHRIS SLAVICEK
PUBLIC SAFETY	VINCENT ASCIOLLA	DENISE ESTRADA
PUBLIC WORKS/ PUBLIC PROPERTY	ROBERT JANECEK	VINCENT ASCIOLLA
RECREATION/ PUBLIC EVENTS	WENDY VIDAL	YVETTE BRUNO
SANITATION/ RECYCLING	CHRIS SLAVICEK	ROBERT JANECEK
EDUCATION MOTION – Clmn. Ascioilla	YVETTE BRUNO SECOND – Clmn. Janeczek	WENDY VIDAL ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 05**

**MEETING DATES FOR 2014**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Helmetta that the following meeting dates have been scheduled for the year 2014:

Meetings will begin at 7:00 p.m. The Borough Council may introduce and/or adopt ordinances, pass resolutions, or transact any other business within its power at any of the following listed meetings. The meetings will be held at the Helmetta Municipal Building, 51 Main Street, Helmetta.

January 22	July 23
February 26	August 27
March 26	September 24
April 23	October 22
May 28	November 26
June 25	December 22

MOTION – Clmn. Ascioilla      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**# 2014 – 06**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO GERARD STANKIEWICZ, CPA, RMA FOR AUDITING SERVICES FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (“Borough”) has determined there exists a need for auditing services in the Borough of Helmetta during the 2014 calendar year; and

WHEREAS, Gerard Stankiewicz, CPA, RMA has submitted a proposal, attached hereto, indicating he will provide auditing services of the General, Water Utility and Sewer Utility Funds as the Borough Auditor as per his contract and such additional services as required in accordance with the fee schedule attached to the proposal; and

WHEREAS, the term of this contract is one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Gerard Stankiewicz, CPA, RMA has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Gerard Stankiewicz, CPA, RMA has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Gerard Stankiewicz, CPA, RMA for the provision of auditing services as Borough Auditor for the 2014 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that this contract will be awarded contingent to the fees remaining the same as the fees in 2013; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account Number 4-01-20-705-020.  
MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 07**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO TERENCE M. VOGT OF REMINGTON, VERNICK & VENA FOR ENGINEERING SERVICES AS THE BOROUGH ENGINEER FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there exists a need for engineering services in the Borough during the 2014 calendar year; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has submitted a proposal, attached hereto, indicating that he will provide engineering services to the Borough as per his contract and such additional services as required in accordance with the fee schedule attached to the proposal; and

WHEREAS, the term of this contract is one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta, Middlesex County, New Jersey that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Terence M. Vogt of Remington, Vernick & Vena for the provision of engineering services as the Borough Engineer for the 2014 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5;

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

BE IT FURTHER RESOLVED that this contract will be awarded contingent to the fees remaining the same as the fees in 2013; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account Number 4-01-20-715-020.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

## **RESOLUTION**

**#2014 – 08**

### **A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO TERENCE M. VOGT OF REMINGTON, VERNICK & VENA FOR PLANNING SERVICES AS THE BOROUGH PLANNER FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there exists a need for planning services in the Borough during the 2014 calendar year; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has submitted a proposal, attached hereto, indicating that he will provide planning services to the Borough as per his contract and such additional services as required in accordance with the fee schedule attached to the proposal; and

WHEREAS, the term of this contract is one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in

a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta, Middlesex County, New Jersey that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Terence M. Vogt of Remington, Vernick & Vena for the provision of planning services as the Borough Planner for the 2014 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that this contract will be awarded contingent to the fees remaining the same as the fees in 2013; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the municipal clerk.

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account Number 4-01-20-715-020.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

## **RESOLUTION**

**#2014 – 09**

### **A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO GLUCK WALRATH LLP AS REDEVELOPMENT COUNSEL FOR THE BOROUGH FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta has determined there is a need for the legal services relating to redevelopment projects within the Borough during the 2014 calendar year; and

WHEREAS, Gluck Walrath LLP has submitted a proposal indicating that it will provide legal services as the Borough's redevelopment counsel at an hourly rate not to exceed \$150.00; and

WHEREAS, the term of this contract is one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Gluck Walrath, LLP has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Gluck Walrath, LLP has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with GluckWalrath LLP for the provision of legal services as the Borough’s redevelopment counsel for the 2014 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

## **RESOLUTION**

**#2014 – 10**

### **A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO MATTHEW GIACOBBE, ESQ. OF CLEARY GIACCOBE, ALFIERI, JACOBS, LLC AS LABOR AND EMPLOYMENT COUNSEL FOR THE BOROUGH OF HELMETTA FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there is a need for the legal services of a labor and employment attorney during the 2014 calendar year; and

WHEREAS, Matthew Giacobbe, Esq. of the firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC has submitted a proposal indicating he, and members of his firm, will provide legal services on labor and employment issues for the hourly rate of One Hundred Fifty Dollars (\$150.00); and

WHEREAS, the term of this contract is for one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Matthew Giacobbe, Esq. of LLC for the provision of legal services as labor and employment counsel; and

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that the appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is required by law which is exempt from competitive bidding under N.J.S.A. 40A:11.5.

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News as required by law within ten (10) days of its passage and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 11**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
PROFESSIONAL SERVICES TO GLUCK WALRATH LLP AS BOROUGH BOND  
COUNSEL FOR THE BOROUGH FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta has determined there is a need for the legal services relating to redevelopment projects within the Borough during the 2014 calendar year; and

WHEREAS, Gluck Walrath LLP has submitted a proposal indicating that it will provide legal services as the Borough's Bond Counsel as per contract; and

WHEREAS, the term of this contract is one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Gluck Walrath, LLP has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Gluck Walrath, LLP has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be "Professional Services" pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "Professional Services" without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in



a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with GluckWalrath LLP for the provision of legal services as the Borough's Bond Counsel for the 2014 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED that this contract will be awarded contingent to the fees remaining the same as the fees in 2013; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 12**

**APPOINTMENT OF CLASS I OFFICER RONALD HORINKO WAS WITHDRAWN**

**RESOLUTION**

**#2013 - 13**

**APPOINTMENT OF CLASS II SPECIAL POLICE OFFICERS**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

DEVON GANNON  
RICHARD RECINE

as CLASS II SPECIAL POLICE OFFICERS in the Borough of Helmetta for a term to expire 12/31/14 @ \$13.39 per hour.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek

ROLL CALL: Ayes: Ascioffa, Bruno, Estrada

Nays: Bruno, Slavicek, Vidal

Mayor Martin broke the tie and voted yes.

**RESOLUTION**

**#2013 – 14**

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF A MUNICIPAL PROSECUTOR FOR THE BOROUGH OF HELMETTA FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there is a need for the legal services of a municipal prosecutor during the 2014 calendar year; and

WHEREAS, Paul Granick has submitted a proposal indicating that he will provide legal services as Municipal Prosecutor for the Borough for \$350.00 a Court Session not to exceed \$6000.00; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Paul Granick for the provision of legal services as a municipal prosecutor in an amount of \$350.00 a Court session not to exceed \$6,000.00; and

BE IT FURTHER RESOLVED that these appointments are being made without competitive bidding since the appointments involve members of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account Number 4-01-25-757-020.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014- 15**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
PROFESSIONAL SERVICES TO JASON SHAMY FOR LEGAL SERVICES AS THE  
BOROUGH’S PUBLIC DEFENDER FOR THE 2014 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (the “Borough”) has determined that there is a need for the legal services of a public defender during the 2014 calendar year; and

WHEREAS, N.J.S.A. 40A:11-5(1)(a)(i) permits the Borough of Helmetta to award a professional services contract without public advertising for bids and bidding; and

WHEREAS, Jason Shamy has submitted a proposal indicating that she will provide

legal services as Public Defender for the Borough for \$300.00 per session, not to exceed ten (10) sessions per year; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2014 to December 31, 2014; and

WHEREAS, the services to be provided are considered to be "Professional Services" pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "Professional Services" without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Erin Shamy for the provision of legal services as public defender to the Borough in an amount not to exceed \$3,000.00; and

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account Number 4-13-55-000-003.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

## **RESOLUTION**

**#2014 – 16**

### **APPOINTMENT OF FIRE MARSHAL**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

**JOSEPH KOTORA**

as FIRE MARSHAL for the Borough of Helmetta for a term to expire on 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 - 17**

**APPOINTMENT OF CODE ENFORCER**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

JOSEPH KOTORA

as CODE ENFORCER for the Borough of Helmetta.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 18**

**APPOINTMENT OF TAX SEARCH OFFICIAL**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

DENISE JAWIDZIK

as TAX SEARCH OFFICIAL for the Borough of Helmetta for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 – 0

**RESOLUTION  
#2014 – 19**

**APPOINTMENT OF PURCHASING AGENT**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

DENISE JAWIDZIK

as PURCHASING AGENT for the Borough of Helmetta for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 20**

**APPOINTMENT OF ASSESSMENT SEARCH OFFICIAL**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SANDRA BOHINSKI

as ASSESSMENT SEARCH OFFICIAL for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 21**

**APPOINTMENT OF ASSISTANT TAX COLLECTOR/UTILITY REVENUE  
COLLECTOR AND DEPUTY REGISTRAR**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council, do hereby appoint

CAROL FEIG

as ASSISTANT TAX COLLECTOR/UTILITY REVENUE COLLECTOR AND DEPUTY REGISTRAR for the Borough of Helmetta for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 22**

**APPOINTMENT OF BACK-UP WATER OPERATOR**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council, do hereby appoint

GEORGE SMITH

as BACK-UP WATER/SEWER OPERATOR for the Borough of Helmetta for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**  
**#2013 – 23**  
**APPOINTMENT OF CERTIFIED MUNICIPAL COURT ADMINISTRATOR**  
**SUSAN SLAVICEK**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SUSAN SLAVICEK

as CERTIFIED MUNICIPAL COURT ADMINISTRATOR for the Borough of Helmetta for a term to expire 12/31/13.

ROLL CALL: 5 – 0 – 1 (Clmn. Slavicek abstained)

**RESOLUTION**  
**#2014 – 24**  
**APPOINTMENT OF MUNICIPAL COURT STAFF**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

Sharron Pyne	Deputy Court Administrator
Christine Hughes	Violations Clerk
Debra Vitierto	Acting Court Staff (as an on needed basis)
Christine Ward	Acting Court Staff (as an on needed basis)
Sean Brown	Court Staff Member

as Municipal Court Staff for the Borough of Helmetta for a term to expire 12/31/14.  
MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTON**  
**# 2014 - 25**  
**APPOINTMENT OF REGISTRAR**

I, Nancy Martin, Mayor of the Borough of Helmetta do hereby appoint

**SANDRA BOHINSKI**

to be Registrar of the Borough of Helmetta; and

**WHEREAS**, her duties consist of supplying marriage, civil union, same sex and domestic partnership licenses, monthly and quarterly reports, issuance of certified copies of birth, death and marriages; she will be compensated fifty cents per hour for these responsibilities.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 26**

**APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SANDRA BOHINSKI

as PUBLIC AGENCY COMPLIANCE OFFICER for the Borough of Helmetta for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 – 0

**RESOLUTION  
#2014 – 27**

**APPOINTMENT OF PURCHASING/BUYER**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SANDRA BOHINSKI

as Purchasing/Buyer for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 28**

**APPOINTMENT OF DEPUTY RECYCLING COORDINATOR**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SANDRA BOHINSKI

as Deputy Recycling Coordinator for a term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clwmn. Vidal      ROLL CALL: 6 – 0

**RESOLUTION  
#2014 – 29**

**APPOINTMENT OF COUNCIL REPRESENTATIVE TO PLANNING BOARD**

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta that

DENISE ESTRADA

be and is hereby elected as COUNCIL REPRESENTATIVE TO THE HELMETTA PLANNING BOARD for a one year term to expire 12/31/14.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 30**

**APPOINTMENT OF MIDDLESEX COUNTY HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

WENDY VIDAL

as representatives to the Middlesex County Housing and Community Development Committee for the calendar year of 2014.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 31**

**APPOINTMENT OF ALTERNATE TO MIDDLESEX COUNTY HOUSING AND COMMUNITY DEVELOPMENT**

BE IT RESOLVED, that

CHRISTINE REID

is hereby appointed as an ALTERNATE MEMBER TO MIDDLESEX COUNTY HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE FOR THE BOROUGH OF HELMETTA FOR THE YEAR 2014.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0



**RESOLUTION  
#2014 – 32  
APPOINTMENT OF FLOOD CONTROL REPRESENTATIVE**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

DARREN DORAN

as the year 2014 FLOOD CONTROL REPRESENTATIVE.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 33**

**APPOINTMENT OF ALTERNATES TO TRANSPORTATION COORDINATING  
COMMITTEE**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

ROBERT JANECEK  
VINCENT ASCIOLLA

as the year 2014 BOROUGH OF HELMETTA ALTERNATES TO THE  
TRANSPORTATION COORDINATING COMMITTEE.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 34**

**APPROVAL OF CASH MANAGEMENT PLAN FOR 2014**

WHEREAS, N.J.S.A. 40A:5-7.1 and 5-7.3 permits public funds of a municipality to be invested in any insured Association or any Federal Association, whose principal office in located within the State of New Jersey; and

WHEREAS, it is advisable that funds of this municipality on hand and not needed temporarily be invested in such accounts yielding a return in the investment at such time as the Borough of Helmetta may be in the position to do so

WHEREAS, N.J.S.A. 40A:5-14 requires the approval of a cash management plan annually;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Helmetta in the County of Middlesex and State of New Jersey, that the Borough Chief Financial Officer is hereby authorized and directed to make such investments of public funds of the Borough of Helmetta on hand and not needed temporarily in

any insured Association of Federal Association, in such Principal Office, or Branch Office, up to the amount for which such accounts are insured, pursuant to N.J.S.A. 40A:5-7 and 5-7.3.

CASH MANAGEMENT PLAN OF THE BOROUGH OF HELMETTA,  
COUNTY OF MIDDLESEX, NEW JERSEY

STATEMENT OF PURPOSE

This Cash Management Plan ( the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investments ("Permitted Investments") of certain public funds of the Borough of Helmetta, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the perspective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan intended to cover the deposit and/or investment of the accounts of the Borough of Helmetta:

ALL FUNDS

DESIGNATION OF OFFICIALS OF THE BOROUGH OF  
HELMETTA AUTHORIZED TO MAKE DEPOSITS AND  
INVESTMENTS UNDER THE PLAN AND AUTHORIZED SIGNERS  
FOR THE ACCOUNTS

The Chief Financial Officer of the Borough of Helmetta (the Designated Official) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Borough of Helmetta are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

The followings signers are authorized to sign checks for the Year 2014:

CLEARING ACCOUNT:

MAYOR or COUNCIL PRESIDENT

And

CFO

PAYROLL ACCOUNT:

MAYOR or COUNCIL PRESIDENT

And

CFO or BOROUGH CLERK

DESIGNATION OF DEPOSITORYES

The following banks and financial institutions are hereby designated as official depositories for

the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

PNC Bank

New Jersey Cash Management Fund

TD Bank

Wachovia

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

#### DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL

The following firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of the Borough of Helmetta referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

NONE

#### AUTHORIZED INVESTMENTS

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;

Government money market mutual funds;

Any obligations that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or external factor;

Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within the school district is located;

Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investments of the Department of the Treasury for Investments by Local Units;

Local government investment pools;

Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281(c.52:18A-90.4); or

Agreements for the repurchase of fully collateralized securities if:

the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;

the custody of collateral is transferred to a third party;

the maturity of the agreement is not more than 30 days;

the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970,c.236(C.17:9-41); and

A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust: which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940", 15 U.S.C. sec.80a-1 et seq., and operated in accordance with 17 C.F.R. sec.270.2a-7.

The portfolio of which is limited to US Government securities that meet the definition of any

eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such US Government securities; and

Which has:

attained the higher ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or

Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec.80b-1 et seq., with experience investing in US Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool.

An Investment pool:

(a) which is managed in accordance with 17 C.F.R. sec.270.2a-7;

which is rated in the highest category by a nationally recognized statistical rating organization; which is limited to US Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such US Government securities;

which is in compliance with rules adopted pursuant to the "Administrative Procedure Act", P.L. 1968,c.410(c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

which does not permit investments in instruments that are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have value that approximates their par value; or utilize an index that does not support a stable net asset value; and

which purchases and redeems investments directly from the issuer, government money market mutual fund, of the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in US Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such US Government securities.

B. Notwithstanding the above authorization, the moneys on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

NO INVESTMENT TO EXCEED ONE (1) YEAR

SAFEKEEPING CUSTODY PAYMENT & ACKNOWLEDGEMENT OF RECEIPT OF PLAN

To the extent that any Deposit of Permitted Investment involves a document or security which is not physically held by the Borough of Helmetta, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Helmetta to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investment are either received by the Borough of

Helmetta or by a third party custodian prior to or upon the release of the Borough of Helmetta funds.

To assure that all parties with whom the Borough of Helmetta deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

#### REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official referred to in Section III hereof shall supply to the Governing Body of the Borough of Helmetta a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

The name of any institution holding funds of the Borough of Helmetta as a Deposit or a Permitted Investment.

The amount of securities or Deposits purchased or sold during the immediately preceding month.

The class or type of securities purchased or Deposits made.

The book value of such Deposits or Permitted Investments.

The earned income on such Deposits or Permitted investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.

The fees incurred to undertake such Deposits or Permitted Investments.

The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

All other information which may be deemed reasonable from time to time by the Governing Body of the Borough of Helmetta.

#### TERM OF PLAN

This Plan shall be in effect from January 1, 2014 to December 31, 2014. Attached to this Plan is a resolution of the Governing Body of the Borough of Helmetta approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendment to all parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

#### RESOLUTION

#2014 – 35

#### RETURNED CHECK CHARGE

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, that any checks returned to the Borough of Helmetta, will be subject to a charge of twenty-five dollars (\$25.00).

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 36**

**CANCELLATION OF MINIMUM BALANCES**

WHEREAS, Chapter 113 of P.L.1996 allows the Tax Collector to cancel minimum balances as they occur without the requirement of the Governing Body's approval of each individual account; and

WHEREAS, in an effort to save time and paperwork for both the Governing Body and the Tax Collector by allowing the Tax Collector to cancel these balances upon occurrence instead of listing them for resolution approval.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that the Tax Collector is hereby authorized to cancel minimum balances and credits under the amount of \$10.00 as they occur throughout the calendar year of 2014.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 37**

**AUTHORIZATION TO CONDUCT TAX LIEN SALE**

WHEREAS, there remains on the records and books of the Borough of Helmetta delinquent taxes, water and sewer utility charges, and other municipal charges owing as of December 31, 2013; and

WHEREAS, N.J.S.A. 54-5 et seq., provides for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, the Tax Collector is empowered by statute to conduct and preside over the sale of liens; and

WHEREAS, N.J.S.A. 54:-26 has been amended to allow the Tax Collector to mail two (2) notices in lieu of two (2) newspaper advertisements in preparation for the tax lien sale and add \$25.00 per mailing to the cost of the sale (per property);

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the Borough of Helmetta Tax Collector be and is hereby authorized to conduct a tax lien sale for 2013 delinquent taxes, utility and other municipal charges;

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to charge \$25.00 per property mailing to the costs of the lien sale.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 – 0

**RESOLUTION**

**#2014 – 38**

**INTEREST ON DELINQUENT TAXES**

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey that in accordance with Chapter 54:4-67 of the New Jersey Statutes the interest rate on delinquent taxes shall be eight per cent (8%) annum on the first \$1500.00 of delinquency, and 18% per annum on any amount in the excess of \$1500.00 to be calculated from the date the tax was payable until the date of actual payment. There shall be a ten (10) day grace period for payment of taxes.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 39**

**PENALTY FOR DELINQUENCIES OVER \$10,000.00**

WHEREAS, N.J.S.A. 54: 4- 67 has been amended to adopt into the law a provision which permits the Governing Body to fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of delinquency; and

WHEREAS, the Borough of Helmetta desires to adopt a penalty provision as authorized by N.J.S.A. 54:4-67,

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the Borough of Helmetta hereby adopts and authorizes the Tax Collector of the Borough of Helmetta to assess an additional six per cent (6%) penalty to any taxpayer with a delinquency of all taxes and municipal charges due in excess of ten thousand dollars (\$10,000.00) who fails to pay the delinquency prior to the end of the calendar year.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 40**

**INTEREST ON DELINQUENT WATER & SEWER PAYMENTS**

WHEREAS, the Mayor and Council of the Borough of Helmetta has established an interest rate in accordance with State law for unpaid water rents and sewer user charges;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED that the Collector of Sewer and Water Revenue be and is hereby authorized to charge eight per cent (8%) per annum as interest to be paid on delinquent accounts for unpaid balances of less than \$1500.00 and eighteen per cent (18%) per annum as the interest to be paid on delinquent accounts with unpaid balances of more than \$1500.00. The Collector shall allow a thirty (30) day grace period for payment, after which, interest will be charged from the due date for such payments.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 – 0

**RESOLUTION  
#2014 – 41**

**OFFICIAL NEWSPAPERS – HOME NEWS TRIBUNE & CRANBURY PRESS**

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the

HOME NEWS TRIBUNE  
CRANBURY PRESS

be and are hereby designated as the OFFICIAL NEWSPAPERS for the Borough of Helmetta for the year 2014.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 42**

**A RESOLUTION AUTHORIZING A PETTY CASH FUND IN THE BOROUGH OF HELMETTA FOR THE 2014 CALENDAR YEAR**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund upon written application to and after approval by the director; and

WHEREAS, the Borough established a Petty Cash Fund in the amount of \$175 which was approved by the Division of Local Government Services; and

WHEREAS, the Division of Local Government Services recommends the approval of a petty cash fund annually.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta, Middlesex County, New Jersey that the Helmetta Petty Cash Fund is authorized and approved for calendar year 2014 in the amount of \$175.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 43**

**A RESOLUTION AUTHORIZING THE CUSTODIAN OF THE PETTY CASH FUND FOR THE BOROUGH OF HELMETTA FOR FISCAL YEAR 2014**

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that

SANDRA BOHINSKI

is hereby appointed custodian of the Helmetta Petty Cash Fund; and

BE IT FURTHER RESOLVED that two copies of this Resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0



**RESOLUTION**

**2014 - 44**

**RESOLUTION APPROVING 2014 TEMPORARY BUDGET  
APPROPRIATIONS**

**WHEREAS**, in the normal operation of the business of the Borough of Helmetta, it will be necessary for making contracts, commitments, and payments prior to the adoption of the regular 2014 budget for the Borough of Helmetta; and

**WHEREAS**, revised Statute 40A:4-19 of the State of New Jersey provides that the Governing Body of any municipality may make temporary appropriations to provide for any contracts, commitments, or payments to be made between the beginning of the budget year and the adoption of the final budget; and

**WHEREAS**, the date of this Resolution is within the first thirty (30) days of the month of January 2014; and

**WHEREAS**, the total amount of appropriations hereunder of \$559,893.75 do not exceed twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Helmetta for 2013, exclusive of any 2013 appropriations made for debt service, capital improvement fund and public assistance, and exclusive of 2014 debt service appropriations.

**NOW, THEREFORE, BE IT RESOLVED** that the following temporary budget for the Borough of Helmetta for the year 2013 be adopted, and a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer for their records.

**CURRENT FUND BUDGET - 2014**

	<b>2014 TEMPORARY BUDGET</b>
<b><u>CURRENT FUND</u></b>	
General Administration S&W	3,375.00
General Administration OE	125.00
Mayor and Council OE	1,000.00
Mayor and Council OE-School Board Oversight	750.00
Mayor and Council OE-Website Administration	1,500.00
Municipal Clerk S&W	4,375.00
Municipal Clerk OE	1,875.00
Financial Administration S&W	6,000.00
Financial Administration OE	5,000.00
Bank Charges	0.00
Audit Services	0.00
Revenue Administration (Collection of Taxes) S&W	5,000.00
Revenue Administration (Collection of Taxes) OE	3,000.00
Tax Assessment Administration S&W	2,937.50
Tax Assessment Administration OE	875.00
Elections	0.00
Legal Services and Costs OE	12,500.00
Engineering Services and Costs OE	750.00
Planning Board S&W	675.00
Planning Board OE	1,175.00
Police S&W	80,000.00
Police OE	7,500.00

Office of Emergency Management OE	25.00
Fire OE	6,000.00
Fire OE - Hurricane Damages	0.00
Fire Prevention Bureau S&W	906.25
Fire Prevention Bureau OE	250.00
First Aid Organization-Contribution	0.00
Uniform Fire Safety OE	0.00
Municipal Prosecutor OE	1,750.00
Municipal Court S&W	10,000.00
Municipal Court OE	750.00
Public Defender OE	387.50
Road Repairs and Maintenance S&W	20,000.00
Road Repairs and Maintenance OE	3,250.00
Solid Waste Collection OE	11,250.00
Recycling S&W	1,450.00
Recycling OE	62.50
Public Buildings and Grounds OE	5,000.00
Vehicle Maintenance OE-Public Works	2,000.00
Vehicle Maintenance OE-Police Vehicle	1,875.00
Vehicle Maintenance OE-Lease/Acquire Vehicles	7,000.00
Condo Act-Trash Removal	0.00
Condo Act-Street Lighting	0.00
Condo Act-Snow and Leaf Removal	0.00
Board of Health S&W	0.00
Kiddie Keep-Well Camp	0.00
South County Day Camp	0.00
Animal Control S&W	2,000.00
Animal Control OE	1,375.00
Recreation S&W	250.00
Recreation OE	1,875.00
Senior Citizen OE	250.00
Parks OE	1,875.00
Electricity	4,750.00
Street Lighting	5,250.00
Telephone	3,500.00
Natural Gas	3,125.00
Diesel Fuel	750.00
Gasoline	4,075.00
Postage	1,350.00
Copier Expense	725.00
Office Supplies	250.00
Construction S&W	1,275.00
Accumulated Sick Leave Reserve	0.00
Contingent	0.00
Social Security System (O.A.S.I.)	12,625.00
PERS Retirement - ERI Program	0.00
PERS Retirement	0.00
PFRS Retirement	0.00
Liability Insurance	7,500.00
Worker's Compensation Insurance	10,000.00
Employee Group Insurance (Health)	25,750.00
Unemployment, Disability Insurance	525.00
<b>Inside CAP Appropriations</b>	<hr/> <b>299,443.75</b>
Employee Group Insurance (Health) Exclusion	0.00
"December 2010 Blizzard"	0.00
LOSAP	0.00
<b>Subtotal</b>	<hr/> <b>0.00</b>
Borough of Spotswood-Police Dispatch	<hr/> <b>6,000.00</b>

Borough of Spotswood-Animal Control S&W	1,500.00
Borough of Spotswood-Animal Control OE	0.00
Borough of Spotswood-Zoning & Code Enforcement S&W	1,500.00
Borough of Spotswood-Zoning & Code Enforcement OE	0.00
Borough of Spotswood-Garbage & Trash Removal	12,000.00
Borough of South River-Animal Control S&W	0.00
Borough of South River-Animal Control OE	0.00
Borough of Sayreville-Animal Control S&W	0.00
Borough of Sayreville-Animal Control OE	0.00
Township of Plainsboro-Animal Control S&W	0.00
Township of Plainsboro-Animal Control OE	0.00
Borough of Matawan-Animal Control S&W	0.00
Borough of Matawan-Animal Control OE	0.00
Borough of Milltown-Animal Control S&W	0.00
Borough of Milltown-Animal Control OE	0.00
Township of Cranbury-Animal Control S&W	0.00
Township of Cranbury-Animal Control OE	0.00
East Brunswick Township-Animal Control S&W	0.00
East Brunswick Township-Animal Control OE	0.00
Borough of Jamesburg-Animal Control S&W	0.00
Borough of Jamesburg-Animal Control OE	0.00
Animal Shelter S&W	0.00
Animal Shelter OE	0.00
Animal Control/Shelter S&W	40,000.00
Animal Control/Shelter OE	23,000.00
Middlesex County Board of Health	4,500.00
Middlesex County Curbside Recycling Program	5,500.00
<b>Subtotal-Interlocal Agreements</b>	<b>94,000.00</b>
Clean Communities	0.00
DDEF	0.00
Body Armor	0.00
Recycling Tonnage Grant	0.00
Forest Services Volunteer Fire Assistance	0.00
Law Enforcement Response Grant	0.00
Police Car Cameras Grant	0.00
NJ Clean Energy Program	0.00
Matching Funds for Grants	0.00
Alcohol Ed & Rehab	0.00
<b>Subtotal-Grants</b>	<b>0.00</b>
Reserve for Acquisition of Animal Control Van	0.00
Reserve for Improvements to Police Department Facilities	0.00
Reserve for Improvements to Municipal Building	0.00
Reserve for NJ Clean Energy Direct Install Program	0.00
Capital Improvement Fund	0.00
<b>Subtotal-Capital Improvements</b>	<b>0.00</b>
Payment of Note Principal	0.00
Payment of Note Interest	0.00
<b>Subtotal-Debt Service</b>	<b>0.00</b>
Emergency Authorizations-1 year	0.00
Emergency Authorizations-5 years	0.00
Deferred Charge to Future Taxation-Unfunded	0.00
<b>Subtotal-Deferred Charges</b>	<b>0.00</b>
<b>Outside CAP Appropriations</b>	<b>94,000.00</b>
<b>Subtotal before Reserve for Uncollected Taxes</b>	<b>393,443.75</b>
Reserve for Uncollected Taxes	0.00

TOTAL CURRENT FUND

393,443.75

WATER OPERATING BUDGET - 2014

2014  
TEMPORARY  
BUDGET

<u>WATER UTILITY FUND</u>	
Salaries and Wages	15,000.00
Other Expenses	11,500.00
Purchase of Water	30,000.00
Insurance	1,000.00
Accumulated Sick Leave	0.00
Capital Improvement Fund	1,250.00
Capital Outlay	0.00
Capital Outlay-Reserve Water Tower Repainting	0.00
Reserve for Acquisition of Dump Truck	0.00
Payment of Bond Principal	0.00
Payment of Note Principal	0.00
Payment of Bond Interest	0.00
Payment of Note Interest	0.00
Payment of USDA Loan	0.00
PERS Retirement	0.00
Social Security System	1,500.00
Unemployment, Disability Insurance	100.00
<b>TOTAL WATER UTILITY FUND</b>	<b>60,350.00</b>

SEWER OPERATING BUDGET - 2014

2014  
TEMPORARY  
BUDGET

<u>SEWER UTILITY FUND</u>	
Salaries and Wages	15,000.00
Other Expenses	6,750.00
MTMUA-Basic	76,000.00
MTMUA-DS surcharge	0.00
Other Expenses - Insurance	6,750.00
Accumulated Sick Leave	0.00
Capital Improvement Fund	0.00
Capital Outlay	0.00
Reserve for Acquisition of Dump Truck	0.00
Capital Outlay-I&I	0.00
Payment of Bond Principal	0.00
Payment of Bond Interest	0.00
PERS Retirement	0.00
Social Security System	1,500.00
Unemployment, Disability Insurance	100.00
<b>TOTAL SEWER UTILITY FUND</b>	<b>106,100.00</b>
<b>GRAND TOTAL</b>	<b>559,893.75</b>

**RESOLUTION  
#2014 – 45**

**APPOINTMENT OF ALTERNATE MUNICIPAL JUDGE**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

CHRISTINE HEITMAN, ESQ.

as ALTERNATE MUNICIPAL JUDGE.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 46**

**APPOINTMENT OF ANIMAL CRUELTY INVESTIGATORS**

BE IT RESOLVED, that the following

JAMES APGAR  
MICHAL CIELESZ  
RICHARD CIELESZ  
C. BRANDON METZ

be appointed as ANIMAL CRUELTY INVESTIGATORS.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
# 2014 – 47**

**APPOINTMENT OF ANIMAL CONTROL OFFICERS**

**BE IT RESOLVED**, that

James Apgar  
Michal Cieleusz  
Richard Cieleusz  
Darren Doran  
Josh Merrill  
Harold Messler  
C. Brandon Metz  
Joseph Reid

are hereby appointed as Animal Control Officers for the year 2014.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 48**

**RESOLUTION AUTHORIZING THE BOROUGH OF HELMETTA  
TO ENTER INTO AN INTERLOCAL SERVICE AGREEMENT  
WITH THE COUNTY OF MIDDLESEX FOR PROVISION  
OF HEALTH SERVICES**

WHEREAS, the County of Middlesex (“County”) has created the Middlesex County Department of Public Health pursuant to N.J.S.A. 26:3A2-1 et seq. to provide public health services; and

WHEREAS, the Borough of Helmetta (“Borough”) desires to contract with the County for the provision of public health services of a technical and professional nature; and

WHEREAS, the Borough Council has determined that it is in the best interest of the Borough to enter into an interlocal services agreement for the County to provide public health services to the Borough; and

WHEREAS, the County and the Borough are permitted to enter into this agreement pursuant to N.J.S.A. 40:8A-1 et. seq.; and

WHEREAS, a certification to the availability of funds executed by the Chief Financial Officer is attached to this Resolution pursuant to the provisions of N.J.A.C. 5:30-5.4.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Public Health Services Interlocal Services Agreement, in a form substantially similar to that attached hereto, with the County of Middlesex for the provision of public health services is hereby approved; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized to sign the Public Health Services Interlocal Services Agreement between the Borough of Helmetta and the County of Middlesex in a form substantially similar to that attached hereto; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are available for said contract from Account Number 4-01-43-785-020; and

BE IT FURTHER RESOLVED that conditioned upon the adoption of authorizing resolutions by both the County and the Borough and execution of the attached Public Health Services Interlocal Services Agreement by both parties, the Interlocal Services Agreement shall be effective pursuant to the terms of the agreement.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 49**

**RESOLUTION OF THE BOROUGH OF HELMETTA AUTHORIZING AN ANIMAL  
IMPOUNDMENT AGREEMENT AND AN ANIMAL CONTROL AGREEMENT  
WITH THE TOWNSHIP OF HOLMDEL**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. authorizes municipalities to contract with each other for shared services; and

WHEREAS, the Township of Holmdel (“Holmdel”) is in need of both animal control services and animal impoundment services; and

WHEREAS, the Borough of Helmetta (the “Borough”) and Holmdel desire to enter into shared services agreement and the Borough will provide licensed animal control officers to perform animal control services within Holmdel; and

WHEREAS, the Township of Holmdel also desires to enter into a shared services agreement in which the Borough will provide Holmdel with full-time kennel impoundment services at the Helmetta Municipal Animal Shelter; and

WHEREAS, both the animal control services agreement and the animal impoundment agreement shall commence upon execution, and shall terminate on December 31, 2015.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta, County of Middlesex, State of New Jersey that the Mayor is hereby authorized to enter into both an agreement for the provision of animal control services, and an agreement for the provision of animal impoundment with the Township of Holmdel both in the forms attached hereto. Said agreements are on file with the Borough Clerk and are incorporated herein by reference.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be provided to each of the following:

- a. Maureen Doloughty, RMC, Township of Holmdel
- b. David A. Clark, Borough Attorney
- c. Darren Doran, Animal Control Officer

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**

**#2014 – 50**

**2014 FEES FOR THE HELMETTA REGIONAL ANIMAL SHELTER**

BE IT RESOLVED, that the following fees will be charged in 2014 for the Helmetta Regional Animal Shelter:

<b>REDEMPTION</b>		<b>*Proposed</b>
Fee per day	\$10	
<b>ADOPTION</b>		
Dogs without vaccines	\$100	

Dogs with vaccines and or fixed	\$150	
Puppies	\$150	
Sr. dogs 10 yrs - older	\$20	
Kittens 10 weeks - 4 months	\$15	additional fees -vaccines, testing
Cats 4 months - adult	\$15	
Sr. cats	\$10	
Other Animals	\$25	
<b>SURRENDER</b>		
Dogs	\$50	*\$150.00 with utd vaccines
Dogs (no vaccines)		*\$200.00
Cats	\$50	*\$100.00
Cats (no social behavioral issues)		*\$150.00
Other	\$20	*\$50 - \$100
<b>EUTHANASIA</b>		
Dogs - 90 lbs	\$75	*\$100.00
Dogs over 95 lbs	\$90	*\$150.00
Cats	\$50	*\$100.00
Other animals	\$40	
<b>*QUARANTINE</b>		
Ten day hold	\$175	
Confiscation/impound* per day	\$25	
*due to cruelty, eviction, arrests, etc.	\$25.00	
Each day not picked up after Ten day hold	\$25.00	
Decap	\$75	
<b>*OTHER</b>		
Bath	*\$50	
Bath (medicated)	*\$75	
Nail clip	\$15	
Groom total shave down	*\$50	
Groom total shave down with sedation	*\$100	
Ears cleaned - medicated	*\$25	



Antibiotics per bottle	*\$30	
Eye care - medicated	*\$30	
*Additional care or medical		To be determined as needed
** <i>in addition</i> to shelter fees		

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**  
`#2014 -51

**APPOINTMENT OF MIDDLESEX COUNTY JOINT INSURANCE FUND COMMISSIONER**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

DARREN DORAN

as the Middlesex County Joint Insurance Fund Commissioner.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION**  
##2014 - 52

**INCREASE IN HOURS OF EMPLOYMENT AND SALARY FOR FINANCE CLERK ANNMARIE MAUSSER**

**BE IT RESOLVED**, that AnnMarie Mausser be herby given an increase in salary to \$20,000.00 per year. AnnMarie’s work hours will now be 25 hours per week. She will work Monday and Thursday from 7:00 a.m. to 3:00 p.m. with the remaining hours being flexible.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 5 – 1

Ayes: Ascioffa, Bruno, Estrada, Janeczek, Vidal      Nay: Slavicek

**RESOLUTION**  
#2014 – 53

**APPOINTMENT OF CERTIFIED RECYCLING COORDINATOR**

**WHEREAS**, it is State mandated that every municipality has a Certified Recycling Coordinator ; and

**WHEREAS**, C. Brandon Metz has taken the courses and passed the State exam,

**NOW THEREFORE BE IT RESOLVED** that

C. BRANDON METZ

is hereby appointed as Certified Recycling Coordinator for the Borough of Helmetta.  
MOTION – Clmn. Ascioffa      SECOND – Clwmn. Vidal      ROLL CALL: 6 - 0

**RESOLUTION  
#2014 – 54**

**APPOINTMENT OF REPRESENTATIVE TO SOLID WASTE ADVISORY  
COMMITTEE (SWAC)**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

C. BRANDON METZ

as representative to Solid Waste Advisory Committee.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Janeczek      ROLL CALL: 6 - 0

**RESOLUTION  
# 2014 - 55**

**RESOLUTION OF THE BOROUGH OF HELMETTA AUTHORIZING  
EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE  
TOWNSHIP OF NORTH BRUNSWICK FOR THE PROVISION OF VEHICLE  
MAINTENANCE**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. authorizes joint activities among municipalities and was enacted with the intent to facilitate and promote shared services agreements; and

**WHEREAS**, the Borough of Helmetta (“Borough”) desires to obtain vehicle maintenance services from the Township of North Brunswick (“North Brunswick”) to perform routine maintenance and repair functions for Helmetta motor vehicles; and

**WHEREAS**, the Borough Council believes that sharing vehicle maintenance services will be beneficial to both the Borough and North Brunswick.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute and enter into a shared services agreement with North Brunswick for the provision of vehicle maintenance services for a two year period commencing on December 1, 2013 and ending on December 31, 2015; and

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided to each of the following:

- a. Lisa Russo, Clerk of the Township of North Brunswick
- b. David A. Clark, Borough Attorney

**COUNCIL OF THE BOROUGH OF HELMETTA  
MIDDLESEX COUNTY, NEW JERSEY  
RESOLUTION**

**RESOLUTION NO. 2014 - 56**

**TITLE:            DEBT SERVICE APPROPRIATIONS**

**WHEREAS**, N.J.S.A. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirements for the coming fiscal year providing that such resolution is not made earlier than December 20, of the year preceding the beginning of the fiscal year; and

**WHEREAS**, the principal and interest will be due on various dates from January 1, 2014 to December 31, 2014, inclusive, on sundry bonds issued and outstanding:

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Helmetta that the following appropriations be made to cover the period from January 1, 2014 to December 31, 2014 inclusive:

NOTE PRINCIPAL	\$	80,000.00
NOTE INTEREST	\$	23,000.00
WATER CAPITAL NOTE	\$	38,000.00
WATER CAPITAL INTEREST	\$	2,800.00
USDA LOAN	\$	19,436.60