

MEETING OF MAYOR AND COUNCIL
AGENDA – JUNE 17, 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 HEARING ON 2020 BUDGET

* RESOLUTION 2020 – 100 ADOPTION OF BUDGET

* RESOLUTION 2020 – 101 SELF EXAMINATION OF BUDGET

*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. Everyone 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 # 103

Report of Municipal Clerk, Tax Collector, Utility Revenue Collector

Resolutions:

2020 – 94 Hiring of Seasonal Public Works Employee

95 Resolution authorizing salaries and wages to be paid to employees of the Borough of Helmetta retroactive to January 1, 2020

96 Estimated Tax Bills

97 Authorizing the Borough of Helmetta to sign CARES Act Municipal Reimbursement Agreement with the County of Middlesex

98 Payment of Bills

102 Authorization for Planning Board to amend Master Plan

* ADOPTION OF MINUTES

May 20, 2020

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

* ADJOURNMENT

RESOLUTION
#2020 –94

HIRING OF SEASONAL PUBLIC WORKS EMPLOYEE

BE IT RESOLVED that Justin Colon be and is hereby appointed as a seasonal employee in the Public Works Department. His starting salary will be \$12.50 per hour and his start date is June 8, 2020.

	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 June 17, 2020.

SANDRA BOHINSKI, RMC
Municipal Clerk

**Resolution
#2020-95**

**Resolution authorizing salaries and wages to be paid to employees of the Borough of
Helmetta, retroactive January 1, 2020**

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Helmetta that the following salaries and wages shall be paid to the various employees of the Borough of Helmetta retroactive January 1, 2020 unless otherwise noted

**Salaried
Employees**

<u>Employee</u>	<u>Base Salary</u>	<u>Longevity Percentage</u>	<u>Total Annual Salary</u>
Bohinski	\$ 49,669.22	5%	\$ 52,152.68
Crane	\$ 48,695.31		\$ 48,695.31
Reed	\$ 63,654.00		\$ 63,654.00
Marabello	\$ 33,112.81		\$ 33,112.81
McDermott	\$ 11,281.39		\$ 11,281.39
Pacera	\$ 12,854.73		\$ 12,854.73
Kotora	\$ 9,933.85		\$ 9,933.85
Herman	\$ 14,000.00		\$ 14,000.00

Hourly Employees

<u>Employee</u>	<u>Hourly Rate</u>	<u>Longevity Percentage</u>
Feig	\$ 16.16	3%
Rampacek	\$ 15.46	
Tanzi	\$ 20.60	
Hughes	\$ 20.60	
Kartelias	\$ 20.60	

	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 June 17, 2020.

SANDRA BOHINSKI, RMC
Municipal Clerk

BOROUGH OF HELMETTA
COUNTY OF MIDDLESEX, NEW JERSEY
RESOLUTION NO. 96
AUTHORIZING THE TAX COLLECTOR TO
PROCESS THIRD QUARTER "ESTIMATED" TAX
BILLS, DUE AUGUST 1, 2020

WHEREAS, in light of the disruption caused by the coronavirus outbreak, the State delayed the adoption of the State Fiscal Year 2021 Budget to September 30, 2020; and

WHEREAS, the Division of Local Government Services (DLGS) cannot certify State Aid allocations to municipal budgets until State Aid Appropriations are known; and

WHEREAS, the DLGS cannot approve municipal budgets and the County Board of Taxation cannot certify taxes until long after the June 30, 2020 deadline to process third quarter tax bills due August 1, 2020; and

WHEREAS, without an adopted 2020 Municipal Budget and without a 2020 Certified Tax Rate, the Tax Collector cannot process the final 2020 Tax Levy; and

WHEREAS, the DLGS *"strongly recommends"* under Local Finance Notice 2020-07 *"that municipalities prepare to issue estimated property tax bills for 2020;"* and

WHEREAS, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy necessary to bill third quarter taxes due August 1, 2020

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Helmetta, in the County of Middlesex and State of New Jersey on this 17th day of June, 2020 that the Tax Collector is hereby authorized and directed to process estimated tax bills for the third quarterly installment of 2020 taxes; and

BE IT FURTHER RESOLVED that, the third quarterly installment of 2020 taxes shall not be subject to interest until the later of August 10, 2020 or the twenty-fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

Moved		RECORDED VOTE			
<u>1st</u>	<u>2nd</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Dzingleski					
Carolan-Genthe					
Duffy					
Karczewski					
Perez					
Reid					

CERTIFICATION

I, Sandra Bohinski, Clerk of the Borough of Helmetta, Middlesex County, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 17th June, 2020.

Sandra Bohinski, Municipal Clerk

Resolution

#2020-97

**AUTHORIZING THE BOROUGH OF HELMETTA TO SIGN CARES ACT
MUNICIPAL REIMBURSEMENT AGREEMENT WITH COUNTY OF MIDDLESEX**

BE IT RESOLVED, that the Mayor and Municipal Clerk are hereby authorized to sign the municipal reimbursement agreement.

<u>Motion</u>			<u>Recorded Vote</u>		
<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Dzingleski					
Carolan-Genthe					
Duffy					
Karczewski					
Perez					
Reid					

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 17TH day of June 2020.

Sandra Bohinski, RMC
Municipal Clerk

**Resolution
#2020-98
PAYMENT OF BILLS**

All bills shown on the bill list shall be paid.

<u>Motion</u>		<u>Recorded Vote</u>			
<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Dzingleski					
Carolan-Genthe					
Duffy					
Karczewski					
Perez					
Reid					

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 17TH day of June 2020.

Sandra Bohinski, RMC
Municipal Clerk

SECTION 2 - UPON ADOPTION FOR YEAR 2020

RESOLUTION

Be it Resolved by the COUNCIL MEMBERS of the BOROUGH
 of HELMETTA, County of MIDDLESEX that the budget hereinbefore set forth is hereby
 adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 1,340,447.30 (Item 2 below) for municipal purposes, and
 (b) \$ - (Item 3 below) for school purposes in Type I School Districts only (N.J.S.A. 18A:9-2) to be raised by taxation and,
 (c) \$ - (Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in
 Type II School Districts only (N.J.S.A. 18A:9-3) and certification to the County Board of Taxation of
 the following summary of general revenues and appropriations.
 (d) \$ - (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
 (e) \$ - (Item 5 Below) Minimum Library Tax

RECORDED VOTE
 (Insert last name)

Ayes

Nays

Abstained

Absent

1. General Revenues

SUMMARY OF REVENUES

Surplus Anticipated	08-100	\$	462,000.00
Miscellaneous Revenues Anticipated	13-099	\$	466,300.70
Receipts from Delinquent Taxes	15-499	\$	40,000.00
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)	07-190	\$	1,340,447.30
3. AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:			
Item 6, Sheet 42	07-195	\$	-
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)	07-191	\$	-
TOTAL AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY		\$	-
4. To Be Added TO THE CERTIFICATE FOR THE AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE II SCHOOL DISTRICTS ONLY:			
Item 6(b), Sheet 11 (N.J.S.A. 40A:4-14)	07-191		
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY TAX	07-192	\$	-
Total Revenues	13-299	\$	2,308,748.00

SUMMARY OF APPROPRIATIONS

5. GENERAL APPROPRIATIONS:	XXXXXX	XXXXXXXXXXXX
Within "CAPS"	XXXXXX	XXXXXXXXXXXX
(a & b) Operations Including Contingent	34-201	\$ 1,036,120.00
(e) Deferred Charges and Statutory Expenditures - Municipal	34-209	\$ 106,506.00
(g) Cash Deficit	46-885	\$ -
Excluded from "CAPS"	XXXXXX	XXXXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$ 770,315.69
(c) Capital Improvements	44-999	\$ 130,000.00
(d) Municipal Debt Service	45-999	\$ 85,506.00
(e) Deferred Charges - Municipal	46-999	\$ -
(f) Judgments	37-480	\$ -
(n) Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40:48-17.1 & 17.3)	29-405	\$ -
(g) Cash Deficit	46-885	\$ -
(k) For Local District School Purposes	29-410	\$ -
(m) Reserve for Uncollected Taxes	50-899	\$ 180,300.31
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICT ONLY (N.J.S.A. 40A:4-13)	07-195	
Total Appropriations	34-499	\$ 2,308,748.00

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 17th day of June, 2020. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2020 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this 17th day of June, 2020, s.bohinski@helmettaboro.com, Clerk

Signature

**BOROUGH OF HELMETTA
MIDDLESEX COUNTY, NEW JERSEY**

SELF-EXAMINATION OF BUDGET RESOLUTION

2020 MUNICIPAL BUDGET

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Borough of Helmetta has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial Officer has determined that the local government meets the necessary conditions to participate in the program for the 2020 budget year.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Helmetta that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the Governing Body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
- b. Deferred charges and statutory expenditures
- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

Resolution #2020 - 101

4. That pursuant to the Local Budget Law:
- a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Approved:

Vote recorded as follows:

<u>Moved</u>		<u>RECORDED VOTE</u>			
<u>1st</u>	<u>2nd</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Dzingleski					
Carolan-Genthe					
Duffy					
Karczewski					
Perez					
Reid					

CERTIFICATION

I, Sandra Bohinski, Clerk of the Borough of Helmetta, Middlesex County, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 17th June, 2020.

Sandra Bohinski, Municipal Clerk

RESOLUTION
#2020 – 102

AUTHORIZATION FOR PLANNING BOARD TO REVIEW AND AMEND MASTER PLAN

WHEREAS, the Master Plan has not been reviewed and amended for several years; and

WHEREAS, there is a need to do so as the last reexamination was done in 2008; and

WHEREAS, Terry Vogt, PE, PP, CME was contacted to review the plan and submit a quote;

NOW THEREFORE BE IT RESOLVED, that the Helmetta Planning is hereby authorized to review and amend the Helmetta Master Plan with the advice of Borough Engineer Terry Vogt for a fee not to exceed \$15,000.00.

Vote recorded as follows:

<u>Moved</u>		<u>RECORDED VOTE</u>			
<u>1st</u>	<u>2nd</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Dzingleski					
Carolan-Genthe					
Duffy					
Karczewski					
Perez					
Reid					

CERTIFICATION

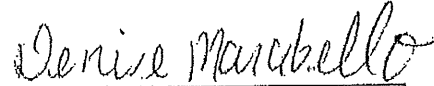
I, Sandra Bohinski, Clerk of the Borough of Helmetta, Middlesex County, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 17th June, 2020.

Sandra Bohinski, Municipal Clerk

CERTIFICATION AS TO AVAILABILITY OF FUNDS
FOR CONTRACT AWARD

I hereby certify to the Mayor and Council of the Borough of Helmetta as follows:

1. I am the financial officer charged with the responsibility of maintaining the financial records of the Borough of Helmetta, and I have been requested to certify as to the availability of adequate funds for a proposed contract between the Borough and Remington Vernick Engineers.
2. The maximum amount of the Borough's liability under the proposed contract is \$15,000.00. Adequate funds will be available by virtue of adoption of the 2020 Operating Budget.
3. Said contract will be properly charged to Master Plan.
4. The funds so available have not been certified as available for any other contract.



Denise Marabello

Date: 06/15/20