



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 SPECIAL MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, MARCH 19, 2020**

The special meeting of the Board of Fire Commissioners was held on March 19, 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

Chairman Chipowsky led the Pledge of Allegiance.

ROLL CALL

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

Chairman Chipowsky reported that during the pandemic, the Board should temporarily set aside some projects to focus on the current needs. Chairman Chipowsky directed Chief Martin to put a hold on discretionary spending and review potential purchases for necessity. Chairman Chipowsky directed Chief Martin to allow non-sworn employees to work from home to limit exposure among other employees.

MINUTES SUBMITTED FOR APPROVAL

Secretary Cseremsak moved and was seconded by Vice Chairman Burd to approve the regular session minutes from 10/3/19. The minutes passed with one abstention by Treasurer Lynch.

PUBLIC COMMENT (AGENDA)

None.

NEW BUSINESS

RESOLUTION 2020-22: A RESOLUTION APPROVING THE APPOINTMENT OF JOSHUA CHANCY

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1, Mercer County, wishes to appoint an emergency services specialist; and

WHEREAS, the Board of Fire Commissioners conducted a comprehensive candidate screening process involving written examinations and interviews; and

WHEREAS, a list of eligible candidates was created based on the candidate screening process; and

WHEREAS, the Board Treasurer has certified the availability of compensation for said appointment, to be consistent with the existing collective bargaining agreement; and

WHEREAS, Joshua Chancy has been offered and have accepted employment;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township Fire District No. 1, Mercer County, hereby appoints Joshua Chancy to the position of Emergency Services Specialist effective March 15, 2020.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Ave	Nav	Abstain	Absent
Burd			X			
Lvnch	X		X			
Tackacs						X
Cseremsak		X	X			
Chipowsky			X			

Chief Martin answered questions from the Board regarding Specialist Chancy’s qualifications and experience.

Chairman Chipowsky and the Board discussed the future meeting schedule and possible changes.

RESOLUTION 2020-23: 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:

Removed as of 3/12/2020: Arthur Herring, Jr.

Removed as of 3/15/2020: Joshua Chancy

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 MARCH 15, 2020

- MICHAEL BENINATO
- JUSTIN BOYLE
- JASON BROFSKY
- ANNE FERRY
- RICHARD GORDON
- MICHAEL HAMMOND
- SAMUEL HAVLICEK
- 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
 MARCH 15, 2020
 WILL MULLEN

RECORD OF BOARD VOTE ON PASSAGE

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

RESOLUTION 2020-24: A RESOLUTION ACCEPTING THE RETIREMENT OF DANIEL SCHULMAN FROM THE POSITION OF FIRE LIEUTENANT EFFECTIVE APRIL 1, 2020

WHEREAS, Lieutenant Daniel Schulman was hired as an Emergency Services Specialist for the Hopewell Township Fire District #1 on August 1, 1997; and

WHEREAS, Lieutenant Schulman was promoted to Fire Lieutenant on September 8, 2005; and

WHEREAS, Lieutenant Schulman has served Hopewell Township for 23 years, and is now eligible for Special Retirement;

WHEREAS, Lieutenant Schulman has announced his retirement as an employee of the District and the District has received notice from the New Jersey Division of Pensions and Benefits that he has applied for retirement effective April 1, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of Hopewell Township Fire District #1, County of Mercer, do hereby accept the retirement of Lieutenant Daniel Schulman effective April 1, 2020, and thank him for his service.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Burd		X	X			

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

The Board wishes Lt. Schulman the best.

Before reading the next resolution, Chairman Chipowsky asked the Board if anyone had not reviewed the employment agreement and would like to before the resolution was read.

RESOLUTION 2020-25: A RESOLUTION AUTHORIZING THE CHAIRMAN AND SECRETARY TO EXECUTE AN EMPLOYMENT AGREEMENT WITH THE QUALIFIED PURCHASING AGENT

WHEREAS, a review of the current agreement between the Board of Fire Commissioners of Hopewell Township Fire District #1 and the District’s Qualified Purchasing Agent was completed by Chairman Chipowsky, Treasurer Lynch, and the Qualified Purchasing Agent; 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 #1, Mercer County, do hereby approve, and authorize the Chairman and Secretary to sign, the new agreement for the Hopewell Township Fire District #1 Qualified Purchasing Agent and put it into effect as of January 1, 2020.

RECORD OF BOARD VOTE ON PASSAGE

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

TREASURER’S REPORT

Treasurer Lynch read the summary of the Bills and Claims dated March 19, 2020 and was seconded by Secretary Cseremsak. Treasurer Lynch reported on notable bills. A roll call vote was held and the following amounts were authorized:

Bill List:		\$726,357.30
PP5 Payroll Ending:	February 29, 2020	\$76,294.71
PP6 Payroll Ending:	March 14, 2020	\$54,478.73
Employer Pension Liability	2020	\$293,026.00
Total Disbursements:		\$1,150,156.74

PUBLIC COMMENT (NON AGENDA)

Union Fire Company and Rescue Squad Chief Pedersen reported on the new tanker’s construction progress and is expecting delivery to be taken on March 28, 2020. Chief Pedersen reported on cleaning, safety guidelines, and response procedures in effect at the Union Firehouse, including standards set by Deputy Chief Soganic. The Board discussed the procedures in effect at other stations in Hopewell Valley.

The Board cancelled the following March 26, 2020 meeting and scheduled a special meeting on April 16, 2020 to pay bills.

The Board discussed a suggestion to create an executive Board just to pay bills and reported that due to the Open Public Meeting Act Law, it would not be possible.

The Board and Chief Pedersen discussed driver qualifications for the new tanker and the disposition of the old tanker when the new one is delivered. Those present discussed the leak on the old tanker.

Chief Martin reported that the Fire Official temporarily suspended code enforcement inspections due to the pandemic.

EXECUTIVE SESSION RESOLUTION

None.

ADJOURNMENT

Vice Chairman Burd motioned to adjourn the meeting and was seconded by Secretary Cseremsak at 7:26 PM. The motion carried.

Respectfully submitted,



Sarah Ocicki
Purchasing Agent