



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

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

* CALLING OF THE ROLL

Mayor Slavicek

Councilman Karczewski - absent

Councilwoman Bohinski

Councilman Duffy

Councilman Dzingleski

Councilman Reid

Also in attendance was Borough Attorney Sandra Graise, Borough Auditor Gerard Stankiewicz, 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 Sentinel newspapers and by filing a copy in the office of the Municipal Clerk in accordance with the certification which will be entered in the minutes of this meeting.

* PUBLIC PORTION

During the Public Portion of any Council Meeting members of the Public may only speak on topics of concern to the residents of the Borough. Everyone will be given five minutes to speak as per the Rules to Govern adopted January 3, 2024. 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 – August 20, 2025

MOTION – Councilman Dzingleski SECONDED – Councilman Reid

ROLL CALL: 4:0

* CONSENT AGENDA

Report of Municipal Clerk and Tax Collector for August 2025

RESOLUTIONS:

2025 – 131: Approval of Payment of Bills

132: Authorization to approve 2025 Borough of Helmetta Personnel Manual

133: Resolution appointing Members of the Governing Body to various Standing Committees and Representative Roles

134: Resolution to affirm the Borough of Helmetta's Civil Rights Policy with respect to all Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, and Members of the Public that come into contact with Municipal Employees, Officials, and Volunteers

Resolutions 2025-131-134

MOTION -Councilman Dzingleski

SECONDED – Councilman Reid

ROLL CALL: 4:0

*ORDINANCE 2025-08 (Second Reading/Adoption)

AN ORDINANCE AMENDING SECTION 8 ("RATES AND CHARGES") OF CHAPTER 57 ("WATER") OF THE CODE OF THE BOROUGH OF HELMETTA

PUBLIC HEARING

MOTION – Councilwoman Bohinski

SECONDED – Councilman Dzingleski

ROLL CALL: 4:0

Mr. Stankiewicz stated that the public hearing has been properly advertised, the rate increase will begin in October 1, 2025 and will be reflective in the January 2026 billing.

MOTION TO CLOSE – Councilman Dzingleski

SECONDED – Councilman Reid

ROLL CALL: 4:0

MOTION TO ADOPT – Councilman Dzingleski

SECONDED – Councilman Reid

ROLL CALL: 4:0

*ORDINANCE 2025-09 (First Reading/Introduction)

AN ORDINANCE GRANTING RENEWAL OF MUNICIPAL CONSENT TO
COMCAST OF CENTRAL NEW JERSEY, LLC. TO CONSTRUCT, CONNECT,
OPERATE AND MAINTAIN A CABLE TELEVISION AND COMMUNICATIONS
SYSTEM IN THE BOROUGH OF HELMETTA, MIDDLESEX COUNTY, NEW JERSEY

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

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

Councilman Dzingleski stated that Helmetta Day is this Saturday and the weather will be beautiful. The Town Wide Yard Sale is October 4th and 5th, and Hayrides and Bonfire is October 24th.

Councilman Reid stated that he hopes everyone had a nice Labor Day and now we will be getting ready for all of our Fall events. The Car Show for the Fire Department is October 4th beginning at 10:00am. The Fire Department will be holding a training at the Lofts for pre-planning from 6:00-8:00pm and basin cleaning at the Fire Department. He will send the information to the Clerk for a nixle because there may be traffic in the area.

Councilman Duffy had nothing to report.

Councilwoman Bohinski stated that she received some complaints from residents that the clock at Borough Hall is not working, and the signs at Borough Hall and the Fire Department are hard to read.

Mayor Slavicek stated that Helmetta Day is on Saturday, September 20th with a rain date of Sunday, September 21st. School is back in session, and the bus stop pick up has been going well. He was at Mornings with the Mayors with Mayor O'Brien visiting Memorial, Appleby and Schoenly.

Business Administrator Matthew Crane stated that the engineers would like to put the asphalt right up to the steps in the back of Borough Hall and remove the bottom steps and railings.

Borough Engineer Kevin Meade stated that the Sutton Avenue project is close to completion with a punch list being performed now. It will then be ready for inspection from the DOT including the speed bump height. The parking lot will be paved in mid-October because of the dumpster from the bathroom renovation in the lot. Line striping is on the plan. The Community Center roof project is done.

Municipal Clerk Melissa Hallerman will be attending the Middlesex County Municipal Clerk's Association meeting tomorrow and next week starts the County Board of Elections meetings for the General Election in November.

* CLOSED SESSION – Resolution 2025-135 pertaining to potential litigation.

MOTION – Councilman Dzingleksi SECONDED – Councilman Reid
ROLL CALL: 4:0

* OPEN SESSION

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

* ADJOURNMENT

There being no further business, a MOTION to adjourn the meeting was made by Councilman Dzingleski and SECONDED by Councilwoman Bohinski at 7:47pm. All were in favor.

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

Melissa Hallerman, RMC
Municipal Clerk

RESOLUTION

2025-131

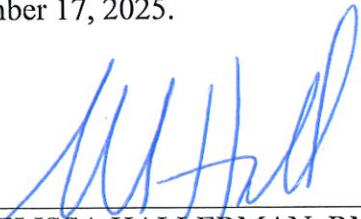
PAYMENT OF BILLS

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 September 17, 2025.



MELISSA HALLERMAN, RMC
Municipal Clerk

P.O. Type:	A17
Range:	First to Last
Format:	Detailed without Line Item Notes
Vendors:	All
Rcvd Batch Id Range:	First to Last
Include Non-Budgeted:	Y

Vendor # Name					
PO # PO Date Description	Contract	PO Type	Amount	Charge Account	Acct Type Description
Item Description					
AIR01 AIR GAS TECHNOLOGIES INC.					
25-00673 09/08/25 ANNUAL SERVICE BAUER					
1 ANNAUL SERVICE BAUER	1,316.00	5-01-25-749-020	B FIRE DEPARTMENT OE		
Vendor Total:	1,316.00				
ALL09 ALLEGIANCE LAWN & GARDEN					
25-00605 08/13/25 3/4 BLUE STONE					
1 3/4 BLUE STONE	164.70	5-01-26-765-020	B STREETS & ROADS OE		
Vendor Total:	164.70				
AMAZO005 AMAZON CAPITAL SERVICES					
25-00668 09/08/25 MICRO USB FOR HANDHELD					
1 MICRO USB- INV# 1RR3-CKQW-47FF	7.98	5-01-31-834-020	B OFFICE SUPPLIES		
25-00678 09/08/25 PICTURE FRAME					
1 PIC FRAME-INV 1PFV-HFKF-C3KQ	26.49	5-01-31-834-020	B OFFICE SUPPLIES		
25-00688 09/15/25 SUPPLIES					
1 INV# 1K34-1NN3-FW1V	191.96	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS		
2 INV# 1PPQ-KFJF-4RXV	57.98	5-01-26-772-020	B BUILDINGS & GROUNDS OE		
3 INV# 134G-TKY1-Y1DT	28.48	5-01-26-772-020	B BUILDINGS & GROUNDS OE		
4 INV# 1DDJ-RXJD-KGW	116.97	5-01-31-834-020	B OFFICE SUPPLIES		
5 INV# 14T3-9RLX-GKPH	33.98	5-01-31-834-020	B OFFICE SUPPLIES		
6 INV# 1CR3-FQJL-LV6C	13.18	5-05-55-500-021	B WATER OPERATING OE		
7 INV# 1KPQ-LLLL-IKNYN	79.87	5-01-28-795-020	B RECREATION OE		
8 INV# 19DJ-Y76Y-73LX	9.99	5-01-28-795-020	B RECREATION OE		
	532.41				
Vendor Total:	566.88				

Vendor # Name	PO # PO Date Description	Item Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
							Enc Date Date	Date	Invoice	Excl
ATL03 ATLANTIC TOMORROWS OFFICE										
	25-00695 09/15/25 METER READING (4/1-6/30)	1 METER READING (4/1-6/30)		430.67	5-01-31-832-020	B COPYING	R	09/15/25 09/15/25		N
	Vendor Total:			430.67						
AUTOZ005 AUTOZONE, INC.										
	25-00632 08/25/25 HEATER HOSE TEE/WASHER NOZZLE	1 HEATER HOSE TEE		3.18	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	08/25/25 09/15/25	6450373618	N
	2 WINDSHIELD WASHER NOZZLES			19.56	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	08/25/25 09/15/25	6450373618	N
				22.74						
	25-00670 09/08/25 BATTERIES FOR 2008 F550	1 BATTERIES FOR 2008 F550		276.02	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	09/08/25 09/15/25	64503900135	N
	Vendor Total:			298.76						
BET01 BETTER LIVING										
	25-00671 09/08/25 PUTTY KNIFE/ 8PK AA BATTERIES	1 PUTTY KNIFE/ 8PK AA BATTERIES		15.98	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	09/08/25 09/15/25		N
	Vendor Total:			15.98						
BILES005 BILES ELECTRICAL & MECHANICAL										
	25-00681 09/08/25 SETUP ELECTRIC TO NEW LED SIGN	1 SETUP ELECTRIC TO NEW LED SIGN		625.00	5-01-26-765-020	B STREETS & ROADS OE	R	09/08/25 09/15/25		N
	2 SETUP ELECTRIC TO NEW LED SIGN			625.00	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	09/08/25 09/15/25		N
	3 SETUP ELECTRIC TO NEW LED SIGN			625.00	5-05-55-500-021	B WATER OPERATING OE	R	09/08/25 09/15/25		N
	4 SETUP ELECTRIC TO NEW LED SIGN			625.00	5-07-55-500-021	B SEWER OPERATING OE	R	09/08/25 09/15/25		N
				2,500.00						
	Vendor Total:			2,500.00						
CENTE005 CENTER STATE ENGINEERING										
	25-00635 08/25/25 GENERAL ENGINEERING	1 GENERAL ENGINEERING-COAH		1,419.75	5-01-20-715-020	B ENGINEERING SERVICE OE	R	08/25/25 09/15/25	16847	N
	2 GENERAL ENGINEERING-NJDOT 2026			3,145.00	5-01-20-715-020	B ENGINEERING SERVICE OE	R	08/25/25 09/15/25	16979	N

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Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	1099 Excl
CEN005 CENTER STATE ENGINEERING											
25-00635 08/25/25 GENERAL ENGINEERING											
3 GENERAL ENGINEERING-NJDOT 2026											
Continued											
571.50 5-01-20-715-020											
5,136.25											
25-00636 08/25/25 SUTTON/YORK/MADISON											
1 SUTTON/YORK/MADISON											
311.00 C-04-55-908-100											
2 SUTTON/YORK/MADISON											
126.00 C-04-55-908-100											
3 SUTTON/YORK/MADISON											
788.50 C-04-55-908-100											
1,225.50											
25-00637 08/25/25 15 HIGH STREET											
1 15 HIGH STREET											
374.00 T-14-57-000-022											
2 15 HIGH STREET											
7,370.00 T-14-57-000-022											
3 15 HIGH STREET											
880.00 T-14-57-000-022											
4 15 HIGH STREET											
2,948.00 T-14-57-000-022											
5 15 HIGH STREET											
185.00 T-14-57-000-022											
11,757.00											
25-00638 08/25/25 LAKE AVE DOT											
1 LAKE AVE DOT											
210.00 5-01-20-715-020											
2 LAKE AVE DOT											
73.50 5-01-20-715-020											
283.50											
Vendor Total: 18,402.25											
CEN07 CENTRAL JERSEY SECURITY											
25-00687 09/15/25 QTRLY MONITORING/PANIC BUTTONS											
1 QTRLY MONITORING/PANIC BUTTONS											
321.00 5-01-26-772-020											
Vendor Total: 321.00											
CIR01 CIRCLE JANITORIAL SUPPLIES											
25-00602 08/11/25 SUPPLIES											
1 HAND SOAP											
105.00 5-01-26-772-020											
Vendor Total: 105.00											

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CIR01	CIRCLE JANITORIAL SUPPLIES	Continued									
	25-00602 08/11/25 SUPPLIES	Continued	37.50	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	08/11/25	09/15/25		30506-25	N
	2 GARBAGE BAGS		142.50								
	Vendor Total:		142.50								
CON11	CONTINUITY OPERATIONS GROUP										
	25-00698 09/17/25 2025 LEARY FOUNDATION GRANT										
	1 2025 LEARY FOUNDATION GRANT		1,000.00	5-01-25-749-020	B FIRE DEPARTMENT OE	R	09/17/25	09/17/25			N
	2 2025 LEARY FOUNDATION GRANT		1,000.00	G-02-15-026-015	B OEM GRANT 2021	R	09/17/25	09/17/25			N
			2,000.00								
	Vendor Total:		2,000.00								
DIL01	DILWORTH PAXSON LLP										
	25-00639 08/25/25 CAPITAL ORD 2025-07										
	1 CAPITAL ORD 2025-07		450.00	C-04-55-912-100	B BOROUGH HALL PARKING LOT 2025-07	R	08/25/25	09/15/25			N
	Vendor Total:		450.00								
DYNAS005	DYNASTY COMMERCIAL CLEANING										
	25-00669 09/08/25 AUGUST COM CENTER CLEANING										
	1 AUGUST COM CENTER CLEANING		1,285.20	5-01-26-774-020	B COMMUNITY CENTER OE	R	09/08/25	09/15/25			N
	Vendor Total:		1,285.20								
FLORI005	FLORIO PERRUCCI STEINHARDT										
	25-00692 09/15/25 AUGUST SERVICES										
	1 AUGUST SERVICES		2,620.00	5-01-20-712-020	B LEGAL SERVICES OE	R	09/15/25	09/15/25			N
	Vendor Total:		2,620.00								
FRI01	FRIENDLY RENTAL CENTERS										
	25-00663 09/08/25 HOT DOG CART										
	1 HOT DOG CART		200.00	5-01-28-795-020	B RECREATION OE	R	09/08/25	09/15/25			N
	Vendor Total:		200.00								

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
GEORG005 GEORGE'S GARAGE & TOWING INC.											
	25-00645 08/25/25 TOW F350 TO ONSITE		275.00	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	08/25/25	09/15/25			N
	1 TOW F350 TO ONSITE										
	Vendor Total:		275.00								
GRA GRAINGER											
	25-00545 07/15/25 FOLDING TABLES		744.70	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	07/15/25	09/15/25		9571013870	N
	1 FOLDING TABLES										
	2 SHIPPING		159.00	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	07/15/25	09/15/25		9571013870	N
			903.70								
	25-00633 08/25/25 HANDICAP STENCIL		183.20	5-01-26-765-020	B STREETS & ROADS OE	R	08/25/25	09/15/25		821124625	N
	1 HANDICAP STENCIL										
	Vendor Total:		1,086.90								
HOM02 HOME DEPOT CREDIT SERVICES											
	25-00601 08/11/25 BATTERY BLOWER/W BATTERIES		179.10	G-02-14-026-030	B CLEAN COMMUNITIES 2025	R	08/11/25	09/15/25		2612533	N
	1 BATTERY BLOWER/W BATTERIES										
	25-00620 08/18/25 2X10/2X4 FOR WHITE 550		85.38	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	08/18/25	09/15/25		7013805	N
	1 2X10/2X4 FOR WHITE 550										
	25-00634 08/25/25 SUPPLIES		20.91	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	08/25/25	09/15/25		2520004	N
	1 WASP SPRAY										
	2 BLUE PAINT		9.98	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	08/25/25	09/15/25		2520004	N
	3 ELECTRIC SAW		128.00	G-02-14-026-030	B CLEAN COMMUNITIES 2025	R	08/25/25	09/15/25		2520004	N
	4 MULTI DRIVER		22.97	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	08/25/25	09/15/25		9627612	N
			181.86								
	25-00665 09/08/25 WOOD TRAILER/PAINT KIT		99.84	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	09/08/25	09/15/25			N
	1 WOOD FOR TRAILER										
	2 PAINT KIT		24.98	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	09/08/25	09/15/25			N
	3 UNDERCOATING FOR TRAILER		15.96	5-01-26-315-020	B VEHICLE MAINT-PUBLIC WORKS	R	09/08/25	09/15/25			N
			140.78								

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
HOW02 HOME DEPOT CREDIT SERVICES											
25-00674 09/08/25 SUPPLIES											
	1 SUPPLIES		201.18	5-01-26-765-020	B STREETS & ROADS OE	R	09/08/25	09/15/25			N
	2 SUPPLIES		201.17	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	09/08/25	09/15/25			N
			402.35								
25-00693 09/15/25 PAST DUE INVOICES											
	1 INV# 263233		119.75	5-01-28-796-020	B PARKS OE	R	09/15/25	09/15/25			N
	2 INV# 8522943		25.02	5-01-28-796-020	B PARKS OE	R	09/15/25	09/15/25			N
	3 INV# 7623936		99.85	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	09/15/25	09/15/25			N
			244.62								
	Vendor Total:		1,234.09								
HOW03 HOME NEWS & TRIBUNE											
25-00684 09/15/25 INV# 7276441											
	1 INV# 7276441		119.14	5-01-20-120-020	B MUNICIPAL CLERK OE	R	09/15/25	09/15/25		7276441	N
	2 INV# 7276441		40.07	5-01-21-720-020	B PLANNING BOARD OE	R	09/15/25	09/15/25		7276441	N
			159.21								
	Vendor Total:		159.21								
JAW03 JAMESBURG HARDWARE											
25-00631 08/25/25 HOLE SAW/ARBOR											
	1 HOLE SAW		21.99	5-01-26-765-020	B STREETS & ROADS OE	R	08/25/25	09/15/25			N
	2 ARBOR		22.99	5-01-26-765-020	B STREETS & ROADS OE	R	08/25/25	09/15/25			N
			44.98								
	Vendor Total:		44.98								
JCP01 JCP&L											
25-00694 09/15/25 ELECTRIC											
	1 ACCT# 100 008 806 760		7.51	5-01-31-825-020	B ELECTRICITY	R	09/15/25	09/15/25			N
	2 ACCT# 100 054 008 006		67.34	5-01-31-825-020	B ELECTRICITY	R	09/15/25	09/15/25			N
	3 ACCT# 100 117 346 864		513.07	5-01-31-825-020	B ELECTRICITY	R	09/15/25	09/15/25			N
	4 ACCT# 100 128 456 728		43.13	5-01-31-825-020	B ELECTRICITY	R	09/15/25	09/15/25			N

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
							Enc Date	Date	Invoice	Excl
JCP01 JCP&L	25-00694 09/15/25 ELECTRIC	5 ACCT# 100 114 338 708	Continued							
			5.12	5-01-31-825-020	B ELECTRICITY	R	09/15/25	09/15/25		N
			636.17							
25-00701 09/17/25 ACCT# 100 128 267 034		1 ACCT# 100 128 267 034	40.80	5-01-31-825-020	B ELECTRICITY	R	09/17/25	09/17/25		N
		Vendor Total:	676.97							
FRAG01 JOE FRAGOSO	25-00672 09/08/25 STRAPS/SEATBELTS/FIRE NOZZLES	1 STRAPS/SEATBELTS/FIRE NOZZLES	600.47	5-01-25-749-020	B FIRE DEPARTMENT OE	R	09/08/25	09/15/25		N
		Vendor Total:	600.47							
KELS005 KELSO & BURGESS	25-00682 09/08/25 COURT SESSION-SEPT 2025	1 COURT SESSION-SEPT 2025	600.00	5-01-25-757-020	B MUNICIPAL PROSECUTOR OE	R	09/08/25	09/15/25		N
		Vendor Total:	600.00							
MAX MAXIMUM SECURITY SYSTEMS	25-00472 06/23/25 QTRLY PAYMENT	1 QTRLY PAYMENT	112.50	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	06/23/25	09/17/25		N
25-00697 09/16/25 QTRLY PAYMENT		1 QTRLY PAYMENT	112.50	5-01-26-772-020	B BUILDINGS & GROUNDS OE	R	09/16/25	09/17/25		N
		Vendor Total:	225.00							
MELIS005 MELISSA HALLERMAN	25-00702 09/17/25 CASH BOXES HELMETTA DAY	1 CASH BOXES HELMETTA DAY	1,000.00	5-01-20-120-020	B MUNICIPAL CLERK OE	R	09/17/25	09/17/25		N
		Vendor Total:	1,000.00							

BOROUGH OF HELMETTA
Bill List By Vendor Name

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
							Enc Date	Date	Invoice	Excl
MGL01	MGL PRINTING SOLUTIONS									
25-00533	07/14/25 DOG/CAT TAGS 2026	1 DOG/CAT TAGS 2026	739.00	5-01-20-120-020	B MUNICIPAL CLERK OE	R	07/14/25	09/15/25		N
	Vendor Total:		739.00							
MICHE005	MICHELLE CASISA									
25-00691	09/15/25 PONY RIDES/PETTING FARM 9/20	1 PONY RIDES/PETTING FARM 9/20	650.00	T-13-55-000-007	B RESERVE FOR RECREATION TRUST	R	09/15/25	09/17/25		N
		2 PONY RIDES/PETTING FARM 9/20	650.00	5-01-28-796-020	B PARKS OE	R	09/15/25	09/17/25		N
			1,300.00							
	Vendor Total:		1,300.00							
ONE02	ONE CALL CONCEPTS, INC.									
25-00686	09/15/25 REGULAR LOCATES- AUGUST	1 REGULAR LOCATES- AUGUST	28.50	5-01-26-765-020	B STREETS & ROADS OE	R	09/15/25	09/15/25		N
	Vendor Total:		28.50							
PAB01	PABCO INDUSTRIES LLC									
25-00626	08/20/25 LEAF BAGS	1 LEAF BAGS	2,155.14	G-02-14-026-030	B CLEAN COMMUNITIES 2025	R	08/20/25	09/15/25		N
	Vendor Total:		2,155.14							
PACKE005	PACKET MEDIA LLC									
25-00685	09/15/25 TAX SALE ADS	1 TAX SALE AD 9/5/25	138.75	5-01-20-708-021	B REVENUE ADMIN TAX COLL OE	R	09/15/25	09/15/25	108224	N
		2 TAX SALE AD 9/12/25	138.75	5-01-20-708-021	B REVENUE ADMIN TAX COLL OE	R	09/15/25	09/15/25	108224	N
		3 TAX SALE AD 9/19/25	138.75	5-01-20-708-021	B REVENUE ADMIN TAX COLL OE	R	09/15/25	09/15/25	108224	N
		4 TAX SALE AD 9/26/25	138.75	5-01-20-708-021	B REVENUE ADMIN TAX COLL OE	R	09/15/25	09/15/25	108224	N
			555.00							
	Vendor Total:		555.00							

Page No: 9

[illegible]

Page No: 10

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date	Chk/Void	Invoice	1099
												Excl
PRIDE005 PRIDE LANDSCAPE SUPPLY												
25-00630 08/25/25 STIHL GUARD INSTALL/ SUPPLIES Continued												
2 SHOP SUPPLIES												
2.50 5-01-26-765-020												
90.50												
Vendor Total: 90.50												
SGPAV005 S&G PAVING												
25-00680 09/08/25 REMAINING BALANCE GUARDRAIL												
1 REMAINING BALANCE GUARDRAIL 1,100.00 5-01-26-772-020												
Vendor Total: 1,100.00												
STICK005 STICKER CHICK GRAPHICS												
25-00696 09/15/25 HELMETTA DAY SHIRTS/POLOS												
1 HELMETTA DAY SHIRTS 720.00 T-13-55-000-007												
2 POLOS 180.00 5-01-20-110-020												
3 POLO 30.00 5-01-20-120-020												
4 POLO 30.00 5-01-20-701-020												
960.00												
Vendor Total: 960.00												
ROS02 THOMAS C. ROSELLI, ESQ.												
25-00641 08/25/25 PUBLIC DEFENDER SEPTEMBER 2025												
1 PUBLIC DEFENDER SEPTEMBER 2025 300.00 5-01-20-712-020												
Vendor Total: 300.00												
TRE02 TREASURER-ST OF NJ /DEP												
25-00683 09/15/25 NJ SAFE DRINKING WATER ANNUAL												
1 NJ SAFE DRINKING WATER ANNUAL 720.00 5-05-55-500-021												
Vendor Total: 720.00												

Vendor # Name	PO # PO Date Description	Item Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date	Date	Chk/Void	Invoice	1099
WBW01 W.B. MASON	25-00676 09/08/25 OFFICE SUPPLIES	1 OFFICE SUPPLIES	71.73	5-01-31-834-020	B OFFICE SUPPLIES		R	09/08/25	09/15/25				N
	Vendor Total:		71.73										
DJWME005 Wayne Handwerk Jr.	25-00584 08/07/25 HELMETTA EVENTS	1 SPARK IN PARK RAIN DATE	250.00	5-01-28-795-020	B RECREATION OE		R	08/07/25	09/15/25				N
		2 SPLASH BASH	250.00	5-01-28-795-020	B RECREATION OE		R	08/07/25	09/15/25				N
		3 HELMETTA DAY	500.00	5-01-28-795-020	B RECREATION OE		R	08/07/25	09/15/25				N
			1,000.00										
	Vendor Total:		1,000.00										
Total Purchase Orders:	56	Total P.O. Line Items:	108	Total List Amount:	51,872.10	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	5-01	28,207.03	0.00	28,207.03	0.00	0.00	28,207.03
WATER OPERATING FUND	5-05	3,095.71	0.00	3,095.71	0.00	0.00	3,095.71
SEWER OPERATING FUND	5-07	2,304.62	0.00	2,304.62	0.00	0.00	2,304.62
Year Total:		33,607.36	0.00	33,607.36	0.00	0.00	33,607.36
GENERAL CAPITAL FUND	C-04	1,675.50	0.00	1,675.50	0.00	0.00	1,675.50
GRANT FUND	G-02	3,462.24	0.00	3,462.24	0.00	0.00	3,462.24
GENERAL TRUST FUND	T-13	1,370.00	0.00	1,370.00	0.00	0.00	1,370.00
BUILDERS' ESCROW FUND	T-14	11,757.00	0.00	11,757.00	0.00	0.00	11,757.00
Year Total:		13,127.00	0.00	13,127.00	0.00	0.00	13,127.00
Total of All Funds:		51,872.10	0.00	51,872.10	0.00	0.00	51,872.10

**RESOLUTION APPROVING THE 2025 PERSONNEL MANUAL FOR THE BOROUGH
OF HELMETTA**

2025-132

WHEREAS, the Borough of Helmetta recognizes the need to maintain an up-to-date Personnel Manual that outlines the policies, procedures, and expectations for all Borough employees; and

WHEREAS, the Borough has conducted a review and necessary revisions of its Personnel Manual to reflect current legal standards, administrative procedures, and best practices in municipal employment management; and

WHEREAS, the Mayor and Council have reviewed the updated 2025 Personnel Manual and find it to be in the best interest of the Borough and its employees to formally adopt the manual;

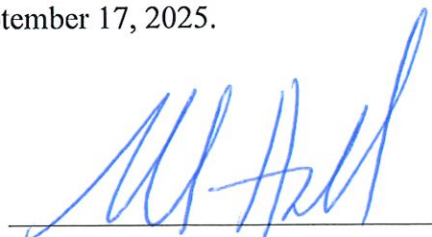
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Helmetta, County of Middlesex, State of New Jersey, as follows:

1. The 2025 Personnel Manual, as presented, is hereby approved and adopted effective immediately.
2. All Borough employees shall be provided a copy of the 2025 Personnel Manual and shall acknowledge receipt and understanding of the policies therein.
3. This resolution shall take effect immediately upon adoption.
4. A copy of the 2025 Personnel Manual shall be maintained on file in the Borough Clerk's office and made available to all employees upon request.

	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 September 17, 2025.



MELISSA HALLERMAN, RMC
Municipal Clerk

BOROUGH OF HELMETTA

RESOLUTION

2025-133

**RESOLUTION APPOINTING MEMBERS OF THE GOVERNING BODY TO VARIOUS
STANDING COMMITTEES AND REPRESENTATIVE ROLES**

WHEREAS, the Borough of Helmetta has established Standing Committees and participates in intergovernmental programs to effectively manage municipal operations and represent the interests of the community; and

WHEREAS, it is necessary to appoint members of the Borough Council to serve on said Committees and as representatives to county-level programs to ensure proper oversight, advocacy, and communication; and

WHEREAS, the Mayor and Council of the Borough of Helmetta wish to formalize the following appointments;

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. **Councilman Mike Duffy** is hereby appointed to the **Finance Committee**.
2. **Councilman Pete Karczewski** is hereby appointed to the **Sanitation/Recycling Committee**.
3. **Councilman Ron Dzingleski** is hereby appointed as **Alternate Representative to the Middlesex County Housing and Community Development Committee**.

BE IT FURTHER RESOLVED that these appointments shall take effect immediately and remain in force until successors are duly appointed or as otherwise determined by the Mayor and Council.

	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 September 17, 2025.



MELISSA HALLERMAN, RMC
Municipal Clerk

**Borough of Helmetta
Resolution 2025-134
Model Local Unit Civil Rights**

A RESOLUTION TO AFFIRM THE BOROUGH OF HELMETTA'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Borough of Helmetta to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Borough of Helmetta has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Borough of Helmetta that:

Section 1: No official, employee, appointee or volunteer of the Borough of Helmetta by whatever title known, or any entity that is in any way a part of the Borough of Helmetta shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Helmetta's business or using the facilities or property of the Borough of Helmetta.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Helmetta to provide services that otherwise could be performed by the Borough of Helmetta.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Business Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Business Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Helmetta as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Business Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Business Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Helmetta. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Helmetta's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Borough of Helmetta in order for the public to be made aware of this policy and the Borough of Helmetta's commitment to the implementation and enforcement of this policy.

Model General Complaint Procedure:

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the Borough of Helmetta may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the Borough of Helmetta shall follow the Employee Complaint Procedure. All other individuals including volunteers and members of the public may report the alleged wrongdoing to the head of the applicable department or volunteer organization, or, if they prefer, or do not think that the matter can be discussed with the head of the applicable department or organization, they should contact the Business Administrator or the Assistant Business Administrator

Reporting of such incidents is encouraged both when an individual feels that he or she is subject to such incidents, or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not alleged to be involved in the alleged harassment or wrongdoing.

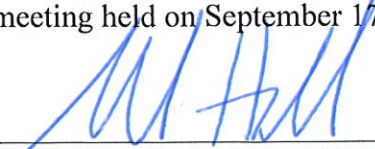
No individual will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining individual will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

	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 September 17, 2025.



MELISSA HALLERMAN, RMC
Municipal Clerk

August 2025

Municipal Clerk

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
8/6/2025	Deck Guardian Inc	Trust/Recreation Helmetta Day		\$1,500.00 Ck# 5716
8/6/2025	Ashley Yanchuck	Current/Certified Copies		\$45.00 Cash
8/12/2025	Ellen Frederick	Trust/Helmetta Day Shirts		\$40.00 Ck# 340
8/12/2025	Susan Micale	Current/Certified Copies		\$60.00 Ck# 437
8/12/2025	Francis Dahl	Trust/Helmetta Day Shirts		\$40.00 Ck# 6683
8/12/2025	Erica Larsen	Current/Marriage License		\$28.00 Cash
8/13/2025	Matthew Shaeffer	Current/Certified Copies		\$75.00 Ck# 124
8/14/2025	Lauren Bowman	Animal		\$23.00 Cash
8/19/2025	Karina Lendel	Animal		\$8.00 Ck# 304
8/28/2025	Jaclyn Paoissonnier	Trust/Helmetta Day Shirts		\$40.00 Ck# 103
8/28/2025	Samuel Klein and Co.	Trust/Recreation Helmetta Day		\$400.00 Ck# 27977
8/29/2025	Mr. Sign of New Jersey	Current/Zoning		\$50.00 Ck# 1481
8/29/2025	Jacob Eso	Current/Zoning		\$50.00 Ck# 2931
8/29/2025	John Daly	Trust/Helmetta Day Shirts		\$20.00 Cash

BOROUGH OF HELMETTA

REPORT OF THE TAX COLLECTOR

MONTH OF: AUGUST

DATED: 9/9/2025

TAXES	2024	2,936.96
TAXES	2025	1,467,286.90
TAXES	2026	10,202.72

INTEREST 357.99

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

TOTAL 1,480,784.57

Tina McDermott

TINA MCDERMOTT
TAX COLLECTOR

<u>ADJUSTMENTS</u>	NSF \$	40.00
2019 KAPLAN REFUND		-38,011.10

(37,971.10)

CLOSING BALANCES	DEBIT	CREDIT	NET
2019	0.00	0.00	0.00 Kaplan
2024	0.00	10,070.31	10,070.31
2025	(6,429.10)	1,863,362.44	1,856,933.34
			<u>1,867,003.65</u>

2026 0.00 3,331,846.41 3,331,846.41

TAX COLLECTORS TRUST

DATE	CK#	SOURCE	DEBITS	CREDITS
7/31/2025				79,219.44

8/31/2025	interest paid	0.00	6.83
		<u>0.00</u>	<u>6.83</u>

TOTAL AS PER 8/31/25 BANK STATEMENT 79,226.27

[illegible]

BOROUGH OF HELMETTA
2024
DELINQUENT TAXES AS OF:

2024 \$ SOLD AT 2025 TAX SALE

8/31/25

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

BALANCE		\$	<u>10,070.31</u>
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2 Properties

2024 WATER/SEWER DELINQUENT TO BE SOLD AT 2025 TAX LIEN SALE

\$10,219.40

20 Properties

RESOLUTION

2025-135

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.

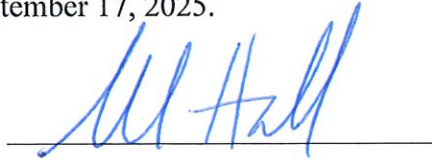
Minutes will be kept and once the matter involving the confidentiality of the matter is no longer considered confidential, then the minutes will be made public.

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 September 17, 2025.



MELISSA HALLERMAN, RMC
Municipal Clerk

ORDINANCE 2025-8

AN ORDINANCE AMENDING SECTION 8 ("RATES AND CHARGES") OF CHAPTER 57 ("WATER") OF THE CODE OF THE BOROUGH OF HELMETTA

WHEREAS, N.J.S.A. 40A:31-10 permits a local unit to alter rates or rentals to be charged to users of water supply services from time to time; and

WHEREAS, the Borough Council desires to amend the Borough Code of the Borough of Helmetta in order to alter the current water usage rates.

NOW, THEREFORE, BE IT ORDAINED, by Borough Council of the Borough of Helmetta that Section 8 ("Rates and Charges") of Chapter 57 ("Water") of the Borough Code is hereby amended as follows (additions are underlined and bolded, and deletions struck-through):

1.

Section 57-8 Rates and Charges.

A. Definitions.

1. "Residential customer" or "residential use" shall be defined as those accounts where the principal use of the building or structure is as living space for residents of the Borough of Helmetta, or is not defined as a "commercial customer." In the event a building or structure contains, or could contain, more than one dwelling unit for residential use, there should be charged as many minimum residential billing units as there are residential dwelling units.
2. "Commercial customer" or "commercial use" shall be defined as those accounts where the principal use of the building or structure is retail, commercial or other business activity. In the event a building or structure contains, or could contain, more than one unit for commercial use, there shall be charged as many minimum commercial billing units as there are commercial units.

B.

A water usage charge for each residential customer, effective for consumption beginning October 1, 2025, shall be eighty-four dollars and sixty-eight cents (\$84.68) for usage of six thousand nine hundred ninety-nine gallons (6,999) or less of water per quarter. The usage charges are hereby fixed and officially established as charges by the Borough for direct and indirect use and service of the water distribution system and chargeable in advance, and the same shall be charged and collected by the Borough.

C.

A water usage charge for each non-residential customer, effective for consumption beginning October 1, 2025, shall be one hundred and twenty-two dollars and three cents (\$122.03) for usage of six thousand nine hundred ninety-nine gallons (6,999) or less of water per quarter. The usage charges are hereby fixed and officially established as charges by the Borough for direct and indirect use and service of the water distribution system and chargeable in advance, and the same shall be charged and collected by the Borough.

D.

A water usage charge for each commercial sprinkler customer, effective for consumption beginning October 1, 2025, shall be one hundred and forty-one dollars and twenty-five cents (\$141.25) for usage of six thousand nine hundred ninety-nine gallons (6,999) or less of water per quarter. The usage charges are hereby fixed and officially established as charges by the Borough for direct and indirect use and service of the water distribution system and chargeable in advance, and the same shall be charged and collected by the Borough.

E.

An excess water usage charge for each residential, commercial and sprinkler customer shall be charged, in arrears, as follows:

(1)

For usage of 7,000 to 12,999 gallons, the charge shall be \$8.79 per 1,000 gallons or part thereof.

(2)

For usage of 13,000 to 20,999 gallons, the charge shall be \$9.33 per 1,000 gallons or part thereof.

(3)

For usage of 21,000 or more, the charge shall be \$10.28 per 1,000 gallons or part thereof.

F.

Annual charges for private fire service, sprinkler heads and fire hydrants shall be fixed by resolution of the Governing Body.

G.

There shall be an additional fee of twenty dollars (\$20) upon a request by a customer or his representative for a meter reading at times other than the regular reading for a billing period.

BE IT FURTHER ORDAINED, if any part or parts of this Ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this ordinance.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

ORDINANCE 2025-08
BOROUGH OF HELMETTA
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY

Introduced: August 20, 2025

Recorded Vote

Motion made by *Councilman Dzingleski*

Second by *Councilman Stasi*

Roll Call

RECORDED VOTE

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

Adopted on First Reading

Dated: August 20, 2025

M Hall
Melissa Hallerman, RMC

Adopted: September 17, 2025

Recorded Vote

Motion made by *Councilman Dzingleski*

Second by *Councilman Reid*

Roll Call

RECORDED VOTE

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

Adopted on Second Reading

Dated: September 17, 2025

M Hall
Melissa Hallerman, RMC

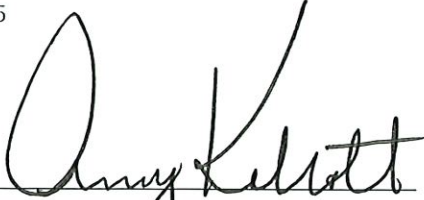
AFFIDAVIT OF PUBLICATION

Order Number : 11600890

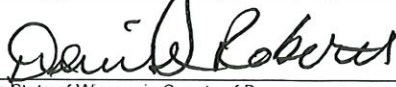
STATE OF WISCONSIN
Brown County

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, depose and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

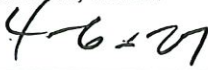
08/24/2025



Legal Clerk



Notary Public State of Wisconsin County of Brown



My commission expires

DENISE ROBERTS
Notary Public
State of Wisconsin

BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA
PUBLIC NOTICE
NOTICE OF PENDING ORDINANCE 2025-08
AN ORDINANCE BY THE BOROUGH OF HELMETTA FOR ADOPTION OF THE
AMENDMENT OF SECTION 8 (RATES AND CHARGES) OF CHAPTER 57 (WATER) OF
THE CODE OF THE BOROUGH OF HELMETTA

Ordinance 2025-08 was introduced and passed upon first reading at a meeting of the Borough Council of the Borough of Helmetta, County of Middlesex and State of New Jersey, held on August 20, 2025. The purpose of this ordinance is to amend Section 8 (rates and charges) of Chapter 57 (Water) of the Code of the Borough of Helmetta. It will be further considered for final passage, after public hearing thereon, at a meeting of said Borough Council to be held in the Borough Hall, 51 Main Street, Helmetta, in said County, on September 17, 2025 at 7:00 o'clock p.m., or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning the same.

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

Melissa Hallerman
Borough Clerk
Borough of Helmetta
County of Middlesex, New Jersey

(\$32.76)

ORDINANCE 2025-09

AN ORDINANCE GRANTING RENEWAL OF MUNICIPAL CONSENT TO COMCAST OF CENTRAL NEW JERSEY, LLC. TO CONSTRUCT, CONNECT, OPERATE AND MAINTAIN A CABLE TELEVISION AND COMMUNICATIONS SYSTEM IN THE BOROUGH OF HELMETTA, MIDDLESEX COUNTY, NEW JERSEY

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF HELMETTA, MIDDLESEX COUNTY, NEW JERSEY, AS FOLLOWS:

SECTION 1. PURPOSE OF THE ORDINANCE.

The Borough hereby grants to Comcast renewal of its non-exclusive Municipal Consent to place in, upon, across, above, over and under highways, streets alleys, sidewalks, easements, public ways and public places in the Borough, poles, wires, cables, underground conduits, manholes and other television conductors, fixtures, apparatus, and equipment as may be necessary for the construction, operation and maintenance in the Borough of a cable television and communications system.

SECTION 2. DEFINITIONS.

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. Such meaning or definition of terms in supplemental to those definitions of the Federal Communications Commission ("FCC") rules and regulations, 47 C.F.R. Subsection 76.1 et seq., and the Cable Communications Policy Act, 47 U.S.C. Section 521 et seq., as amended, and the Cable Television Act, N.J.S.A. § 48:5A-1 et seq., and shall in no way be construed to broaden, alter or conflict with the federal and state definitions:

- a. "Borough" is the Borough of Helmetta, County of Middlesex, State of New Jersey.
- b. "Company" or "Comcast" is the grantee of rights under this Ordinance and is known as Comcast of Central New Jersey LLC.
- c. "Act" or "Cable Television Act" is Chapter 186 of the General Laws of New Jersey, and subsequent amendments thereto, N.J.S.A. § 48:5A-1, et seq.
- d. "FCC" is the Federal Communications Commission.
- e. "Board" or "BPU" is the Board of Public Utilities, State of New Jersey.
- f. "Office" or "OCTV" is the Office of Cable Television of the Board.
- g. "Basic Cable Service" means any service tier, which includes the retransmission of local television broadcast signals as defined by the FCC.
- h. "Application" is the Company's Application for Renewal of Municipal Consent.
- i. "Primary Service Area" or "PSA" consists of the area of the Borough currently served with existing plant as set forth in the map annexed to the Company's Application for Municipal Consent.

SECTION 3. STATEMENT OF FINDINGS.

Public hearings conducted by the Borough concerning the renewal of Municipal Consent herein granted to the Company were held after proper public notice pursuant to the terms and conditions of the Act and the regulations of the Board adopted pursuant thereto. Said hearings, having been fully open to the public, and the Borough, having received at said public hearings all comments regarding the qualifications of the Company to receive this renewal of Municipal Consent, the Borough hereby finds that the Company possesses the necessary legal, technical, character, financial and other qualifications and that the Company's operating and construction arrangements are adequate and feasible.

SECTION 4. DURATION OF FRANCHISE.

The non-exclusive Municipal Consent granted herein shall expire 10 years from the date of expiration of the previous Certificate of Approval issued by the Board.

In the event that the Borough shall find that the Company has not substantially complied with the material terms and conditions of this Ordinance, the Borough shall have the right to petition the OCTV, pursuant to N.J.S.A. § 48:5A-47, for appropriate action, including modification AND/OR termination of the Certificate of Approval; provided, however, that the Borough shall first have given the Company written notice of all alleged instances of non-compliance and an opportunity to cure same within ninety (90) days of that notification.

SECTION 5. FRANCHISE FEE.

Pursuant to the terms and conditions of the Act, and, except as where higher payment is otherwise required by the applicable law and regulations (including N.J.S.A. 48:5A-30), the Company shall, during each year of operation under the consent granted herein, pay to the Borough two percent (2%) of the gross revenues from all recurring charges in the nature of subscription fees paid by subscribers for cable television reception service in the Borough or any higher amount permitted by the Act or otherwise allowable by law.

SECTION 6. FRANCHISE TERRITORY.

The consent granted under this Ordinance for the renewal of the franchise shall apply to the entirety of the Borough and any property subsequently annexed hereto.

SECTION 7. EXTENSION OF SERVICE.

The Company shall be required to proffer service to any residence along any public right-of-way in the Primary Service Area, as set forth in the Company's Application. Any extension of plant beyond the Primary Service Area shall be governed by the Company's Line Extension Policy, as set forth in the Company's Application, with a HPM ("homes-per-mile") of 25 dwellings per linear mile from the nearest active trunk or feeder line.

SECTION 8. CONSTRUCTION REQUIREMENTS.

a. Restoration: In the event that the Company or its agents shall disturb any pavement, street surfaces, sidewalks, driveways, or other surface in the natural topography, the Company shall, at its sole expense, restore and replace such places or things so disturbed in as good a condition as existed prior to the commencement of said work.

b. Relocation: If at any time during the period of this consent, the Borough shall alter or change the grade of any street, alley or other way or place the Company, upon reasonable notice by the Borough, shall remove, re-lay or relocate its equipment, at the expense of the Company prior to approval of the board.

c. Removal or Trimming of Trees: During the exercise of its rights and privileges under this franchise, the Company shall have the authority to trim trees upon and overhanging streets, alleys, sidewalks or other public places of the Borough so as to prevent the branches of such trees from coming in contact with the wires and cable of the Company. Such trimming shall be only to the extent necessary to maintain proper clearance of the Company's wire and cables.

d. Temporary removal of cables: The Company shall, upon request of the Borough, at the company's expense, temporarily raise, lower or remove its lines in order to facilitate the moving of buildings or machinery or in other like circumstances, subject to the prior approval of the board.

e. Installation of equipment: The Company shall install equipment in the same location and manner as existing public utilities whenever possible, in order to minimize the impact of same on surrounding property.

SECTION 9. CUSTOMER SERVICE.

In providing services to its customers, the Company shall comply with N.J.A.C. § 14:18-1, et seq. and all applicable state and federal statutes and regulations. The Company shall strive to meet or exceed all voluntary company and industry standards in the delivery of customer service.

a. The Company shall continue to comply fully with all applicable state and federal statutes and regulations regarding credit for outages, the reporting of same to regulatory agencies and notification of same to customers.

b. The Company shall continue to fully comply with all applicable state and federal statutes and regulations regarding the availability of devices for the hearing impaired and the notification of same to customers.

c. The Company shall use every reasonable effort to meet or exceed voluntary standards for telephone accessibility developed by the National Cable Television Association ("NCTA").

d. Nothing herein shall impair the right of any subscriber or the Borough to express any comment with respect to telephone accessibility to the Complaint Officer or impair the right of the Complaint Officer to take any action that is permitted under law.

SECTION 10. MUNICIPAL COMPLAINT OFFICER.

The Office of Cable Television is hereby designated as the Complaint Officer for the Borough pursuant to N.J.S.A. § 48:5A-26(b). All complaints shall be received and processed in accordance with N.J.A.C. § 14:17-6.5. The Borough shall have the right to request copies of records and reports pertaining to complaints by Borough customers from the OCTV.

SECTION 11. LOCAL OFFICE.

During the term of this franchise, and any renewal thereof, the Company shall maintain a business office or agent in accordance with N.J.A.C. § 14:18-5.1 for the purpose of receiving, investigating and resolving

all local complaints regarding the quality of service, equipment malfunctions, and similar matters. Such a business office shall have a publicly listed toll-free telephone number and be open during standard business hours.

SECTION 12. PERFORMANCE BOND.

During the life of the franchise the Company shall give to the Borough a bond in the amount of Twenty-Five Thousand Dollars (\$25,000). Such bond shall be to insure the faithful performance of all undertakings of the Company as represented in its application for municipal consent incorporated herein.

SECTION 13. SUBSCRIBER RATES.

The rates of the Company shall be subject to regulation as permitted by federal and state law.

SECTION 14. COMMITMENTS BY THE COMPANY.

- a. The Company shall provide Expanded Basic or a similar tier of cable television service at no cost to one (1) outlet to each municipal building provided the facility is located within two hundred (200) feet of active cable distribution plant or through customer owned conduit. Each additional outlet installed, if any, shall be paid for on a materials plus labor basis by the Borough.
- b. The Company shall provide Expanded Basic or a similar tier of cable television service at no cost to one (1) outlet to each school provided the facility is located within two hundred (200) feet of active cable distribution plant or through customer owned conduit. Each additional outlet installed, if any, shall be paid for on a materials plus labor basis by the Borough.
- c. The Communications Act of 1934, as amended [47 U.S.C. §543 (b)], allows the Company to itemize and/or identify: (1.) the amount on the subscriber bill assessed as a franchise fee and the identity of the governmental authority to which the fee is paid; (2.) the amount on the bill assessed to satisfy any requirements imposed on the Company by the cable franchise to support public, education, and/or governmental access channels or the use of such channels; and (3.) any grants or other fees on the bill or any tax, assessment, or charge of any kind imposed by any governmental authority on the transaction between the operator and the subscriber.

SECTION 15. EDUCATION AND GOVERNMENTAL ACCESS

- a. The Company shall continue to make available to the Borough one channel for the purpose PEG access for use to the Borough of the Borough's designees. The channel maybe shared with other municipalities.
- b. The Company does not relinquish its ownership of or ultimate right of control over a channel by designating it for access use. A PEG access user – whether an public, educational or government user - acquires no property or other interest by virtue of the use of a channel so designated and may not rely on the continued use of a particular channel number, no matter how long the same channel may have been designated for such use.
- c. The Company will maintain the cable, modulators, and equipment necessary for the Borough or its designee to send a signal to the Company, and to receive the return feed of the signal.
- d. The Company shall not exercise editorial control over any use of channel capacity, except Company may refuse to transmit any educational or governmental access program or portion of any educational or

governmental access program that contains obscenity, indecency, or nudity.

e. **Company Use of Fallow Time.** Because blank or underutilized E/G channels are not in the public interest, in the event the Borough or other qualified E/G access users elect not to fully program their E/G access channel, Company may program unused time on those channels subject to reclamation by the Borough upon no less than 60 days written notice.

f. **Indemnification.** The Borough shall indemnify Company for any liability, loss, or damage it may suffer due to violation of the intellectual property rights of third parties on the EG channel and from claims arising out of the rules for or administration of E/G access channel and its programming. The Company shall defend, indemnify, and hold harmless the Borough and its officers, employees, professionals, agents, and elected officials from any and all claims arising in any way out of the subject matter of this contract which result solely from the negligence or intentional conduct of the Company.

g. Within six months of the issuance of a Renewal Certificate of Approval by the BPU, the Company shall provide to the Borough a one-time E/G Access Capital Grant in the amount of \$10,000 to meet the E/G Access capital needs of the community.

h. The Communications Act of 1934, as amended [47 U.S.C. §543 (b)], allows the Company to itemize and/or identify: (1.) the amount on the subscriber bill assessed as a franchise fee and the identity of the governmental authority to which the fee is paid; (2.) the amount on the bill assessed to satisfy any requirements imposed on the Company by the cable franchise to support public, education, and/or governmental access channels or the use of such channels; and (3.) any grants or other fees on the bill or any tax, assessment, or charge of any kind imposed by any governmental authority on the transaction between the operator and the subscriber. The Company reserves its external cost, pass-through rights to the full extent permitted by law.

SECTION 16. EMERGENCY USES.

a. The Company will comply with the Emergency Alert System ("EAS") rules in accordance with applicable state and federal statutes and regulations.

b. The Company shall in no way be held liable for any injury suffered by the Borough or any other person, during an emergency, if for any reason the Borough is unable to make full use of the cable television system as contemplated herein.

SECTION 17. LIABILITY INSURANCE.

The Company shall at all times maintain a comprehensive general liability insurance policy with a single limit amount of One Million Dollars (\$1,000,000) covering liability for any death, personal injury, property damages or other liability arising out of its construction and operation of the cable television system, and an excess liability (or "umbrella") policy in the amount of Five Million Dollars (\$5,000,000).

SECTION 18. INCORPORATION OF THE APPLICATION.

All of the statements and commitments contained in the Application or annexed thereto and incorporated therein, and any amendment thereto, except as modified herein, are binding upon the Company as terms and conditions of this consent. The Application and other relevant writings submitted by the Company shall be annexed hereto and made a part hereof by reference provided same do not conflict with application State or Federal law.

SECTION 19. COMPETITIVE EQUITY.

Should the Borough grant municipal consent for a franchise to construct, operate and maintain a cable television system to any other person, corporation or entity on terms materially less burdensome or more favorable than the terms contained herein, the Company may substitute such language that is more favorable or less burdensome for the comparable provision of this Ordinance subject to the provisions of N.J.A.C. § 14:17-6.7.

SECTION 20. SEPARABILITY.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and its validity or unconstitutionality shall not affect the validity of the remaining portions of the Ordinance.

SECTION 21. THIRD PARTY BENEFICIARIES.

Nothing in this Franchise or in any prior agreement is or was intended to confer third-party beneficiary status on any member of the public to enforce the terms of such agreements or Franchise.

SECTION 22. EFFECTIVE DATE.

This Ordinance shall take effect immediately upon issuance of a Renewal Certificate of Approval from the BPU.

ORDINANCE 2025-09
BOROUGH OF HELMETTA
COUNTY OF MIDDLESEX, STATE OF NEW JERSEY

Introduced: September 17, 2025

Recorded Vote

Motion made by *Councilman Dzingleski*

Second by *Councilwoman Bohinski*

Roll Call

RECORDED VOTE

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

Adopted on First Reading

Dated: September 17, 2025

Melissa Hallerman
Melissa Hallerman, RMC

Adopted: October 15, 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				
Councilman Stasi				

Adopted on Second Reading

Dated: October 15, 2025

Melissa Hallerman, RMC