

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 9, 2018

Call To Order -- The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:35 p.m. by Chairman Spohn, following proof of publication in accordance with the Open Public Meetings Act. The Annual Meeting Notice was 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 on the fire district website.

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

Approval of Minutes – The Board reviewed the minutes of the December 12, 2017 regular meeting. *A motion was made to approve the minutes of the December 12, 2017 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 2018-01- Fire District Temporary Budget.

In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$80,056.20 is hereby adopted to provide for appropriations during the period between January 1, 2018 and final adoption of the 2018 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. Remove \$16,602.50 (Atlantic Rescue) from the 2017 encumbrance list, as the purchase was not approved at the last meeting.

A Motion was made to accept the Treasurer's Report as amended and to approve payment of the bills as presented in the amount of \$43,969.60.
Motion made by Hyncik. 2nd by Fedun. Motion passed without objection

RESOLUTION 2018-02 – Payment of Bills

The Chief Financial Officer having certified there are sufficient encumbered funds from the 2017 budget and unencumbered funds in the 2018 Temporary Budget 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 \$43,969.60 (\$31,565.83 from 2017 encumbered funds and \$12,403.77 from the 2018 temporary budget).

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

*Commissioner Fedun abstained from voting on approval of payments to Harlingen Garage.
Commissioner Karsay abstained from voting on approval of payment to Karsay Coffee, Inc.*

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).

TRANSFER OF FUNDS BETWEEN LINE ITEMS IN THE 2017 BUDGET

2017 Advertising expenses will exceed the operating budget appropriation in this line item 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 2017 budget to cover shortages in some line items for expenses incurred during 2017.

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

RESOLUTION 2018-03 – Transfer of Funds Between Line Items in 2017 Budget (attached)

PUBLIC COMMENT- None.

MEETING UPDATES

Emergency Services – No report.

Fire Prevention – No report.

OLD BUSINESS

Fitness Equipment – Has been received. Members will be required to execute an updated Waiver and Release prior to being granted access to the fitness room.

2018 Fire District Election – To date one petition for the two 3-year seats on the board has been filed – that of incumbent William Hyncik. Commissioner Fedun will not seek re-election. The closing time for the filing of petitions with the Clerk of the Board (Eve Fedun) is 5 pm on January 12, 2018. Vote by Mail ballots will be available from the County Clerk after January 16, 2018. Poll tellers and commissioners to open and close the polls will be appointed at the next meeting. Commissioner Kessler will pick up the voter list from the county clerk.

PUBLIC HEARING ON 2018 BUDGET

The Chairman opened the public hearing on the budget.

A motion was made proposing the 2018 Budget be read by title.

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

RESOLUTION 2018-04 – Authorizing 2018 Budget be Read by Title

Pursuant to NJSA 40A:14-78.2, the 2018 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 2018 budget.*

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

A motion passed proposing the 2018 budget for adoption in the same form and amounts as the approved budget.

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

RESOLUTION 2018-05 – Adoption of the 2018 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 2018:

RESOLUTION 2018-06- 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 2018-07 – Fire District Attorney. *Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$13,400.00, plus expenses, and to prepare Board minutes at a contract fee not to exceed \$2,600.00. 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 2018-08 – Fire District Bookkeeper. *Lynn Franchino, of Neshanic Station, New Jersey, is retained as Board Bookkeeper at an annual contract fee of \$7,400.00, plus expenses. This contract is on file and available for public inspection at the fire district offices.*

RESOLUTION 2018-09 - Fire District Auditor. *Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2017, 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 2018-10 – 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 2018-11- 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 2018-12- Annual Meeting Dates. Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2018 and in January, 2019: 1/09, 2/13, 3/13, 4/10, 5/08, 6/12, 7/10, 8/14, 9/11, 10/09, 11/13, 12/11/2018 and 01/08/2019.

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 on its website, at the Montgomery Township Municipal Building, filed with the Municipal Clerk, and shall be advertised as required by law.

RESOLUTION 2018-13 – Appointment of PACO (Public Agency Compliance Officer) (attached)

Resolutions 2018-07 through 2018-13

Ayes: Spohn, Karsay, Hyncik, Fedun, Kessler.

Nays: None. Absent: None.

Abstention: Kessler as to 2018-13 only.

LOSAP – 30 people qualified for LOSAP awards in 2017. The certified list of fire company members identifying those who qualified for awards was presented to the board. It will be posted as required for review.

RESOLUTION 2018-14 – Approval of the 2017 LOSAP Certified Participation List

The annual list, certified under oath, identifying those active volunteer members of Montgomery Township Volunteer Fire Company No. 1 who have qualified for an award under the LOSAP for 2017 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 2017 annual LOSAP certification list and that the list shall be posted for at least 30 days for review by members.

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

Insurance – Commissioner Spohn met with the VFIS representative for a walk-through of the firehouse, buildings and grounds. The insurer offers and assortment of training videos and guides and will forward the information on accessing them.

CHIEF’S REPORT

The fire company responded to 28 calls during December, 2017. Calls included 3 building fires, and chimney fire and 2 vehicle accidents

Drills/Work Sessions – Truck & equipment checks.

*A Motion was made to approve purchases and reimbursements presented to the board.
Motion by Fedun. 2nd by Karsay. Motion passed without objection.*

RESOLUTION 2018-15 – Approval of Purchases and Reimbursements

The Chief Financial Officer having certified there are sufficient encumbered funds available from the 2017 budget, a Resolution passed authorizing the following expenditures:

1. Reimbursement to the MTVFCI chief's account for airfare and conference registrations for the Firehouse World Conference in March, 2018, previously approved and pursuant to receipts submitted in the amount of \$1,170.80, chargeable to the 2017 encumbered Training appropriation and to be added to the list of bills being paid at this meeting.

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

ENGINEER'S REPORT –

45-2 – Battery charger replaced.

45-3 – Rear brakes replaced.

Ladder – Valve adjustment to be done.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:30 pm. The next regularly scheduled Board meeting will be held on Tuesday, February 13, 2018, 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 # 2018- 03

**RESOLUTION TO TRANSFER FUNDS BETWEEN LINE ITEMS
IN 2017 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 2017 fire district budget; and

WHEREAS, it has become apparent that expenditures incurred during 2017 have exceeded the sums appropriated in the budget for Advertising expenses; and

WHEREAS, there are excess funds remaining in other operating appropriations in the 2017 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 2017 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 Supplies (new equipment) to Advertising
2. \$ _____ from _____ to _____

As a result of the foregoing transfers, the fire district's 2017 budget appropriations are amended to the following amounts: Advertising \$ 2,000.00 and Supplies/New Equipment \$ 38,000.00.

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 9, 2018.

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

2018 ADOPTED BUDGET RESOLUTION
2018-05

Montgomery Township #1

FISCAL YEAR: January 1, 2018 to December 31, 2018

WHEREAS, the Annual Budget for the Montgomery Township Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2018 and ending December 31, 2018, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 9, 2018; 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 \$ 987,630.00, which includes amount to be raised by taxation of \$ 935,850.00, and Total Appropriations of \$ 987,630.00; 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 9, 2018 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2018 and ending December 31, 2018, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 987,630.00, which includes amount to be raised by taxation of \$ 935,850.00, and Total Appropriations of \$ 987,630.00; 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)

1/09/2018
(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			

RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER

FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1

Resolution No. 2018-13

WHEREAS, pursuant to N.J.A.C 17:27-3.2, there exists a need to annually appoint a Public Agency Compliance Officer in Montgomery Township Fire District No. 1 to ensure that the fire district contracts comply with the policies of the State of New Jersey to promote equal employment opportunities and affirmative action with regard to public contracts,

NOW, THEREFORE BE IT RESOLVED as follows:

The Public Agency Compliance Officer for Montgomery Township Fire District No. 1, Somerset County, New Jersey, for the period January 1, 2018 through December 31, 2018, or until the designation of his/her replacement,

shall be Commissioner Jonathan Kessler.

A Designation of Public Agency Compliance Officer shall be forwarded to the NJ Division of Purchase and Property, Contract Compliance Audit Unit, EEO Monitoring Program.

Adopted at a meeting held on January 9, 2018.

<u>Roll Call vote:</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Spohn	X			
Karsay	X			
Fedun	X			
Hyncik	X			
Kessler				X