

**MEETING OF MAYOR AND COUNCIL  
JANUARY 25, 2012 - 7:00 P.M.**

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

**\* CALLING OF THE ROLL:**

Clmn. Peckham  
Asciolla  
Janeczek  
Karczewski  
Perez  
Smith

**\* PUBLIC PORTION**

**\* COMMUNITY DEVELOPMENT BLOCK GRANT HEARING**

**\* CONSENT AGENDA –**

Report of Clerk, Tax Collector, Utility Revenue Collector

**RESOLUTIONS:**

- 50 – Authorization to sign agreement with the Township of Cranbury Impoundment Services and Animal Control Services
- 51 – A resolution of the Borough of Helmetta clarifying the terms of George Kosanovich's appointment as a Regular Police Officer in the Borough
- 52 – Resolution authorizing final payment in the amount of \$12,500.00 to Realty Appraisal Company
- 53 – Payment of Bills
- 54 – Acceptance of resignation of Penny Danley-Gravatt and appointment of Sharon Pyne
- 55 – Payment to Michael Anderson
- 56 – Salary of Municipal Judge Edward H. Herman
- 57 – Leasing of Postage Machine per State Contract # 75237
- 58 – 2011 Budget Appropriation Reserve Transfer
- 59 – Resolution cancelling unexpended Improvement Authorizations
- 60 – Appointment of Special Police Officers – Paul Salvatore Imperiale, Adam Tuvel
- 61 – Appointment of full time Police Officer – Antonio Wilkie-Guiot
- 62 – Authorization to sign Animal Control Services with the Township of Plainsboro

**\* APPROVAL OF MINUTES**

Minutes of December 28, 2011  
January 6, 2012

**\* REPORTS** of Mayor, Committees, Borough Attorney, Borough Engineer, Public Works Director, Police Director

**\* CLOSED SESSION** - (if needed)

**\*ADJOURNMENT**

**MEETING OF MAYOR AND COUNCIL  
JANUARY 25, 2012 - 7:00 P.M.**

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

The meeting was called to order at 7:10 p.m. by Mayor Martin. Adequate notice of this meeting was provided as is required by the Open Public Meetings Law with advertising in the Home News Tribune and posting on the bulletin board. All present Pledged Allegiance to the Flag.

**\*CALLING OF THE ROLL:**

PECKHAM  
ASCIOLLA  
JANECZEK  
KARCZEWSKI - absent  
PEREZ  
SMITH

**\*PUBLIC PORTION**

Bob Maglies, Lake Avenue questioned the availability of the liquor license. Borough Attorney David Clark explained that we could have one distribution and one distribution and one consumption license. We advertised for both and no one responded.

**\*COMMUNITY DEVELOPMENT BLOCK GRANT HEARING**

Discussion was held and all were in agreement that our meeting of February 22 be cancelled and rescheduled for February 15 where further discussion and a decision will be made as to where the funding should be applied to.

**\* CONSENT AGENDA – 2012 - 63**

Report of Clerk, Tax Collector, Utility Revenue Collector

**RESOLUTIONS:**

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- 62 – Authorization to sign Animal Control Services with the Township of Plainsboro

Discussion was held on Resolution # 59. It was the consensus to delete the paragraph stating it was the recommendation of the Borough Auditor. All agreed.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Peckham  
ROLL CALL: 5 - 0

**\* APPROVAL OF MINUTES**

Minutes of December 28, 2011

MOTION – Clmn. Ascioffa      SECOND – Clmn. Peckham  
ROLL CALL: 4 – 0 - 1

January 6, 2012 – Typographical error 39 vote should be 391

MOTION – Clmn. Janeczek      SECOND – Clmn. Peckham  
ROLL CALL: 3 – 0 - 2

- \* REPORTS** of Mayor, Committees, Borough Attorney, Borough Engineer, Public Works Director, Police Director  
Mayor Martin and Borough Attorney had no reports. Public Works Director Darren Doran gave a report. Report attached. Discussion ensued on Animal Control Contracts and outdoor enclosures and also on the water meters.

**\* CLOSED SESSION – 2012 – 64 - Contracts and Personnel**

MOTION – Clmn. Ascioffa      SECOND – Clmn. Peckham  
ROLL CALL: All in favor.

The meeting went back into opened session.

After discussion, it was agreed upon that a letter be given to Joseph Kotora advising him that the permit fees for the Animal Shelter and Holy Trinity be waived.

St. George's would like to use our bulk mail stamp; however it was decided that this would not be permissible. A section in our newsletter – News Around Town will be created and they can place a message there.

Mr. Kloos requested that his water bill be waived. Discussion was held and it would be less expensive for him to pay his bill than to pay a shut off and connection fee.

**\*ADJOURNMENT**

There being no further business the meeting was adjourned at 9:10 pm.

Sandra Bohinski

DECEMBER, 2011	Copies	Marr Lic	Plng Bd	Towing	Licenses	Lndlr Reg	Recycling
K-Land	\$425.00		<u>\$425.00</u>				
Roldan	\$100.00					\$100.00	
Arico	\$100.00					\$100.00	
Williams	\$100.00					\$100.00	
Calella	\$100.00					\$100.00	
Markowski	\$100.00					\$100.00	
Boyce	\$125.00			\$125.00			
Mendola	\$125.00			\$125.00			
McDaid	\$100.00					\$100.00	
Maglies	\$100.00					\$100.00	
Scranton	\$100.00					\$100.00	
First Due	\$125.00			\$125.00			
Posillico	\$100.00					\$100.00	
Kishyk	\$100.00					\$100.00	
Kishyk	\$100.00					\$100.00	
Goldstein	\$100.00					\$100.00	
Marone	\$100.00					\$100.00	
Riporti	\$125.00			\$125.00			
Tarantino	\$125.00			<u>\$125.00</u>			
Elite Auto	\$100.00					\$100.00	
Castagentta	\$100.00					\$100.00	
Osowski	\$100.00					\$100.00	
McEntegart	\$100.00					\$100.00	
Bertone	\$100.00					\$100.00	
Ringel	<u>\$100.00</u>					<u>\$100.00</u>	
<b>TOTAL</b>	<b>\$2950.00</b>		<b>\$425.00</b>	<b>\$625.00</b>		<b>\$1,900.00</b>	

Dog & Cat Licenses -0-

# Borough of Helmetta

Denise Jawidzik

Denise Jawidzik

Tax Collector

## REPORT OF THE TAX COLLECTOR

Month of: December, 2011

Dated: January 9, 2012

Taxes - 2012	\$	26,636.17
Taxes - 2011	\$	58,094.29
Taxes - 2010	\$	14,657.17

Interest	\$	5,827.97
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Costs  
Tax search

Return Check fee	\$	50.00
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Search Printouts  
Duplicate Bill Fee  
Misc.

TOTAL	\$	105,265.60
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### ADJUSTMENTS

2011	Transfer O/P	\$	3,136.50
2011	Refund O/P	\$	9,630.30
2011	Cancel minimum	\$	2.98
2012	Transfer O/P	\$	(3,136.50)

### Closing Balances

	Debit	Credit	Net
Tax 2011	\$ 86,149.60		\$ 86,149.60
Tax 2010			\$ -

### Tax Collectors Trust

Prior Balance	\$	18,700.00
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Receipts	\$	3,800.00
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Disbursements

Balance	\$	22,500.00
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# Water/Sewer Receipts Report

November 2011

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2007 Principal	\$ -	\$ -	\$ -
2008 Principal	-	-	-
2009 Principal	-	-	-
2010 Principal	4,629.63	4,386.63	9,016.26
2011 Principal	<u>52,050.64</u>	<u>44,180.21</u>	<u>96,230.85</u>
Subtotal	56,680.27	48,566.84	105,247.11
Interest	<u>737.11</u>	<u>719.40</u>	<u>1,456.51</u>
Subtotal	57,417.38	49,286.24	106,703.62
Final Water Reads	20.00	-	20.00
Returned Checks	-	-	-
Payment Reversal	-	-	-
NSF Bank Fees	-	-	-
Misc.	7.06	-	7.06
Connection Fee	-	-	-
Water Meter Testing	-	-	-
Transfer in from Tax	34.92	-	34.92
Transfer out to Tax	<u>(197.54)</u>	<u>-</u>	<u>(197.54)</u>
Total Deposits	<u>\$57,281.82</u>	<u>\$ 49,286.24</u>	<u>\$106,568.06</u>

Carol Feig  
Utility Revenue Collector

## Water/Sewer Receipts Report

December 2011

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2007 Principal	\$ -	\$ -	\$ -
2008 Principal	-	-	-
2009 Principal	-	-	-
2010 Principal	5,799.87	6,108.47	11,908.34
2011 Principal	<u>18,407.52</u>	<u>18,547.78</u>	<u>36,955.30</u>
Subtotal	24,207.39	24,656.25	48,863.64
Interest	<u>991.68</u>	<u>1,799.18</u>	<u>2,790.86</u>
Subtotal	25,199.07	26,455.43	51,654.50
Final Water Reads	-	-	-
Returned Checks	2,672.57	-	2,672.57
Payment Reversal	-	-	-
NSF Bank Fees	25.00	-	25.00
Misc.	535.03	-	535.03
Connection Fee	-	-	-
Water Meter Testing	-	-	-
Transfer in from Tax	(12,750.02)	-	(12,750.02)
Transfer out to Tax	<u>130.00</u>	<u>-</u>	<u>130.00</u>
 Total Deposits	 <u>\$15,811.65</u>	 <u>\$ 26,455.43</u>	 <u>\$ 42,267.08</u>

Carol Feig  
Utility Revenue Collector

**RESOLUTION**

**#2012 - 50**

**AUTHORIZATION TO SIGN AGREEMENT WITH THE TOWNSHIP OF  
CRANBURY IMPOUNDMENT SERVICES AND ANIMAL CONTROL  
SERVICES**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.

authorizes municipalities to contract with each other for shared services; and

WHEREAS, the Borough of Helmetta desires to enter into a Shared Services Agreement with the Township of Cranbury for providing Animal Control Services and Animal Impoundment

Services to them for a period ending December 31, 2012; and

WHEREAS, proposed Agreements have been prepared for the Borough of Helmetta to provide the Township of Cranbury with Animal Control Services and Animal Impoundment Services for a one (1) year period commencing January 1, 2012;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the Mayor and Borough Clerk be, and they are hereby authorized to execute the agreements for Animal Control Services and Animal Impoundment Services.

**RESOLUTION**

**#2012 - 51**

**A RESOLUTION OF THE BOROUGH OF  
HELMETTA CLARIFYING THE TERMS OF  
GEORGE KOSANOVICH'S APPOINTMENT AS A  
REGULAR POLICE OFFICER IN THE BOROUGH**

WHEREAS, at the December 28, 2011 Council meeting of the Borough of Helmetta (the "Borough"), the Council adopted Resolution #2011-247 appointing George Kosanovich, a formerly appointed Special Officer in the Borough, as a Regular Police Officer in the Borough; and

WHEREAS, Kosanovich's appointment is effective as of December 28, 2011 and shall be for a probationary period of one (1) year; and

WHEREAS, pursuant to the Helmetta Borough Code, the probationary period for a former Helmetta Special Police Officer hired as a regular Helmetta Police Officer shall commence after the officer's receipt of a full police certification; and



**WHEREAS**, accordingly, the Borough desires to clarify that Kosanovich's one year probationary period shall commence as of the date of his receipt of a full police certification; and

**WHEREAS**, pursuant to Resolution #2011-247 Kosanovich's employment shall be in accordance with the Collective Bargaining Agreement between the Borough and its regular officers; and

**WHEREAS**, the Borough is currently in the process of negotiating a new Collective Bargaining Agreement for its police officers; and

**WHEREAS**, the Borough desires to clarify that as a new employee of the Borough, Kosanovich will fall under any and all provisions regarding new hires in the newly negotiated agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Helmetta that as a former Special Police Officer hired as a Regular Police Officer in the Borough, George Kosanovich shall serve a probationary period of one (1) year commencing as of his receipt of a full police certification; and

**BE IT FURTHER RESOLVED**, that as a new employee of the Borough, George Kosanovich's appointment as a Regular Police Officer will be governed by any and all provisions regarding new hires in any newly negotiated Collective Bargaining Agreement.

**RESOLUTION  
# 2012 - 52**

**RESOLUTION AUTHORIZING FINAL PAYMENT IN THE  
AMOUNT OF \$12,500.00 TO REALTY APPRAISAL COMPANY**

**WHEREAS**, the Borough awarded a contract to Realty Appraisal Company for a reassessment of the Borough in the amount of \$35,000; and

**WHEREAS**, Realty Appraisal Company has submitted a final billing in the amount of \$12,500.00; and

**WHEREAS**, the Tax Assessor has recommended payment in the amount of \$12,500.00 for the first progress payment of the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Helmetta that the Chief Financial Officer is hereby authorized to pay Realty Appraisal Company the amount of \$12,500.00.

**RESOLUTION  
#2012 - 53  
PAYMENT OF BILLS**

RESOLUTION  
2011-

BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA, in the County of Middlesex, New Jersey (not less than three (3) members thereof affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Finance Committee and as set forth in this Resolution are hereby approved for payment.
2. The Mayor and Chief Financial Officer are hereby authorized and directed to sign checks in the payment of bills and claims which are hereby approved.

The computer print-out of the list of bills will be on file in the Clerk's Office.

CURRENT FUND	\$	667,815.47
Including the following non-budget items:		
School taxes	\$	317,096.46
County taxes		208,496.68
Taxes refunded		9,630.30
State of New Jersey		75.00
Grants		3,449.15
		\$ 538,747.59
WATER OPERATING FUND		8,629.88
SEWER OPERATING FUND		6,546.74
GENERAL CAPITAL FUND		903,046.83
TRUST FUND		10,050.03
BUILDERS' ESCROW		1,712.50
		\$ 1,597,801.45

	Motion	Second	Aye	Nay	Abstain	Absent
Peckham						
Asciolla						
Janeczek						
Karczewski						
Perez						
Smith						

Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at their regular meeting on January 25, 2012.

\_\_\_\_\_  
Sandra Bohinski, Municipal Clerk

**RESOLUTION**

**#2012 – 54**

**ACCEPTANCE OF RESIGNATION OF PENNY-DANLEY GRAVATT AND  
APPOINTMENT OF SHARON PYNE**

WHEREAS, Penny Danley-Gravatt has presented a letter of resignation as Violations Clerk for the Helmetta Municipal Court; and

WHEREAS, a replacement for her is needed to have the Court run efficiently;

NOW THEREFORE BE IT RESOLVED, that Sharon Pyne is hereby appointed to work on a part time basis in the Helmetta Municipal Court.

**RESOLUTION**

**# 2011 - 55**

**PAYMENT TO MICHAEL ANDERSON**

WHEREAS, Michael Anderson is no longer employed by the Borough of Helmetta; and

WHEREAS, he is due \$1701.70 for compensated absences;

NOW THEREFORE BE IT RESOLVED that the C.F.O. is hereby authorized to issue a check to Michael Anderson in the amount of \$1701.70.

**RESOLUTION**

**#2012 – 56**

**SALARY OF MUNICIPAL JUDGE EDWARD H. HERMAN**

BE IT RESOLVED, that Edward H. Herman, Municipal Judge of the Borough of Helmetta shall hereby receive an annual salary of \$14,000.00 effective January 1, 2012.

**RESOLUTION**

**#2012 – 57**

**LEASING OF POSTAGE MACHINE PER  
STATE CONTRACT # 75237**

BE IT RESOLVED, that the Governing Body does hereby authorize the leasing of a Postage Meter under State Contract #765237 through Pitney Bowes for a term of 51 months at \$81.00 per month for a total of \$4,131.00 for use of the departments in the municipality

**RESOLUTION  
# 2012 – 58**

**2011 BUDGET APPROPRIATION RESERVE TRANSFER**

**WHEREAS**, various 2011 bills and claims have been presented for payment this year, which bills were not covered by order number and/or recorded at the time of transfers between the 2011 Budget Appropriation Reserve in the last two months of 2011; and

**WHEREAS**, N.J.S.A. 40A:4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments, or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances which are expected to be insufficient during the first three months of the succeeding year;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Helmetta, County of Middlesex, State of New Jersey that the transfers in the amount of \$7,800.00 be made between the 2011 Budget Appropriation Reserves as follows:

CURRENT FUND:

Account #	Name	Amount From	Amount To
1-01-23-733-020	Health Insurance-Employee	\$ 6,000.00	
1-01-28-796-020	Parks OE	1,800.00	
1-01-20-712-020	Legal OE		\$ 2,800.00
1-01-31-825-020	Electricity		2,500.00
1-01-31-827-020	Telephone Costs		300.00
1-01-32-837-020	Landfill/Disposal Solid Waste		1,400.00
1-01-36-845-015	Social Security		800.00
		\$ 7,800.00	\$ 7,800.00

**RESOLUTION  
# 2012- 59**

**RESOLUTION CANCELLING UNEXPENDED IMPROVEMENT  
AUTHORIZATIONS**

**WHEREAS**, the Borough must prepare for an annual year end accounting; and

**WHEREAS**, as a result of this year end accounting and review of various bond ordinances, it was determined that various inactive, unexpended and unneeded

improvement authorizations and encumbrance balances exist that should be considered for cancellation; and

WHEREAS, it is essential to sound financial practices for a municipality to review various accounts from time to time for cancellation; and

WHEREAS, Chief Financial Officer has also reviewed the improvement authorizations and concur with the Auditor's recommendations.

NOW, THEREFORE, BE IT RESOLVED that the following improvement authorizations and encumbrances are hereby cancelled effective December 31, 2011 as follows:

General Capital Fund:		Ordinance		Improvement Authorization Cancelled	Cancelled To	
Ordinance Number	Description	Date	Amount			
n/a	Reserve for Improvements to Police Department Facilities	n/a	n/a	\$25,000.00	\$25,000.00	(1)
Reference to Accounts Cancelled to (from):						
(1)	Current Fund Balance					

**RESOLUTION CANCELLING UNEXPENDED IMPROVEMENT AUTHORIZATIONS AND ENCUMBRANCES (CONTINUED)**

BE IT FURTHER RESOLVED that:

- 1 Certified copy of this resolution sent to the Borough Auditor.
2. Certified copy be sent to the Chief Financial Officer who is authorized to make the appropriate accounting entries.

DATED: January 25, 2012

**RESOLUTION  
# 2012 – 60**

**APPOINTMENTS OF SPECIAL POLICE OFFICERS –  
PAUL SALVATORE IMPERIALE, ADAM TUVEL**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

PAUL SALVATORE IMPERIALE  
ADAM TUVEL

as CLASS II SPECIAL POLICE OFFICERS in the Borough of Helmetta for a term to expire 12/31/12.

**RESOLUTION  
#2012 – 61**

**HIRING OF FULL TIME POLICE OFFICER –  
ANTONIO WILKIE – GUIOT**

WHEREAS, as of February 1, 2012 Police Officer Richard Bruno will be taking a position as a Police Officer in a neighboring town ; and

WHEREAS, due to his leaving a vacancy will be created in the Police Department ;  
and

WHEREAS, the Borough is currently in the process of negotiating a new Collective Bargaining Agreement for its police officers; and

WHEREAS, the Helmetta Police Department has interviewed and is desirous of hiring Antoio Wilkie-Guiot; and

WHEREAS, the Borough desires to clarify that as a new employee of the Borough, Police Officer Wilkie-Guiot will fall under any and all provisions regarding new hires in the newly negotiated agreement,

**NOW THEREFORE BE IT RESOLVED**, that Antonio Wilkie-Guiot be and is hereby appointed to serve as a Regular Full Time Police Officer in the Borough of Helmetta for a one year probationary period; and

**BE IT FURTHER RESOLVED**, that as a new employee of the Borough, his appointment as a Regular Police Officer will be governed by any and all provisions regarding new hires in any newly negotiated Collective Bargaining Agreement.

**RESOLUTION  
#2012 – 62**

**AUTHORIZATION TO SIGN ANIMAL CONTROL AGREEMENT WITH  
THE TOWNSHIP OF PLAINSBORO**

**WHEREAS**, the Township of Plainsboro is in need of animal control services within the bounds of Plainsboro Township ; and

**WHEREAS**, Helmetta and Plainsboro are desirous of entering into a shared services agreement in accordance with N.J.S.A. 40A65-1 et seq., wherein Helmetta will provide animal control services to Plainsboro ; and

**WHEREAS**, the shared services agreement will be in effect from January 1, 2012 through December 31, 2014 ;

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Helmetta, County of Middlesex, State of New Jersey does hereby approve the shared services agreement with the Township of Plainsboro for animal control services ;

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are authorized to execute this agreement on behalf of the Borough.

**RESOLUTION  
#2012 – 63  
CONSENT AGENDA**

The following routine items and resolutions will be voted on in unison as a Consent Agenda :  
Report of Clerk, Tax Collector, Utility Revenue Collector

**RESOLUTIONS:**

- 50 – Authorization to sign agreement with the Township of Cranbury Impoundment Services and Animal Control Services
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- 52 – Resolution authorizing final payment in the amount of \$12,500.00 to Realty Appraisal Company
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- 58 – 2011 Budget Appropriation Reserve Transfer
- 59 – Resolution cancelling unexpended Improvement Authorizations

- 60 – Appointment of Special Police Officers – Paul Salvatore Imperiale, Adam Tuvel
- 61 – Appointment of full time Police Officer – Antonio Wilkie-Guiot
- 62 – Authorization to sign Animal Control Services with the Township of Plainsboro

**RESOLUTION**

**# 2012 – 64**

**CLOSED SESSION**

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist;  
and

WHEREAS, the Governing Body wishes to discuss:

**CONTRACTS & PERSONNEL**

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW THEREFORE BE IT RESOLVED that the public be excluded from this meeting.