

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

**THURSDAY, JANUARY 10, 2013**

**CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE** - Chairman Chipowsky called the meeting to order at 7:00 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.

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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 Kintzel, Commissioner Lynch

**MEMBERS ABSENT:**

None

**OFFICERS PRESENT:**

Chief Burd (53), Deputy Chief EMS Soganic (153), Battalion Chief Bailey (53), Chief Engineer Pedersen (53), Chief Varrasse (152), Commissioner Myers (HBFD), Chief Matthew Martin (50/159)

**PROFESSIONALS:**

None

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**MINUTES SUBMITTED FOR APPROVAL**

Motion by Treasurer Cseremsak, seconded by Vice-Chairman Lenarski to adopt the regular session minutes from September 27, 2012 as presented.

**MOTION CARRIED**

Motion by Treasurer Cseremsak, seconded by Vice-Chairman Lenarski to adopt the regular and executive session minutes from October 11, 2012 as presented.

**MOTION CARRIED**

Motion by Treasurer Cseremsak, seconded by Secretary Kintzel to adopt the regular and executive session minutes from October 18, 2012 as presented.

**MOTION CARRIED WITH ONE ABSTENTION**

Vice-Chairman Lenarski abstained as he was not present at the meeting.

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**PUBLIC COMMENT (AGENDA)**

None

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**NEW BUSINESS**

**RESOLUTION 2013-01**

**A RESOLUTION DESIGNATING DEPOSITORIES OF FUNDS**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

None

**MOTION CARRIED**

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**RESOLUTION 2013-02**

**A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

None

**MOTION CARRIED**

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**RESOLUTION 2013-03**

**A RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENTS**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

None

**MOTION CARRIED**

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**RESOLUTION 2013-04**

**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*

**DISCUSSION:**

Chairman Chipowsky advised that auditing services should be changed to insurance services on the resolution.

**MOTION CARRIED**

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**RESOLUTION 2013-05**

**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*

**DISCUSSION:**

None

**MOTION CARRIED WITH ONE ABSTENTION**

Secretary Kintzel abstained from voting on the resolution.

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**R E S O L U T I O N N O . 2013-06**

**A RESOLUTION APPOINTING A FUND COMMISSIONER TO THE FIRST  
RESPONDER JOINT INSURANCE FUND**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

None

**MOTION CARRIED**

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Chairman Chipowsky asked if there was any other new business to bring before the Board.

Commissioner Lynch questioned if there was a need to have an old business section added to the agenda for future meetings. The Board discussed the matter with Chief Martin and Chief Martin was instructed to add an old business section to future agendas.

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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:		\$174,702.49
Payroll Ending:	December 29, 2012	\$28,557.95
Total Disbursements:		\$203,260.44

*Motioned by Treasurer Cseremsak, seconded by Commissioner Lynch to adopt the bills and claims as read.*

### **DISCUSSION:**

Chief Martin reported on notable payments made as part of the bill list including the annual Plymovent service and repair for Station 53, brackets for self contained breathing apparatus units, 4<sup>th</sup> quarter fire apparatus inspection services, repair to brush 53, payment for the new self contained breathing apparatus units, payment for an additional pager order through the FEMA grant, the township fire district share of the FEMA grant to Hopewell Borough Fire District and Pennington Borough Fire District, repair to a boat motor, and tuition reimbursement to a member of the Union Fire Company and Rescue Squad.

### **MOTION CARRIED**

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### **OFFICER'S REPORTS**

Chief Martin reported that the estimate is \$1,854.75 to repair the door damage to engine 50 caused during Hurricane Sandy. The insurance claim has been filed and payment has been authorized. Chief Martin requested permission to proceed with the repair. Chief Martin was authorized to proceed with the repair. Chief Martin reported that the joint board meeting had been re-scheduled for February 28, 2013 as the Hopewell Borough Fire District Chairman will be unable to attend the scheduled meeting. The Board discussed the new date for the joint meeting with Chief Martin. Chief Martin reported that he applied for and renewed 2 of the fire districts radio licenses with the FCC. Chief Martin reported that per the budget reductions engine

50 is running out of Station 53 with 2 staff members. Chief Martin reported that he had obtained the 2012 Trenton Water Works hydrant inspection reports. All of the hydrants have not been inspected per Trenton Water Works. Trenton Water Works indicated they will begin inspecting hydrants again in the spring of 2013. A check in the amount of \$16,786.00 was received from a prior workers compensation insurance carrier as it was determined by the insurance carrier that they had charged an excess amount. The funds were deposited into the general account. The new insurance policies with the First Responder Joint Insurance Fund are in-place and active. The new self contained breathing apparatus units have been delivered but are not in service. Station 53 hosted valley-wide training on the new self contained breathing apparatus units that was well attended. The Hopewell Valley Emergency Services Unit has received updated New Jersey Department of Health licenses. The insurance claim for the generator at Station 53 for replacement of the generator has been canceled due to the repair of the existing generator. The insurance company is covering some of the costs associated with the rental generator including reimbursement for the rental unit in the amount of \$4,476.00 that has been deposited into the general account. The valley chief officers have formed a committee called the Hopewell Valley Regional Emergency Services Committee to address concerns over funding and matters of mutual importance. The committee is looking to have a township fire commissioner sit on the committee. Chairman Chipowsky advised a decision will be made on the attending township commissioner at a later date. Chief Martin reported that testing and the first round of interviews have been completed for the full time hiring process and final interviews will need to be scheduled. The Board and Chief Martin discussed if any commissioners would like to take part in the final interviews. Commissioners Cseremsak, Lenarski, and Kintzel expressed interest. Chairman Chipowsky advised that if more than 2 commissioners attended a meeting would need to be scheduled to conduct the interviews. Chief Martin reported that the new pay rates and health care deductions are in place. Chief Martin is preparing for the 2013 fire district election. Chief Martin asked that commissioners that are interested in opening and closing the election contact him. Part of the new county radio system has been installed in district apparatus and we are awaiting the delivery of the portable radios and pagers. Chief Martin attended a water study working group meeting.

Chief Burd reported on the calls for service statistics for the Union Fire Company and Rescue Squad. The new self contained breathing apparatus units are in and are expected to go in service in 2 to 3 weeks to allow for training. There have been several complaints about the firehouse siren. The Board and Chief Burd discussed the siren. Chief Burd reported on his attendance at the water study working group meeting. Chief Burd and the Board discussed the water study meeting and the improvement of water resources. Chief Burd reported that an officer attended the Tri-Township Chiefs Association meeting.

Chairman Chipowsky appointed a committee of Secretary Kintzel and Commissioner Lynch along with the squad chiefs throughout Hopewell Valley to investigate emergency medical services billing. Chairman Chipowsky requested an initial report at the first meeting in February.

#### **PUBLIC COMMENT (NON-AGENDA)**

Chairman Chipowsky asked for public comment and none was received. Chairman Chipowsky asked Attorney Hart if he had a report to present. Attorney Hart did not have a report to present.

Chairman Chipowsky asked if there was a need for an Executive Session. The Board did not enter into an Executive Session.

Chairman Chipowsky requested if any member of the Board had a matter to bring before the Board. Commissioner Lynch asked to discuss the appointment of a board member to the Hopewell Valley Regional Emergency Services Committee. Chairman Chipowsky advised that he was going to reach out to the committee chairman to discuss the appointment.

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**ADJOURNMENT**

Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to adjourn the meeting at 7:25 PM.

**MOTION CARRIED**

Respectfully submitted,



Matthew Martin  
Chief of Emergency Services

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

**RESOLUTION 2013-01**

**A RESOLUTION DESIGNATING DEPOSITORIES OF FUNDS**

**BE IT RESOLVED**, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, that the Hopewell Valley Community Bank be designated as the depository of the Board's funds for checking and savings account purposes; and,

**BE IT FURTHER RESOLVED**, that the New Jersey Cash Management Fund be designated as the depository of the Board's funds for investment purposes.

**RECORD OF BOARD VOTE ON PASSAGE**

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



Mr. Donald C. Kintzel, Secretary

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

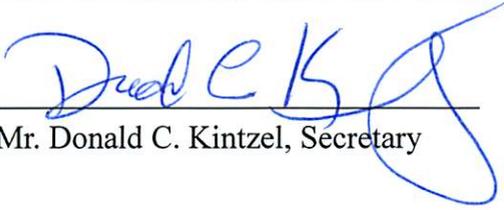
**RESOLUTION 2013-02**

**A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

**BE IT RESOLVED**, that the Hopewell Valley News and the Times of Trenton are hereby designated as the official newspapers of Hopewell Township Fire District No. 1 for the year 2013.

**RECORD OF BOARD VOTE ON PASSAGE**

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

  
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Mr. Donald C. Kintzel, Secretary

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

**RESOLUTION 2013-03**

**A RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENTS**

**WHEREAS**, there exists a need for professional services for the following: legal services; accounting services; medical director services; payroll services, information technology services, management of a medical flexible spending program, and financial consulting services; and

**WHEREAS**, the estimated cost of the contract is \$7,000.00 for legal services; \$12,600.00 for accounting services; \$5,000.00 for medical director services; \$5,000 for payroll services; \$9,000.00 for information technology services, and \$2,500.00 for financial consulting services; and

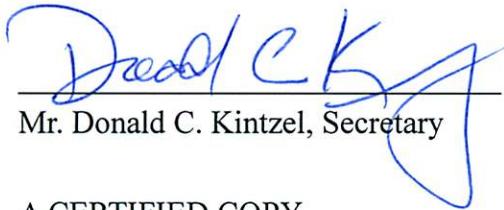
**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that a resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, as follows:

1. The Chairman and Secretary are hereby authorized and directed to execute professional services agreements with:
  - Stark & Stark for legal services;
  - Bartolomei Pucciarelli, LLC for accounting services;
  - Dr. Stephen Vetrano for medical director services;
  - Action Data Services for payroll services;
  - RnD Consulting LLC for information technology services
  - Bier Associates for financial consulting services
  
2. The contracts are awarded without competitive bidding as “Professional Service” under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a)) as a contract for services to be performed by persons authorized by law to practice recognized professions that are regulated by law and it is not possible to obtain competitive bids.
  
3. A notice of this action shall be available in the office of the Chief of Emergency Services.

**RECORD OF BOARD VOTE ON PASSAGE**

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



Mr. Donald C. Kintzel, Secretary

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

**RESOLUTION 2013-04**

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

**WHEREAS**, there exists a need for professional services for the provision of insurance coverage; and

**WHEREAS**, Borden Perlman Insurance provides the service of Broker of Record; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires a resolution authorizing the award of contracts for "Professional Services" without competitive bids, and that the contract itself shall be made available for public inspection, and any contract in excess of \$17,500.00 is subject to the requirements of the New Jersey Pay to Play regulations; and

**WHEREAS**, the Board has determined that the value of the contract will exceed \$17,500.00; and

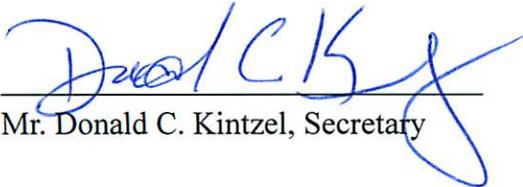
**WHEREAS**, Borden Perlman Insurance has completed and submitted a Business Entity Disclosure Certification which certifies that Borden Perlman Insurance has not made any reportable contributions to a political or candidate committee in the Hopewell Township Fire District No.1, Board of Fire Commissioners in the previous year, and that the contract will prohibit Borden Perlman Insurance from making any reportable contributions through the term of the contract.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Fire Commissioners of Hopewell Township Fire District No. 1 authorizes a Non Fair and Open contract and appoints Borden Perlman Insurance to provide ~~financial auditing~~ <sup>INSURANCE</sup> services awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a) and the New Jersey Pay to Play Regulations; and

**BE IT FURTHER RESOLVED**, that the contract with Borden Perlman Insurance not exceed \$118,000.00 for the term January 1, 2013 until December 31, 2013, and be available for public inspection in the office of the Chief of Emergency Services.

**RECORD OF BOARD VOTE ON PASSAGE**

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



Mr. Donald C. Kintzel, Secretary

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

**RESOLUTION 2013-05**

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

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

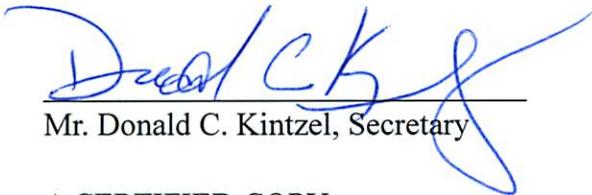
**WHEREAS**, the Board of Fire Commissioners has authorized the Chief of Emergency Services to amend the listing when the need exists; and,

**WHEREAS**, the rate of pay per hour for part time employees is fifteen dollars per hour;

**NOW, THEREFORE, BE IT RESOLVED**, by the Hopewell Township Fire District No.1, Board of Fire Commissioners hereby establishes the list of part-time employees annexed herein.

**RECORD OF BOARD VOTE ON PASSAGE**

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



Mr. Donald C. Kintzel, Secretary

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PART TIME EMPLOYEES AS OF JANUARY 10, 2013

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

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

**R E S O L U T I O N NO. 2013-06**

**A RESOLUTION APPOINTING A FUND COMMISSIONER TO THE FIRST  
RESPONDER JOINT INSURANCE FUND**

**IT IS HEREBY RESOLVED**, that the the Hopewell Township Fire District No. 1 Board of Fire Commissioners appoints Timothy Lynch as the Fund Commissioner and Chief Matthew Martin as the Alternate Fund Commissioner to the First Responder Joint Insurance Fund.

**RECORD OF BOARD VOTE ON PASSAGE**

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

  
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Donald C. Kintzel, Secretary  
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January 10, 2012