

**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 January 14, 2014

Call To Order -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:30 p.m. by Chairman 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, W. Hyncik and J. Kessler. Absent: None. Also present: Chief J. Huxley, L. Franchino, Attorney Griswold and Engineer M. Fedun.

Approval of December 9, 2014 Minutes – The Board reviewed the minutes of the December 9, 2014 regular meeting.

A motion was made to accept the Minutes of the December 9, 2014 board meeting.

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

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. One invoice was added to the bills to be paid – Continental Fire & Safety, Inc. for a previously approved thermal imaging camera and lanyard (\$6165.00). The amount payable to E&A Hotel and Restaurant Supply should be amended to \$2,399.92 (removal of shipping charges billed).

The treasurer requested a transfer of \$50,000.00 from the investment account to the checking account to cover the payment of bills.

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

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

RESOLUTION 2015-01 – Payment of Bills and Transfer of Funds

The Chief Financial Officer having certified there are sufficient unencumbered funds 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 as presented in the total amount of \$42,367.81, which amount includes payment to Continental Fire & Safety, Inc. (\$6165.00) chargeable to the 2014 encumbered Supplies appropriation (\$750.00 from 2013 encumbered funds; \$30,117.81 from 2014 encumbered funds; \$11,500.00 from the 2015 temporary budget), and authorizing the transfer of \$50,000.00 from the PNC Bank investment account to the PNC Bank checking account for the purpose of paying bills.

*Resolution Ayes: Spohn, Karsay, Hyncik, Fedun, Kessler. Nays: None. Absent: None.
Abstention: Karsay abstained from voting on the Karsay Coffee invoice.*

Commissioners Karsay, Fedun and Spohn stated their respective intents to be recorded as an abstention from any votes to approve payments throughout the year to Karsay Coffee (Karsay), Harlingen Garage (Fedun) and Sunrise Office Systems (Spohn).

2014 expenses will exceed the operating budget appropriations in certain line items and there are excess funds available in other line items to cover the insufficiencies.

A motion was made to transfer funds between line items in the 2014 budget to cover shortages in some line items for expenses incurred during 2014.

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

RESOLUTION 2015-02 – Transfer of Funds Between Line Items in 2014 Budget (attached)

PUBLIC COMMENT- None.

MEETING UPDATES

Emergency Services – No meeting.

Fire Prevention – No meeting.

COMMITTEE REPORTS

Water Rescue Vehicle – Written RFQ’s were disseminated to potential vendors. After review of vendor proposals and after comparison and consideration of similar vehicles available through approved on-line auctions and vendors, the vehicle proposed by Eastern Surplus & Equipment Co. of Philadelphia, PA, best fits the fire district’s needs, requirements and price range, is under the fire district’s bid threshold and is fit for immediate use. As previously approved, a contract was executed with Eastern Surplus & Equipment Co., for \$16,950.00. The vehicle should be ready for pick-up by the end of the month.

A Motion was made to authorize the issuance of payment for the water rescue vehicle prior to the next meeting.

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

RESOLUTION 2015-03 – Authorizing Payment for Water Rescue Vehicle

The Chief Financial Officer having certified there are sufficient encumbered funds in the 2014 Capital Outlay appropriation, pursuant to lowest and most compliant quote, authorization to issue payment to Eastern Surplus & Equipment Co., of Philadelphia PA, in the amount of \$16,950.00, chargeable to the 2014 encumbered Capital Outlay (Water Rescue Vehicle) appropriation.

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

Rescue Truck - Three members of the committee will travel to Pierce Manufacturing in Wisconsin for the pre-build conference at the end of the month.

OLD BUSINESS

February 21st Annual Election & Budget Referendum – To date two petitions for the two 3-year seats on the board have been filed – those of Eve M. Fedun and William G. Hyncik. The closing time for the filing of petitions with the Clerk of the Board is 5 pm on January 16, 2015. The Chairman will appoint poll tellers. Commissioner Kessler will pick up the voter list from the county clerk.

A Motion was made to arrange for poll tellers and to set their compensation.

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

RESOLUTION 2015-04 –Appointment of Poll Tellers and Compensation

The Chairman is authorized to appoint two poll workers for the February 21, 2015 Annual Election and Budget Referendum who shall be paid \$300.00 each for the day (2-9 pm), chargeable to the Elections appropriation in the 2015 temporary budget.

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

LOSAP – The list of volunteers eligible for awards for 2014 will be ready for approval at the next meeting.

NEW BUSINESS

I Am Responding – The current contract expires on February 20, 2015. A one-year renewal is \$800.00. This is a valuable tool for managing volunteer response but since its inception, other vendors have developed similar products with various options and prices. Chairman Spohn will work with the chief and officers to determine whether there is a more user-friendly and cost effective system available.

A Motion was made to authorize executing the renewal contract with I Am Responding unless a more suitable system can be found.

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

RESOLUTION 2015-05 –Approval for Volunteer Response Notification System

Authorizing Commissioner Spohn to renew the I am Responding contract for one year at a cost of \$800.00, unless another volunteer response notification system is determined to be more suitable for fire company needs, in which case Commissioner Spohn is authorized to enter into an agreement with another vendor for an annual cost not to exceed \$800.00, chargeable to the 2015 General Operating appropriation in the 2015 temporary budget.

On a motion by Cmsr. Hyncik and seconded by Cmsr. Kessler, the following *Resolutions* were proposed for approval by the Board for calendar year 2015:

RESOLUTION 2015-06- Official Newspaper of Fire District . *The Courier News of Bridgewater, New Jersey, shall be the official newspaper of the District for public notices and other public communication.*

RESOLUTION 2015-07 – Fire District Attorney. *Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$12,500.00, plus expenses, and to prepare Board minutes at a contract fee not to exceed \$2,200.00. This contract(s) is awarded as a professional service contract under the provisions of NJSA 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.*

RESOLUTION 2015-08 – Fire District Bookkeeper. *Lynn Franchino, of Neshanic Station, New Jersey, is retained as Board Bookkeeper at an annual contract fee of \$6,000.00, plus expenses. This contract is on file and available for public inspection at the fire district offices.*

RESOLUTION 2015-09- Fire District Auditor. *Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2014, and for financial review services, at a cost not to exceed \$11,000.00. This contract is awarded as a*

professional service contract under the provisions of NJSA 40A:11-5(1)(a) and is on file and available for public inspection at the fire district offices.

RESOLUTION 2015-10- Fire District Temporary Budget. In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$ 84,102.06 is hereby adopted to provide for appropriations during the period between January 1, 2014 and passage of the 2015 budget.

RESOLUTION 2015-11 – Cash Management Plan.. The board hereby adopts a Cash Management Plan in accord with the NJ Local Fiscal Affairs Law(NJSA 40A:5-14) and NJ Local Finance Board guidelines designating PNC Bank and Bank of America as official depositories of the fire district, and authorizing additions to or deletions from these designations as long as the institutions are GUDPA participating and authorized by law as a public depository. Disbursements from account(s) shall be by official check signed by two commissioners. Investments as authorized by NJSA 40A:5-15.1 are permissible by Resolution of the Board. A report summarizing all investments made or redeemed shall be included in a monthly report from the Treasurer. The plan shall be subject to the annual financial audit of the fire district.

RESOLUTION 2015-12- Fire District Insurance Broker. Nottingham Insurance Agency of Hamilton Square, New Jersey, is hereby named as broker of record to provide insurance services to the fire district relative to issues presented in the course of fire district business. This broker of record has a good relationship with the fire district insurance providers and has proven to be knowledgeable, helpful and efficient in handling matters brought to it by the board. This contract is awarded as an Extraordinary Unspecified Service pursuant to NJSA 40A:40A:11-5(1)(a)(ii), 40A:11-5(1)(m), and the New Jersey Pay to Play Regulations. The contract(s) are on file and available for public inspection at the fire district offices.

RESOLUTION 2015-13- Annual Meeting Dates. Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2015 and in January, 2016: 1/13, 2/10, 3/10, 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13, 11/10, 12/8/2015 and 1/12/2016.

All meetings will be held at 7:30 pm at the Montgomery Township Volunteer Fire Company No. 1 firehouse, at 35 Griggstown Road, in Montgomery Township (Belle Mead), New Jersey. Notice of meetings shall be posted at the fire district offices and the Montgomery Township Municipal Building and shall be advertised as required by law.

Resolutions 2015-06 through 2015 -13

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

PUBLIC HEARING ON 2015 BUDGET

The Chairman opened the public hearing on the budget.

A motion was made proposing the 2015 Budget be read by title.

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

RESOLUTION 2015-14 –Authorizing 2015 Budget be Read by Title

Pursuant to NJSA 40A:14-78.2, the 2015 budget shall be read by title, as for at least one week prior to the date of this public hearing a complete copy of the approved budget was posted in the Montgomery Township Municipal Offices and was made available to each person requesting a copy during the week prior to and during the public hearing. The hearing was advertised as required by statute.

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

After taxpayers of the district and all persons having an interest therein were given an opportunity to speak, the Chairman closed the public hearing.

A motion passed proposing the 2015 budget for adoption in the same form and amounts as the approved budget.

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

RESOLUTION 2015-15 – Adoption of the 2015 Fire District Budget – (Resolution Attached).

CHIEF’S REPORT

The fire company responded to 22 calls during December, 2014.

Fire Company News – Gibraltar Rock donated turkeys to the membership over the holidays. Two new Lieutenants were elected as line officers for 2015.

Drills/Work Sessions – Truck & Equipment checks, work night, working on SOG’s re: CO detectors and chain saws.

ENGINEER’S REPORT

45-103 Repair – Fire & Safety Services is coming to repair the steps.

45-116 (Tower 45)- The thermal imaging camera will be installed..

Vehicle Maintenance Schedule – Pierce apparatus (45-135/151) regular annual preventive maintenance to be scheduled at Fire & Safety Services beginning in April. Regular service on E-One apparatus (45-116/102) will follow at Bergey’s. Regular service on brush truck 45-141, Utility vehicle 45-161 and the chief’s vehicle will be done once during the year at Harlingen Garage.

A Motion was made to authorize the Engineer to secure regular preventive maintenance on the vehicles and apparatus pursuant to the foregoing schedule without further approval.

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

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:20 pm. The next regularly scheduled Board meeting is to take place on Tuesday, February 10, 2015, at 7:30 pm.

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

**MONTGOMERY TOWNSHIP
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1
P.O. BOX 130
BELLE MEAD, NEW JERSEY 08502**

Resolution # 2015- 02

RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2014 BUDGET

WHEREAS, the voters in Montgomery Township Fire District No. 1 in the County of Somerset, State of New Jersey, approved line item operating appropriations in the 2014 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2014 will exceed the sums appropriated in the budget for Insurance, Air Packs (SCBA) and Supplies/New Equipment; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2014 budget available to offset the insufficiencies in these line items; and

WHEREAS, NJSA 40A:14-78.10 authorizes a Fire District, during the first two months of the fiscal year, to transfer amounts in the budget for the immediately preceding 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 2014 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

1. \$ 6,000.00 from General Operating Expense to Insurance
2. \$ 2,700.00 from General Operating Expense to Air Packs (SCBA)
3. \$ 8,000.00 from General Operating Expense to Supplies

As a result of the foregoing transfers, the fire district's 2014 budget appropriations are amended to the following amounts: General Operating Expense \$ 58,300.00 ; Insurance \$ 61,630.00 ; Air Packs (SCBA) \$ 4,700.00 ; Supplies/New Equipment \$ 63,000.00 .

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 January 13, 2015.

s/ Eve M. Fedun
Eve M. Fedun, Clerk

2015 ADOPTED BUDGET RESOLUTION

Montgomery Township #1

FISCAL YEAR: January 1, 2015 to December 31, 2015

WHEREAS, the Annual Budget for the Montgomery Township Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2015 and ending December 31, 2015, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 13, 2015; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget 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 presented for adoption reflects Total Revenues of \$ 904,530.00, which includes amount to be raised by taxation of \$ 760,250.00, and Total Appropriations of \$ 904,530.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 13, 2015 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2015 and ending December 31, 2015, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 904,530.00, which includes amount to be raised by taxation of \$ 760,250.00, and Total Appropriations of \$ 904,530.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

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

January 13, 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			

**BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1**

The budget approved for the year 2015 by Resolution of the Board of Fire Commissioners of Fire District No. 1, Montgomery Township, Somerset County, New Jersey, following, a public hearing at its meeting held January 13, 2015, is as follows:

Anticipated Revenues		
General Fund Balance Utilized	\$	50,000.00
Capital Fund Balance Utilized		90,000.00
Interest on Investments & Deposits		2,500.00
SFS Basic Entitlement Grant		1,780.00
Amount to be Raised by Taxation		<u>760,250.00</u>
TOTAL REVENUES		\$ 904,530.00
		=====
Operating Appropriations		
Administration:		
Election	\$	750.00
Office Expense		14,200.00
Professional Service		23,500.00
Advertising		1,000.00
Commissioners' Equipment		<u>300.00</u>
Total Administration		39,750.00
Cost of Operations:		
Insurance	\$	50,000.00
Rental Charges		138,000.00
Supplies/ New Equip. Expense		50,000.00
Training/Education		29,000.00
Maintenance and Repairs		55,000.00
Utilities		35,000.00
General Operating		68,000.00
Montgomery EMS		3,000.00
SFS Grant Equipment		1,780.00
Turn-out Gear		20,000.00
SCBA (Breathing Apparatus)		10,000.00
Contingency		<u>15,000.00</u>
Total Cost of Operations		474,780.00
 LOSAP		 50,000.00
Capital Appropriations:		
Command Vehicle		90,000.00
Reserve for Future Capital Outlay		<u>250,000.00</u>
Total Capital Appropriations		<u>340,000.00</u>
 TOTAL APPROPRIATIONS		 \$ 904,530.00
		=====

Proposed Tax Rate per \$100.00 = \$0.041
Based on 2014 assessed valuation of \$1,865,572,737.00

A copy of the budget is available for review at the Montgomery Township Municipal Building during normal business hours, or a copy may be obtained by calling (609) 466-3967.

The annual election and budget referendum for the Board of Fire Commissioners of Montgomery Township, District No. 1, will be held on Saturday, February 21, 2015, from 2:00 to 9:00 p.m., at the Montgomery Volunteer Fire Company No. 1 Firehouse located at 35 Griggstown Road in Belle Mead, New Jersey.