

**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 10, 2017

Call To Order -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:38 p.m. by Chairman Spohn, following proof of publication in accordance with the Open Public Meetings Act. Annual Meeting Notice published in the official newspaper of the district and provided to two other newspapers, filed with the municipal clerk, and posted at the municipal building, the Board's office and fire district website.

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 Huxley, Engineer M. Fedun, L. Franchino, and Attorney Griswold.

Approval of Minutes -- The Board reviewed the minutes of the December 13, 2016 regular meeting.

A motion was made to approve the Minutes of the December 13, 2016 board meeting as presented.

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

TREASURER'S REPORT

A motion was made to adopt a temporary operating budget to provide for payment of the bills and for appropriations until the annual budget is adopted.

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

RESOLUTION 2017-01- Fire District Temporary Budget.

In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$ 79,684.20 is hereby adopted to provide for appropriations during the period between January 1, 2017 and final adoption of the 2017 budget.

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

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. Two invoices were added to the list of bills being paid: \$125.73 to Jonathan Kessler as reimbursement for SCBA equipment batteries (2017 General Operating) and \$104.37 to Cammps Hardware for misc. supplies (encumbered 2016 General Operating).

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

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

RESOLUTION 2017-02 – Payment of Bills

The Chief Financial Officer having certified there are sufficient encumbered funds in the 2016 budget and unencumbered funds in the 2017 Temporary Budget to pay the bills as presented, amended and supplemented, and having designated the accounts to which each should be charged, a Resolution passed authorizing payment of the bills in the total amount of \$33,070.87 (\$13,301.48 from 2016 encumbered funds and \$19,769.39 from the 2017 temporary budget. – payment to Emergency Services Marketing removed).

*Resolution Ayes: Spohn, Karsay, Hyncik, Fedun, Kessler. Nays: None. Absent: None.
Abstention: Spohn abstained from voting on the Sunrise Office Systems invoice.
Fedun abstained from voting on the Harlingen Garage invoice.
Kessler abstained from voting on his reimbursement of expenses.*

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).

2016 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 2016 budget to cover shortages in some line items for expenses incurred during 2016.

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

RESOLUTION 2017-03 – Transfer of Funds Between Line Items in 2016 Budget (attached)

PUBLIC COMMENT- None.

MEETING UPDATES

Emergency Services – No meeting.

Fire Prevention – No meeting.

COMMITTEE REPORTS

Aerial Truck – The truck committee is progressing with the project. They have requested a review of warranties and clarification of the timetable for putting this purchase to taxpayer vote and its inclusion in the budget. If the contract is awarded in 2018 and the apparatus will be delivered sometime in 2019.

OLD BUSINESS

February 18th Annual Election & Budget Referendum – To date one petition for the one 3-year seat on the board has been filed – that of incumbent Thomas S. Karsay. The closing time for the filing of petitions with the Clerk of the Board (Eve Fedun) is 5 pm on January 13, 2017. Commissioner Kessler will pick up the voter list from the county clerk. A commissioner will be appointed 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 2017-04 –Appointment of Poll Tellers and Compensation

Arthur and AnnaMarie Crawford are appointed as poll workers for the February 18, 2017 Annual Election and Budget Referendum and shall be paid \$300.00 each for the day (2-9 pm), chargeable to the Elections appropriation in the 2017 temporary budget.

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

Insurance – Per the carrier’s audit and review, upon renewal in April the property portion of the premium for insurance on the building will decrease a few hundred dollars.

Commissioner Spohn reported that there is an insurer new to the workers’ compensation market for volunteer fire personnel in NJ and presented a proposal from ASIA (Associated Specialty Insurance Agency) for coverage at an annual premium approximately \$3,000 less than that charged by the board’s current provider for equivalent coverage through the State Plan. The current policy renews in February. He recommended the board approve changing its workers’ compensation carrier to this new provider.

A Motion was made to approve moving the board’s workers’ compensation coverage to a new provider and authorizing the Chairman to submit an application to Associated Specialty Insurance Agency (A.S.I.A.) for workers’ compensation coverage effective February 1, 2017, and upon acceptance cancelling the workers’ compensation policy renewal with NJ Casualty.

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

The payment to NJ Casualty for the workers’ comp renewal premium on the list of bills approved for payment earlier in the meeting will be held pending the successful change in carriers. Authorizing payment to A.S.I.A. or releasing the payment to NJ Casualty Insurance will be subject to written approval of the board prior to the next meeting.

PUBLIC HEARING ON 2017 BUDGET

The Chairman opened the public hearing on the budget.

A motion was made proposing the 2017 Budget be read by title.

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

RESOLUTION 2017-05 – Authorizing 2017 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, a *Motion was made to close the public hearing on the 2017 budget.*

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

A motion passed proposing the 2017 budget for adoption in the same form and amounts as the approved budget.

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

RESOLUTION 2017-06 – Adoption of the 2017 Fire District Budget – (Resolution Attached).

NEW BUSINESS

On a motion by Cmsr. Hyncik and seconded by Cmsr. Fedun, the following *Resolutions* were proposed for approval by the Board for calendar year 2017:

RESOLUTION 2017-07- 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 2017-08 – 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 \$2,400.00. 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 2017-09 – 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 2017-10- Fire District Auditor. *Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2016, 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 2017-11 – 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 2017-12- 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 2017-13- Annual Meeting Dates. *Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2017 and in January, 2018: 1/10, 2/14, 3/14, 4/11, 5/09, 6/13, 7/11, 8/08, 9/12, 10/10, 11/14, 12/12/2017 and 01/09/2018.*

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 2017-07 through 2017 -13

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

I Am Responding – The current contract expires in February, 2017. A one-year renewal is \$800.00, plus \$10 telephone fee; a three-year renewal payable in 3 annual payments is \$ 725.00 per year, each plus \$10 telephone fee. This is a valuable tool for managing volunteer response. A Motion was made to authorize executing a three-year renewal contract with I Am Responding, payable in three annual installments.

Motion by Kessler.

2nd by Fedun.

Motion passed without objection.

RESOLUTION 2017-14 –Approval for Volunteer Response Notification System

The Chief Financial Officer having there are sufficient unencumbered funds in the 2017 temporary budget, authorizing Chairman Spohn to renew the I am Responding contract for three years at a cost of \$725.00 per year, plus a \$10.00 annual telephone fee, chargeable to the 2017 General Operating appropriation.

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

The payment to Emergency Services Marketing, Inc. for the I am Responding renewal on the list of bills approved for payment earlier in the meeting will not be made and will be removed from the list. Payment will be addressed next month.

CHIEF’S REPORT

The fire company responded to 20 calls during December, 2016. Calls included 1 fire, 2 motor vehicle incidents, one involving extrication, 1 gas leak, and 2 CO situations.

Engine 45-3 – Sustained minor damage to the front compartment hinge, a dented fender flare and scratched paint. Engineer Fedun was asked to secure estimates for its repair from a vendor authorized by the manufacturer’s NJ representative.

FDIC (Fire Department Instructor Conference) – The conference will be held in Indianapolis in April. At this time four people are planning to attend. In order to get competitive pricing their airline reservations and hotels need to be booked.

A Motion was made to approve travel and hotel expenses for FDIC attendance, as well as to approve other purchases and reimbursements presented to the board.

Motion by Hyncik.

2nd by Kessler.

Motion passed without objection.

RESOLUTION 2017-15 – Approval of Purchases and Reimbursements

The Chief Financial Officer having certified there are sufficient unencumbered funds available in the 2017 temporary budget, a Resolution passed authorizing the following expenditures.

- 1. Airline tickets and hotel accommodations for four (4) members to attend FDIC in April, in the total amount of \$4,232.00, chargeable to the 2017 Training appropriation.*
- 2. Reimbursement to the MTVFC Chief’s account for the Radio Reference subscription renewal in the amount of \$60.00, chargeable to the 2017 General Operating appropriation and to be added to the list of bills being paid at this meeting.*
- 3. Purchase six (6) pairs of ice picks (awls) pursuant to lowest quote from Atlas Outfitters at a cost of \$99.00, plus shipping, unless a lower quoting vendor can be found, the entire purchase not to exceed \$125.00 including shipping, chargeable to the 2017 General Operating appropriation.*
- 4. Purchase one (1) refurbished Bullard thermal imaging camera, including batteries, charger and warranty, to replace presently owned camera that would cost more than the refurbished one to repair, at a cost of \$2,600.00, from Continental Fire & Safety, Inc. (Bullard NJ State Purchasing Contract vendor), chargeable to the 2017 General Operating appropriation.*

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

ENGINEER'S REPORT – The starting issue on 45-102 and problem with lights on the tanker have been fixed.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:35 pm. The next regularly scheduled Board meeting is to take place on Tuesday, February 14, 2017, at 7:30 pm.

Motion made by Karsay.

2nd by Hyncik.

Motion passed without objection

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

Resolution # 2017- 03

**RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2016 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 2016 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2016 have exceeded the sums appropriated in the budget for Advertising and General Operating expenses; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2016 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 2016 Fire District Budget transfers from the following line items with excess appropriations to those with insufficient appropriations are approved as follows:

1. \$ 250.00 from Commissioners' equipment to Advertising
2. \$ 25,000.00 from Supplies (new equipment) to General Operating
3. \$ 5,000.00 from Turn-out Gear to General Operating

As a result of the foregoing transfers, the fire district's 2016 budget appropriations are amended to the following amounts: Advertising \$ 1,250.00; General Operating \$ 98,000.00; Supplies/New Equipment \$ 22,000.00; Turn-out Gear \$ 15,000.00; Commissioners' Equipment \$ 50.00.

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 10, 2017.

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

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

The budget adopted for the year 2017 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 10, 2017, 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>820,050.00</u>
TOTAL REVENUES		<u><u>\$ 871,830.00</u></u>
Operating Appropriations		
Administration:		
Election	\$	750.00
Office Expense		15,500.00
Professional Service		24,500.00
Advertising		1,000.00
Commissioners' Equipment		<u>300.00</u>
Total Administration		42,050.00
Cost of Operations:		
Apparatus Housing	\$	138,000.00
Insurance		55,000.00
Supplies/ New Equip. Expense		40,000.00
Training/Education		32,000.00
Maintenance and Repairs		55,000.00
Utilities		35,000.00
General Operating		75,000.00
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		479,780.00
LOSAP		50,000.00
Capital Appropriations:		
Reserve for Future Capital Outlay		<u>300,000.00</u>
Total Capital Appropriations		<u><u>300,000.00</u></u>
TOTAL APPROPRIATIONS		<u><u>\$ 871,830.00</u></u>

Proposed Tax Rate per \$100.00 = \$0.044
Based on 2016 assessed valuation of \$1,873,197,533.00

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 18, 2017, 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