

#### 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, I 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 ROLL CALL: 6-0 SECONDED – Councilman Bohinski

<sup>\*</sup> 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.

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

Employee Reed	<u>Base</u> <u>Salary</u> \$84,331.14	<u>Longevity</u> <u>Percentage</u>	Total Annual Salary \$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**

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

<sup>\*</sup>Effective date is August 1, 2023

#### RESOLUTION

#### 2023-103

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						
Bohinski						
Duffy		1				
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 <u>MA-2024 – Helmetta 2024 Road Improvements-Sutt-00628</u> 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 19th 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			L			
Bohinski		- Lund	V			
Duffy						
Dzingleski			1.			
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

MÉLISSA HALLERMAN Acting Municipal Clerk

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	23

# BOROUGH OF HELMETTA Bill List By P.O. Number

Page No: 1

P.O. Type: All Range: First to Last Format: Detail without Line Item Notes		Open: N Paid: N RCvd: Y Held: Y Bid: Y State: Y O	Void: N Aprv: N Other: Y Exem	Exempt: Y	
PO # PO Date Vendor Item Description	Amount Charge Account	Contract PO Type Acct Type Description	Stat/C	First Rcvd C Stat/Chk Enc Date Date D	Chk/void Date Invoice
22-00771 01/01/23 FIR04 FIRE & SAFETY SERVICES 1 ENGINE 36-1 PUMP LEAK REPAIR 3,565.50	SERVICES CORP. 3,565.50 2-01-25-749-021	B FIRE DEPARTMENT-COMMUNICATIONS EQUIPMENT	JIPMENT R	12/31/22 07/07/23	
23-00220 03/23/23 AMAZO005 AMAZON CAPITAL SERVICES 1 OVEN SEAL-COMM CTR 28.98 2 SOAP DISPENSER WASH STATION 40.97	ERVICES 28.98 3-01-26-772-020 11.99 3-01-26-772-020 40.97	B BUILDINGS & GROUNDS OE B BUILDINGS & GROUNDS OE	70 F0	03/23/23 07/14/23 03/23/23 07/14/23	1LRD-CL6X-C1J1 1RJ1-4VC6-3YYQ
23-00270 05/03/23 CROWN005 CROWN AWARDS 1 3-12' TROPHIES 2 3-11' TROPHIES 3 3-10' TROPHIES 4 SHIPPING	31.31 3-01-28-795-020 31.31 3-01-28-795-020 31.31 3-01-28-795-020 26.99 3-01-28-795-020 120.92	B RECREATION OE B RECREATION OE B RECREATION OE B RECREATION OE	**************************************	05/03/23 07/07/23 05/03/23 07/07/23 05/03/23 07/07/23 05/03/23 07/07/23	12607960 12607960 12607960 12607960
23-00289 05/05/23 AUTOZOO5 AUTOZONE STORES 1 1-FUEL ADDITIVE/DEF 2 WIPER-JOHN DEERE & TRK 450	LLC 32.18 3-01-26-315-020 53.68 3-01-26-315-020 85.86	B VEHICLE MAINT-PUBLIC WORKS B VEHICLE MAINT-PUBLIC WORKS	<i>7</i> 37 737	05/05/23 07/12/23 05/05/23 07/12/23	6450703405 6450703405
23-00332 05/18/23 TID02 TIDBURY CREEK FARMS NURSERY 1 23-PETUNIAS 239.00 3-	RMS NURSERY 239.00 3-01-26-765-020	B STREETS & ROADS OE	טק	06/06/23 07/07/23	
23-00334 05/19/23 BWCON005 B & W CONSTRUCTION CO. OF NJ 1 FINAL PHASE OF PAVING 15,500.00 3-0	TION CO. OF NJ I 15,500.00 3-05-55-500-021	B WATER OPERATING OE	<i>7</i> 0	05/19/23 07/07/23	
23-00335 05/19/23 AUTOZO05 AUTOZONE STORES LLC 1 FUEL TREATMENT 2 FLOOR MAT FOR 450 3 CLEANER FOR TRUCK	LLC 13.18 3-01-26-315-020 29.99 3-01-26-315-020 8.99 3-01-26-315-020 52.16	B VEHICLE MAINT-PUBLIC WORKS B VEHICLE MAINT-PUBLIC WORKS B VEHICLE MAINT-PUBLIC WORKS	23 Z2 Z2	05/19/23 07/12/23 05/19/23 07/12/23 05/19/23 07/12/23	6450742936 6450742936 6450742936
23-00337 05/19/23 HOM02 HOME DEPOT 1 FUEL TREATMENT 2 STUD FINDER/BITS/SCREWS	44.98 3-01-26-772-020 74.42 3-01-26-772-020	B BUILDINGS & GROUNDS OE B BUILDINGS & GROUNDS OE	70 70	05/19/23 07/07/23 05/19/23 07/07/23	0918000762443 0918000762443

# BOROUGH OF HELMETTA Bill List By P.O. Number

Page No: 2

PO # PO Date Vendor Item Description	Amount Charge Account	Contract PO Type Acct Type Description	Stat/Ch	First RCVd ChK/VOId Stat/Chk Enc Date Date	Invoice
23-00337 05/19/23 HOM02 HOME DEPOT 3 CLEANERS	Continued 147.42 3-01-26-772-020 266.82	B BUILDINGS & GROUNDS OE	<i>7</i> 0	05/19/23 07/07/23	0918000762443
23-00354 05/26/23 POWER005 POWER PLACE 1 PLUGS/BELTS	88.69 3-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	73	05/26/23 07/07/23	1133386
23-00356 05/26/23 PWSER005 P&W SERVICES 1 RESTROOM RENTAL (7/1)	775.00 3-01-28-796-020	B PARKS OE	<i>7</i> 2	05/26/23 07/13/23	23001
23-00364 06/02/23 HOM02 HOME DEPOT 1 ROTARY HAMMER 2 4-CHISELS	749.00 3-01-26-772-020 40.48 3-01-26-772-020 789.48	B BUILDINGS & GROUNDS OE B BUILDINGS & GROUNDS OE	<i>7</i> 2 72	06/02/23 07/07/23 06/02/23 07/07/23	09180000627059 09180000627059
23-00365 06/02/23 HOM02 HOME DEPOT 1 CONCRETE DEGREASER 2 TURBO NOZZLE FOR POWERWSHER 3 ADAPTER KITS 4 OTL	14.48 3-01-26-772-020 81.92 3-01-26-772-020 35.14 3-01-26-772-020 16.47 3-01-26-772-020	B BUILDINGS & GROUNDS OE	70 70 70 70		09180005255229 09180005255229 09180005255229 09180006180582
5 POWERWSHER EX POLE 6 CLEANER FOR CONCRETE 7 SOFT HOSE		B BUILDINGS & GROUNDS OE B BUILDINGS & GROUNDS OE B BUILDINGS & GROUNDS OE	ਲ ਲ ਲ	06/02/23 07/07/23 06/02/23 07/07/23 06/02/23 07/07/23	09180006180582 09180006180582
23-00398 06/26/23 FASTS005 FASTSIGNS OF EAST BRUNSWICK 1 STEP AND REPEAT SIGN 404.10 3-	EAST BRUNSWICK 404.10 3-01-31-834-020	B OFFICE SUPPLIES	⇗	06/26/23 07/07/23	16458
23-00413 07/06/23 BRIO1 BRIAN'S LAWN MOWER 1 BAL OWED FROM PO:23-00297	WOWER 81.00 3-01-26-772-020	B BUILDINGS & GROUNDS OE	≂	07/06/23 07/07/23	
23-00414 07/07/23 CREAT010 CREATIVE ENTERTAINMENT 1 FACE PAINTING (8/1/23)	RTAINMENT 220.00 3-01-28-795-020	B RECREATION OE	<i>7</i> 0	07/07/23 07/07/23	853563
23-00415 07/07/23 INSO2 INSTITUTE FOR 1 OPRA WEBINAR (8/2/23)	INSTITUTE FOR PROF DEVELOPMENT 50.00 3-01-20-120-020	B MUNICIPAL CLERK OE	∞	07/07/23 07/07/23	8223
23-00416 07/07/23 STA03 STATE TREASURER OF NJ 1 MUNICIPAL CLERK CERTIFICATE 50.	ER OF NJ 50.00 3-01-20-120-020	B MUNICIPAL CLERK OE	∞	07/07/23 07/07/23	

PO # PO Date Vendor Item Description	Amount Charge Account	Contract PO Type Acct Type Description	Stat/Ch	First Rcvd Chk/Void Stat/Chk Enc Date Date	d Invoice
23-00417 07/07/23 NATIO010 NATIONAL STORM 1 CERT.STORMWATER INSPECTOR	STORMWATER CENTER 324.00 3-05-55-500-021	B WATER OPERATING OE	æ	07/07/23 07/07/23	P. REED
23-00418 07/10/23 GARDEOO5 GARDEN STATE H 1 FIREWORKS (7/1/23) 2 FIREWORKS (7/1/23) 3 FIREWORKS (7/1/23) 4 FIREWORKS (7/1/23) 5 FIREWORKS (7/1/23) 6 FIREWORKS (7/1/23)	FIREWORKS 4,300.00 T-13-55-000-007 1,500.00 3-01-28-795-020 1,500.00 3-01-26-772-020 1,551.00 3-01-28-796-020 200.00 3-01-22-725-020 500.00 3-01-25-752-020 9,551.00	B RESERVE FOR RECREATION TRUST B RECREATION OE B BUILDINGS & GROUNDS OE B PARKS OE B CODE ENFORCEMENT OE B FIRE PREVENTION BUREAU OE	**********	07/10/23 07/12/23 07/10/23 07/12/23 07/10/23 07/12/23 07/10/23 07/12/23 07/10/23 07/12/23 07/10/23 07/12/23 07/10/23 07/12/23	INV.2023
23-00419 07/10/23 PCP PC PROGRESSIVE 1 CONFIG FIREWALL-LABOR 2 CONFIG FIREWALL-LABOR 3 CONFIG FIREWALL-LABOR	325.00 3-01-26-772-020 325.00 3-05-55-500-021 325.00 3-07-55-500-021 975.00	B BUILDINGS & GROUNDS OE B WATER OPERATING OE B SEWER OPERATING OE	70 70 70	07/10/23 07/12/23 07/10/23 07/12/23 07/10/23 07/12/23	
23-00420 07/10/23 MUNO8 MUNICIPAL CAPITAL FINANCE 1 SAVIN PAYMENT 28 OF 60 247.35	ITAL FINANCE 247.35 3-01-31-832-020	B COPYING	77	07/10/23 07/10/23	
23-00421 07/10/23 SAW02 SAWUEL KLEIN & COMPANY 1 2023 MUNICIPAL BUDGET 2,750.0 2 2023 MUNICIPAL BUDGET 2,300.0 3 2023 MUNICIPAL BUDGET 2,300.0 4 2022 AUDIT BAL DUE 5,787.5 5 2022 AUDIT BAL DUE 5,150.0 6 2022 AUDIT BAL DUE 5,150.0 7 2022 LOSAP 24,262.5	& COMPANY 2,750.00 3-01-20-705-021 2,300.00 3-05-55-500-021 2,300.00 3-07-55-500-021 5,787.50 3-01-20-706-020 5,150.00 3-05-55-500-021 5,150.00 3-07-55-500-021 825.00 3-01-20-705-021 825.00 3-01-20-705-021	B FINANCE OE B WATER OPERATING OE B SEWER OPERATING OE B AUDIT SERVICES B WATER OPERATING OE B SEWER OPERATING OE B FINANCE OE	সসসসসস	07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23 07/10/23	
23-00422 07/10/23 SP003 SPOTSWOOD BOROUGH 1 EMS PAYMENT (JULY-SEPT 2023) 3,	оиGH 3,750.00 3-01-43-747-020	B SPOTSWOOD EMERGENCY MANAGEMENT	<del>20</del>	07/10/23 07/10/23	
23-00423 07/10/23 MID17 MIDDLESEX COUNTY TREASURER 1 FUEL PURCHASE-MAY 2023 917.51 3	NTY TREASURER 917.51 3-01-31-833-020	B GASOLINE	<b>∞</b>	07/10/23 07/10/23	CV-9-5-23
23-00424 07/11/23 PRIO2 PRINCETON FUEL OIL 1 FUEL PURCHASES 6/28/23 2	L OIL 239.69 3-01-31-830-020	B FUEL OIL PURCHASE	<i>7</i> 0	07/11/23 07/11/23	F1184541

PO # PO Date Vendor Item Description	Amount Charge Account	Contract PO Type Acct Type Description	Stat/ch	First Rcvd Chk/ Stat/Chk Enc Date Date Date	Chk/Void Date Invoice
23-00425 07/11/23 HEL07 HELMETTA MUNICIPAL COURT 1 MAY 2023 CC 184.95	PAL COURT 184.95 3-01-42-855-020	B MUNICIPAL COURT OE	<del>70</del>	07/11/23 07/11/23	
23-00426 07/11/23 STA17 STAR2STAR COMMUNICATIONS 1 TELEPHONE (FD) 2 TELEPHONE (MUNICIPAL) 589.15	NICATIONS 233.38 3-01-31-827-020 355.77 3-01-31-827-020 589.15	B TELEPHONE COSTS B TELEPHONE COSTS	<i>2</i> 2 22	07/11/23 07/11/23 07/11/23 07/11/23	SUB01584246 SUB01584247
23-00427 07/11/23 COMCA649 COMCAST 1 ACCT# 8499 05 248 0023349 2 ACCT# 8499 05 248 0023349 3 ACCT# 8499 05 248 0023349	159.93 3-01-26-772-020 53.30 3-05-55-500-021 53.30 3-07-55-500-021 266.53	B BUILDINGS & GROUNDS OE B WATER OPERATING OE B SEWER OPERATING OE	<i>~</i> ~ ~	07/11/23 07/11/23 07/11/23 07/11/23 07/11/23 07/11/23	
23-00428 07/11/23 COMCA656 COMCAST 1 ACCT# 8499 05 248 0023656	215.93 3-01-26-772-020	B BUILDINGS & GROUNDS OE	×	07/11/23 07/11/23	
23-00429 07/11/23 MCI01 Middlesex Cty Improvement Auth 1 BRUSH TO CTY/MUNIICPAL SITE 66.79 3-01- 2 LEAVES TO CTY/MUNIICPAL SITE 109.03 3-01- 3 SINGLE FAMILY HOUSEHOLD 2.835.36 3-01- 3,011.18	Improvement Auth 66.79 3-01-43-786-020 109.03 3-01-43-786-020 2,835.36 3-01-43-786-020 3,011.18	B MIDDLESEX CO RECYCLING PROGRAM B MIDDLESEX CO RECYCLING PROGRAM B MIDDLESEX CO RECYCLING PROGRAM	20 20 20	07/11/23 07/11/23 07/11/23 07/11/23 07/11/23 07/11/23	ARO40154 ARO40154 ARO40173
23-00430 07/11/23 MON06 MONROE TOWNSHIP UTILITY 1 METER PIT 1 (13081-0) 15,206.95 2 METER PIT II (13082-0) 7,680.62 22,887.57	IP UTILITY DEPT. 15,206.95 3-07-55-500-023 7,680.62 3-07-55-500-023 22,887.57	B MONROE M.U A. CHARGES B MONROE M.U A. CHARGES	<i>2</i> 3 <i>2</i> 5	07/11/23 07/11/23 07/11/23 07/11/23	
23-00433 07/12/23 MARRO005 MARRIOTT CALLAHAN & BLAIR 1 2023 QTRLY RETAINER 1,062.50	HAN & BLAIR 1,062.50 3-01-21-720-020	B PLANNING BOARD OE	⇗	07/12/23 07/12/23	2217
23-00434 07/12/23 LEGAL005 LEGALIZED GAME 1 LICENSE HELMETTA DAY	LEGALIZED GAME OF CHANCE COMM. 20.00 3-01-28-795-020	B RECREATION OE	≈	07/12/23 07/12/23	
23-00435 07/13/23 MID20 MIDDLESEX COUNTY TREASURER 1 KAPLAN PILOT PAYMENT 24,155.63 2	TTY TREASURER 24,155.63 2-01-55-001-294	B LOFTS AT HELMETTA PILOT PYMT-COUNTY	∞	07/13/23 07/13/23	
23-00436 07/13/23 SPO06 SPOTSWOOD BOARD OF EDUCATION 1 PILOT-LOFTS @ HELMETTA 229,479.09 2-0	RD OF EDUCATION 229,479.09 2-01-55-001-293	B LOFTS AT HELMETTA PILOT PYMT-SCHOOL	∞	07/13/23 07/13/23	

09:47 AM	July 14,
	2023

# BOROUGH OF HELMETTA Bill List By P.O. Number

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The state of the s		
PO # PO Date Vendor Item Description Amount Charge Account	Contract PO Type Int Acct Type Description	First Rcvd Chk/Vold Stat/Chk Enc Date Date Invoice
23-00437 07/13/23 PUR01 PITNEY BOWES BANK PURCHASE PWR 1 POSTAGE REFILL 240.00 3-01-31-831-020 2 POSTAGE REFILL 80.00 3-05-55-500-021 3 POSTAGE REFILL 80.00 3-07-55-500-021	-020 B POSTAGE -021 B WATER OPERATING OE -021 B SEWER OPERATING OE	R 07/13/23 07/13/23 R 07/13/23 07/13/23 R 07/13/23 07/13/23
23-00438 07/13/23 MON06 MONROE TOWNSHIP UTILITY DEPT. 1 FIRE HYDRANTS-ACCT 13052-0 101.02 3-05-55-500-021	-021 B WATER OPERATING OE	R 07/13/23 07/13/23
23-00439 07/13/23 XTE01 XTEL COMMUNICATIONS 1 TELEPHONE LINES #231811238 676.12 3-01-31-827-020	-020 B TELEPHONE COSTS	R 07/13/23 07/13/23
23-00440 07/13/23 WIL04 WILSON, MARGARET 1 MEDICARE REIM-2ND QTR 2023 2 MEDICARE REIM-2ND QTR 2023 3 MEDICARE REIM-2ND QTR 2023 3 MEDICARE REIM-2ND QTR 2023 494.70	-020 B HEALTH INSURANCE EMPLOYEE -030 B Health Insurance -030 B Health Insurance	R 07/13/23 07/13/23 R 07/13/23 07/13/23 R 07/13/23 07/13/23
23-00441 07/13/23 WBM01 W.B. MASON 45.96 3-01-31-834-020 1 SUPPLIES 98.99 3-05-55-500-021 99.00 3-07-55-500-021 243.95	-020 B OFFICE SUPPLIES -021 B WATER OPERATING OE -021 B SEWER OPERATING OE	R 07/13/23 07/13/23 239025529 R 07/13/23 07/13/23 239320990 R 07/13/23 07/13/23 239320990
23-00442 07/13/23 WOOODBRIDGE DEPT OF HEALTH 1 1ST QTR PAYMENT 2023 1,250.00 3-01-43-772-020 2 2ND QTR PAYMENT 2023 1,250.00 3-01-43-772-020 2,500.00	-020 B WOODBRIDGE ANIMAL CONTROL -020 B WOODBRIDGE ANIMAL CONTROL	R 07/13/23 07/13/23 NO. 1 R 07/13/23 07/13/23 NO. 2
Total Purchase Orders: 41 Total P.O. Line Items: 83 T	Total List Amount: 349,346.86 Total Void Amount:	0.00

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WATER OPERATING FUND	3-05	C7.TCU, #2	0.00	7. TO T. T.		0	1 -4 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
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GENERAL INCOLLIONS						Ministration		
Tota	Total of All Funds:	349,346.86	0.00	349,346.86	0.00	0.00	349,346.86	

#### 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			L. market			
Bohinski			Europe and			
Duffy			lum.			
Dzingleski			i			
Reid						
Stasi			Loren			

#### **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 \$27,880.00 **TOTAL** \$44,839.47

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		1				
Duffy			V			
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			V			
Bohinski		L/	1			
Duffy			V			
Dzingleski			V			
Reid						
Stasi	V		V			

#### **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		1/	W/			
Duffy			L			
Dzingleski			V			
Reid			land.			
Stasi	W					

#### 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



ENGINEERS ESEMAT	H + T + T	IIM Company LLC 1 Ortanda Drive Fairfack, MI 19804 9/72061768 hresombasylloferentillesin	Pea, Mandan Enterwise LLC 7 Enterpie Conet Manipauth Justian NJ 01883 1693/736227 168304.6006.seiflook.com	IPANHIBUS Construction Inc. 62 Court Street Nulle 2 Freehold. NJ 07728 732462260 Vermini and John	Serio Construction Inc. SS Levenille Avenue Salveys. VI 07005 752100000 irdia bertoonsutraction.com	Arstenat Construction ( 14 Adiaptes Cuert East Branswick, NJ data Epizzoowa, breastaneonadiscopt
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481 Spotswood Englishtown Road, Monroe Township, New Jersey 08831

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

#### 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			1	}		
Bohinski			/			
Duffy						
Dzingleski						
Reid			1			
Stasi	/		/			į

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

#### **BOROUGH OF HELMETTA**

#### REPORT OF THE TAX COLLECTOR

MONTH OF: JUNE

TAXE8

DATED: 7/7/2023

2024

Jina Mo Dormole TINA MCDERMOTT TAX COLLECTOR

43,361.80

TAXES	2022	7,648.96	<u>ADJUSTMENTS</u>
TAXES	2023	12,340.51	

0.00

INTEREST 2,368.03

COSTS FOR TAX SALE
LIEN REDEMPTION 222.19
RECORDING FEES 45.00 CLOSING BALANCES

DUPLICATE CERT DEBIT CREDIT NET
DUPLICATE BILL 2019 0.00 (38,011.10) (30,011.10) Kaplan
TAX SALE PREMIUMS 2022 0.00 17,667.58 17,667.58
2023 (9,210.04) 72,926.36 63,716.32

TOTAL 22,624.69

TAX COLLECTORS TRUST Ledger Bal

PRIOR BALANCE 47,635.35 5/31/2023

DEPOSITS 3,96 Bank Int 1,889.08 lien redemption

49,428.39

DISBURSMENTS 1,621.89 to water/sewer

1,621.89

Statement Balance

BANK BALANCE 47,806.50 6/30/2023

Balance			00 FOW 800 B	2,351,221,25	4 575 141 28	4 504 507 50	70.786,106,1	76 055 93	53 745 30	8753	6371530	63.715.32	63,715,32	63,715,32	63.715.32		63,715.32		
Homestead	Kebate																0.00		
	Resolution																0.00		
Property	: Mamt									-	1						0.00		-
County Bd Property	Judgments																0.00		
Transfer	Years																0.00		
Srs & Vets	1	Widow		200,00		250.00			1,000.00								2,250.00		
Sns & Vets	Allowed	Widow	(11,000.00)	(750.00)		(250.00)											(12.000.00) 2.250.00	,	
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Refunds	or Adjs.						(3,540,14)										(3.540.14)		
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Add/Omit		8,048.58		8,048.58													8 048 58	2,010,00	
2023 LEVY	1	(56,533.73) 3,024,241.25															30777475	2,027,47	
Receipts	Prepaid	(56,533.73)		(56,533,73)	(444 006.57)	(992 073 41)	(20 953.52)	(1 074 215.58)	(352 126 21)	(12,340,51)							C 053 040 E31	0.00	20.5
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Current Taxes	12/31/2022			December	smisiv	Fobriary	$\dagger$	<u> </u>	İ	June	July	August	September	October	November	December		DO VOOC	17 <b>42</b> 02

# BOROUGH OF HELMETTA 2022 DELINQUENT TAXES AS OF:

6/30/23

TOTAL Penalty 2022 0.00

DECEMBER				 64,634.48
2022	Ca	ash Recpts	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	20,000,00	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		0.00
AUGUST				0.00
SEPTEMBER				0.00
OCTOBER				0.00
NOVEMBER				
BALANCE				\$ 17,657.58

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!!		NOTES	STARTING BALANCE 12/31/22	BALANCE AS OF 1/31/23 STATEMENT	INCE AS OF 2/28/23 STATEMENT	BALANCE AS OF 3/31/23 STATEMENT	BALANCE AS OF 4/30/23 STATEMENT	BALANCE AS OF 5/31/23 STATEMENT		•	BALANCE AS OF 6/30/23 STATEMENT																		
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#### 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.