



MEETING OF MAYOR AND COUNCIL  
AUGUST 16, 2023 – MINUTES  
7:00PM

\* MEETING CALLED TO ORDER - SALUTE TO THE FLAG - MOMENT OF SILENCE  
Mayor Slavicek called the meeting to order at 7:00pm. All in attendance stood for a moment of silence to honor the young Spotswood child that recently lost his life.

\* CALLING OF THE ROLL

Mayor Slavicek

Councilman Karczewski – absent

Councilwoman Bohinski

Councilman Duffy

Councilman Dzingleski

Councilman Reid

Councilman Stasi

Also in attendance was Business Administrator Salvatore Masucci, Borough Attorney Joseph Youssouf, and Borough Engineer Kevin Meade.

\* OPEN PUBLIC MEETINGS ACT STATEMENT

Adequate notice of this meeting has been provided as is required under Chapter 231 Public Law 1975 specifying the time, date, location and to the extent known the agenda by posting a copy on the bulletin board in the Municipal Building outside of the meeting room and providing a copy to the Home News Tribune and Sentinel newspapers and by filing a copy in the office of the Municipal Clerk in accordance with the certification which will be entered in the minutes of this meeting.

\* PUBLIC PORTION

During the Public Portion of any Council Meeting members of the Public may only speak on topics of concern to the residents of the Borough. Everyone will be given five minutes to speak as per the Rules to Govern adopted January 4, 2023. During the Public Portion of any meeting, the members of the Public as well as the Governing Body shall be courteous and respectful to one another. No comments and/or behavior that are considered disrespectful, ill-

willed or with the intent to harass will be tolerated. If such behavior occurs, then that individual member of the Public will be asked to sit down and his or her turn to speak will be over, even if the five minutes is not.

Stan Banka, 43 Railroad Avenue stated that the situation on his block has gotten worse. He inquired about an ordinance for ATVs on the road late at night. The Borough Attorney stated that is illegal. Mr. Banka stated that last Friday night he contacted the Jamesburg Police Department at approximately 11:30pm because ATVs were driving up and down his block and no one came. Mayor Slavicek stated that he will contact the Chief of Police and asked Mr. Banka if he would be open to sitting down with him to discuss his concerns further. Mr. Banka said he would be open to it. Mr. Banka also inquired about the progress of controlling flooding in his area as we are coming up on the second year anniversary of the flooding in the Borough. The Mayor stated that the Manalapan Brook clean-up project is fully underway with the combined efforts of the DPWs of Spotswood, Helmetta, and Monroe. He also stated that the County will be soon commencing a project near the apartment complex on the border of the town.

John Nartowicz, 2 Holly Manor Court stated that an accident recently occurred near Helmetta Foods and if we could get some traffic lights in the area to help with the flow. The Borough Engineer stated that since it is a County road we will have to inquire about a County survey. Mr. Nartowicz inquired about 15 High Street and wanted to confirm the sanitary tie-ins with easements and paving. He also wanted to inquire about Maple Street parking and the line of sight difficulties. The Mayor stated that the corresponding ordinance is currently in attorney review. Mr. Nartowicz stated that he contacted the Jamesburg Chief of Police to come and speak at the Regency on some various issues that may be of interest to his residents.

Brian Domenichini, 16 Ericson Avenue inquired about the Splash Night this year. The Mayor stated that it may still happen through the Helmetta Fire Department. Mr. Domenichini inquired about ordinances regarding wild animals. He has a neighbor that has chickens, ducks, and turkeys roaming the street and in turn he has rats. The Mayor stated that the Health Department was called and they came out to do a site visit inspection but nothing was found. Mr. Domenichini stated that they did not come in his neighbor's backyard. The Borough Attorney stated that they cannot enter private property. Mr. Domenichini also stated that they have several unregistered vehicles parked on their property. The Business Administrator will follow up with the Department of Health and the Code Enforcement of Helmetta.

Dan Lennan, President of the Spotswood Board of Education stated that the school district will be holding a special school election for a referendum from 6:00am – 8:00pm on Tuesday, September 26<sup>th</sup>. There will be zero tax impact for Helmetta residents. Projects that are included in the referendum include lighting and sound system upgrades in the High School Cafetorium, HVAC and roofing replacements at Schoenly School, new ADA accessible playgrounds at Appleby and Schoenly Schools, synthetic turf fields, varsity baseball field upgrades. The Mayor inquired about the Borough of Spotswood's turf fields and if the school district will be traveling to play on those fields or will continue to play on the school district fields. Mr. Lennan stated

they will continue to play at the school district's fields. The Mayor inquired about the timeline of the project. Mr. Lennan stated that if it is passed on September 26, it will bond in December and then work will start early next year. The Mayor inquired about social media postings of the bullet points of the referendum so that he can share with residents. Mr. Lennan stated that himself for Superintendent Peabody will provide that to him. Mr. Lennan also stated that he would like to host an informational evening at the Helmetta Community Center for residents to come and ask questions or express concerns for the referendum. The Mayor inquired about the Weekly Broadcast the district sends out and that the Borough was asked if we would like to be included in it with our upcoming events and that we would go in the "other" section. We would like to have our own section, as other Boroughs do. Mr. Lennan stated that he had a conversation this morning and that we will be having our own section of Helmetta events and will not be in the "other" section. Councilwoman Bohinski complimented the district on their new website.

\* ACCEPTANCE OF MINUTES – July 19, 2023

MOTION – Councilman Dzingleski

SECONDED – Councilman Reid

ROLL CALL: 5-0

\* CONSENT AGENDA

Report of Municipal Clerk and Tax Collector

RESOLUTIONS:

2023- 111: Governing Body Certification of the Annual Audit

112: Refund of Rental Fees

113: New Date for November 2023 Council Meeting

114: Authorization to Sign X-tel Communication Updated Contract

115: Payment of Bills

MOTION – Councilman Dzingleski

SECONDED – Councilman Duffy

ROLL CALL: 5-0

\* REPORTS of Mayor, Committees, Business Administrator, Borough Attorney, Borough Engineer

Mayor Slavicek read his correspondence letter that he sent to residents with their annual tax statement. He expressed his congratulations to the Spotswood Fire Department on their 125<sup>th</sup> Anniversary celebration. He also stated an update from the County regarding cutting down overgrown shrubbery by Helmetta lake. Helmetta Day is coming up on Saturday, September 23 with a rain date of Sunday, September 24. We will be selling shirts this year for Helmetta Day 2023. He read a letter from a resident regarding broken receptacles and a code violation. We will be looking into selling the old street signs due to the fact that they are now personal public property that is no longer needed for public use. We are also looking into a summer arts and craft camp, Art-rageous for July 2024. The Mayor and Chief of Police will be visiting the bus stops on Friday, September 8<sup>th</sup> for Back to School and he will also be visiting the schools on September 14<sup>th</sup> and 15<sup>th</sup> for Mornings with the Mayor.

Councilman Dzingleski read a statement from Chief Craparotta for the month of July. It

included a breakdown of 372 calls for service, 5 motor vehicle accidents with 0 injuries. 109 motor vehicle stops with 47 motor vehicle summonses. There were 0 criminal complaints. Also, a reminder to all to lock your vehicles, as there have been some break-ins.

Councilman Reid thanked everyone for a great job and turnout at National Night Out. Councilman Duffy read a statement from Paul Reed, Director of the DPW. The report included the outstanding contribution from Brandon Bandoy, our summer seasonal laborer, the street name sign project, Manalapan Brook project, and DPW employee Rocco's certification milestone.

Councilwoman Bohinski stated that the last Board of Education meeting was postponed. She thanked everyone for attending National Night Out and stated that the Borough supplied facepainting for the event. St. Peter's will be here on September 6<sup>th</sup> for a complimentary health screening, residents can sign up with the Clerk. The Earth Center will be hosting a gardening showcase. She has not heard back from AAA regarding the Bike Rodeo. The Go Gov email blast system for communication would be \$3,900 for the year.

Councilman Stasi stated that he followed up with Middlesex County Recycling Department and the robot is in service and will not be available for Helmetta Day.

Borough Attorney Joseph Youssouf had nothing to report.

Business Administrator Salvatore Masucci had nothing to report.

Borough Engineer Kevin Meade gave an update on Locust Drive, the Borough Hall staircase, and Lake Avenue.

\*CLOSED SESSION – Resolution pertaining to Matters: Contract Negotiations, Attorney Client Privilege.

MOTION – Councilwoman Dzingleski  
ROLL CALL: 5-0

SECONDED – Councilman Stasi

\*OPEN SESSION

MOTION – Councilman Dzingleski  
ROLL CALL: 5-0

SECONDED – Councilman Stasi

\*RESOLUTION:

2023-116: Sale of Excess Personal Property no longer needed for Public Use

MOTION – Councilman Duffy

SECONDED – Councilwoman Bohinski

ROLL CALL: 5-0

\* ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by Councilman Dzingleski and SECONDED by Councilwoman Bohinski at 8:20pm. All were in favor.

A handwritten signature in cursive script, appearing to read "M. Hall".

Melissa Hallerman  
Acting Municipal Clerk

July 2023

Municipal Clerk

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
7/6/2023	Whitney	Trust	\$15.00	Cash
7/17/2023	Coreas	Trust	\$30.00	Cash
7/17/2023	Kreutzer	Trust	\$25.00	Ck# 1065
7/19/2023	Hallerman	Trust	\$15.00	Cash
7/19/2023	Masucci	Trust	\$15.00	Cash
7/20/2023	Bohinski	Trust	\$15.00	Ck# 1645

BOROUGH OF HELMETTA

*Tina M. Dermott*  
 TINA MCDERMOTT  
 TAX COLLECTOR

REPORT OF THE TAX COLLECTOR

MONTH OF: JULY

DATED: 8/15/2023

TAXES	2022	4,806.37
TAXES	2023	36,831.18
TAXES	2024	2,337.23

ADJUSTMENTS

DUPLICATE ADJ FROM MOD IV FILE DATED 6/27/23 BL 21 LT 9.02	3,540.14
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INTEREST 773.86

3,540.14

COSTS FOR TAX SALE  
 LIEN REDEMPTION  
 RECORDING FEES  
 DUPLICATE CERT  
 DUPLICATE BILL  
 TAX SALE PREMIUMS

CLOSING BALANCES

	DEBIT	CREDIT	NET
2019	0.00	(38,011.10)	(38,011.10) Kaplan
2022	0.00	12,851.21	12,851.21
2023	(9,210.04)	72,925.36	<u>63,715.32</u>
			<u>38,555.43</u>

TOTAL 44,748.63

TAX COLLECTORS TRUST

Ledger Bal

PRIOR BALANCE

47,806.50 6/30/2023

DEPOSITS 4.12 Bank Int  
 lien redemption

47,810.62

DISBURSMENTS

0.00

Statement Balance

BANK BALANCE 47,810.62 7/31/2023





BOROUGH OF HELMETTA  
2022  
 DELINQUENT TAXES AS OF:

7/31/23

	TOTAL	Penalty		<u>2022</u>
				0.00
				<u>64,634.48</u>
DECEMBER				
<u>2022</u>			adj	
JANUARY	54,634.48	(11,216.24)		43,418.24
FEBRUARY	43,418.24	(8,622.79)		34,795.45
MARCH	34,795.45	(2,818.49)	(2,599.33)	29,377.63
APRIL	29,377.63	(4,053.37)		25,324.26
MAY	25,324.26	(17.72)		25,306.54
JUNE	25,306.54	(7,648.96)		17,657.58
JULY	17,657.58	(4,806.37)		12,851.21
AUGUST				0.00
SEPTEMBER				0.00
OCTOBER				0.00
NOVEMBER				
BALANCE				<u>\$ 12,851.21</u>

**RESOLUTION**  
**#2023 - 111**  
**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5 a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled, "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of the Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

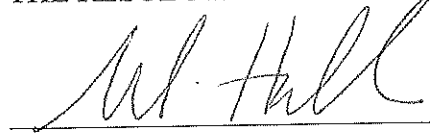
WHEREAS, all members of the governing body have received and familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of the local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, that the Borough Council of the Borough of Helmetta, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON AUGUST 16, 2023.

A handwritten signature in black ink, appearing to read "Melissa Hallerman", written over a horizontal line.

Melissa Hallerman  
Acting Municipal Clerk

RESOLUTION

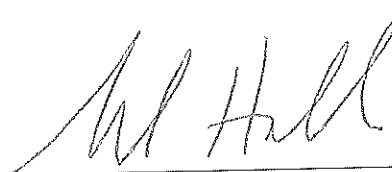
2023-111

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy		✓	✓			
Dzingleski	✓		✓			
Reid			✓			
Stasi			✓			

CERTIFICATION

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on August 16, 2023.

  
\_\_\_\_\_  
MELISSA HALLERMAN  
Acting Municipal Clerk

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT  
GROUP AFFIDAVIT FORM  
(NO PHOTO COPIES OF SIGNATURES)**

STATE OF NEW JERSEY  
COUNTY OF MIDDLESEX

We, members of the governing body of the Borough of Helmetta, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Borough Council of the Borough of Helmetta in the County of Middlesex;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2022;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled, "Comments and Recommendations."

(L.S.) <u><i>Michael...</i></u>	(L.S.) <u><i>Pat...</i></u>
(L.S.) <u><i>...</i></u>	(L.S.) _____
(L.S.) <u><i>...</i></u>	(L.S.) _____
(L.S.) <u><i>...</i></u>	(L.S.) _____
(L.S.) <u><i>Pandra Bobinski</i></u>	(L.S.) _____

Sworn to and subscribed before me this  
17<sup>th</sup> day of August  
Notary Public of New Jersey

**MELISSA HALLERMAN**  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
ID # 50200786  
MY COMMISSION EXPIRES JUL. 14, 2027

*M. Hall*  
Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders) shall set forth the reason of the absence of signatures of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

**RESOLUTION**

**2023-112**

**REFUND OF RENTAL FEES**

**BE IT RESOLVED**, that refund for the rental fee for usage of the Community Center,

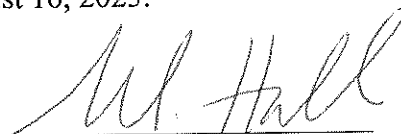
Janice L. Kester            \$250.00

Jose E. Perdomo           \$200.00

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy		✓	✓			
Dzingleski	✓		✓			
Reid			✓			
Stasi			✓			

**CERTIFICATION**

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on August 16, 2023.



MELISSA HALLERMAN  
Acting Municipal Clerk

**RESOLUTION**

**#2023 – 113**

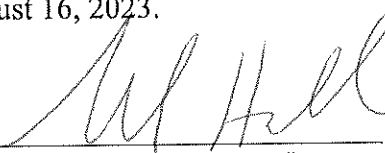
**NEW DATE/TIME FOR THE NOVEMBER COUNCIL MEETING**

**BE IT RESOLVED**, by the Governing body of the Borough of Helmetta, voted that the November council meeting scheduled for November 15<sup>th</sup> at 7:00 pm is changed to November 22<sup>nd</sup> at 7:00 pm.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy		✓	✓			
Dzingleski	✓		✓			
Reid			✓			
Stasi			✓			

**CERTIFICATION**

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on August 16, 2023.

  
\_\_\_\_\_  
MELISSA HALLERMAN  
Acting Municipal Clerk

**RESOLUTION**

**#2023-114**

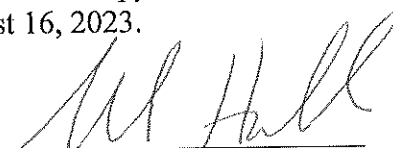
**AUTHORIZATION TO SIGN XTEL COMMUNICATION UPDATED CONTRACT**

**NOW, THEREFORE BE IT RESOLVED**, that the Governing Body does hereby authorize the Borough Administrator, Salvatore Masucci to sign the updated contract.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy		✓	✓			
Dzingleski	✓		✓			
Reid			✓			
Stasi			✓			

CERTIFICATION

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on August 16, 2023.

  
\_\_\_\_\_  
MELISSA HALLERMAN  
Acting Municipal Clerk



**RESOLUTION**

**2023-115**

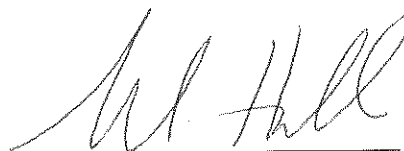
**PAYMENT OF BILLS**

All bills shall be paid per list.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy		✓	✓			
Dzingleski	✓		✓			
Reid			✓			
Stasi			✓			

**CERTIFICATION**

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on August 16, 2023.



MELISSA HALLERMAN  
Acting Municipal Clerk

BOROUGH OF HELMETTA  
Bill List By P.O. Number

August 15, 2023  
11:58 AM

P.O. Type: All  
Range: First to Last  
Format: Detail without Line Item Notes

Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

P.O. #	PO Date	Vendor	Contract	P0 Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
23-00396	06/21/23	CDW01	CDW	GOVERNMENT									
1				NEW FIREWALL	246.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	06/21/23	08/04/23		NJNQ080
2				NEW FIREWALL	247.00	3-05-55-500-021	B	WATER OPERATING OE	R	06/21/23	08/04/23		NJNQ080
3				NEW FIREWALL	247.00	3-07-55-500-021	B	SEWER OPERATING OE	R	06/21/23	08/04/23		NJNQ080
					740.00								
23-00431	07/12/23	NATIO015	NATIONAL	HIGHWAY PRODUCTS									
1				20 BRACKET SIGNS	210.00	3-01-26-765-020	B	STREETS & ROADS OE	R	07/12/23	08/04/23		S0111265
23-00432	07/12/23	RUT01	RUTGERS, THE STATE	UNIVERSITY									
1				CLEAN COMM COORD. CERT.	255.00	6-02-15-026-022	B	CLEAN COMMUNITIES 2023	R	07/12/23	08/04/23		
23-00443	07/14/23	HOM02	HOME	DEPOT									
1				1ST AID KIT/GLASSES/VEST	100.12	3-01-26-765-020	B	STREETS & ROADS OE	R	07/14/23	08/07/23		
2				LIGHT CVRS/MOPS/PAINT EQUIP	222.97	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	07/14/23	08/07/23		
					323.09								
23-00444	07/14/23	VIL01	VILLA	BORGHESE									
1				FOOD-BROOK CLEAN-UP PROJECT	81.00	6-02-15-026-018	B	CLEAN COMMUNITIES 2022	R	07/14/23	08/04/23		
23-00445	07/14/23	AUTOZ005	AUTOZONE	STORES LLC									
1				VEHICLE FLUIDS	44.96	3-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	07/14/23	08/07/23		6450785110
23-00446	07/14/23	CIR01	CIRCLE	JANITORIAL SUPPLIES									
1				CLEANING SUPPLIES	262.20	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	07/14/23	08/04/23		
23-00447	07/14/23	GAR03	GARDEN STATE	FIRE & SAFETY, INC									
1				INSPECTION OF FIRE EXT/RECHGE	211.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	07/14/23	08/04/23		
23-00450	07/14/23	HOM02	HOME	DEPOT									
1				CANOPY	169.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	07/14/23	08/07/23		
23-00451	07/14/23	PRIDE005	PRIDE	LANDSCAPE SUPPLY									
1				FILE/CHSAW KIT/LONG TRIMMER	531.17	6-02-15-026-018	B	CLEAN COMMUNITIES 2022	R	07/14/23	08/04/23		969102

BOROUGH OF HELMETTA  
Bill List By P.O. Number

August 15, 2023  
11:58 AM

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract PO Type	Stat/Chk	First Rcvd	Enc Date	Chk/Void	Invoice
23-00451	07/14/23	PRIDE005	PRIDE LANDSCAPE SUPPLY		Continued							
			2 BED EDGER/NEW BLADE/PIITCH FK	625.53	3-01-28-796-020	B PARKS OE		R	07/14/23	08/04/23		969102
				1,156.70								
23-00453	07/14/23	CIR01	CIRCLE JANITORIAL SUPPLIES									
			1 T-PAPER/PAPER TOWELS	92.80	3-05-55-500-021	B WATER OPERATING OE		R	07/14/23	08/04/23		27183-23
23-00454	07/18/23	POWER005	POWER PLACE									
			1 TURF GARD	40.70	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/18/23	08/10/23		1145791
23-00456	07/24/23	SHE03	SHERWIN WILLIAMS									
			1 5 GAL PAINT TO COMM CTR	158.98	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/24/23	08/04/23		8513-8
23-00457	07/24/23	BET01	BETTER LIVING									
			1 2-GRD SWITCH	1.98	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/24/23	08/08/23		A581816
			2 10-ELECT SWITCHS	13.00	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/24/23	08/08/23		A581817
				14.98								
23-00460	07/24/23	MGL01	MGL PRINTING SOLUTIONS									
			1 TAX ENVEL/BILL 7 ADVICE	544.00	3-01-20-708-021	B REVENUE ADMIN TAX COLL OE		R	07/24/23	08/04/23		
23-00464	07/25/23	HOME02	HOME DEPOT									
			1 ASPHALT PATCH	147.50	3-01-26-765-020	B STREETS & ROADS OE		R	07/25/23	08/07/23		
			2 RAGS/EDGER/EDGER FILLER	43.67	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/25/23	08/07/23		
			3 10" POLE CHAIN SAW/POLE SAW	375.22	G-02-15-026-022	B CLEAN COMMUNITIES 2023		R	07/25/23	08/07/23		
				566.39								
23-00465	07/25/23	HOME02	HOME DEPOT									
			1 VINEGAR/BRUSH/OUTDOOR CLNER	83.89	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/25/23	08/07/23		
			2 ELECT TAPE/VINEGAR	125.10	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/25/23	08/07/23		
			3 COMBO SWITCH FOR 350	45.99	3-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS		R	07/25/23	08/07/23		
				254.98								
23-00466	07/25/23	HOME02	HOME DEPOT									
			1 NEED & FEED FOR COMM CTR	83.97	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/25/23	08/07/23		
			2 ALUM SHT/STAIN RULER	65.91	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/25/23	08/07/23		
			3 WALL PLT/OUTLET CVR/SWITCH GRD	46.90	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	07/25/23	08/07/23		



PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract PO Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
23-00488	07/27/23	JAW04 JAMESBURG PRESS			Continued								
2	2500-#10 WINDOW ENVELOPES		75.00	3-05-55-500-021	B WATER OPERATING OE				R	07/27/23	08/04/23		
3	2500-#10 WINDOW ENVELOPES		75.00	3-07-55-500-021	B SEWER OPERATING OE				R	07/27/23	08/04/23		
4	1000-#10 REGULAR ENVELOPES		74.00	3-01-31-834-020	B OFFICE SUPPLIES				R	07/27/23	08/04/23		
5	1000-LETTERHEAD		97.50	3-01-20-701-020	B ADMINISTRATOR OE				R	07/27/23	08/04/23		
6	1000-LETTERHEAD		97.50	3-01-20-120-020	B MUNICIPAL CLERK OE				R	07/27/23	08/04/23		
			494.00										
23-00491	08/01/23	NEW23 NJ LEAGUE OF MUNICIPALITIES											
1	REG FEE FOR AC CONF		60.00	3-01-20-701-020	B ADMINISTRATOR OE				R	08/01/23	08/04/23		S. MASUCCI
2	REG FEE FOR AC CONF		60.00	3-01-20-110-020	B MAYOR & COUNCIL OE				R	08/01/23	08/04/23		C. SLAVICEK
3	REG FEE FOR AC CONF		60.00	3-01-20-120-020	B MUNICIPAL CLERK OE				R	08/01/23	08/04/23		M. HALLERMAN
4	REG FEE FOR AC CONF		60.00	3-01-26-772-020	B BUILDINGS & GROUNDS OE				R	08/01/23	08/04/23		P. REED
			240.00										
23-00494	08/02/23	EDSLI005 ED'S LIQUOR STORE											
1	REFRESHMENTS FOR 7/1 EVENT		614.00	T-13-55-000-007	B RESERVE FOR RECREATION TRUST				R	08/02/23	08/11/23		
23-00496	08/04/23	FOR03 FORESTRY SUPPLIES, INC.											
1	MANALAPAN BROOK PROJECT		828.81	G-02-15-026-022	B CLEAN COMMUNITIES 2023				R	08/04/23	08/15/23		
23-00497	08/04/23	SALVA005 SALVATORE MASUCCI											
1	ELECTION SUPPLIES		120.44	3-01-20-711-020	B ELECTIONS				R	08/04/23	08/04/23		
2	PROM ITEMS		33.03	3-01-28-795-020	B RECREATION OE				R	08/04/23	08/04/23		
3	PROM ITEMS		43.97	3-01-26-772-020	B BUILDINGS & GROUNDS OE				R	08/04/23	08/04/23		
			197.44										
23-00498	08/04/23	SALVA005 SALVATORE MASUCCI											
1	FISHING DERBY		391.94	3-01-28-795-020	B RECREATION OE				R	08/04/23	08/04/23		
23-00499	08/04/23	SALVA005 SALVATORE MASUCCI											
1	TABLECLOTHES/DRY CLEANING		295.90	3-01-26-772-020	B BUILDINGS & GROUNDS OE				R	08/04/23	08/04/23		
2	MARRIAGE TOKENS		127.33	3-01-20-120-020	B MUNICIPAL CLERK OE				R	08/04/23	08/04/23		
3	SPARK IN THE PARK		142.75	T-13-55-000-007	B RESERVE FOR RECREATION TRUST				R	08/04/23	08/04/23		
			565.98										
23-00500	08/04/23	SALVA005 SALVATORE MASUCCI											
1	RENEW DOMAIN NAME		58.95	3-01-26-772-020	B BUILDINGS & GROUNDS OE				R	08/04/23	08/04/23		
2	RENEW DOMAIN NAME		58.96	3-05-55-500-021	B WATER OPERATING OE				R	08/04/23	08/04/23		

BOROUGH OF HELMETTA  
Bill List By P.O. Number

August 15, 2023  
11:58 AM

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract PO Type	Description	Stat/Chk	First Rcvd Enc Date	Chk/Void Date	Invoice
23-00500	08/04/23	SALVA005	MASUCCI		Continued							
3		RENEW DOMAIN NAME		58.96	3-07-55-500-021		B	SEWER OPERATING OE	R	08/04/23	08/04/23	
4		QR CODE		119.88	3-01-26-772-020		B	BUILDINGS & GROUNDS OE	R	08/04/23	08/04/23	
				<u>296.75</u>								
23-00501	08/04/23	SALVA005	MASUCCI									
1		HOTEL RESERVE-NJLM CONFERENCE		520.21	3-01-20-701-020		B	ADMINISTRATOR OE	R	08/04/23	08/04/23	MASUCCI
2		HOTEL RESERVE-NJLM CONFERENCE		509.55	3-01-20-110-020		B	MAYOR & COUNCIL OE	R	08/04/23	08/04/23	SLAVICEK
3		HOTEL RESERVE-NJLM CONFERENCE		509.55	3-01-20-120-020		B	MUNICIPAL CLERK OE	R	08/04/23	08/04/23	HALLERMAN
4		HOTEL RESERVE-NJLM CONFERENCE		509.55	3-01-26-772-020		B	BUILDINGS & GROUNDS OE	R	08/04/23	08/04/23	REED
5		FRAMES FOR HELMETTA DAY		49.17	T-13-55-000-007		B	RESERVE FOR RECREATION TRUST	R	08/09/23	08/09/23	
				<u>2,098.03</u>								
23-00502	08/04/23	BOR08	BORO OF HELMETTA									
1		POSTAGE		28.57	3-01-31-831-020		B	POSTAGE	R	08/04/23	08/04/23	
2		FRUIT 7/1 EVENT		24.00	T-13-55-000-007		B	RESERVE FOR RECREATION TRUST	R	08/04/23	08/04/23	
3		FLYER SOFTWARE		53.25	3-01-28-795-020		B	RECREATION OE	R	08/04/23	08/04/23	
4		FRAMES FOR HELMETTA		12.78	T-13-55-000-007		B	RESERVE FOR RECREATION TRUST	R	08/09/23	08/09/23	
5		CODE BOOK FOR CLERK		57.58	3-01-20-120-020		B	MUNICIPAL CLERK OE	R	08/09/23	08/09/23	
				<u>176.18</u>								
23-00503	08/04/23	JANIC005	JANICE L. KESTER									
1		REFUND COMM CTR-8/16/23		250.00	3-01-55-002-294		B	COMMUNITY CENTER RENTAL REFUNDS	R	08/04/23	08/04/23	
23-00504	08/07/23	CENTE005	CENTER STATE ENGINEERING									
1		LAKE AVE 2022 & 2023 NJDOT		14,360.75	G-02-15-026-024		B	NJDOT LAKE DRIVE	R	08/07/23	08/07/23	14727
2		15 HIGH ST LLC		167.00	T-14-57-000-022		B	ESCROW - 15 HIGH STREET LLC	R	08/07/23	08/07/23	14828
3		GENARAL ENGINEERING		344.50	3-01-20-715-020		B	ENGINEERING SERVICE OE	R	08/07/23	08/07/23	14829
4		LOCUST DRIVE 2021 NJDOT		1,138.50	G-02-15-026-019		B	NJDOT LOCUST DRIVE	R	08/07/23	08/07/23	14830
5		LAKE AVE 2022 & 2023 NJDOT		5,159.50	G-02-15-026-024		B	NJDOT LAKE DRIVE	R	08/07/23	08/07/23	14831
6		BOROUGH HALL STAIRS PROJECT		179.50	G-02-15-026-021		B	CDBG 2022	R	08/07/23	08/07/23	14832
7		LOCUST DRIVE 2021 NJDOT		1,111.50	G-02-15-026-019		B	NJDOT LOCUST DRIVE	R	08/07/23	08/07/23	14952
8		LAKE AVE 2022 & 2023 NJDOT		18,034.00	G-02-15-026-024		B	NJDOT LAKE DRIVE	R	08/07/23	08/07/23	14953
				<u>40,495.25</u>								
23-00505	08/07/23	GLU01	GLUCK WALRATH LLP									
1		MAPPING		450.00	C-08-00-100-300		B	20-03 GIS	R	08/07/23	08/07/23	



PO #	PO date	Vendor	Item Description	Amount	Charge Account	Acct Type	PO Type	Contract Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
23-00515	08/08/23	HOM03	HOME NEWS & TRIBUNE										
			1 HYDRANT FLUSHING	47.09	3-05-55-500-021	B	WATER OPERATING OE		R	08/08/23	08/08/23		0005689471
			2 PLANNING MEETING CANCELLED	39.68	3-01-21-720-020	B	PLANNING BOARD OE		R	08/08/23	08/08/23		0005690946
			3 CAPITAL ORDINANCE 2023-02	65.42	3-01-21-720-020	B	PLANNING BOARD OE		R	08/08/23	08/08/23		0005709749
			4 2023 BUDGET	168.38	3-01-20-705-021	B	FINANCE OE		R	08/08/23	08/08/23		0005717904
				<u>320.57</u>									
23-00516	08/08/23	HOM03	HOME NEWS & TRIBUNE										
			1 PLANNING BRD MEETING CANCELLED	40.07	3-01-21-720-020	B	PLANNING BOARD OE		R	08/08/23	08/08/23		0005730324
			2 CAPITAL ORDINANCE 2023-03	64.00	3-01-20-120-020	B	MUNICIPAL CLERK OE		R	08/08/23	08/08/23		0005748333
			3 CAPITAL ORDINANCE 2023-02	63.08	3-01-20-120-020	B	MUNICIPAL CLERK OE		R	08/08/23	08/08/23		0005748626
				<u>167.15</u>									
23-00517	08/08/23	CLE04	CLEARY GIACOBBE ALFIERI&JACOBS										
			1 SUMMER SEASONAL OPINION	332.50	3-01-20-712-020	B	LEGAL SERVICES OE		R	08/08/23	08/08/23		123026
			2 SICK TIME	385.00	3-01-20-712-020	B	LEGAL SERVICES OE		R	08/08/23	08/08/23		123745
				<u>717.50</u>									
23-00518	08/08/23	WB001	W.B. MASON										
			1 COPY PAPER	151.96	3-01-31-834-020	B	OFFICE SUPPLIES		R	08/08/23	08/08/23		239778413
			2 PLANNER	18.98	3-01-20-120-020	B	MUNICIPAL CLERK OE		R	08/08/23	08/08/23		239778413
			3 INDEX CARD	11.08	3-01-31-834-020	B	OFFICE SUPPLIES		R	08/08/23	08/08/23		239778413
			4 BINDER	6.62	3-01-31-834-020	B	OFFICE SUPPLIES		R	08/08/23	08/08/23		239778413
			5 LEGAL COPY PAPER	79.98	3-01-31-834-020	B	OFFICE SUPPLIES		R	08/08/23	08/08/23		239817631
				<u>268.62</u>									
23-00519	08/08/23	80R20	BOROUGH OF HELMETTA										
			1 1ST-3RD QTR 2023 TAXES	937.91	3-01-26-772-020	B	BUILDINGS & GROUNDS OE		R	08/08/23	08/11/23		58 MAIN ST.
			2 1ST-3RD QTR 2023 TAXES	937.90	3-05-55-500-021	B	WATER OPERATING OE		R	08/08/23	08/11/23		58 MAIN ST.
			3 1ST-3RD QTR 2023 TAXES	937.90	3-07-55-500-021	B	SEWER OPERATING OE		R	08/08/23	08/11/23		58 MAIN ST.
				<u>2,813.71</u>									
23-00521	08/09/23	RUT04	RUTGERS, THE STATE UNIVERSITY										
			1 MUNICIPAL CLERK REVIEW	653.00	3-01-20-120-020	B	MUNICIPAL CLERK OE		R	08/09/23	08/10/23		74686
23-00523	08/10/23	ACT01	ACTION DATA SVC, INC										
			1 PAYROLL INVOICE# 83662	429.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE		R	08/10/23	08/10/23		
			2 PAYROLL INVOICE# 83662	143.00	3-05-55-500-021	B	WATER OPERATING OE		R	08/10/23	08/10/23		
			3 PAYROLL INVOICE# 83662	143.00	3-07-55-500-021	B	SEWER OPERATING OE		R	08/10/23	08/10/23		



PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
23-00523	08/10/23	ACT01	ACTION DATA SVC, INC		Continued							
4	PAYROLL INVOICE# 883929			52.13	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	08/10/23	08/10/23	08/10/23	
5	PAYROLL INVOICE# 883929			17.37	3-05-55-500-021	B	WATER OPERATING OE	R	08/10/23	08/10/23	08/10/23	
6	PAYROLL INVOICE# 883929			17.37	3-07-55-500-021	B	SEWER OPERATING OE	R	08/10/23	08/10/23	08/10/23	
				801.87								
23-00524	08/10/23	STA01	STATE OF NJ - PWT									
1	2ND QTR WATER TAX 2023			259.35	3-05-55-500-025	B	PURCHASE OF WATER	R	08/10/23	08/10/23	08/10/23	
23-00539	08/14/23	JAM01	JAMESBURG - BOROUGH OF									
1	POLICES SERVICES JUL-SEPT 2023			182,875.00	3-01-43-746-031	B	POLICE SERVICES - JAMESBURG	R	08/14/23	08/14/23	08/14/23	
Total Purchase Orders:				57	Total P.O. Line Items:	129	Total List Amount:	316,304.04	Total Void Amount:	0.00		

Totals by Year-Fund	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	2-01	99.35	0.00	99.35	0.00	0.00	99.35
CURRENT FUND	3-01	202,263.12	0.00	202,263.12	0.00	0.00	202,263.12
WATER OPERATING FUND	3-05	66,763.29	0.00	66,763.29	0.00	0.00	66,763.29
SEWER OPERATING FUND	3-07	1,479.23	0.00	1,479.23	0.00	0.00	1,479.23
Year Total:		270,505.64	0.00	270,505.64	0.00	0.00	270,505.64
SEWER CAPITAL FUND	C-08	450.00	0.00	450.00	0.00	0.00	450.00
GRANT FUND	G-02	42,326.85	0.00	42,326.85	0.00	0.00	42,326.85
GENERAL TRUST FUND	T-13	2,755.20	0.00	2,755.20	0.00	0.00	2,755.20
BUILDERS' ESCROW FUND	T-14	167.00	0.00	167.00	0.00	0.00	167.00
Year Total:		2,922.20	0.00	2,922.20	0.00	0.00	2,922.20
Total of All Funds:		316,304.04	0.00	316,304.04	0.00	0.00	316,304.04

**RESOLUTION**

**2023-116**

**SALE OF EXCESS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE**

**WHEREAS**, the Borough of Helmetta has replaced street signs throughout the Borough; and

**WHEREAS**, the old street signs are no longer needed for public use; and

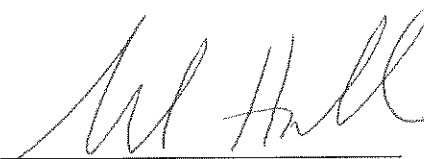
**WHEREAS**, the Borough of Helmetta will be holding a public sale of the no longer needed street signs on September 23, 2023 with a rain date of September 24, 2023 at the Maple Street Pavilion located in Helmetta at 4:00pm on a first come first served basis for a fixed price of \$25.00 per street sign.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough of Helmetta is authorized to sell the items above at the designated time, place, date and price.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski		✓	✓			
Duffy	✓		✓			
Dzingleski			✓			
Reid			✓			
Stasi			✓			

CERTIFICATION

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on August 16, 2023.

  
\_\_\_\_\_  
MELISSA HALLERMAN  
Acting Municipal Clerk

# CENTER STATE ENGINEERING

481 Spotswood Englishtown Road, Monroe Township, New Jersey 08831  
T 732.605.9440 F 732.605.9444

## ENGINEERS REPORT AUGUST 11, 2023

1. **2021 NJDOT LOCUST DRIVE IMPROVEMENTS** – The project is complete. The contractor is working on the punch list.
2. **BOROUGH HALL STAIRWAY IMPROVEMENTS** – The project has been awarded. We are in process of scheduling a preconstruction meeting.
3. **2022-2023 NJDOT LAKE AVENUE IMPROVEMENTS** – We have resubmitted the project to NJDOT for review.

Respectfully,  
Kevin Meade, Borough Engineer