

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

THURSDAY, DECEMBER 13, 2012

CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE - Chairman Chipowsky called the meeting to order at 6:02 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, Commissioner Kintzel, *Commissioner Lynch

**Commissioner Lynch after being appointed during the meeting.

MEMBERS ABSENT:

Treasurer Cseremsak

OFFICERS PRESENT:

Deputy Chief Varrasse (152), Chairman Morehouse (HBFD), Deputy Chief Kreamer (51), Captain Schmitt (151), Assistant Captain Muccioli (151), Second Assistant Captain Ferrara (151), Chief Burd (53), Deputy Chief Malkiewicz (53), Deputy Chief Soganic (153), Captain Beninato (153), President Swanson (53/153)

PROFESSIONALS:

Kevin Hart (Attorney for the Board)

MINUTES SUBMITTED FOR APPROVAL

Motion by Vice-Chairman Lenarski, seconded by Commissioner Kintzel to adopt the regular and executive session minutes from September 6, 2012 as presented.

MOTION CARRIED

Motion by Vice-Chairman Lenarski, seconded by Commissioner Kintzel to adopt the regular and executive session minutes from September 20, 2012 as presented.

MOTION CARRIED

**There were not enough commissioners present to move the meeting minutes from September 27, 2012. Vice-Chairman Lenarski indicated a possible problem with the drafting of the meeting minutes as presented for October 11, 2012 and October 18, 2012. Chairman Chipowsky indicated the minutes would be reviewed and or re-submitted at a future meeting.

TREASURER'S REPORT

BILLS & CLAIMS

Summary read by Commissioner Kintzel:

BILLS & CLAIMS

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

Bill List:		\$48,462.70
Payroll Ending:	November 17, 2012	\$28,448.78
Payroll Ending:	December 1, 2012	\$28,596.89
DCRP Ending:	December 1, 2012	\$7.84
Total Disbursements:		\$105,516.21

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

DISCUSSION:

None

MOTION CARRIED

OFFICERS REPORTS

Chairman Chipowsky indicated that Chief of Emergency Services was absent.

EXECUTIVE SESSION RESOLUTION

Chairman Chipowsky advised that the Board was entering executive session.

Motion by Vice-Chairman Lenarski, seconded by Commissioner Kintzel.

MOTION CARRIED

The Board entered executive session to interview 3 candidates for the position of interim fire commissioner.

The Board re-entered public session.

RESOLUTION 2012-44

A RESOLUTION APPOINTING AN INTERIM FIRE COMMISSIONER

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

Chairman Chipowsky swore in Mr. Timothy Lynch as an interim fire commissioner.

Chairman Chipowsky asked for nominations to fill the position of Board Secretary.

A motion by Chairman Chipowsky, seconded by Vice-Chairman Lenarski to appoint Commissioner Kintzel to serve as Fire District Secretary.

MOTION CARRIED

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2012-45

A RESOLUTION AMENDING PROFESSIONAL SERVICES AGREEMENTS

Copy of resolution and record of vote is attached

DISCUSSION:

The resolution as presented did not contain a record of vote. The resolution will be changed to record a roll call vote.

MOTION CARRIED

RESOLUTION NO. 2012-46

A RESOLUTION ADOPTING THE SCHEDULE OF MEETING DATES FOR 2013

Copy of resolution and record of vote is attached

DISCUSSION:

Secretary Kintzel explained the meeting dates to those in attendance.

MOTION CARRIED

RESOLUTION 2012-47

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

Copy of resolution and record of vote is attached

DISCUSSION:

The Board discussed the resolution will need to be amended in the immediate future to remove Mr. Timothy Lynch from the part time list.

MOTION CARRIED WITH ONE ABSTENTION

Commissioner Lynch abstained from voting on the resolution.

The Board postponed the reading of the budget introduction resolution until the arrival of Chairman Morehouse from the Hopewell Borough Fire District.

PUBLIC COMMENT (NON-AGENDA)

Captain Schmitt representing the Pennington First Aid Squad provided the squad's most recent calls for service statistics. Captain Schmitt reported on the Length of Service Awards Program (LOSAP) and the emergency medical services committee effort to make changes to the points criteria. The Board, Captain Schmitt, Deputy Chief Varrasse, and Chairman Morehouse discussed the LOSAP points criteria for emergency medical services and the efforts undertaken to review and possibly change the LOSAP points criteria for emergency medical services. Captain Schmitt and the Board discussed the Department of Health licensing of ambulances in Hopewell Valley. Chairman Chipowsky asked that the LOSAP points criteria discussion be returned to a committee.

** Vice-Chairman Lenarski asked to be excused from the meeting at 6:50 PM to attend a meeting at the Pennington Fire Company.

RESOLUTION 2012-48

A RESOLUTION INTRODUCING THE 2013 BUDGET

Copy of resolution and record of vote is attached

DISCUSSION:

Secretary Kintzel explained the amount of surplus to be used in the 2013 budget and explained the tax rate. Secretary Kintzel answered questions on the budget. The Board discussed the budget and answered questions on the budget. Chairman Chipowsky expressed his appreciation for Secretary Kintzel's efforts with the budget.

MOTION CARRIED

Chairman Chipowsky asked Chief Burd if he had a report. Chief Burd did not have a report.

Chairman Chipowsky asked President Swanson to report on the generator at the Union Fire Company and Rescue Squad. President Swanson reported to the Board on the status of the generator. The Board and President Swanson discussed the generators and answered questions on the generator.

Secretary Kintzel advised Chief Burd and Deputy Chief Soganic to begin the bid specifications on the replacement ambulance. The Board discussed the ambulance replacement with Chief Burd and Deputy Chief Soganic.

Chairman Chipowsky asked if anyone in attendance had a matter to bring before the Board. Chairman Chipowsky asked Attorney Hart if he had a report and Attorney Hart advised that he did not.

Chairman Chipowsky asked if there was a need for an executive session. The Board did not enter an executive session.

ADJOURNMENT

Motion by Secretary Kintzel and seconded by Commissioner Lynch to adjourn the meeting at 7:12 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

**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	✓		✓			
Chipowsky			✓			



Mr. Joseph Lenarski, Vice-Chairman
A CERTIFIED COPY

December 13, 2012

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

RESOLUTION 2012-44

A RESOLUTION APPOINTING AN INTERIM FIRE COMMISSIONER

WHEREAS, Fire Commissioner and Board Secretary Cynthia Orlandi resigned effective November 8, 2012; and

WHEREAS, The Board of Fire Commissioners (The Board) advertised for interested residents to fill the vacancy; and

WHEREAS, The Board conducted interviews on December 13, 2012 to fill the vacancy; and

WHEREAS, The Board has selected TIMOTHY M. LYNCH to serve as fire commissioner until the first Tuesday in March 2013.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners, in the Township of Hopewell, Mercer County, that TIMOTHY M. LYNCH is appointed to serve as Fire Commissioner until the first Tuesday in March 2013.

RECORD OF BOARD VOTE ON PASSAGE

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

Joseph M. Lenarski
Mr. Joseph Lenarski, Vice- Chairman

A CERTIFIED COPY
December 13, 2012

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

RESOLUTION 2012-45

A RESOLUTION AMENDING PROFESSIONAL SERVICES AGREEMENTS

WHEREAS, the Board of Fire Commissioners, Hopewell Township Fire District No.1 (the "Board") entered into a Professional Services agreements with the firm noted below; and

WHEREAS, it is necessary to amend this agreements to change the amount/and or the term of the contract; and

WHEREAS, the Board has certified that the funds are available.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners, in the Township of Hopewell, Mercer County, that the Professional Services Agreements be and are hereby amended as follows:

<u>FIRM</u>	<u>CURRENT MAXIMUM</u>	<u>PROPOSED MAXIMUM</u>	<u>CURRENT TERM EXPIRES</u>	<u>PROPOSED TERM EXPIRES</u>
RnD Consulting (charges with building electrical conversion & PC based VPN Connections)	\$9,000.00	\$9,900.00	12-31-12	12-31-12


Secretary

A CERTIFIED COPY

December 13, 2012

MAUGO LEMASK
SEC LYNCH

KINTO' YES
LOM YES
LYNCH YES
CHAPKOSKI YES
CSEREMSAK

ABSENT

**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 2 - 4 6

**A RESOLUTION ADOPTING THE SCHEDULE OF MEETING DATES FOR
2013**

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	✓		✓			
Chipowsky			✓			

LUNCH

✓

✓

 , Secretary

A CERTIFIED COPY

December 13, 2012

**2013 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 10, 2013		August 8, 2013	
January 17, 2013	Public Hearing & Budget Adoption	August 22, 2013	
January 24, 2013		September 5, 2013	
February 14, 2013		September 19, 2013	
February 28, 2013		September 26, 2013	
March 14, 2013		October 10, 2013	Union Fire Company and Rescue Squad
March 28, 2013	Union Fire Company and Rescue Squad	October 17, 2013	
April 11, 2013		October 24, 2013	
April 25, 2013		November 7, 2013	
May 9, 2013		November 14, 2013	
May 23, 2013		November 21, 2013	
June 13, 2013		December 12, 2013	2014 Budget Introduction
June 27, 2013		December 19, 2013	
July 11, 2013		December 30, 2013	
July 25, 2013	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 2012-47

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

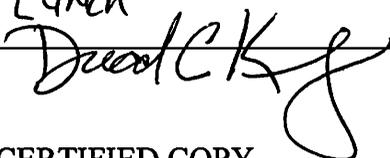
WHEREAS, a need exists to provide a list of active eligible part time employees to provide staffing on a case by case basis; and

WHEREAS, the Board of Fire Commissioners has authorized the Chief of Emergency Services to amend the listing when the need exists.

NOW, THEREFORE, BE IT RESOLVED, the Board of Fire Commissioners, in the Township of Hopewell, Mercer County, hereby establishes the list of part-time employees annexed herein.

RECORD OF BOARD VOTE ON PASSAGE

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

Lynch

 _____, Secretary

A CERTIFIED COPY
December 13, 2012

PART TIME EMPLOYEES AS OF DECEMBER 13, 2012

CAROLINE BENDER
ASHLEY COBLE
JOSEPH FLYNN
RICHARD GORDON
BILL HAYNES
ANDREW KINTZEL
HEATHER KINTZEL
DAMIAN LYNES
JOHN MUCCIOLI
MATTHEW PECK
CHUCK SISTA
DYLAN STURCHIO
EDWARD VANHISE
HEATHER VARRASSE

2013 BUDGET RESOLUTION

Township of Hopewell

Fire District No. 1

FISCAL YEAR: From January 1, 2013 to December 31, 2013

WHEREAS, the Annual Budget for the Hopewell Township Fire District No. 1 for the fiscal year beginning January 1, 2013 and ending December 31, 2013 has been presented before the Board of Commissioners of the Fire District No. 1 at its open public meeting of December 13, 2012; 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 \$3,256,262.00, which includes amount to be raised by taxation of \$2,971,123.00, and Total Appropriations of \$3,256,262.00; 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 13, 2012 that the Annual Budget, including appended Supplemental Schedules, of the Hopewell Township Fire District No. 1 for the fiscal year beginning January 1, 2013 and ending December 31, 2013 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 17th day of January 2013.


(Secretary's Signature)

12/13/2012
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Cseremsak				<input checked="" type="checkbox"/>
Kintzel <i>MOVED</i>	<input checked="" type="checkbox"/>			
Lenarski				<input checked="" type="checkbox"/>
Lynch <i>SCANNED</i>	<input checked="" type="checkbox"/>			
Chipkowsky	<input checked="" type="checkbox"/>			