

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

MINUTES OF JANUARY 10, 2019

**CALL TO ORDER**

The regular meeting of the Board was called to order by Commissioner Martin at 7:00 pm, following proof of publication under the Open Public Meetings Law. (Annual Meeting Notice published in the 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 P. Martin, L. Laughlin, M. Ruppert, A. Sartorio (arrived late) and J. Sudol. Absent: None. Also present: Chief Gurzo, Deputy Chief Bolen, Brian Bonder for Engineer Kabis, W. Newberry and Attorney Griswold.

**APPROVAL OF MINUTES**

The minutes of the December 13, 2018 meeting were presented for approval.

*Motion to approve the minutes of the December 13, 2018 board meeting as presented.*

*Motion by Martin. 2<sup>nd</sup> by Laughlin. Motion passed without objection.*

*Commissioner Sartorio arrived.*

**TREASURER'S REPORT**

*Motion made to adopt a temporary operating budget to provide for payment of the bills and for appropriations until the annual budget is finally adopted.*

*Motion by Martin. 2<sup>nd</sup> by Laughlin. Passed without objection.*

**RESOLUTION 2019-01 - Fire District Temporary Budget.**

*In accord with NJSA 40A:14-78.17, a temporary budget in the amount of \$ 92,606.00 is hereby adopted to provide for appropriations during the period between January 1, 2019 and passage of the 2019 budget (copy attached).*

*Resolution Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: None.*

**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. Delete payment to Barbara Griswold, Esq. (\$150.00) (Office Expense) from the list of bills.

*Motion to accept the Treasurer's Report, to be reworked to itemize elements of maintenance and repair invoices (Table 1) and year-end encumbrances (Table 4), and to approve payment of the bills as presented and amended – with payment to Fire and Safety being held until confirmation of the amounts billed.*

*Motion made by Martin. 2<sup>nd</sup> by Ruppert. Passed without objection.*

**RESOLUTION 2019-02 - Payment of Bills.**

*The Chief Financial Officer having certified there are sufficient encumbered funds from the 2018 budget and unencumbered funds in the 2019 temporary budget to pay the bills as presented and amended, and having designated the accounts to which each should be charged, authorization to pay bills in the total amount of \$55,025.73. (\$39,025.73 from the encumbered '18 budget; \$16,000.00 from the '19 temporary budget), however payment shall not be delivered to Fire & Safety Services until receipt of itemization and confirmation of the amounts billed.*

*Resolution Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: None.*

The 4<sup>th</sup> Q tax check was received from the township (\$229,755.00).

*Motion made to authorize the purchase of checks.*

*Motion by Martin. 2<sup>nd</sup> by Ruppert. Passed without objection.*

**RESOLUTION 2019-03 – Purchase of checks.**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2019 temporary budget for this expense, authorization to purchase checks from Safeguard at a cost not to exceed \$200.00, chargeable to the 2019 temporary budget Office appropriation.*

**PUBLIC COMMENT** – None.

**PUBLIC HEARING ON 2019 BUDGET**

*Motion to open the public hearing and to authorize the 2019 Budget be read by title.*

*Motion by Martin. 2<sup>nd</sup> by Ruppert. Passed without objection.*

**RESOLUTION 2019-04 – Authorizing 2019 Fire District Budget be Read by Title.** Pursuant to NJSA 40A:14-78.2, the 2019 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: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: None.*

After taxpayers of the district and all persons having an interest therein were given an opportunity to speak, and there being no comment,

*Motion to close the public hearing and proposing the 2019 budget for adoption, in the same form and amounts as the approved budget.*

*Motion by Martin. 2<sup>nd</sup> by Ruppert. Passed without objection.*

**RESOLUTION 2019-05 – Adoption of the 2019 Fire District Budget – (Resolution Attached)**

**CHIEF’S REPORT**

The fire company responded to 18 calls during December, 2018.

Following fire company elections the 2019 Officer Line is as follows: Chief G. Gurzo, Deputy Chief J. Bolen, Ass’t Chief S. Santangelo, Cpt. A. Verducci, 1st Lt. B. Gurzo, 2<sup>nd</sup> Lt. K. Rendall.

Events-

- Operation Santa was well-received by families.
- The fire company Installation Dinner will be held January 19<sup>th</sup>.
- Public Health Event - the township’s free rabies clinic will be held at the firehouse on January 26<sup>th</sup>.

Committees –

- Engine 108 replacement – Committee to reconvene later this month.
- Rescue 46 refurb – Hope to be ready to put to bid in March.
- Command vehicle – Expect completion and delivery by January 31<sup>st</sup>. Attorney Griswold will secure weekly updates on progress going forward.

Current Command Vehicle – The chief presented officers’ rationale and justification for keeping the vehicle, citing strategic, operational, safety and convenience benefits. Board members posed questions as to the need and cost of retaining, and most likely replacing the vehicle in the future, and how the current system of operating only one command vehicle has compromised the provision of emergency services. Further discussion tabled until the next meeting.

Firefighter Physicals – 38 completed. This coming year fire officials intend to institute the NFPA recommendations for the frequency of physicals, which may result in a reduction of annual costs for this service.

### **MEETINGS**

Emergency Services: No meeting.

Fire Prevention: No meeting.

EOC Rescue Task Force – No update.

### **ENGINEER'S REPORT**

Report distributed and on file.

Tower 46 is scheduled to go to Fire & Safety Services for approved repairs on January 21<sup>st</sup>. It will be out of service for about 2 weeks.

### **OLD BUSINESS**

Fire Safety Trailer – Jamesburg OEM representative met with Commissioner Ruppert and will make arrangements to remove the trailer once his borough officials finalize required paperwork.

Fitness Room and Fitness Stations/ Initiative – Re-worked waivers and releases; awaiting trustee approval.

ISO Rating – No update.

First Responder Credentials – No change.

Records Retention – Document organization continues.

LOSAP - Historic review should be forthcoming.

SCESTA – No update. Four Station 46 members are attending fire school in Middlesex County.

2019 Annual Election – The election and budget referendum will be held on Saturday, February 16, 2019, with polls open from 2-9 pm. To date two petitions for the two 3-year seats on the board have been submitted – those of incumbent Anthony Sartorio and of Brian Bonder. Commissioner Martin is not seeking re-election. The closing time for the filing of petitions with the Clerk of the Board is 5 pm on January 18, 2019. Vote by Mail ballots will be available from the County Clerk after January 21, 2019. Poll tellers and commissioners to open and close the polls will be appointed. Commissioner Sudol will pick up the voter list from the county clerk.

*Motion to pay expenses associated with the upcoming election and budget referendum.*

*Motion by Martin. 2<sup>nd</sup> by Laughlin. Passed without objection.*

### **RESOLUTION 2019-06 –Authorizing Payments for Election.**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2019 temporary budget, authorization to pay the poll tellers to be appointed by Commissioner Ruppert a total of \$500.00 for the services rendered, plus the reasonable cost of dinner for them to be reimbursed upon submission of receipts supporting actual expenses incurred, all chargeable to the 2019 Election appropriation.*

*Resolution Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: None.*

### **NEW BUSINESS –**

LOSAP - Gene Keller presented the certified list of active volunteers who earned LOSAP awards in 2018.

Of 44 members eligible to participate in the program, 35 qualified for contributions for 2018 (22 of whom earned the maximum). To date, without a cost-of-living increase calculation, if any, the contribution is \$48,211.20.

*A Motion was made to accept the 2018 LOSAP list as certified by the fire company, with knowledge that adjustments may occur as a result of members' review and COLA increases, if any.*

*Motion by Martin. 2<sup>nd</sup> by Laughlin. Motion passed without objection.*

**RESOLUTION 2019-07 - Approving the 2018 LOSAP Annual Certification List.**

*Pursuant to NJSA 40A:14-192, the certified list of volunteer members of Montgomery Township Volunteer Fire Company No. 2, identifying those volunteer members who have qualified for credit under the LOSAP award program for 2018, is hereby approved and its posting for review by members for at least 30 days is hereby authorized.*

*Resolution Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: None.*

Letters to unvested participants in the LOSAP who have separated from the fire company or who have been inactive for the requisite period will go out next month.

**Purchases -**

*Motion to approve purchases presented to the board.*

*Motion by Martin. 2<sup>nd</sup> by Laughlin. Passed without objection.*

**RESOLUTION 2019-08 - Approving Purchases and Expenditures**

*The Chief Financial Officer having certified there are sufficient unencumbered funds in the 2019 temporary budget, a Resolution passed authorizing the following expenditures:*

*1. Harlingen Garage (up to \$1,000.00) to repair to brakes and windshield, plus oil change on command vehicle – 2019 General Ops. (Repairs & Maintenance).*

*Resolution Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol. Nays: None. Absent: None.*

**ANNUAL RESOLUTIONS**

The following Resolutions were proposed for calendar year 2019:

*Motion by Martin. 2<sup>nd</sup> by Laughlin. Passed without objection.*

**RESOLUTION 2019- 09 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. When notification to a second newspaper is necessary or desirable it shall be the Star Ledger.*

**RESOLUTION 2019-10 – Fire District Attorney.** *Barbara S. Griswold, Esq., of Hopewell, New Jersey, is retained as Board Attorney at an annual contract fee of \$17,100.00, plus expenses, and to prepare board meeting minutes at an annual contract fee of \$3,000.00. This contract(s) is awarded as a professional service contract under the provisions of NJSA 40A:11-5(1)(a) and N.J. Pay to Play regulations and is on file and available for public inspection at the fire district offices.*

**RESOLUTION 2019-11 - Fire District Auditor.** *Solitario & Tierney, CPA's, of Spotswood, New Jersey, is retained as Auditor for the fiscal and LOSAP years ended December 31, 2018, 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 the New Jersey Pay to Play regulations, if applicable. The contract is on file and available for public inspection at the fire district offices.*

**RESOLUTION 2019-12 – 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 PNC Bank, Northfield 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 all 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 2019-13 – Appointment of Public Agency Compliance (PACO) Officer**  
**(Attached)**

**RESOLUTION 2019-14 - 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, if applicable. The contract(s) are on file and available for public inspection at the fire district offices.

**RESOLUTION 2019-15 - Annual Meeting Dates.** Regular meetings of the Board of Fire Commissioners shall take place on the following dates in 2019 and in January, 2020: 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12/2019, , and 1/9/2020, and

Additional 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 2019 and in January, 2020: 1/24, 2/28, 3/28, 4/25, 5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/21, 12/26/2019, and 1/23/2020.

All meetings will be held at 7:00 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 and web site, the Montgomery Township Municipal Building and advertised as required by law.

**Resolutions 2019-09 through 2019-15:** Ayes: Martin, Laughlin, Ruppert, Sartorio, Sudol.  
Nays: None. Absent: None.  
Abstain: Laughlin as to 2019-13 only.

**Preventive Maintenance** – Mr. Newberry will work with the chief to prepare technical specifications for vehicle and apparatus preventive maintenance and repairs in contemplation of putting these tasks to public bid.

**ADJOURNMENT -**

There being no further business to come before the Board, the meeting adjourned at 9:01 p.m. The next regularly scheduled meeting will be held on February 14, 2019 at 7:00 pm.

Motion by Martin.

2<sup>nd</sup> by Laughlin.

Passed without objection.

2019 ADOPTED BUDGET RESOLUTION

Montgomery Township #2

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Montgomery Township Fire District No. 2 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 10, 2019; 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 \$ 1,859,213.00, which includes amount to be raised by taxation of \$ 938,433.00, and Total Appropriations of \$ 1,859,213.00; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 10, 2019 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019, is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$ 1,859,213.00, which includes amount to be raised by taxation of \$ 938,433.00, and Total Appropriations of \$ 1,859,213.00; 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 to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

[Handwritten Signature]
(Secretary's Signature)

1/10/19
(Date)

Board of Commissioners Recorded Vote

Table with 5 columns: Member, Aye, Nay, Abstain, Absent. Rows include P. Martin, L. Laughlin, M. Ruppert, A. Sartorio, J. Sudol.

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

The budget adopted for the year 2019 by the Board of Fire Commissioners of Fire District No. 2, Montgomery Township, Somerset County, New Jersey, following a public hearing held at a meeting on January 10, 2019, is as follows:

Anticipated Revenues

Unreserved Fund Balance Utilized	\$ 59,050.00	
Reserved Fund Balance Utilized	859,200.00	
Interest on Investments & Deposits	750.00	
SFS Basic Entitlement Grant	1,780.00	
Amount to be Raised by Taxation	<u>938,433.00</u>	
Total Revenues		<u>\$ 1,859,213.00</u>

Operating Appropriations

Administration:

Election	\$ 750.00	
Office Expense	14,350.00	
Professional Service	30,350.00	
Advertising	<u>1,750.00</u>	
Total Administration		\$ 47,200.00

Cost of Operations:

Insurance	\$ 87,744.00	
Apparatus Housing	192,000.00	
Supplies Expense/New Equipment	61,986.00	
Training/Fire Prevention	70,709.00	
General Operating	149,750.00	
Montgomery EMS	4,000.00	
SFS Grant Equipment	1,780.00	
Contingency	<u>10,000.00</u>	
Total Cost of Operations		\$ 577,969.00

Deferred Charge (Emergency Appropriation '18) \$ 19,844.00

LOSAP Appropriation \$ 55,000.00

Capital Appropriations:

Rescue Truck Overhaul	\$ 55,000.00	
Portable Radios	22,000.00	
Pagers	7,200.00	
Pumper Apparatus	775,000.00	
Reserve for Future Capital Outlay	<u>300,000.00</u>	<u>\$1,159,200.00</u>

Total Appropriations \$1,859,213.00

Estimated Tax Rate per \$100.00 = \$.048  
Based on 2018 assessed valuation of \$1,964,227,292.00

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 16, 2019, from 2:00 to 9:00 p.m., at the Montgomery Volunteer Fire Company No. 2 Firehouse located at 529 Route 518 on Blawenburg, New Jersey.

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER**  
**FOR MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 2**

**Resolution No. 2019- 13**

WHEREAS, there exists a need to annually appoint a Public Agency Compliance Officer in Montgomery Township Fire District No. 2 to ensure that the fire district contracts comply with the policies of the State of New Jersey to promote equal employment opportunities and affirmative action with regard to public contracts,

NOW, THEREFORE BE IT RESOLVED as follows:

The Public Agency Compliance Officer for Montgomery Township Fire District No. 2, Somerset County, New Jersey, for the period January 1, 2019 through December 31, 2019, or until the designation of his replacement , shall be Leighton Laughlin, Jr.

A Designation of Public Agency Compliance Officer (PACO) shall be forwarded to the NJ Div. of Purchase and Property, Contract Compliance Audit Unit, EEO Monitoring Program.

Adopted at a meeting held on January 10, 2019.

<u>Roll Call vote:</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Martin	X			
Laughlin				X
Ruppert	X			
Sartorio	X			
Sudol	X			

Certified as a true copy of a Resolution  
Duly adopted at a meeting held  
January 10, 2019.

s/ Michael Ruppert

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Clerk of the Board