

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

MINUTES OF JANUARY 2, 2014

Commissioner Plimpton was sworn in outside the meeting.

CALL TO ORDER

The scheduled meeting of the Board was called to order by Vice-Chairman Lewis 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 C. Lewis, D. Davis, S. Weingart, J. Plimpton. Absent: Commissioner L. Laughlin. Also present: Chief Kabis, Deputy Chief Ballinger, President Kaufman, Attorney Griswold.

APPROVAL OF MINUTES

The Board reviewed and discussed the minutes of the December 19, 2013 meeting.

A motion was made to accept the minutes of the December 19, 2013 meeting as presented.

Motion made by Lewis. 2nd by Davis. 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 unencumbered funds to pay the bills and designated the account to which each would be charged.

A motion was passed to accept the Treasurer's Report, to approve payment of the bills and to transfer money to the checking account for the purpose of paying the bills.

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

RESOLUTION 2014-01 - Payment of Bills and Transfer of Funds. *Approval of payment of the bills as presented, in the total amount of \$48,524.88 (\$23,966.52 from 2013 encumbered funds and \$ 24,558.36 from the 2014 temporary budget), and authorization to transfer \$25,000.00 from the TD Bank equity account to the checking account for the purpose of paying the bills.*

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

OLD BUSINESS

MEMS Agreement - The squad is awaiting receipt of insurance certificates for the board and fire company. Commissioner Davis will contact the board's insurance agent to determine any suggestions or requirements the carrier may have with regard to the EMS ambulance being housed at the firehouse.

46-107 - A broker may be brought in to assess the value of the vehicle to help the board make a decision as to the best method of sale.

LOSAP - The certified list of 2013 volunteer members and LOSAP recipients was presented to the Board. Of 45 members eligible to participate in the program, 34 earned contributions for 2013 (20 of whom earned the maximum).

A motion was made to accept the 2013 LOSAP list as certified by the fire company.

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

RESOLUTION 2014-02 - Approving the LOSAP Final Annual Certification List. Pursuant to NJSIA 40A:14-192, the certified list of volunteer members of Montgomery Township Volunteer Fire Company No. 2, identifying those active volunteer members who have qualified for credit under the LOSAP award program for 2013, is hereby approved and its posting for review by members for at least 30 days is hereby authorized..

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

CHIEF'S REPORT

Chief Kabis expressed his thanks to outgoing Chief Ballinger and Deputy Chief Keller, and expressed his appreciation for the opportunity to assume the role of Chief and to work with the Board.

The fire company responded to 17 calls during December, 2013, including one structure fire on New Year's Eve in Station 45's district for which the fire company received thanks and compliments from 45's command. The total of calls for 2013 was 309.

Line Officers for 2014 are J. Kabis (Chief), B. Ballinger (Deputy Chief); J. Bolen (Assistant Chief); G. Gurzo (1st Lieutenant); D. VanDoren (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.

Tower 46 – Periodic maintenance completed; items on the truck, not included in the PM, and non-functioning upon its return are being addressed by the vendor. During the New Year's Eve fire a cord reel on the truck was damaged and placed out of service. The chief will report the extent of damage and repair requirements at the next meeting.

Utility 46 – Brakes are needed and will be replaced soon. The side step was welded as a temporary measure to deal with rust damage but the step will ultimately need replacement.

Engine 46-107 (new 46-107) – Final checklist items are being addressed at Absolute. The lettering and radio installations are almost complete. The chief anticipates the vehicle will go into service in mid-January.

Rescue 46 – The chief researched the engine warranty and found it has *not* yet expired. He will report back on how much longer the warranty lasts.

NEW BUSINESS

The following *Resolutions* were approved by the Board for calendar year 2014:

RESOLUTION 2014-03- 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 2014-04 – Fire District Attorney. *Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$14,500.00, plus expenses, and to prepare Board minutes at a contract fee not to exceed \$2,500.00. 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 2014-05 – Fire District Bookkeeper. *Lynn Franchino, of Neshanic Station, New Jersey, is retained as Board Bookkeeper at an annual contract fee of \$6,000, plus expenses. This contract is on file and available for public inspection at the fire district offices.*

RESOLUTION 2014-06- Fire District Auditor. *Bonamici Colletti, Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2013, 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 2014-07- Fire District Temporary Budget. *In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$ 88,211.06 is hereby adopted to provide for appropriations during the period between January 1, 2014 and passage of the 2014 budget.*

RESOLUTION 2014-08 – 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 and PNC 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 2014-09- 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 2014-10- Annual Meeting Dates. Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2014 and in January, 2015: 1/2, 2/6, 3/6, 4/3, 5/1, 6/5, 7/10, 8/7, 9/4, 10/2, 11/6, 12/4, 12/18, and 1/8/2015, 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 2014 and in January, 2015: 1/16, 2/20, 3/20, 4/17, 5/15, 6/19, 7/17, 8/21, 9/18, 10/16, 11/20, and 1/15/2015.

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 2014-03 through 2014-10 Ayes: Lewis, Davis, Weingart, Plimpton.
Nays: None. Absent: Laughlin.

PUBLIC HEARING ON 2014 BUDGET

The Vice-Chairman opened the public hearing on the budget.

A motion passed proposing the 2014 Budget be read by title.

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

RESOLUTION 2014-11 –Authorizing 2014 Budget be Read by Title. Pursuant to NJSA 40A:14-78.2, the 2014 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: Lewis, Davis, Weingart, Plimpton. Nays: None. Absent: Laughlin.

After taxpayers of the district and all persons having an interest therein were given an opportunity to speak, the Vice-Chairman closed the public hearing and proposed the 2014 budget for adoption in the same form and amounts as the approved budget.

RESOLUTION 2014-12 – Adoption of the 2014 Fire District Budget – (Resolution Attached).

Annual Election - The Board will name poll tellers, set their compensation, and appoint Commissioners to open and close the February 15, 2014 polls at the February meeting. Commissioner Davis will secure the names of possible poll tellers. Commissioner Lewis will get the registered voter list from the county.

The closing date for the receipt of candidates' petitions for the one 3-year and one 1-year seats on the board is 5 p.m. on January 17, 2014. Petitions are available from and shall be submitted to the Clerk of the Board, Devin Davis. Petitions can also be secured by calling 609-466-3967.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:05 p.m. The next regularly scheduled meeting will be held on February 6, 2014.

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

RESOLUTION 2014-12

2014 ADOPTED BUDGET RESOLUTION

**MONTGOMERY
TOWNSHIP**

Fire District No. 2

FISCAL YEAR: From January 1, 2014 to December 31, 2014

WHEREAS, the Annual Budget for the Montgomery Township Fire District No.2 for the fiscal year beginning January 1, 2014 and ending December 31, 2014 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 2, 2014; 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 \$ 862,029.00, which includes amount to be raised by taxation of \$ 837,750.00 and Total Appropriations of \$ 862,029.00; 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 2, 2014, that the Annual Budget of the Montgomery Township Fire District No. 2 for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 862,029.00, which includes amount to be raised by taxation of \$837,750.00 and Total Appropriations of \$ 862,029.00; 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/ D. Davis
(Secretary's Signature)

Jan. 2, 2014
(Date)

Board of Commissioners Recorded Vote

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

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

The budget adopted for the year 2014 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 2, 2014, is as follows:

Anticipated Revenues		
Unreserved Fund Balance Utilized	\$ 20,000.00	
Interest on Investments & Deposits	2,500.00	
SFS Basic Entitlement Grant	1,779.00	
Amount to be Raised by Taxation	<u>837,750.00</u>	
Total Revenues		<u><u>\$ 862,029.00</u></u>
Operating Appropriations		
Administration:		
Election	\$ 800.00	
Office Expense	11,000.00	
Professional Service	30,000.00	
Advertising	<u>2,000.00</u>	
Total Administration		\$ 43,800.00
Cost of Operations:		
Insurance	\$ 71,950.00	
Apparatus Housing	192,000.00	
Supplies Expense/New Equipment	50,150.00	
Training/Fire Prevention	64,350.00	
General Operating	149,000.00	
Montgomery EMS	4,000.00	
SFS Grant Equipment	1,779.00	
Contingency	<u>10,000.00</u>	
Total Cost of Operations		543,229.00
LOSAP Appropriation		45,000.00
Capital Appropriations:		
Reserve for Future Capital Outlay	<u>230,000.00</u>	<u>230,000.00</u>
Total Appropriations		<u><u>\$ 862,029.00</u></u>

Estimated Tax Rate per \$100.00 = \$.045
Based on 2012 assessed valuation of \$1,844,512,446.00

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 15, 2014 from 2:00 to 9:00 p.m., at the Montgomery Volunteer Fire Company No. 2 firehouse located at 529 Route 518 in Montgomery Township (Blawenburg), New Jersey.

Devin Davis
Clerk of the Board