

MINUTES  
MEETING OF MAYOR AND COUNCIL  
APRIL 19, 2017

\* MEETING CALLED TO ORDER – SALUTE TO THE FLAG - MOMENT OF SILENCE

The meeting was called to order at 7:00 p.m. by Mayor Chris Slavicek. He asked everyone to please stand for the Pledge of Allegiance and remain standing for a moment of silence for our men and women serving and whom have served in the military protecting our freedom.

\* CALLING OF THE ROLL

Mayor Slavicek  
Councilman Karczewski  
Councilman Dzingleski  
Councilwoman Carolan-Genthe  
Councilman Peckham  
Councilman Perez - absent  
Councilman Reid  
Also in attendance:  
Borough Administrator Matthew Crane  
Borough Attorney Joseph Youssef

\* 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.

There was a change in the agenda and the Closed Session was now held.

\* CLOSED SESSION – Personnel

MOTION- Councilwoman Carolan-Genthe SECOND – Councilman Peckham  
ROLL CALL: 5 – 0

A MOTION was made by Councilman Dzingleski and SECONDED by Councilman Peckham to come out of Closed Session. Roll Call: 5 – 0.

\*Public Portion

John Nartowicz, Regency, asked the progress on the Shared Services with the Police Department. Mayor Slavicek said the Public Safety Committee met and they are exploring their options.

Donna Johnson, John Street, asked what the status of dredging the lake was. She said there was a mosquito problem at 23 Avenue A. Mayor Slavicek said he contacted the

Board of Health and he spoke with the owner. She mentioned that some people have problems up keeping their property. The Mayor told her there is a form she can fill out and it will be given to the Code Enforcer. There are renter problems and she would like to speak with him about renter ratio. She asked if the dead trees in the park will be taken care of. She said that she has cleaned up around the park and the Mayor informed her that signs will be posted. She wanted to know if we were letting high schoolers do community service for Helmetta. The Mayor said that there is a relationship with the High School. She had suggested that the animal shelter should be made into an animal hotel.

**\*CONSENT AGENDA- RESOLUTION #2017-51**

Report of Municipal Clerk, Tax Collector

Resolutions:

#2017-72 Appointment of Donald Ala as a Full Time Police Officer

73 Temporary Appropriations #3

74 Redemption of tax liens

75 A Resolution of the Borough of Helmetta authorizing the purchase of electric supply services for public use on an online auction website

76 Payment of bills

77 Resolution awarding contract to Econ

MOTION - Councilman Dzingleski SECOND – Councilman Reid

ROLL CALL: 5 - 0

Mayor Slavicek administered the Oath of Office to Donald Ala as a Full Time Police Officer.

**\*APPROVAL OF MINUTES- March 15, 2017**

MOTION – Councilwoman Carolan-Genthe SECOND – Councilman

Dzingleski

ROLL CALL: 3 – 0 - 2

**\* REPORT OF MAYOR, COMMITTEES, BOROUGH ATTORNEY, BOROUGH ADMINISTRATOR**

Mayor Slavicek stated that Sandy our Municipal Clerk is still recovering from surgery. Councilman Dzingleski talked about the Breakfast with the Easter Bunny. All the Easter baskets were donated. He thanked Christine Reid and Wendy Vidal for the muffins and their help as well as Mayor Slavicek. Community Cleanup day will be on April 15. St. George's Church will have a meet and greet. On May 12<sup>th</sup> the film Finding Dory will be the Movie under the Stars and will begin at 8:00 p.m. Town wide yard sale will be held on May 20<sup>th</sup> and 21<sup>st</sup>. Donna Johnson, speaking from the audience, asked if they were going to allow out of town people sell. She said if people dropped off items she would be willing to sell them. The Mayor said that it isn't opened to out of towners and we would not be having people drop off items.

Councilman Peckham said he attended the CDBG meeting. They are having problems with the towns

turning in invoices. The Mayor said we are in compliance. Borough Administrator Matthew Crane

said that once the awning is completed, those bills will be sent in.

Councilwoman Carolan-Genthe spoke about the Parents Only Initiative at Spotswood Schools that will be coming up. A semi-formal dance for 8<sup>th</sup> Graders is coming up. The High School band will be in a competition in Cleveland. The fifth grade play this year is Annie.

Councilman Reid said he has 50 tickets available for the Trenton Thunder baseball game on June 11th.

The tickets were donated by Councilman Dzingleski.

**\* SECOND READING OF ORDINANCES**

2017-4 Property rental and resale inspection

The meeting was opened to the Public:

MOTION – Councilman Karczewski      SECOND – Councilman Reid

ROLL CALL: 5 – 0

There being no one from the Public who wished to speak, the meeting was closed to the public.

Adoption of Ordinance:

MOTION – Councilwoman Carolan-Genthe      SECOND – Councilman Reid

ROLL CALL: 5 – 0

2017 -5 An Ordinance amending Chapter 13 of the Code of the Borough of Helmetta Entitled "Police Department"

The meeting was opened to the Public:

MOTION – Councilwoman Carolan-Genthe      SECOND – Councilman Peckham

ROLL CALL: 5 – 0

There being no one from the Public who wished to speak, the meeting was closed to the public.

Adoption of Ordinance:

MOTION – Councilman Karczewski      SECOND – Councilman Peckham

ROLL CALL: 5 – 0

Borough Attorney Joseph Youssef spoke about a new bill which was passed.

C.52:17B-243 §2 – approved February 6, 2017 Senate. AN ACT concerning law enforcement officers and firefighter. A State, county, or municipal law enforcement officer who has been injured in the performance of their duties shall not be discharged from employment as a result of a determination, based upon a medical examination by a physician designated by the employer of the law enforcement] officer.

The next meeting will be May 17<sup>th</sup>.

ADJOURNMENT – There being no further business a MOTION was made by Councilman Karczewski

and SECONDED by Councilman Peckham. ROLL CALL: 5 – 0.

Meeting recorded and notes taken by Matthew Crane, Borough Administrator and Acting Clerk  
Typed by Sandra Bohinski, RMC, Municipal Clerk

**RESOLUTION**  
#2017 - 72

**APPOINTMENT DONALD ALA  
AS FULL TIME POLICE OFFICER**

**BE IT RESOLVED**, that Donald Ala be and is hereby appointed as full time Police Officer in the Borough of Helmetta effective April 20, 2017;

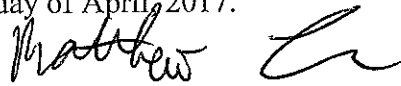
**BE IT RESOLVED**, that he will be entitled to insurance coverage under N.J. Direct 15 or a comparable plan. He will also fall under the P.B.A. Negotiated Contract

**BE IT FURTHER RESOLVED**, that upon the recommendation of Public Safety Department that Dondal Ala be and is hereby appointed as a Full Time Police Officer in the Borough of Helmetta

	<u>Motion</u>		<u>Aye</u>	<u>Nay</u>	<u>Recorded Vote</u>	
	<u>1<sup>st</sup></u>	<u>2nd</u>			<u>Absent</u>	<u>Abstain</u>
Karczewski			✓			
Carolan-Genthe			✓			
Dzingleski	✓		✓			
Peckham			✓			
Perez					✓	
Reid		✓	✓			

**CERTIFICATION**

I, Matthew Crane, Acting Borough Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 19th day of April, 2017.



Matthew Crane, MPA  
Acting Municipal Clerk

**BOROUGH OF HELMETTA**

**RESOLUTION #2017-73**

**TEMPORARY EMERGENCY APPROPRIATION #3**

**WHEREAS**, an emergency condition has arisen in the 2017 Operating Budgets with respect to additional cost prior to the adoption of the 1 d N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation, and;

**WHEREAS**, the total Emergency Temporary Resolutions adopted in the year 2017 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951 as amended) including this resolution totals \$686,927.00 (six hundred eighty-six thousand nine hundred and twenty-seven dollar), and;

Now, therefore, be it resolved, that in accordance with N.J.S.A. 40A:4-20:

1. An Emergency Temporary Appropriation be and the same is hereby made for:

<b>Current Fund</b>		
Mayor & Council OE- Website Admin	7-01-20-110-023	1,256.00
Municipal Clerk OE	7-01-20-120-020	1,000.00
Administrator OE	7-01-20-701-020	500.00
Finance S&W	7-01-20-705-010	1,000.00
Other Expenses	7-01-20-705-021	1,000.00
Tax Assessor OE	7-01-20-710-020	1,000.00
Planning Board S&W	7-01-21-720-010	1,000.00
Other Expense	7-01-21-720-020	2,125.00
Liability Insurance	7-01-23-730-020	2,000.00
Workers Comp Insurance	7-01-23-732-020	1,000.00
Health Insurance Employee	7-01-23-733-020	30,000.00
Police S&W	7-01-25-745-010	25,000.00
Other Expense	7-01-25-745-020	5,000.00
Fire Department OE	7-01-25-749-020	5,000.00

First Aid Contribution	7-01-25-750-020	11,062.00
Vehicle Maintenance DPW	7-01-26-315-020	2,000.00
Street & Roads OE	7-01-26-765-020	5,850.00
Recycling Solid Waste S&W	7-01-26-771-010	1,000.00
Buildings & Grounds OE	7-01-26-772-020	5,437.00
Animal Control S&W	7-01-27-788-010	1,000.00
Other Expense	7-01-27-788-020	1,212.00
Recreation OE	7-01-28-795-020	1,000.00
Parks OE	7-01-28-796-020	975.00
Electricity OE	7-01-31-825-020	8,000.00
Street Lighting OE	7-01-31-826-020	1,000.00
Telephone Cost OE	7-01-31-827-020	1,000.00
Natural Gas OE	7-01-31-829-020	3,000.00
Gasoline OE	7-01-31-833-020	4,200.00
Office Supplies OE	7-01-31-834-020	500.00
Landfill/Disposal Solid Waste OE	7-01-32-837-020	10,000.00
Social Security	7-01-36-845-015	3,000.00
Interlocal & Shared Services		
Police Dispatch	7-01-43-746-020	8,750.00
Spotswood Trash Removal	7-01-43-770-020	12,221.93
Middlesex CO Board of Health	7-01-43-785-020	5,000.00
Payment of Notes		50,000.00
Notes Interest		28,000.00
<b>Total Current Fund</b>		<b>240,088.93</b>

Water Operating Fund		
Purchase of Water	7-05-55-500-025	100,000.00
<b>Total Water Fund</b>		100,000.00
<b>Grand Total</b>		340,088.93

	<u>Motion</u>			<u>Recorded Vote</u>		
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski			✓			
Carolan-Genthe			✓			
Dzingleski ✓			✓			
Peckham			✓			
Perez					✓	
Reid		✓	✓			

CERTIFICATION

I, Matthew Crane, Borough Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 19th day of April, 2017.



Matthew Crane, MPA  
Acting Municipal Clerk



**RESOLUTION**  
# 2017 - 74

**REDEMPTION OF TAX LIENS**

WHEREAS, there exists a Tax Tile Lien on property/s located at:

BL 18 LOT 3.04	aka	107 John Street – Cert – 16-00006
BL 21 LT 9.01	aka	29 Lake Ave – 16-00011
BL 14 LT 11	aka	26 John Street – 16-00004
BL 25 LT 17	aka	30 North Shore Blvd – Cert16-00012
BL 15 LT 6	aka	29 John Street – Cert 16-00005

WHEREAS, this lien/s has been redeemed by the responsible parties

NOW, THEREFORE, BE IT RESOLVED that a check/s be drawn made payable to the responsible lien holders/ recorded on Tax Sale Certificates.

	<u>Motion</u>			<u>Recorded Vote</u>		
	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski			✓			
Carolan-Genthe			✓			
Dzingleski ✓			✓			
Peckham			✓		✓	
Perez						
Reid		✓	✓			

CERTIFICATION

I, Matthew Crane, Borough Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 19th day of April, 2017.



\_\_\_\_\_  
Matthew Crane, MPA  
Acting Municipal Clerk

**Resolution  
#2017-76**

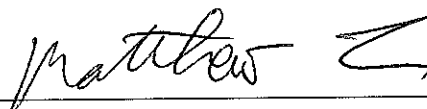
**PAYMENT OF BILLS**

Payment of all bills as per bill list.

	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski			✓			
Carolan-Genthe			✓			
Dzingleski ✓			✓			
Peckham			✓			
Perez					✓	
Reid		✓	✓			

**CERTIFICATION**

I, Matthew Crane, Borough Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 19th day of April, 2017.



Matthew Crane, MPA  
Acting Municipal Clerk

**ORDINANCE**

**#2017 – 4**

**PROPERTY RENTAL AND RESALE INSPECTION**

Be it resolved that Chapter 24 entitled "Landlord Registration" be deleted in its entirety and replaced with "Property Rental and Resale Inspection".

  
**CHAPTER 24**

**PROPERTY RENTAL AND RESALE INSPECTION**

**24 – 1. Adoption of standards by reference**

A. Property Maintenance Code. The International Property Maintenance Code 2006, together with all amendments, supplements, revisions and updates, as the same are approved and published every three years by the Building Officials and Code Administrators International, Inc., be and it is hereby adopted as the Property Maintenance Code of the Borough of Helmetta in the State of New Jersey for the control of all buildings and structures, both residential and commercial, and industrial which are located within the Borough of Helmetta, and a copy of the International Property Maintenance Code 2006 shall be on file in the Department of Code Enforcement and Zoning of the Borough of Helmetta.

B. Hotel and Multiple The Hotel and Multiple Dwelling Law, N.J.S.A. 55:13A-1 et seq. and N.J.A.C. 5:10-1 et seq., is hereby adopted and incorporated herein for the maintenance and control of all hotel and multiple dwellings as defined by the Hotel and

Multiple Dwelling Law, and copy of said documents shall be on file in the Office of Code Enforcement of the Borough of Helmetta.

C. Uniform Fire Code. The Uniform Fire Safety Act, N.J.S.A. 52:270-192 et seq. and N.J.A.C. 5:18-1 et seq. is hereby adopted and incorporated herein for the purpose of establishing a system for the enforcement of minimum fire standards for all buildings and structures located within the Borough of Helmetta.

**24 – 2. Registration.**

A. Every owner of any building or structure, other than owner-occupied one and two-family, which comes under the provisions of this article, shall, within thirty (30) days of the enactment of this article, file with the Borough of Helmetta, a written registration statement (hereinafter referred to as an "owner registration statement") upon a form designated by the Department of Code Enforcement and made available to the public, said form shall contain the following information:

1. The names and addresses of the owners in title of the property.
2. If the record owner is a corporation, the names of the registered agent that will accept all legal notices on behalf of the corporation.
3. If the owner is an entity other than an individual, the name and address of each partner and/or owner or person having a beneficiary interest; in the case of a corporation, the names and addresses of each stockholder if the total number of stockholders is twenty (20) or fewer. In any event, with regard to corporate ownership, the registry shall disclose the names and addresses of any stockholder

who either owns directly or beneficially ten (10) percent of the stock of the corporation.

4. The names address and telephone number of the managing agent of the premises, if any.

5. The name, address and telephone number, including the dwelling unit, apartment or room number, of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if applicable.

6. The name, address and telephone number of an individual or representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency effecting the premises or property or any unit or dwelling or commercial space therein, who has authority to make emergency decisions concerning the building or property and any repair thereto or expenditure in connection therewith.

7. The number of dwelling or commercial/business/industrial units and the names and addresses of each tenant currently residing therein. Whenever there is a change in tenancy, the owner shall notify the Department of Code Enforcement and Zoning in writing with the names of the tenants and the dwelling unit numbers. If applicable, the number of bedrooms shall be provided along with the total number of persons dwelling therein.

8. All residential tenancies and/or leaseholds shall require window guards whenever any occupants are ten (10) years of age or younger as per N.J.A.C. 5:10-27.1 et seq. as amended.

9. Notwithstanding, anything that may be set forth in any other Chapter and/or Section of the Revised General Ordinances of the Borough of Helmetta, the requirements of this Section shall be applicable to every building in the Borough. Should a conflict arise regarding the standard to be applied in determining compliance with the requirements of this or any other Chapter and/or Section of the Revised General Ordinances of the Borough, the within standards shall control.

B. Said form shall be obtained from and filed with the Construction Official.

### **Section 24 – 3. Inspections.**

A. Property Maintenance Code. The Borough of Helmetta shall have the right to conduct inspections on all structures that come within this article. All inspections conducted pursuant to this article shall be performed in accordance with the procedures set forth in the current International Property Maintenance Code with the exception that any inspections conducted pursuant to the Uniform Fire Code shall be performed in accordance with the provisions set forth in the Uniform Fire Code and any inspection under the Hotel and Multiple Dwelling Law shall be performed in accordance with

the Hotel and Multiple Dwelling Law. The Borough of Helmetta may at any time contract with third party agencies to conduct said inspections.

B. Certificate of Rental Compliance. No person, agency, corporation, partnership, firm, company, owner, real estate agent, broker or any other individual shall hereafter rent, lease or sublet to another or allow any person or persons to live in or occupy as a tenant or otherwise or suffer or permit any change in occupancy or use of any building, dwelling or dwelling unit or part thereof without first obtaining from the Department of Code Enforcement and Zoning, a Certificate of Rental Compliance stating that at the time of the proposed rental lease or subletting by such person the premises complied with all applicable ordinances of the Borough of Helmetta. This section does not apply to a single-family dwelling where the registered owner resides therein.

C. In the event the owner or lessor of a premises fails to correct a nuisance, defect or other violation, following proper notice of same, the Borough may take all necessary and appropriate actions to abate said nuisance, correct said defect or violation or put said premises in proper condition in accordance with state laws and local ordinances at the cost of the owner or lessor. Pursuant to N.J.S.A. 40:48-2.12(f), the cost expended by the municipality for such purpose shall be charged to the owner or lessor and shall become a lien against said premises as provided by law.

#### **Section 24 – 4. Procedures.**

A. Property Maintenance Code. All inspections conducted pursuant to this article shall be performed in accordance with the procedures set forth in the International Property Maintenance Code with the exception that any inspections conducted pursuant to the Uniform Fire Safety Act shall be performed in accordance to said Act and any inspections pursuant to the Hotel and Multiple Dwelling Law shall be conducted in accordance and procedures set forth therein.

B. Certificate of Rental Compliance. The Department of Code Enforcement and Zoning shall make available appropriate application forms for certificate of leased occupancy and shall make said forms available in the office of the Department of Code Enforcement and Zoning. These forms shall be obtained and completed by the owner, agent, or broker of such rental property. All required inspections shall be completed as evidenced by the issuance of a Certificate of Rental Compliance before the continued occupancy of the unit(s) occurs. The landlord shall make application for an inspection under this section at least ten (10) business days prior to the intended new tenancy and the certificate of rental compliance shall be issued before a new tenancy is permitted. The Department of Code Enforcement and Zoning shall make an inspection and issue a certificate of compliance, if the dwelling unit complies with the Property Maintenance Code of the Borough of Helmetta.

C. Certificate of Resale Compliance for all property at time of sale. The Department of Code Enforcement and Zoning shall make available appropriate application forms for a certificate of resale compliance and shall make said forms available at its office. These forms shall be completed by the owner, agent, realtor, or broker of all properties before

a certificate of compliance is granted and before change of ownership and subsequent occupancy occurs. The owner shall make application for an inspection under this section at least ten (10) business days prior to the intended date of sale or other form of change in ownership. The Department of Code Enforcement shall make an inspection and issue a certificate of compliance if the dwelling complies with the Property Maintenance Code of the Borough of Helmetta.

D. The certificate of rental and resale compliance as set forth above shall be valid for a period of sixty (60) days from the date of issue.

#### **Section 24 – 5. Violations**

Violations of any requirement of this chapter must be corrected by the owner of the unit/property before the issuance of a certificate of compliance. The responsibility for correction of a violation, except in the case of a rental, may be assumed by the buyer, with the written notification and approval of the seller, buyer and Department of Code Enforcement and Zoning. At the time of assumption of responsibility, a conditional certificate of compliance may be issued and the violation shall be corrected by the buyer within thirty (30) days of the date of issuance of the conditional certificate of compliance. Said conditional certificate of compliance may be extended for additional thirty-day periods for a total time not to exceed ninety (90) days from the date of the issuance of the original conditional certification. Such extensions shall be granted by the Department of Code Enforcement and Zoning taking into consideration the nature of the work necessary to abate any violation and the progression of the work to date.

Any violation of the electrical code or plumbing code which poses a major threat to the health, safety or welfare of any potential occupant in the opinion of the Electrical or Plumbing Sub code Inspector shall be corrected prior to the issuance of any conditional or final certificate of compliance.

#### **Section 24 – 6. Fees.**

A. For a certificate of rental compliance applicable to any property, the fee shall be as follows:

1. Inspection requests scheduled more than five (5) business days prior to the rental date shall have a fee of seventy-five (\$75.00) dollars and if a re-inspection is necessary, a fee of fifty (\$50.00) dollars shall be required.
2. Inspection requests scheduled five (5) or less business days prior to the rental date shall have a fee of one hundred twenty-five (\$125.00) dollars and if are-inspection is necessary, a fee of seventy-five (\$75.00) dollars shall be required.

B. For a certificate of resale compliance applicable to any property, the fee shall be as follows:

1. Inspections requests scheduled more than ten (10) business days prior to the closing date shall have a fee of one hundred (\$100.00) dollars.

The initial re-inspection, if necessary, shall have no fee.

2. Inspections requested to be scheduled four to ten (10) business days prior to the closing shall have a fee of one hundred fifty (\$150.00) dollars.

The initial re-inspection, if necessary, shall have a fee seventy-five (\$75.00) dollars.

3. Inspections requested to be scheduled less than four business days prior to closing shall have a fee of two hundred dollars (\$200.00).

The initial re-inspection, if necessary, shall have a fee one hundred (\$100.00) dollars.

C. The fee for each additional re-inspection that may be necessary resulting from any denial shall be one hundred fifty (\$150.00) dollars.

D. All said fees shall be paid with the application for inspection and/or with the request for re-inspection. The fee for the fire inspection shall be that which is established in the Uniform Fire Safety Act set forth in said Act and the Revised General Ordinances of the Borough of Helmetta.

**Section 24 - 7. Enforcement.**

A. Property Maintenance Code. The International Property Maintenance Code which has been adopted by the Borough of Helmetta and has been further set forth herein shall be enforced by the Department of Code Enforcement and Zoning through the Construction Official and/or the Code Enforcement Officers. All penalties specified in the International Property Maintenance Code have been recognized and adopted by the Borough of Helmetta and therefore are enforceable through the Department. The Fire Official shall enforce the Uniform Fire Safety Code. The Borough of Helmetta may at any time contract with third-party agencies with respect to the inspections and enforcement of said code.

B. The penalty for failure to register property as set forth in this article shall be enforced by the Municipal Court of the Borough of Helmetta and said penalty shall not exceed two hundred fifty (\$250.00) dollars on a first offense and shall not exceed the maximum allowed by law for subsequent offenses.



Borough of Helmetta  
51 Main Street  
Helmetta, NJ 08828

APPLICATION FOR RESALE COMPLIANCE  
CERTIFICATE

Inspection Date: \_\_\_\_\_

CLOSING DATE \_\_\_\_\_ BLOCK LOT \_\_\_\_\_  
Certificate # \_\_\_\_\_ Date \_\_\_\_\_

*Owner Information*

Property Address \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Buyer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Realtor's Name \_\_\_\_\_ Phone \_\_\_\_\_

*Dwelling Details*

Size of Dwelling \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Total # of Rooms \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_

Type of Heat \_\_\_\_\_ Is There a Garage? \_\_\_\_\_ If Yes, # of Cars \_\_\_\_\_

Is there a Basement? Y / N Finished? Y / N Is there an attic? Y / N Finished? Y / N

Style of House (Ranch, Cape, Bi-Level, etc.) \_\_\_\_\_

Are there any site improvements (deck, patio, pool, shed, etc.) \_\_\_\_\_

Is so, please specify \_\_\_\_\_

Date \_\_\_\_\_

Applicant's/Realtor's signature

***Please arrive 15 minutes prior to the scheduled inspection time.***

**FEE SCHEDULE IS AS FOLLOWS:**

1. \$100.00 scheduled more than 10 business days from date of closing  
- initial re-inspection fee shall be waived

- Additional re-inspections, if needed, will be \$50 each

2. \$150.00 scheduled four to 10 business days from date of closing  
- re-inspection fee shall be \$75.00

3. \$200.00 scheduled less than four business days from date of closing  
- re-inspection fee shall be \$100.00

**FEEES MUST BE PAID AT THE TIME OF APPLICATION FILING. CHECKS  
OR MONEY ORDERS ARE TO BE MADE PAYABLE TO:**

**THE BOROUGH OF HELMETTA**

***FOR DEPARTMENT USE ONLY:***

Application processed by: \_\_\_\_\_

Type of Payment (Checks, Credit Card, Money Order) Check # \_\_\_\_\_

Amount Paid \_\_\_\_\_

***OPEN PERMITS:***

Additional Comments \_\_\_\_\_

**REGISTRATION STATEMENT OF LANDLORD PURSUANT TO N.J.S.A.46:8-27 ET SEQ**

Borough of Helmetta, County of Middlesex, State of New Jersey

To: Municipal Clerk of the Borough of Helmetta  
51 Main Street  
Helmetta, NJ 08828

Pursuant to the *New Jersey Landlord Act*, N.J.SA 46:8-27 et seq., I hereby file the following  
"Registration Statement of Landlord" with your office for the property located at

\_\_\_\_\_, in the Borough of Helmetta and Block \_\_\_\_\_ Lot \_\_\_\_\_

1. Name and address of owner of property (N.J.S.A. 46:8-28):
2. Name and address of owner of rental business (N.J.S.A. 46:8-28 a):
3. If record owner of property is a corporation (N.J.SA 46:8-28 b):
4. Name and address of registered agent of the corporation:
5. Name and address of officers of corporation:
6. Name and address of person located in the county in which the property is located who is authorized by the owner of the property to accept and sign a receipt for notices from tenants and to issue receipts therefore, and to accept service of process (N.J.SA 46:8-28 c):
7. Name and address of holder of recorded mortgage:
8. Name and Address of Fuel Oil/Heat Supplier:

Code Enforcement & Zoning  
CHECKLIST - Residential  
Resale/Rental

**Residential Rental and Resale Inspection Checklist**

1. Smoke detectors are required on all levels, including attic spaces/ storage area. Smoke detectors shall be installed within 10 feet of sleeping areas. Carbon monoxide detectors must be installed in the vicinity of each sleeping area.
2. Holes in walls, floors and ceilings shall be repaired.
3. Hot & cold water in kitchens and bathrooms shall operate properly and have shut off valves for each. All sinks shall have approved drain traps.
4. Toilets shall be secured, operate properly and have a shut off valve on the water feed line.
5. Electrical outlets shall be in good working order. Junction boxes shall have proper cover plates. All wire connections shall be boxed, wire nutted with cover plate installed.
6. Water heater & boilers shall be in good working order. Adequate ventilation is required to assure proper combustion. Vent/flue pipes to be properly sealed at chimney connection. Screws and supports on vent pipe if needed.
7. Main electrical services line (pipe or cable) shall be properly secured to the structure with approved cable straps or pipe straps.
8. Fire places/wood stove shall be properly maintained and in good condition. (if applicable).
9. All doors shall have proper hardware. Double keyed deadbolt locks are not permitted on exit doors.
10. All residential properties must have operable kitchens and bathroom in each apartment.
11. Every window (other than fixed windows) shall operate properly, repair all broken windowpanes. Window screens shall be free from holes, rips and tears.
12. Roof gutters and leaders must be properly installed and in good repair. Roof shall be in good repair with no evidence of leaks. Foundation walls shall be in good repair.

13. The use of extension cords to replace permanent wiring is not permitted and is illegal. Garage door openers shall be plugged directly into a power supply without the use of an extension cord.
14. Any open permits must be finalized before a CO can be issued.
15. House numbers shall be 4" minimum height, mounted so as to be visible from curb line.
16. Handrails are required on all stairways and steps with three or more risers. All stairways shall be in good condition.
17. Yard area: grass must be cut and trimmed; weeds must be cut and removed. Premises shall be free of rodents, insects and offensive odors.
18. Swimming pool protection (if applicable).

### **Residential Re-Sale Inspection**

**Prior to closing, each residential property is subject to a re-sale inspection.**

**The following items are checked as part of the inspection.**

#### **Smoke Detectors:**

Detectors are to be located on every level of a residence, (basement, first floor, second floor) excluding crawl spaces and unfinished attics, and in every separate sleeping area, between sleeping area and living areas such as the kitchen garage, basement or utility room.

In homes with only one sleeping area on one floor, a detector is to be placed in the hallway within 10 feet of the bedrooms.

In single floor homes with two separate sleeping areas, two detectors are required outside each sleeping area within 10 feet of that room.

In multilevel homes, detectors are to be located outside sleeping areas and at every finished level of the home.

Basement level detectors are to be located in close proximity of the basement stairwell.

### **Carbon Monoxide Alarms:**

A (one) carbon monoxide alarm/detector shall be centrally located outside of each sleeping area within 10 feet.

Where bedrooms are separated and the audibility of the alarm or detector to the occupants within the bedroom area could be seriously impaired, more than one unit could be needed.

Each alarm/detector should be located on the wall, ceiling or other location as specified in the installation instructions that accompany the unit.

The alarm/detector can be battery or the electric plug-in type.

If you have a combination smoke/carbon detector it will need to be installed in accordance with the smoke detector placement in sleeping areas.

### **Placement of Fire Extinguishers**

The Legislature amended and enacted P.L.1991, c. 92 (C.52:27D-198.1), requiring that all one- and two-family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units.

The requirements for the type and placement of the extinguishers are as follows:

- 1) At least one portable fire extinguisher shall be installed in all one- and two-family dwellings (except seasonal rental units) upon change of occupancy;
- 2) The extinguisher shall be listed, labeled, charged, and operable;
- 3) The size shall be no smaller than 1A: 10B:C, rated for residential use and weigh no more than 101bs;
- 4) The hangers or brackets supplied by the manufacturer must be used;
- 5) The extinguisher must be located within 10 feet of the kitchen;
- 6) The top of the extinguisher must not be more than 5 feet above the floor;
- 7) The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- 8) The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;

- 9) The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and lastly
- 10) The extinguisher must be installed with the operating instructions clearly visible.

ORDINANCE # 5 -2017

**AN ORDINANCE AMENDING CHAPTER 13 OF  
THE CODE OF THE BOROUGH OF HELMETTA,  
ENTITLED "POLICE DEPARTMENT"**

**WHEREAS**, the Borough Code of the Borough of Helmetta (the "Borough") currently contains Chapter 13, entitled "Police Department" which establishes and governs the Police Department within the Borough; and

**WHEREAS**, the Borough desires to amend Chapter 13 of the Borough Code in order to restructure the Police Department by amending the table of organization; and

**WHEREAS**, the goal of said ordinance is to allow the Police Department to run in a more efficient and orderly manner to serve the residents and guests of the Borough.

**NOW, THEREFORE, BE IT ORDAINED** by the Borough Council of the Borough of Helmetta that Chapter 13 of the Borough Code entitled, "Police Department" is hereby amended as follows (additions underscored, deletions struck-through):

1. Chapter 13, Section 1 entitled "Establishment" shall be amended as follows:

§ 13-1 Establishment.

Section 13-1(B):

There shall be a Department of Police in accordance with N.J.S.A. 40A:14-118. The Police Department table of organization shall not exceed more than nine (9) officers in total in the following positions at the sole discretion of the Governing Body of the Borough of Helmetta:

- (a). One (1) Chief of Police
- (b). Not more than two (2) sergeants
- (c). Not more than six (6) patrol officers

~~The Police Department table of organization may consist of not more than the following positions (not including police officers), at the sole discretion of the Governing Body of the Borough of Helmetta:~~

- ~~(1) Chief of Police (no more than 1);~~
- ~~(2) Sergeant (no more than 2);~~
- ~~(3) Patrol Officer (no more than 4).~~

**BE IT FURTHER ORDAINED**, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such



adjudication shall apply only to the section, paragraph, subsection, clause or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

**BE IT FURTHER ORDAINED**, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

**BE IT FURTHER ORDAINED**, that this Ordinance shall take effect upon passage and publication in accordance with applicable law.

DATE INTRODUCED:

DATE ADOPTED:

APPROVED:

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CHRISTOPHER SLAVICEK, MAYOR

ATTEST:

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SANDRA BOHINSKI, BOROUGH CLERK