

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

THURSDAY, JANUARY 16, 2014

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.

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

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

MEMBERS PRESENT:

Chairman Chipowsky, Vice-Chairman Lenarski, Treasurer Cseremsak, Secretary Kintzel, Commissioner Lynch

MEMBERS ABSENT:

None

CHIEF OFFICERS PRESENT:

Captain Ferrara (Pennington First Aid Squad), Chief Martin (Hopewell Valley Emergency Services Unit)

PROFESSIONALS:

None

PUBLIC COMMENT (AGENDA)

None

PUBLIC HEARING ON PROPOSED BUDGET

Chairman Chipowsky opened the public hearing on the 2014 budget. There were not any questions or concerns from the public and the hearing was closed.

PUBLIC HEARING ON AN AMENDMENT TO THE BUDGET

Chairman Chipowsky opened the public hearing to amend the 2014 budget. Secretary Kintzel explained the need for the budget amendment. There were not any questions or concerns from the public and the hearing was closed.

NEW BUSINESS

RESOLUTION 2014-07

A RESOLUTION TO AMEND THE BUDGET

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

RESOLUTION 2014-08

A RESOLUTION ADOPTING THE BUDGET

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

RESOLUTION 2014-09

**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:

None

MOTION CARRIED

RESOLUTION 2014-10

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

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

RESOLUTION 2014-11

RESOLUTION AUTHORIZING SUBMISSION OF THREE PROPOSALS TO THE LEGALLY QUALIFIED VOTERS OF THE FIRE DISTRICT AT ITS ANNUAL FIRE DISTRICT ELECTION SCHEDULED FOR FEBRUARY 15, 2014

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

TREASURER’S REPORT

BILLS & CLAIMS

Summary read by Treasurer Cseremsak:

BILLS & CLAIMS

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

| | | |
|----------------------|-----------------|--------------|
| Bill List: | | \$60,511.23 |
| Payroll Ending: | January 1, 2014 | \$47,762.72 |
| Total Disbursements: | | \$108,273.95 |

Motioned by Treasurer Cseremsak, 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: water rescue gear for the Union Fire Company and Rescue Squad, portable radio chargers for the Union Fire Company and Rescue Squad and the Hopewell Valley Emergency Services Unit, tires for Ambulance 153-2, and a quarterly fire hydrant rental payment to Trenton Water Works. Chief Martin answered questions from the Board on items contained in the bill list.

MOTION CARRIED

PUBLIC COMMENT (NON AGENDA)

Chief Martin reported on a meeting held at the Pennington First Aid Squad with the emergency medical services officers from Hopewell Valley related to the end of emergency medical services dispatching by Capital Health Systems. Chief Martin also reported that the AED's utilized by the Pennington First Aid Squad, Union Fire Company and Rescue Squad, and the Hopewell Valley Emergency Services Unit will need to be replaced in early 2015. Chief Martin reported on the status of Tanker 53 that remains out of service while repairs are underway for a tank leak. Secretary Kintzel reported on efforts that are underway to prepare for the repayment of the replacement ladder truck for the Pennington Fire Company. The Board and Chief Martin discussed the repayment of ladder truck. Chief Martin reported on efforts that are underway for the 2014 election.

Chief Martin requested an Executive Session to discuss a personnel matter.

EXECUTIVE SESSION RESOLUTION

Motion by Treasurer Cseremsak, seconded by Vice-Chairman Lenarski to enter Executive Session at 6:31 PM to discuss a personnel matter at 7:27 PM.

MOTION CARRIED

The Board re-entered open session at 7:33 PM.

ADJOURNMENT

Motion by Commissioner Lynch and seconded by Treasurer Cseremsak to adjourn the meeting at 7:33 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

**Township of Hopewell
Fire District No. 1
Resolution No. 2014-
RESOLUTION TO AMEND BUDGET
FISCAL YEAR: From January 1, 2014 to December 31, 2014**

WHEREAS, the district budget for the year ending December 31, 2014 was introduced on the 12th day of December, 2013 and

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

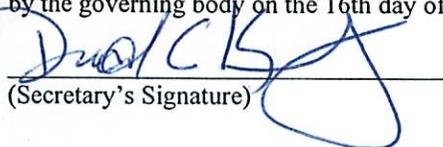
WHEREAS, is it is desired to amend said budget, now

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, 2014 be made:

| | <u>FROM</u> | <u>TO</u> |
|--|------------------|------------------|
| ANTICIPATED REVENUES | | |
| Fund Balance Utilized | | |
| Unrestricted Fund Balance | 43,471 | 173,471 |
| Amount to be Raised by Taxation to Support the District Budget | 3,167,901 | 3,037,901 |
| Total Anticipated Revenues | <u>3,488,331</u> | <u>3,488,331</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 16th day of January, 2014.


(Secretary's Signature)

1/16/2014
(Date)

Board of Commissioners Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|-------------------------|-----|-----|---------|--------|
| Cseremsak <i>SECOND</i> | ✓ | | | |
| Kintzel | ✓ | | | |
| Lenarski | ✓ | | | |
| Lynch <i>MOVED</i> | ✓ | | | |
| Chipowsky | ✓ | | | |

2014 ADOPTED BUDGET RESOLUTION

Township of Hopewell

Fire District No. 1

FISCAL YEAR: From January 1, 2014 to December 31, 2014

WHEREAS, the Annual Budget for the Hopewell Township Fire District No.1 for the fiscal year beginning January 1, 2014 and ending December 31, 2014 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 16th day of January 2014; 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 \$3,488,331.00, which includes amount to be raised by taxation of \$3,037,901.00 and Total Appropriations of \$3,488,331.00; 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 16, 2014, that the Annual Budget of the Hopewell Township Fire District No. 1 for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,488,331.00, which includes amount to be raised by taxation of \$3,037,901.00 and Total Appropriations of \$3,488,331.00; 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)

1/16/2014
 (Date)

Board of Commissioners Recorded Vote

| Member | Aye | Nay | Abstain | Absent |
|------------------------|-----|-----|---------|--------|
| Cseremsak <i>MOVED</i> | ✓ | | | |
| Kintzel | ✓ | | | |
| Lenarski | ✓ | | | |
| Lynch <i>SUBCND</i> | ✓ | | | |
| Chipowsky | ✓ | | | |

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

RESOLUTION 2014-09

**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

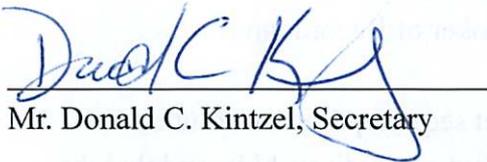
WHEREAS, Borden Perlman Insurance has completed and submitted a Business Entity Disclosure Certification which certifies that Borden Perlman Insurance has not made any reportable contributions to a political or candidate committee in the Hopewell Township Fire District No.1, Board of Fire Commissioners 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 insurance Broker of Record 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, 2014 until December 31, 2014, 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

January 9, 2014

16

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

RESOLUTION 2014-10

**A RESOLUTION AUTHORIZING A NON FAIR AND OPEN CONTRACT WITH BOWMAN
AND COMPANY, LLP FOR FINANCIAL AUDITING SERVICES, REVIEW OF LENGTH OF
SERVICE AWARD PROGRAM, 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, 2014 until December 31, 2014, 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

January 9, 2014

16

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

RESOLUTION 2014-11

**RESOLUTION AUTHORIZING SUBMISSION OF THREE PROPOSALS TO THE LEGALLY
QUALIFIED VOTERS OF THE FIRE DISTRICT AT ITS ANNUAL FIRE DISTRICT
ELECTION SCHEDULED FOR FEBRUARY 15, 2014**

WHEREAS, the Commissioners, along with the election of two fire commissioner positions and approval of a tax levy for its 2014 budget, want to seek approval to fund 76 percent of the purchase of a ladder truck for the use by the Pennington Borough Fire District/Pennington Fire Company; and

WHEREAS, the Commissioners are authorized to re-pay the Pennington Borough Fire District through a Shared Services Agreement for Fire Protection between the Hopewell Township Fire District and the Pennington Borough Fire District; and

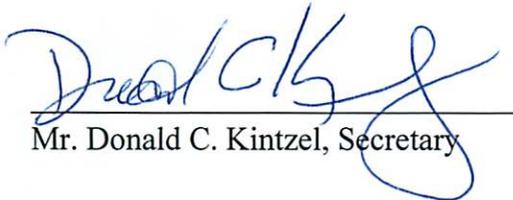
WHEREAS, the Commissioners want to submit a *Proposal* at the annual Fire District election on February 15, 2014 to determine if the voters of the Township of Hopewell will authorize the repayment to the Pennington Borough Fire District for 76 percent of the final cost of a replacement Ladder Truck the price of which shall not exceed \$1,250,000.00;

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

1. That at the February 15, 2014 Fire District annual election, in conjunction with the submission of the annual budget and election of two fire commissioners, the Fire Commissioners are hereby authorized to determine if the voters of the Township of Hopewell will authorize the repayment of 76 percent of the final purchase price of a Ladder Truck for the use by the Pennington Borough Fire District/Pennington Fire Company that will be used to respond to fire calls within Hopewell Township.
2. That the Commissioners have advertised in the *Trenton Times* the *Notice to Persons Wanting Mail-In Ballots*.
3. That the Secretary for the Commissioners is further directed to cause the *Notice of Annual Election* to be published once at least ten days prior to the annual Fire District election in the *Hopewell Valley News* and the *Trenton Times*, newspapers having the qualifications required by N.J.S.A. 40A:14-85.

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
January 16, 2014

**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

January 16, 2014