



REORGANIZATION MEETING OF MAYOR AND COUNCIL
JANUARY 3, 2024 – MINUTES
7:00PM

* MEETING CALLED TO ORDER by Municipal Clerk, Melissa Hallerman at 7:00pm

* SALUTE TO THE FLAG - MOMENT OF SILENCE

* 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.

* CERTIFICATION OF ELECTION RESULTS OF NOVEMBER 7, 2023, by Municipal Clerk, Melissa Hallerman

* ADMINISTRATION OF OATH OF OFFICE TO:

Christopher Slavicek
Sandra Bohinski
Nick Stasi

* CALLING OF THE ROLL

Mayor Christopher Slavicek

Councilmembers: Sandra Bohinski
Michael Duffy
Ronald Dzingleski
Peter Karczewski
Joseph Reid
Nick Stasi

* 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. 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.

Mayor Slavicek read a statement thanking everyone for their support and for the dedication of the Borough employees.

Dan Lennan, President of the Spotswood Board of Education, expressed the school district's support to the Borough of Helmetta for the upcoming year.

*** ELECTION OF COUNCIL PRESIDENT**

RESOLUTION:

2024 – 01: Council President

Councilman Reid nominated Councilman Karczewski for Council President.

Councilwoman Bohinski seconded it.

ROLL CALL: 6-0

*** CONSENT AGENDA**

The following routine items and resolutions will be adopted in unison as a Consent Agenda and are to be considered as one vote by the Borough Council and will be enacted by one motion.

2024 –

- 02: Appointment of Borough Attorney – Joseph D. Youssouf, Esq.
- 03: Rules to Govern 2024
- 04: Appointment of Standing Committees
- 05: Meeting Dates for 2024
- 06: Appointment of Borough Auditor – Gerard Stankiewicz, CPA, RMA
- 07: Appointment of Borough Engineer – Center State Engineering
- 08: Appointment of Borough Planner - Center State Engineering
- 09: Appointment of Labor and Employment Counsel - Matthew Giacobbe, Esq.
- 10: Appointment of Bond Counsel – Meghan Ann Bennett
- 11: Appointment of Municipal Prosecutor – Jennifer A. Burgess, Esq.
- 12: Appointment of Public Defender – Thomas Roselli
- 13: Appointment of Code Enforcer – Joseph Kotora
- 14: Appointment of Fire Marshal – Joseph Kotora
- 15: Appointment of Abandoned/Vacant Property Official – Joseph Kotora
- 16: Appointment of Tax Search Official – Tina McDermott
- 17: Appointment of Assessment Search Official – Melissa Hallerman
- 18: Appointment of Assistant Tax Collector, Utility Revenue Collector – Carol Feig
- 19: Appointment of Deputy Registrar – Tina McDermott
- 20: Appointment of Municipal Court Judge – Edward Herman
- 21: Appointment of Municipal Court Administrator – Dana Mahan
- 22: Appointment of Municipal Court Staff – Christine Hughes

- 23: Appointment of Certified Public Works Manager – Paul Reed
- 24: Appointment of Water Operator – Paul Reed
- 25: Appointment of Public Agency Compliance Officer – Melissa Hallerman
- 26: Appointment of Purchasing/Buyer – Salvatore Masucci
- 27: Appointment of Council Representative to Planning Board – Mike Duffy
- 28: Appointment of Flood Control Representative – Paul Reed
- 29: Cash Management Plan for 2024
- 30: Returned Check Charge
- 31: Authorization of Petty Cash Fund
- 32: Authorization of Petty Cash Fund Custodian – Salvatore Masucci
- 33: Interest of Delinquent Water and Sewer Payments
- 34: Authorization of Electronic Tax Sale
- 35: Official Newspapers of Borough
- 36: Penalty for Delinquencies over \$10,000.00
- 37: Cancellation of Minimum Balances
- 38: Authorization to Conduct Tax Lien Sale
- 39: Interest on Delinquent Taxes
- 40: Appointment of Recycling Coordinator – Paul Reed
- 41: Appointment of Deputy Recycling Coordinator – Melissa Hallerman
- 42: Appointment of Mid Jersey JIF Commissioner – Salvatore Masucci
- 43: Appointment of Alternate Mid Jersey JIF Commissioner – Melissa Hallerman
- 44: Appointment of Business Administrator – Salvatore Masucci
- 45: Approval of 2024 Temporary Budget

MOTION – Councilman Dzingleski

SECONDED – Councilman Reid

ROLL CALL: 6-0

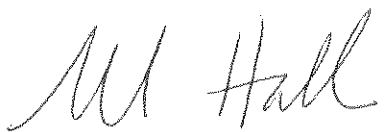
*SWEARING IN CEREMONY by Mayor Slavicek

Joseph Reid, Fire Department Chief
Robert Simonelli, Jr., Fire Department Deputy Chief
Eric Knapp, Fire Department Captain
Steve Magno, Fire Department Lieutenant

Duane Hoven, President
John Talnagi, Vice President
Jack Kramer, Treasurer
Erin Ciantar, Secretary

*ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by Councilman Dzingleski and SECONDED by Councilman Stasi at 7:24pm. All were in favor.

A handwritten signature in cursive script, appearing to read "M Hall".

Melissa Hallerman, RMC
Municipal Clerk

One phrase that comes to mind and relates directly to Helmetta is ***“There’s no place like home.”*** The dictionary definition of **HOME** is the place where one lives permanently, especially as a member of a family or household. It is so much more than that in Helmetta. Our Helmetta **HOME** is poised of our residents, team members, first responders, emergency personnel, professional partners, volunteers, school community and organizations, family, friends, and neighbors. I salute the fine members of all the abovementioned for being vital members of the Helmetta community.

Collaboratively, the Borough Administration and Council are proud of the many accomplishments this past year that continue to make Helmetta a better place to call **HOME**. From the robust variety of community events, enhancements to the beautification of the Borough, to sound fiscal responsibility, we have laid the foundation for another exciting and successful year ahead. Our focus remains on cultivating a **home-like** environment that enriches the quality of life for all residents alike.

For our dedicated employees, Helmetta is **HOME AWAY FROM HOME**. I must acknowledge our entire team, who I consider my extended Helmetta family, for their dedication to delivering superior services to the residents. Our team is the heartbeat of Helmetta!

Longevity is an admirable trait and I’d like to acknowledge our team members for their years of commitment to the community: **Announce years of service.**

Special thanks to Sal Masucci, our Business Administrator, for his leadership and congratulations to Melissa Hallerman, for her most recent successful passing of her NJ Municipal Clerks Certification Exam.

This year, I introduced a new tradition at our employee holiday celebration- The Borough of Helmetta Employee of the Year. An award that will be presented each year to a team member that demonstrates quality standards and compassion in making a difference in our community as it aligns with HELMETTA:

H-hones quality of life for residents

E-exudes compassion for the community

L-leaves a positive impression on others

M-makes a remarkable difference

E-excels in the delivery of service

T-team player that goes the extra mile

T-treats others with respect

A-aligns with our small town, big heart motto

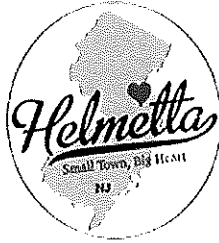
Our inaugural Employee of the Year award was presented to an individual that often receives positive sentiments and accolades from residents and employees. A team player, this individual proves fine customer service skills to the public, assists where need be, and is an all-around good person with loyalty. These traits only highlight very few praises. It is with great honor to name Chris Koenig, Public Works Laborer, as the 2023 Borough of Helmetta Employee of the Year.

Congratulations to Chris on a well-deserved recognition and appreciation to the entire Borough of Helmetta team for their service to making Helmetta the best place to call **home**!

“A house is built with walls and beams; a HOME is built with love and dreams.”

Building and renovating a **HOME** takes grit, grace, stamina, and steadfast collaboration amongst a team. I certainly look forward to being the head of our Helmetta **household** and family- Council, Administration & Team members to construct and rejuvenate our Helmetta **Home** throughout 2024 with a strong emphasis on resident satisfaction while enhancing services, exploring grant and funding opportunities, and fostering a safe and proud place for our residents to call **HOME**.

I leave you with this quote- *“Home is where love resides, memories are created, friends and family belong, and laughter never ends.” — Unknown.*



CERTIFICATION OF ELECTION RESULTS

NOVEMBER 7, 2023

At the General Election held on November 7, 2023, a contest was held for the position of one - four-year Mayor seat and two - three-year Council seats. There are 1,874 registered voters in the Borough of Helmetta and on this day 453 votes were cast.

Statements of determination were received from Sylvia Engel, Chairman of the Board of County Canvassers and attested by Nancy Pinkin, County Clerk that Christopher Slavicek has been duly elected to respectively serve as Mayor of Helmetta for a four-year term, and Sandra Bohinski and Nick Stasi have been duly elected to respectively serve as Council Members for three-year terms.

Christopher Slavicek - 371

Sandra Bohinski - 343

Nick Stasi - 333

RESOLUTION

#2024-01

COUNCIL PRESIDENT

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

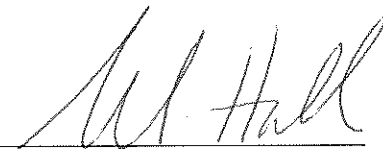
PETE KARCZEWSKI

Is hereby elected COUNCIL PRESIDENT.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski		✓	✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024- 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 2024 CALENDAR YEAR.

WHEREAS, the Borough of Helmetta (the "Borough") has determined that there exists a need for legal services for the 2024 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 \$700.00 per meeting and \$185.00 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, 2024 to December 31, 2024; and

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

WHEREAS, Joseph D. Yousseuf, 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. Yousseuf, 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. Yousseuf, Esq. for the provision of legal services as the Borough Attorney for the 2024 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; and

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 4-01-20-712-020.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024 - 03**

RULES TO GOVERN IN 2024

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

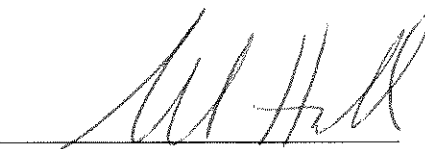
WHEREAS, the Governing Body finds said rules to be acceptable for the purpose of conducting the meetings of the Borough Council.

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 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RULES OF THE COUNCIL
OF THE
BOROUGH OF HELMETTA
MIDDLESEX COUNTY STATE OF
NEW JERSEY YEAR - 2024**

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, for up to five minutes. 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 in his/her absence, the President of the Council pro-tern, 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-Tern.

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 7"

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,

A handwritten signature in cursive script, appearing to read "Melissa Hallerman", written in dark ink.

Melissa Hallerman
Municipal Clerk

RESOLUTION

#2024 - 04

APPOINTMENT OF STANDING COMMITTEES

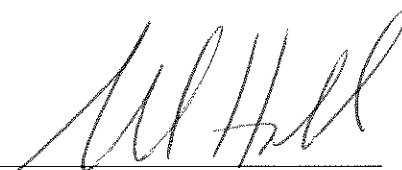
BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, and State of New Jersey, that the following named persons are hereby appointed as members of the respective Standing Committees for the Borough of Helmetta, County of Middlesex, and State of New Jersey for a term to expire December 31, 2024.

Finance	Mike Duffy & Nick Stasi
Public Safety	Pete Karczewski & Ron Dzingleski
Public Works/Public Property	Pete Karczewski & Mike Duffy
Recreation/Public Events	Sandra Bohinski & Ron Dzingleski
Sanitation/Recycling	Joe Reid & Nick Stasi
Education	Sandra Bohinski
Council Representative to Planning Board	Mike Duffy
Middlesex County Housing & Community Development	Pete Karczewski
Alternate to Middlesex County Housing & Community Development	Nick Stasi
Alternate to Transportation Coordination Committee	Joe Reid
Middlesex County Health and Wellness Council Representative	Sandra Bohinski

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.


MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024- 05

MEETING DATES FOR 2024

BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta that the following meeting dates have been scheduled for the year 2024:

January 17, 2024
February 21, 2024
March 20, 2024
April 17, 2024
May 15, 2024
June 19, 2024

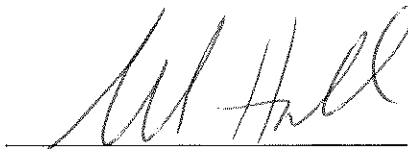
July 17, 2024
August 21, 2024
September 18, 2024
October 16, 2024
November 27, 2024
December 18, 2024

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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 06

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES TO GERARD STANKIEWICZ, CPA, RMA FOR
AUDITING SERVICES FOR THE 2024 CALENDAR YEAR**

WHEREAS, the Borough of Helmetta ("Borough") has determined there exists a need for auditing services in the Borough of Helmetta during the 2024 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, 2024 to December 31, 2024; 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 2024 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

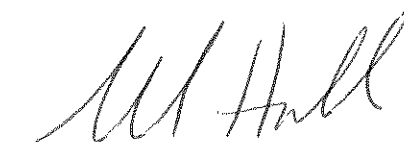
BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

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 4-01-20-706-020.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 07

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO ERNEST W. FEIST OF CENTER STATE ENGINEERING FOR ENGINEERING SERVICES AS THE BOROUGH ENGINEER FOR THE 2024 CALENDAR YEAR

WHEREAS, the Borough of Helmetta ("Borough") has determined that there exists a need for engineering services in the Borough during the 2024 calendar year; and

WHEREAS, Ernest W. Feist of Center State Engineering 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, 2024 to December 31, 2024; and

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

WHEREAS, Ernest W. Feist of Center State Engineering has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Ernest W. Feist of Center State Engineering 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 Ernest W. Feist of Center State Engineering for the provision of engineering services as the Borough Engineer for the 2024 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;

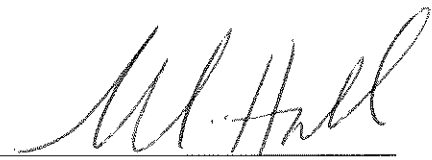
BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

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 4-01-20-710-020.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 08

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES TO ERNEST W. FEIST OF CENTER STATE
ENGINEERING FOR PLANNING SERVICES AS THE BOROUGH
PLANNER FOR THE CALENDAR YEAR OF 2024**

WHEREAS, the Borough of Helmetta ("Borough") has determined that there exists a need for planning services in the Borough during the 2024 calendar year; and

WHEREAS, Ernest W. Feist of Center State Engineering 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, 2024 to December 31, 2024; and

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

WHEREAS, Ernest W. Feist of Center State Engineering has completed and submitted a Helmetta Borough Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8; and

WHEREAS, Ernest W. Feist of Center State Engineering 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 Ernest W. Feist of Center State Engineering or the provision of planning services as the Borough Planner for the 2024 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 4-01-21-720-020.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.


MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 09

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO MATTHEW GIACOBBE, ESQ. OF CLEARY GIACCOBE, ALFIERI, JACOBS, LLC AS LABOR AND EMPLOYMENT COUNSEL FOR THE BOROUGH OF HELMETTA FOR THE 2024 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 2024 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 Seventy-Five Dollars (\$175.00); and

WHEREAS, the term of this contract is for one (1) year from January 1, 2024 to December 31, 2024; 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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



 MELISSA HALLERMAN
 Municipal Clerk

RESOLUTION

#2024 - 10

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO DILWORTH PAXSON LLP AS BOROUGH BOND COUNSEL FOR THE BOROUGH FOR THE 2024 CALENDAR YEAR.

WHEREAS, the Borough of Helmetta has determined that there is a need for the legal services relating to bonds and notes within the Borough during the 2024 calendar year; and

WHEREAS, the term of this contract is for one (1) year January 1, 2024 to December 31, 2024; and

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

WHEREAS, Dilworth Paxson LLP has completed and submitted a Helmetta Business Entity Disclosure Certification, pursuant to N.J.S.A. 19:44A-20.8, and

WHEREAS, Dilworth Paxson LLP 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 and considered to be "Professional Services" Pursuant to the Local Contract 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 made 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 the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute a contract on behalf of the Borough with Dilworth Paxson LLP for the provision of legal services as the Borough's Bond Counsel for the 2024 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.

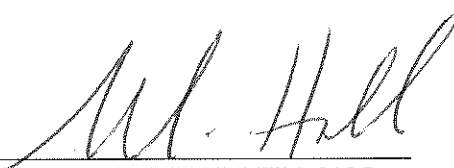
BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

BE IT FURTHER RESOLVED, that the Chief Financial Officer has executed a Certificate of Funds for this contract, which is attached hereto, and that sufficient funds are or will be available for said contract from Account No. 4-01-20-712-020.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 11

A RESOLUTION AUTHORIZING THE APPOINTMENT OF A MUNICIPAL PROSECUTOR FOR THE BOROUGH OF HELMETTA FOR THE 2024 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 2024 calendar year; and

WHEREAS, Jennifer Burgess, Esq. 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 \$6,000.00; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2024 to December 31, 2024; 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 Jennifer Burgess, Esq. 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.

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 4-01-20-712-020.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



 MELISSA HALLERMAN
 Municipal Clerk

RESOLUTION

#2024 - 12

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO THOMAS ROSELLI FOR LEGAL SERVICES AS THE BOROUGH'S PUBLIC DEFENDER FOR THE 2024 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 2024 calendar year; and

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

WHEREAS, Thomas Roselli 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 twelve (12) sessions per year; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2024 to December 31, 2024; 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 Thomas Roselli for the provision of legal services as public defender to the Borough in an amount not to exceed \$3,600.00; 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

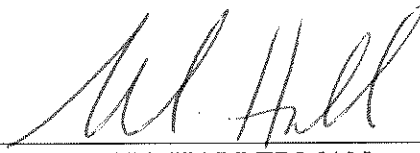
BE IT FURTHER RESOLVED that a notice stating the nature, duration, service and the amount of this contract shall be published in the Home News & Tribune and this Resolution shall be maintained on file and available for public inspection in the office of the Municipal Clerk.

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 4-01-20-712-020.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.


MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 13

APPOINTMENT OF CODE ENFORCER

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


JOSEPH KOTORA

as CODE ENFORCER for the Borough of Helmetta for a term to expire on December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 14

APPOINTMENT OF FIRE MARSHAL

I, Christopher 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 December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 15

ABANDONED/VACANT PROPERTY OFFICIAL

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

JOSEPH KOTORA

as ABANDONED/VACANT PROPERTY OFFICIAL for the Borough of Helmetta for a term to expire on December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024 - 16**

APPOINTMENT OF TAX SEARCH OFFICIAL

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

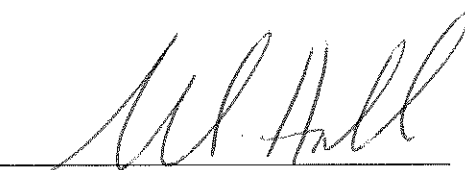
TINA Mc DERMOTT

as TAX SEARCH OFFICIAL for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 17

APPOINTMENT OF ASSESSMENT SEARCH OFFICIAL

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

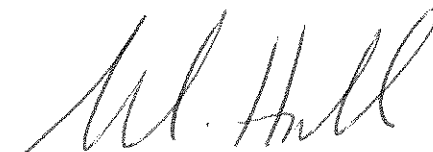
MELISSA HALLERMAN

as ASSESSMENT SEARCH OFFICIAL for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 – 18

**APPOINTMENT OF ASSISTANT TAX COLLECTOR,
UTILITY REVENUE COLLECTOR**

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

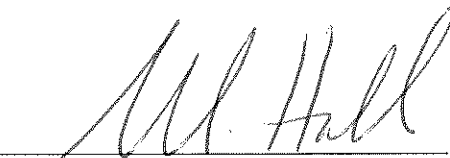
CAROL FEIG

as ASSISTANT TAX COLLECTOR, UTILITY REVENUE COLLECTOR for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 – 19

APPOINTMENT OF DEPUTY REGISTRAR

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


TINA MC DERMOTT

as DEPUTY REGISTRAR for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 – 20

APPOINTMENT OF MUNICIPAL COURT JUDGE

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

EDWARD HERMAN

as CERTIFIED MUNICIPAL COURT JUDGE for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024-21**

APPOINTMENT OF MUNICIPAL COURT ADMINISTRATOR

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

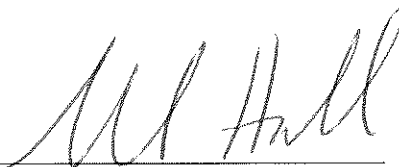
DANA MAHAN

as MUNICIPAL COURT ADMINISTRATOR for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024-22

APPOINTMENT OF MUNICIPAL COURT STAFF

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

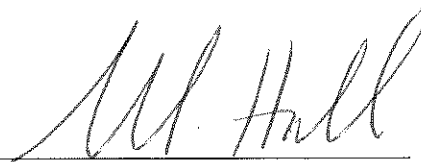
CHRISTINE HUGHES, VIOLATION CLERK

as MUNICIPAL COURT STAFF for the Borough of Helmetta for
a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024-23

APPOINTMENT OF CERTIFIED PUBLIC WORKS MANAGER

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


PAUL REED

as CERTIFIED PUBLIC WORKS MANAGER (CPWM) for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024-24**

APPOINTMENT OF WATER OPERATOR

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

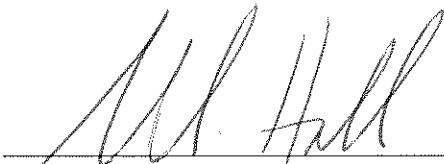
PAUL REED

as WATER/SEWER OPERATOR for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024-25**

APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER

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


MELISSA HALLERMAN

as PUBLIC AGENCY COMPLIANCE OFFICER for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.


MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024-26**

APPOINTMENT OF PURCHASING/BUYER

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

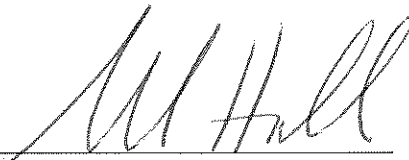
SALVATORE MASUCCI

as PURCHASING/BUYER for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024-27

APPOINTMENT OF COUNCIL REPRESENTATIVE TO PLANNING BOARD

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


MIKE DUFFY

as COUNCIL REPRESENTATIVE TO THE HELMETTA PLANNING BOARD for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 28

APPOINTMENT OF FLOOD CONTROL REPRESENTATIVE

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


PAUL REED

as FLOOD CONTROL REPRESENTATIVE for the Borough of Helmetta for a term to expire 12/31/24.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 29

APPROVAL OF CASH MANAGEMENT PLAN FOR 2024

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 of 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 regarding 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 2024

CLEARING ACCOUNT:

MAYOR or COUNCIL PRESIDENT
And
CFO or Municipal Clerk or Assistant CFO

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:

BCB Bank

New Jersey Cash Management Fund

PNC Bank

TD Bank

Wells Fargo

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-90A); 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 ensure 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.

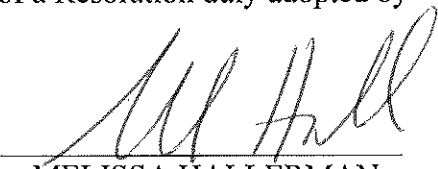
TERM OF PLAN

This Plan shall be in effect from January 1, 2024 to December 31, 2024. 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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



 MELISSA HALLERMAN
 Municipal Clerk

RESOLUTION

#2024 - 30


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 dollars (\$20.00).

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024 - 31**

**A RESOLUTION AUTHORIZING A PETTY CASH FUND IN THE BOROUGH
OF HELMETTA FOR THE 2024 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 \$175.00 which was approved by the Division of Local Government Services; and

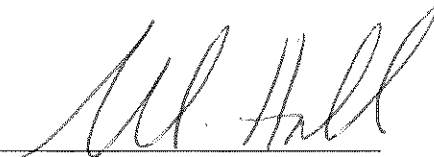
WHEREAS, the Division of Local Government Services recommends the approval of a petty cash fund annually.

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 2024 in the amount of \$175.00.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 32

A RESOLUTION AUTHORIZING THE CUSTODIAN OF THE PETTY CASH FUND FOR THE BOROUGH OF HELMETTA FOR FISCAL YEAR 2024

WHEREAS, Salvatore Masucci, is bonded by virtue of a surety bond,

NOW, THEREFORE, BE IT RESOLVED by Borough Council of the Borough of Helmetta that Salvatore Masucci 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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 33

INTEREST ON DELINQUENT WATER & SEWER PAYMENTS

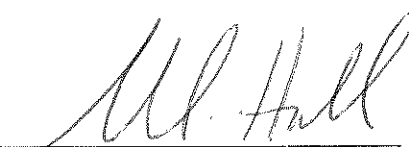
WHEREAS, the Mayor and Council of the Borough of Helmetta has established an interest rate in accordance with State law for unpaid water rents and sewer user charges;

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 \$1,500.00 and eighteen per cent (18%) per annum as the interest to be paid on delinquent accounts with unpaid balances of more than \$1,500.00. 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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 -34

AUTHORIZES 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 Local Government Services; and

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

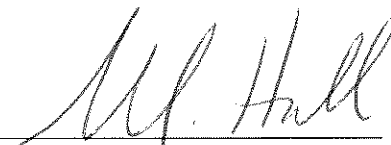
WHEREAS an electronic tax sale is innovative and provides a greater pool of potential lien buyers thus creating the environment for a more effective tax sale process,

NOW THEREFORE BE IT AND IT IS HEREBY 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
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 35

OFFICIAL NEWSPAPERS - HOME NEWS TRIBUNE & SENTINEL

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

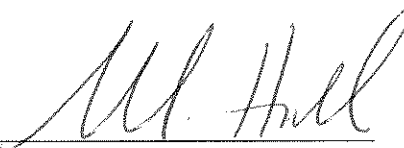
HOME NEWS TRIBUNE
SENTINEL

be and are hereby designated as the OFFICIAL NEWSPAPERS for the Borough of
Helmetta for the year 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 36

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

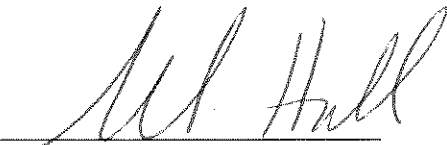
WHEREAS, the Borough of Helmetta desires to adopt a penalty provision as authorized by N.J.S.A. 54:4-67,

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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 37

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 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.


MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 38

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, 2023; 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);

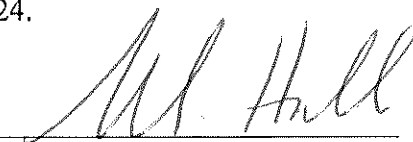
NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the Borough of Helmetta Tax Collector be and is hereby authorized to conduct a tax lien sale for 2023 delinquent taxes, utility and other municipal charges;

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

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.


MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 39

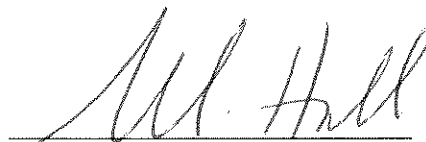
INTEREST ON DELINQUENT TAXES

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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 40

APPOINTMENT OF RECYCLING COORDINATOR

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

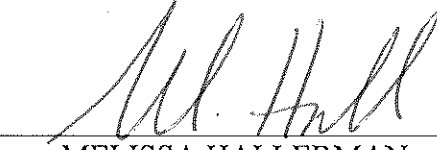
PAUL REED

as the RECYCLING COORDINATOR for the Borough of Helmetta
for a term to expire December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 41

APPOINTMENT OF DEPUTY RECYCLING COORDINATOR

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

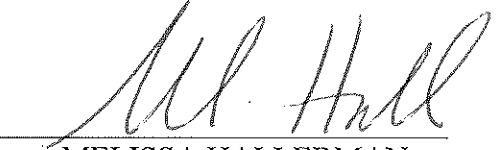
MELISSA HALLERMAN

as the DEPUTY RECYCLING COORDINATOR for the Borough of Helmetta
for a term to expire December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024 - 42

APPOINTMENT OF MID JERSEY JOINT INSURANCE FUND COMMISSIONER

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

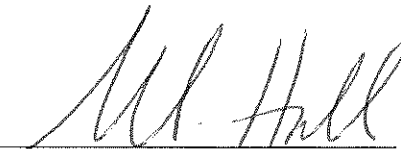
SALVATORE MASUCCI

as MID JERSEY JOINT INSURANCE FUND COMMISSIONER for the Borough of Helmetta for a term to expire December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION
#2024 - 43

**APPOINTMENT OF ALTERNATE MID JERSEY JOINT INSURANCE FUND
COMMISSIONER**

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

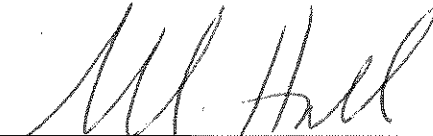
MELISSA HALLERMAN

As ALTERNATE MID JERSEY JOINT INSURANCE FUND COMMISSIONER for the Borough of Helmetta for a term to expire December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

**RESOLUTION
#2024 - 44**

APPOINTMENT OF BUSINESS ADMINISTRATOR

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

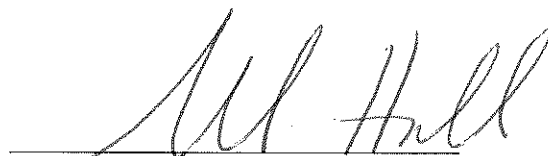
SALVATORE MASUCCI

As BUSINESS ADMINISTRATOR for the Borough of Helmetta for a term to expire December 31, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk

RESOLUTION

#2024-45

TEMPORARY BUDGET #1

WHEREAS, in the normal operation of the business of the Borough of Helmetta, it will be necessary for making contract, commitments, and payment prior to the adoption of the regular 2024 budget for the Borough of Helmetta; and

WHEREAS, revised Statue 40A:4-19 of the State of New Jersey provides that the Governing Body of any municipality may make the temporary budget 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 the resolution is within the first thirty (30) days of the January 2024; and

WHEREAS, the total amount of temporary budget hereunder of \$880,603 does not exceed the twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Helmetta for 2023, exclusive of any 2023 appropriation made for the debt services, capital improvement fund and public assistance, and exclusive of 2023 debt services appropriation.

NOW, THEREFORE, BE IT RESOLVED, that the following temporary budget for the Borough of Helmetta for the year 2024 be adopted., and a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer for their records.

CURRENT FUND		
4-01-20-110-020	Mayor & Council OE	\$1,000.00
4-01-20-110-023	Mayor & Council OE-Website Adm	\$1,650.00
4-01-20-120-010	Municipal Clerk S&W	\$10,625.00
4-01-20-120-020	Municipal Clerk OE	\$2,500.00
4-01-20-701-010	Administrator S&W	\$12,000.00
4-01-20-701-020	Administrator OE	\$850.00
4-01-20-705-010	Finance S&W	\$7,500.00
4-01-20-705-021	Finance OE	\$8,000.00
4-01-20-705-025	Bank Services Charges	\$500.00
4-01-20-706-020	Audit Services	\$2,900.00
4-01-20-708-010	Tax Collection S&W	\$3,000.00

4-01-20-708-021	Revenue Admin Tax Coll OE	\$8,000.00
4-01-20-710-010	Tax Assessor S&W	\$3,500.00
4-01-20-710-020	Tax Assessor OE	\$1,000.00
4-01-20-711-020	Elections	\$2,000.00
4-01-20-712-020	Legal Services OE	\$12,000.00
4-01-21-720-010	Planning Board S&W	\$1,500.00
4-01-21-720-020	Planning Board OE	\$2,000.00
4-01-21-721-010	Zoning Officer S&W	\$2,500.00
4-01-22-725-010	Code Enforcement S&W	\$1,500.00
4-01-22-725-010	Code Enforcement OE	\$1,000.00
4-01-23-730-020	Liability Insurance	\$13,500.00
4-01-23-732-020	Worker's Comp Insurance	\$13,500.00
4-01-23-733-020	Health Insurance Employee	\$69,400.00
4-01-25-749-022	Fire OE	\$11,000.00
4-01-25-749-022	Fire Dept. Communications	\$4,000.00
4-01-25-752-010	Fire Prevention Bureau S&W	\$1,000.00
4-01-25-752-020	Fire Prevention Bureau OE	\$1,600.00
4-01-25-757-020	Municipal Prosecutor OE	\$2,400.00
4-01-26-315-020	Vehicle Maintenance OE-DPW	\$4,000.00
4-01-26-315-025	Lease-Purchase Vehicles	\$1,000.00
4-01-26-765-010	Streets & Roads S&W	\$25,000.00
4-01-26-765-020	Streets & Roads OE	\$6,000.00
4-01-26-771-010	Recycling S&W	\$2,500.00
4-01-26-772-020	Buildings & Grounds OE	\$11,000.00
4-01-27-788-010	Animal Control S&W	\$1,500.00
4-01-27-788-020	Animal Control OE	\$500.00
4-01-28-795-020	Recreation OE	\$5,108.00
4-01-28-796-020	Parks OE	\$2,000.00
4-01-28-797-020	Senior Citizens OE	\$1,000.00
4-01-31-825-020	Electricity	\$6,000.00
4-01-31-826-020	Street Lighting	\$5,000.00
4-01-31-827-020	Telephone Costs	\$5,500.00
4-01-31-829-020	Natural Gas	\$5,000.00
4-01-31-830-020	Fuel Oil Purchase	\$1,000.00
4-01-31-831-020	Postage	\$2,000.00
4-01-31-832-020	Copying	\$2,000.00
4-01-31-833-020	Gasoline	\$3,500.00
4-01-31-834-020	Office Supplies	\$1,000.00
4-01-32-837-020	Landfill/Disposal Solid Waste	\$16,000.00
4-01-36-845-015	Social Security	\$10,000.00

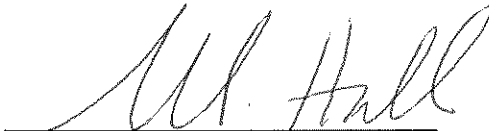
4-01-42-855-010	Municipal Court S&W	\$8,000.00
4-01-42-855-020	Municipal Court OE	\$1,000.00
Interlocal		
4-01-43-746-031	Police Service-Jamesburg	\$183,500.00
4-01-43-747-020	Spotswood EMS Services	\$7,500.00
4-01-43-770-020	Trash Removal	\$14,000.00
4-01-43-772-020	Woodbridge Animal Control	\$3,000.00
4-01-43-785-020	Middlesex CO Board of Health	\$10,550.00
4-01-43-786-020	Middlesex CO Recycling Program	\$10,550.00
TOTAL CURRENT FUND		\$556,633.00
WATER UTILITY FUND		
4-05-55-500-010	Water S&W	\$20,000.00
4-05-55-500-021	Water Operating OE	\$30,000.00
4-05-55-500-025	Purchase of Water	\$95,000.00
4-05-55-511-024	Social Security System	\$2,000.00
4-05-55-500-030	Health Insurance	\$22,500.00
TOTAL WATER UTILITY FUND		\$169,500.00
SEWER UTILITY FUND		
4-07-55-500-010	Sewer S&W	\$20,000.00
4-07-55-500-021	Sewer Operating OE	\$30,000.00
4-07-55-500-023	Monroe MUA Charges	\$80,000.00
4-07-55-511-026	Social Security System	\$2,000.00
4-07-55-500-030	Health Insurance	\$22,500.00
TOTAL SEWER UTILITY FUND		\$154,500.00
GRAND TOTAL		\$880,633.00

DEBT SERVICE FUND		
4-01-45-874-020	MCIA	\$4,321.00
4-01-46-876-020	Private Placement Loan Principal	\$92,932.50
4-01-46-877-020	Private Placement Loan Interest	\$8,740.00
4-05-55-525-028	MCIA Lease	\$4,321.00
4-07-55-525-025	MCIA Lease	\$4,321.00
TOTAL DEBT SERVICE FUND		\$114,635.50

	Motion	Second	Aye	Nay	Abstain	Absent
Bohinski			✓			
Duffy			✓			
Dzingleski	✓		✓			
Karczewski			✓			
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 January 3, 2024.



MELISSA HALLERMAN
Municipal Clerk