



Hopewell Township Fire District No. 1  
201 Washington Crossing Pennington Rd  
Titusville, New Jersey, 08560

MEMO TO FILE

On June 11, 2020 Chairman Chipowksy resigned from the Board of Fire Commissioners. On June 17, 2020, Secretary Cseremsak resigned from the Board of Fire Commissioners.

On June 25, 2020, the remaining members of the Board held a meeting at which several sets of meeting minutes were presented for approval. The remaining members could not create a quorum of commissioners to approve any set of minutes due to the resignation of the Chairman and Secretary. The remaining members had reviewed the minutes presented and, on the advice of counsel, voted to approve the following minutes presented at the June 25, 2020 meeting:

- A. Regular Session Minutes from 1/2/20
- B. Regular Session Minutes from 1/9/20
- C. Regular and Executive Session Minutes from 1/23/20
- D. Regular and Executive Session Minutes from 2/13/20
- E. Regular and Executive Session Minutes from 2/27/20
- F. Regular Session Minutes from 3/19/20
- G. Regular Session Minutes from 4/16/20

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
THURSDAY, JANUARY 23, 2020**

The regular meeting of the Board of Fire Commissioners was held on January 23, 2020 at the Hopewell Township Municipal Services Building Titusville New Jersey at 7:00 PM.

**CALL MEETING TO ORDER / STATEMENT OF NOTICE**

Chairman Chipowsky called the meeting to order and stated that the notice of the meeting had been posted on the Hopewell Township Municipal Bulletin Board and forwarded to the Hopewell Valley News and Times of Trenton, and had been posted on the Hopewell Township Fire District Web-Site in accordance with the requirements of the Open Public Meeting Act.

**PLEDGE OF ALLEGIANCE & SALUTE TO THE FLAG**

The Pledge of Allegiance was led by Chairman Chipowsky.

**ROLL CALL**

|                        |         |
|------------------------|---------|
| Chairman Chipowsky -   | Present |
| Vice-Chairman Burd -   | Present |
| Secretary Cseremsak -  | Absent  |
| Treasurer Lynch -      | Absent  |
| Commissioner Tackacs - | Present |

**MINUTES SUBMITTED FOR APPROVAL**

Vice Chairman Burd moved and was seconded by Commissioner Tackacs to approve regular session minutes from 9/12/19. The motion passed.

Vice Chairman Burd moved and was seconded by Commissioner Tackacs to approve regular and executive session minutes from 9/26/19. The motion passed.

**PUBLIC COMMENT (AGENDA)**

None.

**PUBLIC COMMENT (NON AGENDA)**

Chairman Chipowsky moved up the public comment on non-agenda items to allow the public to comment. Harvey Lester, Jon Edwards, and Cheryl Edwards asked questions regarding affordable housing. The Board and Chief Martin answered questions regarding the effect of affordable housing construction on fire response.

**NEW BUSINESS**

**RESOLUTION 2020-09: A RESOLUTION ESTABLISHING THE LIST OF PART TIME EMPLOYEES TO WORK FOR THE HOPEWELL VALLEY EMERGENCY SERVICES UNIT**

**WHEREAS**, a need exists to provide a list of eligible part time employees to provide staffing on a case by case basis; and

**WHEREAS**, a need exists for assistance with information technology and communications equipment on a case by case basis; and

**WHEREAS**, the Board of Fire Commissioners has authorized the Chief of Emergency Services to amend the listing of part time employees when the need exists; and

**WHEREAS**, the following amendments have been made:

Added as of 1/23/2020: Arthur Herring, Jr

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Fire Commissioners of Hopewell Township Fire District No.1, Mercer County, hereby establishes the list of part-time employees annexed herein and sets the part time hourly rate at \$20.00 per hour.

**PART TIME EMPLOYEES AS OF JANUARY 23, 2020**

- MICHAEL BENINATO
- JUSTIN BOYLE
- JASON BROFSKY
- JOSHUA CHANCY
- ANNE FERRY
- RICHARD GORDON
- MICHAEL HAMMOND
- ARTHUR HERRING, JR.
- RYAN HOFFMAN
- DHWANIL KADAKIA
- ANDREW KINTZEL
- SALVATORE LEVATINO
- JOHN MUCCIOLI
- WILL MULLEN
- ANTHONY O' CONE
- OLIVIA OBST
- CRAIG OLANDER
- HARDY KURT PEDERSEN
- DOUGLAS PSZCZOLKOWSKI
- ROBERT ROSS
- CHARLES SISTA
- ANNMARIE SOGANIC
- BENJAMIN TREDREA
- JOSEPH VANDEGRIFT
- EDWARD VANHISE
- HEATHER VARRASSE

**PART TIME / INFORMATION TECHNOLOGY & COMMUNICATIONS EMPLOYEES AS OF JANUARY 23, 2020**

- WILL MULLEN

**RECORD OF BOARD VOTE ON PASSAGE**

| Commissioner | Moved | Second | Ave | Nav | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Burd         | X     |        | X   |     |         |        |
| Lvnch        |       |        |     |     |         | X      |
| Tackacs      |       | X      | X   |     |         |        |
| Cseremsak    |       |        |     |     |         | X      |
| Chipowskv    |       |        | X   |     |         |        |

**RESOLUTION 2020-10: A RESOLUTION AUTHORIZING CHANGE ORDERS #8 THROUGH #10 TO THE CONTRACT WITH ROSENBAUER FOR A TANKER**

**WHEREAS**, the Board of Fire Commissioners of Hopewell Township Fire District No. 1, Mercer County, authorized a contract for the purchase of a Tanker with Rosenbauer South Dakota, LLC on November 8, 2018 through the Houston-Galveston Area Council National Cooperative in the amount of \$453,235.00; and

**WHEREAS**, the Board authorized Change Orders in the amount of \$3,186.00 on September 12, 2019 representing a .7% increase to the total contract amount, resulting in a new contract amount of \$456,421.00; and

**WHEREAS**, Change Order #8 will result in no change to the contracted amount; and

**WHEREAS**, Change Order #9 will increase the contracted amount by \$6,748.00 as outlined on the attached worksheet, which is annexed hereto and made part of the Resolution as approved by the Board of Fire Commissioners; and

**WHEREAS**, Change Order #10 will increase the contracted amount by \$6,633.00 as outlined on the attached worksheet, which is annexed hereto and made part of the Resolution as approved by the Board of Fire Commissioners; and

**WHEREAS**, an error in the vendor’s calculations of the original quote will result in a \$10 credit to the Board to be applied to the contract amount on final invoice; and

**WHEREAS**, the amount of all Change Orders will result in a 3.65% increase to the total contract amount.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Fire Commissioners of Hopewell Township Fire District No. 1, Mercer County, do hereby approve:

1. Change Order #8 representing no change in the amount of the contract for a Tanker.
2. Change Order #9 representing an increase in the amount of \$6,748.00 to the contract amount.
3. Change Order #10 representing an increase in the amount of \$6,633.00 to the contract amount.
4. That the amount of all Change Orders be a 3.65% increase resulting in a new contract amount with Rosenbauer South Dakota, LLC of \$469,792.00.

**RECORD OF BOARD VOTE ON PASSAGE**

| Commissioner | Moved | Second | Ave | Nav | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Burd         | X     |        | X   |     |         |        |
| Lvnch        |       |        |     |     |         | X      |
| Tackacs      |       | X      | X   |     |         |        |
| Cseremsak    |       |        |     |     |         | X      |
| Chipowskv    |       |        | X   |     |         |        |

Union Fire Company & Rescue Squad Chief Pedersen and the Board discussed the changes. Chief Pedersen does not anticipate any other change orders.

**RESOLUTION 2020-11: A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH PENNINGTON BOROUGH FOR BASIC LIFE SUPPORT SERVICES**

**WHEREAS**, the Borough of Pennington (“Borough”) is responsible for providing Basic Life Support Services, a system for the provision of emergency care and transportation of persons who are sick or injured and in need of immediate medical care within the boundaries of the Borough; and

**WHEREAS**, for this purpose, pursuant to the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et.seq.) the Borough desires to contract with the Board of Fire Commissioners of Hopewell Township Fire District No. 1 for the provision of Basic Life Support Services within the boundaries of the Borough for the years 2020 and 2021; and

**WHEREAS**, the proposed Shared Services Agreement, of which a copy is attached, is in substantially the same form as the 2018-2019 agreement between these parties, including the \$3,000.00 annual fee for services.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, that the Chairman of the Board of Fire Commissioners is hereby authorized and directed to execute the attached Shared Services Agreement between the Board of Fire Commissioners of Hopewell Township Fire District No. 1 and the Borough of Pennington for the provision of Basic Life Support Services within the boundaries of Pennington Borough.

**RECORD OF BOARD VOTE ON PASSAGE**

| Commissioner | Moved | Second | Aye | Nay | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Burd         | X     |        | X   |     |         |        |
| Lynch        |       |        |     |     |         | X      |
| Tackacs      |       | X      | X   |     |         |        |
| Cseremsak    |       |        |     |     |         | X      |
| Chipowsky    |       |        | X   |     |         |        |

**RESOLUTION 2020-12: A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS AND THE FIRE OFFICIAL TO CERTIFY THE DIVISION OF FIRE SAFETY END OF YEAR REPORTS**

**WHEREAS**, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 has received a request from the Division of Fire Safety to certify the number of life hazard use inspections conducted by the Hopewell Valley Bureau of Fire Safety for the year 2019; and

**WHEREAS**, the requested report will be completed and reviewed.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1 that the requested report from the Division of Fire Safety will be completed and this resolution hereby authorizes the Chairman and the Fire Official to submit the report.

**RECORD OF BOARD VOTE ON PASSAGE**

| Commissioner | Moved | Second | Aye | Nay | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Burd         | X     |        | X   |     |         |        |
| Lynch        |       |        |     |     |         | X      |
| Tackacs      |       | X      | X   |     |         |        |
| Cseremsak    |       |        |     |     |         | X      |
| Chipowsky    |       |        | X   |     |         |        |

**RESOLUTION 2020-13: A RESOLUTION APPROVING AN AMENDMENT TO AN EMPLOYMENT CONTRACT WITH THE LIEUTENANTS AND FIRE OFFICIAL**

**WHEREAS**, a review of the terms in the current employment agreement between the Board of Fire Commissioners and the Lieutenants and Fire Official was completed; and  
**WHEREAS**, terms for revision of the current agreement have been mutually agreed upon and accepted by all parties.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Fire Commissioners of Hopewell Township Fire District No. 1, Mercer County, do hereby approve the amendment to the employment contract with the Lieutenants and Fire Official and put it into effect as of January 1, 2018.

**RECORD OF BOARD VOTE ON PASSAGE**

| Commissioner | Moved | Second | Aye | Nay | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Burd         | X     |        | X   |     |         |        |
| Lynch        |       |        |     |     |         | X      |
| Tackacs      |       | X      | X   |     |         |        |
| Cseremsak    |       |        |     |     |         | X      |
| Chipowsky    |       |        | X   |     |         |        |

**TREASURER’S REPORT**

Chairman Chipowsky read the summary of the Bills and Claims dated January 23, 2020, and was seconded by Vice Chairman Burd. A roll call vote was held and the following amounts were authorized:

|                      |                  |             |
|----------------------|------------------|-------------|
| Bill List:           |                  | \$42,650.93 |
| PP2 Payroll Ending   | January 18, 2020 | \$54,683.90 |
| Total Disbursements: |                  | \$97,334.83 |

**PUBLIC COMMENT (NON AGENDA)**

Chief Pedersen reported on the most recent visit to Rosenbauer.

**WORK SESSION**

Board members suggested topics for future work session discussions, to be held at the second meeting of each month. The Board will invite members of the valley volunteer stations to discuss relevant topics, including debt service, long range planning. Chief Pedersen discussed the need to replace the Telesquirt. The Board will make a decision at the next meeting regarding the disposition of the current tanker. The Board and Chief Pedersen discussed the process to put the new tanker into service once it is delivered, including training, qualifying volunteers and career staff, and storage of the new and current tanker. The Board asked Chief Martin to provide a list when the current debt service will expire. The Board will invited the Valley Chiefs to the second meeting in March to discuss planning.

**EXECUTIVE SESSION RESOLUTION**

Vice Chairman Burd moved and was seconded by Chairman Chipowsky to enter executive session at 7:45 PM to discuss contracts.

**ADJOURNMENT**

Vice Chairman Burd moved and was seconded by Chairman Chipowsky to adjourn the meeting at 8:32 PM. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Ocicki', enclosed within a circular scribble.

Sarah Ocicki  
Purchasing Agent