

**BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1
35 Belle Mead-Griggstown Road, P.O. Box 130
Belle Mead, N.J. 08502**

Meeting Minutes of January 14, 2020

Call to Order – The regularly scheduled meeting of the Board of Fire Commissioners was called to order at 7:30 p.m. by Commissioner Spohn, following proof of publication in accordance with the Open Public Meetings Act. The Annual Meeting Notice was published in the Courier News (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, 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, E. Lemon and M. Parise. Also present: L. Franchino, QPA W. Newberry, Attorney E. Perkins and Chief J. Huxley.

Approval of Minutes – The minutes of the December 10, 2019 meeting were presented for approval.

Motion to approve the minutes of the December 10, 2019 board meeting as presented.

Motion by Hyncik; 2nd Lemon. Motion passed without objection.

Public Comment – None

Meeting Updates - Emergency Services – No report
Fire Prevention – No report

Treasurers Report

RESOLUTION 2020-01 Adoption of a Fire District Temporary Budget

In accordance with the provisions of N.J.S.A. 14-78.17, a temporary budget in the amount of \$84,648.20 is hereby adopted to provide for appropriations during the period between January 1, 2020 and final approval of the 2020 proposed budget by the voters on or about February 15, 2020.

Motion Hyncik; 2nd Karsay. The resolution was unanimously approved.

Monthly Bills/ Financial Statement Review – A copy of the January 2020 Treasurer’s Report, attached hereto and incorporated as part of these minutes, as well as the 2019 Encumbered Check Detail report, also attached hereto and incorporated as part of these minutes, was made available to each Commissioner with a listing and description of bills to be paid. Ms. Franchino reported receipt and December 23, 2019 deposit of the 4th quarter tax payment and 2019 MTVFC#45 insurance reimbursements.

Motion to accept the Treasurer’s Report and the 2019 Encumbered Check Detail (as modified) and to approve payment of the bills as presented.

RESOLUTION 2020-02 – Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2020 temporary budget to pay the bills as presented, and having designated the accounts to which each should be charged, authorization is granted to pay the following bills included in the Treasurer’s report in the total amount of \$13,690.25.

2020 Administration: Office Expenses \$225.

2020 Operations: Rental Charges \$12,200.00; Utilities \$409.41; General Operating \$855.84.

(Additional detail regarding accounts charged and vendors is contained in the Treasurer’s Report)

Upon further certification that there are sufficient encumbered and unencumbered funds in the 2019 budget to pay the bills as presented, and having designated the accounts to which each should be charged, authorization is granted to pay the following bills included in the 2019 Encumbered Check Detail (as modified) in the amount of \$7,810.39.

(Additional detail regarding accounts charged and vendors is contained in the 2019 Encumbered Check Detail)

2019 Operations: Utilities \$2,077.33; Maintenance & Repairs, \$1,538.43; General Operating, \$559; and Training, \$3,635.23

Adjustment to the 2019 Encumbrance List is approved to reflect an invoice received for repairs performed in 2019 as well as to update utility and general operating expenses: General Operating/Utilities encumbrance is increased by \$2000, General Operating/Other is increased by \$559, and General Operating/Maintenance & Repairs is increased by \$1,538.43.

*Motion: Hyncik; 2nd Lemon: Resolution Ayes: Spohn, Hyncik, Karsay, Lemon, Parise.
Nays: None*

Abstentions noted for Spohn and Karsay for limited items pursuant to annual notice.

QPA Newberry noted that there were no new requisitions for the January meeting. The chiefs' parkas have been delivered. Quotes for the 2020 annual maintenance/certification/service contracts will be solicited in the next week. Outstanding 2019 items were reviewed, and several open encumbrances were cleared. Implementation of the new accrual system is ongoing with the Treasurer.

New Business -

The IAmResponding subscription is expiring. Chairman Spohn discussed the various renewal options. Given the rapid pace of technological development in this area, it was agreed that renewal should be for a term of one year for a fee of \$810.00.

Motion: Hyncik; 2nd Parise. Motion was passed with unanimous approval.

Chairman Spohn led a discussion on revisions to the response incentive plan developed with the fire company to encourage response. Incentives will now accrue on a quarterly basis and junior members will be permitted to qualify. Other criteria were established to ensure that the program will not exceed the budgeted amount of \$11,000. The new program will be monitored on a quarterly basis.

Old Business

Gear Washer/Dryer – Continuing review of options for drain installation.

New Aerial Apparatus – Work continues to progress according to schedule and plant production is expected to be completed in February.

2020 Fire District Election – Public notice of the election was published in the Courier News. Only one petition for the office of commissioner has been received. The deadline for filing petitions is 5:00 on Friday, January 17th. There is still some uncertainty as to the actual election process with the County. Commissioner Parise will prepare the ballot after the filing deadline. Commissioner Parise will open the election; Commissioner Parise will tally the ballots with Commissioner Spohn. Election poll watchers will be appointed at the next meeting. Checks for the poll watchers in the amount of \$300 each should be prepared in advance so that they can be paid at the end of the day.

Chiefs Report – Chief Huxley reported that there were 21 calls in the month of December. Drills for the month included truck checks and a version of equipment Jeopardy.

Approval was requested to reimburse the Chief's account for payments to Alpha Card Systems \$41.53 for member cards and for \$297.94 spent at Home Depot for smoke detectors, and for the reimbursement to added to list of bills paid at this meeting. The purchase of AA and AAA batteries from Grainger, chargeable to General Operating, for both SCBA mask voice amps and heads up displays at a cost of \$186.88 was also requested by Chief Huxley.

Engine 45-3 sustained some damage at the River Road fire due to the restricted access to the property. No insurance claim has been filed as it appears that the repair of the damage will be under the deductible. The amount of the repair cost will be provided at the next meeting.

The annual FDIC show will be held in Indianapolis in April. Early bird registration ends on March 6th. The Chief requested approval to send two members with the possibility that two additional members may wish to attend.

Motion of Chairman Spohn/ second Hyncik to approve the expenditure of \$2,000 to send two people to the FDIC show, the appropriation to be charged to the training account. The motion was approved unanimously.

RESOLUTION 2020-03 Approval of Purchases and Requisitions

Upon certification that there are sufficient unencumbered funds available in the 2020 budget, authorization is granted for the requisitions and reimbursements as set forth above in the total amount of \$14,126.35 (of which a \$339.47 reimbursement to the Chief's Account is included in the list of bills paid at this meeting, chargeable to General Operating; \$600 chargeable to Elections, \$11,186.88 chargeable to General Operating and \$2,000, chargeable to Training).

Motion: Hyncik; 2nd Lemon. Motion passed without objection.

Engineers Report

Commissioner Lemon reported the following repairs:

Engine 45-2 officers side relief intake valve needs new gasket seal.

Tanker 45 is to be scheduled for repair of the rear fill flanges and dump collar extension pistons.

Tower 45 has had miscellaneous repairs completed per MISTRAS certification inspection. Absolute Fire Protection will replace the lower cables at a cost of \$8,721.88. This was the lowest quote submitted. After this repair the paperwork will be forwarded to complete the MISTRAS certification.

Engine 45-3 is pending repairs discussed under the Chief's report. Additionally, the engine steamer valve and rocker box parts have been received. Repair will now be scheduled.

Special Services apparatus will be out of service on 1/14 for the installation of an on-board battery charger.

Chief's Car 1 received maintenance service and new tires.

RESOLUTION 2020-04 Authorizing the 2020 Budget to be read by Title

N.J.S.A. 40A:14-78.2 provides that the approved budget may be read by title, provided that at least one week prior to the 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 Board has complied with the provisions of the statute.

Motion: Spohn; 2nd Karsay. Motion passed without objection.

Public Hearing on the 2020 Budget

No persons appeared to comment or object to the proposed budget. On a motion by Hyncik, 2nd Karsay, with unanimous consent the hearing was closed to the public.

RESOLUTION 2020-05 Adoption of 2020 Budget

Mr. Perkins reported that the Division of Local Government Services approved the budget for adoption early this afternoon. After discussion by the Board, the proposed fire district budget for 2020 in the amount of \$1,173,880.00, of which the sum of \$964,100.00 is to be raised by taxation, (synopsis appended to these minutes) was presented for adoption. The estimated tax rate will be \$0.05 per \$100 assessed valuation, the same as 2019.

Motion to adopt the 2020 fire district budget and to submit same to the state for certification.

Motion by Karsay; 2nd by Spohn. Motion passed unanimously.

RESOLUTION 2020-06 Establishing Official Newspaper of the Fire District

The Courier News of Bridgewater, New Jersey is designated as the official newspaper of the District for public notices and other public communication. When notification to a second newspaper shall be required by law the Board designates the Princeton Packet for such purpose. Courtesy copies of all public notices shall be provided to the Montgomery News.

Motion: Spohn 2nd Lemon. Resolution passed with unanimous consent.

RESOLUTION 2020-07 Adopting a Cash Management Plan

The Board hereby adopts a Cash Management Plan in accordance with the provisions of N.J.S.A. 40A:5-14 and the N.J. Local Finance Board guidelines designating PNC Bank and Bank of Princeton 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 such accounts shall be by official check, signed by two commissioners. Investments as authorized by N.J.S.A. 40:5-15.1 are permissible by Resolution of the Board. A report summarizing all investments made or redeemed shall be included in a monthly report by the Treasurer. The plan shall be subject to the annual financial audit of the fire district.

Motion to approve by: Hyncik; 2nd by Parise. *The Motion passed unanimously.*

LOSAP The annual LOSAP list has been received from the fire department and shall be posted for comment for the next 30 days.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:40 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, February 11, 2020 at 7:30 p.m.