

MINUTES - OCTOBER 19, 2016
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 7:01 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
Councilman Perez
Councilman Reid - Absent

Also in attendance:

Borough Administrator Matthew Crane
Borough Attorney Joseph Youssof, Esq.

* 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

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 portion 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 meeting was opened to the Public. There being no one who wished to speak; the meeting was closed to the Public.

* CONSENT AGENDA - RESOLUTION # 2016 -- 173

Report of Municipal Clerk, Tax Collector, Utility Revenue Collector

Resolutions:

- #2016 – 164 – Authorization to execute Middlesex County Joint Insurance Fund Contract
- 165 – Sewer Utility Fund application of 3rd quarter 2016 overpayment to 4th Quarter 2016 billing
- 166 – Sewer utility fund reallocating sewer units from Brookside Place to Camelot Court Apartments
- 167 – Outside Employment Policy
- 168 – Best Practices
- 169 – Establish Policy for Tax Appeal Notification
- 170 – Authorization for the Borough of Helmetta to continue with Middlesex County for properly capturing CFC's from residentially discarded Appliances
- 171 – Authorization for the Borough of Helmetta to continue with Middlesex County for recycling of paints
- 172 – Payment of bills

MOTION - Councilman Karczewski

SECOND – Councilwoman Carolan-Genthe

ROLL CALL: 5 - 0

*APPROVAL OF MINUTES – September 21, 2016

MOTION – Councilman Perez SECOND – Councilman Karczewski

ROLL CALL: 4 – 0 – 1

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

Councilman Dzingleski stated that the Car Show and Street Fair was successful. On October 28, at 7:00 p.m. a bonfire will be held by the lake. In November a food and clothing drive will be held for the New Life Pantry in Helmetta.

Councilman Karczewski reported that an inspection was held and we are with DEP compliance with our water system. Hydrant flushing will begin. The Borough stairs, in the back, are being painted. At Helme Mill Park trees have been replaced and they are reseeding. They are also working on items on the punch list. The Mayor stated that leaf bags are available and pick will begin. Councilwoman Carolan-Genthe said that the Superintendent had a forum and explained how the Chrome books and Google is used. Last night the new locker rooms were shown. The grouting of the ladies room should be done next weekend. She was approached by someone from the library to see if we would like to become affiliated with them. She is waiting to receive a proposal. The Annual Walk to School Day was successful. The Mayor said it's great a strong relationship with the PTA is developing.

Mayor Slavicek thanked the sponsors for their donations for the fireworks. The computer system is being updated for on-line payments. Notices will be put in the next bill. The newsletter will be coming our next week. Father Lafferty from St. George's would like to have involvement with the community and will purchase lockers and benches for the Police Department. The Fire Department will be next on their list of giving. He stops by on Mayo's night. Upgrade will be made to the Municipal Building with new carpeting and tile.

Borough Administrator Matthew Crane stated that budget requests from the departments have gone out. Councilwoman Carolan-Genthe said the Boys Soccer team won their division. On a sad note the Reverend from the Spotswood Reformed Church passed away.

Councilman Peckham asked when the floors were last tiled and he was told about fifteen years ago. The Mayor stated that it is going to be done correctly this time and that Councilman Karczewski is going to oversee this project.

Joseph Youssef, our Borough Attorney, said he received a letter from the Auditor regarding the Audit. He said that we should hear good news soon regarding our litigation. The contract with the Community Center looks fine.

*** FIRST READING OF ORDINANCE NO. 2016 - 6**

An Ordinance amending Chapter 55 – 43 Schedule XVI: Parking during snow removal and other emergencies.

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

Councilman Peckham asked that signs be placed at the Community Center, “No Overnight Parking”. We will have to put in an ordinance. The Mayor said it will be worked on.

*** CLOSED SESSION – Litigation and Client/Attorney Privileges #2016 – 174**

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

A MOTION was made by Councilman Peckham and SECONDED by Councilwoman Carolan-Genthe to go into Open Session. All were in favor.

*** ADJOURNMENT**

There being no further business a MOTION was made by Councilman Karczewski and SECONDED by Councilwoman Carolan-Genthe to adjourn the meeting. All were in favor.

Our next meeting will be November 16.

Sandra Bohinski
Municipal Clerk

REPORT OF MUNICIPAL CLERK SEPTEMBER, 2016 SANDRA BOHINSKI

		Copies	Mar Lic	Plng Bd	Towing	Licenses	Indlrd RegRecycling	Recycling	Vacant	Marr Cer
Clarence	\$100.00									<u>\$100.00</u>
Castranova	\$28.00		<u>\$28.00</u>							
Copies	<u>\$20.25</u>	<u>\$20.25</u>								
Total	\$148.25	\$20.25	\$28.00							\$100.00

Cat and Dog
License \$8.00

Water/Sewer Receipts Report

July 2016

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2015 Principal	\$ 687.82	\$ 134.99	\$ 822.81
2016 Principal	35,481.66	29,567.45	65,049.11
2017 Principal			
Subtotal	<u>36,169.48</u>	<u>29,702.44</u>	<u>65,871.92</u>
Interest	<u>174.29</u>	<u>83.22</u>	<u>229.04</u>
Subtotal	36,343.77	29,785.66	66,129.43
Final Water Reads	40.00		40.00
NSF Returned Check			
Refund Overpayment			
NSF Bank Fees			
New Water Meter			
Connection Fee			
Water Meter Testing			
Transfer in from Tax			
Transfer out to Tax	<u>\$ 36,383.77</u>	<u>\$ 29,785.66</u>	<u>\$ 66,169.43</u>

Carol Feig
Utility Revenue Collector

RESOLUTION
#2016 – 164
AUTHORIZATION TO EXECUTE MIDDLESEX COUNTY
JOINT INSURANCE FUND CONTRACT

WHEREAS, the Borough of Helmetta has participated as a member of the Middlesex County Municipal Joint Insurance Fund (hereafter the “Fund”) existing pursuant to Chapter 372, Laws of 1983 (N.J.S.A. 40A:10-36 et. seq.); and is desirous of continuing said membership for a term expiring on December 31, 2016 ; and

WHEREAS, the Governing Body of the Borough of Helmetta has determined that continued membership in the Fund is in the best interest of the municipality;

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

SECTION 1. The Borough of Helmetta hereby agrees to continue as a member of the Fund for a period commencing January 1, 2017, and terminating on December 31, 2019 for the purpose of securing the following types of insurance coverage:

- a) Workers Compensation and Employer's Liability.
- b) General Liability Coverage (including Public Official, Police Professional).
- c) Motor Vehicle and Equipment Liability Coverage.
- d) Property Damage Coverage (including Building & Contents, Automobile Physical Damage, Contractors Equipment, Boiler & Machinery and Public Employee Blanket Bonds).

After the expiration of the said three (3) year period of membership, participation may be canceled or extended in accordance with the By Laws of the Fund.

SECTION 2. For the purposes of contribution of sums into the Fund to be designated for administrative costs and claims, the Borough of Spotswood hereby agrees to obtain the types of coverage from the Fund as are set forth in Section 1 of this Resolution and the Indemnity and Trust Agreement to be signed by it.

SECTION 3. The By Laws of the Middlesex County Municipal Joint Insurance Fund, attached hereto, have been adopted and accepted.

SECTION 4. The Governing Body is hereby authorized and directed to execute an Indemnity and Trust Agreement signifying continued membership

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

**RESOLUTION
2016 – 165**

**SEWER UTILITY FUND APPLICATION OF 3RD
QUARTER 2016 OVERPAYMENT TO 4TH
QUARTER 2016 BILLING**

WHEREAS, the Borough of Helmetta charged and received payment from Kaplan companies for 33 sewer units instead of 23 units in the 3rd quarter of 2016 resulting in a 10 unit overpayment; and

WHEREAS, the Borough of Helmetta will charge Kaplan companies for 27 units for the 4th quarter of 2016 and will apply the 10 unit overpayment to the bill resulting in a net billing of 17 units; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Borough's Sewer Utility Collector apply the 3rd quarter 2016 overpayment to the 4th quarter 2016 payment
MOTION – Councilman Karczewski SECOND – Councilwoman Carolan-Genthe
ROLL CALL: 5 - 0

**RESOLUTION
2016 – 166**

**SEWER UTILITY FUND REALLOCATING SEWER
UNITS FROM BROOKSIDE PLACE TO CAMELOT
COURT APARTMENTS**

WHEREAS, the Borough of Helmetta originally approved 30 units of sewer service to Kaplan Companies-the Loft townhouses; and

WHEREAS, Kaplan Companies at the Loft townhouses required 20 units of sewer service to complete that phase of the project resulting in 10 unused units; and

WHEREAS, the Borough of Helmetta is desirous to reallocate the 10 unused units of sewer service originally allocated to the Loft townhouses to Kaplan Companies Camelot Court Apartments

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Borough Sewer Utility Collector be authorized to transfer the 10 sewer units from the Loft townhouses and to Camelot Court Apartments
MOTION – Councilman Karczewski SECOND – Councilwoman Carolan-Genthe
ROLL CALL: 5 - 0

**RESOLUTION
#2016 - 167**

OUTSIDE EMPLOYMENT POLICY

Whereas, to be consistent with “best practices” enumerated by the State, the Borough is requiring that all department heads provide information on any outside employment so that the Borough can assure that no conflicts of interest impinge on municipal governance.

Therefore be it resolved, that any department head complete the information on the memo and return it at your earliest convenience
MOTION – Councilman Karczewski SECOND – Councilwoman Carolan-Genthe
ROLL CALL: 5 - 0

MEMORANDUM

Borough of Helmetta

TO: Department Heads
FROM: Matthew Crane, Borough Administrator
CC: Denise Marabello, Chief Financial Officer
DATE: December 11, 2016
SUBJECT: Outside Employment

Consistent with “best practices” enumerated by the State, the Borough is requiring that all department heads provide information on any outside employment so that the Borough can assure that no conflicts of interest impinge on municipal governance. Please complete the information on this memo and return it to me at your earliest convenience:

Do you engage in employment outside of your employment with the Borough of Helmetta?

- Yes
 No

If the answer to the question above is “Yes,” please provide the following information:

Name of Employer(s):

Address of Employer(s):

Name of Contact Person(s):

Your Position(s):

Telephone Number of Employer(s):

Any other information that may be relevant to a determination of conflict of interest:

This information will be reviewed by the Borough Administrator for possible conflicts of interest. If you gain new outside employment or change employers or positions, you shall contact the Borough Administrator and complete this form.

Name Printed

Department

Signature

Date

**RESOLUTION
#2016- 168**

BEST PRACTICES

WHEREAS, the Borough of Helmetta has received and completed the "2016 Best Practices Inventory" sent out on October 19, 2016 by the Division of Local Government Services, and

WHEREAS, the Chief Financial Officer has certified a score of 22 out of a possible 30; and

WHEREAS, the high percentage of positive responses on the 2016 Best Practices Worksheet qualifies the Borough of Helmetta to receive ___% of its State Aid; and

WHEREAS, the Best Practices exercise, now in effect for the last six years, has reflected completely positively on the municipal operations of the Borough of Helmetta.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Helmetta hereby acknowledges review of the 2016 Best Practices Inventory and hereby authorizes the Borough Municipal Clerk to complete the required certification and send such to the State of New Jersey.

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

**RESOLUTION
2016- 169**

ESTABLISH POLICY FOR TAX APPEAL NOTIFICATION

BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that this resolution establish a policy that the Borough's Tax Assessor notify, in writing, both the Chief Financial Officer and governing body of all tax appeals once they are filed or no later than June 1st of each year.

Best Practices - Tax Appeals

Appeals by taxpayers or taxing districts to the County Board of Taxation must be filed by April 1 of the tax year, or 45 days from the date the bulk mailing of Notification of Assessment is completed in the taxing district, whichever is later. If the assessed valuation of the property being appealed exceeds \$1,000,000, the taxpayer or taxing district may file a o the year in question or within 45 days of the taxing district's bulk mailing of the Assessment Notices.

Immediately following the appeal deadline (as noted above) the assessor will provide a list of all appeals filed at the County Tax Board and Tax Court to the chief financial officer who will forward the list to the governing body. The list will include relevant property information (Block, Lot, Qualifier, Property Location, Owner Name and Current Year Assessed Value). The list will be maintained by the assessor and available upon request.

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

3. # 2016 - 170N

**AUTHORIZATION FOR THE BOROUGH OF HELMETTA TO
CONTINUE WITH MIDDLESEX COUNTY FOR PROPERLY CAPTURING
CFC'S FROM RESIDENTIALLY DISCARDED APPLIANCES**

WHEREAS, the County of Middlesex is proactive in addressing environmental issues such as depletion of the ozone layer; and

WHEREAS, effective November 17, 2007 the recycling of white goods including those that contain CFC's (chlorofluorocarbons) is mandatory;

NOW THEREFORE BE IT RESOLVED, that the Governing Body hereby authorizes the Mayor and Municipal Clerk to execute the agreement between the County of Middlesex and the Borough of Helmetta to receive a subsidy of up to 50% as a financial incentive to recover CFC from residential appliances.

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

**RESOLUTION
2016 – 171**

**AUTHORIZATION FOR THE BOROUGH OF HELMETTA TO
CONTINUE WITH MIDDLESEX COUNTY FOR THE RECYCLING OF
PAINTS**

WHEREAS, the Borough of Helmetta has an interlocal service agreement with Middlesex County for the recycling of paint;

WHEREAS, the Borough will continue to accept latex • water and oil-based paint • stains • varnishes • lacquers • thinners • paint in aerosol spray cans; and

WHEREAS these items are collected on the third Saturday of the month at the Municipal Building; and

WHEREAS, the County of Middlesex will provide reimbursement for \$30.00 per hour, not to exceed \$120.00; and

WHEREAS this program shall be for thirty six months (36 months) commencing January 1, 2017;

NOW THEREFORE BE IT RESOLVED, that the Governing Body hereby authorizes the Mayor and Municipal Clerk to execute the agreement between the County of Middlesex for the recycling of paint.

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

RESOLUTION #172

PAYMENT OF BILLS

Payment of bills as per the list.

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

ORDINANCE – First Reading
2016 – 6

AN ORDINANCE AMENDING CHAPTER 55 – 43 SCHEDULE
XVI: PARKING DURING SNOW REMOVAL AND OTHER
EMERGENCIES

In accordance with the provisions of Section 55-23, no vehicles shall be parked upon any of the following streets or parts of streets during snow emergencies; be it amended that the following be included in the list of streets:

NORTH 13TH STREET

This ordinance shall be published as according to law.

This ordinance shall take effect as provided by law.

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