

**MEETING OF MAYOR AND COUNCIL  
SEPTEMBER 28, 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 7:06 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 - absent  
ASCIOLLA  
JANECZEK  
KARCZEWSKI – (left at 7:35 pm)  
PEREZ  
SMITH - absent

**\* PUBLIC PORTION**

No one from the Public wished to speak.

**\* CONSENT AGENDA – RESOLUTION # 2011 - 203**

- ~~— 196 — Resolution of the Borough of Helmetta authorizing an amendment to~~
- ~~— the Borough Personnel Policies Handbook in order to implement a new~~
- ~~— policy for employee health insurance~~
- ~~— 197 — Resolution of the Borough of Helmetta authorizing a Special~~
- ~~— Emergency Appropriation of \$35,000.0 for the purpose of funding the~~
- ~~— preparation and execution of a complete program of revaluation within the~~
- ~~— Borough of Helmetta, County of Middlesex, New Jersey~~
- ~~— 198 — Resolution of the Borough of Helmetta authorizing an amendment to~~
- ~~— the Agreement with Realty Appraisal Company for a reassessment of the~~
- ~~— Borough~~
- 199 – Resolution requesting approval of items of revenue and appropriation NJS40A:4-87
- 200 – Authorization of Grant Application with NJDOT
- 201 – Appointment of Special Police Officer Ronald Horinko
- 202 – Payment of Bills

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

196 – Resolution of the Borough of Helmetta authorizing an amendment to the Borough Personnel Policies Handbook in order to implement a new policy for employee health insurance

Tabled to the next meeting

197 - Resolution of the Borough of Helmetta authorizing a Special Emergency Appropriation of \$35,000.0 for the purpose of funding the preparation and execution of a complete program of revaluation within the Borough of Helmetta, County of Middlesex, New Jersey  
Mayor Martin, during the meeting called Borough Auditor Gerry Stankiewicz, with questions regarding this resolution.

MOTION - Clnn. Karczewski      SECOND - Clnn. Asciolla  
ROLL CALL: 4 - 0

**\* READING OF ORDINANCE (Second Reading)**

17 - An Ordinance authorizing a Special Emergency Appropriation for an additional \$10,000.00 for the purpose of funding the preparation and execution of a complete program of revaluation of real property for the use of the Borough's Tax Assessor in establishing a uniform schedule of values for equalization of the real property located within the Borough of Helmetta, County of Middlesex, New Jersey

The Meeting was opened to the Public; there being no one from the Public who wished to speak, the meeting was Closed to the Public.

MOTION - Clnn. Asciolla      SECOND - Clnn. Karczewski  
ROLL CALL: 4 - 0

198 - Resolution of the Borough of Helmetta authorizing an amendment to the Agreement with Realty Appraisal Company for a reassessment of the Borough

MOTION - Clnn. Asciolla      SECOND - Clnn. Karczewski  
ROLL CALL: 4 - 0

**\* REPORTS OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,  
BOROUGH ENGINEER, PUBLIC WORKS, PUBLIC SAFETY**  
Borough Attorney David Clark explained the status of the liquor license in the Borough. It seems that we will be able to put it up for auction. An update on the Bishop property; they are now stating that the steps are unsafe.  
Clnn. Perez gave an update of the financial status of some of the departments.

**\* CLOSED SESSION**

MOTION - Clnn. Asciolla      SECOND - Clnn. Perez  
ROLL CALL: 4 - 0

The Meeting was reopened to the Public

**\* ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:04 p.m.

Sandra Bohinski  
Municipal Clerk

**RESOLUTION # 2011 - 196**

**RESOLUTION OF THE BOROUGH OF HELMETTA  
AUTHORIZING AN AMENDMENT TO THE  
BOROUGH PERSONNEL POLICIES HANDBOOK  
IN ORDER TO IMPLEMENT A NEW POLICY FOR  
EMPLOYEE HEALTH INSURANCE**

**WHEREAS**, the Borough of Helmetta (the "Borough") issued a Personnel Policies Handbook on April 1, 2007, which among other things, sets forth the policy for employee health benefits in the Borough; and

**WHEREAS**, currently the Borough provides insurance to its employees through the State Health Benefits Program, whereby the Borough pays the premium for whichever plan an employee may choose; and

**WHEREAS**, the Borough now desires to pay each employee's premium only for the lowest and most basic plan provided under the State Health Benefits Program; and

**WHEREAS**, Borough employees will have the option to choose different plans, provided that each employee shall pay the difference above and beyond the basic premium paid by the Borough; and

**WHEREAS**, the Borough desires to amend the Personnel Policies Handbook in order to update the Borough's policy regarding employee health insurance; and

**WHEREAS**, the Personnel Policies Handbook shall also be amended to reflect that it was modified accordingly as of September 28, 2011.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Helmetta that the Borough Personnel Policies Handbook is hereby amended, in the form attached hereto, in order to reflect the Borough's new policy regarding health insurance, whereby the Borough will only cover premiums for the most basic plan offered to Borough employees.

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

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

## **Health Insurance Policy**

Employees working over one thousand three hundred (1,300) hours per year are provided health insurance coverage administered by an authorized insurance company. Employees employed by the Borough prior to April 1, 2007, who received coverage for the employee and his/her dependents, and who are remain eligible for health insurance coverage, shall continue to be provided the same coverage they were receiving on March 1, 2007. For employees hired on or after April 1, 2007, coverage shall only be provided for the employee. The employee may elect to have their dependents added to the policy upon payment to the Borough of the monthly premium for dependents at least two months in advance. The complete benefit plan is on file with the Chief Financial Officer and a Summary Plan Description will be provided to all employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Borough.

Effective October 1, 2011, the Borough shall only provide health coverage for the lowest and most basic plan offered by the Borough's authorized insurance company. Any employee desiring to choose a different plan for the employee or for the employee and his/her dependents, as applicable, may do so, provided that the employee shall pay the difference above and beyond the basic premium covered by the Borough. The contribution required of any employee toward the cost of coverage may be deducted from the pay, salary or other compensation of the employee upon an authorization in writing made to the Chief Financial Officer.

Health insurance coverage for employees on a Leave of Absence, or who cease Borough employment, will terminate at the end of the month in which the leave begins or employment is terminated except the coverage will continue for up to twelve weeks for employees on leave pursuant to the Family and Medical Leave Act and up to thirty weeks for employees on Military Leave. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents by taking advantage of the COBRA provision for a period of up to eighteen months. For more information, consult the ~~Borough Administrator~~ Chief Financial Officer.

Employees who retire with twenty-five years of service to the Borough may continue to receive paid health insurance coverage. Employees receiving retiree health benefits must notify the Chief Financial Officer in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B. For more information, consult the Chief Financial Officer.

**RESOLUTION # 2011-197**

**RESOLUTION OF THE BOROUGH OF HELMETTA  
AUTHORIZING A SPECIAL EMERGENCY  
APPROPRIATION OF \$35,000.00 FOR THE  
PURPOSE OF FUNDING THE PREPARATION AND  
EXECUTION OF A COMPLETE PROGRAM OF  
REVALUATION WITHIN THE BOROUGH OF  
HELMETTA, COUNTY OF MIDDLESEX, NEW  
JERSEY**

**WHEREAS**, the Borough of Helmetta (the "Borough") has found it necessary to make an emergency appropriation to meet certain extraordinary expenses to be incurred by the preparation and execution of a complete revaluation program of real property for use of the Borough's tax assessor in establishing a uniform schedule of values for equalization of the real property located within the Borough; and

**WHEREAS**, N.J.S.A. 40A:4-53 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; and

**WHEREAS**, the Borough adopted Ordinance No. 14-2011 for the purpose of appropriating the sum of \$25,000.00 as a special emergency appropriation for the preparation and execution of a complete program of revaluation in the Borough; and

**WHEREAS**, after the Borough determined that the revaluation would cost more than anticipated, on September 28, 2011, the Borough adopted an ordinance for the special emergency appropriation of an additional \$10,000.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Helmetta (by not less than two-thirds of all governing body members affirmatively concurring) that in accordance with the provisions of N.J.S.A. 40A:4-55:

1. An emergency appropriation is hereby made for the purpose of funding the preparation and execution of a complete program of revaluation of real property for the use of the Borough's tax assessor in establishing a uniform schedule of values for equalization of the real property located within the Borough of Helmetta, County of Middlesex, State of New Jersey in the amount of thirty-five thousand dollars (\$35,000.00).
2. That the emergency appropriation shall be provided for in the budgets of the next succeeding years by the inclusion of not less than seven thousand dollars (\$7,000.00).
3. That an "emergency note," not in excess of the amount authorized pursuant to law, be provided.
4. That such note shall be executed by Lori Russo, Chief Financial Officer.

5. That such note may be renewed from time to time provided that such note and any renewals shall mature and be paid in the amount of not less than one-fifth of the total amount appropriated by this resolution in any year after the authorization.
6. That the statement required by the Local Finance Board has been filed with the Clerk and a copy will be transmitted to the Director of the Division of Local Government Services.
7. 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.

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

- a. David A. Clark, Borough Attorney
- b. Lori Russo, Borough Chief Financial Officer
- c. Director of Division of Local Government Services (2 copies)

#### **RESOLUTION # 2011 - 198**

#### **RESOLUTION OF THE BOROUGH OF HELMETTA AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH REALTY APPRAISAL COMPANY FOR A REASSESSMENT OF THE BOROUGH**

**WHEREAS**, the Borough of Helmetta (the "Borough") has determined that due to current market conditions it is necessary to institute a reassessment program in the Borough in order to more accurately reflect market values as of October 1, 2011; and

**WHEREAS**, the Borough entered into an agreement with Realty Appraisal Company whereby Realty Appraisal Company would perform a complete reassessment of all real property within the Borough, including exterior inspections of all properties, for the cost of twenty-five thousand dollars (\$25,000.00) (the "Agreement"); and

**WHEREAS**, the State is now requiring that in addition to exterior inspections, a diligent attempt be made by Realty Appraisal Company to inspect the interior of all residential properties in the Borough; and

**WHEREAS**, the requirement for interior inspections will cost the Borough an additional ten thousand dollars (\$10,000.00), a cost which was not originally anticipated under the Agreement; and

**WHEREAS**, the Borough and Realty Appraisal Company desire to enter into an amendment to the Agreement to increase the revaluation cost from \$25,000.00 to \$35,000.00 in order to cover the cost of interior inspections (the "Amendment").

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to sign the Amendment to the Agreement with Realty Appraisal Company, in the form attached hereto, whereby Realty

Appraisal Company will perform a reassessment of the Borough at the revised cost of thirty-five thousand dollars (\$35,000.00).

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer has executed a Certification of Funds which is attached hereto, and that sufficient funds are available for said contract from Account Number \_\_\_\_\_; and

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

- a. Realty Appraisal Company
- b. David A. Clark, Borough Attorney
- c. Lori Russo, Borough Chief Financial Officer
- d. Ken Pacera, Borough Tax Assessor

**RESOLUTION 2011-199**  
**RESOLUTION REQUESTING APPROVAL OF**  
**ITEMS OF REVENUE AND APPROPRIATION**  
**NJS 40A:4-87**

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount, NOW, THEREFORE, BE IT RESOLVED, that the Council of the Borough of Helmetta, in the County of Middlesex, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2011 in the sum of \$29,750.00, which is now available as follows:

Interlocal Municipal Service Agreements - Borough of Milltown Animal Control	\$ 1,250.10
Interlocal Municipal Service Agreements - Borough of Milltown Animal Shelter	500.00
Interlocal Municipal Service Agreements - Township of East Brunswick Animal Control	7,500.00
Interlocal Municipal Service Agreements - Township of East Brunswick Animal Shelter	500.00
Public and Private Revenues Offset with Appropriations - Police Car Cameras Grant	20,000.00
	<u>\$ 29,750.10</u>

BE IT FURTHER RESOLVED, that the like sum of \$29,750.00 is hereby appropriated as follows:

Interlocal Municipal Service Agreements - Animal Shelter Salaries & Wages	4,875.00
Interlocal Municipal Service Agreements - Animal Shelter Other Expenses	4,875.00
Public and Private Programs Offset with Revenues - Police Car Cameras Grant	20,000.00
	<u>\$ 29,750.00</u>

RESOLUTION # 2011-200

AUTHORIZATION OF GRANT APPLICATION WITH NJDOT

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	1,500.00
	<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. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Charge Account Description	Account Type	Status	Seq
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				
<hr/>							
	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

09/15/11  
13:12:46

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

09/15/11  
13:12:46

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

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

418

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



09/12/11  
10:18:35

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. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Charge Account Description	Account Type	Status	Seq
	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			

420

09/12/11  
10:18:35

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	1-13	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									

09/22/11  
12:57:17

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 11B-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	ONED2 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 EDISPATCH 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	

09/22/11  
12:57:17

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.

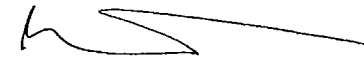
The cost for this revision will be \$10,000.00.

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 (1894-1972)  
ROBERT J. RUBENSTEIN, MAI (Ret.)  
STANLEY RUBENSTEIN  
STEVEN RUBENSTEIN, MAI  
NEIL RUBENSTEIN, SCREA

4912 Bergenline Avenue  
West New York, NJ 07093  
Tel: (201) 867-3870  
Fax: (201) 867-0203

68 Monmouth Road  
Oakhurst, NJ 07755  
Tel: (732) 571-6996  
Fax: (732) 571-4941

[www.realtyappraisal.net](http://www.realtyappraisal.net)

*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.

4.

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