

**BOARD OF FIRE COMMISSIONERS SPECIAL MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
THURSDAY, JANUARY 22, 2015**

The special meeting of the Board of Fire Commissioners was held on January 22, 2015 at the Hopewell Township Municipal Services Building, 201 Washington Crossing-Pennington Road Titusville New Jersey at 7:00 PM.

**CALL MEETING TO ORDER / STATEMENT OF NOTICE**

Chairman Michael Chipowsky called the meeting to order and stated that the notice of the meeting had been forwarded to the Hopewell Valley News, Times of Trenton, and had been placed on the Hopewell Township Fire District Web-Site in accordance with the requirements of the Open Public Meeting Act.

**PLEDGE OF ALLEGIANCE & SALUTE TO THE FLAG**

The Pledge of Allegiance was led by Chairman Chipowsky followed by a moment of silence in memory of Ruth Miller, Charter Member of the Pennington First Aid Squad

**ROLL CALL BY CHAIRMAN**

Present: Chairman Chipowsky, Vice-Chairman Lenarski, Treasurer Cseremsak, Secretary Kintzel, Commissioner Lynch (arrived 7:12 PM)

Absent: None

Also Present: Chief Malkiewicz (Union Fire Company and Rescue Squad), Deputy Chief Soganic (Union Fire Company and Rescue Squad), Trustee Sullivan (Union Fire Company and Rescue Squad), First Assistant Captain Muccioli (Pennington First Aid Squad), Chief Morehouse (Hopewell Fire Department and Emergency Medical Unit) Chief Martin (Hopewell Township Fire District), Administrative Assistant Ocicki (Hopewell Township Fire District), Attorney Hart (arrived 7:14 PM) (Stark & Stark)

**MINUTES SUBMITTED FOR APPROVAL**

There were no minutes for consideration.

**PUBLIC COMMENT (AGENDA)**

None

**PUBLIC HEARING - 2015 BUDGET**

Chairman Chipowsky opened the Public Hearing for the 2015 Budget. Chief Martin reported the proposed was available on the web-site and had been made available to the Hopewell Township Clerk.

After there was no further comment Chairman Chipowsky asked for a motion to close the Public Hearing. A motion to close the Public Hearing was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to close the Public Hearing was carried.

**ADOPTED BUDGET RESOLUTION**

**2015 ADOPTED BUDGET RESOLUTION**

**Hopewell Township Fire District No. 1**

**FISCAL YEAR: January 1, 2015 to December 31, 2015**

**WHEREAS**, the Annual Budget for the Hopewell Township Fire District No. 1 (the “Fire District”) for the fiscal year beginning January 1, 2015 and ending December 31, 2015, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 22, 2015; 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 \$3,447,937.00 which includes amount to be raised by taxation of \$3,116,591.00, and Total Appropriations of \$3,447,937.00; and

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

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Fire District at an open public meeting held on January 22, 2015 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2015 and ending December 31, 2015, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,447,937.00, which includes amount to be raised by taxation of \$3,116,591.00, and Total Appropriations of \$3,447,937.00; 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 to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried. The Members of the Board expressed their appreciation to the administrative staff of the district. Secretary Kintzel explained the need for the special meeting related to the budget approval by the State of New Jersey.

**PUBLIC HEARING - 2015 BUDGET AMENDMENT**

Chairman Chipowsky opened the Public Hearing for the 2015 Budget Amendment and Secretary Kintzel read into the record the following resolution:

**RESOLUTION TO AMEND BUDGET**

**Hopewell Township Fire District No.1**

**FISCAL YEAR: From January 1, 2015 to December 31, 2015**

**WHEREAS**, the district budget for the year ending December 31, 2015 was introduced on the 11<sup>th</sup> day of December, 2014; 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, 2015 be made:

	<b>ANTICIPATED REVENUES</b>	
	<b><u>FROM</u></b>	<b><u>TO</u></b>
Fund Balance Utilized		
Unrestricted Fund Balance	\$181,608.	\$251,608
Amount to be Raised by Taxation	\$3,116,591	\$3,116,591
Total Anticipated Revenues	\$3,447,937	\$3,517,937

	<b>ANTICIPATED APPROPRIATIONS</b>	
Operations - Non Bondable	\$63,200	\$132,300
Total Operations Costs	\$2,662,403	\$2,732,403
Total Anticipated Appropriations	\$3,447,937	\$3,517,917

**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 22nd day of January, 2015.

Chairman Chipowsky advised the need for the Budget Amendment and after there was no further comment Chairman Chipowsky asked for a motion to close the Public Hearing on the Budget Amendment. A motion to close the Public Hearing was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to close the Public Hearing on the Budget Amendment was carried.

**NEW BUSINESS**

**RESOLUTION 2015-10**

**A RESOLUTION AUTHORIZING A NON FAIR AND OPEN CONTRACT WITH BORDEN PERLMAN INSURANCE AGENCY, INC 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 Agency, Inc. 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 Agency, Inc. 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 Agency, Inc. 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 Agency, Inc. not exceed \$127,922.00 for the term January 1, 2015 until December 31, 2015, and be available for public inspection in the office of the Chief of Emergency Services.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

**RESOLUTION 2015-11**

**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, review of Length of Service Award Program services, and management of a section 125 cafeteria plan; and

**WHEREAS**, Bowman and Company, LLP provides financial auditing services, review of Length of Service Award Program 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 \$38,000.00 for the term January 1, 2015 until December 31, 2015, and be available for public inspection in the office of the Chief of Emergency Services.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. Secretary Kintzel abstained. The motion to pass the resolution carried.

## **RESOLUTION 2015-12**

### **RESOLUTION AUTHORIZING SUBMISSION OF THREE PROPOSALS TO THE LEGALLY QUALIFIED VOTERS OF THE FIRE DISTRICT AT ITS ANNUAL FIRE DISTRICT ELECTION SCHEDULED FOR FEBRUARY 21, 2015**

**WHEREAS**, the Commissioners of Fire District No. 1 in the Township of Hopewell in the County of Mercer, New Jersey (the "Commissioners" when referring to the governing body, and the “Fire District” when referring to the legal entity and the territorial boundaries governed by the Fire Commissioners) are authorized to undertake the purchase of land, the construction of new facilities, and the acquisition of various equipment for the purpose of providing fire protection services for the Township of Hopewell; and

**WHEREAS**, the Commissioners, along with the election of a fire commissioner and approval of a tax levy for its 2015 budget, want to acquire a replacement ambulance through the issuance of bonds or a lease purchase agreement; and

**WHEREAS**, the Commissioners are authorized to finance the ambulance through the issuance of Fire District bonds or a lease purchase agreement after first submitting a proposal to the voters of the Township of Hopewell seeking their approval; and

**WHEREAS**, the Commissioners want to submit a *Proposal* at the annual Fire District election of February 21, 2015 to determine if the voters of the Township of Hopewell will authorize the issuance of Fire District bonds or a lease purchase agreement to finance the ambulance;

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

1. That at the February 21, 2015 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 *Proposal III* to issue Fire District bonds or enter into a lease purchase agreement to finance the ambulance.

2. That the Commissioners have advertised in the *Trenton Times* the *Notice to Persons Wanting Mail-In Ballots*.

3. That the Secretary of the Commissioners is hereby directed to post at least ten days before the date of the annual Fire District election a copy of the *Notice of Annual Election* as set forth herein at each of the following public places in the Fire District, namely:

1. Hopewell Township Municipal Building
2. Union Fire Company and Rescue Squad
3. Titusville Post Office
4. Mercer County Library
5. Pennington Post Office \*
6. Pennington Quality Market
7. Shop Rite of Pennington
8. Stop and Shop Supermarket
9. Hopewell Post Office\*
10. Pennington Fire Company\*
11. Pennington First Aid Squad \*
12. Hopewell Borough Fire Department and Emergency Medical Unit\*

(\*Indicates that the physical location is not within the Township of Hopewell, but located in the Borough of Hopewell or the Borough of Pennington. Despite not being located in the Township of Hopewell, these locations serve the Hopewell Township residents).

4. That the Secretary for the Commissioners is further directed to cause the following *Notice of Annual Election* to be published once at least ten days prior to the annual Fire District election in the *Hopewell Valley News* or the *Trenton Times*, newspapers having the qualifications required by N.J.S.A. 40A:14-85.

5. That the *Notice of Annual Election* shall be substantially in the following form, which shall include the Three *Proposals*, as set forth herein and shall be submitted to the voters at the annual Fire District election. The hours of opening and closing of the polls shall be as stated in the *Notice of Annual Election* and the polling places and the polling districts therein stated and described are hereby confirmed and established:

**NOTICE OF ANNUAL FIRE DISTRICT ELECTION OF THE FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL IN THE COUNTY OF MERCER, NEW JERSEY**

NOTICE IS HEREBY GIVEN to the legal voters of the Commissioners of Fire District No. 1 in the Township of Hopewell, in the County of Mercer, New Jersey that at the annual Fire District election the legal voters of the Fire District will be asked to vote on Three proposals: (i) election of fire commissioner[s]; (ii) approval of a tax levy for the 2015 budget; and (iii) approval to authorize the issuance of bonds or enter into a lease purchase agreement. The annual Fire District election will be held on February 21, 2015 beginning at 2:00 p.m.

The polls will remain open until 9:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and to cast their ballots. The election will be held and all the legal voters of the Fire District will vote on the following Three *Proposals* at the respective polling places stated below:

**PROPOSAL I—SELECTION OF TWO FIRE COMMISSIONERS**

One opening for membership to Fire Commissioners for three years:

Full Term: Vote for One  
[provide names of candidates here]

**PROPOSAL II—2015 BUDGET TAX LEVY**

Shall the 2015 annual budget for the Commissioners of Fire District No. 1 in the Township of Hopewell in the County of Mercer, New Jersey be approved in the sum of \$3,517,937, of which \$3,116,591 will be raised by taxation?

**PROPOSAL III—FIRE DISTRICT BONDS/LEASE PURCHASE**

Shall the Commissioners of Fire District No. 1 in the Township of Hopewell in the County of Mercer, New Jersey be authorized to purchase an ambulance and to issue bonds of the Fire District or enter into a lease purchase agreement in the principal amount of \$175,000 for such purpose?

The polling place for the annual Fire District election shall be the Hopewell Township Municipal Building, 201 Washington Crossing-Pennington Rd., Titusville, New Jersey.

Dated: January 22, 2015

Mr. Donald C. Kintzel, Secretary  
By Order of the Commissioners of  
Fire District No. 1 in the Township of Hopewell  
County of Mercer, New Jersey.

6. The Fire Commissioners hereby approve the form of the *Proposals* set forth in the *Notice of Election* and, subject to the approval of the legal voters of the Fire District, hereby determine to carry out the same.

7. The Secretary for the Fire Commissioners is hereby directed to do all things necessary, pursuant to N.J.S.A. 40A:14-70 et seq., to prepare and conduct the annual Fire District election.

The resolution was moved by Commissioner Lynch and seconded by Treasurer Cseremsak. Chairman Chipowsky corrected the resolution to indicate that only one opening exists for the Board of Fire Commissioners. The motion to pass the resolution carried.

**RESOLUTION 2015-13**

**A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 OF THE TOWNSHIP OF HOPEWELL TO EXECUTE A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF HOPEWELL**

**WHEREAS**, the Township of Hopewell (the “Township”), is responsible for certain fire inspection services pursuant to the Uniform Fire Safety Act (N.J.S.A. 52:27D-195, et. Seq.) (the “Fire Safety Act”); and

**WHEREAS**, pursuant to the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1, et. Seq.), the Township desire to contract with the Board of Fire Commissioners of Hopewell Township Fire District No.1 (the “Board”) for the provision of fire inspection services and other certain services required by the Fire Safety Act; and

**WHEREAS**, the Township and the Board are both “local units” and the fire inspection services and other certain services required by The Fire Safety Act are “shared services” within the meaning of N.J.S.A. 40A:65-3.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board Chairman is hereby authorized and directed to execute a Shared Services Agreement between the Township and the Board for the provision of fire inspection services and other certain services required by The Fire Safety Act, substantially in the form annexed hereto (the “Agreement”).

The resolution was moved by Commissioner Lynch and seconded by Treasurer Cseremsak. The motion to pass the resolution carried.

**RESOLUTION 2015-14**

**A RESOLUTION AUTHORIZING THE PURCHASE OF GOODS OR SERVICES THROUGH STATE OF NEW JERSEY CONTRACTS AND (1) COOPERATIVE PRICING AGREEMENT**

**WHEREAS**, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 has the need to purchase various goods or services in 2015; and

**WHEREAS**, it is anticipated that some goods or services will exceed the bidding threshold of \$17,500, as established in the Local Public Contracts law by commodity, in the aggregate; and

**WHEREAS**, all State Contract and Cooperative Pricing Agreements awards have been publicly bid; and

**WHEREAS**, pursuant to the provisions of N.J.S.A. 40A:11-12 contracting units are permitted the use of some awarded New Jersey State Contracts; and

**WHEREAS**, pursuant to the provisions of N.J.S.A. 40A:11-11 contracting units are permitted to enter into Cooperative Pricing Agreements, whereby permitting them use of those awarded contracts; and

**WHEREAS**, the Board desires continued use of this cooperative pricing agreement in 2015;

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**NOW, THEREFORE BE IT RESOLVED**, that the Board of Fire Commissioners of Hopewell Township Fire District No. 1 hereby authorizes the purchase of goods and services from New Jersey State Contract and Cooperative Pricing Agreement Vendors.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

### **TREASURER'S REPORT**

Treasurer Cseremsak read the summary of the Bills and Claims dated January 22, 2015 and was seconded by Commissioner Lynch. Chief of Emergency Services Martin provided a report on the disbursements for consideration by the Board. A roll call vote was held and the following amounts were authorized:

Bill List:		\$117,314.55
Payroll Ending:	January 10, 2015	\$49,106.63
Total Disbursements:		\$166,421.18

### **UNFINISHED BUISNESS**

**A. EMS BILLING:**

No report.

**B. WATER STUDY:**

No report.

**D. FIRE DISTRICT BUILDING PROJECT:**

No report.

**E. COMMUNICATIONS:**

Chief Martin reported on the progress of the new Mercer County Public Safety Radio System.

**F. UFCRS SPRINKER SYSTEM:**

Chief Martin and the Board Members discussed the re-bidding of the project related to the proposed 2015 budget.

**G. VOLUNTEER RECRUITMENT:**

Chief Martin reported on the progress with the volunteer recruitment program. The Board and Chief Martin answered questions from an officer present related to the recruitment program. Chief Martin answered questions from the Board related to the recruitment program.

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

Chairman Chipowsky thanked those in attendance for attending the meeting.

### **EXECUTIVE SESSION RESOLUTION:**

Chairman Chipowsky inquired of the Board Members and Chief Martin if the Board had a need to enter Executive Session and there was not a need to enter Executive Session.

The Board discussed the date of the next scheduled meeting and a decision was reached to cancel the next scheduled meeting of the Board.

**ADJOURNMENT:**

Treasurer Cseremsak motioned to adjourn the meeting and was seconded by Commissioner Lynch at 7:32 PM. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'mfm', is positioned above the typed name.

Matthew G. Martin  
Chief of Emergency Services