



MEETING OF MAYOR AND COUNCIL
MAY 17, 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 and Pledged Allegiance to the Flag. A moment of silence was observed for the men and women in our military protecting our freedom.

* CALLING OF THE ROLL

Mayor Slavicek

Councilman Karczewski

Councilwoman Bohinski

Councilman Duffy

Councilman Dzingleski

Councilman Reid

Councilman Stasi

Also in attendance was Business Administrator Salvatore Masucci, Borough Attorney Joseph Youssef, 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.

* PROCLAMATION

Mayor Slavicek read a Proclamation from the Office of the Mayor honoring several events of celebration in May, including International Firefighters Day, National Nurses Week, Teacher Appreciation Week, National Police Week, and Emergency Medical Services Week.

* 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.

Patricia Dahl, 25 George W. Helme Drive, inquired about the status of the pickle ball courts. Mayor Slavicek stated that the DPW is looking into the logistics of it as well as ensuring it can be a universal court for both tennis and pickle ball. The intention is that it is ready for the summer.

John Nartowicz, 2 Holly Manor Court, inquired about the status of 15 High Street. Borough Engineer Kevin Meade stated it is still in Resolution Compliance with all appropriate parties involved. He also asked about parking on Maple Street. Councilman Karczewski stated that he spoke to Jamesburg Police Department Chief Craparotta and they are currently conducting a survey and may have to amend an ordinance. The police department has issued warnings to vehicles that are parking too close to the stop sign. They are exploring all options to rectify the situation.

George Zielinski, 5 Avenue B, inquired about his zoning application being denied. He would like to build a pole barn on one of his lots. Borough Engineer Kevin Meade stated that because the lot is zoned for residential use only, one cannot build a non-residential structure on it. Mr. Meade stated that he would have to apply for a variance with the Planning Board. Mr. Zielinski said he does not want to use a land use attorney because he has had bad experiences in the past. Borough Attorney Joseph Youssef stated that laws are the frame of reference, and he will need some professional guidance, but beyond that the municipality can't advise him not to use one. Mr. Zielinski inquired about combining his two lots since his residential home is on one, would he then be able to build the pole barn. Councilman Karczewski asked what the benefit would be to combine the lots. Mr. Youssef stated that no matter what, he would need professional guidance and an application to the zoning board. Mayor Slavicek stated that Mr. Zielinski should come to a Planning Board meeting, the next one is scheduled for June 14th at 7:00pm. The Mayor also asked the Clerk to give Mr. Zielinski's information to the Planning Board Attorney and he may be able to advise him in respect to land use laws. Mr. Zielinski apologized as he thought he was at the Planning Board meeting.

Donna Johnson, 38 John Street, read several letters from residents from March 2022 after the flooding in Helmetta. The letters are from residents on John Street that would like to keep their names anonymous. Mayor Slavicek stated that improvements have been made in the past year. We have cleaned out waterways and are working with neighboring municipalities as well. Borough Engineer Kevin Meade stated that Monroe, Spotswood, and Helmetta have started Phase I on cleaning out waterways. Mayor Slavicek stated that home prices in the area and property value have increased. Councilman Dzingleski stated that his house was also damaged, and he used his flood insurance to make improvements regarding flood preventative measures. Mayor Slavicek stated that the DPW monitors closely when rain is forecast. Ms. Johnson stated that she is just passing along the information and that residents don't want to come to the meetings. Councilman Reid stated that everyone should feel comfortable coming to a meeting or talking to a member of the Council. Mayor Slavicek stated that the DPW also cleans out beaver dams that block the waterways. Ms. Johnson gave the letters to the Clerk to make copies of them for the Councilmembers. Mayor Slavicek stated that the mitigation process has just started, and he will include an update in his next communique with the residents.

* ACCEPTANCE OF MINUTES – April 26, 2023

MOTION – Councilman Karczewski

SECONDED – Councilman Stasi

ABSTAIN – Councilman Reid

ROLL CALL: 5-0-1

* CONSENT AGENDA

Report of Municipal Clerk and Tax Collector

RESOLUTIONS:

2023- 84: Resolution for Setting Forth Reason for Delay of Introduction of Municipal Budget for 2023

85: Renewal of Contract with Encon Service Company

86: Amended to Emergent Condition Contract Award

87: Temporary Emergency Budget Appropriation No. 5

88: Rejection of Bids for Replacement of front steps

89: Payment of Bills

Mayor Slavicek asked for Resolution 2023-83 Introduction of the Budget be pulled from Consent Agenda.

MOTION – Councilman Duffy

SECONDED – Councilman Stasi

ROLL CALL: 6-0

RESOLUTION:

2023-83: Introduction of the Budget

Mayor Slavicek introduced the 2023 municipal budget. The budget is a combined effort of the Mayor, Business Administrator, Chief Financial Officer and the Finance Committee who have had several meetings since the beginning of the year. The Borough maintains three separate operating functions: Revenues-Current Fund, Water Fund and Sewer Fund. There is no rate increase required to balance the 2023

budget. The amount of municipal tax that an average residential unit pay will be \$1,481.35 in 2023 compared to \$1,492.27 in 2022 which is a decrease of \$10.92 per year. Significant areas of increase are retiree health benefits, public safety, and utilities. The Mayor emphasized that surplus was used to balance the three budgets and pointed out that surplus is not always guaranteed. The public hearing on the introduced budget is June 21, 2023 at 7:00pm.

MOTION – Councilman Karczewski
ROLL CALL: 6-0

SECONDED – Councilman Dzingleski

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

Councilman Dzingleski and Councilman Reid had nothing to report.

Councilman Karczewski had his Public Safety meeting with the Jamesburg Police Department. Chief Craparotta couldn't attend so the meeting was conducted by the Captain. They had 339 calls from residents, 3 motor vehicle accidents with no injuries, and 150 vehicle stops. Their presence is seen and felt in the community. Some upcoming events are the 2023 Junior Police Academy with the Jamesburg Police Department and the Spotswood Police Department from July 10-14. There is an interest meeting for the Academy on May 30th at 7:00pm in Spotswood. There is a Law Enforcement Recruitment Fair on May 23rd. Regarding High Street and Main Street they are surveying the traffic patterns and parking issues. They will be actively investigating how to rectify the situation including signage, warnings, tickets, and changing ordinances as needed. There are speed wagons out, one was at Old Forge Road, now there is one at Main Street. A question was asked about increased signage at Old Forge Road and Maple Street restricting trucks and the Police are looking into that as well.

Mayor Slavicek stated that we held a Chalk It Up event to celebrate the Jamesburg Police Department and he provided lunch for them as part of National Police Week. The DPW put up the American flags and patriotic banners down Main Street. On June 8th he will be out of town and in his absence the Borough Clerk will be attending Senior Awards Night at Spotswood High School to present the Mayor Slavicek award and the Business Administrator will be attending the ribbon cutting at the Jamesburg Library for its re-opening. The Mayor will be attending the PTA Founder's Day Dinner, he is also looking forward to all the graduations coming up. The street signs in the Borough will be changed to maroon from green and we are currently redesigning the Welcome to and Thank you for visiting Helmetta signs. They will be provided through donations and sponsorships. Touch A Truck is happening this Saturday at the Pavilion in conjunction with Schoenly School from 10-12, it is a rain or shine event. This Saturday and Sunday is the townwide Yard Sale, tomorrow a list of residents participating will be available. The Mayors' March on July 1st has been cancelled, however Spark in the Park is still on. It will begin at 5:00pm, with a rain date of July 2nd. We will have 10 foot trucks, music, children's entertainment and of course fireworks.

Councilman Duffy had nothing to report.

Councilwoman Bohinski stated she attended the Board of Education meeting last night and there was a presentation of Appleby School with robotics built by the students. Mrs. Hetzler gave her resignation, and all stated what a huge loss she is to the district. Athletic clubs are doing very well this Spring. On June 17th, Education Foundation will be hosting their annual Casino Night. The Monroe Senior Center welcomes Helmetta residents. The yearly fee is \$15.00. She is looking into a Bike Rodeo, police do not need to be there, it can be run by volunteers, AAA provides a comprehensive list on how to conduct a Bike Rodeo. She is also the liaison to the Health Department and she gave the Business Administrator some information to post on the website regarding cancer screenings and alcohol awareness. She will also be attending the ribbon cutting at the Jamesburg Library.

Councilman Stasi had nothing to report.

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.

Borough Clerk Melissa Hallerman reminded the Independent Candidates that are up for re-election that their petition packets are due to the County Clerk by 4:00pm on June 6th.

* ORDINANCE 2023-02 (First Reading)

Borough of Helmetta Capital Ordinance Amendment to 2023-02 General Capital Fund –
Improvements to Lake Drive

MOTION – Councilman Karczewski
ROLL CALL: 6-0

SECONDED – Councilman Reid

* ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by Councilman Stasi and SECONDED by Councilman Duffy at 7:55pm. All were in favor.



Melissa Hallerman
Acting Municipal Clerk



OFFICE OF THE MAYOR PROCLAMATION

WHEREAS, the month of May is a time to celebrate special observances; and

WHEREAS, International Firefighters Day recognizes those firefighters who serve their communities, including the Helmetta Fire Department, and protect us without wanting recognition or reward. In our time of need they are there with courage, compassion, and loyalty; and

WHEREAS, National Nurses Week recognizes those nurses who strive to meet the emerging health care needs of our nation and provide high-quality care, demonstrating their professionalism and compassion for patients daily, while continuously striving to improve standards of practice and service; and

WHEREAS, Teacher Appreciation Week recognizes and supports teachers, including the devoted staff of the Spotswood School District, in their mission to educate the children of our community and prepare them to meet high standards of performance, be lifelong learners, and contribute as world citizens; and

WHEREAS, National Police Week recognizes the service and sacrifice of all law enforcement officers in communities across the United States, including the dedicated members of the Jamesburg Police Department, for their bravery, duty and honor; and

WHEREAS, Emergency Medical Services Week recognizes the quality emergency care provided to those in need, including Spotswood EMS, 24 hours a day, 7 days a week, for vital public service, responsiveness, and dedication to our community; and

NOW, THEREFORE, I Christopher Slavicek, Mayor of the Borough of Helmetta, on behalf of a grateful community, celebrate these special acknowledgements in the month of May.

Dated: May 17, 2023

Christopher Slavicek, Mayor



MUNICIPAL BUDGET NOTICE

Section 1.

Municipal Budget of the BOROUGH of HELMETTA, County of MIDDLESEX for the Fiscal Year 2023

Be it Resolved, that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2023:

Be it Further Resolved, that said Budget be published in the The Home News & Tribune

in the issue of June 8th, 2023

The Governing Body of the BOROUGH of HELMETTA does hereby approve the following as the Budget for the year 2023:

RECORDED VOTE

(Insert Last Name)

Ayes	Nays	Abstained	Absent
Karczewski			
Boninski			
Duffy			
Dzingleski			
Reid			
Stasi			

Notice is hereby given that the Budget and Tax Resolution was approved by the COUNCIL MEMBERS of the BOROUGH of HELMETTA, County of MIDDLESEX, on May 17th, 2023.

A Hearing on the Budget and Tax Resolution will be held at 7:00 o'clock P.M. at which time and place objections to said Budget and Tax Resolution for the year 2023 may be presented by taxpayers or other interested persons.

EXPLANATORY STATEMENT

SUMMARY OF CURRENT FUND SECTION OF APPROVED BUDGET

	YEAR 2023
General Appropriations For: (Reference to item and sheet number should be omitted in advertised budget)	XXXXXXXXXXXXXX
1. Appropriations within "CAPS" -	XXXXXXXXXXXXXX
(a) Municipal Purposes {(Item H-1, Sheet 19)(N.J.S.A. 40A:4-45.2)}	1,149,110.00
2. Appropriations excluded from "CAPS" -	XXXXXXXXXXXXXX
(a) Municipal Purposes {(Item H-2, Sheet 28)(N.J.S.A. 40A:4-53.3 as amended)}	1,128,238.32
(b) Local District School Purposes in Municipal Budget (Item K, Sheet 29)	-
Total General Appropriations excluded from "CAPS" (Item O, Sheet 29)	1,128,238.32
3. Reserve for Uncollected Taxes (Item M, Sheet 29) Based on Estimated	165,000.00
Building Aid Allowance 2023 - \$ _____	
for Schools-State Aid 2022 - \$ _____	
4. Total General Appropriations (Item 9, Sheet 29)	2,442,348.32
5. Less: Anticipated Revenues Other Than Current Property Tax (Item 5, Sheet 11) (i.e. Surplus, Miscellaneous Revenues and Receipts from Delinquent Taxes)	1,100,404.27
6. Difference: Amount to be Raised by Taxes for Support of Municipal Budget (as follows)	XXXXXXXXXXXXXX
(a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes (Item 6(a), Sheet 11)	1,341,944.05
(b) Addition to Local District School Tax (Item 6(b), Sheet 11)	-
(c) Minimum Library Tax	-

**BOROUGH OF HELMETTA
MIDDLESEX COUNTY, NEW JERSEY**

**RESOLUTION FOR SETTING FORTH REASON FOR DELAY
OF INTRODUCTION OF MUNICIPAL BUDGET FOR 2023**

WHEREAS, according to N.J.S.A. 40A:4-5.1 and the Director of the Division of Local Government Services, a Municipality which does not introduce its Municipal Budget for 2023 by March 24, 2023 must set forth its reasons for such delay; and

WHEREAS, The Borough Council of the Borough of Helmetta did not complete its 2023 Budget until April 27, 2023.

WHEREAS, after finalizing the 2023 Municipal Budget, time was required for the typing and review thereof: and

WHEREAS, the Borough Council was unable to assemble with a quorum for a public meeting until its regularly scheduled monthly meeting of May 17, 2023

NOW THEREFORE BE IT RESOLVED that the Mayor and Borough Council of the Borough of Helmetta requests the Director of the Division of Local Government Services to accept the late filing of the Borough of Helmetta's 2023 Municipal Budget.

BE IT FURTHER RESOLVED by the Mayor and Borough Council of the Borough of Helmetta that the Borough Clerk be and she is hereby authorized to forward copies of the within Resolution, certified to be true copies to the following:

1. Division of Local Government Services
Department of Community Affairs Via FAST Upload

Resolution #2023-84

**BOROUGH OF HELMETTA
MIDDLESEX COUNTY, NEW JERSEY**

**RESOLUTION FOR SETTING FORTH REASON FOR DELAY
OF INTRODUCTION OF MUNICIPAL BUDGET FOR 2023**


Approved:

Vote recorded as follows:

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

CERTIFICATION

I, Melissa Hallerman, Clerk of the Borough of Helmetta, Middlesex County, do hereby certify that the foregoing Resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on May 17, 2023.



Melissa Hallerman, Borough Clerk

**RESOLUTION
#2023-85**

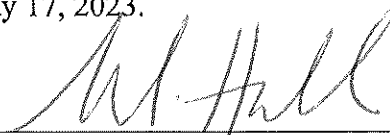
RENEWAL OF CONTRACT WITH ENCON SERVICE COMPANY

BE IT RESOLVED, by the Governing body of the Borough of Helmetta, that the contract with Encon Service Company is hereby renewed and the Mayor is hereby authorized to execute the contract for 2023-2024.

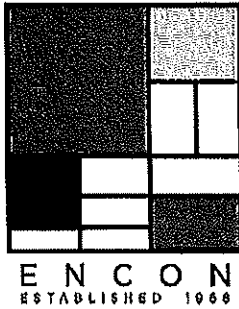
	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski			✓			
Bohinski			✓			
Duffy	✓		✓			
Dzingleski			✓			
Reid			✓			
Stasi		✓	✓			

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 May 17, 2023.



MELISSA HALLERMAN
Acting Municipal Clerk



PO Box 2293
Ocean Twp, NJ 07712
P 732-922-1305 • F 732-922-0745

www.enconmech.com
Master HVACR Contractor David Indursky
Lic# 19HC00355000

HEATING AND AIR CONDITIONING MAINTENANCE AGREEMENT

This agreement is between ENCON and

Billing Name	Helmetta Borough	Contact Name:	Sal Masucci
Billing Address:	51 Main Street	Telephone No.	732-521-4946 x105
	Helmetta, NJ 08828	Fax No.	732-521-1263
		Email:	s.masucci@helmettaboro.com

ENCON agrees to furnish seasonal maintenance as listed in accordance with the General and Supplemental Terms and Conditions of each Maintenance Schedule.

Full Service Preventive Maintenance

The term of this contract is 1 year commencing on 05-01-23 and ending on 04-30-24.
This contract includes the following services as detailed under Services to be Performed

- Full service labor and parts replacement
- Digital control services
- All filters to be MERV 8
- Seasonal Maintenance Schedule Filters 2 times per year
- Belts and lubricants 1 time per year
- Seasonal maintenance services 2 times per year

Work herein described shall be performed at one or more of the following locations shown:

Service Location: The Community Center
Service Address: _____

SERVICES TO BE PERFORMED

ENCON agrees to make 2 scheduled inspections per year having a qualified technician perform the services listed below and marked with an "X".

ENCON will notify purchaser of any abnormalities or problem conditions related to the equipment which is uncovered during inspection.

ENCON will also make recommendations designed to increase the efficiency and prevent breakdown of equipment.

AIR CONDITIONING, REFRIGERATION AND AIR HANDLING SYSTEMS

Roof Top Package Split Air Handler

- 1. Check refrigerant charge and oil level
- 2. Meg compressor/motors (above 10 H.P.) Once a year
- 3. Check evaporator and condenser coils for cleanliness
- 4. Check sight glass moisture indicator if applicable
- 5. Check and record refrigerant subcooling and super heat
- 6. Check and record air temperature entering and leaving the Evaporator or chilled water coil.
- 7. Check crankcase heater operation
- 8. Check and record compressor voltage and amperage
- 9. Inspect condenser and evaporator coils for heat transfer loss
- 10. Lubricate motor and fan bearings
- 11. Check drives, align and adjust belts or couplings
- 12. Check rotation of fans
- 13. Clean "P" traps of condensate drain
- 14. Check contacts on all contactors
- 15. Check amps on all fan motors and compressors
- 16. Check operation of unit and all controls including economizer
- 17. Check all thermostats and time clocks
- 18. Check electrical wiring for evidence of overheating
- 19. Inspect blower wheels and fans to assure proper air delivery
- 20. Inspect belts, bearings and sheaves and adjust as required
- 21. Air filters will be replaced 2 times per year

CHILLERS

AIRCOOLED WATERCOOLED

- 1. Take oil sample and have analyzed for acid, moisture and wear metals content
- 2. Depending on oil analysis make recommendations, to furnish new compressor oil, filter, crankcase gaskets, freon, driers and other refrigerant parts as required.
- 3. Check compressor crankcase heater operation
- 4. Thoroughly leak check unit and repair any minor leaks
- 5. Check and calibrate compressor safety controls
- 6. Check and calibrate compressor operating controls
- 7. Meg ohm test compressor motor and record readings
- 8. Check condition of relays, timers and contactors
- 9. Inspect compressor motor starter contacts for wear and pitting
- 10. Tighten all compressor motor starter electrical terminals
- 11. Check flow switch and external interlocks
- 12. Remove and clean closed system pressure reducing valve strainer
- 13. Inspect and lubricate all pumps and motors which are located in mechanical room
- 14. Remove dirt or grease build up on exterior of chiller
- 15. Remove condenser head and brush clean condenser or pressure wash air cooled condenser as required
- 16. Check anti-freeze

WATER PUMPS

Condenser Chilled Hot

- 1. Lubricate motor and pump bearings
- 2. Clean line strainers
- 3. Check pressure gauges
- 4. Check packing glands
- 5. Check mechanical seals
- 6. Check alignment

EXHAUST FANS

- 1. Lubricate Motor
- 2. Check Belts and pulleys

HUMIDIFIERS

- 1. Change pad
- 2. Drain & Clean

COOLING TOWER

- 1. Lubricate fan and motor bearings
- 2. Replace belts if required
- 3. Check rotation of fans
- 4. Clean spray nozzles if required
- 5. Adjust float if required
- 6. Check electric heaters if used
- 7. Clean strainer
- 8. Drain sump and basin
- 9. Check operation of fan
- 10. Water treatment service
 - Material included
 - Material extra
- 11. Drain and winterize cooling tower

HEATING SYSTEMS

OIL BURNERS

- 1. Clean/replace nozzle
- 2. Replace oil filter
- 3. Adjust electrodes
- 4. Check ignition wires
- 5. Check oil pump pressure
- 6. Clean cad cell or photo cell
- 7. Check oil pump seal for leaks
- 8. Check heat exchanger for blockage
- 9. Check and adjust draft regulator
- 10. Perform combustion test

GAS FURNACE

- 1. Clean burners
- 2. Check for gas leaks in furnace
- 3. Check and adjust pilot assembly
- 4. Check and adjust all controls
- 5. Check operation of safety controls
- 6. Adjust burner for efficient operation
- 7. Check furnace operation
- 8. Check thermocouple
- 9. Check heat exchanger

BOILERS

- 1. Check boiler water level
- 2. Check all high limit controls
- 3. Check all safety controls
- 4. Check all operating controls
- 5. Check relief valve operation
- 6. Check and record entering and leaving water temperatures
- 7. Check and record all associated pressures
- 8. Visually inspect all valves and piping in mechanical room for corrosion and deterioration.
- 9. Check low water cut-off
- 10. Check expansion tank for proper air cushions
- 11. Inspect all fresh air vents to assure proper combustion air to boiler
- 12. Lubricate pumps and motors in mechanical room per manufacturer's recommendations
- 13. Check for proper water make-up
- 14. Check and adjust condensate return pump

WATER TREATMENT

- 1. Boilers
- 2. Cooling Towers
- 3. Chillers

SCHEDULE 'B'
EQUIPMENT-INSPECTION FREQUENCY

MANUFACTURER	EQUIPMENT	MODEL	SERIAL	BELT CHNGS	FLTR CHNGS PER YR	INSPECT PER YEAR	AREA SERVED
CARRIER	FURNACE	59SC2C040S141110	4714A55672	N/A	2	2	
CARRIER	FURNACE	59SC2C060S171116	3314A46982	N/A	2	2	
CARRIER	FURNACE	59SC2C060S171116	4414A50744	N/A	2	2	
CARRIER	FURNACE	59SC2C060S171116	4614A48184	N/A	2	2	
CARRIER	CONDENSOR	CA13NA048-C	1115X76906	N/A	N/A	2	
CARRIER	CONDENSOR	CA13NA048-C	0915X69742	N/A	N/A	2	
CARRIER	CONDENSOR	CA13NA048-C	1115X76907	N/A	N/A	2	
CARRIER	CONDENSOR	CA13NA030-A	1015X75213	N/A	N/A	2	
FANTECH	HEAT RECOVERY UNIT	SHR1504	3 UNITS	N/A	washable	2	

Schedule Complete

See Addendum

1. This agreement specifically includes 2 seasonal checks. Upon completion of each, ENCON will provide you with a comprehensive inspection report listing work performed, defects found, corrective action taken and recommendations.
2. This agreement provides 1 cooling inspection and 1 heating inspection per year.
3. For applicable parts and labor, the company will provide a discounted rate.

For the 1st ½ hour, your labor rate is \$165.00. In the event multiple calls are received for the same facility, the 1st ½ hour charge will be applied to the first call only.
Without an agreement this rate would be \$210.00
For each additional hour your labor rate is \$130.00
Without an agreement this rate would be \$190.00

4. This agreement provides priority service. ENCON will respond to your request for emergency service before providing service to any customer who does not have a service agreement.
5. ENCON shall maintain your equipment to keep utility and repair costs as low as possible, while preserving equipment and reliability. Occupant comfort will always be a primary consideration.
6. All work shall be performed during normal working hours. Normal working hours are defined as being between 8:00 am and 5:00 pm, Monday through Friday, except holidays. Emergency service will be provided at other than normal working hours at your request.

From 6:00 am until 8:00am and from 5:00 pm until 8:00 pm Monday through Friday and all day Saturday, 1-1/2 times your billable rate.

Between 8:00 pm and 6:00 am Monday through Saturday and all Sundays and holidays, 2 times your billable rate. These rates reflect a discounted rate from ENCON'S prevailing rates. The rate quoted herein is guaranteed for one year until contract anniversary date.

OTHER SERVICES

DIRECT DIGITAL CONTROL SERVICES- N/A

This paragraph is applicable for systems with Direct Digital Control System with either dial up or internet access where you have elected not to enter into a separate Digital Control Service contract. Although you have elected not to purchase a Digital Service contract you are entitled to the following digital control services.

Scheduling changes requested by occupants, minor adjustments in set points, and set point limits as described below.

Scheduling changes must be specific and submitted to us by e-mail. After the changes are made we will send an e-mail confirmation with changes made. To assure sufficient time we require 2 working days notice.

Service Calls:

When you advise us of a service problem, we will check the system remotely to determine if a technician is required on site. There will be no charge for this, however, if we can resolve the issue remotely, we will do so and bill you at the contract rate for a control technician for a minimum of 30 minutes and thereafter in 15 minute increments.

Should an Encon service technician be required onsite, he will be dispatched and billed at the contract rate. The onsite technician can often minimize his time on site and consequently your costs through the use of remote support. If this is the case, we will bill you for that remote support for a minimum of 30 minutes and thereafter in 15 minute increments at the contract billable rates, which will be noted on the technicians work order.

The customer agrees to provide, at his cost, 24-hour/day telephone or internet accesses to the digital control system.

OTHER SERVICES TO BE PERFORMED

A check mark in the box will indicate that the item is covered

1. Semi annual adjustment of clock/timing devices
2. Evaporator coil cleaning
3. Condenser coil cleaning
4. Punching of boiler tubes
5. Punching of chilled water tubes
6. Punching of condenser water tubes
7. Disposal of hazardous material
8. Perform combustion
Check & testing
9. Variable Air Volume Equipment _____ Boxes
10. Pneumatic Controls
11. Painting and rust proofing of external components

FULL SERVICE LABOR & PARTS SUPPLEMENT

A check mark in the box will indicate that the item is covered

1. Labor on defective parts at no additional cost except compressor & heating exchangers
2. Furnish all defective parts except compressors & heating exchangers
3. Furnish labor & misc. material on compressors at no additional cost
4. Furnish compressor at no additional cost
5. Furnish labor & misc. material on heat exchangers at no additional cost
6. Furnish heat exchanger at no additional cost

Notes:

1. Included labor is for normal hours as defined in this contract. Labor outside of normal working hours will be billed at the overtime rates as stated in this contract.
2. Non-maintainable items such as unit frames, condenser coils, evaporator coils, inter-connecting piping, heat exchangers, suction line accumulators, etc., are not included unless specifically indicated. Leaks resulting from failures of any of the above non-maintainable components are not covered.
3. This supplement does not insure against equipment obsolescence or warrantee replacement of any parts no longer manufactured and supplied by equipment manufacturers.

GENERAL TERMS & CONDITIONS

1. ENCON agrees to provide a comprehensive maintenance program designed to reduce your utility and repair costs, after any existing defects are corrected.
2. You agree to furnish safe, reasonable access to the building and covered equipment. If required you will remove any material, fixtures or walls so adequate access can be gained to the equipment.
3. This agreement does not include the maintenance, repair or replacement of recording or portable instruments, electrical disconnect switches, casing or cabinets, insulation, gas lines, water lines or non-moving parts such as ductwork, vessels, boiler shells, tubes, vents, flues, grilles, tower fill or refractory material. ENCON shall not be required to furnish any equipment, service materials or to perform tests, or make any modifications that have been recommended or required by any insurance company, governmental authority, equipment vendor or regulatory authority, or pay any future taxes imposed by any governmental agency.
4. ENCON shall not be liable for:
 - (a) damage or loss resulting from freezing, corrosion, electrolysis, vibrations, plumbing stoppage, failure of any utility service, including oil tanks and oil system supply pumps, low voltage condition, lightning, single phasing or other electrical abnormalities.
 - (b) damage or loss resulting from negligence, faulty system design, abuse, acts of God, malicious mischief, vandalism or improper operation of equipment by your employees, agents or tenants.
 - (c) damage, loss, or delays resulting from fire, explosion, flooding, the elements, strikes, labor troubles, civic commotion or any other cause beyond its control.
 - (d) any accident, injury, damage, or loss to equipment, personnel, property, or revenue unless directly caused by our negligence.
 - (e) any indirect or consequential damages such as, but not limited to, loss of revenue or loss of use of any equipment, processor or facilities.
 - (f) Any identification, abatement, encapsulation or removal of any hazardous materials including those containing asbestos. If any hazardous materials are detected during the course of work ENCON can discontinue the work until the hazard has been eliminated and shall receive an extension equal to the time of delay to complete the work. ENCON reserves the right to be compensated for any loss due to a delay caused by asbestos or any other hazardous material.
5. Unless otherwise noted, ENCON shall not be liable for starting and stopping equipment, space temperature regulation, air or water balance, indoor air quality, equipment relocation, maintenance or repair.
6. ENCON shall use ordinary care in performing the tasks outlined in this agreement. No inspection shall guarantee the condition of the equipment or eliminate obsolescence and normal wear.
7. The occurrence of any of the following without the prior written consent of ENCON will constitute a default:
 - (a) failure by you to make any payment due within ten days after it becomes due and payable;
 - (b) any alterations, additions, adjustments or repairs to covered equipment by anyone other than ENCON
 - (c) breach by you of any terms of this agreement. If ENCON brings legal action to enforce this Agreement and is successful, it shall be entitled to recover reasonable attorney fees and the cost of litigation in addition to any judgement for damages.
 - (d) any damage resulting from electrical failures external to the unit and fuel delivery system failures. (Fuel delivery systems are not covered under this contract unless specifically noted)
8. This agreement begins on the date of acceptance and shall remain in force for the term stated. Thereafter, it shall continue in effect for successive renewal periods of one year unless either party gives the other written notice of termination at least 30 days before the anniversary date. With 30 days written notice, ENCON may add or delete equipment or services and increase or reduce the agreement price. You shall have the right to terminate if any changes are not acceptable.
9. The Agreement contains the entire understanding between ENCON and you. Any modifications, amendments or changes must be in writing and signed by both parties.
10. All filters will be disposed of at your location.
11. We will make every effort to perform emergency service calls within 24 hours of receipt of call.
12. You shall operate the equipment in accordance with the manufacturers recommendations and promptly notify ENCON of any abnormal conditions.

REFRIGERENT (CFC, HCFC) HANDLING

Section 608, Title VI of the 1990 Amendment to the Clean Air Act contains the National Recycling and Emission Reduction Program, which regulates the use and disposal of substances, including CFC's and HCFC's, that are harmful to the environment.

All ENCON procedures and techniques are designed and implemented in support of all federal state and local laws and the objectives of this program:

To reduce the use and emissions of such substances to the lowest Achievable levels.

Maximize the recapture and recycling of such substances.

No individual may knowingly vent or otherwise knowingly release or dispose of any substance used as a refrigerant in such a manner which permits such substance to enter the environment. Under no conditions will ENCON knowingly partake in any practice outside of those in support of all federal, state, and local laws.

Penalties and fines for violating these provisions range from significant fines to prison terms.

ENCON's corporate policy mandates reporting any violations to the Environmental Protection Agency.

All costs associated with any refrigerant handling work including, but not limited to, labor, materials, hazardous material, handling charges, equipment usage, etc. will be billed to and paid for by Purchaser in accordance with ENCON's pricing policies in effect.

ENCON's limited warranty does not cover any work associated with refrigerant handling.

CONTRACT PRICE:

The agreed contract price is \$1,200.00 TAX EXEMPT

Please choose your preferred method of payment by checking the appropriate box below.

The contract price shall be payable:

- Annually @ \$1,200.00
- Bi-Annually @ \$600.00

Customer Acceptance: Community Center

Encon Approval

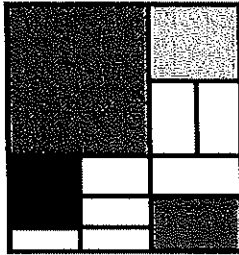
Signature *C. Stanick, Mayor*
Christopher Stanick
(Type or Print name of signer)

Signature *Jesse McGinnis*
Jesse McGinnis
Service Account Manager

Title Mayor
Acceptance Date 5-17-2023

Acceptance Date 5/18/23

NOTE: All necessary minor repairs up to \$500.00 will be completed by ENCON without further authorization.



E N C O N
ESTABLISHED 1988

PO Box 2293
Ocean Twp, NJ 07712
P 732-922-1305 • F 732-922-0745

www.enconmech.com
Master HVACR Contractor David Indursky
Lic# 19HC00355000

HEATING AND AIR CONDITIONING MAINTENANCE AGREEMENT

This agreement is between ENCON and

Billing Name	_____	Contact Name:	_____
	Helmetta Borough		Sal Masucci
Billing Address:	_____	Telephone No.	_____
	51 Main Street		732-521-4946 x105
	_____	Fax No.	_____
	Helmetta, NJ 08828		732-521-1263
	_____	Email:	_____
			s.masucci@helmettaboro.com

ENCON agrees to furnish seasonal maintenance as listed in accordance with the General and Supplemental Terms and Conditions of each Maintenance Schedule.

Full Service Preventive Maintenance

The term of this contract is 1 year commencing on 05-01-23 and ending on 04-30-24.
This contract includes the following services as detailed under Services to be Performed

- Full service labor and parts replacement
- Digital control services
- All filters to be MERV 8
- Seasonal Maintenance Schedule Filters 2 times per year
- Belts and lubricants 1 time per year
- Seasonal maintenance services 2 times per year

Work herein described shall be performed at one or more of the following locations shown:

Service Location: The Municipal Building
Service Address: _____

SERVICES TO BE PERFORMED

ENCON agrees to make 2 scheduled inspections per year having a qualified technician perform the services listed below and marked with an "X".

ENCON will notify purchaser of any abnormalities or problem conditions related to the equipment which is uncovered during inspection.

ENCON will also make recommendations designed to increase the efficiency and prevent breakdown of equipment.

AIR CONDITIONING, REFRIGERATION AND AIR HANDLING SYSTEMS

Roof Top Package Split Air Handler

- 1. Check refrigerant charge and oil level
- 2. Meg compressor/motors (above 10 H.P.) Once a year
- 3. Check evaporator and condenser coils for cleanliness
- 4. Check sight glass moisture indicator if applicable
- 5. Check and record refrigerant subcooling and super heat
- 6. Check and record air temperature entering and leaving the Evaporator or chilled water coil.
- 7. Check crankcase heater operation
- 8. Check and record compressor voltage and amperage
- 9. Inspect condenser and evaporator coils for heat transfer loss
- 10. Lubricate motor and fan bearings
- 11. Check drives, align and adjust belts or couplings
- 12. Check rotation of fans
- 13. Clean "P" traps of condensate drain
- 14. Check contacts on all contactors
- 15. Check amps on all fan motors and compressors
- 16. Check operation of unit and all controls including economizer
- 17. Check all thermostats and time clocks
- 18. Check electrical wiring for evidence of overheating
- 19. Inspect blower wheels and fans to assure proper air delivery
- 20. Inspect belts, bearings and sheaves and adjust as required
- 21. Air filters will be replaced 2 times per year

CHILLERS

AIRCOOLED WATERCOOLED

- 1. Take oil sample and have analyzed for acid, moisture and wear metals content
- 2. Depending on oil analysis make recommendations, to furnish new compressor oil, filter, crankcase gaskets, freon, driers and other refrigerant parts as required.
- 3. Check compressor crankcase heater operation
- 4. Thoroughly leak check unit and repair any minor leaks
- 5. Check and calibrate compressor safety controls
- 6. Check and calibrate compressor operating controls
- 7. Meg ohm test compressor motor and record readings
- 8. Check condition of relays, timers and contactors
- 9. Inspect compressor motor starter contacts for wear and pitting
- 10. Tighten all compressor motor starter electrical terminals
- 11. Check flow switch and external interlocks
- 12. Remove and clean closed system pressure reducing valve strainer
- 13. Inspect and lubricate all pumps and motors which are located in mechanical room
- 14. Remove dirt or grease build up on exterior of chiller
- 15. Remove condenser head and brush clean condenser or pressure wash air cooled condenser as required
- 16. Check anti-freeze

WATER PUMPS

Condenser Chilled Hot

- 1. Lubricate motor and pump bearings
- 2. Clean line strainers
- 3. Check pressure gauges
- 4. Check packing glands
- 5. Check mechanical seals
- 6. Check alignment

EXHAUST FANS

- 1. Lubricate Motor
- 2. Check Belts and pulleys

HUMIDIFIERS

- 1. Change pad
- 2. Drain & Clean

COOLING TOWER

- 1. Lubricate fan and motor bearings
- 2. Replace belts if required
- 3. Check rotation of fans
- 4. Clean spray nozzles if required
- 5. Adjust float if required
- 6. Check electric heaters if used
- 7. Clean strainer
- 8. Drain sump and basin
- 9. Check operation of fan
- 10. Water treatment service
 - Material included
 - Material extra
- 11. Drain and winterize cooling tower

HEATING SYSTEMS

OIL BURNERS

- 1. Clean/replace nozzle
- 2. Replace oil filter
- 3. Adjust electrodes
- 4. Check ignition wires
- 5. Check oil pump pressure
- 6. Clean cad cell or photo cell
- 7. Check oil pump seal for leaks
- 8. Check heat exchanger for blockage
- 9. Check and adjust draft regulator
- 10. Perform combustion test

GAS FURNACE

- 1. Clean burners
- 2. Check for gas leaks in furnace
- 3. Check and adjust pilot assembly
- 4. Check and adjust all controls
- 5. Check operation of safety controls
- 6. Adjust burner for efficient operation
- 7. Check furnace operation
- 8. Check thermocouple
- 9. Check heat exchanger

BOILERS

- 1. Check boiler water level
- 2. Check all high limit controls
- 3. Check all safety controls
- 4. Check all operating controls
- 5. Check relief valve operation
- 6. Check and record entering and leaving water temperatures
- 7. Check and record all associated pressures
- 8. Visually inspect all valves and piping in mechanical room for corrosion and deterioration.
- 9. Check low water cut-off
- 10. Check expansion tank for proper air cushions
- 11. Inspect all fresh air vents to assure proper combustion air to boiler
- 12. Lubricate pumps and motors in mechanical room per manufacturer's recommendations
- 13. Check for proper water make-up
- 14. Check and adjust condensate return pump

WATER TREATMENT

- 1. Boilers
- 2. Cooling Towers
- 3. Chillers

SCHEDULE 'B'
EQUIPMENT-INSPECTION FREQUENCY

MANUFACTURER	EQUIPMENT	MODEL	SERIAL	BELT CHNGS	FLTR CHNGS PER YR	INSPECT PER YEAR	AREA SERVED

Schedule Complete See Addendum

1. This agreement specifically includes 2 seasonal checks. Upon completion of each, ENCON will provide you with a comprehensive inspection report listing work performed, defects found, corrective action taken and recommendations.
2. This agreement provides 1 cooling inspection and 1 heating inspection per year.
3. For applicable parts and labor, the company will provide a discounted rate.

 For the 1st ½ hour, your labor rate is \$165.00. In the event multiple calls are received for the same facility, the 1st ½ hour charge will be applied to the first call only.
 Without an agreement this rate would be \$210.00
 For each additional hour your labor rate is \$130.00
 Without an agreement this rate would be \$190.00
4. This agreement provides priority service. ENCON will respond to your request for emergency service before providing service to any customer who does not have a service agreement.
5. ENCON shall maintain your equipment to keep utility and repair costs as low as possible, while preserving equipment and reliability. Occupant comfort will always be a primary consideration.
6. All work shall be performed during normal working hours. Normal working hours are defined as being between 8:00 am and 5:00 pm, Monday through Friday, except holidays. Emergency service will be provided at other than normal working hours at your request.

From 6:00 am until 8:00am and from 5:00 pm until 8:00 pm Monday through Friday and all day Saturday, 1-1/2 times your billable rate.

Between 8:00 pm and 6:00 am Monday through Saturday and all Sundays and holidays, 2 times your billable rate. These rates reflect a discounted rate from ENCON'S prevailing rates. The rate quoted herein is guaranteed for one year until contract anniversary date.

OTHER SERVICES

DIRECT DIGITAL CONTROL SERVICES- N/A

This paragraph is applicable for systems with Direct Digital Control System with either dial up or Internet access where you have elected not to enter into a separate Digital Control Service contract. Although you have elected not to purchase a Digital Service contract you are entitled to the following digital control services.

Scheduling changes requested by occupants, minor adjustments in set points, and set point limits as described below.

Scheduling changes must be specific and submitted to us by e-mail. After the changes are made we will send an e-mail confirmation with changes made. To assure sufficient time we require 2 working days notice.

Service Calls:

When you advise us of a service problem, we will check the system remotely to determine if a technician is required on site. There will be no charge for this, however, if we can resolve the issue remotely, we will do so and bill you at the contract rate for a control technician for a minimum of 30 minutes and thereafter in 15 minute increments.

Should an Encon service technician be required onsite, he will be dispatched and billed at the contract rate. The onsite technician can often minimize his time on site and consequently your costs through the use of remote support. If this is the case, we will bill you for that remote support for a minimum of 30 minutes and thereafter in 15 minute increments at the contract billable rates, which will be noted on the technicians work order.

The customer agrees to provide, at his cost, 24-hour/day telephone or internet accesses to the digital control system.

OTHER SERVICES TO BE PERFORMED

A check mark in the box will indicate that the item is covered

1. Semi annual adjustment of clock/timing devices
2. Evaporator coil cleaning
3. Condenser coil cleaning
4. Punching of boiler tubes
5. Punching of chilled water tubes
6. Punching of condenser water tubes
7. Disposal of hazardous material
8. Perform combustion
Check & testing
9. Variable Air Volume Equipment _____ Boxes
10. Pneumatic Controls
11. Painting and rust proofing of external components

FULL SERVICE LABOR & PARTS SUPPLEMENT

A check mark in the box will indicate that the item is covered

1. Labor on defective parts at no additional cost except compressor & heating exchangers
2. Furnish all defective parts except compressors & heating exchangers
3. Furnish labor & misc. material on compressors at no additional cost
4. Furnish compressor at no additional cost
5. Furnish labor & misc. material on heat exchangers at no additional cost
6. Furnish heat exchanger at no additional cost

Notes:

1. Included labor is for normal hours as defined in this contract. Labor outside of normal working hours will be billed at the overtime rates as stated in this contract.
2. Non-maintainable items such as unit frames, condenser coils, evaporator coils, inter-connecting piping, heat exchangers, suction line accumulators, etc., are not included unless specifically indicated. Leaks resulting from failures of any of the above non-maintainable components are not covered.
3. This supplement does not insure against equipment obsolescence or warrantee replacement of any parts no longer manufactured and supplied by equipment manufacturers.

GENERAL TERMS & CONDITIONS

1. ENCON agrees to provide a comprehensive maintenance program designed to reduce your utility and repair costs, after any existing defects are corrected.
2. You agree to furnish safe, reasonable access to the building and covered equipment. If required you will remove any material, fixtures or walls so adequate access can be gained to the equipment.
3. This agreement does not include the maintenance, repair or replacement of recording or portable instruments, electrical disconnect switches, casing or cabinets, insulation, gas lines, water lines or non-moving parts such as ductwork, vessels, boiler shells, tubs, vents, flues, grilles, tower fill or refractory material. ENCON shall not be required to furnish any equipment, service materials or to perform tests, or make any modifications that have been recommended or required by any insurance company, governmental authority, equipment vendor or regulatory authority, or pay any future taxes imposed by any governmental agency.
4. ENCON shall not be liable for:
 - (a) damage or loss resulting from freezing, corrosion, electrolysis, vibrations, plumbing stoppage, failure of any utility service, including oil tanks and oil system supply pumps, low voltage condition, lightning, single phasing or other electrical abnormalities.
 - (b) damage or loss resulting from negligence, faulty system design, abuse, acts of God, malicious mischief, vandalism or improper operation of equipment by your employees, agents or tenants.
 - (c) damage, loss, or delays resulting from fire, explosion, flooding, the elements, strikes, labor troubles, civic commotion or any other cause beyond its control.
 - (d) any accident, injury, damage, or loss to equipment, personnel, property, or revenue unless directly caused by our negligence.
 - (e) any indirect or consequential damages such as, but not limited to, loss of revenue or loss of use of any equipment, processor or facilities.
 - (f) Any identification, abatement, encapsulation or removal of any hazardous materials including those containing asbestos. If any hazardous materials are detected during the course of work ENCON can discontinue the work until the hazard has been eliminated and shall receive an extension equal to the time of delay to complete the work. ENCON reserves the right to be compensated for any loss due to a delay caused by asbestos or any other hazardous material.
5. Unless otherwise noted, ENCON shall not be liable for starting and stopping equipment, space temperature regulation, air or water balance, indoor air quality, equipment relocation, maintenance or repair.
6. ENCON shall use ordinary care in performing the tasks outlined in this agreement. No inspection shall guarantee the condition of the equipment or eliminate obsolescence and normal wear.
7. The occurrence of any of the following without the prior written consent of ENCON will constitute a default:
 - (a) failure by you to make any payment due within ten days after it becomes due and payable;
 - (b) any alterations, additions, adjustments or repairs to covered equipment by anyone other than ENCON
 - (c) breach by you of any terms of this agreement. If ENCON brings legal action to enforce this Agreement and is successful, it shall be entitled to recover reasonable attorney fees and the cost of litigation in addition to any judgement for damages.
 - (d) any damage resulting from electrical failures external to the unit and fuel delivery system failures. (Fuel delivery systems are not covered under this contract unless specifically noted)
8. This agreement begins on the date of acceptance and shall remain in force for the term stated. Thereafter, it shall continue in effect for successive renewal periods of one year unless either party gives the other written notice of termination at least 30 days before the anniversary date. With 30 days written notice, ENCON may add or delete equipment or services and increase or reduce the agreement price. You shall have the right to terminate if any changes are not acceptable.
9. The Agreement contains the entire understanding between ENCON and you. Any modifications, amendments or changes must be in writing and signed by both parties.
10. All filters will be disposed of at your location.
11. We will make every effort to perform emergency service calls within 24 hours of receipt of call.
12. You shall operate the equipment in accordance with the manufacturers recommendations and promptly notify ENCON of any abnormal conditions.

REFRIGERANT (CFC, HCFC) HANDLING

Section 608, Title VI of the 1990 Amendment to the Clean Air Act contains the National Recycling and Emission Reduction Program, which regulates the use and disposal of substances, including CFC's and HCFC's, that are harmful to the environment.

All ENCON procedures and techniques are designed and implemented in support of all federal state and local laws and the objectives of this program:

To reduce the use and emissions of such substances to the lowest Achievable levels.

Maximize the recapture and recycling of such substances.

No individual may knowingly vent or otherwise knowingly release or dispose of any substance used as a refrigerant in such a manner which permits such substance to enter the environment. Under no conditions will ENCON knowingly partake in any practice outside of those in support of all federal, state, and local laws.

Penalties and fines for violating these provisions range from significant fines to prison terms.

ENCON's corporate policy mandates reporting any violations to the Environmental Protection Agency.

All costs associated with any refrigerant handling work including, but not limited to, labor, materials, hazardous material, handling charges, equipment usage, etc. will be billed to and paid for by Purchaser in accordance with ENCON's pricing policies in effect.

ENCON's limited warranty does not cover any work associated with refrigerant handling.

CONTRACT PRICE:

The agreed contract price is \$2,250.00 TAX EXEMPT

Please choose your preferred method of payment by checking the appropriate box below.

The contract price shall be payable:

- Annually @ \$2,250.00
- Bi-Annually @ \$1,125.00

Customer Acceptance: Municipal Bld.

Signature Christopher Stanek
Christopher Stanek
(Type or Print name of signer)

Title Mayor

Acceptance Date 5-17-2023

Encon Approval

Signature Jesse McGinnis
Jesse McGinnis
Service Account Manager

Acceptance Date 5/18/23

NOTE: All necessary minor repairs up to \$500.00 will be completed by ENCON without further authorization.

SCHEDULE 'B'
EQUIPMENT-INSPECTION FREQUENCY

MANUFACTURER	EQUIPMENT	MODEL	SERIAL	BELT CHNGS	FLTR CHNGS PER YR	INSPECT PER YEAR	AREA SERVED/YR INSTALLED
LUXAIRE	CONDENSOR	HBBD-F0245B	W0G6660848	N/A	N/A	2	
GOODMAN	CONDENSOR	CK1.60-1L	0507113942	N/A	N/A	2	
LUXAIRE	CONDENSOR	HBBD-F0365A	W0E6339645	N/A	N/A	2	
LUXAIRE	CONDENSOR	HBBD-F0485B	W0F6548603	N/A	N/A	2	
LUXAIRE	CONDENSOR	HBBD-F0365B	W0P6418638	N/A	N/A	2	
LUXAIRE	CONDENSOR	HBBD-F0365A	W0E6323087	N/A	N/A	2	
LUXAIRE	CONDENSOR	HBBD-F0605B	W0G6615050	N/A	N/A	2	
LUXAIRE	FURNACE	FL9T040A12UD11B	W0D5861280	N/A	2	2	Main Floor
LUXAIRE	FURNACE	FL9T100C20UP11B	W0M5382790	N/A	2	2	Main Floor
RUDD	FURNACE	UGRA-09EZAJS	FY5D707E340405042	N/A	2	2	Main Floor
LUXAIRE	FURNACE	FL9T080C16UP11C	W0K6891403	N/A	2	2	
LUXAIRE	FURNACE	FL95080C16UP11A	WKNM004108	N/A	2	2	
LUXAIRE	FURNACE	FL9T080C16UP11C	W0K6891399	N/A	2	2	
LUXAIRE	FURNACE	FL9T100C20UP11C	W0K6932533	N/A	2	2	Basement
APRILAIRE	DEHUMIDIFIER	1700	1306AA117638	N/A	Washable	2	

**Resolution
#2023-86**

AMENDED TO EMERGENT CONDITION CONTRACT AWARD

**RESOLUTION DECLARING ADDITIONAL WORK ON ROAD DUE TO WATER
MAIN BREAK FOR THE BOROUGH OF HELMETTA AUTHORIZING AWARD OF
CONTRACT TO B&W CONSTRUCTION CO. OF NJ**

WHEREAS, the Borough of Helmetta authorized repair of the water main break on December 28, 2022 as a result extreme low temperatures on the corner of Main St and Old Forge Road and work was completed by B & W Construction Co. of NJ.

WHEREAS, pursuant to N.J.S.A. 40A:11-6 the governing body hereby determines that such an emergency condition affects the public health, safety and welfare of the residents of the Borough as described above and such circumstances and substantial expense could not have reasonably been foreseen; and

WHEREAS, as required by the Middlesex County Highway Department, additional work is required to meet specifications on county roads/highways.


WHEREAS, In addition, the Chief Financial Officer has certified that funds are available on Wednesday, March 15, 2023 as a Budget Transfer no. 3 (Resolution no. 70) for Water Operating OE (3-05-55-500-021)

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of Helmetta ratifies the amended additional emergent condition award and authorizes payment to B&W Construction Co. of NJ, Inc. in the amount of \$15,500.00, for services to the emergent condition due to the water main break.

	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 May 17, 2023.



MELISSA HALLERMAN
Acting Municipal Clerk

RESOLUTION

#2023-87

TEMPORARY EMERGENCY APPROPRIATION #5

WHEREAS, in the normal operation of the business of the Borough of Helmetta, it will be necessary for making contract, commitments, and payment prior to the adoption of the regular 2023 budget for the Borough of Helmetta; and

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

WHEREAS, the date of the resolution is within the first thirty (30) days of the January 2023; and

WHEREAS, the total amount of appropriations hereunder of \$299,685.00 does not exceed the twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Helmetta for 2022, exclusive of any 2022 appropriation made for the debt services, capital improvement fund and public assistance, and exclusive of 2022 debt services appropriation.

NOW, THEREFORE, BE IT RESOLVED, that the following temporary budget for the Borough of Helmetta for the year 2023 be adopted., and a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer for their records.

CURRENT FUND		
3-01-20-110-020	Mayor & Council OE	\$0.00
3-01-20-110-023	Mayor & Council OE-Website Adm	\$0.00
3-01-20-120-010	Municipal Clerk S&W	\$10,000.00
3-01-20-120-020	Municipal Clerk OE	\$0.00
3-01-20-701-010	Administrator S&W	\$5,000.00
3-01-20-701-020	Administrator OE	(\$2,400.00)
3-01-20-705-010	Finance S&W	\$2,000.00
3-01-20-705-021	Finance OE	\$0.00
3-01-20-705-025	Bank Services Charges	\$0.00
3-01-20-706-020	Audit Services	\$0.00
3-01-20-708-010	Revenue AdminTax Collection S&W	\$2,000.00

3-01-20-708-021	Revenue Admin Tax Coll OE	\$3,000.00
3-01-20-710-010	Tax Assessor S&W	\$0.00
3-01-20-710-020	Tax Assessor OE	\$0.00
3-01-20-711-020	Elections	(\$350.00)
3-01-20-712-020	Legal Services OE	\$0.00
3-01-20-715-020	Engineering Service OE	\$1,000.00
3-01-21-720-010	Planning Board S&W	\$0.00
3-01-21-720-020	Planning Board OE	\$0.00
3-01-21-721-010	Zoning Officer S&W	(\$500.00)
3-01-22-725-010	Code Enforcement S&W	\$0.00
3-01-22-725-010	Code Enforcement OE	\$0.00
3-01-23-730-020	Liability Insurance	\$0.00
3-01-23-732-020	Worker's Comp Insurance	\$0.00
3-01-23-733-020	Health Insurance Employee	\$0.00
3-01-25-749-022	Fire OE	\$0.00
3-01-25-749-022	Fire Dept. Communications	\$0.00
3-01-25-752-010	Fire Prevention Bureau S&W	\$0.00
3-01-25-752-020	Fire Prevention Bureau OE	\$0.00
3-01-25-757-020	Municipal Prosecutor OE	\$1,000.00
3-01-26-315-020	Vehicle Maintenance OE-DPW	\$4,000.00
3-01-26-315-025	Lease-Purchase Vehicles	\$0.00
3-01-26-765-010	Streets & Roads S&W	\$20,000.00
3-01-26-765-020	Streets & Roads OE	\$0.00
3-01-26-771-010	Recycling S&W	(\$465.00)
3-01-26-772-020	Buildings & Grounds OE	\$10,000.00
3-01-27-788-010	Animal Control S&W	\$0.00
3-01-27-788-020	Animal Control OE	\$0.00
3-01-28-795-020	Recreation OE	\$0.00
3-01-28-796-020	Parks OE	\$2,000.00
3-01-28-797-020	Senior Citizens OE	\$0.00
3-01-31-825-020	Electricity	\$4,000.00
3-01-31-826-020	Street Lighting	\$0.00
3-01-31-827-020	Telephone Costs	\$2,000.00
3-01-31-829-020	Natural Gas	\$5,000.00
3-01-31-830-020	Fuel Oil Purchase	\$500.00
3-01-31-831-020	Postage	\$2,000.00
3-01-31-832-020	Copying	\$0.00
3-01-31-833-020	Gasoline	\$0.00
3-01-31-834-020	Office Supplies	\$0.00
3-01-32-837-020	Landfill/Disposal Solid Waste	\$0.00

3-01-36-845-015	Social Security	\$0.00
3-01-42-855-010	Municipal Court S&W	\$5,000.00
3-01-42-855-020	Municipal Court OE	(\$100.00)
3-01-44-860-020	Capital Improvements	\$25,000.00
Interlocal		
3-01-43-746-031	Police Service-Jamesburg	\$0.00
3-01-43-747-020	Spotswood EMS Services	\$0.00
3-01-43-770-020	Trash Removal	\$0.00
3-01-43-772-020	Woodbridge Animal Control	\$0.00
1-01-43-785-020	Middlesex CO Board of Health	\$0.00
1-01-43-786-020	Middlesex CO Recycling Program	\$0.00
TOTAL CURRENT FUND		\$99,685.00
WATER UTILITY FUND		
3-05-55-500-010	Water Operating S&W	\$5,000.00
3-05-55-500-021	Water Operating OE	\$5,000.00
3-05-55-500-025	Purchase of Water	\$100,000.00
3-05-55-511-024	Social Security System	\$0.00
TOTAL WATER UTILITY FUND		\$110,000.00
SEWER UTILITY FUND		
3-07-55-500-010	Sewer Operating S&W	\$20,000.00
3-07-55-500-021	Sewer Operating OE	\$20,000.00
3-07-55-500-023	Monroe MUA Charges	\$50,000.00
3-07-55-511-026	Social Security System	\$0.00
TOTAL SEWER UTILITY FUND		\$90,000.00
GRAND TOTAL		\$299,685.00

DEBT SERVICE FUND		
3-01-45-874-020	MCIA	\$0.00
3-01-46-876-020	Private Placement Loan Principal	\$0.00
3-01-46-877-020	Private Placement Loan Interest	\$0.00
3-05-55-525-028	MCIA Lease	\$0.00
3-07-55-525-025	MCIA Lease	\$0.00
TOTAL DEBT SERVICE FUND		\$0.00

	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 May 17, 2023



 MELISSA HALLERMAN
 Acting Municipal Clerk

**RESOLUTION
#2023-88**

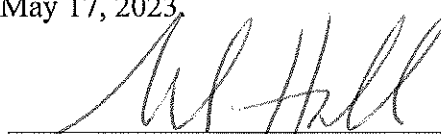
REJECTION OF BIDS FOR REPLACEMENT OF FRONT STEPS

BE IT RESOLVED, by the Governing body of the Borough of Helmetta, that all bids for the replacement of the front steps are hereby rejected. All bids exceed the allotted project budget.

	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 May 17, 2023.



MELISSA HALLERMAN
Acting Municipal Clerk

RESOLUTION

2023-89

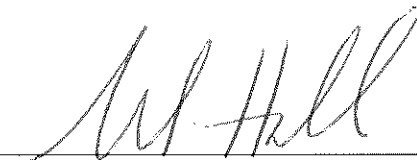
PAYMENT OF BILLS

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 May 17, 2023.



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
Apprv: N
Other: Y
Exempt: Y

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		
23-00194	03/17/23	CIR01	225.60	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	03/17/23	05/09/23		26832-23
1 JANITORIAL SUPPLIES											
23-00211	03/20/23	MIC04	1,223.00	3-01-20-710-020	B	TAX ASSESSOR OE	R	03/20/23	05/08/23		15979A
1 MOD04 SVCE FOR 2023-BAL DUE											
MICROSYSTEMS-NJ.COM, LLC											
23-00257	04/12/23	BET01	7.38	3-01-26-765-020	B	STREETS & ROADS OE	R	04/12/23	05/05/23		B128747
1 BLACK COUPLING/NIPPLE											
23-00268	04/28/23	NEW36	465.00	3-05-55-500-021	B	WATER OPERATING OE	R	04/28/23	05/05/23		
1 DUES-PAUL REED (2023)											
NEW JERSEY WATER ASSOCIATION											
23-00269	05/03/23	DJWE05	250.00	3-01-28-795-020	B	RECREATION OE	R	05/03/23	05/05/23		878
1 MUSIC-FISHING DERBY (6/3/23)											
Wayne Handwerk Jr.											
23-00293	05/05/23	MR00005	1,395.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	05/05/23	05/11/23		135912598
1 SEWER LATERAL JET COMM CTR											
MR ROOTER PLUMBING											
23-00294	05/05/23	PRE03	637.00	3-05-55-500-021	B	WATER OPERATING OE	R	05/05/23	05/11/23		69291
1 MARCH 2023 SAMPLE											
PRECISION ANALYTICAL SVCS, INC											
23-00295	05/05/23	CIR01	139.60	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	05/05/23	05/11/23		27023-23
1 BAGS/CLEANER/TOWEL											
CIRCLE JANITORIAL SUPPLIES											
23-00296	05/05/23	PERRY005	270.82	3-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	05/05/23	05/09/23		Z-5816
1 REAR BRAKES AND LABOR											
PERRY'S AUTOMOTIVE SERVICE											
23-00299	05/05/23	PCP	425.00	3-01-20-701-020	B	ADMINISTRATOR OE	R	05/05/23	05/09/23		2023-001
1 COMCAST REV/PASSWORD RESETS											
PC PROGRESSIVE											
2			300.00	3-01-20-120-020	B	MUNICIPAL CLERK OE	R	05/05/23	05/09/23		2023-001
2 CLERK HARD DRIVE FAILURE											
3			37.50	3-01-20-710-020	B	TAX ASSESSOR OE	R	05/05/23	05/09/23		2023-001
3 K. PANCERA RESET PASSWORD											
4			112.50	3-01-20-110-020	B	MAYOR & COUNCL OE	R	05/05/23	05/09/23		2023-001
4 BOHINSKI/STASI RESET PASSWORDS											
5			75.00	3-01-20-120-020	B	MUNICIPAL CLERK OE	R	05/05/23	05/09/23		2023-001
5 MAHAN EMAIL NAME RESET											
950.00											

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract	PO Type	Acct Type	Description	Stat/chk	First Enc Date	Rcvd Date	chk/Void Date	Invoice
23-00300	05/05/23	PCP	PC PROGRESSIVE											
			1 SERVICE ON SERVER 4/17-4/19	1,380.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE			R	05/05/23	05/09/23		2023-002
			2 SERVICE ON SERVER 4/17-4/19	460.00	3-05-55-500-021	B	WATER OPERATING OE			R	05/05/23	05/09/23		2023-002
			3 SERVICE ON SERVER 4/17-4/19	460.00	3-07-55-500-021	B	SEWER OPERATING OE			R	05/05/23	05/09/23		2023-002
				2,300.00										
23-00301	05/05/23	PCP	PC PROGRESSIVE											
			1 JAN-APR BACKUPS OF SERVER	963.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE			R	05/05/23	05/09/23		2023-003
			2 JAN-APR BACKUPS OF SERVER	321.00	3-05-55-500-021	B	WATER OPERATING OE			R	05/05/23	05/09/23		2023-003
			3 JAN-APR BACKUPS OF SERVER	321.00	3-07-55-500-021	B	SEWER OPERATING OE			R	05/05/23	05/09/23		2023-003
				1,605.00										
23-00302	05/08/23	REM01	REMINGTON & VERNICK ENGINEERS											
			1 INVOICE# 1206T089-3	9,467.00	6-02-15-026-019	B	NJDOT LOCUST DRIVE			R	05/08/23	05/08/23		
23-00303	05/08/23	CENTE005	CENTER STATE ENGINEERING											
			1 DISH NETWORK REVIEW	167.00	T-14-57-000-030	B	DISH NETWORK ESCROW			R	05/08/23	05/08/23		14590
			2 ADM TRANSITION DOC	211.25	3-01-20-701-020	B	ADMINISTRATOR OE			R	05/08/23	05/08/23		14590
			3 COUNCIL MEETING	167.00	3-01-20-110-020	B	MAYOR & COUNCL OE			R	05/08/23	05/08/23		14590
			4 STORMWATER	505.00	3-05-55-500-021	B	WATER OPERATING OE			R	05/08/23	05/08/23		14590
			5 ENG REPORT CELL TOWER	783.50	3-01-20-715-020	B	ENGINEERING SERVICE OE			R	05/08/23	05/09/23		14590
				1,833.75										
23-00304	05/08/23	CENTE005	CENTER STATE ENGINEERING											
			1 49 RAILROAD AVE	167.00	T-14-57-000-029	B	MARTUCCI ESCROW			R	05/08/23	05/08/23		14586
			2 LOCUST DRIVE 2021 NJDOT	564.75	6-02-15-026-019	B	NJDOT LOCUST DRIVE			R	05/08/23	05/08/23		14587
			3 PLANNING BOARD	287.00	3-01-21-720-020	B	PLANNING BOARD OE			R	05/08/23	05/08/23		14589
				1,018.75										
23-00305	05/08/23	CENTE005	CENTER STATE ENGINEERING											
			1 BORO HALL STAIRWAY IMPROVEMT	3,741.25	6-02-15-026-021	B	CDBG 2023			R	05/08/23	05/08/23		14585
23-00306	05/08/23	NEW31	NJ DEPT OF HLTH & SR SVC (DOG)											
			1 APRIL 2023 LICENSES	6.60	T-09-00-000-001	B	ANIMAL CONTROL EXPENSES			R	05/08/23	05/08/23		
23-00307	05/08/23	MON06	MONROE TOWNSHIP UTILITY DEPT.											
			1	68,711.00	3-07-55-500-023	B	MONROE M.U.A. CHARGES			R	05/08/23	05/08/23		

PO #	PO Date	Vendor	Contract	PO Type	Stat/chk	First Rcvd	chk/Void	Invoice
Item Description	Amount	Charge Account	Acct Type	Description	Enc Date	Date		
23-00308 05/08/23	HOME NEWS & TRIBUNE							
1 ORIDANCE 2022-04	15.48	2-01-20-712-020	B	LEGAL SERVICES OE	R	05/08/23 05/08/23		0005388716
2 CAPITAL ORD-LOCUST DR.	11.18	2-01-20-712-020	B	LEGAL SERVICES OE	R	05/08/23 05/08/23		0005389651
3 MEETING NOTICE	43.58	3-01-20-120-020	B	MUNICIPAL CLERK OE	R	05/08/23 05/08/23		0005655847
4 CALCELLATION-MEETING NOTICE	39.68	3-01-20-120-020	B	MUNICIPAL CLERK OE	R	05/08/23 05/08/23		0005655787
	109.92							
23-00309 05/08/23	ACTION DATA SVC, INC							
1 PAYROLL INVOICE# 82777	60.88	3-01-20-705-021	B	FINANCE OE	R	05/08/23 05/08/23		
2 PAYROLL INVOICE# 82777	20.28	3-05-55-500-021	B	WATER OPERATING OE	R	05/08/23 05/08/23		
3 PAYROLL INVOICE# 82777	20.28	3-07-55-500-021	B	SEWER OPERATING OE	R	05/08/23 05/08/23		
	101.44							
23-00311 05/08/23	XTEL COMMUNICATIONS							
1 TELEPHONE LINES #231201238	676.03	3-01-31-827-020	B	TELEPHONE COSTS	R	05/08/23 05/08/23		
23-00312 05/08/23	ATLANTIC TOMORROWS OFFICE							
1 METER READING # 533116	412.20	3-01-31-832-020	B	COPYING	R	05/08/23 05/08/23		
23-00313 05/08/23	W.B. MASON							
1 CD DISC(100)	30.48	3-01-42-855-020	B	MUNICIPAL COURT OE	R	05/08/23 05/08/23		237254508
2 FOLDERS	32.98	3-01-31-834-020	B	OFFICE SUPPLIES	R	05/08/23 05/08/23		237382858
3 2 CASE OF PAPER	151.96	3-01-31-834-020	B	OFFICE SUPPLIES	R	05/08/23 05/08/23		237464675
4 CARD INDEX/PENCILS	7.53	3-01-31-834-020	B	OFFICE SUPPLIES	R	05/08/23 05/08/23		237525507
5 25 POSTER BOARDS	12.28	3-01-28-795-020	B	RECREATION OE	R	05/08/23 05/08/23		237613278
6 BRUSHES/PAINTS/CUPS	44.35	3-01-28-795-020	B	RECREATION OE	R	05/08/23 05/08/23		237646128
7 JUTE TWINE	36.63	3-01-28-795-020	B	RECREATION OE	R	05/08/23 05/08/23		237676024
8 COLOR STEMS	3.99	3-01-28-795-020	B	RECREATION OE	R	05/08/23 05/08/23		237740590
9 TAPE/HOLE PUNCHER	11.50	3-01-28-795-020	B	RECREATION OE	R	05/08/23 05/08/23		237771462
10 PAPER 9X12	5.55	3-01-31-834-020	B	OFFICE SUPPLIES	R	05/08/23 05/08/23		237801623
11 ELECTION STAMP	22.03	3-01-20-711-020	B	ELECTIONS	R	05/08/23 05/08/23		237950836
	359.28							
23-00314 05/08/23	MIDDLESEX COUNTY TREASURER							
1 FUEL USAGE MARCH 2023	939.61	3-01-31-833-020	B	GASOLINE	R	05/08/23 05/08/23		CV-9-3-23
23-00315 05/08/23	Middlesex Cty Improvement Auth							
1 BRUSH TO CTY/MUNICIPAL SITE	100.18	3-01-43-786-020	B	MIDDLESEX CO RECYCLING PROGRAM	R	05/08/23 05/08/23		AR040076
2 LEAVES TO CTY/MUNICIPAL SITE	90.86	3-01-43-786-020	B	MIDDLESEX CO RECYCLING PROGRAM	R	05/08/23 05/08/23		AR040076

PO #	P0 Date	Vendor	Amount	Charge Account	Contract P0 Type	Acct Type Description	Stat/chk	First Rcvd	chk/void	Invoice
Item Description							Enc Date	Date		
23-00324	05/10/23	SALVA005 SALVATORE MASUCCI		Continued						
3	2-CONSTRUCTION VEHICLES		49.95	3-01-28-795-020	B RECREATION OE		05/10/23	05/10/23		20230502
4	CUPS/BAGS/TAPEL		48.93	3-01-28-795-020	B RECREATION OE	R	05/10/23	05/10/23		20230502
5	CARDS/BOWLS/HOLDER		57.06	3-01-28-795-020	B RECREATION OE	R	05/10/23	05/10/23		20230502
6	LOLLIPOPS		68.15	3-01-28-795-020	B RECREATION OE	R	05/10/23	05/10/23		20230502
			250.72							
23-00325	05/10/23	CENTE005 CENTER STATE ENGINEERING								
1	NDDOT-LAKE AVE		668.00	6-02-15-026-019	B NDDOT LOCUST DRIVE	R	05/10/23	05/10/23		14691
2	BORO HALL STAIRWAYS IMPROV		483.00	6-02-15-026-021	B CDBG 2023	R	05/10/23	05/10/23		14692
3	49 RAILROAD AVE		167.00	T-14-57-000-029	B MARTUCCI ESCROW	R	05/10/23	05/10/23		14693
4	CONV WITH PLANNING BRD ATTORNEY		8.50	3-01-21-720-020	B PLANNING BOARD OE	R	05/10/23	05/10/23		14694
5	GENL ENGINEERING		513.50	3-01-20-715-020	B ENGINEERING SERVICE OE	R	05/10/23	05/10/23		14695
6	15 HIGH ST, LLC		3,256.50	T-14-57-000-022	B ESCROW - 15 HIGH STREET LLC	R	05/10/23	05/10/23		14711
7	DISH NETWORK		334.00	T-14-57-000-030	B DISH NETWORK ESCROW	R	05/10/23	05/10/23		14712
			5,430.50							
23-00326	05/11/23	SALVA005 SALVATORE MASUCCI								
1	3 BKS- CHEX MIX (5/20/23)		48.72	3-01-28-795-020	B RECREATION OE	R	05/11/23	05/11/23		4016
2	10 GAL OF FRIUT PUNCH		29.64	3-01-28-795-020	B RECREATION OE	R	05/11/23	05/11/23		20230510
3	96-CHOC DONUTS		86.97	3-01-28-795-020	B RECREATION OE	R	05/11/23	05/11/23		1136565230906
4	50 BOBBERS/FISHING TACKLE BX		68.09	3-01-28-795-020	B RECREATION OE	R	05/11/23	05/11/23		113985912878186
			233.42							
23-00327	05/11/23	CEN07 CENTRAL JERSEY SECURITY								
1	SERVICE CALL		402.50	3-01-26-772-020	B BUILDINGS & GROUNDS OE	R	05/11/23	05/11/23		150160
2	QRTLY MONITORING		150.00	3-01-26-772-020	B BUILDINGS & GROUNDS OE	R	05/11/23	05/11/23		99887
3	QRTLY MONITORING		150.00	3-01-26-772-020	B BUILDINGS & GROUNDS OE	R	05/11/23	05/11/23		99888
			702.50							
23-00328	05/11/23	PUR01 PITNEY BOWES BANK PURCHASE PMR								
1	POSTAGE REFILL		303.00	3-01-31-831-020	B POSTAGE	R	05/11/23	05/11/23		
2	POSTAGE REFILL		100.99	3-05-55-500-021	B WATER OPERATING OE	R	05/11/23	05/11/23		
3	POSTAGE REFILL		100.99	3-07-55-500-021	B SEWER OPERATING OE	R	05/11/23	05/11/23		
			504.98							
23-00329	05/11/23	COMCA656 COMCAST								
1	ACCT# 8499 05 248 0023656		215.90	3-01-26-772-020	B BUILDINGS & GROUNDS OE	R	05/11/23	05/11/23		5/7-6/6/23

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Invoice
Total Purchase Orders:	38	Total P.O. Line Items:	95	Total List Amount:	114,669.07	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	26.66	0.00	26.66	0.00	0.00	26.66
CURRENT FUND	3-01	23,497.77	0.00	23,497.77	0.00	0.00	23,497.77
WATER OPERATING FUND	3-05	2,509.27	0.00	2,509.27	0.00	0.00	2,509.27
SEWER OPERATING FUND	3-07	69,613.27	0.00	69,613.27	0.00	0.00	69,613.27
	Year Total:	95,620.31	0.00	95,620.31	0.00	0.00	95,620.31
GRANT FUND	6-02	14,924.00	0.00	14,924.00	0.00	0.00	14,924.00
ANIMAL TRUST FUND	T-09	6.60	0.00	6.60	0.00	0.00	6.60
BUILDERS' ESCROW FUND	T-14	4,091.50	0.00	4,091.50	0.00	0.00	4,091.50
	Year Total:	4,098.10	0.00	4,098.10	0.00	0.00	4,098.10
Total of All Funds:		114,669.07	0.00	114,669.07	0.00	0.00	114,669.07

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
4/14/2023	Wojciechowski	Current		\$75.00 Ck# 192
4/28/2023	Kosakowski	Current		\$30.00 Ck# 158

Dog/Cat \$49.00

BOROUGH OF HELMETTA

Tina McDermott
TINA MCDERMOTT
TAX COLLECTOR

REPORT OF THE TAX COLLECTOR

MONTH OF: APRIL

DATED: 5/5/2023

TAXES	2022	4,053.37
TAXES	2023	1,074,215.58
TAXES	2024	0.00

ADJUSTMENTS

TRANSFER OVERPAYMENT
 VET DISALLOWED
 100 % VET EXEMPT
 LIEN HOLDER PAYMENT

0.00

INTEREST 545.29

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	25,324.26	25,324.26
2023	(6,385.79)	433,567.83	427,182.04
			<u>414,495.20</u>

TOTAL 1,078,814.24

TAX COLLECTORS TRUST

Ledger Bal

PRIOR BALANCE 47,527.29 3/31/2023

DEPOSITS 3.96 Bank Int

47,531.25

DISBURSMENTS 0.00

0.00

BANK BALANCE 47,531.25 4/30/2023
 Statement Balance

BOROUGH OF HELMETTA

2022

DELINQUENT TAXES AS OF:

4/30/23

	TOTAL	Penalty		<u>2022</u>
				0.00
DECEMBER				<u>54,634.48</u>
<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				0.00
JUNE				0.00
JULY				0.00
AUGUST				0.00
SEPTEMBER				0.00
OCTOBER				0.00
NOVEMBER				0.00
BALANCE				<u>\$ 25,324.26</u>

CENTER STATE ENGINEERING

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

ENGINEERS REPORT MAY 12, 2023

1. **2021 NJDOT LOCUST DRIVE IMPROVEMENTS**—A preconstruction meeting has been scheduled for Friday, May 19. The project is expected to be completed by early June.
2. **BOROUGH HALL STAIRWAY IMPROVEMENTS**— The Borough has rejected the bids. We will be modifying the documents and going back out to bid.
3. **2022-2023 NJDOT LAKE AVENUE IMPROVEMENTS**—We are in process of designing the project and will submit to NJDOT once complete.

Respectfully,
Kevin Meade, Borough Engineer