

**MEETING OF MAYOR AND COUNCIL
NOVEMBER 23, 2011 - 7:00 P.M.**

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

*** CALLING OF THE ROLL:**

Clmn. Peckham
Asciolla
Janeczek
Karczewski
Perez
Smith

*** PUBLIC PORTION**

*** CONSENT AGENDA - RESOLUTION # 227**

Report of Municipal Clerk, Tax Collector, Utility Revenue Collector

RESOLUTIONS:

- 214 – Support in Concept – The Sustainable Raritan River Initiative
- 215 – Budget Transfers
- 216 – Resolution Establishing Salaries for Various Employees for the year 2011
- 217 – Resolution authorizing purchase of 2012 Chevrolet Express 1500 Cargo Van under New Jersey State Contract #78844
- 218 – Resolution authorizing payment in the amount of \$13,500 to Realty Appraisal Company
- 219 – Cancellation of Check 6511
- 220 – Resolution cancelling unexpended improvement authorizations
- 221 – Resolution authorizing payment to Municipal Employees for work outside of assigned Hours
- 222 – Resolution authorizing reimbursement to Mayor and Council for Borough related Activities
- 223 – Holy Trinity stipend
- 224 – St. George's stipend
- 225 – Payment of bills
- 226 – Refund of adoption fee

*** REPORTS** of Mayor, Committees, Borough Attorney, Borough Engineer, Public Works Director

*** ORDINANCES (First Reading)**

20 – An ordinance of the Borough of Helmetta authorizing the appropriation of \$23,498.00 from the 2011 Community Development Block Grant Fund for park improvements to Residence Park

*** OLD BUSINESS**

*** NEW BUSINESS**

***CLOSED SESSION (if needed)**

*** ADJOURNMENT**

MEETING OF MAYOR AND COUNCIL
NOVEMBER 23, 2011 - 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 7:09 p.m. 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:

Clmn. Peckham
Asciolla - absent
Janeczek
Karczewski
Perez
Smith - left at 7:45 p.m.

* PUBLIC PORTION

There was no one from the Public who wished to speak.

* CONSENT AGENDA - RESOLUTION # 227

Report of Municipal Clerk, Tax Collector, Utility Revenue Collector

RESOLUTIONS:

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- 223 - Holy Trinity stipend
- 224 - St. George's stipend
- 225 - Payment of bills
- 226 - Refund of adoption fee

MOTION - Clmn. Smith

SECOND - Clmn. Peckham

ROLL CALL: 5 - 0

- 216 - Resolution Establishing Salaries for Various Employees for the year 2011
A very lengthy discussion ensued as to how certain positions get paid, in particular animal control.

MOTION - Clmn. Smith

SECOND - Clmn. Peckham

217 – Resolution authorizing purchase of 2012 Chevrolet Express 1500 Cargo Van under New Jersey State Contract #78844

MOTION – Clmn. Smith

SECOND – Clmn. Peckham

ROLL CALL: 3 – 0 – 2

221 – Resolution authorizing payment to Municipal Employees for work outside of assigned Hours

MOTION – Clmn. Smith

SECOND – Clmn. Peckham

ROLL CALL: 5 – 0

* REPORTS of Mayor, Committees, Borough Attorney, Borough Engineer, Public Works Director

Mayor Martin announced the Holiday Party will be held on Saturday, December 10 and the Tree Lighting will be on Sunday, December 11 and asked who will help.

Public Works Director Darren Doran stated that even with a special meeting we may not have enough time with the CDBG money. The Mayor said that we can encumber the money and send him a letter saying we did so. We have to spend it all or else they will take away 20% next year. Discussion was held about the contractor and who is responsible for service contracts. Ziggy, the contractor, is telling is sub-contractors that we did not pay him so they do not want to come out and do anything. Public Works Director Darren Doran reported on several items. The trees will be replaced again on Old Forge Road. Ericson Avenue – the mailbox can be moved. Our Borough Attorney will get in with Thomas Roselli who is Susan Bishop-Messler's Attorney. An inspection was done by DEP for stormwater compliance; there was a few minor discrepancies but there should be no problem. Fertilizing of lawns is not permitted this winter. Clmn. Peckham asked about the blowing of leaves onto the street. There is an ordinance against this. Our contracts for animal impoundments are set to be mailed. We are trying to get New Brunswick and Monroe Township on board. We are going to see about having a sweeper come and do the leaves along the curb. The Mayor asked the Clerk to get in touch with the Engineers on the status of John Street.

Clmn. Perez gave an update on the financial status of the Animal Shelter, Police Budget and Public Works Dept. He reviewed the bill list and some of the issues that were caught, such as being charged tax, duplicate payment of bill, and overage of use of cell phone.

Clmn. Peckham asked if the Director should be at the shelter on the weekends. He said that last week there was no paid employee there. The Mayor stated that Joey Reid was there. Howie Messler will soon be returning back to work from his surgery. The Mayor said that we have been shorthanded but we will soon be on track.

The Mayor asked the Clerk to e-mail Ken Pacera regarding the status of the revaluations.

*** ORDINANCES (First Reading)**

20 – An ordinance of the Borough of Helmetta authorizing the appropriation of \$23,498.00 from the 2011 Community Development Block Grant Fund for park improvements to Residence Park

MOTION – Clmn. Peckham SECOND – Clmn. Karczewski

ROLL CALL: 5 – 0

The Clerk stated that we received a tort claim from a resident in Monroe Township claiming that the Helmetta Dam was under repair and this caused the flooding in their neighborhood. This claim will be given to Lori Russo to call JIF regarding this claim.

A Special Meeting will be held on December 6, 2011 at 7:00 p.m. The Reorganization Meeting will take place on January 7 at noon.

*** ADJOURNMENT**

There being no further business a MOTION was made by Clmn. Karczewski and SECONDED by Clmn. Peckham to adjourn the meeting. All were in favor.

Sandra Bohinski, RMC
Municipal Clerk

REPORT OF MUNICIPAL CLERK
SANDRA BOHINSKI

OCTOBER, 2011	Copies	Marr Lic	Plng Bd	Towing	Licenses	Lndlr Reg
Cert.						
Copy	\$10.00	\$10.00				
Marr Lic	\$28.00	\$28.00				
Johnson	\$10.00		<u>\$10.00</u>			
K of C	\$10.00				\$10.00	
Kotlyar	\$100.00					<u>\$100.00</u>
Marr Lic	\$28.00	\$28.00				
Marr Lic	\$28.00	\$28.00				
Dybala	\$10.00	<u>\$10.00</u>				
Marr Lic	\$28.00	\$28.00				
Marr Lic	\$28.00	<u>\$28.00</u>				
Fire Dept.	\$260.00				<u>\$260.00</u>	
Total	\$540.00	\$20.00	\$140.00	\$10.00	\$270.00	\$100.00
Dog & Cat Licenses	\$27.00					

Water/Sewer Receipts Report

August 2011

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2007 Principal	\$ -	\$ -	\$ -
2008 Principal	-	-	-
2009 Principal	-	-	-
2010 Principal	273.22	373.00	646.22
2011 Principal	<u>38,939.38</u>	<u>40,105.45</u>	<u>79,044.83</u>
Subtotal	39,212.60	40,478.45	79,691.05
Interest	<u>91.30</u>	<u>115.18</u>	<u>206.48</u>
Subtotal	39,303.90	40,593.63	79,897.53
Final Water Reads	-	-	-
Returned Checks	-	-	-
Payment Reversal	-	-	-
NSF Bank Fees	-	-	-
Duplicate Bill Fee - W&S	-	-	-
Connection Fee	-	-	-
Water Meter Testing	-	-	-
Transfer in from Tax	-	-	-

Water Meter Testing	-	-	-
Transfer in from Tax	-	-	-
Transfer out to Tax	<u>-</u>	<u>-</u>	<u>-</u>
Total Deposits	<u>\$39,303.90</u>	<u>\$ 40,593.63</u>	<u>\$ 79,897.53</u>

Carol Feig
Utility Revenue Collector

Borough of Helmetta

Denise Jawidzik

Denise Jawidzik

Tax Collector

REPORT OF THE TAX COLLECTOR

Month of: October, 2011

Dated: November 7, 2011

Taxes - 2012 \$ 1,909.23
Taxes - 2011 \$ 184,071.50
Taxes - 2010 \$ 4,407.17

Interest \$ 1,837.92

Costs

Tax search

Return Check fee

Search Printouts

Duplicate Bill Fee

Misc.

\$ 15.00

TOTAL

\$ 192,240.82

ADJUSTMENTS

2011	Transfer O/P	\$	163.83
2012	Transfer O/P	\$	(163.83)
2011	Added Assess	\$	3,297.51

Closing Balances

	Debit	Credit	Net
Tax			
2011	\$ 1,007,176.71	\$ (9,199.28)	\$ 997,977.43
Tax			
2010	\$ 30,444.67		\$ 30,444.67

Tax Collectors Trust

Prior Balance \$ 18,700.00
Receipts

Disbursements

Balance \$18,700.00

RESOLUTION OF SUPPORT
2011 - 214

A Resolution of Helmetta, NJ to Support in Concept

The Sustainable Raritan River Initiative

- Whereas, the Raritan River is an asset to the region and to Helmetta and it would benefit the community to increase awareness and use of the River via local access points and trails, and
- Whereas upgrades to current river access points are desirable and the need for ongoing plans for development of future recreational uses are of value to Helmetta, and
- Whereas protection and preservation of habitat and biodiversity in our river ecosystem will provide recreational and natural assets to Helmetta, and
- Whereas the goals of restoration, rehabilitation and regeneration of compromised areas of lands in public ownership will benefit present and future residents, and
- Whereas best management practices for habitat enhancement in the maintenance and management of open space are available and when applied would benefit various departments of Helmetta government, and the quality of life to all Helmetta residents, and
- Whereas, properties that are deemed brownfields because they are contaminated, abandoned or underutilized, detract from the economic vitality of active businesses, and need attention to be remediated and returned to valued uses, and,
- Whereas practices to prevent future pollution are known and could be applied for the benefit of Helmetta management operations, and the residents of the county, and
- Whereas, storm water runoff is a significant contribution to flooding, solid waste and streets in Helmetta, and further damages the Raritan River, and the Raritan River Action Plan (*Reclaiming the Raritan: a Restoration and Sustainable Reuse Plan*) encourages improvements in this area, and
- Whereas, the overall restoration and protection of the watershed area that provides water to Helmetta residents and the Raritan River should be promoted, and
- Whereas, redevelopment needs to provide economic benefits without further damaging, and ideally restoring, the ecology of the Raritan River and Helmetta,

Therefore, be it resolved:

That Helmetta's Council support in concept the Sustainable Raritan River Initiative, and work as an active member of the Raritan River Collaborative to promote efforts to restore and protect the River in accordance with the goals as outlined in the Sustainable River Action Plan.

RESOLUTION 2011 - 215

WHEREAS, N.J.S 40A:4-58 provides that, should it become necessary, during the last 2 months of the fiscal year, to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated therefore and there shall be an excess in any appropriations over and above the amounts deemed to be necessary to fulfill the purpose of such appropriation, the governing body may, by resolution setting forth the facts, adopted by not less than 2/3 vote of the full membership thereof, transfer the amount of such excess to those appropriations deemed to be insufficient;

THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the following transfers in the 2011 Budget be authorized.

CURRENT FUND:

Account #	Name	Amount From	Amount To
0-01-20-110-022	Mayor & Council OE - School Board Oversight	\$ 2,000.00	
0-01-20-120-020	Municipal Clerk OE	500.00	
0-01-20-708-010	Tax Collector S & W	1,000.00	
0-01-20-708-010	Tax Collector OE	800.00	
0-01-20-711-020	Elections	250.00	
0-01-20-712-020	Engineering Svc OE	2,000.00	
0-01-23-730-020	Insurance-Surety, Liability, Other	3,000.00	
0-01-23-733-020	Health Insurance-Employee	9,000.00	
0-01-23-734-016	Unemployment	2,000.00	
0-01-25-757-020	Municipal Prosecutor OE	700.00	
0-01-31-827-020	Telephone	1,000.00	
0-01-31-831-020	Postage	1,000.00	
0-01-42-856-010	Municipal Court S & W	5,000.00	
0-01-20-110-020	Mayor & Council OE		\$ 550.00
0-01-20-705-020	Finance OE		2,500.00
0-01-20-712-020	Legal OE		9,700.00
0-01-26-315-020	Vehicle Maint- Public Works		1,000.00
0-01-31-832-020	Copying		1,000.00
0-01-31-833-020	Gasoline		8,000.00
0-01-36-845-015	Social Security		5,000.00
0-01-42-855-020	Municipal Court OE		500.00
		\$ 28,250.00	\$ 28,250.00

WATER OPERATING FUND:

Account #	Name	Amount From	Amount To
8-05-55-500-020	Water Operating OE	\$ 1,000.00	
8-05-55-540-015	Social Security		\$ 1,000.00
		\$ 1,000.00	\$ 1,000.00

SEWER OPERATING FUND:

Account #	Name	Amount From	Amount To
X-07-55-500-020	Sewer Operating OE	\$ 1,000.00	
X-07-55-540-015	Social Security		\$ 1,000.00
		\$ 1,000.00	\$ 1,000.00

**RESOLUTION
2011 - 216
RESOLUTION ESTABLISHING SALARIES FOR VARIOUS EMPLOYEES FOR
THE YEAR 2011**

WHEREAS the Mayor and Council have determined that employees of the Borough of Helmetta should receive compensation for the year commencing January 1, 2011; and

WHEREAS certain employees are not covered by employment agreements setting forth the 2011 salary and wage.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that, in accordance with the Borough's Salary Ordinance, the annual salaries and wages for the following employees be authorized, effective January 1, 2011; and

BE IT FURTHER RESOLVED that in the event any employees shall leave the employ of the Borough prior to December 31, 2011, their salary shall be prorated for that portion of the 2011 year for which they were employed; and

BE IT FURTHER RESOLVED that for any employee entitled to longevity pay in accordance with the Borough's Employee Handbook, that the salaries and wages listed below be used for the computation of 2011 longevity pay.

<u>EMPLOYEE</u>	<u>SALARY/HOURLY RATE</u>
Administration	
Borough Clerk Sandra Bohinski	\$27,518.33
Finance/Tax	
Tax Collector Denise Jawidzik	\$11,414.22
Tax Assessor Ken Pacera	\$11,646.31
Purchasing Agent Sandra Bohinski	\$ 1,568.18
Revenue Collection Clerk Carol Feig	\$14.03/hour
Chief Finance Officer Lori Russo	\$37,270.80
Court	
Municipal Court Judge Thomas F.X. Foley	\$14,000.00
Municipal Court Administrator Susan Slavicek	\$20.00/hour
Deputy Municipal Court Administrator Penny Danley-Gravatt	\$20.00/hour
Deputy Municipal Court Administrator Christine Hughes	\$20.00/hour
Attendance on court night	\$75/session
Building and Code Department	
Code Enforcement Official - Helmetta Joseph Kotora	\$ 5,075.00
Code Enforcement Official - Spotswood Ronald Horinko	\$ 5,000.00
Fire Prevention	
Fire Marshal Joseph Kotora	\$ 3,594.26
Police	
Police Director Andrew Ely	\$30.00/hour
Special Officer Ronald Horinko	\$13.39/hour
Special Officer Gene Scheicher	\$11.00/hour

Special Officer John Shaw	\$13.39/hour
Special Officer Philip Esposito	\$11.00/hour
Special Officer George Kosanovich	\$11.00/hour

Land Use Board

Land Use Board Secretary Sandra Bohinski	\$ 2,520.58
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Public Works

Recycling Coordinator Sandra Bohinski	\$ 4,064.71
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Animal Control

Animal Control Officer-Helmetta Darren Doran	\$ 3,135.34
Animal Control Officer-Sayreville Darren Doran	\$ 1,000.00
Animal Control Officer-South River Darren Doran	\$ 1,000.00
Animal Control Officer-Spotswood Charles Metz	\$ 3,135.32
Animal Control Officer-Sayreville Charles Metz	\$ 1,000.00
Animal Control Officer-South River Charles Metz	\$ 1,000.00
Animal Control Clerk Sandra Bohinski	\$ 1,432.27
Animal Control Laborer James Apgar	\$11.50/hour
Animal Control calls outside of contractual hours	\$50.00/call

Water Department

Backup Licensed Water Operator George Smith	\$ 2,000.00
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Sewer Department

Licensed Sewer Operator-Jamesburg Darren Doran	\$ 3,000.00
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**RESOLUTION
2011- 217**

**RESOLUTION AUTHORIZING PURCHASE OF 2012 CHEVROLET EXPRESS 1500
CARGO VAN UNDER NEW JERSEY STATE CONTRACT #78844**

WHEREAS, the Helmetta Borough Animal Control Department has the need for an additional Animal Control van; and

WHEREAS, the total purchase of the 2012 Chevrolet Express 1500 Cargo Van and related equipment is \$19,880.00, exceeding the bid threshold amount of \$17,500; and

WHEREAS, the Helmetta Animal Control Department proposes to purchase the 2012 Chevrolet Express 1500 Cargo Van from Mall Chevrolet in Cherry Hill, NJ under State Contract No. 78844 for \$19,880.00; and

WHEREAS, funds have been appropriated through Ordinance 2010-15; and

WHEREAS, a certification as to the availability of funds executed by the Chief Financial Officer is attached to this Resolution pursuant to the provisions of N.J.A.C. 5:30-5.4 showing funds available.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Helmetta as follows:

1. The Helmetta Animal Control Department is authorized to purchase a 2012 Chevrolet Express 1500 Cargo Van under State Contract #78844 in a total amount of \$19,880.00 in accordance with the attached specification sheet.

2. The Chief Financial Officer is hereby authorized to issue a check in the amount of \$19,880.00 to Mall Chevrolet in payment of the items.

**RESOLUTION
2011 - 218**

**RESOLUTION AUTHORIZING PAYMENT IN THE AMOUNT OF
\$13,500.00 TO REALTY APPRAISAL COMPANY**

WHEREAS, the Borough awarded a contract to Realty Appraisal Company for a reassessment of the Borough in the amount of \$35,000; and

WHEREAS, Realty Appraisal Company has submitted a progress billing in the amount of \$13,500.00; and

WHEREAS, the Tax Assessor has recommended payment in the amount of \$13,500.00 for the first progress payment of the contract.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Chief Financial Officer is hereby authorized to pay Realty Appraisal Company the amount of \$13,500.00.

**RESOLUTION
2011 - 219**

CANCELLATION OF CHECK 6511

WHEREAS, the Borough of Helmetta maintains bank accounts in all funds of the Borough for checking accounts; and

WHEREAS, the Chief Financial Officer of the Borough reconciles these accounts on a monthly basis to the books and records of the Borough; and

WHEREAS, there exists reconciling items that relate to the period ending December 31, 2010 and such items are deemed outdated and stale; and

WHEREAS, generally accepted accounting principals and generally accepted internal control standards require periodic review; and

WHEREAS, the Chief Financial Office of the Borough has performed a review and determined that such action of cancellation be taken as follows:

Clearing Account Number 200013301752:

Check Number	Date	Amount
6511	12/16/10	\$718.69
Total:		\$718.69

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Chief Financial Officer be authorized to make such adjustments to the books and records.

**Resolution
2011 - 220**

**RESOLUTION CANCELLING UNEXPENDED IMPROVEMENT
AUTHORIZATIONS**

WHEREAS, the Borough must prepare for an annual year end accounting; and

WHEREAS, as a result of this year end accounting and review of various bond ordinances, it was determined that various inactive, unexpended and unneeded improvement authorizations and encumbrance balances exist that should be considered for cancellation; and

WHEREAS, it is essential to sound financial practices for a municipality to review various accounts from time to time for cancellation; and

WHEREAS, the Borough Auditor has recommended the cancellation of certain inactive, unneeded and unexpended improvement authorizations; and

WHEREAS, Chief Financial Officer has also reviewed the improvement authorizations and concur with the Auditor's recommendations.

NOW, THEREFORE, BE IT RESOLVED that the following improvement authorizations and encumbrances are hereby cancelled effective December 31, 2011 as follows:

General Capital Fund:							
Ordinance Number	Description	<u>Ordinance</u>		Improvement Authorization Cancelled	Cancelled To		
		Date	Amount				
2010-5	Madison, Sutton, York Reconstruction	03/18/10	\$210,000.00	\$5,568.02	\$5,568.02	(1)	
n/a	Reserve for NJ Clean Energy Program	n/a	n/a	\$14,000.00	\$14,000.00	(2)	

Reference to Accounts Cancelled to (from):						
(1)	<i>Capital Improvement Fund</i>					
(2)	<i>Fund Balance</i>					

**RESOLUTION CANCELLING UNEXPENDED IMPROVEMENT
AUTHORIZATIONS AND ENCUMBRANCES (CONTINUED)**

BE IT FURTHER RESOLVED that:

- 1 Certified copy of this resolution sent to the Borough Auditor.
2. Certified copy be sent to the Chief Financial Officer who is authorized to make the appropriate accounting entries.

DATED: November 23, 2011

**RESOLUTION
2011-221**

**RESOLUTION AUTHORIZING PAYMENT TO MUNICIPAL
EMPLOYEES FOR WORK OUTSIDE OF ASSIGNED HOURS**

WHEREAS, municipal employees of the Borough of Helmetta performed services for the Borough outside of the normal course of their duties and outside of the normal business hours during the Halloween Party on Saturday, October 29, 2011; and

WHEREAS, the Mayor and Council are desirous of compensating those municipal employees for 3.5 hours at their normal hourly rates; and

WHEREAS, the Mayor and Council have identified those employees as Sandra Bohinski, Charles Metz, and Joseph Reid.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that Sandra Bohinski, Charles Metz, and Joseph Reid be paid for 3.5 hours of additional work during the Halloween Party on Saturday, October 29, 2011.

**RESOLUTION
2011 - 222**

**RESOLUTION AUTHORIZING REIMBURSEMENT TO MAYOR AND COUNCIL FOR
BOROUGH-RELATED ACTIVITIES**

WHEREAS, the Mayor and Council of the Borough of Helmetta have performed the duties of their office without salary since January 1, 2006; and

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 \$500.00.

**RESOLUTION
2011 - 223**

HOLY TRINITY STIPEND

WHEREAS, throughout the course of the year Recreation activities are held at Holy Trinity;

NOW THEREFORE BE IT RESOLVED that the Chief Financial Officer is Hereby authorized to issue a stipend to Holy Trinity Church in the amount of \$250.00.

**RESOLUTION
2011- 224**

ST. GEORGE'S STIPEND

WHEREAS, throughout the course of the year Recreation activities are held at St. George's;

NOW THEREFORE BE IT RESOLVED that the Chief Financial Officer is hereby authorized to issue a stipend to St. George's Church in the amount of \$50.00.

**RESOLUTION 2011 -225
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

Including the following non-budget items:		\$ 780,289.22
School taxes	\$ 636,192.92	
County taxes	534.61	
Grants	<u>16,355.56</u>	
	<u>\$ 653,083.09</u>	

WATER OPERATING FUND	27,878.12
SEWER OPERATING FUND	6,788.72
GENERAL CAPITAL FUND	93,440.49
DOG TRUST FUND	6.60
TRUST FUND	4,549.84
	<u>\$ 912,952.99</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 November 23, 2011.

Sandra Bohinski, Municipal Clerk

MEMORANDUM

DATE: November 22, 2011
TO: Mayor and Council
FROM: Lori Russo
Chief Finance Officer
RE: Bill list addendum

Please consider the following purchase orders when approving the bill list. Thank you for your cooperation.

GluckWalrath LLP	\$ 2,970.00
GluckWalrath LLP	1,320.00
GluckWalrath LLP	345.00
	<u>\$ 4,635.00</u>

RESOLUTION

#2011 – 226

REFUND OF ADOPTION FEE

WHEREAS, Armand R. Verdolino, adopted a dog from the Helmetta Regional Animal Shelter; and

WHEREAS, it was discovered that the dog was ill with heartworms;

NOW THEREFORE BE IT RESOLVED, that the C.F.O. is hereby authorized to refund the \$100.00 adoption fee to Armand R. Verdolino, 8 Andovers Lane, Matawan, NJ 07747.

ORDINANCE # 2011 - 20

**AN ORDINANCE OF THE BOROUGH OF
HELMETTA AUTHORIZING THE
APPROPRIATION OF \$23,498.00 FROM THE 2011
COMMUNITY DEVELOPMENT BLOCK GRANT
FUND FOR PARK IMPROVEMENTS TO
RESIDENCE PARK**

WHEREAS, the Council of the Borough of Helmetta ("Council") desires to make park improvements to Residence Park in the Borough of Helmetta ("Borough"); and

WHEREAS, the Council has demonstrated that there currently exists a need to provide funding for the park improvements; and

WHEREAS, the Borough was awarded funds under the Community Development Block Grant ("CDBG") for 2011, which the Borough has determined to use for improvements at Residence Park (the "Improvements"); and

WHEREAS, no other funds will be used for the Improvements to Residence Park.

NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED, by the Borough Council of the Borough of Helmetta, in the County of Middlesex and State of New Jersey that:

Section 1. The Improvements described below are hereby authorized as a general improvement to be made by the Borough of Helmetta, New Jersey.

Section 2. There is hereby appropriated for such Improvements, the sum of Twenty-three Thousand, Four-hundred and Ninety-eight Dollars (\$23,498.00) as follows:

- a. **Twenty-three Thousand, Four-hundred and Ninety-eight Dollars (\$23,498.00) from the 2011 Community Development Block Grant.**

Section 3. The Improvements for which this appropriation is authorized is for park improvements to Residence Park in the Borough of Helmetta.

Section 4. The appropriation authorized above shall be funded completely from revenues received from either State and Municipal governments under grant funds already received or funds set aside for such purpose.

Section 5. The Governing Body of the Borough of Helmetta hereby certifies and assures that all of the required assurances which are necessary for such State and Municipal funding for the Improvements have been or shall be met.

Section 6. The funding for the Improvements will be included in the capital budget in the final adopted budget for 2011.

Section 7. This Ordinance shall take effect following its advertisement, public hearing and adoption in accordance with the requirements of law.

Borough of Helmetta

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

**Nancy Martin
Mayor**

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

PUBLIC WORKS REPORT 11 23 11

RESIDENTS PARK CDBG

- A) special meeting is needed for second reading
- B) still might be to late to install before winter

ANIMAL SHELTER

- A) some subs were never paid by Ziggy
- B) unpaid subs do not want to provide maintenance contracts for equipment
- C) need to get maintenance contracts from outside source

PUBLIC WORKS OT

- A) 28.5 hr of OT in October
- B) Reasons were community service, shelter work, hydrant flushing, Halloween Party, and snow and snow storm related activities.

OLD FORGE TREES

- A) 37 Replacements
- B) 10 trims
- C) Leyland cypress cost \$18 per tree more
- D) 4 ft minimum 5ft maximum
- E) Cost extra would be aprox \$670.00
- F) This money is available in Parks OE budget

10 ERICKSON AVE

- A) Mail box can be moved

DEP COMPLIANCE INSPECTION

- A) Water system and stormwater system inspected on 11/15/11
- B) Awaiting final written inspection report