

SPECIAL MEETING OF MAYOR AND COUNCIL
AGENDA – MAY 6, 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 # 85

Resolutions:

- # 2020 – 81 Temporary Emergency Appropriation #4
- 82 Extension of Grace Period of Tax Payment
- 83 Refund of Rental Fees
- 84 Temporary Suspension of Home Inspections for Certificate of Occupancy (CO's)
and Smoke and Carbon Monoxide Detector

* INTRODUCTION OF BUDGET

FIRST READINGS:

Capital Ordinance # 2020-02

Capital Ordinance providing for improvements to Old Forge Road,
and appropriating \$435,000 therefor, authorized in and by the Borough of Helmetta, in and by
the Borough of Helmetta, in the County of Middlesex, New Jersey

Capital Ordinance # 2020-03

Capital Ordinance Providing for Geographic Information System Mapping – Phase IV – Parts I and II, and appropriating \$56,500 therefor, authorized in and by the Borough of Helmetta, in the County of Middlesex, New Jersey

Capital Ordinance #2020-04

Capital Ordinance providing for the acquisition of handheld meter readers, and appropriating \$9,000 therefor, authorized in and by the Borough of Helmetta, in the County of Middlesex, New Jersey

Capital Ordinance #2020-05

Capital Ordinance providing for Borough-wide line striping improvements and appropriating \$5,000 therefor, authorized in and by the Borough of Helmetta, in the County of Middlesex, New Jersey

* ADJOURNMENT

**BOROUGH OF HELMETTA
RESOLUTION #2020- 81**

TEMPORARY EMERGENCY APPROPRIATION #4

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 \$100,000.00 (one hundred thousand 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		
Capital Improvement Fund		
0-01-44-860-020		100,000.00
Grand Total		100,000.00

	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 May 6, 2020.

SANDRA BOHINSKI, RMC
Municipal Clerk

BOROUGH OF HELMETTA

RESOLUTION # 2020 – 82

EXTENSION OF GRACE PERIOD OF TAX PAYMENT

WHEREAS the 2020 second quarter property tax bills are due on May 1, 2020 with a ten-calendar day grace period; and

WHEREAS Governor Murphy signed Executive Order 130 which authorizes municipalities to extend the grace period on second quarter property tax payments to June 1st; and

WHEREAS the Borough Council recognizes the financial strain the COVID-19 pandemic has placed on many residents of the Borough and desires to provide much-needed relief to those homeowners who are struggling financially.

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Helmetta that: (1) the due date for the second quarter 2020 property taxes is hereby extended to June 1, 2020 as authorized by Executive Order #130; (2) the Municipal Clerk shall forward a certified copy of this Resolution to the Director of the Division of Local Government Services.

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

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SANDRA BOHINSKI, RMC
Municipal Clerk

**RESOLUTION
#2020 - 83**

REFUND OF RENTAL FEES

BE IT RESOLVED, that due to their event having to be cancelled at the Community Center, the following be issued a refund of their rental fees:

Jamie Olma \$300.00

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

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SANDRA BOHINSKI, RMC
Municipal Clerk

BOROUGH OF HELMETTA

RESOLUTION # 2020 - 84

**TEMPORARY SUSPENSION OF HOME INSPECTIONS FOR
CERTIFICATE OF OCCUPANCY (CO'S AND SMOKE AND
CARBON MONOXIDE DETECTORS**

BE IT RESOLVED that due to the concerns of COVID19 (effective March 16, 2020) no home inspections for the Certificate of Occupancy and Smoke Inspections are temporarily suspended; and

FURTHER BE IT RESOLVED, in lieu of a home inspection updated forms on our Borough Website (www.helmettaboro.com) under forms stating that the owner/buyer has the proper equipment installed in accordance with NJAC 5:70-4.1-9 (a) (b) (c) (d) (e) can be printed, filled out and mailed in our placed in or locked mailbox on the side of the building.

	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 May 6, 2020.

SANDRA BOHINSKI, RMC
Municipal Clerk

**RESOLUTION
#2020 – 85**

CONSENT AGENDA

The following resolutions will be adopted in unison as a Consent Agenda:

Resolutions:

- # 2020 – 81 Temporary Emergency Appropriation #4
- 82 Extension of Grace Period of Tax Payment
- 83 Refund of Rental Fees
- 84 Temporary Suspension of Home Inspections for Certificate of Occupancy (CO's)
and Smoke and Carbon Monoxide Detector

	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 May 6, 2020.

SANDRA BOHINSKI, RMC
Municipal Clerk

**BOROUGH OF HELMETTA
COUNTY OF MIDDLESEX**

CAPITAL ORDINANCE NO. 2020-02

CAPITAL ORDINANCE PROVIDING FOR IMPROVEMENTS TO OLD FORGE ROAD, AND APPROPRIATING \$435,000 THEREFOR, AUTHORIZED IN AND BY THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

WHEREAS, the Borough Council of the Borough of Helmetta, in the County of Middlesex, New Jersey (the "Borough") has determined to provide for improvements to Old Forge Road; and

WHEREAS, the Borough has available \$61,790 in the Borough's General Capital Improvement Fund; and

WHEREAS, the Borough expects to receive \$373,210 grant funds from the New Jersey Department of Transportation (NJDOT) to partially fund said improvements.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. The improvements described in Section 2 of this ordinance are hereby authorized as general capital improvements to be undertaken in and by the Borough. For the improvements or purposes described in Section 2, there is hereby appropriated \$435,000, said sum being inclusive of \$61,790 from the Borough's General Capital Improvement Fund and \$373,210 in grant funds expected to be received by the Borough from the NJDOT.

Section 2. The improvements hereby authorized to be undertaken consist of improvements to Old Forge Road, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

Section 3. The 2020 capital budget of the Borough will conform to the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 4. An aggregate amount not exceeding \$110,000 for engineering costs, legal fees and other items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included as part of the cost of said improvements and is included in the estimated cost indicated herein for said improvements.

Section 5. Any grant or similar moneys from time to time received by the Borough for the improvements or purposes described in Section 2 hereof, shall be applied to direct payment of the cost of the improvements within the appropriation herein authorized.

Section 6. The Borough Attorney and other Borough officials and representatives are hereby authorized to do all things necessary to accomplish the purposes of the appropriation made herein.

Section 7. This ordinance shall take effect as provided by law.

**BOROUGH OF HELMETTA
COUNTY OF MIDDLESEX**

CAPITAL ORDINANCE NO. 2020-03

**CAPITAL ORDINANCE PROVIDING FOR GEOGRAPHIC INFORMATION SYSTEM
MAPPING - PHASE IV - PARTS I AND II, AND APPROPRIATING \$56,500
THEREFOR, AUTHORIZED IN AND BY THE BOROUGH OF HELMETTA, IN THE
COUNTY OF MIDDLESEX, NEW JERSEY**

WHEREAS, the Borough Council of the Borough of Helmetta, in the County of Middlesex, New Jersey (the "Borough") has determined to provide for Geographic Information System (GIS) Mapping - Phase IV - Parts I and II; and

WHEREAS, the Borough has available \$22,500 in the Borough's General Capital Improvement Fund and \$34,000 in the Borough's Sewer Capital Improvement Fund.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. The improvements described in Section 2 of this ordinance are hereby authorized as general capital and sewer capital improvements to be undertaken for and by the Borough. For the improvements or purposes described in Section 2, there is hereby appropriated \$56,500, said sum being inclusive of \$22,500 from the Borough's General Capital Improvement Fund and \$34,000 from the Borough's Sewer Capital Improvement Fund.

Section 2. The improvements hereby authorized to be undertaken consist of GIS Utility System Mapping updates for the Borough, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

Section 3. The 2020 capital budget of the Borough will conform to the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 4. The Borough Attorney and other Borough officials and representatives are hereby authorized to do all things necessary to accomplish the purposes of the appropriation made herein.

Section 5. This ordinance shall take effect as provided by law.

**BOROUGH OF HELMETTA
COUNTY OF MIDDLESEX**

CAPITAL ORDINANCE NO. 2020-04

**CAPITAL ORDINANCE PROVIDING FOR THE ACQUISITION OF HANDHELD
METER READERS, AND APPROPRIATING \$9,000 THEREFOR, AUTHORIZED IN
AND BY THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, NEW
JERSEY**

WHEREAS, the Borough Council of the Borough of Helmetta, in the County of Middlesex, New Jersey (the "Borough") has determined to provide for the acquisition of handheld meter readers; and

WHEREAS, the Borough has available \$9,000 in the Borough's Water Utility Capital Fund.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. The improvements described in Section 2 of this ordinance are hereby authorized as water capital improvements to be undertaken for and by the Borough. For the improvements or purposes described in Section 2, there is hereby appropriated \$9,000, said sum being inclusive of \$9,000 from the Borough's Water Utility Capital Fund.

Section 2. The improvements hereby authorized to be undertaken consist of the acquisition of handheld meter readers, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

Section 3. The 2020 capital budget of the Borough will conform to the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 4. The Borough Attorney and other Borough officials and representatives are hereby authorized to do all things necessary to accomplish the purposes of the appropriation made herein.

Section 5. This ordinance shall take effect as provided by law.

**BOROUGH OF HELMETTA
COUNTY OF MIDDLESEX**

CAPITAL ORDINANCE NO. 2020-05

CAPITAL ORDINANCE PROVIDING FOR BOROUGH-WIDE LINE STRIPING IMPROVEMENTS AND APPROPRIATING \$5,000 THEREFOR, AUTHORIZED IN AND BY THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, NEW JERSEY

WHEREAS, the Borough Council of the Borough of Helmetta, in the County of Middlesex, New Jersey (the "Borough") has determined to provide for Borough-wide line striping improvements; and

WHEREAS, the Borough has available \$5,000 in the Borough's General Capital Improvement Fund.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA, IN THE COUNTY OF MIDDLESEX, STATE OF NEW JERSEY, AS FOLLOWS:

Section 1. The improvements described in Section 2 of this ordinance are hereby authorized as general capital improvements to be undertaken in and by the Borough. For the improvements or purposes described in Section 2, there is hereby appropriated \$5,000, said sum being inclusive of \$5,000 from the Borough's General Capital Improvement Fund.

Section 2. The improvements hereby authorized to be undertaken consist of Borough-wide line striping improvements, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with contracts, plans, specifications or requisitions therefor on file with or through the Borough Clerk, as finally approved by the governing body of the Borough.

Section 3. The 2020 capital budget of the Borough will conform to the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 4. The Borough Attorney and other Borough officials and representatives are hereby authorized to do all things necessary to accomplish the purposes of the appropriation made herein.

Section 5. This ordinance shall take effect as provided by law.