



*Borough of Helmetta*  
*51 Main Street*  
*Helmetta, New Jersey 08828*  
*732 - 521 - 4946 ext. 100*  
*732 - 605 -9466 (fax)*

**Nancy Martin**  
**Mayor**

**Sandra Bohinski, RMC, CMR**  
**Municipal Clerk/Registrar**

August 8, 2014



I have enclosed the following for Brandon Metz:

- job application, no resume was submitted
- a copy of his union contract
- all certifications held by him

We are a small municipality and each of us wear many hats. I will be away on vacation and will return on Thursday, August 21. I am hereby asking for an extension of days to submit the minutes to you. Unfortunately, I do not have a Deputy to assist me.

Do you want copies of his original appointments or his reappointments as well?

If you are in need of any further information please let me know and I will be happy to obtain it upon my return.

Very truly yours,

*Sandra Bohinski*  
Sandra Bohinski, RMC  
Municipal Clerk

# Application For Employment

DRIVERS LICENSE License #

BOROUGH OF HELMETTA  
60 MAIN ST.  
HELMETTA, NJ 08828

(PLEASE PRINT)

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Date of Application 5-31-96

Position(s) Applied For \_\_\_\_\_

Referral Source: ☐ Advertisement ☒ Friend ☐ Relative  
☐ Employment Agency ☐ Other

Name METZ Charles Brandon  
LAST FIRST MIDDLE  
Address 9 OLD FORGE Rd. Helmetta NJ 08828  
NUMBER STREET CITY STATE ZIP CODE

\* Phone No. unlisted phone #  
AREA CODE

\* Social Security No. Social Security Number

Have you filed an application here before? ☐ Yes ☒ No Date \_\_\_\_\_

Have you ever been employed here before? ☐ Yes ☒ No Date \_\_\_\_\_

Are you a citizen of the United States? ☒ Yes ☐ No

If not, do you possess an Alien Registration Card? ☐ Yes ☐ No

If yes, give Alien Registration Number \_\_\_\_\_

Are you available to work? ☐ Full Time ☒ Part Time ☐ Shift Work

Are you on lay-off and subject to recall? ☐ Yes ☒ No

Can you travel if a job requires it? ☐ Yes ☒ No

Do any of your friends or relatives, other than your spouse, work here? ☐ Yes ☐ No

If yes, list name(s) \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? ☒ No ☐ Yes

If yes, explain \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F/V/H

All information redacted.

# Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or national origin.)

|   |                    |                   |       |                |
|---|--------------------|-------------------|-------|----------------|
| 1 | Employer           | Dates             |       | Work Performed |
|   |                    | From              | To    |                |
|   | Address            |                   |       |                |
|   | Job Title          | Hrly. Rate/Salary |       |                |
|   | Supervisor         | Starting          | Final |                |
|   |                    | 6.25              | 6.35  |                |
|   | Reason for Leaving |                   |       |                |
|   | Still there        |                   |       |                |
| 2 | Employer           | Dates             |       | Work Performed |
|   |                    | From              | To    |                |
|   | Address            |                   |       |                |
|   | Job Title          | Hrly. Rate/Salary |       |                |
|   | Supervisor         | Starting          | Final |                |
|   |                    |                   |       |                |
|   | Reason for Leaving |                   |       |                |
| 3 | Employer           | Dates             |       | Work Performed |
|   |                    | From              | To    |                |
|   | Address            |                   |       |                |
|   | Job Title          | Hrly. Rate/Salary |       |                |
|   | Supervisor         | Starting          | Final |                |
|   |                    |                   |       |                |
|   | Reason for Leaving |                   |       |                |
| 4 | Employer           | Dates             |       | Work Performed |
|   |                    | From              | To    |                |
|   | Address            |                   |       |                |
|   | Job Title          | Hrly. Rate/Salary |       |                |
|   | Supervisor         | Starting          | Final |                |
|   |                    |                   |       |                |
|   | Reason for Leaving |                   |       |                |

If you need additional space, please continue on a separate sheet of paper.

Summarize Special Skills and Qualifications  
Acquired From Employment Or Other Experience

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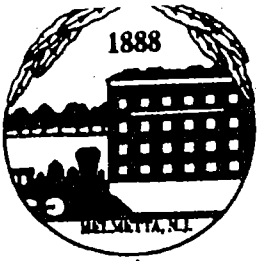
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# Borough of Helmetta

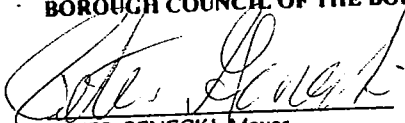
RESOLUTION # 47

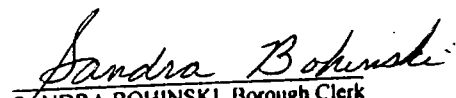
DATE January 13, 1999

SUBJECT Full-Time Laborer

Peter E. Genecki, Mayor, with the advice and consent of the Borough Council, do hereby appoint Charles Metz as a full time laborer in the Public Works Department effective January 18, 1999 at an hourly rate of \$8.50.

THIS IS TO CERTIFY THAT THIS IS A TRUE AND COMPARED COPY OF A RESOLUTION ADOPTED BY THE  
BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA

  
PETER GENECKI, Mayor

  
SANDRA BOHINSKI, Borough Clerk



RESOLUTION # 03 - 26  
APPOINTMENT OF DEPUTY ANIMAL CONTROL OFFICER - BRANDON METZ  
JANUARY 1, 2003

I, Frank Hague, Mayor of the Borough of Helmetta, with the  
advice and consent of the Borough Council do hereby appoint

BRANDON METZ

as DEPUTY ANIMAL CONTROL OFFICER for a one year term to expire  
12/31/03.

|               | MOTION | SECOND | AYES | NAYS | ABSTAIN | ABSENT |
|---------------|--------|--------|------|------|---------|--------|
| ADORNATI      |        | ✓      | ✓    |      |         |        |
| DUFAU         |        |        | ✓    |      |         |        |
| MOLINO        | ✓      |        | ✓    |      |         |        |
| PERDONI-BYRNE |        |        | ✓    |      |         |        |
| ROMANO        |        |        | ✓    |      |         |        |
| TANCREDI      |        |        | ✓    |      |         |        |

I hereby certify that this is a true and exact copy of a  
Resolution adopted by the Mayor and Council of the Borough  
of Helmetta.

*Frank Hague*



## *Borough of Helmetta*

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RESOLUTION # 03 - 113

DATE April 9, 2003

SUBJECT APPOINTMENT OF WATER METER READER

**WHEREAS**, the governing body of the Borough of Helmetta previously adopted a resolution authorizing Brandon Metz to be paid for assisting in reading water meters and the resolution inadvertently failed to appoint him as a Water Meter Reader.

**NOW, THEREFORE**, I Frank Hague, Mayor, with the advice and consent of the Borough Council due hereby appoint Brandon Metz as a Water Meter Reader at a rate of eighty-eight (88¢) cents per hour.

THIS IS TO CERTIFY THAT THIS IS A TRUE AND COMPARED COPY OF A RESOLUTION ADOPTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HELMETTA

Frank Hague  
FRANK HAGUE, Mayor

Sandra Bohinski  
SANDRA BOHINSKI, Borough Clerk

RESOLUTION # 04 - 27  
APPOINTMENT OF DEPUTY ANIMAL CONTROL OFFICER - BRANDON METZ  
JANUARY 1, 2004

*Edward Romano, Councilman*  
I, ~~Nancy Martin~~, Mayor of the Borough of Helmetta, with the advice and consent  
of the Borough Council do hereby appoint

BRANDON METZ

as DEPUTY ANIMAL CONTROL OFFICER for the Borough of Helmetta for a term to  
expire 12/31/04.

|               | MOTION | SECOND | AYES | NAYS | ABSTAIN | ABSENT |
|---------------|--------|--------|------|------|---------|--------|
| ADORNATI      |        | ✓      | ✓    |      |         |        |
| ASCIOLLA      |        |        | ✓    |      |         |        |
| PERDONI-BYRNE | ✓      |        | ✓    |      |         |        |
| REID          |        |        | ✓    |      |         |        |
| ROMANO        |        |        | ✓    |      |         |        |
| TANCREDI      |        |        |      |      |         |        |

I hereby certify that this is a true and compared copy of a Resolution adopted by  
the Governing Body of the Borough of Helmetta at their meeting on 1/1/04.

*Sandra Bohinski*  
Sandra Bohinski, Municipal Clerk

RESOLUTION # 06 - 31  
APPOINTMENT OF DEPUTY ANIMAL CONTROL OFFICER – BRANDON METZ  
JANUARY 2, 2006

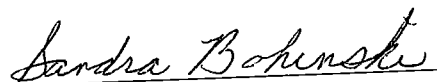
The Borough Council does hereby appoint

BRANDON METZ

as DEPUTY ANIMAL CONTROL OFFICER for the Borough of Helmetta for a term to  
expire 12/31/06.

|            | MOTION | SECOND | AYES | NAYS | ABSTAIN | ABSENT |
|------------|--------|--------|------|------|---------|--------|
| ASCIOLLA   |        | ✓      | ✓    | ✓    |         |        |
| CAPUTO     | ✓      |        | ✓    |      |         |        |
| KARCZEWSKI |        |        | ✓    |      |         |        |
| PECKHAM    |        |        | ✓    |      |         |        |
| REID       |        |        | ✓    |      |         |        |
| TANCREDI   |        |        | ✓    |      |         |        |

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, County of Middlesex, State of New Jersey, do hereby certify that this is a true and exact copy of a Resolution duly adopted by the Borough Council of the Borough of Helmetta.

  
Sandra Bohinski, RMC  
Municipal Clerk

RESOLUTION # 2007 - 24  
 APPOINTMENT OF WATER METER READER/REPAIRMAN  
 JANUARY 5, 2007

BE IT RESOLVED, by the Borough Council of the Borough of Helmetta that

BRANDON METZ

be and is hereby appointed as WATER METER READER/REPAIRMAN for the  
 Borough of Helmetta.

|            | MOTION | SECOND | AYES | NAYS | ABSTAIN | ABSENT |
|------------|--------|--------|------|------|---------|--------|
| ASCIOLLA   |        |        | ✓    |      |         |        |
| CAPUTO     |        |        | ✓    |      |         |        |
| JANECZEK   |        |        | ✓    |      |         |        |
| KARCZEWSKI | ✓      |        | ✓    |      |         |        |
| PECKHAM    |        |        | ✓    |      |         |        |
| TANCREDI   |        | ✓      | ✓    |      |         |        |

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, County of Middlesex, State of New Jersey, do hereby certify that this is a true and exact copy of a Resolution duly adopted by the Borough Council of the Borough of Helmetta.

*Sandra Bohinski*  
 Sandra Bohinski, RMC  
 Municipal Clerk

CFO

RESOLUTION # 2007 - 28  
APPOINTMENT OF DEPUTY ANIMAL CONTROL OFFICER – BRANDON METZ  
JANUARY 5, 2007

The Borough Council does hereby appoint

BRANDON METZ

as DEPUTY ANIMAL CONTROL OFFICER for the Borough of Helmetta for a term to  
expire 12/31/07.

|            | MOTION | SECOND | AYES | NAYS | ABSTAIN | ABSENT |
|------------|--------|--------|------|------|---------|--------|
| ASCIOLLA   |        |        | ✓    |      |         |        |
| CAPUTO     |        |        | ✓    |      |         |        |
| JANECZEK   |        |        | ✓    |      |         |        |
| KARCZEWSKI | ✓      |        | ✓    |      |         |        |
| PECKHAM    |        |        | ✓    |      |         |        |
| TANCREDI   |        | ✓      | ✓    |      |         |        |

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, County of Middlesex, State of New Jersey, do hereby certify that this is a true and exact copy of a Resolution duly adopted by the Borough Council of the Borough of Helmetta.

Sandra Bohinski  
Sandra Bohinski, RMC  
Municipal Clerk

**RESOLUTION**  
**# 2008 - 27**

**APPOINTMENT OF DEPUTY ANIMAL CONTROL OFFICER**

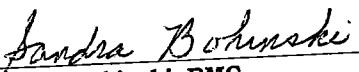
The Borough Council does hereby appoint

BRANDON METZ

as DEPUTY ANIMAL CONTROL OFFICER for the Borough of Helmetta for a term to expire 12/31/08.

|            | MOTION | SECOND | AYES | NAYS | ABSTAIN | ABSENT |
|------------|--------|--------|------|------|---------|--------|
| ASCIOLLA   |        |        | ✓    |      |         |        |
| CAPUTO     |        | ✓      | ✓    |      |         |        |
| JANECZEK   | ✓      |        | ✓    |      |         |        |
| KARCZEWSKI |        |        | ✓    |      |         |        |
| PECKHAM    |        |        | ✓    |      |         |        |
| TANCREDI   |        |        |      |      |         |        |

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, County of Middlesex, State of New Jersey, do hereby certify that this is a true and exact copy of a Resolution duly adopted by the Borough Council of the Borough of Helmetta on January 2, 2008.

  
Sandra Bohinski, RMC  
Municipal Clerk

**RESOLUTION  
# 2009 – 25**

**APPOINTMENT OF DEPUTY ANIMAL CONTROL OFFICER**

The Borough Council does hereby appoint

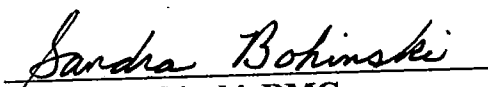
BRANDON METZ

as DEPUTY ANIMAL CONTROL OFFICER for the Borough of Helmetta for a term to  
expire 12/31/09.

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   |        | ✓      | ✓   |     |         |        |
| Janeczek   |        |        | ✓   |     |         |        |
| Karczewski | ✓      |        | ✓   |     |         |        |
| Peckham    |        |        | ✓   |     |         |        |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 1, 2009.

  
Sandra Bohinski, RMC  
Municipal Clerk



**RESOLUTION  
#2009 – 52**

**RESOLUTION AUTHORIZING PAYMENT TO ANIMAL CONTROL OFFICERS**

**WHEREAS, Helmetta has entered into an interlocal agreement with the Borough of South River for animal control services; and**

**WHEREAS, Darren Doran and Brandon Metz will perform the duties of animal control officers;**

**WHEREAS, the following amounts have been recommended to compensate them for their duties:**

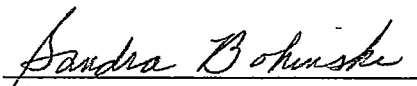
**Darren Doran \$1000.00  
Brandon Metz \$1000.00**

**NOW, THEREFORE BE IT RESOLVED that the Mayor and Borough Council of the Borough of Helmetta hereby authorize payment to the above individuals for performing the duties of Animal Control Officers in the Borough of South River.**

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   |        |        | ✓   |     |         |        |
| Janeczek   |        | ✓      | ✓   |     |         |        |
| Karczewski | /      |        | ✓   |     |         |        |
| Peckham    |        |        |     |     |         | ✓      |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 15, 2009.

  
Sandra Bohinski, RMC  
Municipal Clerk  
*retro 2 pm 1/15/09*

**RESOLUTION**  
**2009 - 149**

**RESOLUTION AUTHORIZING PAYMENT TO ANIMAL CONTROL OFFICERS**

**WHEREAS, Helmetta has entered into an interlocal agreement with the Borough of Sayreville for animal control services; and**

**WHEREAS, Darren Doran and Brandon Metz will perform the duties of animal control officers;**

**WHEREAS, the following amounts have been recommended to compensate them for their duties:**

**Darren Doran \$1000.00**

**✓ Brandon Metz \$1000.00**

**NOW, THEREFORE BE IT RESOLVED that the Mayor and Borough Council of the Borough of Helmetta hereby authorize payment to the above individuals for performing the duties of Animal Control Officers in the Borough of Sayreville.**

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   |        | ✓      | ✓   |     |         |        |
| Janeczek   |        |        | ✓   |     |         |        |
| Karczewski | ✓      |        | ✓   |     |         |        |
| Peckham    |        |        | ✓   |     |         |        |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, 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 June 24, 2009.

eff.  
5/1/09

Sandra Bohinski  
Sandra Bohinski, RMC  
Municipal Clerk

**RESOLUTION  
#2010 - 26**

**APPOINTMENT OF DEPUTY ANIMAL CONTROL OFFICER**

The Borough Council does hereby appoint

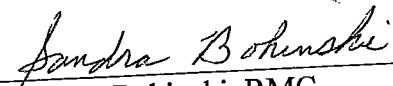
BRANDON METZ

as DEPUTY ANIMAL CONTROL OFFICER for the Borough of Helmetta for a term to  
expire 12/31/10.

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   | ✓      |        | ✓   |     |         |        |
| Janeczek   |        | ✓      | ✓   |     |         |        |
| Karczewski |        |        | ✓   |     |         | ✓      |
| Peckham    |        |        |     |     |         |        |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 1, 2010.

  
 Sandra Bohinski, RMC  
 Municipal Clerk

**RESOLUTION  
#2010 - 56**

**PAYMENT OF ANIMAL CONTROL HOURS OUTSIDE OF  
NORMAL BUSINESS HOURS**

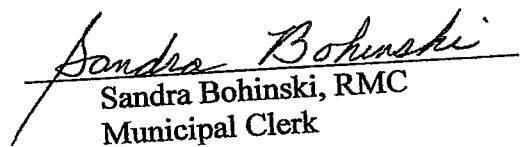
**WHEREAS**, rather than being paid the overtime rate for a minimum of 2 hours;

**NOW THEREFORE BE IT RESOLVED**, that Brandon Metz shall be paid a minimum of \$50.00 per incident for animal control calls outside of normal business hours.

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Peckham    |        |        | ✓   |     |         |        |
| Asciolla   | ✓      |        | ✓   |     |         |        |
| Janeczek   |        |        | ✓   |     |         | ✓      |
| Karczewski |        |        |     |     |         |        |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        | ✓      | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 27, 2010.

  
Sandra Bohinski, RMC  
Municipal Clerk

**RESOLUTION  
# 2010 - 179**

**RESOLUTION OF THE BOROUGH OF HELMETTA  
AUTHORIZING THE EXTENSION OF THE PUBLIC WORKS  
CONTRACT WITH THE INTERNATIONAL BROTHERHOOD OF  
TEAMSTERS LOCAL 210**

**WHEREAS**, Public Works employees of the Borough of Helmetta (the "Borough") are represented by the International Brotherhood of Teamsters Local 210 ("IBT"); and

**WHEREAS**, IBT entered into an agreement (the "Agreement") with the Borough establishing the rights and obligations of all Public Works' employees; and

**WHEREAS**, the Agreement expired on June 30, 2010; and

**WHEREAS**, IBT requested that the Borough consent to the extension of the Agreement until December 31, 2010; and

**WHEREAS**, the Borough Council believes it is in the public interest to extend the Agreement until December 31, 2010.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Helmetta that the Mayor is hereby authorized to execute all documents necessary to effectuate the extension of the Agreement with the International Brotherhood of Teamsters Local 210 through December 31, 2010.

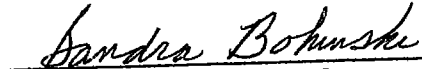
**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided to each of the following:

- a. International Brotherhood of Teamsters Local 210
- b. David A. Clark, Borough Attorney

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   |        |        |     |     |         | ✓      |
| Janeczek   |        |        | ✓   |     |         |        |
| Karczewski |        |        | ✓   |     |         |        |
| Peckham    |        | ✓      | ✓   |     |         |        |
| Perez      | ✓      |        | ✓   |     |         | ✓      |
| Smith      |        |        |     |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, 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 22, 2010.



Sandra Bohinski, RMC  
Borough Clerk

**RESOLUTION  
#2011 - 24**

**APPOINTMENT OF ANIMAL CONTROL OFFICERS**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

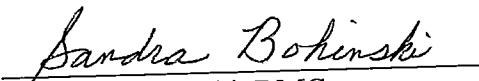
DARREN DORAN  
✓ BRANDON METZ

as ANIMAL CONTROL OFFICERS for the Borough of Helmetta for a term to expire 12/31/11.

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   |        |        | ✓   |     |         |        |
| Janeczek   |        | ✓      | ✓   |     |         |        |
| Karczewski |        |        | ✓   |     |         |        |
| Peckham    | ✓      |        | ✓   |     |         |        |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 1, 2011.

  
Sandra Bohinski, RMC  
Municipal Clerk

CF0

**RESOLUTION  
#2011 - 242**

**EMPLOYMENT OF CHARLES B. METZ, HAROLD MESSLER, JOSEPH REID  
IN THE ANIMAL SHELTER**

**WHEREAS, additional help is occasionally needed in the Helmetta Regional Animal Shelter after normal working hours; and**

**WHEREAS, Charles B. Metz, Harold Messler and Joseph Reid have expressed the willingness to help the Shelter on an as needed basis with building maintenance, adoption services, etc. ;**

**NOW THEREFORE BE IT RESOLVED, that Charles B. Metz, Harold Messler, and Joseph Reid be and are hereby authorized to work in the Animal Shelter on an as needed basis for the rate of \$12.50 an hour.**

*subject to Union giving permission to work at rate of \$12.50*

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Peckham    |        |        | ✓   |     |         |        |
| Asciolla   | ✓      |        | ✓   |     |         |        |
| Janeczek   |        | ✓      | ✓   |     |         |        |
| Karczewski |        |        |     |     |         | ✓      |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        |     |     |         | ✓      |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on December 28, 2011.

*Sandra B Bohinski*  
SANDRA BOHINSKI, RMC  
Municipal Clerk



**RESOLUTION**  
**#2012 - 24**

**APPOINTMENT OF ANIMAL CONTROL OFFICERS**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

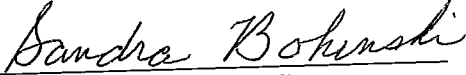
DARREN DORAN  
/BRANDON METZ

as ANIMAL CONTROL OFFICERS for the Borough of Helmetta for a term to expire 12/31/12.

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   |        |        |     |     |         | ✓      |
| Janeczek   |        | ✓      | ✓   |     |         |        |
| Karczewski |        |        | ✓   |     |         |        |
| Peckham    | ✓      |        | ✓   |     |         |        |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        |     |     |         | ✓      |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 6, 2012.

  
Sandra Bohinski, RMC  
Municipal Clerk

**RESOLUTION**  
**#2012 - 46**

**APPOINTMENT OF ANIMAL CRUELTY OFFICERS**  
**1**

I, Nancy Martin, Mayor of the Borough of Helmetta, with the advice and consent of the Borough Council do hereby appoint

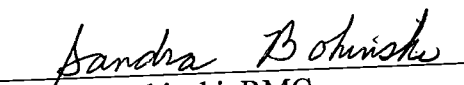
JAMES APGAR  
MICHAL CIELESZ  
RICHARD CIELESZ  
C. BRANDON METZ

as ANIMAL CRUELTY OFFICERS.

|            | Motion | Second | Aye | Nay | Abstain | Absent |
|------------|--------|--------|-----|-----|---------|--------|
| Asciolla   |        |        |     |     |         | ✓      |
| Janeczek   |        | ✓      | ✓   |     |         |        |
| Karczewski |        |        | ✓   |     |         |        |
| Peckham    | ✓      |        | ✓   |     |         |        |
| Perez      |        |        | ✓   |     |         |        |
| Smith      |        |        |     |     |         | ✓      |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 6, 2012.

  
Sandra Bohinski, RMC  
Municipal Clerk

**RESOLUTION**  
**#2014 – 46**

**APPOINTMENT OF ANIMAL CRUELTY INVESTIGATORS**

BE IT RESOLVED, that the following

JAMES APGAR  
 MICHAL CIELESZ  
 RICHARD CIELESZ  
 C. BRANDON METZ

be appointed as ANIMAL CRUELTY INVESTIGATORS.

|          | Motion | Second | Aye | Nay | Abstain | Absent |
|----------|--------|--------|-----|-----|---------|--------|
| Asciolla | ✓      |        | ✓   |     |         |        |
| Bruno    |        |        | ✓   |     |         |        |
| Estrada  |        |        | ✓   |     |         |        |
| Janeczek |        | ✓      | ✓   |     |         |        |
| Slavicek |        |        | ✓   |     |         |        |
| Vidal    |        |        | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 1, 2014.

*Sandra Bohinski*  
 SANDRA BOHINSKI, RMC  
 Municipal Clerk

**RESOLUTION  
# 2014 – 47**

**APPOINTMENT OF ANIMAL CONTROL OFFICERS**

**BE IT RESOLVED**, that

James Apgar  
 Michal Cielesz  
 Richard Cielesz  
 Darren Doran  
 Josh Merrill  
 Harold Messler  
 C. Brandon Metz  
 Joseph Reid

are hereby appointed as Animal Control Officers for the year 2014.

|          | Motion | Second | Aye | Nay | Abstain | Absent |
|----------|--------|--------|-----|-----|---------|--------|
| Asciolla | ✓      |        | ✓   |     |         |        |
| Bruno    |        |        | ✓   |     |         |        |
| Estrada  |        |        | ✓   |     |         |        |
| Janeczek |        | ✓      | ✓   |     |         |        |
| Slavicek |        |        | ✓   |     |         |        |
| Vidal    |        |        | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 1, 2014.

  
 SANDRA BOHINSKI, RMC  
 Municipal Clerk

**RESOLUTION**  
**#2014 – 53**

**APPOINTMENT OF CERTIFIED RECYCLING COORDINATOR**

**WHEREAS**, it is State mandated that every municipality has a Certified Recycling Coordinator ; and

**WHEREAS**, C. Brandon Metz has taken the courses and passed the State exam,

**NOW THEREFORE BE IT RESOLVED** that


C. BRANDON METZ

is hereby appointed as Certified Recycling Coordinator for the Borough of Helmetta.

|          | Motion | Second | Aye | Nay | Abstain | Absent |
|----------|--------|--------|-----|-----|---------|--------|
| Asciolla | ✓      |        | ✓   |     |         |        |
| Bruno    |        |        | ✓   |     |         |        |
| Estrada  |        |        | ✓   |     |         |        |
| Janeczek |        |        | ✓   |     |         |        |
| Slavicek |        |        | ✓   |     |         |        |
| Vidal    |        | ✓      | ✓   |     |         |        |

**CERTIFICATION**

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, Middlesex County, New Jersey, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Borough Council at the meeting held on January 1, 2014.

  
Sandra Bohinski, RMC  
Municipal Clerk

# NEW JERSEY RURAL WATER ASSOCIATION

HEREBY CERTIFIES THAT

BRANDON METZ

HAS SUCCESSFULLY COMPLETED A TRAINING COURSE IN

RIGHT TO KNOW-INTRODUCTORY

DATE OF COMPLETION: SEPTEMBER 22, 1999

110 WEST MAIN STREET  
TUCKERTON, NJ 08087  
PHONE: 609/294-1000  
FAX: 609/294-1122

  
RICHARD P. HOWLETT  
PROGRAM MANAGER

TOTAL HOURS OF TRAINING; 3.5  
CERTIFICATIONS / CREDITS:  
C.P.W.M. CREDITS / COURSE #X0922199904 / 2 GOVERNMENT; 1 TECHNICAL  
CONTINUING EDUCATION UNITS; 0.3



To: Borough of Helmetta  
Attn.: Darren

From: Myra L. Weiger, Ed.D.  
Professor of Animal Control Officers Training

Date: December 20, 1999

Re: Brandon Metz

Brandon Metz has completed all of the requirements of the Animal Control Officers Training Course at Kean University, with an excellent grade and perfect attendance. His certification is being processed and he will in time receive his certificate. We are fortunate to have someone of Brandon's quality working in the community with Animal Control.

# STATE OF NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES

THIS IS TO CERTIFY THAT

*Charles Brandon Metz*

Having successfully satisfied the requirements to determine his or her qualifications is hereby certified pursuant to P.L. 1983, Chapter 525 and amendments thereto as a  
**CERTIFIED ANIMAL CONTROL OFFICER**

January 12, 2000  
DATE

01288

NUMBER

*Christine Grant*  
COMMISSIONER OF HEALTH  
AND SENIOR SERVICES





**State of New Jersey**

**DEPARTMENT OF HEALTH AND SENIOR SERVICES**  
DIVISION OF EPIDEMIOLOGY, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICES  
PO BOX 369  
TRENTON, N.J. 08625-0369

CHRISTINE TODD WHITMAN  
*Governor*

[www.state.nj.us/health](http://www.state.nj.us/health)

CHRISTINE GRANT, J.D., M.B.A.  
*Commissioner*

January 12, 2000

Mr. Charles Brandon Metz  
9 Old Forge Road  
Helmetta, NJ 08828

Dear Mr. Metz:

Congratulations on successfully completing the Animal Control Officer Certification Course.

You have been issued the Animal Control Officer Certification number as indicated on the enclosed certificate and registration card.

Please notify this office if you have a change of address or a change in employment.

Sincerely,

Robert N. Monyer  
Coordinator Health Projects  
Animal Population Control  
Infectious and Zoonotic Disease  
Program

enclosure  
lam

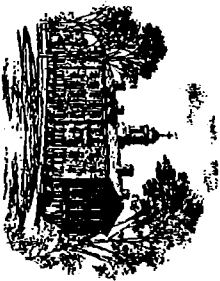


**NEW JERSEY**  
*Many Faces. One Family.*

\* Rutgers, The State University of New Jersey \*

\* Center for Advanced Infrastructure & Transportation \*

\* Local Technical Assistance Program \*



*This certifies that*

**Brandon Metz**

*has satisfactorily completed the prescribed course of study in*

*Basic Work Zone Safety*

*Course # 044*

*March 21, 2000*

*North Brunswick, New Jersey*

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, College of Engineering



Director, Local Technical Assistance Program (LTAP)  
Rutgers, College of Engineering

0100717-PPE-006

Certificate

# ENVIROGENICS

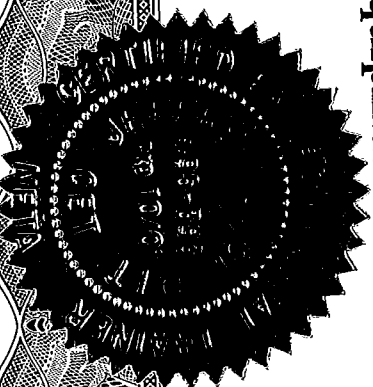
HEALTH AND SAFETY TRAINING INSTITUTE  
3812B Quakerbridge Road, Suite 208, Mercerville, NJ 08619

THIS IS TO CERTIFY

C. Brandon Melz

HAS SUCCESSFULLY COMPLETED THE TRAINING REQUIREMENTS FOR  
Personal Protective Equipment 29CFR 1910.132-.140

  
INSTRUCTOR



EXPIRATION DATE July 17, 2002

0100718-BBP-006

Certificate

# ENVIROGENICS

HEALTH AND SAFETY TRAINING INSTITUTE

3812B Quakerbridge Road, Suite 208, Mercerville, NJ 08619

THIS IS TO CERTIFY

C. Brandon Melz

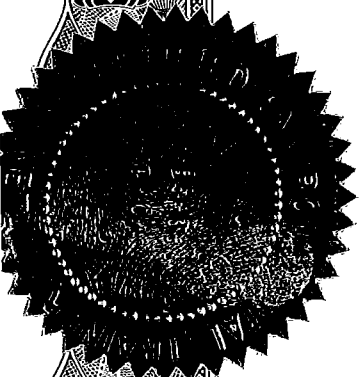
HAS SUCCESSFULLY COMPLETED THE TRAINING REQUIREMENTS FOR  
Occupational Exposure to Bloodborne Pathogens,

29CFR 1910.1030

INSTRUCTOR

July 18, 2002

EXPIRATION DATE





**American  
Red Cross**

*Together, we can save a life*

This recognizes that

**C. Brandon Metz**  
has completed the requirements for

**ADULT CPR**  
conducted by

American Red Cross of Central NJ  
Date completed **3/5/03**

The American Red Cross recognizes this certificate  
as valid for **1** year(s) from completion date.

\* Rutgers, The State University of New Jersey \*  
 \* Center for Advanced Infrastructure & Transportation \*  
 \* Local Technical Assistance Program \*  
 \* American Public Works Association New Jersey Chapter \*

*This certifies that*



**Brandon Metz**



*has satisfactorily completed the prescribed course of study in*

**Worker and Equipment Safety**

Course #352

April 30, 2003

Piscataway, New Jersey

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
 Civil and Environmental Engineering Department  
 Rutgers, School of Engineering

Director, Local Technical Assistance Program (LTAP)  
 Rutgers, School of Engineering

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*  
\* American Public Works Association New Jersey Chapter \*

*This certifies that*



**Brandon Metz**

*has satisfactorily completed the prescribed course of study in*

**Personal Injury Prevention Techniques**

Course #351

April 30, 2003

Piscataway, New Jersey

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, School of Engineering



Director, Local Technical Assistance Program (LTAP)  
Rutgers, School of Engineering

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*  
\* American Public Works Association New Jersey Chapter \*

*This certifies that*



**Brandon Metz**



*has satisfactorily completed the prescribed course of study in*

**Grounds Maintenance Safety**

Course #354

May 7, 2003

Piscataway, New Jersey

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, School of Engineering

Director, Local Technical Assistance Program (LTAP)  
Rutgers, School of Engineering



\* Rutgers, The State University of New Jersey \*  
 \* Center for Advanced Infrastructure & Transportation \*  
 \* Total Technical Assistance Program \*  
 \* American Public Works Association New Jersey Chapter \*



**Brandon Metz**

*This certifies that*

*has satisfactorily completed the prescribed course of study in*

**Hazards Associated with Fertilizers, Insecticides and Herbicides**



*M. M. A.*

Course #353

May 7, 2003

Piscataway, New Jersey

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
 Civil and Environmental Engineering Department  
 Rutgers, School of Engineering

*Joseph M. Deke*

Director, Local Technical Assistance Program (LTAP)  
 Rutgers, School of Engineering

\* Rutgers, The State University of New Jersey \*  
 \* Center for Advanced Infrastructure & Transportation \*  
 \* Local Technical Assistance Program \*  
 \* American Public Works Association New Jersey Chapter \*



**Brandon Metz**

*This certifies that*


*has satisfactorily completed the prescribed course of study in*

**Public Works Academy**

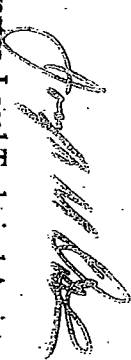
Course #502

September 16-30, 2003

Sayreville, New Jersey

  
 Director, Center for Advanced Infrastructure & Transportation (CAIT)  
 Civil and Environmental Engineering Department  
 Rutgers, School of Engineering



  
 Director, Local Technical Assistance Program (LTAP)  
 Rutgers, School of Engineering

# Public Works Association of New Jersey



This Certificate is awarded to

Brandon Metz

For the completion of

Backhoe & Trenching Safety

Course # 57164

CEU Contact Hours

Technical 4.0

Management

Government

Technology

Water

Wastewater

Recycling


Bernard Peterson  
CEU Chairman

Date 10-28-03

# TRAINING COURSE COMPLETION CERTIFICATE

PLEASE PRINT IN INK

The New Jersey Water Association is a member of IACET, the International Association for Continuing Education and Training. All NJWA training is conducted in accordance with IACET criteria and guidelines.

|  |  |  |  |  |                            |
|--|--|--|--|--|----------------------------|
| LAST NAME<br><b>ME TL</b>  |  | FIRST<br><b>C.</b>                         |  | MIDDLE INITIAL<br><b>Brandon</b>             |                            |
| HOME ADDRESS (STREET, MUNICIPALITY, STATE, ZIP CODE)<br><b>900 Forge Rd Helmetta NJ 08828</b>  |  |  |  |  | COUNTY<br><b>middlesex</b> |
| NAME OF EMPLOYER/MUNICIPAL AFFILIATIONS<br><b>BORO of Helmetta</b>   |  |  |  | YOUR POSITION<br><b>LABORER</b>              |                            |
| BUSINESS ADDRESS (STREET, MUNICIPALITY, STATE, ZIP CODE)<br><b>600 main st Helmetta NJ 08828</b>   |  |  |  | PHONE<br><b>732-521-5049 x110</b>            |                            |
| WATER LICENSES HELD AND LICENSE NUMBERS  |  |  |  | COURSE DATE<br><b>1.29.04</b><br>MO. DAY YR. |                            |
| WASTE WATER LICENSES HELD AND LICENSE NUMBERS  |  |  |  |  |                            |
| COURSE TITLE<br><b>Right to know Refresher</b>   |  |  |  |  |                            |
| CPWM COURSE NUMBER<br><b># 5961</b>  |  | TRAINING CONTACT HOURS FOR LICENSE RENEWAL |  | CPWM CREDITS                                 |                            |
|  |  | WATER WASTEWATER                           |  | TECH MGR. GRT.                               |                            |
| COURSE LOCATION<br><b>Wall Township</b>  |  |  |  |  |                            |
| TCH COURSE NUMBER<br><b>04-090012-31</b>   |  |  |  |  |                            |
| #1 COURSE INSTRUCTOR(S)<br><b>MR. Robert Morgan</b>  |  | #2 COURSE INSTRUCTOR(S)                    |  |  |                            |
|  <b>N.J. WATER ASSOCIATION</b><br>54 Main Street, Waretown (Ocean Twp.), NJ 08758-2219<br>609-242-7111 |  |  |  |  |                            |
| COURSE PROCTOR:<br><b>C. [Signature]</b>   |  |  |  |  |                            |
| STUDENT'S SIGNATURE  |  |  |  |  |                            |

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*  
\* American Public Works Association New Jersey Chapter \*



**Brandon Metz**

*This certifies that*

*has satisfactorily completed the prescribed course of study in*

**Drainage Maintenance**

Course #389

March 30, 2004

Princeton Twp, New Jersey

A handwritten signature in dark ink, appearing to be "M. M. A." followed by a long horizontal stroke.

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, School of Engineering



Director, Local Technical Assistance Program (LTAP)  
Rutgers, School of Engineering

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*  
\* American Public Works Association New Jersey Chapter \*

*This certifies that*



**Brandon Metz**



*has satisfactorily completed the prescribed course of study in*

**Asphalt Roads: Common Maintenance Problems**

Course #390

March 30, 2004

Princeton Twp, New Jersey

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, School of Engineering

Director, Local Technical Assistance Program (LTAP)  
Rutgers, School of Engineering

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*  
\* American Public Works Association New Jersey Chapter \*

*This certifies that*

**APWA**  
New Jersey Chapter

**C. Brandon Metz**



*has satisfactorily completed the prescribed course of study in*

**Hot Mix Asphalt Resurfacing**

Course #573

May 25, 2005

Piscataway, New Jersey

*M. M. A.*

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, School of Engineering

*John M. De...*

Director, Local Technical Assistance Program (LTAP)  
Rutgers, School of Engineering

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*  
\* American Public Works Association New Jersey Chapter \*

*This certifies that*

**APWA**  
New Jersey Chapter

**C. Brandon Metz**



*has satisfactorily completed the prescribed course of study in*

## **Low Cost Surface Rehabilitation**

Course #574

May 25, 2005

Piscataway, New Jersey

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, School of Engineering

Director, Local Technical Assistance Program (LTAP)  
Rutgers, School of Engineering



\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*  
\* American Public Works Association New Jersey Chapter \*



*This certifies that*

**Brandon Metz**

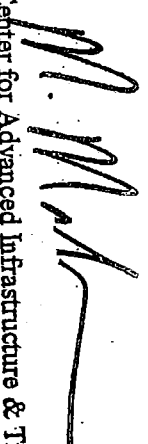
*has satisfactorily completed the prescribed course of study in*

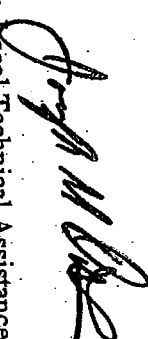
**Confined Space and Excavation Rescue**

Course #577

June 8, 2005

Piscataway, New Jersey

  
Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers, School of Engineering

  
Director, Local Technical Assistance Program (LTAP)  
Rutgers, School of Engineering



\* Rutgers, The State University of New Jersey \*  
 \* Center for Advanced Infrastructure & Transportation \*  
 \* Local Technical Assistance Program \*  
 \* American Public Works Association New Jersey Chapter \*



*This certifies that*

**Brandon Metz**

*has satisfactorily completed the prescribed course of study in*

**Excavation and Trenching Safety**

Course #578

June 8, 2005

Piscataway, New Jersey

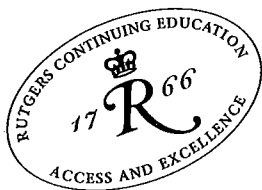
*[Signature]*  
 Director, Center for Advanced Infrastructure & Transportation (CAIT)  
 Civil and Environmental Engineering Department  
 Rutgers, School of Engineering



*[Signature]*  
 Director, Local Technical Assistance Program (LTAP)  
 Rutgers, School of Engineering

## Cherry Hill, New Jersey 08034

**COPIES OF THIS CERTIFICATE MUST BE MAINTAINED BY YOUR EMPLOYER. PROVIDE ONE COPY TO YOUR SUPERVISOR, AND KEEP ONE FOR YOUR RECORDS.**



THE STATE UNIVERSITY OF NEW JERSEY

**RUTGERS**

**COOK COLLEGE**

**CONTINUING PROFESSIONAL  
EDUCATION**

THIS CERTIFICATE IS AWARDED TO

**Brandon Metz**

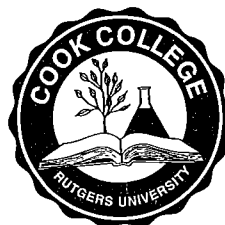
For The Completion Of

**OSHA 8 Hour HAZWOPER Refresher - Central**

**April 24, 2007**

**0.6 CEU's**

Edward V. Lipman Jr,  
Director  
Continuing Professional Education



Dr. Karyn Malinowski  
Dean of Outreach  
And Extension Programs

**CERTIFICATE OF COMPLETION**  
*Field Applications of Health & Safety*

**Brandon Metz**  
8 Hour Refresher for OSHA 1910.120(e)  
Hazardous Waste Operations & Emergency Response

New Brunswick, NJ  
April 24, 2007

Cook College Office of Continuing Professional Education  
(732) 932-9271 New Brunswick, New Jersey

UNIVERSITY OF NEW JERSEY

**ROTC**

**COLLEGE**

# CONTINUING PROFESSIONAL EDUCATION

THIS CERTIFICATE IS AWARDED TO

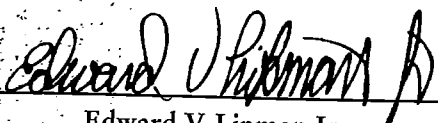
**Brandon Metz**

For The Completion Of

**OSHA 8 Hour HAZWOPER Refresher - Central**

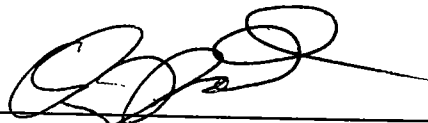
**April 24, 2007**

**0.6 CEU's**

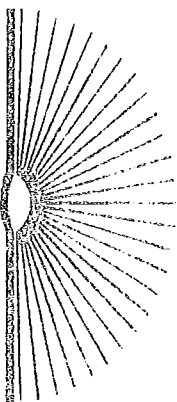


Edward V. Lipman Jr,  
Director  
Continuing Professional Education





Dr. Karyn Malinowski  
Dean of Outreach  
And Extension Programs



# SKYLINE ENVIRONMENTAL, INC.

---

Certificate of Training Awarded to


**Brandon Melz**

In Recognition of Successful Completion of the

**Bloodborne Pathogens Program**

May 22, 2007

Date of Training Completion

  
James N. Gotay, QEP, CSP  
President

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*



*This certifies that*

**C Brandon Metz**



*has satisfactorily completed the prescribed course of study in the*  
**Winter Roads Maintenance**

Course #878

June 8, 2007

Sayreville, New Jersey

DCA#8498 - 3.5 Technical, 1 Government CEUs

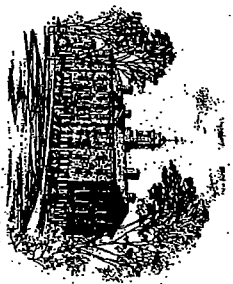
**Dr Ali Maher**

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers University, School of Engineering

**Dr Claudia Knezek**

Director, Local Technical Assistance Program (LTAP)  
Rutgers University, School of Engineering

\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*



*This certifies that*

**Brandon Metz**

*has satisfactorily completed the prescribed course of study in the*

**Work Zone Safety Awareness Program**

Course #936

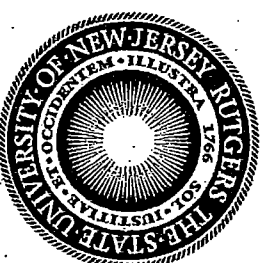
October 11, 2007

Piscataway, New Jersey

DCA#DLGS-NJWZSP-1 - 3 Technical, 2.5 Government CEUs

**Dr Ali Maher**

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers University, School of Engineering



**Dr Claudia Knezek**

Director, Local Technical Assistance Program (LTAP)  
Rutgers University, School of Engineering

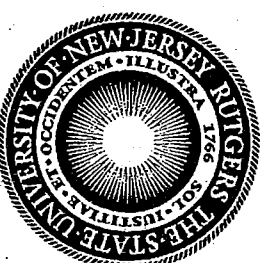


\* Rutgers, The State University of New Jersey \*  
\* Center for Advanced Infrastructure & Transportation \*  
\* Local Technical Assistance Program \*



*This certifies that*

**Brandon Metz**



*has satisfactorily completed the prescribed course of study in the*

**Work Zone Safety Awareness Program**

Course #936

October 11, 2007

Piscataway, New Jersey

DCA#DLGS-NJWZSP-1-3 Technical, 2.5 Government CEUs

**Dr Ali Maher**

Director, Center for Advanced Infrastructure & Transportation (CAIT)  
Civil and Environmental Engineering Department  
Rutgers University, School of Engineering

**Dr Claudia Knezek**

Director, Local Technical Assistance Program (LTAP)  
Rutgers University, School of Engineering

## **New Jersey**

### **Department of Health and Senior Services**

#### **PEOSH Program**

*Brandon Metz*

*Public Works*

**has successfully completed the**

**PEOSH**

**Indoor Air Quality**

**Designated Persons Training**

**Date: October 30, 2007**





# CERTIFICATE OF TRAINING

## HIGHWAY WORKZONE SAFETY AUTHORIZED EMPLOYEE TRAINING



Employee Name: Brandon Metz

- ☒ Read and interpret the Manual on Uniform Traffic Control Devices (MUTCD).
- ☒ Identify the Five (5) Traffic Control Zones.
- ☒ Describe the various Traffic Control Devices and their proper uses.
- ☒ Understand and be able to use the calculation formulas necessary to set up a work zone properly.
- ☒ Know the difference between a stationary and mobile work zone.
- ☒ Understand how road conditions, speed and weather affect the setup of a highway work zone.
- ☒ Determine the placement of Advance Warning Signs according to the MUTCD.
- ☒ Identify the various types of Tapers and determine their proper setup according to the MUTCD.
- ☒ Determine the proper Buffer Area length according to the MUTCD.
- ☒ Know the proper placement of worker protection devices in the Buffer Area.  
(Truck Mounted Attenuator, Arrow Lights, etc.)
- ☒ Know the proper flagging setups and techniques used in a Highway Work zone.
- ☒ Know the proper equipment to be used and worn in a Highway Work zone.

**NJ State CEU'S #9153**  
**Technical 2.0**  
**Government 2.5**

April 30, 2008  
Date

*William J. Gardener*

*William Gardener,  
Health and Human Services  
Monroe Township*

Monroe Township MUA

10 HOUR CONSTRUCTION COURSE  
October 14, 16, 2008

DAY 1

8:30-9:00 a.m. – Registration – Al Lundgren  
9:00-10:15 a.m. – Stairways & Ladders – Al  
10:15-10:30 a.m. – Break  
10:30-Noon –Intro. To OSHA – Lou Lento

Noon-1:00 p.m. – Lunch

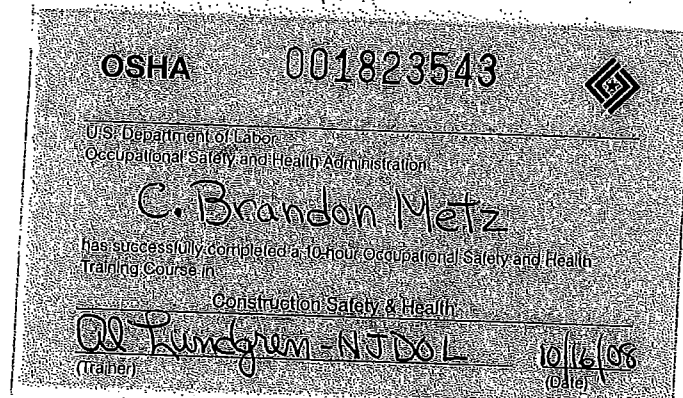
1:00-2:00 p.m. – Scaffolds – Tony Valente  
2:00-3:00 p.m. – PPE - Al

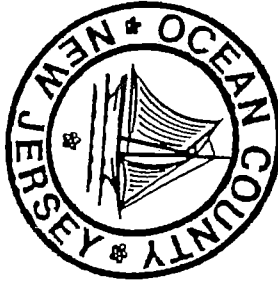
DAY 2

9:00-10:15 a.m. – Electrical – Tom Mahan  
10:15-10:30 a.m. – Break  
10:30-11:30 a.m. - Fall Protection - Tom  
11:30-Noon - Material Handling - Al

Noon-1:00 p.m. – Lunch

1:00-2:00 p.m. – Cranes, Derricks, Hoists, Elevators, Conveyors –  
Mike Corbett  
2:00-3:00 p.m. – Excavations - Mike






SHERIFF'S DEPARTMENT  
OCEAN COUNTY  
POLICE ACADEMY

*THIS IS TO CERTIFY THAT*



**CHARLES B. METZ**

HAS SUCCESSFULLY COMPLETED THE COURSE  
**ANIMAL CRUELTY INVESTIGATORS COURSE**  
OCTOBER 26 ~ NOVEMBER 4, 2009  
AT THE OCEAN COUNTY POLICE ACADEMY

  
JOSEPH A. PERNA  
DIRECTOR OF POLICE ACADEMY

Department of Health and Senior Services

This is to certify that

Charles Brandon Metz

has successfully satisfied the requirements to determine his or her qualifications and is certified pursuant to P. L. 1997, Chapter 247 and amendments thereto as a **CERTIFIED ANIMAL CRUELTY INVESTIGATOR**

Date 11/20/09 Faye E. Sorhage  
Number 340  
Dr. Faye E. Sorhage, V.M.D., M.P.H.  
State Public Health Veterinarian  
VPH-31  
OCT 02

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH  
AND SENIOR SERVICES

*This is to Certify that*

**CHARLES BRANDON METZ**

Having successfully satisfied the requirements to determine his or her qualifications is hereby certified pursuant to P.L. 1997, Chapter 247 and amendments thereto as a

**CERTIFIED ANIMAL CRUELTY INVESTIGATOR**

11/20/09  
DATE  
340  
NUMBER

Faye E. Sorhage  
FAYE E. SORHAGE, VMD, MPH  
State Public Health Veterinarian

# RUTGERS

Continuing Studies

## CENTER FOR GOVERNMENT SERVICES

*This certificate is awarded to*

CHARLES B METZ

*for the completion of*

MANAGEMENT, TASKS, RESPONSIBILITIES & PRACTICES



*Director*

*Center for Government Services*

*Date:* MARCH 2011

RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES

*This certificate is awarded to*

CHARLES B METZ

*for the completion of*

MANAGING AND DEVELOPING HUMAN RESOURCES



Director

Center for Government Services

Date: MAY 2011



# RUTGERS

## The New Jersey Agricultural Experiment Station Office of Continuing Professional Education

Presents this certificate to

**Brandon Metz**

For successfully completing the requirements of

**The Recycling Coordinator's Primer (6)**

**September 8, 2011**

**00.3 CEUs**

*Edward V. Lipman, Jr.*  
\_\_\_\_\_  
Edward V. Lipman, Jr.  
Director

Office of Continuing Professional Education

*Mark G. Robson*  
\_\_\_\_\_  
Mark G. Robson, PhD, MPH  
Dean for Agricultural and Urban Programs

# RUTGERS

## The New Jersey Agricultural Experiment Station Office of Continuing Professional Education

Presents this certificate to

**Brandon Metz**

For successfully completing the requirements of

**NJ Recycling: Practice and Theory (6)**

**September 15, 2011 - October 27, 2011**

**03.6 CEUs**

*Edward V. Lipman, Jr.*

Director

Office of Continuing Professional Education

*Mark G. Robson, PhD, MPH*

Dean for Agricultural and Urban Programs

# RUTGERS

## The New Jersey Agricultural Experiment Station Office of Continuing Professional Education

Presents this certificate to

**Brandon Metz**

For successfully completing the requirements of

**Recycling Non-Traditional Items**

**December 8, 2011**

**00.6 CEUs**

Edward V. Lipman, Jr.  
Director

Office of Continuing Professional Education

Mark G. Robson, PhD, MPH  
Dean for Agricultural and Urban Programs

# RUTGERS

## The New Jersey Agricultural Experiment Station Office of Continuing Professional Education

Presents this certificate to

**Brandon Metz**

For successfully completing the requirements of

**Enhancing Your Public Communication Skills (6)**

**February 15, 2012 - February 16, 2012**

**01.2 CEUs**

Edward V. Lipman, Jr.

Director

Office of Continuing Professional Education

Mark G. Robson, PhD, MPH

Dean for Agricultural and Urban Programs

# RUTGERS

The New Jersey Agricultural Experiment Station  
Office of Continuing Professional Education

Presents this certificate to

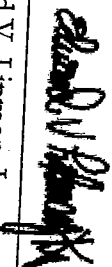
**Brandon Metz**

For successfully completing the requirements of

**Recycling Public Policy (6)**

**March 14, 2012**

**00.6 CEUs**



Edward V. Lipman, Jr.  
Director  
Office of Continuing Professional Education



Mark G. Robson  
Director  
New Jersey Agricultural Experiment Station

# RUTGERS

## The New Jersey Agricultural Experiment Station Office of Continuing Professional Education

Presents this certificate to

**Brandon Metz**

For successfully completing the requirements of

**SOTC Management Skills**

**March 28, 2012 - March 29, 2012**

**12 TCHS**

**Course Number: 01-010111-30**

**01.2 CEUs**

*Edward V. Lipman, Jr.*  
Director

Office of Continuing Professional Education

*Mark G. Robson, PhD, MPH*  
Dean for Agricultural and Urban Programs

# RUTGERS

The New Jersey Agricultural Experiment Station  
Office of Continuing Professional Education

Presents this certificate to

**Brandon Metz**

For successfully completing the requirements of

**Recycling Collection Techniques (6)**

**April 11, 2012 - April 12, 2012**

**01.2 CEUs**

Edward V. Lipman, Jr.

Director

Office of Continuing Professional Education

Mark G. Robson, PhD, MPH

Dean for Agricultural and Urban Programs

# RUTGERS

## The New Jersey Agricultural Experiment Station Office of Continuing Professional Education

Presents this certificate to

**Brandon Metz**

For successfully completing the requirements of

**Recycling Case Studies (6)**

**May 17, 2012 - May 18, 2012**

**01.2 CEUs**

*Edward V. Lipman, Jr.*  
\_\_\_\_\_  
Edward V. Lipman, Jr.

Director

Office of Continuing Professional Education

*Mark G. Robson, PhD, MPH*  
\_\_\_\_\_  
Mark G. Robson, PhD, MPH

Dean for Agricultural and Urban Programs



# RUTGERS

The New Jersey Agricultural Experiment Station  
Office of Continuing Professional Education

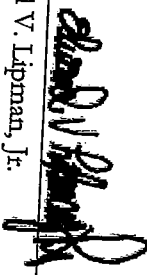
Presents this certificate to

*Barbara Metz*

For successfully completing the requirements of

The New Jersey Recycling Certification Series  
(Full Series)

September 2011 - February 2013

  
Edward V. Lipman, Jr.

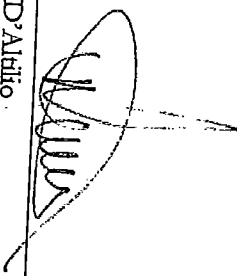
Director

Office of Continuing Professional Education

  
Guy Watson

Bureau Chief

NJDEP Solid and Hazardous Waste Program  
Bureau of Recycling & Planning

  
Dominick D'Altilio

President

Association of New Jersey Recyclers

# RUTGERS

## The New Jersey Agricultural Experiment Station Office of Continuing Professional Education

Presents this certificate to

**Charles B. Metz**

For successfully completing the requirements of

New Jersey Compost Operator

00.6 CEUs

September 14, 2012

*Edward V. Lipman, Jr.*

Edward V. Lipman, Jr.  
Director

Office of Continuing Professional Education

*Mark G. Robson*

Mark G. Robson, PhD, MPH  
Dean for Agricultural and Urban Programs



# New Jersey Certified Animal Control Officers Association CERTIFICATE OF COMPLETION

The New Jersey Certified Animal Control Officers Association  
certifies that

**Brandon Metz**

has successfully completed 7 hours of instruction at the  
NJCACOA "Back to Basics" Workshop. Topics of instruction include:  
"Public Perception / Professionalism"  
"N.J.S.A. 4 Changes - Statute Updates"  
"Vicious & Potentially Dangerous Dog Statute"

**April 23, 2014**

Date

Lisa Perry  
NJCACOA President

Michael Melchiorre  
NJCACOA Administrator

Steve Bardi  
NJCACOA Vice President



New Jersey Certified Animal Control Officers Association  
**CERTIFICATE OF COMPLETION**

The New Jersey Certified Animal Control Officers Association  
certifies that

**Brandon Metz**

has successfully completed 7 hours of instruction at the  
NJCACOA "Back to Basics" Workshop. Topics of instruction include:  
"Public Perception / Professionalism"  
"N.J.S.A. 4 Changes - Statute Updates"  
"Vicious & Potentially Dangerous Dog Statute"

**April 23, 2014**

Date

Lisa Perry  
NJCACOA President

Michael Melchiorre  
NJCACOA Administrator

Steve Bardi  
NJCACOA Vice President

# RUTGERS

THE STATE UNIVERSITY  
OF NEW JERSEY

## Center for Government Services

**Charles B. Metz**

In recognition for the completion of  
**Public Relations**



Richard Novak

VP for Continuing Studies and Distance Education

May, 2014



Alan Zalkind

Director, Center for Government Services

# Certificate of Completion

*This certifies that*

Charles B. Metz

*has completed all training requirements for the credential of  
"Chipper Operator Specialist" and, in recognition thereof,  
is presented this Certificate of completion*



*Tree Care Academy*

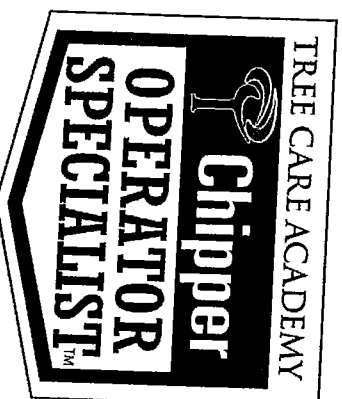
Representative of Certifying Company

05/15/14

Date

Chipper Operator Specialist

Date



This certificate valid for three  
years after date of issuance.



# Teamsters Local Union No. 210

Service, Production, Merchandising and Allied Products, Wholesale, Distribution, Textile Household Products and Industrial and Allied Trades Workers; Clerical & Health Related Services Union; Drug, Chemical, Cosmetic, Plastics and Affiliated Industries Warehouse: Service Industry;

Airline, Airport and Aerospace Employees,  
New York City and Vicinity

110 Wall Street, 3rd Floor, New York, NY 10005  
NY 212 757-3463 800-762-3137 Fax 212-459-9674  
[www.ibtlocal210.org](http://www.ibtlocal210.org)

GEORGE L. MIRANDA  
Secretary-Treasurer/  
Principal Officer

PEDRO CABEZAS  
President

ROBERT BELLACH  
Vice President

VIRGINIA HINES  
Recording Secretary

PEDRO A. CARDI, JR.  
ROBERT LUCIANO  
KEVIN MATEJKA  
Trustee - Agents

JOSEPH BIGGS  
RONNIE BELPANNO  
CYNTHIA DE FIGUEIREDO  
LYDIA FIGUEROA

FRANK LOPEZ  
ADRIAN MERCED  
RUSSELL REED  
Business Agents

CYNTHIA RIVERA  
Organizer

June 5, 2012

Mr. Brandon Metz  
51 Main Street  
Helmetta, NJ 08828

Dear Mr. Metz:

Enclosed please find one (1) Collective Bargaining Agreement between Local Union No. 210 And the Borough of Helmetta with original signatures for your file. If you have any questions I can be reached via mobile or at the Union Office.

Mobile: 201-312-4662

Union: 212-757-3463 ext. 235

Sincerely,

*Virginia Hines*  
Virginia Hines  
Business Agent

# AGREEMENT

Between

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

60 MAIN STREET  
HELMETTA, NEW JERSEY 08828

--And--

SERVICE, PRODUCTION, MERCHANDISING, AND ALLIED  
PRODUCTS, WHOLESALE, DISTRIBUTION, TEXTILE HOUSEHOLD  
PRODUCTS AND INDUSTRIAL AND ALLIED TRADES WORKERS;  
CLERICAL & HEALTH RELATED SERVICES UNION; DRUG,  
CHEMICAL, COSMETIC, PLASTICS AND AFFILIATED INDUSTRIES  
WAREHOUSE; SERVICE INDUSTRY;  
AIRLINE, AIRPORT AND AEROSPACE EMPLOYEES,  
LOCAL 210, AFFILIATED WITH THE INTERNATIONAL  
BROTHERHOOD OF TEAMSTERS

\*\*\*\*\*



## INDEX

|                 |   |    |
|-----------------|---|----|
| ARTICLE 1 -     | RECOGNITION.....                          | 4  |
| ARTICLE 2 -     | SUCCESSORS AND ASSIGNS.....               | 4  |
| ARTICLE 3 -     | CONDITIONS OF EMPLOYMENT.....             | 4  |
| ARTICLE 4 -     | SENIORITY.....                            | 4  |
| ARTICLE 5 -     | HOURS OF WORK.....                        | 5  |
| ARTICLE 6 -     | CALL IN TIME.....                         | 5  |
| ARTICLE 7 (A) - | WAGES.....                                | 5  |
| ARTICLE 7(B) -  | PAY PLAN AND LONGEVITY.....               | 6  |
| ARTICLE 8 -     | CALL OUT TIME.....                        | 7  |
| ARTICLE 9 -     | JOB TITLES.....                           | 7  |
| ARTICLE 10 -    | SEPARATION FROM SERVICE.....              | 7  |
| ARTICLE 11 -    | HOLIDAYS.....                             | 8  |
| ARTICLE 12 -    | PERSONAL DAYS.....                        | 9  |
| ARTICLE 13 -    | VACATIONS.....                            | 9  |
| ARTICLE 14 -    | INJURY LEAVE.....                         | 10 |
| ARTICLE 15 -    | MEDICAL LEAVE.....                        | 10 |
| ARTICLE 16 -    | NEW JERSEY TEMPORARY DISABILITY PLAN....  | 11 |
| ARTICLE 17 -    | NEW JERSEY STATE HEALTH BENEFITS PLAN.... | 11 |
| ARTICLE 18 -    | WORKER'S COMPENSATION.....                | 11 |
| ARTICLE 19 -    | REIMBURSEMENT.....                        | 12 |
| ARTICLE 20 -    | BEREAVEMENT LEAVE.....                    | 12 |
| ARTICLE 21 -    | JURY DUTY.....                            | 13 |

|              |  |    |
|--------------|--|----|
| ARTICLE 22 - | SAFETY.....                              | 13 |
| ARTICLE 23 - | NO REDUCTION IN BENEFITS.....            | 13 |
| ARTICLE 24 - | WAIVER OR MODIFICATIONS.....             | 13 |
| ARTICLE 25 - | COMPENSATORY TIME.....                   | 13 |
| ARTICLE 26 - | CLOTHING ALLOWANCE.....                  | 13 |
| ARTICLE 27 - | CERTIFIED PUBLIC WORKS MANAGER.....      | 14 |
| ARTICLE 28 - | UNION DUES.....                          | 14 |
| ARTICLE 29 - | DISCHARGE.....                           | 15 |
| ARTICLE 30 - | AUTHORITY OF SHOP STEWARD.....           | 15 |
| ARTICLE 31 - | GRIEVANCE - ARBITRATION PROCEDURES.....  | 16 |
| ARTICLE 32 - | THE UNION AS THE PARTY OF INTEREST.....  | 17 |
| ARTICLE 33 - | MILITARY LEAVE.....                      | 18 |
| ARTICLE 34 - | SANITARY AND SAFETY CONDITIONS.....      | 18 |
| ARTICLE 35 - | BULLETIN BOARD.....                      | 18 |
| ARTICLE 36 - | NO DISCRIMINATION.....                   | 18 |
| ARTICLE 37 - | SAVINGS CLAUSE.....                      | 19 |
| ARTICLE 38 - | MANDATORY OVERTIME.....                  | 19 |
| ARTICLE 39 - | WORKER'S COMPENSATION.....               | 19 |
| ARTICLE 40 - | SNOW REMOVAL/FLOOD CONTROL.....          | 20 |
| ARTICLE 41 - | WEATHER EMERGENCY/DECLARED HOLIDAYS..... | 20 |
| ARTICLE 42 - | CLASSIFICATIONS OF EMPLOYMENT.....       | 21 |
| ARTICLE 43 - | PAY SCALE.....                           | 21 |
| ARTICLE 44 - | DURATION.....                            | 22 |

**AGREEMENT** made and entered into as of the 1st day of August 2011 by and between Service, Production, Merchandising and Allied Products, Wholesale, Distribution, Textile Household Products and Industrial and Allied Trades Workers; Clerical & Health Related Services Union; Drug, Chemical, Cosmetic, Plastics and Affiliated Industries Warehouse; Service Industry; Airline, Airport and Aerospace Employees, **LOCAL 210**, affiliated with the International Brotherhood of Teamsters and its successors, having its principal place of business at 110 Wall Street, 3rd Floor, New York, New York 10005, hereinafter referred to as the "Union"; and

**The Borough of Helmetta**, having its principal place of business at 60 Main Street, Helmetta, New Jersey 08828, hereinafter referred to as the "Employer"

**WITNESSETH:**

In consideration of the mutual covenants, provisions and conditions of this Agreement and other good and valuable consideration, the parties hereto agree as follows:

**ARTICLE 1 - RECOGNITION**

The Employer recognizes the Union as the sole collective bargaining agency for the employees of the Public Works Department and Shelter Employees as defined in the Labor Management Relations Act, as amended.

**ARTICLE 2 - SUCCESSORS AND ASSIGNS**

This Agreement shall apply to the establishments now or hereafter owned, maintained, operated and/or controlled by the Employer, his successors and assigns.

**ARTICLE 3 - CONDITIONS OF EMPLOYMENT**

All newly hired employees shall be deemed for the first ninety (90) days of employment to be on a trial basis, and said employees may be dismissed during said trial period at the option of the Employer, without recourse to appeal. The Employer may extend said trial period for an additional ninety (90) days upon written notice to the Union.

**ARTICLE 4 - SENIORITY**

Seniority shall be applied in cases of layoff, rehiring and vacation. Seniority shall be determined based on length of service and the ability to perform the work.

#### ARTICLE 5 - HOURS OF WORK

(A) The normal workweek of the employees covered by this Agreement shall be forty (40) hours, consisting of five (5) days, eight (8) hours per day, with one (1) paid hour lunch per day. The normal workweek is Monday through Friday.

All time in excess of eight (8) hours per day or forty (40) hours per week shall be paid at the rate of time and one - half.

(B) Employees covered under this Agreement shall be expected to be available to work a reasonable amount of overtime.

(C) Each employee shall receive one (1) paid hour for lunch every day and one (1) paid fifteen (15) minute break for each half-day period of work.

Morning and afternoon shall each be considered a half-day period of work and equivalent periods of shift work shall also be considered half-day periods of work.

(D) If the Employer finds it necessary to subcontract work, the employees covered by this Agreement shall not be replaced or have work taken from them. This provision will not pertain to emergency situations as determined by the Business Administrator.

Any employee not properly notified of available overtime shall not be subject to Disciplinary action by the Employer.

#### ARTICLE 6 - CALL IN TIME

If any employee reporting for the usual day's work is, for any reason whatsoever, prevented from working or laid off without having received previous notice no later than quitting time of the previous workday by the Employer, the employee shall receive his pay for two (2) hours, in accordance with the employee's hourly earnings with the exception of animal control calls.

#### ARTICLE 7 - (A) WAGES

January 1, 2010 - Increase was waived by resolution

January 1, 2011 - 1 ½ %

January 1, 2012 - 2%

January 1, 2013 - 2%

January 1, 2014 - 2%

Salary increases shall be paid on January 1 of every contract year.

## ARTICLE 7 -- (B) PAY PLAN AND LONGEVITY

Each eligible employee is compensated for his/her work respective to the job title held and salary step. All employees receive a paycheck every other week. Checks are distributed on Thursdays, except in the cases of late shift workers or employees on vacation; both can make arrangements with the Payroll Office to pick up their checks after 3:00 PM on the preceding Thursdays.

The normal rate for overtime pay is one and one-half of an employee's regular rate. In cases where an option exists for obtaining time off instead of pay for the overtime worked, time off is earned at one and one-half times the hours of overtime actually worked. Overtime in any case is always considered to be the number of hours actually worked in excess of the number of actual hours worked that is considered to be normal/straight time for a specific job title within the work week pay period.

The employees who are required to work on a holiday are entitled to time off with pay equal to the amount of time actually worked on the holiday. Hours worked on a holiday are included in any calculation of overtime. Where possible, the employee's request for using this earned time off with pay shall be honored. Any time off earned in this manner must be used within 30 days of the worked holiday.

Each full time salaried, full time and part time employees, who has completed a specified length of continuous service with the Borough of Helmetta shall receive a specified percentage of the employee's base pay of that year in which said employee is in continuous service. The length of service and the percentage of base pay shall be as follows:

|                            |   |    |
|----------------------------|---|----|
| After 5 consecutive years  | - | 1% |
| After 10 consecutive years | - | 2% |
| After 16 consecutive years | - | 6% |
| After 20 consecutive years | - | 7% |

For the purpose of determining continuous service, absences without pay for a period not to exceed three (3) months at one (1) time or in any calendar year shall not be used in computing the length of service.

Base pay for the hourly employees shall be computed by multiplying the employee's base hourly rate by regular hours worked in the previous year to obtain an annual base salary. Overtime hours are not included in this calculation.

All officers receive the same amount for an amount for an animal control callout. Animal Control Stipends will no longer be paid separately. The stipend will be included in the base salary of the respective officer.

Employees hired after January 1<sup>st</sup>, 2010 will not be entitled to longevity.

#### ARTICLE 8 - CALL-OUT TIME

Employees covered by this Agreement shall be paid two (2) hours for any day the employee is placed on call. In the event the employee is called into work while on call, the employee shall receive eight (8) additional hours pay at his regular rate in addition to actual hours worked paid in accordance with the terms of this Agreement.

In the event employees covered by this Agreement are called out to work on weekdays, weekends, holidays, vacation or personal days, the employees shall receive two (2) hours to be paid at one and a half (1 ½) times his regular pay in addition to hours worked paid in accordance with the terms of this Agreement.

#### ARTICLE 9 - JOB TITLES

All employees of the Borough of Helmetta may only work in a job title whose job description and duties are actually performed. Changing of job titles only occurs where and when an employee performs duties/responsibilities of that new job title. Changing of job titles is not used to obtain pay advancement. Upgrading a job title shall not be used solely or primarily for increasing an employee's compensation.

#### ARTICLE 10 - SEPARATION FROM SERVICE

An employee wishing to resign must give two (2) weeks notice to his/her Department Head.

After the completion of the employee's probationary period, an employee can be terminated from service for cause only by the affirmative vote of four (4) Borough Council members with the full complement of Council members voting, the Mayor not being permitted to vote.

Any conditions or benefits regarding retirement will be implemented/paid according to the rules and regulations of the Public Employment Retirement System (P.E.R.S.).

Any accrued sick leave will be paid at a rate of one-half of total value at the time of separation. Employees can only have \$12,000.00 maximum payout.

## ARTICLE 11 - HOLIDAYS

(A) The Borough shall recognize the following holidays as paid holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. Lincoln's Birthday
4. Washington's Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Election Day
11. Veterans Day
12. Thanksgiving Day
13. Friday after Thanksgiving
14. Christmas Day

When a paid holiday falls on a Saturday, it is observed on the preceding Friday; if it falls on a Sunday, it is observed on the following Monday.

(B) All employees shall receive a full day's pay for holidays and shall not be required to work said holidays, except when called on an emergency by the Mayor or Business Administrator.

(C) In the event an employee covered by this Agreement is required to work on a holiday set forth in Paragraph (A) above, the employee shall be paid at one and a half (1 ½) times his regular pay for such hours worked on a holiday. Such work on a holiday shall be either mandatory overtime or scheduled by the Mayor or Chairman of the Streets and Road Committee.

(D) There shall be no compulsion on any employee to work on a holiday, unless an emergency arises (defined as immediate or imminent threat involving public health or safety.)

(E) Any employee who is laid off seven (7) days prior to a holiday shall be paid his wages for that holiday.

(F) Director of Public Works:

After two hundred (200) hours of overtime, employee is entitled to compensatory time in accordance with Borough Resolution 06-48.

## **ARTICLE 12 – PERSONAL DAY**

Employees in the bargaining unit shall receive three (3) personal days, which are days off with pay. The scheduling of these days will be based on consideration of the department's manpower needs and the needs of employees. Each department will make every reasonable effort to grant employee days off when so requested.

An employee must give twenty-four (24) hours notice in order to use personal day, except in the case of an emergency.

Personal days must be used in the current years and may not be carried over to the following year.

## **ARTICLE 13 – VACATIONS**

All full time salaried, full time, part time salaried (A) and part time (A) employees earn vacation leave in accordance with the following schedule:

| <b><u>STEP</u></b> | <b><u>LENGTH OF SERVICE</u></b>     | <b><u>AMOUNT OF VACATION</u></b>             |
|--------------------|-------------------------------------|--|
| 1                  | 6 months to 12 months               | 1 day per month not to exceed 5 Working days |
| 2                  | 12 months plus 1 day to 60 months   | 10 working days vacation during each year    |
| 3                  | 60 months plus 1 day to 120 months  | 15 working days vacation during each year    |
| 4                  | 120 months plus 1 day to 240 months | 20 working days vacation during each year.   |
| 5                  | 240 months plus 1 day or more       | 25 working days vacation during each year    |
| 6                  | 25 years or more                    | 6 weeks during each year                     |

As of January 1 2010 new employees will not be able to accrue vacation time. The yearly allotment of vacation must be used by the employee or reimbursed to the employee by the Borough at the end of the calendar year.



The amount of vacation leave earned is associated with the length of employment with the Borough and the hours in a normal workweek. The Borough Council set the amount of leave earned. Employees may carry over up to one-half of their unused vacation days each year to a maximum accrual of eight (8) weeks. At least 24 hours' notice must be given before using a vacation day when used on a one-day-at-a-time basis. If an employee is unable to use earned vacation time within the year it is earned, the employee may elect to be paid for the unused vacation days allowed for that year, to a maximum of one half of the yearly vacation allowance at the discretion of the Mayor and Council, in which event no unused vacation days will accrue.

Employees are eligible to take vacation after six (6) months of employment.

#### **ARTICLE 14 – INJURY LEAVE**

An employee who is injured in the performance of his/her duties shall immediately report the accident to his/her department head. The employee shall complete the form provided for such a report unless his/her injury incapacitates the employee. If so, the supervisor or their designee shall assist the employee. The completed accident report form shall be submitted to the Business Administrator within twenty-four (24) hours. Employees absent due to on-the-job injury are eligible for coverage under the Borough's Worker's Compensation policy (See Worker's Compensation section in this handbook.)

The Borough, in conjunction with a determination by its insurance carrier, may require a medical examination by a licensed physician designated on behalf of the Borough at any time during the employee's absence and may require a certificate of fitness to work, prior to allowing the employee to return to work.

#### **ARTICLE 15 – MEDICAL LEAVE**

Medical leave is provided to all employees for use when, and only when, an employee is unable to perform the employee's work due to personal illness, accident, or exposure to contagious disease, in accordance with the provisions of the Section.

To ensure that no employee poses a threat to other employees, any employee using medical leave for five or more consecutive days must submit medical verification, such as a physician's note memo substantiating the duration of the illness or injury and that the employee can return to work.

All full time salaried and full time employees shall be entitled to medical leave of ten (10) days for each year of employment. Part time employees shall be entitled to medical leave of five (5) days for each year of employment. Medical leave may be carried over to subsequent years to up to a cap of one hundred and twenty (120) days for full time salaried and full time employees and up to a cap of sixty (60) days for part time employees. Upon retirement, an employee shall be entitled up to one-half (1/2) of all accrued sick days up to a maximum of twelve thousand (\$12,000.00) dollars.

As of January 1<sup>st</sup>, 2010, new employees shall not be entitled to sick pay out.

Employees must inform their supervisor at the earliest opportunity in order to utilize sick time. Every effort must be made by the employee to notify the supervisor prior to starting time to avoid the absence being charged as an unauthorized absence.

#### **ARTICLE 16 – NEW JERSEY TEMPORARY DISABILITY PLAN**

All Borough employees will be enrolled in the New Jersey Temporary Disability Plan. Deductions will be made from the employee's earnings and will be matched by the Borough.

#### **ARTICLE 17 – HEALTH AND DENTAL INSURANCE COVERAGE**

All employees covered by this Agreement normally working 2,080 hours or more per year shall be furnished, at the Borough's expense, coverage under the New Jersey State Health Benefit Program, including major medical coverage or the complete equivalent. All employees covered by this Agreement working 12 hours or more per week shall be entitled to enroll in a dental plan in which the Borough participates by contributing a monthly sum as determined from time to time by the Governing Body.

Employees covered by the Agreement and employed by the Borough prior to April 1, 2007 shall continue to be provided the coverage at the same health contract level they were receiving on March 31, 2007. For employees covered by this agreement hired on or after April 1, 2007, coverage shall only be provided for the employee. The employee may elect to have his or her dependents added to the policy upon payment to the Borough of the monthly premium for dependents.

All employees that receive health coverage must pay for a portion of that coverage. This payment amount is outlined in Chapter 78, P.L.2011 sections 39 to 44. This payment depends on coverage and salary. At no time will an eligible employee pay less than 1.5 percent of their health care premium.

All new hires upon retirement, health coverage will be offered to employees only and not their dependents. All new hires insurance plan offered will be "AETNA 2030". If new hires want a different plan, they must pay the difference.

#### **ARTICLE 18 – WORKER'S COMPENSATION**

All employees are covered by State Worker's Compensation, a program of industrial insurance to protect workers, their families and dependents from loss due to an industrial accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation and financial compensation while the worker is disabled either temporarily or permanently and is unable to work.

Any accident involving a Borough employee should be reported to that employee's supervisor immediately. The supervisor shall ensure that the employee has transportation to receive minor medical care. Employees should be taken for medical attention as soon as possible. The employee will receive initial treatment and will be advised by the attending physician as to the need for further treatment and when to report back to work. The employee must complete a worker's compensation insurance form on all injuries requiring medical attention. The supervisor should provide additional information as needed. All forms must be submitted to the Business Administrator.

#### **ARTICLE 19 - REIMBURSEMENT**

(A) Employees shall be entitled to be reimbursed for certain expenses incurred in the performance of business on behalf of the Borough. Among these shall be: mileage at the accepted rate for IRS purposes; tolls with receipt; meals at a maximum rate of breakfast-\$8.00; lunch-\$10.00; and dinner-\$20.00, actual expense not to exceed the amount stated. No reimbursement will be made without a receipt.

Training: ..

(B) All employees are eligible to participate in training courses and seminars that are job related. The Borough may pay the cost of tuition and registration for appropriate training. Requests will be considered within budget constraints and course utility. A request for such training must be submitted in writing to the respective department supervisor and Business Administrator. All such requests must be given to the supervisor at least two (2) weeks in advance of registration. For course work, a grade of "C" or better or satisfactory completion if not a graded course, is required for reimbursement by the Borough when such course of study has been approved.

#### **ARTICLE 20 - BEREAVEMENT LEAVE**

All employees are eligible to receive a maximum of five (5) working days leave in the event of the death of the employee's spouse, domestic partner, child, brother, sister, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, grandparent, grandchild; and one (1) day for all other relatives, such leave being separate and distinct from any other leave time. .

The need for bereavement leave should be communicated to the employee's supervisor or the Business Administrator by the employee. The employee will be compensated for time lost during said period from regularly scheduled work, not to exceed three (3) days.

#### **ARTICLE 21 - JURY DUTY**

Should an employee be called to serve as a juror, he/she shall receive pay from the Borough for all time spent on jury duty. Any remuneration received by the employee from the courts for serving as a juror, excluding travel allowance, shall be returned to the Borough Treasurer.

#### **ARTICLE 22 - SAFETY**

Safety consciousness and accident prevention are a part of everyone's job. Supervisors are responsible for teaching safe work procedures: knowing, understanding, and enforcing all safety rules and regulations. Employees will report all unsafe conditions and practices to their supervisors immediately. Injuries on the job must be reported at once to the supervisor, so that he/she may arrange for proper treatment.

#### **ARTICLE 23 - NO REDUCTION IN BENEFITS**

There shall be no reduction of wages/benefits through the signing of this Agreement.

#### **ARTICLE 24 - WAIVER OR MODIFICATIONS**

Neither the Employer or the employees or group of employees shall have the right to waive or modify the wage schedule of the Agreement, or any provision of this Agreement, without the written authorization of the Union.

#### **ARTICLE 25 - COMPENSATORY TIME**

In the event an employee covered by this Agreement is required by the Mayor or the Chairman of the Streets and Road Committee to work at, deliver to or participate in a Borough related event on a weekend, other than community service related weekend work, the employee shall be entitled to compensatory time at the rate of one hour worked to one hour compensatory time earned. The maximum amount of compensatory time earned under this Article shall be two (2) weeks in a calendar year.

#### **ARTICLE 26 - CLOTHING ALLOWANCE**

Uniforms shall be supplied by the Borough and replaced upon a reasonable amount of wear. Work boots are to be issued to all employees annually from a vendor appointed by the Borough, and paid for by a voucher in an amount not to exceed seven hundred and fifty (\$750.00) dollars per year, will include full time shelter employees.

## **ARTICLE 27 - CERTIFIED PUBLIC WORKS MANAGER**

(A) The Borough recognizes the importance of its employees having attained and maintaining certifications in fields of expertise utilized in their importance for the Borough. If at employment the Director of Public Works is not a Certified Public Works Manager ("CPWM"), the Director of Public Works, if required by the Borough's Governing Body, shall enroll in the required course to commence obtaining a CPWM designation within three (3) months of employment and shall complete the course work required and attain a CPWM designation within two (2) years of employment. Failure to meet enrollment in the courses or attain the CPWM designation within the time periods stated shall be grounds for termination of employment.

(B) If at the time of employment the Director of Public Works does not possess a W-2 or C-2 license issued by the State of New Jersey, the Director of Public Works, if required by the Borough's Governing Body, shall enroll in the appropriate coursework to obtain the required licenses. Failure to enroll on a continuous basis in the necessary coursework for the obtaining of the licenses shall be grounds for termination of employment.

(C) The Borough shall pay for courses taken by the Director of Public Works required and necessary for the Director to obtain and maintain any certifications or licenses related to the Director's employment for the Borough and required by the Borough as a condition of his employment. In the event the Borough shall pay for courses taken by the Director of Public Works as provided above, and the Director fails to attain credit for such course, the Director of Public Works shall reimburse the Borough for the cost of such course.

## **ARTICLE 28 - UNION DUES**

(A) Deductions shall be made for membership dues and initiation fees to the Union, from the first paycheck of the employee, after the completion of the trial period and upon receipt by the Union and the Employer of the individual's written authorization and bi-weekly thereafter. The written authorization shall not be irrevocable for a period of more than one (1) year, or upon the termination date of the applicable collective agreement, whichever occurs sooner.

(B) The deductions shall be remitted to the Union not later than the tenth (10<sup>th</sup>) day of the subsequent month.

(C) The Employer shall furnish the Union monthly a record of those for whom deductions have been made and the amounts thereof.

(D) Any monies deducted from the employees are to remain the property of the Union, and in no event shall the Employer be permitted to use said monies for any purpose.

## ARTICLE 29 - DISCHARGE

No employee shall be discharged except for good and sufficient cause. The employer must give prompt written notice to the Union. The Union may question the discharge and submit the matter to arbitration if, in its opinion, such discharge is not justifiable. Discharge or termination of covered employees requires full City Council vote.

## ARTICLE 30 - AUTHORITY OF SHOP STEWARD

The Employer recognizes and will deal with the accredited Shop Steward in all matters relating to grievances only. Stewards are not officers or agents of the Union. They shall be selected by the members of the selected shop. The authority of Shop Steward shall be limited to, and shall not exceed the following duties and activities:

- 1) The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement;
- 2) The transmission of such messages and information which shall generate with, and are authorized by the Local Union or its officers provided such messages and information:
  - (a) have been reduced to writing, or
  - (b) if not reduced to writing, are of a routine nature and do not involve work stoppages, slow-downs, refusal to handle goods or any other interference with the Employer's business.

Shop Stewards have no authority to take strike action or any other action interrupting the Employer's business.

The Employer recognizes these limitations upon the authority of the Shop Steward and shall not hold the Union liable for any unauthorized acts. The Employer in so recognizing such limitations shall have the authority to impose proper discipline, in the event the Shop Steward has taken unauthorized strike action, slowdown, or work stoppage in violation of this agreement.

Shop Stewards shall be allowed one day off each year to attend the Union's educational training program relative to the various funds and Union functions.

## **ARTICLE 31 - GRIEVANCE - ARBITRATION PROCEDURES**

### **Section 1. Definition of a Grievance**

The term "grievance" is hereby defined as any difference or dispute between the Borough and any employee covered by this Agreement arising over the interpretation or adherence to the terms of this Agreement. This grievance procedure is further meant to provide means by which employees covered by this Agreement may appeal the interpretation, application or violation of policies, agreements and administrative decisions affecting them.

### **Section 2.**

Any employee covered by this Agreement may file a grievance. The shop steward may accompany the employee filing the grievance to any proceeding.

The employee or the Union shall institute the grievance procedure in writing within fifteen (15) business days of the grievance, or it shall be deemed abandoned. "Business" days shall be defined as weekdays.

### **Section 3. Steps of the Grievance Procedure :**

**Step 1.** A grievance shall be presented in writing to the Borough Administrator. Service upon the Business Administrator shall be made through the office of the Municipal Clerk. The Borough Administrator may arrange to meet with the grievant for the purpose of adjusting or resolving the grievance. The Borough Administrator shall make a decision within ten (10) calendar days.

**Step 2.** If the grievance is not resolved to the satisfaction of the grievant by the Borough Administrator, then the Union may present the grievance, in writing, within ten (10) calendar days to the Street and Roads Committee. Service upon the Streets and Roads Committee shall be made through the office of the Municipal Clerk. A decision shall be made by the Streets and Roads Committee within ten (10) calendar days.

**Step 3.** If the grievance is not resolved to the satisfaction of the grievant/Union by the Streets and Roads Committee, then the Union may present the grievance, in writing, to the Mayor and Council. Service upon the Mayor and Council shall be made through the office of the Municipal Clerk. The Mayor and Council may hold a hearing, at which time all parties at interest may be heard. The Mayor and Council shall respond to the grievance, in writing, within thirty (30) business days of its initial filing with the Clerk under this Step, and any decision shall require the full participation of the Mayor and Council, unless there is a conflict of interest.

Step 4. If the grievance is not resolved to the satisfaction of the Union following the Step 3 determination, then the Union may present the grievance within ten (10) calendar days after receipt of the decision to the New Jersey Public Employment Relations Commission for arbitration. The cost for the arbitrator's services shall be borne equally by the Borough and the Union. Each party shall be responsible for any expenses incurred by them in preparation for the arbitration hearing. The selection of the arbitrator and the conduct of the arbitration proceeding shall be consistent with the rules of the New Jersey Public Employment Relations Commission. The decision of the arbitrator shall be final and binding upon the parties.

#### Section 4.

A. The time limits specified in the preceding sections of this Article shall include Saturdays, Sundays and Holidays, unless the last day of the time limit falls on a Saturday, Sunday or Holiday, in which event the non-Saturday, non-Sunday or non-Holiday will be counted as the last day. The time limits may be extended by mutual written agreement of all parties. Further, the steps provided in this Article may be waived by mutual written agreement of the parties.

B. If a grievance is not submitted within the prescribed time limits as provided in this Article, including the provisions for the extension of time limits, the grievance shall be deemed settled. If the Borough or any person having the responsibility of the hearing and rendering a decision under this Article fails to meet or answer any grievance within the prescribed time limit, including any extension, such grievance shall be deemed denied and may proceed to the next step.

C. This Article shall not be deemed to waive any rights of the employee covered by the contract under the laws of the State of New Jersey existing now or in the future.

#### ARTICLE 32: THE UNION AS THE PARTY OF INTEREST

(A) The employees shall comply with the terms of this Agreement. The parties agree that the maintenance of a peaceable and constructive relationship between them and between the Employer and the employees requires the establishment and cooperative use of the machinery provided for in this contract for the discussion and the determination of grievances and disputes, and that it would detract from this relationship if individual employees or groups of employees would, either as such individuals or groups, seek to interpret or enforce the Agreement on their own initiative or responsibility.

(B) It is, therefore, agreed that this Agreement shall not vest or create in any employee or group of employees covered thereby, any rights or remedies which they or any of them can enforce either at law, equity or otherwise. It is being understood and agreed on the contrary, that all of the rights and privileges created or implied from this Agreement shall be enforceable only by the parties hereto and only in the manner established by this Agreement.



### ARTICLE 33 - MILITARY LEAVE

Employees who belong to the National Guard or Military Reserve may receive military leave with pay for field training and drills as required. This can only be awarded if the employee files a request for military leave fourteen (14) days in advance. Any compensation from the branch of the service involved, these monies, up to the amount paid by the Employer, shall be refunded to the Employer.

### ARTICLE 34 - SANITARY AND SAFETY CONDITIONS

The Employer and employees shall keep its premises in a clean and sanitary condition, and protect the machinery and equipment. The Employer shall equip the premises with a medicine chest containing the necessary medicines and bandages for use in emergency cases, and carry insurance in the manner provided by the Worker's Compensation Law of the State of New Jersey. Employees shall not remove any safety devices and must wear all safety equipment provided. Employees agree to attend all safety classes provided by the Employer or its agents.

### ARTICLE 35 - BULLETIN BOARD

The Union shall have the right to post notices on a bulletin board which shall be provided by the Employer. Said bulletin board shall be posted in a conspicuous place.

### ARTICLE 36 - NO DISCRIMINATION

It is agreed that no employee or applicant for employment shall be discriminated against by the Employer or the Union because of his membership in or activities on behalf of the Union or any other Union or the lack thereof, or because of race, color, creed, national origin, sex, age, physical disability, sexual preference or any characteristic protected by law.

### ARTICLE 37 - SAVINGS CLAUSE

To the best knowledge and belief of the parties, this Agreement contains no provision which is contrary to Federal or State Law or Regulations. Should any provision of this Agreement, at any time during the period provided for in said Agreement, be in conflict with any Federal or State Law or Regulations, the parties agree to negotiate with respect to such provisions, and said provisions shall continue in effect for the time being only to the extent permitted under such Federal or State Law or Regulation. In the event that any provision of this Agreement is thus held inoperative, the remaining provisions of the agreement shall, nevertheless, remain in full force and effect. In the event of such occurrence, the parties agree to meet immediately and, if possible, negotiate further provisions for such part or portions rendered or declared illegal or invalid. The remaining parts, portions or provisions shall remain in full force and effect. Should the parties be unable to negotiate such further provisions as hereinabove provided, the matter shall be referred to arbitration pursuant to the terms of this Agreement.

### ARTICLE 38 - MANDATORY OVERTIME

- (A) Employees covered by this Agreement shall be required to work overtime hours in the event of snow or flooding events outside of regular Borough hours, or similar situations or events requiring the services of Public Works employees.
- (B) In the event an employee covered by this Agreement, other than the Director of Public Works, is required to work mandatory overtime after having worked a continuous regular eight (8) hour shift, such employee shall be paid one and a half (1 ½) times his regular pay for the next four (4) hours worked. After an employee has worked twelve (12) continuous hours, a portion of which is a result of mandatory overtime, the employee shall be paid two (2) times his regular pay for any hours over twelve (12) continuous hours worked.
- (C) The Director of Public Works shall be entitled to record two (2) hours of compensation time for every hour worked in excess of twelve (12) continuous hours.

### ARTICLE 39 - WORKER'S COMPENSATION

All employees are covered by State Worker's Compensation, a program of industrial insurance to protect workers, their families and dependents from loss due to an industrial accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation and financial compensation while the worker is disabled, either temporarily or permanently - and is unable to work.

Any incident involving a Borough employee should be reported to that employee's supervisor immediately. The supervisor shall ensure that the employee has transportation to receive minor medical care. Employees should be taken for medical attention as soon as possible. The employee will receive initial treatment and will be advised by the attending physician as to the need for further treatment and when to report back to work. The employee must complete a worker's compensation insurance form on all injuries requiring medical attention. The supervisor should provide additional information as needed. All forms must be submitted to the Business Administrator.

#### **ARTICLE 40 - SNOW REMOVAL/FLOOD CONTROL**

(A) In order to receive one and one-half (1 ½) times pay rate for regular scheduled workday, employee must work a continuous eight (8) hours prior to his/her regular scheduled starting time, and only pertaining to actual time work. After completing an employee's regular shift, he/she shall be paid one and one-half (1 ½) times pay rate. After twelve (12) continuous hours, an employee shall be paid two (2) times the employee's regular rate of pay.

(B) Director of Public Works:

Employee, after 12 continuous hours of work (comp time) shall be entitled to two (2) hours for every one (1) hour of work, to be recorded into his 200 hours of computer time.

#### **ARTICLE 41 - WEATHER EMERGENCY/DECLARED HOLIDAYS**

In the event the Mayor and the City Council declare a weather emergency/holiday and the Borough Hall is closed, other than a covered holiday or weekend, and as a result the employees of the Town Hall don't report for work, the employees of the Road Department shall start to be paid overtime at one and a half (1 ½) times their regular pay for their normal eight (8) hours regular workday. This Article shall only apply to those employees covered by this Agreement in the employment of the Borough on August 1, 2007.

## ARTICLE 42 – CLASSIFICATIONS OF EMPLOYMENT

**Full time salaried employee:** An employee who is appointed to a regular position on a twelve (12) month basis whose regular hours of duty are the normal workweek for the department to which he/she is assigned. The employee is paid an annual salary and works a minimum of forty hours (40) hours a week.

**Full time employee:** An employee who is appointed to a regular position on a twelve month basis whose regular hours of duty are the normal workweek for the department to which he/she is assigned. The employee works a minimum of (40) hours a week and is paid an hourly wage.

**Seasonal employee:** A person who is employed for work involving a season of the year or a particular program – if the person is employed more than six (6) months or more, employee is then entered into the union.

## ARTICLE 43 – PAY SCALE

|                             |  |   |            |
|-----------------------------|--|---|------------|
| 1. Water License:           | \$500.00                                   | - | \$2,000.00 |
| 2. Sewer License:           | \$500.00                                   | - | \$2,000.00 |
| 3. Recycling License:       | \$500.00                                   | - | \$2,000.00 |
| 4. Public Works Foreman:    | \$500.00                                   | - | \$2,000.00 |
| 5. Shelter Director:        | \$18.00                                    | - | \$21.00    |
| 6. Assistant Director:      | \$18.00                                    | - | \$21.00    |
| 7. Public Works Labor:      | \$12.50                                    | - | \$19.00    |
| 8. ACO License:             | \$200.00                                   | - | \$500.00   |
| 9. Cruelty License :        | \$200.00                                   | - | \$500.00   |
| 10. Foreman:                | \$2,000.00                                 | - | \$2,500.00 |
| 11. Laborer:                | \$1,000.00                                 | - | \$1,550.00 |
| 12. Animal Control Officer: | \$12.50                                    | - | \$19.50    |
| 13. Shelter Cleaner         | \$8.00                                     | - | \$12.50    |
| 14. Seasonal Cleaner        | \$7.50                                     | - | \$10.00    |
| 15. CDL                     | \$500.00 one time increase for holding CDL |   |            |

If the shelter becomes a utility, the Animal Control Officers will receive the starting pay scale for Animal Cruelty License and Animal Control License.

\*Director of Public Works is not entitled to money for a water or sewer license.

## Article 44 – Stipends

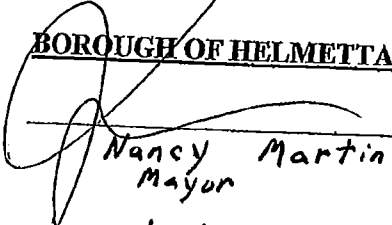
Stipends currently provided to members of this contract will be incorporated into their salaries with the exception of Business Administration salaries.

**ARTICLE 44 -- DURATION**

This Agreement shall be in full force and effect from January 1, 2010 through December 31, 2014, at which time this Agreement shall expire.

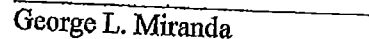
A new contract negotiated shall be retroactive to January 1, 2015. The parties agree to start negotiations for a new contract sixty (60) days or more prior to the expiration of this contract.

**BOROUGH OF HELMETTA**

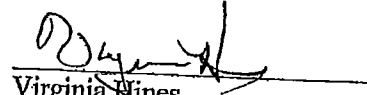
  
Nancy Martin  
Mayor

Date: 5/30/12

**LOCAL 210, I.B.T.**

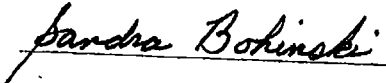
  
George L. Miranda  
Secretary-Treasurer/Principal Officer

Date: \_\_\_\_\_

  
Virginia Nines  
Business Agent

Date: 5-31-12

Attest:

  
Sandra Bohinski

**SANDRA BOHINSKI**  
Notary Public of New Jersey  
Commission Expires 11/19/2013