

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

THURSDAY, AUGUST 9, 2012

CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE - Chairman Chipowsky called the meeting to order at 7:01 PM 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.

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

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

MEMBERS PRESENT: Chairman Chipowsky, Vice-Chairman Lenarski, Treasurer Cseremsak

MEMBERS ABSENT: Secretary Orlandi, Commissioner Kintzel

OFFICERS PRESENT: First Assistant Captain Muccioli (151), Second Assistant Captain Ferrara (151)

PROFESSIONALS: None

MINUTES SUBMITTED FOR APPROVAL

Motion by Vice-Chairman Lenarski, seconded by Treasurer Cseremsak to accept the June 28, 2012 minutes as presented.

MOTION UNANIMOUSLY CARRIED

Motion by Vice-Chairman Lenarski, seconded by Treasurer Cseremsak to accept the July 12, 2012 minutes as presented.

MOTION UNANIMOUSLY CARRIED

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2012-34

**A RESOLUTION AUTHORIZING THE CHAIRMAN AND SECRETARY OF THE
BOARD OF FIRE COMMISSIONERS, HOPEWELL TOWNSHIP FIRE DISTRICT NO.
1, TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH METRO**

**EMPLOYEE ASSISTANCE SERVICE FOR THE EMPLOYEE ASSISTANCE
PROGRAM**

Copy of resolution and record of vote is attached.

DISCUSSION:

Chief Martin explained that the renewal was in the same form as previous years.

MOTION CARRIED

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:		\$62,104.97
Payroll Ending:	July 28, 2012	\$32,400.08
DCRP Ending:		\$7.84
Total Disbursements:		\$94,512.89

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

DISCUSSION:

Chief Martin reported on notable payments made as part of the bill list.

MOTION CARRIED

OFFICERS REPORTS

Chief Martin reported that the annual First Assembly of God Spaghetti Dinner will occur on October 20, 2012.

Chief Martin reported that the water study presentation will occur on September 19, 2012.

Chief Martin reported that hose testing has been completed.

Chief Martin reported that an axle seal on Engine 53 has been repaired.

Chief Martin reported that ambulance 159-1 has been placed at the Hopewell Township Public Works. The Department of Health seals have been removed along with the license plates and insurance.

Chief Martin reported that the replacement tanker 52 has been ordered.

Chief Martin reported that one appeal remains before the Construction Board of Appeals for fire code violations at a township business. The second appeal has been vacated by the business owner.

Chief Martin reported on professional services being conducted by Stark and Stark related to the SCBA bid and questions that had arisen related to the award of the bid. Chief Martin also discussed the status of the bond with the Board.

Chief Martin reported that Chief Burd would like to discuss the possibility of an emergency appropriation to replace ambulances, however both Chief Burd and Attorney Hart are not available.

Chief Martin requested permission to conduct a screening process to create a list for future appointments to the position of Emergency Services Specialist. Chief Martin also requested permission to evaluate the current part-time listing to remove employees that have not been active. The Board provided its approval in both matters.

Chief Martin advised that he would be away and to contact Lieutenant Schulman if needed.

Chief Martin reminded the Board that an Executive Session is needed to discuss a LOSAP hardship and an insurance matter.

PUBLIC COMMENT (NON-AGENDA)

First Assistant Captain Muccioli representing the Pennington First Aid Squad provided the squad's most recent calls for service statistics.

EXECUTIVE SESSION RESOLUTION

Chairman Chipowsky advised that the Board was entering executive session and formal action will take place upon return to open session.

Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski at 7:22 PM.

MOTION CARRIED

After the Board opened the regular session of the meeting, Chairman Chipowsky advised that the Board had considered a LOSAP hardship for a member of the Union Fire Company and Rescue Squad. Chairman Chipowsky asked for a motion to permit the hardship. Treasurer Cseremsak provided the motion and Vice-Chairman Lenarski seconded with all members in favor of granting the hardship.

ADJOURNMENT

Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to adjourn the meeting at 7:28 PM.

MOTION CARRIED

Respectfully submitted,

Matthew Martin
Chief of Emergency Services

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

RESOLUTION 2012-34

**A RESOLUTION AUTHORIZING THE CHAIRMAN AND SECRETARY OF THE
BOARD OF FIRE COMMISSIONERS, HOPEWELL TOWNSHIP FIRE DISTRICT NO.
1, TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH METRO
EMPLOYEE ASSISTANCE SERVICE FOR THE EMPLOYEE ASSISTANCE
PROGRAM**

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No.1 (“Board”) has determined that a need exists for professional employee assistance program services; and

WHEREAS, every firm, no matter how well managed, has employees with such troubles as problem drinking, misuses of other drugs, emotional disorders, financial, domestic and legal problems; and

WHEREAS, management does not wish to know the details of these personal problems but is concerned with their effects on job performance, and wishes to offer its employees assistance in handling these problems; and

WHEREAS, the Board has determined that Metro Employee Assistance Service of Trenton, New Jersey can provide such services for the sum of \$1,500.00 for the period of September 1, 2012 to August 31, 2013; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in a form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of this contract relative to the professional services, and notice of award of said contract, shall be made available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, State of New Jersey, that the Board Chairman and Secretary execute a Professional Services Agreement with Metro Employee Assistance Service, Trenton, New Jersey to provide employee assistance program services for the sum of \$1,500.00 for the period of September 1, 2012 to August 31, 2013; and

BE IT FURTHER RESOLVED, that this resolution and the notice of award of contract shall be made available for public inspection at the office of the Chief of Emergency Services.

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

Thursday, August 9, 2012

**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

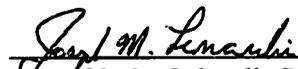
WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

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, VICE CHAIRMAN*

August 9, 2012