

MEETING OF MAYOR AND COUNCIL
MINUTES OF MAY 18, 2016
7:00 PM

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

The meeting was called to order at 7:02 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 who have served protecting our freedom.

* CALLING OF THE ROLL

Mayor Slavicek
Councilman Karczewski
Councilman Dzingleski
Councilwoman Carolan-Genthe
Councilman Peckham - absent
Councilman Perez
Councilman Reid

Also in attendance:

Borough Attorney Joseph Youssof, Esq.
Borough Auditor Gerry Stankiewicz
Chief Chad Lockman

* 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.

* 2016 PUBLIC HEARING ON BUDGET

Mayor Slavicek read the following statement: Tonight is the public hearing on the 2016 Municipal Budget. The Budget was introduced on March 2, 2016 at a Public of the Governing Body. The Budget was placed on the Borough's website shortly after the introduction and the notice of tonight's hearing was published in the Home News Tribune on May 5, 2016. The hearing tonight is strictly on the 2016 Municipal Budget. Questions relating to the County budget and taxes and school district budget and taxes should be addressed directly to those Boards. The Public is requested to restrict their questions only to the Municipal Budget. At this time we are required to have a motion to open the Public Hearing. A MOTION was made by Councilman Karczewski and SECONDED by Councilman Reid. ROLL CALL: 5 – 0.

The Meeting was opened to the Public. There being no one who wished to be heard; the meeting was closed to the Public. A MOTION to close the Public hearing was made by Councilman Karczewski and SECONDED by Councilman Perez. ROLL CALL: 5 – 0.

Borough Auditor Gerry Stankiewicz gave a synopsis of the Budget. There will be a 4.8 cent increase which amounts to a \$100 increase on a \$205,00.00. The CFO and BA were advised to monitor every line item so as to have sufficient funds.

* RESOLUTION #2016 – 105 ADOPTION OF BUDGET

MOTION – Councilman Perez SECOND – Councilman Karczewski
ROLL CALL: 5 – 0

* RESOLUTION #2016 – 108 SELF EXAMINATION

MOTION – Councilman Karczewski SECOND – Councilman Perez
ROLL CALL: 5 - 0

* PUBLIC PORTION

During the Public Portion of any Council Meeting members of the Public may only speak on topics Of concern to the residents of the Borough. Each individual will be given five minutes to speak as per the Rules to Govern adopted January 4, 2016. During the Public potion of any meeting, the members of the Public as well as the Governing Body shall be courteous and respectful to one another. No comments and/or behavior that are considered disrespectful, ill-willed or with the intent to harass will be tolerated. If such behavior occurs, then that individual member of the Public will be asked to sit down and his or her turn to speak will be over, even if the five minutes is not. The Public Portion of the meeting is now opened anyone wishing to speak please state your name and address for the record.

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

* CONSENT AGENDA - RESOLUTON #2016 – 109

Report of Municipal Clerk

Resolutions:

#2016 – 106 Acceptance of Resignation of Devon Gannon

107 Payment of Bills

MOTION – Councilman Karczewski SECOND – Councilman Reid

ROLL CALL: 5 – 0

* APPROVAL OF MINUTES - APRIL 28, 2016

A MOTION was made by Councilman Karczewski and SECONDED by Councilwoman Carolan-Genthe to accept the minutes as presented. ROLL CALL: 5 – 0

* REPORT OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,

BOROUGH ENGINEER, PUBLIC WORKS, PUBLIC SAFETY COMMITTEES

Chief Lockman stated that they are in the process of looking for a new Police Officer. He met with people from Kaplan and they went through the building. Each Officers key ring will have fobs to enter the building. The Police Chief from Spotswood was also present to get the layout of

the building. Keys were also turned over to the Fire Department.

Mayor Slavicek recognized Christine Hughes on her five years of employment in the Municipal Court. A letter of appreciation and wishing him well was sent to Devon Gannon.

He is waiting for the Borough Administrator to complete the on-line payments with Edmunds. The cost will be \$1200.00 a year.

Darren planted hostas around the Flag pole. The plants will come up yearly.

The American flags were put up on the poles for Memorial Day.

On May 5th he attended the National Day of Prayer at Spotswood.

The 55+ ice cream social was held.

Our Code Enforcer, Joe Katora, fractured his ankle and is out on leave.

Councilman Reid said that due to the weather movie night had to be cancelled.

The town wide yard sale will take place this weekend. The Clerk stated that 15 houses and 5 residents from Heather Glen signed up. Councilwoman Carolan-Genthe said that she posted it on the "yard sale" website. It was also advertised in the Sentinel and Home News Tribune.

Councilman Perez thanked the Auditor for meeting with them and fine-tuning the budget. The Finance Committee has been meeting and is keeping up with the criteria for best practices.

Councilman Karczewski said that he and the Borough Clerk met with the Middlesex County Mosquito Control Commission. He will be taking pictures of the downed trees in the brook and also the basin. If water sits for five days, mosquitos will start to breed. At our town wide cleanup we had approximately thirty people volunteering to help. We will be looking for volunteers to help with the cleanup of the brook. The County will come with their equipment to help us. Low lying trees impede the flow of water which becomes a breeding place for the mosquitos. It also builds up silt which raises the level of water. Removal of these blockages will help reduce flooding as well.

Councilwoman Carolan-Genthe attended the Board of Education meeting. The Principal of Schoenly School attended with the Pre-K children presented their guided reading program. The Board members sat on the floor with them as the children read to them. The slabs have been installed for the bleachers. Remilling will start at Appleby School; with what they pick up a path will be made on Shupin Street. The basketball courts still need to be painted. They are still waiting for permits for the locker room. The students have been good with parking. Nineteen staff members attended a Community Emergency Preparedness Drill. They are the third group in the State to receive such training. 130 children participated in the Appleby concert; Memorial School will be having a concert as well.

Councilman Reid said that at the ice cream social he was asked if a community garden would be feasible and where can it be placed. We will have to get in touch with Darren where he thinks it should be placed and the cost. One place might be by the pavilion. It would be good for residents of Heather Glen and the new mill project. The Mayor said that our goal would be to have it at no cost to us.

Kathleen Williamson, 27 Old Forge Road is a Master Gardener and has contacted the Master Gardeners at Davidson Mill Park to find out what to Do, how to do it and how to get the money for it. There are many grants for Master Gardeners and she is looking how to get the money. She said it is a great idea for the children to grow the toppings for their pizza and then go to the pizzeria to sponsor it. There are so many ways that people can come together and increase their identity. She has contacted Joe Sapia as he knows so much about the geography and topography about Helmetta. Councilman Reid asked her for her phone number to contact her after he meets with Darren to schedule a meeting. Kathleen said we need flatland, sun and a water source.

* CLOSED SESSION – RESOLUTION #110 – Lawyer/client privilege
MOTION – Councilman Karczewski SECOND – Councilman Dzingleski
ROLL CALL: 5 – 0

A MOTION to go into Open Session was made by Councilman Karczewski and SECONDED by Councilman Reid.

* ADJOURNMENT

There being no further business a MOTION to adjourn was made by Councilwoman Carolan-Genthe and SECONDED by Councilman Reid.

REPORT OF MUNICIPAL
CLERK

APRIL, 2016

SANDRA
BOHINSKI

		Copies	Mar Lic	Plng Bd	Towin g	License s	Recycling
	\$110.0						
Akkaya	0					\$110.00	
Bruno	\$0.50	\$0.50					
Raja	\$12.25						\$12.25
Nardin e	\$12.25						<u>\$12.25</u>
Metz	\$50.00	<u>\$50.00</u>					
Power	<u>\$40.00</u>					<u>\$40.00</u>	
	\$225.0						
Total	0	\$50.50				\$150.00	\$24.50
Cat and Dog License		\$43.00					

RESOLUTION
#2016 – 105

ADOPTION OF BUDGET (entire resolution at the end)

MOTION – Councilman Perez SECOND – Councilman Karczewski
ROLL CALL: 5 – 0

RESOLUTION
#2016 – 106

ACCEPTANCE OF RESIGNATION OF DEVON GANNON

BE IT RESOLVED, that the resignation of Devon Gannon from the Helmetta Police Department be and is hereby accepted.

MOTION – Councilman Karczewski SECOND – Councilman Reid
ROLL CALL: 5 - 0

RESOLUTION
#2016 -107
PAYMENT OF BILLS

Bills payable as per the bill list.

MOTION – Councilman Karczewski SECOND – Councilman Reid
ROLL CALL: 5 - 0

RESOLUTION
#2016 – 108 (entire resolution at the end)
SELF EXAMINATION
MOTION – Councilman Karczewski SECOND – Councilman Perez
ROLL CALL: 5 – 0

RESOLUTON #2016 – 109
CONSENT AGENDA

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

Report of Municipal Clerk

Resolutions:

#2016 – 106 Acceptance of Resignation of Devon Gannon

107 Payment of Bills

MOTION – Councilman Karczewski SECOND – Councilman Reid
ROLL CALL: 5 – 0

RESOLUTION
#2016 – 110

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:

Lawyer/Client Agenda

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.

MOTION – Councilman Karczewski SECOND – Councilman Dzingleski
ROLL CALL: 5 – 0

RESOLUTION #2016-195

**SECTION 2 - UPON ADOPTION FOR YEAR 2016
(Only to be included in the Budget as Finally Adopted)**

Be it resolved by the Borough of Helmetta, County of Middlesex, Mayor and Council of the constitute an appropriation for the purposes stated in the sums therein set forth as appropriations, and authorization of the amount of \$ _____ that the budget hereinbefore set forth is hereby adopted and shall

- (a) \$ 1,352,792.47 (Item 2 below) for municipal purposes; and
- (b) \$ _____ (Item 3 below) for school purposes in Type I School Districts only (N.J.S. 18A:9-2) to be raised by taxation; and
- (c) \$ _____ (Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in Type II School Districts only (N.J.S. 18A:9-3) and certification to the County Board of Taxation of the following summary of general revenues and appropriations:
- (d) \$ _____ (Item 5) Minimum Library Levy (R.S. 40:54-8 et seq.)
- (e) \$ _____ (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy.

RECORDED VOTE (Insert last name)	Karczewski			
	Dzindoletski			
	Carolan-Genithe	Ayes	Neys	Abstained
	Perez			
	Peld			
				Pecobham

SUMMARY OF REVENUES

1. GENERAL REVENUES			
Surplus Anticipated		08-100	\$ 200,000.00
Miscellaneous Revenues Anticipated		40004-10	\$ 394,389.38
Receipts from Delinquent Taxes		15-499	\$ 123,600.00
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)		07-190	\$ 1,352,792.47
3. AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:			
Item 6, Sheet 42		07-195	\$ _____
Item 6(b), Sheet 11 (N.J.S. 40A:4-14)		07-191	\$ _____
Total Amount to be Raised by Taxation for Schools in Type I School Districts Only			
4. TO BE ADDED TO THE CERTIFICATE FOR AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:			
Item 6(b), Sheet 11 (N.J.S. 40A:4-14)		07-191	\$ _____
5. AMOUNT TO BE RAISED BY TAXATION FOR MINIMUM LIBRARY LEVY (Item 6(c), Sheet 11)		07-192	\$ _____
Total Revenues		40000-00	\$ 2,070,181.85

SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS:		
Within "CAPS"		
(a&b) Operations Including Contingent	30001-00	\$ 1,491,735.00
(c) Deferred Charges and Statutory Expenditures - Municipal	30004-00	\$ 169,850.00
(g) Cash Deficit	4F-385	\$
Excluded from "CAPS"		
(a) Operations - Total Operations Excluded from "CAPS"	60023-00	\$ 123,163.07
(c) Capital Improvements	60002-00	\$ 30,000.00
(d) Municipal Debt Service	60003-00	\$ 64,500.00
(e) Deferred Charges - Municipal	60024-00	\$ 32,000.00
(f) Judgments	37-430	\$
(n) Transferred to Board of Education for Use of Local Schools (N.J.S. 40:48-17.1 & 17.2)	29-405	\$
(g) Cash Deficit	46-385	\$
(k) For Local District School Purposes	60008-00	\$
(m) Reserve for Uncollected Taxes	50-899	\$ 158,933.76
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICTS ONLY (N.J.S. 40A-4-13)		
Total Appropriations		\$ 2,070,181.85

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 18th day of May, 2016. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2016 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Sandra Bobinski
Clerk

Certified by me this _____ 18th _____ day of _____ May _____, 2016

Sheet 42

Resolution #2016-108

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

SELF-EXAMINATION OF BUDGET RESOLUTION

2016 MUNICIPAL BUDGET

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Helmetta has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2016 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Borough of Helmetta that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

Resolution #2016-108

4. That pursuant to the Local Budget Law:
- a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Approved:

Vote recorded as follows:

	Moved		RECORDED VOTE			
	<u>1st</u>	<u>2nd</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Karczewski	x		X			
Dzingleski			X			
Carolan-Genthe			X			
Peckham						X
Perez		x	X			
Reid			X			

CERTIFICATION

I, Sandra Bohinski, Clerk of the Borough of Helmetta, Middlesex County, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 18th May, 2016.

Sandra Bohinski
Sandra Bohinski, Borough Clerk

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

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A:4-78(b) and N.J.A.C. 5:30-7.

It is further certified that the municipality has met the eligibility requirements of N.J.A.C. 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with N.J.A.C. 5:30-7.6.

Dated: May 18, 2016

By: 

Jeannine Jones
Chief Financial Officer
Borough of Helmetta

This certification form and resolution of the governing body executing such certification should be annexed to the adopted budget (N.J.A.C. 5:30-7.6(e))