

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

**THURSDAY, AUGUST 22, 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 (arrived 7:31 PM), Secretary Kintzel, Commissioner Lynch

**MEMBERS ABSENT:**

None

**CHIEF OFFICERS PRESENT:**

Chief Varrasse (152), Captain Schmitt (151), Assistant Captain Muccioli (151), Second Assistant Captain Ferrara (151), President Swanson (53/153), Chief Burd (53/153), Deputy Chief Malkiewicz (53/153), Deputy Chief Soganic (53/153), Chief Martin (50/159)

**PROFESSIONALS:**

None

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**MINUTES SUBMITTED FOR APPROVAL**

None

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**SPECIAL DISCUSSION**

Chairman Chipowsky asked President Swanson from the Union Fire Company and Rescue Squad to present a report on the status of a replacement plan for a emergency power generator at the Union Fire Company and Rescue Squad. The discussion focused on the construction code requirements for the generator replacement and the possibility of going from 2 generators to 1 generator. Chief Martin also provided details on the matter. The Board discussed the matter with President Swanson.

**PUBLIC COMMENT (AGENDA)**

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**NEW BUSINESS**

**RESOLUTION 2013-29**

**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:**

None

**MOTION CARRIED**

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**RESOLUTION 2013-31**

**RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF \$175,000 FIRE DISTRICT BONDS OF THE BOARD OF COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, NEW JERSEY, AND PROVIDING FOR THEIR SALE AND DELIVERY**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

None

**MOTION CARRIED**

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**R E S O L U T I O N 2013-30**

**A RESOLUTION AWARDING A CONTRACT TO NEW JERSEY EMERGENCY VEHICLE FOR AN AMBULANCE**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

Secretary Kintzel expressed his appreciation for the work of Chief Martin and Commissioner Lynch on the project. Deputy Chief Soganic expressed her appreciation for the efforts of Administrative Assistant Ocicki on the project.

**MOTION CARRIED**

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**TREASURER’S REPORT**

**BILLS & CLAIMS**

Summary read by Vice-Chairman Lenarski

**BILLS & CLAIMS**

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

Bill List:		\$39,664.31
Payroll Ending:	August 10, 2013	\$31,790.62
Total Disbursements:		\$71,454.93

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

**DISCUSSION:**

Chief Martin reported on the notable items contained in the bill list including the following: bond attorney fees, EMS central supplies, repairs to Engine 53 and Ambulance 153-2, a boat motor for the Union Fire Company and Rescue Squad, the employee assistance program, turn out gear for a member of the Hopewell Valley Emergency Services Unit, turn out gear cleaning, a payment to the unemployment trust fund, office supplies, general representation legal fees, hydrant fees, and training reimbursements to the Union Fire Company and Rescue Squad.

**MOTION CARRIED**

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**UNFINISHED BUSINESS**

EMS Billing:

The Board is awaiting a meeting with the Township Administration related to emergency medical services billing.

Water Study:

The Board is awaiting a meeting with the Township Administration related to an ordinance for water supply and the placement of stand-pipes. Chief Martin reported the sample ordinance was provided to the Township Administrator for his review. Chief Martin and the Board discussed the process for the approval of the ordinance.

UFCRS Ambulance Replacement:

The Board discussed the ambulance replacement with Chief Martin and Deputy Chief Soganic.

2014 Budget / Revenue:

Chief Martin presented a draft schedule for the budget work sessions. The Board discussed the matter with Chief Martin.

Fire Code Fee Increases:

No progress has been made on the fire code fee increases.

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**OFFICERS REPORTS**

Hopewell Valley Emergency Services Unit:

Chief Martin reported on the following: a Zoning Board application for a cellular tower in the Union Fire Company and Rescue Squad response area, work that is underway to determine the true insurance replacement value for the Union Fire Company and Rescue Squad, Engine 53 is out of service for an oil leak, Hopewell Valley Emergency Services Unit staff members conducted training on river operations, ropes and knots, and attended a valley wide walk through of the Sensors Unlimited project on Carter Road, overtime coverage is continuing on weekends at the Union Fire Company and Rescue Squad, Chief Martin attended the Hopewell Valley Advisory Board of Health meeting, and the budget work session dates have been presented. Chief Martin also reported on a problem with the vehicle exhaust system that is currently out of service at the Union Fire Company and Rescue Squad.

The Board held an extensive discussion on the overtime weekend coverage including the Wildwood Firefighters Convention coverage with Chief Burd. Chief Martin was asked to discuss a plan for weekend coverage with the valley fire chiefs.

Union Fire Company and Rescue Squad:

Chief Burd provided the Union Fire Company and Rescue Squad most recent calls for service statistics. Chief Burd reported on the condition of out of service members. Chief Burd reported on a project involving students from Princeton University that is underway to create computerized data for the Union Fire Company and Rescue Squad. Chief Burd reported on training and river responses. Chief Burd reported that work is underway to set up joint river training with other agencies that provide response to the river.

Pennington First Aid Squad:

Captain Schmitt representing the Pennington First Aid Squad provided the Board with the most recent calls for service statistics. Captain Schmitt reported on mutual aid responses. Captain Schmitt reported on the emergency medical technician class that is beginning at the Pennington

First Aid Squad and its positive impact on volunteering in the community. Captain Schmitt reported that the sleeping quarters are approved. Captain Schmitt answered questions from the Board on the EMT training program.

Hopewell Fire Department and Emergency Medical Unit:  
Deputy Chief Varrasse representing the Hopewell Fire Department and Emergency Medical Unit reported on the building improvements and that the budget process is beginning.

Pennington Fire Company:  
No Report

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**PUBLIC COMMENT (NON-AGENDA)**

None

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Chairman Chipowsky asked if there was any further business to bring before the Board. Chief Martin requested an Executive Session to discuss personnel matters and Commissioner Lynch requested an Executive Session to discuss contractual matters.

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**EXECUTIVE SESSION RESOLUTION**

Motion by Commissioner Lynch, seconded by Treasurer Cseremsak to enter executive session to discuss contracted services at 7:40 PM.

**MOTION CARRIED**

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**ADJOURNMENT**

Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to adjourn the meeting at 8:16 PM.

**MOTION CARRIED**

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Respectfully submitted,

*MGM*

Matthew Martin  
Chief of Emergency Services

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

**RESOLUTION 2013-29**

**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, 2013 to August 31, 2014; 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

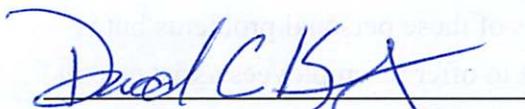
**WHEREAS**, the subject resolution providing for the awarding of this contract relative to the professional services, and notice of award of said contract, shall be made available for public inspection; and

**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, 2013 to August 31, 2014; 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	✓		✓			
Lynch		✓	✓			
Chipowsky			✓			

  
 Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY  
 Thursday, August 22, 2013



# METRO EMPLOYEE ASSISTANCE SERVICE

## AGREEMENT

This is an Agreement between the **METRO EMPLOYEE ASSISTANCE SERVICE** (hereafter MEAS) and **HOPEWELL TOWNSHIP FIRE DISTRICT NO.1** (hereafter Employer).

**WHEREAS**, Every firm - no matter how well managed - has employees with *such troubles* as problem drinking, misuse of other drugs, emotional disorders, financial, domestic and legal problems.

**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.

**THEREFORE**, the Employer is retaining MEAS for the purpose of providing this assistance to its employees.

This Agreement shall run from September 1, 2013 to August 31, 2014 unless otherwise agreed in writing.

Under the terms of this Agreement, MEAS will provide the following services:

1. **Consultation services** to management in the following areas:
  - a. establishing and implementing the Company's drug and alcohol policy and employee assistance program.
  - b. writing the Company's policy on this program, if not in place.
  - c. providing brochures, pamphlets and other information regarding these programs.

### BOARD OF TRUSTEES

CHAIRMAN Paul W. Norris, Esq. Attorney Stark & Stark	VICE CHAIRMAN Sylvia Mulraney <i>Retired</i> Director of Human Services County of Mercer	TREASURER Irvin Urken Financial Representative Northwestern Mutual Financial Network	SECRETARY Phyllis Marchand <i>Former</i> Mayor Princeton Township	Russell Annich <i>Retired</i> Municipal Court Judge Princeton Boro & Township	John Brown <i>Retired</i> VP of Human Services Johnson & Johnson	Deborah Dunn Attorney Stark & Stark
Katherine Goerss <i>Retired</i> Educator	Leomae R. Good <i>Retired</i> Director of Welfare City of Trenton	Michael J. Kelly President and CEO On Call International	Matthew S. Kiefer Founder Kiefer Landscapes Inc.	Lance Liverman President Liverman Associates	Richard Salter Health Officer City of Trenton	

Trenton Office: 447 Bellevue Avenue, Trenton, NJ 08618 – Hamilton Office: 2681 Quakerbridge Road, Hamilton, NJ 08619  
P(609) 396-5877 - F(609) 396-3451 - meas@mercercouncil.org - www.mercercouncil.org

2. **Orientation and training sessions** for all supervisory personnel on the EAP and on the D.O.T. requirements to be provided yearly. (if applicable)
3. **Information sessions** for all other company personnel on the EAP and on the D.O.T. requirements. (if applicable)

4. **Counseling:**

a. **Self-Referrals**

As the name implies, employees and family members can come on their own to seek help for a personal problem. MEAS will see them up to five times, but usually once or twice is sufficient. MEAS evaluates the problem and refers an employee to appropriate treatment at which point the employee's insurance should pick up the cost. MEAS maintains a list of therapists who will provide treatment for its clients on a sliding-scale.

b. **Supervisory Referrals**

A supervisor may refer an employee because of job-related problems such as excessive absenteeism, chronic tardiness, difficulty in getting along with other employees, or drug/alcohol use. MEAS works closely with the employee to identify the problem, makes arrangements for treatment (if called for), monitors his/her compliance, and reports back to the supervisor. This is the most time-consuming of the services offered.

5. **Staff Enrichment and Growth Workshops on:**

- \* Drug/Alcohol Issues
- \* Stress Management
- \* Self-Esteem
- \* Co-Dependence
- \* Adult Children of Alcoholics Issues
- \* Smoking Cessation
- \* Eating Disorders
- \* Parent Effectiveness Skills
- \* Communication Skills
- \* How to Talk to your Children about Alcohol and Drugs

6. A quarterly report to the Employer indicating the extent and type of usage of the program.

The Employer will do the following:

1. Establish top-level policy and procedures with controls maintained at the decision-making levels. Designate an individual or a task force, which include supervisors and union representatives, to assume primary responsibility for the implementation and follow-through phases of the program.
2. Issue a statement of policy that the company stands ready to assist any employee who wishes to solve a behavioral/medical problem affecting his performance on the job. Delineate employee responsibilities. When performance becomes an issue, the employee must choose the alternative between accepting help or submitting to the disciplinary procedure.
3. Use every available internal system of communication to create a wholesome company-wide climate of acceptance. Make it fashionable to accept help for behavioral/medical problems. Assure personnel that rigid confidential safeguards will be maintained.
4. Bring the full capabilities of management to bear on the goals of early problem-detection and motivation.
5. Assign a clear-cut responsibility for carrying out the procedures that are to be followed in identifying, documenting, confronting and referring an employee's problem to the Employee Assistance Counselor.
6. Schedule initial orientation and continuing training for all supervisory personnel twice yearly. Help them completely understand the program and their role in it.
7. Pay MEAS the sum of **\$ 1,500** for this contract and payment should be made within 30 days. This is all-inclusive. There are no hidden costs.

For this flat rate, MEAS will provide all brochures, education programs, consultation services, training programs, and evaluation and counseling services outlined in this Agreement.

The Employer will be responsible for the costs of letters and announcements regarding the program to employees and family members.

The procedures adopted for the Employee Assistance Program should be the same procedures that are normally used in evaluating any department member's job performance. The important thing is that they be utilized consistently and uniformly throughout the company at all levels and for all job classifications.

**IN WITNESS HEREOF**, the parties have set their hands and seals this Fifth Day of August, 2013.

SIGNED BY:

**METRO EMPLOYEE ASSISTANCE SERVICE:**

EXECUTIVE DIRECTOR:  MSW, LSW, LCRDC DATE: 8/5/2013  
(Geetha Arulmohan)

WITNESS:  DATE: 8/5/2013

EMPLOYER: **HOPEWELL TOWNSHIP FIRE DISTRICT NO.1**

SIGNATURE:  TITLE: Chairman

(Please Print Name) Michael Chipowsky Date: 8/22/13

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

**R E S O L U T I O N 2013-30**

**A RESOLUTION AWARDING A CONTRACT TO  
NEW JERSEY EMERGENCY VEHICLE  
FOR AN AMBULANCE**

**WHEREAS**, the Board of Fire Commissioners of Hopewell Township Fire District No.1 received approval via a public referendum on February 16, 2013, to purchase an ambulance; and

**WHEREAS**, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 advertised for an Ambulance via a public bid; and

**WHEREAS**, the Township received one bid on June 25, 2013; and

**WHEREAS**, the bid was reviewed, and recommendation has been made by the Chief of Emergency Services to award a contract for the Ambulance to New Jersey Emergency Vehicles, 2201 Atlantic Ave, Suite 2, Manasquan, NJ 08736, the lowest responsive, responsible bidder; and

**WHEREAS**, the Treasurer of the Board of Fire Commissioners certifies funds are available for this purpose; and

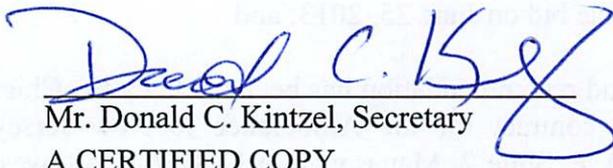
**WHEREAS**, the Board of Fire Commissioners received approval from the local finance board on August 14, 2013 to borrow the funds to purchase the ambulance.

**NOW, THEREFORE BE IT RESOLVED**, on this <sup>22</sup>25<sup>AUGUST</sup>th day of July, 2013 by the Board of Fire Commissioners of the Hopewell Township Fire District in the County of Mercer, State of New Jersey:

1. That a contract be and is hereby awarded to New Jersey Emergency Vehicles, 2201 Atlantic Ave, Suite 2, Manasquan, NJ 08736.
2. That the contract shall not exceed \$163,813.00.
3. That the Chairman and Secretary of the Board of Fire Commissioners be and are hereby authorized to execute said contract.

## 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

August 22, 2013

**AGREEMENT  
WITH NEW JERSEY EMERGENCY VEHICLES  
FOR  
AN AMBULANCE**

**THIS AGREEMENT** made this 26<sup>th</sup> day of September in 2013, by and between the Board of Fire Commissioners of Hopewell Township Fire District No.1 (hereinafter called "the Board"), a municipal corporation of the State of New Jersey with offices at 201 Washington Crossing - Pennington Road, Titusville, New Jersey 08560-1410 and New Jersey Emergency Vehicles, 2201 Atlantic Avenue, Suite 2201, Manasquan, NJ 08736 and

**WHEREAS**, the Board has need of certain goods or services, specifically: an Ambulance; and

**WHEREAS**, it is the desire of the Board and the Contractor to execute an Agreement authorizing the purchase of said goods or services and the charges therefore; and

**WHEREAS**, the Board advertised and accepted bids for the provision of said goods or services and the Contractor's bid has been accepted pursuant to the Local Public Contracts Law, N.J.S. 40A:11-5 et seq.;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the Board and Contractor hereby agree as follows:

1. Parts of Contract. The parties agree that the conditions contained in the following documents, which comprise and are hereinafter called the Contract Documents are made a part of this Agreement and are binding on both parties as if all conditions contained in the Contract Documents were set forth in this Agreement.

- a. Advertisement for bids
- b. Instruction to bidders
- c. Bid
- d. Agreements
- e. Bonds
- f. Releases
- g. General conditions
- h. Specifications
- i. Plans
- j. Addenda
- k. Modifications

2. Scope of Work. The Contractor hereby agrees to furnish the goods or services specified in the Contract Documents in accordance with the terms of the Contractor's bid proposal.

3. Time of Completion.

- a. Commenced and completed as set forth in the bid specifications.

4. Contract Sum. Based upon the unit prices and/or lump sum set forth in the bid proposal, the amount of the Contract, subject to the Board's requirements, is \$163,813.00 (one hundred sixty three thousand eight hundred thirteen dollars).

It is further understood that the unit prices listed in the Bidder's Proposal are the flat net prices after tax and all allowances have been deducted.

5. Hold Harmless Agreement. The Contractor agrees to make payment of all proper charges for labor and materials required in the aforementioned work, and indemnify and save harmless the Township, its officers, agents and servants, against all suits and costs of every description (including but not limited to legal costs and any claims under the Prevailing Wage Rate laws), and from all damages which the Township or any of its officers, agents and servants may be put, by reason of injury to the person or property of others resulting from carelessness in the performance of said work and/or delivery of said supplies, or through any improper or defective machinery, implement or appliance used by the Contractor in the work, or through any act or omission on the part of the Contractor, its agent or servants.

6. Payment to Contractor.

(a) In consideration of the Contractor's agreements set forth herein, the Board hereby agrees to pay the Contractor for the goods received, when completed in accordance with the specifications at the unit prices or lump sum prices bid for the respective items, the said payments to be made in accordance with the provisions contained in the Contract Documents.

(b) It is further agreed that the acceptance of the final payment of the Contractor shall be considered as a release in full of all claims against the Board arising out of or by reason of performance or nonperformance of the Contractor's obligations under the Contract.

7. Reservation of Rights. The Board reserves the right to order a greater or lesser quantity, not to exceed 20% of any or all of the supplies and/or installations named in the said offer or proposal at the price quoted therein, and the total sum mentioned herein as the consideration of this Contract shall not be regarded as limiting the right of the Board to order such greater or lesser quantity.

8. Compliance with Laws of the State of New Jersey. The Contractor agrees to comply in the performance of this Contract with the requirements and provisions of all of the laws of the State of New Jersey. If any of the provisions thereof are not complied with, this Contract shall be voidable at the instance of the Board.

(a) Affirmative Action Regulations. The Contractor specifically agrees to comply with the affirmative action requirements set forth on the attached "Addendum to Contracts" as well as any other affirmative action requirements set forth in the Contract Documents in accordance with P.L. 1975 c 127 (N.J.A.C. 17:27).

(b) Wage and Hour Rates. The Contractor specifically agrees to comply with the prevailing wage rates as determined by the State of New Jersey Department of Labor and Industry pursuant to N.J.S.34:11-56.25 et seq. when said Contract is for work defined in N.J.S. 34:11-56.26 et seq. Copies of said wage rates are on file in the Office of the Municipal Clerk, located at 201 Washington Crossing Pennington Road, Titusville, New Jersey 08560-1410.

(c) Public Works. The Contractor specifically agrees to comply with all provisions where applicable, of N.J.S. 2A:44-143 to 146 and N.J.S. 10:2-1 et seq.

9. Contract Documents. The Contract Documents comprise the Documents as listed in Article I PARTS OF

CONTRACT of this Agreement. In the event that any provisions of one document conflict with the provisions of another document, the provisions in the document first listed below shall govern, except as otherwise specifically stated:

- (a) Agreement (this Instrument)
- (b) Addenda to the Contract Documents
- (c) Modifications to the Contract Documents
- (d) Special Conditions
- (e) Remaining Legal and Procedural Documents
  - 1. Bid
  - 2. Instruction to Bidders
  - 3. Advertisement of Bids
- (f) General Conditions
- (g) Specifications
- (h) Plans
- (I) Bonds
- (j) Releases

10. Prohibition Against Assignment. The Contractor agrees not to assign or sublet any part of this Contract without the consent of the Board. Any consent shall be given in writing and any breach of this covenant shall authorize the Board, by its agent, to declare this Contract null and void and to refuse to make any further payment thereunder to the Contractor.

11. Business Registration Compliance Pertaining to Purchase Orders for Goods & Services

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract; 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32b-1 et seq.) on all sales of tangible personal property delivered into this State. A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

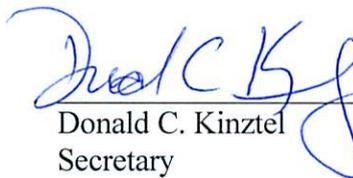
12. NJ Business Registration Compliance Pertaining to Purchase Orders for Construction Contracts (including those related to Public Works)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor; 2) subcontractors through all tiers of a project must provide

written notice to their subcontractors and suppliers to submit proof of business registration and maintain them on file; 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and, 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54-32B-1 et seq.) on all sales of tangible personal property delivered into this State. A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

IN WITNESS WHEREOF, the Township has caused this Agreement to be signed by the Mayor of the Township, attested by the Township Clerk and its corporate seal hereunto affixed; and the Contractor has caused this agreement to be signed by its president and attested by its secretary, and its corporate seal hereunto affixed on the above written date.

ATTEST:

  
Donald C. Kinztel  
Secretary

9/26/2013  
(Date)

BOARD OF FIRE COMMISSIONERS

By:   
Michael Chipowsky, Chairman

9/26/13  
(Date)

NEW JERSEY EMERGENCY VEHICLES

By:   
(Signature)

9/25/13  
(Date)

By: FRANK BESHEARS SAs  
(Name and Title Typed)

EXTRACT from the minutes of a regular meeting of the Board of Commissioners of Fire District No. 1 in the Township of Hopewell, in the County of Mercer, New Jersey held on August 22, 2013, at 7:00 p.m.

PRESENT: Chipowsky, Lenarski, Kintzel, Lynch

ABSENT: Cseremsak

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Lynch introduced and moved the adoption of the following resolution and Lenarski seconded the motion:

**RESOLUTION 2013-31**

**RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF \$175,000 FIRE DISTRICT BONDS OF THE BOARD OF COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, NEW JERSEY, AND PROVIDING FOR THEIR SALE AND DELIVERY**

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, NEW JERSEY:

Section 1. The \$175,000 Fire District Bonds (the "Bonds") of the Board of Commissioners of Fire District No. 1 in the Township of Hopewell in the County of Mercer, New Jersey (the "Board" when referring the governing body, and the "Fire District" when referring to the territorial boundaries governed by the Board), referred to and described in the resolution proposing the ballot question dated December 27, 2012, adopted by the Board pursuant to the laws regulating fire districts, *N.J.S.A. 40A:14-70 et seq.*, which ballot question was approved by a majority of the legal voters residing in the Fire District at the Fire District

election held on February 16, 2013. The Bonds shall be issued in a principal amount not to exceed \$175,000.

The Bonds are not subject to redemption prior to their stated maturities. The Bonds will be seven (7) in number, with one certificate being issued for each maturity, if necessary, and shall be numbered R-1 through R-7. The interest on the Bonds will be at the annual interest rate of 3.45%. The Bonds will mature serially on or about each August 1 in the following years at the principal amounts listed:

Year	Amount
2014	\$25,000
2015	\$25,000
2016	\$25,000
2017	\$25,000
2018	\$25,000
2019	\$25,000
2020	\$25,000

Section 2. The Bonds will bear interest payable semiannually on the first day of February and August in each year until maturity, commencing on or about February 1, 2014, at the annual interest rate of 3.45%. The Bonds will be issued in fully registered form. One certificate shall be issued for the aggregate principal amount of Bonds maturing each year. Both the principal of and interest on the Bonds will be payable in lawful money of the United States of America. The certificate or certificates, as necessary, will be registered in the name of Hopewell Valley Community Bank (the "Purchaser"), as the registered holder.

The principal of and the interest on the Bonds will be paid to the Purchaser (as hereinafter defined) of the Bonds, by the Board on the maturity dates. The Bonds shall be executed by the manual or facsimile signature of the Chairman under the official seal (or facsimile thereof) affixed, printed, engraved or reproduced thereon and attested by the manual signature of the Secretary/Clerk.

Section 3. The Bonds shall be substantially in the following form with such additions, deletions and omissions as may be necessary for the Board to market the Bonds in accordance with the requirements of the Purchaser:

REGISTERED  
NUMBER FD-1

REGISTERED  
\$175,000

UNITED STATES OF AMERICA  
STATE OF NEW JERSEY

THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 OF THE  
TOWNSHIP OF HOPEWELL,  
IN THE COUNTY OF MERCER

FIRE DISTRICT BOND

DATED DATE:	MATURITY DATE:	RATE OF INTEREST PER ANNUM:
__/__/__	8/1/__	3.45%

REGISTERED TO: Hopewell Valley Community Bank

THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 OF THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, New Jersey hereby acknowledges itself indebted and for value received promises to pay to the registered holder of this Bond, in lawful money of the United States of America, the principal amount of \_\_\_\_\_ DOLLARS (\$\_\_\_), on the Maturity Date set forth above and to pay interest on such sum from the Dated Date of this bond at the Rate of Interest Per Annum specified above semiannually on the first days of February and August in each year until maturity, commencing on February 1, 2014.

Principal of this bond, upon presentation and surrender to the Board of Fire Commissioners, will be paid to the registered holder hereof.

This Bond is transferable by delivery, except if registered otherwise than to bearer. At the request of the holder, this Bond will be registered in the bearer's name on the books of the Fire District kept for that purpose in the office of its Treasurer, such registration to be noted on the back of this Bond, and thereafter until registered transfer to bearer, no transfer of this Bond shall be valid unless made on the books and similarly noted hereon.

The bonds of this issue are not subject to redemption prior to their stated maturities.

This bond is one of an authorized issue of bonds and is issued pursuant to Title 40A, Chapter 14 of the New Jersey Statutes and a proposal adopted by the Board of Fire

Commissioners on December 27, 2012 and approved by the majority of legal voters present and voting at the fire district election held on February 16, 2013.

The full faith and credit of the Fire District are hereby irrevocably pledged for the punctual payment of the principal of and the interest on this bond according to its terms.

It is hereby certified and recited that all conditions, acts and things required by the constitution or the statutes of the State of New Jersey to exist, to have happened or to have been performed precedent to or in the issuance of this bond exist, have happened and have been performed and that the issue of bonds of which this is one, together with all other indebtedness of the Fire District, is within every debt and other limit prescribed by such constitution or statutes.

IN WITNESS WHEREOF, THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 OF THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, New Jersey has caused this bond to be executed in its name by the manual or facsimile signature of its Chairman, its corporate seal to be hereunto imprinted or affixed, this bond and the seal to be attested by the manual signature of its Secretary, and this bond to be dated the Dated Date as specified above.

THE BOARD OF FIRE COMMISSIONERS  
OF FIRE DISTRICT NO. 1 OF THE  
TOWNSHIP OF HOPEWELL, IN THE  
COUNTY OF MERCER

[SEAL]  
ATTEST:

By:   
Secretary/Clerk

By:   
Chairman

Section 4. The Board will deliver the Bonds to the Purchaser in exchange for immediately available funds pursuant to the requirements of an award certificate executed by the Chairman of the Fire District or pursuant to a purchase letter to be executed by these parties (the "Purchase Contract"). The award certificate or Purchase Contract will set forth the various conditions imposed by the Board before it delivers the Bonds to the Purchaser as well as the various conditions imposed by the Purchaser before it pays for such Bonds.

Section 5. The Board hereby approves the issuance of an amount not to exceed \$175,000 principal amount of Fire District Bonds. The Board hereby determines that the Chairman of the Fire District, in conjunction with the advice and recommendation of the McManimon, Scotland & Baumann, LLC, bond counsel ("Bond Counsel") for the Board, is hereby designated to award any or all of the Bonds on behalf of the Board to the Purchaser at the terms set forth herein. The Chairman of the Fire District, in conjunction with Bond Counsel is authorized to determine the details of and the execution of a Purchase Contract, if any, or execution of the award certificate, in connection with the sale of the Bonds to undertake on behalf of the Board.

Section 6. Bond Counsel is authorized to arrange for the printing of the Bonds. The Bonds shall have printed thereon a copy of the written opinion with respect to the Bonds that is to be rendered by Bond Counsel. The Secretary/Clerk is hereby authorized and directed to certify the truth and the correctness of the copy of such opinion by executing on each of the Bonds by facsimile signature a certificate in form satisfactory to that law firm and to file a signed duplicate of such written opinion in the Secretary/Clerk's office.

Section 7. The Treasurer is authorized to invest the proceeds of the Bonds in investment obligations or deposits as permitted in accordance with New Jersey law.

Section 8. The Board hereby declares its intent to issue the Bonds in the expected maximum principal amount of the Bonds set forth herein and to use the proceeds of the Bonds to pay or reimburse expenditures for the costs of the purpose for which the Bonds is authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations Section 1.150-2 or any successor provisions of federal income tax law

Section 9. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Bonds, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Bonds, if necessary. The Board does not expect to issue more than \$10,000,000 tax exempt obligations in calendar year 2013 which will count towards the limitation imposed under Section 265 of the Code as hereby designates the Bonds as "qualified tax-exempt obligations."

Section 10. The Chairman, Treasurer and Secretary and other appropriate representatives of the Board are authorized to take all other actions on behalf of the Board necessary for the sale and the delivery of the Bonds in accordance with this resolution and the investment of the proceeds thereof in accordance with the requirements of law.

Section 11. This resolution shall take effect immediately.

The foregoing resolution was adopted by the following vote:

AYES:

4

NAYES:

0

CERTIFICATE

I, Donald Kintzel, Secretary/Clerk of the Board of Commissioners of Fire District No. 1 in the Township of Hopewell in the County of Mercer, New Jersey, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the governing body of the Board of Commissioners of Fire District No. 1 duly called and held on August 22, 2013 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of the governing body and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Board of Commissioners this 22nd day of August, 2013.

  
\_\_\_\_\_  
Donald Kintzel, Secretary/Clerk

[SEAL]

**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			✓			

  
 \_\_\_\_\_  
 Mr. Donald C. Kintzel, Secretary  
 A CERTIFIED COPY

August 22, 2013