



MEETING OF MAYOR AND COUNCIL  
DECEMBER 17, 2025 – MINUTES  
7:00PM

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

\* CALLING OF THE ROLL

Mayor Slavicek

Councilman Karczewski – absent

Councilwoman Bohinski

Councilman Duffy

Councilman Dzingleski

Councilman Reid

Also in attendance was Borough Attorney Sandra Graise, Borough Engineer Kevin Meade and Business Administrator Matthew Crane.

\* 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 Princeton Packet newspapers and by filing a copy in the office of the Municipal Clerk in accordance with the certification which will be entered in the minutes of this meeting.

\* PUBLIC PORTION

During the Public Portion of any Council Meeting members of the Public may only speak on topics of concern to the residents of the Borough. Everyone will be given five minutes to speak as per the Rules to Govern adopted January 2, 2025. 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.

No one from the public spoke.

\* ACCEPTANCE OF MINUTES – November 26, 2025

MOTION – Councilman Duffy   SECONDED – Councilwoman Bohinski

ROLL CALL: 4-0

\* CONSENT AGENDA

Report of Municipal Clerk and Tax Collector for November 2025

RESOLUTIONS: 2025-

157: Approval of Payment of Bills

158: Resolution Amending the Personnel Manual for Non-Union Employees to Update the Sick Leave Policy Regarding Notice of Absence

159: Resolution Authorizing Reimbursement to Mayor and Council for Borough Related Activities

160: Resolution Authorizing Year 2025 Budget Transfers No. 2

161: Refund of Cleaning Fee

MOTION -Councilwoman Bohinski    SECONDED – Councilman Dzingleski

ROLL CALL:4-0

ORDINANCE 2025-10 (Second Reading/Adoption)

AN ORDINANCE AMENDING ORDINANCE 17-2002 TO INCREASE THE LENGTH OF SERVICE AWARDS PROGRAM (“LOSAP”) CONTRIBUTION FOR VOLUNTEER MEMBERS OF THE HELMETTA VOLUNTEER FIRE DEPARTMENT, TO UPDATE THE ESTIMATED PROGRAM COST, AND TO AUTHORIZE CPI-BASED ANNUAL ADJUSTMENTS AS PERMITTED BY STATE LAW

PUBLIC HEARING

MOTION – Councilman Dzingleski    SECONDED – Councilwoman Bohinski

RECUSAL: Councilman Reid

ROLL CALL: 3-1-0

No one from the public spoke.

MOTION TO CLOSE – Councilman Dzingleski

SECONDED – Councilman Duffy

RECUSAL: Councilman Reid

ROLL CALL: 3-1-0

MOTION TO ADOPT – Councilman Dzingleski SECONDED – Councilman Duffy  
RECUSAL – Councilman Reid  
ROLL CALL: 3-1-0

\* REPORTS of Committees, Mayor, Business Administrator, Municipal Clerk

Councilman Dzingleski thanked everyone for all their hard work in the holiday events of the children's party, senior dinners and tree lighting. On January 22, is Pizza and Pop with a Cop at the Community Center with the Jamesburg Police Department. Happy Holidays to all!

Councilman Reid thanked everyone for coming out to the Menorah lighting, tree lighting, senior dinners and children's party. Merry Christmas, Happy New Year and Happy Hanukkah!

Councilman Duffy had nothing to report.

Councilwoman Bohinski is happy to report that the light on Lake Avenue was fixed. She wanted to thank everyone for all their efforts at the holiday events in town, especially our Santa who always does a great job. Happy Holidays to all!

Mayor Slavicek thanked Melissa for all her hard work at the holiday events. He thanked the DPW for their efforts during the snow storm this past weekend, they did a great job! As a token of appreciation to the hard working staff of the Borough, Borough Hall will be closed on Wednesday, December 24<sup>th</sup>, Thursday, December 25<sup>th</sup> and Friday, December 26<sup>th</sup>. Tonight Jason Mueller is being appointed as the new Chief of the Jamesburg Police Department and on December 30<sup>th</sup> there will be a clap out for Chief Craparotta for this last day. Merry Christmas and Happy Hanukkah!

Borough Attorney Sandra Graise wished everyone Happy Holidays!

Business Administrator Matthew Crane stated that he has received back most of the budget requests for 2026. He is currently finishing up performance evaluations as well as closing out 2025. He will start working on the 2026 Recreation Grant and that will focus on the Community Center improvements. Water meter readings started this week and he is starting work on the 2026 budget.

Borough Engineer Kevin Meade stated that Sutton Place project is done and the NJDOT submitted the close out for it. Borough Hall parking lot is getting some work done to fix some issues tomorrow. 2025 DOT Grant for Erickson and Club is started and then 2026 for Railroad, Washington and Brookside.

Borough Clerk Melissa Hallerman brought to Council's attention a request from the DPW Director Paul Reed to amend the current ordinance Chapter 55 Vehicles and Traffic for all vehicles to be off of all roads during a snowstorm. Council was in agreement. Reorganization meeting is January 1<sup>st</sup> at 7:00pm.



\* CLOSED SESSION – Resolution 2025-pertaining to potential litigation.

MOTION – Councilman Dzingleski SECONDED – Councilwoman Bohinski  
ROLL CALL: 4-0

\* OPEN SESSION

MOTION – Councilman Dzingleski SECONDED – Councilwoman Bohinski  
ROLL CALL: 4-0

RESOLUTION 2025-163 Reimbursement Rental of Community Center for \$250.00 for  
December 14, 2025 Event

MOTION – Councilman Dzingleski SECONDED – Councilwoman Bohinski  
ROLL CALL: 4-0

\* ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by  
Councilman Dzingleski and SECONDED by Councilman Reid at 7:26pm. All were in favor.

A handwritten signature in black ink, appearing to read "Mel Hall", written in a cursive, stylized script.

Melissa Hallerman, RMC  
Municipal Clerk

**RESOLUTION**

**2025-157**


**PAYMENT OF BILLS**

All bills shall be paid per list.

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

**CERTIFICATION**

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on December 17, 2025.

  
\_\_\_\_\_  
MELISSA HALLERMAN, RMC  
Municipal Clerk

Ranges		Item Status		Purchase Types		Misc		P.O. Type: All	
		Range: First to Last		Open: N		Bid: Y		Format: Detail without Line Item Notes	
		Rcvd Batch Id Range: First to Last		Void: N		State: Y		Include Non-Budgeted: Y	
				Paid: N		Other: Y		Vendors: All	
				Held: Y		Exempt: Y			
				Aprv: N					
				Rcvd: Y					
PO #		PO Date Vendor		Contract PO Type					
Item Description		Amount Charge Account		Acct Type		Description		Stat/Chk	
25-00471 06/23/25 MRSOF005 MR SOFTEE NJ									
1	5/17/25 EVENT	\$898.75	5-01-28-795-020	B		RECREATION OE		R	06/23/25 12/15/25 25-122
2	6/19/25 EVENT	\$602.50	5-01-28-795-020	B		RECREATION OE		R	06/23/25 12/15/25 25-123
		\$1,501.25							
25-00644 08/25/25 ROS02 THOMAS C. ROSELLI, ESQ.									
1	PUBLIC DEFENDER DECEMBER 2025	\$300.00	5-01-20-712-020	B		LEGAL SERVICES OE		R	08/25/25 12/15/25
25-00741 10/06/25 PAR04 PARTY PERFECT RENTALS LLC									
1	CHRISTMAS TREE LIGHTING 12/5	\$1,100.00	5-01-28-795-020	B		RECREATION OE		R	10/06/25 12/15/25
25-00832 11/03/25 AFFOR005 AFFORDABLE SWEEPING LLC									
1	STREET SWEEPING-12/3/25	\$1,009.63	G-02-14-026-030	B		CLEAN COMMUNITIES 2025		R	11/03/25 12/15/25
2	STREET SWEEPING-12/3/25	\$490.37	5-01-26-765-020	B		STREETS & ROADS OE		R	11/03/25 12/15/25
		\$1,500.00							
25-00860 11/10/25 KELSO005 KELSO & BURGESS									
1	COURT SESSION- DEC 2025	\$600.00	5-01-25-757-020	B		MUNICIPAL PROSECUTOR OE		R	11/10/25 12/15/25
25-00862 11/10/25 WATER005 WATER RESOURCE MANAGEMENT, INC									
1	BACKUP OPERATOR- NOVEMBER 2025	\$300.00	5-05-55-500-021	B		WATER OPERATING OE		R	11/10/25 12/15/25
25-00866 11/13/25 FIR16 FIREFIGHTER ONE									
1	PREMIUM TEST FLOW SCOTT SCBA	\$1,080.00	5-01-25-749-020	B		FIRE DEPARTMENT OE		R	11/13/25 12/15/25 INV-00521459



**BOROUGH OF HELMETTA**  
Bill List By P.O. Number

12/17/2025

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PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
Item Description												
25-00867	11/13/25	SAFET005	SAFE-T									
1 FIRE HOOD/STABLER BRACKET				B	\$2,221.00	5-01-25-749-020		FIRE DEPARTMENT OE	R	11/13/25	12/15/25	
25-00886	11/26/25	AUTOZ005	AUTOZONE,INC.									
1 WIPER FLUID/WIPERS				B	\$126.06	5-01-26-765-020		STREETS & ROADS OE	R	11/26/25	12/15/25	
25-00892	11/26/25	SUPER005	SUPERIOR FENCE & RAIL									
1 CHAIN LINK HINGE				B	\$88.37	5-01-26-765-020		STREETS & ROADS OE	R	11/26/25	12/17/25	
25-00893	11/26/25	HOM02	HOME DEPOT CREDIT SERVICES									
1 PAINT SUPPLIES				B	\$67.22	5-01-26-772-020		BUILDINGS & GROUNDS OE	R	11/26/25	12/15/25	3033680
25-00901	12/01/25	DYNAS005	DYNASTY COMMERCIAL CLEANING									
1 NOVEMBER COM CENTER CLEANING				B	\$873.92	5-01-26-774-020		COMMUNITY CENTER OE	R	12/01/25	12/15/25	105
25-00906	12/01/25	TRA06	TRAINING UNLIMITED, LLC									
1 MANAGING STRESS IN MUNICIPAL				B	\$95.00	5-01-20-120-020		MUNICIPAL CLERK OE	R	12/01/25	12/15/25	
25-00907	12/01/25	CRO	Crown Trophy #141									
1 EMPLOYEE OF THE YEAR AWARD				B	\$80.18	5-01-20-701-020		ADMINISTRATOR OE	R	12/01/25	12/17/25	31842
25-00910	12/04/25	EAS01	EAST BRUNSWICK WATER UTILITY									
1 NOVEMBER 2025 WATER				B	\$34,029.86	5-05-55-500-025		PURCHASE OF WATER	R	12/04/25	12/15/25	
25-00912	12/08/25	MON06	MONROE TOWNSHIP UTILITY DEPT.									
1 METER PITS I- 13081-0				B	\$12,267.02	5-07-55-500-023		MONROE M.U A. CHARGES	R	12/08/25	12/15/25	
2 METER PITS II- 13082-0				B	\$7,593.92	5-07-55-500-023		MONROE M.U A. CHARGES	R	12/08/25	12/15/25	
					<u>\$19,860.94</u>							
25-00913	12/08/25	FLORI005	FLORIO PERRUCCI STEINHARDT									
1 NOVEMBER SERVICES				B	\$1,740.00	5-01-20-712-020		LEGAL SERVICES OE	R	12/08/25	12/15/25	

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25-00914	12/08/25	TUSCA005	TUSCANY									
1	SENIOR DINNER			B	\$2,000.00	5-01-28-797-020		SENIOR CITIZENS OE	R	12/08/25	12/17/25	
25-00915	12/08/25	FRAG01	JOE FRAGOSO									
1	MOTOROLA MINITOR PAGERS			B	\$130.77	5-01-25-749-021		FIRE DEPARTMENT-COMMUNICATI	R	12/08/25	12/15/25	
2	MOTOROLA MINITOR PAGERS			B	\$239.17	5-01-25-749-020		FIRE DEPARTMENT OE	R	12/08/25	12/15/25	
					<u>\$369.94</u>							
25-00917	12/08/25	EAS09	EAST COAST EMERGENCY LIGHTING									
1	AUTO CHARGE/PUMP/SINGLE BAR			B	\$1,588.48	5-01-25-749-020		FIRE DEPARTMENT OE	R	12/08/25	12/15/25	
25-00918	12/08/25	BOH02	SANDRA BOHINSKI									
1	CHILDRENS HOLIDAY PARTY			B	\$112.10	T-13-55-000-007		RESERVE FOR RECREATION TRUS	R	12/08/25	12/15/25	
25-00919	12/08/25	CRA03	CRAVE CAFE									
1	EMPLOYEE HOLIDAY PARTY			B	\$2,400.00	5-01-28-795-020		RECREATION OE	R	12/08/25	12/15/25	
25-00920	12/08/25	MELIS005	MELISSA HALLERMAN									
1	BAGELS/MUFFIN-CHILDRENS PARTY			B	\$300.00	5-01-28-795-020		RECREATION OE	R	12/08/25	12/15/25	
2	GC HOUSE DECORATING CONTEST			B	\$153.19	5-01-20-110-020		MAYOR & COUNCIL OE	R	12/08/25	12/15/25	
					<u>\$453.19</u>							
25-00921	12/08/25	BALLO005	BALLOON MAGIC BY SAVINA									
1	BALLOONS CHILDRENS XMAS PARTY			B	\$470.00	5-01-28-795-020		RECREATION OE	R	12/08/25	12/15/25	
25-00922	12/08/25	NEW13	NJ CONFERENCE OF MAYORS									
1	2026 MEMBERSHIP DUES-SLAVICEK			B	\$400.00	5-01-20-110-020		MAYOR & COUNCIL OE	R	12/08/25	12/15/25	
25-00925	12/08/25	CUS01	CUSTOM BANDAG INC.									
1	TIRES FOR 8500			B	\$1,782.02	5-01-26-315-020		VEHICLE MAINT-PUBLIC WORKS	R	12/08/25	12/15/25	
2	TIRES FOR 8500			B	\$696.96	5-01-26-765-020		STREETS & ROADS OE	R	12/15/25	12/15/25	
					<u>\$2,478.98</u>							



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25-00926	12/08/25	VORTEX SERVICES, LLC										
1	EMERGENCY JET VAC- 15 MAPLE	\$2,500.00	5-07-55-500-021	B				SEWER OPERATING OE	R	12/08/25	12/15/25	
25-00928	12/08/25	HOM02 HOME DEPOT CREDIT SERVICES										
1	HOLIDAY THUJA	\$88.80	5-01-26-772-020	B				BUILDINGS & GROUNDS OE	R	12/08/25	12/15/25	
25-00929	12/08/25	TID02 TIDBURY CREEK FARMS NURSERY										
1	WREATHS/ TREES	\$391.98	5-01-26-772-020	B				BUILDINGS & GROUNDS OE	R	12/08/25	12/15/25	
25-00930	12/08/25	SUNBE005 SUNBELT RENTALS										
1	LIFT RENTAL	\$495.12	5-01-26-765-020	B				STREETS & ROADS OE	R	12/08/25	12/15/25	
25-00931	12/08/25	NOR01 NORCIA CORPORATION										
1	DEFLECTOR W/MOUNT KIT	\$127.15	5-01-26-765-020	B				STREETS & ROADS OE	R	12/08/25	12/15/25	
25-00932	12/08/25	PRE03 PRECISION ANALYTICAL SVCS, INC										
1	NOVEMBER SAMPLE ANALYSIS	\$807.00	5-05-55-500-021	B				WATER OPERATING OE	R	12/08/25	12/17/25	
25-00933	12/08/25	AMAZO005 AMAZON CAPITAL SERVICES										1LFR-HHWG-91PV
1	PLAYGROUND SAFETY STICKERS	\$48.00	5-01-26-772-020	B				BUILDINGS & GROUNDS OE	R	12/08/25	12/15/25	
25-00934	12/08/25	PAULR005 PAUL REED										
1	WREATH FRONT OF BORO HALL	\$299.99	5-01-26-772-020	B				BUILDINGS & GROUNDS OE	R	12/08/25	12/15/25	
25-00935	12/08/25	AUTOZ005 AUTOZONE,INC.										
1	INV#6450581311	\$40.72	5-01-26-315-020	B				VEHICLE MAINT-PUBLIC WORKS	R	12/08/25	12/15/25	
25-00938	12/08/25	CLE04 CLEARY GIACOBBE ALFIERI&JACOBS										
1	LEGAL SERVICES- NOVEMBER	\$36.00	5-01-20-712-020	B				LEGAL SERVICES OE	R	12/08/25	12/15/25	
25-00939	12/08/25	CIR01 CIRCLE JANITORIAL SUPPLIES										
1	CLEANING SUPPLIES	\$147.80	5-01-26-772-020	B				BUILDINGS & GROUNDS OE	R	12/08/25	12/15/25	30993-25

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25-00940	12/08/25	BET01						BETTER LIVING					
1		SPOT LIGHT FOR BUILDING			\$19.99	5-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	12/08/25	12/15/25		
25-00943	12/15/25	HOM03						HOME NEWS & TRIBUNE					
1		INV# 7430968			\$378.91	5-01-20-120-020	B	MUNICIPAL CLERK OE	R	12/15/25	12/15/25		
2		INV# 7430968			\$40.85	5-01-21-720-020	B	PLANNING BOARD OE	R	12/15/25	12/15/25		
					<u>\$419.76</u>								
25-00945	12/15/25	LOR02						LORCO PETROLEUM SERVICES					
1		USED OIL REMOVAL			\$150.00	5-01-26-765-020	B	STREETS & ROADS OE	R	12/15/25	12/17/25		
25-00946	12/15/25	ACT01						ACTION DATA SVC,INC					
1		PAYROLL INV# 94795			\$127.07	5-01-20-705-021	B	FINANCE OE	R	12/15/25	12/15/25		
25-00947	12/15/25	REM01						REMINGTON & VERNICK ENGINEERS					
1		GIS MAPPING			\$3,162.50	G-02-15-026-023	B	STORMWATER MANAGEMENT	R	12/15/25	12/15/25		1206T090-1
25-00948	12/15/25	AMAZO005						AMAZON CAPITAL SERVICES					
1		INV# 1RXG-FXD3-G94P			\$138.63	5-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	12/15/25	12/15/25		1RXG-FXD3-G94P
25-00949	12/15/25	BET01						BETTER LIVING					
1		KEYS MADE			\$17.96	5-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	12/15/25	12/17/25		
25-00950	12/15/25	AUTOZ005						AUTOZONE,INC.					
1		DIESEL ADDITIVE			\$18.23	5-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	12/15/25	12/17/25		6450576033
25-00951	12/15/25	STICK005						STICKER CHICK GRAPHICS					
1		ROYAL BLUE REUSABLE BAGS			\$600.00	5-01-20-701-020	B	ADMINISTRATOR OE	R	12/15/25	12/17/25		
25-00952	12/15/25	DENIS005						DENISE MADORMA					
1		COM CENTER CLEANING REIMBURSE			\$250.00	5-01-55-002-294	B	COMMUNITY CENTER RENTAL REF	R	12/15/25	12/15/25		
25-00953	12/15/25	SLA04						SLAVICEK, CHRISTOPHER					



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25-00953	12/15/25	SLA04	SLAVICEK, CHRISTOPHER					Account Continued					
1	2025 STIPEND		\$400.00	5-01-20-110-020	B		MAYOR & COUNCIL OE	R		12/15/25	12/15/25		
25-00954	12/15/25	KAR01	PETER KARCZEWSKI										
1	2025 STIPEND		\$282.00	5-01-20-110-020	B		MAYOR & COUNCIL OE	R		12/15/25	12/15/25		
25-00955	12/15/25	RONAL005	RONALD DZINGLESKI										
1	2025 STIPEND		\$282.00	5-01-20-110-020	B		MAYOR & COUNCIL OE	R		12/15/25	12/15/25		
25-00956	12/15/25	MICHA005	MICHAEL DUFFY.										
1	2025 STIPEND		\$282.00	5-01-20-110-020	B		MAYOR & COUNCIL OE	R		12/15/25	12/15/25		
25-00957	12/15/25	BOH02	SANDRA BOHINSKI										
1	2025 STIPEND		\$282.00	5-01-20-110-020	B		MAYOR & COUNCIL OE	R		12/15/25	12/15/25		
25-00958	12/15/25	REI07	JOSEPH REID										
1	2025 STIPEND		\$282.00	5-01-20-110-020	B		MAYOR & COUNCIL OE	R		12/15/25	12/15/25		
25-00959	12/15/25	SPO03	SPOTSWOOD BOROUGH										
1	SANITATION SERVICES 2025		\$60,432.00	5-01-43-770-020	B		SPOTSWOOD TRASH REMOVAL	R		12/15/25	12/15/25		
25-00962	12/17/25	MCI01	Middlesex Cty Improvement Auth										
1	CURBSIDE ASL- NOVEMBER 2025		\$4,115.40	5-01-43-786-020	B		MIDDLESEX CO RECYCLING PROG	R		12/17/25	12/17/25		AR041434
2	BRUSH/LEAVES- NOVEMBER 2025		\$998.55	5-01-43-786-020	B		MIDDLESEX CO RECYCLING PROG	R		12/17/25	12/17/25		AR041415
			<u>\$5,113.95</u>										
25-00963	12/17/25	MID17	MIDDLESEX COUNTY TREASURER										
1	FUEL USAGE- NOVEMBER 2025		\$456.17	5-01-31-833-020	B		GASOLINE	R		12/17/25	12/17/25		CV-9-11-25
25-00964	12/17/25	JCP01	JCP&L										
1	ACCT# 100 114 338 708		\$5.10	5-01-31-825-020	B		ELECTRICITY	R		12/17/25	12/17/25		
2	ACCT# 100 128 456 728		\$47.65	5-01-31-825-020	B		ELECTRICITY	R		12/17/25	12/17/25		
3	ACCT# 100 117 346 864		\$295.10	5-01-31-825-020	B		ELECTRICITY	R		12/17/25	12/17/25		
4	ACCT# 100 054 008 006		\$123.00	5-01-31-825-020	B		ELECTRICITY	R		12/17/25	12/17/25		



PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00964	12/17/25	JCP01		JCP&L				Account Continued				
5	ACCT# 100 008 806 760				\$11.21	5-01-31-825-020	B	ELECTRICITY	R	12/17/25	12/17/25	
					<u>\$482.06</u>							
25-00965	12/17/25	HOM02		HOME DEPOT CREDIT SERVICES								
1	PAST DUE INVOICE #524069				\$40.94	5-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	12/17/25	12/17/25	524069
Total Purchase Orders: 58					Total P.O. Line Items: 70	Total List Amount: \$154,058.31	Total Void Amount: \$0.00					

BOROUGH OF HELMETTA  
Bill List By P.O. Number

Totals by Year-Fund	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description							
CURRENT FUND	5-01	\$92,276.28	\$0.00	\$92,276.28	\$0.00	\$0.00	\$92,276.28
WATER OPERATING FUND	5-05	\$35,136.86	\$0.00	\$35,136.86	\$0.00	\$0.00	\$35,136.86
SEWER OPERATING FUND	5-07	\$22,360.94	\$0.00	\$22,360.94	\$0.00	\$0.00	\$22,360.94
	Year Total:	\$149,774.08	\$0.00	\$149,774.08	\$0.00	\$0.00	\$149,774.08
GRANT FUND	G-02	\$4,172.13	\$0.00	\$4,172.13	\$0.00	\$0.00	\$4,172.13
GENERAL TRUST FUND	T-13	\$112.10	\$0.00	\$112.10	\$0.00	\$0.00	\$112.10
Total Of All Funds:		\$154,058.31	\$0.00	\$154,058.31	\$0.00	\$0.00	\$154,058.31

**BOROUGH OF HELMETTA  
RESOLUTION 2025-158**

**RESOLUTION AMENDING THE PERSONNEL MANUAL FOR NON-UNION  
EMPLOYEES TO UPDATE THE SICK LEAVE POLICY REGARDING NOTICE OF  
ABSENCE**

WHEREAS, the Borough of Helmetta maintains a Personnel Manual governing the terms and conditions of employment for its non-union employees; and

WHEREAS, the Mayor and Borough Council periodically review and update the Personnel Manual to ensure that the Borough's policies remain clear, consistent, and supportive of efficient municipal operations; and

WHEREAS, the Borough has determined that an update to the sick leave policy is necessary to establish clear requirements for timely notification of sick leave absences; and

WHEREAS, the Borough wishes to amend the Personnel Manual to specify that employees must notify Administration of a sick-leave absence not later than one (1) hour before their usual reporting time, and to clarify that failure to provide such notice may result in denial of sick-leave usage and/or disciplinary action.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, as follows:

1. The Personnel Manual for Non-Union Employees is hereby amended to add or replace the following language within the Sick Leave Policy:

“An employee who is absent for reasons that entitle he or she to sick leave shall notify Administration promptly, but not later than one (1) hour before the employee's usual reporting time. Failure to give such notice may be cause for denial of the use of sick leave for the absence and may constitute cause for disciplinary action.”

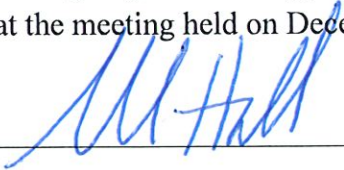
2. The Borough Clerk is directed to update the official Personnel Manual to reflect this amendment and to distribute revised copies or notice of the amendment to all non-union employees.
3. This Resolution shall take effect immediately upon adoption.

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



CERTIFICATION

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on December 17, 2025.



MELISSA HALLERMAN, RMC  
Municipal Clerk

## RESOLUTION

2025-159

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

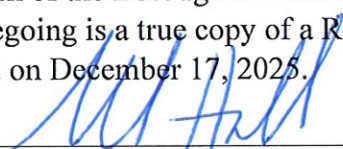
**WHEREAS**, the Mayor and Council incur expenses such as mileage, phone calls, attendance at seminars, etc. for which there is no monetary reimbursement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Borough Council of the Borough of Helmetta hereby establish a policy that each member of the Mayor and Council shall be entitled an annual allowance for mileage, use of personal phone, attendance at seminars and conventions and similar Borough-related functions in the amount of \$282.00 for each council member and \$400.00 for the Mayor.

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

#### CERTIFICATION

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on December 17, 2025.

  
\_\_\_\_\_  
MELISSA HALLERMAN, RMC  
Municipal Clerk

**Resolution**

**2025-160**

**A RESOLUTION AUTHORIZING YEAR 2025 BUDGET TRANSFERS NO.2**

WHEREAS, there are 2025 Budget Accounts which require more funding due to circumstances not known in the beginning of the year; and

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

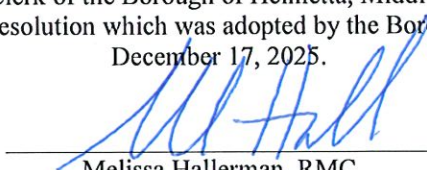
NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Helmetta that the following 2025 Budget Transfers be authorized and made on the record and accounts of the Borough

Account	Account Name	From	To
5-01-20-712-020	Legal Services OE	\$ 3,500.00	
5-01-23-733-020	Health Insurance Employee	\$ 6,000.00	
5-05-55-500-025	Purchase Of Water	\$ 3,000.00	
5-01-20-120-010	Municipal Clerk S&W		\$ 2,000.00
5-01-25-749-020	Fire Department OE		\$ 1,000.00
5-01-26-765-020	Streets & Roads OE		\$ 5,000.00
5-01-31-826-020	Street Lighting		\$ 1,500.00
5-05-55-500-021	Water Operating OE		\$ 3,000.00

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

**CERTIFICATION**

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that this is a true copy of a resolution which was adopted by the Borough Council at the meeting held on December 17, 2025.

  
\_\_\_\_\_  
Melissa Hallerman, RMC  
Municipal Clerk



**RESOLUTION**

**2025-161**

**REFUND OF CLEANING FEE**

**BE IT RESOLVED**, that refund for the cleaning fee for usage of the Community Center for a December 14, 2025 event due to Dynasty Cleaning not cleaning before her event.

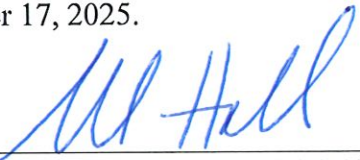
DENISE MADORMA

\$250.00

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

**CERTIFICATION**

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on December 17, 2025.

  
\_\_\_\_\_  
MELISSA HALLERMAN, RMC  
Municipal Clerk

November 2025

Municipal Clerk

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
11/3/2025	Patricia Dahl	Trust - Holiday Party		\$20.00 Ck# 6708
11/3/2025	Patricia Dahl	Trust - Ornament		\$15.00 Ck# 6707
11/4/2025	Erica Larsen	Animal - License		\$8.00 Ck# 373
11/6/2025	Joseph Scala	Current - Marriage License		\$28.00 Cash
11/6/2025	Brian Domenichini	Trust - Holiday Party		\$10.00 Cash
11/7/2025	Marcy Steinbeck	Current - Marriage License		\$28.00 Cash
11/12/2025	Patricia Dahl	Trust - Holiday Party		\$10.00 Ck# 6713
11/12/2025	Debbie Biri	Trust - Holiday Party		\$20.00 Cash
11/12/2025	Diana Szkodny	Trust - Holiday Party		\$10.00 Ck# 623
11/13/2025	Britney Schapter	Trust - Holiday Party		\$10.00 Cash
11/17/2025	Stacy Kester	Trust - Holiday Party		\$10.00 Cash
11/17/2025	Nicole Segreto	Trust - Holiday Party		\$40.00 Ck# 143
11/17/2025	Deck Guardian	Trust - Recreation		\$500.00 Ck# 5793
11/17/2025	Danielle Fiorillo	Trust - Holiday Party		\$20.00 Cash
11/21/2025	Susan Michalowski	Trust - Holiday Party		\$30.00 Ck# 1033
11/25/2025	Kristin Brons	Trust - Holiday Party		\$10.00 Ck# 080
11/25/2025	Nicole Segreto	Current - Zoning		\$50.00 Ck# 145
11/25/2025	Yuriy Steblak	Current - Certified Copies		\$30.00 Ck# 141
11/26/2025	Dianne Mataya	Trust - Holiday Party		\$40.00 Ck# 2409
11/26/2025	Sandra Bohinski	Trust - Holiday Party		\$30.00 Ck# 2003
11/26/2025	Katie Norris	Trust - Holiday Party		\$10.00 Cash

# BOROUGH OF HELMETTA

## REPORT OF THE TAX COLLECTOR

*Tina McDermott*

TINA MCDERMOTT  
TAX COLLECTOR

MONTH OF: NOVEMBER

DATED: 12/9/2025

TAXES	2024	0.00
TAXES	2025	1,400,353.53
TAXES	2026	9,695.05

INTEREST 1,165.06

RECORDING FEES 100.00  
LIEN SEARCH FEES 24.00  
LIEN REDEMPTION 30,075.65

DUPLICATE CERT  
DUPLICATE BILL  
TAX SALE PREMIUMS

TOTAL 1,441,413.29

### ADJUSTMENTS

0.00

CLOSING BALANCES	DEBIT	CREDIT	NET
2024	0.00	0.00	0.00
2025	(9,206.65)	133,921.64	124,714.99
2026	(154.48)	3,300,956.22	3,300,801.74
			<u>3,425,516.73</u>

### TAX COLLECTORS TRUST

DATE	CK#	SOURCE	DEBITS	CREDITS
10/31/2025				158,310.67
	1006	23-00001	1,872.76	
	REDEMPTIONS	23-00003		25,811.31
		23-00001		4,388.34
11/28/2025		interest paid		15.27
			<u>1,872.76</u>	<u>30,214.92</u>
		TOTAL AS PER 11/28/25 BANK STATEMENT		186,652.83



[illegible]

BOROUGH OF HELMETTA

2024 \$ SOLD AT 2025 TAX SALE

2024

DELINQUENT TAXES AS OF:

11/30/25

DECEMBER				<u>77,919.39</u>
<u>2024</u>		Cash Recpts	adj	
JANUARY	77,919.39	(6,553.03)		71,366.36
FEBRUARY	71,366.36	(13,539.39)		57,826.97
MARCH	57,826.97	(10,151.01)		47,675.96
APRIL	47,675.96	(7,713.33)		39,962.63
MAY	39,962.63	0.00		39,962.63
JUNE	39,962.63	(16,268.78)		23,693.85
JULY	23,693.85	(10,686.58)		13,007.27
AUGUST	13,007.27	(2,936.96)		10,070.31
SEPTEMBER	10,070.31	0.00		10,070.31
OCTOBER	10,070.31	(10,070.31)		0.00
NOVEMBER	0.00			
BALANCE				<u>\$ -</u>



**ORDINANCE NO. 2025-10**

**AN ORDINANCE AMENDING ORDINANCE 17-2002 TO INCREASE THE LENGTH OF SERVICE AWARDS PROGRAM ("LOSAP") CONTRIBUTION FOR VOLUNTEER MEMBERS OF THE HELMETTA VOLUNTEER FIRE DEPARTMENT, TO UPDATE THE ESTIMATED PROGRAM COST, AND TO AUTHORIZE CPI-BASED ANNUAL ADJUSTMENTS AS PERMITTED BY STATE LAW**

**WHEREAS**, the Borough of Helmetta previously adopted Ordinance 17-2002 establishing a Length of Service Awards Program (LOSAP) pursuant to Chapter 388 of the Laws of 1997 in order to reward volunteer members of the Helmetta Volunteer Fire Department for their loyal, diligent, and devoted service to the residents of Helmetta; and

**WHEREAS**, Ordinance 17-2002 authorized an annual LOSAP contribution of four hundred dollars (\$400.00) to each qualified volunteer firefighter meeting the eligibility criteria; and

**WHEREAS**, N.J.S.A. 40A:14-185 authorizes increases to LOSAP contributions and provides that any increase exceeding the applicable Consumer Price Index ("CPI") must be approved by the voters at a general election; and

**WHEREAS**, on November 4, 2025, the Borough of Helmetta presented to the voters the following public question: "Shall the Borough of Helmetta be authorized to increase the maximum annual contribution to the Length of Service Awards Program (LOSAP) for volunteer members of the Helmetta Volunteer Fire Department from \$400.00 to \$500.00?"

**WHEREAS**, the voters approved the increase with 676 votes in favor and 105 votes opposed; and

**WHEREAS**, the Borough now seeks to amend Ordinance 17-2002 to implement the voter-approved increase, update the estimated cost of the program, and authorize annual CPI-based adjustments as permitted by law.

**NOW, THEREFORE, BE IT ORDAINED** by the Borough Council of the Borough of Helmetta that Ordinance 17-2002 is amended as follows:

1. **Annual LOSAP Contribution.** The annual contribution for each eligible volunteer member who earns at least fifty (50) points in a calendar year shall be increased from four hundred dollars (\$400.00) to five hundred dollars (\$500.00). All eligibility and certification requirements set forth in Ordinance 17-2002 shall continue to apply unless otherwise modified by law.
2. **Estimated Program Cost.** The estimated cost of the LOSAP program is increased from eight thousand dollars (\$8,000.00) per year to nine thousand dollars (\$9,000.00) per year.
3. **CPI-Based Adjustments.** In accordance with N.J.S.A. 40A:14-185, the annual LOSAP contribution shall be automatically adjusted each year based on the Consumer Price Index ("CPI") as determined by the Director of the Division of Local Government Services. The adjusted contribution shall remain effective unless subsequently modified by ordinance or further voter approval when required.



**ORDINANCE NO. 2025-10**

**AN ORDINANCE AMENDING ORDINANCE 17-2002 TO INCREASE THE LENGTH OF SERVICE AWARDS PROGRAM ("LOSAP") CONTRIBUTION FOR VOLUNTEER MEMBERS OF THE HELMETTA VOLUNTEER FIRE DEPARTMENT, TO UPDATE THE ESTIMATED PROGRAM COST, AND TO AUTHORIZE CPI-BASED ANNUAL ADJUSTMENTS AS PERMITTED BY STATE LAW**

4. **Continuation of All Other Provisions.** All other terms, provisions, and administrative procedures established by Ordinance 17-2002, including the point system and certification process, shall remain in full force and effect except to the extent inconsistent with this amendment or state law.

This Ordinance shall take effect upon final passage and publication in accordance with law.

**ORDINANCE 2025-10**  
**BOROUGH OF HELMETTA**  
**COUNTY OF MIDDLESEX, STATE OF NEW JERSEY**

**Introduced: November 26, 2025**

**Recorded Vote**

Motion made by *Councilman Dzingleski*

Second by *Councilman Duffy*

**Roll Call**

RECORDED VOTE

	AYES	NAYS	ABSTAIN	ABSENT
Council President Karczewski	✓			
Councilwoman Bohinski	✓			
Councilman Duffy	✓			
Councilman Dzingleski	✓			
Councilman Reid			✓	

Adopted on First Reading  
Dated: November 26, 2025

*M Hall*  
Melissa Hallerman, RMC

**Adopted: December 17, 2025**

**Recorded Vote**

Motion made by *Councilman Dzingleski*

Second by *Councilman Duffy*

**Roll Call**

RECORDED VOTE

	AYES	NAYS	ABSTAIN	ABSENT
Council President Karczewski				✓
Councilwoman Bohinski	✓			
Councilman Duffy	✓			
Councilman Dzingleski	✓			
Councilman Reid			✓	

Adopted on Second Reading  
Dated: December 17, 2025

*M Hall*  
Melissa Hallerman, RMC

# AFFIDAVIT OF PUBLICATION

Order Number : 11886026

STATE OF WISCONSIN  
Brown County

Of the **Home News Tribune**, a newspaper printed in Freehold, New Jersey and published in East Brunswick, in State of New Jersey and Middlesex County, and of general circulation in Middlesex and Union Counties, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

12/04/2025

Legal Clerk

Notary Public State of Wisconsin County of Brown

My commission expires

DENISE ROBERTS  
Notary Public  
State of Wisconsin



**BOROUGH COUNCIL OF THE  
BOROUGH OF HELMETTA  
PUBLIC NOTICE  
NOTICE OF PENDING  
ORDINANCE 2025-10**

AN ORDINANCE AMENDING  
ORDINANCE 17-2002 TO INCREASE  
THE LENGTH OF SERVICE AWARDS  
PROGRAM ("LOSAP")  
CONTRIBUTION FOR VOLUNTEER  
MEMBERS OF THE HELMETTA  
VOLUNTEER FIRE DEPARTMENT, TO  
UPDATE THE ESTIMATED PROGRAM  
COST, AND TO AUTHORIZE CPI-  
BASED ANNUAL ADJUSTMENTS AS  
PERMITTED BY STATE LAW

Ordinance 2025-10 was introduced  
and passed upon first reading at a  
meeting of the Borough Council of  
the Borough of Helmetta, County of  
Middlesex and State of New Jersey,  
held on November 16, 2025. The  
purpose of this ordinance is to  
amend Ordinance 17-2002 to  
increase the Length of Service  
Awards Program (LOSAP)  
contribution for the volunteer  
members of the Helmetta Volunteer  
Fire Department to update the  
estimated program cost and to  
authorize CPI-based annual  
adjustments as permitted by state.  
It will be further considered for final  
passage, after public hearing  
thereon, at a meeting of said  
Borough Council to be held in the  
Borough Hall, 51 Main Street,  
Helmetta, in said County, on  
December 17, 2025 at 7:00 o'clock  
p.m., or as soon thereafter as said  
matter can be reached, at which  
time and place all persons who may  
be interested therein will be given  
an opportunity to be heard  
concerning the same.

Copies of the ordinance are  
available to the general public of  
the Borough who shall request such  
copies, at the office of the Borough  
Clerk in said Borough of Helmetta,  
in the County of Middlesex, New  
Jersey.

Melissa Hallerman  
Borough Clerk  
Borough of Helmetta  
County of Middlesex, New Jersey  
12/4/2025 (\$26.91)



A Statement of determination of the Board of County Canvassers relative to an election held in the County of Middlesex on the Fourth day of November in the year Two Thousand and Twenty-Four for the election of:



## MUNICIPAL PUBLIC QUESTION

The said Board did determine that at said election

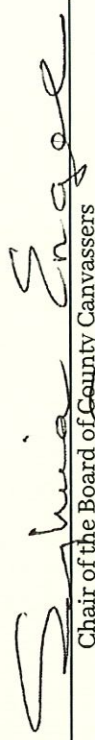
# *Length of Service Award Program*

Was Accepted by the Borough of Helmetta, County of Middlesex, State of New Jersey.

I DO HEREBY CERTIFY that the foregoing is a true, full and correct statement of the determination of the Board of County Canvassers as filed in the Office of the County Clerk of Middlesex.

IN WITNESS WHEREOF, I have hereunto set my hand this Nineteenth Day of November in the Year of Our Lord Two Thousand and Twenty-Four.



  
Chair of the Board of County Canvassers

Attest:   
HON. NANCY J. PINKIN, County Clerk

## RESOLUTION

2025-162

### EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act, 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body of the Borough of Helmetta wishes to discuss litigation.

Minutes will be kept and once the matter involving the confidentiality of the matter is no longer considered confidential, then the minutes will be made public.

NOW THEREFORE BE IT RESOLVED that the public be excluded from the meeting.

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

### CERTIFICATION

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on December 17, 2025.

  
\_\_\_\_\_  
MELISSA HALLERMAN, RMC  
Municipal Clerk



## RESOLUTION

2025-163

### REFUND OF PARTIAL COMMUNITY CENTER RENTAL FEE

**BE IT RESOLVED**, that a partial refund for the rental fee of the Community Center for a December 14, 2025 event due to the inconvenience of it not being set up in time.

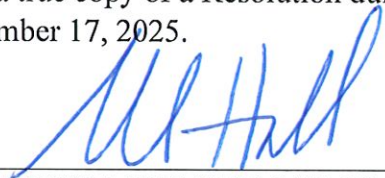
DENISE MADORMA

\$250.00

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

### CERTIFICATION

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on December 17, 2025.

  
\_\_\_\_\_  
MELISSA HALLERMAN, RMC  
Municipal Clerk