



MEETING OF MAYOR AND COUNCIL  
JULY 19, 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 South River resident Brian Barbosa.

\* CALLING OF THE ROLL

Mayor Slavicek

Councilman Karczewski – arrived at 7:07pm

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.

John Daly, 11 York Drive wanted to make the Council aware of a storm drain on York and Madison Avenue that is beginning to cave in. The Mayor stated that York, Sutton, and Madison are the roadways that are being focused on in the 2024 NJDOT Grant, and he will alert the DPW to fill the cracks in before the winter.

Donna Johnson, 30 John Street inquired about the money for the mitigation with the County. The Mayor stated that in a joint effort of Helmetta, Spotswood, Monroe, and Center State Engineering they are clearing and cleaning out Manalapan Brook. We are also closely monitoring water levels with all the rain we have currently been having.

John Bundy, 1 Avenue A inquired about a Resolution from the Planning Board from 1995. He stated that they are not compliant with the requirements in it. The Mayor stated that is a Planning Board issue. Mr. Bundy stated that JLV Paving has constructed a barrier and is putting crushed road on the Spotswood side of the property. Engineer Meade stated that he will speak with the Spotswood Zoning Officer.

**\* ACCEPTANCE OF MINUTES – June 21, 2023**

**MOTION – Councilman Duffy   SECONDED – Councilman Reid**

**ABSTAINED – Councilman Dzingleski, Councilman Stasi**

**ROLL CALL: 4-0-2**

**\* CONSENT AGENDA**

**Report of Municipal Clerk and Tax Collector**

**RESOLUTIONS:**

**2023- 103: Employee Salary Retro Pay**

**104: Grant Application to NJDOT for 2024 Roadway Improvements**

**105: Payment of Bills**

**106: Authorization to Dispose of Outdated Items**

**107: Authorization for the Transfer of Various CDBG Funds**

**108: Resolution for Special Items of Revenue**

**109: Authorizing Award for Front Steps Replacement Project**

**110: Extension of Grace Period for 2023 Third Quarter Tax Payment**

**MOTION – Councilman Stasi**

**SECONDED – Councilman Bohinski**

**ROLL CALL: 6-0**

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

Mayor Slavicek thanked everyone for all their hard work for Spark in the Park. It was very successful. 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. The posts were installed for the new Welcome signs and the project should be done by the end of the month. New street signs will be installed soon. We are currently looking into funding from the County for a combined pickle ball and tennis court.

Councilman Dzingleski thanked everyone for a very successful Spark in the Park.

Councilman Reid had nothing to report.

Councilman Karczewski had his Public Safety meeting with the Jamesburg Police Department. They are working on getting an ordinance for Maple Street on the next meeting that deals with street safety issues. The Police Department is looking into doing an informational night for Seniors because fraud cases targeting Senior Citizens has been on the rise. A possibility may be one night at the Regency and another at the Community Center. National Night Out is Tuesday, August 1<sup>st</sup> at the Jamesburg Fire Station from 6:00pm – 8:00pm.

Councilman Duffy inquired about profits from Spark in the Park.

Councilwoman Bohinski attended the Board of Education meeting last night. Raritan Valley YMCA will be taking over the after-school CARES program for the 2023 – 2024 school year. There is a new Spotswood High School Vice Principal. They will have a special election for a referendum on September 26<sup>th</sup>. Councilwoman Bohinski inquired about the signs on Main Street that are worn out. The Mayor stated he will inform DPW because they are County roads. Councilwoman would like St. Peter's to come in September to offer free health screenings to residents. She would also like to look into mosquito control with the stream behind the post office. Councilwoman would also like to look into starting an email system for citizen communication and we could put the information about it in the tax bills.

Councilman Stasi stated that he is working with Middlesex County Recycling Department and is trying to get their new interactive robot to come to 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. The Mayor stated that we are working closely with Center State for upcoming projects that include Borough Hall parking lot, bathrooms at the Pavilion, and cleaning the stream.

**\*ORDINANCE 2023-03 (Second Reading)**

Capital Ordinance providing for the replacement of Borough Limits Signs, and appropriating \$24,000 therefor, authorized in and by the Borough of Helmetta, in the County of Middlesex, New Jersey

MOTION – Councilwoman Duffy  
ROLL CALL: 6-0

SECONDED – Councilman Reid

\* ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by Councilman Duffy and SECONDED by Councilman Stasi at 7:37pm. All were in favor.

A handwritten signature in cursive script, appearing to read "Mel Hallerman".

Melissa Hallerman  
Acting Municipal Clerk

**Resolution  
#2023-103**

**Resolution authorizing salaries and wages to be paid to employees of the Borough of  
Helmetta, retroactive January 1, 2023.**

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Helmetta that the following salaries and wages shall be paid to the various employees of the Borough of Helmetta retroactively on January 1, 2023, unless otherwise noted.

**Salaried Employees**

<b><u>Employee</u></b>	<b><u>Base Salary</u></b>	<b><u>Longevity Percentage</u></b>	<b><u>Total Annual Salary</u></b>
Reed	\$84,331.14		\$84,331.14
Marabello	\$35,832.06		\$35,832.06
McDermott	\$12,207.80		\$12,207.80
Masucci	\$61,800.00		\$61,800.00
Hallerman*	\$56,650.00		\$56,650.00
Pacera	\$13,910.33		\$13,910.33
Kotora	\$10,550.00		\$10,550.00
Herman	\$14,000.00		\$14,000.00

**Hourly Employees**

<b><u>Employee</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Longevity Percentage</u></b>
Feig	\$17.49	4%
Rampacek	\$16.73	
Hughes	\$22.29	
Mahan	\$20.60	

\*Effective date is August 1, 2023

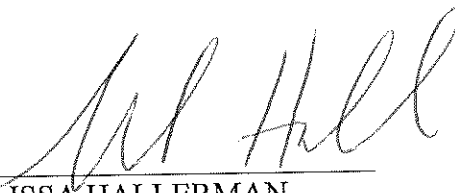
**RESOLUTION**

**2023-103**

	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 July 19, 2023

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

**Resolution  
#2023-104**

**RESOLUTION APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE 2024 ROADWAY IMPROVEMENTS-SUTTON PLACE PROJECT**

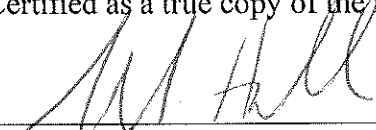
**NOW, THEREFORE, BE IT RESOLVED** that the Council of Helmetta formally approves the grant application for the above-stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2024 – Helmetta 2024 Road Improvements-Sutt-00628 to the New Jersey Department of Transportation on behalf of the Borough of Helmetta.

**FURTHER RESOLVED** that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Helmetta and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

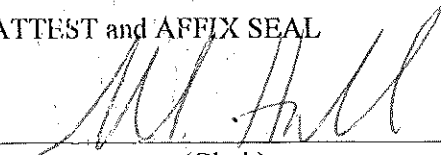
DATED: July 19, 2023

Certified as a true copy of the resolution adopted by the Council on this 19<sup>th</sup> day of July 2023.

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

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

  
\_\_\_\_\_  
(Clerk)

  
\_\_\_\_\_  
(Mayor)

**RESOLUTION**

**2023-104**

	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 July 19, 2023



MELISSA HALLERMAN  
Acting Municipal Clerk



**RESOLUTION**

**2023-105**


**PAYMENT OF BILLS**

All bills shall be paid per list.

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

CERTIFICATION

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

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

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

PO #	PO date	Vendor	Amount	Charge Account	Acct Type	Contract PO Type Description	Stat/Chk	First Rcvd	Enc Date	Date	Chk/Void	Invoice
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22-00771	01/01/23	FIR04 FIRE & SAFETY SERVICES CORP.				B FIRE DEPARTMENT-COMMUNICATIONS EQUIPMENT	R	12/31/22	07/07/23			
		1 ENGINE 36-1 PUMP LEAK REPAIR	3,565.50	2-01-25-749-021								

23-00220	03/23/23	AMAZON005 AMAZON CAPITAL SERVICES				B BUILDINGS & GROUNDS OE	R	03/23/23	07/14/23			1LRD-CL6X-CLJ1
		1 OVEN SEAL-COMM CTR	28.98	3-01-26-772-020								
		2 SOAP DISPENSER WASH STATION	11.99	3-01-26-772-020		B BUILDINGS & GROUNDS OE	R	03/23/23	07/14/23			1RJ1-4VC6-3YRQ
			40.97									

23-00270	05/03/23	CROWN005 CROWN AWARDS				B RECREATION OE	R	05/03/23	07/07/23			12607960
		1 3-12' TROPHIES	31.31	3-01-28-795-020		B RECREATION OE	R	05/03/23	07/07/23			12607960
		2 3-11' TROPHIES	31.31	3-01-28-795-020		B RECREATION OE	R	05/03/23	07/07/23			12607960
		3 3-10' TROPHIES	31.31	3-01-28-795-020		B RECREATION OE	R	05/03/23	07/07/23			12607960
		4 SHIPPIING	26.99	3-01-28-795-020		B RECREATION OE	R	05/03/23	07/07/23			12607960
			120.92									

23-00289	05/05/23	AUTOZONE05 AUTOZONE STORES LLC				B VEHICLE MAINT-PUBLIC WORKS	R	05/05/23	07/12/23			6450703405
		1 1-FUEL ADDITIVE/DEF	32.18	3-01-26-315-020		B VEHICLE MAINT-PUBLIC WORKS	R	05/05/23	07/12/23			6450703405
		2 WIPER-JOHN DEERE & TRK 450	53.68	3-01-26-315-020		B VEHICLE MAINT-PUBLIC WORKS	R	05/05/23	07/12/23			6450703405
			85.86									

23-00332	05/18/23	TID02 TIDBURY CREEK FARMS NURSERY				B STREETS & ROADS OE	R	06/06/23	07/07/23			
		1 23-PETUNIAS	239.00	3-01-26-765-020								

23-00334	05/19/23	BWCON005 B & W CONSTRUCTION CO. OF NJ I				B WATER OPERATING OE	R	05/19/23	07/07/23			
		1 FINAL PHASE OF PAVING	15,500.00	3-05-55-500-021								

23-00335	05/19/23	AUTOZONE05 AUTOZONE STORES LLC				B VEHICLE MAINT-PUBLIC WORKS	R	05/19/23	07/12/23			6450742936
		1 FUEL TREATMENT	13.18	3-01-26-315-020		B VEHICLE MAINT-PUBLIC WORKS	R	05/19/23	07/12/23			6450742936
		2 FLOOR MAT FOR 450	29.99	3-01-26-315-020		B VEHICLE MAINT-PUBLIC WORKS	R	05/19/23	07/12/23			6450742936
		3 CLEANER FOR TRUCK	8.99	3-01-26-315-020		B VEHICLE MAINT-PUBLIC WORKS	R	05/19/23	07/12/23			6450742936
			52.16									

23-00337	05/19/23	HOM02 HOME DEPOT				B BUILDINGS & GROUNDS OE	R	05/19/23	07/07/23			0918000762443
		1 FUEL TREATMENT	44.98	3-01-26-772-020		B BUILDINGS & GROUNDS OE	R	05/19/23	07/07/23			0918000762443
		2 STUD FLINDER/BITS/SCREWS	74.42	3-01-26-772-020		B BUILDINGS & GROUNDS OE	R	05/19/23	07/07/23			0918000762443







July 14, 2023  
09:47 AM

BOROUGH OF HELMETTA  
Bill List By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	Stat/CHK	First Rcvd	Chk/Void	Invoice
Item Description					Acct Type	Description	Enc Date	Date	Date	
23-00437	07/13/23	PUR01								
1 POSTAGE REFILL		PITNEY BOWES BANK PURCHASE PWR	240.00	3-01-31-831-020	B	POSTAGE	R	07/13/23	07/13/23	
2 POSTAGE REFILL			80.00	3-05-55-500-021	B	WATER OPERATING OE	R	07/13/23	07/13/23	
3 POSTAGE REFILL			80.00	3-07-55-500-021	B	SEWER OPERATING OE	R	07/13/23	07/13/23	
			400.00							
23-00438	07/13/23	MON06								
1 FIRE HYDRANTS-ACCT		MONROE TOWNSHIP UTILITY DEPT.	101.02	3-05-55-500-021	B	WATER OPERATING OE	R	07/13/23	07/13/23	
23-00439	07/13/23	XTE01								
1 TELEPHONE LINES		#231811238 XTEL COMMUNICATIONS	676.12	3-01-31-827-020	B	TELEPHONE COSTS	R	07/13/23	07/13/23	
23-00440	07/13/23	WIL04								
1 MEDICARE REIM-2ND QTR		WILSON, MARGARET	296.82	3-01-23-733-020	B	HEALTH INSURANCE EMPLOYEE	R	07/13/23	07/13/23	
2 MEDICARE REIM-2ND QTR			98.94	3-05-55-500-030	B	Health Insurance	R	07/13/23	07/13/23	
3 MEDICARE REIM-2ND QTR			98.94	3-07-55-500-030	B	Health Insurance	R	07/13/23	07/13/23	
			494.70							
23-00441	07/13/23	WBW01								
1 SUPPLIES		W.B. MASON	45.96	3-01-31-834-020	B	OFFICE SUPPLIES	R	07/13/23	07/13/23	239025529
2 TONER FOR ULTIVITY DESK			98.99	3-05-55-500-021	B	WATER OPERATING OE	R	07/13/23	07/13/23	239320990
3 TONER FOR ULTIVITY DESK			99.00	3-07-55-500-021	B	SEWER OPERATING OE	R	07/13/23	07/13/23	239320990
			243.95							
23-00442	07/13/23	WO0005								
1 1ST QTR PAYMENT		WOODBRIDGE DEPT OF HEALTH	1,250.00	3-01-43-772-020	B	WOODBRIDGE ANIMAL CONTROL	R	07/13/23	07/13/23	NO. 1
2 2ND QTR PAYMENT			1,250.00	3-01-43-772-020	B	WOODBRIDGE ANIMAL CONTROL	R	07/13/23	07/13/23	NO. 2
			2,500.00							

Total Purchase Orders: 41 Total P.O. Line Items: 83 Total List Amount: 349,346.86 Total Void Amount: 0.00

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total	
CURRENT FUND	2-01	257,200.22	0.00	257,200.22	0.00	0.00	257,200.22	
CURRENT FUND	3-01	32,821.58	0.00	32,821.58	0.00	0.00	32,821.58	
WATER OPERATING FUND	3-05	24,031.25	0.00	24,031.25	0.00	0.00	24,031.25	
SEWER OPERATING FUND	3-07	30,993.81	0.00	30,993.81	0.00	0.00	30,993.81	
	Year Total:	87,846.64	0.00	87,846.64	0.00	0.00	87,846.64	
GENERAL TRUST FUND	T-13	4,300.00	0.00	4,300.00	0.00	0.00	4,300.00	
Total of All Funds:		<u>349,346.86</u>	<u>0.00</u>	<u>349,346.86</u>	<u>0.00</u>	<u>0.00</u>	<u>349,346.86</u>	

**RESOLUTION  
#2023-106**

**AUTHORIZATION TO DISPOSE OF ITEMS**

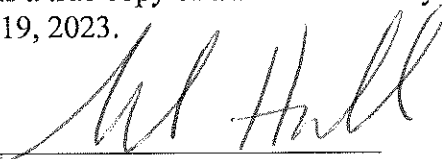
**BE IT RESOLVED**, by the Borough Council of the Borough of Helmetta and the Mayor authorize the disposal of the items listed below that are no longer of use and are stored in the storage room located in the Municipal Building.

Old Television  
Computers  
Music equipment  
Printers  
Outdated telephones

	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 July 19, 2023.

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



**Resolution  
#2023-107**

**RESOLUTION AUTHORIZING THE TRANSFER OF VARIOUS CDBG FUNDS IN THE AMOUNT OF \$44,839.47 AND AUTHORIZING THE REQUEST OF SAID FUNDS FROM THE COUNTY OF MIDDLESEX TO BE USED FOR HELMETTA MUNICIPAL STEP REPLACEMENT**

**WHEREAS**, the County reports the following Community Development Block Grant program balance:

CD2011 ADA Ramp to Municipal Bldg.	\$16,959.47
CD2111 ADA Lift	<u>\$27,880.00</u>
<b>TOTAL</b>	<b>\$44,839.47</b>

**WHEREAS**, this amount is surplus and is not needed for the original purpose: and

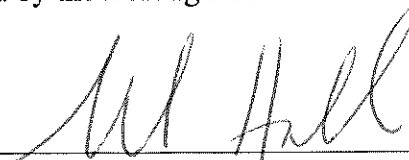
**WHEREAS**, the funds are needed for the Borough of Helmetta Municipal Step replacement.

**NOW THEREFORE BE IT RESOLVED**, by the Borough Council of Helmetta, County of Middlesex, and State of New Jersey that it hereby approves the transfer of County grant funds in the amount of \$44,839.47 as described above and hereby changes the use of purchase to Borough of Helmetta Municipal Step replacement. And as such authorizes the request of said funds from the County of Middlesex.

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

**CERTIFICATION**

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on July 19, 2023

  
 \_\_\_\_\_  
 Melissa Hallerman  
 Acting Municipal Clerk

**Resolution  
#2023-108**

**RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF  
REVENUE IN THE MUNICIPAL BUDGET OF THE BOROUGH OF HELMETTA  
PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)**

**WHEREAS**, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for an equal amount,

Section 1

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough of Helmetta hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$28,880.00 which item is now available as revenue from the County of Middlesex to the provision of a statute, and

Section 2

**BE IT FURTHER RESOLVED** that a like sum of \$44,839.47 is hereby appropriated under the caption "CDBG 2023".

Section 3

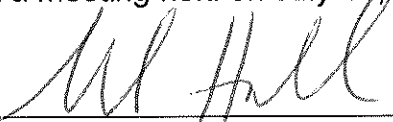
**BE IT FURTHER RESOLVED** that a copy of the Resolution, certified by the Borough Clerk to be a true copy forwarded to each of the following:

- (a) Director of the Division of Local Government Services
- (b) Borough Chief Financial Officer

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

**CERTIFICATION**

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on July 19, 2023

  
 \_\_\_\_\_  
 Melissa Hallerman  
 Acting Municipal Clerk

**BOROUGH OF HELMETTA  
RESOLUTION #2023-109**

**RESOLUTION OF THE BOROUGH OF HELMETTA AUTHORIZING THE AWARD  
MUNICIPAL STEP REPLACEMENT TO H&M COMPANY**

**WHEREAS**, the Borough of Helmetta (the "Borough") issued an invitation to bid on the Municipal Step Replacement Project, including the instruction for bidders to submit a sealed bid; and

**WHEREAS**, the Borough Engineer has determined that the lowest responsible bidder to submit a conforming bid for the Project is H&M Company, Fairfield, New Jersey, with a base bid of \$68,516.00 and provide space bid and alternate no.1 and

**WHEREAS**, the Borough Attorney has reviewed H&M Company's bid and has found it to be legally sufficient; and

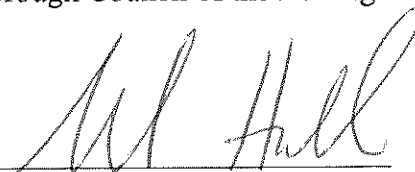
**WHEREAS**, the Borough Council has determined that it is in the best interest of the Borough to award the Community Development Block Grant funds (CDBG) for this contract for the Project to H&M Company, as the lowest responsible bidder submitting a conforming bid in accordance with the LPCL.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Helmetta, that the Municipal Step Replacement Project is hereby awarded H&M Company. And that the Mayor is hereby authorized to execute a contract, in a form legally acceptable to the Borough Attorney, H&M Company, in an amount not to exceed \$\$68,516.00 and in accordance with the bid proposal submitted by H&M Company. Upon certification of funds by the Chief Financial Officer.

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

**CERTIFICATION**

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on July 19, 2023.

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



# CENTER STATE ENGINEERING

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

July 14, 2023

**Sal Masucci**  
52 Main Street  
Helmetta, NJ 08828

*Re: Borough of Helmetta  
CDBG Replacement of Front Steps Rebid  
Recommendation of Award*

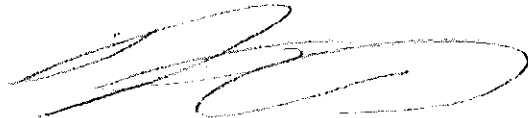
Dear Mr. Masucci,

Sealed bids were opened on Thursday, June 15, 2023 for the above captioned project. Attached please find this office's "Summary of Bids" which details the bids opened.

It is our recommendation, subject to the Treasurer's certification that sufficient funds are available, that the contract for the referenced project be awarded to HM Company, LLC, the low, responsible bidder, in the total amount of \$68,516.00.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,



Kevin Meade, Jr., PE, CME  
Borough Engineer

Enclosures

cc: Ernest Feist, PE, PP, CME, CPWM, Borough Planner  
Christopher Slavicek, Mayor  
Melissa Hallerman, Acting Borough Clerk  
Joseph Youssouf, Esq., Borough Attorney

**RESOLUTION**

**#2023-110**

**EXTENSION OF GRACE PERIOD FOR 2023 THIRD QUARTER TAX  
PAYMENT**

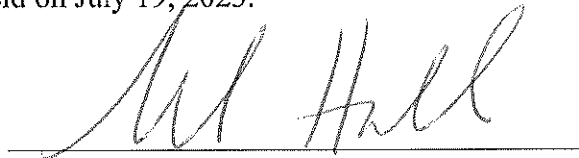
**WHEREAS**, the Tax Collector has requested that the grace period for the payment of taxes should be extended.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Helmetta that the grace period for the payment of third quarter taxes in the Borough of Helmetta be extended to 30 days from the mailing date of Tax bills

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

**CERTIFICATION**

I, Melissa Hallerman, Acting Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on July 19, 2023.



Melissa Hallerman  
Acting Municipal Clerk

July 2023

Municipal Clerk

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
7/6/2023	Whitney	Trust	\$15.00	Cash



BOROUGH OF HELMETTA

*Tina Mc Dermott*  
 TINA McDERMOTT  
 TAX COLLECTOR

REPORT OF THE TAX COLLECTOR

MONTH OF: JUNE

DATED: 7/7/2023

TAXES	2022	7,648.08
TAXES	2023	12,340.51
TAXES	2024	0.00

ADJUSTMENTS

INTEREST 2,368.03

0.00

COSTS FOR TAX SALE	
LIEN REDEMPTION	222.19
RECORDING FEES	46.00
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	17,657.58	17,657.58
2023	(9,210.04)	72,925.38	63,715.32
			<u>43,361.80</u>

TOTAL 22,624.69

TAX COLLECTORS TRUST

Ledger Bal

PRIOR BALANCE

47,635.35 5/31/2023

DEPOSITS 3.96 Bank Int  
 1,089.08 lien redemption

49,428.30

DISBURSMENTS 1,621.89 to water/sewer

1,621.89

Statement Balance

BANK BALANCE 47,806.50 6/30/2023



BOROUGH OF HELMETTA  
2022  
 DELINQUENT TAXES AS OF:

6/30/23

	TOTAL	Penalty	<u>2022</u>
			0.00
DECEMBER			<u>64,634.48</u>
<u>2022</u>			
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)	29,377.63
APRIL	29,377.63	(4,063.37)	25,324.26
MAY	25,324.26	(17.72)	25,306.54
JUNE	25,306.54	(7,648.96)	17,657.58
JULY			0.00
AUGUST			0.00
SEPTEMBER			0.00
OCTOBER			0.00
NOVEMBER			
BALANCE			\$ <u>17,657.58</u>



# CENTER STATE ENGINEERING

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

## ENGINEERS REPORT

**JULY 14, 2023**

1. **2021 NJDOT LOCUST DRIVE IMPROVEMENTS** – The project is complete. We are in the process of preparing a punch list.
2. **BOROUGH HALL STAIRWAY IMPROVEMENTS** – The project has been rebid. The bids are currently under review.
3. **2022-2023 NJDOT LAKE AVENUE IMPROVEMENTS** – We are currently reviewing and responding to NJDOT comments. We will resubmit to NJDOT once complete.

Respectfully,  
Kevin Meade, Borough Engineer

**BOROUGH OF HELMETTA  
COUNTY OF MIDDLESEX**

**CAPITAL ORDINANCE NO. 2023-03**

**CAPITAL ORDINANCE PROVIDING FOR THE REPLACEMENT OF BOROUGH LIMITS SIGNS, AND APPROPRIATING \$24,000 THEREFOR, AUTHORIZED IN AND BY THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, NEW JERSEY**

WHEREAS, the Borough Council of the Borough of Helmetta, in the County of Middlesex, New Jersey (the "Borough") has determined to provide for the replacement of Borough limits signs; and

WHEREAS, the Borough has available \$24,000 in the Borough's General Capital Improvement Fund.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AS FOLLOWS:

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. For the improvements or purposes described in Section 2, there is hereby appropriated \$24,000, said sum being inclusive of \$24,000 from the Borough's General Capital Improvement Fund.

Section 2. The improvements hereby authorized to be undertaken consist of the replacement of Borough limits signs, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

Section 3. The 2023 capital budget of the Borough will conform to the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 4. An aggregate amount not exceeding \$1,000 for engineering costs, legal fees and other items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included as part of the cost of said improvements and is included in the estimated cost indicated herein for said improvements.

Section 5. Any grant or similar moneys from time to time received by the Borough for the improvements or purposes described in Section 2 hereof, shall be applied to direct payment of the cost of the improvements within the appropriation herein authorized.

Section 6. The Borough Attorney and other Borough officials and representatives are hereby authorized to do all things necessary to accomplish the purposes of the appropriation made herein.

Section 7. This ordinance shall take effect as provided by law.