

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, JANUARY 14, 2016**

The regular meeting of the Board of Fire Commissioners was held on January 14, 2016 at the Hopewell Township Municipal Services Building Titusville New Jersey at 7:00 PM.

CALL MEETING TO ORDER / STATEMENT OF NOTICE

Chairman Chipowsky called the meeting to order and stated that the notice of the meeting had been posted on the Hopewell Township Municipal Bulletin Board and 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.

ROLL CALL BY CHAIRMAN

Present:

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

Absent:

Secretary Lynch

Also Present:

Chief Malkiewicz, Deputy Chief Burd, Deputy Chief Soganic, Battalion Chief Pedersen, (Union Fire Company & Rescue Squad), Captain Ferrara, Second Assistant Captain Varrasse (Pennington First Aid Squad), Chief Novak, Deputy Chief Mullen (Hopewell Fire Department), Chief Morehouse (Hopewell Emergency Medical Unit), Chief Deforte (Pennington Fire Company), Chief of Emergency Services Martin (Hopewell Township Fire District), Attorney Hart (Stark and Stark)

MINUTES SUBMITTED FOR APPROVAL

None

PUBLIC COMMENT (AGENDA)

None

PUBLIC HEARING ON 2016 BUDGET ADOPTION

Chairman Chipowsky opened the public hearing on the 2016 Budget Adoption. There were no inquiries from those in attendance. Treasurer Cseremsak motioned to close the Public Hearing and was seconded by Commissioner Kintzel. The motion to close the Budget Adoption Hearing passed.

**2016 ADOPTED BUDGET RESOLUTION
RESOLUTION 2016-03
Hopewell Township Fire District No. 1**

**FISCAL YEAR:
January 1, 2016 to December 31, 2016**

WHEREAS, the Annual Budget for the Hopewell Township Fire District No. 1 (the “Fire District”) for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of **January 14, 2016**; 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 **\$3,782,392.00** with includes amount to be raised by taxation of **\$3,342,774.00**, and Total Appropriations of **\$3,782,392.00**; and,

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on **January 14, 2016** that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of **\$3,782,392.00**, which includes the amount to be raised by taxation of **\$3,342,774.00** and Total Appropriations of **\$3,782,392**; and

BE IT FURTHER RESOLVED, that the Annual Budget ass 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 Commissioner Kintzel and seconded by Treasurer Cseremsak. The motion to pass the resolution carried.

**Township of Hopewell
Fire District No. 1
Resolution No. 2016-02
RESOLUTION TO AMEND BUDGET
FISCAL YEAR: From January 1, 2016 to December 31, 2016**

WHEREAS, the district budget for the year ending December 31, 2016 was introduced on the 10th day of December, 2015 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, 2016 be made:

ANTICIPATED REVENUES

	<u>FROM</u>	<u>TO</u>
Unrestricted Fund Balance		
Total Fund Balance Utilized	\$ 236,000	\$ 253,000
Total Revenues and Fund Balance Utilized	\$ 422,618	\$ 439,618
Amount to be Raised by Taxation to Support the District Budget	\$ 3,342,683	\$ 3,342,774
Total Anticipated Revenues	\$ 3,765,301	\$ 3,782,392

ANTICIPATED APPROPRIATIONS

	<u>FROM</u>	<u>TO</u>
Total Cost of Operations and Maintenance	\$ 2,737,488	\$ 2,737,675
Total Appropriations Offset with Revenue	\$ 83,096	\$ 100,000
Total Anticipated Budget Appropriations	\$ 3,765,301	\$ 3,782,392

LEVY CAP SUMMARY

Amount Utilized from Levy Cap Bank from 2014	\$ 129,999	\$ 0
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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 14th day of January, 2016.

PUBLIC HEARING ON 2016 BUDGET AMENDMENT

Chairman Chipowsky opened the public hearing on the 2016 Budget Amendment. There were no inquiries from those in attendance. Treasurer Cseremsak motioned to close the Public Hearing and was seconded by Vice-Chairman Lenarski. The motion to close the Budget Amendment Hearing passed.

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

NEW BUSINESS

RESOLUTION 2016-04

A RESOLUTION DESIGNATING DEPOSITORIES OF FUNDS

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

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

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

RESOLUTION 2016-05

A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the Hopewell Valley News and the Times of Trenton are hereby designated as the official newspapers of Hopewell Township Fire District No. 1 for the year 2016.

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

RESOLUTION 2016-06

A RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENTS

WHEREAS, there exists a need for professional services for the following: legal services, accounting services, medical director services, payroll services, and information technology services; and

WHEREAS, the estimated cost of the contract is \$7,000.00 for legal services; \$12,900.00 for accounting services; \$5,000.00 for medical director services; \$5,500 for payroll services; and \$10,000.00 for information technology services; and \$9,500.00 for risk management services; and

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

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

1. The Chairman and Secretary are hereby authorized and directed to execute professional services agreements with:

- Stark & Stark for legal services;
- Hill, Barth & King, LLC for accounting services;
- Dr. Stephen Vetrano for medical director services;
- Action Data Services for payroll services;
- RnD Consulting LLC for information technology services;
- Borden Perlman Insurance Agency for risk management services.

2. The contracts are awarded without competitive bidding as “Professional Service” under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a)) as a contract for services to be performed by persons authorized by law to practice recognized professions that are regulated by law and it is not possible to obtain competitive bids.

3. The term of these contracts will be twelve months.

4. A notice of this action shall be available in the office of the Chief of Emergency Services.

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

RESOLUTION 2016-07

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

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

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

WHEREAS, the rate of pay per hour for part time employees is seventeen dollars and fifty cents per hour;

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

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

RESOLUTION 2016-08

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS AND THE FIRE OFFICIAL TO CERTIFY THE DIVISION OF FIRE SAFETY END OF YEAR REPORTS

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1, has received a request from the Division of Fire Safety to certify the number of life hazard use inspections conducted by the Hopewell Valley Bureau of Fire Safety for the year of 2015; and

WHEREAS, the requested report will be completed and reviewed;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1 that the requested report from the Division of Fire Safety will be completed and this resolution hereby authorizes the Chairman and the Fire Official to submit the report.

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

RESOLUTION 2016-09
A RESOLUTION APPROVING A BUDGET TRANSFER

WHEREAS, the Hopewell Township Board of Fire Commissioners is authorized to undertake various budget transfers in accordance with N.J.S.A.40A:14-78.10; and

WHEREAS, \$514.15 shall be transferred from account 01-OE-201-200-006 New Jersey State Health Benefits Plan to 01-LS-600-100-003 Hopewell Borough Fire District LOSAP for contributions to volunteer's Length of Service Awards Program.

NOW, THEREFORE, BE IT RESOLVED, by the Hopewell Township Board of Fire Commissioners that the above transfers shall be approved.

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

RESOLUTION 2016-10

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, 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, 2016 until December 31, 2016, 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 Commissioner Kintzel. The motion to pass the resolution carried.

RESOLUTION 2016-11

A RESOLUTION AUTHORIZING THE PURCHASE OF GOODS OR SERVICES THROUGH STATE OF NEW JERSEY CONTRACTS AND COOPERATIVE PURCHASING AGREEMENTS

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 may, without advertising for bids, purchase any materials, supplies, services or equipment under any contract, for the purchase of such items, entered into on behalf of the State of New Jersey by the New Jersey Department of the Treasury, Division of Purchase and Property, pursuant to N.J.S.A. 40A:11-12; 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 these cooperative pricing agreements in 2016;

Mercer County #CK09Mercer
 HGACBuy (Houston-Galveston Area Council)
 Middlesex Regional Educational Services Commission 65MCESCCPS

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 Commissioner Kintzel. The motion to pass the resolution carried.

TREASURER’S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated January 7, 2016 and was seconded by Commissioner Kintzel. Chief Martin provided a report on the Bills and Claims as submitted. A roll call vote was held and the following amounts were authorized:

Bill List:		\$23,779.71
Payroll Ending:	January 9, 2016	\$64,565.31
Total Disbursements:		\$88,345.02

UNFINISHED BUSINESS

A. EMS BILLING:

Chief Martin reported on progress related to billing and answered questions from the Board.

B. WATER STUDY:

Chief Martin reported on fire hydrant maintenance. Chief Martin also reported on efforts to work with Hopewell Township on the installation of stand-pipes and the dredging of the Pennytown Pond. The Board discussed the Pennytown Pond.

C. FIRE DISTRICT BUILDING PROJECT:

No report.

D. COMMUNICATIONS:

Deputy Chief Mullen provided a report on communications matters and answered questions from the Board. Chief Novak and the Board discussed a valley wide all call.

E. UFCRS SPRINKLER SYSTEM:

Chief Martin reported that he is still awaiting an agreement from the architect related to the code review at the Union Fire Company and Rescue Squad.

F. VOLUNTEER RECRUITMENT:

Chief Martin thanked Chief Malkiewicz for his assistance with a public relations media launch on junior members. Chief Martin also reported on training that has been set up for all the volunteers of Hopewell Valley related to volunteer recruitment.

G. REPLACEMENT AMBULANCE:

Chief Martin and Chief Malkiewicz reported that all parties are close to a set of final specifications that will be presented for an estimate.

H. PENNINGTON FIRE COMPANY REPLACEMENT LADDER TRUCK:

Chief Deforte reported on the progress with the replacement ladder truck.

HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT

Chief of Emergency Services Martin provided an annual report for 2015 on behalf of the Hopewell Valley Emergency Services Unit. Chief Martin reported efforts underway with the 2016 Budget. The Board discussed annual reports with Chief Martin and those present.

UNION FIRE COMPANY AND RESCUE SQUAD REPORT

Chief Malkiewicz provided the Board with an annual report for 2015 for the fire department. Deputy Chief Soganic provided an annual report for 2015 for the rescue squad and answered questions from the Board. The Board and Chief Soganic discussed the amount of mutual aid provided. Captain Ferrara also indicated that the Pennington First Aid Squad was being impacted by mutual aid. Chief Martin was asked to coordinate a meeting with Lawrence Township and Ewing Township.

PENNINGTON FIRST AID SQUAD

Captain Ferrara provided the Board with an annual report for 2015 and answered questions from the Board. Captain Ferrara and the Board discussed EMT training. Captain Ferrara and the Board discussed the BLS Agreement with Pennington Borough.

HOPEWELL FIRE DEPARTMENT AND EMU REPORT

Chief Novak provided a report on behalf of the fire department for 2015. Chief Novak reported on the elimination of a formal agreement with East Amwell Township for fire protection. Chief Morehouse provided a 2015 annual report on behalf of the Emergency Medical Unit. Chief Morehouse thanked the other squads that have provided assistance. Chief Morehouse reported on new AED units and the active junior program. The Board and Chief Novak discussed the East Amwell matter. Chief Novak and Chief Martin reported on notable incidents. Chief Malkiewicz reported on 6 new members who are attending firefighter one training. Chief Morehouse reported on 4 new members who are attending firefighter one training.

PENNINGTON FIRE COMPANY REPORT

Chief Deforte provided the Board with an annual report for 2015.

PUBLIC COMMENT (NON AGENDA)

None.

ADJOURNMENT:

Commissioner Kintzel motioned to adjourn the meeting and was seconded by Treasurer Cseremsak at 7:50 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