

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 8, 2019

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. The Annual Meeting Notice was published in the official newspaper of the district and provided to the Montgomery News and Packet Publications, filed with the municipal clerk, posted at the Montgomery Township municipal building, the board's office and on the fire district website, and provided to any person requesting same prior to the meeting.

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

Approval of Minutes – The Board reviewed the minutes of the December 11, 2018 regular meeting.
Motion to approve the minutes of the December 11, 2018 board meeting as presented.

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

TREASURER'S REPORT

Motion 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 Kessler. Motion passed without objection.

RESOLUTION 2019-01- Fire District Temporary Budget.

In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$82,268.00 is hereby adopted to provide for appropriations during the period between January 1, 2019 and final adoption of the 2019 budget.

Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Parise. 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. Amendment and additions to the list of bills: amend payment to Buckeye Fitness (2018 encumbrance) to \$5,405.25; add invoice from ENI Supply (\$2,260.56) chargeable to 2018 EMS encumbrance, add invoice from Sunrise Office Systems (\$75.00) for web site work chargeable to the 2019 Office appropriation. Based on actual expenses incurred, year-end '18 utility expenses exceeded the amount encumbered last month by \$424.70.

Motion to accept the Treasurer's Report and to approve payment of the bills as presented, amended and supplemented, as well as to increase the 2018 year-end encumbrance for Utilities.

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

RESOLUTION 2019-02 – Amending Resolution 2018-50

The Chief Financial Officer having previously certified there were sufficient excess unencumbered funds in the 2018 budget to adjust the year-end encumbrance for Utilities to reflect actual charges incurred, ratification of approval to increase the encumbrance for Utilities to \$2,424.70 and to include this amount on the updated 12/31/2018 Encumbrance List (Table 4). In all other respects Resolution 2018-50 remains as adopted.

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

RESOLUTION 2019-03 – Payment of Bills

The Chief Financial Officer having certified there are sufficient encumbered funds in the 2018 budget and unencumbered funds in the 2019 temporary budget to pay the bills as presented, amended and supplemented, and having designated the accounts to which each should be charged, authorization to pay bills in the total amount of \$43,634.86 (\$16,095.82 from 2018 encumbered funds; \$27,539.04 from 2019 temporary budget).

*Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Parise. Nays: None. Absent: None
Commissioner Spohn abstained from voting on approval of payment to Sunrise Office Systems.*

Commissioners Karsay 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) and Sunrise Office Systems (Spohn).

The 4th quarter tax payment was received from the township (\$233,962.50).

The chairman proposed looking into the cost and benefits of hiring a Qualified Purchasing Agent.

PUBLIC HEARING ON 2019 BUDGET

The Chairman opened the public hearing on the budget.

Motion to proceed with the customary procedure and resolutions to conduct the public hearing on the 2019 budget, to present the 2019 approved budget, and if no issues raised or amendments proposed, to adopt the budget in the same form and amounts as the approved budget.

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

RESOLUTION 2019-04 –Authorizing 2019 Budget be Read by Title

Pursuant to NJSA 40A:14-78.2, the 2019 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, Kessler, Parise. Nays: None. Absent: None.

After taxpayers of the district and all persons having an interest therein were given an opportunity to speak, and there being no questions or comment, the public hearing was closed.

RESOLUTION 2019-05 – Adoption of the 2019 Fire District Budget – (Attached).

PUBLIC COMMENT- None.

MEETING UPDATES –

Emergency Services – No report.

Fire Prevention – No meeting.

COMMITTEES - No report.

OLD BUSINESS

Gear Washer/Dryer – Research into alternatives continues. Results and recommendations will be discussed at the March meeting.

2019 Fire District Election – The election and budget referendum will be held on Saturday, February 16, 2019, with polls open from 2-9 pm. To date two petitions for the two 3-year seats on the board have been submitted – those of incumbent William Spohn and of Eric Lemon. Commissioner Kessler is not seeking re-election. The closing time for the filing of petitions with the Clerk of the Board is 5 pm on January 18, 2019. Vote by Mail ballots will be available from the County Clerk after January 21, 2019. Poll tellers and commissioners to open and close the polls were appointed. Commissioner Kessler will pick up the voter list from the county clerk.

Motion to pay expenses associated with the upcoming election and budget referendum.

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

RESOLUTION 2019-06 –Authorizing Payments for Election.

The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2019 temporary budget, authorization to pay \$300.00 each to poll tellers once services are rendered, all chargeable to the 2019 Election appropriation.

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

Rotary Club – Members of the board signed a letter of thanks and appreciation to the Montgomery-Rocky Hill Rotary Club for their continued support of the fire services and generous donation making the purchase of the rescue boat and equipment possible.

NEW BUSINESS

On a motion by Cmsr. Kessler and seconded by Cmsr. Spohn, the following *Resolutions* were proposed for approval by the Board for calendar year 2019:

RESOLUTION 2019-07- 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 2019-08 – Fire District Attorney. *Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$13,600.00, 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 2019-09 – Fire District Bookkeeper. *Lynn Franchino, of Neshanic Station, New Jersey, is retained as Board Bookkeeper at an annual contract fee of \$7,600.00, plus expenses. This contract is on file and available for public inspection at the fire district offices.*

RESOLUTION 2019-10 - Fire District Auditor. *Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2018, 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 2019-11 – 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 2019-12- 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, if applicable. The contract(s) are on file and available for public inspection at the fire district offices.*

RESOLUTION 2019-13 – Appointment of PACO (Public Agency Compliance Officer) (attached)

Resolutions 2019-07 through 2019-13: *Ayes: Spohn, Karsay, Hyncik, Kessler, Parise.
Nays: None. Absent: None.
Abstention: Kessler as to 2019-13 only.*

LOSAP – The certified list of fire company members, identifying those who have qualified for awards for 2018, will be presented to the board next month.

Attorney Search – Attorney Griswold has given notice that she intends to retire from her position as board attorney this year. She will continue in the position until the board hires someone to replace her. Commissioners Spohn and Hyncik will lead the search for a new attorney.

CHIEF’S REPORT

The fire company responded to 20 calls during December, 2018. Calls included a 2 building fires, 1 cooking fire, 1 water rescue, 1 unauthorized burning and 2 gas leaks.

Activities – Holiday events.

Drills/Work Sessions – Truck & equipment checks.

Motion to approve purchases and reimbursements presented to the board.

Motion by Hyncik.

2nd by Kessler.

Motion passed without objection.

RESOLUTION 2019-14 Approval of Purchases and Reimbursements

The Chief Financial Officer having certified there are sufficient unencumbered funds available in the 2018 budget, a Resolution passed authorizing the following expenditures:

- 1. MTVFCI Chief's Account - \$11.35 reimbursement for purchase of gas detector batteries – 2019 General Ops. (add to bills being paid at this meeting).*
- 2. Matthew Fedun - \$91.08 reimbursement for hammer & storage bins for Rescue 45 – 2019 General Ops. (add to bills being paid at this meeting).*
- 3. The Traffic Sign Store - \$699.00 (lowest quote) purchase 3 ea. “Emergency Scene Ahead” warning signs and stands – 2019 General Ops.*

4. Lowe's - \$207.84 (lowest quote) purchase 4 ea. Kobalt 22-piece tool sets and 4 ea. Kobalt pliers to upgrade and standardize contents of tool kits on the apparatus – 2019 General Ops.

Resolution Ayes: Spohn, Karsay, Hyncik, Kessler, Parise.

Nays: None.

Absent: None.

ENGINEER'S REPORT –

- **Engine 45-2** - Will need repair to the air system soon.

- **Rescue** - Hydraulic hose reel sticking; will contact Fire & Safety Services to seek warranty repair, as it appears to be a design fault.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:30 pm. The next regularly scheduled meeting of the board will be held on Tuesday, February 12, 2019 at 7:30 pm.

Motion made by Hyncik.

2nd by Kessler.

Motion passed without objection.

2019 ADOPTED BUDGET RESOLUTION

Montgomery Township #1

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Montgomery Township Fire District No.1 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 8, 2019; 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 \$ 2,502,130.00, which includes amount to be raised by taxation of \$ 949,850.00, and Total Appropriations of \$ 2,502,130.00; 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 8, 2019 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 2,502,130.00, which includes amount to be raised by taxation of \$ 949,850.00, and Total Appropriations of \$ 2,502,130.00; 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.



 (Secretary's Signature)

1-08-2019
 (Date)

Board of Commissioners Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|------------|-----|-----|---------|--------|
| W. Spohn | X | | | |
| T. Karsay | X | | | |
| M. Parise | X | | | |
| W. Hyncik | X | | | |
| J. Kessler | X | | | |

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

The budget adopted for the year 2019 by Resolution of the Board of Fire Commissioners of Fire District No. 1, Montgomery Township, Somerset County, New Jersey, at its meeting held January 8, 2019, is as follows:

| | | |
|-------------------------------------|-------------------|------------------------|
| Anticipated Revenues | | |
| Interest | \$ 3,000.00 | |
| General Fund Balance Utilized | 50,000.00 | |
| Restricted Fund Balance Utilized | 1,497,500.00 | |
| SFS Basic Entitlement Grant | 1,780.00 | |
| Amount to be Raised by Taxation | <u>949,850.00</u> | |
| TOTAL REVENUES | | \$ 2,502,130.00 |
| | | ===== |
| Operating Appropriations | | |
| Administration: | | |
| Election | \$ 750.00 | |
| Office Expense | 16,000.00 | |
| Professional Service | 27,400.00 | |
| Advertising | 1,000.00 | |
| Commissioners' Equipment | <u>300.00</u> | |
| Total Administration | | 45,450.00 |
| Cost of Operations: | | |
| Apparatus Housing | \$ 146,400.00 | |
| Insurance | 84,000.00 | |
| Supplies/ New Equip. Expense | 30,000.00 | |
| Training/Education & Fitness | 34,000.00 | |
| Maintenance and Repairs | 55,000.00 | |
| Utilities | 37,000.00 | |
| General Operating | 70,000.00 | |
| 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 | | 506,180.00 |
| LOSAP | | 53,000.00 |
| Capital Appropriations: | | |
| Capital Purchase – aerial apparatus | \$ 1,497,500.00 | |
| Reserve for Future Capital Outlay | <u>400,000.00</u> | |
| Total Capital Appropriations | | <u>1,897,500.00</u> |
| TOTAL APPROPRIATIONS | | \$ 2,502,130.00 |
| | | ===== |

Proposed Tax Rate per \$100.00 = \$0.050
Based on 2018 assessed valuation of \$1,902,926,293.00

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 16, 2019, 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.

RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER

FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1

Resolution No. 2019-13

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, 2019 through December 31, 2019, 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 8, 2019.

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

Certified to be a true copy of a Resolution adopted by the Board at a meeting duly held on January 8, 2019.

s/ Michael Parise

Clerk