

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

**JANUARY 12, 2012 7:00 PM**

**CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE** - Chairman Chipowsky called the meeting to order at 7:00 p.m. stating that the notice of the meeting had been posted on the municipal bulletin board and 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:** Chairman Chipowsky, Vice-Chairman Lenarski, Treasurer Cseremsak, Secretary Orlandi, Commissioner Kintzel

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Captain Schmitt (151), Assistant Captain Muccioli (151), Second Assistant Captain Ferrara (151), Trustee Pollock (51), President Swanson (53/153), Chief Martin (50/159), Specialist Schafer (50/159), Specialist Fosina (50/159), Kevin Hart (Attorney for the Board)

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**MINUTES SUBMITTED FOR APPROVAL**

**OCTOBER 13, 2011**

*Motion by Treasurer Cseremsak and seconded by Secretary Orlandi to approve the regular session minutes.*

**DISCUSSION:**

Vice-Chairman Lenarski requested that his attendance at the meeting is recorded in the record.

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**NOVEMBER 3, 2011**

*Motion by Vice-Chairman Lenarski and seconded by Commissioner Kintzel to approve the regular and executive session minutes.*

**DISCUSSION:**

Vice-Chairman Lenarski requested that his attendance at the meeting is recorded in the record.

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**NOVEMBER 10, 2011**

*Motion by Secretary Orlandi and seconded by Treasurer Cseremsak to approve the regular and executive session minutes.*

**DISCUSSION:**

Vice-Chairman Lenarski requested that his attendance at the meeting is recorded in the record.

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**DECEMBER 22, 2011**

*Motion by Treasurer Cseremsak and seconded by Secretary Orlandi to approve the regular and executive session minutes.*

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**DECEMBER 29, 2011**

*Motion by Vice-Chairman Lenarski and seconded by Treasurer Cseremsak to approve the regular session minutes.*

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

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**PUBLIC COMMENT (AGENDA)**

None

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**NEW BUSINESS**

**RESOLUTION 2012-01**

**A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF  
HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1 TO PASS A TEMPORARY BUDGET  
FOR THE YEAR 2012**

*Copy of resolution and record of vote is attached*

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

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**RESOLUTION 2012-02**

**A RESOLUTION DESIGNATING DEPOSITORIES OF FUNDS**

*Copy of resolution and record of vote is attached*

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

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**RESOLUTION 2012-03**

**A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

*Copy of resolution and record of vote is attached*

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

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**RESOLUTION 2012-04**

**A RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENTS**

*Copy of resolution and record of vote is attached*

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

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**RESOLUTION 2012-05**

**A RESOLUTION AUTHORIZING A NON FAIR AND OPEN CONTRACT WITH  
BOWMAN AND COMPANY, LLP FOR FINANCIAL AUDITING SERVICES**

*Copy of resolution and record of vote is attached*

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

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**RESOLUTION 2012-06**

**A RESOLUTION AUTHORIZING A NON FAIR AND OPEN CONTRACT WITH  
BORDEN PERLMAN AS THE INSURANCE BROKER OF RECORD**

*Copy of resolution and record of vote is attached*

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

**DISCUSSION:**

None

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

**RESOLUTION 2012-07**

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

*Copy of resolution and record of vote is attached*

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

**DISCUSSION:**

Secretary Orlandi indicated a spelling error for correction.

**MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** Secretary Orlandi, Commissioner Kintzel

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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:*

Bill List:		\$17,040.14
Payroll Ending:	December 31, 2011	\$38,515.85
DCRP Ending:	December 31, 2011	\$7.84
Total Disbursements:		\$55,563.83

*Motioned by Treasurer Cseremsak and seconded by Secretary Orlandi.*

### **DISCUSSION:**

Chief Martin advised the bill list included notable payments of tuition reimbursement for a Union Fire Company and Rescue Squad member, annual service on the Union Fire Company and Rescue Squad vehicle exhaust system, health benefits for full time employees. Additionally Chief Martin reported that work continues on the closing of 2011 open purchase orders.

### **MOTION CARRIED**

**ABSENT:** None

**ABSTAIN:** None

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### **CHIEF OF EMERGENCY SERVICES REPORT**

Chief Martin reported that an email was sent to the Twin Pines Homeowners Association to offer to conduct inspections of the fire hydrants. Teli-Squirt 53 has returned to service from the recent generator repair. Work continues with the ongoing problem with emergency medical dispatch. The administrative assistant position deadline for applicants is January 15, 2012. End of year administrative matters including the sick leave buy back program, tax forms, and the Edmunds Financial Software roll over have been completed. Staff is completing the paperwork for the end of year certification of Life Hazard Use Inspections for the New Jersey Division of Fire Safety. Chief Martin, Lieutenant Schulman, Specialist Fosina, and Specialist Wilson attended a solar panel and means of egress class at Princeton University. Chief Martin asked the Board if they

are still interested in hosting a joint meeting of the 3 fire districts. The Board advised to schedule the meeting for after the election in February 2012.

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**CHIEF OF UNION FIRE COMPANY REPORT**

President Swanson reported on the most current calls for service statistics. President Swanson reported the Union Fire Company and Rescue Squad has 3 members enrolled in the firefighter one course. The Teli-Squirt has returned to service. There is promising news that the county radio grant has passed a peer review. Work has started on a ambulance replacement committee.

Commissioner Kintzel advised President Swanson that the Board has not been approached to place an ambulance replacement on a referendum.

Vice-Chairman Lenarski asked President Swanson to report on any changes in the fire and ems officers for 2012.

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**PUBLIC COMMENT (NON-AGENDA)**

Captain Schmitt presented the Board with the Pennington First Aid Squad's most current call statics and an end of year statistical report.

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**ADJOURNMENT**

*At 7:25 pm a motion by Commissioner Kintzel and seconded by Treasurer Cseremsak to enter into executive session to discuss contractual matters.*

**MOTION CARRIED**

**ABSENT:** None

*At 8:10 pm the Board returned to open session and a motion was made by Vice-Chairman Lenarski and seconded by Treasurer Cseremsak to adjourn the meeting.*

**MOTION CARRIED**

**ABSENT:** None

Respectfully submitted,



Matthew Martin  
Chief of Emergency Services