



MEETING OF MAYOR AND COUNCIL  
NOVEMBER 26, 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, all stood for a moment of silence for our armed forces.

\* CALLING OF THE ROLL

Mayor Slavicek

Councilman Karczewski

Councilwoman Bohinski

Councilman Duffy

Councilman Dzingleski

Councilman Reid

Also in attendance was Borough Attorney Sandra Graise 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 – October 15, 2025

MOTION – Councilman Dzingleski      SECONDED – Councilman Reid

ABSTAIN – Councilwoman Bohinski

ROLL CALL: 4-1-0

\* CONSENT AGENDA

Report of Municipal Clerk and Tax Collector for October 2025

RESOLUTIONS:

2025 – 143: Approval of Payment of Bills

144: Acceptance of the Resignation of Mike Tumolo

145: Approval of the Hiring of George Wallace as Fire Marshal/Code Enforcer

146: Approval of Hiring of George Wallace as Abandoned Vacant Property Official

147: Authorization of Renewal of Membership in the Mid Jersey Municipal Joint

Insurance Fund

148: Resolution Accepting the Application of Arthur Kosyy as a Regular Member of the Helmetta Volunteer Fire Company

149: Resolution Authorizing Payment to Valic of \$4,800 Pursuant to LOSAP for Calendar Year 2024

150: Authorization to Enter into Contract for Interlocal Health Services with Middlesex County

151: Certification by the Governing Body of the Annual Audit

152: A Resolution of the Borough of Helmetta, Middlesex County, Establishing Cash-Transaction Rounding and Customer Credit Procedures in Light of the Cessation of U.S. Penny Production

153: A Resolution Authorizing Year 2025 Budget Transfers No. 1

154: Resolution Authorizing Payment No. 1 for the Borough Hall Paving Project to Reivax Construction Corp. upon the Recommendation of Center State Engineering

155: Resolution Authorizing Remington & Vernick Engineers (RVE) to Prepare the NJDEP MS4 Watershed Improvement Plan (WIP) Phase 1 Report and Related Services

Councilwoman Bohinski asked about Resolution 2025-150 if the Health Department ever stops by Borough Hall for a check-in. The Clerk stated that they just performed their inspection of the Community Center.

Councilman Reid asked for Resolution 2025-149 to be pulled.

VOTE ON RESOLUTIONS 2025-143 – 2025 -148 AND 2025-150 - 2025-155

MOTION -Councilman Dzingleski      SECONDED – Councilman Karczewski

ROLL CALL: 5-0

RESOLUTION 2025-149



MOTION -Councilman Karczewski      SECONDED – Councilwoman Bohinski  
RECUSAL – Councilman Reid  
ROLL CALL: 4-1-0

ORDINANCE 2025-10 (First Reading/Introduction)  
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

MOTION – Councilman Dzingleski SECONDED – Councilman Duffy  
RECUSAL – Councilman Reid  
ROLL CALL: 4-1-0

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

Councilman Dzingleski thanked everyone that came out for the Hayrides and Bonfire event, especially Dunkin Donuts, Villa Borghese, and Coca-Cola. The annual tree lighting is Friday, December 5<sup>th</sup> from 7:00-8:30pm, the Polar Express Children’s Holiday party is Saturday, December 6<sup>th</sup> from 10:00-11:30am, Senior Dinners at your Door is also that day and we will be delivering around 5:00pm. The Menorah Lighting is Sunday, December 14<sup>th</sup> at 5:15pm, and Santa and Sirens is on December 20<sup>th</sup> with the Helmetta Fire Department. You can register now for the Holly Jolly House Decorating Contest through December 5<sup>th</sup>. Judging will take place beginning on December 8<sup>th</sup>.

Councilman Reid thanked everyone that re-elected him and Councilman Dzingleski. They are proud to continue to serve, and their goal is for Helmetta to continue to make positive progress. Happy Thanksgiving!

Council President Karczewski wished everyone a Happy Thanksgiving!

Councilman Duffy wished everyone a Happy Thanksgiving!

Councilwoman Bohinski stated that there were no complaints or issues with charging non-residents at Helmetta Day. The only request that she had was that dogs could be kept to specific areas. She inquired if the sign in the front messages could be made into two pages for some of them that have more information. She has contacted JCP&L several times for a streetlight that is continuously lit on Lake Avenue.

Mayor Slavicek read a statement from Borough Engineer Kevin Meade stating the 2024 NJDOT Project for Sutton, Madison and York is complete. The contractor is working on a punch list and

then the project will be closed out. The Community Center roof project is complete and has been closed out. The Borough Hall paving project is completed. Center State is in the process of preparing a punch list to close out the project. Payment No. 1 was on the agenda tonight.

Business Administrator Matthew Crane informed the Council that we have had several issues that past quarter with the auto payments with residents getting billed several times. He would like to look into changing over to ACH for payments. It will be more streamlined. Council approved for him to look into changing it.

Borough Clerk Melissa Hallerman thanked everyone who came out and voted, and to the hard-working poll workers. She attended the League of Municipalities and attended several classes and the Registrar Conference. She will be attending the Middlesex County Municipal Clerk's Association quarterly meeting in early December.

\* CLOSED SESSION – Resolution 2025-156 pertaining to potential litigation.

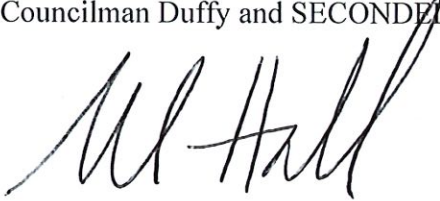
MOTION – Councilman Dzingleski SECONDED – Councilman Karczewski  
ROLL CALL: 5-0

\* OPEN SESSION

MOTION – Councilman Duffy SECONDED – Councilwoman Bohinski  
ROLL CALL: 5-0

\* ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by Councilman Duffy and SECONDED by Councilman Reid at 7:49pm. All were in favor.

A handwritten signature in black ink, appearing to read 'Mel Hall', is written over the printed name of the Municipal Clerk.

Melissa Hallerman, RMC  
Municipal Clerk



**RESOLUTION**

**2025-143**


**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 November 26, 2025.

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



November 26, 2025  
06:27 PM

BOROUGH OF HELMETTA  
Bill List By P.O. Number

Page No: 2

PO # Item Description	PO Date Vendor	Amount	Charge Account	Contract Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00790 10/15/25 AGIN 1 REFLECTIVE LETTERING	AGIN SIGNS & DESIGNS	138.75	5-01-25-749-020	B FIRE DEPARTMENT OE	R	10/15/25	11/19/25		
25-00791 10/20/25 MELIS005 1 ORNAMENT	MELISSA HALLERMAN	23.98	5-01-28-795-020	B RECREATION OE	R	10/20/25	11/19/25		
25-00793 10/20/25 BET01 1 PAINT ROLLER	BETTER LIVING	4.49	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	10/20/25	11/19/25		
25-00794 10/20/25 AUTOZ005 1 OIL/OIL FILTERS	AUTOZONE, INC.	171.09	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	10/20/25	11/19/25		6450473201
25-00795 10/20/25 ROKIN005 1 TAX SALE SERVICES	ROK INDUSTRIES, INC.	300.00	5-01-20-708-021	B REVENUE ADMN TAX COLL OE	R	10/20/25	11/19/25		HELMETTA25
25-00796 10/20/25 KAE01 1 CONCRETE DISPOSAL	K&A EXCAVATING, INC.	60.00	5-01-26-771-020	B RECYCLING SOLID WASTE OE	R	10/20/25	11/19/25		
25-00801 10/20/25 WATER005 1 BACKUP OPERATOR-SEPTEMBER 2025	WATER RESOURCE MANAGEMENT, INC	300.00	5-05-55-500-021	B WATER OPERATING OE	R	10/20/25	11/19/25		
25-00815 10/27/25 MELIS005 1 REGISTRAR RECERTIFICATION	MELISSA HALLERMAN	30.00	5-01-20-120-020	B MUNICIPAL CLERK OE	R	10/27/25	11/19/25		
25-00817 10/27/25 W00005 1 QTRLY PAYMENT 7/1/25-9/30/25	WOODBIDGE DEPT OF HEALTH	1,875.00	5-01-43-772-020	B WOODBRIDGE ANIMAL CONTROL	R	10/27/25	11/19/25		
25-00818 10/27/25 PRI02 1 FUEL OIL 10/21/25	PRINCETON FUEL OIL	618.70	5-01-31-830-020	B FUEL OIL PURCHASE	R	10/27/25	11/19/25		F1249239
25-00819 10/27/25 NAP02 1 CLEANING SUPPLIES FOR TRUCK	JERSEY AUTO SUPPLY	51.96	5-01-25-749-020	B FIRE DEPARTMENT OE	R	10/27/25	11/19/25		018655
25-00821 11/03/25 MID16 1 4TH QTR 2025 HEALTH AID	MIDDLESEX COUNTY TREASURER	5,267.36	5-01-43-785-020	B MIDDLESEX CO BOARD OF HEALTH	R	11/03/25	11/19/25		
25-00824 11/03/25 GEORG005 1 TOW 550/350	GEORGE'S GARAGE & TOWING INC.	550.00	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	11/03/25	11/19/25		



PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00838	11/03/25	AMAZON	CAPITAL SERVICES									
1 INV#	14VQ-TDLV-F1FD			207.82	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		14VQ-TDLV-F1FD
2 INV#	14KR-W9CI-YVPJ			83.76	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		14KR-W9CI-YVPJ
3 INV#	19M4-D6CN-MF6W			129.24	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		19M4-D6CN-MF6W
4 INV#	1QN6-91LW-C49J			35.29	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		1QN6-91LW-C49J
5 INV#	1TJ9-R4R3-417G			89.54	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		1TJ9-R4R3-417G
6 INV#	1LVR-D3KF-3MWC			53.36	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		1LVR-D3KF-3MWC
7 INV#	1VPC-HHGF-916L			13.67	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		1VPC-HHGF-916L
8 INV#	1MMK-X11C-JMX9			34.17	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		1MMK-X11C-JMX9
9 INV#	1XVP-TWCD-M4CN			113.77	5-01-28-795-020	B RECREATION OE		R	11/03/25	11/19/25		1XVP-TWCD-M4CN
10 INV#	1XVP-TWCD-M4CN			3.78	T-13-55-000-007	B RESERVE FOR RECREATION TRUST		R	11/03/25	11/19/25		1XVP-TWCD-M4CN
11 INV#	1T7T-3NKF-4GFT			116.14	T-13-55-000-007	B RESERVE FOR RECREATION TRUST		R	11/03/25	11/19/25		1T7T-3NKF-4GFT
				880.54								
25-00839	11/03/25	AMAZON	CAPITAL SERVICES									
1 INV#	1GJV-KPCG-T3YP			19.98	5-01-26-772-020	B BUILDINGS & GROUNDS OE		R	11/03/25	11/19/25		1GJV-KPCG-T3YP
25-00840	11/03/25	CUS	CUSTOM LANDSCAPING & LAWCARE									
1	SPRINKLER CLOSINGS			400.00	5-01-26-772-020	B BUILDINGS & GROUNDS OE		R	11/03/25	11/19/25		74203/74202
25-00841	11/03/25	TID02	TIDBURY CREEK FARMS NURSERY									
1	HAY BALES			91.00	5-01-26-772-020	B BUILDINGS & GROUNDS OE		R	11/03/25	11/19/25		
25-00842	11/03/25	HOM02	HOME DEPOT CREDIT SERVICES									
1	INV# 7625631			227.90	5-01-26-772-020	B BUILDINGS & GROUNDS OE		R	11/03/25	11/19/25		7625631
25-00843	11/03/25	KEMPT005	KEMPTON FLAG									
1	FLAGS			260.62	5-01-26-772-020	B BUILDINGS & GROUNDS OE		R	11/03/25	11/19/25		24381
25-00844	11/03/25	MCU01	Middlesex Cty Utilities Auth									
1	DUMPING CHARGES- OCT. 2025			5,494.40	5-01-32-837-020	B LANDFILL/DISPOSAL SOLID WASTE		R	11/03/25	11/19/25		
25-00848	11/10/25	PRE03	PRECISION ANALYTICAL SVCS, INC									
1	OCTOBER SAMPLE ANALYSIS			37.00	5-05-55-500-021	B WATER OPERATING OE		R	11/10/25	11/19/25		
25-00849	11/10/25	DYNAS005	DYNASTY COMMERCIAL CLEANING									
1	OCT COM CENTER CLEANING			856.80	5-01-26-774-020	B COMMUNITY CENTER OE		R	11/10/25	11/19/25		

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00850	11/10/25	CENTE005	CENTER STATE ENGINEERING									
			1 BOROUGH HALL PAVING	484.00	C-04-55-912-100		B BOROUGH HALL PARKING LOT 2025-07	R	11/10/25	11/19/25		17177
			2 15 HIGH STREET	550.00	T-14-57-000-022		B ESCROW - 15 HIGH STREET LLC	R	11/10/25	11/19/25		17173
			3 15 HIGH STREET	2,409.00	T-14-57-000-022		B ESCROW - 15 HIGH STREET LLC	R	11/10/25	11/19/25		17268
			4 SUTTON/YORK/MADISON	2,979.50	C-04-55-908-100		B ROAD IMPROVEMENTS - SUTTON PLACE	R	11/10/25	11/19/25		17270
			5 SUTTON/YORK/MADISON	2,312.00	C-04-55-908-100		B ROAD IMPROVEMENTS - SUTTON PLACE	R	11/10/25	11/19/25		17176
			6 132 MAIN STREET	55.00	5-01-21-720-020		B PLANNING BOARD OE	R	11/10/25	11/19/25		17174
			7 132 MAIN STREET	500.00	T-14-57-000-034		B 132 MAIN STREET	R	11/10/25	11/19/25		17174
				9,289.50								
25-00851	11/10/25	CENTE005	CENTER STATE ENGINEERING									
			1 COMMUNITY CENTER ROOF	1,134.00	G-02-15-026-033		B LOCAL RECREATION GRANT 2025	R	11/10/25	11/19/25		17179
25-00852	11/10/25	HOM02	HOME DEPOT CREDIT SERVICES									
			1 INV# 0521092-THERMOSTAT COVERS	45.96	5-01-26-772-020		B BUILDINGS & GROUNDS OE	R	11/10/25	11/26/25		0521092
			2 INV# 4514305	216.29	5-01-26-765-020		B STREETS & ROADS OE	R	11/10/25	11/26/25		4514305
				262.25								
25-00853	11/10/25	PRINC005	PRINCETON TREE CARE									
			1 TREE TRIMMING BORO HALL	1,036.00	5-01-26-772-020		B BUILDINGS & GROUNDS OE	R	11/10/25	11/19/25		
25-00854	11/10/25	GAR01	GARY DOMINICUS & SON LLC									
			1 HOT WATER HEATER BORO HALL	866.67	5-01-26-772-020		B BUILDINGS & GROUNDS OE	R	11/10/25	11/26/25		
			2 HOT WATER HEATER BORO HALL	866.66	5-05-55-500-021		B WATER OPERATING OE	R	11/10/25	11/26/25		
			3 HOT WATER HEATER BORO HALL	866.67	5-07-55-500-021		B SEWER OPERATING OE	R	11/10/25	11/26/25		
				2,600.00								
25-00855	11/10/25	AMAZ0005	AMAZON CAPITAL SERVICES									
			1 ANNUAL PRIME MEMBERSHIP	179.00	5-01-31-834-020		B OFFICE SUPPLIES	R	11/10/25	11/19/25		1XJL-FGDQ-7PTP
25-00856	11/10/25	CENTE005	CENTER STATE ENGINEERING									
			1 GENERAL ENGINEERING	600.00	5-01-20-715-020		B ENGINEERING SERVICE OE	R	11/10/25	11/19/25		17271
			2 LAKE AVE DOT	220.50	5-01-20-715-020		B ENGINEERING SERVICE OE	R	11/10/25	11/19/25		17269
			3 LAKE AVE DOT	147.00	5-01-20-715-020		B ENGINEERING SERVICE OE	R	11/10/25	11/19/25		17175
			4 COUNCIL MEETING	185.00	5-01-20-715-020		B ENGINEERING SERVICE OE	R	11/10/25	11/19/25		17178
				1,152.50								
25-00857	11/10/25	PHOEN005	PHOENIX ADVISORS, LLC									
			1 ANNUAL FEE	1,600.00	5-01-20-705-021		B FINANCE OE	R	11/10/25	11/19/25		



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

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract P0 Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00858	11/10/25	SAM02	SAMUEL KLEIN & COMPANY								
1	2024	LOSAP REPORT	825.00	5-01-41-851-020	B LOSAP	R		11/10/25	11/19/25		
2	2024	AUDIT	12,200.00	5-01-20-706-020	B AUDIT SERVICES	R		11/19/25	11/19/25		
3	2024	AUDIT	10,450.00	5-05-55-500-021	B WATER OPERATING OE	R		11/19/25	11/19/25		
4	2024	AUDIT	10,450.00	5-07-55-500-021	B SEWER OPERATING OE	R		11/19/25	11/19/25		
			33,925.00								
25-00859	11/10/25	KELSO005	KELSO & BURGESS								
1	COURT SESSION-	NOV 2025	600.00	5-01-25-757-020	B MUNICIPAL PROSECUTOR OE	R		11/10/25	11/19/25		
25-00861	11/10/25	WATER005	WATER RESOURCE MANAGEMENT, INC								
1	BACKUP OPERATOR-	OCTOBER 2025	300.00	5-05-55-500-021	B WATER OPERATING OE	R		11/10/25	11/19/25		
25-00864	11/10/25	SANG005	SANGOMA US INC								
1	TELEPHONE	NOVEMBER 2025	224.01	5-01-31-827-020	B TELEPHONE COSTS	R		11/10/25	11/19/25		CI63036
2	TELEPHONE	NOVEMBER 2025	353.09	5-01-31-827-020	B TELEPHONE COSTS	R		11/10/25	11/19/25		CI63035
			577.10								
25-00868	11/19/25	CLE04	CLEARY GIACOBBE ALFIERI&JACOBS								
1	LEGAL SERVICES-	OCTOBER	108.00	5-01-20-712-020	B LEGAL SERVICES OE	R		11/19/25	11/19/25		155909
25-00869	11/19/25	MUN08	MUNICIPAL CAPITAL FINANCE								
1	SAVIN PAYMENT#	57 OF 60	247.35	5-01-31-832-020	B COPYING	R		11/19/25	11/19/25		
25-00870	11/19/25	PIT01	PITNEY BOWES GLOBAL FINANCIAL								
1	LEASING POSTAGE	4TH QTR 2025	261.54	5-01-31-831-020	B POSTAGE	R		11/19/25	11/19/25		3321566954
2	LEASING POSTAGE	4TH QTR 2025	87.18	5-05-55-500-021	B WATER OPERATING OE	R		11/19/25	11/19/25		3321566954
3	LEASING POSTAGE	4TH QTR 2025	87.18	5-07-55-500-021	B SEWER OPERATING OE	R		11/19/25	11/19/25		3321566954
			435.90								
25-00871	11/19/25	HOM03	HOME NEWS & TRIBUNE								
1	HYDRANT FLUSHING	NOTICE	48.65	5-01-26-765-020	B STREETS & ROADS OE	R		11/19/25	11/19/25		
25-00872	11/19/25	ACT01	ACTION DATA SVC, INC								
1	PAYROLL	INV# 94497	77.74	5-01-20-705-021	B FINANCE OE	R		11/19/25	11/19/25		94497
2	PAYROLL	INV# 94497	25.91	5-05-55-500-021	B WATER OPERATING OE	R		11/19/25	11/19/25		94497
3	PAYROLL	INV# 94497	25.92	5-07-55-500-021	B SEWER OPERATING OE	R		11/19/25	11/19/25		94497
			129.57								



PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00873	11/19/25	ACT01	ACTION DATA SVC, INC									
		1 PAYROLL INV# 94275		526.20	5-01-20-705-021	B	FINANCE OE	R	11/19/25	11/19/25		94275
		2 PAYROLL INV# 94275		175.40	5-05-55-500-021	B	WATER OPERATING OE	R	11/19/25	11/19/25		94275
		3 PAYROLL INV# 94275		175.40	5-07-55-500-021	B	SEWER OPERATING OE	R	11/19/25	11/19/25		94275
				877.00								
25-00874	11/19/25	ONS01	ON-SITE FLEET SERVICE, INC.									
		1 REPAIR 2008 F-550		938.23	5-01-26-315-020	B	VEHICLE MAINT-PUBLIC WORKS	R	11/19/25	11/26/25		
25-00875	11/19/25	MID17	MIDDLESEX COUNTY TREASURER									
		1 FUEL USAGE- OCTOBER 2025		419.04	5-01-31-833-020	B	GASOLINE	R	11/19/25	11/19/25		CV-9-10-25
25-00876	11/19/25	JCP01	JCP&L									
		1 ACCT# 100 114 338 708		10.68	5-01-31-825-020	B	ELECTRICITY	R	11/19/25	11/19/25		
		2 ACCT# 100 008 806 760		11.33	5-01-31-825-020	B	ELECTRICITY	R	11/19/25	11/19/25		
		3 ACCT# 100 054 008 006		20.90	5-01-31-825-020	B	ELECTRICITY	R	11/19/25	11/19/25		
		4 ACCT# 100 117 346 864		274.05	5-01-31-825-020	B	ELECTRICITY	R	11/19/25	11/19/25		
		5 ACCT# 100 128 456 728		47.31	5-01-31-825-020	B	ELECTRICITY	R	11/19/25	11/19/25		
		6 ACCT# 100 128 267 034		40.44	5-01-31-825-020	B	ELECTRICITY	R	11/19/25	11/19/25		
				404.71								
25-00877	11/19/25	MCT01	Middlesex Cty Improvement Auth									
		1 CURBSIDE ASL- OCTOBER 2025		4,014.66	5-01-43-786-020	B	MIDDLESEX CO RECYCLING PROGRAM	R	11/19/25	11/19/25		AR041397
		2 BRUSH/LEAVES- OCTOBER 2025		194.44	5-01-43-786-020	B	MIDDLESEX CO RECYCLING PROGRAM	R	11/19/25	11/19/25		AR041377
				4,209.10								
25-00878	11/19/25	FLORI005	FLORIO PERRUCCI STEINHARDT									
		1 OCTOBER SERVICES		640.00	5-01-20-712-020	B	LEGAL SERVICES OE	R	11/19/25	11/19/25		656352
25-00879	11/24/25	ENCON005	ENCON SERVICE COMPANY									
		1 PREVENTIVE MAINT.-BORO HALL		1,200.00	5-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	11/24/25	11/25/25		
		2 PREVENTIVE MAINT.- COM CENTER		650.00	5-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	11/24/25	11/25/25		
				1,850.00								
25-00880	11/24/25	REI09	REIVAX CONTRACTING CORP.									
		1 BORO HALL LOT PAVING PAYMENT 1		110,920.59	C-04-55-912-100	B	BOROUGH HALL PARKING LOT 2025-07	R	11/24/25	11/25/25		
25-00881	11/24/25	KENNE010	KENNEDY SCHEAR									
		1 REFRESHMENTS FOR TREE LIGHTING		675.00	5-01-28-795-020	B	RECREATION OE	R	11/24/25	11/25/25		

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BOROUGH OF HELMETTA  
Bill List By P.O. Number

Page No: 8

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
25-00882	11/24/25	GRAINGER		457.69	5-01-25-749-021	B FIRE DEPARTMENT-COMMUNICATIONS EQUIPMENT	R	11/24/25	11/24/25		9716807848
1			SPEAKER WHITE 60 MAX								
25-00883	11/26/25	AMAZON	CAPITAL SERVICES	49.95	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	11/26/25	11/26/25		11FY-LYLX-C4WF
1			INV# 11FY-LYLX-C4WF	49.95							11FY-LYLX-C4WF
2			INV# 1TWR-TL19-9VJ6	43.48	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	11/26/25	11/26/25		1TWR-TL19-9VJ6
3			INV# 1GYR-CMWV-9HTR	19.99	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	11/26/25	11/26/25		1GYR-CMWV-9HTR
4			INV# 1CQG-KLNK-TLVP	222.89	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	11/26/25	11/26/25		1CQG-KLNK-TLVP
5			INV# 1YFW-676T-WLD6	28.70	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	11/26/25	11/26/25		1YFW-676T-WLD6
				365.01							
25-00884	11/26/25	MELISSA HALLERMAN		141.80	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	11/26/25	11/26/25		
1			2025 ORNAMENTS								
25-00885	11/26/25	PCP	PC PROGRESSIVE	4,150.00	C-04-55-911-100	B SERVER 2025-02	R	11/26/25	11/26/25		
1			2025 WINDOWS SERVER IMPLEMENT								
25-00888	11/26/25	JCP01	JCP&L	515.02	5-01-31-826-020	B STREET LIGHTING	R	11/26/25	11/26/25		
1			100 149 420 620								
25-00889	11/26/25	COM6825	COMCAST	105.85	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	11/26/25	11/26/25		
1			8499 05 248 0016825								
25-00890	11/26/25	VER02	VERIZON WIRELESS	143.12	5-01-20-701-020	B ADMINISTRATOR OE	R	11/26/25	11/26/25		6128310486
1			ACCT# 282659162-00001	143.12							6128310486
2			ACCT# 282659162-00001	71.56	5-01-26-765-020	B STREETS & ROADS OE	R	11/26/25	11/26/25		6128310486
3			ACCT# 282659162-00001	71.56	5-01-22-725-020	B CODE ENFORCEMENT OE	R	11/26/25	11/26/25		6128310486
				286.24							
25-00891	11/26/25	ACT01	ACTION DATA SVC, INC	191.12	5-01-20-705-021	B FINANCE OE	R	11/26/25	11/26/25		
1			PAYROLL INVOICE# 94350								
25-00894	11/26/25	AMAZON	CAPITAL SERVICES	19.99	5-01-28-795-020	B RECREATION OE	R	11/26/25	11/26/25		1D7N-1NK3-DDJV
1			INV# 1D7N-1NK3-DDJV	19.99							1D7N-1NK3-DDJV
2			INV# 11G6-JHQT-CWK6	30.99	5-01-28-795-020	B RECREATION OE	R	11/26/25	11/26/25		11G6-JHQT-CWK6
3			INV# 1VGG-TKXL-N4GG	14.98	5-01-28-795-020	B RECREATION OE	R	11/26/25	11/26/25		1VGG-TKXL-N4GG
4			INV# 1YLH-31MQ-6RHP	39.99	5-01-28-795-020	B RECREATION OE	R	11/26/25	11/26/25		1YLH-31MQ-6RHP
5			INV# 1KRK-FLG4-F74H	10.90	5-01-28-795-020	B RECREATION OE	R	11/26/25	11/26/25		1KRK-FLG4-F74H
6			INV# 14PF-TKT4-K6QR	143.72	5-01-28-795-020	B RECREATION OE	R	11/26/25	11/26/25		14PF-TKT4-K6QR

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BOROUGH OF HELMETTA  
Bill List By P.O. Number

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PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract	PO Type	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00894	11/26/25	AMAZON CAPITAL SERVICES	Continued									
7 INV#	1T61-KR7P-FHPQ		53.96	5-01-28-795-020	B RECREATION OE			R	11/26/25	11/26/25		1T61-KR7P-FHPQ
8 INV#	1XHT-G76W-D6MK		29.97	5-01-28-795-020	B RECREATION OE			R	11/26/25	11/26/25		1XHT-G76W-D6MK
			344.50									
25-00895	11/26/25	PSE&G CO										
1 ACCT	7242370507		375.55	5-01-31-829-020	B NATURAL GAS			R	11/26/25	11/26/25		
25-00896	11/26/25	FRENC005 FRENCH & PARRELLO ASSOCIATES										
1 SHELTER REMEDY-	163249		9,010.75	C-04-55-909-100	B ANIMAL SHELTER REMEDIATION 2024-8			R	11/26/25	11/26/25		
25-00897	11/26/25	PRIMO005 PRIMO BRANDS										
1 RENT	11/11-12/08		26.97	5-01-26-772-020	B BUILDINGS & GROUNDS OE			R	11/26/25	11/26/25		
Total Purchase Orders:				80	Total P.O. Line Items:	138	Total List Amount:	242,164.45	Total Void Amount:	0.00		



Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	4-01	4,800.00	0.00	4,800.00	0.00	0.00	4,800.00
CURRENT FUND	5-01	54,630.26	0.00	54,630.26	0.00	0.00	54,630.26
WATER OPERATING FUND	5-05	12,242.15	0.00	12,242.15	0.00	0.00	12,242.15
SEWER OPERATING FUND	5-07	11,605.17	0.00	11,605.17	0.00	0.00	11,605.17
Year Total:		78,477.58	0.00	78,477.58	0.00	0.00	78,477.58
GENERAL CAPITAL FUND	C-04	152,477.14	0.00	152,477.14	0.00	0.00	152,477.14
GRANT FUND	G-02	2,324.00	0.00	2,324.00	0.00	0.00	2,324.00
GENERAL TRUST FUND	T-13	626.73	0.00	626.73	0.00	0.00	626.73
BUILDERS' ESCROW FUND	T-14	3,459.00	0.00	3,459.00	0.00	0.00	3,459.00
Year Total:		4,085.73	0.00	4,085.73	0.00	0.00	4,085.73
Total of All Funds:		242,164.45	0.00	242,164.45	0.00	0.00	242,164.45

**RESOLUTION**  
**#2025-144**

I, Chris Slavicek, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council, do hereby acknowledge the resignation of

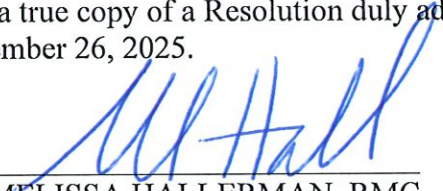
MICHAEL TUMOLO

As FIRE MARSHAL / CODE ENFORCER for the Borough of Helmetta with the last day of employment on October 29, 2025.

	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 November 26, 2025.

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

## RESOLUTION

2025-145

### HIRING OF GEORGE WALLACE AS FIRE MARSHAL/ CODE ENFORCER

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

GEORGE WALLACE

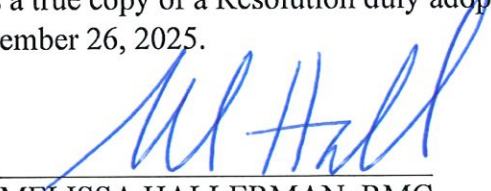
as FIRE MARSHAL/CODE ENFORCER for the Borough of for a term that expires December 31, 2025.

He will receive a salary of \$10,550 starting October 29, 2025.

	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 November 26, 2025.

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



**RESOLUTION**  
**#2025 - 146**

**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

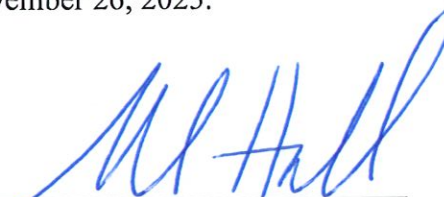
GEORGE WALLACE

as ABANDONED/VACANT PROPERTY OFFICIAL for the Borough of Helmetta for a term to expire on December 31, 2025.

	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 November 26, 2025.

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

**RESOLUTION NO. 2025-147**

**RESOLUTION AUTHORIZING RENEWAL OF MEMBERSHIP IN THE MID JERSEY MUNICIPAL JOINT INSURANCE FUND FOR A THREE-YEAR PERIOD EFFECTIVE JANUARY 1, 2026 THROUGH JANUARY 1, 2029**

**WHEREAS**, the Borough of Helmetta is a member of the Mid Jersey Municipal Joint Insurance Fund (the "Fund"), a joint insurance fund as defined in *N.J.S.A. 40A:10-36 et seq.*; and

**WHEREAS**, membership in the Fund will expire on January 1, 2026, unless earlier renewed by the governing body; and

**WHEREAS**, the Borough of Helmetta desires to renew its membership in the Fund for a three-year period beginning January 1, 2026 and ending January 1, 2029; and

**WHEREAS**, the Borough has reviewed the Fund's renewal terms and has found them to be acceptable and in the best interest of the Borough;

**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 Borough of Helmetta hereby renews its membership in the Mid Jersey Municipal Joint Insurance Fund for a three-year period, effective January 1, 2026 through January 1, 2029.
2. The Mayor and/or Borough Administrator are hereby authorized to execute any and all documents necessary to effectuate the renewal of membership, including but not limited to the Indemnity and Trust Agreement and the Resolution to Join the Fund as required by the Fund.
3. A certified copy of this Resolution shall be forwarded to the Mid Jersey Municipal Joint Insurance Fund and to the Borough's Risk Management Consultant.

**BE IT FURTHER RESOLVED** that 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 November 26, 2025.

A handwritten signature in blue ink, appearing to read "M Hall", is written above a horizontal line.

MELISSA HALLERMAN, RMC  
Municipal Clerk

## Agreement to Renew Membership in the Mid Jersey Municipal Joint Insurance Fund

WHEREAS, the Mid Jersey Municipal Joint Insurance Fund (hereinafter the FUND) is a duly chartered Municipal Insurance Fund as authorized by N.J.S.A. 40A:10-36 et seq; and

WHEREAS, the BOROUGH OF HELMETTA is currently a member of said FUND, and;

WHEREAS, effective January 1, 2026\*, said membership will expire unless earlier renewed, and;

WHEREAS, the governing body of the Borough of Helmetta resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. The BOROUGH OF HELMETTA hereby renews its membership in the Mid Jersey Municipal Joint Insurance Fund for a three (3) year period, beginning January 1, 2026, and ending January 1, 2029\*.
2. The BOROUGH OF HELMETTA hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the Mid Jersey Municipal Joint Insurance Fund as from time to time amended and altered by the Department of Banking and Insurance in accordance with the applicable Statutes and administrative regulations as if each and every one of said documents were re- executed contemporaneously herewith.
3. The BOROUGH OF HELMETTA agrees to be a participating member of the FUND for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the BOROUGH OF HELMETTA, the Mid Jersey Municipal Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Banking and Insurance to accept the renewal application of the BOROUGH OF HELMETTA.
5. Executed the 26<sup>th</sup> day of November, 2025 as the lawful and binding act and deed of the Borough of Helmetta, which execution has been duly authorized by public vote of the governing body.

ATTEST:

By: M. Hall, Clerk  
(Name and Title of Authorized Signature)

Borough of Helmetta

ME, Business Administrator  
(Name and Title of Authorized Signature)

Mid Jersey Municipal Joint Insurance Fund

\_\_\_\_\_  
(Authorized Signature)

\*12:01 a.m.

**RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE  
MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Borough of Helmetta is a member of the Mid Jersey Municipal Joint Insurance Fund; and

WHEREAS, said renewal membership terminates as of January 1, 2026\*, unless earlier renewed by agreement between the Municipality and the Fund; and

WHEREAS, the Municipality desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Borough of Helmetta agrees to renew its membership in the Mid Jersey Municipal Joint Insurance Fund for a period of three (3) years beginning January 1, 2026, and ending January 1, 2029\*, and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Mayor and Clerk/Administrator/Manager shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Mid Jersey Municipal Joint Insurance Fund evidencing the Municipality's intention to renew its membership.

This resolution agreed to the 26<sup>th</sup> day of November, 2025, by a vote of:

☒ Affirmative

☐ Abstain

☐ Negative

☐ Absent

\* 12:01 a.m.

**CERTIFICATION**

I hereby certify the above to be a true copy of Resolution No. 2025-147 adopted by the

Council of the Borough of Helmetta at a meeting held on  
November 26, 2025.

M. Hall, Clerk



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

**RESOLUTION NO. 2025-148**

**A RESOLUTION ACCEPTING THE APPLICATION OF ARTHUR KOSYY AS A  
REGULAR MEMBER OF THE HELMETTA VOLUNTEER FIRE COMPANY**

**WHEREAS**, the Borough of Helmetta recognizes the importance of volunteer service and the dedication of individuals who contribute their time and effort to the safety and welfare of the community; and

**WHEREAS**, the Helmetta Volunteer Fire Company has submitted to the Mayor and Borough Council the application of Mr. Arthur Kosyy for membership as a Regular Member of the Company; and

**WHEREAS**, the Fire Company has reviewed and approved Mr. Kosyy's application in accordance with its bylaws and has recommended his acceptance to the Borough Council; and

**WHEREAS**, the Mayor and Council of the Borough of Helmetta desire to formally accept the application of Mr. Kosyy and acknowledge his willingness to serve as a volunteer firefighter in the community.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that the application of Arthur Kosyy for membership as a Regular Member of the Helmetta Volunteer Fire Company is hereby accepted and approved.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be forwarded to the Helmetta Volunteer Fire Company and to Mr. Kosyy for their records.

	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 November 26, 2025.

  
\_\_\_\_\_  
MELISSA HALLERMAN, RMC

Municipal Clerk



# HELMETTA VOLUNTEER FIRE COMPANY

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



## APPLICATION FOR MEMBERSHIP

☐ Junior ☒ Regular ☐ Associate

Name Arthur Kosy Age 36

Address 18 Lakeview Dr, Helmetta, NJ, 08828

Home Phone                      Cell Phone 573-855-1965 Email arthurk0504@gmail.com

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

31 Franklin St, South River, NJ, 08882 2017-2021  
18 Lakeview Dr, Helmetta, NJ, 08828 2021-Present  
44 Lakeview Dr, Helmetta, NJ, 08828 2023-Owner

Date of Birth 05/04/89 Height 5'9" Weight 240 Eye Color Blue Hair Color Black  
Month Day Year

Marital Status ☐ Single ☒ Married ☐ Divorced ☐ Separated Number of Dependents           

Social Security Number 326-06-4245 Driver's License Number K67560617605894

Occupation HVAC, Appliances, Construction, Truck Driver (CDL) Work Schedule: ☒ Days ☐ Nights ☐ Shifts

Employer Arthur 18 Lakeview Dr, Helmetta, NJ, 08828 573-855-1965  
Name Address Telephone Number

How long employed? 15 years If less than one (1) year, give name and address of previous employer

Self Employed  
Firm Name Address Telephone Number

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

Degrees (IF ANY) Some college points but didn't finish

Name and address of high school attended or attending  
New Trier Township High School, 385 Winnetka Ave, Winnetka,  
Name of guidance counselor or advisor if still in high school IL, 60093

Physical Condition ☒ Good ☐ Average ☐ Fair

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



Would you submit to a physical examination if required by the department at the expense of the department?

☒ Yes ☐ No

Do you use Drugs or Narcotics?

☐ Yes ☒ No

Would you object to a random drug test

☒ Yes ☒ No

Have you ever been arrested (except for traffic violations)?

☐ Yes ☒ No

Have you ever been convicted of a crime?

☐ Yes ☒ No

Would you object to a Police Record checks at any time?

☒ Yes ☒ No

Would you object to checks of your Driver's License at any time?

☒ Yes ☒ No

Have you been **convicted** of any MOVING motor vehicle violations in the last three years?

☒ Yes ☐ No

Are you now, or have you previously **been** a member of a Fire Department?

☐ Yes ☒ No

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

--

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

Name	Address	Telephone
Dima Kolesyankin	Levittown, PA	609-516-5161
Volodymyr	Gurnee, IL	773-817-1528

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

Date 09.23.25



Signature Of Applicant

Signature of Reference

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

### FIRE COMPANY USE ONLY

DATE INTERVIEWED

DATE ACCEPTED

INTERVIEWED BY

**RESOLUTION**

**#2025-149**

**RESOLUTION AUTHORIZING PAYMENT TO VALIC OF \$4,800 PURSUANT TO LOSAP  
FOR CALENDAR YEAR 2024**

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

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

WHEREAS, the Helmetta Fire Department has provided the Plan Administrator Salvatore Masucci with evidence that the following twelve (12) firefighters met the qualifying requirements of the Program for calendar year 2024: Raphael Dolce, Joseph Fragosa, Duane Hoven, Eric Knapp, Steve Magno, Pradeep Mathew, Joseph Reid, William Reid, Robert Simonelli, James Thigpen, Richard Twomey, and Robert Wherle; and

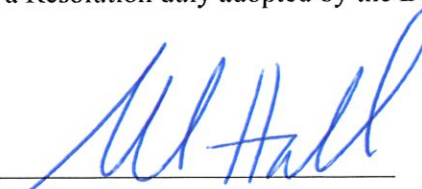
WHEREAS, the Borough has entered into an agreement with AIG Valic, now known as AIG Retirement, to provide financial support for the Program.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Chief Financial Officer is hereby authorized to issue a check in the amount of Four Thousand, Eight hundred dollars (\$4,800) to AIG Retirement for the Borough's contribution to the Length of Service Awards Program for 2024.

	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 November 25, 2025.



MELISSA HALLERMAN, RMC  
Municipal Clerk

**BOROUGH OF HELMETTA  
RESOLUTION 2025-150**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-1 et seq., the Borough of Helmetta may enter into an interlocal service agreement with other governmental units; and

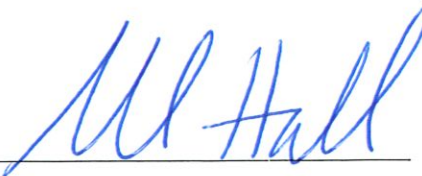
**WHEREAS**, the Borough of Helmetta desires to renew the interlocal service agreement with the County of Middlesex for the purpose of obtaining Public Health Services for the Borough pursuant to the attached Contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Helmetta, County of Middlesex and State of New Jersey that the Mayor and Borough Clerk are hereby authorized to renew the interlocal service agreement with the County of Middlesex for the purpose of the Borough obtaining Public Health Services from the County of Middlesex for the years January 1, 2026 through December 31, 2026 with a yearly rate of \$21,490.83 pursuant to the terms set forth in the attached Contract.

	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 November 26, 2025.



MELISSA HALLERMAN, RMC

Municipal Clerk



Ronald G. Rios  
County Commissioner Director

Shanti Narra  
County Commissioner Deputy Director

Claribel A. Azcona-Barber  
Charles Kenny  
Leslie Koppel  
Chanelle Scott McCullum  
Charles E. Tomaro  
County Commissioners



**DEPARTMENT OF PUBLIC SAFETY & HEALTH**  
Office of Health Services

Shanti Narra  
Chairperson,  
Public Safety & Health

John A. Pulomena  
County Administrator

Joseph W. Krisza  
Department Head

Lester Jones  
Director – Health Officer

November 7, 2025

Ms. Melissa Hallerman, Municipal Clerk  
Borough of Helmetta  
51 Main Street  
Helmetta, New Jersey 08828

RE: Public Health Interlocal Service Contract 2026

Dear Ms. Hallerman:

Enclosed please find the Interlocal Health Services contract for your municipality. This contract will provide public health services and programs to your community for the period of January 1, 2026, to December 31, 2026, in the amount of \$21,490.83.

Please have your governing body execute the enclosure and return to my office so a Resolution may be approved by the Middlesex Board of County Commissioners.

The executed Resolution and contract will be sent to you via email, so please indicate the email you wish to use.

Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lester Jones'.

Lester Jones  
Director-Health Officer

LJ/pk  
Enclosure

444 Hoes Lane, Bldg. 6, Suite 120  
Piscataway, NJ 08854  
Phone: 732-745-3100 – TTY: 732-529-9881  
Fax: 732-745-2568  
[www.middlesexcountynj.gov](http://www.middlesexcountynj.gov)



THIS CONTRACT entered into this 1<sup>st</sup> day of January 2026,  
between the COUNTY OF MIDDLESEX, a municipal corporation of the State of New Jersey, having its principal office at 75 Bayard Street New Brunswick, New Jersey, hereinafter referred to as the "COUNTY" and the BOROUGH OF HELMETTA, having its principal office at 51 Main Street, Helmetta, in the County of Middlesex and the State of New Jersey, hereinafter referred to as the "MUNICIPALITY",

WITNESSETH:

WHEREAS, the County has created the Middlesex County Office of Health Services pursuant to N.J.S.A. 26:3A2-1 *et seq.*, to provide an array of public health services; and

WHEREAS, the Municipality is desirous of contracting with the County for furnishing by the County to the Municipality health services of a technical and professional nature as more fully set forth below; and

WHEREAS, the parties to this contract are authorized to contract for said Services pursuant to N.J.S.A. 40A:65-1 *et seq.*;

NOW, THEREFORE, in consideration of the mutual promises, covenants, agreements and other considerations between the parties, the parties do hereby mutually covenant and agree as follows:

1. The County shall provide properly licensed personnel within the territorial jurisdiction of the Municipality, to carry out the following public health activities:
  - a. ADMINISTRATION
  - b. HEALTH EDUCATION

- c. COUNTY ENVIRONMENTAL HEALTH ACT (CEHA)  
ENVIRONMENTAL PROGRAMS
- d. PUBLIC HEALTH NURSING
- e. PUBLIC HEALTH INSPECTION
- f. EPIDEMIOLOGY AND BIOTERRORISM

2. All of the above mentioned activities shall be provided in accordance with the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey as set forth at N.J.A.C. 8:52-1.1 *et seq.* and the regulations promulgated under the County Environmental Health Act (CEHA) N.J.A.C. 7:1H *et seq.*
3. In addition to the above public health services, the County will continue to provide specialized grant services.
4. In the event a particular public health service or activity exceeds the actual cost to provide said services, the Director shall have the discretion to determine whether the service or activity is necessary, shall be modified, may seek alternative funding or may engage in negotiations with the Municipality for the costs in excess of what is provided for in this Agreement.
5. In the event that the County or the Director seeks to exercise its rights



under Paragraph 4 hereof, determining services are necessary and seeking costs in excess of what is provided for in this Agreement, the County and/or Director shall provide written notice to the Municipality sixty (60) days in advance of any increased costs sought, at which time the Borough of Helmetta shall have the option to accept the increased costs, negotiate a mutual acceptable amount, or shall be permitted to explore and find an alternate method of delivery for said services and/or to terminate the agreement within the sixty (60) days thereof.

6. The term of this contract shall be for one (1) year commencing on January 1, 2026, and terminating on December 31, 2026, unless terminated earlier as provided for hereinafter.
7. The base cost for the provision of the aforesaid health services shall be as follows:

2026 - \$21,490.83

It is understood that the costs, as set forth above, reflects the actual cost to the County to provide the health services.

8. Should the Municipality utilize the early termination procedures set forth in Paragraph 12, then in that event, the Municipality shall pay to the County any increases in costs the County incurred to provide said services in the year of termination that the County was not able to mitigate. Said payment shall be made by the Municipality within thirty (30) days from the receipt from the County of a statement of such additional costs.

9. The Municipality shall designate during the life of this contract, the Director of the County Office of Health Services as the Health Officer of the

Municipality, who shall be its general agent for the enforcement of the local health ordinances and the laws, rules and regulations of the New Jersey Department of Health.

10. The Director of the County Office of Health Services shall supervise and direct all public health activities and health employees of the Municipality.

11. Said Director or his representative shall attend the monthly meetings of the local Board of Health and shall report to the Committee on Health of the Board of County Commissioners at least annually. Copies of said report shall be furnished to the Municipality.

12. This contract may be terminated by either of the parties for convenience, upon 120 days notice.

13. The contract shall be subject to the approval of the State Commissioner of Health.

14. During the period that the County Office of Health Services provides health services as set forth above, any State aid received by the Municipality for such health services shall be paid to the County of Middlesex and deducted from the actual costs of services.

15. The obligations of the County and Municipality are subject to the availability and appropriation of funds.

16. The County of Middlesex and the Municipality shall save, protect, indemnify and hold harmless each other and their respective elected officials, officers and employees from any and all damages or claims for damages to persons or property, including reasonable counsel fees and costs, which may result or arise from the actions, failure to act, negligence, and/or willful misconduct of their employees, agents or

contractors under this Agreement, to the extent permitted and pursuant to the provision of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et. seq. and the New Jersey Contractual Liability Act, N.J.S.A. 50:13-1 et. seq.

17. This agreement and any amendments hereto, shall be subject to the formal approval by the Board of County Commissioners and the Municipal Council.

IN WITNESS WHEREOF, the County of Middlesex has caused this instrument to be signed by the Director of the Board of County Commissioners, attested by the Clerk of said Board, and its corporate seal to be hereunto affixed pursuant to a resolution of said Board passed for that purpose and said Municipality of Helmetta caused its proper officers to execute the same, pursuant to a Resolution passed for that purpose the day and year first written above.

ATTEST:

COUNTY OF MIDDLESEX

\_\_\_\_\_  
Erica Del Plato  
Clerk of the Board

By: \_\_\_\_\_  
Ronald G. Rios  
County Commissioner Director

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

By:   
\_\_\_\_\_  
Christopher Slavicek, Mayor



**RESOLUTION**  
**#2025-151**  
**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5 a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled, "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of the Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

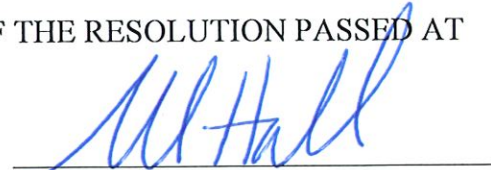
WHEREAS, all members of the governing body have received and familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of the local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, that the Borough Council of the Borough of Helmetta, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

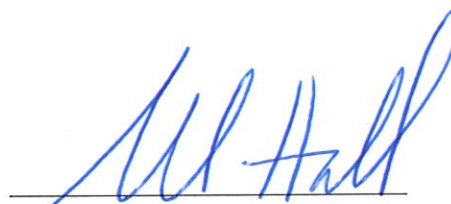
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON NOVEMBER 26, 2025.

  
Melissa Hallerman  
Municipal Clerk

	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 November 26, 2025.

  
MELISSA HALLERMAN, RMC  
Municipal Clerk



**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT**  
**GROUP AFFIDAVIT FORM**  
**(NO PHOTO COPIES OF SIGNATURES)**

STATE OF NEW JERSEY  
COUNTY OF MIDDLESEX

We, members of the governing body of the Borough of Helmetta, in the County of Middlesex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Borough Council of the Borough of Helmetta in the County of Middlesex;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2024;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled, "Comments and Recommendations."

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

Sworn to and subscribed before me this

26<sup>th</sup> day of November 2025

Notary Public of New Jersey

MELISSA HALLERMAN  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
ID # 50200786  
MY COMMISSION EXPIRES JUL. 14, 2027

Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders) shall set forth the reason of the absence of signatures of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.




## AFFIDAVIT OF PUBLICATION

Order Number : 11856235

STATE OF WISCONSIN  
Brown County

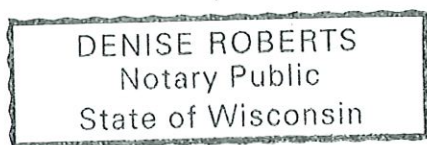
Of the **Home News Tribune**, a newspaper printed in Freehold, New Jersey and published in East Brunswick, in State of New Jersey and Middlesex County, and of general circulation in Middlesex and Union Counties, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a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

11/23/2025

  
\_\_\_\_\_  
Legal Clerk

  
\_\_\_\_\_  
Notary Public State of Wisconsin County of Brown

  
\_\_\_\_\_  
My commission expires



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

**RECOMMENDATIONS**

DECEMBER 31, 2024

None

The preceding summary of synopsis was prepared from the report of audit of the Borough of Helmetta, County of Middlesex, for the calendar year 2024. The financial statements included in this summary of synopsis are presented in the form prescribed by the Local Finance Board, Department of Community Affairs, State of New Jersey. Readers are cautioned that the summary of synopsis was prepared solely for the purpose of compliance with the public disclosure provisions of N.J.S.A. 40A:5-7 and accordingly, the summary of synopsis should not be relied upon for any other purpose. This report of audit submitted by Genevieve Lopez, Certified Public Accountant, Registered Municipal Accountant of the firm Samuel Klein and Company, LLP on the report date October 31, 2025, expressed an unmodified opinion on the financial statements of the Borough of Helmetta and will be available on or after November 26, 2025 on the Borough's website [www.helmettaboro.com](http://www.helmettaboro.com) and may be inspected by any interested person.

Melissa Hileman, Borough Clerk  
Borough of Helmetta

**SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT  
BOROUGH OF HELMETTA  
AS REQUIRED BY N.J.S. 40A:5-7  
COMBINED COMPARATIVE BALANCE SHEET**

	December 31, 2024	December 31, 2023
<b>ASSETS</b>		
Cash and Investments	\$ 3,838,025.58	\$ 4,118,757.46
Amounts Held by Plan Administrator (Unaudited)	131,905.75	107,343.26
Taxes, Assessments, Licenses and Utility Charges Receivable	138,417.08	134,233.77
Intergovernmental Accounts Receivable	764,020.71	644,940.23
Property Acquired for Taxes, Assessed Value	8,800.00	8,800.00
Accounts Receivable	111,934.63	127,558.91
Interfunds Receivable	182,230.72	257,896.89
Fixed Capital - Utility	5,277,957.83	5,277,557.83
Capital Assets	4,791,395.40	4,787,395.40
Obligation Under Capital Lease	123,627.83	12,274.11
Deferred Charges Deficit on Operations	18,904.18	
Deferred Charges to Future Taxation, General Capital	1345,081.07	922,959.72
Total Assets	\$ 16,562,300.78	\$ 16,395,575.58
<b>LIABILITIES, RESERVES AND FUND BALANCE</b>		
Bonds and Loans Payable	\$ 1,787,720.61	\$ 1,923,180.54
Improvement Authorizations	965,015.36	517,735.47
Capital Lease Obligation Payable	123,627.83	12,274.11
Other Liabilities and Special Funds	3,503,315.26	3,401,005.60
Reserve for LOSAP (Unaudited)	131,905.75	107,343.26
Interfunds Payable	182,230.72	257,896.89
Reserve for Amortization of Fixed Capital	4,302,818.29	4,271,737.01
Reserve for Certain Assets Receivable	251,237.35	308,428.11
Investment in Capital Assets	4,791,395.40	4,787,395.40
Fund Balance	523,031.21	748,521.13
Total Liabilities, Reserves and Fund Balance	\$ 16,562,300.78	\$ 16,395,575.58

**SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT  
BOROUGH OF HELMETTA  
AS REQUIRED BY N.J.S. 40A:5-7  
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE  
CURRENT FUND**

	Year 2024	Year 2023
<b>REVENUE AND OTHER INCOME REALIZED</b>		
Fund Balance Utilized	\$ 398,446.79	\$ 448,850.00
Macellaneous, From Other Than Local Property Tax Levies	821,342.07	688,724.11
Collection of Delinquent Taxes and Tax Title Liens	101,520.07	52,035.15
Collection of Current Tax Levy	6,446,206.63	6,965,612.63
Nonbudgeted Revenue	45,924.16	78,698.12
Other Credits to Income	103,053.98	191,559.39
Total Income	\$ 7,915,693.80	\$ 7,625,479.40
<b>EXPENDITURES</b>		
Municipal Purpose	\$ 2,629,628.56	\$ 2,485,936.55
County Taxes	1,045,395.62	997,384.32
Local District School Taxes	3,964,615.00	3,763,455.00
Other Expenditures	1,830.85	37,302.09
Total Expenditures	\$ 7,641,470.03	\$ 7,284,077.96
Excess in Revenue	\$ 274,223.77	\$ 341,401.44
Fund Balance, January 1	456,589.95	594,038.51
	\$ 760,813.72	\$ 935,439.95
Less: Utilization as Anticipated Revenue	338,446.79	448,850.00
Fund Balance, December 31	\$ 362,366.93	\$ 486,589.95

**SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT  
BOROUGH OF HELMETTA  
AS REQUIRED BY N.J.S. 40A:5-7  
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE  
WATER UTILITY FUND**

	Year 2024	Year 2023
<b>REVENUE AND OTHER INCOME REALIZED</b>		
Fund Balance Utilized	\$ 60,000.00	\$ 80,661.11
Rents	446,107.15	474,737.03
Macellaneous	99,804.87	96,474.25
Nonbudget Revenue	4,604.63	3,638.76
Revenue for Fair Share Water Tower	59,350.00	24,655.83
Other Credits to Income	579.17	2,440.00
Total Income	\$ 670,445.82	\$ 682,607.04
<b>EXPENDITURES</b>		
Operating	\$ 579,604.00	\$ 559,450.00
Capital Improvement Fund	10,500.00	20,000.00
Debt Service	82,767.00	82,733.09
Deferred Charges and Statutory Expenditures	16,479.00	19,074.00
Total Expenditures	\$ 689,350.00	\$ 681,257.09
Excess (Deficit) in Revenue	\$ (18,904.18)	\$ 1,290.04
Fund Balance, January 1	63,935.84	131,306.91
	\$ 63,935.84	\$ 144,596.95
Decreased by:		
Utilization by Water Operating Budget	60,000.00	80,661.11
Fund Balance, December 31	\$ 3,935.84	\$ 63,935.84

**SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT  
BOROUGH OF HELMETTA  
AS REQUIRED BY N.J.S. 40A:5-7  
STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE  
SEWER UTILITY FUND**

	Year 2024	Year 2023
<b>REVENUE AND OTHER INCOME REALIZED</b>		
Fund Balance Utilized	\$ 71,778.00	\$ 81,605.00
Rents	497,143.65	450,379.29
Nonbudget Revenue	6,316.36	2,652.00
Other Credits to Income	47,053.63	78,654.76
Total Income	\$ 622,291.04	\$ 613,291.05
<b>EXPENDITURES</b>		
Operating	\$ 526,044.00	\$ 534,450.00
Capital Improvements	15,000.00	15,000.00
Deferred Charges and Statutory Expenditures	16,479.00	18,074.00
Debt Service	4,295.00	4,281.00
Total Expenditures	\$ 561,778.00	\$ 571,805.00
Statutory Excess to Fund Balance	\$ 60,513.04	\$ 61,686.05
Fund Balance, January 1	163,865.47	184,584.42
	\$ 224,378.51	\$ 265,670.47
Decreased by:		
Utilization by Sewer Operating Budget	\$ 71,778.00	\$ 81,605.00
Transfer to Current Funds as Anticipated Revenue	30,000.00	20,000.00
	\$ 101,778.00	\$ 101,605.00
Fund Balance, December 31	\$ 122,600.51	\$ 164,065.47


BOROUGH OF HELMETTA  
COUNTY OF MIDDLESEX, NEW JERSEY

RECOMMENDATIONS

DECEMBER 31, 2024

None.

The preceding summary of synopsis was prepared from the report of audit of the Borough of Helmetta, County of Middlesex, for the calendar year 2024. The financial data included in the summary or synopsis is presented in the form prescribed by the Local Finance Board, Department of Community Affairs, State of New Jersey. Readers are cautioned that the summary or synopsis was prepared solely for the purpose of compliance with the public disclosure provisions of N.J.S.A. 40A:5-7 and, accordingly, the summary or synopsis should not be relied upon for any other purpose. This report of audit submitted by Gerard Stankiewicz, Certified Public Accountant, Registered Municipal Accountant, of the firm Samuel Klein and Company, LLP whose report dated October 31, 2025, expressed an unmodified opinion is on file at the Borough Clerk's Office and will be available on or after November 26, 2025 on the Borough's website [www.Helmettaboro.com](http://www.Helmettaboro.com) and may be inspected by any interested person.

  
\_\_\_\_\_  
Melissa Hallerman, Borough Clerk  
Borough of Helmetta



**SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT**  
**BOROUGH OF HELMETTA**  
**AS REQUIRED BY N.J.S. 40A:5-7**  
**COMBINED COMPARATIVE BALANCE SHEET**

	December 31, 2024	December 31, 2023
<b><u>ASSETS</u></b>		
Cash and Investments	\$ 3,838,025.58	\$ 4,118,757.46
Amounts Held by Plan Administrator (Unaudited)	131,905.75	107,343.26
Taxes, Assessments, Liens and Utility Charges Receivable	138,417.08	134,233.77
Intergovernmental Accounts Receivable	764,020.71	644,940.23
Property Acquired for Taxes, Assessed Value	8,800.00	8,800.00
Accounts Receivable	141,934.63	122,958.91
Interfunds Receivable	182,230.72	257,896.89
Fixed Capital - Utility	5,277,957.83	5,277,957.83
Capital Assets	4,791,395.40	4,787,395.40
Obligation Under Capital Lease	123,627.83	12,274.11
Deferred Charges Deficit in Operations	18,904.18	
Deferred Charges to Future Taxation, General Capital	1,145,081.07	922,959.72
Total Assets	<u>\$ 16,562,300.78</u>	<u>\$ 16,395,517.58</u>
<b><u>LIABILITIES, RESERVES AND FUND BALANCE</u></b>		
Bonds and Loans Payable	\$ 1,787,720.61	\$ 1,929,180.54
Improvement Authorizations	965,015.36	571,735.47
Capital Lease Obligation Payable	123,627.83	12,274.11
Other Liabilities and Special Funds	3,503,316.26	3,401,005.60
Reserve for LOSAP (Unaudited)	131,905.75	107,343.26
Interfunds Payable	182,230.72	257,896.89
Reserve for Amortization of Fixed Capital	4,302,818.29	4,271,737.01
Reserve for Certain Assets Receivable	251,237.35	308,428.11
Investment in Capital Assets	4,791,395.40	4,787,395.40
Fund Balance	523,033.21	748,521.19
Total Liabilities, Reserves and Fund Balance	<u>\$ 16,562,300.78</u>	<u>\$ 16,395,517.58</u>

SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT  
BOROUGH OF HELMETTA  
AS REQUIRED BY N.J.S. 40A:5-7  
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE,  
CURRENT FUND

	<u>Year 2024</u>	<u>Year 2023</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>		
Fund Balance Utilized	\$ 398,446.79	\$ 448,850.00
Miscellaneous, From Other Than Local Property		
Tax Levies	821,342.07	688,724.11
Collection of Delinquent Taxes and Tax Title Liens	101,520.17	52,035.15
Collection of Current Tax Levy	6,446,206.63	6,165,612.63
Nonbudgeted Revenue	45,124.16	78,698.12
Other Credits to Income	<u>103,053.98</u>	<u>191,559.39</u>
Total Income	\$ <u>7,915,693.80</u>	\$ <u>7,625,479.40</u>
<u>EXPENDITURES</u>		
Municipal Purpose	\$ 2,629,628.56	\$ 2,485,936.55
County Taxes	1,045,395.62	997,384.32
Local District School Taxes	3,964,615.00	3,763,455.00
Other Expenditures	<u>1,830.85</u>	<u>37,302.09</u>
Total Expenditures	\$ <u>7,641,470.03</u>	\$ <u>7,284,077.96</u>
Excess in Revenue	\$ 274,223.77	\$ 341,401.44
Fund Balance, January 1	<u>486,589.95</u>	<u>594,038.51</u>
	\$ 760,813.72	\$ 935,439.95
Less: Utilization as Anticipated Revenue	<u>398,446.79</u>	<u>448,850.00</u>
Fund Balance, December 31	\$ <u><u>362,366.93</u></u>	\$ <u><u>486,589.95</u></u>

SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT  
BOROUGH OF HELMETTA  
AS REQUIRED BY N.J.S. 40A:5-7  
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE,  
WATER UTILITY FUND

	<u>Year 2024</u>	<u>Year 2023</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>		
Fund Balance Utilized	\$ 60,000.00	\$ 80,661.11
Rents	446,107.15	474,737.03
Miscellaneous	99,804.87	96,474.25
Nonbudget Revenue	4,604.63	3,638.76
Reserve for Fair Share Water Tower	59,350.00	29,655.89
Other Credits to Income	<u>579.17</u>	<u>2,440.00</u>
Total Income	\$ <u>670,445.82</u>	\$ <u>687,607.04</u>
<u>EXPENDITURES</u>		
Operating	\$ 579,604.00	\$ 559,450.00
Capital Improvement Fund	10,500.00	20,000.00
Debt Service	82,767.00	82,793.00
Deferred Charges and Statutory Expenditures	<u>16,479.00</u>	<u>18,074.00</u>
Total Expenditures	\$ <u>689,350.00</u>	\$ <u>680,317.00</u>
Excess/(Deficit) in Revenue	\$ <u>(18,904.18)</u>	\$ 7,290.04
Fund Balance, January 1	<u>63,935.84</u>	<u>137,306.91</u>
	\$ 63,935.84	\$ 144,596.95
Decreased by:		
Utilization by Water Operating Budget	<u>60,000.00</u>	<u>80,661.11</u>
Fund Balance, December 31	\$ <u><u>3,935.84</u></u>	\$ <u><u>63,935.84</u></u>



SUMMARY OF SYNOPSIS OF 2024 AUDIT REPORT  
BOROUGH OF HELMETTA  
AS REQUIRED BY N.J.S. 40A:5-7  
STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE,  
SEWER UTILITY FUND

	<u>Year 2024</u>	<u>Year 2023</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>		
Fund Balance Utilized	\$ 71,778.00	\$ 81,805.00
Rents	497,143.05	490,379.29
Nonbudget Revenue	6,316.36	2,652.00
Other Credits to Income	<u>47,053.63</u>	<u>78,054.76</u>
Total Income	\$ <u>622,291.04</u>	\$ <u>652,891.05</u>
<u>EXPENDITURES</u>		
Operating	\$ 526,044.00	\$ 534,450.00
Capital Improvements	15,000.00	15,000.00
Deferred Charges and Statutory Expenditures	16,479.00	18,074.00
Debt Service	<u>4,255.00</u>	<u>4,281.00</u>
Total Expenditures	\$ <u>561,778.00</u>	\$ <u>571,805.00</u>
Statutory Excess to Fund Balance	\$ 60,513.04	\$ 81,086.05
Fund Balance, January 1	<u>163,865.47</u>	<u>184,584.42</u>
	\$ <u>224,378.51</u>	\$ <u>265,670.47</u>
Decreased By:		
Utilization by Sewer Operating Budget	\$ 71,778.00	\$ 81,805.00
Transfer to Current Fund as Anticipated Revenue	<u>30,000.00</u>	<u>20,000.00</u>
	\$ <u>101,778.00</u>	\$ <u>101,805.00</u>
Fund Balance, December 31	\$ <u><u>122,600.51</u></u>	\$ <u><u>163,865.47</u></u>

## RESOLUTION NO. 2025-152

### A RESOLUTION OF THE BOROUGH OF HELMETTA, MIDDLESEX COUNTY, ESTABLISHING CASH-TRANSACTION ROUNDING AND CUSTOMER CREDIT PROCEDURES IN LIGHT OF THE CESSATION OF U.S. PENNY PRODUCTION

**WHEREAS**, the United States Department of the Treasury has ceased minting new one-cent coins for circulation, and pennies in circulation remain legal tender but are increasingly scarce in banking channels, which has reduced municipal access to low-denomination coin for making change at payment counters; and

**WHEREAS**, there is presently no uniform federal rounding mandate, and cash-only rounding practices adopted in other jurisdictions commonly round the final cash settlement to the nearest five cents after all taxes and fees are computed, while electronic and check payments continue to the exact cent; and

**WHEREAS**, the Borough must continue to accept lawful payments, provide clear and fair settlement practices for in-person cash payers, and ensure that ledgered amounts for taxes, utilities, and other fees remain recorded to the exact cent as required by law and sound accounting; and

**WHEREAS**, the Mayor and Council find that a customer-protective procedure is necessary to address coin scarcity, prevent overcharges, and provide consistent treatment across Borough departments until further federal or State guidance is issued;

**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. **Scope.** This Resolution applies to in-person cash receipts handled by the Tax Collector, Utility office, Municipal Court, Clerk, Police Records, Recreation, and any other Borough cashiering points. It does not alter any fee, rate, tax, penalty, or interest established by statute, ordinance, or resolution.
2. **Rounding rule for cash settlements only.** When coin change in one-cent denominations is unavailable, the cashier shall round the final cash amount due to the nearest five cents after all calculations, including sales tax if applicable, are completed. Amounts ending in 1 or 2 cents shall round down to 0 cents. Amounts ending in 3 or 4 cents shall round up to 5 cents. Amounts ending in 6 or 7 cents shall round down to 5 cents. Amounts ending in 8 or 9 cents shall round up to 10 cents. Amounts ending in 0 or 5 cents shall not be rounded.
3. **Ledger integrity.** All Borough ledgers and account records for taxes, utilities, fees, fines, and other receivables shall continue to reflect the exact amount to the cent. Any rounding happens solely at the cash settlement stage for purposes of making change.
4. **Credits and refunds.** If rounding results in the payer tendering an amount that exceeds the exact amount due, the overage shall be automatically applied as a credit to the payer's account for the next billing cycle. Upon request at the time of payment, the payer may elect an immediate refund of the overage by check, subject to standard disbursement procedures, or may apply the overage to another Borough receivable in the payer's name.
5. **Customer-protective treatment.** For taxes, utilities, and other statutory charges, the Borough shall not require a payer to remit more than the exact amount due as a condition of timely payment. If rounding would otherwise increase the amount the payer must tender in cash, the Borough shall accept the lower rounded amount as payment in full for that



## RESOLUTION NO. 2025-152

### A RESOLUTION OF THE BOROUGH OF HELMETTA, MIDDLESEX COUNTY, ESTABLISHING CASH-TRANSACTION ROUNDING AND CUSTOMER CREDIT PROCEDURES IN LIGHT OF THE CESSATION OF U.S. PENNY PRODUCTION

- installment and post any remaining cents as a Borough-absorbed variance, or shall offer the payer the option to tender the exact-cent amount by card or check.
6. **Electronic and check payments.** Payments by credit card, debit card, ACH, or check shall continue to be accepted and processed at the exact-cent amount with no rounding.
  7. **Acceptance of coins presented by payers.** The Borough will accept pennies presented in payment. Due to bank distribution limits, staff may be unable to provide pennies in change; the rounding procedure in Section 2 shall apply in that circumstance.
  8. **Signage and public notice.** The Borough Clerk, in coordination with the CFO and Department Heads, shall post a public notice on the Borough website and social media and place signage at cashiering locations explaining the rounding procedure, the availability of exact-cent electronic and check payments, and the automatic credit or refund options for any overage.
  9. **Staff procedures.** The CFO and Tax Collector are authorized to issue written cashiering procedures and training consistent with this Resolution, including reconciliation steps to ensure that daily cash receipts balance to ledgered exact-cent amounts and that credits or refunds are promptly recorded.
  10. **Effective date and review.** This Resolution shall take effect December 15, 2025, and shall remain in effect until amended or repealed. The CFO shall report back to the Governing Body within six months with data and recommendations, or sooner if federal or State guidance is issued.
  11. **Severability.** If any provision of this Resolution is found invalid, the remaining provisions shall continue in full force and effect.
  12. **Authority.** This Resolution is adopted pursuant to the Borough's general police powers and fiscal administration authority under New Jersey law, and is intended as an administrative procedure that does not modify any rate, fee, or tax established by statute or ordinance, unless otherwise specifically amended.

	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 November 26, 2025.



**RESOLUTION NO. 2025-152**

**A RESOLUTION OF THE BOROUGH OF HELMETTA, MIDDLESEX COUNTY,  
ESTABLISHING CASH-TRANSACTION ROUNDING AND CUSTOMER CREDIT  
PROCEDURES IN LIGHT OF THE CESSATION OF U.S. PENNY PRODUCTION**

A handwritten signature in blue ink, appearing to read "Mel Hall", is written over a horizontal line.

MELISSA HALLERMAN, RMC

Municipal Clerk

Resolution

2025-153

A RESOLUTION AUTHORIZING YEAR 2025 BUDGET TRANSFERS NO.1

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

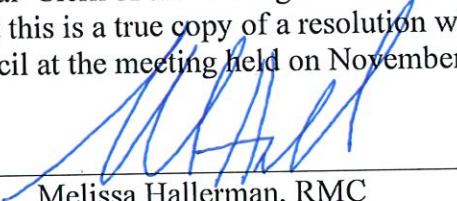
Account	Account Name	From	To
5-01-20-120-020	Municipal Clerk OE	\$ 2,000.00	
5-01-20-708-021	Tax Collector OE	\$ 2,000.00	
5-01-20-710-020	Tax Assessor OE	\$ 1,500.00	
5-01-20-711-020	Elections OE	\$ 500.00	
5-01-20-712-020	Legal Services OE	\$ 6,000.00	
5-01-20-715-020	Engineering Service OE	\$ 3,000.00	
5-01-21-720-020	Planning Board OE	\$ 2,000.00	
5-01-23-733-020	Health Insurance Employee	\$ 2,500.00	
5-01-36-845-015	Social Security	\$ 2,500.00	
5-01-42-855-010	Municipal Court S&W	\$ 1,500.00	
5-01-42-855-020	Municipal Court OE	\$ 1,500.00	
5-01-20-710-010	Tax Assessor S&W		\$ 500.00
5-01-22-725-020	Code Enforcement OE		\$ 1,000.00
5-01-26-315-020	Vehicle Maint-DPW		\$ 2,500.00
5-01-26-765-020	Streets & Roads OE		\$ 2,000.00
5-01-26-772-020	Building & Grounds OE		\$ 4,500.00
5-01-28-795-020	Recreation OE		\$ 5,000.00
5-01-28-797-020	Senior Citizens OE		\$ 1,000.00
5-01-31-825-020	Electricity		\$ 1,000.00

5-01-31-826-020	Street Lighting	\$ 2,000.00
5-01-31-831-020	Postage	\$ 1,000.00
5-01-31-834-020	Office Supplies	\$ 500.00
5-01-43-746-031	Police Services-Jamesburg	\$ 4,000.00

	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 November 26, 2025.

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



**BOROUGH OF HELMETTA  
RESOLUTION NO. 2025-154**

**RESOLUTION AUTHORIZING PAYMENT NO. 1 FOR THE BOROUGH HALL  
PAVING PROJECT TO REIVAX CONSTRUCTION CORP. UPON THE  
RECOMMENDATION OF CENTER STATE ENGINEERING**

WHEREAS, the Borough of Helmetta previously awarded a contract to Reivax Construction Corp. for the Borough Hall Paving Project, designated as Project No. HE-24-005-02; and

WHEREAS, Center State Engineering, serving as the Borough's Consulting Engineer, has reviewed the work completed to date and has submitted Recommendation of Payment No. 1, certifying that the Contractor has satisfactorily completed approximately eighty-five percent (85%) of the project in accordance with the plans and specifications; and

WHEREAS, Center State Engineering has recommended issuance of Payment No. 1 in the amount of One Hundred Ten Thousand Nine Hundred Twenty Dollars and Fifty-Nine Cents (\$110,920.59) to Reivax Construction Corp.; and

WHEREAS, the Borough's Chief Financial Officer has certified that sufficient funds are available for said payment, and that the payment is in accordance with the terms of the contract.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, that Payment No. 1 for the Borough Hall Paving Project HE-24-005-02 is hereby approved and authorized to be issued to Reivax Construction Corp. in the amount of \$110,920.59; and

BE IT FURTHER RESOLVED that the Borough Clerk shall provide a certified copy of this Resolution to Center State Engineering, Reivax Construction Corp., and the Borough's Chief Financial Officer.

	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 November 26, 2025.



---

MELISSA HALLERMAN, RMC  
Municipal Clerk

# CENTER STATE ENGINEERING

481 Spotswood Englishtown Road, Monroe Township, New Jersey 08831

T 732.605.9440 F 732.605.9444

November 21, 2025

**Borough of Helmetta**  
**Matthew Crane, Borough Administrator**  
51 Main Street  
Helmetta, NJ 08828

***Re: Borough of Helmetta***  
***Borough Hall Paving***  
***HE-24-005-02***  
***Recommendation of Payment No. 1***

Dear Mr. Crane:

Attached please find a copy of the contractor's invoice as prepared for the subject matter, as well as the corresponding certified payroll and manning reports.

Our office has inspected the completed work and finds the same to be satisfactorily completed. Consequently, our office recommends issuance of Payment No. 1 in the amount of \$110,920.59 to Reivax Contracting Corp., representing approximately 85% of the project being completed.

If you should have any questions or require further information regarding this matter, please contact our office.

Sincerely,

Kevin Meade, Jr., PE, CME  
Borough Engineer

CC: Melissa Hallerman, Borough Clerk  
Reivax Contracting Corp.



# CENTER STATE ENGINEERING

481 Spotswood Englishtown Road, Monroe Township, New Jersey 08831  
732.605.9440 F 732.605.9444

Pay Estimate				Rohrer Contracting Corp.				PAYMENT NUMBER 1			
Parking Lot Improvements				140 River Road				24-Nov-25			
Borough of Helmetta, Middlesex County, NJ				Farmingdale, NJ 08822							
CSE No. HE24-005-02				98864253							
Bids Received June 10, 2025				spjones@rohrecontracting.com							
ITEM NO.	UNIT	CONTRACT QUANTITY	APPROVED C.O. QUANTITY	TOTAL QUANTITY	BID PRICE	CONTRACT COST	APPROVED C.O. COST	TOTAL COST	QUANTITY THIS PERIOD	QUANTITY REMAINING	TOTAL PAYMENT THIS PERIOD
1	SF	24		24	\$5.00	\$120.00	\$0.00	\$120.00		24.00	\$0.00
2	Dollar	2,500		2,500	\$1.00	\$2,500.00	\$0.00	\$2,500.00		2,500.00	\$0.00
3	Dollar	2,500		2,500	\$1.00	\$2,500.00	\$0.00	\$2,500.00		2,500.00	\$0.00
4	Removal of Pavement	319		319	\$8.00	\$2,552.00	\$0.00	\$2,552.00		319.00	\$0.00
5	1-1 1/2" Soil Aggregate, Sub-Base (If & Where Directed)	10		10	\$75.00	\$750.00	\$0.00	\$750.00		10.00	\$0.00
6	Excavation, Unclassified	15		15	\$45.00	\$675.00	\$0.00	\$675.00		15.00	\$0.00
7	Dense Graded Aggregate Base Course, 4" Thick	319		319	\$25.00	\$7,975.00	\$0.00	\$7,975.00		319.00	\$0.00
8	Milling, 2" Depth	3,190		3,190	\$4.55	\$14,514.50	\$0.00	\$14,514.50		3,190.00	\$0.00
9	Hot Mix Asphalt 19M64, Base Course, 4" Thick	85		85	\$105.00	\$8,925.00	\$0.00	\$8,925.00		85.00	\$0.00
10	Hot Mix Asphalt 9.5M64, Leveling Course	50		50	\$105.00	\$5,250.00	\$0.00	\$5,250.00		50.00	\$0.00
11	Hot Mix Asphalt 9.5M64, Surface Course, 2" Thick	465		465	\$105.00	\$48,825.00	\$0.00	\$48,825.00		465.00	\$0.00
12	Reinforced Concrete, Inlet, Using New Casting	3		3	\$3,900.00	\$11,700.00	\$0.00	\$11,700.00		3.00	\$0.00
13	Concrete Subgrade, 4" Thick	42		42	\$4,200.00	\$176,400.00	\$0.00	\$176,400.00		42.00	\$0.00
14	Concrete Subgrade, 4" Thick	42		42	\$4,200.00	\$176,400.00	\$0.00	\$176,400.00		42.00	\$0.00
15	Concrete Driveway, Reinforced, 6" Thick	70		70	\$105.00	\$7,350.00	\$0.00	\$7,350.00		70.00	\$0.00
16	Concrete Driveway, Reinforced, 6" Thick	40		40	\$40.00	\$1,600.00	\$0.00	\$1,600.00		40.00	\$0.00
17	Traffic Surface, Thermoplastic White, 4" Wide	1,610		1,610	\$0.65	\$1,046.50	\$0.00	\$1,046.50		1,610.00	\$0.00
18	Traffic Surface, Thermoplastic Yellow, 4" Wide	50		50	\$2.25	\$112.50	\$0.00	\$112.50		50.00	\$0.00
19	Traffic Surface, Thermoplastic Blue, 4" Wide	170		170	\$4.00	\$680.00	\$0.00	\$680.00		170.00	\$0.00
20	Traffic Surface, Thermoplastic Blue, 4" Wide	2		2	\$500.00	\$1,000.00	\$0.00	\$1,000.00		2.00	\$0.00
21	Reset Valve Box (If & Where Directed)	2		2	\$50.00	\$100.00	\$0.00	\$100.00		2.00	\$0.00
22	Reset Valve Box (If & Where Directed)	2		2	\$50.00	\$100.00	\$0.00	\$100.00		2.00	\$0.00
23	On-site Spraying, 5" Thick	35		35	\$5.00	\$175.00	\$0.00	\$175.00		35.00	\$0.00
24	Fertilizer and Seeding, Type GUP	35		35	\$1.00	\$35.00	\$0.00	\$35.00		35.00	\$0.00
25	Allowance for Work Not Specified	1		1	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00		1.00	\$0.00
BASE BID TOTAL						\$133,960.50	\$0.00	\$133,960.50			\$133,960.50

Project Total Base Bid Plus Add Alternates	\$133,960.50
Change Order Total	\$0.00
Project Total Cost	\$133,960.50
Payment Requested This Period	
Less Retainage	
Total Payment This Period	
Total Payment Requested to Date	\$133,960.50
Total Paid to Date (fled this period)	
Total Retainage	
Contract Amount Remaining	\$0.00

REIVAX CONTRACTING CORP.  
165 RIVER ROAD  
FLEMINGTON, NJ 08822

TEL: 908-864-4253

FAX: 908-864-4257

PROJECT NAME:		Helmetta - Borough Hall Paving									
Item	Description	Quantity	UNIT	Unit Cost	Total	INVOICE #2529-01	QTY 2 DATE	PAID 2 DATE	% COMPLETE		
1	Inlet Filter Type 1	24	SF	\$ 5.00	\$ 120.00	\$ 0.00	\$ -	\$ -	0%		
2	Asphalt Price Adjustment	1	ALLOW	\$ 2,500.00	\$ 2,500.00	-0.02	\$ (61.98)	\$ (61.98)	-2%		
3	Fuel Price Adjustment	1	ALLOW	\$ 2,500.00	\$ 2,500.00	0.07	\$ 164.81	\$ 164.81	7%		
4	Removal of Pavement	319	SY	\$ 8.00	\$ 2,552.00	0.00	\$ -	\$ -	0%		
5	1-13 Soil Aggregate Sub-Base (If & Where Directed)	10	CY	\$ 75.00	\$ 750.00	0.00	\$ -	\$ -	0%		
6	Excavation Unclassified	15	CY	\$ 45.00	\$ 675.00	0.00	\$ -	\$ -	0%		
7	Dense Graded Aggregate Base Course 4" Thick	319	SY	\$ 25.00	\$ 7,975.00	0.00	\$ -	\$ -	0%		
8	Milling 2" Depth	3190	SY	\$ 4.55	\$ 14,514.50	3190.00	\$ 14,514.50	\$ 14,514.50	100%		
9	Hot Mix Asphalt 19M64 Base Course 4" Thick	85	TON	\$ 105.00	\$ 8,925.00	74.98	\$ 7,872.90	\$ 7,872.90	88%		
10	Hot Mix Asphalt 9 5M64 Leveling Course	50	TON	\$ 105.00	\$ 5,250.00	50.00	\$ 5,250.00	\$ 5,250.00	100%		
11	Hot Mix Asphalt 9 5M64 Surface Course 2" Thick	465	TON	\$ 105.00	\$ 48,825.00	497.81	\$ 52,270.05	\$ 52,270.05	107%		
12	Reconstruct Casting Inlet Using New Casting	3	EA	\$ 3,500.00	\$ 10,500.00	3.00	\$ 10,500.00	\$ 10,500.00	100%		
13	Concrete Sidewalk 4" Thick	45	SY	\$ 105.00	\$ 4,725.00	49.30	\$ 5,176.50	\$ 5,176.50	110%		
14	Detectable Warning Surface	4	SY	\$ 500.00	\$ 2,000.00	2.00	\$ 1,000.00	\$ 1,000.00	50%		
15	Concrete Driveway Reinforced 6" Thick	70	SY	\$ 105.00	\$ 7,350.00	98.60	\$ 10,353.00	\$ 10,353.00	141%		
16	Concrete Curb	40	LF	\$ 40.00	\$ 1,600.00	53.00	\$ 2,120.00	\$ 2,120.00	133%		
17	Traffic Stripes Thermoplastic White 4" Wide	1610	LF	\$ 0.65	\$ 1,046.50	1100.00	\$ 715.00	\$ 715.00	68%		
18	Traffic Stripes Thermoplastic Yellow 4" Wide	50	LF	\$ 1.25	\$ 62.50	582.00	\$ 727.50	\$ 727.50	1164%		
19	Traffic Stripes Thermoplastic Blue 4" Wide	170	LF	\$ 4.00	\$ 680.00	168.00	\$ 672.00	\$ 672.00	99%		
20	Traffic Marking Thermoplastic Blue	2	EA	\$ 500.00	\$ 1,000.00	3.00	\$ 1,500.00	\$ 1,500.00	150%		
21	Reset Valve Box (If & Where Directed)	2	EA	\$ 50.00	\$ 100.00	2.00	\$ 100.00	\$ 100.00	100%		
22	Reset Cleanout Sanitary Sewer (If & Where Directed)	2	EA	\$ 50.00	\$ 100.00	2.00	\$ 100.00	\$ 100.00	100%		
23	Topsoil Spreading 5" Thick	35	SY	\$ 5.00	\$ 175.00	35.00	\$ 175.00	\$ 175.00	100%		
24	Fertilizing and Seeding Type 'GU'	35	SY	\$ 1.00	\$ 35.00	35.00	\$ 35.00	\$ 35.00	100%		
25	Allowance for Work Not Specified	1	ALLOW	\$ 10,000.00	\$ 10,000.00	0.00	\$ -	\$ -	0%		
	Grandtotal				\$ 133,960.50						
						TOTAL	\$ 113,184.28	\$	TOTAL CONTRACT BILLINGS		
						RETAINER(2%)	\$ 2,263.69	\$	TOTAL CHANGE ORDERS		
						SUBTOTAL	\$ 110,920.59	\$	TOTAL RETAINER		
								84%	PROJECT % COMPLETE		



NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects  
for Contractor and Subcontractor's Weekly and Final Certification

**SUBMIT** form via the NJ Wage Hub (njwages.nj.gov) or use other submission methods in the portal.  
**IMPORTANT:** For purposes of law, you must also submit this form to the appropriate public body or lessor, either via the NJ Wage Hub or other methods:

Name of <input type="checkbox"/> Contractor or <input checked="" type="checkbox"/> Subcontractor Straight Edge Striping LLC F.E.I.N. 203662885		Business Address 201 Wilton Avenue Middlesex, NJ 08846		Project Name Borough Hall Paving Contract I.D. or Project I.D. Contractor Registration #	
Payroll No. 1	Date Wages Due & Paid 11/07/2025	Week Ending Date 11/02/2025	Project Location Helmetta, NJ		

1.		2. Work		3. Demographics			4. Day and Date														5.	6.	7.		8.				9.	10.	
Employee Name and Address	Job Title  <small>e.g. apprentice, journeyman, foreman</small>	Work Classification/ Occupational Category  <small>e.g. carpenter, mason, plumber</small>	Sex  <small>M=Male F=Female N=Not Specified See Key</small>	Race  <small>W=White B=Black A=Asian N=Native Hawaiian or Pacific Islander M=2 or More</small>	Ethnicity  <small>Hispanic/Latino See Key</small>	ST or O	Hours worked each day														Total Hours	Hourly Rate of Pay	Gross Amt. Earned	FICA	Federal Tax	State Tax	Local Tax	Other	Total Deductions	Net Wages Paid for Week	Total Fringe Benefit Cost/Hr.
							MO	TU	WE	TH	FR	SA	SU																		
							10/27	10/28	10/29	10/30	10/31	11/01	11/02																		
Alex Baquero 135 La Monte Ave Bound Brook, NJ 08805 xxx-xx-5338	Journeyman	Painter-Line Striping Journeyman 2	M		H	S	0	0	2.5	0	0	0	0	0	0	2.5	72.03	180.08	180.08	13.78	5.70	0.00	0.00	19.48	160.60	0.00					
						O	0	0	0	0	0	0	0	0	0	0	94.09														
Jesus Munoz 1169 West Front Street Plainfield, NJ 07063 xxx-xx-3550	Journeyman	Painter-Line Striping Journeyman 2	M		H	S	0	0	2.5	0	0	0	0	0	0	2.5	72.03	180.08	180.08	13.78	5.70	2.70	0.00	0.77	157.13	0.00					
						O	0	0	0	0	0	0	0	0	0	0	94.09														
Victor Pinto 424 East Union Ave Bound Brook, NJ 08805 xxx-xx-4054	Foreman	Painter-Line Striping Foreman	M		H	S	0	0	2.5	0	0	0	0	0	0	2.5	73.03	182.58	182.58	13.97	5.95	2.74	0.00	1.98	157.94	0.00					
						O	0	0	0	0	0	0	0	0	0	0	95.59														
Vinicio Filioles 1430 Bradford Street Plainfield, NJ 07063 xxx-xx-3692	Journeyman	Painter-Line Striping Journeyman 2	M		H	S	0	0	2.5	0	0	0	0	0	0	2.5	72.03	180.08	180.08	13.78	5.70	2.70	0.00	1.95	155.95	0.00					
						O	0	0	0	0	0	0	0	0	0	0	94.09														
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KEY W= White; B= Black or African American;  
A= Asian; N= American Indian or Native Alaskan;  
I= Native Hawaiian or Pacific Islander; M= 2 or More

See following page for instructions  
☐ Check if additional sheets attached  
MW-562 (6/23)



- (1) That I pay or supervise the payment of the persons employed by  
Straight Edge Striping LLC

on the  
(Contractor or Subcontractor)  
Borough Hall Paving

(Project Name & Location) \_\_\_\_\_, and \_\_\_\_\_, 10/27/25, and \_\_\_\_\_, 11/02/25, all persons employed on said project that during the payroll period beginning on (date) \_\_\_\_\_, ending on (date) \_\_\_\_\_, have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of the aforementioned Contractor or Subcontractor from the full weekly wages earned by person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq. and Regulation N.J.A.C. 12:60 et seq. and the Payment of Wages Law, N.J.S.A. 34:11.1 et seq.

- (2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.
- (3) That any apprentices employed in the above period are duly registered with the United States Department of Labor, Bureau of Apprenticeship and Training and enrolled in a certified apprenticeship program.

(4) That:

- (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
- ☐ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits have been or will be made when due to appropriate programs for the benefit of such employees, as noted in Section 4(c) at right.

- (b) WHERE FRINGE BENEFITS ARE PAID IN CASH**
- ☒ Each laborer or mechanic listed in the above-referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) at right.
- N.J.S.A. 12:60-2.1 and 5.1 - The Public Works employees shall submit to the public body or lessor a certified payroll record each pay period within 10 days of the payment of wages.

By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Name Andrew Altobelli Title President Date (mm/dd/yy) 11/02/25

THE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.  
 - N.J.S.A. 34:11-36.25 ET SEQ. AND N.J.A.C. 12:56 ET SEQ. AND N.J.S.A. 34:11-4.1 ET SEQ.

## 4(c) Benefit Program Information in AMOUNT CONTRIBUTED PER HOUR

**Program Information in Amount Contributed Per Hour**

To calculate the cost per hour, divide 2,000 hours into the benefit cost per year per employee.

(Must be completed if 4(a) is checked)

[illegible]

**Payroll Certification for Public Works Projects**  
for Contractor and Subcontractor's Weekly and Final Certification

Name of <input checked="" type="checkbox"/> Contractor or <input type="checkbox"/> Subcontractor REIVAX CONSTRUCTION CORP F.E.I.N. 26-1302702		Business Address 165 RIVER ROAD FLEMINGTON, N.J. 08822 Project Location		Project Name 202529- Helmetta - Borough Hall Pavin Contract I.D. or Project I.D. Contractor Registration #		SUBMIT form by email: <a href="mailto:equalpayact@dol.nj.gov">equalpayact@dol.nj.gov</a> IMPORTANT: For purposes of law, you must also submit this form to the appropriate public body or lessor.	
Payroll No. 1	Date Wages Due & Paid (mm/dd/yyyy)	Week Ending Date 10/18/2025 or <input type="checkbox"/> Final Certification					

1. Employee Name and Address	2. Work Job Title e.g., apprentice, Journeyman, foreman	3. Demographics Sex M=Male F=Female X=Non-Binary See Key	4. Day and Date							5. Total Hours	6. Hourly Rate of Pay	7. Gross Amt. Earned		8. Deductions				9. Net Wages Paid for Week	10. Total Fringe Benefit Cost/ Hour				
			Hours worked each day									FICA	Federal Tax	State Tax	Other (specify)	Total Deductions							
			SU 10/12	MO 10/13	TU 10/14	WE 10/15	TH 10/16	FR 10/17	SA 10/18														
Alves, Jose A 219 Harrison Ave Harrison, NJ 07029	Journeyman	M							10.00	10.00	10.00	10.00	30.00	50.950	1,528.50	2,038.00	127.26	140.82	57.48	68.91	394.47	1,134.03	0.000
De Souza, Carlos 323 Ferry St Newark, NJ 07105	Journeyman	M							10.00				10.00	50.950	509.50	2,190.85	42.34	84.74	28.37	22.96	178.41	331.09	0.000
Melendez Herrera, Misael 34 Magnolia Ave Kearny, NJ 07032	Journeyman	M							10.00	10.00	10.00	10.00	30.00	50.950	1,528.50	2,038.00	127.26	75.92	57.48	75.98	336.64	1,191.86	0.000
Rebinbas, Antonio A 243 Walnut Street Newark, NJ 07105	Journeyman	M							10.00	10.00	10.00	10.00	30.00	60.800	1,818.00	2,424.00	149.41	187.76	103.25	77.76	518.18	1,299.82	0.000
Rebinbas, Roosevelt 6012 Ell Circle Macungie, PA 18052	Journeyman	M							8.00				8.00	71.100	568.80	2,844.00	46.57	69.43	18.69	81.00	215.69	353.11	0.000
Santos, Goncalo 106 Congress Street Newark, NJ 07105	Journeyman	M								10.00	10.00	10.00	20.00	50.950	1,019.00	1,528.50	84.94	136.47	47.89	45.94	315.14	703.86	0.000

**KEY** W= White; B= Black or African American;  
 A= Asian; N= American Indian or Native Alaskan;  
 I= Native Hawaiian or Pacific Islander; M= 2 or More

☐ Check if additional sheets used



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## State Of New Jersey

Department of Labor & Workforce Development  
Construction EEO Compliance Monitoring Program

## MONTHLY PROJECT WORKFORCE REPORT - CONSTRUCTION

For instructions on completing the form, go to:

[http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa202ins.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa202ins.pdf)

1. Name and Address of Prime Contractor REIVAX CONSTRUCTION CORP (Name)		2. Contractor ID Number 15596		3. FID or SS Number 26-1302702	
165 RIVER ROAD (Address)		4. Reporting Period October 2025		Date of Award 7/18/25	
FLEMINGTON, NJ 08822		5. Public Agency Awarding Contract		7. Project ID Number	
(City)		(State)		(Zip Code)	
6. Name and Location of Project 202529 - Helmetta - Borough Hall Pavin		County			

8. Contractor Name (List Prime Contractor with Subs Following)	9. Pct of Work Completed	10. Trade Or Craft	Classification	11. Number of Employees						12. Total No. Of Min. Emp.	13. Work Hours		14. % of Work Hrs		15. Cum Work Hrs		16. Cum % of W/H	
				A. Total	B. Black	C. Hispanic	D. American Indian	E. Asian	F. Females		A. Min. W/H	B. Female W/H	A. % of Min. W/H	B. % of Min. W/H	A. Min. Hours	B. Female Hours	A. % of Min. W/H	B. % of Min. W/H
REIVAX CONSTRUCTION CORP		472-D LABORER	J	5		3				3	60		50.0		120		50.0	
			AP															
REIVAX CONSTRUCTION CORP		OPERATORS 825	J	1						8					8			
		A	AP															

17. Completed By (Print or Type)

Xavier Fuentes

(Name)

(Signature)

Vice President

(Title)

908-804-4253

(Area Code)

(Telephone Number)

(Ext.)

11/18/2025

(Date)

DEPT. OF LABOR &amp; WORKFORCE DEVELOPMENT CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects  
for Contractor and Subcontractor's Weekly and Final Certification

Name of <input checked="" type="checkbox"/> Contractor or <input type="checkbox"/> Subcontractor REIVAX CONSTRUCTION CORP F.E.I.N. 26-1302702		Business Address 165 RIVER ROAD FLEMINGTON, NJ, 08822 Project Location		Project Name 202529- Helmetta - Borough Hall Pavin Contract I.D. or Project I.D. Contractor Registration #		SUBMIT form by email: <a href="mailto:equalpayact@dol.nj.gov">equalpayact@dol.nj.gov</a> IMPORTANT: For purposes of law, you must also submit this form to the appropriate public body or lessor.																			
Payroll No. 3	Date Wages Due & Paid (mm/dd/yyyy)	Week Ending Date 11/01/2025 or <input type="checkbox"/> Final Certification																							
1.		2. Work		3. Demographics				4. Day and Date				5.		6.		7.		8. Deductions				9.		10.	
Employee Name and Address	Job Title e.g., apprentice, journeyman, foreman	Work Classification/ Occupational Category e.g., carpenter, mason, plumber	Sex M=Male F=Female X=Non-Binary	Race See Key	Eam Code	SU	MO	TU	WE	TH	FR	SA	Total Hours	Hourly Rate of Pay	Gross Amt. Earned This Project	FICA	Federal Tax	State Tax	Other (specify)	Total Deductions	Net Wages Paid for Week	Total Fringe Benefit Cost/Hour			
						10/26	10/27	10/28	10/29	10/30	10/31	11/01													
Hours worked each day																									
Castillo, William A 71-73 Montclair Ave Apt 3 Newark, NJ 07104	Journeyman	472D LABORERS CLASS D HIS	M		REG	10.00	10.00	10.00					20.00	57.830	1,416.84	2,573.44	116.54	157.57	58.70	60.34	393.15	1,023.69	0.000		
Chicalza Torres, Carlos R 112 New York Ave Newark, NJ 07105	Journeyman	472D LABORERS CLASS D HIS	M		REG	10.00	10.00	10.00					20.00	50.950	1,248.28	2,267.28	103.64	152.66	65.51	55.19	377.00	871.28	0.000		
China Ponavilla, Carlos Raul 314 Franklin Street Elizabeth, NJ 07205	Journeyman	472D LABORERS CLASS D HIS	M		REG	10.00	10.00	10.00					20.00	50.950	1,248.28	2,267.28	103.64	211.31	70.27	55.19	440.41	807.87	0.000		
China, Edwin A 60 3rd Street Apt 1 Elizabeth, NJ 07205	Journeyman	472D LABORERS CLASS D HIS	M		REG	10.00	10.00	10.00					20.00	50.950	1,248.28	2,267.28	103.64	211.31	70.27	55.19	440.41	807.87	0.000		
China, Jose Patricia 314 Franklin Street Elizabeth, NJ 07205	Journeyman	472D LABORERS CLASS D HIS	M		REG	10.00	10.00	10.00					20.00	63.950	1,566.78	2,845.78	128.01	287.75	92.57	64.93	573.26	993.52	0.000		
Hamm, Jimmy/lee 2413 15th Street Bethlehem Twp, PA 18020	Journeyman	OPERATORS LOCAL 825 CLASS A	M	W	REG	10.00	10.00	10.00					20.00	78.370	1,920.07	3,487.47	155.94	375.37	62.58	78.56	672.45	1,247.62	0.000		
Juels, Eilan E 26 Rockview Ave Apt 6 North Plainfield, NJ 07060	Journeyman	472D LABORERS CLASS D HIS	M		REG	10.00	10.00	10.00					20.00	52.950	1,297.28	2,356.28	107.39	223.07	73.70	56.69	460.84	836.44	0.000		
Kelly, Brian 34 Trenton Ter Wayne, NJ 07470	Journeyman	OPERATORS LOCAL 825 CLASS A	M	W	REG	10.00	10.00	10.00					20.00	64.720	1,585.64	2,880.04	130.36	295.11	94.72	65.04	585.23	1,000.41	0.000		
Ramirez, Justin Rey 714 Linden St Bethlehem, PA 18018	Journeyman	472D LABORERS CLASS D HIS	M		REG	10.00	10.00	10.00					20.00	50.950	1,248.28	2,343.70	103.56	214.76	41.56	200.26	560.14	688.14	0.000		

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A= Asian; N= American Indian or Native Alaskan;  
I= Native Hawaiian or Pacific Islander; M= 2 or More

☐ Check if additional sheets used



THE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.



**BOROUGH OF HELMETTA  
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY  
RESOLUTION NO. 2025-155**

**RESOLUTION AUTHORIZING REMINGTON & VERNICK ENGINEERS (RVE) TO  
PREPARE THE NJDEP MS4 WATERSHED IMPROVEMENT PLAN (WIP) PHASE 1  
REPORT AND RELATED SERVICES**

WHEREAS, the Borough of Helmetta is required to comply with the New Jersey Department of Environmental Protection (NJDEP) Municipal Separate Storm Sewer System (MS4) Permit, including the development and submission of a multi-phase Watershed Improvement Plan (WIP); and

WHEREAS, under the 2023 MS4 Permit Renewal, all New Jersey municipalities must prepare and submit the WIP in three phases, with Phase 1 due to NJDEP by January 1, 2026, Phase 2 due by January 1, 2027, and Phase 3 due by December 2027; and

WHEREAS, the Phase 1 WIP requires Helmetta to complete a stormwater system inventory, prepare required mapping and data tables, conduct public outreach, and prepare and submit a Phase 1 Watershed Inventory Report in accordance with NJDEP requirements; and

WHEREAS, the Borough's storm sewer GIS mapping, which must be incorporated into the WIP Phase 1 Report, is also required to be completed by January 1, 2026, and Remington & Vernick Engineers (RVE) is currently performing this mapping for the Borough; and

WHEREAS, RVE has submitted a proposal dated November 5, 2025, to prepare the Phase 1 Watershed Improvement Plan (WIP) Report, including but not limited to:

- Reviewing data on stormwater outfalls, drainage areas, receiving waterbodies, water quality classifications, and stormwater interconnections;
- Preparing GIS maps, tables, and narrative summaries required for the Phase 1 WIP submission;
- Preparing a Watershed Inventory Report consistent with NJDEP Section H requirements;
- Assisting the Borough in conducting required semi-annual public information sessions for stakeholder input;
- Preparing and submitting both preliminary and final WIP Phase 1 Reports to NJDEP by the required deadlines; and

WHEREAS, RVE proposes to complete these professional engineering services on a time-and-materials, not-to-exceed basis of \$29,250.00; and

WHEREAS, proposals for Phase 2 and Phase 3 WIP services will be submitted under separate cover; and

WHEREAS, the Borough Council finds it to be in the best interest of the Borough of Helmetta to authorize RVE to perform the services necessary for compliance with the NJDEP MS4 Permit requirements.

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

1. Remington & Vernick Engineers (RVE) is hereby authorized and directed to perform the NJDEP MS4 Watershed Improvement Plan (WIP) Phase 1 services in accordance with their proposal dated November 5, 2025.
2. The Borough authorizes a not-to-exceed amount of \$29,250.00 for these services, to be charged to the appropriate municipal account as certified by the Chief Financial Officer.
3. The Mayor, Borough Clerk, and all other appropriate Borough officials are authorized to execute any and all documents necessary to implement this Resolution.
4. A certified copy of this Resolution shall be forwarded to Remington & Vernick Engineers.

	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 November 26, 2025.

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



November 5, 2025

Mr. Matthew Crane, Borough Administrator  
60 Main Street  
P.O. Box 378  
Helmetta, New Jersey 08828

**Re: Borough of Helmetta  
Scope of Services & Cost Proposal for NJDEP MS4 Watershed Improvement Plan (WIP)  
Phase 1 Report  
M2025-XXXX**

Dear Mr. Crane:

**REMINGTON & VERNICK ENGINEERS** is pleased to submit this proposal to provide NJDEP MS4 Watershed Improvement Plan (WIP) Phase 1 Report required by the NJDEP. As you're aware, the initial WIP Phase 1 report must be filed electronically with NJDEP by January 1, 2026.

### **BACKGROUND**

Helmetta and all NJ municipalities have been subject to **Municipal Separate Storm Sewer System (MS4) permits** that govern operation and maintenance of municipally-owned and/or operated stormwater infrastructure, as well as ongoing development and water quality reporting responsibilities.

NJDEP is now requiring all Municipalities, as part of the 2023 MS4 Permit renewal, to develop a **Watershed Improvement Plan (WIP)** in 3 phases (**I,II,III**). The requirements and timetables associated with each phase are listed in **Section H, "Watershed Improvement Plan"** within the Borough's MS4 permit.

The GIS Mapping of the storm sewer infrastructure is also due by January 1, 2026. **RVE is completing this mapping for the Borough prior to the 1/1/2026 NJDEP deadline. Said digital mapping must be completed for incorporation into the Phase I WIP report.**

The WIP must be developed and submitted to NJDEP in three (3) phases (as stipulated in the MS4 permit):

- **Phase 1:** Helmetta must complete storm water inventory by mapping required features, data and to complete a Watershed Inventory Report. **Initial submission Due January 1, 2026.**
- **Phase 2:** Helmetta will evaluate the information found in the first phase to determine what potential improvement projects may be implemented to address water quality and quantity concerns. **Due January 1, 2027.**
- **Phase 3:** Helmetta will identify which of the potential quality and quantity improvement projects they are choosing to implement, and on what schedule. **Due December, 2027.**



### **SCOPE OF SERVICES (WIP Phase 1 mapping requirements)**

Remington & Vernick Engineers will prepare the following information required preparation and filing of the WIP Phase 1 Report:

- **Information regarding stormwater outfalls owned /operated by the permittee.** *Review outfall data, prepare a table indicating the receiving surface waterbodies, and surface water quality classifications will be required.*
  - **Drainage area for each permittee owned/operated outfall.** *Review data, prepare a map of drainage areas for stormwater outfalls including inlet and outfall locations. A table will be required identifying all outfalls and their drainage areas.*
  - **Receiving waterbodies of those outfalls.** *Summarize the receiving surface waters for each segment of stream or water body that permittee owned/operated outfalls discharge to. Use that information to create a table that, at a minimum, identifies the receiving surface water body name.*
  - **Water quality Classification of all receiving waterbody segments.** *Summarize the water quality classifications for each segment of stream or water body that permittee owned/operated outfalls discharge to. Use that information to create a table that, at a minimum, identifies the water quality classification for each outfall.*
  - **All stormwater interconnections from the permittee's MS4 system into other entity's storm sewer system.** *Review data, prepare a map of the interconnections into and from the permittee including roadways shall be provided. A Table of the stormwater interconnections shall be provided.*
  - **The Drainage Area for each interconnection into another entity's storm or sanitary sewer system.** *Review data, prepare a map of drainage areas for interconnections from the permittee to another entity including interconnections points and inlets. A Table will also be required.*
  - **All stormwater interconnections into the permittees system from other entities from another entity's storm sewer system.** *Review data, prepare a map of interconnections into and from the permittee including roadways. A table will also be required to indicate interconnection ID, upstream entity and downstream entity.*
  - **All storm drain inlets owned and operated by the Permittee.** *Review data, prepare a Table identifying all the storm drain inlets.*
  - **Area associated with each TMDL for waters that lie within or bordering the permittee property /jurisdiction.** *Review data, prepare a table identifying the TMDL and impairment parameters for each HUC 14 that lies within or bordering the permittee's jurisdiction.*
-

- **Area associated with each water quality impairment for waters that lie within or bordering the permittee's property/jurisdiction.** *Review data, prepare a table identifying the TMDL and impairment parameters for each HUC 14 that lies within or bordering the permittee's jurisdiction.*
- **Overburdened Communities.** *Review data, prepare a map that will depict overburdened communities within the municipality. Identify sub watersheds within the permittee's jurisdiction that overburdened communities are present in and summarize the importance of clean surface water in overburdened communities.*
- **Impervious Areas.** *Review data, prepare a map depicting the permittee's impervious areas, including HUC 14 boundaries within the permittee's jurisdiction, Summarize the methodology used to collect the data, including the date(s) for when data was collected and the source if taken from publicly available data, Identify the percent impervious coverage in each sub watershed within the permittee's jurisdiction and Summarize the impervious coverage effects on ecosystems and stream health.*
- **Location and Ownership of all stormwater infrastructure not owned or operated by the permittee.** *Review data, prepare a map of all privately owned infrastructure within the permittee's jurisdiction will be required. A Table will also be required which includes ID number of stormwater infrastructure, type of infrastructure, and who owns it.*

**SCOPE OF SERVICES (WIP Phase 1 report preparation, filing and public comment requirements)**

The Phase 1 Watershed Inventory Report preparation (and public coordination) will include various GIS mapping review and analysis, data collection and reporting. RVE personnel will perform the work to produce this mapping, tables and data and summarize the findings in a report as required by NJDEP (as summarized below):

**Task 1 – Compile Maps, Data and Tables for the Watershed Inventory Report**

*See items, above.*

**Task 2 – Preparation of Watershed Inventory Report**

This task will involve preparing the report within the guidelines and requirements of the NJDEP.

**Task 3 – Public Participation**

There is a **public comment** requirement for all 3 phases. For **Phase 1**, the Borough must comply with the following public comment requirements:

---



- Helmetta shall solicit input from stakeholders, including residents, business owners, owners of private stormwater facilities and other municipalities and/or dischargers to the subwatershed(s) to be involved in the Plan development process.
- Helmetta shall conduct **semi-annual** public information sessions (in-person or virtual) beginning on or before **January 1, 2026**, throughout the development of the Plan. **These sessions may be included as part of a regular Borough Council agenda under "Public Comment" to solicit public input (if any).** At a minimum, the second (semi-annual) public information session would be held **by or before July 1, 2026**. RVE will be available for both public meetings to answer any questions raised by the Borough Council or the public.

#### **Task 4 – Submission of Preliminary, Final WIP Reports to NJDEP**

Services include preparation and filing of the preliminary report (by January 1, 2026) and final report (including revisions from data obtained from Borough review and public session comments), by or before July 1, 2026.

#### **COST OF SERVICES**

We will provide the services referenced in this proposal for a time and material, not to exceed fee of **\$29,250.00**. Fee Proposals for Phase 2 and Phase 3 WIP work will be provided under separate cover.

Should you have any questions or concerns regarding this proposal, please do not hesitate to contact me at (732) 955-8000, ext. 1709.

Sincerely,

**REMINGTON & VERNICK ENGINEERS**



Terence M. Vogt, PE, PP, CME  
Principal, Regional Manager

cc: James Oris, PE, PP, Regional Manager  
Jeffrey Fedorchak, PE  
Kevin Zelinsky



October 2025

Municipal Clerk

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
10/2/2025	Ageliki Avramidis	Current - Marriage License		\$28.00 Cash
10/3/2025	Yuriy Steblak	Current - Marriage License		\$28.00 Ck# 1076
10/10/2025	Megan Ambuske	Current - Marriage License		\$28.00 Ck# 3144
10/14/2025	Erica Larsen	Current - Certified Copy		\$60.00 Ck# 372
10/21/2025	William Spina	Current - Zoning Permit		\$50.00 Ck# 2744
10/31/2025	Melissa Pisaniello	Current - Marriage License		\$28.00 Cash

**BOROUGH OF HELMETTA**

**REPORT OF THE TAX COLLECTOR**

**MONTH OF: OCTOBER**

**DATED: 10/7/2025**

<b>TAXES</b>	<b>2024</b>	10,070.31
<b>TAXES</b>	<b>2025</b>	247,904.63
<b>TAXES</b>	<b>2026</b>	6,795.00

**INTEREST**

**COSTS FOR TAX SALE  
LIEN REDEMPTION  
INTEREST  
DUPLICATE CERT  
DUPLICATE BILL  
TAX SALE PREMIUMS**

**TOTAL**

**264,769.94**

*Tina McDermott*

**TINA MCDERMOTT  
TAX COLLECTOR**

<b><u>ADJUSTMENTS</u></b>	
ADDED TAXES	10,129.62
OMITTED/ADDED TAX	100.82
LIENHOLDER PAYMENT	11,408.26

**21,638.70**

**CLOSING BALANCES**

	<b>DEBIT</b>	<b>CREDIT</b>	<b>NET</b>
2024	0.00	0.00	0.00
2025	(6,429.10)	1,531,497.62	1,525,068.52
2026	(154.48)	3,310,651.27	3,310,496.79
			<b>4,835,565.31</b>

**TAX COLLECTORS TRUST**

<b>DATE</b>	<b>CK#</b>	<b>SOURCE</b>	<b>DEBITS</b>	<b>CREDITS</b>
9/30/2025		WIREs		
		tax sale deposits		62,706.33
		ACH REFUNDS	(43,921.09)	
		tax sale		

**139,511.09**

10/31/2025	interest paid	14.34
		<b>(43,921.09)</b>
		<b>62,720.67</b>

**158,310.67**

**TOTAL AS PER 10/31/25 BANK STATEMENT**

[illegible]



BOROUGH OF HELMETTA

2024 \$ SOLD AT 2025 TAX SALE

2024

DELINQUENT TAXES AS OF:

10/31/25

DECEMBER				
<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				\$ -



481 Spotswood Englishtown Road, Monroe Township, New Jersey 08831

732.605.9440 732.605.9444

## **ENGINEERS REPORT**

**NOVEMBER 26<sup>TH</sup>, 2025**

1. **2024 NJDOT PROJECT (SUTTON, MADISON, YORK)** – The contractor is working on punch list items from our office and the NJDOT. Once completed, we will move forward to close out the project.
2. **COMMUNITY CENTER ROOF PROJECT** – The project is complete and has been closed out.
3. **BOROUGH HALL PAVING PROJECT** – The contractor has completed the project. Our office is in the process of preparing a punch list, which includes addressing any areas of ponding water, for the contractor to resolve prior to project closeout. Our office has authorized payment no. 1 for the project on the agenda tonight.

Respectfully,

Kevin Meade, Borough Engineer

## RESOLUTION

2025-156

### 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.

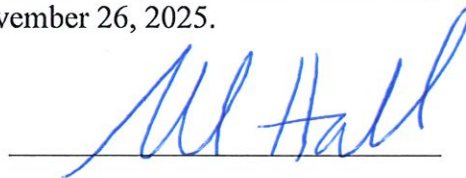
Minutes will be kept and once the matter involving the confidentiality of the matter is no longer considered confidential, then the minutes will be made public.

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 November 26, 2025.



MELISSA HALLERMAN, RMC  
Municipal Clerk



## 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

Second by

**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

Melissa Hallerman, RMC