

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

DECEMBER 8, 2011 - 7:00 P.M.

CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE BY CHAIRMAN - Vice-Chairman Lenarski 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.

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

ROLL CALL BY CHAIRMAN - Those answering the roll call of Vice-Chairman Lenarski:

MEMBERS PRESENT: Vice Chairman Lenarski, Treasurer Cseremsak, Secretary Orlandi, Commissioner Kintzel

MEMBERS ABSENT: Chairman Chipowsky

STAFF PRESENT: Chief Martin

OTHERS PRESENT: Lieutenant Nelson (153), Captain Schmitt (151), and Attorney Hart (arrived 7:20 p.m.)

MINUTES SUBMITTED FOR APPROVAL

Motion by Treasurer Cseremsak, seconded by Commissioner Kintzel to approve the December 1, 2011 Special Meeting Minutes.

DISCUSSION: Vice-Chairman Lenarski requested that commissioners shall be identified by their title, or Mr., Ms., or Mrs.

MOTION CARRIED

ABSENT: Chairman Chipowsky

ABSTAIN: Secretary Orlandi

Motion by Treasurer Cseremsak, seconded by Commissioner Kintzel to approve the December 1, 2011 Special Meeting Executive Session Minutes.

DISCUSSION: None

MOTION CARRIED

ABSENT: Chairman Chipowsky

ABSTAIN: Secretary Orlandi

PUBLIC COMMENT (AGENDA)

Vice-Chairman Lenarski opened the floor to public comments.

There were no public comments.

NEW BUSINESS

R E S O L U T I O N N O . 2 0 1 1 - 3 0

A RESOLUTION AUTHORIZING AN AGREEMENT FOR CERTAIN LEGAL SERVICES ADOPTED BY THE BOARD OF FIRE COMMISSIONERS OF THE FIRE DISTRICT NO.1 IN THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, NEW JERSEY

Copy of resolution and record of vote is attached

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

DISCUSSION: Commissioner Kintzel question if the award would need to be advertised. Chief Martin advised the Board that he was advised by the Bond Counsel that advertisement was not needed unless the award was in excess of \$17,500.00. Chief Martin indicated he also consulted the Boards auditing firm and was advised that advertisement would not be required for awards below \$17,500.00. Commissioner Kintzel advised that the bond counsel fees would be paid as part of the Bond. Vice-Chairman Lenarski advised the Bond is mainly for the purchase of self contained breathing apparatus devices for the valley fire departments.

MOTION CARRIED

ABSENT: Chairman Chipowsky

ABSTAIN: None

RESOLUTION NO. 2011-31
2011 BUDGET INTRODUCTION RESOLUTION
Copy of resolution and record of vote is attached

Motioned by Vice-Chairman Lenarski, seconded by Treasurer Cseremsak to adopt the resolution as read.

DISCUSSION: Commissioner Kintzel discussed that some additional surplus funds were utilized due to a pending collective bargaining agreement.

MOTION CARRIED

ABSENT: Chairman Chipowsky

ABSTAIN: None

Treasurer Cseremsak advised that on Monday 12/12/11 there will be a holiday tree lighting and a Communities of Light service. Treasurer Cseremsak requested that word of the event be spread throughout Hopewell Valley.

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:	\$6,519.35
Payroll ending 12/3/11:	\$29,060.09
DCRP ending 12/3/11:	\$7.84
Total Disbursements:	\$35,587.28

Motioned by Treasurer Cseremsak, seconded by Secretary Orlandi

DISCUSSION:

Chief Martin advised the bill list included notable payments of the annual extrication equipment maintenance, a set of turn out gear for Station 53, fire fighter 1 training for two members from Station 53, and per-diem/lodging costs for a Specialist's attendance at the NJ EMS Conference.

MOTION CARRIED

ABSENT: Chairman Chipowsky

CHIEF OF EMERGENCY SERVICES REPORT

Chief Martin reported that the 2012 employee schedules have been loaded into the scheduling software and full time employees are able to begin requesting leave to be taken in 2012. The first table top exercise at Capital Health Systems - Hopewell was held on Saturday 12/3/11. Chief Martin felt the training went well and expressed his thanks to Capital Health Systems, Specialist Fosina, the Chief of the West Trenton Fire Company, and the Pennington Fire Company for their involvement in the exercise. Chief Martin reported that Teli-Squirt 53 has been sent for the replacement generator. Chief Martin reported that the Hopewell Valley Radio Committee met on Wednesday 12-7-11. The committee discussed narrow banding and the proposed replacement Mercer County Radio System. Chief Martin explained a dispatch problem that has been affecting EMS dispatching from Lifecomm communications. Chief Martin indicated that he has discussed the matter with Chief Meyer (Hopewell Township Police Department), and has requested input from the local chief officers. There is a meeting scheduled and open to chief officers, radio committee members, and Lifecomm Communications management on Monday 12/12/11 to find a solution to the problem.

Commissioner Kintzel expanded on the replacement Mercer County Radio System and how it will operate. Commissioner Kintzel briefed the Board on the impact of the purchase of the radio equipment on the Budget if the majority of the equipment is awarded via a grant. Commissioner Kintzel advised the Board that the radio committee is looking for guidance on how to approach the purchase of the equipment if a grant is not awarded. Commissioner Kintzel indicated the purchase would be a large expense and a decision should not be approached with the absence of Chairman Chipowsky.

Vice-Chairman Lenarski advised the Board that he hopes that any attention currently focused on the Ewing Lawrence Sewer Authority does not impact the decision of the voters on the upcoming budget election.

Commissioner Kintzel and Attorney Hart discussed the need for a resolution by the Board to authorize and referendum questions that will be placed on a ballot.

CHIEF OF UNION FIRE COMPANY REPORT

Lieutenant Gavin Nelson reported that Operation Santa Claus will occur on Sunday 12/18/11. Vice-Chairman Lenarski asked if Station 53 was operating on the Delaware River in advance of the historical crossing. The historical crossing was briefly discussed by the Board and Lieutenant Nelson.

PUBLIC COMMENT (NON-AGENDA)

Vice-Chairman Lenarski opened the floor to public comments. Captain Schmitt (151) reported that the Pennington First Aid Squad has had a very active month in November. The Squad ran a total of 117 incidents of which there was a large mutual aid increase. Captain Schmitt also reported that he is continuing to work with the Borough of Pennington on the payment of workers compensation insurance fees and he feels optimistic that the matter will be resolved. Captain Schmitt question Commissioner Kintzel if a recent Length of Service Awards Program

(LOSAP) matter had been addressed. Commissioner Kintzel indicated it had been addressed. Captain Schmitt reported that an access problem within the pediatric express unit at CHS-Hopewell will be addressed.

Vice-Chairman Lenarski reported that he attended a meeting of the State Association of Fire Districts at District 4 in Hamilton Township. Vice-Chairman Lenarski reported on legislative activity discussed at the association meeting and the dedication of a portion of a firehouse to a long standing Hamilton Township Fire Commissioner. Vice-Chairman Lenarski confirmed the date of the next regular meeting for the Board and public. The meeting will be on 12/15/11 at 7:00 p.m.

Vice-Chairman Lenarski asked the Board if there was a need for executive session. The Board indicated an executive session would not be needed.

ADJOURNMENT

At 7:58 p.m. a motion by Treasurer Cseremsak and seconded by Commissioner Kintzel to adjourn the meeting.

MOTION CARRIED

ABSENT: Chipowsky

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

**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 - 3 0

A RESOLUTION AUTHORIZING AN AGREEMENT FOR CERTAIN LEGAL SERVICES ADOPTED BY THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, NEW JERSEY

WHEREAS, there exists a need for specialized legal services in connection with the authorization and the issuance of bonds of the Board of Commissioners of Fire District No.1 in the Township of Hopewell, in the County of Mercer, New Jersey (the “Board of Commissioners”), including the review of such procedures and the rendering of approving legal opinions acceptable to the financial community; and

WHEREAS, such legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McManimon & Scotland, L.L.C., Newark, New Jersey is so recognized by the financial community; and

WHEREAS, funds are or will be available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised; and

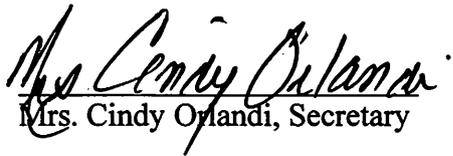
NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER AS FOLLOWS:

1. The law firm of McManimon & Scotland, L.L.C.; Newark, New Jersey is hereby retained to provide the specialized legal services necessary in connection with the authorization and the issuance of bonds by the Board of Commissioners in accordance with an agreement dated as of December 8, 2011 and submitted to the Board of Commissioners (the “Contract”).
2. The Contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A: 11-5(1)(a), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution as well as the Contract shall be placed on file with the Chief of Emergency Services.
4. The contract will run from December 8, 2011 to December 8, 2012.

5. The contract is not expected to exceed \$15,000.00.

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

2011 BUDGET RESOLUTION

2011-31

Township of Hopewell

Fire District No. 1

FISCAL YEAR: From January 1, 2012 to December 31, 2012

WHEREAS, the Annual Budget for the Hopewell Township Fire District No. 1 for the fiscal year beginning January 1, 2012 and ending December 31, 2012 has been presented before the Board of Commissioners of the Fire District No. 1 at its open public meeting of December 8, 2011; and

WHEREAS, the budget as introduced 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 introduced reflects Total Revenues of \$3,087,817.00, which includes amount to be raised by taxation of \$2,670,075.00, and Total Appropriations of \$3,087,817.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District No. 1 has taken into account the assessed valuation of taxable property in the Fire District No. 1,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District No. 1, at an open public meeting held on December 8, 2011 that the Annual Budget, including appended Supplemental Schedules, of the Hopewell Township Fire District No. 1 for the fiscal year beginning January 1, 2012 and ending December 31, 2012 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Fire District No.1's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Hopewell Township Fire District No. 1 will consider the Annual Budget for adoption on the 19th day of January 2012.


(Secretary's Signature)

12/8/11
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Cseremsak	✓			
Kintzel	✓			
Lenarski	✓			
Orlandi	✓			
Chipkowsky				✓

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

BILLS & CLAIMS

December 8, 2011

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

Bill List:		\$6,519.35
Payroll Ending:	December 3, 2011	\$29,060.09
DCRP Ending:	December 3, 2011	\$7.84
Total Disbursements:		\$35,587.28

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

 Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 7308 to 7319
 Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Number
PO #	Description				Contract
7308	12/08/11	ADS Action Data Payroll Service			327
11-00718	Payroll charges		57.49		
7309	12/08/11	BPA Bartolomei Pucciarelli, LLC			327
11-00721	Accounting charges 11/11		1,000.00		
7310	12/08/11	CINGULAR AT&T Mobility			327
11-00654	mobile phone charges		482.75		
7311	12/08/11	ELECMEAS Electronic Measurement Labs			327
11-00720	Test Gas (meters)		350.00		
7312	12/08/11	FIRESTOR Witmer Public Safety Group			327
11-00681	Fire and Extication Gloves (53		244.88		
7313	12/08/11	MES Municipal Emergency Services			327
11-00577	Annual Hurst Prev. Maint.		1,360.00		
11-00655	53 turnout gear		1,953.16		

			3,313.16		
7314	12/08/11	PRINPACK Princeton Packet			327
11-00700	Notice of spec mtg 12-1-11		24.30		
7315	12/08/11	RND RND Consulting LLC			327
11-00727	Charges through 11/30/11		156.25		11-00001
7316	12/08/11	STAPLES Staples			327
11-00626	office supplies order		222.19		
7317	12/08/11	STERI Stericycle			327
11-00722	Bio-hazard services 12/11		83.88		
7318	12/08/11	UNION Union Fire Co. & Rescue Squad			327
11-00453	FF1 - A. Ames & M. Chrusz		400.00		
7319	12/08/11	WILLIAMS Deron Williams			327
11-00632	reimbursement 509 EMS conf		184.45		

Report Totals	Paid	Void	Amount Void	Amount Paid
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Checks:	12	0	0.00	6,519.35
Direct Deposit:	0	0	0.00	0.00
	====	====	=====	=====
Total:	12	0	0.00	6,519.35

12/07/11
14:21:37

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

Page No: 2

Fund Description	Fund	Budget Total	Revenue Total
General Fund	1-01	6,519.35	0.00
Total of All Funds:		<u>6,519.35</u>	<u>0.00</u>

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

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
General Fund	1-01	6,519.35	0.00	0.00	0.00	6,519.35
Total of All Funds:		<u>6,519.35</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,519.35</u>

ACTION DATA SERVICES TAX AND AGENCY DATA

17 SHERWOOD LANE 973-244-8989 FAIRFIELD, N.J. 07004
 CO # 0537 P/P # 25 PAY DATE 12-08-11 A/C HOPEWELL TOWNSHIP

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

TYPE TAXABLE	CURRENT TAXABLE	Q.T.D. TAXABLE	Y.T.D. TAXABLE
FEDERAL TAXABLE	24734.21	127384.26	668735.52
EMPLOYEE FICA TAXABLE	27055.75	138975.33	716619.91
STATE TAXABLE	27055.75	138975.33	716619.91
STATE UNEMP TAXABLE	3193.75	19876.98	346984.43

FICA TXB <= \$106800 = 27055.75 FICA TXB > \$106800 =
 FICA TXB @ 4.20% = 27055.75 FICA TXB @ 1.45% = 27055.75

+++++ - AMOUNT -

	OASDI	MEDIC	
COMP SHARE FICA TAX - FIRST \$106800 @ .07650%			
GREATER THAN \$106800 @ .01450% =	1677.48	392.31	2069.79
EMPLOYEE SHARE OF FICA TAX =	1136.35	392.31	1528.66
SPECIAL FICA TAX @ .0145% (APPLY TO BOTH COMPANY & EMPLOYEE)			

COMBINED FICA (EMPLOYEE & EMPLOYER)	3598.45
EMPLOYEE FEDERAL WITHHOLDING TAX	3675.03
STATE INCOME TAX NEW JERSEY	895.15
NEW JERSEY UNEMP TAX EMPLOYEE .00425	13.58
NEW JERSEY DISAB TAX EMPLOYEE .0050	15.98
TOWN SHARE UNEMP ???	
TOWN SHARE DISAB .0010	3.19
FAMILY LEAVE	1.92

TOTAL TAXES 8203.30

PERS DEDUCTION	224.52
P & F	2082.65
MISC PENSION	
CONT INSURANCE	17.27
LOANS 001= 003= 494.17	494.17
BACK DEDUCTION 001= 003=	
ARREARS 001= 003=	
HVUFFA DUES	288.00
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	14.37
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 3712.83 11916.13

Gross: 26987.11 + Town Share Taxes 2072.98 = 29060.09
 (FICA= 2069.79 & DIS= 3.19)

NET CHECKS: 16113.96 PL CKG: .00 PL SVG: 1030.00 TOTNET: 17143.96

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