



MEETING OF MAYOR AND COUNCIL
DECEMBER 20, 2023 – MINUTES
7:00PM

* MEETING CALLED TO ORDER - SALUTE TO THE FLAG - MOMENT OF SILENCE
Mayor Slavicek called the meeting to order at 7:00pm. All in attendance stood for a moment of silence for our armed forces serving especially during the holiday season.

* CALLING OF THE ROLL

Mayor Slavicek

Councilman Karczewski – absent

Councilwoman Bohinski

Councilman Duffy

Councilman Dzingleski

Councilman Reid

Councilman Stasi – absent

Also in attendance was Business Administrator Sal Masucci.

* 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. Everyone will be given five minutes to speak as per the Rules to Govern adopted January 4, 2023. 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.

Bob Lance, previous owner of 4 Main Street questioned about the variance that is being violated, he stated the current owner has turned it into an industrial parking lot. The Mayor stated that it is currently in litigation and the matter will be going before the Planning Board on Wednesday, January 10, 2024.

John Bundy, 1 Avenue A, asked the Mayor to revoke the variance at 4 Main Street because they are not following it. The Mayor stated that it is currently in litigation and the matter will be going before the Planning Board on Wednesday, January 10, 2024.

Charlie Pistor, 22 Appleby Drive, stated that he has been appointed by Regency Walk as the liaison to the Borough.

* ACCEPTANCE OF MINUTES – November 22, 2023

MOTION – Councilman Duffy

SECONDED – Councilwoman Bohinski

ROLL CALL: 4-0

* CONSENT AGENDA

Report of Municipal Clerk and Tax Collector

RESOLUTIONS:

2023 – 135: Authorization of Reimbursement to Mayor and Council for Borough Related Activities

136: Reimbursement of Duplicate Tax Payments

137: Payment of Bills

138: Personnel Policies & Procedures Manual

139: Employee Handbook

140: Appointment of Helmetta Fire Department Volunteer Member

141: Authorization for Appropriations Transfers No. 2

142: LOSAP

Councilwoman Bohinski stated that the Mayor's reimbursement check should be more because he does so much for the Borough. Councilman Dzingleski inquired about the Employee Handbook and the Mayor stated that every employee will have to sign off on it.

MOTION – Councilman Dzingleski

SECONDED – Councilman Reid

ROLL CALL: 4-0

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

Mayor Slavicek presented awards for the Helmetta Holly Jolly Holiday House Decorating Contest to Melanie Holsten for 2nd Place, and Jessice Vlcej for 3rd Place. 1st Place winner could not attend the meeting. The Mayor thanked the DPW, Police Department, Fire

Department, Sal Masucci, Melissa Hallerman and Council for all their efforts for the Holiday events in town. This coming Saturday is the Santa and Sirens tour around town with the Fire Department. In January will be a Subs and Sirens event with the Jamesburg Police Department. The Reorganization Meeting will be January 3, 2024. He stated that the front steps project is complete, we are just tying up some loose ends. In 2024 the project for the Borough will be Sutton Place. A virtual newsletter will also be coming out in early January.

Councilman Dzingleski thanked the Mayor for hosting an Employee Holiday Party, and congratulations to Chris Koenig for being honored with the Employee of the Year award.

Councilman Reid thanked the Mayor, Council, Borough employees, and the Borough for a successful 2023. Happy Holidays and Happy New Year.

Councilman Duffy thanked everyone who participated in the house decorating contest. He said it was tough judging them.

Councilwoman Bohinski stated that the Board of Education's Reorganization Meeting is January 2, 2024. She is working with the Middlesex County Office on Aging for a resource directory, and MCAT provides the Borough seniors transportation.

Mayor Slavicek congratulated Melissa Hallerman for passing the State's Registered Municipal Clerk's exam with a 95.

* ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by Councilman Dzingleski and SECONDED by Councilman Reid at 7:20pm. All were in favor.



Melissa Hallerman
Municipal Clerk

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
11/1/2023	Wilson	Trust/Ornament	\$15.00	Ck# 2806
11/2/2023	Bartunek	Trust/Magic Show	\$21.00	Ck# 6112
11/3/2023	Krypel	Trust/Ornament	\$15.00	Ck# 5558
11/3/2023	Cranga	Trust/Ornament	\$15.00	Ck# 9118
11/3/2023	Pirrone	Trust/Ornament	\$15.00	Ck# 2596
11/3/2023	Bottacelli	Trust/Magic Show	\$14.00	Cash
11/3/2023	Tarantino	Trust/Magic Show	\$50.00	Cash
11/3/2023	Skelton	Trust/Ornament	\$15.00	Cash
11/3/2023	Claffey	Trust/Ornament	\$15.00	Ck# 3067
11/6/2023	Craig	Trust/Ornament	\$15.00	Ck#192
11/7/2023	Kadash	Trust/Ornament	\$15.00	Ck# 9279
11/7/2023	Jevic	Current/Wedding	\$28.00	Ck# 179
11/9/2023	Reid	Trust/Ornament	\$15.00	Ck# 180
11/9/2023	Vidal	Trust/Ornament	\$45.00	Ck# 167
11/9/2023	Oliveri	Trust/Ornament	\$15.00	Ck# 2830
11/9/2023	Sciegel	Trust/Ornament	\$30.00	Ck# 8238
11/9/2023	Veksler	Current/Certified Copy	\$45.00	Ck# 101
11/13/2023	Hamm	Trust/Ornament	\$15.00	Ck# 7080
11/13/2023	Gibb	Trust/Magic Show	\$7.00	Ck# 202
11/17/2023	Gnapp	Trust/Magic Show	\$14.00	Cash
11/17/2023	Ortutay	Trust/Ornament	\$15.00	Ck# 1817
11/20/2023	Dahl	Trust/Magic Show	\$14.00	Ck# 6448
11/20/2023	Norris	Trust/Magic Show/Ornament	\$36.00	Ck# 185
11/20/2023	Cohen	Current/Wedding	\$28.00	Ck# 133
11/21/2023	Squire	Trust/Magic Show	\$21.00	Cash
11/22/2023	Steinbeck	Trust/Magic Show	\$28.00	Cash
11/27/2023	Manz	Trust/Magic Show	\$28.00	Ck# 4019
11/27/2023	Karlowski	Trust/Magic Show	\$14.00	Ck# 114
11/27/2023	Gunther	Trust/Ornament	\$15.00	Ck# 8866
11/27/2023	Perez	Trust/Ornament	\$30.00	Ck# 217
11/27/2023	Slavicek	Trust/Ornament	\$60.00	Cash
11/30/2023	Handwerk	Trust/Magic Show	\$28.00	Cash
11/30/2023	Mortensen	Trust/Magic Show	\$21.00	Cash
11/30/2023	Nemes	Trust/Magic Show	\$7.00	Cash

11/30/2023 Patti	Trust/Magic Show	\$28.00	Ck# 109
11/30/2023 Doerrer	Trust/Magic Show	\$21.00	Ck# 190
11/30/2023 Duran	Trust/Magic Show	\$14.00	Ck# 207
11/30/2023 Christian	Trust/Magic Show	\$28.00	Ck# 279
11/30/2023 Mulcahy	Trust/Ornament	\$30.00	Ck# 369
11/30/2023 Wright	Trust/Ornament	\$15.00	Cash
11/30/2023 Vieira	Trust/Magic Show	\$21.00	Cash
11/30/2023 Mateo	Trust/Magic Show	\$35.00	Cash

BOROUGH OF HELMETTA

REPORT OF THE TAX COLLECTOR

Tina Mc Dermott
 TINA MCDERMOTT
 TAX COLLECTOR

MONTH OF: NOVEMBER

DATED: 12/5/2023

TAXES	2022	0.00
TAXES	2023	1,131,317.20
TAXES	2024	10,664.63
INTEREST		1,756.32
COSTS FOR TAX SALE		
LIEN REDEMPTION		1,758.87
RECORDING FEES		2,055.00
DUPLICATE CERT		
DUPLICATE BILL		
TAX SALE PREMIUMS		
TOTAL		<u>1,147,550.92</u>

ADJUSTMENTS

REFUND OVERPAYMENT 4,029.82

4,029.82

CLOSING BALANCES

	DEBIT	CREDIT	NET
2019	0.00	(38,011.10)	(38,011.10) Kaplan
2022	0.00	0.00	0.00
2023	(3,284.29)	120,197.77	116,913.48
2024	(4.24)	3,002,494.20	3,002,489.96
			<u>3,119,403.44</u>

TAX COLLECTORS TRUST

Ledger Bal

PRIOR BALANCE

95,758.16 10/31/2023

DEPOSITS

8.00 Bank Int
 3,826.62 20-00003 lien redemption

99,592.78

DISBURSMENTS

12.75 ck 1422 to water/sewer

12.75

BANK BALANCE 99,580.03 10/31/2023 Statement Balance

BOROUGH OF HELMETTA

RESOLUTION #2023-135

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

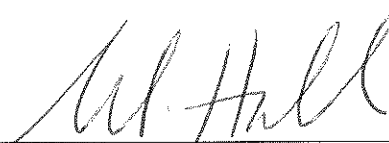
WHEREAS, the Mayor and Council incur expenses such as mileage, phone calls, attendance at seminars. etc. for which there is no monetary reimbursement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Helmetta hereby establish a policy that each member of the Mayor and Council shall be entitled an annual allowance for mileage, use of personal phone, attendance at seminars and conventions and similar Borough-related functions in the amount of \$225.00 for each council member and \$246.00 for the Mayor.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, 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 December 20, 2023



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

2023-136

REIMBURSEMENT OF DUPLICATE TAX PAYMENTS

BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Helmetta authorize the reimbursement of duplicate tax payments. See below:

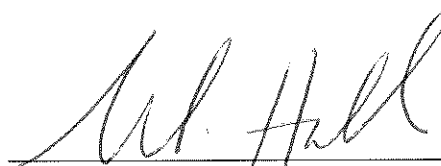
7 Locust Drive-\$1,599.42.

15 Sutton Place-\$2,430.20

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, 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 December 20, 2023



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

2023-137

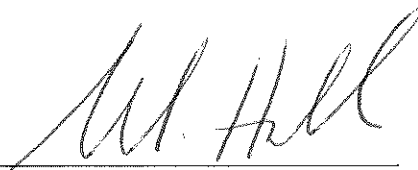
PAYMENT OF BILLS

All bills shall be paid per list.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, 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 December 20, 2023.



MELISSA HALLERMAN
Municipal Clerk

P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes
 Vendors: All
 Rcvd Batch Id Range: First to Last
 Include Non-Budgeted: Y

Open: N
 Rcvd: Y
 Bid: Y
 Paid: N
 Held: Y
 State: Y
 Void: N
 Aprv: N
 Other: Y
 Exempt: Y

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	PO Type	Contract Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
23-00586	09/12/23	GRA05	GRAY ROCK SUPPLY	71.00	3-01-28-796-020	B	PARKS	OE	R	09/12/23	12/07/23		89399
			1 REATTINING WALL CAPS										
23-00657	10/12/23	MONAR005	MONARCH ELECTRIC COMPANY	201.06	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	10/12/23	12/07/23		S124020653.001
			1 MAGNETIZER/LIGHT FOR BORO	421.04	3-01-28-796-020	B	PARKS	OE	R	10/12/23	12/07/23		S124020653.001
			2 LIGHTS FOR PARK	15.79	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	11/29/23	12/07/23		S124020653.002
			3 MAGNETIZER/LIGHT FOR BORO	637.89									
23-00672	10/20/23	NATI0015	NATIONAL HIGHWAY PRODUCTS	247.50	3-01-26-765-020	B	STREETS & ROADS	OE	R	12/13/23	12/13/23		PS-INV114367
			1 SIGNS/CAPS										
23-00697	10/25/23	HOW02	HOME DEPOT	210.10	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	10/25/23	12/07/23		
			1 RIGID BAT/LIGHTHLDER/HSE REP	88.17	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	10/25/23	12/07/23		
			2 CORD PRT/15AMP OUTLET	298.27									
23-00702	10/25/23	MONAR005	MONARCH ELECTRIC COMPANY	111.40	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	10/25/23	12/07/23		S124141422
			1 NEW OUTSIDE OUTLETS										
23-00703	10/25/23	ALL09	ALLEGIANCE LAWN & GARDEN	730.80	3-01-28-796-020	B	PARKS	OE	R	10/25/23	12/07/23		10484
			1 3/4 BLUE STONE & STRANDS										
23-00747	11/13/23	TID02	TIDBURY CREEK FARMS NURSERY	84.00	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	11/13/23	12/07/23		
			1 HAY BALES										
23-00748	11/13/23	CIR01	CIRCLE JANITORIAL SUPPLIES	60.30	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	11/13/23	12/07/23		
			1 TOILET PAPER	25.50	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	11/13/23	12/07/23		
			2 C-FOLED TOWELS	85.80									
23-00749	11/13/23	KA01	K&A EXCAVATING, INC.	600.00	G-02-15-026-021	B	CONCRETE FOR STEP PROJECT		R	11/13/23	12/08/23		62752

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
23-00750	11/13/23	MONARCH ELECTRIC COMPANY				B	BUILDINGS & GROUNDS OE	R	11/13/23	12/07/23		S124302334.001
		1 ELECTRIC FOR PAVILION		372.29	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	11/13/23	12/07/23		S124302334.002
		2 OUTLET FOR PAVILION		82.06	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	11/29/23	12/07/23		S124302402.001
		3 CREDIT		421.04	3-01-26-772-020							
				33.31								
23-00764	11/21/23	AMROCK, LLC - Escrow One				B	Tax Overpayments	R	11/21/23	12/07/23		
		1 REFUND DUPLICATE TAX PAYMENT		2,430.40	3-01-55-002-293							
23-00765	11/22/23	SLAVICEK, CHRISTOPHER				B	MAYOR & COUNCIL OE	R	11/22/23	12/07/23		
		1 2023 STIPEND		246.00	3-01-20-110-020							
23-00766	11/22/23	PETER KARCZEWSKI				B	MAYOR & COUNCIL OE	R	11/22/23	12/07/23		
		1 2023 STIPEND		225.00	3-01-20-110-020							
23-00767	11/22/23	SANDRA BOHINSKI				B	MAYOR & COUNCIL OE	R	11/22/23	12/15/23		
		1 2023 STIPEND		225.00	3-01-20-110-020							
23-00768	11/22/23	MICHAEL DUFFY				B	MAYOR & COUNCIL OE	R	11/22/23	12/07/23		
		1 2023 STIPEND		225.00	3-01-20-110-020							
23-00769	11/22/23	RONALD DZINGLESKI				B	MAYOR & COUNCIL OE	R	11/22/23	12/07/23		
		1 2023 STIPEND		225.00	3-01-20-110-020							
23-00770	11/22/23	JOSEPH REID				B	MAYOR & COUNCIL OE	R	11/22/23	12/07/23		
		1 2023 STIPEND		225.00	3-01-20-110-020							
23-00771	11/22/23	NICHOLAS STASI				B	MAYOR & COUNCIL OE	R	11/22/23	12/07/23		
		1 2023 STIPEND		225.00	3-01-20-110-020							
23-00772	11/28/23	PRINCETON TREE CARE				B	STREETS & ROADS OE	R	11/28/23	12/07/23		18780
		1 RESIDENT TREE REMOVAL		720.00	3-01-26-765-020	B	STREETS & ROADS OE	R	11/28/23	12/07/23		19291
		2 PRUNING OF TREE AT BORO		900.00	3-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	11/28/23	12/07/23		
				1,620.00								
23-00773	11/28/23	AFFORDABLE SWEEPING LLC				B	STREETS & ROADS OE	R	11/28/23	12/15/23		
		1 TOWN WIDE STREET SWEEPING		1,300.00	3-01-26-765-020							

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	PO Type	Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
23-00804	12/06/23	SALVA005 SALVATORE MASUCCI											
			1 MILEAGE FOR MIDJIF MTG	40.63	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	12/06/23	12/07/23		
			2 SUPPLIES FOR COFF W/ COUNCIL	73.20	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	12/06/23	12/07/23		
			3 COMM CTR DOOR SIGNS	79.97	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	12/06/23	12/07/23		
			4 RESORT FEES/MILEAGE/VALET/TOLL	449.33	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	12/06/23	12/07/23		
			5 MAGIC SUPPLIES	75.44	T-13-55-000-007	B	RESERVE FOR RECREATION	TRUST	R	12/06/23	12/07/23		
			6 MILEAGE FOR AWARDS	28.13	3-01-28-795-020	B	RECREATION	OE	R	12/06/23	12/07/23		
			7 CHRISTMAS TREE NECKLACE	199.90	3-01-28-795-020	B	RECREATION	OE	R	12/06/23	12/07/23		
			8 FLOWER'S FOR PETE. K. MOM	117.13	3-01-28-795-020	B	RECREATION	OE	R	12/06/23	12/07/23		
				1,063.73									
23-00809	12/08/23	RIAWA005 RIA MAR RESTAURANT & BAR											
			1 HELMETTA EMPLOYEE DINNER	1,580.00	3-01-28-795-020	B	RECREATION	OE	R	12/08/23	12/13/23		
23-00810	12/08/23	DYNAS005 DYNASTY COMMERCIAL CLEANING											
			1 NOVEMBER 2023 CLEANING	1,680.00	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	12/08/23	12/08/23		NOV 2023
23-00811	12/08/23	ENF01 ENFORSYS, INC.											
			1 ANNUAL SUBSCRIPTION	1,900.00	3-01-25-752-020	B	FIRE PREVENTION BUREAU	OE	R	12/08/23	12/08/23		11704
23-00816	12/13/23	AMAZ005 AMAZON CAPITAL SERVICES											
			1 CRAFTS FOR 12/3	217.36	T-13-55-000-007	B	RESERVE FOR RECREATION	TRUST	R	12/13/23	12/13/23		16LM-JDFY-9H77
			2 ELECTRICAL COVERS/LOCKS	91.98	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	12/13/23	12/13/23		1FP6-L7F6-MYDF
			3 DUSK BULBS/FUESIES	49.13	3-01-26-772-020	B	BUILDINGS & GROUNDS	OE	R	12/13/23	12/13/23		1PHM-QDFK-WL3M
			4 RAINBOW POPCORN	31.35	T-13-55-000-007	B	RESERVE FOR RECREATION	TRUST	R	12/13/23	12/13/23		166N-94G1-JX1X
			5 CHRISTMAS SPRINKLES/NAPKINS	33.88	T-13-55-000-007	B	RESERVE FOR RECREATION	TRUST	R	12/13/23	12/13/23		1CTY-PCJ3-W3KQ
			6 BAKERY BXES-12/14/23	33.88	3-01-28-795-020	B	RECREATION	OE	R	12/13/23	12/13/23		1JHP-1NGH-WFMY
			7 SOCKETS FOR SNOW FLAKES	34.99	3-01-26-765-020	B	STREETS & ROADS	OE	R	12/13/23	12/13/23		1FGK-D6G4-9JGC
			8 KITCHEN SCOOPS-12/3/23	7.99	T-13-55-000-007	B	RESERVE FOR RECREATION	TRUST	R	12/13/23	12/13/23		1LDW-M3TY-7NK7
			9 CHRISTMAS BOXES-12/3/23	25.46	T-13-55-000-007	B	RESERVE FOR RECREATION	TRUST	R	12/13/23	12/13/23		134R-T6DT-FLV1
			10 CHRISTMAS BAGS-12/3/23	16.99	T-13-55-000-007	B	RESERVE FOR RECREATION	TRUST	R	12/13/23	12/13/23		139G-P3N7-H6LC
				543.01									
23-00817	12/13/23	STA03 STATE TREASURER OF NJ											
			1 RMC CERT.-M. HALLERMAN	50.00	3-01-20-120-020	B	MUNICIPAL CLERK	OE	R	12/13/23	12/13/23		
23-00824	12/14/23	HOW03 HOME NEWS & TRIBUNE											
			1 HYDRANT FLUSHING	46.70	3-05-55-500-021	B	WATER OPERATING	OE	R	12/14/23	12/14/23		9419524
			2 ORDINANCE 2023-04	70.88	3-01-20-120-020	B	MUNICIPAL CLERK	OE	R	12/14/23	12/14/23		9428730

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type Description	Contract PO Type	Stat/Chk	First Enc Date	RCvd Date	Chk/Void Date	Invoice
23-00824	12/14/23	HOM03	HOME NEWS & TRIBUNE		Continued							
3		PLANNING MTG CANCELED	39.68	3-01-21-720-020	B PLANNING BOARD OE		R	12/14/23	12/14/23			9483556
4		PLANNING BRD RE-ORGAN 2024	44.75	3-01-21-720-020	B PLANNING BOARD OE		R	12/14/23	12/14/23			9523291
5		COUNCIL MTG 1/3/24	45.14	3-01-20-120-020	B MUNICIPAL CLERK OE		R	12/14/23	12/14/23			9526243
			247.15									
23-00825	12/14/23	MCU01	Middlesex Cty Utilities Auth									
1		DUMPING CHARGES-NOVEMBER 2023	4,759.37	3-01-32-837-020	B LANDFILL/DISPOSAL SOLID WASTE		R	12/14/23	12/14/23			
23-00826	12/14/23	XTE01	XTEL COMMUNICATIONS									
1		TELEPHONE LINES #233341238	679.98	3-01-31-827-020	B TELEPHONE COSTS		R	12/14/23	12/14/23			
23-00827	12/14/23	COMCA649	COMCAST									
1		ACCT# 8499 05 248 0023649	365.09	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	12/14/23	12/14/23			
2		ACCT# 8499 05 248 0023649	121.69	3-05-55-500-021	B WATER OPERATING OE		R	12/14/23	12/14/23			
3		ACCT# 8499 05 248 0023649	121.69	3-07-55-500-021	B SEWER OPERATING OE		R	12/14/23	12/14/23			
			608.47									
23-00828	12/14/23	PRE03	PRECISION ANALYTICAL SVCS, INC									
1		NOVEMBER 2023 SAMPLE	807.00	3-05-55-500-021	B WATER OPERATING OE		R	12/14/23	12/14/23			73652
23-00829	12/14/23	ACT01	ACTION DATA SVC, INC									
1		PAYROLL INVOICE # 85459	62.75	3-01-20-705-021	B FINANCE OE		R	12/14/23	12/14/23			
2		PAYROLL INVOICE # 85459	20.91	3-05-55-500-021	B WATER OPERATING OE		R	12/14/23	12/14/23			
3		PAYROLL INVOICE # 85459	20.91	3-07-55-500-021	B SEWER OPERATING OE		R	12/14/23	12/14/23			
			104.57									
23-00830	12/14/23	CLE04	CLEARY GIACOBBE ALFIERI&JACOBS									
1		UPDATE HANDBOOK/MANUAL	1,382.50	3-01-20-712-020	B LEGAL SERVICES OE		R	12/14/23	12/14/23			128386
23-00831	12/15/23	AMAZ005	AMAZON CAPITAL SERVICES									
1		CHRISTMAS TISSUE PAPER	15.98	3-01-28-795-020	B RECREATION OE		R	12/15/23	12/15/23			106C-CJVC-DWCX
2		AC INSULT/TIRE/FLUSHMATE	525.29	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	12/15/23	12/15/23			1XW4-CTDD-GV93
3		SEC CAMERAS/REBIES SHOT CONT	91.78	3-01-26-765-020	B STREETS & ROADS OE		R	12/15/23	12/15/23			1HXT-7Y7X-KVKJ
4		KEYCHAINS	82.49	3-01-20-120-020	B MUNICIPAL CLERK OE		R	12/15/23	12/15/23			197X-NGCV-T6JC
			715.54									
23-00832	12/15/23	WIL04	WILSON, MARGARET									
1		MIDICARE REIN-4TH QTR 2023	296.82	3-01-23-733-020	B HEALTH INSURANCE EMPLOYEE		R	12/15/23	12/15/23			

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type Description	Contract PO Type	Stat/Chk	First Rcvd	Enc Date	Date	Chk/Void	Invoice
23-00832	12/15/23	WIL04	WILSON, MARGARET		Continued								
			2 MEDICARE RETIM-4TH QTR 2023	98.94	3-05-55-500-030	B Health Insurance		R	12/15/23	12/15/23			
			3 MEDICARE RETIM-4TH QTR 2023	98.94	3-07-55-500-030	B Health Insurance		R	12/15/23	12/15/23			
				494.70									
23-00833	12/15/23	MCI01	Middlesex Cty Improvement Auth										
			1 BRUSH TO CTY/MUNICIPAL SITE	66.79	3-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	12/15/23	12/15/23			AR040370
			2 LEAVES TO CTY/MUNICIPAL SITE	136.29	3-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	12/15/23	12/15/23			AR040370
			3 SINGLE FAMILY HOUSEHOLD	2,835.36	3-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	12/15/23	12/15/23			AR040390
			4 SINGLE FAMILY HOUSEHOLD	2,835.36	3-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	12/15/23	12/15/23			AR040407
			5 BRUSH TO CTY/MUNICIPAL SITE	28.84	3-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	12/15/23	12/15/23			AR040425
			6 LEAVES TO CTY/MUNICIPAL SITE	781.39	3-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	12/15/23	12/15/23			AR040425
				6,684.03									
23-00834	12/18/23	HOV02	HOME DEPOT										
			1 KEYS AND GLOVES	52.85	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	12/18/23	12/18/23			
			2 GIFT CARDS/FLAG POLE	375.41	3-01-26-772-020	B BUILDINGS & GROUNDS OE		R	12/18/23	12/18/23			
				428.26									

Total Purchase Orders: 50 Total P.O. Line Items: 124 Total List Amount: 308,840.26 Total Void Amount: 0.00

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	2-01	262,811.65	0.00	262,811.65	0.00	0.00	262,811.65
CURRENT FUND	3-01	41,493.43	0.00	41,493.43	0.00	0.00	41,493.43
WATER OPERATING FUND	3-05	1,103.03	0.00	1,103.03	0.00	0.00	1,103.03
SEWER OPERATING FUND	3-07	241.54	0.00	241.54	0.00	0.00	241.54
Year Total:		42,838.00	0.00	42,838.00	0.00	0.00	42,838.00
GRANT FUND	G-02	600.00	0.00	600.00	0.00	0.00	600.00
GENERAL TRUST FUND	T-13	2,590.61	0.00	2,590.61	0.00	0.00	2,590.61
Total of All Funds:		308,840.26	0.00	308,840.26	0.00	0.00	308,840.26

BOROUGH OF HELMETTA

RESOLUTION #2023-138

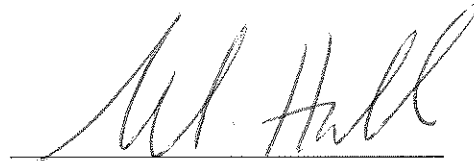
PERSONNEL POLICIES & PROCEDURES MANUAL

BE IT RESOLVED, that the Mayor and Council of the Borough of Helmetta do hereby approve the Employee Handbook effective December 2023.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, 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 December 20, 2023



MELISSA HALLERMAN
Municipal Clerk

BOROUGH OF HELMETTA

RESOLUTION #2023-139

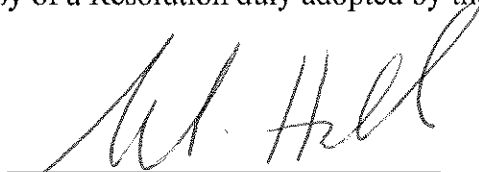
EMPLOYEE HANDBOOK

BE IT RESOLVED, that the Mayor and Council of the Borough of Helmetta do hereby approve the Employee Handbook effective December 2023.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, 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 December 20, 2023



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2023-140

APPOINTMENT OF HELMETTA FIRE VOLUNTEER MEMBER

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

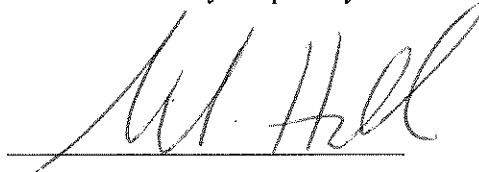
JOE FRAGOSO

As Helmetta Fire Volunteer member for the Borough of Helmetta.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, 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 December 20, 2023.



MELISSA HALLERMAN
Municipal Clerk

HELMETTA VOLUNTEER FIRE COMPANY

62 Main Street • Helmetta, NJ 08828 • 732-521-1534

APPLICATION FOR MEMBERSHIP

Junior Regular Associate

Name JOE FRAGOSO Age 46

Address 661 Abbington Dr F⁹ East Windsor NJ 08520

Home Phone Cell Phone Email

List all residences for the five year period prior to moving to this residence:

661 Abbington Dr J.24

Date of Birth 9/25/1971 Height 5'11" Weight 200 Eye Color Bro Hair Color Bro
Month Day Year

Marital Status Single Married Divorced Separated Number of Dependents 3

Social Security Number Driver's License Number

Occupation Utility Worker Work Schedule: Days Nights Shifts

Employer Kinder Morgan 920 High St
Name Address Telephone Number

How long employed? 1 If less than one (1) year, give name and address of previous employer

Environmental Restoration Hamilton NJ Steve Motta 314-603-7026
Firm Name Address Telephone Number

Education - Highest level attained (eg. HS Graduate, 2 Yrs College) 2 yrs college

Degrees (IF ANY)

Name and address of high school attended or attending
Camden County College Blackwood NJ

Name of guidance counselor or advisor if still in high school

Physical Condition Good Average Fair

Please list any recent operations or illnesses and impairments if any:

- Would you submit to a physical examination if required by the department at the expense of the department? Yes No
- Do you use Drugs or Narcotics? Yes No
- Would you object to a random drug test Yes No
- Have you ever been arrested (except for traffic violations)? Yes No
- Have you ever been convicted of a crime? Yes No
- Would you object to a Police Record checks at any time? Yes No
- Would you object to checks of your Driver's License at any time? Yes No
- Have you been **convicted** of any MOVING motor vehicle violations in the last three years? Yes No
- Are you now, or have you previously **been** a member of a Fire Department? Yes No

(If yes, show dates and name and address of Fire Company)

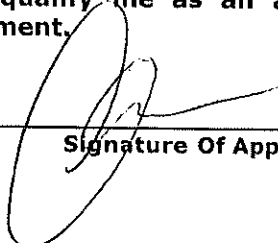
2009-2013 State of Connecticut

List two references not relatives whom you have known for at least three years

Name	Address	Telephone

I hereby make application for membership in the Helmetta Volunteer Fire Department. I agree to abide by all rules and regulations set forth by the Helmetta Volunteer Fire Department. I certify that the information listed is true and correct to the best of my knowledge. I give the Department Officers and Membership Committee the right to check its accuracy. I understand that any false information on this application gives the Helmetta Volunteer Fire Department the right to disqualify me as an applicant, or will result in my immediate dismissal from the Fire Department.

Date 11.30.23


Signature Of Applicant

Signature of Reference

Signature of Parent or Guardian
if less than 18 years of age

FIRE COMPANY USE ONLY

DATE INTERVIEWED

12/11/23

DATE ACCEPTED

12/11/23

INTERVIEWED BY

B. Palmer

S. Krumer

RESOLUTION

2023-141

A RESOLUTION AUTHORIZING YEAR 2023 BUDGET TRANSFERS NO. 2

WHEREAS, there are 2023 Budget Accounts which require more funding due to circumstances not known in the beginning of the year; and

WHEREAS, there will be excess balance in the budget accounts in which the expenditures will be less than projected at the beginning of the year, and

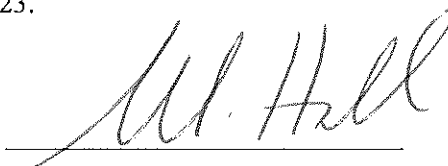
NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that the following 2023 Budget Transfer be authorized and made on the record and accounts of the Borough:

	Budget Account	From	To
3-01-20-708-020	Tax Collector-OE	\$1,000.00	
3-01-20-712-020	Legal Services	\$4,000.00	
3-01-21-720-020	Planning Board OE	\$1,600.00	
3-01-23-733-020	Health Insurance Employee	\$5,000.00	
3-01-26-315-020	Vehicle Maint-Public Works	\$2,000.00	
3-01-26-325-002	Condo Act/Street Lights	\$1,000.00	
3-01-27-788-020	Animal Control OE	\$300.00	
3-01-31-829-020	Natural Gas	\$500.00	
3-01-31-831-020	Postage	\$1,500.00	
3-01-20-711-020	Elections		\$400.00
3-01-26-772-020	Bldg/Grds-OE		\$15,000.00
3-01-28-795-020	Recreation OE		\$900.00
3-01-31-833-020	Gasoline		\$600.00
3-05-55-500-020	Water Operating-Other Expense	\$2,900.00	
3-05-55-500-025	Purchase of Water		\$2,900.00

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, Acting 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 December 20, 2023.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2023-142

**RESOLUTION AUTHORIZING PAYMENT TO VALIC OF \$4,400 PURSUANT TO LOSAP
FOR CALENDAR YEAR 2022**

WHEREAS, the Borough of Helmetta approved a Length of Service Awards Program (the "Program") for its volunteer firefighters beginning January 1, 2003; and

WHEREAS, the Program provides for a payment of \$400.00 into the LOSAP Retirement Plan to those firefighters that meet the qualifying requirements of the Program; and

WHEREAS, the Helmetta Fire Department has provided the Plan Administrator Salvatore Masucci with evidence that the following eleven (11) firefighters met the qualifying requirements of the Program for calendar year 2022: Raphael Dolce, Duane Hoven, Eric Knapp, Jack Kramer, Peter Mount, Kevin Palmer, Joseph Reid, William Reid, Robert Simonelli, James Thigpen and Robert Wherle; and

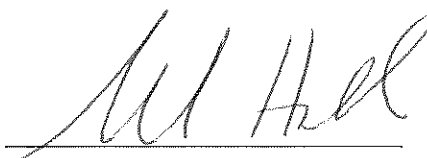
WHEREAS, the Borough has entered into an agreement with AIG Valic, now known as AIG Retirement, to provide financial support for the Program.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Chief Financial Officer is hereby authorized to issue a check in the amount of Four Thousand, Four hundred dollars (\$4,400) to AIG Retirement for the Borough's contribution to the Length of Service Awards Program for 2022.

	Motion	Second	Aye	Nay	Abstain	Absent
Karczewski						✓
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Reid		✓	✓			
Stasi						✓

CERTIFICATION

I, Melissa Hallerman, 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 December 20, 2023.



MELISSA HALLERMAN
Municipal Clerk

CENTER STATE ENGINEERING

481 Spotswood Englishtown Road, Monroe Township, New Jersey 08831

☎ 732.605.9440 ☎ 732.605.9444

ENGINEERS REPORT

DECEMBER 18, 2023

1. **2022-2023 NJDOT LAKE AVENUE IMPROVEMENTS** – The concrete work, paving, and striping has been completed. A punch list is currently being prepared.

Respectfully,
Kevin Meade, Borough Engineer