

**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 12, 2016

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 and the Board's office, filed with the municipal clerk, 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: Engineer M. Fedun, L. Franchino, and Attorney Griswold.

Approval of December 8, 2015 Minutes -- The Board reviewed the minutes of the December 8, 2015 regular meeting.

A motion was made to approve the Minutes of the December 9, 2014 board meeting as presented.

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.

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

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

RESOLUTION 2016-01 – Payment of Bills and Transfer of Funds

The Chief Financial Officer having certified there are sufficient unencumbered funds to pay the bills as presented and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$45,394.73 (\$33,702.29 from 2015 encumbered funds and \$11,692.44 from the 2016 temporary budget).

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

Abstention: Karsay abstained from voting on the Karsay Coffee reimbursement.

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).

2015 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 2015 budget to cover shortages in some line items for expenses incurred during 2015.

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

RESOLUTION 2016-02 – Transfer of Funds Between Line Items in 2015 Budget (attached)

PUBLIC COMMENT- None.

MEETING UPDATES

Emergency Services – No meeting.

Fire Prevention – No meeting.

COMMITTEE REPORTS

OLD BUSINESS

February 20th Annual Election & Budget Referendum – To date two petitions for the two 3-year seats on the board have been filed – those of William Spohn and Jonathan Kessler. The closing time for the filing of petitions with the Clerk of the Board is 5 pm on January 15, 2016. Commissioner Karsay will appoint poll tellers. Commissioner Kessler will pick up the voter list from the county clerk. Commissioner Fedun will be present to open and close the polls.

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

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

RESOLUTION 2016-03 –Appointment of Poll Tellers and Compensation

Vice-Chairman Karsay is authorized to appoint two poll workers for the February 20, 2016 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 2016 temporary budget.

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

Insurance - The fire company reimbursed the cost of the building insurance. Workers compensation insurance premiums have increased, primarily due to a state-wide per-person rate increase. Chairman Spohn will look into whether the provider might still be carrying a reserve for claims that should be closed.

Cranford Police Purchasing Cooperative – Attorney Griswold will check the status of the board's application.

PUBLIC HEARING ON 2016 BUDGET

The Chairman opened the public hearing on the budget.

A motion was made proposing the 2016 Budget be read by title.

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

RESOLUTION 2016-04 –Authorizing 2016 Budget be Read by Title

Pursuant to NJSA 40A:14-78.2, the 2016 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 2016 budget for adoption in the same form and amounts as the approved budget.

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

RESOLUTION 2016-05 – Adoption of the 2016 Fire District Budget – (Resolution Attached).

NEW BUSINESS

On a motion by Cmsr. Hyncik and seconded by Cmsr. Kessler, the following *Resolutions* were proposed for approval by the Board for calendar year 2016:

RESOLUTION 2016-06- 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. When notification to a second newspaper is necessary or desirable it shall be to the Princeton Packet.*

RESOLUTION 2016-07 – Fire District Attorney. *Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$13,000.00, plus expenses, and to prepare Board minutes at a contract fee not to exceed \$2,300.00. 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 2016-08 – Fire District Bookkeeper. *Lynn Franchino, of Neshanic Station, New Jersey, is retained as Board Bookkeeper at an annual contract fee of \$6,200.00, plus expenses. This contract is on file and available for public inspection at the fire district offices.*

RESOLUTION 2016-09- Fire District Auditor. *Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2015, 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 2016-10- Fire District Temporary Budget. *In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$ 79,614.20 is hereby adopted to provide for appropriations during the period between January 1, 2016 and passage of the 2016 budget.*

RESOLUTION 2016-11 – 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 2016-12- 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 2016-13- Annual Meeting Dates. Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2016 and in January, 2017: 1/12, 2/09, 3/08, 4/12, 5/10, 6/14, 7/12, 8/09, 9/13, 10/11, 11/10, 12/13/2016 and 01/10/2017.

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, filed with the Municipal Clerk, and shall be advertised as required by law.

Resolutions 2016-06 through 2016 -13 Ayes: Spohn, Karsay, Hyncik, Fedun, Kessler.
Nays: None. Absent: None.

I Am Responding – The current contract expires in February, 2016. A one-year renewal is \$800.00. This is a valuable tool for managing volunteer response.

A Motion was made to authorize executing a one-year renewal contract with I Am Responding.
Motion by Hyncik. 2nd by Kessler. Motion passed without objection.

RESOLUTION 2016-14 –Approval for Volunteer Response Notification System

The chief financial Officer having there are sufficient unencumbered funds in the 2016 temporary budget, authorizing Chairman Spohn to renew the I am Responding contract for one year at a cost of \$800.00, chargeable to the 2016 General Operating appropriation.

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

CHIEF’S REPORT

The fire company responded to 19 calls during December, 2015. Calls included 2 cooking fires, 3 gas leaks, and 1 CO situation.

FDIC – The convention will be held in April. At this time six people are planning to attend. In order to get competitive pricing their airline reservations have been made.

A Motion was made to reimburse the Chief’s account for the cost of FDIC air fare.

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

RESOLUTION 2016-15 –Approval of FDIC Expenses

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2016 temporary budget, authorizing reimbursement to the MTVFCI Chief’s account for FDIC airfare in the amount of \$2019.20, chargeable to the 2016 Training appropriation..

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

Abstention: Kessler abstained from voting on reimbursement of his airfare.

Fedun abstained from voting on reimbursement of M. Fedun’s airfare.

Drills/Work Sessions – Truck & Equipment checks, tool location and use drill.

ENGINEER’S REPORT – Looking into a means of refilling extinguishers in-house.

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 9, 2016, at 7:30 pm.

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

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

Resolution # 2016- 02

**RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2015 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 2015 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2015 have exceeded the sums appropriated in the budget for Advertising, Maintenance and Repairs and Professional Fees; 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:14-78.10 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 2015 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

1. \$ 17,200.00 from Supplies (new equipment) to Insurance
2. \$ 5,100.00 from Supplies (new equipment) to Maintenance and Repairs
3. \$ 800.00 from Supplies (new equipment) to Professional Fees

As a result of the foregoing transfers, the fire district's 2015 budget appropriations are amended to the following amounts: Insurance \$ 69,200.00; Maintenance & Repairs \$ 60,100.00; Professional Fees \$ 49,300.00; Supplies/New Equipment \$ 16,900.00.

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 12, 2016.

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

RESOLUTION 2016-05

2016 ADOPTED BUDGET RESOLUTION

Montgomery Township No. 1

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 for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 12, 2016; 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 \$ 867,330.00, which includes amount to be raised by taxation of \$ 815,550.00, and Total Appropriations of \$ 867,330.00; 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 12, 2016 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 867,330.00, which includes amount to be raised by taxation of \$ 815,550.00, and Total Appropriations of \$ 867,330.00; 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 12, 2016
(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 adopted for the year 2016 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 12, 2016, is as follows:

Anticipated Revenues		
General Fund Balance Utilized	\$	50,000.00
SFS Basic Entitlement Grant		1,780.00
Amount to be Raised by Taxation		<u>815,550.00</u>
TOTAL REVENUES		\$ 867,330.00 =====
Operating Appropriations		
Administration:		
Election	\$	750.00
Office Expense		14,500.00
Professional Service		24,000.00
Advertising		1,000.00
Commissioners' Equipment		<u>300.00</u>
Total Administration		40,550.00
Cost of Operations:		
Insurance	\$	55,000.00
Rental Charges		138,000.00
Supplies/ New Equip. Expense		47,000.00
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		476,780.00
LOSAP		50,000.00
Capital Appropriations:		
Reserve for Future Capital Outlay		<u>300,000.00</u>
Total Capital Appropriations		<u>300,000.00</u>
TOTAL APPROPRIATIONS		\$ 867,330.00 =====

Proposed Tax Rate per \$100.00 = \$0.044
Based on 2015 assessed valuation of \$1,868,181,802.00

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 20, 2016, 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.

Eve M. Fedun, Secretary