

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, JULY 28, 2016**

The regular meeting of the Board of Fire Commissioners was held on July 28, 2016 at the Union Fire Company and Rescue Squad Titusville New Jersey at 7:00 PM.

CALL MEETING TO ORDER / STATEMENT OF NOTICE

Vice-Chairman Lenarski 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 and Times of Trenton, and had been posted 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 Vice-Chairman Lenarski.

ROLL CALL

Chairman Chipowsky - Absent
Vice-Chairman Lenarski - Present
Treasurer Cseremsak - Present
Secretary Lynch - Present
Commissioner Kintzel - Present

Also Present:

Lieutenant of Emergency Services Schulman - (Hopewell Valley Emergency Services Unit)
Chief Malkiewicz - (Union Fire Company and Rescue Squad)

MINUTES SUBMITTED FOR APPROVAL

None

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2016-32

**A RESOLUTION AUTHORIZING A NON-FAIR AND OPEN PROFESSIONAL SERVICES
CONTRACT WITH VAN CLEEF ENGINEERING ASSOCIATES FOR ENGINEERING
SERVICES**

WHEREAS, Hopewell Township Fire District No. 1 has a need to acquire engineering services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Board has determined that the value of the contract will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is 12 months; and

WHEREAS, Van Cleef Engineering Associates has submitted a proposal dated June 17, 2016 with three phases of engineering services; and

WHEREAS, Hopewell Township Fire District No. 1 desires to award a contract for Item 1 in the Proposal, "Planning", not to exceed \$19,000.00; 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, Van Cleef Engineering Associates has completed and submitted a Business Entity Disclosure Certification which certifies that Van Cleef Engineering Associates 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 Van Cleef Engineering Associates from making any reportable contributions through the term of the contract; and

WHEREAS, the Treasurer of the Board of Fire Commissioners certifies that funds are available for this purpose in budget line item.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township Fire District No. 1 authorizes the Chairman to enter into a contract with Van Cleef Engineering Associates as described herein; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Contract 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		X	X			
Kintzel			X			
Lenarski			X			
Lynch	X		X			
Chipowsky						X

RESOLUTION 2016-33

A RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT WITH FIRE APPARATUS REPAIR FOR VEHICLE REPAIR AND MAINTENANCE

WHEREAS, there exists a need for vehicle repair and preventative maintenance services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Board has determined and certified in writing that the value of the contracts for such services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Fire Apparatus Repair has submitted a proposal indicating they will provide vehicle repair and preventative maintenance services; and

WHEREAS, the total estimated value of the contract is not to exceed \$40,000; and

WHEREAS, Fire Apparatus Repair has completed and submitted a Business Entity Disclosure Certification which certifies that Fire Apparatus Repair 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 Fire Apparatus Repair 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 with Fire Apparatus Repair for certain vehicle repair and preventative maintenance services; and

BE IT FURTHER RESOLVED, that the contract with Fire Apparatus Repair not exceed \$40,000.00 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.

RECORD OF BOARD VOTE ON PASSAGE

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

The Board and the Officers present discussed the need for the resolution discussed the need for the resolution.

TREASURER'S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated July 28, 2016, and was seconded by Secretary Lynch. Lieutenant Schulman provided a report on the notable bills and claims. A roll call vote was held and the following amounts were authorized:

Bill List:		\$94,095.46
Payroll Ending:	July 23, 2016	\$42,547.64
Total Disbursements:		\$136,643.10

HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT

Lieutenant Schulman of the Hopewell Valley Emergency Services Unit provided a report on the activities of the Unit.

UNION FIRE COMPANY AND RESCUE SQUAD REPORT

Chief Malkiewicz of the Union Fire Company and Rescue Squad provided a report on behalf of the Union Fire Company and Rescue Squad. Discussion occurred with Chief Malkiewicz, the Board, and Lieutenant Schulman related to the sprinkler system at the Union Fire Company and Rescue Squad and the improvements needed to the fire alarm system.

PENNINGTON FIRST AID SQUAD

The Board and Chief Malkiewicz discussed the upcoming EMT class at the Pennington First Aid Squad and the payment for the attendees. Discussion occurred on the meeting with the Chief from Lawrence Township Emergency Medical Services.

HOPEWELL FIRE DEPARTMENT AND EMU REPORT

No report.

PENNINGTON FIRE COMPANY REPORT

Vice-Chairman Lenarski provided a report on the ladder truck. Discussion occurred on the existing ladder truck with the Board.

PUBLIC COMMENT (NON AGENDA)

Treasurer Cseremsak expressed his appreciation to the Hopewell Valley Emergency Services Unit and Specialist Coble for the assistance with the Hopewell Township Police Department Youth Police Academy. Vice-Chairman Lenarski thanked all that responded to the significant thunder storm and recent mutual aid fires.

EXECUTIVE SESSION RESOLUTION

An Executive Session Resolution was not needed.

ADJOURNMENT

Secretary Lynch motioned to adjourn the meeting and was seconded by Treasurer Cseremsak at 7:40 PM. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M.G. Martin', with a stylized flourish at the end.

Matthew G. Martin
Chief of Emergency Services