

**BOARD OF FIRE COMMISSIONERS
Montgomery Township Fire District 2
PO Box 264
Blawenburg, New Jersey 08504**

MINUTES OF JANUARY 9, 2020

CALL TO ORDER

The regularly scheduled meeting of the Board was called to order by Chairman Sudol at 7:30 p.m. following proof of publication under the Open Public Meetings Law (Annual meeting notice published in the Courier News (official newspaper of the district) and provided to two other newspapers, filed with the municipal clerk, posted at the Montgomery Township Municipal Building, Board offices and fire district web site, and provided to any person requesting same prior to the meeting.

ROLL CALL

Present: Commissioners B. Bonder, L. Laughlin, M. Ruppert and J. Sudol. Absent: A. Sartorio. Also present Chief Gurzo, Dpty. Chief Bolen, Lt. B. Gurzo, Engineer J. Kabis, QPA W. Newberry and Attorney E. Perkins.

APPROVAL OF MINUTES

The minutes of the December 12, 2019 meeting were presented for approval.

Motion to approve the minutes of the December 12, 2019 meeting as revised to clarify that the Chief will "attempt" to leave an officer in the district while apparatus is out of town responding to a mutual aid call.

Motion by L. Laughlin; 2nd by J. Sudol. Motion passed without objection.

PUBLIC COMMENT - None

MEETINGS

Emergency Services – No meeting held.

Fire Prevention – No meeting held.

CHIEFS REPORT

Chief Gurzo reported that there were 27 calls in the month of December. A structure fire on River Road was the biggest call and the Chief praised the performance of all members involved. There were a total number of 344 calls for 2019, with an average of 18 members per call.

ENGINEER'S REPORT

Engineer Kabis reported that the vendor who had provided a quote for the repair of the brakes on E107 in the amount of \$2,600 had retracted that quote due to an error. New quotes are now being sought for the repair. Preventive maintenance has been completed on E107 and on the brush. The Knox box was found on the apparatus was found to be defective and will be replaced. The T46 power auto eject is defective and will no longer charge the apparatus. The unit will be replaced by F&SS for the sum of \$500. T46 will be run every three to four days to recharge the batteries pending the repair. A leak on the joystick on T46 has been noted; repair parts are being sought. The manufacturers recall on the Chief's car has been completed at no cost. All open PO's should be closed out by March 1st. The National Parts location in Hopewell has closed. It was suggested that a new house account be opened either at NAPA or at the National Parts location in Somerville.

REQUISITIONS

Requests were made for requisitions in the amount of \$500.00 for the repair of the T46 shoreline and in the amount of \$500 for publication of information regarding the proposed 2020 fire district budget.

Motion to approve by Bonder, second by Laughlin; unanimous consent.

RESOLUTION 2020-01 Adoption of a Fire District Temporary Budget

In accordance with the provisions of N.J.S.A. 14-78.17, a temporary budget in the amount of \$80,355.66 is hereby adopted to provide for appropriations during the period between January 1, 2020 and final approval of the 2020 proposed budget by the voters on or about February 15, 2020.

Motion to approve by Bonder, second by Ruppert; unanimous consent.

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. Allocations as follows 2020 budget: Apparatus Housing \$16,000.00; General Operations: Insurance \$3,443.00; Utilities \$238.00. Total bills charged to the 2020 budget \$19,681.57.

Allocations for the 2019 budget: Professional Services \$4,275.00; Office Expenses \$750.00; Supplies \$1,578.96; SFS Grant \$627.40; General Operations: Other \$2,975.00; Utilities \$37.80; Repairs and Maintenance \$25,005.41; Snow Removal \$750.00. Total bills charged to the 2019 budget \$35,999.57

Additional detail on bills is set forth in the Treasurer's report. Total operational invoices for the month of December \$55,680.00;

Motion to accept the Treasurer's Report and to approve payment of the bills as presented.

Resolution 2020-02 Payment of Bills

The Chief Financial Officer having certified there are sufficient unencumbered funds from the 2019 and 2020 operating budgets to pay the bills as presented, and having designated the accounts to which each should be charged, approval of and authorization to pay bills in the total amount of \$55,680.00 from operations.

Motion Commissioner Laughlin, second Ruppert. Unanimous vote of approval.

NEW BUSINESS

OLD BUSINESS

2020 Election and Budget Referendum – One petition has been received for the open three-year term as fire commissioner. Correspondence from the county appears to indicate that the same process will apply requiring that absentee ballots be sent to all persons who had requested them in the prior election.

E108 Replacement: A final inspection trip has been scheduled for February 4th – 7th. Outfitting should take place in March with the apparatus going into service in April.

MEMS Agreement – all parties have executed the agreement.

Insurance Review – No report.

Opticom Maintenance/Repair – Repairs and maintenance were completed on December 12th. A invoice will be prepared for fire district 1 to cover their portion of the fees involved.

Boiler Inspection – New boiler has been delivered and will be scheduled for installation.

2018 Audit Status – No report

LOSAP – Gene Keller presented the draft year-end report. The report will be posted for 30 days so that members may note any corrections.

Rescue 46 Overhaul – The apparatus should be out of service for three to four weeks beginning in early January to complete the overhaul. An RFQ for the light upgrades will be issued this week.

Expired Turnout Gear- No report.

RESOLUTION 2020-03 Authorizing the 2020 Budget to be read by Title

N.J.S.A. 40A:14-78.2 provides that the approved budget may be read by title, provided that at least one week prior to the 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 Board has complied with the provisions of the statute. *Motion by Sudol, 2nd by Bonder the Board unanimously approved the reading of the budget by title.*

Public Hearing on the 2020 Budget

No persons appeared to comment or object to the proposed budget. *On a motion by Sudol, 2nd Sartorio, with unanimous consent the hearing was closed to the public.*

RESOLUTION 2020-04 Adoption of 2020 Budget

Mr. Perkins reported that the Division of Local Government Services approved the budget for adoption.

Chairman Sudol noted that this is a fiscally conservative budget and the BOFC will have to monitor expenses closely during the year ahead. The Board will attempt to streamline the requisition approval process. To this end requisitions should be submitted in writing at least one week before the meeting. Requisitions not submitted in advance will be considered at a meeting only in unusual or emergent circumstances. Commissioner Sartorio will assume responsibility to monitor requisitions.

After discussion by the Board, the proposed fire district budget for 2020 in the amount of \$1,014,330.00, of which the sum of \$962,546.00 is to be raised by taxation, (synopsis appended to these minutes) was presented for adoption. The estimated tax rate will be \$0.049 per \$100 assessed valuation, an increase of \$0.001 over the prior year.

Motion to adopt the 2020 fire district budget and to submit same to the state for certification by Sudol, 2nd Sartorio

RESOLUTION 2020-005 Establishing Official Newspaper of the Fire District

The Courier News of Bridgewater, New Jersey is designated as the official newspaper of the District for public notices and other public communication. When notification to a second newspaper shall be required by law the Board designates the Princeton Packet for such purpose. Courtesy copies of all public notices shall be provided to the Montgomery News.

RESOLUTION 2020-06 Adopting a Cash Management Plan

The Board hereby adopts a Cash Management Plan in accordance with the provisions of N.J.S.A. 40A:5-14 and the N.J. Local Finance Board guidelines designating PNC Bank, Northfield and 1st 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 such accounts shall be by official check, signed by two commissioners. Investments are as authorized by N.J.S.A. 40:5-15.1 are permissible by Resolution of the Board. A report summarizing all investments made or redeemed shall be included in a monthly report by the Treasurer. The plan shall be subject to the annual financial audit of the fire district.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:35 p.m. The next regularly scheduled meeting will be held on February 13, 2020. *Motion by Bonder, 2nd by Sudol. Motion passed without objection.*