

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Regular Meeting
Wednesday, January 11, 2017

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Monroe Township Fire District #2 & EMS building, 10 Halsey Reed Road, Monroe Township, New Jersey for an Agenda and Regular Meeting.

Chairman Mahler called the meeting to order with a Salute to the Flag at 7:00 pm. Chairman Mahler asked for a moment of silence for all firefighters, EMS, police and military, who have died in the performance of their duties.

UPON ROLL CALL made by Commissioner Jason Martin, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Glenn Borsuk, Michael Frisch, Maurice Mahler, Robert McGee and Jason Martin.

ALSO PRESENT: Board Attorney Richard J. Shaklee, Esquire, and Val Cier, Recording Secretary.

There was one career firefighters present: Chief Carbin

There was one volunteer firefighter present: Hank Haligowski

There were no members of the public present.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the December 30, 2016^h Cranbury Press, posted on the bulletin board of the Office of the Township Clerk and district 2 website, ten other public locations and notices sent to those requesting such.

ADOPTION OF 2017 FIRE DISTRICT BUDGET

Chairman Mahler asked for the motions on the 2017 budget. Commissioner Martin read the Resolution authorizing the reading of the 2017 budget by title only.

UPON MOTION MADE by Glenn Borsuk and seconded by Mike Frisch, to have the budget be read by title only.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

Chairman Mahler opened the meeting to the public for a hearing and vote. The public had no questions on the budget.

Attorney Shaklee read the 2017 Adopted Budget Resolution reflecting total revenues of \$4,133,685.00 which includes the amount to be raised by taxation of \$4,060,185.00 and total appropriations of \$4,133,685.00.

UPON MOTION MADE by Mike Frisch and seconded by Glenn Borsuk, for the adoption of the 2017 fire district budget for Fire District #2, in the amount of \$4,133,685.00 ,which includes the amount to be raised by taxation of \$4,060,185.00.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

MINUTES

Chairman Mahler asked for a motion on the Minutes. Commissioner Borsuk/Frisch and Attorney Shaklee had corrections to the minutes.

UPON MOTION MADE by Glenn Borsuk and seconded by Robert McGee, a motion was adopted to approve the minutes of the December 14, 2016 agenda and regular meetings, as amended.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

Chairman Mahler thanked Commissioner McGee and Commissioner Martin for all the work done on the election preparation and budget.

CLAIMS AGAINST THE BOARD & TREASURERS REPORT

Chairman Mahler asked the board to review the claims against the board and for treasurer's report.

Commissioner Frisch read the report:

General Operating Claims Total	\$227,998.14
Net Payroll Claims Total	\$ 75,044.81
Total Claims Against the Board	\$303,042.95
Period ending January 13, 2017	

Commissioner Frisch also reported;

The above figures reflect the 4th quarter tax revenues from the township.

The first bond interest payment was made on 1/1/17 in the amount of \$74,693.77.

Chief Carbin said there is a difference in the claims. Two bills are for EMS, which are \$540.20. therefore claims against the board are \$303, 042.95.

UPON MOTION MADE by Robert McGee and seconded by Jason Martin, to amend and approve the claims against the Monroe Township Board of Fire Commissioners of District No. 2 in the amount of \$302,502.75.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

Commissioner Frisch reported the following as of January 13, 2017:

Undesignated Funds	\$1,140,001.21
Designated Funds	\$168,789.33
Total Balance	\$1,308,790.54

CORRESPONDENCE

Chairman Mahler asked for the correspondence to be read. Commissioner Martin had no correspondence.

Chairman Mahler received a letter from Ecological Systems by Water Wizard LLC in regard to a solar system service contract. It will cost \$275/year.

Commissioner Martin reported that for the past 3-4 years, the board has paid \$1300-\$1500 for a single fuse replacement. This service agreement is \$275/year, and the Board will have to supply the meter reading to them. Commissioner Frisch asked what happens after the first year. Commissioner Martin stated each year a new contract will need to be signed.

UPON MOTION MADE by Glenn Borsuk and seconded by Mike Frisch, for the board to enter into a solar maintenance contract, not to exceed \$275, for the year of 2017.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

Commissioner Frisch also mentioned that the SREC checks should be mailed directly to firehouse instead of to the Chairman. Chairman Mahler will contact company to change the mailing address.

FIRE PREVENTION BUREAU REPORT

Chairman Mahler asked for the Fire Prevention Report.

Chief Carbin reported the following:

- 532 smoke detectors tests in 2016
- Business registration fees for 2016 was \$26, 400.00
- Reviewed Incident run log
- Hank Haligowski was top responder for 2016
- The crack on the apron will need to be repaired. There is enough in the budget to cover it.
- Haldeman claim for repair for intake manifolds replaced on 579.
- Additional repair needed on the pump for the plow on 579
- Looking to change shifts of firefighters in the spring
- JCPL wants a security deposit of \$10,600 from district. Chief Carbin would like Attorney Shaklee to contact JCPL to explain why board cannot do this.

Commissioner McGee questioned a payment for 6 month period (Jan to June) to William Gardner before all training classes are completed. Attorney Shaklee stated payments should be paid monthly. There is also no itemized bill for training to be done. The board had originally informed Mr. Gardner the detail wasn't needed since it was the same training each year.

Commissioner McGee would like itemized bill for services provided, and payment after the service. He currently gets paid January and July, but it can be changed to June and December, after 6 months of completing service.'

UPON MOTION MADE by Glenn Borsuk and seconded by Jason Martin, the board will pay monthly, for a prorated amount for the year, and be provided services rendered for training.

ROLL CALL: Aye Borsuk
Aye Frisch
Aye Mahler
Aye Martin
Aye McGee

APPLEGARTH VOLUNTEER FIRE COMPANY

Chairman Mahler asked if there was a report from the volunteers.

Commissioner Borsuk reported that three people will be starting firefighter 1 training.

MEETING OPEN TO THE PUBLIC

Chairman Mahler asked if the public had any questions. The public had no comments.

MEETING OPEN TO THE BOARD

Chairman Mahler opened the meeting to the board.

Commissioner Frisch asked about the volunteer's computer for the truck. Chief Carbin said it's in the works.

Commissioner Borsuk distributed the annual report for volunteer incentive program to the board and reviewed.

Commissioner Martin provided an update on the election:

- County is notified of paper ballots and one location
- Old polling locations have been notified there is no voting there this year and going forward
- Every community has been notified
- Posters and absentee ballots will be placed in community clubhouses
- Princeton Editorial Services will run an ad , ½ page black and white in certain locations-
- Some applications for absentee ballots will also be at the firehouse (some are postage paid)
- On the application, nothing should be pre-checked, and the instructions are very clear
- Everything is on the Fire district website to download the application

Commissioner Frisch asked if the firefighters put the posters and applications out in the communities. Attorney Shaklee recommends not having firefighters doing it.

Chairman Mahler would like to leave applications at each community with a clubhouse in it. Commissioner Martin would like to put the posters and applications only in the polling locations

from prior years- Clearbrook, Concordia, Encore, Ponds and Renaissance will get posters and applications for the ballots.

Commissioner McGee reported that it would be 12.5 cents per call in Clearbrook for RoboCall. The board agreed it would not be necessary. The Ponds has already sent emails and put a flyer in clubhouse for the election.

Chairman Mahler stated the Clearbrook TV station can advertise for free. They can use write up that have been created for RoboCall. Commissioner Martin will provide it to the TV station.

Commissioner Martin continued his update:

- There will be 6 poll workers- 2 at sign in, 2 at table to vote, 2 at table for depositing ballots. .

Chief Carbin mentioned the need to explain to poll workers what they need to do with the new setup. Commissioner Martin stated the poll workers will need to sign the requirements so they are aware. The Board also agreed to have the Chief work election day.

- The County will certify the absentee ballots that evening.
- Provisional ballots will be available
- Commissioner Frisch suggested getting electronic signs outside advertising voting. Chief Carbin will look into it.

Recording secretary requested an updated version of Word for firehouse laptop/taking minutes. Commissioner Martin will be getting new laptops for firehouse, so there is newer version of Word (current version is 2003) on it rather than uploading new versions on old laptops.

CLOSED SESSION

Chairman Mahler stated there was no need for a closed session.

ADJOURN

Chairman Mahler stated all business concluded and meeting adjourned.

JASON MARTIN
Board Secretary
MAURICE MAHLER
Chairman

NOTE: Appendixes can be obtained upon request from the Board Secretary.
PREPARED BY: Val Cier