

MEETING OF MAYOR AND COUNCIL
AGENDA – APRIL 15, 2020
7:00 PM

* MEETING CALLED TO ORDER – SALUTE TO THE FLAG - MOMENT OF SILENCE

* CALLING OF THE ROLL

Mayor Slavicek
Councilman Dzingleski
Councilwoman Carolan-Genthe
Councilman Duffy
Councilman Karczewski
Councilman Perez
Councilman Reid

* OPEN PUBLIC MEETINGS ACT STATEMENT

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.

*PUBLIC PORTION

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. Each individual will be given five minutes to speak as per the Rules to Govern adopted January 2, 2020. During the Public Portion of any meeting, the members of the Public as well as 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 will 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.

* CONSENT AGENDA - RESOLUTION #

Report of Municipal Clerk, Tax Collector

Resolutions:

2020 – 76 Temporary Emergency Appropriation # 3

77 Authorizes Tax Collector to conduct an electronic tax sale on
delinquent property taxes

78 Estimated water bills

79 Payment of bills

* ACCEPTANCE OF MINUTES: April 1, 2020

* REPORTS of Mayor, Committees, Borough Attorney, Borough Administrator

* NEW OR UNFINISHED BUSINESS

* ADJOURNMENT

BOROUGH OF HELMETTA

RESOLUTION #2020 -76

TEMPORARY EMERGENCY APPROPRIATION #3

WHEREAS, an emergency condition has arisen in the 2020 Operating Budgets with respect to additional cost prior to the adoption of the budget, N.J.S.A. 40A:4-20 provides for the creation of an emergency temporary appropriation; and

WHEREAS, the total Emergency Temporary Resolutions adopted in the year 2020 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951 as amended) including this resolution totals \$269,270.00 (two hundred sixty-nine thousand two hundred and seventy dollars), and;

NOW THEREFORE BE IT RESOLVED, , that in accordance with N.J.S.A. 40A:4-20:

1. An Emergency Temporary Appropriation be and the same is hereby made for:

Current Fund		
Municipal Clerk		
0-01-20-120-010	Salaries & Wages	10,000.00
Administrator		
0-01-20-701-010	Salaries & Wages	5,000.00
Finance		
0-01-20-705-010	Salaries & Wages	2,800.00
Revenue Admin Tax Collector		
0-01-20-708-010	Salaries & Wages	2,000.00
Tax Assessor		
0-01-20-710-020	Other Expenses	3,000.00
Legal Services		
0-01-20-712-020	Other Expenses	10,000.00
Planning Board		
0-01-21-720-010	Salaries & Wages	1,500.00
Uniform Construction Code		
0-01-22-725-010	Salaries & Wages	1,100.00
Fire Prevention Bureau		
0-01-25-752-010	Salaries & Wages	2,000.00
0-01-25-752-020	Other Expenses	500.00
Municipal Prosecutor		
0-01-25-757-020	Other Expenses	1,000.00
Street & Roads		
0-01-26-765-010	Salaries & Wages	25,000.00
0-01-26-765-020	Other Expenses	5,000.00
Building & Grounds		
0-01-26-772-020	Other Expenses	10,000.00

Parks		
0-01-28-796-020	Other Expenses	3,000.00
Street Lighting		
0-01-31-826-020	Other Expenses	5,000.00
Landfill/Disposal Solid Waste		
0-01-32-837-020	Other Expenses	10,000.00
Municipal Court		
0-01-42-855-010	Salaries & Wages	5,000.00
Payment of Notes		
0-01-45-871-020		50,000.00
Notes of Interest		
0-01-45-873-020		32,370.00
Interlocal & Shared Services		
Middlesex CO Board of Health		
0-01-43-785-020		5,000.00
Middlesex CO Recycling Program		
0-01-43-786-020		10,000.00
Total Current Fund		199,270.00
Water Operating Fund		
0-05-55-500-010	Salaries & Wages	10,000.00
0-05-55-500-021	Other Expenses	25,000.00
Total Water Fund		35,000.00
Sewer Operating Fund		
0-07-55-500-010	Salaries & Wages	10,000.00
0-07-55-500-021	Other Expenses	25,000.00
Total Sewer Fund		35,000.00
Grand Total		269,270.00

RESOLUTION
#2020 - 77

AUTHORIZES THE TAX COLLECTOR TO CONDUCT
AN ELECTRONIC TAX SALE ON DELINQUENT PROPERTY TAXES

WHEREAS, N.J.S.A.54:5-19.1 et seq. permits municipalities to conduct electronic tax sales pursuant to rules and regulations promulgated by the Director of the Division of Local Government Services, and,

WHEREAS, the rule thus promulgated requires a municipality to authorize said electronic tax sale by resolution of the governing body, and,

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more effective tax sale process.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Helmetta does hereby authorize and direct the Tax Collector to conduct an electronic tax sale.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski						
Carolan-Genthe						
Duffy						
Karczewski						
Perez						
Reid						

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on April 15, 2020.

SANDRA BOHINSKI, RMC
Municipal Clerk

RESOLUTION

2020 – 78

ESTIMATED WATER BILLS

BE IT RESOLVED, because of the Governor's stay-at-home order, which is meant to protect people from the coronavirus, this quarter water bills will be estimated. The estimated bills will be based on the last quarters usage. Any incorrect readings found will be corrected on the next quarters water bill.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski						
Carolan-Genthe						
Duffy						
Karczewski						
Perez						
Reid						

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SANDRA BOHINSKI, RMC
Municipal Clerk

RESOLUTION
#2020 – 79

PAYMENT OF BILLS

All bills shown on the bill list shall be payed.

	Motion	Second	Aye	Nay	Abstain	Absent
Dzingleski						
Carolan-Genthe						
Duffy						
Karczewski						
Perez						
Reid						

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on April 15, 2020.

SANDRA BOHINSKI, RMC
Municipal Clerk

P.O. Type: All									
Range: First to Last									
Format: Detail without Line Item Notes									
P.O. #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract	PO Type	Acct Type	Description
19-01481	12/26/19	ATR01	AIR GAS TECHNOLOGIES INC.						
1			BAUER LEGACY VERTICON	17,239.00	9-01-25-749-020	B	FIRE DEPARTMENT	OE	
2			FREIGHT/INSTALLATION/TRAINING	1,470.00	9-01-25-749-020	B	FIRE DEPARTMENT	OE	
				18,709.00					
20-00186	03/27/20	PRE03	PRECISION ANALYTICAL SVCS, INC						
1			FEBRUARY SAMPLE ANALYSIS	807.00	0-05-55-500-021	B	WATER OPERATING	OE	
20-00192	04/03/20	ONE02	ONE CALL CONCEPTS, INC.						
1			REGULAR LOCATES-MARCH	20.40	0-01-26-765-020	B	STREETS & ROADS	OE	
20-00194	04/07/20	MID17	MIDDLESEX COUNTY TREASURER						
1			FUEL USAGE MARCH/SURCHARGE	188.18	0-01-31-833-020	B	GASOLINE		
20-00196	04/08/20	STA17	STAR2STAR COMMUNICATIONS						
1			TELEPHONE-ARPI (FD)	225.52	0-01-31-827-020	B	TELEPHONE COSTS		
2			TELEPHONE-ARPI (MUNICIPAL)	350.81	0-01-31-827-020	B	TELEPHONE COSTS		
				576.33					
20-00197	04/13/20	MCU01	Middlesex Cty Utilities Auth						
1			DUMPING CHARGES- MARCH	4,479.64	0-01-32-837-020	B	LANDFILL/DISPOSAL	SOLID WASTE	
20-00198	04/13/20	MUN08	MUNICIPAL CAPITAL FINANCE						
1			SAVIN PYMT #57	338.54	0-01-31-832-020	B	COPYING		
20-00199	04/13/20	ACT01	ACTION DATA SVC, INC						
1			PAYROLL INVOICE# 68119	51.22	0-01-20-705-021	B	FINANCE	OE	
2			PAYROLL INVOICE# 68119	17.07	0-05-55-500-021	B	WATER OPERATING	OE	
3			PAYROLL INVOICE# 68119	17.08	0-07-55-500-021	B	SEWER OPERATING	OE	
				85.37					
20-00200	04/13/20	XTE01	XTel COMMUNICATIONS						
1			FAX LINES	454.89	0-01-31-827-020	B	TELEPHONE COSTS		

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract	PO Type	Stat/chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
20-00201	04/13/20	PSE01	PSE&G CO									
1	ACCT# 13 014 183 07			1,164.23	0-01-31-829-020	B	NATURAL GAS	R	04/13/20	04/13/20		
20-00202	04/13/20	GRE	GREATAMERICA FINANCIAL SERVICE									
1	STAR2STAR PHONE SYSTEM			437.21	0-01-31-827-020	B	TELEPHONE COSTS	R	04/13/20	04/13/20		
20-00203	04/13/20	REM01	REMINGTON & VERNICK ENGINEERS									
1	INVOICE#1206T078-19			859.02	C-04-55-314-001	B	2018-03 ROAD IMPROVE HELMETTA BLVD	R	04/13/20	04/13/20		
20-00206	04/13/20	AUTOZ005	AUTOZONE STORES LLC									
1	CAR FRESHNERS (3PK)			3.81	0-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	04/13/20	04/13/20		
2	MICROFIBER RAGS (100PK)			32.54	0-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	04/13/20	04/13/20		
3	FLOOR MATS			34.47	0-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	04/13/20	04/13/20		
4	VINYL CLEANER			7.43	0-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	04/13/20	04/13/20		
				78.25								
20-00207	04/13/20	CIR01	CIRCLE JANITORIAL SUPPLIES									
1	TOLIET PAPER			98.50	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
2	PAPER TOWELS			28.50	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
3	TOLIET PAPER			98.50	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
4	NITROLE GLOVES 1000CT			299.00	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
5	HAND SANITIZER (12CT.)			204.00	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
6	MASKS			87.50	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
7	DISINFECTANT WIPES (3600CT)			316.00	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
8	12 DISINFECTANT AEROSOL			143.88	0-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	04/13/20	04/13/20		
				1,275.88								
20-00208	04/13/20	MON06	MONROE TOWNSHIP UTILITY DEPT.									
1	METER PIT I- ACCT 13081-0			5,853.54	0-07-55-500-023	B	MONROE M.U A. CHARGES	R	04/13/20	04/13/20		
2	METER PIT II- ACCT 13082-0			1,340.85	0-07-55-500-023	B	MONROE M.U A. CHARGES	R	04/13/20	04/13/20		
				7,194.39								
20-00209	04/13/20	SAM02	SAMUEL KLEIN & COMPANY									
1	2019 AFS/ADS			2,725.00	0-01-20-705-021	B	FINANCE OE	R	04/13/20	04/13/20		
2	2019 AFS/ADS			2,275.00	0-05-55-500-021	B	WATER OPERATING OE	R	04/13/20	04/13/20		
3	2019 AFS/ADS			2,275.00	0-07-55-500-021	B	SEWER OPERATING OE	R	04/13/20	04/13/20		
				7,275.00								

April 13, 2020
12:34 PM

BOROUGH OF HELMETTA
Bill List By P.O. Number

Page No: 3

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract	PO Type	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
20-00211	04/13/20	MARRO005	MARRIOTT CALLAHAN & BLAIR											
1	15	HIGH STREET-FILE	78.78392	687.50	0-01-20-712-020	B	LEGAL SERVICES	OE		R	04/13/20	04/13/20		
Total Purchase Orders:				17	Total P.O. Line Items:	34	Total List Amount:	44,630.83	Total Void Amount:	0.00				

Totals by Year-Fund						
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total
CURRENT FUND	0-01	12,477.27	0.00	12,477.27	0.00	12,477.27
WATER OPERATING FUND	0-05	3,099.07	0.00	3,099.07	0.00	3,099.07
SEWER OPERATING FUND	0-07	9,486.47	0.00	9,486.47	0.00	9,486.47
Year Total:		25,062.81	0.00	25,062.81	0.00	25,062.81
CURRENT FUND	9-01	18,709.00	0.00	18,709.00	0.00	18,709.00
GENERAL CAPITAL FUND	C-04	859.02	0.00	859.02	0.00	859.02
Total of All Funds:		44,630.83	0.00	44,630.83	0.00	44,630.83