

MEETING OF MAYOR AND COUNCIL
MINUTES – NOVEMBER 24, 2021

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

The meeting was called to order by Mayor Chris Slavicek at 7:05 P.M. All in attendance Pledged Allegiance to the Flag. A moment of silence was observed for those in the military protecting our freedom.

*** ROLL CALL:**

Mayor Slavicek

Council President Dzingleski

Councilman Duffy

Councilman Karczewski

Councilman Mena

Councilman Reid

Councilman Stasi

Also in attendance Matthew Crane, Borough Administrator, Joseph Youssouf, Borough Attorney and Sal Masucci future Borough Administrator.

The Mayor welcomed our new Borough Administrator Sal Masucci and thanked Matt Crane for his years of service. He took the reins and to do the best for Helmetta. He wished him the Best of Luck in future endeavors.

*** 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 News Tribune and Sentinel newspapers and by filing a copy in the office of the Municipal Clerk in accordance with 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 on January 4, 2021. 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.

John Nartowicz, 2 Holly Manor Court said he was sorry to see Matt leave. He said that although the LED lights were installed, he saw no decrease in the billing. He said the new lighting is better. Matt will look into this. He received a call from Paul Reed regarding the Regency Walk sign on Main Street. A complaint was received from a resident. After a brief discussion it was decided that since the sign is on County or Conrail property it would be best to stay out of it.

* CONSENT AGENDA

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

Report of Municipal Clerk, Tax Collector, Utility Revenue Collector

RESOLUTIONS:

2021 – 141 Interlocal with County of Middlesex for Health Services

142 Partial Payment #3 Final to Black Rock Enterprises

143 Acceptance of Resignation of Matthew Crane

144 Hiring of Full Time Borough Administrator Sal Masucci

145 A Resolution Authorizing Year 2021 Budget Transfer

146 Payment of Bills

147 Adoption of Provisions of Chapter 48 – State Health Benefits

~~148 Adoption of Revised Employee Handbook~~

- ~~149 Adoption of Revised Personnel Policies and Procedures Manual~~
#148 & 149 Withdrawn

MOTION – Councilman Duffy SECOND – Councilman Mena

ROLL CALL: 6 – 0

* MINUTES – October 20, 2021

MOTION – Councilman Dzingleski SECOND – Councilman Duffy

ROLL CALL: 6 – 0

Mayor Slavicek said that he attended the League of Municipalities Convention in Atlantic City. Several activities are being planned the holidays. Lighting of the Menorah will be on November 28 at 4:30 p.m. We will have our Tree Lighting on December 3rd, our drive-through with Santa is December 4th, our 55+ Dinner Delivery will also be on the 4th, and on the 18th Santa will drive through town on the Fire truck.

All the Councilmembers individually wished Matt Crane the best on his future endeavors and all a Happy Thanksgiving.

Councilman Mena thanked the Fire Dept. for the quick removal of the tree that fell down.

Borough Administrator Matt said that a meeting is scheduled with our Borough Attorney and Labor Attorney regarding Shared Services. The handrails on the ADA ramp should be installed next week. We should be receiving cameras since we qualified for the Enrichment Enhancement.

The Fire Department will hold their Annual Football Game at 8:30 A.M. at Monroe Township High School.

A MOTION was made by Councilman Reid and SECONDED by Councilman Mena to adjourn the meeting.

REPORT OF MUNICIPAL CLERK

Nov.2021

Sandra Bohinski

Marr

Cer

Solicitor

Auction

		Copies	Marr Lic	Plng Bd	Recycling	Cer	Solicitor	Auction
Gonzalez	\$10.00	<u>\$10.00</u>						
Total		\$10.00						

Dog & Cat License \$8.00

BOROUGH OF HELMETTA

REPORT OF THE TAX COLLECTOR

Tina M. Dermott

**TINA McDERMOTT
TAX COLLECTOR**

MONTH OF: NOVEMBER

DATED: 12/11/2021

TAXES 2020 0.00
TAXES 2021 475,805.06
TAXES 2022 11,477.08

DISBURSEMENTS 478.19
INTEREST

COSTS FOR TAX SALE 13,032.03
LIEN REDEMPTION 132.00
RECORDING FEES
DUPLICATE CERT 30.00
DUPLICATE BILL
TAX SALE PREMIUMS

TOTAL 500,954.36

ADJUSTMENTS

TRANSFER CREDIT FROM 2020 (0.50)

(0.50)

CLOSING BALANCES	DEBIT	CREDIT	NET
2019	0.00	(38,011.10)	(38,011.10) Kaplan
2020	0.00	0.00	0.00
2021	108,403.85	(6,030.82)	102,373.03

Ledger Bal

39,031.11 10/29/2021

6.54 INT 10/29
13,382.81

52,420.46

\$4,931.54
\$16,000.00

20,931.54

Statement Bal
11/30/2021

31,488.92

TAX COLLECTORS TRUST

PRIOR BALANCE

DEPOSITS

DISBURSEMENTS

BANK BALANCE

BOROUGH OF HELMETTA

2020

DELINQUENT TAXES AS OF:

11/30/21

	TOTAL	Penalty	2020
		to 2021	
		misc transfer over pay-wipp	89.68
new llen			
	Cash Recpts	adj	
JANUARY	65,909.28 (10,373.62)	50.70 wipp	55,586.36
FEBRUARY	55,586.36 (5,773.32)	(50.70) wipp	49,762.34
MARCH	49,762.34 (11,422.30)	(17.57) wipp	38,322.47
APRIL	38,322.47 (1,838.32)	(85.78) wipp	36,398.37 *
MAY	36,398.37 (1,646.81)	89.68	34,841.24
JUNE	34,841.24 (2,253.48)		32,587.76
JULY	32,587.76 (12,621.85)		19,965.91
AUGUST	19,965.91 (1,765.67)		18,200.24
SEPTEMBER	18,200.24 (7,260.99)		10,939.25
OCTOBER			0.00
NOVEMBER			
BALANCE			\$ "

correction *

RESOLUTION

#2021 - 151

A RESOLUTION AUTHORIZING YEAR 2021 BUDGET TRANSFERS

WHEREAS, there are 2021 Budget Accounts which require more funding due to circumstances not known at the beginning of the year; and

WHEREAS, there will be excess balances in budget accounts in which the expenditures will be less than projected at the beginning of the year, and

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Helmetta, that the following year 2021 Budget Transfers be authorized and made on the records and accounts of the Borough:

<u>Budget Account</u>	<u>From</u>	<u>To</u>
1-01-23-733-020 Health Insurance Employees	\$3,000.00	
1-01-42-855-020 Municipal Court S&W	\$500.00	
1-01-36-845-015 Social Security	\$1,000.00	
1-01-26-772-020 Building & Grounds OE		\$1,500.00
1-01-28-797-020 Senior Citizens		\$500.00
1-01-20-705-020 Finance S&W		\$500.00
1-01-26-315-020 Vehicle Main-Public Works		\$2,000.00

	Motion	Second	Aye	Nay	Abstain	Absent
DzIngleski			✓			
Duffy	✓		✓			
Karczewski			✓			
Mena		✓	✓			
Reid			✓			
Stasi						✓

CERTIFICATION

I, Sandra Bohinski, Municipal 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 15th day of December 2021.

Sandra Bohinski
 Sandra Bohinski, RMC
 Municipal Clerk

RESOLUTION

#2021 - 152

**RESOLUTION AUTHORIZING REIMBURSEMENT TO MAYOR AND COUNCIL FOR
BOROUGH-RELATED ACTIVITIES**

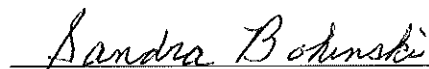
WHEREAS, the Mayor and Council incur expenses such as mileage, phone calls, attendance at seminars, etc. for which there is no monetary reimbursement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Helmetta hereby establish a policy that each member of the Mayor and Council shall be entitled an annual allowance for mileage, use of personal phone, attendance at seminars and conventions and similar Borough-related functions in the amount of \$695.00 for each council member and \$795.00 for the Mayor.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski			✓			
Duffy	✓		✓			
Karczewski			✓			
Mena		✓	✓			
Reid			✓			
Stasi						✓

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Sandra Bohinski, RMC
Municipal Clerk

RESOLUTION

#2021 - 153

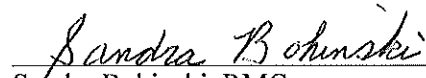
PAYMENT OF BILLS

All bills shall be paid per list.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski			✓			
Duffy	✓		✓			
Karczewski			✓			
Mena		✓	✓			
Reid			✓			
Stasi						✓

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Sandra Bohinski, RMC
Municipal Clerk

December 10, 2021
11:11 AM

BOROUGH OF HELMETTA
8111 List By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	Invoice
Item Description					Description		Enc Date	Date	
21-00744	11/29/21	W.B. MASON	16.64	1-01-31-834-020	B OFFICE SUPPLIES	R	11/29/21	12/10/21	
1		OFFICE SUPPLIES INV NO 2253641							
21-00747	12/01/21	KEMPTON05 KEMPTON FLAG	114.50	1-01-26-772-020	B BUILDINGS & GROUNDS OE	R	12/01/21	12/10/21	
1		8X12 FLAG INV. 21021	114.50	1-01-28-796-020	B PARKS OE	R	12/01/21	12/10/21	
2		8X12 FLAG INV. 21021	229.00						
21-00749	12/01/21	BRIAN'S LAWN MOWER	271.98	1-01-26-772-020	B BUILDINGS & GROUNDS OE	R	12/01/21	12/10/21	
1		SNOW BLOWER REPAIR-INV 7654							
21-00754	12/07/21	CLEARY GIACOBBE ALFIERI&JACOBS	1,200.00	1-01-20-712-020	B LEGAL SERVICES OE	R	12/07/21	12/10/21	
1		LEGAL SERVICES NOVEMBER 2021							
21-00765	12/10/21	AMAZON005 AMAZON CAPITAL SERVICES	179.35	1-01-26-765-020	B STREETS & ROADS OE	R	12/10/21	12/10/21	
1		PANT INV3 IQND-66CV-HJ4W							
21-00766	12/10/21	AMAZON005 AMAZON CAPITAL SERVICES	133.60	1-01-26-765-020	B STREETS & ROADS OE	R	12/10/21	12/10/21	
1		SFTV JACKET INV IQN4-W4X1-MSDD							
21-00767	12/10/21	AMAZON005 AMAZON CAPITAL SERVICES	20.99	1-01-26-772-020	B BUILDINGS & GROUNDS OE	R	12/10/21	12/10/21	
1		DOOR BELL IKC7-R1G9-y73G							
21-00768	12/10/21	REMINGTON & VERNICK ENGINEERS	490.12	C-04-55-901-100	B DESIGN OF IMPROVEMENTS TO MAPLE STREET	R	12/10/21	12/10/21	
1		Maple Street-1206T085--11							
21-00769	12/10/21	THOMAS C. ROSELLI, ESQ.	300.00	1-01-20-712-020	B LEGAL SERVICES OE	R	12/10/21	12/10/21	
1		PUBLIC DEFENDER DECEMBER 2021							
21-00770	12/10/21	MIDDLESEX COUNTY TREASURER	525.10	1-01-31-833-020	B GASOLINE	R	12/10/21	12/10/21	
1		FUEL USAGE NOV 2012 (CV91121)							
21-00771	12/10/21	REMINGTON & VERNICK ENGINEERS	110.00	1-01-20-715-020	B ENGINEERING SERVICE OE	R	12/10/21	12/10/21	
1		INVOICE- 1206T087-5							
21-00772	12/10/21	Midd[esex] Cty Utilities Auth	5,123.94	1-01-32-837-020	B LANDFILL/DISPOSAL SOLID WASTE	R	12/10/21	12/10/21	
1		DUMP CHARGES-NOVEMBER 2021							

December 10, 2021
11:11 AM

BOROUGH OF HELMETTA
Bill List By P.O. Number

Page No: 3

PO #	PO Date	Vendor	Amount	Charge Account	Contract	PO Type	Stat/chk	First	Rcvd	chk/Void	Invoice
Item Description						Description		Enc Date	Date	Date	
21-00773	12/10/21	STAR2STAR COMMUNICATIONS									
1 TELEPHONE-DECEMBER(MUNICIPAL)			344.31	1-01-31-827-020	B	TELEPHONE COSTS	R	12/10/21	12/10/21		
Total Purchase Orders:			21	Total P.O. Line Items:	29	Total List Amount:		14,404.69	Total Void Amount:		0.00

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	1-01	12,494.11	0.00	12,494.11	0.00	0.00	12,494.11
WATER OPERATING FUND	1-05	710.23	0.00	710.23	0.00	0.00	710.23
SEWER OPERATING FUND	1-07	710.23	0.00	710.23	0.00	0.00	710.23
	Year Total:	13,914.57	0.00	13,914.57	0.00	0.00	13,914.57
GENERAL CAPITAL FUND	C-04	490.12	0.00	490.12	0.00	0.00	490.12
Total of All Funds:		14,404.69	0.00	14,404.69	0.00	0.00	14,404.69

RESOLUTION
#2021- 154

**RESOLUTION AUTHORIZING PAYMENT TO VALIC OF \$6,800 PURSUANT TO LOSAP
FOR CALENDAR YEAR 2020**

WHEREAS, the Borough of Helmetta approved a Length of Service Awards Program (the "Program") for its volunteer firefighters beginning January 1, 2003; and

WHEREAS, the Program provides for a payment of \$400.00 into the LOSAP Retirement Plan to those firefighters that meet the qualifying requirements of the Program; and

WHEREAS, the Helmetta Fire Department has provided the Plan Administrator Salvatore Masucci with evidence that the following seventeen (17) firefighters met the qualifying requirements of the Program for calendar year 2020: Christopher Acs, Nicholas Dolce, Raphael Dolce, Michael Duffy, John Dunay, Duane Hoven, Eric Knapp, Jack Kramer, Steve Magno, Pradeep Mathew, Sam Mena, Kevin Palmer, Joseph Reid, William Reid, Kevin Shook and Rob Simonelli and James Thigpen; and

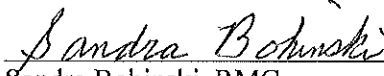
WHEREAS, the Borough has entered into an agreement with AIG Valic, now known as AIG Retirement, to provide financial support for the Program.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Chief Financial Officer is hereby authorized to issue a check in the amount of Six Thousand dollars, Eight hundred (\$6,800) to AIG Retirement for the Borough's contribution to the Length of Service Awards Program for 2020

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski			✓			
Duffy	✓		✓			
Karczewski			✓			
Mena		✓	✓			
Reid			✓			
Stasi						✓

CERTIFICATION

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 Sandra Bohinski, RMC
 Municipal Clerk

RESOLUTION

#2021 - 155

AMENDING RESOLUTION #2021-143

BE IT RESOLVED by the Borough Council of the Borough of Helmetta, that the following resolution be amended to change the hourly rate from \$25.00 to \$35.00.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski			✓			
Duffy	✓		✓			
Karczewski			✓			
Mena		✓	✓			
Reid			✓			
Stasi						✓

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Sandra Bohinski, RMC
Municipal Clerk

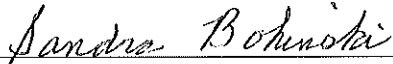
RESOLUTION
#2021 – 156
PERSONNEL POLICIES & PROCEDURES MANUAL

BE IT RESOLVED that the Governing Body of the Borough of Helmetta does hereby approve the Personnel Policies & Procedures Manual effective November 2021.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski			✓			
Duffy	✓		✓			
Karczewski			✓			
Mena		✓	✓			
Reid			✓			
Stasi						✓

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 Sandra Bohinski, RMC
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RESOLUTION
#2021 – 157

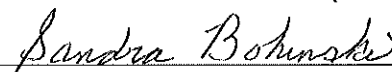
EMPLOYEE HANDBOOK

BE IT RESOLVED that the Governing Body of the Borough of Helmetta does hereby approve the Employee Handbook effective November 2021.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski			✓			
Duffy	✓		✓			
Karczewski			✓			
Mena		✓	✓			
Reid			✓			
Stasi						✓

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