

**THESE MINUTES ARE TO BE KEPT CONFIDENTIAL UNTIL
CONFIDENTIALITY IS NO LONGER REQUIRED.**

**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
Mayor Martin called the meeting to order at 6:20 p.m. Adequate notice was provided as
is required by the Open Public Records Act with publication in the Home News Tribune
and posting on the bulletin board at the Helmetta Municipal Building. All in attendance
Pledged Allegiance to the Flag.

CALLING OF THE ROLL:
ASCIOLLA - Absent
BRUNO
ESTRADA
JANECZEK
SLAVICEK
VIDAL

CLOSED SESSION – RESOLUTION # 2014 – 58 Litigation/Personnel/ Negotiations
MOTION – Clmn. Janeczek SECOND – Clwmn. Bruno
ROLL CALL: 5 – 0

Discussion was held about the meeting held on January 20 at the Prosecutor's office. A
full time Director must be hired so he can attend the County meetings. Full time can be
defined so they can attend the meetings. Our Police Department is missing out on a lot.
He can be appointed on a yearly term basis. The question is do we have a Police Dept. or
not. We have to figure out what it will cost us to bring us to par. There is a great concern
about the lack of training and if they are getting proper training. Officer Scheicher is
attending a methods of instructions classes.

Numerous meetings were held regarding the Union contract and everything is going well.
Brandon Metz will be named as foreman and his roll will be outlined. It is of importance
that they receive their CDL licenses. Darren is limited in what he can do now and has
medical issues.

A MOTION to go into Open Session was made by Clmn. Janeczek and SECONDED by
Clmn. Slavicek . All were in favor.

There being no further business, the meeting was adjourned at 6:55 p.m.

Sandra Bohinski, RMC
Municipal Clerk

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

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

Mayor Nancy Martin called the meeting to order at 7:15 p.m. Adequate notice of this meeting was provided as is required by the Open Public Meetings Act. Everyone in attendance Pledged Allegiance to the Flag.

CALLING OF THE ROLL: - All present.

ASCIOLLA
BRUNO
ESTRADA
JANECZEK
SLAVICEK
VIDAL

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

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

A MOTION was made by Clmn. Ascioffa and SECONDED by Clwmn. Bruno to make
the following correction and additions to the Consent Agenda:

#65 – Payment of bills as per list (latest list is bills received over weekend)

#67 – Appointment of Full Time Police Officer James Parsons, III (strike out of the
Police Director

#68 – A Resolution of the Borough of Helmetta modifying Resolution #2014 – 47

In order to rescind Harold Messler's appointment as an Animal Control Officer

#69 – Authorization for Mayor Martin to sign settlement of union grievance

#70 – Authorization for Brandon Metz to apply and sign off on recycling grants

MOTION to adopt Consent Agenda – Clmn. Ascioffa SECOND – Clmn. Slavicek

ROLL CALL: 6 – 0

APPROVAL OF MINUTES

December 23, 2013 – MOTION – Clmn. Janeczek SECOND – Clmn. Slavicek

ROLL CALL: 4 – 0 – 2 (Abstain – Bruno, Estrada)

January 1, 2014 – MOTION – Clmn. Janeczek SECOND – Clmn. Ascioilla
ROLL CALL: 6 - 0

COMMITTEE REPORTS: DEPARTMENT REPORTS, PUBLIC WORKS

Recycling – Clmn. Slavicek said he and Clmn. Janeczek had a meeting and they have a plan in place to encourage more recycling by the residents.

Recreation – Clwmn. Vidal said they are working on dates and a schedule for the year; when complete they will pass them out.

Education – Clwmn. Bruno stated that the School year calendar was added to the website. A notice about Kindergarten registration and a vacancy on the School Board was also placed on our website.

Public Works – Clmn. Janeczek gave a report on Public Works (report is attached.) Regarding the digital sign out front, the company has been contacted to repair the sign. However, it seems that between rain and snow it has been delayed.

Finance – The Mayor said that the Auditor is starting to close out the books and once completed we will meet and know where we stand.

The Clerk said that Public Works Director Darren Doran received a phone call from Spotswood today and due to the weather our pick up will be on Monday instead of Friday.

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

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

The Clerks stated that we have to have discussion on the CDBG Grant. The Mayor said the money is going to be used for some of the sewer manholes are very old on John and they are going to be replaced. Hopefully we'll recoup some of our money with the water leakage there. I don't know how many we are going to get done for \$24,000 but whatever amount that is what it is going to be used for. Clmn. Janeczek said that Darren told him that throughout town some of the pavement around the manholes is recessing and the plows are hitting them. They have to go around them. Clwmn. Vidal asked how they can rectify them. He replied that they are going to have to dig around them and then ramp up to them.

The Mayor asked if a letter was sent to Rush Holt about the generator for the animal shelter. The Clerk responded that the Borough Administrator was to work on it.

The Mayor also asked about contacting Conrail about the potholes by the railroad tracks.

The next meeting will be held on February 26. An ice skating bus trip for Pro Skate is being scheduled for February 22.

ADJOURNMENT

There being no further business a MOTION was made by Clwmn. Vidal and
SECONDED by Clwmn. Bruno to adjourn the meeting at 7:35 p.m. All were in favor.

Sandra Bohinski, RMC
Municipal Clerk

**REPORT OF MUNICIPAL
CLERK DECEMBER, 2013**

		Copies	Marr Lic	Plng bd	Towing	Licenses	Lndlr Reg
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>
Riporti	\$125.00				\$125.00		
Mendola	\$125.00				\$125.00		
First Due	\$125.00				\$125.00		
Boyce	<u>\$125.00</u>				<u>\$125.00</u>		
TOTAL	\$1,083.50	\$20.50	\$28.00	\$10.00	\$625.00		\$400.00

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
Taxes - 2013	\$4,868,776.99	2013 Disallowance	\$ 250.00
Taxes - 2012	\$ 97,133.98	2013 Transfer O/P	\$ (94.65)
Other		2013 Refund O/P	\$ 3,455.05
		2013 Added	\$ 418.66
		Cancel	
		2013 Minimum	\$ 6.18
		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		
		Closing Balances	
		2014	\$ 105,048.35
		Prepaid	\$ 36,430.44
TOTAL	\$5,044,504.14		

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

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

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 - Clmn. Asciolla SECOND – Clmn. Slavicek ROLL CALL: 6 – 0

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 - Clmn. Asciolla SECOND – Clmn. Slavicek ROLL CALL: 6 – 0

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 - Clmn. Asciolla SECOND – Clmn. Slavicek ROLL CALL: 6 – 0

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 - Clmn. Asciolla SECOND – Clmn. Slavicek ROLL CALL: 6 – 0

RESOLUTION
#2014 – 65
PAYMENT OF BILLS

BE IT RESOLVED, that the bills as per the list be paid
MOTION - Clmn. Asciolla SECOND – Clmn. Slavicek ROLL CALL: 6 – 0

RESOLUTION
2014 – 67
APPOINTMENT OF FULL TIME POLICE OFFICER
JAMES PARSONS, III

BE IT RESOLVED, that James Parsons, III be and is hereby appointed as Police Officer in the Borough of Helmetta. Officer Gallo graduated from the 84th Basic Course for Police Officers on December 18, 2013. As per the Borough Ordinance he shall serve a probationary period of one year after his completion of the Academy.

BE IT FURTHER RESOLVED, he will be entitled to insurance coverage under N.J. Direct 15 or a comparable plan. As a new employee he will fall under the newly negotiated contract as a new employee; and

BE IT FURTHER RESOLVED upon recommendation of the Public Safety Committee that he is hereby appointed as full time Police Officer subject to the completion of the Police Academy and probationary period.
MOTION - Clmn. Asciolla SECOND – Clmn. Slavicek ROLL CALL: 6 – 0

RESOLUTION
2014 – 68

A RESOLUTION OF THE BOROUGH OF HELMETTA
MODIFYING RESOLUTION #2014-47 IN ORDER TO
RESCIND HAROLD MESSLER'S APPOINTMENT AS AN
ANIMAL CONTROL OFFICER

WHEREAS, Harold Messler (“Messler”) presently serves as a Sergeant for the Borough of Helmetta Police Department; and

WHEREAS, on January 1, 2014, the Borough Council of the Borough of Helmetta adopted Resolution #2014-47, which among other things, appointed Messler as an animal control officer (“ACO”) for the Borough for the calendar year 2014; and

WHEREAS, the Borough Council desires to modify Resolution #2014-47 in order to rescind the appointment of Messler as an ACO; and

WHEREAS, all other terms and conditions of Resolution #2014-47 shall remain in full force and effect.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that Resolution #2014-47 is hereby modified and that Harold Messler’s appointment as an animal control officer in the Borough is hereby rescinded; and

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #2014-47 shall remain in full force and effect; and

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

- a. Harold Messler
- b. Borough Administrator
- c. David A. Clark, Borough Attorney

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

RESOLUTION

#2014 - 69

AUTHORIZATION FOR MAYOR MARTIN TO SIGN SETTLEMENT OF UNION GRIEVANCE

BE IT RESOLVED, that the settlement of the union grievance be accepted upon the terms and conditions as presented; and

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to sign such agreement as presented to the Council.

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

RESOLUTION
#2014 – 70
AUTHORIZATION FOR BRANDON METZ TO APPLY AND SIGN OFF ON
RECYCLING GRANTS

BE IT RESOLVED, that Recycling Coordinator, Brandon Metz, is hereby authorized to apply for grants pertaining to recycling and is authorized to sign off on these grants/
MOTION - Clmn. Ascioffa SECOND – Clmn. Slavicek ROLL CALL: 6 – 0

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