



HELMETTA PLANNING BOARD MEETING
OCTOBER 9, 2024 – MINUTES

*MEETING CALLED TO ORDER- PLEDGE OF ALLEGIANCE by Chairman Jim Marchione at 7:00pm.

*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.

*CALLING OF THE ROLL

Class I: Mayor Christopher Slavicek – absent
Class II: Paul Reed
Class III: Councilman Mike Duffy – left at 7:05pm
Class IV: Jim Marchione
Joseph Sinagra
Roger Bohinski - absent
Peter Genecki
Bill Kloss – absent
Christine Reid

Also in attendance was Planning Board Attorney Jim Kinneally and Borough Planner Ernest Feist.

*PUBLIC PORTION

During the Public Portion of any Planning Board meeting members of the Public may only speak on topics of concern to the residents of the Borough. Each individual will be given five minutes to speak. During the Public Portion of any meeting, the members of the Public as well as members of the Planning Board shall be courteous and respectful to one another. No comments and/or behavior that are considered disrespectful, ill willed, or with the intent to harass shall be tolerated. If such behavior occurs, then that individual member of the public will be asked to sit down and his or her turn to speak will be over, even if the five minutes is not up.

No member of the public spoke.

*ACCEPTANCE OF MINUTES – February 14, 2024

MOTION – Christine Reid SECONDED – Peter Genecki

ROLL CALL – 5-0

*BUSINESS – Application for Minor Site Plan and D (1) Variance for 5 Avenue B

Attorney Jay Weiner from Weiner and Weiner Associates stated that he represents George and Barbara Zielinski for a minor site plan variance for the construction of a pole barn as an accessory to the home on an adjacent lot. Marc Leiber was sworn in to give testimony as an Engineer and Planner. Mr. Leiber stated that he is an associate of East Point Engineering and gave his credentials. Planning Board Attorney James Kinneally stated that he is a qualified professional to give testimony.

Mr. Leiber entered into evidence A1, photos of the property. He stated that the lot was subdivided about 10 years ago. Block 27, Lot 2.03 has been a vacant lot. The pole barn does not require plumbing, water, sewer, gas, or any other utility, as it will only be used for storage. It will be a prefabricated construction storage unit that looks like a detached garage. The driveway will stay the same. It will meet all set-back requirements and will be used to put the items in front of the property into the pole barn.

Borough Planner Feist asked if it would confirm to the height requirements. Mr. Leiber stated yes.

Borough Planner Feist asked about the driveway because there is an ordinance stating that it needs to be paved, or at least the apron so that no gravel is being brought onto the road. Mr. Weiner stated that they are requesting a waiver not to pave the entire driveway. Mr. Leiber stated that there is an apron there, but it is not paved, it is stone.

Planning Board Member Mr. Sinagra inquired about the wind grading on the structure. Mr. Lieber stated that it conforms to the building product review.

Planning Board Chairman Mr. Marchione inquired about the setbacks. Borough Planner Feist stated that they are providing 13.5 feet and at least 10 feet is required.

Mr. Leiber stated that they are aware of the prohibition of selling it because it is a pole barn on a lot. Mr. Kinneally stated that if the lot is sold, the pole barn has to be taken down.

Mr. Leiber stated that it is an oversized detached garage and not a nuisance.

Mr. Sinagra inquired where the RV in the pictures will be parked. Mr. Weiner stated inside the pole barn.

Mr. Marchione inquired about the color. Mr. Leiber stated that it will be a neutral color. He further stated that there are no negative aspects of the application, no detriments to the environment and his client will comply with all landscaping and lighting requirements.

Mr. Weiner stated that they will be requesting a waiver from the Planning Board for architectural plans and stormwater maintenance. Borough Planner Feist stated that he has no objections to the request. The waivers they are requesting include stormwater control measures and utility plan because there are no utilities, architectural plans, paved driveway, landscape and lighting plan, details for improvements, driveway, curb, landscaping, and an updated survey.

Mr. Leiber stated that the local DPW, Fire Marshal, DEP, and County won't have an interest in this application.

Mr. Marchione opened the meeting for public comment.

Masood Raja, 24 Avenue A, inquired about what will be in the shed and was assured that there will not be any hazardous materials. He also inquired about the debris that is left on his property from the brook clean-up. Mr. Feist said that he will take care of it as his firm is involved in the brook clean up project.

Mr. Marchione closed the public portion.

MOTION TO APPROVE APPLICATION – Christine Reid

SECONDED – Joseph Sinagra

ROLL CALL – 5-0

*ADJOURNMENT Christine Reid made a MOTION TO adjourn the meeting at 7:26pm, SECONDED by Peter Genecki. All were in favor.



Melissa Hallerman
Planning Board Secretary



Joseph D. Yousseuf

Attorney at Law

137 Route 9 South • P.O. Box 809

Manalapan, New Jersey 07726

732-972-3010 Fax 732-972-1521

jyousseuf@aol.com

October 8, 2024

Samuel Klein and Company, L.L.P.
30 West Main Street, Ste. 308
Freehold, N.J. 07728
Attn: Gerard Stankiewicz, CPA, RMA

Re: Borough of Helmetta- 2023 Audit

Dear Mr. Stankiewicz:

This is written in response to your request for my formal opinion letter regarding the legal affairs of Helmetta Borough for the year ended 12/31/23.

To the best of my knowledge, information and belief, there were no claims pending or threatened, asserted or unasserted pending against the Borough which could adversely affect its financial condition as of 12/31/23. To the best of my knowledge, information and belief this remains true as of the date of this correspondence.

Should you require any additional information please feel free to contact the undersigned at your convenience.

Very truly yours,

Joseph D. Yousseuf, Esq

A handwritten signature in black ink, appearing to read "J.D. Yousseuf", written over the typed name.



Joseph D. Youssef

Attorney at Law

137 Route 9 South • P.O. Box 809
Manalapan, New Jersey 07726
732-972-3010 Fax 732-972-1521
jyoussef@aol.com

October 14, 2024

Borough of Helmetta in the County of Middlesex, N.J.

County of Middlesex New Brunswick, N.J.

NW Capital Markets, Inc. Bloomfield, N.J.

Middlesex County Improvement Authority
Cranbury, N.J.

TD Bank, National Association Mount Laurel, N.J.

JP Capizzi LLC New Brunswick, N.J.

McManimon, Scotland & Baumann, LLC
Roseland, N.J.

Ladies and Gentlemen:

I have acted as general counsel to the Borough of Helmetta, Middlesex County, a municipal corporation of the State of New Jersey (the "State"), in connection with the authorization, execution and delivery of the Lease and Agreement, by and between the Middlesex County Improvement Authority (the "Authority") and the Municipality in connection with the Authority's 2024 Capital Equipment and Improvement Financing Program. This opinion is rendered pursuant to the Bond Purchase Contract, dated September 26, 2024 (the "Bond Purchase Contract"), by and between the Authority and NW Capital Markets Inc., which was acknowledged and accepted by the County of Middlesex (the "County"), with respect to the

Authority's issuance of its \$6,315,000.00 County-Guaranteed Capital Equipment and Revenue Bonds, Series 2024, dated the date hereof (the "Bonds"). Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to such terms in the Bond Purchase Contract.

As counsel to the Municipality, I have examined such documents, certificates, proceedings and matters of law, including Ordinance No. 2024-06 of the Borough of Helmetta finally adopted on August 21, 2024 (the "Authorization Proceedings"), as I have considered necessary to enable me to render this opinion.

Based upon and subject to the foregoing, I am of the opinion that:

1. In the course of my review of the Official Statement for the Bonds and without having undertaken to verify independently the accuracy or the completeness of the information relating to the Municipality in the Official Statement for the Bonds, the descriptions and information in the Official Statement for the Bonds set forth under the heading "LITIGATION"- The Municipalities", insofar as such information relates to the Municipality (except for the financial and statistical information therein, as to which no opinion is expressed), is accurate and fairly presents the information intended to be shown with respect thereto and does not contain any untrue statement of a material fact or omit to state any material fact required or necessary to be stated therein in order to make the statements made therein, in light of the circumstances under which they were made, not misleading.
2. The execution, delivery and performance by the Municipality of the terms of the Lease Agreement and the final adoption of the Authorization Proceedings did not, as of the date of the Preliminary Official Statement for the Bonds, do not as of the date hereof, and will not contravene any provisions of any existing law or regulation and will not conflict with, or result in the breach of the terms, conditions or provisions of any agreement of the Municipality or constitute default or result in or permit the creation or imposition of any lien, charge or encumbrance upon any of the properties of the Municipality pursuant to any indenture, mortgage or other

agreement or instrument to which the municipality is a party or by which its assets are bound other than the liens created by this Lease Agreement.

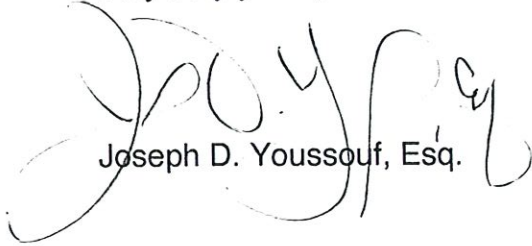
3. To the best of my knowledge after due inquiry, the Municipality is in compliance with and has the legal ability to comply in the future with all constitutional provisions, statutes, rules, regulations, orders or approvals of the State or the United States of America or any agency or instrumentality thereof, all governmental approvals, and all orders, judgements and decrees of all courts and arbitrators with respect to the performance by the Municipality of its obligations under the Lease Agreement.

4. There is no action, suit, proceeding, inquiry or investigation at law or in equity, or by or before any governmental instrumentality or other agency, pending or, to my knowledge after reasonable inquiry now threatened against or affecting the Municipality (or to my knowledge, any basis therefor), or to which the Municipality is or may be a party or to which the property of the Municipality is or may be subject, (a) questioning the validity of any proceeding taken or to be taken by the Municipality pursuant to terms of the Lease Agreement or in connection with the final adoption of the Authorization Proceedings, (b) seeking to prohibit, restrain or enjoin the execution, delivery or performance by the Municipality of any of the foregoing, or (c) wherein an unfavorable decision, ruling or finding would adversely affect (i) the existence or organization of the Municipality or the title to office of any officer of the municipality or any power of the Municipality; (ii) the validity or enforceability of the proceedings taken by the Municipality for the authorization, execution and delivery of the Lease Agreement, or for the Statement; (iii) the validity of either the Lease Agreement or the Authorization Proceedings; or (iv) the validity of either the lease Agreement or the Authorization Proceedings.

5. All actions taken by the municipality in connection with the authorization, execution and delivery of the Lease Agreement and in connection with the adoption of the Authorization Proceedings has been in compliance in all respects

with the provisions of the State Constitution and applicable laws, including the
Open Public Meetings Act (N.J.S.A. 10:4-6 et. seq.).

Very truly yours,



Joseph D. Youssouf, Esq.

**Resolution
#2024 - 127**


REJECTION OF BIDS FOR BOROUGH HALL PARKING LOT PAVING

BE IT RESOLVED, by the Governing Body of the Borough of Helmetta, that all bids for the parking lot paving of Borough Hall are hereby rejected. All bids exceeded the allotted project budget.

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

CERTIFICATION

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on October 16, 2024.



MELISSA HALLERMAN, RMC
Municipal Clerk

RESOLUTION

#2024-128

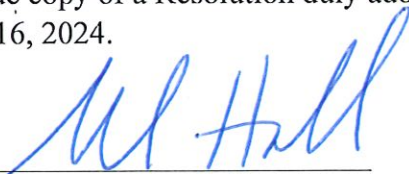
CONTRACT AGREEMENT WITH DYNASTY COMMERCIAL CLEANING

BE IT RESOLVED, by the Governing Body of the Borough of Helmetta, hereby authorizes Dynasty Commercial Cleaning as of November 1, 2024 for one year of cleaning services for the Helmetta Community Center.

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

CERTIFICATION

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MELISSA HALLERMAN, RMC
Municipal Clerk

**Resolution
#2024 - 129**

**RESOLUTION APPROVING A CHANGE ORDER TO THE BOROUGH OF
HELMETTA'S CONTRACT WITH S&G PAVING FOR LAKE AVENUE –
NJDOT GRANT FY 2022**

WHEREAS, a contract was awarded to S&G Paving for a not to exceed amount of \$169,676.41 on September 21, 2023; and

WHEREAS, the Township Engineer has recommended a change order for a reduction which would decrease the agreement by \$53,851.15;

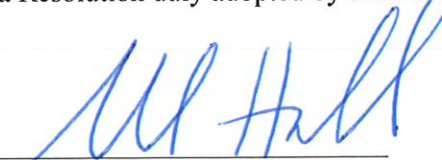
NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that:

1. The Change Order for S&G Paving is hereby approved.
2. This Resolution shall serve as an amendment to the original contract and will decrease the agreement amount by \$53,851.13

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

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MELISSA HALLERMAN, RMC
Municipal Clerk

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER – 1 - FINAL
STATE AID PROJECT

Project	Lake Avenue NJDOT Municipal Aid – FY 2022
Municipality	Borough of Helmetta
County	Middlesex
Contractor	S&G Paving Construction Inc.

In accordance with the project Supplementary Specification, the following are changes in the contract.
Location and Reason for Change (Attach additional sheets if required)

- Remove and/or Reduce unnecessary bid items from the contract adjusted through course of construction.
- Add and/or Increase specific bid items and quantities from the contract adjusted through course of construction.
- Add a supplemental .5% reduction for asphalt air voids penalty per NJ DOT guidelines.

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
1	Inlet Filter, Type 2	(68 Unit)	\$0.01	(\$0.68)
2	Silt Fence	(100 LF)	\$0.01	(\$1.00)
3	Portable Variable Message Sign	(2 Units)	\$0.01	(\$0.02)
4	Drums	(90 Units)	\$0.01	(\$0.90)
5	Traffic Cones	(140 Units)	\$0.01	(\$1.40)
6	Breakaway Barricade	(10 Units)	\$0.01	(\$0.10)
7	Construction Signs	(392 SF)	\$0.01	(\$3.92)
8	Traffic Directors, Police	.1.1812133 Allow	\$7,500.00	\$8,859.10
9	Traffic Directors, Flaggers	(300 Hour)	\$0.01	(\$3.00)
10	Asphalt Adjustment	(\$1,455.16)	\$1.00	(\$1,455.16)
11	Fuel Adjustment	(\$649.63)	\$1.00	(\$649.63)
12	Removal of Pavement	(60 SY)	\$0.01	(\$0.60)
13	I-13, Soil Aggregate (If&Where)	(50 CY)	\$0.01	(\$0.50)
14	DGA Base Course 4"	(70 SY)	\$0.01	(\$0.70)
16	HMA 19M64, Base Course, 4"	(21 Tons)	\$0.01	(\$0.21)
17	HMA 9.5M64, Leveling Course	(100 Tons)	\$0.01	(\$1.00)
18	HMA 9.5M64, Surface Course, 2"	(213 Tons)	\$103.00	(\$21,988.44)
19	Sealing of Cracks (If&Where)	(750 LF)	\$0.01	(\$7.50)
20	Reset Casting, Inlet, Existing Casting	(1 Unit)	\$550.00	(\$550.00)
21	Reset Casting, Inlet, New Casting	(1 Unit)	\$1,550.00	(\$1,550.00)
22	Curb Piece	(1 Unit)	\$450.00	(\$450.00)
23	Bicycle Safety Gate	(1 Unit)	\$350.00	(\$350.00)
25	Detectable Warning Surface	(10 SY)	\$1,650.00	(\$16,500.00)
26	Concrete Driveway 6" Thick	(150 SY)	\$100.00	(\$15,000.00)
27	HMA Driveway 4" Thick	(150 SY)	\$26.00	(\$3,900.00)

35	Reset Valve Box (If&Where)	(5 Units)	\$0.01	(\$0.05)
36	Reset Clean Out (If&Where)	(5 Units)	\$0.01	(\$0.05)
38	Trim Existing Tree 18" to 24"	(1 Unit)	\$0.01	(\$0.01)
39	Trim Existing Tree 24" to 30"	(1 Unit)	\$0.01	(\$0.01)
40	Trim Existing Treet 30" to 36"	(1 Unit)	\$0.01	(\$0.01)
S22-1	Air Void Reduction .5%	1 Unit	(\$295.36)	(\$295.36)

Original Contract Amount	\$ 169,676.41
Adjusted amount Based on Change Orders 1.	\$ 115,825.26

Extra	\$ 8,859.10
Supplemental	\$ (295.36)
Reduction	\$ (62,414.89)
Total Change	\$ (53,851.15)

% Change in Contract
 [(+) Increase or (-) Decrease] (31.73) %

 Ernest W. Feist, PE,
 Borough of Helmetta Engineer (Date)

 Borough of Helmetta (Date)

 S&G Paving Construction Inc. (Date)

Approved: _____ (Date)
 District Manager
 Bureau of Local Aid

**Resolution
#2024 - 130**

**RESOLUTION APPROVING A CHANGE ORDER TO THE BOROUGH OF
HELMETTA'S CONTRACT WITH S&G PAVING FOR LAKE AVENUE –
NJDOT GRANT FY 2023**

WHEREAS, a contract was awarded to S&G Paving for a not to exceed amount of \$130,871.21 on September 21, 2023; and

WHEREAS, the Township Engineer has recommended a change order for a reduction which would decrease the agreement by \$17,686.87;

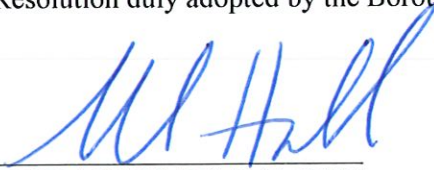
NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that:

1. The Change Order for S&G Paving is hereby approved.
2. This Resolution shall serve as an amendment to the original contract and will decrease the agreement amount by \$17,686.87

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

CERTIFICATION

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MELISSA HALLERMAN, RMC
Municipal Clerk

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER – 1 - FINAL
STATE AID PROJECT

Project	Lake Avenue NJDOT Municipal Aid – FY 2023
Municipality	Borough of Helmetta
County	Middlesex
Contractor	S&G Paving Construction Inc.

In accordance with the project Supplementary Specification, the following are changes in the contract.

Location and Reason for Change (Attach additional sheets if required)

- Remove and/or Reduce unnecessary bid items from the contract adjusted through course of construction.
- Add and/or Increase specific bid items and quantities from the contract adjusted through course of construction.
- Add a supplemental .5% reduction for asphalt air voids penalty per NJ DOT guidelines.

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
1	Inlet Filter, Type 2	(38 Unit)	\$0.01	(\$0.38)
2	Silt Fence	(100 LF)	\$0.01	(\$1.00)
3	Portable Variable Message Sign	(1 Units)	\$0.01	(\$0.01)
4	Drums	(90 Units)	\$0.01	(\$0.90)
5	Traffic Cones	(140 Units)	\$0.01	(\$1.40)
6	Breakaway Barricade	(10 Units)	\$0.01	(\$0.10)
7	Construction Signs	(392 SF)	\$0.01	(\$3.92)
8	Traffic Directors, Police	.1.1812133 Allow	\$7,500.00	\$8,859.10
9	Traffic Directors, Flaggers	(300 Hour)	\$0.01	(\$3.00)
10	Asphalt Adjustment	(\$1,376.08)	\$1.00	(\$1,376.08)
11	Fuel Adjustment	(\$547.52)	\$1.00	(\$547.52)
12	Removal of Pavement	(43 SY)	\$0.01	(\$0.43)
13	I-13, Soil Aggregate (If&Where)	(30 CY)	\$0.01	(\$0.30)
14	DGA Base Course 4"	(43 SY)	\$0.01	(\$0.43)
16	HMA 19M64, Base Course, 4"	(25 Tons)	\$0.01	(\$0.25)
17	HMA 9.5M64, Leveling Course	(25 Tons)	\$0.01	(\$0.25)
18	HMA 9.5M64, Surface Course, 2"	(135.70 Tons)	\$103.00	(\$13,977.10)
19	Sealing of Cracks (If&Where)	(750 LF)	\$0.01	(\$7.50)
22	Curb Piece	(1 Unit)	\$450.00	(\$450.00)
23	Bicycle Safety Grate	(1 Unit)	\$350.00	(\$350.00)
27	Concrete Driveway 6" Thick	(38 SY)	\$100.00	(\$3,800.00)
28	HMA Driveway 4" Thick	(100 SY)	\$26.00	(\$2,600.00)
29	Concrete Curb	(126 LF)	\$40.00	(\$5,040.00)
30	Traffic Stripes, Thermo., White 4"	577 LF	\$0.85	\$490.45
31	Traffic Stripes, Thermo, Yellow 4" Dbl.	88 LF	\$1.65	\$145.20

**Resolution
#2024 - 131**

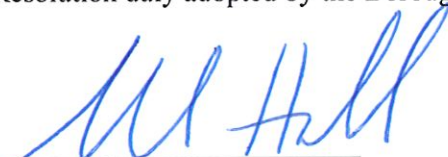
AUTHORIZATION FOR TAX REFUND FOR BLOCK 999 LOT 99

BE IT RESOLVED, by the Governing Body of the Borough of Helmetta, to authorize a tax refund for the prepaid 1st and 2nd Quarter 2024 for Block 999 Lot 99 in the amount of \$2,722.45 due to the State of New Jersey cancelling the tax obligation to Verizon on their property tax.

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

CERTIFICATION

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on October 16, 2024.



MELISSA HALLERMAN, RMC
Municipal Clerk

RESOLUTION

2024-132

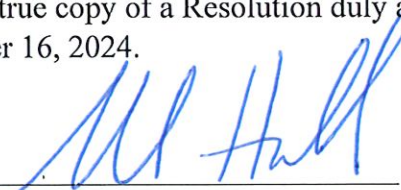
PAYMENT OF BILLS

All bills shall be paid per list.

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

CERTIFICATION

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MELISSA HALLERMAN, RMC
Municipal Clerk

October 16, 2024
06:06 PM

BOROUGH OF HELMETTA
Bill List By P.O. Number

Page No: 2

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-00569	09/05/24	WILSON, MARGARET									
1		MEDICARE REIM-3RD QTR 20224	298.68	4-01-23-733-020	B HEALTH INSURANCE EMPLOYEE		R	09/05/24	10/09/24		
2		MEDICARE REIM-3RD QTR 20224	99.56	4-05-55-500-030	B Health Insurance		R	09/05/24	10/09/24		
3		MEDICARE REIM-3RD QTR 20224	99.56	4-07-55-500-030	B Health Insurance		R	09/05/24	10/09/24		
			497.80								
24-00573	09/05/24	TRACY SALVESEN									
1		ADULT ZUMBA CLASSES 7/11-8/29	400.00	4-01-28-797-020	B SENIOR CITIZENS OE		R	09/05/24	09/16/24		
2		ADULT ZUMBA CLASSES 9/5-9/26	200.00	4-01-28-797-020	B SENIOR CITIZENS OE		R	10/09/24	10/09/24		
			600.00								
24-00580	09/09/24	PWSER005 P&W SERVICES									
1		RESTROOM RENTAL (9/21)	775.00	4-01-28-796-020	B PARKS OE		R	09/09/24	10/16/24		
24-00592	09/10/24	TID02 TIDBURY CREEK FARMS NURSERY									
1		MUMS	174.00	4-01-26-772-020	B BUILDINGS & GROUNDS OE		R	09/10/24	10/09/24		
24-00593	09/11/24	PRIDE005 PRIDE LANDSCAPE SUPPLY									
1		EDGER	224.00	4-01-26-765-020	B STREETS & ROADS OE		R	09/16/24	10/09/24		
24-00609	09/16/24	CIR01 CIRCLE JANITORIAL SUPPLIES									
1		INV# 29106-24	137.50	4-01-26-772-020	B BUILDINGS & GROUNDS OE		R	09/16/24	10/09/24		
24-00615	09/16/24	PRE03 PRECISION ANALYTICAL SVCS, INC									
1		AUGUST SAMPLE ANALYSIS	807.00	4-05-55-500-021	B WATER OPERATING OE		R	09/16/24	10/09/24		
24-00632	09/20/24	HOM02 HOME DEPOT									
1		PAINT FOR BISTRO LIGHT POLES	31.44	4-01-28-796-020	B PARKS OE		R	09/20/24	10/16/24		
24-00633	09/20/24	AMAZ0005 AMAZON CAPITAL SERVICES									
1		INV# 1PKD-GMK-7VCL	12.28	4-01-31-834-020	B OFFICE SUPPLIES		R	09/20/24	10/09/24		
2		INV# 1CNT-CQML-1V1H	73.38	4-01-31-834-020	B OFFICE SUPPLIES		R	09/20/24	10/09/24		
3		INV# 1CNT-CQML-1V1H	27.80	4-01-31-834-020	B OFFICE SUPPLIES		R	09/20/24	10/09/24		
			113.46								
24-00634	09/20/24	SUPER005 SUPERIOR FENCE & RAIL									
1		TENNIS COURT LATCHES	217.00	4-01-28-796-020	B PARKS OE		R	09/20/24	10/09/24		

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BOROUGH OF HELMETTA
Bill List By P.O. Number

Page No: 3

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	Invoice
Item Description								Enc Date	Date	
24-00635	09/20/24	HOM02								
1 HELMETTA DAY ITEMS		HOME DEPOT	53.60	4-01-28-796-020	B PARKS OE		R	09/20/24	10/16/24	
24-00636	09/20/24	MAX								
1 QTLY MONITORING		MAXIMUM SECURITY SYSTEMS	112.50	4-01-26-772-020	B BUILDINGS & GROUNDS OE		R	09/20/24	10/09/24	95391
24-00637	09/20/24	MID17								
1 FUEL USAGE MARCH 2024		MIDDLESEX COUNTY TREASURER	370.44	4-01-31-833-020	B GASOLINE		R	09/20/24	10/09/24	
24-00639	09/23/24	SAMS005								
1 REFRESHMENTS 9/21		SAMS LIQUOR STORE	300.00	4-01-28-795-020	B RECREATION OE		R	09/23/24	10/09/24	
24-00641	09/23/24	STICK005								
1 HELMETTA DAY SHIRTS		STICKER CHICK GRAPHICS	400.00	T-13-55-000-007	B RESERVE FOR RECREATION TRUST		R	09/23/24	10/09/24	
2 HELMETTA DAY SHIRTS			368.00	4-01-20-701-020	B ADMINISTRATOR OE		R	09/23/24	10/09/24	
			768.00							
24-00642	09/23/24	SUPER005								
1 REPAIR BELMONT FENCE		SUPERIOR FENCE & RAIL	839.54	4-01-26-765-020	B STREETS & ROADS OE		R	09/23/24	10/09/24	
24-00643	09/24/24	MID17								
1 FUEL USAGE APRIL 2024		MIDDLESEX COUNTY TREASURER	364.62	4-01-31-833-020	B GASOLINE		R	09/24/24	10/09/24	
24-00645	09/24/24	ACT01								
1 INV# 89193		ACTION DATA SVC, INC	63.34	4-01-20-705-021	B FINANCE OE		R	09/24/24	10/09/24	
2 INV# 89193			21.12	4-05-55-500-021	B WATER OPERATING OE		R	09/24/24	10/09/24	
3 INV# 89193			21.11	4-07-55-500-021	B SEWER OPERATING OE		R	09/24/24	10/09/24	
			105.57							
24-00647	09/24/24	MID08								
1 TOM DROP-PA-MEMBERSHIP		MIDDLESEX COUNTY FIRE ACADEMY	50.00	4-01-25-752-020	B FIRE PREVENTION BUREAU OE		R	09/24/24	10/09/24	
24-00648	09/24/24	LANGU005								
1 MAY/AUGUST/SEPT		LANGUAGE LINK	46.52	4-01-42-855-020	B MUNICIPAL COURT OE		R	09/24/24	10/09/24	
24-00649	09/24/24	JAM04								
1 BUSINESS CARDS		JAMESBURG PRESS	45.00	4-01-31-834-020	B OFFICE SUPPLIES		R	09/24/24	10/16/24	

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BOROUGH OF HELMETTA
Bill List By P.O. Number

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type	Acct Description	Stat/Chk	First Rcvd	Enc Date	Date	Chk/Void	Invoice
24-00650 09/25/24 PACKET005 PACKET MEDIA LLC												
1	TAX SALE AD	9/27/24	135.00	4-01-20-708-021	B	REVENUE ADMN TAX COLL OE	R	09/25/24	10/09/24			
2	TAX SALE AD	10/4/24	135.00	4-01-20-708-021	B	REVENUE ADMN TAX COLL OE	R	09/25/24	10/09/24			
3	TAX SALE AD	10/11/24	135.00	4-01-20-708-021	B	REVENUE ADMN TAX COLL OE	R	09/25/24	10/09/24			
4	TAX SALE AD	10/18/24	135.00	4-01-20-708-021	B	REVENUE ADMN TAX COLL OE	R	09/25/24	10/09/24			
			540.00									
24-00651 09/27/24 ROSO2 THOMAS C. ROSELLI, ESQ.												
1	PUBLIC DEFENDER-OCTOBER		300.00	4-01-20-712-020	B	LEGAL SERVICES OE	R	09/27/24	10/09/24			
24-00654 09/30/24 MELISS005 MELISSA HALLERMAN												
1	HOLIDAY ORNAMENT		24.50	4-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	09/30/24	10/09/24			
2	CLEAN TABLECLOTH		26.69	4-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	09/30/24	10/09/24			
			51.19									
24-00658 09/30/24 MARR0005 MARRIOTT CALLAHAN & BLAIR												
1	2024 QTRLY RETAINER		1,062.50	4-01-21-720-020	B	PLANNING BOARD OE	R	09/30/24	10/09/24			
24-00662 09/30/24 BRIAN005 BRIAN ROMEO ART, LLC												
1	HELMETTA DAY LIVE PAINTING		500.00	4-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	09/30/24	10/09/24			
24-00663 10/02/24 PAB01 PABCO INDUSTRIES LLC												
1	LEAF BAGS		1,038.42	4-02-14-026-029	B	CLEAN COMMUNITIES 2024	R	10/02/24	10/09/24			
24-00664 10/03/24 EAS01 EAST BRUNSWICK WATER UTILITY												
1	AUGUST CPI ADJUSTMENT		308.87	4-05-55-500-025	B	PURCHASE OF WATER	R	10/03/24	10/09/24			
24-00665 10/03/24 EAS01 EAST BRUNSWICK WATER UTILITY												
1	SEPTEMBER WATER 2024		33,412.97	4-05-55-500-025	B	PURCHASE OF WATER	R	10/03/24	10/09/24			
24-00666 10/04/24 MID17 MIDDLESEX COUNTY TREASURER												
1	FUEL USAGE MAY 2024		325.04	4-01-31-833-020	B	GASOLINE	R	10/04/24	10/09/24			
24-00667 10/04/24 TARGE005 TARGET FIRE PROTECTION												
1	ANNUAL INSPECTION		250.00	4-01-26-772-020	B	BUILDINGS & GROUNDS OE	R	10/04/24	10/09/24			
24-00668 10/04/24 DYNAS005 DYNASTY COMMERCIAL CLEANING												
1	COM CTR CLEANING- SEPTEMBER		2,310.00	4-01-26-774-020	B	COMMUNITY CENTER OE	R	10/04/24	10/09/24			

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BOROUGH OF HELMETTA
Bill List By P.O. Number

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PO #	P0 Date	Vendor	Amount	Charge Account	Contract P0 Type	Acct Type Description	Stat/Chk	First Rcvd	chk/Void	Invoice
Item Description								Enc Date Date	Date	
24-00703	10/15/24	AMAZON005 AMAZON CAPITAL SERVICES								
1 BINDERS/ORGANIZER			87.27	4-01-31-834-020	B OFFICE SUPPLIES		R	10/15/24 10/15/24		INLF-FNLQ-K73K
2 GARAGE DOOR BATTERIES			9.99	4-01-26-772-020	B BUILDINGS & GROUNDS OE		R	10/15/24 10/15/24		1T4R-FPML-GLRG
3 WATER			7.96	4-01-26-772-020	B BUILDINGS & GROUNDS OE		R	10/15/24 10/15/24		16G4-G9K6-PFHG
			105.22							
24-00704	10/16/24	HEL07 HELMETTA MUNICIPAL COURT								
1 SEPTEMBER 2024 CC FEE			63.86	4-01-42-855-020	B MUNICIPAL COURT OE		R	10/16/24 10/16/24		
24-00705	10/16/24	MCT01 Middlesex Cty Improvement Auth								
1 SINGLE FAMILY HOUSEHOLD-SEPT			2,835.36	4-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	10/16/24 10/16/24		
2 BRUSH TO CTY/ MUN SITE-SEPT			114.60	4-01-43-786-020	B MIDDLESEX CO RECYCLING PROGRAM		R	10/16/24 10/16/24		
			2,949.96							
24-00706	10/16/24	HOM03 HOME NEWS & TRIBUNE								
1 INV# 6672580			125.38	4-01-20-120-020	B MUNICIPAL CLERK OE		R	10/16/24 10/16/24		6672580
24-00707	10/16/24	COMCA649 COMCAST								
1 ACCT# 8499 05 248 0023649			165.26	4-01-26-772-020	B BUILDINGS & GROUNDS OE		R	10/16/24 10/16/24		
2 ACCT# 8499 05 248 0023649			55.09	4-05-55-500-021	B WATER OPERATING OE		R	10/16/24 10/16/24		
3 ACCT# 8499 05 248 0023649			55.08	4-07-55-500-021	B SEWER OPERATING OE		R	10/16/24 10/16/24		
			275.43							
24-00708	10/16/24	WBM01 W.B. MASON								
1 OFFICE SUPPLIES			192.08	4-01-31-834-020	B OFFICE SUPPLIES		R	10/16/24 10/16/24		
Total Purchase Orders:			78	Total P.O. Line Items:	116	Total List Amount:	415,963.69	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	307,706.04	0.00	307,706.04	0.00	0.00	307,706.04		
WATER OPERATING FUND	4-05	35,409.65	0.00	35,409.65	0.00	0.00	35,409.65		
SEWER OPERATING FUND	4-07	69,029.58	0.00	69,029.58	0.00	0.00	69,029.58		
	Year Total:	412,145.27	0.00	412,145.27	0.00	0.00	412,145.27		
GENERAL CAPITAL FUND	C-04	780.00	0.00	780.00	0.00	0.00	780.00		
GRANT FUND	G-02	2,638.42	0.00	2,638.42	0.00	0.00	2,638.42		
GENERAL TRUST FUND	T-13	400.00	0.00	400.00	0.00	0.00	400.00		
Total of All Funds:		415,963.69	0.00	415,963.69	0.00	0.00	415,963.69		

**RESOLUTION
#2024-133**

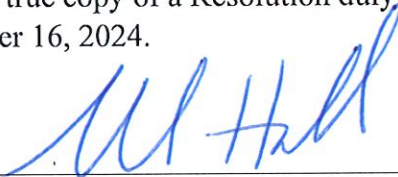
AUTHORIZATION TO SIGN AMENDED XTEL COMMUNICATION CONTRACT

NOW, THEREFORE BE IT RESOLVED, that the Governing Body does hereby authorize the Business Administrator, Matthew Crane to sign the amended contract.

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

CERTIFICATION

I, Melissa Hallerman, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on October 16, 2024.



MELISSA HALLERMAN
Municipal Clerk



Voice



Internet



Networks



Cloud

800.GET.XTEL | www.xtel.net



Borough of Helmetta



SALES ORDER

Executive Summary

Customer Name: Borough of Helmetta

Date: October 7, 2024

Project Scope – Brief description about the goal of the project:

6 Hosted Fax 250 Total Pages (Inbound & Outbound)) and DID #
Overage Billed at .05 per page

Hosted Fax Numbers

7325210386- hosted fax (PD)
7325213035- hosted fax
7325211263- hosted fax (main fax)
7325212379- hosted fax(court)
7325216144- hosted fax (FD)
7326059466- hosted fax (Clerk)

Alarm Line 7325215234- fire alarm

Sales Agent ID:

Requested Completion Date:

Please note the date listed above is not guaranteed and will be contingent upon several factors including circuit delivery dates, customer provided information and scheduling availability.

Responsibilities:

Customer - All assumptions MUST be correct to validate this Executive Summary. If anything listed below is inaccurate, contact Xtel Communications immediately.

- All CPE must be placed within 4 feet of a 110 volt grounded outlet.
- All CPE must be placed within 20 feet, and in the same room, as the demarcation point or additional costs to extend the circuit may be incurred.
- All CPE must be placed in a secure, ventilated, temperature controlled areas suitable for electronics deployment.
- Customer must provide access for technician to building demarcation point as well as extended demarcation point if applicable.
- Customer is responsible for completing End User Requirements for accepting Ethernet circuits. This includes extensions (fiber or ethernet) that may be needed from the

demarcation location to another location in the customer's premises. In certain cases, Xtel may be able to quote the cost for extension.

- Customer is responsible for any cross connects at the demarcation location for POTS install. Xtel may be able to quote for the cost of the cross connection.

Contact Information – Please include the main customer contact, as well as the voice and data contact information for the project below. If there will be one per location, please specify in the Location Information section.

Customer Contact Name, Title	Matthew Crane
Customer Contact Number (cell preferred)	(732) 521-4946 x 105
Customer Contact E-mail	m.crane@helmettaboro.com
Voice Contact Name, Title	
Voice Contact Number (cell preferred)	
Voice Contact E-mail	
Data Contact Name, Title	
Data Contact Number (cell preferred)	
Data Contact E-mail	

E911 Disclaimer

Premium licenses can be used on a softphone on your smartphone or PC. If users dial 911 through their application, it will display the provisioned E911 address. If users want work from home addresses to be displayed, additional E911 fees will apply. See section 22 (Emergency Critical Lines) of Terms and Conditions.

Network Equipment Disclaimer

Customer's existing network equipment must be able to support VLANs for a managed router for voice to be deployed, unless Xtel managed network equipment is provided at an additional cost to the customer. Equipment not deployed will not be billed.

HOSTED FAX



INBOUND AND OUTBOUND FAXING SOLUTIONS DESIGNED TO MEET THE NEEDS OF YOUR BUSINESS

Xtel Hosted Fax Solutions enables organizations to replace old antiquated fax infrastructure and telephony to allow for a better user experience that makes faxing as easy as sending or receiving an email.

KEY BENEFITS

Hosted Fax (n.) — an Internet-based faxing service that doesn't require any hardware or software installation. Compatible with any email client, the service is both secure and confidential.

FAX-TO-EMAIL

- Local Numbers in virtually any market; US and abroad
- Toll Free Numbers
- Receive faxes directly in your email
- Never a busy line
- First page preview embedded in email
- One-click to view entire fax document
- Receive in a variety of formats
- Electronically store fax documents

EMAIL-TO-FAX

- Send faxes directly from your email
- Supports a variety of formats including the email body
- Personalized Cover Page options
- Custom fax headers
- Automatic transmission report
- Dynamic retries using multiple phone carriers

COST SAVINGS - Shift your fax service from CAPEX to OPEX and have better control over the cost of operations. Cut office expenses and track costs across departments and individual users.

FAX SOLUTIONS FOR EVERY BUSINESS - Volume discounts, aggregate use options, metered and bundled plans.

NO HARDWARE PURCHASE - No additional hardware or software and the solution integrates into existing IT and email infrastructure.

SEAMLESS MIGRATION - Port POTS lines, traditional copper, local, and toll-free numbers.

EASY-TO-USE / ANYWHERE ACCESS - Paperless fax solutions available from anywhere there is an internet connection.

UNLIMITED SCALABILITY - No matter the number of faxes, ten or ten million, our infrastructure is fully equipped to handle your business needs. Never a busy line, send and receive multiple faxes at once.

RELIABILITY - Global redundant architecture with multiple carriers and thousands of phone lines strategically distributed around the globe that provide 100% uptime

ABOUT

With 23+ years of experience, Xtel is widely recognized for our commitment to the telecommunications and carrier needs of government entities, school districts, other MSPs, and businesses of every size. We focus on implementing smart and cost-effective communication solutions, not just technology for the sake of technology. To find out more information visit <http://xtel.net> or call us at 1-800-GET-XTEL.



1-800-GET-XTEL
xtel.net

Quote Expiration	October 31, 2024
Quote Term	36
Sales Rep	Mark Loblanco
Prepared For Name	Matthew Crane
Prepared For Phone Number	(732) 521-4946 x 105
Prepared For Email	m.crane@helmettaboro.com
Billing Address	60 Main Street, P.O. Box 378
Billing City, State Zip	Helmetta, NJ 08828
Billing Account Number	14428

Borough of Helmetta Service Address: 51 Main Street, Helmetta, NJ 08828 Sub-Account Number: 14428				
Product Name	Quantity	Unit Cost	Total Monthly Recurring Charges	Total One-Time Charges
Hosted Fax - 250	6	\$14.95	\$89.70	\$0.00
Hosted Fax - Setup	6	\$5.00	\$0.00	\$30.00
Local Number Porting Charge (LNP)	6	\$9.95	\$0.00	\$59.70
		Totals:	\$89.70	\$89.70

Borough of Helmetta - New Services Service Address: 51 Main Street, Helmetta, NJ 08828 Sub-Account Number: 14428				
Product Name	Quantity	Unit Cost	Total Monthly Recurring Charges	Total One-Time Charges
		Totals:	0	0

Borough of Helmetta - New Services Service Address: 51 Main Street, Helmetta, NJ 08828 Sub-Account Number: 14428				
Product Name	Quantity	Unit Cost	Total Monthly Recurring Charges	Total One-Time Charges
Single Cellular Line	1	\$39.50	\$39.50	\$0.00
Service Turn Up Fee	1	\$99.00	\$0.00	\$99.00
		Totals:	\$39.50	\$99.00

Quote Totals	
Monthly Recurring Totals	\$129.20
One Time Charge Totals	\$188.70

The above quote is subject to engineer approval. See subsequent page(s) for available options.

Optional – not included in quote total – if blank no optional items are quoted.

x^{tel} CUSTOMER LIFE CYCLE

The following diagrams depict the flow and approximate timelines of the Xtel Process.

Sales Process: Discovery Process - Information collection, expectation setting, requirement definition

Documentation: Site survey, solution design, service record/billing acquisition, IP Address Justification Form, Current Technologies Questionnaire, Statement of Work (SOW), Master Services Agreement (MSA)

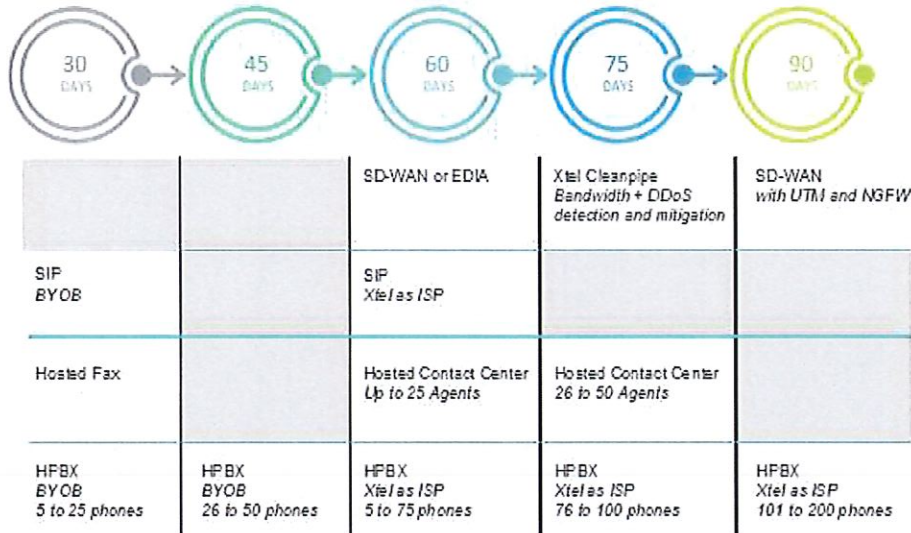
Sales Process: 0-60 days depending on size, scope, and complexity



Delivery Process: Final data collection and validation, establish timelines, configuration and initialization, change order process, administrator and end user training preparation, communication/update procedure

Documentation Examples: Introductory letter, project phase communications, service activation notification

Service Delivery Cycle: 30-90 days depending on size, scope, and complexity of the opportunity. Large programs or uniquely complex projects may extend beyond 90 days



Post Implementation Transition to Support and Billing Processes: Post implementation followup and validation, change orders, MACDs, training, formal hand off to Xtel Support, first bill/billing explanation

Documentation/Process: Onsite training, phone support, customer satisfaction survey

* Timeline applies to buildings already connected to fiber/ethernet. Ethernet on-site build requirements may increase timeline

BOROUGH OF HELMETTA

Tina Mc Dermott

REPORT OF THE TAX COLLECTOR

TINA MCDERMOTT
TAX COLLECTOR

MONTH OF: SEPTEMBER

DATED: 10/8/2024

TAXES	2023	4,486.60
TAXES	2024	1,053,689.88
TAXES	2025	5,097.38

ADJUSTMENTS

INTEREST 1,439.30

0.00

COSTS FOR TAX SALE
LIEN REDEMPTION
RECORDING FEES
DUPLICATE CERT
DUPLICATE BILL
TAX SALE PREMIUMS

CLOSING BALANCES

	DEBIT	CREDIT	NET
2019	0.00	(38,011.10)	(38,011.10) Kaplan
2023	0.00	9,399.19	9,399.19
2024	(4,283.47)	1,713,125.89	<u>1,708,842.42</u>
			<u>1,680,230.51</u>
2025	0.00	3,139,448.49	3,139,448.49

TOTAL 1,064,713.16

TAX COLLECTORS TRUST

<u>DATE</u>	<u>CK#</u>	<u>SOURCE</u>	<u>DEBITS</u>	<u>CREDITS</u>	
8/31/2024					84,199.55
9/30/2024		interest paid		<u>7.02</u>	7.02
			<u>0.00</u>	<u>7.02</u>	
TOTAL AS PER 9/30/24 BANK STATEMENT					84,206.57

BOROUGH OF HELMETTA
2023
 DELINQUENT TAXES AS OF:

\$ SOLD AT 2024 TAX SALE

9/30/24

				101,520.17
<u>2023</u>	Cash Recpts		adj	
DECEMBER				
JANUARY	101,520.17	(14,283.30)		87,236.87
FEBRUARY	87,236.87	(10,881.94)	(419.62)	75,935.31
MARCH	75,935.31	(16,896.92)		59,038.39
APRIL	59,038.39	(2,882.56)		56,155.83
MAY	56,155.83	(8,260.76)		47,895.07
JUNE	47,895.07	(21,341.27)		26,553.80
JULY	26,553.80	(12,668.01)		13,885.79
AUGUST	13,885.79	0.00		13,885.79
SEPTEMBER	13,885.79	(4,486.60)		9,399.19
OCTOBER				0.00
NOVEMBER				
BALANCE				\$ 9,399.19
2023 W/S DELINQUENT \$				\$895.57

September 2024

Municipal Clerk

DATE	NAME	FUND/ACCOUNT	AMOUNT	CK/CASH
9/1/2024	Ellen Frederick	Trust - Helmetta Day Shirts	\$40.00	CK# 326
9/5/2024	Steve Magano	Trust - Helmetta Day Shirt	\$20.00	Cash
9/9/2024	Michel Gutierrez	Current - Marriage License	\$28.00	CK# 119
9/12/2024	Joseph Bruder	Current - Marriage License	\$28.00	CK# 333
9/16/2024	Melanie Holsten	Trust - Helmetta Day Shirts	\$40.00	Cash
9/18/2024	Rosaria Piergiovanni	Current - Marriage License	\$28.00	CK# 119
9/18/2024	Rosaria Piergiovanni	Current - Wedding	\$75.00	CK# 120
9/19/2024	Jeff Kovach	Trust - Helmetta Day Shirts	\$60.00	Cash
9/24/2024	Carmen Guzman	Current - Marriage License	\$28.00	Cash