

**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 December 9th, 2025

Call to Order – The regularly scheduled meeting of the Board of Fire Commissioners was called to order at the firehouse 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 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 website, offices and provided to any person requesting same prior to the meeting.

Roll Call – Upon Roll Call the following commissioners were present: Commissioners Philip Adams, William Hyncik, Michael Parise, Ricky Puleio Jr. and Chairman William Spohn.

Also present: Chief Rich Kennedy, Bookkeeper Lynn Franchino, and Attorney Eric Perkins.

Chairman Spohn noted that Rich Kennedy was elected Chief at the fire company meeting in December and will take over from Chief Schroeck on January 1st. He expressed his appreciation, and that of the BOFC, to Chief Schroeck for his service to the Board and the community over the multiple years of his terms as Chief.

Approval of Minutes – The minutes of the November 11th 2025 meeting were presented.

Motion to approve the minutes of the November 11th board meeting was made by Commissioner Hyncik; 2nd by Commissioner Adams. Motion passed without objection.

Public Comment – None

Meeting Updates –

Emergency Services –No meeting last month.

Fire Prevention – Chairman Spohn reported on the meeting. He noted that it is likely that the township fire marshal and two fire inspectors will apply to become members of Station 45. The township will permit them to respond to calls during their working hours. A formal agreement will be developed to set the conditions of response and the liability of the respective parties.

Rescue Task Force- A new coordinator has been named.

TREASURER'S REPORT

Monthly Bills/ Financial Statement Review – A copy of the Treasurer's report, 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.

Administration: Advertising: \$60.42; Bookkeeping: \$2,250.00; Office Expense Other: \$4,102.03; Legal Services: \$4,375.00.

TOTAL ADMINISTRATION: \$10,787.45.

Operations: General Operating Expense/Medical: \$8,229.00; General Operating Expenses/Other: \$19,555.06; Rental Charges/Apparatus Housing: \$13,352.00; Training and Education: \$925.00; Utilities: \$2,704.00, Contingency: \$10,000.*

TOTAL OPERATIONS: \$54,765.06.

TOTAL ADMINISTRATION and OPERATIONS EXPENSES: \$65,552.51.

OTHER: UNRESERVED/COMMITTED FUNDS: INSURANCE, 2009 TAHOE 45-C: \$56,260.22

(Additional detail regarding accounts charged and vendors is contained in the Treasurers Report)

**Payment to ESI for a Holmatro Tool Maintenance Agreement in the amount of \$395 (General Operating) was asked to be held pending input from Chief Kennedy as to whether it is a necessary expense.*

RESOLUTION 2025-20 Payment of Bills

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY 2025 budget to pay the bills as presented and having designated the accounts to which each should be charged, authorization is granted to pay the bills as set forth in the Treasurer's report and the FY 2025 Encumbered Check Details, allocated to the various administration, operating and capital accounts. Total bills to be paid in the amount of **\$121,812.73.***

Motion to approve and accept the Treasurer's report and approve payment of the bills by Commissioner Hyncik, 2nd by Commissioner Puleio. Resolution Ayes: Adams, Hyncik, Parise, Puleio and Spohn. Nays: None.

Commissioner Hyncik made a motion to approve the transfer of \$50,000.00 to the operating account to cover payment of the bills. Subsequently, Commissioner Hyncik

made a motion to transfer an additional \$65,000.00 to cover payment to Gentilini Motors for the expected Tahoe delivery. Commissioner Adams seconded the motions and they passed unanimously.

Ms. Franchino indicated that the insurance premium reimbursement from the fire company in the amount of \$10,225.00 is still outstanding. Chair Spohn will follow up with the fire company.

Chairman Spohn noted that the BOFC expressed its intention to review the compensation of the BOFC bookkeeper and attorney at year end in view of their increased responsibility in the absence of a QPA. He recommended that each receive a \$1,000 payment for their additional services. Commissioner Hyncik made a motion to approve the payments. Commissioner Puleio seconded the motion and it was unanimously approved. These payments are included in the totals above.

Commissioner Hyncik will attempt to provide an update on interest earned before the end of the fiscal year.

NEW BUSINESS

FY 25 Budget Transfers: N.J.S.A. 40A:14-78.9 permits fire districts to transfer monies during the last two months of the year to so that no account will end the year in a negative position. Ms. Franchino reviewed the FY 25-line-item accounts and noted only one account is in deficit. She recommended a transfer in the amount of \$36,000.00 from the Supplies line to the General Operating account. Commissioner Hyncik made a motion to approve the transfer which was seconded by Commissioner Adams and passed on a unanimous vote.

Brush Truck Replacement: The referendum on the purchase of the new apparatus from existing capital monies was completed this date with a vote of 19 in favor and 0 persons voting against the purchase. The approved amount will now be included in the FY 2026 budget and placed before the voters for ratification in February.

2026 Election: Commissioner Puleio is the only term up for election in February 2026.

OLD BUSINESS

Firefighter Credentialling – All members were fingerprinted at the firehouse on November 24th. On the motion of Commissioner Parise, seconded by Chairman Spohn, the BOFC unanimously passed a resolution to adjourn to executive session to discuss personnel matters. After a five-minute executive session, the Board resumed its regular meeting. The subject of discussion during the executive session will be revealed on a future date if requested by the concerned party.

MEMS Funding: The portable generator has been ordered. No delivery confirmation is available as of the meeting date.

FY 2026 Budget: The Board considered the draft budget in the amount of \$1,519,080 including the sum of \$392,000 in capital funds for the proposed acquisition of a replacement brush truck. Anticipated revenues include \$1,005,300 to be raised by taxes; \$70,000 in interest income; \$50,000 in unexpended funds from the 2025 budget; and a \$1,780 SNSF grant. The proposed budget is under the cap limit and does not raise the fire tax. Chairman Spohn made a motion to approve the draft budget. Commissioner Adams seconded the motion and it was unanimously approved on a roll call vote. Commissioner Adams will now submit the budget to DCA for approval by uploading it to the State FAST system. The budget will be considered for adoption after a public hearing on January 13, 2026.

New Apparatus: No update on delivery date.

Generator Replacement: No update.

Gym Equipment – Delivery is anticipated in six weeks.

Foam Replacement – The vendor, Veolia, revised its pricing after the Board issued a compromise check. The vendor intends to refund the Board in the amount of \$705.00.

Training Facility – Commissioner Puleio reported that he and representatives from the fire company will meet with the contractor next week. The roof of the building is now leaking and needs to be repaired before the winter.

Surplus Radio Equipment – The 911 Fund has indicated an interest in accepting the old radios. Discussions are on-going.

CHIEF'S REPORT

Chief Schroeck's written report indicated that there were 20 calls for service in the month of November.

Drills for the month included the regular monthly meeting, CPR training and certification, SCESTA training and the fingerprinting of all members.

The three sets of fire gear previously approved remain in process awaiting a quote from NJFE. The previously approved Bascom Turner natural gas meter and the swift water rescue gear also previously approved have not been delivered. Ms. Franchino's report lists the status of other items approved but not yet received.

No new purchase order requests have been submitted for the year.

Delivery of the replacement Tahoe command vehicle is expected within the next week. Board members unanimously authorized payment to Gentilini Motors in the amount of \$66,260.22, \$10,000 of which is charged to the Contingency budget account, in anticipation of its delivery. Chief Kennedy will retain custody of the check and coordinate delivery with the vendor.

Engineers Report

Engineer Frank Wendling electronically submitted a report to the Board. There were no notable repairs during the past month.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, January 13th, 2026 at 7:30 p.m.