

MINUTES  
MEETING OF MAYOR AND COUNCIL  
SEPTEMBER 21, 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.

Mayor Slavicek introduced Detective Marc Levy of the Middlesex County Prosecutors Office who is here with us in Helmetta providing support and oversight to the Helmetta Police Department in the absence of Chief Lockman . He thanked him for all of his hard work thus far.

\* CALLING OF THE ROLL

Mayor Slavicek  
Councilman Karczewski  
Councilman Dzingleski  
Councilwoman Carolan-Genthe  
Councilman Peckham - ABSENT  
Councilman Perez  
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

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.

No one from the Public wished to speak the Public Portion was closed.

\* CONSENT AGENDA - RESOLUTION #2016 -162

Report of Municipal Clerk, ~~Tax Collector~~, Utility Revenue Collector

RESOLUTIONS:

2016 – 157 – Municipal Lien – 117 Main Street

158 – Hiring of Public Works Employee – Christopher Koenig

159 – Appointment of Eric Fricks as Full Time Police Officer

160 – Authorization to sign contract with Electronic Recyclers International, Inc. (ERI)

~~161 – Payment of bills~~

MOTION – Councilman Karczewski

SECOND – Councilman Perez

ROLL CALL: 5 – 0

Mayor Slavicek read the resume of Eric Fricks. He then called Eric forward and administered the Oath of Office to him

The Mayor recognized Claudia Lemanski for volunteering and the Clerk thanked her for her dedication and hard work.

The Mayor acknowledged the following employees: Officer Kyle Worster for his two years of service, Carol Feig for her eleven years of service and Sandy Bohinski for her twenty eight years of service.

For the Tax Collector's report Councilman Perez said there were a few items on the report that they were not comfortable with and they wanted to research them.

MOTION – Councilwoman Crolan-Genthe

SECOND – Councilman Perez

ROLL CALL: 5 - 0

Resolution #161 Payment of bills

Three bills will be added, ABC for the license, Uniforms, and printer for the meter.

MOTION – Councilwoman Crolan-Genthe

SECOND – Councilman Perez

ROLL CALL: 5 - 0

\* REPORT OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,  
PUBLIC WORKS, PUBLIC SAFETY COMMITTEES

Councilman Karczewski stated that they were seeking bids for tiling for the main hallway and carpeting for the offices. Hopefully by the next meeting we will be able to see the improvements.

Councilman Reid said that they had their last Concert in the Park and everyone enjoyed them and are looking forward to next year. He spoke to Darren regarding getting lights and water by the pavilion. He got an estimate from Gerry from Jersey Central. He spoke with Mario's about the water. Darren is getting a price for the fencing. He found a volunteer to dig and put the water service line in. Saturday will be Helmetta Day and he is hoping to see a lot of people coming out. On October 8<sup>th</sup> we will have our Street Fair and Car Show, we are still getting Vendors. It should be another great event. The Mayor said that being a small community it is great to see their generosity. We were able to pay for the fireworks through their donations. Councilman thanked the group Never Fall Silent for performing at the last Concert in the park and donating their time.

Councilman Perez reported that the water bill was a little higher than usual and he spoke with the Administrator about this. All of the bank reconciliations are not up to date but they are making significant progress.

Councilwoman Carolan-Genthe said that they will be having a bingo for the children. New staff members were introduced. Two teachers received tenure, Jackie Cassidy and Kate Fitzgerald. Twenty people, teachers and residents, took a twenty hour course for community response team. If there was a catastrophic event these people will be able to help out. They are looking to purchase more tablets, Chrome books and digital text books in the future.

The Borough Administrator, Matt Crane, reported that JIF will soon be submitting the figures for what we will owe them. Flu Shot clinic will be on October 5. On-line payments should be mid to the last week in October.

RESOLUTION # 2016 – 163 CLOSED SESSION Litigation

MOTION – Councilman Karzewski SECOND – Councilman Dzingleski

ROLL CALL: 5 – 0

A Motion to come out of Closed Session was made by Councilman Dzingleski and Seconded by Noreen Carolan-Genthe to go into Open Session.

MOTION – Councilman Dzingleski SECOND – Councilwoman Carolan-Genther

ROLL CALL: 5- 0

\*APPROVAL OF MINUTES – August 17, 2016

MOTION – Councilman Dzingleski SECOND – Councilwoman Carolan-Genthe

ROLL CALL: 4 – 0 – 1

\* ORDINANCE 2016-2 – Second Reading of Capital Ordinance

Capital Ordinance providing for various Capital Equipment, and appropriating \$53,000 therefor, Authorized in and by the Borough of Helmetta, in the County of Middlesex, New Jersey

This Ordinance was opened to the Public. There being no one who wished to speak, the hearing on this Ordinance was closed

This ordinance was tabled.

\*ORDINANCE 2016-4

An Ordinance of the Mayor and Council of the Borough of Helmetta amending Chapter 13 of the revised General Ordinances of the Borough of Helmetta entitled Police Department specifically Subsection 1 Section 13-1B.

MOTION – Councilman Reid

SECOND – Councilman Dzingleski

ROLL CALL: 5 - 0

\*ORDINANCE 20 16 -5

An Ordinance of the Borough of Helmetta authorizing Continuing Occupancy for Inspections of Rentals

MOTION – Councilman Dzingleski SECOND – Councilman Reid

ROLL CALL: 5 – 0

Our next meeting will be October 19.

\* 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

*Sandra Bohinski*  
Sandra Bohinski, RMC  
Municipal Clerk

REPORT OF MUNICIPAL CLERK	AUGUST, 2016	SANDRA BOHINSKI					
	Copies	Mar Lic	Plng Bd	Towing	Licenses	Indlrd RegRecycling	Recycling Vacant
Reid	\$28.00	\$28.00					
Kleinman	\$28.00	<u>\$28.00</u>					
Martin	\$1.45	<u>\$1.45</u>					
Wlls Frgo	<u>\$4,666.64</u>						<u>\$4,666.64</u>
<b>Total</b>	\$4,724.09	\$1.45	\$56.00				<u>\$4,666.64</u>

Cat and Dog  
License \$19.00

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>

Water/Sewer Receipts Report

August 2016

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2015 Principal	\$ 1,398.65	\$ 1,444.32	\$ 2,842.97
2016 Principal	62,512.06	57,574.53	120,086.59
2017 Principal			
Subtotal	<u>63,910.71</u>	<u>59,018.85</u>	<u>122,929.56</u>
Interest	<u>193.66</u>	<u>179.14</u>	<u>229.04</u>
Subtotal	64,104.37	59,197.99	123,302.36
Final Water Reads	60.00		60.00
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>\$ 64,164.37</u>	<u>\$ 59,197.99</u>	<u>\$ 123,362.36</u>

Carol Feig

Utility Revenue Collector

**BOROUGH OF HELMETTA**

**REPORT OF THE TAX COLLECTOR**

MONTH OF: August 2016

DATED: 9/15/2016

TAXES 2015 11,273.85  
 TAXES 2016 1,301,810.84  
 TAXES 2017 16,525.07

INTEREST COSTS 2,529.87  
 PROPERTY MAINTENANCE  
 RETURN CHECK FEE  
 SEARCH PRINTOUTS  
 DUPLICATE BILL FEE 25.00  
 SUBTOTAL W/O PREMS

MISC. 30.00  
 TOTAL 1,332,194.63

TAX COLLECTORS TRUST

PRIOR BALANCE  
 BANK REC ADJUSTMENT

DISBURSEMENTS

PREM  
 TTL

BALANCE  
 PREMIUM BALANCE

*Tina McDermott*  
 TINA MCDERMOTT  
 TAX COLLECTOR

ADJUSTMENTS  
 cancelled resolution -0.03  
 transfer overpayments 15,339.57  
 Special Charge-Gross cutting 600.00  
 15,939.54

<u>CLOSING BALANCES</u>		DEBIT	CREDIT	NET
2016	1,489,881.04	(702.48)		1,489,178.56
2015	66,077.71	0.00		66,077.71

12,259.80  
 8,712.95  
20,972.75

0.00  
 0.00  
0.00

20,972.75  
 20,972.75

RESOLUTION  
#2016 – 157

MUNICIPAL LIEN – 117 Main Street

WHEREAS, the house on Block 11 Lot 7 owned by Edward Romano has not been properly taken care of; and

WHEREAS, the grass and weeds grew over a foot high in the front yard; and

WHEREAS, this is in violation of the Borough Code; and


WHEREAS, the Public Works Department went and cleaned the yard;

NOW THEREFORE BE IT RESOLVED, that a Municipal Lien of \$100.00 be placed on the property for the work performed by the Public Works employee to keep the property from being in violation.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski	✓		✓			
Dzingleski			✓			
Carolan-Genthe			✓			
Peckham						✓
Perez		✓	✓			
Reid			✓			

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on September 21, 2016.

  
 SANDRA BOHINSKI, RMC  
 Municipal Clerk



RESOLUTION  
#2016 – 158

HIRING OF PUBLIC WORKS EMPLOYEE – CHRISTOPHER KOENIG

WHEREAS, Christopher Koenig has been employed as a seasonal employee; and

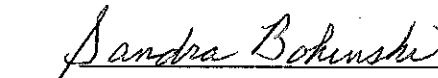
WHEREAS, he is being recommended by the Borough Administrator and Public Works Director to be as a full time employee of the Public Works Department;

NOW THEREFORE BE IT RESOLVED that Christopher Koenig hereby be employee as a full time employee of the Public Works Department and is rate of pay be \$16.00 per hour.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski	✓		✓			
Dzingleski			✓			
Carolan-Genthe			✓			
Peckham						✓
Perez		✓	✓			
Reid			✓			

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 SANDRA BOHINSKI, RMC  
 Municipal Clerk

RESOLUTION  
#2016 – 159

APPOINTMENT ERIC FRIC FRICKS  
AS FULL TIME POLICE OFFICER

BE IT RESOLVED, that Eric Fricks be and is hereby appointed as full time Police Officer in the Borough of Helmetta effective September 22, 2016;

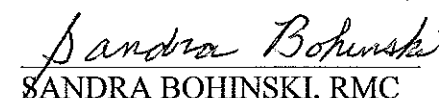
BE IT FURTHER RESOLVED, that he will be entitled to insurance coverage under N.J. Direct 15 or a comparable plan as per the enrollment in October. He will also fall under the P.B.A. Negotiated Contract

BE IT FURTHER RESOLVED that upon the recommendation of Chief Chad Lockman and the Public Safety Department the Eric Fricks be and is hereby appointed as a Full Time Police Officer in the Borough of Helmetta.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski	✓		✓			
Dzingleski			✓			
Carolan-Genthe			✓			
Peckham						✓
Perez		✓	✓			
Reid			✓			

CERTIFICATION

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 SANDRA BOHINSKI, RMC  
 Municipal Clerk

RESOLUTION  
#2016 – 160

AUTHORIZATION TO SIGN CONTRACT WITH  
ELECTRONIC RECYCLERS INTERNATIONAL, INC.

WHEREAS, it is necessary that we have a contract with an electronic recycling company; and

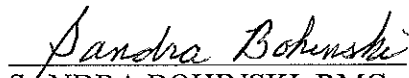
WHEREAS, Electronic Recyclers International, Inc. will be able to meet our electronic recycling needs;

NOW THEREFORE BE IT RESOLVED that the Mayor and the Municipal Clerk are hereby authorized to execute the contract which will be at no cost to the Borough.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski	✓		✓			
Dzingleski			✓			
Carolan-Genthe			✓			
Peckham						✓
Perez		✓	✓			
Reid			✓			

CERTIFICATION

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 SANDRA BOHINSKI, RMC  
 Municipal Clerk


RESOLUTION  
#2016 – 161  
PAYMENT OF BILLS

Payment of bills as per the bill list.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski			✓			
Dzingleski			✓			
Carolan-Genthe	✓		✓			
Peckham						✓
Perez		✓	✓			
Reid			✓			

CERTIFICATION

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 SANDRA BOHINSKI, RMC  
 Municipal Clerk











PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
16-00678	09/14/16	PAR04	PARTY PERFECT RENTALS LLC								
			1 16' Slide/Monster Remain Balan	506.25	6-01-28-795-020	B RECREATION OE	R	09/14/16	09/16/16		
16-00680	09/14/16	TRE08	TREASURER, ST OF NEW JERSEY								
			1 CLERK LICENSE RENEWAL	50.00	6-01-20-120-020	B MUNICIPAL CLERK OE	R	09/14/16	09/14/16		
16-00682	09/14/16	EXC01	EXCLUSIVE ACCOUNTING SERVICE								
			1 PAYROLL	5.30	6-01-20-705-021	B FINANCE OE	R	09/14/16	09/14/16		
			2 PAYROLL	1.76	6-05-55-500-021	B WATER OPERATING OE	R	09/14/16	09/14/16		
			3 PAYROLL	1.76	6-07-55-500-021	B SEWER OPERATING OE	R	09/14/16	09/14/16		
				8.82							
16-00683	09/14/16	ACT01	ACTION DATA SVC, INC								
			1 PAYROLL FEES	46.68	6-01-20-705-021	B FINANCE OE	R	09/14/16	09/14/16		
			2 PAYROLL FEES	15.56	6-05-55-500-021	B WATER OPERATING OE	R	09/14/16	09/14/16		
			3 PAYROLL FEES	15.56	6-07-55-500-021	B SEWER OPERATING OE	R	09/14/16	09/14/16		
				77.80							
16-00686	09/14/16	PCP	PC PROGRESSIVE								
			1 edmunds	1,044.65	6-01-26-772-020	B BUILDINGS & GROUNDS OE	R	09/14/16	09/16/16		6
			2 edmunds	348.21	6-05-55-500-021	B WATER OPERATING OE	R	09/14/16	09/14/16		
			3 edmunds	348.22	6-07-55-500-021	B SEWER OPERATING OE	R	09/14/16	09/14/16		
				1,741.08							
16-00687	09/14/16	COM6528	COMCAST								
			1 INTERNET 8499052480016825	35.02	6-01-25-745-020	B POLICE DEPARTMENT OE	R	09/14/16	09/14/16		
16-00688	09/16/16	BOR20	BOROUGH OF HELMETTA								
			1 Fireworks Permit	331.00	6-01-28-795-020	B RECREATION OE	R	09/16/16	09/16/16		
16-00689	09/16/16	DMF01	D & M FIREWORKS								
			1 2016 Fireworks-Final Payment	2,000.00	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	09/16/16	09/16/16		1085
			2 2016 Fireworks-Final Payment	1,000.00	6-01-28-796-020	B PARKS OE	R	09/16/16	09/16/16		1085
				3,000.00							
16-00691	09/16/16	JCP01	JCP&L								
			1 ACCT 100 087 095 251-58 MAINST	302.05	6-01-31-825-020	B ELECTRICITY	R	09/16/16	09/16/16		

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	PO Type	Contract Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
16-00691	09/16/16	JCP01	JCP&L		Continued								
2	ACCT 100 114 338 708			2.99	6-01-31-825-020	B	ELECTRICITY		R	09/16/16	09/16/16		
				305.04									
16-00697	09/19/16	XER01	XEROX CORPORATION	101.83	6-01-25-745-020	B	POLICE DEPARTMENT OE		R	09/19/16	09/19/16		085881037
16-00699	09/21/16	STA30	STATE OF NJ. DEPT. OF LAW	100.00	6-01-28-795-020	B	RECREATION OE		R	09/21/16	09/21/16		
1	ABC License-Car Show												
Total Purchase Orders:				52	Total P.O. Line Items:	76	Total List Amount:	66,842.02	Total Void Amount:	0.00			