

Borough of Helmetta
Resolution No.

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the North Shore Boulevard, North 14th St, Park Avenue and Park Place Reconstruction project.

NOW, THEREFORE, BE IT RESOLVED that Council of Helmetta formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2012-Helmetta Borough-00689 to the New Jersey Department of Transportation on behalf of Helmetta.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Helmetta and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council
On this day of , 20

Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

(Clerk)

(Presiding Officer)

RESOLUTION # 2011 – 201

APPOINTMENT OF SPECIAL POLICE OFFICER RONALD HORINKO

I, Nancy Martin, Mayor of the Borough of Helmetta do hereby appoint

RONALD HORINKO

as a Special Police Officer at a rate of \$13.39 per hour for a term to expire 12/31/2011.

RESOLUTION # 2011 – 202

PAYMENT OF BILLS

RESOLUTION

2011-

BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA, in the County of Middlesex, New Jersey (not less than three (3) members thereof affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Finance Committee and as set forth in this Resolution are hereby approved for payment.
2. The Mayor and Chief Financial Officer are hereby authorized and directed to sign checks in the payment of bills and claims which are hereby approved.

The computer print-out of the list of bills will be on file in the Clerk's Office.

CURRENT FUND \$ 348,170.45

Including the following non-budget items:

County taxes	\$ 221,634.88
Grants	<u>1,500.00</u>
	<u>\$ 223,134.88</u>

WATER OPERATING FUND	71,478.31
SEWER OPERATING FUND	2,886.90
GENERAL CAPITAL FUND	13,818.00
WATER CAPITAL FUND	164,000.00
DOG TRUST FUND	2.40
TRUST FUND	593.80
	<u>\$ 600,949.86</u>

	Motion	Second	Aye	Nay	Abstain	Absent
Peckham						
Asciolla						
Janeczek						
Karczewski						
Perez						
Smith						

Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing Resolution was duly adopted by the Governing Body at their regular meeting on September 28, 2011.

Sandra Bohinski, Municipal Clerk

09/15/11
13:12:46

BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 1

Batch Id: LAR Batch Type: C Batch Date: 09/15/11 Checking Account: CLEARING G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor # Name	Payment Amt	Charge Account Description	Account Type	Status	Seq
PO #	Enc Date	Item Description					
11-00596	09/15/11 06/27/11	CIE01 CIELESZ, MICHAL 1 ESTABLISHMENT OF PETTY CASH	175.00	1-01-55-002-301 PETTY CASH ESTABLISHMENT	Budget	Aprv	1
			175.00				
11-00827	09/15/11 09/12/11	COM02 COMCAST 1 8/31/11 INVOICE - SHELTER	65.06	1-01-43-800-020 INTERLOCAL ANIMAL SHELTER OE	Budget	Aprv	4
			65.06				
11-00812	09/15/11 09/07/11	MID17 MIDDLESEX COUNTY TREASURER 1 INV CV-11-69 - 8/11	13.28	1-01-31-833-021 GASOLINE-FIRE DEPT.	Budget	Aprv	2
11-00812	09/07/11	2 INV CV-11-69 - 8/11	1,192.21	1-01-31-833-020 GASOLINE	Budget	Aprv	3
			1,205.49				

	Count	Line Items	Amount
Checks:	3	4	1,445.55

There are NO errors or warnings in this listing.

Fund Description	Fund	Budget Total	Revenue Total
CURRENT FUND	1-01	1,445.55	0.00
Total Of All Funds:		1,445.55	0.00

G/L Posting Summary

Account	Description	Debits	Credits
1-01-101-01-000-000	Cash wachovia 2000013301749	0.00	1,445.55
1-01-103-01-000-002	Petty Cash-Animal Shelter	175.00	0.00
1-01-201-20-000-000	Current Appropriations	1,270.55	0.00
Grand Total:		1,445.55	1,445.55

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BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 2

Fund Description	Fund	Budget Total	Revenue Total
CURRENT FUND	1-01	1,445.55	0.00
Total of All Funds:		1,445.55	0.00

G/L Posting Summary

Account	Description	Debits	Credits
1-01-101-01-000-000	Cash Wachovia 2000013301749	0.00	1,445.55
1-01-103-01-000-002	Petty Cash-Animal Shelter	175.00	0.00
1-01-201-20-000-000	Current Appropriations	1,270.55	0.00
Grand Total:		1,445.55	1,445.55

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BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 2

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CURRENT FUND	1-01	1,445.55	0.00
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G/L Posting Summary

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1-01-101-01-000-000	Cash Wachovia 2000013301749	0.00	1,445.55
1-01-103-01-000-002	Petty Cash-Animal Shelter	175.00	0.00
1-01-201-20-000-000	Current Appropriations	1,270.55	0.00
Grand Total:		1,445.55	1,445.55

09/21/11
11:21:55

BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 3

Fund Description	Fund	Budget Total	Revenue Total
CURRENT FUND	1-01	308,746.71	0.00
WATER OPERATING FUND	1-05	67,586.91	0.00
SEWER OPERATING FUND	1-07	14.04	0.00
Year Total:		376,347.66	0.00
WATER CAPITAL FUND	C-06	164,000.00	0.00
ANIMAL TRUST FUND	T-09	2.40	0.00
Total of All Funds:		540,350.06	0.00

G/L Posting Summary

Account	Description	Debits	Credits
1-01-101-01-000-000	Cash Wachovia 2000013301749	0.00	308,746.71
1-01-201-20-000-000	Current Appropriations	87,111.83	0.00
1-01-208-55-000-000	County Taxes Payable	203,959.59	0.00
1-01-208-55-000-001	County Open Space Taxes	17,675.29	0.00
	Totals for Fund 1-01 :	308,746.71	308,746.71
1-05-101-01-000-000	Cash Wachovia 2000013301765	0.00	67,586.91
1-05-201-55-000-000	Current Appropriations	63,104.79	0.00
1-05-240-55-000-000	Accrued Interest Bonds & Notes	4,482.12	0.00
	Totals for Fund 1-05 :	67,586.91	67,586.91
1-06-101-01-000-000	Cash Wachovia 2000013301778	0.00	164,000.00
1-06-219-55-000-001	Bond Anticipation Notes	164,000.00	0.00
	Totals for Fund 1-06 :	164,000.00	164,000.00
1-07-101-01-000-000	Cash Wachovia 2000013301781	0.00	14.04
1-07-201-55-000-000	Current Year Appropriations	14.04	0.00
	Totals for Fund 1-07 :	14.04	14.04
1-09-100-00-852-001	Cash Wachovia 2000013301833	0.00	2.40
1-09-201-00-852-001	RESERVE FOR ANIMAL EXPENDITURE	2.40	0.00
	Totals for Fund 1-09 :	2.40	2.40
	Grand Total:	540,350.06	540,350.06

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BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 3

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SEWER OPERATING FUND	1-07	14.04	0.00
Year Total:		376,347.66	0.00
WATER CAPITAL FUND	C-06	164,000.00	0.00
ANIMAL TRUST FUND	T-09	2.40	0.00
Total of All Funds:		540,350.06	0.00

G/L Posting Summary

Account	Description	Debits	Credits
1-01-101-01-000-000	Cash Wachovia 2000013301749	0.00	308,746.71
1-01-201-20-000-000	Current Appropriations	87,111.83	0.00
1-01-208-55-000-000	County Taxes Payable	203,959.59	0.00
1-01-208-55-000-001	County Open Space Taxes	17,675.29	0.00
	Totals for Fund 1-01 :	308,746.71	308,746.71
1-05-101-01-000-000	Cash Wachovia 2000013301765	0.00	67,586.91
1-05-201-55-000-000	Current Appropriations	63,104.79	0.00
1-05-240-55-000-000	Accrued Interest Bonds & Notes	4,482.12	0.00
	Totals for Fund 1-05 :	67,586.91	67,586.91
1-06-101-01-000-000	Cash Wachovia 2000013301778	0.00	164,000.00
1-06-219-55-000-001	Bond Anticipation Notes	164,000.00	0.00
	Totals for Fund 1-06 :	164,000.00	164,000.00
1-07-101-01-000-000	Cash Wachovia 2000013301781	0.00	14.04
1-07-201-55-000-000	Current Year Appropriations	14.04	0.00
	Totals for Fund 1-07 :	14.04	14.04
1-09-100-00-852-001	Cash Wachovia 2000013301833	0.00	2.40
1-09-201-00-852-001	RESERVE FOR ANIMAL EXPENDITURE	2.40	0.00
	Totals for Fund 1-09 :	2.40	2.40
	Grand Total:	540,350.06	540,350.06

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BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 1

Batch Id: LAR Batch Type: C Batch Date: 09/12/11 Checking Account: WIRE G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No.	Check Date	Vendor # Name	Payment Amt	Charge Account Description	Account Type	Status	Seq
PO #	Enc Date	Item Description					
	09/12/11	BOR02 BOROUGH OF HELMETTA - PAYROLL					
11-00825	09/12/11	1 9/15/11 PAYROLL	276.42	1-01-20-708-010	Budget	Aprv	1
				REVENUE ADMN TAX COLL S&W			
11-00825	09/12/11	2	656.93	1-01-20-120-010	Budget	Aprv	2
				MUNICIPAL CLERK S&W			
11-00825	09/12/11	3	37.43	1-01-20-705-010	Budget	Aprv	3
				FINANCE S&W			
11-00825	09/12/11	4	100.29	1-01-21-720-010	Budget	Aprv	4
				PLANNING BOARD S&W			
11-00825	09/12/11	5	56.99	1-01-27-788-010	Budget	Aprv	5
				ANIMAL CONTROL S&W			
11-00825	09/12/11	6	161.73	1-01-26-771-010	Budget	Aprv	6
				RECYCLING SOLID WASTE S&W			
11-00825	09/12/11	7	864.33	1-01-20-705-010	Budget	Aprv	7
				FINANCE S&W			
11-00825	09/12/11	8	441.32	1-01-20-710-010	Budget	Aprv	8
				TAX ASSESSOR S&W			
11-00825	09/12/11	9	432.52	1-01-20-708-010	Budget	Aprv	9
				REVENUE ADMN TAX COLL S&W			
11-00825	09/12/11	10	10,366.86	1-01-25-745-010	Budget	Aprv	10
				POLICE REGULAR SALARY			
11-00825	09/12/11	11	2,146.18	1-01-25-745-013	Budget	Aprv	11
				POLICE SPECIAL OFFICER PAY			
11-00825	09/12/11	12	3,568.82	1-01-26-765-010	Budget	Aprv	12
				STREET & ROADS S&W			
11-00825	09/12/11	13	738.11	1-01-26-765-011	Budget	Aprv	13
				STREETS & ROADS - OVERTIME			
11-00825	09/12/11	14	120.59	1-01-43-771-010	Budget	Aprv	14
				SPOTSWOOD ANIMAL CONTROL S&W			
11-00825	09/12/11	15	120.59	1-01-27-788-010	Budget	Aprv	15
				ANIMAL CONTROL S&W			
11-00825	09/12/11	16	192.31	1-01-22-725-010	Budget	Aprv	16
				UNIFORM CONSTRUCTION CODE S&W			
11-00825	09/12/11	17	192.31	1-01-43-748-010	Budget	Aprv	17
				ZONING/CODE ENFORCEMENT S&W			
11-00825	09/12/11	18	136.20	1-01-25-752-010	Budget	Aprv	18
				FIRE PREVENTION BUREAU S&W			
11-00825	09/12/11	19	908.46	1-01-42-855-010	Budget	Aprv	19
				MUNICIPAL COURT S&W			
11-00825	09/12/11	20	2,473.49	1-05-55-500-010	Budget	Aprv	20
				WATER OPERATING S&W			
11-00825	09/12/11	21	2,511.95	1-07-55-500-010	Budget	Aprv	21
				SEWER OPERATING S&W			
11-00825	09/12/11	22	2,075.33	1-01-36-845-015	Budget	Aprv	22
				SOCIAL SECURITY			
11-00825	09/12/11	23	259.41	1-05-55-540-015	Budget	Aprv	23
				SOCIAL SECURITY			
11-00825	09/12/11	24	259.41	1-07-55-540-015	Budget	Aprv	24
				SOCIAL SECURITY			

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BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 2

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Charge Account Description	Account Type	Status	Seq
11-00825	09/12/11	25	107.42	T-13-55-000-014 Res for Unemployment Comp	Budget	Aprv	25
11-00825	09/12/11	26	76.92	1-01-43-771-015 SOUTH RIVER ANIMAL CONTROL S&W	Budget	Aprv	26
11-00825	09/12/11	27	519.22	1-01-20-701-010 ADMINISTRATOR S&W	Budget	Aprv	27
11-00825	09/12/11	28	76.92	1-01-43-771-017 SAYREVILLE ANIMAL CONTROL	Budget	Aprv	28
11-00825	09/12/11	29	2,633.80	1-01-25-745-011 POLICE OVERTIME PAY	Budget	Aprv	29
11-00825	09/12/11	30	3,043.00	1-01-43-800-010 INTERLOCAL ANIMAL SHELTER S&W	Budget	Aprv	30
11-00825	09/12/11	31	150.00	1-01-43-771-011 SPOTSWOOD ANIMAL CONTROL OT	Budget	Aprv	31
11-00825	09/12/11	32	150.00	1-01-43-771-016 SOUTH RIVER ANIMAL CONTROL O/T	Budget	Aprv	32
11-00825	09/12/11	33	550.00	1-01-43-771-018 SAYREVILLE ANIMAL CONTROL OT	Budget	Aprv	33
11-00825	09/12/11	34	100.00	1-01-43-771-022 JAMESBURG ANIMAL CONTROL OT	Budget	Aprv	34
11-00825	09/12/11	36	100.00	1-01-27-788-011 ANIMAL CONTROL O/T	Budget	Aprv	35
			36,605.26				

	Count	Line Items	Amount
Checks:	1	35	36,605.26

There are NO errors or warnings in this listing.

09/12/11
10:18:35

BOROUGH OF HELMETTA
Check Payment Batch Verification Listing

Page No: 3

Fund Description	Fund	Budget Total	Revenue Total
CURRENT FUND	1-01	30,993.58	0.00
WATER OPERATING FUND	1-05	2,732.90	0.00
SEWER OPERATING FUND	1-07	2,771.36	0.00
Year Total:		36,497.84	0.00
GENERAL TRUST FUND	T-13	107.42	0.00
Total of All Funds:		36,605.26	0.00

G/L Posting Summary

Account	Description	Debits	Credits
1-01-101-01-000-000	Cash Wachovia 2000013301749	0.00	30,993.58
1-01-201-20-000-000	Current Appropriations	30,993.58	0.00
	Totals for Fund 1-01 :	30,993.58	30,993.58
1-05-101-01-000-000	Cash Wachovia 2000013301765	0.00	2,732.90
1-05-201-55-000-000	Current Appropriations	2,732.90	0.00
	Totals for Fund 1-05 :	2,732.90	2,732.90
1-07-101-01-000-000	Cash Wachovia 2000013301781	0.00	2,771.36
1-07-201-55-000-000	Current Year Appropriations	2,771.36	0.00
	Totals for Fund 1-07 :	2,771.36	2,771.36
1-13-101-01-000-004	Cash 2000018145599 Unemployment	0.00	107.42
1-13-272-55-000-012	RESERVE FOR UNEMPLOYMENT COMP.	107.42	0.00
	Totals for Fund 1-13 :	107.42	107.42
	Grand Total:	36,605.26	36,605.26

09/22/11
12:57:17

BOROUGH OF HELMETTA
Received P.O. Batch Listing By Vendor Id

Page No: 1

Rcvd Batch Id Range: First to Last			Rcvd Date Start: 0		End: 09/22/11		Report Format: Detail	
Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Contract		
09/22/11	LAR	11-00842	ADT01 ADT SECURITY SERVICES INC. 1 INV 54911172 - Q4-11	207.18	1-01-26-772-020 BUILDINGS & GROUNDS OE			
09/22/11	LAR	11-00809	BET01 BETTER LIVING 1 8/25/1 STATEMENT	138.54	1-01-26-772-020 BUILDINGS & GROUNDS OE			
09/22/11	LAR	11-00809	2 8/25/1 STATEMENT	169.50	1-01-26-765-020 STREETS & ROADS OE			
09/22/11	LAR	11-00809	3 8/25/1 STATEMENT	12.99	1-01-28-795-020 RECREATION OE			
09/22/11	LAR	11-00809	4 8/25/1 STATEMENT	47.05	1-01-43-800-020 INTERLOCAL ANIMAL SHELTER OE			
P.O. Total:				368.08				
09/22/11	LAR	11-00835	CLE04 CLEARY GIACOBBE ALFIERI&JACOBS 1 INV 4901 - 8/11	855.00	1-01-20-712-020 LEGAL SERVICES OE			
09/22/11	LAR	11-00395	COR01 CORRPRO COMPANIES, INC. 1 CONTRACT #0043590	650.00	1-05-55-500-020 WATER OPERATING OE			
09/22/11	LAR	11-00798	FIR12 FIRE PROGRAMS 1 INV 20115835	595.00	1-01-25-749-020 FIRE DEPARTMENT OE			
09/22/11	LAR	11-00811	GAR06 GARDEN STATE BATTERY 1 ORDER 12406	1,520.00	1-01-25-749-020 FIRE DEPARTMENT OE			
09/22/11	LAR	11-00831	GEN01 GENUINE AUTO PARTS-NJ 1 INV 200007080 - 9/9/11	163.61	1-01-25-749-020 FIRE DEPARTMENT OE			
09/22/11	LAR	11-00784	HCA01 HCAA C/O JEFF WARD, CTA 1 9/22/11 SEMINAR - K. PACERA	43.00	1-01-20-710-020 TAX ASSESSOR OE			
09/22/11	LAR	11-00833	HOM03 HOME NEWS & TRIBUNE 1 AD 5000473052 - HNT SHRED IT	450.20	1-01-20-120-020 MUNICIPAL CLERK OE			
09/22/11	LAR	11-00845	HOM03 HOME NEWS & TRIBUNE 1 AD 0101404728 - 2001-17	51.84	1-01-20-120-020 MUNICIPAL CLERK OE			
			HOM03 HOME NEWS & TRIBUNE					

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BOROUGH OF HELMETTA
Received P.O. Batch Listing By Vendor Id

Page No: 2

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Contract
09/22/11	LAR	11-00846	1 AD 0101404707 - 2001-15	9.72	1-01-20-120-020 MUNICIPAL CLERK OE	
09/22/11	LAR	11-00829	MAR02 NANCY MARTIN 1 HELMETTA DAY PURCHASES	177.35	T-13-55-000-007 RESERVE FOR RECREATION TRUST	
09/22/11	LAR	11-00830	NEW23 NJ LEAGUE OF MUNICIPALITIES 1 RENEWAL INVOICE 118-8926	49.00	1-01-20-120-020 MUNICIPAL CLERK OE	
09/22/11	LAR	11-00821	NEW34 NJ WATER ENVIRONMENT ASSOC 1 SEMINARS & MEMBERSHIP - DORAN	101.50	1-05-55-500-020 WATER OPERATING OE	
09/22/11	LAR	11-00821	2 SEMINARS & MEMBERSHIP - DORAN	101.50	1-07-55-500-020 SEWER OPERATING OE	
P.O. Total:				203.00		
09/22/11	LAR	11-00818	NOR04 NORTH AMERICAN PIPELINE CO 1 INV 5336	1,500.00	G-02-10-712-002 RESERVE-St of NJ Stormwater 2008	
09/22/11	LAR	11-00819	NOR07 NORTH BRUNSWICK TOWNSHIP 1 INV 4659 - ACO VAN	577.94	1-01-26-315-020 VEHICLE MAINT-PUBLIC WORKS	
09/22/11	LAR	11-00838	ONE02 ONE CALL CONCEPTS, INC. 1 INV 1085084 - 8/11	3.36	1-01-26-765-020 STREETS & ROADS OE	
09/22/11	LAR	11-00820	ONS01 ON-SITE FLEET SERVICE, INC. 1 INV 330049900	85.00	1-01-26-315-020 VEHICLE MAINT-PUBLIC WORKS	
09/22/11	LAR	11-00794	PEN03 PENGUIN COMMUNICATIONS, LLC 1 DISPATCH SERVICES-9/11-2/12	414.00	1-01-25-749-020 FIRE DEPARTMENT OE	
09/22/11	LAR	11-00826	PRE03 PRECISION ANALYTICAL SVCS, INC 1 INV 28208 - 8/11 & Q3-11	407.00	1-05-55-500-020 WATER OPERATING OE	
09/22/11	LAR	11-00828	SAM03 SAM'S CLUB CREDIT 1 9/9/11 PURCHASE - HELMETTA DAY	309.03	T-13-55-000-007 RESERVE FOR RECREATION TRUST	
09/22/11	LAR	11-00843	STA02 STAPLES CREDIT PLAN 1 9/8/11 STATEMENT	61.99	1-01-20-120-020 MUNICIPAL CLERK OE	
09/22/11	LAR	11-00843	2 9/8/11 STATEMENT	4.69	1-01-20-705-020	

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BOROUGH OF HELMETTA
Received P.O. Batch Listing By Vendor Id

Page No: 3

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Contract
					FINANCE OE	
			P.O. Total:	66.68		
09/22/11	LAR	11-00670	SUB01 SUBURBAN SURGICAL COMPANY, INC 1 INV 107946	13,818.00	C-04-55-500-801 ANIMAL SHELTER-CONSTRUCTION	
09/22/11	LAR	11-00834	TCT01 TCTA OF N J 1 10/6/11 SEMINAR - L. RUSSO	25.00	1-01-20-705-020 FINANCE OE	
			Total for Batch: LAR	22,548.99		
			Total for Date: 09/22/11			
			Total for All Batches:	22,548.99		

**ADDENDUM
TO THE
REASSESSMENT CONTRACT
BETWEEN
REALTY APPRAISAL COMPANY
AND
THE BOROUGH OF HELMETTA**

SCOPE

A diligent attempt will be made to inspect the interior of all residential properties.

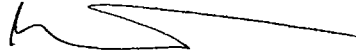
The cost for this revision will be \$10,000.00.

Revised Total Contract Cost will now be:

THIRTY FIVE THOUSAND (\$35,000.00) DOLLARS

SUBMITTED THIS 21st
DAY OF September, 2011

REALTY APPRAISAL COMPANY



NEIL RUBENSTEIN, Manager

ACCEPTED THIS _____

DAY OF _____

REALTY APPRAISAL CO.

4912 Bergenline Avenue West New York, NJ 07093

JOSEPH RUBENSTEIN (1034-1072)
ROBERT I. RUBENSTEIN, MAI (Ret.)
STANLEY RUBENSTEIN
STEVEN RUBENSTEIN, MAI
NEIL RUBENSTEIN, SCRREA

4912 Bergenline Avenue
West New York, NJ 07093
Tel: (201) 867-3870
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Oakhurst, NJ 07755
Tel: (732) 571-6996
Fax: (732) 571-4941

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PROPOSAL COVERING REASSESSMENT

OF THE

BOROUGH OF HELMETTA

MIDDLESEX COUNTY, NEW JERSEY

A NEW JERSEY ORGANIZATION SPECIALIZING IN PROPERTY VALUATION SINCE 1934

PROPOSAL COVERING REASSESSMENT

OF THE

BOROUGH OF HELMETTA

MIDDLESEX COUNTY, NEW JERSEY

The REALTY APPRAISAL COMPANY, a Partnership (Robert I. Rubenstein and Stanley Rubenstein, Partners, hereinafter referred to as the Appraisal Firm), hereby proposes to make a complete reassessment of all the taxable and exempt real property within the limits of the Borough of Helmetta, County of Middlesex, New Jersey (hereinafter referred to as the Municipality), for the purpose of assisting the Assessors in setting up a uniform schedule of values for equalization according to the following specifications.

The values to be determined will be the full fair market values.

QUALIFICATIONS

The reassessment program will be under the direct supervision of Stanley Rubenstein who has been engaged in the appraisal of real property for more than forty years assisted by a staff of competent appraisers who have not less than the minimum experience and qualification requirements as established by the Director, Division of Taxation, Department of the Treasury, State of New Jersey.

No person under the age of 18 years will be employed in this program.

PROGRESS AND CONTROL

Prosecution of the Work:

The Appraisal Firm shall commence work within 10 days after the execution of this contract, approval of the contract by the Director, Division of Taxation and receipt of one (1) copy of an up-to-date Tax Map of the Municipality. The provisions of this contract shall be completed by November 1, 2011, except for taxpayers' reviews and defense requirements.

The Appraisal Firm agrees to permit inspection of the work in progress by the Assessor and shall in all respects, cooperate with the Assessor to the end that the time schedule stated in this section will be achieved. The Assessor shall be given complete cooperation by the Firm.

The Appraisal Firm shall not be held liable for any delay or damage caused by strikes, labor disputes, property owner actions, explosions, wars, Acts of God, fire or any other act beyond the control of the appraisal firm that might delay, hinder or stop the progress of the work.

The Appraisal Firm shall provide to the Assessor, a work schedule or plan of operations outlining anticipated dates for the commencement and completion of the various segments of the reassessment program.

The Appraisal Firm shall remove from work, any person who is incompetent or negligent in the performance of his duties or is guilty of misconduct, which removal may be required by the Municipality by and through the Assessor. Any change in personnel shall be submitted in writing to the Assessor and the County Board of Taxation.

PUBLIC RELATIONS

The Appraisal Firm, with the assistance of the Tax Assessor, will conduct a suitable program of public education through the local press and by meetings with citizens or property-owner groups before and during the progress of the work when such meetings are requested as a means of establishing understanding and support for the reassessment program and for sound assessment administration. No publicity shall be released unless and until the same is cleared with and approved by the Tax Assessor's office.

SCOPE

The Appraisal Firm shall appraise all taxable and exempt real property, land and improvements contained within the borders of the Municipality, consisting of:

Vacant land:	40 line items
Homes up to four families:	869 line items
Farms (House):	0 line items
Farms (Qualified):	0 line items
Commercial/Industrial/Apartments:	16 line items
Exempt:	All line items

In the event the number of line items exceeds the aforementioned breakdown, an additional charge in accordance with the following schedule will be made:

Vacant land:	\$ 5.00 per line item
Homes up to four families:	\$ 60.00 per line item
Farms (House):	\$ 60.00 per line item
Farms (Qualified):	\$ 5.00 per line item
Commercial:	\$150.00 per line item
Industrial:	\$150.00 per line item
Apartments:	\$150.00 per line item
Exempt:	\$ 25.00 per line item

With regard to real property being constructed or altered, the appraisal firm shall determine the percentage of completion and the appraised value of said property as of October 1, of the pre-tax year.

REPORTS

The Appraisal Firm shall make monthly reports on the progress of the work and hold meetings with authorized representatives of the Municipality as may be required or requested.

TAX MAPS AND DATA AVAILABLE

The Municipality shall furnish one (1) copy of an up-to-date Tax Map without charge to the Appraisal Firm.

The Municipality shall make available for use within the Engineer's Office, but not for removal therefrom, such abstracts of deeds as are filed therein.

LAND VALUE MAP

The Appraisal Firm shall consult with the Tax Assessor to aid in the review of land values prior to their final determination and establishment. It is understood that the purpose of this consultation is to review the data gathered by the reassessment firm and the conclusions of the firm based upon analysis of this data.

COST, UNIT VALUES & APPROACHES TO VALUE

The Appraisal Firm shall use as a guide, the "Real Property Appraisal Manual for New Jersey Assessors, 3rd Edition" which prescribes uniform methods and procedures for the determination of values of land and buildings, with such necessary modifications as the Appraisal Firm deems valid, and are acceptable to the Director, Division of Taxation.

The following approaches to value shall be developed with the assistance of the Assessor's office and applied where applicable. The three approaches referred to are:

1. Comparison or Market Data Approach
2. Cost (Depreciated Replacement Cost) Approach
3. Income (Analysis of Income) Approach

Where meaningful comparable sales data are available, the Comparison Approach shall be applied to all properties to be appraised.

Commercial, industrial and apartment house properties will be revised on the existing property record cards.

The Appraisal Firm agrees to furnish a reasonable inventory of blank appraisal forms of each type, to the Municipality for its use in the future.

The Appraisal Firm shall submit two appraised values for all farms qualified under the Farm Land Assessment Act of 1964 (Chapter 48 Laws of 1964). The first value shall be that as a qualified farm, the second value shall be the highest and best use value.

INFORMAL TAXPAYER REVIEW

The Appraisal Firm shall, by first-class mail, send a notice to each property owner advising him of the appraised value as it has been determined and announcing when and how an appointment for an informal review of his appraised value may be arranged. Appointments will be made for review by the Appraisal Firm with the cooperation of the Assessor's Office. The notices shall not be sent prior to November 10th.

A qualified member or members of the Appraisal Firm's staff shall conduct these reviews and devote sufficient time to the review so that all taxpayers who wish to be heard shall be heard. The review process shall be concluded on or before December 15th.

The cost of printing said notices and of postage therefor shall be borne exclusively by and at the expense of the Appraisal Firm.

A written record of each review shall be provided to the Assessor in a format approved by the Assessor. Suggested revisions by the Appraisal Firm resulting from the taxpayers' review shall be made with the consent of the Assessor.

The review process shall be held at a designated location within the Municipality. Each taxpayer shall be informed in writing by the Appraisal Firm of the results of their assessment review within four weeks of the conclusion of all reviews.

EQUIPMENT AND SUPPLIES

The Appraisal Firm shall furnish:

1. The Appraisal Firm shall provide all equipment and supplies needed for the work to be performed in connection with the reassessment program without additional expense to the Municipality.

DEFENSE

The Appraisal Firm shall furnish without additional charge, an expert familiar with the property involved, and who has participated in the reassessment, to appear with the Tax Assessor or other authorized officials at all County Board of Taxation hearings and defend the firm's appraised value during the first year that the values are implemented on the tax rolls.

The qualified expert shall be available for conference and review with the Municipal Attorney in advance of and preparatory to such hearings.

When requested by the Municipality, the Firm shall furnish an expert to defend those tax appeals filed before the Tax Court. The Firm shall be compensated for this service at the hourly rate of \$100.00 for time spent in preparation, consultation and attendance at the original hearing dates and any adjournments thereof.

INSURANCE

The Appraisal Firm shall carry adequate Public Liability and Workmen's Compensation insurance or coverage which shall save harmless the Municipality from claims, demands and causes of action arising from any act of commission or omission of the Appraisal Firm, its agent and employees in the execution of their work under the terms of the agreement, including claims relating to labor and material furnished. The Public Liability policy and Automobile Liability policy as aforesaid, shall contain limits of not less than \$250,000.00 for injury to any one person and \$500,000.00 for any one occurrence and \$25,000.00 for property damage, and shall name the Municipality therein as an assured.

CONFLICT OF INTEREST

No commissioner or employee of the Middlesex County Board of Taxation shall have any interest whatsoever, directly or indirectly, as an officer, stockholder, employee or any other capacity in the Firm.

The firm and its parent company and subsidiaries, if any, shall not represent any property owner or taxpayer filing a tax appeal with respect to the reassessment completed by the firm.

SUBLETTING & ASSIGNING CONTRACT

The Appraisal Firm shall not assign or transfer the contract or any interest therein without first receiving written approval from the Municipality, the Surety company and the Director, Division of Taxation, Department of the Treasury, State of New Jersey.

CHANGE IN CONTRACT

Changes in this contract will be permitted only upon written mutual agreement of the Appraisal Firm, the Municipality, the Surety company and the Director, Division of Taxation, Department of the Treasury, State of New Jersey.

PAYMENTS

The Appraisal Firm shall submit monthly statements of the extent and value of work completed upon which, when approved by the designated municipal official, a payment equal to 90% of said determined value shall be made. The final 10% of the total contract price shall be paid upon completion and full performance of the contract, except upon the item of defense for which the requirement outlined in the surety bond will suffice in lieu of any retainage.

PROPOSAL EXPIRATION

This proposal shall become null and void if not accepted within sixty (60) days of date hereon.

DISCRIMINATION CLAUSE

The provision of NJSA 10:2-4 dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereto, shall be incorporated into the contract and made binding upon the Appraisal Firm.

DELIVERY AND SUMMARY

(a) The Appraisal Firm shall provide the Assessor with completed property record cards filed in sequence by block and lot numbers for all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving values shall also be provided to the Assessor.

(b) The Appraisal Firm shall make available qualified personnel for the purpose of giving full explanation and instructions to the Assessor and his staff with regard to all materials submitted in all phases of the work.

COST AND TERMS

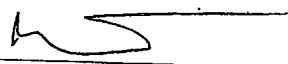
The terms of this contract shall be completed according to the Specifications herein outlined, including all necessary supplies, for the sum of:

TWENTY FIVE THOUSAND (\$25,000) DOLLARS

SUBMITTED THIS 20th

DAY OF June, 2011

REALTY APPRAISAL COMPANY


NEIL RUBENSTEIN, Manager

ACCEPTED THIS _____

DAY OF _____

The foregoing contract is hereby conditionally approved this _____ day of _____ 20____, in accordance with P.L. 1971, c. 424.

Michael J. Bryan,
Director Division of Taxation