

**Montgomery Township District No. 1
Board of Fire Commissioner's Meeting**
35 Belle Mead-Griggstown Road
PO Box 130
Belle Mead, NJ 08502

Minutes of December 8, 2015

Call To Order -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:48 p.m. by Commissioner Spohn, following proof of publication in accordance with the Open Public Meetings Act. Notice of the meeting was posted at the municipal building, the Board's office, and advertised as required by law.

Roll Call -- Upon Roll Call the following Commissioners were present: W. Spohn, T. Karsay, E. Fedun, J. Kessler, W. Hyncik. Absent: None. Also present: Chief J. Huxley, L. Franchino and Attorney Griswold.

Approval of Minutes -- The Board reviewed the minutes of the November 10, 2015 regular meeting.

A motion was made to accept the Minutes of the November 10, 2015, board meeting.

Motion made by Kessler. 2nd by Hyncik. Motion passed without objection.

PUBLIC COMMENT- None.

TREASURER'S REPORT

Monthly Bills/Financial Statement Review -- A copy of the Treasurer's report was made available to each Commissioner with a list and description of the bills to be paid. The following bills were added to the list of bills being paid at this meeting: PhysioControl (\$3,000.00) defibrillators ('15 EMS); MTVFC#1 (\$8,586.00) Response Incentive Program ('15 General Operating); Herold Law (\$17,179.87) fees and costs associated with Covert Drive Planning Board issue ('15 Professional Fees); Witmer Supply (\$171.55) ('15 Supplies); Verizon (\$18.82) ('15 Utilities); NJ American Water (\$67.58) ('15 Utilities); Access Health (\$545.00) firefighter physicals ('15 General Ops); Insurance Restoration Specialists (\$147.00) turn-out gear cleaning ('15 General Ops) Harlingen Garage (\$57.68) ('15 General Ops); Cammps Hardware (\$15.96) ('15 General Ops); Barbara S. Griswold (\$30.36) expenses ('14 encumbered Office).

A motion was made to accept the Treasurer's Report, and to approve payment of the bills as presented, supplemented and amended.

Motion made by Spohn. 2nd by Fedun. Motion passed without objection.

RESOLUTION 2015-54 – Payment of Bills

The Chief Financial Officer having certified there are sufficient funds in the 2015 budget and in the 2014 encumbered budget to pay the bills as presented, supplemented and amended, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$61,564.26 (\$61,533.90 '15 budget; \$30.36 '14 encumbered budget).

Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Fedun. Nays: None. Absent: None.

*Abstention: Commissioner Spohn abstained from voting on payment to Sunrise Office Systems
Commissioner Fedun abstained from voting on payment to Harlingen Garage.*

The 4th quarter tax check of \$190,062.50 will be deposited in the PNC bank operating account.

MEETING UPDATES

Emergency Services – No meeting.

Fire Prevention – No meeting.

COMMITTEE REPORTS

Rescue Truck – Due to Knox Co. policy, the manufacturer was unable to order the Knox box designated in the specifications. The fire company will have to order, install and program the system through Knox. The manufacturer will reimburse the cost of rectifying this issue. The few other items on the punch list are being addressed by the manufacturer and its representative.

Now that the truck is in service it is apparent that it would be extremely helpful to have lighting and another shelf in a compartment where extrication tools and EMS equipment is stored.

A Motion was made to purchase and install lighting and one shelf in the extrication/EMS compartment on the truck.

Motion by Spohn. 2nd by Kessler. Motion passed without objection.

RESOLUTION 2015-55 – Authorizing Purchase for Rescue Apparatus

The Chief Financial Officer having certified there are sufficient funds remaining in the 2014 Capital Truck appropriation to cover the costs, authorization to purchase and install lighting and one additional shelf in a compartment of the rescue apparatus, pursuant to quote from Pierce Manufacturing, Inc. at a cost not to exceed \$2,000.00, chargeable to the 2014 encumbered capital truck appropriation.

Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Fedun. Nays: None. Absent: None.

Ladder Truck – A committee will be forming to start planning for the future replacement of the 1999 ladder truck. No time line has been established. The apparatus could take up to 18 months to build.

OLD BUSINESS

Belle Mead Plaza Development – Pursuant to the Memorandum of Understanding between the interested parties funds have been placed in escrow and will help cover costs for the construction of a driveway for the firehouse that does not involve emergency vehicle use of Covert Drive. The fire company is pursuing approvals necessary to proceed with the driveway. The township has begun the process of formally adopting Covert Drive as a public thoroughfare.

It is possible that professional expenses incurred in connection with the Belle Mead Plaza/Covert Drive matter will exceed the sums encumbered to date.

A Motion was made to increase the amount encumbered for professional fees by \$5,000.00.

Motion by Spohn. 2nd by Karsay. Motion passed without objection.

RESOLUTION 2015-56 – Authorization of Professional Expenses Relating to the Belle Mead Plaza Development Planning Board Application

The Board having previously authorized by Resolution(s) the retaining of certain professionals to represent the Board's public service/safety interests in connection with an application before the township Planning Board for variance approvals associated with the proposed Belle Meade Plaza development, and it appearing that professional expenses incurred in this regard may exceed amounts previously authorized, and the Chief Financial Officer having certified that there are sufficient unencumbered funds in the 2015 fire district budget to designate additional sums to pay these professional fees if needed, approval to increase the amounts previously authorized for professional services rendered on the board's behalf in connection with the Belle Mead Plaza/Covert Drive matter before the Montgomery Township Planning Board by \$5,000.00, chargeable to the 2015 Professional Service appropriation. .

Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Fedun. Nays: None. Absent: None.

NEW BUSINESS

LOSAP – Twenty-six members qualified for 2015 LOSAP contributions. The list of those members who earned rewards was presented to the board.

A motion was made to approve the list of volunteer members who qualified for 2015 LOSAP contributions and to authorize its posting for member review.

Motion made by Spohn. 2nd by Kessler. Motion passed without objection.

RESOLUTION 2015-57 – Approval of the 2015 LOSAP Certified Participation List

The annual list, certified under oath, identifying those volunteer members of Montgomery Township Volunteer Fire Company No. 1 who have qualified for an award under the LOSAP for 2015 having been furnished to the Board as sponsoring agency of the LOSAP, and the Board having reviewed the certification list; pursuant to NJSA 40A:14-192, it is Resolved that the Board approves the 2015 annual LOSAP certification list and that the list shall be posted for at least 30 days for review by fire company members.

Resolution Ayes: Spohn, Karsay, Hyncik, Fedun, Kessler. Nays: None. Absent: None.

CHIEF'S REPORT

The fire company responded to 28 calls during November, 2015, including 2 building fires, a chimney fire, 2 cooking fires, 4 brush fires, 1 transformer fire, 1 gas leak, 1 CO situation and 1 water leak.

Drills/Work Sessions – Overview of rescue apparatus, Fire Academy drill, rolling response drill at the Upper Middle School, and truck and equipment checks. Area chief's performed an inspection at Carrier Clinic.

The chief reported that the incentive program is working well – now in its third year.

A Motion was made to approve purchases presented to the board.

Motion by Hyncik. 2nd by Kessler. Motion passed without objection.

RESOLUTION 2015-58 – Approval of Purchases

The Chief Financial Officer having certified there are sufficient unencumbered funds available in the 2015 budget, a Resolution passed authorizing the following expenditures:

- 1. Body work and painting for special Services 45 pursuant to lowest quote from Northeast Great Dane at a cost of \$15,239.00, chargeable to the 2015 maintenance and Repairs appropriation.*
- 2. Four (4) 100' lengths of 5" supply hose pursuant to lowest quote from Firefighter One at a cost of \$2,282.00, including shipping, chargeable to the 2015 Supplies appropriation.*
- 3. Ten (10) 2016 Emergency Response Guidebooks from JJ Keller & Associates at a cost of \$62.90, plus shipping, chargeable to the 2015 Training appropriation.*
- 4. Five (5) ea. Minitor V pagers with accessories, pursuant to NJ State Purchasing Contract #83909, from Motorola Solutions at a cost of \$3,106.20, chargeable to the 2015 Supplies appropriation.*
- 5. Five (5) ea. Scott 4500psi 45-minute cylinders, pursuant to NJ State Purchasing Contract #A80961 at a cost of \$6,210.00, plus shipping, chargeable to the 2015 SCBA appropriation.*
- 6. One (1) Phantom 3 Drone for use in monitoring emergency situations, particularly railroad and flooding incidents, pursuant to lowest quote from Amazon at a cost of \$1,890.78, chargeable to the 2015 General Operating appropriation.*
- 7. Sixty (60) ea. Leatherman Sidekick multi-tools for firefighter use at emergency scenes pursuant to lowest quote from The Fire Store at a total cost of \$2,502.29, including shipping, chargeable to the 2015 General Operating appropriation.*

Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Fedun. Nays: None. Absent: None.

TRANSFER OF FUNDS BETWEEN LINE ITEMS IN THE 2015 BUDGET

Certain expenses in the 2015 budget will exceed the budget appropriations for these items, and there are excess funds available in other appropriations to cover these insufficiencies.

A Motion was made to transfer funds between line items in the 2015 budget to cover the shortage in certain budget appropriations for expenses incurred during 2015.

Motion by Hyncik. 2nd by Spohn. Motion passed without objection.

RESOLUTION 2015-59 – Transfer of Funds Between Line Items in 2015 Budget (Attached).

2016 BUDGET

After discussion, the proposed fire district budget for 2016 (synopsis appended to these minutes) was presented for approval. The estimated tax rate will be \$0.044 per \$100 assessed valuation.

Motion by Hyncik. 2nd by Fedun. Motion passed without objection.

RESOLUTION 2015-60 – Approval of 2016 Fire District Budget. (Attached).

ENGINEER'S REPORT – none.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:10 p.m. The next regular meeting and public hearing on the 2016 approved budget will be held at 7:30 pm on January 12, 2016.

Motion by Fedun. 2nd by Spohn. Motion passed without objection.

**MONTGOMERY TOWNSHIP
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.12
P.O. BOX 130
BELLE MEAD, NEW JERSEY 08502**

Resolution # 2015-59

RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2015 BUDGET

WHEREAS, the voters in Montgomery Township Fire District No.12 in the County of Somerset, State of New Jersey, approved line item operating appropriations in the 2015 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2015 will exceed the sums appropriated in the budget for Advertising, Professional Expenses and Insurance; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2015 budget available to offset the insufficiencies in these line items; and

WHEREAS, NJSA 40A:14-78.9 authorizes a Fire District, during the last two months of the fiscal year, to transfer amounts in the budget for the current year from line items with excess appropriations to those with appropriations deemed to be insufficient;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Montgomery Township Fire District No. 1 in the County of Somerset, State of New Jersey, that

In the 2015 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

1. \$ 1,000.00 from Training to Advertising
2. \$ 10,000.00 from Supplies to Professional Expense
3. \$ 15,000.00 from Contingency to Professional Expense
4. \$ 2,000.00 from Training to Insurance Expense

As a result of the foregoing transfers, the fire district's 2015 budget appropriations are amended to the following amounts: Advertising \$ 2,000.00 ; Professional Expense \$48,500.00 ; Insurance Expense \$ 52,000.00 ; Training \$ 26,000.00 ; Supplies/New Equipment \$ 40,000.00 ; Contingency \$ 0.00.

A written recital of this Resolution shall be prepared and forwarded to appropriate government authorities for approval.

Certified as a true copy of a Resolution duly adopted by the Board on December 8, 2015.

s/ Eve M. Fedun, Clerk

2016 FIRE DISTRICT BUDGET RESOLUTION

Montgomery Township No. 1

Resolution # 2015-60

FISCAL YEAR: January 1, 2016 to December 31, 2016

WHEREAS, the Annual Budget for the Montgomery Township Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 8, 2015; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 867,330.00, which includes an amount to be raised by taxation of \$ 815,550.00, and Total Appropriations of \$ 867,330.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 8, 2015 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 12, 2016.

s/ Eve M. Fedun
(Secretary's Signature)

12/08/2015
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
W. Spohn	X			
T. Karsay	X			
E. Fedun	X			
W. Hyncik	X			
J. Kessler	X			