

MEETING OF MAYOR AND COUNCIL
WEDNESDAY – FEBRUARY 15, 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 - absent
JANECZEK
KARCZEWSKI
PEREZ – arrived 7:30 p.m.
SMITH

* PUBLIC PORTION

There was no one from the Public who wished to speak.

* OATH OF OFFICE TO

POLICE OFFICERS -

George Kosanovich Antonio Wilkie-Guiot

CLASS II SPECIAL POLICE OFFICERS

Paul Salvatore Imperiale Adam Tuvel

Mayor Martin administered the Oath of Office to our two new full-time Police Officers and to our two new Special Class II Police Officers.

* Community Develop Block Grant

Mayor Martin opened the meeting to the Public. There being no one present at the meeting; the meeting was closed to the Public. Since the area is quite limited where work can be done; it was recommended by the Committee that work be done on Residence Park to make it more handicap accessible and to do safety issue repairs to make it safer for the residents who use it.

RESOLUTION # 2012 – 74

Middlesex County Community Development Block Grant Funding

MOTION – Clmn. Janeczek SECOND – Clmn. Smith

ROLL CALL: 4 – 0

* CONSENT AGENDA – RESOLUTION # 71

Report of Municipal Clerk, Tax Collector

RESOLUTIONS:

- 65 – Resolution authorizing the Tax Collector to issue Veterans Deductions
- 66 – 2011 Budget Appropriation Reserve Transfer
- 67 – Resolution Amending 2012 Temporary Budget Appropriations
- 68 – Payment to Richard Bruno
- 69 – Payment of bills
- 70 – Amendment to Resolution #2012-48 South River Animal Impoundment Services
- 72 – Resolution appointing Rosemary Spicuzza as Animal Care Giver
- 73 – Salary of Class II Special Police Officers

MOTION – Clmn. Peckham SECOND – Clmn. Smith

ROLL CALL: 4 - 0

* REPORT OF MAYOR, BOROUGH ATTORNEY, BOROUGH ENGINEER,
COMMITTEES

Public Works Director Darren Doran distributed his report to the Mayor and Council. (report will be attached to minutes)

* FIRST READING OF ORDINANCE: Ordinance #2012 – 1

Capital Ordinance authorizing the appropriation of \$100,000.00 for installation of solar panels and energy efficient items in the Helmetta Regional Animal Shelter, Borough of Helmetta, County of Middlesex, New Jersey

* RESOLUTION #2012 -75 CLOSED SESSION – Personnel/possible litigation

MOTION – Clmn. Peckham SECOND – Clmn. Janeczek

All in favor

MOTION to go into Open Session was made by Clmn. Peckham and SECONDED by Clmn. Smith All in favor.

* APPROVAL OF MINUTES OF JANUARY 25

MOTION – Clmn., Smith SECOND – Clmn. Peckam

ROLL CALL: 4 - 0

* NEW BUSINESS

Clmn. Perez gave an update on the financial status of the Borough.

* RESOLUTION 2012 - 76 – Appointment of Kelly Hoover as Animal Control Officer and Shelter Assistant and Kelly Barone as Shelter Assistant

MOTION – Clmn. Peckham SECOND – Clmn. Janeczek

ROLL CALL: 4 – 0 - 1

*ADJOURNMENT

There being no further business, a MOTION was made by Clmn. Smith and SECONDED by Clmn. Peckham to adjourn the meeting. All were in favor.

REPORT OF MUNCIIPAL CLERK

<u>JANUARY, 2012</u>	Copies	Marr Lic	Plng Bd	Towing	Licenses	Lndlr Reg
Carver	\$100.00					\$100.00
Bishop	\$100.00					\$100.00
Kendall	\$100.00					\$100.00
Joyce	\$100.00					\$100.00
Stollen	\$100.00					\$100.00
Stephenson	\$100.00					\$100.00
Lunney	\$100.00					\$100.00
Branda	\$100.00					\$100.00
Schrager	\$100.00					\$100.00
Vance	\$10.00	<u>\$10.00</u>				
Martello	\$100.00					\$100.00
AGGO	<u>\$400.00</u>					\$1,400.00
TOTAL	\$1,410.00	\$10.00				
	\$1536.00	<i>Dog & Cat Licenses</i>				

Borough of Helmetta

2011 ANNUAL REPORT OF THE TAX COLLECTOR

Denise Jawidzik
Denise Jawidzik
Tax Collector

Dated: January 23, 2012

		<u>Adjustments</u>	
Taxes - 2012	\$ 32,944.11	2010 Ded Allowed	\$ (250.00)
Taxes - 2011	\$4,924,388.93	2010 Transfer O/P	\$ 674.96
Taxes - 2010	\$ 111,981.92	2010 Cancel min	\$ 0.52
Other		2011 Allowance	\$ (500.00)
Interest	\$ 25,366.30	2011 Disallowance	\$ 875.34
Costs		2011 transfer O/P	\$ 2,625.37
Tax search	\$ 0.50	2011 Refund O/P	\$ 12,268.08
Return Check fee	\$ 150.00	2011 Cty Judgment	\$ (49,075.06)
Search Printouts		2011 Added/Omitted	\$ 3,297.51
Cert. redemption Fee		2011 Cancel	\$ 2.98
Duplicate Bill Fee	\$ 780.00		
Misc.			
Tax Sale Premium	\$ 3,800.00		
		Closing Balances	
		2011	\$ 86,149.60
		Prepaid	\$ 36,244.44
TOTAL	\$5,099,411.76		

**RESOLUTION
2012 - 65**

**RESOLUTION AUTHORIZING THE TAX COLLECTOR
TO ISSUE VETERANS DEDUCTIONS**

WHEREAS, the Borough Tax Collector has received an application for a Veterans Deductions in the amount of \$250.00 for 2012 taxes on the following properties:

Block 21 Lot 45
Berenzney, Andrew
23 Borghaus Rd

Block 20 Lot 19.01
Sinagra, Joseph
38 Lake Ave

WHEREAS, the Borough Tax Collector requests authorization from the Borough Council to issue such deductions to the owners of the Property.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Borough Tax Collector is hereby authorized to make such adjustments for a Veterans Deduction to the Property's owners.

**RESOLUTION
2012 - 66**

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
End of Year Transfers**

Account #	Name	Amount From	Amount To
0-01-20-120-020	Municipal Clerk OE	\$ 500.00	
1-01-23-733-020	Health Insurance-Employee	1,000.00	
0-01-27-788-012	Animal Control S & W-Shelter	3,300.00	
0-01-31-825-020	Electricity	2,000.00	
0-01-31-833-020	Gasoline	1,000.00	
1-01-20-712-020	Legal OE		\$ 1,500.00
0-01-25-745-020	Police OE		1,000.00
0-01-27-788-020	Animal Control OE		3,300.00
1-01-31-826-020	Street Lighting		2,000.00
		\$ 7,800.00	\$ 7,800.00

**RESOLUTION
2012- 67**

RESOLUTION AMENDING 2012 TEMPORARY BUDGET APPROPRIATIONS

WHEREAS, in the normal operation of the business of the Borough of Helmetta, it will be necessary for making contracts, commitments and payments prior to the adoption of the regular 2012 budget for the Borough of Helmetta; and

WHEREAS, revised Statute 40A:4-19 of the State of New Jersey provides that the Governing Body of any municipality may make temporary appropriations 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 2012 budget will not be adopted until after April 1 and commitments need to be covered until the date of adoption; and

NOW, THEREFORE, BE IT RESOLVED that the following list of appropriations shall constitute an amendment to the 2012 temporary budget of \$640,015.75 for the Borough of Helmetta, Middlesex County, New Jersey.

	2012 TEMPORARY BUDGET	TEMP BUDGET AMENDMENT 2/15/12
CURRENT FUND		
General Administration S&W	3,375.00	3,375.00
General Administration OE	125.00	0.00
Mayor and Council OE	1,000.00	0.00
Mayor and Council OE-School Board Oversight	750.00	0.00
Mayor and Council OE-Website Administration	1,500.00	0.00
Municipal Clerk S&W	4,375.00	4,375.00
Municipal Clerk OE	1,875.00	1,875.00
Financial Administration S&W	6,000.00	6,000.00
Financial Administration OE	5,000.00	5,000.00
Bank Charges	0.00	750.00
Audit Services	0.00	0.00

Revenue Administration (Collection of Taxes) S&W	5,000.00	5,000.00
Revenue Administration (Collection of Taxes) OE	3,000.00	1,000.00
Tax Assessment Administration S&W	2,937.50	2,937.50
Tax Assessment Administration OE	875.00	0.00
Elections	0.00	0.00
Legal Services and Costs OE	12,500.00	12,500.00
Engineering Services and Costs OE	750.00	0.00
Planning Board S&W	675.00	675.00
Planning Board OE	1,175.00	1,175.00
Planning Board OE-Legal	1,250.00	(1,250.00)
Police S&W	105,000.00	105,000.00
Police OE	7,500.00	7,500.00
Office of Emergency Management OE	25.00	0.00
Fire OE	6,000.00	6,000.00
Fire Prevention Bureau S&W	906.25	906.75
Fire Prevention Bureau OE	250.00	500.00
First Aid Organization-Contribution	0.00	0.00
Uniform Fire Safety OE	0.00	0.00
Municipal Prosecutor S&W	0.00	0.00
Municipal Prosecutor OE	1,750.00	1,750.00
Municipal Court S&W	10,000.00	10,000.00
Municipal Court OE	750.00	750.00
Public Defender S&W	0.00	0.00
Public Defender OE	387.50	(387.50)
Road Repairs and Maintenance S&W	20,000.00	20,000.00
Road Repairs and Maintenance OE	3,250.00	3,250.00
Solid Waste Collection OE	11,250.00	11,250.00
Recycling S&W	1,450.00	1,450.00
Recycling OE	62.50	100.00
Public Buildings and Grounds OE	5,000.00	5,000.00
Vehicle Maintenance OE-Public Works	2,000.00	2,000.00
Vehicle Maintenance OE-Fire	0.00	0.00
Vehicle Maintenance OE-Police Vehicle	1,875.00	1,875.00
Vehicle Maintenance OE-Lease/Acquire Vehicles	7,000.00	9,000.00
Condo Act-Trash Removal	0.00	0.00
Condo Act-Street Lighting	0.00	0.00
Condo Act-Snow and Leaf Removal	0.00	0.00
Board of Health S&W	0.00	0.00
Kiddie Keep-Well Camp	0.00	0.00
South County Day Camp	0.00	0.00
Animal Control S&W	2,000.00	2,000.00
Animal Control OE	1,375.00	1,375.00
Recreation S&W	250.00	250.00
Recreation OE	1,875.00	1,875.00
Senior Citizen OE	250.00	500.00
Parks OE	1,875.00	1,875.00
Electricity	4,750.00	4,750.00
Street Lighting	5,250.00	5,250.00
Telephone	3,500.00	3,500.00
Natural Gas	3,125.00	3,125.00
Diesel Fuel	750.00	750.00
Gasoline	4,075.00	4,075.00
Postage	1,350.00	1,350.00
Copier Expense	725.00	725.00
Office Supplies	250.00	0.00
Construction S&W	1,275.00	1,275.00

Construction S&W-Special Projects	0.00	0.00
Construction OE	0.00	0.00
Accumulated Sick Leave Reserve	0.00	0.00
Contingent	0.00	0.00
Social Security System (O.A.S.I.)	12,625.00	12,625.00
PERS Retirement - ERI Program	0.00	5,352.00
PERS Retirement	0.00	23,024.00
PERS Delayed Enrollment Penalty	0.00	0.00
PFRS Retirement	0.00	62,371.00
Liability Insurance	15,000.00	0.00
Worker's Compensation Insurance	3,543.75	9,700.00
Employee Group Insurance (Health)	25,750.00	25,750.00
Unemployment, Disability Insurance	525.00	0.00
Animal Shelter Director S&W	0.00	0.00
Animal Shelter Director OE	0.00	0.00

Inside CAP Appropriations

Subtotal	326,737.50	400,853.75
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	<u>0.00</u>	<u>0.00</u>
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Borough of Spotswood-Police Dispatch	5,592.50	0.00
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Borough of Spotswood-Animal Control S&W	1,500.00	0.00
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Borough of Spotswood-Animal Control OE	0.00	0.00
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Borough of Spotswood-Zoning & Code Enforcement S&W	1,275.00	0.00
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Borough of Spotswood-Zoning & Code Enforcement OE	0.00	0.00
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Borough of Spotswood-Garbage & Trash Removal	9,963.50	0.00
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Borough of South River-Animal Control S&W	1,750.00	0.00
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Borough of South River-Animal Control OE	0.00	0.00
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Borough of Sayreville-Animal Control S&W	2,750.00	0.00
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Borough of Sayreville-Animal Control OE	0.00	0.00
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Township of Plainsboro-Animal Control S&W	0.00	500.00
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Township of Plainsboro-Animal Control OE	0.00	0.00
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Borough of Matawan-Animal Control	0.00	500.00
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Borough of Milltown-Animal Control	0.00	500.00
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Township of Cranbury-Animal Control	0.00	500.00
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East Brunswick Township-Animal Control	0.00	500.00
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Borough of Jamesburg-Animal Control S&W	0.00	0.00
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Borough of Jamesburg-Animal Control OE	0.00	0.00
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Animal Shelter S&W	0.00	5,000.00
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Animal Shelter OE	0.00	5,000.00
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Middlesex County Board of Health	3,992.00	0.00
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Middlesex County Curbside Recycling Program	5,250.00	0.00
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Subtotal-Interlocal Agreements	32,073.00	12,500.00
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Clean Communities	0.00	0.00
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DDEF	0.00	0.00
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Body Armor	223.56	0.00
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Recycling Tonnage Grant	0.00	0.00
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Forest Services Volunteer Fire Assistance	1,145.25	0.00
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Matching Funds for Grants	0.00	0.00
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Alcohol Ed & Rehab	0.00	0.00
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Subtotal-Grants	1,368.81	0.00
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Reserve for Acquisition of Animal Control Van	0.00	0.00
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Reserve for Improvements to Police Department Facilities	0.00	0.00
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Reserve for Improvements to Municipal Building	0.00	25,000.00
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Reserve for NJ Clean Energy Direct Install Program	0.00	0.00
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Capital Improvement Fund	15,000.00	0.00
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Subtotal-Capital Improvements	15,000.00	25,000.00
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Payment of Note Principal	0.00	0.00
Payment of Note Interest	0.00	0.00
Subtotal-Debt Service	0.00	0.00
Emergency Authorizations-1 year	0.00	0.00
Emergency Authorizations-5 years	0.00	0.00
Deferred Charge to Future Taxation-Unfunded	0.00	0.00
Subtotal-Deferred Charges	0.00	0.00
Outside CAP Appropriations	48,441.81	37,500.00
Subtotal before Reserve for Uncollected Taxes	375,179.31	438,353.75
Reserve for Uncollected Taxes	0.00	0.00
TOTAL CURRENT FUND	375,179.31	438,353.75

	2012 TEMPORARY BUDGET	TEMP BUDGET AMENDMENT 2/15/12
<u>WATER UTILITY FUND</u>		
Salaries and Wages	15,000.00	15,000.00
Other Expenses	11,500.00	11,500.00
Purchase of Water	48,750.00	48,750.00
Insurance	6,750.00	6,750.00
Accumulated Sick Leave	0.00	0.00
Capital Improvement Fund	1,250.00	0.00
Capital Outlay	0.00	0.00
Capital Outlay-Reserve Water Tower Repainting	0.00	0.00
Reserve for Acquisition of Dump Truck	0.00	0.00
Payment of Bond Principal	0.00	0.00
Payment of Note Principal	0.00	0.00
Payment of Bond Interest	0.00	0.00
Payment of Note Interest	4,520.00	0.00
Payment of USDA Loan	39,256.00	0.00
PERS Retirement	675.00	6,081.00
Social Security System	1,500.00	1,500.00
Unemployment, Disability Insurance	62.50	0.00
TOTAL WATER UTILITY FUND	129,263.50	89,581.00

	2012 TEMPORARY BUDGET	TEMP BUDGET AMENDMENT 2/15/12
<u>SEWER UTILITY FUND</u>		
Salaries and Wages	15,000.00	15,000.00
Other Expenses	6,750.00	6,750.00
MTMUA-Basic	58,750.00	76,000.00
MTMUA-DS surcharge	0.00	0.00
Other Expenses - Insurance	6,750.00	6,750.00
Accumulated Sick Leave	0.00	0.00
Capital Improvement Fund	1,250.00	0.00
Capital Outlay	0.00	0.00

Reserve for Acquisition of Dump Truck	0.00	0.00
Capital Outlay-I&I	0.00	0.00
Payment of Bond Principal	0.00	0.00
Payment of Bond Interest	0.00	0.00
PERS Retirement	675.00	6,081.00
Social Security System	1,500.00	1,500.00
Unemployment, Disability Insurance	62.50	0.00
TOTAL SEWER UTILITY FUND	90,737.50	112,081.00
GRAND TOTAL	595,180.31	640,015.75

**RESOLUTION
2012 - 68**

PAYMENT TO RICHARD BRUNO

WHEREAS, Richard Bruno is no longer employed by the Borough of Helmetta; and

WHEREAS, he is due \$3,279.50 for compensated absences;

NOW THEREFORE BE IT RESOLVED that the C.F.O. is hereby authorized to issue a check to Richard Bruno in the amount of \$3,279.50.

**RESOLUTION
#2012 – 69
PAYMENT OF BILLS**

**RESOLUTION
#2012 – 70**

**AMENDMENT TO RESOLUTION #2012-48 WITH THE
BOROUGH OF SOUTH RIVER FOR ANIMAL
IMPOUNDMENT SERVICES**

BE IT RESOLVED, that Resolution # 2012 – 48, fourth paragraph be amended to read as follows:

WHEREAS, proposed agreements have been prepared for the Borough of Helmetta to provide the Borough of South River with Animal Impoundment Services for a one (1) year period commencing January 1, 2012.

The amendment changing three (3) year period to one (1) year period commencing January 1, 2012.

RESOLUTION

#2012 – 72

APPOINTMENT OF ROSEMARY SPICUZZA AS ANIMAL CARE GIVER

BE IT RESOLVED, that Rosemary Spicuzza be and is hereby appointed to work 35 hours per week at a rate of \$8.50 per hour as an animal care giver.

RESOLUTION

2012 – 73

PAY RATE OF CLASS II SPECIAL POLICE OFFICERS

BE IT RESOLVED, that the pay rate of \$13.00 per hour be given to Class II Special Police Officers Paul Salvatore Imperiale and Adam Tuvel.

RESOLUTION

2012 – 74

**APPOINTMENT OF KELLY HOOVER AS ANIMAL CONTROL OFFICER
AND SHELTER ASSISTANT AND KELLY BARONE AS SHELTER ASSISTANT**

BE IT RESOLVED, that Kelly Hoover is hereby appointed as Animal Control Officer and Shelter Assistant and Kelly Barone as Shelter Assistant at \$10.50 per hour; hours of work to be determined.

RESOLUTION

2012 – 75

**MIDDLESEX COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
PROJECT**

WHEREAS, a Public Hearing was held on February 15, 2012 to discuss Municipal Projects for the 2012 Community Development Block Grant; and

WHEREAS, the meeting was opened to the Public for discussion but there being no one in the audience who wished to speak on this matter, the meeting was closed to the Public; and

WHEREAS, discussion ensued with the members of the Borough Council; and

WHEREAS, it was agreed to spend the money on Residence Park to make it more handicap accessible and resolve some safety issues;

NOW THEREFORE BE IT RESOLVED, that the Community Development Grant Money of \$21,000.00 to make the park more handicap accessible and to do some repairs to make it more safer for our residents.

**BOROUGH OF HELMETTA
ORDINANCE NO. 2012 - 1**

**CAPITAL ORDINANCE AUTHORIZING THE
APPROPRIATION OF \$100,000.00 FOR
INSTALLATION OF SOLAR PANELS AND
ENERGY EFFICIENT ITEMS IN THE HELMETTA
REGIONAL ANIMAL SHELTER, BOROUGH OF
HELMETTA, COUNTY OF MIDDLESEX, NEW
JERSEY.**

WHEREAS, the Borough is desirous of installing solar panels and other energy efficient items in the Helmetta Regional Animal Shelter; and

WHEREAS, the Middlesex County Board of Chosen Freeholders awarded the Borough of Helmetta a \$100,000 2011 Sustainable Economic Growth Improvement Fund Grant for the Helmetta Regional Animal Shelter in the Borough.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Helmetta, in the County of Middlesex and State of New Jersey, as follows:

Section 1. The improvements described below are hereby authorized as a general improvement to be made by the Borough of Helmetta, New Jersey.

Section 2. There is hereby appropriated for the improvements the sum of One Hundred Thousand Dollars (\$100,000.00) from the General Capital Fund as follows:

a. One Hundred Thousand Dollars (\$100,000.00) from Middlesex County Sustainable Economic Growth Improvement Fund Grant; and

Section 3. The improvement for which this appropriation is authorized is the installation of solar panels and other energy efficient items in the Helmetta Regional Animal Shelter.

Section 4. The appropriation authorized above shall be funded completely from revenues received from either State and Municipal governments under grant funds already received or funds set aside for such purpose.

Section 5. The Governing Body of the Borough of Helmetta hereby certifies and assures that all of the required assurances which are necessary for such State and Municipal funding for the project have been or shall be met.

Section 6. This Ordinance shall take effect following its advertisement, public hearing and adoption in accordance with the requirements of law.

CDBG PUBLIC WORKS REPORT 2/15/11

- A) Money can only be used east of Lake Ave towards Spotswood
- B) Helme Mill Park is not allowed
- C) Independent inspection of parks was required by JIF
- D) Inspection report attached
- E) Council might want to use CDBG money towards Park corrections/ADA/upgrades

ANIMAL SHELTER

- A) Video/security system quotes are attached for Animal Shelter and Boro hall.
- B) Quote to change outside lights at shelter to 250 wt sodium bulbs is attached.
- C) Kelly Hoover has agreed to work as part time ACO at the shelter for \$10.50 per hr
- D) Kelly Barone has agreed to work part time as general shelter help for \$10.50 per hr
- E) Tentative shelter schedule prepared by director is attached.

SHARED SERVICES

- A) Helmetta has been invited to speak at the Wall Township Municipal Building on 3/8/11 at 8:30 am.
- B) Topic will be Shared Services Animal Control and Animal Impoundment.
- C) Long Branch Agreement is still being reviewed at the Admin level
- D) Red Bank Administrator was called to discuss animal impoundment and more specifically the admin fee. Awaiting his call back.