## 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

it would be best to stay out of it.

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 wilt 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

#### \* 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 3<sup>rd</sup>, our drive-through with Santa is December 4<sup>th</sup>, our 55+ Dinner Delivery will also be on the 4<sup>th</sup>, and on the 18<sup>th</sup> 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 guick 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

Copies

Marr Lic Plng Bd

Recycling Cer

Solicitor Auction

Gonzalez

\$10.00

\$10.00

Total

\$10.00

Dog & Cat License

\$8.00

# **BOROUGH OF HELMETTA**

# REPORT OF THE TAX COLLECTOR

MONTH OF: NOVEMBER

**DATED: 12/11/2021** 

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

478.19 DISBURSEMENTS

INTEREST

COSTS FOR TAX SALE LIEN REDEMPTION

13,032.03 132.00 RECORDING FEES DUPLICATE CERT

DUPLICATE BILL TAX SALE PREMIUMS

30.00

500,954.36 TOTAL

TAX COLLECTORS TRUST

PRIOR BALANCE

DEPOSITS

52,420.46

DISBURSEMENTS

\$4,931.54

20,931.54

Statement Bal 11/30/2021 31,488,92

BANK BALANCE

Tina Mc Desmolt. TINA MCDERMOTT
TAX COLLECTOR

ADJUSTMENTS

TRANSFER CREDIT FROM 2020

(0.50)

(38,011.10) Kaplan Z

CREDIT

DEBIT

CLOSING BALANCES

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10/29/2021

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90.06	Penalty																			0.00	Ĺ
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# 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			3	<b>&gt;</b>

correction \*

#### #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:

Budget Account	<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

The state of the s	Motion	Second	Aye	Nay	Abstain	Absent
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#### 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, RMC
Municipal Clerk

#### #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.

			Aye	Abstain	Absent
Dzingleski			<b>/</b>	and the second s	
Duffy	/		/		
Karczewski			<b>V</b>		
Mena		<b>/</b>	/		portugin even from the engine purchase in measurement in a believe from the control of the contr
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#### **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.

<u>Sandra Bohinski</u> Sandra Bohinski, RMC

#### #2021 - 153

#### PAYMENT OF BILLS

All bills shall be paid per list.

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#### **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, RMC Municipal Clerk

P.O. Type: All Range: First to Last Format: Detail without Line Item Notes		Open: N F RCvd: Y H Bid: Y St	Paid: N Void: N Held: Y Aprv: N State: Y Other: Y	Exempt: Y	Y	
PO # PO Date Vendor Item Description	Amount Charge Account	Contract PO Type Acct Type Description		Stat/Chk B	First Rcvd Stat/Chk Enc Date Date	Chk/Void Date Invoice
21-00696 11/10/21 APP01 APPROVED FIRE 1 ANNUAL SPRINKLER INSPECTION 2 5 YEAR SPRINKLER GAUGE REPLACE	PROTECTION INC. 311.66 1-01-25-749-020 120.06 1-01-25-749-020 431.72	B FIRE DEPARTMENT OE B FIRE DEPARTMENT OE		<i>⊼</i> . <i>⊼</i> .	11/10/21 12/10/21 11/10/21 12/10/21	
21-00703 11/15/21 BET01 BETTER LIVING 1 KEYBOARD DUSTER/HDMI CABLE	32.57 1-01-31-834-020	B OFFICE SUPPLIES		<i>7</i> 2	11/15/21 12/10/21	
21-00710 11/17/21 BRU BRUNSWICK UNIFORM SUPPLY 1 CHRIS KOENIG CLOTHING ALLOWANC 376.20 2 CHRIS KOENIG CLOTHING ALLOWANC 125.40 3 CHRIS KOENIG CLOTHING ALLOWANC 627.00	ORM SUPPLY 376.20 1-01-26-765-020 125.40 1-05-55-500-021 125.40 1-07-55-500-021 627.00	B STREETS & ROADS OE B WATER OPERATING OE B SEWER OPERATING OE		20 20 20 	11/17/21 12/10/21 11/17/21 12/10/21 11/17/21 12/10/21	
21-00718 11/19/21 MAX MAXIMUM SECURITY SYSTEMS 1 SERVICE CALL 10/23/21 235.00	TY SYSTEMS 235.00 1-01-26-772-020	B BUILDINGS & GROUNDS OE		<i>7</i> 3	11/19/21 12/10/21	
21-00719 11/19/21 CTRO1 CTRCLE JANTTORIAL SUPPLIES 1 CLEANING SUPPLIES 265.42 1	IAL SUPPLIES 265.42 1-01-26-772-020	B BUILDINGS & GROUNDS OF		<i>7</i> 9	11/19/21 12/10/21	
21-00722 11/19/21 TYC01 JOHNSON CONTRO 1 ANNUAL BILLING 4/14/21-4/14/22 2 ANNUAL BILLING 4/14/21-4/14/22 3 ANNUAL BILLING 4/14/21-4/14/22	JOHNSON CONTROLS SECURITY SOL. -4/14/22 673.42 1-01-26-772-020 -4/14/22 224.47 1-05-55-500-021 -4/14/22 224.47 1-07-55-500-021 1,122.36	B BUILDINGS & GROUNDS OE B WATER OPERATING OE B SEWER OPERATING OE		20 20 20 	11/19/21 12/10/21 11/19/21 12/10/21 11/19/21 12/10/21	
21-00723 11/19/21 TYC01 JOHNSON CONTROLS 1 SERVICE CALL 7/8/21 2 SERVICE CALL 7/8/21 3 SERVICE CALL 7/8/21	LS SECURITY SOL. 1,081.07 1-01-26-772-020 360.36 1-05-55-500-021 360.36 1-07-55-500-021 1,801.79	B BUILDINGS & GROUNDS OE B WATER OPERATING OE B SEWER OPERATING OE		20 20 20 	11/19/21 12/10/21 11/19/21 12/10/21 11/19/21 12/10/21	
21-00743 11/29/21 PSE01 PSE&G CO 1 ACCT NO 13 014 183 07	943.80 1-01-31-829-020	B NATURAL GAS		<i>⊼</i> 3	11/29/21 12/10/21	

PO # PO Date Vendor Item Description	Amount Charge Account	Contract PO Type Acct Type Description	Stat/C	First Rcvd Stat/Chk Enc Date Date	Chk/Void Date Invoice
21-00744 11/29/21 WBM01 W.B. MASON 1 OFFICE SUPPLIES INV NO 2253641	16.64 1-01-31-834-020	B OFFICE SUPPLIES	<b>∞</b>	11/29/21 12/10/21	
21-00747 12/01/21 KEMPT005 KEMPTON FLAG 1 1 8X12 FLAG INV. 21021 2 1 8X12 FLAG INV. 21021	114.50 1-01-26-772-020 114.50 1-01-28-796-020 229.00	B BUILDINGS & GROUNDS OE B PARKS OE	73 73 73	12/01/21 12/10/21 12/01/21 12/10/21	
21-00749 12/01/21 BRIO1 BRIAN'S LAWN MOWER 1 SNOW BLOWER REPAIR-INV 7654 2	WER 271.98 1-01-26-772-020	B BUILDINGS & GROUNDS OE	≈	12/01/21 12/10/21	
21-00754 12/07/21 CLE04 CLEARY GIACOBBE ALFIERI&JACOBS 1 LEGAL SERVICES NOVEMBER 2021 1,200.00 1-01-	: ALFIERI&JACOBS 1,200.00 1-01-20-712-020	B LEGAL SERVICES OE	72	12/07/21 12/10/21	
21-00765 12/10/21 AMAZOOO5 AMAZON CAPITAL SERVICES 1 PANT INV3 1QWJ-66CV-HJ4W 179.35	SERVICES 179.35 1-01-26-765-020	B STREETS & ROADS DE	₽.	12/10/21 12/10/21	
21-00766 12/10/21 AMAZOOOS AMAZON CAPITAL SERVICES 1 SFTY JACKET INV 1CN4-W4XH-MSDD 133.60	SERVICES 133.60 1-01-26-765-020	B STREETS & ROADS OE	70 70	12/10/21 12/10/21	
21-00767 12/10/21 AMAZOOO5 AMAZON CAPITAL SERVICES 1 DOOR BELL 1KC7-R1C9-Y73G 20.99	SERVICES 20.99 1-01-26-772-020	B BUILDINGS & GROUNDS OE	<b>⊅</b>	12/10/21 12/10/21	
21-00768 12/10/21 REM01 REMINGTON & VERNICK ENGINEERS 1 Maple Street-1206T085-11 490.12 C-04	NICK ENGINEERS 490.12 C-04-55-901-100	B DESIGN OF IMPROVEMENTS TO MAPLE STREET	₹	12/10/21 12/10/21	
21-00769 12/10/21 ROSO2 THOMAS C. ROSEI 1 PUBLIC DEFENDER DECEMBER 2021	THOMAS C. ROSELLI, ESQ. 300.00 1-01-20-712-020	B LEGAL SERVICES OE	<del>⊼</del>	12/10/21 12/10/21	
21-00770 12/10/21 MID17 MIDDLESEX COUNTY TREASURER 1 FUEL USAGE NOV 2012 (CV91121) 525.10 1	Y TREASURER 525.10 1-01-31-833-020	B GASOLINE	≈	12/10/21 12/10/21	
21-00771 12/10/21 REM01 REMINGTON & VERNICK ENGINEERS 1 INVOICE- 1206T087-5 110.00 1-01	NICK ENGINEERS 110.00 1-01-20-715-020	B ENGINEERING SERVICE OE	≈	12/10/21 12/10/21	
21-00772 12/10/21 MCU01 Middlesex Cty Utilities Auth 1 DUMP CHARGES-NOVEMBER 2021 5,123.94 1-0	)tilities Auth 5,123.94 1-01-32-837-020	B LANDFILL/DISPOSAL SOLID WASTE	<b>⊼</b>	12/10/21 12/10/21	

December 11:11 AM
10,
202

# BOROUGH OF HELMETTA Bill List By P.O. Number

Page No: 3

0.00	14,404.69 Total Void Amount:		ne Items: 29 Total List Amount:	21 Total P.O. Li	Total Purchase Orders: 21 Total P.O. Line Items:
R 12/10/21 12/10/21		B TELEPHONE COSTS	ICATIONS 344.31 1-01-31-827-020	STAR2STAR COMMUNI MUNICIPAL)	21-00773 12/10/21 STA17 STAR2STAR COMMUNICATIONS 1 TELEPHONE-DECEMBER(MUNICIPAL) 344.31
First Rcvd Chk/Void Stat/Chk Enc Date Date Invoice		Contract PO Type Acct Type Description	Amount Charge Account		PO # PO Date Vendor Item Description

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
Tota	Total Of All Funds:	14,404.69	0.00	14,404.69	0.00	0.00	14,404.69

#### 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

And the second s	Motion		Aye	Nay	Abstain	Absent
Dzingleski			V			SAMA CONTROL OF THE SAME OF TH
Duffy			·		A CONTRACTOR OF THE CONTRACTOR	
Karczewski			/			
Mena		/	<b>V</b>			
Reid		EXTENSION TO COMPANY T	7		PARTICIPATION OF THE PROPERTY	and continuous continuous continuous continuous continuous continuous continuous continuous continuous continuo
Stasi		THE CONTROL OF THE CO		and principles of coloring to 25 personnel confidence and accommod		

#### 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

#### #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.

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Dzingleski			/	A STATE OF THE STA	Parasinani makama musaka makama kata kata kata kata kata kata	
Duffy	/		/			
Karczewski			/			
Mena		<b>V</b>	/			
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Stasi	PROBLEM STATE OF THE STATE OF T					

#### **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, RMC

#### **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	V		V	THE STREET, ST		
Karczewski			V			
Mena		V	/	Windows - Francisco		
Reld						
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 Bohnski Sandra Bohnski, RMC

### 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		JE.	/			
Duffy	/		/	Contradicated State III LU Contradicated System (LOCAL TOTAL)		
Karczewski			V			
Mena			/	Mayor on the second control of		
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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