

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

THURSDAY, JANUARY 17, 2013

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

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 Kintzel, Commissioner Lynch

MEMBERS ABSENT:

Chairman Chipowsky

OFFICERS PRESENT:

Deputy Chief Kreamer (51), Assistant Captain Muccioli (151), Battalion Chief Bailey (53), Chief Engineer Pedersen (53), Deputy Chief EMS Soganic (153), Commissioner Myers (HBFD), Chief Matthew Martin (50/159)

PROFESSIONALS:

None

MINUTES SUBMITTED FOR APPROVAL

None

PUBLIC COMMENT (AGENDA)

None

PUBLIC HEARING 2013 BUDGET ADOPTION

Vice-Chairman Lenarski opened the public hearing for the 2013 budget adoption. Vice-Chairman Lenarski expressed his appreciation to all parties involved in the budget preparation. Secretary Kintzel advised the budget had been approved to proceed to its adoption by the New Jersey Department of Local Government Services (NJDLGS). Secretary Kintzel reported that the NJDLGS had asked that certain parts of the budget be modified. Secretary Kintzel also reported that he had made an error in the amount of surplus funds the Fire District has. Vice-Chairman Lenarski asked if any person in attendance had any questions. Vice-Chairman Lenarski asked Chief Martin if he had any comments. Chief Martin advised that he was pleased to hear there are

additional surplus funds available. Chief Martin also discussed the impact of the Trenton Water Works Settlement on the budget and funds from full time positions that had not been filled. Chief Martin and the Board discussed the budget and ways to increase revenue. Vice-Chairman Lenarski asked the members of the public if they had any questions or concerns to bring before the Board and there were none. Vice-Chairman Lenarski closed the public hearing. Vice-Chairman Lenarski thanked all parties for the work on the budget and expressed that if anyone had any questions to please contact any member of the Board or Chief Martin.

PUBLIC HEARING ON THE 2013 BUDGET AMENDMENT

Vice-Chairman Lenarski opened the public hearing for the amendment of the budget. Secretary Kintzel advised that the modifications to the budget requested by the NJDLGS has presented the need to amend the budget. Secretary Kintzel explained the amendment. Vice-Chairman Lenarski asked if any members of the public would like to comment on the amendment and there was no comments. Vice-Chairman Lenarski closed the budget amendment hearing. Secretary Kintzel advised that a budget amendment resolution is needed.

RESOLUTION 2013-07

A RESOLUTION TO AMEND THE BUDGET

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

NEW BUSINESS

RESOLUTION 2013-08

A RESOLUTION ADOPTING THE BUDGET

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

RESOLUTION 2013-09

**A RESOLUTION AUTHORIZING A NON FAIR AND OPEN CONTRACT WITH
BOWMAN AND COMPANY, LLP FOR FINANCIAL AUDITING SERVICES AND
MANAGEMENT OF A SECTION 125 CAFETERIA PLAN**

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

RESOLUTION 2013-10

**A RESOLUTION APPROVING THE CERTIFIED LIST OF ELIGIBLE VOLUNTEERS
FROM THE UNION FIRE COMPANY AND RESCUE SQUAD FOR THE LENGTH OF
SERVICE AWARD PROGRAM**

Copy of resolution and record of vote is attached

DISCUSSION:

Vice-Chairman Lenarski expressed his appreciation for the work on the matter.

MOTION CARRIED WITH ONE ABSTENSION

Secretary Kintzel abstained from voting.

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:		\$49,313.72
Payroll Ending:	January 12, 2013	\$35,786.61
Total Disbursements:		\$85,100.33

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 payment of insurance policies, hitch receivers for the Union Fire Company and Rescue Squad, hydrant markers, membership to the NJ Career Fire Chiefs Association, and payment for the new hire physical agility testing.

MOTION CARRIED

OLD BUSINESS

EMS Billing: Commissioner Lynch reported that there is a meeting scheduled to visit the Clinton NJ First Aid Squad to see the operations of the squad as they relate to billing. Commissioner Lynch reported that he and Secretary Kintzel will be meeting with the Hopewell Valley Squad Chiefs to discuss billing.

Emergency Services Specialist Hiring Process: Chief Martin reported on the status of the hiring process and reported that the final round of interviews are being scheduled. The Board and Chief Martin discussed the hiring process and a special meeting to be scheduled to conduct the final round of interviews.

2013 Budget/Revenue: Chief Martin reported that he placed the matter on the old business so that the momentum is not lost to find ways to balance the budget. Chief Martin reported that the Hopewell Valley Regional Emergency Services Committee will be meeting to further discuss cooperative ways to address matters. Chief Martin reported that he and staff are working on a proposal to increase fees for fire prevention inspections and permits. Commissioner Lynch advised that he had discussed the appointment of a commissioner to the Hopewell Valley Regional Emergency Services Committee with Chairman Chipowsky and that he will be serving as the Board's representative to the committee if all agreed. The Board agreed to Commissioner Lynch representing the Board and Secretary Kintzel reported that he would also like to attend the upcoming meeting of the committee from a finance standpoint. The Board and Chief Martin discussed how career staffing affects the budget. The Board and Chief Martin discussed the Hopewell Valley Regional Emergency Services Committee.

2013 Fire District Election: Vice-Chairman Lenarski explained the date and time for the election. Chief Martin explained when petitions will be required for those individuals interested in running for fire commissioner. Chief Martin explained the efforts that are underway to prepare for the election. The Board and Chief Martin discussed the election.

Water Study: Vice-Chairman Lenarski advised that he has notice that Hopewell Township Public Works is out marking fire hydrant locations on township roads. Vice-Chairman Lenarski indicated that he had nothing further to report but wanted to ensure that the momentum is kept up on the water study.

UFCRS Ambulance Replacement: The Board, Deputy Chief Soganic, and Chief Martin discussed the ambulance replacement including options and bid specifications.

OFFICERS REPORTS

Chief Martin reported that a repair is needed to engine 50 due to an anti freeze leak. Ambulance 153-2 is being repaired due to an anti freeze/water pump problem. The new self contained breathing apparatus unit brackets are scheduled to be installed. Discussion was held with Chief Martin, Battalion Chief Bailey and the Board on when the new self contained breathing apparatus units will go in service. The Board has been advised by FEMA that they are eligible for approximately \$17,292.00 in reimbursement from costs associated with Hurricane Sandy. The annual AED service has been completed. Hopewell Township has been placing small white markers on road ways in the township to assist with locating fire hydrants. The Board and Chief Martin discussed the hydrant marking. Chief Martin reported on an application before the Hopewell Township Planning Board for 330 Carter Road in the response area for the Hopewell Borough Fire Department and Emergency Medical Unit. The Board, Chief Martin, Specialist Fosina, and Deputy Chief Soganic discussed the use and it's affect on emergency services. Chief Martin reported on the construction of Project Freedom in the response area for the Pennington Fire Company and discussion on the project was held including Deputy Chief Kreamer. The Hopewell Borough Fire District has returned the township fire district's check for the townships share of the county radio grant as they do not feel they should have received the payment. The Board and Chief Martin discussed the payment and Chief Martin asked for permission to void the check which was granted. Vice-Chairman Lenarski expressed his appreciation to Commissioner Myers from the Hopewell Borough Fire District who was in attendance at the meeting. Chief Martin reported on a problem with the fire districts section 125 cafeteria plan related to pre/post tax income for certain full time employees and the Board held a discussion on the matter. Chief Martin reported on a code enforcement matter. Chief Martin reported that he attended a meeting with residents of Hopewell Gardens on Denow Road to learn about the residents experiences during Hurricane Sandy. The Board, Battalion Chief Bailey, Specialist Fosina, and Deputy Chief Soganic discussed Hopewell Gardens and events during Hurricane Sandy. Chief Martin reported on the on-going problems with emergency medical services dispatch. The new outboard motor for the Union Fire Company and Rescue Squad has been delivered. Chief Martin reported on the corporative pricing program and the efforts by Deputy Chief Kreamer to seek proposals through the corporative pricing program for certain services required by each fire district. The Board, Chief Martin and Deputy Chief Kreamer discussed the corporative pricing program and the Board gave it's permission to proceed.

Battalion Chief Bailey reported on the new boat motor and the new self contained breathing apparatus units. Chief Bailey reported that officers attended the Mercer County Active Chiefs Association Meeting. Chief Bailey reported on pagers from the radio grant. Chief Bailey reported on radio dispatching for fire service units. Chief Bailey reported on the installation of radios as part of the radio grant. The Board and Chief Bailey discussed boat motors. Deputy Chief Soganic reported on the ambulance replacement.

PUBLIC COMMENT (NON-AGENDA)

Deputy Chief Kreamer and the Board discussed the Trenton Fire Department Haz-Mat Team and if there are any formal agreements with the township. The Board, Chief Martin, and Deputy Chief Kreamer discussed haz-mat response.

Assistant Captain Muccioli provided the Board with the Pennington First Aid Squad most recent calls for service statistics.

Commissioner Myers reported that the Hopewell Borough Board has appointed a representative to the Hopewell Valley Regional Emergency Services Committee and that he would be taking over insurance matters.

Vice-Chairman Lenarski asked if there was a need for an executive session. Chief Martin requested the executive session to discuss contractual matters. Vice-Chairman Lenarski advised the Board will be entering executive session but will not be taking formal action other than to close the meeting at the completion of the executive session.

EXECUTIVE SESSION RESOLUTION

Motion by Treasurer Cseremsak, seconded by Commissioner Lynch to enter executive session at 8:10 PM.

MOTION CARRIED

Vice-Chairman Lenarski asked if there were any matters to bring before the Board and there were none and clarified the next meeting date/time. The Board discussed if there was a need for the next meeting with Chief Martin and it was decided that the meeting will occur as scheduled.

ADJOURNMENT

Motion by Treasurer Cseremsak and seconded by Secretary Kintzel to adjourn the meeting at 8:59 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

Township of Hopewell
Fire District No. 1
Resolution No. 2013-07
RESOLUTION TO AMEND BUDGET
FISCAL YEAR: From January 1, 2013 to December 31, 2013

WHEREAS, the district budget for the year ending December 31, 2013 was introduced on the 13th day of December, 2012 and

WHEREAS, the public hearing on said budget has been held as advertised; and

WHEREAS, is it is desired to amend said budget, now

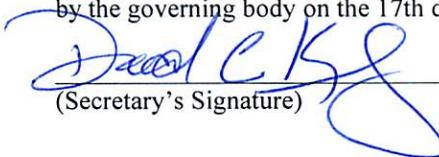
THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Hopewell Township Fire District No. 1 that the following amendments to the introduced budget for the year ending December 31, 2013 be made:

ANTICIPATED REVENUES	<u>FROM</u>	<u>TO</u>
Fund Balance Utilized		
Unrestricted Fund Balance	148,429	141,188
Amount to be Raised by Taxation to Support the District Budget	2,971,123	2,970,348
Total Anticipated Revenues	<u>3,256,262</u>	<u>3,248,246</u>

ANTICIPATED APPROPRIATIONS		
Operating Appropriations - Fringe Benefits	43,646	42,763
Total Administration	264,351	263,468
Cost of Operations and Maintenance - Fringe Benefits	442,817	435,684
Total Cost of Operations and Maintenance	2,291,789	2,284,656
Total Anticipated Budget Appropriations	<u>3,256,262</u>	<u>3,248,246</u>

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith with the Director of Local Government Services of his certification of the district budget so amended.

IT IS HEREBY CERTIFIED, that this is a true copy of a resolution amending the budget, adopted by the governing body on the 17th day of January, 2013.


 (Secretary's Signature)

1/17/2013
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Cseremsak	✓	✗ DCIC		
Kintzel	✓			
Lenarski	✓			
Lynch	✓			
Chipowsky				✓

2013 ADOPTED 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 for adoption before the Board of Commissioners of the Hopewell Township Fire District No. 1 at its open public meeting on the 17th day of January 2013; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget 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 presented for adoption reflects Total Revenues of \$3,248,246.00, which includes amount to be raised by taxation of \$2,970,348.00 and Total Appropriations of \$3,248,246.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Hopewell Township Fire District No. 1, at an open public meeting held on January 17, 2013, that the Annual Budget of the Hopewell Township Fire District No. 1 for the fiscal year beginning January 1, 2013 and ending December 31, 2013 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,248,246.00, which includes amount to be raised by taxation of \$2,970,348.00 and Total Appropriations of \$3,248,246.00; and,

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount of money to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.


(Secretary's Signature)

1/17/2013
(Date)

Board of Commissioners Recorded Vote

Member <i>mwcc/sec</i>	Aye	Nay	Abstain	Absent
Cseremsak ✓	✓			
Kintzel	✓			
Lenarski	✓			
Lynch ✓	✓			
Chipowsky				✓

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

RESOLUTION 2013-09

**A RESOLUTION AUTHORIZING A NON FAIR AND OPEN CONTRACT WITH BOWMAN
AND COMPANY, LLP FOR FINANCIAL AUDITING SERVICES AND MANAGEMENT OF A
SECTION 125 CAFETERIA PLAN**

WHEREAS, there exists a need for professional services for financial auditing services and management of a section 125 cafeteria plan; and

WHEREAS, Bowman and Company, LLP provides financial auditing services and management of a section 125 cafeteria plan; 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

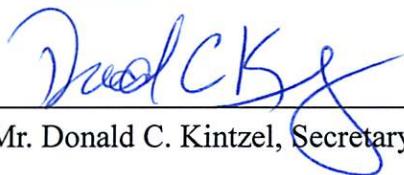
WHEREAS, Bowman and Company, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Bowman and Company, LLP has not made any reportable contributions to a political or candidate committee in the Hopewell Township Fire District No.1, Board of Fire Commissioners in the previous year, and that the contract will prohibit Bowman and Company, LLP 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 Bowman and Company, LLP to provide financial auditing services and management of a section 125 cafeteria plan 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 Bowman and Company, LLP not exceed \$41,000.00 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

A CERTIFIED COPY

1/17/13

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

RESOLUTION 2013-10

**A RESOLUTION APPROVING THE CERTIFIED LIST OF ELIGIBLE VOLUNTEERS FROM
THE UNION FIRE COMPANY AND RESCUE SQUAD FOR THE LENGTH OF SERVICE
AWARD PROGRAM**

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 (“Board”) is in receipt of a Certified List of Eligible Volunteers from the Union Fire Company and Rescue Squad for the Length of Service Award Program for the Calendar Year 2013; and

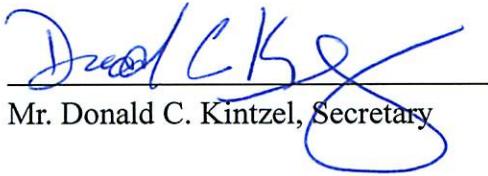
WHEREAS, the Board finds the list acceptable and approves said list to be posted for a 30-day posting; and,

WHEREAS, after said 30-day posting has been completed, contributions to individual volunteer accounts shall be deposited on behalf of the eligible volunteers.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, that the Certified List of Eligible Volunteers of the Union Fire Company and Rescue Squad is accepted and approved.

RECORD OF BOARD VOTE ON PASSAGE

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



Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY
1/17/13

**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			✓			
Lynch		✓	✓			
Chipowsky						

(* - TEMP. OUT OF ROOM)

Joseph M. Lenarski
~~Mr. Donald C. Kintzel, Secretary~~

A CERTIFIED COPY

JOSEPH M. LENARSKI, VICE CHAIRMAN
January 17, 2013