

**MEETING OF MAYOR AND COUNCIL  
WEDNESDAY, JUNE 13, 2011  
7:00 PM**

**\* MEETING CALLED TO ORDER \* STATEMENT REGARDING OPEN PUBLIC MEETING LAW \* SALUTE TO THE FLAG**

**\* CALLING OF THE ROLL:** Peckham, Asciolla, Janeczek,  
Karczewski, Perez, Smith

**\* PUBLIC PORTION**

**\* RESOLUTION # 2011 – 138 BUDGET AMENDMENT**

**\* RESOLUTION # 2011 – 149 SELF EXAMINATION OF BUDGET RESOLUTION**

**\* RESOLUTION # 2011 – 15 ADOPTION OF BUDGET**

**\*CONSENT AGENDA – RESOLUTION # 2011 - 154**

**RESOLUTIONS:**

142 - Special Emergency Resolution – NJS4A-53

143 – Establishing a new petty cash fund

144 – Change in custodian of petty cash fund

145 – Resolution authorizing payment to AIG Retirement of \$6,400 pursuant to LOSAP for calendar year 2009

146 – A resolution requesting permission for the dedication by rider for animal shelter Donations fund required by NJS 40A:5-29

147 – Amendment to resolution #11-82 Community Development Block Grant

148 – A resolution of the Borough of Helmetta appointing Richie Cielez as Assistant Shelter Director

150 – Bills payable as per list

151 – Resolution for fair distribution of State Aid for Education

153– Amendment to Agreement for Animal Impoundment Services

**RESOLUTION – 2011 – 152 Resolution of the Borough of Helmetta authorizing Payment # 8 to Dell Tech Inc., in the amount of \$93,064.36**

**\* MINUTES OF May 25, 2011 -** (Two changes – typo bottom first page name – Perez; Page 3 – place (Clmn. Smith arrived) line before Resolution – 2011 – 134)

**\* REPORTS OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,  
BOROUGH ENGINEER, PUBLIC WORKS, PUBLIC SAFETY**

**\* READING OF ORDINANCE** (First Reading s of 12 & 13)

12 - An Ordinance amending and supplementing Chapter 15 (Salaries and Compensations) of the Borough Code of the Borough of Helmetta

13 – An Ordinance of the Borough of Helmetta amending a fee schedule for the Municipal Animal Shelter

**\* NEW BUSINESS**

Certifying Officer Change  
Police off duty – not being paid  
Grand opening – June 25  
Shelter Hiring  
Representation at meeting in the County regarding homelessness  
Police complaint  
Park improvements  
Planning Board representatives  
Updating of website – court matter  
County sustainable grant offset debt payment  
County voucher for park improvements  
Grant for municipal farming  
Ordinance regarding Police Director  
Kaplan Redevelopment

**\* CLOSED SESSION (if needed)**

**\* ADJOURNMENT**

**MEETING OF MAYOR AND COUNCIL  
WEDNESDAY, JUNE 13, 2011  
7:00 PM**

**\* MEETING CALLED TO ORDER \* STATEMENT REGARDING OPEN PUBLIC  
MEETING LAW \* SALUTE TO THE FLAG**

Mayor Nancy Martin called the meeting to order at 7:06 p.m. This meeting is called to order

in accordance with the Open Public Meetings Law. Notice of the meeting stating the starting

time, date and location were advertised in the Home News and posted on the bulletin board of

the Municipal Building and will be incorporated in the minutes of this meeting. All in attendance

Pledged Allegiance to the Flag.

**\* CALLING OF THE ROLL:** Peckham  
Asciolla  
Janeczek

Karczewski  
Perez - absent  
Smith - arrived 7: 12 pm

**\* PUBLIC PORTION** – There was no one from the Public who wished to speak.

**\* RESOLUTION # 2011 – 138 BUDGET AMENDMENT**

The meeting was opened to the Public; there being no one from the Public who wished to be heard, the meeting was closed to the Public.

MOTION – Cmn Peckham SECOND – Cmn. Asciolla

ROLL CALL: 4 – 0

**RESOLUTION #2011 – 138**

solution 2011-\_\_\_\_\_

May 25, 2011

**BOROUGH OF HELMETTA  
AMENDMENT TO 2011 MUNICIPAL BUDGET**

WHEREAS, the Local Municipal Budget for the year 2011 was introduced on the 23rd day of March, 2011; and

WHEREAS, the public hearing on said Budget has been held as advertised; and

WHEREAS, the Mayor and Council is desirous to amend said budget; and

W, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta, County of Sussex, that the following amendments to the approved budget for 2011 be made:

RECORDED VOTE:

AYES

NAYS

ABSTAIN

ABSENT

250

ciolla  
ek  
rczewski  
ckham  
rez  
nith

IRRENT FUND

GENERAL REVENUES

Miscellaneous Revenues:

Section D: Special Items of General Revenue Anticipated With Prior  
Written Consent of the Director of Local Government Services - Interlocal  
Municipal Service Agreements Offset With Appropriations:

Borough of Jamesburg - Animal Control	\$	0.00	\$	3,750.0
Borough of Sayreville - Animal Shelter	\$	0.00	\$	20,000.0
Borough of Plainsboro - Animal Shelter	\$	0.00	\$	2,000.0
Borough of Spotswood - Animal Shelter	\$	0.00	\$	3,500.0
Borough of Manalapan - Animal Shelter	\$	0.00	\$	10,000.0
Borough of Jamesburg - Animal Shelter	\$	0.00	\$	2,000.0
Borough of South River - Animal Shelter	\$	0.00	\$	15,000.0

Total Section D: Interlocal Municipal Service Agreements Offset With Appropriations	\$	53,305.00	\$	109,555.0
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Section F: Special Items of General Revenue Anticipated with Prior  
Written Consent of Director of Local Government Services - Public and  
Private Revenues Offset with Appropriations:

Clean Communities Program	\$	0.00	\$	4,000.0
Alcohol Education and Rehabilitation Fund - Reserved	\$	0.00	\$	269.6

Total Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues	\$	5,475.24	\$	9,744.9
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Summary of Revenues:

Miscellaneous Revenues:

Total Section D: Interlocal Municipal Service Agreements Offset With Appropriations	\$	53,305.00	\$	109,555.0
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Total Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues	\$	5,475.24	\$	9,744.9
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Total Miscellaneous Revenues	\$ 502,795.93	\$ 563,315.6
Subtotal General Revenues (Items 1, 2, 3 and 4)	\$ 838,795.93	\$ 899,315.6
Total General Revenues	\$ 1,997,619.24	\$ 2,058,138.9
General Appropriations:		
(A) Operations - Within "CAPS":		
LAND USE ADMINISTRATION:		
Municipal Land Use Law (NJSA 44D-1):		
Planning Board:		
Other Expenses - Legal	\$ 8,800.00	\$ 6,500.0
PUBLIC SAFETY FUNCTIONS:		
Police:		
Salaries and Wages	\$ 400,000.00	\$ 395,000.0
INSURANCE:		
Liability Insurance	\$ 36,750.00	\$ 24,750.0
Worker's Compensation	\$ 14,175.00	\$ 26,175.0
Employee Group Insurance (Health)	\$ 117,808.00	\$ 124,208.0
PUBLIC WORKS FUNCTIONS:		
Public Buildings and Grounds:		
Other Expenses	\$ 16,000.00	\$ 16,900.0
Total Operations {Item 8(A)} within "CAPS"	\$ 1,304,873.00	\$ 1,304,873.0
Total Operations Including Contingent - within "CAPS"	\$ 1,305,373.00	\$ 1,305,373.0
Detail:		
Salaries and Wages	\$ 649,785.00	\$ 644,785.0
Other Expenses (Including Contingent)	\$ 655,588.00	\$ 660,588.0
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	\$ 1,425,356.00	\$ 1,425,356.0
(A) Operations - Excluded from "CAPS":		
Other Operations - Excluded from "CAPS":		
Interlocal Municipal Services Agreements:		
Borough of Jamesburg - Animal Control	\$ 0.00	\$ 3,750.0
Interlocal Municipal Services Agreements - Animal Shelter		
Salaries and Wages	\$ 0.00	\$ 30,000.0
Other Expenses	\$ 0.00	\$ 22,500.0
Total Interlocal Municipal Service Agreements	\$ 140,142.00	\$ 196,392.0
Public and Private Programs Offset by Revenues:		
Clean Communities Program	\$ 0.00	\$ 4,000.0
Alcohol Education and Rehabilitation	\$ 0.00	\$ 269.6

	\$	<u>5,475.24</u>	\$	<u>9,744.9</u>
Total Operations - Excluded from "CAPS"	\$	<u>170,214.24</u>	\$	<u>230,733.9</u>
Detail:				
Salaries and Wages	\$	<u>32,250.00</u>	\$	<u>62,250.0</u>
Other Expenses	\$	<u>137,964.24</u>	\$	<u>168,483.9</u>

(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	\$	<u>417,948.24</u>	\$	<u>478,467.9</u>
(O) Total General Appropriations - Excluded from "CAPS"	\$	<u>417,948.24</u>	\$	<u>478,467.9</u>
(L) Subtotal General Appropriations {Items (H-1) and (O)}	\$	<u>1,843,304.24</u>	\$	<u>1,903,823.9</u>
Total General Appropriations	\$	<u><u>1,997,619.24</u></u>	\$	<u><u>2,058,138.9</u></u>

Summary of Appropriations:

Operations - Excluded from "CAPS":				
Interlocal Municipal Services Agreements	\$	140,142.00	\$	196,392.0
Public and Private Programs Offset by Revenues	\$	<u>5,475.24</u>	\$	<u>9,744.9</u>
Total Operations - Excluded from "CAPS"	\$	<u>170,214.24</u>	\$	<u>230,733.9</u>
Total General Appropriations	\$	<u><u>1,997,619.24</u></u>	\$	<u><u>2,058,138.9</u></u>

BE IT FURTHER RESOLVED that this budget amendment be published in the Home News & Tribune in the issue of June 7, 2011 and that a public hearing on this amendment will be held at the Municipal Building, 60 Main Street, Borough of Helmetta, Middlesex County, New Jersey on June 13, 2011 at 7:00 P.M. at which time and place objections may be presented by taxpayers or other interested persons.

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for his certification of the 2011 Local Municipal Budget, so amended.

IT IS HEREBY CERTIFIED that this is a true copy of a resolution amending the Budget, introduced by the Government Body on the 25th day of May, 2011.

Cmn. Smith arrived.

**\* RESOLUTION # 2011 – 149 SELF EXAMINATION OF BUDGET RESOLUTION**

MOTION – Cmn. Peckham      SECOND – Cmn. Ascioia

ROLL CALL: 5 – 0

**SELF-EXAMINATION OF BUDGET RESOLUTION**

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 2011 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 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.
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.

**\* RESOLUTION # 2011 – 152 ADOPTION OF BUDGET**

MOTION – Cmn. Peckham SECOND – Cmn. Aciolla

ROLL CALL: 5 – 0

**\*CONSENT AGENDA – RESOLUTION # 2011 - 154**

**RESOLUTIONS:**

~~142 – Special Emergency Resolution – NJS4A-53 – pulled from agenda~~

143 – Establishing a new petty cash fund

144 – Change in custodian of petty cash fund

145 – Resolution authorizing payment to AIG Retirement of \$6,400 pursuant to LOSAP for calendar year 2009

146 – A resolution requesting permission for the dedication by rider for animal shelter

Donations fund required by NJS 40A:5-29

147 – Amendment to resolution #11-82 Community Development Block Grant

148 – A resolution of the Borough of Helmetta appointing Richie Cielez as Assistant

Shelter Director

150 – Bills payable as per list

151 – Resolution for fair distribution of State Aid for Education

153 – Amendment to Agreement for Animal Impoundment Services

MOTION – Cmn. Aciolla SECOND – Cmn. Peckham

ROLL CALL: 5 – 0

**RESOLUTION # 2011 – 142 - WITHDRAWN**  
**SPECIAL EMERGENCY RESOLUTION - NJS 4A:4-53**

WHEREAS, it has been found necessary to make an Emergency Appropriation to meet certain extraordinary expenses incurred, or to be incurred, by Codification of Ordinances,

WHEREAS, NJS40A: 4-3 provides that it shall be lawful to make such appropriation, which appropriation and/or the "special emergency notes" issued to finance the same shall be provided



for in succeeding annual budgets by the inclusion of an appropriation of at least one-fifth of the amount authorized pursuant to this act.

NOW, THEREFORE BE IT RESOLVED, (by not less than two-thirds of all governing body members affirmatively concurring) that in accordance with the provisions of NJS 40A:4-55:

1. An emergency appropriation is hereby made for Codification of Ordinances the total amount of  
\$ 26,000.00.
2. That the emergency appropriation shall be provided for in the budgets of the next succeeding  
years by the inclusion of not less than \$ \$5,200.00 (must be at least one- fifth of the total amount).
3. That the statement required by the Local Finance Board has been filed with the Clerk and a copy will  
be transmitted the Director of the Division of Local Government Services
4. That two (2) certified copies of this resolution will be filed with the Director of the Division of Local Government Services; however, no approval is required from the Division.

**RESOLUTION # 2011 – 143  
ESTABLISHING A NEW PETTY CASH FUND**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county of municipality by application and resolution; and,

WHEREAS, it is the desire of the Council of the Borough of Helmetta to establish such a fund for the Animal Shelter in the amount of \$175.00; and

WHEREAS, the custodian for this fund is, Michal Cielez who is bonded for the amount of \$90,000.00; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE BE IT RESOLVED that the Council hereby authorizes such action and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

**RESOLUTION # 2011 - 144**

**CHANGE IN CUSTODIAN OF PETTY CASH**

WHEREAS, Denise Biancamano was custodian of the Finance Petty Cash Fund; and  
WHEREAS, in accordance with N.J.S.A. 40:5-21, the Council of the Borough of Helmetta is changing custodians to Lori Russo; and  
WHEREAS, Lori Russo is bonded in the amount of \$90,000.00 by virtue of a surety bond;  
NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Helmetta County of Middlesex hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for a

**RESOLUTION #2011 - 145**

**RESOLUTION AUTHORIZING PAYMENT TO  
AIG RETIREMENT OF \$6,400 PURSUANT TO  
LOSAP FOR CALENDAR YEAR 2009**

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 Lori A. Russo with evidence that the following fifteen (15) firefighters met the qualifying requirements of the Program for calendar year 2009: Christopher Acs, John Aitken, Vincent Amabile, Greg Bennett, Raphael Dolce, John Dunay, Rob Giglia, Kenneth Hobbs, Duane Hoven, Pradeep Mathew, Donald McPherson, Joseph Reid, William Reid, John Reith, Gary Ruskuski, and Ron Wilson; 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 Four Hundred Dollars (\$6,400) to AIG Retirement for the Borough's contribution to the Length of Service Awards Program for 2009.

**RESOLUTION # #2011- 146**

**A RESOLUTION REQUESTING PERMISSION FOR THE  
DEDICATION BY RIDER FOR ANIMAL SHELTER DONATIONS  
FUND REQUIRED BY NJS 40A:5-29**

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and WHEREAS, NJS 40A:5-29 provides for receipt of donations for the animal shelter by the municipality to provide for the operating costs and/or capital costs as designated by the donor to administer this act; and, WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Animal Shelter Donations Fund are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requir

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough Council of the Borough of Helmetta County Middlesex, New Jersey as follows:

1.The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Animal Shelter Donations Fund per NJS 40A:5-29.

2. The Clerk of the Borough of Helmetta, County of Middlesex is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

**RESOLUTION # 2011 – 147**

**AMENDMENT TO RESOLUTION # 11 – 82  
COMMUNITY DEVELOPMENT BLOCK GRANT**

WHEREAS, a Public Hearing was held on February 23, 2011 to discuss Municipal Projects for the 2011 Community Development Block Grant; and

WHEREAS, a resolution was adopted that the Community Development Block Grant Money of

\$27,900.00 be used for the restoration of Residence Park; and

WHERAS, we have been advised that the amounts of money to be given to the Borough of Helmetta has been reduced by \$4,402.00;

NOW THEREFORE BE IT RESOLVED, that we hereby amend our original resolution to reflect the reduction in funding and that the Community Development Grant Money of \$23, 498 be used for the restoration of Residence Park.

**RESOLUTION # 2011 - 148**

**A RESOLUTION OF THE BOROUGH OF HELMETTA  
APPOINTING RICHIE CIELESZ AS ASSISTANT SHELTER  
DIRECTOR**

MEETING OF MAYOR AND COUNCIL  
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**WHEREAS**, Michal Cielesz is currently the Shelter Director at the Helmetta Municipal Animal Shelter in the Borough of Helmetta (the “Borough”); and **WHEREAS**, the Borough Council wishes to appoint Richie Cielesz as Assistant Shelter Director, effective June 13, 2011, to work up to forty (40) hours per week; and **WHEREAS**, Richie Cielesz is to be compensated at an hourly rate of \$18.00 for his services as Assistant Shelter Director.

**NOW, THEREFORE, BE IT RESOLVED** by Borough Council of the Borough of Helmetta that Richie Cielesz be and hereby is hired as Assistant Shelter Director for the Helmetta Municipal Animal Shelter effective June 13, 2011, to work up to forty (40) hours per week, and is to be compensated at a rate of \$18.00 per hour, and that the Mayor is hereby authorized to execute all documents necessary to effectuate such hiring.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided to each of the following:

- a. Richie Cieleusz
- b. Lori Russo, Borough Chief Financial Officer
- c. David A. Clark, Borough Attorney

**RESOLUTION # 2011 – 150**  
**PAYMENT OF BILLS**

**\* RESOLUTION – 2011 – 152** Resolution of the Borough of Helmetta authorizing Payment # 8 to Dell Tech Inc., in the amount of \$93,064.36  
(This resolution is being held for the meeting for June 22 for further clarification.)

**RESOLUTION # 2011 – 152**  
**AMENDMENT TO ANIMAL IMPOUNDMENT SERVICES**

**BE IT RESOLVED**, that page 2 under Regular Shelter Fee be amended to add:  
Per kitten up to 8 weeks old \$20.00 per week

\* **MINUTES OF May 25, 2011** - (Two changes – typo bottom first page name – Perez;  
Page 3 – place (Cmn. Smith arrived) line before Resolution – 2011 – 134)  
MOTION – Cmn. Ascioffa SECOND – Cmn. Peckham  
ROLL CALL: 5 – 0

**\* REPORTS OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,  
BOROUGH ENGINEER, PUBLIC WORKS, PUBLIC SAFETY**  
Borough Engineer Terry Vogt said they are working on the design plans with the D.O.T. on John St. Discussion ensued. Mario has been contacted regarding the dying trees on Old Forge Road.  
Public Works Director Darren Doran stated that a donation of cages for the animal shelter was made by Ginny Werner. Joseph Reid passed his probationary period and his rate of pay will now

MEETING OF MAYOR AND COUNCIL  
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be \$12.50 an hour. Marlboro will be entering into an agreement with us at their meeting on June 16.

East Brunswick has us on their agenda for animal control services. An interest was expressed by

Matawan and Milltown. Clmn. Smith asked about what East Brunswick will be doing with their animal control

vehicle and he was told it would be going to one of their other departments. Darren is figuring a fair fee to charge Matawan. Discussion was held on additional help and volunteers for the shelter.

**\* READING OF ORDINANCE** (First Reading s of 12 & 13)

12 - An Ordinance amending and supplementing Chapter 15 (Salaries and Compensations) of the Borough Code of the Borough of Helmetta

MOTION – Clmn. Ascioffa      SECOND – Clmn. Smith

ROLL CALL: 5 - 0

**ORDINANCE # 2011 - 12**

**AN ORDINANCE AMENDING AND SUPPLEMENTING  
CHAPTER 15 (SALARIES AND COMPENSATION) OF THE  
BOROUGH CODE OF THE BOROUGH OF HELMETTA**

**WHEREAS**, N.J.S.A. 40A:9-10 requires that the salaries, wages or other compensation for municipal officers and employees be fixed by ordinance; and

**WHEREAS**, it is necessary to amend the existing salary ordinance of the Borough in order to reflect changes in salaries, wages or other compensation to certain municipal officers and employees.

**NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED** by the Borough Council of the Borough of Helmetta that the salary and compensation ranges of the following officers and employees of the Borough of Helmetta shall be as set forth below:

TITLE OF OFFICER OR EMPLOYEE	ANNUAL SALARY RANGE
Animal Shelter Director	\$15.00 - \$30.00 an hour
Animal Shelter Assistant Director	\$10.00 - \$25.00 an hour
Animal Shelter Laborer	\$7.00 - \$15.00 an hour

Section 2. All salary provisions, salary-related items and other benefits of employment, as set forth in any employment agreement between the Borough and municipal officers or employees shall remain in full force and effect and shall not be modified by this Ordinance.

Section 3. If any part or parts of this Ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this Ordinance.

Section 4. All Ordinances or parts of Ordinances inconsistent herewith are repealed, but only to the extent of such inconsistency.

Section 5. This Ordinance shall take effect immediately upon its adoption and publication as required by law.

MOTION – Clmn. Ascioffa      SECOND – Clmn. Smith

ROLL CALL: 5 - 0

**13 – An Ordinance of the Borough of Helmetta amending a fee schedule for the Municipal Animal Shelter**

**NOW, THEREFORE, BE IT ORDAINED**, by the Borough Council of the Borough of Helmetta, County of Middlesex and State of New Jersey that the following fee schedule for the Helmetta Municipal Animal Shelter is hereby amended as follows:

**Surrender**

Cats

\$50.00

**BE IT FURTHER ORDAINED**, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

**BE IT FURTHER ORDAINED**, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

**BE IT FURTHER ORDAINED**, that this Ordinance shall take effect upon passage and publication in accordance with applicable law.

MOTION – Clnn. Ascioia      SECOND – Clnn. Peckham

ROLL CALL: 5 - 0

A letter was read by Mayor Martin, received from Susan Bishop-Messler, regarding the handrail on her steps. She is

stating that her insurance company has told her that will not insure her since the steps has no handrail. Since this was a

Borough project (she feels that it is the responsibility of the Borough to replace it. The project was completed over five years ago. This will be reviewed to see who is responsible for the placement of the hand rail.

Mical Cielez was contacted for the name of the laborer for the Animal Shelter. Joan Fernandez will be hired.

**RESOLUTION #2011 – 154A**

**BE IT RESOLVED**, that Joan Fernandez, is hereby appointed as a Laborer at the Helmetta Regional Animal Shelter at

the rate of \$8.50 an hour not to exceed 20 hours per week contingent upon the review of the C.FO.

MOTION – Clnn. Ascioia      SECOND – Clnn. Janeczek

ROLL CALL: 5 - 0

**\* NEW BUSINESS**

Grand opening – June 25 – Invitations will be sent.

Representation at meeting in the County regarding homelessness – Clnn. Peckham will attend this meeting.

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\* **CLOSED SESSION** – Resolution #  
Personnel/Negotiations

\* **AUTHORIZATION TO PURCHASE VAN**  
MOTION - Cmn. Ascioffa  
ROLL CALL: 5 - 0

SECOND – Cmn. Janeczek

\* **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:23 pm.

# ***Borough of Helmetta***

*51 Main Street,  
Helmetta, New Jersey 08828  
732 - 521 - 4946 ext. 110*

**Nancy Martin  
Mayor**

**Darren Doran  
Public Works Director  
Water & Sewer Operator**

## **PUBLIC WORKS REPORT 6/13/11**

### **ANIMAL SHELTER**

- A) Mario's Concrete & Paving estimate for parking lot paving
- B) Donation from Clark Cages
- C) Security system estimate

### **PERSONNEL**

- A) Joe Reid
- B) Kelly Hoover

### **IMPOUNDMENT CONTRACTS**

- A) Marlboro on agenda for 16th
- B) Matawan
- C) Milltown
- D) East Brunswick on agenda for tonight

### **ENERGY GRANT**

- A) Energy saving upgrades have been completed at municipal building



**MEETING OF MAYOR AND COUNCIL  
WEDNESDAY, JUNE 22, 2011  
7:00 PM**

**\* MEETING CALLED TO ORDER \* STATEMENT REGARDING OPEN PUBLIC  
MEETING LAW \* SALUTE TO THE FLAG**

**\* CALLING OF THE ROLL:** Peckham, Ascioffa, Janeczek,  
Karczewski, Perez, Smith

**\* PUBLIC PORTION**

**\* CONSENT AGENDA – RESOLUTION # 2011 – 154**

REPORT of Municipal Clerk, Tax Collector, Utility Collector

**RESOLUTIONS:**

- 152 – Resolution of the Borough of Helmetta authorizing Payment # 8  
in the amount of \$93,064.36 and change order in the amount of \$6942.23
- 157 – Resolution opposing Senate Bill S-2794 which proposes to threaten  
Municipal voters with the diminishment of future property tax relief
- 158 – A resolution of the Borough of Helmetta increasing Joseph Reid's  
Salary and extending his probationary work period
- 159 – Authorization for the signing of a shared services agreement for animal  
Impoundment with the Borough of Marlboro
- 160 – Resolution to cancel taxes Block 39, Lot 13.02
- 161 – Resolution of the Borough of Helmetta appointing Michal and Richie  
Cielesz as Animal Cruelty Investigators
- 162 – A resolution authorizing the purchase of a new 2012 Chevrolet Express  
Van and related options under State Contract Number T-2754
- 163 – Resolution of the Borough of Helmetta adjusting Linda Smith's water  
Bill (Account #345-0)
- 164 – Payment of bills

**\* REPORTS OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,  
BOROUGH ENGINEER, PUBLIC WORKS, PUBLIC SAFETY**

**\* READING OF ORDINANCE (Second Readings of 12 & 13)**

12 - An Ordinance amending and supplementing Chapter 15 (Salaries and  
Compensations) of the Borough Code of the Borough of Helmetta

13 – An Ordinance of the Borough of Helmetta amending a fee schedule for the  
Municipal Animal Shelter

**\* OLD BUSINESS**

Update on hand rail on Ericson Avenue

**\* NEW BUSINESS**

Grand opening of shelter – June 25  
Police Dept.  
Meeting of Middlesex County Freeholders  
Kaplan Redevelopment  
Violations from Freehold Soil

\* **CLOSED SESSION** (if needed)

\* **ADJOURNMENT**

**MEETING OF MAYOR AND COUNCIL  
WEDNESDAY, JUNE 22, 2011  
7:00 PM**

**\* MEETING CALLED TO ORDER \* STATEMENT REGARDING OPEN PUBLIC MEETING LAW \* SALUTE TO THE FLAG**

The meeting was called to order at 7:10 p.m. by Mayor Martin. Adequate notice of this meeting was provided as is required by the Open Public Meetings Law with advertising in the Home News Tribune and posting on the bulletin board. All present Pledged Allegiance to the Flag.

**\*CALLING OF THE ROLL:**

PECKHAM  
ASCIOLLA - absent  
JANECZEK  
KARCZEWSKI  
PEREZ  
SMITH - absent

A presentation was made by the Boy Scouts of American in recognition of all the years the Borough of Helmetta has supported Snuffy Hollow and the Boy Scouts.

**\* PUBLIC PORTION**

No one from the Public wished to speak.

**\*CONSENT AGENDA – RESOLUTION # 2011 – 154**

REPORT of Municipal Clerk, Tax Collector, Utility Collector

**RESOLUTIONS:**

- 152 – Resolution of the Borough of Helmetta authorizing Payment # 8 in the amount of \$93,064.36 and change order in the amount of \$6942.23
- 157 – Resolution opposing Senate Bill S-2794 which proposes to threaten Municipal voters with the diminishment of future property tax relief
- 158 – A resolution of the Borough of Helmetta increasing Joseph Reid's Salary and extending his probationary work period
- 159 – Authorization for the signing of a shared services agreement for animal Impoundment with the Borough of Marlboro
- 160 – Resolution to cancel taxes Block 39, Lot 13.02
- 161 – Resolution of the Borough of Helmetta appointing Michal and Richie Cielesz as Animal Cruelty Investigators
- 162 – A resolution authorizing the purchase of a new 2012 Chevrolet Express Van and related options under State Contract Number T-2754
- 163 – Resolution of the Borough of Helmetta adjusting Linda Smith's water Bill (Account #345-0)
- 164 – Payment of bills

MOTION – Cln. Peckham    SECOND – Cln. Karczewski  
ROLL CALL: 4 – 0

Michael Testa, Architect for the Animal Shelter was here to address any questions or concerns about the shelter.

**\* REPORTS OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,  
BOROUGH ENGINEER, PUBLIC WORKS, PUBLIC SAFETY**  
The Mayor and Attorney had no report. Darren Doran, Public Works Director,

stated a letter was received from the owner of 10 Ericson Avenue and she was told by her insurance company that she needs a handrail for the steps leading unto the property. Discussion ensued and the Borough Engineer will inspect the property and get a price. Matawan did not send in their proposal as of yet and he will contact them. Milltown is looking for a price and Darren recommended \$5000.00 for animal impoundment. There is an issue with the number of cats being picked up in Jamesburg. The Administrator is concerned and wants to advise us when and how many cats can be picked up. The Mayor is concerned about the liability to the Borough. We should be receiving a small recycling can trailer again. Kelly Hoover gave her resume to Darren and he is need of a copy of her certificate. She is currently riding with East Brunswick. If we use Kaplan's parking lot we will need to give them a certificate of insurance. With the grant project we need to know what it will cost to realign the road as Kaplan is willing to pay for it. The Park Committee will consist of Clmn. Janeczek and Smith and Brandon Metz.

**\* NEW BUSINESS**

Grand opening of shelter – June 25 – everything is set. The Committee for the Animal Shelter will be the Public Works Committee

Meeting of Middlesex County Freeholders – a check will be presented to us at their meeting tomorrow evening.

Violations from Freehold Soil – the issue will be addressed by Borough Engineer Terry Vogt

**\* READING OF ORDINANCE (Second Readings of 12 & 13)**

12 - An Ordinance amending and supplementing Chapter 15 (Salaries and Compensations) of the Borough Code of the Borough of Helmetta

A Motion was made and seconded to open this ordinance to the Public. There being no one from the Public who wished to speak the hearing was closed to the Public.

MOTION TO ADOPT- Clmn, Peckham SECOND – Clmn. Janeczek

ROLL CALL: 4 - 0

13 – An Ordinance of the Borough of Helmetta amending a fee schedule for the Municipal Animal Shelter

A Motion was made and seconded to open this ordinance to the Public. There being no one from the Public who wished to speak the hearing was closed to the Public.

MOTION TO ADOPT- Clmn, Peckham SECOND – Clmn. Janeczek

ROLL CALL: 4 - 0

**\* CLOSED SESSION - Personnel**

MOTION – Clmn Karczewski SECOND – Clmn. Peckham

ROLL CALL: 4 – 0

All were in favor to go back into Open Session.

**\* ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:35 p.m.

# REPORT OF MUNICIPAL CLERK

MAY, 2011		Copies	Marr Lic	Plng Bd	Towing	Licenses	Lndlr Reg	Recycling
Rocha	\$20.00	\$20.00						
Santos	\$100.00						\$100.00	
RMK								
Group	\$100.00						\$100.00	
Messina	\$10.00	\$10.00						
Branda	\$100.00						\$100.00	
Ringel	\$100.00						\$100.00	
Shladovsky	\$100.00						\$100.00	
Kampf	\$100.00						\$100.00	
PBA	\$12.40	<u>\$12.40</u>						
McGarigle	\$10.25							<u>\$10.25</u>
Brown	\$100.00						<u>\$100.00</u>	
Fire Dept	<u>\$260.00</u>					<u>\$260.00</u>		
<b>TOTAL</b>	<b>\$1,012.65</b>	\$42.40				\$260.00	\$700.00	\$10.25
Dog & Cat Licenses		\$32.00						

**Town of Helmetta**

**REPORT OF THE TAX COLLECTOR**

Month of: April, 2011

Dated: May 26, 2011

Taxes - 2011	\$ 164,640.66
Taxes - 2010	\$ 1,133.67
Interest	\$ 279.94
Costs	
Tax search	
Return Check fee	
Search Printouts	
Duplicate Bill Fee	\$ 20.00
Misc.	

**TOTAL** \$ 166,074.27

**Tax Collectors Trust**

Prior Balance	\$ 19,300.00
Receipts	\$ 3,257.09

Disbursements	
1024	\$ (3,257.09)
1025	\$ (600.00)

Balance \$ 18,700.00

**Denise Jawidzik**

Denise Jawidzik

Tax Collector

**ADJUSTMENTS**

2010	transfer O/P	\$ 418.70
2010	cancel minimum	\$ 0.52
2011	allow deduction	\$ (250.00)
2011	transfer O/P	\$ (418.70)

**Closing Balances**

	Debit	Credit	Net
Tax			
2011	\$ 919,077.48	\$ (13,995.02)	\$ 905,082.46
Tax			
2010	\$ 63,795.14		\$ 63,795.14
		\$ -	

# Borough of Helmetta

## REPORT OF THE TAX COLLECTOR

Month of: May, 2011

Dated: June 6, 2011

Taxes - 2011 \$ 851,603.27  
Taxes - 2010 \$ 7,017.55

Interest \$ 1,442.22  
Costs  
Tax search  
Return Check fee  
Search Printouts  
Duplicate Bill Fee \$ 30.00  
Misc.

TOTAL \$ 860,093.04

### Tax Collectors Trust

Prior Balance \$ 18,700.00  
Receipts

Disbursements

Balance \$ 18,700.00

**Denise Jawidzik**

Denise Jawidzik

Tax Collector

### ADJUSTMENTS

2011 Refund O/P \$ 500.00

### Closing Balances

	Debit	Credit	Net
Tax			
2011	\$ 77,032.53	\$ (23,053.34)	\$ 53,979.19
Tax			
2010	\$ 56,783.85	\$ (6.26)	\$ 56,777.59
		\$ -	

# Water/Sewer Receipts Report

May 2011

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2007 Principal	\$ -	\$ -	\$ -
2008 Principal	-	-	-
2009 Principal			
2010 Principal	1,763.07	1,511.65	3,274.72
2011 Principal	<u>42,698.69</u>	<u>44,514.30</u>	<u>87,212.99</u>
Subtotal	44,461.76	46,025.95	90,487.71
Interest	<u>320.00</u>	<u>177.79</u>	<u>497.79</u>
Subtotal	44,781.76	46,203.74	90,985.50
Final Water Reads	40.00	-	40.00
Returned Checks	-	-	-
Payment Reversal	-	-	-
NSF Bank Fees	-	-	-
Duplicate Bill Fee - W&S	5.00	-	5.00
Connection Fee	-	-	-
New Water Meter Fee	-	-	-
Transfer in from Tax	-	-	-
Transfer out to Tax	<u>-</u>	<u>-</u>	<u>-</u>
Total Deposits	<u>\$44,826.76</u>	<u>\$ 46,203.74</u>	<u>\$ 91,030.50</u>

Carol Feig  
Utility Revenue Collector



**RESOLUTION # 2011 – 152**

**RESOLUTION OF THE BOROUGH OF HELMETTA  
AUTHORIZING PAYMENT # 8 TO DELL-TECH, INC.  
IN THE AMOUNT OF \$93,064.36 AND CHANGE ORDER  
IN THE AMOUNT OF \$6942.23**

WHEREAS, the Borough of Helmetta (the "Borough") adopted a redevelopment plan for the Helme Mill Redevelopment Area which permits the redevelopment of property located at Block 13, Lot 39.2 within the Helme Mill Redevelopment Area (the "Property") for an animal shelter; and

WHEREAS, pursuant to a Redevelopment Agreement (the "Agreement"), the Borough designated Dell-Tech, Inc. ("Dell-Tech") as the redeveloper for the Property; and

WHEREAS, Dell-Tech has submitted an Application and Certificate for Payment No. 8 dated June 8, 2011 to the Borough in the amount of \$93,064.36 and a Change Order of \$6942.23; and

WHEREAS, the Borough's consulting architect, Michael Testa, LLC has certified that the work performed by Dell-Tech has progressed as indicated by the Agreement, the quality of the work is in accordance with the Agreement, and that Dell Tech is entitled to payment of the amount certified; and

WHEREAS, the Borough Council would like to authorize payment to Dell-Tech in the amount of \$93,064.36 and a Change Order of \$6942.23,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Chief Financial Officer is hereby authorized to issue payment to Dell-Tech Inc. in the amount of \$93,064.36 and Change Order of \$6942.23 pursuant to the Application and Certificate for Payment No. 8, and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be provided to each of the following:

Dell-Tech, Inc.

Terry Vogt, Borough Engineer/Borough Planner

David A Clark, Borough Attorney

Michael Testa, Borough's consulting architect

Lori Russo, C.F.O.

**RESOLUTION # 2011 - 157**

**RESOLUTION OPPOSING SENATE BILL S-  
2794 WHICH PROPOSES TO THREATEN  
MUNICIPAL VOTERS WITH THE  
DIMINISHMENT OF FUTURE PROPERTY  
TAX RELIEF FUNDING**

WHEREAS, Senate President Steve Sweeney has proposed legislation, Senate Bill S-2794, for introduction on March 10, which would amend the statutes that created the Local Unit Alignment, Reorganization, and Consolidation Commission (LUARCC), and grant LUARCC greater powers and duties regarding consolidation and shared services proposals; and

WHEREAS, many of the provisions in Senator Sweeney's bill could reduce the costs of shared services and consolidations, produce municipal savings and promote relief for our property taxpayers; and