

BOARD OF FIRE COMMISSIONERS
Montgomery Township Fire District No. 2
PO Box 264
Blawenburg, New Jersey 08504

MINUTES OF JANUARY 15, 2015

CALL TO ORDER

The scheduled meeting of the Board was called to order by Chairman Davis at 7:42 pm, following proof of publication under the Open Public Meetings Law (Annual Meeting Notice published in the official newspaper of the district and posted at the Montgomery Township Municipal Building and Board offices).

ROLL CALL

Present: Commissioners D. Davis, L. Laughlin, J. Plimpton, S. Weingart, J. Plimpton. Absent: Commissioner C. Lewis. Also present: Chief Kabis, Deputy Chief Gurzo, President Kaufman (arrived late), L. Franchino and Attorney Griswold.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the December 4th and 18th, 2014, meetings. *A motion was made to accept the minutes of the December 4, 2014 and December 18, 2014 meetings as presented.*

Motion made by Laughlin. 2nd by Plimpton. Motion passed without objection.

TREASURER'S REPORT

BILLS

A copy of the Treasurer's Report was made available to each commissioner with a list and description of the bills to be paid. The Chief Financial Officer certified that there were sufficient encumbered funds from prior years and current unencumbered funds to pay the bills and designated the account to which each would be charged.

The Treasurer recommended closing the TD Bank equity account at this time and transferring ½ the funds on deposit to the equity account at Hopewell Valley Community Bank (HVCB) and ½ to the equity account at First Bank. He also requested the transfer of \$30,000.00 from the TD Bank operating account to the HVCB operating (checking) account for the purpose of paying the bills.

A motion was passed to accept the Treasurer's Report, to approve payment of the bills, to close the TD Bank equity account and deposit its funds as recommended by the Treasurer, and to transfer money to the HVCB checking account for the purpose of paying the bills.

Motion by Plimpton. 2nd by Davis. Motion passed without objection.

RESOLUTION 2015-01 - Payment of Bills and Transfer of Funds.

Approval of payment of the bills as presented, in the total amount of \$26,930.86 (\$1,354.22 from 2014 encumbered funds and \$ 25,576.64 from the 2015 temporary budget), and authorization to transfer \$30,000.00 from the TD Bank operating account to the HVCB operating (checking) account for the purpose of paying the bills.

Resolution Ayes: Davis, Laughlin, Plimpton, Weingart. Nays: None. Absent: Lewis.

President Kauffman arrived.

OLD BUSINESS

46-107 – Cmsr. Plimpton requested photos of the vehicle that he can share with potential purchasers. Chief Kabis will provide them.

Human Resources – Cmsr. Plimpton presented a proposed discrimination and harassment policy for board review and discussion. He has obtained a video addressing the issues from the board's insurance company which may be of use in awareness training. Fire company officials will be invited to offer comment. Tabled until next month.

CHIEF'S REPORT

The fire company responded to 17 calls during December, 2014, including one brush fire and one potential structure fire due to a holiday decoration malfunction. The total of calls for 2014 was 321.

Line Officers for 2015 are J. Kabis (Chief), G. Gurzo (Deputy Chief); J. Bolen (Assistant Chief); D. VanDoren (Captain); R. Buhl (1st Lieutenant); A. Verducci (2nd Lieutenant); C. Lewis (Fire Police Captain); and L. Long (Fire Police Sergeant). All meet or exceed state educational and tenure qualifications for these appointments. The chief is researching sources of fire officer development training and continuing education opportunities.

An insurance audit is scheduled for Feb. 3rd.
Officers are working on updating SOP's.

Brush 46 – During the brush fire the fuel cap was damaged and required replacement.
Engine 46-107 (new 46-107) – Warranty work has been completed except the ladder rack and paint issues, which were submitted to the manufacturer.
Tower 46 – Aerial ladder passed inspection.

Copier – Continues to malfunction; parts are not readily available. The chief was directed to obtain information and quotes on replacement – either purchase or lease.

Shredder – Replacement needed. Quote presented from WB Mason at \$179.99.

A Motion was made to direct the chief to obtain comparable quotes and to authorize the purchase of a paper shredder that best suits fire company needs.

Motion by Plimpton. 2nd by Davis. Motion passed without objection.

RESOLUTION 2015-02 – Purchase of Paper Shredder.

Authorization to purchase a paper shredder, pursuant to lowest quote at a cost not to exceed \$225.00, including a service contract, chargeable to the Office appropriation in the 2015 temporary budget.

Resolution Ayes: Davis, Laughlin, Plimpton, Weingart. Nays: None. Absent: Lewis.

PUBLIC HEARING ON 2015 BUDGET

The Chairman opened the public hearing on the budget.

A motion was made proposing the 2015 Budget be read by title.

Motion by Laughlin. 2nd by Plimpton. Motion passed without objection.

RESOLUTION 2015-03 – Authorizing 2014 Budget be Read by Title. Pursuant to NJSA 40A:14-78.2, the 2015 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: Davis, Laughlin, Plimpton, Weingart. Nays: None. Absent: Lewis.

After taxpayers of the district and all persons having an interest therein were given an opportunity to speak, the Chairman closed the public hearing.

A motion was made proposing the 2015 budget for adoption, in the same form and amounts as the approved budget.

Motion by Laughlin. 2nd by Davis. Motion passed without objection.

RESOLUTION 2015-04 – Adoption of the 2015 Fire District Budget – (Resolution Attached)

NEW BUSINESS

Records Retention – Cmsr. Plimpton is sorting through years of old fire district records. He will report back next month with recommendations for retention/destruction pursuant to NJ Div. Archives standards.

The following *Resolutions* were proposed for calendar year 2015:

Motion by Laughlin. 2nd by Davis. Motion passed without objection.

RESOLUTION 2015-05- 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.*

RESOLUTION 2015-06 – Fire District Attorney. *Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$15,225.00, plus expenses. 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 2015-07 – Fire District Bookkeeper. *Lynn Franchino, of Neshanic Station, New Jersey, is retained as Board Bookkeeper at an annual contract fee of \$6,500, plus expenses. This contract is on file and available for public inspection at the fire district offices.*

RESOLUTION 2015-08- Fire District Auditor. *Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2014, 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 2015-09- Fire District Temporary Budget. *In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$ 88,484.06 is hereby adopted to provide for appropriations during the period between January 1, 2015 and passage of the 2015 budget.*

RESOLUTION 2015-10 – 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 TD Bank, PNC Bank, Hopewell Valley Community Bank and First State Bank 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 2015-11- Fire District Insurance Broker of Record. *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. The contract(s) are on file and available for public inspection at the fire district offices.*

RESOLUTION 2015-12- Annual Meeting Dates. *Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2015 and in January, 2016: 1/15, 2/12, 3/5, 4/2, 5/7, 6/4, 7/9, 8/6, 9/3, 10/1, 11/5, 12/3, 12/17/2015, and 1/7/2016, and Special meetings of the Board of Fire Commissioners, which shall be work sessions at which no formal action will be taken, shall take place as needed on the following dates in 2015 and in January, 2016: 2/19, 3/19, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19/2015, and 1/19/2016.*

All meetings will be held at 7:30 pm at the Montgomery Township Volunteer Fire Company No. 2 firehouse, at 529 Route 518, in Montgomery Township (Blawenburg), New Jersey. Notice of meetings shall be posted at the board offices, the Montgomery Township Municipal Building and advertised as required by law.

Resolutions 2015-05 through 2015-12

Ayes: Davis, Laughlin, Plimpton, Weingart.

Nays: None. Absent: Lewis.

Annual Election - The Board will name poll tellers, set their compensation, and appoint Commissioners to open and close the February 21, 2015 polls at the February meeting. Commissioner Laughlin will get the registered voter list from the county.

The closing date for the receipt of candidates' petitions for the two 3-year seats on the board is 5 p.m. on January 16, 2015. Petitions are available from and shall be submitted to the Clerk of the Board, Leighton Laughlin, Jr. Petitions can also be secured by calling 609-466-3967.

Firehouse Security – Cmsr. Laughlin expressed the board’s concern over building security in light of reported malicious mischief and theft in firehouses in New Jersey and New York. He suggested bringing in a consultant to make recommendations, or at the least, installing exterior cameras. He noted the value of apparatus and emergency equipment located on the premises and the cost to repair/replace should there be an incident.

A motion was made requesting the fire company bring the board’s concern over building security before its membership, and in light of reported incidents in the region and as part of its responsibility to protect the taxpayers’ investment in emergency equipment and apparatus, to relay the board’s intent to address the issue and to take action as it deems appropriate.

Motion by Plimpton. 2nd by Laughlin. Motion passed without objection.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:45 p.m. The next regularly scheduled meeting will be held on February 5, 2015.

Motion by Laughlin. 2nd by Plimpton. Motion passed without objection.

RESOLUTION 2015-04

2015 ADOPTED BUDGET RESOLUTION

**MONTGOMERY
TOWNSHIP**

Fire District No. 2

FISCAL YEAR: From January 1, 2015 to December 31, 2015

WHEREAS, the Annual Budget for the Montgomery Township Fire District No.2 for the fiscal year beginning January 1, 2015 and ending December 31, 2015 has been presented for adoption before the Board of Commissioners of the Montgomery Township Fire District No.2 at its open public meeting of January 15, 2015; 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 \$ 881,580.00, which includes amount to be raised by taxation of \$ 852,300.00 and Total Appropriations of \$ 881,580.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Montgomery Township Fire District No. 2, at an open public meeting held on January 15, 2015, that the Annual Budget of the Montgomery Township Fire District No. 2 for the fiscal year beginning January 1, 2015 and ending December 31, 2015 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 881,580.00, which includes amount to be raised by taxation of \$852,300.00 and Total Appropriations of \$ 881,580.00; 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 of money to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

s/ L. Laughlin, Jr.

(Secretary's Signature)

Jan. 15, 2015

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Davis	X			
Laughlin	X			
Lewis				X
Plimpton	X			
Weingart	X			

**BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2**

The budget adopted for the year 2015 by Resolution of the Board of Fire Commissioners of Fire District No. 2, Montgomery Township, Somerset County, New Jersey, following a public hearing held at its meeting on January 15, 2015, is as follows:

Anticipated Revenues		
Unreserved Fund Balance Utilized	\$ 25,000.00	
Interest on Investments & Deposits	2,500.00	
SFS Basic Entitlement Grant	1,780.00	
Amount to be Raised by Taxation	<u>852,300.00</u>	
Total Revenues		\$ 881,580.00
		=====
Operating Appropriations		
Administration:		
Election	\$ 800.00	
Office Expense	9,000.00	
Professional Service	32,000.00	
Advertising	<u>2,000.00</u>	
Total Administration		43,800.00
Cost of Operations:		
Insurance	\$ 80,000.00	
Apparatus Housing	192,000.00	
Supplies Expense/New Equipment	65,000.00	
Training/Fire Prevention	50,000.00	
General Operating	105,000.00	
Montgomery EMS	4,000.00	
SFS Grant Equipment	1,780.00	
Contingency	<u>10,000.00</u>	
Total Cost of Operations		507,780.00
LOSAP Appropriation		50,000.00
Capital Appropriations:		
SCBA	250,000.00	
Opticom	<u>30,000.00</u>	
Total Appropriations		<u>280,000.00</u>
		\$ 881,580.00
		=====

Estimated Tax Rate per \$100.00 = \$.046
Based on 2014 assessed valuation of \$1,867,903,430.00

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. 2, will be held on Saturday, February 21, 2015, from 2:00 to 9:00 p.m., at the Montgomery Volunteer Fire Company No. 2 Firehouse located at 529 Route 518, Blawenburg, New Jersey.

Leighton Laughlin, Jr., Secretary