

**BOARD OF FIRE COMMISSIONERS SPECIAL MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
HOPEWELL TOWNSHIP MUNICIPAL SERVICES BUILDING**

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**DECEMBER 1, 2011 - 7:00 P.M.**

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**CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE BY CHAIRMAN -**

Chairman Chipowsky called the meeting to order stating that the notice of the meeting had been forwarded to the Hopewell Valley News and The Trenton Times, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975.

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**PLEDGE OF ALLEGIANCE AND SALUTE TO THE FLAG -** Chairman Chipowsky led those in attendance in the Pledge of Allegiance to the flag.

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**ROLL CALL BY CHAIRMAN -** Those answering the roll call of Chairman Chipowsky:

**MEMBERS PRESENT:** Chipowsky, Lenarski, Cseremsak, Kintzel

**MEMBERS ABSENT:** Orlandi

**STAFF PRESENT:** Chief Martin

**OTHERS PRESENT:** Specialist Wilson, Specialist Fosina, Captain Butterfoss

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**MINUTES SUBMITTED FOR APPROVAL -** None

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**PUBLIC COMMENT (AGENDA)**

Chairman Chipowsky opened the floor to public comments.

There were no public comments.

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**NEW BUSINESS**

**RESOLUTION NO. 2011-28**  
**A RESOLUTION AUTHORIZING PAYMENT FOR MEETING MINUTES**  
**TRANSCRIPTION**

*Copy of resolution and record of vote is attached*

**Motioned by Kintzel, seconded by Cseremsak to adopt the resolution as read.**

**DISCUSSION:** None

**MOTION CARRIED**

**ABSENT:** Orlandi

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**RESOLUTION NO. 2011-29**  
**A RESOLUTION ADOPTING THE SCHEDULE OF MEETING DATES FOR 2012**

*Copy of resolution and record of vote is attached*

**Motioned by Kintzel, seconded by Cseremsak to adopt the resolution as read.**

**DISCUSSION:** Commissioner Kintzel advised the Board that the date of 2 meetings in 2012 were going to be amended prior to the advertisement of the meeting dates. The Board discussed the dates and found them acceptable.

**Motioned (Amendments made after discussion) by Cseremsak, seconded by Kintzel.**

**MOTION CARRIED**

**ABSENT:** Orlandi

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**TREASURER'S REPORT**

**BILLS & CLAIMS**

Summary read by Treasurer Cseremsak

**BILLS & CLAIMS**

*Authorized cash disbursements requiring approval for payment of bills in the following amounts:*

Check Register:	\$21,761.43
Payroll ending 11/19/11:	\$28,867.91
Total Disbursements:	\$50,629.34

**Motioned by Cseremsak, seconded by Kintzel**

**DISCUSSION:**

Chief Martin noted the payments included 4<sup>th</sup> quarter vehicle inspections, high rise packs for Stations 50 and 53, mechanical repair to ambulance 153-1, health benefits, legal fees, and a harness and escape system for certain members of Station 53.

**MOTION CARRIED**

**ABSENT:** Orlandi

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**CHIEF OF EMERGENCY SERVICES REPORT**

Chief Martin reported that he met with representatives from Bowman and Company regarding the setup of the new state required Cafeteria Plan. The meeting was also attended by representatives from the I.A.F.F. Local and Lieutenant Schulman. In addition to the Cafeteria Plan meeting a discussion was held with Bowman to begin the determination of health benefit contributions by full time employees. Chief Martin noted the new health care contributions need to be in-place by 1/1/11. Currently full time employees are contributing 1.5% of their base salaries.

Chief Martin noted that on Friday 12/2/11 he will be meeting with the Boards Attorney and a attorney that specializes in bond law to discuss the method needed to borrow money for the purchase of the self contained breathing apparatus.

Chief Martin brought to the Boards attention a letter that was distributed via electronic mail regarding Mercer County's planned replacement radio system. Chief Martin and the Board discussed the overall impact of the proposed radio system and the looming narrow banding requirement.

**CHIEF OF UNION FIRE COMPANY REPORT**

Chief Burd was not present.

**PUBLIC COMMENT (NON-AGENDA)**

Chairman Chipowsky opened the budget work session. The Board discussed the overall budget and the use of surplus funds to balance the budget. The Board indicated that steps needed to be taken in 2012 to increase the amount of non fire tax related revenue. The Board feels that emergency medical services (EMS) fees and fire/rescue fees for motor vehicle incidents need to be implemented within 2012. The Board decided to leave the budget in it's current form. Commissioner Lenarski wanted to extend his thanks to Commissioner Kintzel and Chief Martin for the dedicated work on the budget.

Commissioner Chipowsky opened the floor to the public. There were not any comments from the public.

Chairman Chipowsky asked the Board if there was a need for executive session. Commissioner Cseremsak indicated he would like the Board to enter into an executive session. Chairman Chipowsky indicated the Board would not be taking official action after the adjournment of the executive session.

Commissioner Lenarski reported to the Board that two members of the Union Fire Company and Rescue Squad and one member from the Pennington Fire Company had graduated the from the Mercer County Fire Academy FireFighter 1 Fall Program.

Chief Martin wanted to extend his appreciation to Captain Brian Butterfoss for his service to the Union Fire Company and Rescue Squad in the position of Training Officer.

**ADJOURNMENT**

At 7:41 p.m. a motion by Cseremsak and seconded by Lenarski to go into executive session.

**MOTION CARRIED**

**ABSENT:** Orlandi

At 8:05 p.m. a motion by Kintzel and seconded by Cseremsak to adjourn the meeting.

**MOTION CARRIED**

**ABSENT:** Orlandi

Respectfully submitted,

  
\_\_\_\_\_  
Matthew Martin  
Chief of Emergency Services

**BOARD OF FIRE COMMISSIONERS  
HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1**

**BILLS & CLAIMS**

December 1, 2011

Authorized cash disbursements requiring approval for payment of bills in the following amounts:

Bill List:		\$21,761.43
Payroll Ending:	November 19, 2011	\$28,867.91
Total Disbursements:		\$50,629.34

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak	✓		✓			
Kintzel		✓	✓			
Lenarski			✓			
Orlandi						✓
Chipowsky			✓			

12/01/11  
13:16:07

Hopewell Township Fire District No.1  
Check Register By Check Id

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Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 7293 to 7307  
Report Type: All Checks      Report Format: Condensed      Check Type: Computer: Y Manual: Y Dir Deposit: Y  
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Check #	Check Date	Vendor	Reconciled/Void	Ref Number
PO #	Description	Amount Paid	Contract	
7293	12/01/11	ADS Action Data Payroll Service		326
11-00703	Payroll charges	302.37		
7294	12/01/11	CONTINEN Continental Fire & Safety		326
11-00651	Repair SCBA Cascade Door	125.00		
7295	12/01/11	CORPHEAL CHS, INC-Fuld Campus		326
11-00717	Hep B 2011-06-1	73.00		
7296	12/01/11	ELIZAWAT New Jersey American Water		326
11-00710	NJAW 10/15/11 - 11/15/11	554.12		
7297	12/01/11	ESS Emergency Equipment Sales LLC		326
11-00170	4th Quarterly Veh Insp	600.00		
11-00617	Gated wyes (high rise pack)	794.84		
11-00646	Replace on board charger 1531	650.00		
11-00674	High Rise Bag (E53)	165.60		
		-----		
		2,210.44		
7298	12/01/11	HOPTWP Hopewell Township		326
11-00708	Pennington Cleaners 10/1-10/31	172.85		
7299	12/01/11	MARTIN Matt Martin		326
11-00692	software for Chief 50	42.78		
11-00702	Reimbursement for InterFAX	9.50		
		-----		
		52.28		
7300	12/01/11	MES Municipal Emergency Services		326
11-00619	Nozzles (high rise packs)	867.00		
11-00697	5.11 Uniform Order	104.99		
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		971.99		
7301	12/01/11	MG GTS-Welco		326
11-00704	Oxygen 10/20/11 - 11/20/11	84.80		
7302	12/01/11	NJSHBP NJSHBP		326
11-00707	Health benefits - Dec 2011	9,810.98		
7303	12/01/11	RIGGINS Riggins, Inc.		326
11-00716	#2 Heating Oil	1,287.93		
7304	12/01/11	SAMZIES Samzies Uniforms		326
11-00613	Pants - 506	108.99		
7305	12/01/11	STARK Stark & Stark		326
11-00719	legal fees	860.00		

12/01/11  
13:16:07

Hopewell Township Fire District No.1  
Check Register By Check Id

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Check #	Check Date	Vendor	Reconciled/Void	Ref Number
PO #	Description	Amount Paid	Contract	
7306	12/01/11	UNION Union Fire Co. & Rescue Squad		326
11-00645	Petzl EXO System w/harness	5,060.00		
7307	12/01/11	VERIZON Verizon		326
11-00709	Verizon Phone 11/17-12/16	86.68		

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Report Totals	Paid	Void	Amount Void	Amount Paid
Checks:	15	0	0.00	21,761.43
Direct Deposit:	0	0	0.00	0.00
Total:	15	0	0.00	21,761.43

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12/01/11  
13:16:07

Hopewell Township Fire District No.1  
Check Register By Check Id

Fund Description	Fund	Budget Total	Revenue Total
General Fund	1-01	21,761.43	0.00
Total of All Funds:		<u>21,761.43</u>	<u>0.00</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
General Fund	1-01	21,761.43	0.00	0.00	0.00	21,761.43
Total of All Funds:		<u>21,761.43</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,761.43</u>

ACTION DATA SERVICES TAX AND AGENCY DATA

17 SHERWOOD LANE 973-244-8989 FAIRFIELD, N.J. 07004  
 CO # 0537 P/P # 24 PAY DATE 11-23-11 A/C HOPEWELL TOWNSHIP

\*\*\*\* CURRENT TAX LIABILITY SECTION \*\*\*\*

TYPE TAXABLE	CURRENT TAXABLE	Q.T.D. TAXABLE	Y.T.D. TAXABLE
FEDERAL TAXABLE	24614.58	102650.05	644001.31
EMPLOYEE FICA TAXABLE	26876.57	111919.58	689564.16
STATE TAXABLE	26876.57	111919.58	689564.16
STATE UNEMP TAXABLE	3893.63	16683.23	343790.68

FICA TXB <= \$106800 = 26876.57 FICA TXB > \$106800 =  
 FICA TXB @ 4.20% = 26876.57 FICA TXB @ 1.45% = 26876.57

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	OASDI	MEDIC	- AMOUNT -
COMP SHARE FICA TAX - FIRST \$106800 @ .07650%			
GREATER THAN \$106800 @ .01450% =	1666.35	389.72	2056.07
EMPLOYEE SHARE OF FICA TAX =	1128.80	389.72	1518.52
SPECIAL FICA TAX @ .0145% (APPLY TO BOTH COMPANY & EMPLOYEE)			

COMBINED FICA (EMPLOYEE & EMPLOYER)	3574.59
EMPLOYEE FEDERAL WITHHOLDING TAX	3699.53
STATE INCOME TAX NEW JERSEY	909.06
NEW JERSEY UNEMP TAX EMPLOYEE .00425	16.57
NEW JERSEY DISAB TAX EMPLOYEE .0050	18.88
TOWN SHARE UNEMP ???	
TOWN SHARE DISAB .0010	3.91
FAMILY LEAVE	2.33

TOTAL TAXES 8224.87

PERS DEDUCTION	179.34
P & F	2082.65
MISC PENSION	
CONT INSURANCE	13.79
LOANS 001= 003= 494.17	494.17
BACK DEDUCTION 001= 003=	
ARREARS 001= 003=	
HVUFFA DUES	
GARNISHEE	
SUPP ANN 001= 003=	
BACK CONT. INS. 001= 003=	
CHILD SP	240.00
DEF COMP	
CR UNION	
PEN SHTG	
C/I SHTG	
SUP DUES	
DISPATCH	
DCRP	
DCRP ADJ	
BACK DEDUCTION DCRP	
HEALTH CARE	351.85
HEALTH CARE ADJUSTMENT	
LEVY	

\*\* GRAND TOTAL AMOUNT DUE - A.D.S. DTC THIS AMOUNT TOTAL AGENCY 3361.80  
 11586.67

Gross: 26807.93 + Town Share Taxes 2059.98 = 28867.91  
 (FICA= 2056.07 & DIS= 3.91 )

NET CHECKS: 16251.24 PL CKG: .00 PL SVG: 1030.00 TOTNET: 17281.24

THE AMOUNT ABOVE WILL BE CHARGED TO YOUR ACCOUNT 2 DAY'S PRIOR TO YOUR PAY DATE

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1  
MERCER COUNTY, NEW JERSEY**

**R E S O L U T I O N N O. 2011-28**

**A RESOLUTION AUTHORIZING PAYMENT FOR MEETING MINUTES  
TRANSCRIPTION**

**WHEREAS**, the Hopewell Township Fire District No.1, Board of Fire Commissioners (“The Board”) has determined that a need exists for the transcription of meeting minutes; and

**WHEREAS**, The Board’s attorney and auditor have advised that it is permissible for a current full time employee to be compensated for the transcription of meeting minutes; and

**WHEREAS**, Chief of Emergency Services Matthew Martin has agreed to provide the service of meeting minute transcription for a rate of \$175.00 per meeting.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, The Hopewell Township Fire District No. 1 Board of Fire Commissioners that Chief Matthew Martin is authorized to undertake the responsibility of meeting minute transcription at a rate of \$175.00 per meeting.

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak		✓	✓			
Kintzel	✓		✓			
Lenarski			✓			
Orlandi						✓
Chipowsky			✓			

*Joseph M. Lenarski*  
~~Mrs. Cindy Orlandi, Secretary~~  
**JOSEPH M. LENARSKI, VICE CHAIRMAN**  
 A CERTIFIED COPY

**HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1  
MERCER COUNTY, NEW JERSEY**

**R E S O L U T I O N N O . 2 0 1 1 - 2 9**

**A RESOLUTION ADOPTING THE SCHEDULE OF MEETING DATES FOR  
2012**

**WHEREAS**, Chapter 231 of Laws of 1975 known as the "Open Public Meetings Law" was enacted so as to insure the right of all citizens to have advance notice of and to attend all meetings of public bodies; and

**WHEREAS**, every public body must publish its meeting schedule by January 10; and

**WHEREAS**, the meeting schedule must be prominently posted in a public place and advertised in two designated newspapers; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, The Hopewell Township Fire District No. 1 Board of Fire Commissioners that the following are designated as public meeting dates.

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak		✓	✓			
Kintzel	✓		✓			
Lenarski			✓			
Orlandi						✓
Chipowsky			✓			

*Joseph M. Lenarski*  
 Mrs. Cindy Orlandi, Secretary  
 JOSEPH M. LENARSKI, VICE CHAIRMAN  
 A CERTIFIED COPY

## 2012 SCHEDULE OF OPEN PUBLIC MEETINGS HOPEWELL TOWNSHIP FIRE DISTRICT NO.1

(All meetings begin at 7:00 PM at the Hopewell Township Municipal Services Building unless noted elsewhere)

Meeting Date	Location Change or Special Agenda Item	Meeting Date	Location Change or Special Agenda Item
January 12, 2012		August 9, 2012	
January 19, 2012	Public Hearing & Budget Adoption	August 23, 2012	
January 26, 2012		September 6, 2012	
February 9, 2012		September 20, 2012	
February 23, 2012		September 27, 2012	
March 8, 2012		October 11, 2012	Union Fire Company and Rescue Squad
March 22, 2012	Union Fire Company and Rescue Squad	October 18, 2012	
April 12, 2012		October 25, 2012	
April 26, 2012		November 8, 2012	
May 10, 2012		November 15, 2012	
May 24, 2012		November 29, 2012	
June 14, 2012		December 13, 2012	2013 Budget Introduction
June 28, 2012		December 20, 2012	
July 12, 2012		December 27, 2012	
July 26, 2012	Union Fire Company and Rescue Squad		

The Hopewell Township Municipal Services Building is located at 201 Washington Crossing-Pennington Road Titusville New Jersey.

The Union Fire Company and Rescue Squad is located at 1396 River Road Titusville New Jersey.

**BOARD OF FIRE COMMISSIONERS  
HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1**

**RESOLUTION**

**EXECUTIVE SESSION**

**WHEREAS**, it is necessary for the board to discuss real estate, sensitive public safety, legal, contract negotiations and/or personnel matters; and

**WHEREAS**, N.J.S.A. 10:4-12 permits the board to conduct a meeting from which the public is excluded in order to discuss such matters; and

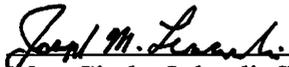
**WHEREAS**, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of Fire District No. 1 in the Township of Hopewell, County of Mercer that the board shall forthwith conduct an executive session to discuss the above.

**BE IT FURTHER RESOLVED**, that the scope of the aforesaid executive session will be limited to the above matters as stated.

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak	✓		✓			
Kintzel			✓			
Lenarski		✓	✓			
Orlandi						✓
Chipowsky			✓			

  
~~Mrs. Cindy Orlandi, Secretary~~

A CERTIFIED COPY

JOSEPH M. LENARSKI

December 1, 2011