

MINUTES – JANUARY 18, 2017
MEETING OF MAYOR AND COUNCIL
7:00 PM

* 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 - absent
Councilman Perez - absent
Councilman Reid

Also in attendance:

Borough Administrator Matthew Crane
Borough Attorney Joseph Youssouf

* OPEN PUBLIC MEETINGS ACT STATEMENT

Adequate notice of this meeting has been provided as is required under Chapter 231 Public Law 1975 specifying the time, date, location and to the extent known the agenda by posting a copy on the bulletin board in the Municipal Building outside of the meeting room and providing a copy to the Home News Tribune and Sentinel newspapers and by filing a copy in the office of the Municipal Clerk in accordance with the certification which will be entered in the minutes of this meeting.

*Public Portion

Tom Zwolinski, Avenue A wanted to talk about the new ordinance that was adopted regarding no parking on North 13th Street when it snows. He would have objected to it. It is not a main road but a tertiary road. He has five cars in his family and others park on North 13th Street because no one lives there. The Mayor said that the reason that North 13th was added was because there was a safety concern during the snow storm last year; there was a car parked there during the blizzard and they couldn't get through. Tom said there are no addresses there. Every home can be reached from North Shore, Avenue A and Avenue B. The Mayor asked our Borough Attorney if he knows of anything regarding the blocking of streets. Mr. Youssouf said the concern is with the weight and size of the fire apparatus and parking on front lawns. Tom said the fire hydrant is in the front. Councilman Karczewski said it is how the vehicle has to swing.

The Mayor said they will get with the Public Safety Committee to review it.

John Nartowicz, Holly Manor Court said his nephew rented the Community Center and there not enough tables. He had to bring in his own and we should look into getting more for future rentals. The Mayor said we currently have seating for 80 and we are looking to get more. The Mayor said he did meet with his nephew Mark and he was aware that he had to bring in his own. John also said for safety there should be evacuation plans and also an occupancy sign. He also said the refrigerator should be checked and cleaned. John said that in the Police contract he found an article on page 24 that could be changed. The Mayor told him that he knows how concerned he is and his feelings about the Police Department. The Mayor said that in the November election there will be a referendum question if we should have our own Police Department or have shared services. John said he saw an article by Senator Sweeney and he said in order to save taxpayer dollars you have to have shared services. In the meantime with the Chief being out the Prosecutor gave us Lt. Laura Callahan.

Tom Zwolinsk came to the podium again and said that since they are renting the Community Center perhaps at Thanksgiving we can seek donations and open it and serve those in need. He would be willing to help. The Mayor said that he didn't want to put him on the spot but Father Lafferty from St. George's is here and he is probably a good connection to reach out for people.

***CONSENT AGENDA- RESOLUTION #2017-52**

Report of Municipal Clerk, Tax Collector

Resolutions:

#2017-48 - Filing of Tonnage Grant Application

49 - Resolution Authorizing the Borough of Helmetta to enter into an Inter local Service Agreement with the County of Middlesex for provision of Health Services

50 - A Resolution Authorizing the award of a Contract for Professional Services to Gluck Walrath LLP as Borough Bond Counsel for the Borough for the 2017 Calendar Year

51- Resolution Amending 2017 Temporary Budget Appropriations

MOTION SECOND

ROLL CALL:

***APPROVAL OF MINUTES- December 22, 2016**

MOTION – Councilman Karczewski

SECOND – Councilman Reid

ROLL CALL: 4 - 0

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

Councilman Karczewski said he spoke with Darren and the CDBG application came in and it would be in our best interest to do some work around the pavilion. The 2017 NJDOT

road grant a project has to be chosen; possibly Helmetta Boulevard by the guard rail or Old Forge Road. If Helmetta Boulevard is chosen we will have to get new guard rails. A Dumpster has been moved from the shelter to the Community Center. There are also tables and benches by the shelter that can be scrapped. Our 2016 CDBG grant money will be used for the handicap ramp. The trees will be removed and the sidewalk will be extended.

Councilman Reid said a Recreation Meeting was held and a schedule was made. Dates have to be picked for a Trenton Thunder ball game and an Atlantic City bus trip.

Councilwoman Carolan-Genthe said that the Board of Education approved schedules for 2017-2018. The 8th graders are doing fund raisers for their dance. Rehearsals have started for Annie Jr. for the end of April.

Mayor Slavicek said he spoke with Cee about the library. They would come and speak to us. We would be responsible for 1/3 of the million dollar budget. At this time we are not going to budget for this. The children can use the library.

We started renting the Community Center and the Mayor thanked Mr. Youssouf for making up a contract. He asked the Administrator to follow up with the Planning Board about the Master Plan. Condolences were extended to the families of Police Officer Andy Malloy and Chief John Perdoni who passed this week. Our Police Department attended both of their services. The Mayor acknowledged the presence of former Chief Cully Lewis.

Borough Administrator Matthew Crane said we should be getting the quotes from the appraiser for the shelter.

*** ORDINANCE #2016 – 1 (First Reading)**

An Ordinance to exceed the Municipal Budget Appropriation Limits and to establish a Cap Bank (N.J.S.A. 40A:4-45.14) in the Borough of Helmetta, County of Middlesex, State of New Jersey

MOTION – Councilman Karczewski SECOND – Councilman Reid

ROLL CALL: 4 - 0

*** NEW BUSINESS**

CDBG Grant – A Public Hearing will be held at our next meeting on February 15.

*** CLOSED SESSION – Contracts, Lawyer/Client Privilege**

MOTION- Councilman Karczewski SECOND – Councilman Dzingleski

ROLL CALL: 4 – 0

*** ADJOURNMENT**

A MOTION was made by Councilman Karczewski and SECONDED by Councilman Reid to adjourn the meeting. All were in favor.

Sandra Bohinski

Typed from recording of meeting

REPORT OF MUNICIPAL CLERK
JANUARY, 2017

SANDRA BOHINSKI

		Copies	Marr Lic	Plng Bd	Towing	Licenses	Recycling	Vacant
Copies	\$10.00	\$10.00						
Copies	\$6.00	\$6.00						
Nartowicz	\$6.50	\$6.50						
Copy	<u>\$10.00</u>	<u>\$10.00</u>						
<i>Total</i>	\$32.50	\$32.50						

Cat and

Dog License \$1232.00

BOROUGH OF HELMETTA

REPORT OF THE WATER/SEWER COLLECTOR

MONTH OF: OCTOBER

Carol Feig
CAROL FEIG
 WATER/SEWER COLLECTOR

DATED: 11/15/2016
 WATER 2015 0.00
 SEWER 2015 0.00
 WATER 2016 43,551.77
 SEWER 2016 32,826.46
 WATER 2017
 SEWER 2017

ADJ
 2015 TRANSFER OF OVERPAYMENTS
 1,176.56 TOTAL
 2016 TRANSFER OF OVERPAYMENTS

MISC FEE
 WATER MISC 7,674.11
 SEWER MISC 6,805.61
 WATER INTEREST 772.06
 SEWER INTEREST 756.48
 NSF FEE 25.00
 METER READING 40.00
 LIEN HOLDER \$ WATER
 LIEN HOLDER \$ SEWER
 LIEN HOLDER \$ INT-W
 LIEN HOLDER \$ INT-S
 CASH RECEIPTS TOTAL 92,450.48

CLOSING BALANCES

	DEBIT	CREDIT	NET
2016	241,286.43	(1,537.01)	239,749.42
2015	17,098.28	(1,176.56)	15,921.72
			2015 DELINQUENT

BOROUGH OF HELMETTA

REPORT OF THE WATER-SEWER COLLECTOR

MONTH OF: NOVEMBER

DATED: 12/15/2016
 WATER 2015 0.00
 SEWER 2015 0.00
 WATER 2016 66,221.67
 SEWER 2016 53,052.05
 WATER 2017 120.56
 SEWER 2017

MISC FEE
 WATER MISC 7,317.05
 SEWER MISC 6,149.59
 WATER INTEREST 891.00
 SEWER INTEREST 773.55
 NSF FEE
 METER READING 60.00
 TAX SALE WATER 2,223.50
 TAX SALE SEWER 2,873.25
 TAX SALE\$ INT-W 173.90
 TAX SALE \$ INT-S 242.12

CASH RECEIPTS TOTAL

140,098.24

Carol Feig
 CAROL FEIG
 WATER/SEWER COLLECTOR

ADJ
 2015 TRANSFER OF OVERPAYMENTS
 1,665.56 TOTAL

2016 TRANSFER OF OVERPAYMENTS

CLOSING BALANCES				
	2015	2016	DEBIT	CREDIT
			104,726.77	(2,026.08)
			0.00	(1,665.56)
				102,700.69
				(1,665.56) 2015 DELINQUENT

BOROUGH OF HELMETTA

REPORT OF THE WATER-SEWER COLLECTOR

MONTH OF: DECEMBER

DATED: 1/15/2017

WATER 2016	11,852.16
SEWER 2016	10,651.93
WATER 2017	206.74
SEWER 2017	

Carol Feig
 CAROL FEIG
 WATER/SEWER COLLECTOR

ADJ
 2015 TRANSFER OF OVERPAYMENTS
 295.00 TOTAL
 2016 TRANSFER OF OVERPAYMENTS

MISC FEE	
WATER MISC	296.32
SEWER MISC	271.07
WATER INTEREST	144.82
SEWER INTEREST	155.56
NSF FEE	
METER READING	40.00
LIEN HOLDER \$ WATER	3,386.11
LIEN HOLDER \$ SEWER	3,648.00
LIEN HOLDER \$ INT-W	85.10
LIEN HOLDER \$ INT-S	98.93
CASH RECEIPTS TOTAL	<u>30,836.74</u>

CLOSING BALANCES	
2016	DEBIT
2015	0.00
	75,188.57
	CREDIT
	(2,321.08)
	(1,960.56)
	NET
	72,867.49
	(1,960.56) 2015 DELINQUENT

**RESOLUTION
#2017- 48**

FILING OF TONNAGE GRANT APPLICATION

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c. 102, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including, but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and indicate the assent of the Borough of Helmetta to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure that the application is properly completed and timely filed.

NOW THEREFORE, BE IT RESOLVED by the Borough Council of Helmetta that the Borough of Helmetta hereby endorses the submission of a Municipal Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection, Office of Recycling and designates David Sliker as Recycling Coordinator, to ensure that the said application is properly filed; and

BE IT FURTHER RESOLVED, that the monies from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

**RESOLUTION
#2017- 49**

**RESOLUTION AUTHORIZING THE BOROUGH OF HELMETTA
TO ENTER INTO AN INTERLOCAL SERVICE AGREEMENT
WITH THE COUNTY OF MIDDLESEX FOR PROVISION
OF HEALTH SERVICES**

WHEREAS, the County of Middlesex ("County") has created the Middlesex County

Department of Public Health pursuant to N.J.S.A. 26:3A2-1 et seq. to provide public health services; and

WHEREAS, the Borough of Helmetta ("Borough") desires to contract with the County for the provision of public health services of a technical and professional nature; and

WHEREAS, the Borough Council has determined that it is in the best interest of the Borough to enter into an inter local services agreement for the County to provide public health services to the Borough; and

WHEREAS, the County and the Borough are permitted to enter into this agreement pursuant to N.J.S.A. 40:8A-1 et. seq.; and

WHEREAS, a certification to the availability of funds executed by the Chief Financial Officer is attached to this Resolution pursuant to the provisions of N.J.A.C. 5:30-5.4.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Public Health Services Inter local Services Agreement, in a form substantially similar to that attached hereto, with the County of Middlesex for the provision of public health services is hereby approved; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized to sign the Public Health Services Inter local Services Agreement between the Borough of Helmetta and the County of Middlesex in a form substantially similar to that attached hereto; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract and that sufficient funds are available for said contract from Account Number 7-01-43-785-020; and

BE IT FURTHER RESOLVED that conditioned upon the adoption of authorizing resolutions by both the County and the Borough and execution of the attached Public Health Services Inter local Services Agreement by both parties, the Inter local Services Agreement shall be effective pursuant to the terms of the agreement.

**RESOLUTION
#2017-50**

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO GLUCK WALRATH LLP AS BOROUGH BOND COUNSEL FOR THE BOROUGH FOR THE 2017 CALENDAR YEAR

WHEREAS, the Borough of Helmetta has determined there is a need for the legal services relating to bonds and notes within the Borough during the 2017 calendar year; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2017 to December 31, 2017; and

WHEREAS, Gluck Walrath LLP has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Gluck Walrath LLP has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be "Professional Services" pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "Professional Services" without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Gluck Walrath LLP for the provision of legal services as the Borough's Bond Counsel for the 2016 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

**RESOLUTION
#2017-51
RESOLUTION AMENDING 2017 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 2017 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 date of this Resolution is within the first thirty (30) days of the month of January 2017; and

WHEREAS, the total amount of appropriations hereunder of \$716,881.00 does not exceed twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Helmetta for 2017, exclusive of any 2017 appropriations made for debt service,

capital improvement fund and public assistance, and exclusive of 2017 debt service appropriations.

NOW, THEREFORE, BE IT RESOLVED that the following temporary budget for the Borough of Helmetta for the year 2017 be adopted, and a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer for their records.

CURRENT FUND

Revenue Administration (Collection of Taxes) OE	\$ 1,192.00
CDBG 2016	\$ 577.00
TOTAL CURRENT FUND AS AMENDED	\$ 44,969.00
GRAND TOTAL AS AMENDED	\$716,881.00

**RESOLUTION
#2017-52
CONSENT AGENDA**

The following routine items and resolutions will be adopted in unison as a Consent Agenda:

Report of Municipal Clerk, Tax Collector

Resolutions:

#2017- 48 Filing of Tonnage Grant Application

49- Resolution Authorizing the Borough of Helmetta to enter into an Inter local Service Agreement with the County of Middlesex for provision of Health Services

50- A Resolution Authorizing the award of a Contract for Professional Services to GLUCK WALRATH LLP as Borough Bond Counsel for the Borough for the 2017 Calendar Year

51- Resolution Amending 2017 TEMPORARY BUDGET APPROPRIATIONS

**ORDINANCE
#2017 - 1**

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14) IN THE BOROUGH OF HELMETTA, COUNTY OF MIDDLESEX, STATE OF NEW JERSEY

WHEREAS, the Local Government Cap Law (N.J.S.A. 40A:4-45.1 et seq.) provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 0.50% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Borough Council of the Borough of Helmetta in the County of Middlesex finds it advisable and necessary to increase its CY2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the residents; and,

WHEREAS, the Borough Council of the Borough of Helmetta hereby determines that a 3.5% increase in the budget for CY2017 over CY2016, amounting to \$58,155.48 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Borough Council of the Borough of Helmetta hereby determines that any amount authorized above not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Helmetta, in the County of Middlesex and State of New Jersey, a majority of the full authorized membership of this Governing Body affirmatively concurring, that in the CY2017 budget year, the final appropriations of the Borough of Helmetta shall, in accordance with this Ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, over the CY2016 final appropriations, amounting to \$58,155.48, and the CY2016 municipal budget for the Borough of Helmetta be approved and adopted in accordance with this Ordinance; and Borough of Helmetta Page 1 of 2 Ordinance #2017- 1

BE IT FURTHER ORDAINED, that any amount authorized by this Ordinance that is not appropriated as part of the final CY2017 budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED that a certified copy of this Ordinance as introduced be filed with the Director of the Division of Local Government Services within five (5) days of introduction; and

BE IT FURTHER ORDAINED that a certified copy of this Ordinance upon adoption, with the recorded vote included thereon, be filed with said Director of the Division of Local Government Services within five (5) days of final adoption; and

BE IT FURTHER ORDAINED that if any part or parts of this Ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this Ordinance; and

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent herewith are repealed, but only to the extent of such inconsistency; and

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon adoption and publication as required by law.

MOTION – Councilman Karczewski

SECOND – Councilman Reid

ROLL CALL: 4 - 0