

**MINUTES OF
MEETING OF MAYOR AND COUNCIL
WEDNESDAY, NOVEMBER 27, 2013
7:00 P.M.**

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

The meeting was called to order by Mayor Martin at 7:08 p.m. Adequate notice was provided as is required by the Open Public Meetings Law with publication in the Home News Tribune and posting on the bulletin board. All in attendance Pledged Allegiance to the Flag.

CALLING OF THE ROLL:

ASCIOLLA
JANECZEK
KARCZEWSKI – arrived 8:03 pm
PEREZ
SLAVICEK
VIDAL - absent

PUBLIC PORTION

Yvette Bruno, 4 Sutton Place

- Monroe Township is offering their residents energy savings. She brought in a copy of the article. The Clerk will give it to our Borough Administrator.
- when it is time for our Cable contract to be renewed maybe we could look into other companies as well. Teaming up with one or more of our neighbors might be a way to save. A resident cannot attend meetings due to working two jobs, have we thought about getting our meetings televised. Clmn. Slavicek said the High School has their own radio studio department and maybe they could tape it. Clmn. Janeczek said there is a possibility fios might be removed. The UV rays from the sun are affecting the wires. The Clerk will check with Spotswood's Clerk to see why they don't televise. Clmn. Slavicek asked if someone wanted to request a copy of the tape from the meeting; they could get it. The Clerk responded yes.
- somewhere it is listed that we are looking for two part time kennel workers and Animal Control Officers. Did someone get fired? The Borough Administrator is handling that. Clmn. Perez said he thinks the question is; is there an increase in volume. The Mayor said cleaners don't stay too long. It's due to a turnover and with the extra contracts. A part time person was hired at the last meeting. Heather was hired and she works in the office. Clmn. Slavicek asked if we need another animal control officer. The Mayor said we are getting more towns, Holmdel and we are putting bids into East Brunswick and New Brunswick for impoundment.
- in 2008 money from the Council for their salary was given back for recreation. Is there a way we can get an accounting that the money did go back to recreation. The Mayor said that the budget can be viewed on line. Clmn. Perez asked if this is different than the stipend. The Mayor stated that the stipend is given for any expenses incurred by the

Council member. Any unspent money goes into surplus. Is it continuing to happen this way. Every year since 2008 is this what you are doing? Clmn. Slavicek said to Yvette, what your saying is that you would like to see these funds in recreation. The Mayor said there is a \$10,000.00 budget for recreation. Clmn. Perez said it is not coming to us and we are not donating it. We are not being paid a salary. We do not donate the stipend back.

- is there any way you can compile a list of e-mail addresses so we can send out letters so people can be informed. The Clerk said that the agenda is placed on the website but it was not the last two meetings because we did not have a webmaster. It was asked why he quit. The Mayor said he was waiting for the intern to take over. Clmn. Slavicek said that was never said; it was a suggestion. The recreation events are currently on the website and the Mayor said the Borough Administrator is putting things on. Clmn. Slavicek did reach out to a student and he is willing to assist us, who should he speak to. The Mayor said Herb. The e-mail address becomes public information so if you put your address on a list it becomes public information and anyone can access that list. You have the ability to sign up on the website if you want newsletters, etc. If Santokh is going to work on the website maybe he could work with the intern. The Borough Attorney said by law you do not need an agenda but if you have it you should share it. The Clerk gets the information on the Friday before the meeting and prepares the agenda after this.

- on Lake Avenue towards East Brunswick there is two bags of garbage sitting there. No one has stopped by to clean it up. It's on Helmetta's side.

- she wanted to know what the chain of command is here. If I ask a question I get directed to Sandy or to whoever. If I don't get the answers I want who do I go to. The Mayor said the Borough Administrator. She then asked and then who. The Mayor said the Council. The Borough Attorney said the Borough Administrator is the highest ranking individual. There is no higher person than the Mayor and Council. She was asked if there is anything in particular and she responded not at the moment. Clmn. Perez said you don't have to wait to come to a Council meeting you can go to the Borough Administrator first.

- she asked what about the water bills. Was anything resolved? The people who appeared here were delinquent in their bills. She said she's not and her bill is high. The Mayor said she could speak to Darren about having her meter tested.

- Resolution #192 are these volunteer people. The Mayor responded yes they are. You are asking for volunteer people to be paid. While she was out campaigning many people said they called the shelter to volunteer and never received calls back. The Mayor asked if they went and filled out applications. Its kind of hard without having names to look into this.

- is there any way we can explore sharing services with Spotswood regarding public works maybe we could have savings for our town. Clmn. Janeczek said that our truck is down and Spotswood is lending us their truck. We do have some shared services with them in public works. Clmn. Perez asked if our workers are busy with the animal control calls and not dealing with any public work issues, will that shared service agreement. He was told no.

CONSENT AGENDA – RESOLUTION # 2013 – 202

Reports of Municipal Clerk, Tax Collector, Utility Revenue Collector

RESOLUTIONS:

- 188 – Resolution Authorizing Transfers in the 2013 Municipal Budget
- 189 – Attachment for Tow Truck Operators application
- 190 – Refund of water overpayment
- 191- Resolution authorizing reimbursement to Mayor and Council for Borough-related Activities
- ~~192 – Stipend in gratitude of the many hours given to the animal shelter for Jack Ford, Phil Dumont, Jacob Roth – pulled~~
- 193 – Gratitude to Holy Trinity Church
- 194 – Cancellation of 2009 Reserve
- 195 – Cancellation of 2009 Bicycle Pedestrian Grant
- 196 – Waiver of payment of bingo fees to the Borough of Helmetta
- 197 – Bingo License
- ~~198 – Resolution of the Borough of Helmetta authorizing execution of a shared services agreement with the Township of North Brunswick for the provision of vehicle maintenance. (WITHDRAWN)~~
- 199 – Authorization for Mayor to sign water extension permit
- 200 – Payment of bills
- 201 – Pay rate for Special Police Officer Devon Gannon
MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek
ROLL CALL: 4 - 0

- 192 – Stipend in gratitude of the many hours given to the animal shelter for Jack Ford, Phil Dumont, Jacob Roth
A lengthy discussion ensued about giving them a stipend and what the amount should be. Jack and Phil are there 20 hours per week.
The resolution was amended from \$500.00 to \$250.00.
MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek
ROLL CALL 2 – 2
Mayor Martin broke the tie and voted yes.

COMMITTEE REPORTS: MAYOR, BOROUGH ATTORNEY, BOROUGH ENGINEER, DEPARTMENT REPORTS, PUBLIC WORKS

Clmn. Janeczek reported on Pubic Works. Spotswood will be lending us their garbage trucks for the leaves. We will put them in the back of the truck and Spotswood will take them to North Brunswick. Our guys have to get all the snow equipment ready.

UNFINISHED BUSINESS

Clmn. Slavicek asked if there is any resolution to Kaplan putting up a fence. The Mayor said the Borough Attorney advised Kaplan of this. We need to act upon this before someone get hurts. Whoever enters the property is trespassing and they can sign a summons and it is their insurance and liability.

NEW BUSINESS

Clmn. Slavicek said that they are combining the Children's Party and Tree Lighting to make it a Christmas spectacular. We are having a 55+ dinner at the Fire House. We are having a house decorating contest. Nancy arranged for the roller skating trip. The flyers were hand delivered to each house.

There will be no trash pick up on Friday it will be on Monday.

Meeting will be held on December 23rd.

CLOSED SESSION –Resolution #

Contract Negotiations

MOTION – Clmn. Slavicek SECOND – Clmn. Janeczek

ROLL CALL: 5 – 0

A MOTION to come out of Closed Sesion was made by Clmn. Karczewski and SECONDED by Clmn. Ascioffa. All were in favor.

ADJOURNMENT

There being no further business a MOTION to adjourn at 8:10 p. was made by Clmn. Karczewski and SECONDED by Clmn. Perez. All were in favor.

Sandra Bohinski, RMC
Municipal Clerk

**REPORT OF MUNICIPAL CLERK
OCTOBER, 2013**

		Copies	Marr Lic	Plng bd	Towing	Licenses	Lndlr Reg
Sosnowski	\$28.00		\$28.00				
Nicola	\$28.00		\$28.00				
Kosakowski	\$100.00						\$100.00
D'Oliveira	\$100.00						\$100.00
Singh	\$100.00						\$100.00
DeNardo	\$28.00		<u>\$28.00</u>				
Copy	\$0.05	<u>\$0.05</u>	\$84.00				
Cameau	<u>\$100.00</u>	\$0.05					<u>\$100.00</u>
TOTAL	\$484.05						\$400.00

Dog and Cat Licenses \$27.00

RECREATION		Raffle	Ads	Donation	125 Day	Food	Mugs
125 Day	\$1,199.00				<u>\$1,199.00</u>		
Sam Klein	\$100.00		<u>\$100.00</u>				
Villa Borghese	\$300.00					<u>\$300.00</u>	
Mugs	<u>\$14.00</u>						<u>\$14.00</u>
	\$1,613.00		\$100.00		\$1,199.00	\$300.00	\$14.00

Borough of Helmetta

Denise Jawidzik

Denise Jawidzik

Tax Collector

REPORT OF THE TAX COLLECTOR

Month of: October, 2013

Dated: November 4, 2013

Taxes - 2013	\$ 202,243.27
Taxes - 2012	\$ 24,173.01
Taxes - 2014	\$ 2,393.49
Interest	\$ 7,869.98
Costs	
Tax search	
Return Check fee	
Search Printouts	
Duplicate Bill Fee	\$ 30.00
Misc.	

ADJUSTMENTS

2013 Refund O/P \$ 1,078.72

Closing Balances

		Debit	Credit	Net
TOTAL	\$ 236,709.75	2013 \$ 1,139,929.55	\$ (616.57)	

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\$1,139,312.98
\$ -

2012

Tax Collectors Trust

Disbursements

Prior Balance \$ 15,100.00
Receipts \$ 20,000.00

Premium

Disbursements \$ -

Balance \$ 35,100.00

Premium Balance \$ 35,100.00

\$ -

BOROUGH OF HELMETTA
51 MAIN STREET
HELMETTA, NEW JERSEY 08828

Office of the Tax Collector

Report of the Tax Sale

The Tax Sale for non-payment of 2012 municipal charges was held on October 25, 2013 at 9:00am. All liens were sold to third party lien holders. The proceeds of sale are as follows:

Taxes 7,118.84
Interest 1,684.76
Cost 401.70

Total \$ 9,205.30

Water 5,601.48
Interest 495.50
Cost 1,207.20

Total \$7,304.18

Sewer 6,795.12
Interest 597.97
Cost 65.00

Total \$7,458.09

Premium \$20,000.00

Grand Total \$43,967.57

Respectfully submitted,

Denise Jawidzik

Denise Jawidzik
Tax Collector

Water/Sewer Receipts Report

September 2013

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2011 Principal	\$ -	\$ -	\$ -
2012 Principal	1,875.65	2,085.44	3,961.09
2013 Principal	<u>8,955.94</u>	<u>8,717.45</u>	<u>17,673.39</u>
Subtotal	10,831.59	10,802.89	21,634.48
Interest	<u>273.15</u>	<u>286.93</u>	<u>560.08</u>
Subtotal	11,104.74	11,089.82	22,194.56
Final Water Reads	20.00		20.00
NSF Returned Checks	-	-	-
Payment Reversal	-	-	-
NSF Bank Fees	-	-	-
Misc.	-	-	-
Connection Fee	-	-	-
Water Meter Testing	-	-	-
Transfer in from Tax	(1,210.13)	-	(1,210.13)
Transfer out to Tax	<u>90.11</u>	<u>-</u>	<u>90.11</u>
	<u>\$10,004.72</u>	<u>\$ 11,089.82</u>	<u>\$ 21,094.54</u>

Carol Feig
Utility Revenue Collector

Water/Sewer Receipts Report

October 2013

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2011 Principal	\$ -	\$ -	\$ -
2012 Principal	13,121.23	15,169.20	28,290.43
2013 Principal	<u>47,574.95</u>	<u>40,126.29</u>	<u>87,701.24</u>
Subtotal	60,696.18	55,295.49	115,991.67
Interest	<u>1,178.01</u>	<u>2,650.68</u>	<u>3,828.69</u>
Subtotal	61,874.19	57,946.17	119,820.36
Final Water Reads	60.00		60.00
NSF Returned Checks	-	-	-
Payment Reversal	-	-	-
NSF Bank Fees	-	-	-
Misc.	-	-	-
Connection Fee	-	-	-
Water Meter Testing	-	-	-
Transfer in from Tax	-	-	-
Transfer out to Tax	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$61,934.19</u>	<u>\$ 57,946.17</u>	<u>\$ 119,880.36</u>

Carol Feig
Utility Revenue Collector

RESOLUTION
2013 – 188
RESOLUTION AUTHORIZING TRANSFERS IN THE 2013 MUNICIPAL BUDGET

WHEREAS, pursuant to N.J.S.A. 40A:4-58, appropriation transfers are allowable during the last two months of a fiscal year; and

WHEREAS, it is deemed necessary that said transfers be done through various accounts.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, New Jersey, that the following transfers be made in the 2013 budget appropriations.

From:		
Administration SW	3-01-20-701-010	\$ 5,000.00
Engineering OE	3-01-20-715-020	\$ 1,500.00
Police SW	3-01-25-745-010	\$ 5,000.00
Police SW Special	3-01-25-745-013	\$ 23,290.00
Finance SW	3-01-20-705-010	\$ 5,000.00
Court SW	3-01-42-855-010	\$ 6,000.00
Recreation SW	3-01-28-795-010	\$ 740.00
To:		
Police OE	3-01-25-745-020	\$ 6,000.00
Health OE	3-01-43-785-020	\$ 320.00
Gasoline	3-01-31-833-020	\$ 3,000.00
Streets SW	3-01-26-765-010	\$ 5,000.00
Telephone	3-01-31-827-020	\$ 1,200.00
Animal Control SW	3-01-43-800-300	\$ 20,000.00
Tax Collector SW	3-01-20-708-010	\$ 1,000.00
Tax Assessor SW	3-01-20-710-010	\$ 100.00
Planning Board SW	3-01-21-720-010	\$ 60.00
Uniform Construction SW	3-01-22-725-010	\$ 60.00
Health Insurance	3-01-23-733-020	\$ 7,000.00
Fire Prevention SW	3-01-25-752-010	\$ 50.00
Bldgs & Grounds	3-01-26-772-020	\$ 2,000.00
Recreation OE	3-01-28-795-020	\$ 740.00
		\$ 46,530.00

RESOLUTION
2013 – 189
ATTACHMENT FOR TOW TRUCK OPERATORS APPLICATION

BE IT RESOLVED, that the following attachment be added to the towing application:

All vendors must certify that the tow trucks dispatched into the Borough of Helmetta have the following equipment on it:

- a. Emergency lights which flash and are capable of being visible one-fourth (1/4) of a mile away, of sufficient height to be seen over the towed vehicle.
- b. Fire extinguisher, five-pound carbon-dioxide or dry powder or equivalent.
- c. Broom and shovel
- d. Steering lock bar.
- e. Dolly wheels.
- f. Boom, chains and other required towing equipment.
- g. Reflective vests.
- h. speedy dry or similar absorbent material
- i. Garbage bag or something to collect trash and absorbent material
- j. Adequate lighting to perform the tow if at night.

It is agreed and understood that any tow truck dispatched into the Borough of Helmetta shall have all of the above equipment available to the driver for the entire time the driver and truck are being used in the Borough of Helmetta.

Name (Print)

Signature

Date

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 – 0

RESOLUTION

#2013 – 190

REFUND OF WATER OVERPAYMENT

WHEREAS, Jennifer Melfa was the previous owner of 911 Meadow Court; and
WHEREAS, at the time of closing she was given an estimated bill of \$120.00 for
water usage; and

WHEREAS, the final bill came to \$50.73,

NOW THEREFORE BE IT RESOLVED that the CFO is hereby authorized to send
a refund check in the amount of \$69.27 refund to Jennifer Melfa, PO Box #2, Hazlet, NJ
07730.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

RESOLUTION

2013 – 191

**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 to an annual allowance for mileage, use of personal
phone, attendance at seminars and conventions and similar Borough-related functions in
the amount of \$525.00 per year.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

2013 – 192

**STIPEND IN GRATITUDE OF THE MANY HOURS
GIVEN TO THE ANIMAL SHELTER FOR
JACK FORD, PHIL DUMONT, JACOB ROTH**

WHEREAS, Jack Ford, Phil Dumont and Jacob Roth, have given many hours
of their time at the Helmetta Regional Animal Shelter; and

WHEREAS, as a small token of our appreciation we would like to recognize them for their untiring dedication;

NOW THEREFORE BE IT RESOLVED, that the Chief Financial Officer is hereby authorized to issue a check in the amount of \$250.00 each to Jack Ford and Phil Dumont and a check in the amount of \$100.00 to Jacob Roth in grateful appreciation of their willingness to help at the shelter.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek

ROLL CALL: AYES: Karczewski, Janeczek NAYS: Perez, Slavicek
The Mayor broke the tie and voted yes.

RESOLUTION

2013 - 193

GRATUITY TO HOLY TRINITY CHURCH

WHEREAS, Holy Trinity Church has been generous in letting us use their facilities for Borough activities.

NOW THEREFORE BE IT RESOLVED that the CFO be instructed to issue a check for \$200.00 to Holy Trinity Church in appreciation for letting us use their facilities for various activities.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

RESOLUTION

2013 – 194

CANCELLATION OF 2009 RESERVE

WHEREAS, there exists on record an accounts payable reserve of \$20,000 in connection with the Regency Manor Development which was held in the event the Borough of Helmetta was found to have owed the Developer any funds.

WHEREAS, the development project has been closed out since 2009 and there is no longer a need to hold such funds.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that such reserve be canceled and the funds be credited to surplus.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

RESOLUTION

#2013 – 195

CANCELLATION OF 2009 BICYCLE PEDESTRIAN GRANT

WHEREAS, there is an old receivable on record for 2009 Bicycle Pedestrian grant in the amount of \$2,000 and a reserve of \$149.10.

WHEREAS, this grant has expired and needs to be formally canceled.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta that the 2009 Bicycle Pedestrian grant Receivable and reserve are hereby canceled.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

**RESOLUTION
#2013 – 196
WAIVER OF PAYMENT OF BINGO FEES TO THE BOROUGH OF
HELMETTA**

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta that the Bingo fees from the Helmetta Fire Department payable to the Borough be hereby waived for their license renewal.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

**RESOLUTION
#2013 - 197
BINGO LICENSE**

WHEREAS, the Helmetta Fire Department, 62 Main Street, Helmetta, NJ has applied to the Mayor and Council of the Borough of Helmetta for a Bingo License under ID # 205 – 09 -29109 on the premises known as the Holy Trinity Parish Center, and;

WHEREAS, they have completed their application and included the proper fees to the State of New Jersey;

NOW THEREFORE **BE IT RESOLVED**, by the Mayor and Council of the Borough of Helmetta, County of Middlesex that said approval of Bingo License 13-02 is hereby granted for Bingos to be held by the Helmetta Fire Department.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

**RESOLUTION - WITHDRAWN
2013 - 198**

**RESOLUTION OF THE BOROUGH OF HELMETTA
AUTHORIZING EXECUTION OF A SHARED SERVICES
AGREEMENT WITH THE TOWNSHIP OF NORTH BRUNSWICK
FOR THE PROVISION OF VEHICLE MAINTENANCE**

**RESOLUTION
#2013 - 199
AUTHORIZATION FOR MAYOR TO SIGN WATER EXTENSION PERMIT**

BE IT HEREBY RESOLVED that the Mayor is hereby authorized by the Borough Council to execute the water extension permit for the Kaplan Redevelopment Project.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

**RESOLUTION
#2013 – 200
PAYMENT OF BILLS**

BE IT RESOLVED, that the bills on the list as provided by the Finance Department shall be paid.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0

RESOLUTION

#2013 – 201

PAY RATE FOR SPECIAL POLICE OFFICER DEVON GANNON

BE IT RESOLVED, that the pay rate for Special Police Officer Devon Gannon is \$13.39 per hour.

MOTION – Clmn. Karczewski SECOND – Clmn. Janeczek ROLL CALL: 4 - 0