

**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 9th, 2024**

**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:  
William Hyncik, Eric Lemon, Michael Parise, Ricky Puleio Jr. and William Spohn

Also present: Chief Kevin Schroeck, Deputy Chief Richard Kennedy, Attorney Eric Perkins

Absent: QPA William Newberry and Bookkeeper Lynn Franchino

**Approval of Minutes** – The minutes of the December 12th, 2023 meeting were presented.

*Motion to approve the minutes of the December 14th, 2023 board meeting was made by Commissioner Parise; 2<sup>nd</sup> by Commissioner Hyncik. Motion passed without objection.*

**Public Comment** – None

**Meeting Updates** –

Emergency Services – No meeting

Fire Prevention – No meeting.

Rescue Task Force- A drill was held on December 11.

Chairman Spohn noted that township officials have requested clarification regarding BOFC representatives on the Emergency Services and Fire Prevention committees for the coming year. It was agreed that Commissioner Puleio would be the BOFC representative on the Emergency Services committee and Commissioner Lemon will be the representative on the Fire Prevention committee.

## **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: \$205.00(FY23);*

*TOTAL ADMINISTRATION: \$205.00(FY23).*

*Operations: General Operations: Maintenance & Repairs; \$602.10 (FY24);  
General Operations: Insurance: \$12,938.00 (FY24); General Operations: Other:  
\$3,658.00(FY23); Rental Charges/Apparatus Housing: \$13,090.00(FY24);  
Utilities: \$2,658.38(FY23), \$401.17(FY24).*

*TOTAL OPERATIONS: \$6,431.38(FY23); \$27,031.27(FY24)*

*TOTAL OPERATIONS and ADMINISTRATION: \$33,462.65.*

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

## **RESOLUTION 2024-1 Payment of Bills**

*Upon certification that there are sufficient encumbered and unencumbered funds in the FY23 budget and FY24 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 FY 23 & FY24 Encumbered Check Detail in the total amount of \$32,860.55 allocated to the various administration, operating and capital 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: Lemon, Hyncik, Parise, Puleio and Spohn. Nays: None*

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

Commissioner Hyncik moved that the Ms. Franchino be authorized to transfer the sum of \$30,000.00 from the investment account to the operating account. Chairman Spohn seconded the motion, and it was unanimously adopted.

Montgomery Township transferred the fire tax monies to the district at the end of December. It was noted that the Supplemental Fire Service Grant monies were not included in the transfer. Attorney Perkins will follow through on the issue with the township.

**PURCHASING OFFICER'S REPORT** – No further update from the washing machine vendor on the soap injector.

### **OLD BUSINESS**

**Engine Committee**: No action until after the budget is approved in February.

**ISO Evaluation**: No correspondence has been received from ISO.

**Generator Replacement** – Commissioner Parise has obtained the technical specifications on the current unit. Chairman Spohn will attempt to newer information.

**Lease Renewal** – The firehouse lease renewal document has been fully executed. A copy has been forwarded to the Commissioner Parise for inclusion in the FY 24 budget. Chairman Spohn noted that the Service Agreement also expired. Commissioner Hyncik moved approval of a renewal of the agreement on the same terms as the expiring agreement. Commissioner Puleio seconded the motion, and it was unanimously adopted.

**Training Facility** – Commissioner Puleio has received a copy of the formal resolution from the Zoning Board. Confusion exists as to if the BOFC now has to apply for a construction permit. He will meet with the township officials to clarify the issue. He has not received updated numbers from the contractor as of this date.

**Radio Replacement** – Rocky Hill, acting as grant administrator, has issued a purchase order to purchase 28 portables and 7 mobile radios per the quote from Wireless Solutions. Delivery of the radios is anticipated to take six to nine months

**State Communications Grant** – A meeting will be held before the end of the month to discuss how the grant will be administered.

**Insurance Coverages** – Chair Spohn indicated that this issue will be moved to a future agenda.

**Workers Compensation Coverages** – The initial coverage for the year will be for 40 members. This is down from 47 last year.

### **RESOLUTION 2024-2 Approving the Reading of the FY24 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 FY24 budget shall be read by title.

Commissioner Spohn moved adoption of the resolution. Commissioner Parise seconded the motion, and it was adopted by a unanimous vote.

**FY 24 Budget** – Commissioner Parise indicated that the submitted to the DLGS has been approved for adoption. Attorney Perkins reported that notice of tonight’s public hearing has been published in the Courier News and posted at the municipal building as well as on the Board’s website. Chairman Spohn opened the meeting to the public. No members of the public appeared. Commissioner Hyncik made a motion to close the meeting to the public. Commissioner Lemon seconded the motion, and it was unanimously adopted.

### **RESOLUTION 2024-3 Adoption of the FY 24 Budget**

**Whereas**, the proposed FY24 budget has been approved for adoption by the Division of Local Government of the Department of Community Affairs, and

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

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

**Resolved**, that the FY 24 budget in the amount of \$2,612,280.00, of which sum the amount of \$1,010,500.00 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 17, 2024.

Chairman Spohn moved approval of the budget. The motion was seconded by Commissioner Hyncik and the resolution was adopted by a unanimous vote.

**FY 24 Commissioner Elections** – Commissioner Hyncik and Parise are both collecting signatures on petitions for re-election. Chair Spohn reported that he has spoken with the representatives from the Somerset County Board of Elections. They advised that they anticipate sending out 1996 mail-in ballots at a cost of \$2.72 per ballot at a cost of \$5,429.12. He has arranged for the delivery of the electronic voter registration lists to be used at the polls. The lists can be viewed on a laptop or can be printed. He will open the polls with the poll watchers at 2:00 p.m. He requested

that two other commissioners be present at 9:00 p.m. to close the polls and count the ballots.

### **NEW BUSINESS**

#### **RESOLUTION 2024-4 Adoption of a Schedule of Open Public Meetings**

Chairman Spohn noted the statutory requirement that the Board adopt and publish a schedule of meetings for the coming year. He moved the following schedule of meetings to be held on the second Tuesday of each month beginning at 7:30 p.m.

January 9, 2024

February 13, 2024

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 10, 2024

October 8, 2024

November 12, 2024

December 10, 2024

January 14, 2025

Commissioner Parise seconded the motion, and the resolution was adopted by a unanimous vote.

**RESOLUTION 2024-5 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 Puleio seconded the motion which was then approved by a unanimous vote.

**RESOLUTION 2024-6 Designation of Official Banking Depositories**

Commissioner Hyncik moved a resolution designating PNC Bank as the depository for the operating account and the Bank of Princeton and Royal Bank of Canada as depositories for the capital accounts. Commissioner Puleio seconded the motion, and it was then approved by a unanimous vote.

**RESOLUTION 2024-7 Appointment of LOSAP Administrator-** Commissioner Parise moved a resolution designating Corebridge Financial as the designated investment institution and administrator for the LOSAP program. The resolution was seconded by Commissioner Lemon and adopted by a unanimous vote.

**RESOLUTION 2024-8 Adoption of a Temporary Budget** Chairman Spohn noted that Ms. Franchino has submitted a proposed temporary budget after reviewing the prior year expenditure patterns. The BOFC is statutorily required to adopt a temporary budget to pay bills prior to the approval of the FY24 budget in February. Ms. Franchino's proposed temporary budget is in the amount of \$90,115.00, representing 14% of the prior (2023) budget in the amount of \$1,143,680.00, exclusive of capital items in the amount of \$500,000. Chairman Spohn moved adoption of the temporary budget. Commissioner Hyncik seconded the motion, and it was adopted by a unanimous vote.

**CHIEF'S REPORT**

Chief Schoreck reported that there were 30 calls for service in the month of December. In addition to the normal business meeting and truck cleaning, activities.

Additional radio equipment was installed in the command vehicles.

The Chief requested approval to purchase a ball hitch and mount for the new utility apparatus. Commissioner Hyncik moved approval to spend up to \$300 to purchase the ball hitch and mount. Commissioner Puleio seconded the motion and it was unanimously approved.

**Engineers Report -**

**45-3** The apparatus was briefly placed out of service but has been repaired and is now back in service.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:37 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, February 13th, 2024 at 7:30 p.m.