

Borough of Helmetta
Reorganization Meeting – 2016
January 4, 2016 – 7:00 p.m.

Meeting Called to Order - Salute to the Flag - Moment of Silence

The meeting was called to order by Municipal Clerk Sandra Bohinski at 7:05 p.m. Assemblywoman Nancy Pinkin and Judge Edward Herman were introduced. All in attendance Pledged Allegiance to the Flag and offered a moment of silence for our men and women in the military who are protecting our freedom.

Statement of Open Public Meetings Law

Adequate notice of this meeting has been provided as is required under Chapter 231 Public Law 1975 specifying the time, date, location and to the extent known the agenda by posting a copy on the bulletin board in the Municipal Building outside of the meeting room and providing a copy to the Home News Tribune and Sentinel newspapers and by filing a copy in the office of the Municipal Clerk in accordance with the certification which will be entered in the minutes of this meeting.

Certification of Election Results of November 3, 2015

Sandra Bohinski, Municipal Clerk, stated at the General Election held on November 3, 2015, a contest was held for the position of one Mayor for a four year term and two – three year Council seats. There are 1,405 registered voters in the Borough of Helmetta and on this date 664 votes were cast. 618 by the machine, 42 mail-ins and 4 provisional ballots. The results were as follows: for Mayor, Chris Slavicek 409, Nancy Martin 224. For Council seats Peter Karczewski 400, Sewell Peckham 388, Vincent Asciolla 234, and James Misner 218. Statements of Determination were received from Sylvia Engel, Chairman of the Board of County Canvassers and attested by Elaine Flynn, County Clerk that Christopher Slavicek has been duly elected as Mayor and Peter Karczewski and Sewell Peckham have been duly elected to serve as Council members.

Administration of Oath of Office by Judge Edward Herman

Judge Edward Herman was called upon to administer the Oath of Office to Chris Slavicek, Mayor. He then individually administered the Oath of Office to Peter Karczewski, Councilman and Sewell Peckham, Councilman. They then took their seats on the dais. The Certificates of the Statements of Determination from the County was presented to them.

The Municipal Clerk read a letter of resignation, effective January 4, 2016, from Councilwoman Denise Estrada.

Calling of the Roll. All were present.

Mayor Chris Slavicek
Councilmember Peter Karczewski
Councilmember Sewell Peckham
Councilmember Joseph Perez

Statements from Elected Officials

Councilman Karczewski thanked the residents of Helmetta for having the faith in them and electing them and trusting them to try and get our standing of our town back in a better light than it has been. He also thanked his wife, children and extended family for being there when he needed them. He is looking forward to working with the new members who will take these seats, it will be a completely different look than it has been in the last couple of years. They will be facing some sizeable challenges this year and he looks forward to rolling up our sleeves and getting the things done that need to be done to make a positive impact on all of Helmetta. It's going to be a lot of hard work and there is going to be a lot of tough decisions to be made. He welcomed Joseph Youssouf our new Borough Attorney and welcomed back our current professionals. Congratulations to Chris on realizing his dream of becoming Mayor of his home town. I think you are going to do a great job and lead us to better things in the future.

Councilman Sewell Peckham thanked the residents and voters for putting him in office. This is his second time up here. As Pete said this is going to be a long hard road. We have a few things that are going to be a tough fight. We all knew this and we are all ready to accept the challenge. He likes seeing so many in the Council room and wants everyone to realize that without your help we cannot do this alone. He thanked the people who helped get them in there. Without their help, you don't know they did to get us up here, this is not something that was done overnight. We worked months on this. This has been talked about for quite a while. He congratulated Chris on overcoming what was a big hard fought race. He did a great job; our team did a great job. Without the people of this town backing us up, we can't do this ourselves. We have to have your support whether positive or negative we'd like to know we are doing the right job.

Mayor Chris Slavicek said that first and foremost, I'd like to extend a sincere appreciation to the residents of Helmetta for their support and trust in electing me as their leader for the next four years. I pledge and look forward to working diligently with the Council and professional service providers to advocate for the residents, listen to, serve and support their needs while guiding our Borough employees to create a safe, friendly and economically stable community of Helmetta; being known for that little town with the biggest heart.

On a personal note, I would like to thank my family and friends for their never ending support and love in all I do. Looking ahead...my mayoral term will end just before the year 2020. Like 20/20 vision, not always perfect, a clear, sharp and fresh stance remains my vital objective in bringing Helmetta to a new level of triumph. Over the past few weeks, I have had the fortunate opportunity to meet with the members of the Council, many Borough employees and active volunteers to discuss their fine accomplishments and to set goals for the upcoming year. Collaboratively, we plan to share talents and focus our vision on the ultimate goal of restoring Helmetta's image through the following endeavors:

- Manage revenues and expenses to maintain sound financial stability creating an affordable community living
- Strengthen our relationship with surrounding municipalities with an emphasis on active participation and communication with the Spotswood Board of Education
- Enhance public safety awareness through effective patrol, emergency notification and special police events to involve the children and proactive community policing

- Focus on the beautification of Helmetta while continuing to maintain roads, parks and common areas with a focus on grant writing in addition to heightening the appearance the interior and exterior of Borough Hall
- Engage and involve the residents through community outreach; youth, active adult, family and volunteer recreational programs and services utilizing the newly constructed Park/Pavilion and Community Center areas.
- Communicate effectively with Borough residents through a quarterly newsletter publication, social media, email, website, marquee, Nixle and attendance at various Homeowner Association Meetings
- Support and strategize with our Helmetta Fire Department to raise funds for updating necessary equipment and the overall safety of our dedicated volunteers
- Patronize Borough businesses and encourage small & local business development
- Develop a solid relationship and help serve those in need in conjunction with the food pantry at St. George's Church
- Evaluate and research online payment systems for water, sewer, taxes, licensing, etc.
- Provide and serve the public with flexibility and an open door policy
- Implement employee appreciation and staff development programs

It's time to refocus the perception of the **'turning of a blind eye'**. I am confident with the clear, sharp and transparent 20/20 vision, we will accomplish great things for Helmetta in twenty sixteen. Change is inevitable. To quote futurist and author Joel A. Barker, *"Vision without action is merely a dream. Action without vision just passes time. Vision with action can change the world."*

Thank you Helmetta for awarding me the opportunity to serve as your Mayor. I attest to serve with honor, valor and the ability to visualize boundless opportunity with positive progress in **sight!**

Public Portion

Mayor Slavicek read the following: During the Public Portion of any Council Meeting, members of the public may only speak on topics of concern to the residents of the Borough. During the Public Portion of any Meeting, the members of the public as well as all Members of the Governing Body shall be courteous and respectful to one another. No comments and/or behavior that are considered disrespectful, ill-willed, or with the intent to harass shall be tolerated. If such behavior occurs, then that individual member of the public will be asked to sit down and his or her turn to speak will be over.

The meeting was opened to the Public. If anyone wishes to speak, please state your name and address for the records. There was no one from the public who wished to speak. The meeting was closed to the Public.

Election of Council President

The election of Council President was tabled until the next meeting.

Consent Agenda Resolution #2016 – 42

The following routine items and resolutions were voted on in unison as a Consent Agenda:

- #02 Appointment of Borough Attorney – Joseph D. Youssouf, Esq.
- #03 Rules to Govern in 2016
- #04 Appointment of Standing Committees (will be appointed when vacancies are filled)
- #05 Meeting Dates for 2016
- #06 Appointment of Borough Auditor - Gerard Stankiewicz, CPA, RMA
- #07 Appointment of Borough Engineer - Terence M. Vogt
- #08 Appointment of Borough Planner - Terence M. Vogt
- #09 Appointment of Labor and Employment Counsel - Matthew Giacobbe, Esq.
- #10 Appointment of Municipal Prosecutor – Paul Granick
- #11 Appointment of Public Defender – Jason Shamy
- #12 Appointment of Acting Municipal Court Administrator – Danielle Tanzi
- #13 Appointment of Municipal Court Staff
- #14 Appointment of Fire Marshal- Joseph Kotora
- #15 Appointment of Tax Search Official – Tina McDermott
- #16 Appointment of Assessment Search Official – Sandra Bohinski
- #17 Appointment of Assistant Tax Collector/Utility Revenue Collector and Deputy

Registrar - Carol Feig

- #18 Appointment of Back-Up Water Operator – George Smith
- #19 Appointment of Purchasing/Buyer – Sandra Bohinski
- #20 Appointment of Public Agency Compliance Officer – Sandra Bohinski
- #21 Appointment of Middlesex County Housing and Community Development

Representative – Sewell Peckham

- #22 Appointment of Alternate to Middlesex County Housing and Community Development Representative – Peter Karczewski
- #23 Appointment of Flood Control Commission Representative – Darren Doran
- #24 Appointment of Alternate to Transportation Coordinating Committee – Joseph Perez
- #25 Approval of Cash Management Plan for 2016
- #26 Returned Check Charge
- #27 Cancellation of Minimum Balances
- #28 Authorization to Conduct Tax Lien Sale
- #29 Interest on Delinquent Taxes
- #30 Penalty for Delinquencies over \$10,000
- #31 Interest on Delinquent Water & Sewer Payments
- #32 Official Newspapers - Home News Tribune & Cranbury Press
- #33 Authorization of a Petty Cash Fund
- #34 Custodian of Petty Cash Fund – Jeannine Jones
- #35 Approval of 2016 Temporary Budget Appropriations
- ~~#36 Appointment of Public Compliance Agency Officer – Sandra Bohinski (duplicate)~~
- #37 Appointment of Registered Recycling Coordinator – David Sliker
- #38 Appointment of Deputy Recycling Coordinator – Sandra Bohinski
- #39 Appointment of Code Enforcer – Joseph Kotora
- #40 Appointment of Abandoned/Vacant Property Official – Joseph Kotora
- #41 Representative to Solid Waste Advisory (SWAC) – Darren Doran

MOTION – Councilman Karczewski

SECOND – Councilman Peckham

ROLL CALL: 3 - 0

Administration of Oath of Offices

Mayor Slavicek administered the Oath of Office to Fire Marshal Joseph Kotor. He then administered the Oath of Office to the Executive Officers of the Helmetta Fire Department, President Duane Hoven, Vice President Chris Acs, and Secretary Eric Knapp. Treasurer Ron Wilson was not in attendance. The Oath of Office was then individually administered to the Line Officers, Lieutenant Vincent Amabile, Captain Robert Simonelli, Deputy Chief Joseph Reid and Chief Pradeep Matthew. Mayor Slavicek said to our Volunteer Fire Department that it was nice to see the attendance here and that we have such a dedicated group of volunteers who serve and protect us during our time of need. Thank you to our Fire Department.

Adjournment

All were invited to a cake and coffee reception at our Helmetta Community Center. There being no further business a MOTION was made by Councilman Perez and SECONDED by Councilman Peckham. All were in favor.

Sandra Bohinski, RMC
Municipal Clerk

**RESOLUTION
#2016-01 - TABLED
COUNCIL PRESIDENT**

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey that

BE AND IT IS HEREBY resolved that is elected as COUNCIL PRESIDENT.

**RESOLUTION
#2016- 02
A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES TO JOSEPH D. YOUSSEUF, ESQ. FOR LEGAL
SERVICES AS THE BOROUGH ATTORNEY FOR THE 2016 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta (the "Borough") has determined that there exists a need for legal services for the 2016 calendar year; and

WHEREAS, Joseph D. Yousseuf, Esq., has submitted a proposal indicating that he will provide legal services as the Borough Attorney for the Borough of Helmetta at the rate of \$400.00 per meeting and \$140.00 per hour for ordinance preparation, resolutions and formal opinion letters to be paid quarterly upon submission of invoice; and

WHEREAS, the term of this contract is one (1) year from January 1, 2016 to December 31, 2016; and

WHEREAS, funds are or will be available for this purpose; and

WHEREAS, Joseph D. Youssouf, Esq. has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Joseph D. Youssouf, Esq. has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be "Professional Services" pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "Professional Services" without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Joseph D. Youssouf, Esq. for the provision of legal services as the Borough Attorney for the 2016 calendar year; and

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5.

RESOLUTION
#2016 – 03
RULES TO GOVERN IN 2016

WHEREAS, the members of the Governing Body have read the proposed Rules of the Borough Council for the Borough of Helmetta which were compiled in 1994 and since amended; and

WHEREAS, the Governing Body finds said rules to be acceptable for the purpose of conducting the meetings of the Borough Council.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council that the Rules of the Council of the Borough of Helmetta, Middlesex County, New Jersey be and they are hereby adopted as the official rules governing the Borough Council of the Borough of Helmetta for the year 2016.

**RULES OF THE COUNCIL
OF THE
BOROUGH OF HELMETTA
MIDDLESEX COUNTY
NEW JERSEY
YEAR – 2016**

RULE NUMBER ONE:

The Meetings of the Mayor and Borough Council of the Borough of Helmetta shall be held on the third Wednesday of each month at seven p.m., prevailing time, in the Borough Council Chambers in the Municipal Building, provided, however, that in the event any such Business Session shall fall due upon a Legal Holiday then such Business Session shall be held as called by motion duly adopted at the previous meeting.

Special Meetings of the Mayor and Borough Council of the Borough of Helmetta shall be called and held as provided by Statute and upon written notice designating the time and place of said Special Meeting, signed by the Mayor or four (4) members of the Borough Council, which Notice shall be given to all Members of the Council at least forty-eight (48) hours before the time of said Special Meeting.

Continued and Adjourned Meetings of the Mayor and the Borough Council of the Borough of Helmetta shall be called and held at the time and place designated by motion or resolution under which it is held.

RULE NUMBER TWO:

Each Business Meeting shall be conducted in the following prescribed manner:

Meeting shall be Called to Order by the Presiding Officer

Pledge of Allegiance

Moment of Silence

Meeting of Notice of Compliance with the Open Public Meetings Law

Calling of the Roll

Public Portion

Consent Agenda

Action on Minutes of previous meeting

Reciting of Ordinance, by title only, on second reading and Public Hearing thereon

Report of Mayor

Report of Borough Attorney.

Reading and consideration of Memorials, Petitions and Communications

Reading of communications shall be as follows: All communications received by the Mayor and Borough Council shall be prepared in digest form and entered upon the minutes of the Regular Meeting Agenda and submitted as follows:

Dated: Recipient: Sender: Text:

and the communications shall not be read in full nor shall the list be read in total unless specified by the Mayor and or Council Member

Reading of Resolutions not listed on the Consent Agenda

Reports of Committees

Unfinished Business of previous meeting
New Business
Reciting by title only of Ordinances for introduction for First Reading
Public Hearings other than called for by Special Meeting
Adjournment

RULE NUMBER THREE:

The Council shall have the discretion to permit, prohibit or regulate the active participation of the public at any Meeting, however, the Council shall be required to set aside a portion of every Meeting for public comment on any governmental issue that a member of the public feels may be of concern to the residents of the Borough. The Council has determined to set aside up to sixty minutes (one hour) for the Public Portion of all Council Meetings. The Council shall have the discretion to waive this one hour limitation on a case-by-case basis if the circumstances so warrant it, thereby allowing the Public Portion of a given Meeting to exceed one hour.

The Council shall enforce a "Five (5) Minute Rule" upon each individual of the public desiring to speak during the Public Portion of a Council Meeting. The Five Minute Rule shall give each individual of the public one turn to speak per meeting. Once each individual is done speaking, even if the five minute timeframe has not yet ran, such individual's turn to speak is over. The Council has the discretion to waive the Five Minute Rule on a case-by-case basis if the circumstances so warrant it.

During the Public Portion of any Council Meeting, members of the public may only speak on topics of concern to the residents of the Borough. During the Public Portion of any Meeting, the members of the public as well as all Members of the Governing Body shall be courteous and respectful to one another. No comments and/or behavior that are considered disrespectful, ill-willed, or with the intent to harass shall be tolerated. If such behavior occurs, then that individual member of the public will be asked to sit down and his or her turn to speak will be over, even if the five minutes is not up.

RULE NUMBER FOUR:

When a sufficient number of Members to constitute a quorum are present, the Mayor or in his/her absence, the President of the Council or in his/her absence, the President of the Council pro-tem, whom the quorum shall appoint, shall call them to order. Three members and the Mayor, or four members, constitute a quorum.

RULE NUMBER FIVE:

As soon as the Meeting comes to Order, the Clerk shall call the Roll and note the absentees. In case of the absence of the Clerk, the Presiding Officer shall appoint a Clerk Pro-Tem.

RULE NUMBER SIX:

Any Member of the Governing Body shall have the right to submit a resolution for consideration of the Council, and the Presiding Officers, whether it is the Mayor or the President of the Council, shall have no right to prevent such resolution from being read or voted upon. In

the event such Presiding Officer shall decline to permit any such resolution to be voted upon, any member of the Council shall thereupon have the right to call the roll and request a vote thereon, provided, however, in the event that such refusal is rendered in the first instance by the Mayor, the President of the Council shall have priority over other Council Members to call for such vote.

RULE NUMBER SEVEN:

When a question is under debate, no motion shall be in order, unless to recess, to refer, or to amend and these shall have precedence in the order in which they are named, the first three of which shall be decided without debate. A motion to commit or refer, until it is decided shall preclude all amendments of the main question.

RULE NUMBER EIGHT:

When a motion has been made and seconded, it shall be stated by the Presiding Officer before it is open for discussion, and after thus being stated, it shall be deemed in the possession of the Council, but may be withdrawn or amended by the mover at any time before discussion.

RULE NUMBER NINE:

When an Ordinance is presented, the Presiding Officer shall direct it to be read by title only by the Clerk, and when it is agreed that the same shall be taken up, it shall then be read and decided upon, after which the main question shall be put: "Shall the Ordinance be adopted on First Reading by title only and advertised as required by law for Public Hearing on Second Prior to Final Passage?" When an Ordinance is taken up on Final Passage after Public Hearing, it shall be read by title only, and after the reading of the title the vote shall be taken. Any Ordinance may be amended at First Reading or at a Public Hearing prior to Final Passage.

RULE NUMBER TEN:

The Ayes and Nays may be called for by any Member and being so called, the names of those who voted for or against any question, if requested by any Member, shall be entered upon the Minutes.

RULE NUMBER ELEVEN:

When a Member intends to speak upon a question, he shall acknowledge the Chair only in his opening remarks, thenceforth; he/she shall confine himself/herself to the question and avoid personalities. Should more than one member speak at one time, the Presiding Officer shall determine who is entitled to the floor.

RULE NUMBER TWELVE:

The previous question may be called for by any Member, and if seconded, shall be put in this manner: "Shall the main question now be put?" and until it is decided, shall preclude all amendments to the main question and all further debate.

RULE NUMBER THIRTEEN:

Any Member may call another Member to order while speaking, when the debate shall be suspended and the Member shall not speak until the point of order is determined. When the appeal from the decision of the Chair is called for, no other questions but the point of appeal shall be debated, when the question shall be put "Shall the decision of the Chair be sustained?"

RULE NUMBER FOURTEEN:

When any question is stated, and the Council agrees it to be put, no Member shall be at liberty to withhold his vote. A "Pass Vote" shall be considered a "Yes Vote". An Abstention Vote shall be not counted as "Yes Vote" or a "No Vote under any circumstance.

RULE NUMBER FIFTEEN:

A motion to adjourn shall always be in order and decided without a debate.

RULE NUMBER SIXTEEN:

At the Annual Reorganization Meeting, or at the First Meeting, or at the First Regular Meeting thereafter in January, the Council may establish all Standing Committees, and all other Committees not covered by State Statute, which appointments shall be approved by a majority vote of the Council. In the event the Council shall fail, refuse or neglect to establish such committees, or if the Council shall decline to approve and confirm any all of the same, the said Council shall have the right or power to make such appointments thereafter by majority vote. Special Committees may be appointed by the Mayor from time to time. Each Standing Committee shall consist of at least two Members and the Mayor shall be an Ex-Officio Member of all Committees and Departments.

RULE NUMBER SEVENTEEN:

The Chairman of the Department or Special Committee shall be specifically named as such. It shall be his duty to give notice of the time and place of such meetings for the purpose of preparing the business for which they are appointed.

RULE NUMBER EIGHTEEN:

Standing Committees of the Borough Council shall be the following:

- Committee on Finance
- Committee on Public Safety
- Committee on Public Works/Public Property
- Committee on Recreation/Public Events
- Committee on Sanitation/Recycling
- Committee on Education

RULE NUMBER NINETEEN:

The names of the Members of the Council when called by the Clerk on any question shall be called in the following manner: the Council President will be called first and the remaining Council Members shall be called in alphabetical order.

RULE NUMBER TWENTY:

All bills, before they are presented to Council, shall be itemized, sworn to and certified by the Officer in whose Department the indebtedness has been incurred, when they shall be referred to the Finance Committee, which Committee shall report them to the Council favorable over the required signatures, and if they shall be in compliance with statute, they shall be acted upon by motion.

RULE NUMBER TWENTY-ONE:

None of those rules of this Council, or part thereof, shall be amended, suspended or superseded, without at least the consent of two-thirds of the entire Council.

RULE NUMBER TWENTY-TWO:

All Rules of the Borough Council, heretofore adopted and inconsistent herewith, are hereby repealed.

CERTIFICATION

The aforesaid document represents a true and compared compilation of the Rules of the Borough Council of the Borough of Helmetta, New Jersey as the same are on record and on file in my office.

**RESOLUTION
#2016 – 04
APPOINTMENT OF STANDING COMMITTEES**

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, and State of New Jersey, that the following named persons are hereby appointed as members of the respective Standing Committees for the Borough of Helmetta, County of Middlesex, and State of New Jersey for a term to expire 12/31/16.

(COMMITTEES TO BE APPOINTED WHEN VACANCIES ARE FILLED)

**RESOLUTION
#2016 – 05
MEETING DATES FOR 2016**

BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that the following meeting dates have been scheduled for the year 2016:

January 20	July 20
February 17	August 17
March 16	September 21
April 20	October 19
May 18	November 16
June 15	December 21

Meetings will begin at 7:00 p.m. The Borough Council may introduce and/or adopt ordinances, pass resolutions, or transact any other business within its power at any of the above listed meetings. The meetings will be held at the Helmetta Municipal Building, 51 Main Street, Helmetta, NJ.

RESOLUTION

2016 – 06

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO GERARD STANKIEWICZ, CPA, RMA FOR AUDITING SERVICES FOR THE 2016 CALENDAR YEAR

WHEREAS, the Borough of Helmetta (“Borough”) has determined there exists a need for auditing services in the Borough of Helmetta during the 2016 calendar year; and

WHEREAS, Gerard Stankiewicz, CPA, RMA has submitted a proposal, attached hereto, indicating he will provide auditing services of the General, Water Utility and Sewer Utility Funds as the Borough Auditor as per his contract and such additional services as required in accordance with the fee schedule attached to the proposal; and

WHEREAS, the term of this contract is one (1) year from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Gerard Stankiewicz, CPA, RMA has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Gerard Stankiewicz, CPA, RMA has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Gerard Stankiewicz, CPA, RMA for the provision of auditing services as Borough Auditor for the 2016 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall

be maintained on file and available for public inspection in the office of the Municipal Clerk.

RESOLUTION

#2016 – 07

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO TERENCE M. VOGT OF REMINGTON, VERNICK & VENA FOR ENGINEERING SERVICES AS THE BOROUGH ENGINEER FOR THE 2016 CALENDAR YEAR

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there exists a need for engineering services in the Borough during the 2016 calendar year; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has submitted a proposal, attached hereto, indicating that he will provide engineering services to the Borough as per his contract and such additional services as required in accordance with the fee schedule attached to the proposal; and

WHEREAS, the term of this contract is one (1) year from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta, Middlesex County, New Jersey that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Terence M. Vogt of Remington, Vernick & Vena for the provision of engineering services as the Borough Engineer for the 2016 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5;

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

RESOLUTION

#2016 – 08

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR PLANNING SERVICES FOR THE CALENDAR YEAR OF 2016

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there exists a need for planning services in the Borough during the 2016 calendar year; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has submitted a proposal, attached hereto, indicating that he will provide planning services to the Borough as per his contract and such additional services as required in accordance with the fee schedule attached to the proposal; and

WHEREAS, the term of this contract is one (1) year from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified in writing that the fee for this contract will exceed \$17,500; and,

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Terence M. Vogt of Remington, Vernick & Vena has completed and submitted the necessary disclosure of political contributions pursuant to N.J.S.A. 19:44A-20.26; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the

Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Borough Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the Borough.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta, Middlesex County, New Jersey that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Terence M. Vogt of Remington, Vernick & Vena for the provision of planning services as the Borough Planner for the 2016 calendar year.

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

BE IT FURTHER RESOLVED that the Chief Financial Officer has executed a Certification of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account Number 6-01-20-715-020.

RESOLUTION

#2016 – 9

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO MATTHEW GIACOBBE, ESQ. OF CLEARY GIACOBBE, ALFIERI, JACOBS, LLC AS LABOR AND EMPLOYMENT COUNSEL FOR THE BOROUGH OF HELMETTA FOR THE 2016 CALENDAR YEAR

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there is a need for the legal services of a labor and employment attorney during the 2016 calendar year; and

WHEREAS, Matthew Giacobbe, Esq. of the firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC has submitted a proposal indicating he, and members of his firm, will provide legal services on labor and employment issues for the hourly rate of One Hundred Fifty Dollars (\$150.00); and

WHEREAS, the term of this contract is for one (1) year from January 1, 2016 to December 31, 2016; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in

the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Matthew Giacobbe, Esq. of LLC for the provision of legal services as labor and employment counsel; and

BE IT FURTHER RESOLVED that this appointment is being made without competitive bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News as required by law within ten (10) days of its passage and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

RESOLUTION

#2016 – 10

A RESOLUTION AUTHORIZING THE APPOINTMENT OF A MUNICIPAL PROSECUTOR FOR THE BOROUGH OF HELMETTA FOR THE 2016 CALENDAR YEAR

WHEREAS, the Borough of Helmetta (“Borough”) has determined that there is a need for the legal services of a municipal prosecutor during the 2016 calendar year; and

WHEREAS, Paul Granick has submitted a proposal indicating that he will provide legal services as Municipal Prosecutor for the Borough for \$350.00 a Court Session not to exceed \$6000.00; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2016 to December 31, 2016; and

WHEREAS, the services to be provided are considered to be “Professional Services” pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “Professional Services” without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Paul Granick for the provision of legal services as a municipal prosecutor in

an amount of \$350.00 a Court session not to exceed \$6,000.00; and

BE IT FURTHER RESOLVED that these appointments are being made without competitive bidding since the appointments involve members of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

RESOLUTION

#2016 - 11

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO JASON SHAMY FOR LEGAL SERVICES AS THE BOROUGH'S PUBLIC DEFENDER FOR THE 2016 CALENDAR YEAR

WHEREAS, the Borough of Helmetta (the "Borough") has determined that there is a need for the legal services of a public defender during the 2016 calendar year; and

WHEREAS, N.J.S.A. 40A:11-5(1)(a)(i) permits the Borough of Helmetta to award a professional services contract without public advertising for bids and bidding; and

WHEREAS, Jason Shamy has submitted a proposal indicating that he will provide legal services as Public Defender for the Borough for \$300.00 per session, not to exceed ten (10) sessions per year; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2016 to December 31, 2016; and

WHEREAS, the services to be provided are considered to be "Professional Services" pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for "Professional Services" without public advertising for bids and bidding provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Jason Shamy for the provision of legal services as public defender to the Borough in an amount not to exceed \$3,000.00; and

BE IT FURTHER RESOLVED that this appointment is being made without competitive

bidding since the appointment involves a member of a recognized profession that is registered by law which is exempt from competitive bidding under N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

**RESOLUTION
#2016-12
APPOINTMENT OF ACTING MUNICIPAL COURT ADMINISTRATOR
DANIELLE TANZI**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

DANIELLE TANZI

as ACTING MUNICIPAL COURT ADMINISTRATOR for the Borough of Helmetta for a term to expire 12/31/16.

**RESOLUTION
#2016 – 13
APPOINTMENT OF MUNICIPAL COURT STAFF**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

Christine Hughes
Sharon Pyne
Christine Ward
Susan Slavicek
Sean Brown

Violations Clerk
Acting Court Staff (as an on needed basis)
Acting Court Staff (as an on needed basis)
Acting Court Staff (as an on needed basis)
Court Staff Member

as MUNICIPAL COURT STAFF for the Borough of Helmetta for a term to expire 12/31/16.

**RESOLUTION
#2016 – 14
APPOINTMENT OF FIRE MARSHAL**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the

Borough Council do hereby appoint
JOSEPH KOTORA
as FIRE MARSHAL for the Borough of Helmetta for a term to expire on 12/31/16.

**RESOLUTION
#2016 - 15
APPOINTMENT OF TAX SEARCH OFFICIAL**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the
Borough Council do hereby appoint
TINA MC DERMOTT
as TAX SEARCH OFFICIAL for the Borough of Helmetta for a term to expire 12/31/16.

**RESOLUTION
#2016 – 16
APPOINTMENT OF ASSESSMENT SEARCH OFFICIAL**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent
of the Borough Council do hereby appoint
SANDRA BOHINSKI
as ASSESSMENT SEARCH OFFICIAL for a term to expire 12/31/16.

**RESOLUTION
#2016 – 17
APPOINTMENT OF ASSISTANT TAX COLLECTOR/UTILITY REVENUE
COLLECTOR AND DEPUTY REGISTRAR**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the
Borough Council, do hereby appoint
CAROL FEIG
as ASSISTANT TAX COLLECTOR/UTILITY REVENUE COLLECTOR AND DEPUTY
REGISTRAR for the Borough of Helmetta for a term to expire 12/31/16.

**RESOLUTION
#2016 – 18
APPOINTMENT OF BACK-UP WATER OPERATOR**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council, do hereby appoint

GEORGE SMITH

as BACK-UP WATER/SEWER OPERATOR for the Borough of Helmetta for a term to expire 12/31/16.

RESOLUTION

#2016 – 19

APPOINTMENT OF PURCHASING/BUYER

I, Chris Slavicek Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SANDRA BOHINSKI

as PURCHASING/BUYER for a term to expire 12/31/16.

RESOLUTION

#2016 – 20

APPOINTMENT OF COUNCIL REPRESENTATIVE TO PLANNING BOARD

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta that

SEWELL PECKHAM

be and is hereby elected as COUNCIL REPRESENTATIVE TO THE HELMETTA PLANNING BOARD for a one year term to expire 12/31/16.

RESOLUTION

2016 – 21

**APPOINTMENT OF MIDDLESEX COUNTY HOUSING AND COMMUNITY
DEVELOPMENT REPRESENTATIVE**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SEWELL PECKHAM

as a REPRESENTATIVE TO THE MIDDLESEX COUNTY HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE FOR THE CALENDAR YEAR OF 2016.

RESOLUTION
#2016 – 22
APPOINTMENT OF ALTERNATE TO MIDDLESEX COUNTY HOUSING AND
COMMUNITY DEVELOPMENT

BE IT RESOLVED, that
PETER KARCZEWSKI
is hereby appointed as an ALTERNATE MEMBER TO MIDDLESEX COUNTY HOUSING
AND COMMUNITY DEVELOPMENT Community for the Borough of Helmetta for the
calendar year 2016

RESOLUTION
#2016 – 23
APPOINTMENT OF FLOOD CONTROL REPRESENTATIVE

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the
Borough Council do hereby appoint
DARREN DORAN
as the year 2016 FLOOD CONTROL REPRESENTATIVE.

RESOLUTION
#2016 – 24
APPOINTMENT OF ALTERNATE TO TRANSPORTATION COORDINATING
COMMITTEE

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the
Borough Council do hereby appoint
JOSEPH PEREZ
as the year 2016 BOROUGH OF HELMETTA ALTERNATE TO TRANSPORTATION
COORDINATING COMMITTEE.

RESOLUTION
#2016– 25
APPROVAL OF CASH MANAGEMENT PLAN FOR 2016

WHEREAS, N.J.S.A. 40A:5-7.1 and 5-7.3 permits public funds of a municipality to be invested in any insured Association or any Federal Association, whose principal office is located within the State of New Jersey; and

WHEREAS, it is advisable that funds of this municipality on hand and not needed temporarily be invested in such accounts yielding a return in the investment at such time as the Borough of Helmetta may be in the position to do so

WHEREAS, N.J.S.A. 40A:5-14 requires the approval of a cash management plan annually;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Helmetta in the County of Middlesex and State of New Jersey, that the Borough Chief Financial Officer is hereby authorized and directed to make such investments of public funds of the Borough of Helmetta on hand and not needed temporarily in any insured Association or Federal Association, in such Principal Office, or Branch Office, up to the amount for which such accounts are insured, pursuant to N.J.S.A. 40A:5-7 and 5-7.3.

CASH MANAGEMENT PLAN OF THE BOROUGH OF HELMETTA,
COUNTY OF MIDDLESEX, NEW JERSEY

STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investments ("Permitted Investments") of certain public funds of the Borough of Helmetta, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the perspective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN
The Plan intended to cover the deposit and/or investment of the accounts of the Borough of Helmetta:

ALL FUNDS

DESIGNATION OF OFFICIALS OF THE BOROUGH OF
HELMETTA AUTHORIZED TO MAKE DEPOSITS AND
INVESTMENTS UNDER THE PLAN AND AUTHORIZED SIGNERS

FOR THE ACCOUNTS

The Chief Financial Officer of the Borough of Helmetta (the Designated Official) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Borough of Helmetta are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

The followings signers are authorized to sign checks for the Year 2016

CLEARING ACCOUNT:

MAYOR or COUNCIL PRESIDENT

And
CFO

PAYROLL ACCOUNT:

MAYOR or COUNCIL PRESIDENT

And
CFO or BOROUGH CLERK

DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

PNC Bank

New Jersey Cash Management Fund

TD Bank

Wachovia

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL

The following firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of the Borough of Helmetta referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

NONE

AUTHORIZED INVESTMENTS

Except as otherwise specifically provided for herein, the Designated Official is hereby

authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;

Government money market mutual funds;

Any obligations that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or external factor;

Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within the school district is located;

Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investments of the Department of the Treasury for Investments by Local Units;

Local government investment pools;

Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281(c.52:18A-90.4); or

Agreements for the repurchase of fully collateralized securities if:

the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;

the custody of collateral is transferred to a third party;

the maturity of the agreement is not more than 30 days;

the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236(C.17:9-41); and

A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust: which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940", 15 U.S.C. sec.80a-1 et seq., and operated in accordance with 17 C.F.R. sec.270.2a-7.

The portfolio of which is limited to US Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such US Government securities; and

Which has:

attained the higher ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or

Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec.80b-1 et seq., with experience investing in US Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool.

An Investment pool:

(a) which is managed in accordance with 17 C.F.R. sec.270.2a-7;

which is rated in the highest category by a nationally recognized statistical rating organization;

which is limited to US Government securities that meet the definition of an eligible security

pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such US Government securities;

which is in compliance with rules adopted pursuant to the "Administrative Procedure Act", P.L. 1968,c.410(c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

which does not permit investments in instruments that are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have value that approximates their par value; or utilize an index that does not support a stable net asset value; and

which purchases and redeems investments directly from the issuer, government money market mutual fund, of the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in US Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such US Government securities.

B. Notwithstanding the above authorization, the moneys on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

NO INVESTMENT TO EXCEED ONE (1) YEAR

SAFEKEEPING CUSTODY PAYMENT & ACKNOWLEDGEMENT OF RECEIPT OF PLAN

To the extent that any Deposit of Permitted Investment involves a document or security which is not physically held by the Borough of Helmetta, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Helmetta to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investment are either received by the Borough of Helmetta or by a third party custodian prior to or upon the release of the Borough of Helmetta funds. To assure that all parties with whom the Borough of Helmetta deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official referred to in Section III hereof shall supply to the Governing Body of the Borough of Helmetta

a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

The name of any institution holding funds of the Borough of Helmetta as a Deposit or a Permitted Investment.

The amount of securities or Deposits purchased or sold during the immediately preceding month.

The class or type of securities purchased or Deposits made.

The book value of such Deposits or Permitted Investments.

The earned income on such Deposits or Permitted investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.

The fees incurred to undertake such Deposits or Permitted Investments.

The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

All other information which may be deemed reasonable from time to time by the Governing Body of the Borough of Helmetta.

TERM OF PLAN

This Plan shall be in effect from January 1, 2016 to December 31, 2016. Attached to this Plan is a resolution of the Governing Body of the Borough of Helmetta approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendment to all parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

RESOLUTION

#2016 – 26

RETURNED CHECK CHARGE

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, that any checks returned to the Borough of Helmetta, will be subject to a charge of twenty-five dollars (\$25.00)

RESOLUTION

#2016 – 27

CANCELLATION OF MINIMUM BALANCES

WHEREAS, Chapter 113 of P.L.1996 allows the Tax Collector to cancel minimum balances as they occur without the requirement of the Governing Body's approval of each individual account; and

WHEREAS, in an effort to save time and paperwork for both the Governing Body and the Tax Collector by allowing the Tax Collector to cancel these balances upon occurrence instead of listing them for resolution approval.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that the Tax Collector is hereby authorized to cancel minimum balances and credits under the amount of \$10.00 as they occur throughout the calendar year of 2016.

RESOLUTION
#2016 – 28
AUTHORIZATION TO CONDUCT TAX LIEN SALE

WHEREAS, there remains on the records and books of the Borough of Helmetta delinquent taxes, water and sewer utility charges, and other municipal charges owing as of December 31, 2015; and

WHEREAS, N.J.S.A. 54-5 et seq., provides for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, the Tax Collector is empowered by statute to conduct and preside over the sale of liens; and

WHEREAS, N.J.S.A. 54:-26 has been amended to allow the Tax Collector to mail two (2) notices in lieu of two (2) newspaper advertisements in preparation for the tax lien sale and add \$25.00 per mailing to the cost of the sale (per property);

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the Borough of Helmetta Tax Collector be and is hereby authorized to conduct a tax lien sale for 2015 delinquent taxes, utility and other municipal charges;

BE IT FURTHER RESOLVED, that the Tax Collector is authorized to charge \$25.00 per property mailing to the costs of the lien sale.

RESOLUTION
2016 – 29
INTEREST ON DELINQUENT TAXES

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey that in accordance with Chapter 54:4-67 of the New Jersey Statutes the interest rate on delinquent taxes shall be eight per cent (8%) annum on the first \$1500.00 of delinquency, and 18% per annum on any amount in the excess of \$1500.00 to be calculated from the date the tax was payable until the date of actual payment. There shall be a

ten (10) day grace period for payment of taxes.

RESOLUTION
#2016 – 30
PENALTY FOR DELINQUENCIES OVER \$10,000.00

WHEREAS, N.J.S.A. 54: 4- 67 has been amended to adopt into the law a provision which permits the Governing Body to fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of delinquency; and

WHEREAS, the Borough of Helmetta desires to adopt a penalty provision as authorized by N.J.S.A. 54:4-67,

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the Borough of Helmetta hereby adopts and authorizes the Tax Collector of the Borough of Helmetta to assess an additional six per cent (6%) penalty to any taxpayer with a delinquency of all taxes and municipal charges due in excess of ten thousand dollars (\$10,000.00) who fails to pay the delinquency prior to the end of the calendar year.

RESOLUTION
#2016 – 31
INTEREST ON DELINQUENT WATER & SEWER PAYMENTS

WHEREAS, the Mayor and Council of the Borough of Helmetta has established an interest rate in accordance with State law for unpaid water rents and sewer user charges;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED that the Collector of Sewer and Water Revenue be and is hereby authorized to charge eight per cent (8%) per annum as interest to be paid on delinquent accounts for unpaid balances of less than \$1500.00 and eighteen per cent (18%) per annum as the interest to be paid on delinquent accounts with unpaid balances of more than \$1500.00. The Collector shall allow a thirty (30) day grace period for payment, after which, interest will be charged from the due date for such payments.

RESOLUTION
#2016 – 32
OFFICIAL NEWSPAPERS – HOME NEWS TRIBUNE & CRANBURY PRESS

BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of

Middlesex, State of New Jersey, that the

HOME NEWS TRIBUNE
CRANBURY PRESS

be and are hereby designated as the OFFICIAL NEWSPAPERS for the Borough of Helmetta for the year 2016.

RESOLUTION

#2016- 33

**A RESOLUTION AUTHORIZING A PETTY CASH FUND IN THE BOROUGH OF
HELMETTA FOR THE 2016 CALENDAR YEAR**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund upon written application to and after approval by the director; and

WHEREAS, the Borough established a Petty Cash Fund in the amount of \$175 which was approved by the Division of Local Government Services; and

WHEREAS, the Division of Local Government Services recommends the approval of a petty cash fund annually.

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta, Middlesex County, New Jersey that the Helmetta Petty Cash Fund is authorized and approved for calendar year 2016 in the amount of \$175.

RESOLUTION

#2016 – 34

**A RESOLUTION AUTHORIZING THE CUSTODIAN OF THE PETTY CASH FUND
FOR THE BOROUGH OF HELMETTA FOR FISCAL YEAR 2016**

WHEREAS, Jeannine Jones, is bonded by virtue of a surety bond,

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that Jeannine Jones is hereby appointed custodian of the Helmetta Petty Cash Fund; and

BE IT FURTHER RESOLVED that two copies of this Resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION
2016 - 35
RESOLUTION APPROVING 2016 TEMPORARY BUDGET
APPROPRIATIONS

WHEREAS, in the normal operation of the business of the Borough of Helmetta, it will be necessary for making contracts, commitments, and payments prior to the adoption of the regular 2016 budget for the Borough of Helmetta; and

WHEREAS, revised Statute 40A:4-19 of the State of New Jersey provides that the Governing Body of any municipality may make temporary appropriations to provide for any contracts, commitments, or payments to be made between the beginning of the budget year and the adoption of the final budget; and

WHEREAS, the date of this Resolution is within the first thirty (30) days of the month of January 2016; and

WHEREAS, the total amount of appropriations hereunder of \$559,893.75 does not exceed twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Helmetta for 2016, exclusive of any 2016 appropriations made for debt service, capital improvement fund and public assistance, and exclusive of 2016 debt service appropriations.

NOW, THEREFORE, BE IT RESOLVED that the following temporary budget for the Borough of Helmetta for the year 2016 be adopted, and a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer for their records.

SEWER UTILITY FUND

Salaries and Wages	20,738.00
Other Expenses	101,601.00
MTMUA-Basic	0.00
MTMUA-DS surcharge	0.00
Other Expenses - Insurance	0.00
Accumulated Sick Leave	0.00
Capital Improvement Fund	0.00
Capital Outlay	0.00
Reserve for Acquisition of Dump Truck	0.00
Capital Outlay-I&I	0.00
Payment of Bond Principal	0.00
Payment of Bond Interest	0.00
PERS Retirement	0.00

Social Security System	1,628.00
Unemployment, Disability Insurance	0.00
TOTAL SEWER UTILITY FUND	123,967.00

GRAND TOTAL	688,687.00
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CURRENT FUND

General Administration S&W	11,025.00
General Administration OE	263.00
Mayor and Council OE	1,050.00
Mayor and Council OE-Website Administration	394.00
Municipal Clerk S&W	4,660.00
Municipal Clerk OE	1,982.00
Elections	197.00
Financial Administration S&W	7,219.00
Financial Administration OE	5,132.00
Audit Services	2,625.00
Revenue Administration (Collection of Taxes) S&W	3,019.00
Revenue Administration (Collection of Taxes) OE	985.00
Tax Assessment Administration S&W	3,072.00
Tax Assessment Administration OE	919.00
Legal Services and Costs OE	21,657.00
Engineering Services and Costs OE	263.00
Planning Board S&W	709.00
Planning Board OE	1,182.00
Liability Insurance	13,000.00
Worker's Compensation Insurance	13,000.00
Employee Group Insurance (Health)	51,046.00
Unemployment, Disability Insurance	132.00
Police S&W	124,485.00
Police OE	7,377.00
Office of Emergency Management OE	27.00
Fire OE	8,138.00
Fire Prevention Bureau S&W	945.00
Fire Prevention Bureau OE	197.00
First Aid Organization-Contribution	1,050.00
Municipal Prosecutor OE	1,260.00
Municipal Court S&W	657.00
Municipal Court OE	788.00
Road Repairs and Maintenance S&W	27,825.00
Road Repairs and Maintenance OE	3,150.00
Solid Waste Collection OE	1,313.00
Recycling S&W	1,812.00

Recycling OE	66.00
Public Buildings and Grounds OE	4,594.00
Vehicle Maintenance OE-Public Works	1,969.00
Vehicle Maintenance OE-Police Vehicle	1,969.00
Vehicle Maintenance OE-Lease/Acquire Vehicles	8,138.00
Condo Act-Trash Removal	14,175.00
Condo Act-Street Lighting	2,074.00
Condo Act-Snow and Leaf Removal	368.00
Kiddie Keep-Well Camp	92.00
South County Day Camp	66.00
Animal Control S&W	657.00
Animal Control OE	788.00
Recreation OE	1,182.00
Senior Citizen OE	263.00
Parks OE	525.00
Electricity	4,988.00
Street Lighting	4,988.00
Telephone	4,069.00
Natural Gas	3,544.00
Diesel Fuel	840.00
Gasoline	6,169.00
Postage	1,313.00
Copier Expense	1,182.00
Office Supplies	263.00
Construction S&W	1,418.00
Construction OE	197.00
Accumulated Sick Leave Reserve	263.00
Social Security System (O.A.S.I.)	16,275.00
PERS Retirement - ERI Program	1,590.00
PERS Retirement	5,637.00
PFRS Retirement	14,871.00
Borough of Spotswood-Police Dispatch	6,563.00
Borough of Spotswood-Garbage & Trash Removal	11,550.00
Middlesex County Board of Health	4,594.00
Middlesex County Curbside Recycling Program	4,200.00
TOTAL CURRENT FUND	434,796.00

WATER UTILITY FUND

Salaries and Wages	21,263.00
Other Expenses	83,751.00
Purchase of Water	0.00
Insurance	0.00
Accumulated Sick Leave	263.00

Capital Improvement Fund	0.00
Capital Outlay	0.00
Capital Outlay-Reserve Water Tower Repainting	0.00
Reserve for Acquisition of Dump Truck	0.00
Payment of Bond Principal	0.00
Payment of Note Principal	0.00
Payment of Bond Interest	0.00
Payment of Note Interest	0.00
Payment of USDA Loan	20,610.00
PERS Retirement	2,409.00
Social Security System	1,628.00
Unemployment, Disability Insurance	0.00
TOTAL WATER UTILITY FUND	129,924.00

SEWER UTILITY FUND

Salaries and Wages	20,738.00
Other Expenses	101,601.00
MTMUA-Basic	0.00
MTMUA-DS surcharge	0.00
Other Expenses - Insurance	0.00
Accumulated Sick Leave	0.00
Capital Improvement Fund	0.00
Capital Outlay	0.00
Reserve for Acquisition of Dump Truck	0.00
Capital Outlay-I&I	0.00
Payment of Bond Principal	0.00
Payment of Bond Interest	0.00
PERS Retirement	0.00
Social Security System	1,628.00
Unemployment, Disability Insurance	0.00
TOTAL SEWER UTILITY FUND	123,967.00

GRAND TOTAL **688,687.00**

RESOLUTION— DUPLICATE

#2016—36

~~APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER~~

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

SANDRA BOHINSKI
As PUBLIC SAFETY COMPLIANCE OFFICER for the Borough of Helmetta for a term to
expire 12/31/16.

RESOLUTION
#2016 – 37
APPOINTMENT OF REGISTERED RECYCLING COORDINATOR

BE IT RESOLVED, that

DAVID SLIKER
be and is hereby appointed as the REGISTERED RECYCLING COORDINATOR for the
Borough of Helmetta for a term to expire 12/31/16.

RESOLUTION
#2016 – 38
APPOINTMENT OF DEPUTY RECYCLING COORDINATOR

I, Chris Slavicek, Mayor of the Borough of Helmetta with the advice and consent of the
Borough Council do hereby appoint

SANDRA BOHINSKI
as the DEPUTY RECYCLING COORDINATOR OFFICER for the Borough of Helmetta for a
term to expire 12/31/16.

RESOLUTION
#2016 – 39
APPOINTMENT OF CODE ENFORCER

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the
Borough Council, do hereby appoint

JOSEPH KOTORA
as the CODE ENFORCER for the Borough of Helmetta with at term to end 12/31/17.

RESOLUTION
#2016 – 40
APPOINTMENT OF ABANDONED/VACANT PROPERTY OFFICIAL

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the
Borough Council, do hereby appoint

JOSEPH KOTORA

as the ABANDONED/VACANT PROPERTY OFFICIAL for the calendar year 2016.

RESOLUTION

#2016-41

**APPOINTMENT OF REPRESENTATIVE TO SOLID WASTE ADVISORY COUNCIL
(SWAC) - DARREN DORAN**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council, do hereby

DARREN DORAN

as the Representative for the Borough of Helmetta to SWAC for the calendar year 2016.

*Sandra Bohinski, RMC
Municipal Clerk*