

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
THURSDAY, AUGUST 13, 2020**

The regular meeting of the Board of Fire Commissioners was held on August 13, 2020 remotely via Zoom at 7:00 PM.

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

Chairman Lynch 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.

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

The Pledge of Allegiance was led by Chairman Lynch.

**III. ROLL CALL**

Chairman Lynch -	Present
Vice-Chairman Burd -	Present
Secretary Tomaro -	Present
Treasurer Malkiewicz -	Present
Commissioner Tackacs -	Present

**IV. MINUTES SUBMITTED FOR APPROVAL**

Vice-Chairman Burd moved and was seconded by Commissioner Tackacs to approve regular session minutes from 5/14/2020. The motion passed.

Vice-Chairman Burd moved and was seconded by Commissioner Tackacs to approve regular session minutes from 5/28/2020. The motion passed.

Vice-Chairman Burd moved and was seconded by Commissioner Tackacs to approve regular and executive session minutes from 6/11/2020. The motion passed.

**V. PUBLIC COMMENT (AGENDA)**

None.

**VI. NEW BUSINESS**

**RESOLUTION 2020-45: 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 8/3/2020: Rich Gordon

**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 AUGUST 3, 2020

MICHAEL BENINATO

JUSTIN BOYLE  
 JASON BROFSKY  
 ANNE FERRY  
 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  
 JOSEPH SHREVE  
 CHARLES SISTA  
 ANNMARIE SOGANIC  
 WILL STRONG  
 BENJAMIN TREDREA  
 JOSEPH VANDEGRIFT  
 EDWARD VANHISE  
 HEATHER VARRASSE

PART TIME / INFORMATION TECHNOLOGY & COMMUNICATIONS EMPLOYEES AS OF AUGUST 3, 2020

WILL MULLEN

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Burd		X	X			
Tackacs			X			
Malkiewicz	X		X			
Tomaro			X			
Lynch			X			

Chief Martin thanked Rich Gordon for his service to the Fire District as a part time employee.

**RESOLUTION 2020-46: A RESOLUTION PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE IN THE BUDGET OF HOPEWELL TOWNSHIP FIRE DISTRICT NO.1 PURSUANT TO N.J.S.A. 40A:14-78.5 (FEMA ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM – COVID-19 SUPPLEMENTAL AFG-S)**

WHEREAS N.J.S.A. 40A:14-78.5 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any fire district when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and  
 WHEREAS the Director may also approve the insertion of an item of appropriation of equal amount.

**NOW, THEREFORE, BE IT RESOLVED** that the Chairman of the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, State of New Jersey, that the Hopewell Township Fire District No. 1 hereby requests the Director of the Division of Local Government Services to approve the insertion of items of revenue in the budget of the year 2020 in the sum of \$29,571.43 which item will be available as a revenue from FEMA AFG Covid-19 Grant.

**BE IT FURTHER RESOLVED** that a like sum of \$29,571.43 be and the same is hereby appropriated under the caption FEMA AFG Covid-19 Grant.

**BE IT FURTHER RESOLVED** that the sum of \$1,478.57 representing the amount required for the Fire District's share of the aforementioned undertaking or improvement is available in the budget of the year 2020 in the budget account FDIC, IAFC, EMS Conferences and is hereby appropriated under the caption of FEMA AFG Covid-19 Grant; and

**BE IT FURTHER RESOLVED** that the above is a result of a Federal grant of \$29,571.43 from FEMA.

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Burd			X			
Tackacs		X	X			
Malkiewicz	X		X			
Tomaro			X			
Lynch			X			

Chairman Lynch thanked Lt Moore and Chief Martin for their work on this grant. Chief Martin thanked Lt Moore for taking the lead on the grant. Chief Martin discussed the grant with the Board.

**VII. TREASURER'S REPORT**

Treasurer Malkiewicz read the summary of the Bills and Claims dated August 13, 2020 and was seconded by Secretary Tomaro. Treasurer Malkiewicz reported on the notable bills. A roll call vote was held and the following amounts were authorized:

Bill List:		\$111,093.05
Payroll Ending	August 1, 2020	\$54,856.09
Total Disbursements:		\$165,949.14

**VIII. WORK SESSION / SUB COMMITTEE DISCUSSIONS**

The Board confirmed which commissioners were on each sub-committee as they were discussed.

- A. Volunteer Recruitment – Vice-Chairman Burd and Secretary Tomaro confirmed they were on this sub-committee. Chief Martin reported that the recruitment company would like to make a presentation via Zoom at the next Board meeting. The Board asked Chief Martin to send the contact information for the other valley boards to the Board members.
- B. UFCRS Sprinkler Tank – Chairman Lynch and Treasurer Malkiewicz confirmed they were on this sub-committee. The Board would like to find out the requirements for releasing the funds. Chairman Lynch will refer to counsel for assistance. Treasurer Malkiewicz reported that Purchasing Agent Ocicki had provided some information and Chief Martin reported that Purchasing Agent Ocicki was knowledgeable in the fire district laws and could also provide assistance.

- C. Shared Services Agreement – Hopewell Borough – Secretary Tomaro and Chairman Lynch confirmed they were on this sub-committee. They haven't had a chance to discuss yet
- D. Shared Services Agreement – Pennington Borough – Secretary Tomaro and Chairman Lynch confirmed they were on this sub-committee and would discuss both shared services agreements as one committee.
- E. Vehicle Replacement Schedule – Treasurer Malkiewicz and Vice-Chairman Burd confirmed they were on this sub-committee. Burd reported that they will reach out to the other valley board members to begin the discussion. Treasurer Malkiewicz asked if we could compile the costs of repairs at the different stations to assess what vehicles require repairs. Union Fire Company and Rescue Squad Chief Pedersen reported that the Telesquirt was out for repairs and asked the Board to consider this when creating a replacement schedule.
- F. EMS Billing and Ambulance State Licensing – Chairman Lynch skipped this sub-committee.
- G. Upcoming Development in Hopewell Township – Treasurer Malkiewicz and Commissioner Tackas confirmed they were on this sub-committee. Treasurer Malkiewicz reported that he intends to reach out to the Township Engineer / land use officer to schedule a meeting. Chief Martin reported that Fire Official Fosina is also available as a resource.

#### **IX. PUBLIC COMMENT (NON AGENDA)**

Chairman Lynch thanked Hopewell Township Police Department Chief Lance Maloney for his years of service and wished him the best in his retirement. Secretary Tomaro thanked the District employees and volunteers for their help in the walk-out on Chief Maloney's last day. Chief Martin reported that Chief Maloney had written a thank-you note to the District and he would forward it to the Board. Treasurer Malkiewicz thanked Purchasing Agent Ocicki for her work on the audit. Chief Martin thanked Treasurer Malkiewicz and Purchasing Agent Ocicki for attending the audit exit conference and reported that there were only discussion points reported in the audit, and there have been no significant audit findings in over a decade. Chairman Lynch thanked Chief Martin and Purchasing Agent Ocicki for their work. Secretary Tomaro reported that he wanted to supply the staff with reusable masks with a Fire District logo.

Chief Martin reported that code enforcement inspections continue except for healthcare locations, residential bureau-conducted inspections have not yet resumed, the Township building remains closed, the District assisted Station 52 with hose, ladder, and aerial testing, a staff meeting was held to discuss expectations of behavior, the District attended a retirement event for Chief Lance Maloney, and the District assisted Station 53 with pump and ladder testing. Chief Martin reported that the District is working with Chief Pedersen on an insurance claim for Marine 53 and are still awaiting a determination if the boat is reparable.

#### **X. EXECUTIVE SESSION RESOLUTION**

##### **RESOLUTION 2020-47: EXECUTIVE SESSION**

**WHEREAS** the Open Public Meetings Act permits the Board of Fire Commissioners of Hopewell Township Fire District No. 1 to exclude the public from a portion of the meeting in order to discuss matters requiring confidentiality per N.J.S.A. 10:4-12; and

**WHEREAS**, the Board is of the opinion that such circumstances presently exist.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of Fire District No. 1 in the Township of Hopewell, County of Mercer as follows:

1. The Board intends to discuss certain matters which are deemed confidential pursuant to N.J.S.A. 10:4-12 in Executive Session.
2. The scope of the aforesaid executive session will be limited to the following:
  - A. Personnel
  - B. Contracts
3. Minutes of the Executive Session will be disclosed to the public when the need for confidentiality no longer exists.

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Burd			X			
Tackacs		X	X			
Malkiewicz	X		X			
Tomaro			X			
Lynch			X			

The Board will not be taking official action in the executive session.

**Open Session**

The Board re-entered open session at 8:02 PM. Secretary Tomaro asked if the Board could add a sub-committee on volunteer training. Vice-Chairman Burd reported that the Board does not get involved in operations and the Board discussed offering support to the volunteer stations on training instead of creating a sub-committee.

**XI. ADJOURNMENT**

Treasurer Malkiewicz motioned to adjourn the meeting and was seconded by Vice-Chairman Burd at 8:05 PM. The motion carried.

Respectfully submitted,



Sarah Ocicki  
Purchasing Agent