

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, JANUARY 5, 2023**

The regular meeting of the Board of Fire Commissioners was held on January 5, 2023 in person and via Zoom at 7:00 PM.

CALL MEETING TO ORDER / STATEMENT OF NOTICE

Chairperson Burd 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 Chairperson Burd.

ROLL CALL

Chairperson Burd-	Present
Vice-Chairperson Novak-	Present
Secretary Jones-	Present
Treasurer Tomaro-	Present
Commissioner Rodriguez-	Present

MINUTES SUBMITTED FOR APPROVAL

Regular Session Meeting Minutes 9/23/21 attended by Commissioners Burd, Novak, Tomaro were submitted and approved. Commissioner Novak made the motion and Commissioner Tomaro seconded.

Regular Session Meeting Minutes 10/7/21 attended by Commissioners Burd, Novak, Tomaro were submitted and approved. Commissioner Tomaro made the motion and Commissioner Novak seconded.

Regular and Executive Session Meeting Minutes 11/18/21 attended by Commissioners Burd, Novak, Tomaro were submitted and approved. Commissioner Novak made the motion and Commissioner Tomaro seconded.

Regular and Executive Session Meeting Minutes 12/2/21 attended by Commissioners Burd, Novak, Tomaro were submitted and approved. Commissioner Tomaro made the motion and Commissioner Novak seconded.

Regular and Executive Session Meeting Minutes 12/1/22 attended by Commissioners Burd, Novak, Tomaro, Jones were submitted and approved. Commissioner Jones made the motion and Commissioner Novak seconded.

Regular and Executive Session Meeting Minutes 12/8/22 attended by Commissioners Burd, Novak, Tomaro, Rodriguez, Jr. were submitted and approved. Commissioner Rodriguez, Jr. made the motion and Commissioner Novak seconded.

Regular and Executive Session Meeting Minutes 12/22/22 attended by Commissioners Burd, Novak, Jones were submitted and approved. Commissioner Jones made the motion and Commissioner Novak seconded.

PUBLIC COMMENT (AGENDA) None

NEW BUSINESS

RESOLUTION 2023-01

A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1 TO PASS A TEMPORARY BUDGET FOR THE YEAR 2023

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 has determined that a need exists for a temporary working budget for the year of 2023; and

WHEREAS, the State of New Jersey allows for the usage of fourteen percent of the appropriations made for all purposes in the budget for the preceding fiscal year, excluding appropriations made for interest and debt redemption charges and capital improvements; and

WHEREAS, the Board of Fire Commissioners has introduced the proposed budget for 2023; and

WHEREAS, the Budget has been submitted to the State of New Jersey, Department of Local Government Services for their review and acceptance.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, that the temporary budget for 2023 is hereby passed for usage of fourteen percent of the appropriations made for all purposes in the budget for the preceding fiscal year, excluding appropriations made for interest, debt redemption charges, and capital improvements.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro			X			
Jones	X		X			
Rodriguez, Jr.			X			
Novak		X	X			
Burd			X			

RESOLUTION 2023-02

A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, 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 2023.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro		X	X			
Jones	X		X			
Rodriguez, Jr.			X			
Novak			X			
Burd			X			

RESOLUTION 2023-03

A RESOLUTION DESIGNATING DEPOSITORIES OF FUNDS

BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, that Northfield Bank be designated as the depository of the Board’s funds for checking and savings account purposes for the year 2023; and

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

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro			X			
Jones	X		X			
Rodriguez, Jr.			X			
Novak		X	X			
Burd			X			

RESOLUTION 2023-04

A RESOLUTION GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES THROUGH NEW JERSEY STATE CONTRACTS AND/OR PURCHASING COOPERATIVES FOR 2023

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L.2011, c.139, the governing body may delegate the power to award purchases, contracts and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Hopewell Township Fire District # 1 is a member; and

WHEREAS, in the interest of streamlining District operations and improving efficiency, it is the desire of the Board of Fire Commissioners to authorize the Purchasing Officer/Qualified Purchasing Agent (QPA) to approve purchases, contracts and agreements through New Jersey State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L.2011, c.139 below the \$44,000.00 threshold in individual purchases and the aggregate as defined by N.J.S.A.40A:11-2(19);

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Hopewell Township Fire District # 1 that the Purchasing Officer/Qualified Purchasing Agent (QPA) upon receipt of an identified need and direction from the District is hereby authorized to approve purchases, contracts

and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Hopewell Township Fire District # 1 is a member without further action from the Board, provided that funds are available to cover the expenditure.

BE IT FURTHER RESOLVED, purchase approvals made by the Purchasing Officer/Qualified Purchasing Agent (QPA) by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and that no amount of any contract shall be in excess of the bid threshold in a single purchase or the aggregate without express individual resolutions authorizing such cooperative purchases by contract number.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro		X	X			
Jones			X			
Rodriguez, Jr.			X			
Novak	X		X			
Burd			X			

RESOLUTION 2023-05

A RESOLUTION ENCOURAGING THE PASSING OF VOLUNTEER FIREFIGHTER AND FIRST AID SQUAD PROPERTY TAX CREDITS

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 has been made aware of a proposed property tax credit for volunteer firefighter and first aid squad members; and,

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 wish to support the New Jersey Legislature to pass the Constitutional amendment as per Resolution 74 of the 220th Legislature; and,

WHEREAS, the current draft of the constitutional amendment allows for a \$200 property tax credit “against a tax bill for taxes on residential real property owned by and serving as the primary residence of that person”; and,

BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, fully support the passing of the proposed property tax credit Constitutional amendment.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro			X			
Jones	X		X			
Rodriguez, Jr.			X			
Novak		X	X			
Burd			X			

RESOLUTION 2023-06

A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1 TO EXECUTE AN AGREEMENT WITH THE PHOENIX CONSULTING GROUP, LLC.

WHEREAS, The Hopewell Township Fire District No.1 (The Board) has a need for professional service to assist with certain technical resources on financial matters, specifically payroll and bank reconciliations; and

WHEREAS, the estimated cost of the contract is not to exceed \$14,400.00 for services and the funds will be available in the 2023 budget appropriations for this purpose certified by The Board Treasurer and Chief of Emergency 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 Service” without competitive bids and the contract itself must be available for public inspection.

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

1. The Chief of Emergency Services is hereby authorized and directed to accept the proposal with: Jon Rheinhardt, Managing Partner of the Phoenix Consulting Group, LLC.
2. The contracts are awarded without competitive bidding as a “Professional Service” agreement 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. A notice of this action shall be published once in the official newspaper as required by law.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro			X			
Jones	X		X			
Rodriguez			X			
Novak		X	X			
Burd			X			

TREASURER’S REPORT

BILLS & CLAIMS

December 22, 2022

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

Bill List		\$26,080.13
Payroll Ending:	January 5, 2023	\$70,840.61
Total Disbursements:		\$96,920.74

Commissioner Tomaro mentioned the notable bills.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro	X		X			
Jones			X			
Rodriguez			X			
Novak		X	X			
Burd			X			

UNFINISHED BUSINESS | WORK SESSION | SUB COMMITTEE DISCUSSIONS

- A. Volunteer Recruitment: No Report
- B. EMS Billing & Department of Health Licensing: RFP was completed with one approvable bid submitted, EMS Consulting Services. Working together with Fire District to finalize details needed to begin process of billing. Contract is for one-year of service but can be extended if agreed upon. The Fire District is working with other Fire Districts in Hopewell Valley to pass ordinances to approve billing.
- C. EMS – Hopewell Valley: Capital Health is drafting contract for the Board to review. Chief Martin was given permission to instruct Capital to begin the process and expedite the 90 day start up if possible. Chief Marin asked to invite Capital Health representative to a meeting with the Hopewell Valley Volunteers to help clear up process and plan of working together to serve Hopewell Valley/
- D. Development in Hopewell Valley: Fire Marshall Fosina involved in the processes with the new developments
- E. Shared Services Agreements: Sub-Committee of Commissioner Tomaro and Jones was formed to review and begin discussing the agreements with Hopewell Borough, Pennington Borough and Titusville.
- F. Future Tax Referendum: No Report
- G. American Recovery Act Funds | Funding from Hopewell Township
- H. TS-53 Replacement | Vehicle Replacement: Chief Marin advised that portions of restricted money has become available and more possible capital can be used toward the purchase of new apparatus.
- I. Tanker 53-1: No Report
- J. 2023 Introduced Budget: In Progress, Auditor from the State of NJ had some questions and Fire District is working on submitting answers and documentation.
- K. Fire Safety Trailer: Station 53 is not interested in using trailer for training.

PUBLIC COMMNET (NON AGENDA):

Clarification on Capital Health contract regarding mutual aid calls were asked and discussed. Chief Martin will confirm. Paid staff availability for night coverage and dual dispatching were also discussed. Upcoming Meeting with Pennington First Aid Squad, Hopewell Township Fire District and Deputy Mayor Peters-Manning to occur next week.

EXECUTIVE SESSION

The Board of Fire Commissioners went into closed session at 7:55 pm and returned to open session at 8:57 pm.

**RESOLUTION 2023-07
EXECUTIVE SESSION**

WHEREAS the Open Public Meetings Act permits the Board of Fire Commissioners of Hopewell Township Fire District No. 1 to exclude the public from a portion of the meeting in order to discuss matters requiring confidentiality per N.J.S.A. 10:4-12; and

WHEREAS, the Board is of the opinion that such circumstances presently exist.

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

1. The Board intends to discuss certain matters which are deemed confidential pursuant to N.J.S.A. 10:4-12 in Executive Session.
2. The scope of the aforesaid executive session will be limited to the following:
 - A. Contracts
 - B. Budget
3. Minutes of the Executive Session will be disclosed to the public when the need for confidentiality no longer exists.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro			X			
Jones	X		X			
Rodriguez			X			
Novak		X	X			
Burd			X			

ADJOURNMENT

Commissioner Novak motioned to adjourn the meeting and was seconded by Commissioner Rodriguez, Jr. at 8:57 pm. The motion carried.

Respectfully submitted,



Randi Malkiewicz
Admin Clerk

Title	1/5/23 Regular Session Meeting Minutes
File name	Regular Board Mee...tes 01-05-23.docx
Document ID	9c381aff35562ddff32ccb7e9995947064906127
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

01 / 10 / 2023
13:23:54 UTC

Sent for signature to Randi Malkiewicz (rmalkiewicz@hopewelltpfire.org) from jmoore@hopewelltpfire.org
IP: 173.61.41.5



VIEWED

01 / 10 / 2023
18:47:35 UTC

Viewed by Randi Malkiewicz (rmalkiewicz@hopewelltpfire.org)
IP: 71.245.112.193



SIGNED

01 / 10 / 2023
18:47:48 UTC

Signed by Randi Malkiewicz (rmalkiewicz@hopewelltpfire.org)
IP: 71.245.112.193



COMPLETED

01 / 10 / 2023
18:47:48 UTC

The document has been completed.