

**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 10, 2023**

**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 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 website, offices and provided to any person requesting same prior to the meeting.

**Roll Call** – Upon Roll Call the following commissioners were present:  
Wm. Hyncik , Eric Lemon, Michael Parise, R. Puleio and W. Spohn.

Also present: QPA Bill Newberry, Attorney Eric Perkins, Treasurer Lynn Franchino, Chief Kevin Schroeck, Assistant Chief Rich Kennedy and Fire Company President Matthew Fedun.

**Approval of Minutes** – The minutes of the December 13, 2022 meeting were presented.

*Motion to approve the minutes of the December 13, 2022 board meeting was made by Commissioner Puleio; 2<sup>nd</sup> by Commissioner Lemon. Motion passed unanimously.*

**Public Comment** – None

**Meeting Updates** –

Emergency Services – No meeting.

Fire Prevention – No meeting.

Rescue Task Force- No meeting.

**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:\$148.00(FY22); Office Expense:\$360.00(FY23)*

*TOTAL ADMINISTRATION: \$148.00(FY22); \$360.00(FY23).*

*Operations: General Operating: \$1,120.54(FY23); Maintenance & Repairs: \$800.00(FY22); \$3,180.88(FY23); Rental Charges/Apparatus Housing: \$12,833.33(FY23); Insurance:\$13,974.00(FY23); Supplies: \$16,308.95(FY22); Training and Education: \$468.00(FY22); \$258.99(FY23); Utilities: \$3,406.48 (FY22); \$1,757.05(FY23); Supplemental Fire Equip: \$1779.50(FY22).*

*TOTAL OPERATIONS: \$22,762.93(FY22); \$33,184.79(FY23)*

*TOTAL OPERATIONS and ADMINISTRATION : \$22,910.93(FY22);\$33,544.79(FY23)*

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

### **RESOLUTION 2023-01 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY22 and FY23 budgets 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 above, in the Treasurer's report and in the FY22and FY23 Encumbered Check Detail in the total amount of \$56,455.72 allocated to the various administration and operating accounts*

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

*Abstention noted for Chairman Spohn for items for Sunrise Office Systems pursuant to annual notice.*

Chairman Spohn noted that the bills included a Workers Compensation premium of \$26,593.00 which was down slightly from the FY22 premium of \$27,198.00 but remained higher than the FY21 premium of \$22,318.00.

### **PURCHASING OFFICER'S REPORT**

QPA Newberry noted the purchase order for the pagers has been issued and that the airbags have finally been delivered.

The second command car has not been delivered and the dealer has not been responsive in providing a delivery date. The dealer is demanding payment on the first car which was delivered last month but as the dealer is not complying with the contract

by delivering the second vehicle no payment has been made. It was noted that numerous other public entities were having problems with this dealer and complaints were being filed with the State of New Jersey.

The Board will proceed with having graphics placed on the delivered apparatus rather than wait for the delivery of the second vehicle.

The website has been updated with the November minutes. The FY 21 audit has been uploaded to the financial section and all of the announcements regarding the proposed FY 23 budget have been posted.

### **ADOPTION OF THE FY23 BUDGET**

Chairman Spohn reported that after several revisions to satisfy the DLGS reviewer the draft FY23 has been approved for adoption. He noted that no monetary amount was changed as a consequence of the DLGS review but that he and Commissioner Parise had provided some supplemental documentation which he would address later in the meeting. Mr. Perkins indicated that he had published the required notice of Board action to adopt the budget in the Courier News and that it had been posted as required so that the budget could be read by title.

### **RESOLUTION 2023-2: Approving the Reading of the FY23 Budget by Title**

**Whereas**, N.J.S.A. 40A: 14-78.2 provides that a Board of Fire Commissioners may read a budget by title prior to adoption if during the week preceding the hearing it has been posted in a public place as notice in the district and is made available to each person requesting a copy during said week and at the hearing; and

**Whereas**, the Board has complied with these conditions, now therefore be it

**Resolved** that the FY23 budget shall be read by title.

Motion of Spohn, seconded by Commissioner Hyncik and unanimously approved.

Chairman Spohn noting that the FY23 Budget has been approved for adoption by the DLGS and that notice of a public hearing for the purpose of adoption has been published in the Courier News and posted on the Board website as required, opened the meeting to the public for public comment. No members of the public having appeared to comment on the budget, Commissioner Hyncik made a motion to close the meeting to the public. Commissioner Lemon seconded the motion which passed unanimously.

### **RESOLUTION 2023-3: Adoption of the FY 23 Budget**

**Whereas**, the proposed FY23 budget has been approved for adoption by the Division of Local Government of the Department of Community Affairs, and

**Whereas**, the budget has been published on the BOFC website and at the municipal building, and the availability of copies of the approved budget has been published in the Courier News, and

**Whereas**, notice of a public hearing on the adoption of the budget has also been published and posted as required, and

**Whereas**, no person or persons have raised objections or comments regarding the budget, now therefore be it

**Resolved**, that the FY23 budget in the amount of \$1,161,680.00, of which sum the amount of \$1,004,900.00 is to be raised by taxation, is adopted and shall be placed before the public for approval at an election/referendum to be held on Saturday, February 18, 2023.

The above resolution was moved by Commissioner Hyncik, seconded by Commissioner Puleio and approved by a unanimous vote.

#### **NEW BUSINESS**

**RESOLUTION 2023-4: Designation of Official Newspaper** – In compliance with the provisions of the Open Public Meetings Act, Commissioner Hyncik moved a resolution designating the Courier News as the official publication of the Board. The Princeton Packet is designated as the official newspaper in the event that a second paper is required. Courtesy notification will be supplied to the Montgomery News. Commissioner Lemon seconded the motion which was then approved by unanimous vote.

**RESOLUTION 2023-5: Designation of Official Banking Depositories** – Commissioner Hyncik moved a resolution designating PNC Bank and The Bank of Princeton as operating account depositories; The Bank of Princeton, PNC Bank and the Royal Bank of Canada are designated as capital account depositories. Chairman Spohn seconded the resolution which was approved by unanimous vote.

**RESOLUTION 2023-6: Appointment of LOSAP Administrator:** Chairman Spohn moved a resolution designating Corebridge Financial as the designated investment institution and administrator for the district LOSAP program. The resolution was seconded by Commissioner Parise and adopted by a unanimous vote.

**RESOLUTION 2023-7: Adoption of a Temporary Budget** – Ms. Franchino noted that she had prepared and distributed a proposed temporary budget after reviewing the prior year expenditure patterns. The Board is statutorily required to adopt a temporary budget to pay bills prior to approval of the FY23 budget in February. Ms. Franchino's proposed temporary budget is in the amount of \$91,840.00, representing 14% of the prior (2022) budget in the amount of \$1,219,680.00, exclusive of capital items in the amount of \$580,000.00.

Chairman Spohn moved the adoption of the temporary budget, second by Commissioner Hyncik . The temporary budget was unanimously adopted

**POSTING OF ANNUAL FY 22 LOSAP QUALIFICATION CHART:** Commissioner Parise noted that he noted issues with the calculation of LOSAP qualification points when reviewing the proposed annual qualification chart. He suggested that the BOFC postpone the posting of the chart until the February meeting so that the issues could be resolved. The BOFC agreed to defer the matter until the February meeting.

**EMPLOYMENT OF GRANT WRITER:** Chairman Spohn noted that he had met with representatives of Station 47, Station 46 and Station 53 regarding the possible employment of a grant writer to seek funding for necessary upgrading of radios which must be accomplished by 2025 according to Somerset County officials. Station 53 has previously had success obtaining grant funding utilizing the services of Firehouse Grants, LLC. It has been suggested that a joint grant involving all of the emergency services in the township might have a better chance of being funded. The proposal would be for each of the fire districts and Montgomery EMS to request funding in the amount of \$200,000. Rocky Hill would seek a total of \$200,000 for the fire company and the squad. The grant program requires a 10% match which would have to be included in the FY24 budget. Chairman Spohn noted that the amount of \$200,000 would not be sufficient to fund the replacement of all radios but should cover a significant portion of the cost. The cost of the contract with Firehouse Grants for the district would be \$2,249.00. In the event the grant application was not successful it would be resubmitted in the following year. Commissioner Parise moved approval of the contract with Firehouse Grants, LLC. Commissioner Puleio seconded the motion, and it was unanimously approved.

**ANNUAL ELECTION AND BUDGET REFERENDUM:** Chairman Spohn indicated that he would contact the county election board to obtain the necessary voter records. Attorney Perkins will prepare the ballot form and forward it for printing. Commissioner Lemon will contact the two poll workers from last year to determine if they are available to work this year. Chairman Spohn noted that he will be out of state on election day. Commissioner Lemon agreed to open the polls; he and Commissioner Hyncik will close the polls and tabulate the votes.

### **OLD BUSINESS**

**Banking** – Commissioner Hyncik noted that an account has been established with Royal Bank of Canada to purchase T-bills in accordance with the resolution adopted at the November meeting. He suggested investing the sum of \$1,000,000 from the PNC account and \$1,000,000 from the Bank of Princeton account in T-bills for a 9-month term. The motion was seconded by Chairman Spohn and unanimously adopted.

**Training Facility Improvements:** The amount of \$100,000 for the cost of construction for improvements to the training facility is part of the FY 23 budget which will be placed before the voters for approval on February 18<sup>th</sup>. Fire Company President Fedun

raised several questions about the proposed improvements and the zoning of the property. It was agreed that additional research will be conducted on this issue before any monies are expended.

**Fire Company Agreement:** Chairman Spohn noted that the DLGS required an updated agreement as part of the FY 23 budget process since the amount of rent had increased. Discussion on the renewal agreement which expires on December 31, 2023, will take place during the coming months.

**Generator Replacement:** No report

**Tablet Purchase:** Commissioner Spohn reported that the Verizon lines and software have been ordered. The tablet holders are on order.

**Fire District Election Date:** A meeting on the subject will be deferred until after the election.

**Response Incentive Program:** Commissioner Parise noted that the program may not be operating as was intended. It was agreed to appoint a small committee to review the program and report back to the board.

### **CHIEF'S REPORT**

Chief Schroeck reported that there were 24 calls in the month of December. In addition to the normal business meeting and truck cleaning, the company conducted reduced training due to the holidays.

The utility truck body has been being installed by the dealer. He is reviewing the graphics with the dealer. Delivery will be in several weeks as the apparatus is currently being outfitted.

He noted that the automatic injection system has not been delivered for the washer. QPA Newberry will follow up with the vendor.

Assistant Chief Kennedy has completed the NJ DMV registration process for the new command vehicle.

The Rescue Task Force deployment has been delayed by communications issues between the county and Station 46. Station 45 is trained and ready to be deployed.

### **Engineers Report**

**Engine 45-3** – The annual PM was completed, and the apparatus was placed OOS on December 16<sup>th</sup> on the recommendation of F&SS. An inspection found water and oil in the transfer case. The coolant line designed for the internal transfer case corroded and allowed water to leak into the transfer case. The leak resulted in damage to the rods

and bearings. The coolant line will be removed from the transfer case. FSS believes that the transfer case lubrication will be sufficient to keep it in operational condition. The master intake anodes will be installed during this repair and F&SS will examine the front suction pipe for leaks and rust.

Rescue 45: The new airbags have been delivered. They cannot be installed by Redline for at least 90 days. For the intermediate future they will be placed on the shelving in the apparatus. The annual PM by FSS was completed on December 29th.

SS45: Harlingen Garage will begin the installation of an on-board battery charger and the assessment of the remaining electrical and lighting issues in the next two weeks.

Tanker 45: The on-board air compressor has been reconnected. A service ticket has been issued to reassess a system air leak.

Tower 45: Assessing issues with the Opticom activation.

**ADJOURNMENT:** There being no further business to come before the Board, Commissioner Parise moved to adjourn the meeting at 8:35 p.m. Commissioner Spohn seconded the motion, and it was unanimously adopted. The next regularly scheduled meeting of the Board will be held on Tuesday, February 14th, 2023 at 7:30 p.m.